

Summer 2009

Class Schedule



Medical Histology Technician – jobs available now! Inside Cover

Financial Aid makes college possible Page 2

We're here to help you succeed Page 3

CLOVER PARK

TECHNICAL COLLEGE

Excellence. Experience. Employment.

Classes start June 29

Why 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.

Redefine Education: Start here for a lasting career

Not sure what career would be best for you? Wondering what goes on inside the classrooms and labs? Think you are headed in the right direction, but want to make sure? At Clover Park Technical College we want you to be successful, so we have lots of ways for you to find out more about our certificate and degree programs.

- **Program Information Sessions** On most second and fourth Wednesdays of the month, instructors will meet with you about career opportunities, what is taught in the program, and what you will need to do to get started.
- **VIP Pass for Class** You are a very important person and we are happy to arrange for you to visit a class in any subject. Contact janet.holm@cptc.edu to arrange your VIP visit.
- **CPTC-TV** There's always information about our programs on television in Pierce County! Tune in Comcast channel 28 or CLICK! channel 89.
- **www.cptc.edu** Visit our website for program information and streaming videos.

Call (253) 589-5800

For more info Text **TECH4U to 41513**

IMPORTANT DATES

JUNE

- 8 New Student Orientation
- 18 Spring Commencement
- 29 Summer Quarter Begins

JULY

- 3 College Closed
(Independence Day Observed)
- 10 Foundation Golf Tournament

AUGUST

- 31 Summer Quarter Ends

SEPTEMBER

- 1-27 Quarter Break
- 28 Fall Quarter Starts

On the cover: Bekki Haggerty, Medical Histology Technician Instructor and Nikki Durkee, student, analyze a slide of human tissue under a microscope. Medical Histology is the study of abnormal or pathological tissues. Several job openings exist as a Histology Technician.

**Call 253-589-5800 or text
TECH4U to 41513**



// The education I received at Clover Park reminded me how fun it is to learn and **I truly believe that this is possible for anyone!** //

Nicole Boettner, Environmental Sciences & Technology Student,
2009 All Washington Academic Team, CPTC Foundation scholarship recipient

Getting Started at Clover Park

Step 1 Plan Ahead

- Review our more than 50 career programs at www.cptc.edu.
- Tour the campus and visit a class or attend a program information session.
- See an advisor for more career and program information and to help you set up your education plan.
- Apply for financial aid.

Step 2 Apply for Admission

- Once you have picked the career program or courses you want to take, fill out an admission application and submit it, with the program admission fee.
- Running Start students should contact our Running Start counselor to get required paperwork for their high school counselors.

Step 3 Have a Placement Review

- To help you succeed in your college experience, COMPASS Assessment may be required for your program. This computerized assessment helps us place you in appropriate general education classes.
- Your advisor will tell you if you need to take this assessment.
- You can take as much time as you need, but generally students take about two hours.
- No appointment is necessary, but you must have a picture ID and pay a fee.

Step 4 Register and Pay Tuition

- New students may register in person or by mail.
- Complete the registration form available at the Registration Office, and submit it to that office.
- Pay your tuition and fees at the cashier's office, located in Building 17.
- If you are a currently enrolled student, you may register online at www.cptc.edu/register and pay online at www.cptc.edu/pay.

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This schedule provides a general guideline of courses offered by Clover Park Technical College. The classes and programs described herein are implemented at the sole discretion of the college and are subject to change at any time without notice. Information contained on classes and programs is illustrative only and is not intended to create any contractual obligation or covenant with the college.

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Advising & Counseling Center for educational planning and admissions applications

Where? Building 17

When? Monday, Tuesday and Thursday from 8 a.m. to 5 p.m., Wednesday from 8 a.m. to 7:30 p.m., Friday from 9:30 a.m. to 4:30 p.m.

How? Walk in. If you have questions, call (253) 589-5548 or advising@cptc.edu

Registration Office to sign up for classes

Where? Building 17

When? Monday through Thursday 7:30 a.m. to 7:30 p.m., Friday from 9 a.m. to 5 p.m.

How? Walk in. If you have questions, call (253) 589-5800.

Testing Center for the COMPASS assessment

Where? Building 17

When? Monday through Wednesday 7:45 a.m. to 7 p.m., Thursday 7:45 a.m. to 4 p.m., Friday from 7:45 a.m. to noon.

How? Walk in, bring a photo ID and pay a fee. If you have questions, call (253) 589-5800.

Paying for College

Good news! Financial aid is available to part-time and full-time students. If you need financial assistance to attend college, there are many resources available for eligible students. Start by talking with the experts in the Financial Aid Office. They can help you take all the steps to get as much aid as you are eligible for. Pick up an information packet in the Financial Aid Office. You can also complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.ed.gov.

And there's more:

- **Scholarships.** Contact the Clover Park Technical College Foundation at (253) 589-5732.
- **Veterans.** Contact our VA clerk at (253) 589-5581.
- **WorkFirst.** If you are a TANF recipient or a low-income working parent, call (253) 589-5895 to learn about opportunities for free job skills training.
- **Worker Retraining.** If you are currently collecting unemployment benefits, or have exhausted those benefits in the past 24 months, or are a displaced homemaker, or have been honorably discharged from military service, or need to upgrade your skills to remain employed, you may qualify for comprehensive vocational services. Call (253) 589-5548.
- **Opportunity Grants.** If you are a low-income person interested in a career in Allied Health; Aviation Maintenance; Early Care and Education; Landscape Management, or Residential Construction, you may be eligible for a grant that will pay for tuition, books, child care and some other expenses. Call (253) 589-5957.

Financial Aid Office

for grants, loans, student employment and scholarships

Where? Building 17

When? Mon-Thurs, 7:30 a.m. to 5 p.m.
Friday, 9:00 a.m. to 5 p.m.

How? Walk in. If you have questions, call (253) 589-5660

Running Start or Elective High School

students under age 21 do not pay tuition or an admission fee. Qualifying students are expected to pay a \$50.33 Laboratory/Supply Fee and the Assessment Fee as well as fees for consumables, books, tool kits, program testing fees and transportation costs required for the program. The college may require students to pay a refundable deposit for loaned tools.

Adult Basic Education or English as a Second Language

students pay tuition of \$25 per quarter but do not pay an admission fee.

2008-09 TUITION

# of Credit Hours	Tuition & Fees	International Tuition & Fees
1	\$91.57	\$173.43
2	\$167.54	\$331.26
3	\$243.51	\$489.09
4	\$319.48	\$646.92
5	\$395.45	\$804.75
6	\$471.42	\$962.58
7	\$547.39	\$1,120.41
8	\$623.36	\$1,278.24
9	\$699.33	\$1,436.07
10	\$775.30	\$1,593.90
11	\$831.50	\$1,751.34
12	\$887.70	\$1,908.78
13	\$939.36	\$2,062.47
14	\$990.98	\$2,216.16
15	\$1,042.60	\$2,369.85

# of Credit Hours	Tuition & Fees	International Tuition & Fees
16	\$1,094.22	\$2,523.54
17	\$1,145.84	\$2,677.23
18	\$1,197.46	\$2,830.92
19	\$1,199.37	\$2,832.83
20	\$1,201.28	\$2,834.74
21	\$1,203.19	\$2,836.65
22	\$1,205.10	\$2,838.56
23	\$1,207.01	\$2,840.47
24	\$1,208.92	\$2,842.38
25	\$1,210.83	\$2,844.29
26	\$1,263.79	\$2,999.27
27	\$1,316.75	\$3,154.25
28	\$1,369.71	\$3,309.23
29	\$1,422.67	\$3,464.21
30	\$1,475.63	\$3,619.19

See page 56 for refund policy.

2008-09 FEES

Quarterly fees

Student activities fee

\$15.60 per quarter

Parking fee

\$0.83 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

\$1.91 per credit

One-time fees

Program admission fee

\$43.33 non-refundable

Assessment fee

\$17.75 non-refundable

Graduation fee

\$13.80 non-refundable

Additional fees

Additional fees may be charged for a class. These fees are listed at the end of course descriptions in this class schedule.

Redefine Education:

Do it with the help you need

Advising and Counseling

It's all about your success. The Advising and Counseling department at Clover Park Technical College is dedicated to providing support and direction to help students meet their academic goals successfully. It's a good idea to talk to an advisor as soon as you start to think about attending classes and whenever you need assistance after that. Advisors can tailor an educational plan to meet your interests and strengths, assist you in a time of crisis or need, and connect you with community-based resources to help you succeed.

In Advising and Counseling, you'll find:

- The Career Center
- Crisis Counseling
- Disability Services
- Running Start
- Worker Retraining

Call 253-589-5800.

Students with disabilities

Clover Park Technical College is committed to our students' success, and we make appropriate adjustments and reasonable accommodations for qualified students with disabilities. If you need this kind of consideration, start early by contacting the Advising and Counseling Office, preferably at least six weeks before the start of classes. Call (253) 589-5767. For TTY, call (253) 589-5837.

Find the degree or certificate that will change your life

Whether you want to begin your career or enhance your existing professional skills, change directions with a new career or continue your education by transferring to another college or university, the education and hands-on training you receive at Clover Park Technical College will get you to where you want to be.

Certificates at Clover Park Technical College

Program certificates are a great way to get your foot in the door in a new industry or for already-working adults and professionals to advance their skill levels and stay current with industry standards. The majority of programs at Clover Park Technical College offer short-term certificates, many of which can be completed in one year or less, depending upon the program.

Degrees at Clover Park Technical College

The **Associate of Applied Technology (AAT)** degree is awarded to students who complete programs that are 90 credits or more in length and include a core of 15 college-level academic credits. The bulk of the credits are in specific career/technical fields and the required general education courses in communication, quantitative reasoning, and social sciences are designed to prepare students for work.

The **Associate in Applied Science (AAS-T)** degree is also a workforce degree with a core of general education courses. The difference is that the AAS-T degree requires a minimum of 20 credits of general education courses commonly accepted in transfer, including a minimum of 5 credits in English composition; 5 credits in quantitative reasoning; and 10 credits in social science, humanities or science.

Child care on campus

On-campus child care at Clover Park Technical College gives student-parents the freedom and peace of mind to pursue their education while their children are also getting the best possible early care and education. The Hayes Child Development Center is a nationally certified center that serves children from one month to 12 years old. The center is open from 6:30 a.m. to 6 p.m. Monday through Friday. Full-time and flexible hourly care is available. To learn more, call (253) 589-5531.

Clover Park Technical College is accredited by the Northwest Commission on Colleges and Universities, a regional accrediting body recognized by the Council for Higher Education and Accreditation and/or U.S. Department of Education.

President:

Dr. John W. Walstrum

Board of Trustees:

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

Make sure you get all the information you need

For more detailed information about certificate and degree requirements and transfer options, please read the chapter "Academic Standards" pages 148-156 of the 2008-2009 College Catalog; be sure to talk with an academic advisor or counselor before enrolling in any program. They are here to help you make the best possible choices to have your experience at the College work for you.

Continuing on to the next degree

Clover Park Technical College has agreements with several universities and colleges for articulating your associate's degree into specific bachelor's degree programs.

In addition, many of the College's programs have individual agreements with other academic institutions that provide for the transfer of individual course credit.

Redefine Education:

Fly high, dig deep, live well

In addition to our main campus in Lakewood, you'll find Clover Park Technical College courses and programs at South Hill.

South Hill Campus & Aviation Center • (253) 583-8944

17214 110 Ave. E. • Puyallup 98474

South Hill Campus & Aviation Center, the red and white checkered building next to the Pierce County Airport, is home to three degree and certificate programs:

Aviation Maintenance, Professional Pilot, and Health Unit Coordinator.

You'll also find continuing education courses in computers, cooking and more.

Fort Lewis Campus • (253) 583-8944

14800 Murray Road S.W. • Lakewood 98439

Fort Lewis Campus is the home of the Roofers Apprenticeship program.

Continuing education and industry training opportunities are also available at this site.

Lakewood Campus • (253) 589-5800

4500 Steilacoom Blvd. S.W. • Lakewood 98499

Campus map and driving directions are at www.cptc.edu

Click on "Contact Us." Click on "Campus Locations."

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CPTC Bookstore

(253) 589-5614

8:00 am - 4:00 pm, Monday - Friday

The bookstore is now located in The Sharon M. McGavick Student Center, Building 23. For more information, call the bookstore or visit the bookstore's new Web site at:

<http://www.cptc.edu/bookstore>

Permits are required

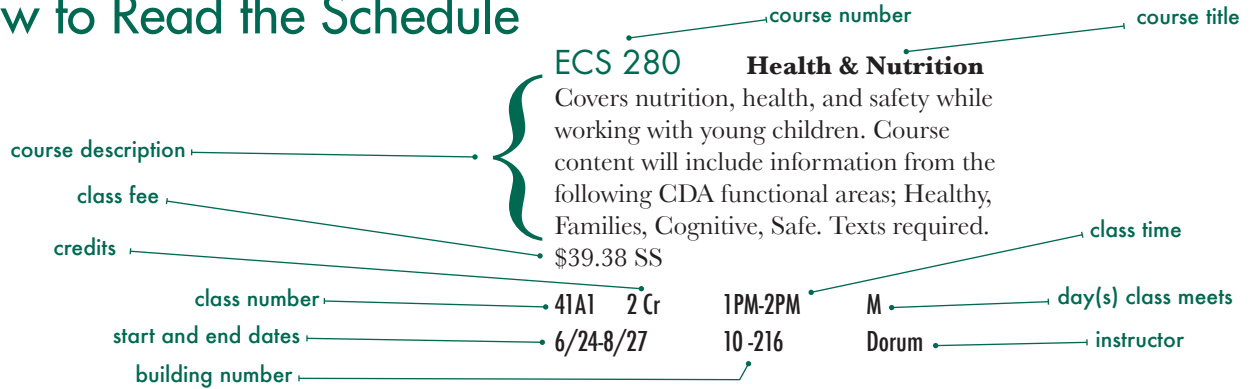
to park on campus. To get a permit for your vehicle, fill out a parking/ID application available at Student Records, the front desk, and the Cashier's Office – all in Building 17 – and in the Security Office, Building 23.

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; and at the Public Schools Emergency Communications system web site, www.schoolreport.org.

No announcement means normal operation. Announcements are for one day only.

How to Read the Schedule



SYMBOLS:

- online courses**
- continuing education**
- community education**

Registration on the Web

Continuing students who have a student ID and a PIN number can register on the Web at www.cptc.edu/register.

- Click on **Continuing Student Registration**.
- Enter your **PIN**.
- You will see a “welcome” with your name. Click **Continue**.
- You may be prompted for responses to questions about your educational interests.
- Enter the 4-digit class number for each class you wish to take.
- Click **Submit Add/Drop**.
- Click **Finish**.
- Click **Online Fee Payment** to pay with your credit card and print your receipt.
- Review your address and your schedule for accuracy.

Course Cancellations

The College cancels a class only when we have too few students enrolled to cover the cost of the class. We reserve the right to cancel classes, reschedule classes or change instructors. The decision to cancel a class is made before the starting date of the class. We make every effort to notify registered students. Please include your home and work telephone numbers and e-mail on your registration form. If a class is cancelled, students receive 100% refund.

What's continuing education?

What difference does it make?

In order to offer a wide range of subjects and opportunities for students, some continuing education courses are developed without using the state funds that pay for most of the credit courses at the College. The instruction is of the same high quality and up-to-date relevance as all Clover Park Technical College courses, and many continuing education courses offer college credit. However, the cost of a continuing education course may be different; generally these courses are not eligible for financial aid, and the registration process is different.

- Continuing education classes in many career program areas begin on page 44.
- Community education classes for personal and professional enrichment begin on page 52.
- To register for any of these continuing and community education courses, use the registration procedure and form on pages 48 and 55.
- Please feel free to call (253) 589-5575 for more information.

Virtually yours, whenever you're ready!

Online courses for credit

You'll need a computer with Internet access, a web browser, an e-mail address and Microsoft Word; be sure to read the course descriptions for other requirements. Check out the online courses on pages 49-51. You'll also find courses marked ONLINE throughout this schedule in accounting, computer networking and information systems security, emergency management, general education and continuing education. The possibilities are virtually endless!

Contact distanced@cptc.edu, call (253) 589-6076 or visit www.cptc.edu/online for more information.

ED2GO

The Education to Go (ed2go) program brings 250 courses to you online, adding to what the college offers in our regular schedule of courses. Ed2Go courses start monthly and run for six weeks. You'll have a top-notch instructor, lively discussion boards, assignments, tutorials and interactive quizzes geared to help you. All you need is a computer with Internet access, a web browser, and an e-mail address.

For a complete list of courses, start dates and details, go to www.cptc.edu/online. To register, go to www.cptc.edu/register.

ACCOUNTING

ACTG 110 Bookkeeping I

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. Additional fee: \$20.00 ☞

49ZA	4Cr	Arranged	Arranged
6/29-8/31		On-Line	Dorum

ACTG 115 Bookkeeping II

Introduces continued principles of full cycle, double-entry accounting, and specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals and end of period work for corporations. Prerequisite: ACTG 110.

Fee: \$20.00 ☞

49ZB	4Cr	Arranged	Arranged
6/29-8/31		On-Line	Dorum

ACTG 120 Electronic Business Math

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. Additional fee: \$20.00 ☞

49ZC	2Cr	Arranged	Arranged
6/29-8/31		On-Line	Dorum

ACTG 141 Quickbooks I

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. Additional fee: \$7.50

4941	2Cr	8AM-9:50AM	TTh
6/30-7/28		10-212	Dorum

ACTG 143 Quickbooks II

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 141 or Instructor approval. Additional fee: \$11.25

4951	3Cr	8AM-9:50AM	TTh
7/30-8/27		10-212	Dorum

ACTG 160 Payroll & Business Taxes

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 businesses. Covers the concepts, legislation and terminology required to perform specific payroll accounting functions. Prerequisite: ACTG 110 or Instructor approval. Additional fee: \$20.00 ☞

49ZD	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Dorum

ACTG 211 Principles of Accounting I Lab

Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment. Concurrent with ACCT& 201.

Fee: \$7.50

4971	2Cr	11AM-11:50AM	W
7/01-8/26		10-216	Dorum

ACTG 213 Principles of Accounting III Lab

Provides instructional activities that support material covered in ACCT& 203 in a supervised lab environment. Concurrent with ACCT& 203. Fee: \$11.25

4991	3Cr	11AM-11:50AM	W
7/01-8/26		10-214	White

ACTG 222 Fundamentals of Individual Tax Accounting

Introduces the fundamentals of individual income tax accounting theory and practice, preparation of forms and schedules, and differences between GAAP and income tax accounting. Prerequisite: ACTG 115 or Instructor approval. Fee: \$15.00

49A1	4Cr	9AM-9:50AM	MWTh
6/29-8/31		010-214	White

ACTG 235 Accounting Spreadsheets II

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. Fee: \$15.00

49C1	4Cr	11AM-11:50AM	TTh
6/30-8/27		10-212	White

ACTG 260 Business Office I

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 235, CAS 125, and ACCT& 201 or instructor approval. Fee: \$18.75

49F1	5Cr	Arranged	Arranged
6/29-8/31		10-214	White

ACTG 262 Business Office II

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: ACTG 260. Fee: \$18.75

49G1	5Cr	Arranged	Arranged
6/29-8/31		10-214	White

ACCT& 201 Principles of Accounting I

Covers fundamentals of accounting theory and practice. Focus on double-entry accounting system, financial statement preparation for a business organized as a sold proprietorship and effects on balance sheet accounts. Prerequisite: ACTG 115 or instructor approval. Additional fee: \$20.00 ☞

49ZE	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Dorum

49Q1	5Cr	10AM-11:50AM	TWTh
6/30-8/27		010-216	Dorum

ACCT& 202 Principles of Accounting II

Covers fundamentals of accounting theory and practice continued from ACCT& 201. Focus 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. Fee: \$20.00 ☞

49ZF	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Dorum

ACCT& 203 Principles of Accounting III

Introduces cost accounting as a part of the managerial process of planning and control to include job order, process and standard cost accounting data, budgets, and internal control reports necessary for making economic decisions for manufacturing businesses. Prerequisite: ACCT& 201. Fee: \$20.00 ☞

49S1	5Cr	10AM-10:50AM	Daily
6/29-8/31		10-214	White

49ZG	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Dorum

ADULT BASIC EDUCATION

ABE 012 ABE Level II - Math

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 \$25.00

CH56	4Cr	12:30PM-2PM	MWF
6/29-8/31		26P-001	Weigelt

CH30	2Cr	5:30PM-6:30PM	TTh
6/30-8/27		26P-002	Carney

ABE 013 ABE Level III - Math

Learn to apply mathematical concepts and procedures to make an estimate, solve a problem, and carry out a task involving decimals and fractions. Prerequisites: Students must successfully complete ABE Math II or receive a score of 211-220 on the CASAS placement test \$25.00

CH31	2Cr	5:30PM-6:30PM	TTh
6/30-8/27		26P-002	Carney

CH32	4Cr	12:30PM-2PM	MWF
6/29-8/31		26P-001	Weigelt

ABE 014 ABE Level IV - Math

Learn to apply mathematical concepts and procedures to make estimates, solve problems, involving percent, ratio and proportion, simple formulas, measurements, and tables and graphs. Prerequisites: Students must successfully complete ABE Math III or receive a score of 221-235 on the CASAS placement test. \$25.00

CH34	2Cr	5:30PM-6:30PM	TTh
6/30-8/27		25P	Hooker

CH35	4Cr	12:30PM-2PM	MWF
6/29-8/31		26P-002	Nix

GED 010 GED Basic Math

Learn to make mathematical estimates of time and space, apply principles of geometry to measure angles, lines and surfaces, and apply trigonometric functions. Prerequisite: Students must successfully complete ABE Math IV or receive a score of 236 on the CASAS placement test \$25.00

CH38	2Cr	5:30PM-6:30PM	TTh
6/30-8/27		25P	Hooker
CH62	4Cr	9AM-11:30AM	TTh
6/30-8/27		26P001	Weigelt

GED 011 GED Advanced Math

Focus on fine-tuning skills necessary to successfully complete the math section of the GED. Prerequisite: Students must successfully complete GED Basic Math or receive a score of 246+ on the CASAS placement test. \$25.00

CH39	2Cr	5:30PM-6:30PM	TTh
6/30-8/27		25P	Hooker
CHG2	4Cr	9AM-11:30AM	TTh
6/30-8/27		26P-001	Weigelt

ABE Level III - Reading

Learn to read with understanding, focusing on real-life materials. Prerequisite: Students must receive a score of 211-220 on the CASAS placement test. \$25.00

CH40	4Cr	8:30AM-10AM	MWF
6/29-8/31		26P002	Nix
CH42	2Cr	6:30PM-7:30PM	TTh
6/30-8/27		26P002	Martindale

ABE Level IV - Reading

Learn to read with understanding expository writing, a variety of periodicals and non-technical journals on common topics. Prerequisite: Students must successfully complete ABE Reading III or receive a score of 221-235 on the CASAS placement test. \$25.00

CH43	4Cr	8:30AM-10AM	MWF
6/29-8/31		26P002	Nix
CH45	2Cr	6:30PM-7:30PM	TTh
6/30-8/27		26P002	Martindale

GED 010 GED Basic Reading

Learn to comprehend, explain and analyze information from a variety of literacy works, including primary source materials and professional journals. Prerequisite: Students must successfully complete ABE Reading IV or receive a score of 236-245 on the CASAS placement test. \$25.00

CH46	4Cr	8:30AM-10AM	MWF
6/29-8/31		26P001	Weigelt

GED 011 GED Advanced Reading

Focus on fine-tuning 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 test \$25.00

CH47	4Cr	8:30AM-10AM	MWF
6/29-8/31		26P001	Weigelt

GED 012 GED Preparation - Reading

Gain skills and knowledge of materials necessary to prepare for the GED exam. Students will develop test taking strategies and develop skills in the areas of social studies reading and science sections on the GED exam. Prerequisites: Students must successfully complete ABE Reading IV or receive a score of 236 or higher on the CASAS placement test. \$25.00

CH98	2Cr	6:30PM-7:30PM	TTh
6/30-8/27		26P-001	Hooker

ABE Level III - Writing

Focus on writing skills, increasing complexity of sentences and paragraphs. Prerequisite: Students must receive a score of 211-220 on the CASAS placement test. In addition, students will be asked to complete a writing sample. \$25.00

CH20	4Cr	10:10AM-11:40AM	MWF
6/29-8/31		26P-002	Nix
CH22	2Cr	7:30PM-8:30PM	TTh
6/30-8/27		26P-002	Martindale

ABE Level IV - Writing

Learn to convey ideas in writing using several connected paragraphs with correct mechanics, usage, and varied sentence structure. Prerequisite: Students must successfully complete ABE Writing III or receive a score of 221-235 on the CASAS placement test. In addition, students will be asked to complete a writing sample. \$25.00

CH23	4Cr	10:10AM-11:40AM	MWF
6/29-8/31		26P-002	Nix
CH25	2Cr	7:30PM-8:30PM	TTh
6/30-8/27		26P-001	Hooker

GED 010 GED Basic 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 Writing IV or receive a score of 236-245 on the CASAS placement test. In addition, students will be asked to complete a writing sample. \$25.00

CH26	4Cr	10:10AM-11:40AM	MWF
6/29-8/31		26P-001	Weigelt

GED 011 GED Advanced Writing

Focus on fine-tuning writing skills necessary to successfully complete the writing section 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. \$25.00

CH28	4Cr	10:10AM-11:40AM	MWF
6/29-8/31		26P-001	Weigelt

GED 012 GED Preparation - Writing

Gain skills and knowledge of materials necessary to prepare for the GED writing exam. Prerequisites: Students must successfully complete ABE writing IV, or receive a score of 236 or higher. In addition, students will be asked to complete a writing sample. \$25.00

CH99	2Cr	7:30PM-8:30PM	TTh
6/30-8/27		26P-001	Hooker

GED Preparation – Fast Track

GED 012 Reading & Writing

Students will develop test taking strategies for the social studies, reading, science, and writing sections on the GED exam. Prerequisites: Must receive a CASAS score of 221 or more in reading. \$25.00

CH50	5Cr	4PM-7PM	TTh
7/07-8/27		26P-003	Nagle

GED Preparation – Fast Track Math

Students will develop test taking strategies for the math sections on the GED exam. Prerequisites: Must receive a CASAS score of 211 or more in math. \$25.00

CH03	2Cr	4PM-7PM	W
7/08-8/26		27P-101	Hooker

GED 012 GED Jump Start

A multi-level, multi-content class that allows students to focus on areas of learning that match their abilities. Prerequisite: Reading and Math CASAS test score, writing sample and completion of Educational Interview class or by permission of instructor. \$25.00

CHC2	6Cr	12:30PM-2:30PM	MTWTh
7/06-8/31		30-105	Munizza

ESL 010 ESL I

Designed for those with little to no knowledge of the English language. Basic reading, writing, speaking and listening skills will be covered. Prerequisite: Students must receive a score of <180 on the CASAS placement test. \$25.00

CH01	5Cr	12:30PM-2:30PM	MWF
8/29-8/31		27P-103	Burghagen

CH02	5Cr	5:30PM-8:30PM	MW
6/29-8/26		27P-103	Burghagen

ESL 012 ESL II

Designed for those with very basic knowledge of the English language. Develop reading, writing, speaking and listening skills necessary to participate in family, community, and employment..

Prerequisite: Students must successfully complete ESL I or receive a score 181-190 on the CASAS placement test \$25.00

CH04	5Cr	5:30PM-8:30PM	MW
6/29-8/26		27P-103	Burghagen

CH06	5Cr	12:30PM-2:30PM	MWF
6/29-8/31		27P-103	Burghagen

ESL 013 ESL III

Designed for those with an intermediate level of English language skills. Focuses on more complex reading, writing, speaking, listening skills and application of these skills life situations.

Prerequisite: Students must successfully complete ESL II or receive a score of 191-200 on the CASAS placement test \$25.00

CH07	5Cr	12:30PM-2:30PM	MWF
6/29-8/31		27P-103	Burghagen

CH08	5Cr	5:30PM-8:30PM	MW
6/29-8/26		27P-103	Burghagen

ESL 014**ESL IV**

Designed for those with a high intermediate level of English language skills. Read complex materials including descriptions and narratives. Convey ideas through writing and learn to edit own work. Prerequisite: Students must successfully complete ESL III or receive a score of 201-210 on the CASAS placement test. \$25.00

CH09 5Cr	9AM-11AM	MWF
6/29-8/31	27P-103	Lamberton
CH10 5Cr	5:30PM-8:30PM	MW
6/29-8/26	30P-105	Glithero

ESL 015**ESL V**

Designed for those with an advanced level of English language skills. Learn to convey complex ideas in. Work on critical thinking skills. Prerequisite: Students must successfully complete ESL IV or receive a score of 211-220 on the CASAS placement test. \$25.00

CH11 5Cr	12:30PM-2:30PM	MWF
6/29-8/31	27P-101	Stevens
CH12 5Cr	5:30PM-8:30PM	MW
6/29-8/26	26P-001	Guinn

ESL 016**ESL VI**

Designed for those high advanced levels of English language skills. In ESL VI, learn to participate independently in complex conversations. Organize and relay information effectively and monitor comprehension when reading and writing. Prerequisite: Students must successfully complete ESL V or receive a score of 221-235 or higher on the CASAS placement \$25.00

CH13 5Cr	9AM-11AM	MWF
6/29-8/31	27P-101	Stevens
CH14 5Cr	5:30PM-8:30PM	MW
6/29-8/26	27P-002	Bailey

ESL 017**ESL Communication 3-4**

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on grammar and written communication. Prerequisite: Score of 191- 211 on CASAS Pre-Test and concurrently enrolled in ESL Levels 1- 4. \$25.00

CH16 4 Cr	9:00 AM-11:00AM	TTh
7/07 - 8/27	27P-103	Lamberton

ESL 018**ESL Communication 5-6**

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on grammar and written communication. Prerequisite: Score of 211+ on CASAS Pre-Test and concurrently enrolled in ESL Levels 5-6. \$25.00

CH59 4 Cr	9:00 AM-11:00AM	TTh
7/07 - 8/27	27P-101	Stevens

ESL 019**Focused on Fluency Level I**

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on pronunciation and oral language skills. Prerequisite: Score of 191- 211 on CASAS Pre-Test and concurrently enrolled in ESL Levels 1- 4. \$25.00

CH86 2 Cr	5:30PM-8:30PM	T
7/07-8/25	27P-103	Bailey
CH87 4 Cr	12:30PM-2:30PM	TTh
7/07-8/27	27P-103	Staff

ESL 020**Focused on Fluency Level II**

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on pronunciation and oral language skills. Prerequisite: Score of 211+ on CASAS Pre-Test and concurrently enrolled in ESL Levels 5-6. \$25.00

CH88 2 Cr	5:30PM-8:30PM	Th
7/09-8/27	27P-103	Burghagen
CH89 4 Cr	12:30PM-2:30PM	TTh
7/07-8/27	27P-100	Stevens

ESL 022**ESL Transitions**

Focus on advanced English vocabulary, academic and applied reading skills, conveying more complex ideas in written and oral English in preparation for transitioning to higher level academic classes, employment and/or career advancement.

Prerequisite: CASAS range of 211-220, concurrent enrollment in ESL Levels 5-6 or instructor permission \$25.00

CHF2 1Cr	6:30PM-8:30PM	T
7/07-8/25	27P-101	Carney

AMERICAN SIGN LANGUAGE**ASL& 121****American Sign Language I**

Informs students about deafness, deaf culture, the deaf community, and American Sign Language. Learn to communicate both expressively and receptively in American Sign Language.

0502 5Cr	3PM-5:20PM	TTh
6/30-8/27	3-205	Wilson

ASL& 122**American Sign Language II**

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.

0503 5Cr	5:30PM-8PM	TTh
6/30-8/27	3-205	Wilson

ARCHITECTURAL ENGINEERING DESIGN**ARC 121****Drafting & Design**

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. Fee: \$18.75

63X1 5Cr	4:30PM-5:30PM	MW
6/29-8/31	19-201	Ulrich
(LAB)	6:30PM-9:00PM	MW

ARC 123**Civil Engineering Site Design**

Overview of site design and planning, lot, subdivision and road layouts, contouring, slopes and profiles and zoning regulations. Prerequisites: ARC 121. Fee: \$18.75

6311 5Cr	8:30AM-9:30AM	MW
6/29-8/31	19-201	Lamb
(LAB)	12:30PM-2:30PM	MTh
	19-201	Lamb

ARC 125**Residential Design & Drafting**

Overview of basic residential design and specialized floor plans, exterior and interior elevations. Prerequisites: ARC 123. Fee: \$18.75

63Z1 5Cr	3:30PM-4:30PM	MW
6/29-8/31	19-201	Ulrich
(LAB)	6:30PM-9:00PM	MW

ARC 141**Architectural Reporting I**

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. Fee: \$11.25

63AA 3Cr	2:30PM-3:30PM	M
6/29-8/31	19-201	Ulrich

ARC 143**Architectural Reporting II**

Investigation, research, diagrams and report preparation on basic framing systems in house construction. Prerequisites: ARC 141. Fee: \$7.50

6341 2Cr	9:30AM-10:30AM	M
6/29-8/31	19-201	Lamb

ARC 143**Architectural Reporting II - I-BEST**

Investigation, research, diagrams and report preparation on basic framing systems in house construction. Prerequisites: ARC 141. Fee: \$7.50

63AC 2Cr	3:30PM-4:40PM	M
6/29-8/31	19-201	Ulrich

ARC 145**Architectural Reporting III**

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. Fee: \$7.50

63AD 2Cr	2:30PM-3:30PM	M
6/29-8/31	19-201	Ulrich

Construction Material Research I

ARC 152

Requires research of manufacturers' and suppliers' information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 5. Prerequisites: English reading with comprehension, composition and basic verbal skills. Fee: \$7.50

63AE	2Cr	2:30PM-3:30PM	Th
7/02-8/27		19-201	Ulrich
(LAB)		2:30PM-4:30PM	Th

Construction Materials Research II

ARC 153

Requires research of manufacturers' and suppliers' information, and assembly of Construction Specifications Institute (CSI) materials Divisions 6 through 11. Prerequisites: ARC 152. Fee: \$3.75

6371	1Cr	1PM-2PM	T
6/30-8/25		19-201	Lamb
(LAB)		12:30PM-2:30PM	F
			Lamb

63AF	1Cr	2:30PM-3:30PM	Th
7/02-8/27		19-201	Ulrich
(LAB)		2:30PM-4:30PM	Th

ARC 162 Sketching I – I-BEST

Basic line weights, proportions, and sketches of residential projects. Prerequisites: English reading with comprehension, composition and basic verbal skills, ARC 171. Fee: \$11.25

63AG	3Cr	2:30PM-3:30PM	MTh
6/29-8/31		19-201	Ulrich

ARC 163 Sketching II

Covers intermediate concepts and sketches of residential projects. Prerequisites: ARC 162. Fee: \$7.50

6381	2Cr	1PM-2PM	Th
7/02-8/27		19-201	Lamb
		12:30PM-2:30PM	F
		19-201	Lamb

ARC 171 Drafting Technologies I

Covers 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. Fee: \$7.50

63AK	2Cr	6PM-7PM	MW
6/29-8/31		19-201	Ulrich
(LAB)		6:30PM-9:00PM	MW

ARC 173 Drafting Technologies II

Covers basic manual drafting skills for perspective drawings, shade and shadows, for basic design drawings necessary for residential design, and printing completed drawings on industry standard hardware. Prerequisites: ARC 171. Fee: \$18.75

63A1	5Cr	9:30AM-10:30AM	MW
6/29-8/31		19-201	Lamb
(LAB)		12:30PM-2:30PM	MTh
		19-201	Lamb

ARC 181 Introduction to AutoCAD

Use IBM-compatible computers and Windows software for AutoCAD to produce basic design and production drawings and details, and saving and printing drawings on industry standard hardware. Prerequisites: English reading with comprehension, composition and basic verbal skills, basic keyboarding skills, 30 wpm, ARC 123, ARC 173. Fee: \$18.75

63AM	5Cr	7PM-8PM	TWTh
6/30-8/27		19-207	Ulrich
(LAB)		8PM-9PM	TTh

ARC 191 Engineering Mechanics of Materials

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 107. Fee: \$18.75

63C1	5Cr	9:30AM-10:30AM	MTh
6/29-8/27		19-201	Lamb
(LAB)		12:30PM-2:30PM	TTh
		19-201	Lamb

ARC 221 Detailing & Light Commercial

Overview of specialized floor plan types, framing, sections, detailing and specifications for light-framing and commercial buildings. Prerequisites: ARC 125. Fee: \$18.75

63D1	5Cr	1PM-2PM	M-Th
6/29-8/25		19-201	Lamb
(LAB)		12:30PM-2:30PM	TTh
		19-201	Lamb

ARC 225 Design Project II

Design and Project Management of an Intermediate civil or architectural project conforming to codes, client needs and schedules. Complete set of CAD construction drawings. Prerequisites: ARC 223, ARC 281. Fee: \$18.75

63G1	5Cr	12:30PM-3PM	MTWTh
6/29-8/31		19-201	Lamb

ARC 227 Special Intern Project

Complete the written Work-Based Learning Experience Plan.

63H1	5Cr	12:30PM-3PM	MTWTh
6/29-8/31		19-201	Lamb
(LAB)		8AM-11AM	Daily

ARC 229 Special Design Project

Complete special design projects as assigned by the instructor to aid in realistic training. Prerequisites: ARC 225, ARC 231, ARC 235, ARC 281. Complete Special Design Project as assigned by the instructor to aid in Realistic Training. Fee: \$18.75

63J1	5Cr	12:30PM-3PM	MTWTh
6/29-8/31		19-201	Lamb
(LAB)		8AM-11:00AM	Daily
		19-201	Lamb

ARC 231 Cost Estimating I

Completion of a computerized detailed cost estimate for one-story house with site development. Prerequisites: ARC 163, ARC 225, ARC 231, ARC 235, ARC 281. Fee: \$11.25

63K1	3Cr	12:30PM-1:30PM	MW
6/29-7/16		19-201	Lamb
(LAB)		8AM-11:00AM	Daily
		19-201	Lamb

ARC 233 Cost Estimating II

Completion of a computerized detailed cost estimate for two-story house. Prerequisites: ARC 225, ARC 231. Fee: \$7.50

63L1	2Cr	12:30PM-1:30PM	MW
7/6-7/29/19-201		Lamb	
(LAB)		8AM-11:00AM	Daily
		19-201	Lamb

63AU	2Cr	8PM-9PM	MW
6/29-8/31		19-201	Ulrich
(LAB)		6:30PM-9:00PM	MW

ARC 236 Energy Analysis I

Completion of two computerized energy analyses for a one-story house. Prerequisites: ARC 223, MAT107. Fee: \$3.75

63M1	1Cr	1:30PM-2PM	MW
6/29-7/23		19-201	Lamb

ARC 238 Energy Analysis II

Completion of two computerized energy analyses for a two-story house. Prerequisites: ARC 225, ARC 235. Fee: \$3.75

63N1	1Cr	1:30PM-2PM	MW
6/29-8/31		19-201	Lamb

Construction Materials Research III

ARC 251

Requires research of manufacturers' and suppliers' information, and assembly of Construction Specifications Institute (CSI) materials Divisions 12 through 16. Prerequisites: ARC 153. Fee: \$3.75

63AX	1Cr	8PM-9PM	Th
7/02-8/27		19-201	Ulrich
(LAB)		2:30PM-4:30PM	Th

ARC 253 Employment Research

Basic job-seeking skill activities including resume preparation, employer contacts and employment opportunities. Prerequisites: ARC 145, ARC 173, ARC 225, ARC 231, ARC 235, ARC 261. Fee: \$7.50

63R1	2Cr	Arranged	Arranged
7/10-8/28		19-201	Lamb

ARC 261 Sketching III

Advanced concepts and sketches of residential projects. Prerequisites: ARC 163. Fee: \$3.75

63S1	1Cr	12:30PM-1:30PM	T
6/30-8/25		19-201	Lamb
(LAB)		8:00AM-11:00AM	Daily
6/30-8/25		19-201	Lamb

ARC 281 Intermediate AutoCAD

Use IBM-compatible computers and Windows software for AutoCAD to produce intermediate design and production drawings and details, and saving and printing drawings on industry standard hardware. Prerequisites: ARC 181 Fee: \$18.75

63BB	5Cr	6PM-7PM	TTh
6/30-8/27		19-201	Ulrich
(LAB)		8PM-9PM	TTh

ARC 281 Intermediate AutoCAD – I-BEST

Use IBM-compatible computers and Windows software for AutoCAD to produce intermediate design and production drawings and details, and saving and printing drawings on industry standard hardware. Prerequisites: ARC 181 Fee: \$18.75

63BA	5Cr	6PM-7PM	TTh
6/30-8/27		19-201	Ulrich

ARC 284 Applied AutoCAD

Includes IBM-compatible computers and Windows software for AutoCAD 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 225, ARC 281 Fee: \$18.75

63BC	5Cr	7PM-8PM	TWTh
6/30-8/27		19-201	Ulrich
(LAB)		8PM-9PM	TTh

63U1	5Cr	8:30AM-9:30AM	TTh
6/30-8/27		19-207	Lamb

(LAB)		9:30AM-11AM	TTh
		19-207	Lamb

GEO 210 Introduction to ArcGIS®

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. Fee: \$7.50

63W1	2Cr	12:30PM-2:30PM	Daily
8/03-8/14		19-207	Lamb

ART**ART& 100 Art Appreciation**

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. Fee: \$20.00

0501	5Cr	Arranged	Arranged
6/25-8/19		On-Line	WAOL

AUTOMOTIVE COLLISION TECHNICIAN**ACT 132 Panel Replacement**

Covers the fundamentals of replacing hoods, bumpers, fenders, grilles, lids and other bolted on panels. Fee: \$22.50

9661	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Freeman

ACT 133**Panel Repair**

Covers metal straightening fundamentals, including proper tool usage, application of fillers, and sanding for proper size, shape and texture. Fee: \$22.50

9671	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Freeman

ACT 134 Auto Collision Major Repairs

Introduces vehicle damage measuring systems, straightening auto body structure, and replacing structural components. Fee: \$18.75

9681	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Freeman

ACT 154 Topcoat Refinishing

Covers color matching, final masking, surface cleaning and topcoat finishing. Fee: \$30.00

96C1	8Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Richards

Surface Imperfections/**Exterior Trim**

Covers paint application problem-solving, final detailing, decals, and trimming. Fee: \$18.75

96F1	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Richards

ACT 171 Plastic Refinishing

Covers paint shop equipment and painting fundamentals as it relates to plastics. Fee: \$18.75

96G1	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Richards

AUTOMOTIVE RESTORATION & CUSTOMIZATION**Automotive Restoration****& Custom Lab**

Finish projects and competencies in restoration and/or customizing. Fee: \$33.75

1791	9Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Freeman

Custom Upholstery**Design & Installation**

Explores upholstery design & installation as it relates to the students' project work. Fee: \$11.25

17D1	3Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow

ARCF 167 Custom Paint Application

Covers application of custom masking, topcoat shading and graphics. Fee: \$11.25

17E1	3Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Richards

ARCF 168 Applied Metal Skills

Covers application of previously acquired metal skills as they relate to the students project work. Fee: \$11.25

17F1	3Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-301	Freeman

AUTOMOTIVE TECHNICIAN**AUT 174 Engine Minor Mechanical Repair**

Diagnose and repair general engine mechanical, lubrication, and cooling system problems.

Prerequisites: Must successfully complete AUT 120 and have required tools and textbooks. Fee: \$22.50

4651	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-701	Offerdahl

46AA	6Cr	3PM-9:30PM	Daily
6/29-8/31		03-701	Moeckel

AUT 175 Engine Major Mechanical Repair

Diagnose and repair engine blocks, heads, and valve trains. Prerequisites: Must have successfully completed AUT 120, 174 and have required tools and textbooks. Fee: \$26.25

4661	7Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-701	Offerdahl

46AB	7Cr	3PM-9:30PM	Daily
6/29-8/31		03-701	Moeckel

AUT 178 Engine Mechanical Lab

Repair engine components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Prerequisites: Must have successfully completed AUT 120, 174, 175 and have required tools and textbooks. Fee: \$11.25

4671	3Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-701	Offerdahl

46AC	3Cr	3PM-9:30PM	Daily
6/29-8/31		03-701	Moeckel

AUT 217 Automatic Ignition Systems

Diagnose and repair electronic and computer controlled automotive ignition systems. Prerequisites: Must successfully complete courses AUT 120, 174, 175, 178, 203, 209 and must have required tools and textbooks. Fee: \$26.25

46B1	7Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-901	Covington

AUT 223 Automatic Fuel Systems

Diagnose and repair fuel management systems.

Prerequisites: Must successfully complete courses AUT 120, 174, 175, 178 203, 209, 217, and must have required tools and textbooks. Fee: \$26.25

46C1	7Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-901	Covington

AUT 236 Automatic Emissions Systems

Diagnose and repair emissions control systems.

Prerequisites: Must successfully complete courses AUT 120, 174, 175, 178, 203, 209, 217, 223 and have required tools and textbooks. Fee: \$26.25

46D1	7Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-901	Covington

AUT 247 Automotive Transmissions/ Transaxles

Provides the necessary knowledge and skills to competently repair automatic transmissions.

Prerequisites: Must successfully complete AUT 120 and have required tools and textbooks. Fee: \$26.25

46H1	7Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-601	Bridges

AUT 250 Automatic Transaxles

Provides the knowledge and skills necessary to competently repair automatic transaxles. Prerequisites: Must successfully complete AUT 120, AUT 247 and have required tools and textbooks. Fee: \$26.25

46J1	7Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-601	Bridges

**Automatic Transmissions/
Transaxles Lab**

AUT 251
Competently repair automatic transmission/transaxle assemblies by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Prerequisites: Must successfully complete courses AUT 120, 247, 250, and must have required tools and textbooks prior to entering this course. Fee: \$15.00

46K1	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-601	Bridges

**AUTOMOTIVE
UPHOLSTERY &
GLASS TECHNICIAN**

**Introduction to Automotive
Upholstery & Glass**

AUG 103
Perform to a required standard in the following skill areas: school policies, departmental practice and procedures, sewing machine technology, and acceptable business practice.

4301	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

**Introduction to Automotive
Upholstery & Glass II**

AUG 104
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

4311	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

**Interior Upholstering
- Bench Seats I**

AUG 107
Perform to a required standard in removal of a bench seat, preparing it for upholstery, and creating a pattern. Prerequisite: AUG 104

4321	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

**Interior Upholstering
- Bench Seats II**

AUG 111
Perform to a required standard in bench seat and headrest fabrication and re-installation. Prerequisite: AUG 104, 107

4331	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30PM-1:50PM	Daily
		03-401	Lofgren

**Interior Upholsteries
- Bucket Seats I**

AUG 112
Perform to a required standard in removal of bucket seats, preparing them for upholstery, and creating a pattern. Prerequisite: AUG 104

4341	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

**Interior Upholstering
- Bucket Seats II**

AUG 114
Perform to a required standard in bucket seat and headrest fabrication and re-installation. Prerequisite: AUG 104, 112

4351	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

**Interior Upholstering
- Door & Quarter Panels I**

AUG 115
Perform to a required standard in interior upholstery, creating patterns, fabricating quarter panels and removing sun visors. Prerequisite: AUG 104

4361	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

**Interior Upholstering Door
& Quarter Panels II**

AUG 116
Perform to a required standard in upholstery interior doors, patterning and fabricating sun visors, and re-installing interiors. Prerequisite: AUG 104, 115.

4371	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30PM-1:50PM	Daily
		03-401	Lofgren

Headliners I

AUG 118
Perform to a required standard in the removal, repair and installation of hard shell headliners. Prerequisite: AUG 104

4381	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

Headliners II

AUG 122
Perform to a required standard in the removal, repair and installation of bow headliners. Prerequisite: AUG 104, 118

4391	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

Vinyl Tops I

AUG 123
Perform to a required standard in removing a vinyl top and preparing a roof for a replacement top. Prerequisite: AUG 104

43A1	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30PM-1:50PM	Daily
		03-401	Lofgren

Vinyl Tops II

AUG 124
Perform to a required standard in the ordering or fabrication and installation of vinyl tops. Prerequisite: AUG 104, 123.

43B1	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

Carpets I

AUG 129
Perform to a required standard in removing carpets and preparing floor for carpet installation. Prerequisite: AUG 104.

43C1	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

Carpets II

AUG 130
Perform to a required standard in the planning, fabricating, binding, fitting, and installing carpet. Prerequisite: AUG 104, 129

43D1	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

Glass (Auto & Flat)

AUG 131
Perform to a required standard in glass removal, ordering, patterning and cutting of glass (auto and flat). Prerequisite: AUG 104

43E1	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

Boat Seats I

AUG 134
Perform to a required standard in the proper layout, patterning, and fabricating of boat seats. Prerequisite: AUG 104

43F1	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
			Lofgren

Boat Seats II

AUG 135
Perform to a required standard in repairing, fitting and installation of boat seats. Prerequisite: AUG 104, 134

43G1	4Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

Convertible Tops I

AUG 137
Perform to a required standard in repairing convertible tops, disassembling tops and fabricating top pads. Prerequisite: AUG 104

43H1	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow
		7:30AM-1:50PM	Daily
		03-401	Lofgren

AUTOMOTIVE

AUG 140 Convertible Tops II

Perform to a required standard in the installation of convertible tops. Prerequisite: AUG 104, 137

43J1	5Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow

		7:30AM-1:50PM	Daily
		03-401	Lofgren

Interior Upholstery**AUG 201 - Advanced Bench Seats**

Develops skills in advanced and/or specialized techniques in building bench seats. Prerequisite: Advanced standing with instructor's permission

43K1	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow

		7:30AM-1:50PM	Daily
		03-401	Lofgren

Interior Upholstery**AUG 203 - Advanced Bucket Seats**

Develops skills in advanced and/or specialized techniques in building bucket seats. Prerequisite: Advanced standing with instructor's permission

43L1	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow

		7:30AM-1:50PM	Daily
		03-401	Lofgren

Interior Upholstery**AUG 205 - Advanced Panels**

Develops skills in advanced and/or specialized techniques in constructing door and quarter panels. Prerequisite: Advanced standing with instructor's permission

43M1	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow

		7:30AM-1:50PM	Daily
		03-401	Lofgren

AUG 207 Special Projects

Develops skills in advanced and/or specialized techniques. Student will have the opportunity to apply knowledge to projects of personal interest, as assigned, and/or job shadowing. Prerequisite: Advanced standing with instructor's permission

43N1	6Cr	7:30AM-1:50PM	Daily
6/29-8/31		03-401	Glasgow

		7:30AM-1:50PM	Daily
		03-401	Lofgren

AVIATION MAINTENANCE TECHNICIAN**AMT 109 Basic Electricity**

Covers 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.

4411	4Cr	7AM-1PM	Daily
6/29-7/10		SHC-116	Doyon

AMT 125 Advanced Electricity

Understand the effect of resistance, capacitance, and inductance in AC circuits, and understand transformers. Basic semi-conductor devices (diodes and transistors), and be able to explain their function in simple circuits. Fee: \$15.00

4451	4Cr	7AM-1PM	Daily
7/13-7/23		SHC-116	Doyon

Aircraft Fuel/Ice/Rain Control/Fire**AMT 133 Protect System**

Covers principles and maintenance of various control, warning and indicating systems for brakes, anti-skid, landing gear, ice and rain protection, fire protection and detection. Fee: \$15.00

4481	4Cr	7AM-1PM	Daily
7/30-8/17		SHC-117	Potter

AMT 140 Aircraft Landing Gear

Inspection, checking, servicing, and repair of landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems. Fee: \$11.25

44E1	3Cr	7AM-1PM	Daily
6/29-7/08		SHC-117	Potter

Hydraulic & Pneumatic**AMT 141 Power Systems**

Inspection, checking, servicing, troubleshooting, and repair of hydraulic and pneumatic power systems and components. Identification and selection of hydraulic fluids. Fee: \$11.25

44F1	3Cr	7AM-1PM	Daily
7/09-7/17		SHC-117	Potter

AMT 143 Airframe Electrical Systems

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. Fee: \$18.75

44J1	5Cr	7AM-1PM	Daily
7/24-8/11		SHC-116	Doyon

AMT 144 Engine Electrical Systems

Understand principles and operation and maintenance of electrical components and systems installed in, on, or for aircraft engines, propellers and related accessories, including wiring, controls, switches, and indicators. Fee: \$18.75

44K1	5Cr	7AM-1PM	Daily
8/12-8/31		SHC-116	Doyon

Cabin Atmosphere**AMT 145 Control Systems**

Physiological aspects of flight. Inspection and maintenance of oxygen, pressurization, heating, cooling, and air conditioning systems. Fee: \$11.25

44L1	3Cr	7AM-1PM	Daily
7/20-7/29		SHC-117	Potter

Aircraft Instrument/Communication & Navigation Systems**AMT 146**

Principles of operation of common aircraft instruments, gyros, pilot-static systems, principles of avionics equipment, antennas, autopilots, servos, ground proximity warning systems, and their inspection and maintenance. Fee: \$11.25

44M1	3Cr	7AM-1PM	Daily
8/18-8/31		SHC-117	Potter

AMT 217 FAA Testing & Turbine Engines

Administration of Final Airframe examinations. Also covers turbine engine history, types, theory of operation, maintenance, removal, overhaul, inspection, installation, test and repair procedures. Fee: \$26.25

44T1	7Cr	7AM-1PM	Daily
6/29-7/30		SHC-118	Rhonemus

AMT 219 Engine Lubrication Systems

Covers the components of and the operation of engine lubrication systems. Introduction to the requirements and characteristics of engine lubricants and lubrication systems. Fee: \$15.00

44U1	4Cr	7AM-1PM	Daily
7/31-8/13		SHC-118	Rhonemus

AMT 221 Engine Instrument Systems

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. Fee: \$15.00

44V1	4Cr	7AM-1PM	Daily
8/14-8/31		SHC-118	Rhonemus

AMT 229 Propellers & FAA Final Testing

Covers the theory, operation, inspection, maintenance, and repairs of propellers, controls, instrumentation, anti-ice, phasing and synchronization systems including governors and unducted fan engines. Administration of Final Powerplant examinations. Note: Fees for these examinations are not included in the college tuition or lab fees. Fee: \$15.00

44AB	4Cr	7AM-1PM	Daily
8/03-8/14		SHC-120	Vick

AMT 231 Engine Inspection

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. Fee: \$15.00

44AC	4Cr	7AM-1PM	Daily
6/29-7/13		SHC-120	Vick

Engine Ignition**AMT 233 & Starting Systems**

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. Fee: \$15.00

44AD	4Cr	7AM-1PM	Daily
7/14-7/31		SHC-120	Vick

AMT 235 Induction, Airflow, Cooling & Exhaust Systems

Includes principles and maintenance of air cooled engines, carburetor, fuel injected, naturally aspirated, turbo-charged, and supercharged induction systems, ice and rain control, also exhaust systems components, thrust reversing. Fee: \$11.25

44AE 3Cr	7AM-1PM	Daily
8/17-8/31	SHC-120	Vick

BARBERING

BARBR 145 Advanced Mens Sculpture

Provides the scientific approach to men's hair sculpture, starting with the basic concepts and continuing through intermediate and advanced techniques. Trichology and all related infection control and safety procedures will be emphasized. Prerequisite: Successful completion of COSMO 133.

53BA 5Cr	8AM-10AM	Daily
6/29-8/31	02-113	McGlauthlin
	10:30AM-2:30PM	Daily
	02-113	McGlauthlin

BARBR 150 Advanced Ladies Sculpture

Provides a scientific approach to ladies' hair sculpture. Starting with basic concepts, this class progresses through intermediate and advanced design techniques, appropriate terminology and related infection control/safety. Prerequisite: Successful completion of COSMO 133.

53BB 4Cr	8AM-10AM	Daily
6/29-8/31	02-113	McGlauthlin
	10AM-2:30PM	Daily
	02-113	McGlauthlin

BARBR 155 State Board Practical Preparation

Provides preparation for the state board practical exam. Prerequisite: Successful completion of COSMO 124, COSMO 133, BARBR 145, BARBR 150, COSMO 160, COSMO 178.

53BC 2Cr	8AM-10AM	Daily
6/29-8/31	02-113	McGlauthlin
	10AM-2:30PM	Daily
	02-113	McGlauthlin

BARBR 160 State Board Written Test Review

Provides preparation for the state board written exam. Prerequisite: Successful completion of COSMO 111, COSMO 114, COSMO 119, COSMO 124, COSMO 133, COSMO 178.

53BD 4Cr	8AM-10AM	Daily
6/29-8/31	02-113	McGlauthlin
	10AM-2:30PM	Daily
	02-113	McGlauthlin

BARBR 180 Realistic Training

Provides students realistic job experiences including salon ecology, trichology, styling, beard and mustache trimming. Prerequisite: Successful completion of COSMO 111, COSMO 114, COSMO 119, COSMO 124, COSMO 133, BARBR 145, BARBR 150, COSMO 160, COSMO 178

53BE 3Cr	Arranged	Arranged
6/29-8/31	02-113	McGlauthlin

BIOLOGY

BIOL 100 Biology for Non-Science Majors

Helps the student better understand the many current biological issues such as cancer, genetic disease, evolution, and human impact on the environment. Laboratory component included. Additional fee: \$20.00

0530 5Cr	Arranged	Arranged
6/29-8/31	On-Line	Cairns

BIOL 118 Human Anatomy & Physiology

Approaches the body systems emphasizing the relationship between structure and functions. A nonlaboratory course for non-science majors or students beginning study in life sciences. Prerequisites: Appropriate COMPASS/SLEP placement score or Instructor permission. Fee: \$20.00

0531 5Cr	Arranged	Arranged
6/29-8/31	On-Line	Noffke
0532 5Cr	8AM-8:55AM	Daily
6/29-8/31	16-103	Noffke
0533 5Cr	11AM-11:55AM	Daily
6/29-8/31	16-103	Noffke
0534 5Cr	2:05PM-3PM	Daily
6/29-8/31	16-103	Noffke

BIOL& 241 Anatomy & Physiology I

Includes an in-depth study of cells and tissues. The integumentary, skeletal, muscular, nervous and sensory systems are discussed. Laboratory component included. Prerequisites: BIOL 118 with a grade of C or 2.0 or better and CHEM& 161 with a grade of C or 2.0 or better. Fee: \$20.00

0535 5Cr	6PM-8:30PM	MW
6/29-8/31	15-101	Rife
0536 5Cr	Arranged	Arranged
6/29-8/31	On-Line	Rife

BIOL& 242 Human Anatomy & Physiology II

Includes an in-depth study of immunology. Cardiovascular, lymphatic, respiratory, digestive/metabolism, excretory, reproductive and endocrine systems are discussed. Laboratory component included. Prerequisites: A grade of C or 2.0 or better in BIOL& 241. Additional fee: \$20.00

0537 5Cr	3PM-5:30PM	MW
6/29-8/31	15-101	Rife
0538 5Cr	Arranged	Arranged
6/29-8/31	On-Line	Rife

BIOL& 260 Microbiology

Provides students with the content of diversity, structure, and physiology of beneficial and harmful microbes. Laboratory in culturing, staining, and biochemical testing. Includes laboratory. Hybrid class; lectures, assignments, and test will be conducted online with two mandatory lab dates required to complete multiple labs. Prerequisites: BIOL 118 with a grade of C or 2.0 or better and CHEM& 161 with a grade of C or 2.0 or better. Fee: \$20.00

0539 5Cr	Arranged	Arranged
Arranged	Online	Noffke
(LAB)	3:00PM-7:00PM	Thur
7/16/09, 7/23/09	16-104	Noffke

BUSINESS SUPPORT SERVICES

Outlook for Office Professionals

Explore advanced Microsoft Outlook concepts utilized by office professionals. Assign delegates and share calendars. Create rules and alerts. Manage Outlook accounts. Prerequisite: CAS 110. Additional fee: \$3.75

8401 1Cr	10:45AM-11:50AM	TWTh
8/04-8/13	19-205	Westerberg

OFCT 110 Keyboard Mastery

Students will use computers to develop touch control and proper keyboarding techniques and will build keyboarding skill improving both speed and accuracy. Additional fee: \$3.75

8411 1Cr	Arranged	MTWTh
6/30-8/27	19-205	Naranjo

OFCT 126 Business English I

Includes a review of grammar, sentence structure, and vocabulary. Writing applications will be addressed. This course should be completed prior to enrolling in ENGL& 101. Additional fee: \$22.50

8421 6Cr	9:15AM-10:15AM	Daily
6/29-8/28	19-205	Naranjo

OFCT 131 Business English II

Continuation of English I and includes the use of capitalization, number and word usage, and punctuation. This course should be completed prior to enrolling in ENGL& 101. Prerequisite: OFCT 126. Additional fee: \$22.50

8431 6Cr	10:45AM-12PM	Daily
6/29-8/28	19-205	Naranjo

OFCT 135 Business Terminology I

Covers developing a business vocabulary, utilizing a dictionary, thesaurus, and other references, and applying spelling and hyphenation rules. Additional fee: \$3.75

8441 1Cr	1PM-2PM	Daily
6/30-8/28	19-205	Naranjo

OFCT 140 Business Terminology II

Continuation coverage of developing a business vocabulary, utilizing a dictionary, thesaurus, and other references, and applying spelling and hyphenation rules. Prerequisite: OFCT 135

Fee: \$3.75

8451	1Cr	1PM-2PM	Daily
6/30-8/28		19-205	Naranjo

OFCT 145 Business Terminology III

Continuation coverage of developing a business vocabulary, utilizing a dictionary, thesaurus, and other references, and applying spelling and hyphenation rules. Prerequisite: OFCT 140

Fee: \$3.75

8461	1Cr	1PM-2PM	Daily
6/30-8/28		19-205	Naranjo

OFCT 150 Business Procedures I

Covers topics such as professional ethics; personal safety, including ergonomics and environmental concerns; communication techniques, prioritization of work; and learning styles. Fee: \$7.50

8471	2Cr	Arranged	Arranged
6/30-8/28		19-205	Naranjo

OFCT 155 Business Procedures II

Explore business procedures covering topics relevant to today's office environment. Research and present a business procedural topic. Demonstrate personal development and increase student responsibility.

Prerequisite: Completion of OFCT 150 and enrollment in at least the fourth quarter of program.

Fee: \$7.50

8481	2Cr	7AM-9AM	M
6/29-8/31		19-205	Westerberg

OFCT 162 Electronic Math I

Covers business math applications to include payroll, percents, discounts, invoices, and the metric system using the keyboard functions and the touch method of electronic calculator operation.

Fee: \$3.75

65PD	1Cr	1PM-3:45PM	Daily
6/29-7/24		10-125	Schwarder

8491	1Cr	2PM-3PM	MTWTh
6/30-8/27		19-205	Naranjo

OFCT 163 Electronic Math II

Introduces stocks and bonds and calculating interest, installment buying, prorating, and using the metric system as a continuation of math applications.

Prerequisite: OFCT 162 Fee: \$3.75

84A1	1Cr	2PM-3PM	MTWTh
6/30-8/27		19-205	Naranjo

65PE	1Cr	1PM-3:45PM	Daily
7/27-8/21		10-125	Schwarder

OFCT 165 Filing

Apply the Association of Records Management and Administration (ARMA) rules governing alphabetic, numerical, geographical, and government filing system. Cross referencing techniques and correct filing practices will be introduced. Fee: \$7.50

84B1	2Cr	Arranged	MTWTh
6/30-8/27		19-205	Naranjo

Word Applications for the Office Professional**OFCT 168**

Create professional business documents utilizing word processing, English, and proofing skills. Enhance your proofreading skills while editing existing documents. Create mail merge documents. Prerequisite: Completion of or concurrent enrollment in CAS 125 and OFCT 180, or instructor permission. Fee: \$7.50

84C1	2Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

OFCT 180 Proofreading

Proofread documents for accuracy in grammar, punctuation, spelling, number usage, and capitalization. Decide on appropriate corrections and format documents into acceptable text.

Prerequisite: OFCT 126 and OFCT 131

Fee: \$11.25

84D1	3Cr	Arranged	MTWTh
6/30-8/27		19-205	Naranjo

OFCT 185 Job Search Skills

Explore job search activities. Create a job search portfolio. Participate in a job shadow experience.

Prerequisite: Enrollment in a Computer Applications or Office Technology program or certificate. Word processing skills highly recommended. Fee: \$7.50

84F1	2Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

OFCT 206 Business Procedures III

Introduce skills necessary for effective management of an office such as understanding the office environment, assessing the pros and cons of different management styles, evaluating and delegating workloads, handling financial tasks, and leadership techniques. Continues the professional development of the student. Prerequisite: Completion of OFCT 155 and enrollment in the last quarter of the Business Support Services degree. Fee: \$11.25

84G1	3Cr	7AM-9AM	M
6/29-8/31		19-205	Westerberg

OFCT 226 Advanced Word for Office Professionals

Apply advanced word processing techniques creating professional reports, forms, templates, newsletters, brochures, and mail merges. Create and manage master and subdocuments including table of contents and indexes. Automate tasks with macros. Enhance your proofreading skills.

Prerequisite: OFCT 168 Fee: \$18.75

84H1	5Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

Applying Excel to Business Applications**OFCT 228**

Use your Microsoft Excel skills in this project-based class to solve business problems. Create what-if worksheets that assist in making business decisions. Create automated workbooks that are user friendly. Link workbooks from different sources. Import data from other programs. Learn more about the "numbers" that support business. Prerequisite: CAS 135. Fee: \$15.00

84J1	4Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

OFCT 245 Office Technology Service/Internship

Participate in an internship related to your training. The internship can be a working opportunity or participation in the Business Support Services (BSS), a student-operated business that will provide an opportunity to experience and participate in a realistic office environment. Prerequisite: Enrollment in last two quarters of program or certificate and successful completion of all prior courses.

Fee: \$22.50

84K1	6Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

OFCT 256 Capstone Project

Culminate Business Support Services training with a research project that utilizes the acquired skills in English, Gregg Reference Manual, research, and computer applications to create a thesis report and PowerPoint presentation. Prerequisite: Completion of or enrollment in CAS 135, CAS 140, CAS 155, CAS 165, OFCT 131, OFCT 226. Fee: \$11.25

84L1	3Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CHEMISTRY**CHEM& 161 General Chemistry with Lab I**

Provides the basic concepts, principles and applications of inorganic chemistry.

05AA	5Cr	4PM-5:30PM	MT
6/29-8/31		16-104	Staff

(LAB)		4PM-6PM	W
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CIVIL ENGINEERING**CIV 122 Surveying & Mapping**

Learn the fundamentals of surveying, including the use of instruments and tools, measurements of elevation, distance and direction, transversing, leveling, calculation of land parcel areas, topography and GPS. Fee: \$15.00

63BE	4Cr	6PM-8:30PM	MW
6/29-8/31		19-201	Perrone

CIV 160 Soil Mechanics

Study the basic engineering properties of soils and other subsurface materials, including sampling, testing, and evaluation for use as foundation or structural materials. Fee: \$18.75

63BF	5Cr	6PM-8:30PM	TTh
6/30-8/27		19-201	Ponder

COMPUTER APPLICATIONS

Mandatory Orientation for Westerberg Arranged CAS and OFCT Classes

Building 19 Room 205

CAS 105 Keyboarding

Monday, June 29 - 1 p.m., 5 p.m.
 Tuesday, June 30 - noon
 Wednesday, July 1 - 8 a.m.
 Thursday, July 2 - noon
 Monday, July 6 - 4 p.m., 6 p.m.
 Tuesday, July 7 -12:30 p.m.

All other CAS arranged classes

Monday, June 29 - 9 a.m., noon, 4 p.m.
 Tuesday, June 30 - 8 a.m., 10 a.m., 3 p.m., 5:30 p.m.
 Wednesday, July 1 - 10 a.m., noon
 Thursday, July 2 - 8:30 a.m.
 Monday, July 6 - 5 p.m.
 Tuesday, July 7 - 9 a.m.

Business Lab arranged classes with Westerberg do not have structured class time. You may drop in during open hours to work on your projects and/or get assistance.

HOURS: Monday – Friday 7 a.m. – 4 p.m.

CAS 105 Keyboarding

Students will use computers to develop touch control and proper keyboarding techniques and will be introduced basic functions of word processing. Fee: \$11.25

2011	3Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg
2001	3Cr	1PM-2PM	MTWTh
6/30-8/27		19-205	Naranjo

CAS 110 Introduction to Outlook

Utilize Microsoft Outlook to manage e-mail, schedules, contacts, and notes. Emphasizes the 2003 MOS (Microsoft Office Specialist) competencies. Keyboarding and basic computer experience preferred. Fee: \$3.75

2021	1Cr	10:45AM-11:50AM	TWTh
7/07-7/30		19-205	Westerberg

CAS 115 Introduction To Computing

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. Prerequisite: None. Fee: \$11.25

61K1	3Cr	1PM-3PM	MT
6/29-8/31		10-118	Wilson

CAS 120 Word I

Utilize beginning word processing to create and edit business documents. Create tables, columns, Web pages, envelopes, labels. Use special features to track/review changes and compare documents. Keyboarding and basic computer experience preferred. Fee: \$7.50

2041	2Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg
2031	2Cr	2PM-3PM	MTWTh
6/30-8/27		19-205	Naranjo
20F1	2Cr	7AM-7:50AM	ThF
7/02-8/28		19-205	Westerberg

CAS 125 Word II

Explore advanced word processing to create mail merges; styles; advanced graphics; basic forms with formulas; advanced report functions including indexes. Create macros and modify Word. Prerequisite: CAS 120 Fee: \$11.25

2051	3Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CAS 130 Excel I

Create and analyze professionally formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists. Emphasizes the 2003 MOS (Microsoft Office Specialist) competencies. Keyboarding, basic computer experience, and Math 82 skills preferred. Fee: \$11.25

2061	3Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg
65PC	3Cr	1PM-3:45PM	MTWTh
6/29-8/17		10-125	Schwarder
20G1	3Cr	7AM-7:50AM	TW
6/30-8/26		19-205	Westerberg

CAS 135 Excel II

Use advanced tools to analyze/project data and perform what-if analysis: scenarios, solver, pivot tables. Create macros; validate data; link worksheets/books; track errors; share/merge workbooks. Prerequisite: CAS 130. Fee: \$11.25

2071	3Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CAS 140 Powerpoint

Create professionally formatted presentations including animation, transitions, charts, graphics, diagrams, and pictures. Track changes; enter comments. Save presentations for various delivery options including Web pages. Keyboarding and basic computer experience preferred. Fee: \$7.50

2081	2Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CAS 145 Publisher

Create and edit flyers, newsletters, brochures, logos, calendars, Web pages, graphic objects, logos, and various business publications in this project-based class. Create mail merge documents. Keyboarding and basic computer experience preferred. Fee: \$18.75

2091	5Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CAS 150 Access I

Develop basic relational databases: create/edit/format/print tables, queries, forms, reports. Import data, define properties, create relationships. Run/sort/filter queries. Use comparison and logical operators, create calculations. Keyboarding and basic computer experience preferred. Fee: \$7.50

20A1	2Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CAS 155 Access II

Project-based class expands database knowledge. Action queries, custom forms/reports, advanced join properties. Integrate Access with other applications. Create macros, design switchboards. Explore database design techniques. Prerequisite: CAS 150. Fee: \$15.00

20B1	4Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CAS 160 Office 2007

Use your Office 2003 experience to learn the ribbon environment of Office 2007. Apply your existing Word, Excel, PowerPoint, Access skills to create Office projects. Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or instructor permission. Fee: \$18.75

20C1	5Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

CAS 165 Internet Research Project

Explore advanced Internet topics. Utilize the Internet to research topics and prepare reports. Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or instructor permission. Fee: \$11.25

20D1	3Cr	Arranged	Arranged
6/29-8/31		19-205	Westerberg

COMPUTER INFORMATION TECHNOLOGY

CIT 107 Operating Systems Fundamentals

Learn operating systems concepts, architecture, and administration from the perspective of a new user using Windows, UNIX and Linux. Prerequisites: none. Fee: \$38.75

5421	5Cr	9AM-11:30AM	TTh
6/30-8/27		10-219	Valdez

Java Object-Oriented Programming I

CIT 142

Construct a foundation of procedural programming concepts and skills requisite for professional object-oriented software development using Java. Prerequisite: CIT-141. Fee: \$38.75

5431	5Cr	12:30PM-3PM	MW
6/29-8/31		10-219	Bryan

Principles of

CIT 150 Relational Databases

Delve into the fundamental concepts, terminologies, methodologies, and system organizations of database management systems. Prerequisite: none. Fee: \$38.75

5451	5Cr	9AM-11:30AM	MW
6/29-8/31		10-219	Valdez

CIT 153 SQL Server

Apply your understanding of relational database theory, and gain practical experience designing and implementing data-driven business applications using Microsoft SQL Server in a client-server environment. Prerequisite: CIT-141, CIT-150. Fee: \$18.75

5471	5Cr	11:30AM-12:30PM	TTh
6/30-8/27		10-219	Valdez

CIT 161 HTML & CSS

Learn basic programming and graphical user interface techniques for developing effective and useful web sites utilizing XHTML and CSS. Prerequisite: none. Fee: \$20.00

5481	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Bryan

CIT 163 Client-Side Web Programming

Develop your understanding of the tools necessary to create Dynamic Hypertext Markup Language applications that effectively manipulate and put some life into static web pages. Prerequisite: CIT-141, CIT-161. Fee: \$38.75

5491	5Cr	11:30AM-12:30PM	MW
6/29-8/31		10-219	Valdez

Object-Oriented Analysis & Design

CIT 205

Explore methodologies and technologies used in analyzing, designing and developing object-oriented software systems. Discuss the theoretical and practical aspects of object orientation. Prerequisite: CIT-143. Fee: \$38.75

54C1	5Cr	9AM-11:30AM	TTh
6/30-8/27		10-205	Bryan

CIT 265 ASP.Net

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-153, CIT-164, and CIT-234. Fee: \$18.75

54G1	5Cr	9AM-11:30AM	MW
6/29-8/31		10-205	Bryan

CIT 298

Special Projects in CIT

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. Prerequisite: Instructor's permission. Fee: \$18.75

54H1	5Cr	Arranged	Arranged
6/29-8/31		10-205	Bryan

54J1	5Cr	Arranged	Arranged
6/29-8/31		10-205	Valdez

CIT 299

Internship

Earn college credit by applying learned technical skills in professional work experiences directly related to your studies in Computer Information Technology. Prerequisite: Instructor's permission. Fee: \$18.75

54K1	5Cr	Arranged	Arranged
6/29-8/31		10-205	Bryan

54L1	5Cr	Arranged	Arranged
6/29-8/31		10-205	Valdez

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

NSS 101

IT Essentials I

Introduces the knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot and repair PC compatible hardware. Fee: \$18.75

4701	5Cr	8AM-3PM	MWF
6/29-7/20		16-107	Robinson

NSS 105

It Essentials II

Introduces the 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. Fee: \$15.00

4711	4Cr	8AM-3PM	MWF
7/22-8/12		16-107	Robinson

NSS 110 Networking Fundamentals I

Introduction to local area networks, wide area networks, peer-to-peer and client-server network environments, Includes network architectures, protocols, and media. Fee: \$15.00

4721	4Cr	8AM-3PM	MWF
8/14-8/31		16-107	Robinson

NSS 115 Law & Ethics in the Workplace

Introduces students to Computer Crime laws, Federal, State and Local, also includes an introduction to Ethical behavior within the Computer Security Profession. Fee: \$15.00

4731	4Cr	2PM-3PM	TTh
6/30-8/27		16-107	Robinson

NSS 120

MS Desktop Support I

Introduces the student to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face while running a desktop operating system. Fee: \$18.75

4741	5Cr	8AM-3PM	MWF
6/29-8/31		16-205	Robbins

NSS 125

MS Desktop Support II

Introduces the student 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. Fee: \$15.00

4751	4Cr	8AM-3PM	MWF
8/03-8/31		16-205	Robbins

NSS 130

Server Fundamentals

An introduction to server concepts including; architectures, installation, configuration, physical security concepts, hardware issues, upgrading, maintenance, troubleshooting, and disaster recovery in a vendor neutral environment. Fee: \$15.00

4761	4Cr	8AM-11AM	TTh
6/30-8/27		16-205	Robbins

NSS 135 Implementing System Security

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. Fee: \$15.00

4771	4Cr	12PM-3PM	TTh
6/30-8/27		16-111	Hollowell

NSS 140

Intro to Data Analysis

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. Fee: \$18.75

4781	5Cr	11AM-2PM	TTh
6/30-8/27		16-107	Robinson

NSS 150

Internet Basics

Presents technical knowledge of Internet, intranet and extranet technologies independent of specific internet-related career roles. The Client / Server Model are discussed. Fee: \$15.00

4791	4Cr	8AM-10:30AM	TTh
6/30-8/27		16-111	Hollowell

NSS 155

Computer Security Concepts

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. Fee: \$15.00

47A1	4Cr	12PM-3PM	TTh
6/30-8/27		16-205	Robbins

NSS 160

Introduction to Linux

Introduces the fundamentals of the UNIX operating system, concepts, architecture, and administration. The student will practice these basic concepts and approaches using LINUX. Fee: \$18.75

47B1	5Cr	12PM-3PM	MWF
6/29-8/31		16-111	Hollowell

NSS 165 Contingency Planning

Contingency Planning presents methods to identify vulnerabilities and take appropriate countermeasures to prevent risks and presents a foundation in disaster recovery principles and planning, it also emphasizes the importance of incident response. Fee: \$15.00

47C1	4Cr	1PM-3PM	MWF
6/29-8/31		16-207	Randall

NSS 170 Telecom Security

Presents Telecommunications systems, including voice, video, and data services. The basic network structures, services, and methods of communication are presented. Common telephone services fraud and theft are introduced. Fee: \$15.00

47D1	4Cr	12PM-3PM	TTh
6/30-8/27		16-207	Randall

NSS 180 Internship I

Provides the student with on-the-job practical field experience combining classroom study with related work experience under the supervision of an employer. Includes a scheduled seminar. Fee: \$18.75

29Z1	2Cr	Arranged	Arranged
6/29-8/31		On-Line	Haas

47E1	2Cr	Arranged	Arranged
6/29-8/31		16-107	Robinson

NSS 201 Advanced Linux

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. Fee: \$18.75

47K1	5Cr	8AM-11AM	MWF
6/29-8/31		16-111	Hollowell

NSS 203 Securing Client Operating Systems

Introduces knowledge, skills and tasks necessary to deploy, support, and secure windows desktop operating systems in a variety of stand-alone and enterprise network environments. Prerequisites: NSS 105 & NSS 110 or equivalent knowledge and skills. Fee: \$18.75

47F1	5Cr	8AM-11:30AM	Daily
6/29-7/20		16-109	Souza

NSS 210 Securing Server Operating Systems

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. Prerequisites: NSS 203 or equivalent knowledge and skills. Fee: \$18.75

47G1	5Cr	8AM-11:30AM	Daily
7/21-8/11		16-109	Souza

NSS 217 Securing Network Infrastructure

Introduces knowledge, skills and tasks necessary to deploy, support, and secure a windows network infrastructure. Prerequisites: NSS 210 or equivalent knowledge and skills. Fee: \$18.75

47H1	5Cr	8AM-11:30AM	Daily
8/12-8/31		16-109	Souza

NSS 250 Internship II

Provides the student with practical field experience in an emergency management related specialty area. Students will apply classroom study to an on-the-job situation in the community. Fee: \$18.75

29AA	2Cr	Arranged	Arranged
6/29-8/31		On-Line	Haas

47J1	2Cr	Arranged	Arranged
6/29-8/31		16-107	Robinson

NSSB 201 Overview of Hacking, Phreaking, and Cracking

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. Fee: \$18.75

47L1	5Cr	8AM-12PM	Daily
8/13-8/31		16-208	Randall

NSSB 208 Best Practices For Security

Capstone course of computer and communications security. Includes current topics in the communications security field and ties together concepts from hacking, cracking, computer forensics, communications fraud, security and hazardous software. Fee: \$18.75

47M1	5Cr	8AM-12PM	Daily
6/29-7/10		16-208	Randall

NSSB 231 Web Security

Analyzes 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 web site with existing tools used by malicious hackers. Fee: \$18.75

47R1	5Cr	8AM-12PM	Daily
7/13-7/24		16-208	Randall

NSSB 238 Virus, Worm, Hazardous Software

Introduction to virus, 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. Fee: \$18.75

47S1	5Cr	8AM-12PM	Daily
7/28-8/12		16-208	Randall

NSSC 200 Cisco Networking I

The first of four in the Cisco Networking Academy curriculum which teaches networking concepts by applying them to a type of network the student may encounter in a home or small office. Fee: \$38.75

47W1	5Cr	9AM-10:50AM	MWF
6/29-7/31		16-209	Broyles

NSSC 201 Cisco Networking II

The second of four in the Cisco Networking Academy curriculum which teaches networking concepts by applying them to a type of network the students may encounter on the job in a small-to-medium business or ISP. Prerequisites: Successful completion of NSSC 200 (CISCO Networking I) Fee: \$38.75

47X1	5Cr	9AM-10:50AM	MWF
8/03-8/31		16-209	Broyles

NSSC 203 Cisco Networking III

The third of four in the CISCO Networking Academy curriculum which familiarizes the student with the equipment, applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements and security. Prerequisites: Successful completion of NSSC 201 (CISCO Networking II) Fee: \$38.75

47Y1	5Cr	1PM-2:50PM	MWF
6/29-7/31		16-209	Broyles

NSSC 205 Cisco Networking IV

The last of four in the CISCO Networking Academy curriculum which progress 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 (CISCO Networking III) Fee: \$38.75

47Z1	5Cr	1PM-2:50PM	Daily
8/03-8/31		16-209	Broyles

NSSC 207 Cisco Learning Lab I

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 200 (Cisco Networking I) & NSSC 201 (Cisco Networking II) Fee: \$11.25

47AB	3Cr	11AM-12:50PM	Daily
6/29-8/31		16-209	Broyles

NSSC 210 Cisco Learning Lab II

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) Fee: \$11.25

47AF	3Cr	11AM-12:50PM	Daily
6/29-8/31		16-209	Broyles

NSSC 250 Wireless LAN Admin I

Provides the networking professional a complete foundation of knowledge for entering into or advancing in the wireless network industry. From basic RF theory to 802.11 frame exchange processes, this course delivers training that will benefit the novice as well as the experienced network professional. Fee: \$38.75

47U1	5Cr	9AM-10:50AM	TTh
6/30-7/30		16-209	Broyles

NSSC 252 Wireless LAN Admin II

Provides advanced knowledge in the configuration, implementation, administration, and support of IEEE 802.11 compliant wireless networks. Prerequisites: Successful completion of NSSC 250. Fee: \$38.75

47V1	5Cr	1PM-2:50PM	TTh
8/04-8/31		16-207	Broyles

NSSD 233 Design Network Infrastructure

Introduces the student to the knowledge, skills, and tasks to plan, deploy and support a network infrastructure. Prerequisites: equivalent knowledge and skills. Fee: \$18.75

47AC	5Cr	12PM-3:30PM	Daily
6/29-7/20		16-109	Souza

Implementing & Securing Directory Services

NSSD 240

Introduces knowledge, skills and tasks necessary to deploy, support, and secure a windows directory service infrastructure. Prerequisites: NSSD 233or equivalent knowledge and skills. Fee: \$18.75

47AD	5Cr	12PM-3:30PM	Daily
7/21-8/11		16-109	Souza

Implementing Network Security

NSSD 247

Introduces knowledge, skills and tasks necessary to deploy, support, and secure a windows enterprise networking environments. Prerequisites: NSSD 240 or equivalent knowledge and skills. Fee: \$18.75

47AE	5Cr	12PM-3:30PM	Daily
8/12-8/31		16-109	Souza

CONSTRUCTION

CONST 105 Measurement, Tools & Safety

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.

2201	2Cr	8AM-2:30PM	Daily
6/29-7/02		05-100	Smith

Site Leveling, Plans, Codes & Materials

CONST 108

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.

2211	2Cr	8AM-2:30PM	Daily
7/06-7/15		05-100	Smith

CONST 112 Footings & Foundations

Introduction to the methods of construction footing and foundation forms, terminology and inspections for the typical residential home.

2221	3Cr	8AM-2:30PM	Daily
7/16-7/24		05-100	Smith

CONST 116 Floor Framing

Introduction to the construction procedures and terminology used in framing a residential wood floor.

2231	3Cr	8AM-2:30PM	Daily
7/27-8/05		05-100	Smith

Wall Framing, Sheeting & Ceilings

CONST 120

Introduction to wall framing construction procedures and terminology, the application of ceiling and or two story framing, inspections, sheeting and aligning.

2241	5Cr	8AM-2:30PM	Daily
8/06-8/14		05-100	Smith

CONST 122 Roof Framing

Introduction to roof framing and the use of a framing square, including both truss roof and stick built residential roofs.

2251	5Cr	8AM-2:30PM	Daily
8/17-8/31		05-100	Smith

Roofing Materials & Installation

CONST 126

Introduction to various roofing materials including proper installation techniques.

2261	3Cr	8AM-2:30PM	Daily
6/29-7/02		05-100	Smith

CONST 130 Stairway Construction

Introduction to basic stair construction including the application of building codes, stairway arrangements, component, and layout.

2271	4Cr	8AM-2:30PM	Daily
7/06-7/15		05-100	Smith

CONST 134 Exterior Finish

Introduction to the installation of exterior trim, siding, window and door installation or the equivalent of typical residential homes.

2281	3Cr	8AM-2:30PM	Daily
7/16-7/24		05-100	Smith

CONST 138 Interior Finish I

Introduction to interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim and finish flooring.

2291	3Cr	8AM-2:30PM	Daily
7/27-8/05		05-100	Smith

CONST 142 Interior Finish II

Continuation of interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim and finish flooring.

22A1	3Cr	8AM-2:30PM	Daily
8/06-8/14		05-100	Smith

CONST 146 Deck Construction

Introduction to outside deck construction including types, code requirements and safety.

22B1	3Cr	8AM-2:30PM	Daily
8/17-8/27		05-100	Smith

CONST 150 Carpentry Trades

Introduction to trade regulations, other building trades workers, industry and standards organization, and entering the carpentry trade.

22C1	1Cr	8AM-2:30PM	Daily
8/28-8/31		05-100	Smith

CORE ALLIED HEALTH

CAH 102 Medical Terminology

Provide 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. Fee: \$20.00

3090	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Freyre

3091	5Cr	1PM-1:50PM	Daily
6/29-8/31		14-102	Freyre

Introduction To Health Professions

CAH 103

Provides overview of Law & Ethics a student should know to help provide competent, compassionate care to patients. Fee: \$20.00

3092	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Freyre

3093	5Cr	12PM-12:50PM	Daily
6/29-8/31		14-102	Freyre

CAH 105 Computer Applications

Introduces uses of Microsoft Windows and familiarizes students with community resources for career and educational opportunities. Develop proficiency in the use of technology. Fee: \$18.75

3094	5Cr	10AM-10:50AM	Daily
6/29-8/31		14-102	Grimes

3095	5Cr	3PM-5:30PM	TTh
6/30-8/27		14-102	Grimes

COSMETOLOGY

COSMO 111 Salon Ecology

Salon Ecology presents the concepts of microbiology, infection control, first aid, and safety. Topics include safe handling of tools, proper dispensing of chemicals, and how to stop the spread of bacteria in a school, clinic, and salon atmosphere.

53BF	3Cr	8AM-10AM	Daily
6/29-8/31		02-113	McGlauthlin

		10AM-2:30PM	Daily
		02-113	McGlauthlin

53G1	3Cr	8AM-2:30PM	Daily
6/29-7/06		08-207	Ganyon

COSMO 114 Trichology

Trichology includes concepts of hair theory, hair care and draping, shampooing and scalp massage. Recognition of hair and scalp disorders are also covered in this course. Prerequisite: Successful completion of COSMO 111.

53AG	4Cr	8AM-2:30PM	Daily
7/07-7/13		08-207	Ganyon

53BG	4Cr	8AM-10AM	Daily
7/15-7/29		02-113	McGlauthlin

		10AM-2:30PM	Daily
		02-113	McGlauthlin

COSMO 119 Design Decisions

Designs Decisions covers the concepts of consultation with your client. Prerequisite: Successful completion of COSMO 114.

53CG	3Cr	8AM-2:30PM	Daily
7/14-7/17		08-207	Ganyon

53BH	3Cr	8AM-10AM	Daily
7/23-7/31		02-113	McGlauthlin

		10AM-2:30PM	Daily
		02-113	McGlauthlin

COSMO 124 Hair Design

The Hair Design course serves as a foundation in wet styling and thermal styling. The practice of infection control/safety as it relates. Prerequisite: Successful completion of COSMO 133.

53DG 2Cr 7/20-8/308-207	8AM-2:30PM Ganyon	Daily
53BJ 2Cr 8/03-8/21	8AM-10AM 02-113 McGlauthlin	Daily
	10AM-2:30PM 02-113 McGlauthlin	Daily

COSMO 131 Advanced Design

Presents various fundamental long hair techniques that, when used alone or in combination, can create any number of finished looks. Prerequisite: Successful completion of COSMO 124 and COSMO 133.

53EC 5Cr 7/20-8/04	3PM-9:30PM 08-207	ThF Chiario
53EF 5Cr 8/12-8/27	8AM-2:30PM 08-205	WTh Frederick

COSMO 133 Hair Sculpting

This course provides fundamental guidelines for knowing and understanding the theory of haircutting and procedures. Infection control/safety is also presented as it relates. Prerequisite: Successful completion of COSMO 119.

53BK 11Cr 6/29-8/31	8AM-10AM 02-113 McGlauthlin	Daily
	10AM-2:30PM 02-113 McGlauthlin	Daily
53FG 11Cr 7/23-8/31	8AM-2:30PM 08-207	Daily Ganyon

COSMO 143 Chemical Texturizing

The three main concepts of chemical texturizing: Permanent Waving, chemical relaxing and curl reforming. Including theory, tool usage and client consultation. Infection Control/safety as it relates to chemical texturing. Prerequisite: Successful completion of COSMO 124 and COSMO 133.

53GD 5Cr 8/05-8/27	8AM-2:30PM 08-205	WTh David
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COSMO 156 Hair Coloring

This course covers concepts of color theory identifying existing hair color and changing existing hair color. Related topics include color chemistry, application techniques and infection control/safety as it relates. Prerequisite: Successful completion of COSMO 124 and COSMO 133

53HD 6Cr 7/01-7/30	8AM-2:30PM 08-205	WTh David
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COSMO 160 Lab Clinic I

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 124 and COSMO 133.

53BL 9Cr 6/29-8/31	9AM-2:30PM 02-113 McGlauthlin	Daily
	8AM-2:30PM 2-113 McGlauthlin	Daily
53JD 9Cr 6/29-8/28	8AM-2:30PM 08-CL#1	MTF David

COSMO 165 Lab Clinic II

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic 1 in addition to chemical services of perming and hair color. Prerequisite: Successful completion of COSMO 160, COSMO 143, COSMO 156.

53BM 9Cr 6/29-8/31	9AM-2:30PM 02-113 McGlauthlin	Daily
	8AM-2:30PM 2-113 McGlauthlin	Daily
53KJ 9Cr 6/29-8/31	3PM-9:30PM 08-CL#4	TThF Johnson
53KK 9Cr 7/01-8/28	8AM-2:30PM 08-CL#2	WThF Klug

COSMO 170 Lab Clinic III

Hands on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic 1 and 2, in addition to advanced design services. Prerequisite: Successful completion of COSMO 165, COSMO 131.

53LF 9Cr 6/29-8/31	8AM-2:30PM 08-CL#2	MTF Frederick
53LC 9Cr 7/01-8/27	3PM-9:30PM 08-CL#1	MTW Chiario

COSMO 178 Artificial Hair

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 143, COSMO 156, COSMO 160.

53BN 2Cr 8/24-8/31	8AM-10AM 02-113 McGlauthlin	Daily
	10AM-2:30PM 02-113 McGlauthlin	Daily
53MJ 2Cr 8/24-8/26	3PM-9:30PM 08-CL#4	MW Johnson
53MK 2Cr 8/25-8/26	8AM-2:30PM 08-208	TW Klug

COSMO 179 Study of Nails

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 170, COSMO 178, COSMO 223, COSMO 247.

53NF 3Cr 7/01-7/16	8AM-2:30PM 08-205	WTh Frederick
53NC 3Cr 7/02-7/17	3PM-9:30PM 08-207	ThF Chiario

COSMO 186 Study of Skin

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 170, COSMO 178, COSMO 223, COSMO 247.

53PF 3Cr 7/22-8/06	8AM-2:30PM 08-205	WTh Frederick
53PC 3Cr 8/06-8/28	3PM-9:30PM 08-207	ThF Chiario

COSMO 223 Advanced Hair Coloring

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 143, COSMO 156, COSMO 160.

53QK 8Cr 6/29-8/11	8AM-2:30PM 08-205	MT Klug
53QJ 8Cr 6/30-7/29	3PM-9:30PM 08-CL#4	MW Johnson

COSMO 228 State Board Practical Preparation

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 131, COSMO 165, COSMO 186; taken concurrently with COSMO 230.

53RL 3Cr 6/29-8/24	8AM-2:30PM 08-CL#4	MT Lind
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COSMO 230 Lab Clinic IV

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 texturing techniques. Prerequisite: Successful completion of COSMO 170, COSMO 178.

53SL 9Cr 7/01-8/31	8AM-2:30PM 08-CL#4	WThF Lind
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COSMO 235 State Board Written Test Review

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 texturing and hair coloring, skin, and nail care. Prerequisite: Successful completion of COSMO 228.

53TL 4Cr 6/29-8/31	8AM-2:30PM 08-205	MT Lind
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COSMO 242 CPTC Practical Boards

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.

53UL 6Cr 8/11	8AM-2:30PM 08-CL#4	T Lind
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COSMO 247 Design Forum

Utilizes Pivot Point's Design Forum to present current trends in hair design. Step-by-step procedures for cutting, coloring, and styling the hair are given to create specific looks. Prerequisite: Successful completion of COSMO 131, COSMO 170, COSMO 179, COSMO 186, COSMO 223.

53VJ 1Cr 8/03-8/19	3PM-9:30PM 08-CL#4	MW Johnson
53VK 1Cr 8/18-8/19	8AM-2:30PM 08-205	TW Klug

CONSTRUCTION

COSMO 248 Industry Internship I

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.

53WJ	1Cr	3PM-9:30PM	Daily
6/29-8/31		08-CL#4	Johnson

53VL	1Cr	Arranged	Daily
6/29-7/07		08	Lind

COSMO 250 Industry Internship II

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.

53XJ	2Cr	3PM-9:30PM	Daily
6/29-8/31		08-CL#4	Johnson

53XL	2Cr	Arranged	Daily
6/29-7/13		08	Lind

COSMO 252 Industry Internship III

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.

53YJ	3Cr	3PM-9:30PM	Daily
6/29-8/31		08-CL#4	Johnson

53YL	3Cr	Arranged	Daily
6/29-7/20		08	Lind

COSMO 254 Industry Internship IV

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.

53ZJ	4Cr	3PM-9:30PM	Daily
6/29-8/31		08-CL#4	Johnson

53ZL	4Cr	Arranged	Daily
6/29-7/28		08	Lind

COSMO 256 Industry Internship V

Provides on-the-job experience for students in the field of cosmetology. This is an optional 165 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.

53JA	5Cr	3PM-9:30PM	Daily
6/29-8/31		08-CL#4	Johnson

53LA	5Cr	Arranged	Daily
6/29-8/04		08	Lind

CULINARY ARTS**CUL 109 Cooking Methods I**

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, reading and following standardized recipes, along with deli operations and station organization. Fee: \$26.25

3221	7Cr	9:15AM-1:45PM	WThF
7/01-8/28		31-100	Massey

CUL 113 Introduction to Baking

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.

3241	3Cr	9AM-2PM	MT
6/29-7/28		31-100	Massey

CUL 117 Professional Cooking II

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.

3251	7Cr	7AM-9AM	Daily
6/29-8/31		31-100	Massey

CUL 119 Food Preparation II

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.

3261	3Cr	9AM-2PM	MT
8/03-8/31		31-100	Massey

CUL 123 Cooking Methods II

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: CUL109 Fee: \$26.25

3271	7Cr	9:15AM-1:45PM	WThF
7/01-8/28		31-100	Massey

CUL 139 Cooking Methods III

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 Fee: \$26.25

3281	7Cr	9:15AM-1:45PM	WThF
7/01-8/28		31-100	Massey

**CUSTOMER SERVICE/
CALL CENTER SPECIALIST****CSCCS 116 Filing**

Apply the basic rules of alphabetical filing, including indexing and coding. Fee: \$7.50

6101	2Cr	10AM-12PM	M
6/29-8/31		10-118	Wilson

CSCCS 127 Electronic Math Applications I

Review the fundamental rules and practices of business mathematics and apply them to common business problems. Students will also develop the touch method for speed and accuracy using an electronic calculator. Fee: \$11.25

6111	3Cr	10AM-1PM	Th
7/02-7/27		10-118	Wilson

CSCCS 128 Electronic Math Applications II

Continuation of Math Applications I. Review the fundamental rules and practices of business mathematics and apply them to common business problems. Students will increase speed and accuracy using the touch method on an electronic calculator. Prerequisite: CSCCS 127 Fee: \$11.25

6121	3Cr	10AM-1PM	Th
7/02-7/27		10-118	Wilson

CSCCS 131 Business English I

Practice the basic rules of business English for writing and speech, including a review of English grammar principles, spelling, and vocabulary. Fee: \$7.50

6131	2Cr	8AM-8:45AM	ThF
7/03-7/28		10-118	Wilson

CSCCS 132 Business English II

Continuation of Business English I. Students will practice the basic rules of business English for writing and speech, including a review of English grammar principles, spelling, and vocabulary. Prerequisite: CSCCS 131. Fee: \$7.50

6141	2Cr	8:45AM-9:30AM	ThF
7/03-7/29		10-118	Wilson

CSCCS 141 Sales Techniques

Discuss sales concepts and develop skills in selling techniques. They will also develop the knowledge and attitudes necessary to become effective salespeople. An awareness of the importance of selling to any business will be developed. Students will perform sales demonstrations. Fee: \$15.00

6151	4Cr	10AM-12PM	T
6/30-8/26		10-118	Wilson

CSCCS 157 Computerized Billing Procedures

Apply data entry skills and billing techniques to a computerized system using basic billing terminology, computer forms, and the various billing methods, such as posting payments and making adjustments to accounts. These basic practices, once learned, can be applied to any business. Fee: \$15.00

6161	4Cr	7:45AM-3PM	Daily
6/30-7/24		10-118	Wilson

CSCCS 162 Job Search Skills

Prepare resumes and review job search skills; includes preparing cover letters and thank you letters. Fee: \$7.50

6171	2Cr	Arranged	Daily
7/24-7/28		10-118	Wilson

CSCCS 172 Electronic Business Communications II

Continuation of Electronic Business Communications I. Complete a series of learning activities utilizing the Internet and World Wide Web. Prerequisite: CSCCS 171 Fee: \$3.75

6191	1Cr	Arranged	Daily
6/29-8/31		10-118	Wilson

CSCCS 180 Keyboarding

Use computers to develop touch control and proper keyboarding techniques, as well as build basic speed and accuracy skills. This course includes keyboarding alphabetic, figure, and symbol keys and extended skill building. Fee: \$11.25

61A1	3Cr	Arranged	Daily
6/30-8/11		10-118	Wilson
		8AM-9:30AM	T

CSCCS 182 MS Word I

Students will use the Microsoft Word program to create, edit and format basic business documents including letters and memos. Fee: \$7.50

61B1	2Cr	8AM-9:30AM	Daily
8/11-8/31		10-118	Wilson

CSCCS 185 MS Word II

Continuation of WORD I. Additional topics include formatting different types of reports and tables. Prerequisite: CSCCS 182 Fee: \$11.25

61C1	3Cr	Arranged	Daily
6/30-8/31		10-118	Wilson

CSCCS 186 Ms Excel

Use the Microsoft Excel program to create, plan, and modify electronic spreadsheets. Prerequisite: CSCCS 185 Fee: \$11.25

61D1	3Cr	Arranged	Daily
7/28-8/31		10-118	Wilson

CSCCS 190 Telephone Customer Service

Through role-play and practice, students will develop techniques for providing superior service on the telephone. Areas covered will be developing listening skills, determining caller needs, voice mail, handling difficult and upset callers, telephone etiquette, complaints, and effective questioning techniques. Fee: \$7.50.

61F1	2Cr	1PM-3PM	W
7/01-8/12		10-118	Wilson

CSCCS 192 Switchboard/ Receptionist Skills

Effectively handle both incoming and outgoing business telephone calls, take accurate messages, use various telephone equipment and services, and use proper speech and enunciation. Students will have the opportunity to apply these skills through operation of the college PBX. Receptionist skills will be applied and honed within various offices on the college campus. Fee: \$3.75

61G1	1Cr	8AM-9:30AM	Daily
7/13-8/31		10-118	Wilson

CSCCS 194 Call Center Procedures II

Continuation of Call Center I. Previously learned skills such as selling, keyboarding, problem solving, locating information, computation, reading for information, and listening will be applied. Prerequisite: CSCCS 195 Fee: \$3.75

61H1	1Cr	8AM-3PM	Daily
8/17-8/31		10-118	Wilson

CSCCS 195 Call Center Procedures I

Using real-life, call center scenarios, and role-play situations, students will demonstrate proper telephone etiquette and develop skills in building customer rapport, call management and follow through. Fee: \$7.50

61J1	2Cr	8AM-3PM	Daily
8/17-8/31		10-118	Wilson

DENTAL ASSISTANT

DAS 101 Biomedical Sciences

Course covers anatomy and physiology, head and neck anatomy, prevention of disease transmission, infection control and proper handling of hazardous materials. Fee: \$178.93

7701	5Cr	8AM-12PM	W
6/29-8/31		TBD	Wirth
(LAB)		12PM-2:30PM	M-Th
		14-107	

DAS 103 General Studies

Introduces the student to the dental profession, dental terminology, and dental charting symbols. Fee: \$20.00

7711	2Cr	On-Line	Arranged
6/29-8/31		Arranged	Wirth

DAS 109 Dental Sciences I

Course covers the process of exposing and processing dental radiographs. Students will accurately identify oral anatomy, oral embryology, histology, and personal oral hygiene and nutrition.

7721	7Cr	8AM-11AM	TTh
6/29-8/31		TBD	Wirth
(LAB)		12PM-2:30PM	M-Th
		14-107	

DAS 111 Dental Assisting Skills I

Course covers the dental treatment room, instruments and equipment, moisture control techniques. Students will make study models; perform coronal polish, and accurately record vital signs.

7731	7Cr	8AM-12PM	F
6/29-8/31		TBD	Wirth
(LAB)		12PM-2:30PM	M-Th
		14-107	

DAS 210 Dental Sciences II

Course covers dental materials, pharmacology, oral pathology, medically and physically compromised patient care, and emergency management in the dental office. Prerequisite: Student must complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program. Fee: \$178.93

7741	5Cr	12PM-2PM	TTh
6/29-8/31		TBD	Day
(LAB)		8AM-11AM	Daily
		14-107	

DAS 212 Dental Specialties

Explore in depth the dental specialties including endodontics, removable and fixed prosthodontics, oral and maxillofacial surgery including implants, pediatric dentistry, orthodontics and periodontics. Prerequisite: Student must complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program.

7751	8Cr	12PM-2:30PM	MWF
6/29-8/31		TBD	Day
(LAB)		8AM-11AM	Daily
		14-107	

DAS 214 Dental Assisting Skills II

Covers chairside assisting and employment. The culminating projects in this course cover the operator preparation for various dental procedures and assisting during restorative procedures. Prerequisite: Student must complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program.

7761	10Cr	8AM-11AM	Daily
6/29-8/31		14-107	Day
(LAB)		8AM-11AM	Daily
		14-107	

DAS 240 Clinical Experience I

Provides the student with the opportunity to utilize the skills and information acquired in an internship site. Course will also cover basic business administration skills. Prerequisite: Successful completion of DAS 103, 101, 109, 111, 210, 212, 214 and the Infection Control component of the DANB Exam and completion of the Radiation Health & Safety component. Fee: \$178.93

7771	10Cr	8AM-2:30PM	M
6/29-8/31		14-TBD	Lewandowski
(Clinic)		Arranged	TF

DAS 245 Clinical Experience II

Provides the student with the opportunity to utilize the skills and information acquired in an internship site. Course will also cover basic business administration skills. Prerequisite: Successful completion of DAS 103, 101, 109, 111, 210, 212, 214 and the Infection Control component of the DANB Exam and completion of the Radiation Health & Safety component.

7781	7Cr	8AM-2:30PM	M
6/29-8/31		TBD	Lewandowski
(Clinic)		Arranged	TF

DENTAL BUSINESS OFFICE ASSISTANT

Dental Terminology & Procedures

Introduces information to correctly recognize and identify various occupations within the dental environment and the terminology necessary to complete all other courses. Fee: \$38.75

0401	5Cr	Arranged	Arranged
6/29-8/31		Arranged	Hunter

CULINARY ARTS

DBOA 111 Dental Scheduling & Recall Management

Explores dental charting symbols and treatment descriptions. Covers the necessary information to develop a patient recall system and maintain productive and effective patient scheduling. Prerequisite: or Co-requisite: DBOA 104 Fee: \$38.75

0411 5Cr 4PM-7PM W
7/01-8/19 14-102 Hunter

DBOA 118 Dental Correspondence & Employment Skills

Introduces the various types of written communication for the dental office. Covers the information and tools necessary to successfully seek employment. Prerequisite or Co-requisite: DBOA 104. Fee: \$53.75

0421 9Cr Arranged Arranged
6/29-8/31 Arranged Hunter

DBOA 120 Dental Insurance

Covers the process of accurately processing dental insurance claim forms, making financial arrangements and collecting on past due accounts. Prerequisite or Co-requisite: DBOA 104. Fee: \$42.50

0431 6Cr 10AM-12:50PM Daily
6/29-7/31 10-120 Hunter

DBOA 121 Fiscal Management

Covers the financial management of a dental office. Students will perform manual and computerized bookkeeping processes. Prerequisite or Co-requisite: DBOA 104 Fee: \$42.50

0441 6Cr 10AM-12:50PM Daily
8/03-8/31 10-120 Hunter

DBOA 126 Professional Communications

Designed to introduce students to the professional phone skills that are necessary in the dental environment. Fee: \$35.00

0451 4Cr 8AM-9:50AM TTh
6/29-8/31 10-120 Hunter

DBOA 128 Dental Law & Ethics

Designed to familiarize students with the state and federal laws as they apply to dentistry. In addition, students will become acquainted with OSHA Guidelines for infection control and risk management and cultural diversity. Prerequisite or Co-requisite: DBOA 104 Fee: \$38.75

0461 5Cr 1:30PM-2:50PM MWF
6/29-8/31 10-120 Hunter

DBOA 132 Work-Based Learning Experience

Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses. Prerequisite: Completion of DBOA 104, 111, 118, 120, 121, 126, 128, ACTG: 110, & 141, Elective Computer Skills Courses Fee: \$22.50

0471 6Cr Arranged Arranged
/00 Arranged Hunter

EARLY CARE & EDUCATION

ECE 104 Orientation & Introduction to Practicum

Provides the student with practical field experience as well as overview of the profession and program requirements to include health cards, background checks and food handler's permits. Students will work at community Child Care Centers or the campus Child Development Center allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.

41D1 5Cr 5PM-6PM M
6/29-8/31 38P Colombini-Hyke

ECE 120 Interpersonal Skills for the ECE Professional

Covers human relations roles, and workplace skills. Roles and information on balancing individual technical skills with human relations and competencies will be discussed.

41F1 2Cr 5:30PM-8:30PM T
6/30-8/11 38P Chase-Deitrich

ECE 125 Just For the Fun of It: Preschool

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.

41N1 1Cr 9AM-11:30PM Sa
7/11-8/01 38P Holland-O'Hern

ECE 141 ECE Curriculum: Math

Explore the different aspects of early childhood curriculum in Mathematics.

41H1 2Cr 6PM-9PM F
7/10-8/28 38P Jones

ECE 162 Math? What's The Problem?

Identify and learn strategies to overcome math anxiety in order to reduce barriers to success in math courses and increase practice and use of math in industry field. Students will review basic math concepts, math language and explore the implications of how their own confidence and successes in math impact the teaching of young children in an educational setting.

41K1 2Cr 5PM-7:30PM M
6/29-8/31 36P Sagle

ECS 102 Basic Child Care Training (Stars)

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. The elements and criteria to satisfy the required 20 hour basic training for child care providers required by the State of Washington. Curriculum is based on the STARS core competencies.

41J1 2Cr 8AM-4PM Sa
8/01-8/15 36P Fortenberry

ECS 109 Overview of Early Childhood Education IV

Introduction to the Early Childhood Education field. Will include all areas of development: physical, intellectual and social/emotional development. Planning, curriculum development and application to the children will also be covered. Text required.

41E1 3Cr 6PM-9:20PM M
6/29-8/31 38P Felch

ECS 148 Child Development - School Age

Covers development levels in children five to twelve years of age. Topics include diversity and the importance of play. Covers development levels in children five to twelve years of age. Topics include diversity and the importance of play. Text required.

41G1 2Cr 6PM-9PM W
7/01-8/19 38P Felch

ECS 181 Early Care & Education Practicum I

Provides the student with practical field experience. Students will work at community Child Care Centers or the campus Child Development Center allowing them to apply classroom study to the on-the-job situations. Text required.

4121 5Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

ECS 217 Practicum IV Infants and Toddlers

Provides the student with the opportunity for practical field experience with infants and toddlers specialization.

4131 3Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

Arranged Arranged

ECS 225 School Age Environment

Focuses on the environment suitable for the development of school age children. This course will focus on the environment suitable for the development of school age children. Fee: \$20.00

4101 2Cr Arranged Arranged
6/29-8/31 On-Line Lane

ECS 230 Practicum IV School Age

Provides the student with the opportunity for practical field experience with school age specialization.

4141 3Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

ECS 235 Issues and Trends

Research that covers some of the current issues and trends in the ECE field.

4151 2Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

ECS 278 Communication/ Staff Development

Explore techniques and strategies that will enable better communication skills. Skills will be presented and practiced to build teams and strengthen interpersonal relationships. Materials will cover how to conduct staff training and provide for staff development, to include orientation and evaluation. Text required.

41A1 2Cr 6PM-9PM W
7/01-8/19 36P McClintock

ECS 286 Practicum IV - Leadership

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. Text required.

4161 3Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

Practicum IV - Child Development

ECS 287 Provides the student with the opportunity for a practical field experience with a Preschool specialization. Includes a seminar component and observations. Includes a seminar component. Text required.

4171 3Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

Practicum IV - Family Childcare Professional

ECS 288 Provides the student with the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component and observations. Includes a seminar component. Text required.

4181 3Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

ECS 290 Mentoring in ECE

Fundamental skills needed for early childhood mentors who practice as trainers and coaches. Covers concepts of adult learning, communication, observation, feedback, and conflict resolution. Text required. Fee: \$20.00

41M1 1Cr Arranged Arranged
8/03-8/30 On-Line Sysko

41C1 1Cr 6PM-9PM F
8/07-8/28 38P Colombini-Hyke

ECS 293 Guiding Behavior of Inclusion

Guidance techniques and strategies for working with children with special needs in the ECE classroom.

41B1 2Cr 6PM-9PM Th
7/02-8/20 36P Edmondson

ECS 295 DAP/Special Needs

Designed for caregivers of children with special needs. Specific techniques for working with these children, and how this affects their cognitive, physical, social and emotional development. Impact on the family and attempts at inclusion in the regular classrooms will also be covered.

4111 2Cr 5:30PM-9PM T
6/30-8/04 36P Cozza

ECE Practicum IV - Special Needs

ECS 297 Provides the student with the opportunity for a practical field experience with special needs specialization. Includes a seminar component. Includes a seminar component.

4191 3Cr 5PM-6PM W
7/01-8/26 38P Colombini-Hyke

ECONOMICS

ECON 101 Principles of Economics

Reviews both micro- and macroeconomics. Topics include unemployment, inflation, fiscal and monetary policies, supply and demand, market structures, and income distribution. Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99. Fee: \$20.00

0540 5Cr Arranged Arranged
6/29-8/31 On-Line Staff

Principles of Microeconomics

ECON& 201 Study of scarcity; supply and demand; production; labor and capital markets; role of government in a market economy; international trade; and distribution of income. Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99. Fee: \$20.00

0541 5Cr Arranged Arranged
6/25-8/19 On-Line WAOL

Principles of Macroeconomics

ECON& 202 Studies of the organization and operation of the U.S. economy including unemployment, national income accounting; aggregate supply and demand, taxation, budget deficit and international trade. Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99. Fee: \$20.00

0542 5Cr Arranged Arranged
6/25-8/19 On-Line WAOL

ELECTRICIAN LOW VOLTAGE FIRE/SECURITY

AC/DC: Basic Theory, Fractions & Ohms Law

EFS 105 Introduces the student to 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 ohms law formulas.

5801 7Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

AC/DC Electricity: Series, Parallel & Combination Circuits

EFS 106 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.

5811 7Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

AC/DC: Electricity:

EFS 107 Electrical Power & Power App

Introduces the student to electric power in electric circuits, solving the power formula for current and voltage. Instantaneous values, maximum values and phase angles of an AC sine wave. Prerequisites: EFS 106, or Instructor's permission.

5821 7Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

National Electrical Code Print Reading

EFS 108 Introduces the student to practical print reading as it applies to the National Electrical Code. Prerequisites: EFS 105, 106, and 107 or instructors permission.

5831 7Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

National Alarm Installer Training Program

EFS 109 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 to EFS 107, or Instructor's permission.

5841 7Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

EFS 110 CCTV Application & Design

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 to EFS 107, or Instructor's permission.

5851 7Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

EFS 118 National Electrical Codes

Introduces the student to National Electrical Code. Through individual tests the student will be able to research applicable electrical codes. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5861 6Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

EFS 119 National Firecodes

Introduces the National Fire Codes, through individual tests the student will be able to research applicable Fire codes. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5871 6Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

EFS 121 CCTV Field Service & Installation

Introduces the student to 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 to EFS 110, or Instructor's permission.

5881 7Cr 7:30AM-3PM Daily
6/29-8/31 16-202 Gordon

Washington**EFS 124 Administrative Codes**

Introduces the student to the Washington Administrative Code pertaining to industrial safety and the administrative code pertaining to electrical installations in the state of Washington. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5891	2Cr	7:30AM-3PM	Daily
6/29-8/31		16-202	Gordon

Addressable Fire**EFS 207 SLC Systems/Design**

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.

58A1	7Cr	7:30AM-3PM	Daily
6/29-8/31		16-202	Gordon

EFS 211 Biometrics Access

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.

58B1	7Cr	7:30AM-3PM	Daily
6/29-8/31		16-202	Gordon

Advanced Voice**EFS 216 Evacuation Fires Systems**

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.

58C1	7Cr	7:30AM-3PM	Daily
6/29-8/31		16-202	Gordon

EFS 221 Fire Codes, NICET, NFPA

Introduces Fire Codes, AHJ (Authority Having Jurisdiction), NICET (National Institute for Certification of Engineering Technologies), 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.

58D1	7Cr	7:30AM-3PM	Daily
6/29-8/31		16-202	Gordon

EFS 226 High Security Structured Cabling

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.

58E1	7Cr	7:30AM-3PM	Daily
6/29-8/31		16-202	Gordon

EFS 231 CCTV Digital Network Solutions

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.

58F1	7Cr	7:30AM-3PM	Daily
6/29-8/31		16-202	Gordon

ENGLISH**ENG 079 Reading & Writing Preparation**

Remedial reading and writing. Focus on clear sentences, vocabulary, and study skills. High school diploma or GED. Compass score 82.

5W01	5Cr	1PM-1:55PM	Daily
6/29-8/31		34P	Morford

ENG 082 Basic Reading & Writing

Basic reading and writing skills. Focus on sound sentences and paragraphs. Helps refine reading comprehension and increase vocabulary.

Prerequisite: Appropriate COMPASS/SLEP placement score. Introduces and develops basic reading and writing skills.

5W02	5Cr	8AM-8:55AM	Daily
6/29-8/31		16-105	Mollas

5W03	5Cr	3:10PM-4:05PM	Daily
6/29-8/31		38P	Mollas

ENG 094 Advanced Reading & Writing

Introduction to various types of paragraphs and essays. Focus on organization, unity, coherence, and development of short essays. Review of standard written English conventions. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 082.

5W04	5Cr	8AM-8:55AM	Daily
6/29-8/31		34P	Williams

5W05	5Cr	9:05AM-10AM	Daily
6/29-8/31		28P-104	Avery

5W06	5Cr	2:05PM-3PM	Daily
6/29-8/31		34P	Morford

5W07	5Cr	9AM-4PM	Sa
7/11-8/29		17-240	Quincy

ENGL & 101 English Composition I

Emphasizes writing as a process to support critical thinking. Focus on unified, coherent essays that support a strong thesis. Use secondary MLA/APA documentation styles. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Fee: \$20.00

0510	5Cr	Arranged	Arranged
6/25-8/19		On-Line	WAOL

0506	5Cr	8AM-8:55AM	Daily
6/29-8/31		28P-102	Gove

0507	5Cr	11AM-11:55AM	Daily
6/29-8/31		28P-102	Gove

0508	5Cr	3:10PM-4:05PM	Daily
6/29-8/31		34P	Morford

0509	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Gove

0511	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Gove

Business &**CMST& 220 Professional Speaking**

Enhances oral communication skills. Topics include library research, oral style, use of visual aids, preparation and delivery of various types of speeches and oral presentations. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

0504	5Cr	7AM-7:55AM	Daily
6/29-8/31		34P	Nolan

ENVIRONMENTAL SCIENCE**ENV 134 Hazardous Wastesite Operations**

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. This course consists of 80 hrs. of instruction and training in hazardous materials, personal protection, and safety, in compliance with OSHA 1910.120 and Washington WISHA required training for hazardous waste site workers. Fee: \$26.25

4511	7Cr	9:15AM-2:45PM	MTWTh
6/29-7/23		16-102	Smith

4521	7Cr	9:15AM-2:45PM	MTWTh
8/03-8/27		16-102	Smith

ENV 240 Internship

A position in the public or private sector where the student gains experience in a chosen area of employment. Prerequisite: Successful completion of 4th Quarter Courses, or instructor permission.

45A1	10Cr	Arranged	Arranged
6/29-8/31		16-104	Fritz

45B1	10Cr	Arranged	Arranged
6/29-8/31		16-102	Smith

ENV 251 Air Pollution & Noise Monitoring

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.

Fee: \$26.25

45F1	7Cr	9:15AM-3:30PM	Daily
6/29-7/17		16-104	Fritz

45G1	7Cr	9:15AM-3:30PM	Daily
8/17-8/31		16-104	Fritz

GEO 215 GPS Technologies

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. Fee: \$7.50

45R1	2Cr	10AM-12PM	Daily
7/20-7/31		16-104	Fritz

ESTHETIC SCIENCES

ES 103 Skin Physiology and Histology I

Covers skins cellular structure and function, basic anatomy and physiology as it pertains to esthetics, basic skin diseases and disorders. All related First Aid, Safety, and Sanitation are covered.

6201 4Cr	7:30AM-2:30PM	Daily
6/29-8/31	08-319	Shields
	7:30AM-9:30AM	Daily
	8-319	Shields

ES 106 Facial Procedures I

The basic European facial to include; analysis, cleansing, exfoliation, facial massage, mask and moisturize, IDI techniques and determining treatment protocols for facials, health histories and recording of services. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 103

6211 4Cr	7:30AM-2:30PM	Daily
6/29-8/31	08-319	Shields
	7:30AM-9:30AM	Daily
	8-319	Shields

ES 109 Machine Facials & Electricity

Covers equipment used in facial treatments such as galvanic and high frequency machines, including the benefits and indications for treatment. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 106

6221 4Cr	8AM-2:30PM	Daily
6/29-8/31	08-319	Errigo
	8AM-2:30PM	WThF
	8-319	Errigo

ES 112 Temporary Hair Removal I

Structure and function of hair, common disorders, indications, contraindications and recording of services, temporary hair removal used in the salon or spa atmosphere, including strip wax, hard wax and tweezing. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 109

6231 3Cr	7:30AM-2:30PM	Daily
6/29-8/31	08-319	Shields
	7:30AM-9:30AM	Daily
	8-319	Shields

ES 115 Makeup Application Techniques I

Color theory as it relates to the skin, psychology of color and basic make up application including liquid foundation and mineral make up. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 112

6241 2Cr	7:30AM-2:30PM	Daily
6/29-8/31	08-319	Shields
	7:30AM-9:30AM	Daily

ES 117 Skin Care & Body Wraps

Body treatment protocol such as salt scrub, mud wrap applications and technique, draping techniques as well as discussion of various body treatments in today's market. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 103

6251 3Cr	8AM-2:30PM	Daily
6/29-8/31	08-319	Errigo
	8AM-2:30PM	WThF
	8-319	Errigo

ES 121 Skin Physiology & Histology II

Advanced skin cell structure, genetic and hereditary skin disorders. Advanced skin analysis, IDI face mapping. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 103

6261 4Cr	7:30AM-2:30PM	Daily
6/29-8/31	08-319	Shields
	7:30AM-9:30AM	Daily
	8-319	Shields

ES 122 Salon Management & State Laws I

Washington State Department of Licensing laws and regulations regarding sanitation, safety and licensing requirements. Preparation for state boards. Course hours do not apply toward Washington State Licensing requirements.

6271 2Cr	8AM-2:30PM	Daily
6/29-8/31	08-325	Errigo
	8AM-2:30PM	WThF
	8-319	Errigo

ES 124 Facial Procedures II

Advanced facial techniques and treatments, including enzyme therapy and extractions techniques. Basic nutrition All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 106

6281 4Cr	8AM-2:30PM	Daily
6/29-8/31	08-319	Errigo
	8AM-2:30PM	WThF
	8-319	Errigo

ES 127 Temporary Hair Removal II

Advanced hair removal techniques such as speed waxing through proper application and removal techniques. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 112

6291 4Cr	8AM-2:30PM	Daily
6/29-8/31	08-325	Errigo
	8AM-2:30PM	WThF
	8-319	Errigo

ES 129 Makeup Application Techniques II

Advanced makeup techniques including artificial lash application and basic theatrical techniques. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 115

62A1 2Cr	7:30AM-2:30PM	Daily
6/29-8/31	08-319	Shields
	7:30AM-9:30AM	Daily
	8-319	Shields

ES 131 Skin Care & Body Wraps II

Advanced body and spa services to include parafin, herbal wraps, customized wraps including basic aromatherapy. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 117

62B1 3Cr	8AM-2:30PM	Daily
6/29-8/31	08-325	Errigo
	8AM-2:30PM	WThF
	8-319	Errigo

ES 147 Salon Management & State Laws II

Reception desk duties, retail, inventory control and marketing techniques, bookkeeping and records management, interview preparation and resume writing. Course hours do not apply toward Washington State Licensing requirements. Prerequisite: ES 122. Course hours do not apply toward Washington State Licensing requirements.

62C1 2Cr	8AM-2:30PM	Daily
6/29-8/31	08-325	Errigo
	8AM-2:30PM	WThF
	8-319	Errigo

GRAPHIC TECHNOLOGIES

GTC 149 Digital Imaging II: Photoshop

Introduction to advanced imagery to include blending, advanced layers, advanced selections, vector tools, filters and tonal correction.

Prerequisite: GTC 130 or instructor approval. Fee: \$18.75

8541 5Cr	8AM-3:30PM	W
7/01-8/26	11-154	Moyer

GTC 164 Prepress I

Perform image generation operations in both digital and analog to produce a wide variety of press-ready projects. Prerequisites: GTC 154 and MDP 170 or instructor approval. Fee: \$18.75

8551 5Cr	8AM-3:30PM	Th
7/02-8/27	11-154	Moyer

GTC 174 InDesign I

Explore and apply page layout techniques using InDesign software on the MacIntosh computer by creating documents for ads, brochures, flyers. Prerequisite: GTC 143 or instructor approval. Fee: \$18.75

8561 5Cr	8AM-3:30PM	T
6/30-8/31	11-158	Owens

GTC 203 Preflight

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. Fee: \$18.75

8571 5Cr	8AM-3:30PM	Th
7/02-8/27	11-158	Owens

GTC 233 Quark XPress

Explore and apply page layout techniques using QuarkXPress software on the MacIntosh computer. Examine the software and its use for preflight, EPS and PDF exporting. Prerequisite: GTC 143 or instructor approval. Fee: \$18.75

85A1 5Cr	8AM-3:30PM	W
7/01-8/26	11-158	Owens

GTC 254 Capstone Class

Preparation of portfolio covering all aspects of student's chosen specialty within the Graphic Technologies program. Prerequisite: GTC 223, 243 or instructor approval. Fee: \$18.75

85B1 5Cr	8AM-3:30PM	M
6/29-8/31	11-154	Moyer

GTC 264 Paper, Pricing & Estimating

Explore paper choices and cost within the printing industry. Estimate both materials and time for various printing processes. Fee: \$18.75

85C1	5Cr	8AM-3:30PM	T
6/30-8/31		11-154	Moyer

HEALTH UNIT COORDINATOR**Orientation/Introduction to Health Unit Coordinating/****HUC 103 Introduction to Automation**

Orientation: program policies, dress code, attendance, classroom and workplace rules of conduct, program goals, and grading system. Instruction and demonstrations of various communication devices will be presented. Fee: \$26.25

8101	7Cr	8AM-10AM	M
6/29-8/31		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily

81A1	7Cr	3PM-5PM	Daily
6/29-8/31		14-100	Briggs
(LAB)		7PM-9:45PM	Daily

Medical Terminology/Anatomy & Physiology**HUC 105**

Introduction: basic word elements for medical terminology and pathology of body systems. Systems studied: Body Structure, Integumentary, Musculoskeletal, Sensory, Circulatory, Nervous, Endocrine, and Digestive. Prerequisite: HUC 103 Fee: \$11.25

8111	3Cr	10AM-12PM	TTh
6/30-8/27		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily

81B1	3Cr	5PM-7PM	TTh
6/30-8/27		14-100	Briggs
(LAB)		7PM-9:45PM	Daily

Medical Terminology/Anatomy & Physiology II**HUC 107**

Completion of instruction of Anatomy/Physiology and Pathology of body systems. Systems studied: Urinary / Male Reproductive, and Female Reproductive. Prerequisite: HUC 103,105. Fee: \$7.50

8121	2Cr	8AM-10AM	MTWTh
6/29-8/31		14-100	Fludd
(LAB)		12PM-2:30PM	Daily

Unit Coordinator Tasks & Procedures I**HUC 109**

Introduction: Chart forms and responsibilities. Scheduling appointments via computer and telephone. Introduction: Transcription of Physicians orders to appropriate chart forms. Prerequisites: HUC103; enrollment in Huc105. Fee: \$30.00

8131	8Cr	10AM-12PM	M
6/29-8/31		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily

81D1	8Cr	5PM-7PM	M
6/29-8/31		14-100	Briggs
(LAB)		7PM-9:45PM	Daily

Unit Coordinator Tasks & Procedures II**HUC 111**

Evaluation: cognitive knowledge and performance skills in the computer laboratory for maintaining patient's medical records. Prerequisite: HUC 109; completion of 103, 105, 115, and 120 Fee: \$18.75

8141	5Cr	10AM-12PM	MTTh
6/29-8/31		14-100	Fludd
(LAB)		12PM-2:30PM	Daily

Communications Application in the Health Unit Coordinator Role**HUC 115**

Focus on development of skills for the communicator of the nursing unit. Instructions will be given for developing and practicing assertive communication, interpersonal relationships, and confidentiality skills. Prerequisite: HUC 103. Fee: \$11.25

8151	3Cr	9:30AM-12PM	W
7/01-8/26		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily

81F1	3Cr	3PM-7PM	F
7/10-8/28		14-100	Briggs
(LAB)		7PM-9:45PM	Daily

HUC 120**Unit Management**

Introduction: management responsibilities, time management, fire and safety hazards on the nursing unit. Prerequisite: HUC 103; enrollment in HUC 105, 109, and 115. Fee: \$11.25

81G1	3Cr	4PM-7PM	W
6/30-8/26		14-100	Briggs
(LAB)		7PM-9:45PM	Daily

8161	3Cr	8AM-2:30PM	F
7/10-8/28		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily

HUC 122**Unit Management II**

Focus on developing cognitive knowledge for managing the nursing unit. Developing verbal / written communication skills. Demonstration of leadership/performance skills by practicing classroom management. Prerequisites: Completion of HUC 115 and 120 Fee: \$11.25

8171	3Cr	8AM-10AM	TW
6/30-8/26		14-100	Fludd
(LAB)		12PM-2:30PM	Daily

Legal/Ethical Aspects of Unit Coordinating**HUC 126**

Focus on legal elements that are necessary for preparation of legal documents, hospital / patient confidentiality, and consents for treatment.

Introduction: ethics in professional behaviors.

Instruction: AIDS, Blood borne pathogens, HIPPA, Diversity, and Hepatitis education. Prerequisites: Completion of HUC 103, 105, 109, 115, and 120; enrollment in HUC 107, 111, and 122. Fee: \$7.50

8181	2Cr	10AM-12PM	W
7/01-8/26		14-100	Fludd
(LAB)		12PM-2:30PM	Daily

HUC 131**Clinical Experience**

Utilize the cognitive and performance objectives that were presented in courses HUC 103 – 126. Clinical hours vary from 6, 8, to 12 hours per day, 3 days a week. Prerequisite: Completion of HUC 103, 105, 109, 115, 120,107, 111, 122, and 126.

8191	8Cr	8AM-11AM	M
6/29-8/31		14-100	Fludd

HEATING/VENTILATION/ AIR CONDITIONING**HAC 102****Basic Electricity**

Discuss the structure of matter, electrons, conductors, direct & alternating current. The electrical circuit, Ohms Law, magnetic fields, inductance, transformers, capacitance, and impedance will be studied. Fee: \$18.75

1801	5Cr	7AM-1:50PM	Daily
6/29-8/31		25-202	Johnson

HAC 105**Electrical Circuits**

Discuss types of automatic electrical controls that respond to thermal changes. Fee: \$15.00

1811	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-202	Johnson

Advanced Controls & Troubleshooting**HAC 120**

Control terminology, applications and control circuits are covered. Procedures for troubleshooting basic circuits are practiced. Fee: \$15.00

1821	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-202	Johnson

Electric Motors & Their Applications**HAC 162**

Types of electric motors, starting and running components, and power supplies are discussed. Fee: \$15.00

1831	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-202	Johnson

Electric Motor Controls & Troubleshooting Motors**HAC 164**

Discusses electrical motor troubleshooting, including problems with drive assemblies, belt tension, pulley alignments, open and shorted motors, shorts to ground, capacitors, wiring and connectors and hermetic motors. Fee: \$11.25

1841	3Cr	7AM-1:50PM	Daily
6/29-8/31		25-202	Johnson

HAC 166**Siemens Controls**

The DDC training course serves as an introduction to the concepts of direct digital controls. It is a generic approach to DDC terminology and fundamentals. Fee: \$11.25

1851	3Cr	7AM-1:50PM	Daily
6/29-8/31		25-202	Johnson

HAC 168**PLC Programming**

This class is the beginning instruction for the student or trades worker wanting to enter the field of Programmable Logic Controllers. Fee: \$7.50

1861	2Cr	7AM-1:50PM	Daily
6/29-8/31		25-202	Johnson

HAC 170 Heating I

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, 105. Fee: \$26.25

1871	7Cr	7AM-1:50PM	Daily
6/29-8/31		25-300	Pearce

HAC 175 Heating I Lab

Will teach students to competently troubleshoot and repair gas burning appliances. Thermal physics and equipment for heating systems analysis and efficiency. 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. Fee: \$18.75

1881	5Cr	7AM-1:50PM	Daily
6/24-8/31		25-300	Pearce

HAC 181 Heating II

This course covers controls, thermal physics, and equipment for residential and light commercial heating system installation and servicing with emphasis on electric, oil and hydronic heating. Fee: \$22.50

1891	6Cr	7AM-1:50PM	Daily
6/29-8/31		25-300	Pearce

HAC 183 Heating II Lab

Will teach students to competently troubleshoot and repair electric, oil and hydronic heating equipment. Thermal physics and equipment for heating systems analysis and efficiency. This is a hands-on class utilizing live projects. Fee: \$15.00

18A1	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-300	Pearce

HAC 201 Advanced Refrigeration System

Troubleshoot and repair refrigeration equipment, thermal physics and equipment for refrigeration systems analysis and efficiency. Fee: \$37.50

18B1	10Cr	7AM-1:50PM	Daily
6/29-8/31		25-302	Pearce

EPA Refrigerant

HAC 230 Recovery Certification

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. Fee: \$3.75

18C1	1Cr	8AM-1:50PM	Daily
6/29-8/31		25-302	Pearce

HAC 249 Job Readiness

This course will cover resume writing, cover letter preparation, Internet job search, Work Source job readiness work shop, and tips on filling out job application. Fee: \$18.75

18G1	5Cr	Arranged	Arranged
6/29-8/31		25-302	Pearce

HAC 256 Commercial Heat Pumps

Troubleshoot & repair residential and commercial heat pumps through study material and DVD format Heat Pump Fundamentals, Heat Pump Electrical, and Heat Pump Charging. Must be enrolled in HAC 201. Fee: \$26.25

18J1	7Cr	7AM-1:50PM	Daily
6/29-8/31		25-302	Pearce

HEMODIALYSIS TECHNICIAN

HDT 113 Phlebotomy Fundamentals

Develop the skills necessary to draw blood specimens for analysis in a laboratory. Hands-on practice in phlebotomy skills will be provided. Fee: \$15.00

8811	4Cr	8:30AM-10AM	MTW
6/29-8/31		16-112	Markovits

HDT 125 First Aid/CPR/HIV

Adult CPR, First Aid and rescue breathing. Includes training on HIV/Aids and blood borne pathogens patients. Fee: \$3.75

8841	1Cr	8:30AM-2:40PM	MT
6/29-8/31		16-112	Markovits

HDT 141 Water Treatment

Basic concepts of water treatment and dialyzer reuse, including instruction on the varied devices used in hemodialysis. Prepare a typical water treatment-monitoring schedule. Fee: \$11.25

8871	3Cr	1:40PM-2:40PM	MTW
6/29-8/31		16-112	Markovits

HDT 149 Vascular Access

History and importance of vascular access. Review the major types of permanent and temporary vascular access. Instruction in catheter care and connections. Management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm and catheter dislodgment. Fee: \$11.25

8881	3Cr	12:20PM-1:20PM	MTW
6/29-8/31		16-112	Markovits

HDT 151 Professional Patient Interaction

Explores the relationship and psychological boundaries between the technician, the patient and the renal facility. Includes concepts of patient education. Students will be given the tools to develop listening skills by practicing assertive communication, and develop appropriate interpersonal relationships. Fee: \$11.25

8891	3Cr	10:20AM-11:20AM	MTW
6/29-8/31		16-112	Markovits

HDT 161 Clinical Practicum

During the clinical experience the student will participate in a dialysis facility as a member of the health care.

88A1	6Cr	8AM-3PM	ThF
6/29-8/31		16-112	Markovits

HUMAN SERVICES

Therapeutic Communication Skills

HS 115
Acquaints students with the basic methods of therapeutic communication such as active listening skills and multi-cultural communication. Students participate in mock interviews and videotaping. Acquaints students with theories and methods of therapeutic communication as well as multicultural communication. Students will demonstrate mastery of theory through classroom activities including mock interviews and work related client interactions.

2401	5Cr	10AM-11:50AM	MWF
6/29-8/31		16-105	White

HIV/Aids & Blood Borne Pathogens

HS 123
Provides knowledge of the history of HIV/AIDS & blood borne pathogens. Provides ten hours of HIV/AIDS training in the areas of transmission, occupational safety, and standard precautions.

2411	1Cr	12:30PM-1PM	Daily
6/29-8/31		16-112	Hathaway

HS 127 Introduction to Human Services

Addresses typical duties and tasks of human service workers, the sociocultural aspects of providing services in a multicultural diverse society, and the history & philosophical framework of human service delivery will be covered.

2421	5Cr	9AM-9:50AM	Daily
6/29-8/31		16-105	White

HS 151 Internship I

“On the job training” in the human services field of their choice. Instructor permission is required for site choice.

2451	5Cr	Arranged	Arranged
6/29-8/31		16-116	White

HS 220 Theories of Counseling

Increases student knowledge of a variety of counseling theories, theorists and techniques, practical application and appropriate uses of these theories in the human services system.

2491	5Cr	9AM-9:50AM	Daily
6/29-8/31		16-105	Hathaway

HS 225 Survey of Community Resources

Introduces students to a variety of community based human service agencies through examination of their services, functions, and service populations. Participation in field visits and guest lectures required.

2431	3Cr	1PM-2:45PM	WF
6/29-8/31		16-116	Hathaway

HS 227 Behavioral Health & Wellness

Explores strategies for personal behavioral health & wellness including coping strategies, personal boundaries, self awareness and how to avoid burn-out on the job.

2481	5Cr	10AM-11:50AM	MWF
6/29-8/31		16-105	Hathaway

HS 229 Introduction to Gangs

Examines the historical foundations of gangs, gang symbols, attire, language and culture in the United States, in a culturally sensitive manner.

24A1	3Cr	10AM-11:50AM	TTh
6/29-8/31		16-105	White

HS 237 Law & Ethics for Human Services

Presents an overview of the ethical and professional issues that Human Services workers will face in the field.

2441	3Cr	10AM-11:50AM	TTh
6/29-8/31		16-116	Hathaway

HS 239 Selected Topics

Requires completion of either a literature review and/or research on a human services related topic. Instructor permission required. Fee: \$20.00

24B1	5Cr	Arranged	Arranged
6/29-8/31		16-116	Hathaway

HS 244 Internship II

"On the job training" in the human services field of their choice. Successful completion of Internship I and instructor permission is required for site choice.

2461	5Cr	Arranged	Arranged
6/29-8/31		16-116	White

HS 258 Internship III

"On the job training" in the human services field of their choice. Successful completion of Internship II and instructor permission is required for site choice.

2471	5Cr	Arranged	Arranged
6/29-8/31		16-116	Hathaway

**HUMAN SERVICES/
CHEMICAL DEPENDENCY****Chemical Dependency
& the Law**

HSCD 228
Students examine the federal & state laws that pertain to chemical dependency for individuals & facilities. Students also become familiar with the criminal, civil and juvenile court systems.

24C1	2Cr	5PM-10PM	W
8/05-8/31		16-116	Fitzgerald

**Chemical Dependency
& Counseling II:
Adolescents & Family**

HSCD 249
Students become familiar with culturally competent models of diagnosis and intervention for families & adolescents as well as building an understanding for the dynamics among family members.

24D1	5Cr	5PM-10PM	M
6/09-8/31		16-116	Ferguson

HSCD 251 Relapse Prevention

Explores basic philosophy & techniques of relapse prevention for substance abuse and the ongoing process that involves all aspects of the person's wellness and culture.

24E1	3Cr	5PM-10PM	W
7/01-7/29		16-116	Fitzgerald

INTERIOR DESIGN**DSN 152 Furniture & Cabinet Design**

An introduction to the major aspects of furniture and cabinet design, with a focus on concept, defining scope, standards, and construction techniques.

Also included is an overview to the collection, application, and preservation of furniture.

Prerequisites: DSN 121, 123, 132, 133, & 140.

Fee: \$7.50

3691	2Cr	8AM-2PM	Th
7/02-8/27		19-202	Houser

Introduction to**DSN 204 Commercial Interior Design**

Basic design considerations for commercial interiors. Content includes the definition of interior design, construction documentation for interiors, selection, specification and detailing of finish materials, their application, and various types of interior building systems. Also included is an introduction to ADA compliance and the use of the International Building Code (IBC).

Prerequisites: DSN 105 and 158. Fee: \$15.00

36F1	4Cr	8AM-2PM	M
6/29-8/31		19-202	Houser

DSN 214 Green Design: An Overview

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 designing green. Fee: \$18.75

36K1	5Cr	8AM-2PM	M
6/29-8/31		19-210	Bowman
		10AM-2PM	M
		19-210	Bowman

DSN 216 CAD I

Introduction to CAD (Computer Aided Design).

The successful student will learn the basic functions and commands to produce basic drawings for interior design construction. Prerequisites: DSN 159

Fees: \$18.75

36L1	5Cr	8AM-2PM	T
6/30-8/25		19-202	Houser
		10AM-2PM	T
		19-202	Houser

DSN 222 A Closer Look At Green Living

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. Fee: \$15.00

36M1	4Cr	8AM-2PM	T
6/30-8/25		19-210	Bowman
		10AM-2PM	T
		19-210	Bowman

**Building the Green Life:
Materials and Estimating****DSN 221**

Finding and specifying the right green products for your project will benefit both your client and your planet. In this course, students will become familiar with green resources, as well as when and where to specify green products for their projects. Fee: \$18.75

36N1	5Cr	8AM-2PM	W
7/01-8/26		19-210	Bowman
		10AM-2PM	W
		19-210	Bowman

Project Green:**DSN 223 Developing a Green Design**

Design and present a green space. Students will 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 "green" design proposals. Fee: \$18.75

36P1	5Cr	8AM-2PM	Th
7/02-8/27		19-210	Bowman
		10AM-2PM	Th
		19-210	Bowman

DSN 225 Design I

Introduction to space planning, design, color, materials, and the use of products and fixtures in the design of commercial spaces which conduct business with the general public. Prerequisites: DSN 216. Fee: \$18.75

36Q1	5Cr	8AM-2PM	W
7/01-8/26		19-202	Houser
		10AM-2PM	W
		19-202	Houser

**LANDSCAPE
MANAGEMENT****LM 110 Landscape Basics I**

Covers a variety of basic landscape subjects and materials for the landscape technician. Referred to as course essentials, basics are required to advance in the landscape management program. Fee: \$37.50

9901	10Cr	10AM-4PM	Daily
6/29-8/31		25-103	Roberts

LM 115 Landscape Basics II

Students will be exposed to a variety of landscape activities and perform realistic training in areas including pruning, chemical application, turf-grass identification, and safe application of hand tools. Fee: \$37.50

9911	10Cr	10AM-4PM	Daily
6/29-8/31		25-103	Roberts

LM 145 Installation Lab

Perform project installation using approved design plans. Application of landscape technology with customer service provides project management and scheduling of operations. Fee: \$45.00

9921	15Cr	10AM-4PM	Daily
6/29-8/31		25-103	Roberts

LM 150 Design I

Overview of urban landscape design projects including computer applications. Fee: \$37.50

9931	10Cr	10AM-4PM	Daily
6/29-8/31		25-103	Roberts

LM 155 Design II
Utilizes leadership skills working with customers using computer aided designing to create marketable landscape plans for a final presentation. Fee: \$37.50

9941 10Cr 10AM-4PM Daily
6/29-8/31 25-103 Roberts

LM 215 Turf Grass Management
Explores the genus/species of turf grasses indigenous to the northwest. Compares their physiological make-up, their use and function in the landscape, sports fields, and golf courses. Prerequisites: Completion of Landscape Technician Core Courses or Instructor Approval. Fee: \$37.50

9951 10Cr Arranged Arranged
6/29-8/31 25-103 Roberts

LM 223 Landscape Community Based Lab I
Designed for students currently operating a landscape business or employed part time in the industry. Community Based Lab I Fee: \$33.75

9961 9Cr Arranged Arranged
6/29-8/31 25-103 Roberts

LM 235 Landscape Community Based Lab II
Designed for students who want to intern with an employer prior to the completion of the program. Community Based Lab II Fee: \$41.25

9971 11Cr Arranged Arranged
6/29-8/31 25-103 Roberts

LM 238 Landscape Community Based Cert
Certification Fee: \$41.25

9981 11Cr Arranged Arranged
6/29-8/31 25-103 Roberts

LM 242 Operating a Landscape Business
Overview of owning and operating a small landscape business within Washington State. The final project will be submitted as a "culmination project." Fee: \$37.50

9991 10Cr Arranged Arranged
6/29-8/31 25-103 Roberts

LEADERSHIP

LEADR 100 Leadership I
Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required.

0580 6Cr Arranged Arranged
6/29-8/31 23-ASG Hathaway

LEADR 101 Leadership II
Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required.

0581 6Cr Arranged Arranged
6/29-8/31 23-ASG Hathaway

LEADR 102 Leadership III
Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required.

0583 6Cr Arranged Arranged
6/29-8/31 23-ASG Hathaway

LEGAL SUPPORT PROFESSIONAL

LEGAL 104 Filing
Learn alphabetic, numerical, & geographical filing systems; color-coded systems; and cross-reference techniques. Use the correct procedures for labeling, setting up, & maintaining files. Fee: \$7.50

6501 2Cr 1PM-3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LEGAL 130 Introduction to Law, Legal Writing, & Applications
Learn and apply basic requirements of preparing legal pleadings & correspondence according to the state and local court rules. Fee: \$7.50

6511 2Cr 1PM-3:45PM Daily
7/31-8/14 10-125 Schwarlder

LEGAL 136 Proofreading
Proofread business & legal documents for accuracy in grammar, punctuation, spelling, number & word usage, word sense, capitalization, & formatting. Prerequisite: Completion or concurrent enrollment in LSP 141. Fee: \$7.50

6521 2Cr 1PM-3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LEGAL 147 Office Procedures II
Learn about the American judicial system, statutes, source authorities, citations, & legal databases. Prepare legal documents. Perform tasks common to legal office environments. Fee: \$7.50

6531 2Cr 1PM-3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LEGAL 150 Office Procedures III
Research & apply steps in filing lawsuits, document preparation in investigative & discovery phases of suits. Perform tasks common to legal office environments. Prerequisite: Completion of LEGAL 147. Fee: \$7.50

6541 2Cr 1PM-3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LEGAL 154 Office Procedures V
Investigate & research legal basis of corporate, real estate, bankruptcy, adoption, & bankruptcy law. Prepare legal documents. Perform tasks common to legal office environments. Prerequisite: Completion of LSP 152. Fee: \$7.50

6551 2Cr 1PM-3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LEGAL 165 Legal & Business Terminology III
Advanced verbiage & writing skills relating to the legal & business fields. Prerequisite: Completion of LSP 166. Fee: \$7.50

6561 2Cr 1PM-3:45PM TTh
7/02-8/13 10-125 Schwarlder

LEGAL 173 Legal & Business Terminology IV
A capstone of legal & writing skills relating to the legal & business fields. Prerequisite: Completion of LEGAL 165. Fee: \$7.50

6571 2Cr 1PM-3:45PM TTh
7/02-8/13 10-125 Schwarlder

LEGAL 179 Internship I
Experience working in a legal agency performing day-to-day staff routines applying knowledge & skills learned in the classroom & gaining new and valuable skills. Prerequisite: Completion of first quarter requirements and passage of a background check.

6581 2Cr Arranged F
7/10-8/14 Arranged Schwarlder

LEGAL 181 Internship II
Expand your internship opportunities in your original placement. Increased level of expectation regarding performance and duties. Prerequisite: Successful completion of LEGAL 179.

6591 2Cr Arranged F
7/10-8/14 Arranged Schwarlder

LEGAL 183 Summer Internship
Diversify your previous experience with a second internship placement that differs in one or more of the following: agency, supervisor, job.

65A1 1Cr Arranged F
7/10-8/14 Arranged Schwarlder

LEGAL 187 Internship IV
Apply the culmination of classroom and work experience from the first internship to the second placement. Increased performance expectations.

65B1 2Cr Arranged F
7/10-8/14 Arranged Schwarlder

LEGAL 222 Advanced Proofreading & Editing I
Expand proofreading & editing skills of business and legal documents, pleadings, schedules, etc. of great detail and density. Prerequisites: Completion of or concurrent enrollment in LSP 141 and LEGAL 136. Fee: \$3.75

65C1 1Cr 1PM-3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

Advanced LEGAL 223 Proofreading & Editing II

Further refine advanced proofreading & editing skills to business & legal documents, pleadings, schedules, etc. of great detail and density. Prerequisite: Completion of or concurrent enrollment in LEGAL 222. Fee: \$3.75

65D1 1Cr 1PM:3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

ALS Certification LEGAL 232 Exam Review

Prepare for the ALS Exam, a national legal assistant designation. This certification makes you a proven commodity and valuable asset in the legal field. Prerequisite: Completion of LSP 152 and LEGAL 154. Fee: \$7.50

65F1 2Cr 1PM:3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LSP 101 Keyboarding

Enhance touch control and proper keyboarding techniques, gaining speed and accuracy through drills and practice. Note: Keyboarding is a prerequisite to the class; however students may opt to take this class inside of the course offerings without penalty. Credits will not count toward the degree. Enhance touch control and proper keyboarding techniques, gaining speed and accuracy through speed and practice. Fee: \$11.25

65G1 3Cr 1PM:3:45PM Daily
6/29-8/17 10-125 Schwarlder

LSP 141 Business English & Gregg Reference II

Learn & apply problem-solving applications of grammar & punctuation specific to commas, semicolons, colons, dashes, parentheticals, underscores, quotations, number & capitalization, as well as advanced editing. Prerequisite: Completion of LSP 140

65J1 7Cr 9AM-10:35AM TWTh
7/01-8/17 10-100 Schwarlder

LSP 146 Office Procedures I

Gain exposure, coverage, & practice of the fundamentals of general office procedures pertinent to business & legal-specific applications. Perform tasks common to legal office environments. Fee: \$7.50

65K1 2Cr 1PM:3:45PM Daily
6/29-8/17 10-125 Schwarlder

LSP 152 Office Procedures IV

Explore elements of criminal law, grand juries, & family law plus the procedural steps applied to the required legal pleadings. Perform tasks common to legal office environments. Prerequisite: Completion of LEGAL 150. Fee: \$7.50

65L1 2Cr 1PM:3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LSP 158 Office Procedures VI - Job Search

Prepare for your career by creating polished resumes & cover letters, practice interviewing skills, & target your search to your individual goals. Prerequisite: Completion of LEGAL 154. Fee: \$3.75

65M1 1Cr 1PM:3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LSP 162 Legal & Business Terminology I

Upgrade your legal and business writing ability as you research and compose writings using advanced vocabulary. Prerequisite: Completion of or concurrent enrollment in LSP 141. Fee: \$7.50

65N1 2Cr 1PM:3:45PM TTh
7/02-8/13 10-125 Schwarlder

LSP 166 Legal & Business Terminology II

Expand your writing ability as you research and compose writings using advanced vocabulary in both legal and business arenas. Prerequisite: Completion of LEGAL 162. Fee: \$7.50

65P1 2Cr 1PM:3:45PM TTh
7/03-8/13 10-125 Schwarlder

LSP 220 Transcription & Office Production I

Keyboard from dictated media legal pleadings, forms, letters, reports, business documents, etc., while simultaneously applying English, Gregg rules, grammar, proofreading, & editing skills.

Prerequisite: Completion of or concurrent enrollment in LSP 141, LEGAL 136, and LEGAL 222. Fee: \$7.50

65T1 2Cr 1PM:3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LSP 224 Transcription & Office Production II

Refine your transcription expertise as you produce legal memoranda, correspondence, pleadings, schedules, and attachments, & business documents in additional legal arenas. Prerequisite: Completion of or current enrollment in LEGAL 118 and LSP 220. Fee: \$7.50

65U1 2Cr 1PM:3:45PM MTWTh
6/29-8/17 10-125 Schwarlder

LSP 250 Civil Law I

Learn basic principles and applications of civil law, with major emphasis in personal injury law. Addresses legal vocabulary specific to civil law; state law requirements; the purposes of the existence and accomplishments for civil law; and how to apply state and local rules to legal pleadings, correspondence, filings, service, calendaring, and court docketing.

65AG 5Cr 10:45AM-12:15PM TWTh
6/30-7/16 10-125 Schwarlder

LSP 252 Civil Law II

Apply advanced skills in the preparation of actual legal documents and pleadings in a personal injury case and associated applications. Students compose memoranda, letters, and ticklers and arrange in logical sequence the presentation of facts or issues and present information in a clear, concise manner. Composition will use business and legal terminology in conjunction with all proofreading, English, and Gregg Reference Manual rules.

65AH 1Cr 10:45AM-12:15PM TWTh
7/21-8/13 10-125 Schwarlder

MANUFACTURING TECHNOLOGIES

MCH 101 Shop Safety

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. Fee: \$7.50

7801 2Cr 7AM-1:50PM Daily
6/29-8/31 25-105 Dam

MCH 105 Shop Math/Blueprint

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. Fee: \$22.50

7811 6Cr 7AM-1:50PM Daily
6/29-8/31 25-105 Dam

MCH 107 Shop Math/Blueprint II

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. Fee: \$22.50

7821 6Cr 7AM-1:50PM Daily
6/29-8/31 25-105 Dam

MCH 109 Shop Math/Blueprint III

An introduction to trigonometric functions, practical machine mathematical applications, the Cartesian coordinate system, geometric dimensioning and tolerancing. Prerequisite: Instructor's permission and MCH 101. Fee: \$22.50

7831 6Cr 7AM-1:50PM Daily
6/29-8/31 25-105 Dam

MCH 111 Shop Machine & Tools

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. Fee: \$22.50

7841 6Cr 7AM-1:50PM Daily
6/29-8/31 25-105 Dam

MCH 117 Lathes I

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. Fee: \$22.50

7851 6Cr 7AM-1:50PM Daily
6/29-8/31 25-105 Dam

MCH 121 Mills I

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. Fee: \$22.50

7861 6Cr 7AM-1:50PM Daily
6/29-8/31 25-105 Dam

MCH 122 Lathes & Mills II

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. Fee: \$30.00

7871	8Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 125 Lathes & Mills III

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. Fee: \$37.50

7881	10Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 126 Lathes & Mills IV

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. Fee: \$30.00

7891	8Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 129 Surface Grinding

Progressively difficult grinding operations with emphasis on surface grinding, mounting, dressing and truing grinding machine wheels. Prerequisite: Instructor's permission and MCH 101. Fee: \$15.00

78A1	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 133 Tool & Cutter Grinder

Progressively difficult tool and cutter grinding with emphasis on milling cutters, reamers, and form tools. Prerequisite: Instructor's permission and MCH 101. Fee: \$18.75

78B1	5Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 202 Introduction to CNC

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. Fee: \$26.25

78C1	7Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 211 Intermediate CNC

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. Fee: \$37.50

78D1	10Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 216 Advanced CNC

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. Fee: \$45.00

78E1	12Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 219 Career Opportunities

Resumes, researching employers, and job search techniques. Prerequisite: Instructor's permission and MCH 101. Fee: \$15.00

78F1	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 223 Inspection Techniques

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. Fee: \$22.50

78G1	6Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 229 Metallurgy & Heat Treatment

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. Fee: \$15.00

78H1	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

Manufacturing

MCH 231 Resources & Research

Study of resources for machining information with emphasis on methods of research. Prerequisite: Instructor's permission and MCH 101. Fee: \$15.00

78J1	4Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MCH 240 Training & Practice

Special instruction to suit the individuals needs. Repeated enrollment ensures progressively advanced training. The number of times one may enroll is based on the students needs, at the instructor's advisement. Prerequisite: Instructor's permission and MCH 101.

78K1	10Cr	7AM-1:50PM	Daily
6/29-8/31		25-105	Dam

MASSAGE

Anatomy, Physiology, & Pathology II

MASST 111
Includes endocrinology, cardiovascular, digestive and respiratory systems. Prerequisite: Successful completion of MASST 110

1231	5Cr	3PM-6PM	MW
6/29-8/31		10-111	Slegers

MASST 118 Massage Theory II

Introduces the student to a variety of massage treatment techniques, providing groundwork for clinical massage applications. Indications, contraindications and treatment modifications will be identified.

Different modalities and other forms of bodywork will be studied, including deep tissue, sports massage, hydrotherapy, pregnancy, postural and gait analysis, and seated massage Prerequisite:

Successful completion of MASST 109 and MASST 113. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training. MASST 118 must be taken concurrently with MASST 119

1291	4Cr	4:15PM-6PM	TF
6/30-8/31		10-111	Simpkins

MASST 119 Massage Practice II

Building on the massage techniques learned in first term, students become proficient in a variety of modalities and treatment techniques. Students learn the proper application of deep tissue massage, sports massage, pregnancy massage, seated massage, hydrotherapy and assessment of posture and gait. Prerequisite: Successful completion of MASST 109 and MASST 113. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training.

MASST 119 must be taken concurrently with MASST 118

12B1	4Cr	6:30PM-10PM	TF
6/30-8/31		8	Simpkins

MASST 129 Kinesiology II

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles using palpation techniques, movement and anatomical terminology. Students will also be introduced to assessment of structures, using Range of Motion assessment. Prerequisite: Successful completion of MASST 127

12J1	3Cr	6:30PM-9:30PM	MW
6/29-8/31		10-111	Simpkins

MASST 144 Massage Business & Ethics II

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

12S1	2Cr	3PM-4:15PM	TF
6/30-8/31		10-111	Simpkins

Clinical Massage Theory: Special Populations

MASST 149
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.

12X1	5Cr	8:30AM-11:30AM	MWTh
8/06-8/27		10-111	Meziere

Clinical Massage Practice:**MASST 151 Special Populations**

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.

12Z1 3Cr	12PM-3PM	MWTh
7/22-8/27	10-111	Meziere

Assessment & Treatment:**MASST 153 Upper Extremity**

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: Successful completion of MASST 115 and MASST 123

12AB 2Cr	8:30AM-3PM	MWTh
7/08-7/20	10-111	Meziere

Assessment & Treatment:**MASST 155 Lower Extremity**

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

12AD 2Cr	8:30AM-3PM	MWTh
7/22-8/05	10-111	Meziere

Assessment & Treatment:**MASST 157 Head & Neck**

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

12AF 2Cr	8:30AM-3PM	MWTh
6/29-7/06	10-111	Meziere

Clinical Massage**MASST 159 Business & Ethics II**

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 Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

12AH 1Cr	12:30PM-3PM	T
6/30-7/21	10-111	Simpkins

MASST 160

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.

12AM 3Cr	8:30AM-3PM	F
7/10-8/28	10-111	Meziere

Practicum II**MASST 161**

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 109 and MASST 113. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training, and a "No Record on File" report related to Crimes against Persons from the Washington State Patrol.

12AQ 3Cr	3PM-9:30PM	Th
7/16-8/27	08	Simpkins

Student Clinic I**Clinical Anatomy & Physiology II****MASST 163**

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.

12AR 3Cr	8:30AM-11:30AM	T
6/30-8/31	10-111	Slegers

MATH**MAT 060 Fundamentals Of Arithmetic**

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.

5W08 5Cr	8AM-8:55AM	Daily
6/29-8/31	17-270	Hooker

5W09 5Cr	11AM-11:55AM	Daily
6/29-8/31	17-270	Hooker

5WAA 5 Cr	12PM-12:50PM	Daily
6/29-8/31	17-270	Martindale

5W10 5Cr	2:05PM-3PM	Daily
6/29-8/31	17-270	Hooker

5W11 5Cr	3:10PM-4:05PM	Daily
6/29-8/31	17-270	Hooker

MAT 082

Addresses basic operations with whole numbers, fractions, and decimals, order of operations, signed numbers, ratio and proportion, percentages, geometric figures and the U.S. and metric systems of measurement. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 60 is required

5W12 5Cr	8AM-8:55AM	Daily
6/29-8/31	35P	Parnell

5WBB 5 Cr	9:05AM-10AM	Daily
6/29-8/31	35P	Parnell

5W13 5Cr	11AM-11:55AM	Daily
6/29-8/31	35P	Mollas

5W14 5Cr	1PM-1:55PM	Daily
6/29-8/31	35P	Mollas

5W15 5Cr	2:05PM-3PM	Daily
6/29-8/31	35P	Mollas

5W16 5Cr	3:10PM-4:05PM	Daily
6/29-8/31	35P	Parnell

5W18 5Cr	4PM-6:45PM	MW
6/29-8/31	15-103	Herring

5W19 5Cr	6:15PM-9PM	Th
6/30-8/27	15-103	Herring

5W20 5Cr	9:10AM-10:50AM	TWTh
6/30-8/27	15-103	Parnell

5W21 5Cr	3:15PM-6PM	Th
6/30-8/27	SHC-107	Lingenfelter

5W17 5Cr	9AM-4PM	Sa
7/11-8/29	35P	Martindale

MAT 091**Introduction to Algebra**

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.

5W22 5Cr	8AM-8:55AM	Daily
6/29-8/31	15-103	Sandoval

5W23 5Cr	11AM-11:55AM	Daily
6/29-8/31	15-103	Parnell

5W24 5Cr	1PM-1:55PM	Daily
6/29-8/31	15-103	Schmeling

5W25 5Cr	2:05PM-3PM	Daily
6/29-8/31	15-103	Schmeling

5W26 5Cr	3:10PM-4:05PM	Daily
6/29-8/31	15-103	Sandoval

5W28 5Cr	4PM-6:45PM	MW
6/29-8/31	15-103	Herring

5W29 5Cr	6:15PM-9PM	Th
6/30-8/27	15-103	Herring

5W30 5Cr	9:10AM-10:50AM	TWTh
6/30-8/27	15-103	Parnell

5W31 5Cr	3:15PM-6PM	Th
6/30-8/27	SHC-107	Lingenfelter

5W27 5Cr	9AM-4PM	Sa
7/11-8/29	15-103	Parnell

MAT 099 Intermediate Algebra

Algebraic operations and concepts, solving equations and inequalities including quadratic equations, rational expressions, exponents, roots and radicals, graphing of linear and quadratic functions, and introduction to logarithms. Prerequisites:

Appropriate COMPASS or successful completion of MAT 91 is required. Fee: \$20.00

5W33 5Cr	Arranged	Arranged
6/25-8/19	On-Line	WAOL
5W32 5Cr	8AM-8:55AM	Daily
6/29-8/31	38P	Lingenfeller
5W34 5Cr	4PM-6:45PM	MW
6/29-8/31	15-103	Herring
5W35 5Cr	6:15PM-9PM	TTh
6/30-8/27	15-103	Herring
5W36 5Cr	9:10AM-10:50AM	TWTh
6/30-8/27	15-103	Parnell
5W37 5Cr	3:15PM-6PM	TTh
6/30-8/27	SHC-107	Lingenfeller

MAT 105 Math for Industrial Professions

Develops elements of algebra, geometry, metric measure, and trigonometry to calculate areas, volumes, and angles for polygonal objects, objects with smooth curves. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0544 5Cr	11AM-11:55AM	Daily
6/29-8/31	17-230	Schmeling

MAT 107 Business Mathematics

Covers discounts, markup and markdown, payroll, simple and compound interest, annuities, taxes, insurance, and business statistics in an algebra-based development. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0545 5Cr	8AM-8:55AM	Daily
6/29-8/31	17-230	Schmeling
0546 5Cr	3:10PM-4:05PM	Daily
6/29-8/31	17-230	Debruyne

MAT 108 Math for Health Occupations

Covers solutions to linear equations and quadratic equations with real roots, calculation of dosages and intravenous fluid infusions, logarithms and pH. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0547 5Cr	8AM-8:55AM	Daily
6/29-8/31	17-240	Sweerus
0548 5Cr	11AM-11:55AM	Daily
6/29-8/31	17-240	Sweerus

MAT 110 Math for Non-Science Majors

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 MATH& 99 is required. Fee: \$20.00

0550 5Cr	Arranged	Arranged
6/25-8/19	On-Line	WAOL
0549 5Cr	1PM-1:55PM	Daily
6/29-8/31	17-240	Sweerus

MATH& 141

Covers linear, quadratic, polynomial, exponential, logarithmic, and inverse functions and equations, composite functions, linear and quadratic inequalities, graphs of functions, relations, and inequalities; linear and quadratic inequalities, graphics of functions, and graphic transformations. Graphing calculator required. Prerequisite: Prerequisite:

Appropriate COMPASS placement score or successful completion of MATH& 99 is required.

0551 5Cr	2:05PM-3PM	Daily
6/29-8/31	17-240	Sweerus

MECHANICAL ENGINEERING DESIGN

MED 139 Intermediate Mechanical Drafting

Introduces the principles for specific working drawings, including welding, and piping. Covers advanced multiview projection drawing concepts, including assembly drawing package development. Prerequisites: MED 138 Fee: \$18.75

6011 5Cr	6PM-6:50PM	MW
6/29-8/31	19-203	DeMars
	12:30PM-3:30PM	MTWTh
	19-203	DeMars
	7:30AM-11:30AM	F
	19-203	DeMars

MED 144 Electronic Drafting

Covers basic electronic detailing, including block diagrams, schematic diagrams, wiring and cabling diagrams, and the development of a printed circuit board assembly drawing package. Prerequisites: MED 138 Fee: \$18.75

6031 5Cr	8AM-8:50AM	TTh
6/29-8/31	19-203	DeMars
	12:30PM-3PM	MTWTh
	19-201	DeMars
	7:30AM-11:30AM	F
	19-201	DeMars

MED 150 Fundamentals of AutoCAD

Covers manufacturing processes, materials and systems, terms, and operation of machines and equipment. Fee: \$18.75

6081 5Cr	Arranged	Arranged
6/29-8/31	19-203	DeMars

MED 158 Beginning AutoCAD

Introduces the concepts of computer aided drafting. Covers AutoCAD 2D drawing commands required for sketching, text creation, dimensioning, hatching, editing, and block creation. Prerequisites: MED 138 or instructor permission Fee: \$18.75

60A1 5Cr	4:30PM-5:50PM	MW
6/29-8/31	19-207	DeMars
	12:30PM-3:30PM	MTWTh
	19-207	DeMars
	7:30AM-11:30AM	F
	19-207	DeMars

Pre Calculus I

MED 167

Engineer Design Math I

Covers common fractions, decimal fractions, equivalents, percentages and powers and roots. Also covers application of units, precision and tolerances. Fee: \$18.75

60C1 5Cr	Arranged	Arranged
6/29-8/31	19-203	DeMars

MED 168

Engineer Design Math II

Covers fundamentals of algebra, fundamentals of plane geometry, area and volume of geometric figures, and trigonometry. Prerequisites: MED 167 Fee: \$18.75

60D1 5Cr	Arranged	Arranged
6/29-8/31	19-203	DeMars

MED 179

Mastercam

Covers the fundamentals of CAD/CAM. Students will use MasterCAM to create geometry from engineering details, develop tool paths and generate CNC program code. Prerequisites: MED 138, MED 158 Fee: \$18.75

60E1 5Cr	11AM-11:50AM	TTh
6/29-8/31	19-207	DeMars
	12:30PM-3:30PM	MTWTh
	19-207	DeMars
	7:30AM-11:30AM	F
	19-207	DeMars

MED 181

Solid Works

This module will cover SolidWorks operations doing solid model design and the major functions of SolidWorks: 2D sketching, 3D part modeling, assembly generation and drawing creation. Prerequisites: MED 138-139-140 Fee: \$18.75

60F1 5Cr	11AM-11:50AM	MW
6/29-8/31	19-207	DeMars
	12:30PM-3:30PM	MTWTh
	19-207	DeMars
	7:30AM-11:30AM	F
	19-207	DeMars

MED 187

Industrial Safety

Covers OSHA and WISHA standards for safety, employers and employee responsibilities, safety standards imposed in various industrial shops, and office areas. Fee: \$7.50

60G1 2Cr	9AM-9:50AM	TTh
6/29-8/31	19-203	DeMars

MED 194

Employment Research

Students will research, present oral reports, prepare a professional resume with cover letter, and conduct a job search with proper grooming and dress. Fee: \$7.50

60KL 4Cr	Arranged	Arranged
6/29-8/31	19-202	DeMars

MED 198

Industry Tours

Participate in various field trips to industry partners in order to observe real world examples of mechanical design and manufacturing.

60L1 1Cr	Arranged	Arranged
6/29-8/31	19-203	DeMars

MEDIA DESIGN & PRODUCTION

MDP 103 Fundamentals of Drawing

Drawing is broken down into methods of observing the world around you and capturing it on paper. Examining simple and complex objects in term of contour, proportions, weight, negative space and light. Gain a heightened awareness and understanding of form is gained. Fee: \$18.75

8901	5Cr	9AM-12PM	Th
7/02-8/27		11-127	Webster
		12:30PM-3:30PM	Th
(LAB)		9AM-12PM	M

MDP 119 Digital Photography

Digital technology in still cameras is explored and the exposure triangle practiced. Focus on principles of composition and lighting allows the photographer better photographs. Fee: \$18.75

8921	5Cr	9AM-12PM	T
6/30-8/25		11-127	Mosterdike
		12:30PM-3:30PM	T
(LAB)		9AM-12PM	Th

Photoshop:

MDP 121 Compositing & Retouching

Evaluation of photographs and advanced techniques in Photoshop retouching, color and tone adjustments. Compositing of multiple photos for unique new imagery. Prerequisite: GTC 130. Fee: \$18.75

8931	5Cr	9AM-12PM	M
6/29-8/31		11-107	Mosterdike
		12:30PM-3:30PM	M
(LAB)		9AM-12PM	Th

Digital Portfolio:

MDP 124 Resume, Web Site, DVD

Design and develop a personal interactive media portfolio and resume using Encore authoring software to output to DVD and Flash. Fee: \$18.75

8941	5Cr	9AM-12PM	F
7/10-8/28		11-107	Mosterdike
		12:30PM-3:30PM	F
(LAB)		1PM-3PM	Th

Designing with

MDP 171 Illustration Software

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. Fee: \$18.75

85J1	5Cr	8AM-3:30PM	M
6/29-8/31		11-158	Owens
8971	5Cr	9AM-12PM	W
7/01-8/26		11-107	Webster
		12:30PM-3:30PM	W
(LAB)		9AM-12PM	M

Camera & Lighting: Portraits/Products

MDP 189

Design lighting in a studio controlled environment for digital still capture of portraits and products to use in multimedia projects or as stand alone photographs. Prerequisite: MDP 119 Fee: \$18.75

8981	5Cr	9AM-12PM	W
7/01-8/26		11-127	Mosterdike
		12:30PM-3:30PM	W
(LAB)		1PM-3PM	Th

MDP 231 Independent Study Project

Students prepare an advanced project for their portfolio, practicing all aspects of their specialization area. Prerequisite: Instructor permission. Fee: \$18.75

89XA	5Cr	9AM-12PM	W
7/01-8/26		11-151	Blatman
		12:30PM-3:30PM	W
(LAB)		1PM-3PM	Th

MDP 239 Internship

A work based learning experience in industry. Actual work applications and assignments related to areas of specialization. Internships may be paid or non-paid. Prerequisite: Instructor permission.

8991	5Cr	9AM-12PM	Th
7/02-8/27		11-109	Mosterdike
		1PM-3PM	Th

Photoshop:

MDP 245 Special Effects & Techniques

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 Fees: \$18.75

89A1	5Cr	9AM-12PM	T
6/30-8/25		11-107	Webster
		12:30PM-3:30PM	T
(LAB)		1PM-3PM	M

Advanced Multimedia

MDP 250 Team Project

An advanced collaborative team project using Video, 3D, and Motion Graphic media skills. The goal of the project is to create a client based video applying each students area of expertise. Prerequisite: Instructor Approval Fee: \$18.75

89C1	5Cr	9AM-12PM	W
7/01-8/26		11-111W	Iverson
		12:30PM-3:30PM	W
(LAB)		1PM-3PM	F

MDPA 114 3D Fundamentals

Explore 3DS Max in hands-on classes. Areas covered will include UI, Modeling, UVW Mapping, Animation, Materials, Lighting and Rendering, Workflow and Scene Management. Fee: \$18.75

89AA	5Cr	9AM-12PM	Th
7/02-8/27		11-111W	Iverson
		12:30PM-3:30PM	Th
(LAB)		9AM-12PM	F

MDPV 224 Advanced Compositing

Emphasis on mattes, masks, motion tracking, keying techniques, animation, and advanced titling techniques. Prerequisite: MDPV 214 Fee: \$18.75

89VD	5Cr	9AM-12PM	T
6/30-8/25		11-11W	Iverson
		12:30PM-3:30PM	T
(LAB)		1PM-3PM	F

MDPV 239 Documentary Video Production I

Based on the theory of documentary production, students will write, produce, videotape, and edit a documentary project using professional cameras, lighting, and audio equipment. Fee: \$18.75

89VF	5Cr	9AM-12PM	T
6/30-8/25		11-STUDA	Blatman
		12:30PM-3:30PM	T
(LAB)		1PM-3PM	Th

Documentary

MDPV 246 Video Production II

Advanced skills producing a documentary project. An environment of professionalism is stressed in management and techniques as producers, writers, video-graphers, and editors. Prerequisite: MDPV 239 Fee: \$18.75

89VG	5Cr	9AM-12PM	M
6/29-8/31		11-STUDA	Blatman
		12:30PM-3:30PM	M
(LAB)		1PM-3PM	Th

Field & Studio

MDPV 260 Production Techniques II

Television production procedures used for all the components of studio controls, cameras, lights and audio equipment while producing shows for CPTC's college vision cable channel. Fee: \$18.75

89VJ	5Cr	9AM-12PM	F
7/10-8/28		11-STUDA	Blatman
		12:30PM-3:30PM	F
(LAB)		1PM-3PM	Th

Open Source Development

MDPW 241 Tools - PHP II

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. Fee: \$18.75

89WH	5Cr	9AM-12PM	Th
7/02-8/27		11-111E	Dague
		12:30PM-3:30PM	Th
(LAB)		12:30PM-3:30PM	W

MDPW 246 Advanced Digital Illustration

Explores the advanced use of vector-based software to create professional-quality graphics for multimedia. Fee: \$18.75

89WJ 5Cr	9AM-12PM	F
7/10-8/28	11-111E	Webster
	12:30PM-3:30PM	F
(LAB)	1PM-3PM	M

Web Development

MDPW 249 Languages II - JavaScript

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.

Fee: \$18.75

89WK 5Cr	9AM-12PM	M
6/29-8/31	11-111E	Dague
	12:30PM-3:30PM	M
(LAB)	9AM-12PM	W

MEDICAL ASSISTANT

Medical Assistant

MAP 125 Theory & Applications I

Caring for patients with disorders of the Blood, Reproductive, Endocrine, Sensory and Immune Systems. Included is hands-on experience relating to those body systems. Prerequisite: MAP 105

Fee: \$26.25

3821 7Cr	3PM-6PM	MTW
6/29-8/31	14-104	Lasso

Medical Assistant

MAP 130 Theory & Applications II

Caring for patients with disorders of the Integumentary, Musculoskeletal, and Respiratory Systems. Included is hands-on experience relating to those body systems. Fee: \$26.25

3831 7Cr	8AM-10:30AM	MTWTh
7/06-8/31	14-104	Stroup

MAP 143 Medical Office Procedures

Emphasis on customer service within the health care field and includes telephone techniques, chart management, business correspondence, including preparation of cover letter and resume. Fee: \$22.50

38AA 6Cr	12:30PM-3PM	MTWTh
7/06-8/31	14-104	Jones

MAP 161 Financial Recordkeeping

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. Fee: \$22.50

3871 6Cr	6:30PM-9:30PM	MTW
6/29-8/31	14-104	Lasso

MAP 167 Preparation For Externship

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 MAP 105 through MAP 180. This course must be taken the quarter immediately prior to taking MAP 221.

Fee: \$7.50

3891 2Cr	8AM-10:30AM	F
7/17-8/28	14-104	Stroup
	12PM-2PM	F
	14-104	Jones
38D1 2Cr	3PM-9PM	F
7/17-8/28	14-104	Lasso

MAP 221 Invasive Procedures

Introduction of intramuscular, subcutaneous, and intradermal injections as well as phlebotomy.

Prerequisites: Successful completion of all MAP 105 through MAP 16, program authorized accounting course, and compliance with the Medical Assistant Program Immunization and Health Insurance Policies. Recommend meeting the prerequisites for college level math. Co-requisite courses MAP 222 and MAP 232. Fee: \$18.75

38A1 5Cr	8AM-11AM	Daily
6/29-7/13	14-110	Stroup
	12PM-3PM	Daily
	14-110	Jones

MAP 222 Community Employment Opportunities & Locations

Locate the major medical employers in their community, update the cover letter/resume, discuss methods of applying for employment and completion of program required forms Fee: \$3.75

38B1 1Cr	8:30AM-11AM	MWThF
8/26-8/31	14-110	Stroup
	12PM-2:30PM	MWThF
	14-110	Jones

MAP 232 Externship

Capstone course gives students practical experiences in physician offices and clinics. Prerequisites: Successful completion of all MAP courses, excluding MAP 222. Co-requisites: MAP 221 & 222.

38C1 10Cr	Arranged	Daily
7/15-8/31	Arranged	Stroup
	Arranged	Daily
	Arranged	Jones

MEDICAL ESTHETICS

ES 201 Pharmacology

Covers common drugs used to treat skin conditions, indications and contraindications. Information also given on skin reactions possible with medications.

7201 3Cr	11AM-3:30PM	Daily
6/29-8/31	08-327	Siedlicki
	9AM-11AM	Daily

**Introduction to Esthetic/
Medical Office Procedure**

ES 205

Develop skills necessary to work efficiently in a medical office including ethics, professionalism, medical terminology, chart writing, patient intake, post care skills, first aid and CPR. Prerequisites: Successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

7211 4Cr	11AM-3:30PM	Daily
6/29-8/31	08-327	Siedlicki
	9AM-11AM	Daily

**Infection Control
for Medical Estheticians**

ES 211

Sanitation, disinfection and autoclaving instruments and equipment are covered. 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 stat approved entry level esthetic program and proof of esthetic license from Washington State.

7221 1Cr	9AM-3:30PM	Daily
6/29-8/31	08-327	Siedlicki
	9AM-11AM	Daily
	8-327	Sorensen

ES 216 Camouflage Makeup

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 state approved entry level esthetic program and proof of esthetic license from Washington State.

7231 2Cr	11AM-3:30PM	Daily
6/29-8/31	08-327	Siedlicki
	9AM-11AM	Daily

ES 221 Medical Esthetic Procedures

Theory of medical esthetic procedures including such topics as: botox, collagen, microdermabrasion, cellulite reduction, micro current, IPL, modalities of lymphatic drainage release. Safety, first aid and contraindications for each procedure are included. Prerequisite: ES 252 and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

7241 6Cr	11AM-3:30PM	Daily
6/29-8/31	08-327	Siedlicki
	9AM-11AM	Daily

ES 227 Medical Esthetics Machinery

Includes theory and hands on demonstrations of machinery and equipment used in medical esthetic offices. All safety, sanitation, first aid and contraindication theory will be covered. Prerequisite: ES 252 and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

7251 4Cr	11AM-3:30PM	Daily
6/29-8/31	08-327	Siedlicki
	9AM-11AM	Daily

ES 230 Patient Education

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.

7261	1Cr	11AM-3:30PM	Daily
6/29-8/31		08-327	Siedlicki
		9AM-11AM	Daily

ES 236 Independent Research

Independent project for students to research any medical esthetic topic or treatment modality of their choice. Prerequisite: Successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State

7271	2Cr	11AM-3:30PM	Daily
6/29-8/31		08-327	Siedlicki
		9AM-11AM	Daily

Business Skills &**ES 240 Professional Development**

Covers business skills necessary for the medical esthetician to succeed. Resume writing, cover letters, developing business plans, marketing and proposals to physicians or companies. 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.

7281	5Cr	9AM-11AM	Daily
6/29-8/31		08-327	Sorensen
		11AM-3:30PM	Daily

ES 242 Laser Theory

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. Covers first aid and safety.

7291	4Cr	9AM-11AM	Daily
6/29-8/31		08-327	Sorensen
		11AM-3:30PM	Daily

ES 252 Advanced Cosmetic Chemistry

In depth study of cosmetic chemicals, product knowledge and how to read a medical study. Research papers will be produced consisting of chemical products, ingredients and contraindications that may occur during a medical esthetic treatment. Prerequisite: ES 211 and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

72A1	2Cr	9AM-11AM	Daily
6/29-8/31		08-327	Sorensen
		11AM-3:30PM	Daily

Clinical Lab for Medical Estheticians**ES 256**

Participate in practical application of the medical esthetic skills and services while working in the student run clinic. Includes chemical peels, microdermabrasion, LED and cellulite treatments with all related safety, sanitation, first aid, and contraindication procedures. Prerequisite: Successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

72B1	10Cr	9AM-11AM	Daily
6/29-8/31		08-327	Sorensen
		11AM-3:30PM	Daily

MEDICAL HISTOLOGY**HISTO 150 Histology Internship**

Covers the clinical phase of working in an affiliated histology laboratory. Students are directly supervised by on site staff.

5691	10Cr	Arranged	Arranged
6/29-8/31		Arranged	Haggerty

HISTO 160 Histology Seminar

Covers what students have learned while working in an affiliated histology laboratory. Students will also review for their certification exam.

56A1	5Cr	4PM-7PM	F
7/10-8/28		16-103	Haggerty

MEDICAL LABORATORY TECHNICIAN**MLT 214 Immunohematology**

Applies the principles covered in MLT 210 to red blood cell antigens and antibodies, emphasizing blood banking procedures, including blood typing and pre-transfusion crossmatching. Prerequisite: MLT 210.

4851	6Cr	8AM-3:30PM	Daily
6/29-7/10		14-213	O'Neil

MLT 216 Clinical Blood Banking

Experience a clinical training rotation in "real-world" blood banking, under the direction of a currently practicing blood banking specialist. Prerequisite: MLT 214.

4861	5Cr	8AM-3:30PM	Daily
8/10-8/21		14-213	Connors

MLT 217

Culture and identify bacterial organisms which cause infection in various body sites, also determining antibiotic susceptibilities. Briefly study fungi, viruses, and parasites. Prerequisite: MLT 214.

4871	10Cr	8AM-3:30PM	Daily
7/13-8/7		14-213	O'Neil

MLT 218**Urinalysis**

Following an overview of the excretory system, perform the routine urine analysis, detecting abnormal constituents of urine. Prerequisite: MLT 217.

4881	3Cr	8AM-3:30PM	Daily
8/24-8/31		14-213	O'Neil

MEDICAL MATERIEL MANAGEMENT CENTRAL SERVICE TECHNICIAN**MMN 213****Clinical Internship I**

Clinical internship provides students the opportunity to practice learned theory and techniques in a hospital setting. Students must meet healthcare guidelines for clinical sites. Prerequisite: Completion of MMN 103, 108, 113, 123, 125, and 128.

8361	6Cr	Arranged	MTWTh
6/29-8/31		Arranged	Wagers

MMN 215**Clinical Internship II**

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.

8371	6Cr	Arranged	MTWTh
6/29-8/31		Arranged	Wagers


MMN 216**Job Skills**

Once weekly, instruction will be given on preparing resumes, cover letters, and applications. Interviewing tips and techniques will be covered through lecture, role-playing, and practice. Prerequisite: Completion of MMN 103, 108, 113, 123, 125, and 128.

8381	3Cr	7:30AM-2:30PM	F
6/29-8/31		14-201	Wagers

MUSIC**MUSC& 105****Music Appreciation**

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.

Fee: \$20.00 

0543	5Cr	Arranged	Arranged
6/25-8/19		On-Line	WAOL

NURSING ASSISTANT

NAC 101 Nursing Assistant Theory

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 (introduction to key anatomical, physiological and pathological terms), CPT 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 lbs, and a "no record on file" for crimes against children or vulnerable adults from the Washington State Patrol and DSHS.

NSO1	6Cr	7:30AM-3:30PM	MT
6/29-7/27		14-200B	Brown

NSA1	6Cr	7:30AM-3:30PM	WTh
7/01-7/22		14-200B	Rose/Bungay

NAC 103 Unit Based Clinical Experience

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 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 85% 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 lbs, 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.

NS11	3Cr	6AM-2:30PM	MT
8/12-8/31		Arranged	Brown

NSB1	3Cr	6AM-2:30PM	WTh
8/12-8/28		Arranged	Rose/Bungay

NURS 104 Nursing Skills Fundamentals

Students learn and demonstrate fundamental skills needed to provide basic patient care. Prerequisites: Documentation 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.

NSC1	4Cr	7:30AM-3:30PM	WTh
7/22-8/07		14-200B	Rose/Bungay

NS21	4Cr	7:30AM-3:30PM	MT
7/27-8/11		14-200B	Brown

NURSING ASSISTANT - I-BEST

NAC 132 Spec Needs of Elderly & Chronically Ill/Cancer II

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 will receive a CPR card. The Integrated/Nursing Assistant Program (Nursing Assistant Program for ESL) 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.

NS71	3Cr	4PM-8PM	MTWTh
6/29-7/08		14-200B	Lawrence

NAC 139 Unit Based Clinical Experience

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 are covered. 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 specific to long-term care and the responsibility of the nursing assistant in that environment.

NS81	3Cr	6AM-2:30PM	Daily
8/05-8/19		Arranged	Lawrence

NAC 145 Career Preparation

This course is designed for ESL student sin the Nursing Assistant program. The course will help students acquire and develop the skills needed to obtain and hold onto a job.

NS91	2Cr	4PM-8PM	MTWTh
8/20-8/27		14-200B	Lawrence

Nursing Skill

NURS 106 Fundamentals - I-BEST

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 include 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 the Licensed Practical Nurse program. Students who have successfully passed the skills exams will not be required to re-test for those same skills when in the LPN program. Students must correctly demonstrate at least 85% of the steps for each skills tested. Prerequisites: Documentation 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 .

NSD1	6Cr	4PM-8PM	MTWTh
7/09-8/04		14-200B	Lawrence

NURSING - PRACTICAL NURSING

NURS 125 Pharmacology in Nursing

Presents pharmacological concepts and principles for preparation and administration of medications along with related client assessment and teaching. Prerequisites: NURS 102, 103, 105, 106, 109, 111, 119. Fee: \$36.05

8071	3Cr	8AM-11:30AM	F
6/29-8/31		14-212	West

NURS 128 Contemporary Maternity Nursing

Focuses on the care of childbearing women and their families through all stages of pregnancy and childbirth as well as the first 6 weeks after birth. Prerequisites: NURS 102, 103, 105 107, 109, 117, and 119. Fee: \$36.05

8081	3Cr	8AM-11:30AM	TThF
6/30-8/28		14-212	Lasater

NURS 130 Nursing of Children

Prepares the student to care for clients from infancy through adolescence and explores common diseases and disorders of this group of clients. Prerequisites: NURS 102, 103, 106, 107, 109, 111, and 119. Fee: \$36.05

8091	3Cr	8AM-11:30AM	TThF
6/30-8/28		14-212	Lazarus

NURS 135 Geriatric Nursing

Provides a review of issues related to aging and nursing management in care of the older adult, including end of life care. Prerequisites: 102, 106, 107, 111, 117, and 119. Fee: \$36.05

80A1	3Cr	8AM-11:30AM	W
6/29-8/31		14-212	Collins

NURS 136 Medical-Surgical Nursing II

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Prerequisites: NURS 102, 103, 105, 105, 106, 109, 111 and 119. Fee: \$36.05

80B1	6Cr	12:30PM-3PM	TTh
6/29-8/31		14-212	West

NURS 139 Nursing Lab II

Provides opportunity for lab demonstration and supervised practice of skills discussed in NURS 125, 129, and 136. Prerequisites: NURS 102, 103, 105, 106, 109, 125. Concurrent enrollment in NURS 125, 127, 129 135, 136 and 138. Fee: \$16.05

80C1	3Cr	12:30PM-3PM	WF
7/01-8/28		14-212	West

NURS 141 Interim Medical-Surgical Nursing

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Prerequisites: NURS 125, 128, 130, 135, 136 and 139.

80D1	6Cr	8AM-3PM	Daily
8/10-8/21		14-212	West

NURS 152 Medical-Surgical Nursing IV

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Prerequisites: NURS 144 and 147. Fee: \$52.10

80G1	4Cr	8AM-11:30PM	M
6/29-8/31		3	West

NURS 154 Issues & Trends in Nursing II

Prepares the student for entry into nursing practice, with emphasis on leadership, management, and career progression. Prerequisites: NURS 144 and 147. Fee: \$52.10

80H1	2Cr	12:30PM-3PM	M
6/29-8/31		3	Lasater

NURS 158 Clinical Practicum II

Students have the opportunity to provide care to clients in a variety of health care settings with focus on safe nursing practice, nursing process, communication, documentation, and client teaching. Prerequisites: NURS 144, 147, NURS 152 154 and 158 are taken concurrently. Fee: \$32.10

80J1	12Cr	Arranged	TWThF
6/29-8/31		Arranged	Lasater

NURSING: RN OPTION**Perspectives in****NURS 232 Professional Nursing**

Focuses on professional role development; contemporary issues in nursing; licensure; legal and ethical issues; professional development; and advocacy. Prerequisites: Successful completion of NURS 209, 214, 215, 216, 222, 223, & 224 with minimum grade of B. Fee: \$20.00

2571	3Cr	4PM-8PM	TW
7/28-8/21		14-212	Mounce

NURS 235 Nursing Therapeutics III

Focuses on theory for sensory; integumentary; gastrointestinal; endocrine; urinary; musculoskeletal, respiratory; and cardiovascular system disorders. Prerequisites: Successful completion of NURS 209, 214, 215, 216, 222, 223, & 224 with minimum grade of B. Fee: \$20.00

2581	4Cr	4PM-8PM	TW
6/30-7/22		14-212	Griffin

NURS 237 Capstone Clinical

An individual immersion assignment intended to strengthen the student's clinical skills and make 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: Successful completion of NURS 209, 214, 215, 216, 222, 223, & 224 with minimum grade of B.

2591	4Cr	Arranged	Daily
6/28-8/31		Arranged	Mounce

PARAEDUCATOR

Paraeducator classes are only available during fall, winter and spring quarter. Paraeducator students are encouraged to enroll in General Education and or Early Care & Education classes required for the Paraeducator degree or certificate.

PHARMACY TECHNICIAN**Introduction to Pharmacy & Pharmacy Law****PT 121**

Orients students to the work of pharmacy technicians. Pharmacy Law as it pertains to the practice of pharmacy in the State of Washington. 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 have tested into Math 107, 108 or 109, and are enrolled in Math 107, 108 or 109, concurrent with this quarter. All courses must be completed with a 3.0 grade or above. Fee: \$38.75

2701	5Cr	10AM-1:30PM	MW
6/29-8/31		14-109	Simmons

PT 124 Pharmacology Part I

Explores drug action mechanisms, and 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. Fee: \$38.75

2711	5Cr	7:30AM-10AM	MW
6/29-8/31		14-109	Simmons

PT 129 Community Pharmacy Practice

Introduces the retail pharmacy experience. All aspects of community pharmacy practice including keyboarding, prescription filling and compounding are explored in this course. Prerequisite: Same as PT 121. Fee: \$38.75

2731	5Cr	7:30AM-11:30AM	TTh
6/29-8/31		14-109	Simmons

PT 143 Generic Drug Names Part I

Introduces the top 200 drugs prescribed in the United States each year. Prerequisites: Same as PT 121. Fee: \$27.50

2741	2Cr	12:30PM-1:30PM	TTh
6/29-8/31		14-109	Simmons

PT 162 Clinical Capstone Part 1-A

Clinical training in retail, hospital and/or long term pharmacies. This is the first of three clinical rotations in local pharmacies. Prerequisite: Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses. Fee: \$20.00

27A1	4Cr	Arranged	Arranged
6/29-8/31		Arranged	Autry

PT 166 Clinical Capstone Part 2-A

Clinical training in retail, hospital and/or long term pharmacies. This is the second of three clinical rotations in local pharmacies. Prerequisite: Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses. Fee: \$20.00

27B1	4Cr	Arranged	Arranged
6/29-8/31		Arranged	Autry

PT 171 Clinical Capstone Part 3-A

Clinical training in retail, hospital and/or long term pharmacies. This is the third of three clinical rotations in local pharmacies. Prerequisite: Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses. Fee: \$20.00

27C1	4Cr	Arranged	Arranged
6/29-8/31		Arranged	Autry

PT 183 Entering the Workplace

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.

27D1	2Cr	1:30PM-3:30PM	M
6/29-8/31		14-109	Autry

PROFESSIONAL PILOT**AVP 105 Private Pilot I**

Training in basic aircraft control, aircraft systems, airport procedures and traffic pattern operations. Prerequisite: FAA Class II Medical with Student Pilot Certificate. Fee: \$35.00

5101	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

AVP 110 Private Pilot II

Covers aircraft control, establishing and maintaining specific flight attitudes and ground reference maneuvers. Prerequisite: AVP 105 or equivalent. Fee: \$35.00

5111	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

AVP 115 Private Pilot III

Basic performance maneuvers, traffic pattern procedures and takeoff's and landings. Upon successful completion the student shall solo the aircraft. Prerequisite: AVP 110 or equivalent. Fee: \$15.00

5121	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

AVP 125 Private Pilot IV

Introduces knowledge, skill and aeronautical experience necessary to successfully complete the navigation and cross country flight portion of flight training. Prerequisite: AVP 115 or equivalent. Fee: \$15.00

5131	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

AVP 130 Private Pilot V

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. Fee: \$15.00

5141	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

AVP 135 Private Pilot VI

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. Fee: \$15.00

5151	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

AVP 140 Instrument Pilot I

Introduces skills that will establish a strong foundation in basic attitude instrument flying and basic instrument navigation. Prerequisite: FAA Private Pilot Certificate. Fee: \$35.00

5161	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

51U1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 145 Instrument Pilot II

Perform precision attitude instrument flight including advanced navigation techniques and procedures. Prerequisite: AVP 140 or equivalent. Fee: \$35.00

5171	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

51V1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 150 Instrument Pilot III

Apply advanced navigation techniques and perform holding pattern entry procedures. Prerequisite: AVP 145 or equivalent. Fee: \$15.00

5181	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

51W1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 155 Instrument Pilot IV

Perform holding patterns and instrument approach procedures. Prerequisite: AVP 150 or equivalent. Fee: \$15.00

5191	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

51X1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 160 Instrument Pilot V

Perform x-country flight utilizing advanced navigation procedures. Utilize ATC communication procedures and conduct instrument departures, arrivals and approaches. Prerequisite: AVP 155 or equivalent. Fee: \$15.00

51A1	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

51Y1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 170 Instrument Pilot VI

Acquire the flight and aeronautical knowledge proficiency required for the issuance of the FAA Instrument-Airplane Rating. Prerequisite: AVP 160 or equivalent. Fee: \$15.00

51B1	4Cr	12PM-3PM	Daily
6/29-8/31		SHC-105	Coyner

51Z1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 175 Commercial Pilot I

Acquire initial VFR cross-country flight training. Pilotage, dead-reckoning and radio navigation will be covered. Prerequisite: FAA Private Pilot Certificate, Instrument-Airplane Rating. Fee: \$35.00

51C1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 180 Commercial Pilot II

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. Fee: \$15.00

51D1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 185 Commercial Pilot III

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. Fee: \$15.00

51E1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 210 Commercial Pilot IV

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: AVP 185 or equivalent. Fee: \$15.00

51F1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 215 Commercial Pilot V

Gain additional aeronautical knowledge and flying skills necessary for the performance of advanced precision flight maneuvers. Prerequisite: AVP 210 or equivalent. Fee: \$15.00

51G1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 220 Commercial Pilot VI

Receive advanced training in all of the required Commercial Pilot Certification maneuvers. Prerequisite: AVP 215 or equivalent. Fee: \$15.00

51H1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 230 Commercial Pilot VII

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Basic flight maneuvers and aircraft systems will be covered. Prerequisite: AVP 220 or equivalent. Fee: \$15.00

51J1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 235 Commercial Pilot VIII

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. Fee: \$15.00

51K1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 240 Commercial Pilot IX

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Prerequisite: AVP 235 or equivalent. Fee: \$15.00

51L1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 245 Commercial Pilot X

Receive initial preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate. Prerequisite: AVP 240 or equivalent. Fee: \$15.00

51M1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 250 Commercial Pilot XI

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. Fee: \$15.00

51N1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 255 Commercial Pilot XII

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. Fee: \$15.00

51P1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 260 Certified Flight Instructor I

Receive initial training in teaching and learning theory as well as overall review of commercial pilot aeronautical knowledge subject areas. Prerequisite: FAA Commercial Pilot; Airplane Certificate and Instrument Airplane Rating. Fee: \$15.00

51R1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 265 Certified Flight Instructor II

Master proper teaching techniques from the right seat of the training aircraft. Develop proficiency in conducting aeronautical knowledge briefings. Prerequisite: AVP 260 or equivalent. Fee: \$15.00

51S1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

AVP 268 Instrument Flight Instructor

Acquire the aeronautical knowledge, skills and experience necessary to obtain a 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. Fee: \$35.00

51T1	4Cr	8AM-11AM	Daily
6/29-8/31		SHC-105	Coyner

PSYCHOLOGY**PSYC & 100 General Psychology**

General Psychology surveys the diverse areas of the discipline of psychology. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Fee: \$20.00

0519	5Cr	Arranged	Arranged
6/25-8/19		On-Line	WAOL

0512	5Cr	8AM-8:55AM	Daily
6/29-8/31		03-205	Wheeler

0513	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Wheeler

0514	5Cr	9:05AM-10AM	Daily
6/29-8/31		28P-104	Pennisi

0515	5Cr	11AM-11:55AM	Daily
6/29-8/31		03-205	Wheeler

0516	5Cr	1PM-1:55PM	Daily
6/29-8/31		03-402	Thompson

0517	5Cr	1:15PM-2:10PM	Daily
6/29-8/31		SHC	Lingenfeller

0518	5Cr	3:10PM-4:05PM	Daily
6/29-8/31		03-205	Daniels

PSY 112 Psychology of the Workplace

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. Fee: \$20.00

0520	5Cr	Arranged	Arranged
6/25-8/31		On-Line	Wheeler

0521	5Cr	1PM-1:55PM	Daily
6/29-8/31		28P-104	Pennisi

0522	5Cr	3:10PM-4:05PM	Daily
6/29-8/31		3-402	Thompson

0523	5Cr	9AM-4PM	Sa
7/11-8/29		17-270	Thompson

PSYC & 200 Lifespan Psychology

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 development 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. Fee: \$20.00

0525	5Cr	Arranged	Arranged
6/25-8/19		On-Line	WAOL

0524	5Cr	2:05PM-3PM	Daily
6/29-8/31		3-402	Thompson

PSYC & 220 Abnormal Psychology

Abnormal Psychology addresses the development, symptoms, and treatment of psychological and personality disorders. Prerequisite: Successful completion of PSYC& 100 or PSY 112. Fee: \$20.00

0526	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Thompson

RESTAURANT MANAGEMENT**REST 103 Food & Beverage Cost Control**

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. Fee: \$20.00

32C1	4Cr	7AM-8:30AM	MT
6/29-8/31		31	Jolly

		7AM-9AM	WV
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REST 107 Kitchen & Dining Management

Students will be responsible for specific operational procedures. These include receiving and storing product, invoicing, inventory, and station management. Fee: \$20.00

32D1	3Cr	9:30AM-1:45PM	WThF
7/01-8/28		31	Jolly

REST 109 Marketing/Public Relations

Learn how to create a marketing concept for your restaurant, define your target market and understand the importance of effective marketing. Understand current trends, consumer behavior, and positioning of your business in the marketplace. Fee: \$20.00

32F1	3Cr	8:30AM-1:45PM	MT
6/29-7/28		31	Jolly

REST 112 Restaurant Dining

Familiarizes the student with all aspects of running a casual style dining room which is open to the public. Included are opening/closing procedure, table set-up, customer service techniques, and leadership, sanitation and safety procedures. Fee: \$46.25

32G1	7Cr	9:30AM-1:45PM	WThF
7/01-8/31		31	Jolly

REST 115 Catering Production

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. Fee: \$20.00

32H1	3Cr	7AM-9:30AM	ThF
7/02-8/28		31	Jolly

REST 119 Operations Management

Explore all aspects of running a successful operation in the hospitality industry. Students will learn how to create a positive work environment, team building, leadership skills, hiring procedures, and implementing systems and controls. Fee: \$20.00

32J1	4Cr	8:30AM-1:45PM	MT
7/27-8/31		31	Jolly

REST 131 Business Plan Development

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. Fee: \$15.00

32M1	4Cr	9:30AM-1:45PM	WThF
7/22-8/31		31	Jolly

RETAIL BUSINESS

Retail Business

RBM 100 Marketing / Management

This program is designed to provide the students with an education in business theory and practical applications that are necessary for employment in sales and marketing, retail business, industry, and professional firms.

5700	0Cr	8AM-2:30PM	M
6/2923-111		Williams	

RBM 120 College Keyboarding

Use computers to develop touch control and proper keyboarding techniques, as well as build basic speed and accuracy skills, and 10 key alphabetic figures. Fee: \$11.25

5701	3Cr	11PM-2:30PM	Arranged
6/30-8/28		23-111	Williams
		12PM-3:30PM	ThF
		23-111	Williams

RBM 124 Fundamentals of Retail Math

Presents business applications of mathematical concepts. Brief math review; cash and trade discounts; markups and markdowns; insurance, inventory pricing; bank statements; credit; mortgage loans, statistical techniques, payroll computations; promissory notes; simple interest and discounting; compound interest and present value; annuities; depreciation. Fee: \$11.25

57T1	6Cr	Arranged	OnLine
6/30-8/28		23-111	Williams

RBM 125 Introduction to the Internet

Internet concepts using Netscape Navigator and Microsoft Explorer applications: search engines, file transfer protocols, and electronic mail. Accessing various types of technical information, strategies for finding and using online employment resources. Prerequisites: RBM 120 Fee: \$11.25

5741	3Cr	11PM-2:30PM	Arranged
6/30-8/28		23-111	Williams
		11AM-2:30PM	MTWTh
		23-111	Williams
		8AM-2:30PM	F

RBM 127 Retail Sales Applications I

Realistic training experience in the on-campus Expressions clothing store. Students are exposed to store operations and applications used in running a actual business. Fee: \$3.75

5751	1Cr	Arranged	Arranged
6/29-8/28		23-108	Williams

RBM 135 Windows Applications

Introduction to the Microsoft Windows graphical user interface. Windows applications, maximizing, minimizing and sizing Windows, switching screens, finding files and using other Windows features. Prerequisites: RBM 120, RBM 125 Fee: \$11.25

5791	3Cr	11PM-2:30PM	Arranged
6/30-8/28		23-111	Williams
		12PM-3:30PM	ThF
		23-111	Williams
		8AM-2:30PM	F

RBM 137 Microsoft Publisher 2002

Learn to use a step-by-step desktop publishing program to create professional publications with various design elements. Prerequisites: RBM 135 Fee: \$18.75

57A1	5Cr	11PM-2:30PM	Arranged
6/30-8/28		23-111	Williams
		12PM-3:30PM	ThF
		23-111	Williams
		8AM-2:30PM	F

RBM 139 Retail Sales Applications II

Realistic training experience in the on-campus Expressions clothing store. Students are exposed to store operations and applications used in running an actual business. Fee: \$3.75

57B1	1Cr	Arranged	Arranged
6/29-8/31		23-108	Williams

RBM 141 Fundamentals of Supervision

Explore the job of the supervisor, human relations, leadership, converting policy into action, job analysis and performance, how and when to discipline, and effective supervising techniques. Fee: \$18.75.

57V1	5Cr	Arranged	Arranged
6/29-8/31		23-108	Williams

RBM 143 Principles of Retailing

Introduction to retail management operations and merchandising. Covers business ownership, retail target markets, trading area analysis, retail organization, buying, handling, financial management, development of retail image. Fee: \$18.75

57W1	5Cr	Arranged	Arranged
6/29-8/31		23-108	Williams

RBM 145 Microsoft Word 2002

Step-by-step instruction using Microsoft Word to create business letters, staff memos, newsletter and professional forms and more. Use formatting features tables, graphics, or drawing tools. Prerequisites: RBM 135 Fee: \$18.75

57G1	5Cr	11PM-2:30PM	Arranged
6/30-8/28		23-111	Williams
		12PM-3:30PM	ThF
		23-111	Williams
		8AM-2:30PM	F

RBM 148 Retail Sales Applications III

Realistic training experience in the on-campus Expressions clothing store. Students are exposed to store operations and applications used in running a actual business. Fee: \$3.75

57H1	1Cr	Arranged	Arranged
6/29-8/28		23-108	Williams

RBM 151 Internship I

Provides the student 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.

57J1	5Cr	Arranged	Daily
6/30-8/31		23-111	Williams

RBM 152 Basic Concepts of Business Law

Covers the legal system and an overview of parts of the Uniform Commercial Code Sales contracts, bailment, real property, commercial paper and employment. Fee: \$18.75.

57K1	5Cr	8AM-11AM	MT
6/30-8/31		23-111	Williams

RBM 153 Microsoft Powerpoint 2003

Introduces the student to Microsoft PowerPoint and teaches the basic terms and concepts used in presentations. Use animation, color scheme, slide show tools, drawing toolbars and internet resources. Prerequisites: RBM 135, RBM 145 Fee: \$18.75

57L1	5Cr	11PM-2:30PM	Arranged
6/30-8/28		23-111	Williams
		12PM-3:30PM	ThF
		23-111	Williams
		8AM-2:30PM	F

RBM 157 Retail Sales Applications IV

Realistic training experience in the on-campus Expressions clothing store. Students are exposed to store operations and applications used in running an actual business. Fee: \$3.75

57M1	1Cr	Arranged	Arranged
6/29-8/28		23-108	Williams

RBM 158 Human Resource Management

Identify the role of the human resource management including its scope and responsibilities. Principles used in recruitment issues, selection, placement training of employees, current laws. Fee: \$15.00. On-Line or On-Campus Wednesdays.

57N1	6Cr	8AM-11AM	W
7/01-8/26		23-111	Williams

E-Commerce Principles & Applications**RBM 159**

Introduction to the world of electronic commerce provides the tools necessary to understand and capitalize on the explosion of Internet-based business in today's economy.

57P1	4Cr	8AM-11AM	Th
7/02-8/27		23-111	Williams

RBM 161**Internship II**

Provides the 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.

Prerequisites: RBM 151

57Q1	5Cr	Arranged	Daily
6/30-8/31		23-111	Williams

RBM 171**Internship III**

Provides the 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.

Prerequisites: RBM 161

57R1	5Cr	Arranged	Daily
6/30-8/31		23-111	Williams

RBM 182**Internship IV**

Provides the 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.

Prerequisites: RBM 171

57S1	5Cr	Arranged	Daily
6/30-8/31		23-111	Williams

SOCIOLOGY**SOC& 101****Introduction to Sociology**

Provides an overview of many theories relating to contemporary society and a historical context for these theories. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Fee: \$20.00

0527	5Cr	Arranged	Arranged
6/25-8/19		On-Line	WAOL

0528	5Cr	11AM-11:55AM	Daily
6/29-8/31		28P-104	Pennisi

0529	5Cr	On-Line	Daily
6/29-8/31		Arranged	Pennisi

SURGICAL TECHNICIAN**SURG 126****Patient Care Theory I**

Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, consent and biopsychosocial needs. Prerequisites: Successful completion of SURG 136, 137, 138 and 146. Fee: \$18.75

4001	5Cr	7AM-7:50AM	Daily
6/29-8/31		14-205	Clark

SURG 127 Pharmacology & Anesthesia

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, and 146. Fee: \$18.75

4011	5Cr	8AM-8:50AM	Daily
6/29-8/31		14-205	Clark

SURG 130**Patient Care Theory II**

Develops the students understanding of the surgical patient, the needs of special patient populations and basic biomedical science. Prerequisites: Successful completion of SURG 126, 127, 141, and 151. Fee: \$38.75

4021	5Cr	11AM-12PM	Daily
6/29-8/31		TBD	Nolan

SURG 141**Operating Room Theory II**

Classroom and lab presentations of surgical specialties to include otorhinolaryngologic, orthopedic, oral/maxillofacial, and plastic/reconstructive procedures along with surgical anatomy. Prerequisites: Successful completion of SURG 136, 137, 138, and 146. Fee: \$30.00

4061	8Cr	9AM-10:50AM	Daily
6/29-8/31		14-205	Clark

SURG 151**Surgical Lab II**

Lab presentations and practice of surgical procedures to include otorhinolaryngologic, oral/maxillofacial, and plastic/reconstructive procedures. Prerequisites: Successful completion of SURG 136, 137, 138, and 146. Fee: \$18.75

4081	5Cr	11AM-1:30PM	Daily
6/29-8/31		14-211	Clark

SURG 206**Operating Room Theory III**

Classroom and lab presentations of surgical procedures to include cardiothoracic, peripheral vascular, and neurosurgical procedures along with surgical anatomy. Prerequisites: Successful completion of SURG 126, 127, 141, and 151. Fee: \$50.00

40AA	8Cr	12PM-1:30PM	Daily
6/29-8/31		TBD	Nolan

SURG 207**Microbiology**

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 and pertaining to 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, and 151. Fee: \$38.75

40A1	5Cr	10AM-11AM	Daily
6/29-8/31		TBD	Nolan

SURG 211**Surgical Lab III**

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, and 151. Fee: \$18.75

40B1	5Cr	7AM-10AM	Daily
6/29-8/31		14-211	Nolan

SURG 225**Clinical Applications III**

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 215, 220, and 235. Fee: \$20.00

40E1	5Cr	6:30AM-4PM	Arranged
7/06-7/31		Arranged	Nolan

SURG 230**Clinical Applications IV**

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 215, 220, and 235. Fee: \$20.00

40F1	5Cr	6:30AM-4PM	Arranged
8/03-8/28		Arranged	Nolan

SURG 240**Seminar II**

Classroom presentations of employability skills, preoperative routines, and transportation. Classroom preparation for the NBSTSA Certification Exam. Prerequisites: Successful Completion of SURG 215, 220, and 235. Fee: \$20.00

40H1	3Cr	7AM-10AM	F
7/10-8/28		TBD	Nolan

WELDING TECHNOLOGY**WLD 105****Welding Theory I**

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.

9801	5Cr	7AM-8AM	Daily
6/29-8/31		25-403	Main

WLD 110**Thermal Cutting & Gouging**

Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting and carbon arc gouging. Corequisite: WLD 105.

9811	3Cr	8AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 112 Oxyacetylene Welding & Brazing

Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment. Corequisite: WLD 105.

9821	4Cr	8AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 116 Shielded Metal Arc Welding I

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.

9831	7Cr	8AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 120 Shielded Metal Arc Welding II

Builds further skill with SMAW deep penetrating electrodes by welding various joints in the vertical and overhead positions. Prerequisite: WLD 105.

9841	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 124 Shielded Metal Arc Welding III

Develops understanding of the applications and techniques for using low hydrogen SMAW electrodes in the flat and horizontal positions. Prerequisite: WLD 105.

9851	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 135 Shielded Metal Arc Welding IV

Develops further skill with SMAW low hydrogen electrodes by welding various joint designs in the vertical and overhead positions. Prerequisite: WLD 105.

9861	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 142 Welding Theory II

Explores methods of weld inspection and testing, and continues the technical orientation to select welding processes. Prerequisite: WLD 105.

9871	5Cr	8AM-9AM	Daily
6/29-8/31		25-403	Main

WLD 152 Gas Metal Arc Welding

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.

9891	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 156 Metallurgy

Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding. Prerequisite: WLD 142

98A1	2Cr	9AM-11AM	Daily
6/29-8/31		25-403	Main

WLD 168 Flux Cored Arc Welding I

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.

98B1	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

**WLD 172 Flux Cored Arc Welding II**

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.

98C1	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 176 Preparation for Welding Certification

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests. Prerequisite: WLD 142 or instructor's permission.

98D1	3Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 210 Gas Tungsten Arc Welding I

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.

98F1	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

WLD 213 Gas Tungsten Arc Welding II

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.

98G1	7Cr	7AM-1:45PM	Daily
6/29-8/31		25-403	Main

Continuing Education Courses ↔

The following classes are offered through Continuing Education. Please read "What's continuing education?" on page 5 and use the procedures on pages 48 to register.

BUSINESS & OFFICE MANAGEMENT ACCOUNTING

NEW Administrative Professional Certificate

Develop and hone skills required to be a business administrative professional. Learn basic office procedures, business correspondence, computer applications, customer service skills, resume building, interviewing techniques, and workplace ethics. The Administrative Professional certificate will be awarded upon completion of all components.

ELOFT 125 Professional Development

Instructs on professional business office behavior, dress, workplace ethics, and effective communication skills to use when working with diverse office populations. Guides participants through building a professional resume package using "Dependable Strengths" techniques, then through finding and applying for jobs; coaching students through interactive interviewing exercises to hone interviewing knowledge and skills. Fee: \$385.00 SS

6801	5Cr	8AM-10AM	Daily
7/06-8/28		18-107	Gisler

CAS 105 Keyboarding

Students will use computers to develop touch control and proper keyboarding techniques and will be introduced to basic word processing. Text required. Fee: \$290.00 SS (Also available On-line)

6802	3Cr	10AM-2PM	Daily
7/06-7/24		18-107	Gisler

CAS 120 Word I

Utilize beginning word processing to create and edit business documents. Create tables, columns, Web pages, envelopes, labels. Use special features track/review changes and compare documents. Fee: \$155.00 SS

6803	2Cr	10AM-2PM	Daily
7/27-8/07		18-107	Gisler

OFCT 162 Electronic Math I

Covers business math applications to include payroll, percents, discounts, invoices, and the metric system using the keyboard functions and the touch method of electronic calculator operations. Fee: \$112.00 SS

6804	2 Cr	10AM-2PM	Daily
8/10-8/19		18-107	Gisler

ELOFT 120 Office Procedures

Cover filing, inventory control and use, and maintenance of office machinery. Fee: \$153.00 SS

6805	1Cr	10AM-2PM	Daily
8/20-8/31		18-107	Gisler

CSCCS 190 Telephone Customer Service

Through role-play and practice, students will develop techniques for providing superior service on the telephone. Areas covered will be developing listening skills, determining caller needs, voice mail, handling difficult and upset callers, telephone etiquette, complaints, and effective questioning techniques. Fee: \$165.00 SS

6806	2Cr	8AM-2PM	Daily
9/01-9/09		18-107	Gisler

COMPUTER TECHNOLOGY

CompTIA Certificate Preparation

The CompTIA A+ Certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Those holding the A+ certification have a broad base of knowledge and competency in core hardware and operating system technologies. The Certification Program includes the following two units:

A+ Essential

CSTH 260 Certification Preparation

CompTIA A+ Essentials validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance, with additional elements of security and soft skills. The Essential Exam validates the basic skills needed by an entry-level service technician regardless of job environment. Through lecture and hands-on exercises students who successfully complete this course should obtain the skills and knowledge necessary to install, build, upgrade, repair, and perform preventive maintenance on PC computer hardware and operating systems. Text required. Fee: \$435.00 SS

6812	3Cr	6PM-10PM	MWF
7/06-7/27		16-107	Souza

A+ 2020-602 IT Technician Preparation Certification

CSTS 260

This course covers a wide range of material on computer hardware and software. Begins with general overview of how software & hardware actually relate to each other on a computer system. Other topics include supporting hard drives from a software point of view, supporting/troubleshooting Windows on networks and internet, and introduction to Linux and Mac OS Operating systems. Final topic addresses issues related to notebook computers. Course takes a hands-on approach to learning steps to installing, troubleshooting, and supporting the most common operating systems in use on the PC. In addition to explaining concepts, the course uses a multitude of real world examples of problems and issues related to operating systems, making it a practical preparation for the real world. Text required. Fee: \$435.00 SS

6814	3Cr	8AM-12PM	Sa
7/04-9/05		16-107	Randall
6813	3Cr	6PM-10PM	MWF
8/03-8/24		16-107	Lyons



PHOTO BY CPTC STUDENT, RICHARD COLLINS

Microsoft Certified Systems Engineer (MCSE) Program Certificate

Develop the skills required to design, install, configure, and troubleshoot a network system infrastructure based on Microsoft Windows 2003 platform. This program will prepare students to enter the industry as backup operators, system engineers, system administrators, and technical support engineers. Prerequisite: A+ Certification, successful completion of an A+ Certification course, passing a written exam administered by the College or a waiver from instructor base on student's experience.

Maintaining A MS Windows Server 2003 Active Directory Infrastructure

MICRO 213

Covers planning, implementing, and maintaining forests, sites, domains, and organizational units (OUs) that meet the accessibility, performance, and security goals of a business plan. Students use group policy to deploy software and configure a computer or user environment and learn troubleshooting techniques. Prerequisite: Successful completion of Maintaining a MS Windows Server 2003 Network Infrastructure or instructor permission. Text included. Fee: \$447.00 SS

6815	3Cr	6PM-10PM	MWF
6/29-7/17		16-109	Souza

Implementing & Managing Ms Exchange Server 2000

MICRO 214

Course provides senior support professionals with the information and skills needed to create networking services infrastructure design that supports the required network application. Each module provides a solution based on the needs of the organization. Book \$115.00 Learn the fundamentals of implementing and managing a MS Exchange Server 2003 messaging environment. Prerequisite: Successful completion of Maintaining a MS Windows Server 2003 Active Directory Infrastructure or instructor permission. Text included. Fee: \$488.00 SS

6816	3Cr	6PM-10PM	MWF
7/20-8/10		16-109	Souza

Designing Security for a MS Windows Server 2000

Learn the fundamentals of supporting, administering, or implementing and securing Windows Server 2003 networks. Prerequisite: Successful completion of Implementing and Managing MS Exchange Server 2003 or instructor permission. Text included. Fee: \$488.00 SS

6817	3Cr	6PM-10PM	MWF
8/12-8/31		16-109	Souza

EMPL 101 Pathway to Employment

Prepare yourself to compete in the current job market with an updated skills inventory including Microsoft Office Suite and self evaluations in management and communication. Explore green collar jobs and career pathways at the college that lead to high demand, sustainable employment.

6873	6 Cr	8AM-3:30PM	Daily
6/24-8/26		10-200	Altimus

MICRO 200 Network+ Certification Preparation

Learn about networking fundamentals, components of a Local Area Network, Wide Area Network, peer-to-peer and client-server network environments, network architectures, network protocols and media used in network communications. Text included. Fee: \$435.00 SS

6842	3Cr	6PM-10PM	MWF
8/26-9/18		16-107	Souza

Security+ Certification Preparation

CISS 119

Introduces students into 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. Prerequisites: A+ certification, or successful completion of an A+ course. Text included. Fee: \$514.00 SS

6843	3Cr	6PM-10PM	TTh
7/21-8/20		16-107	Hallowell

CULINARY

CNTED 026 Power Cooking

Save money time and stress by learning to prepare 30 healthy and delicious dinner meals all at one time, shop, chop, stew and freeze. Servings can be adapted from 1-2 up to 8-10. Join a registered dietitian and certified diabetes educator and receive a month of recipes, demonstrations and food samples. Fee: \$41.00 SS

6858	.3Cr	6PM-9PM	Th
8/20		SHC	Kramer

ELECTRICAL

National Electrical Code-2008 Code Update

CNTED 042

Provides the required 8 hours of Continuing Education instruction on the latest National Electrical Code Changes, meeting the requirements of WAC 298-401A-110. Fee: \$122.00 SS

6820	0.5Cr	8AM-4PM	Sa
8/22		16-202	Gordon

Washington RCW-WAC Code Update

ELWAC 001

Provides the student with the necessary 4 hours of Continuing Education Units (CEU) as required by the State of Washington under WAC 298-401A-110. Fee: \$60.00 SS

6821	0.5Cr	8AM-12PM	Sa
7/18		16-202	Gordon

EMERGENCY MANAGEMENT

ECT 160 Emergency 911 Call Taker

Course prepares you to test and interview for a career in Emergency 911 Call Taking. Learn caller interrogation, prioritizing, map reading, call taker procedures, and CPR. Each objective includes a self-directed learning assignment and actual 911 call review. Prerequisites: Typing 25 wpm, "No Record on File" with the Washington State Patrol for crimes against persons, interview with instructor and HS/GED. Call 253-589-5575 to schedule an interview with the instructor. Text required.

6822	12Cr	5PM-10PM	MTW
7/01-9/23		16-113	Ferris

ENGINEERING

MED 155

AutoCAD I

AutoCAD 2009 Basics features, functions, interface and commands are explained. Students are instructed how to perform basic commands to complete exercises during lab time. Primary focus is on gaining basic computer drafting skills using the industry's number one software. Prerequisites: Knowledge of Microsoft based computing and understanding of basic drafting. Text required. Fee: \$603.00 SS

6823	5Cr	6PM-9PM	MW
7/06-9/14		19-210	Morrison

ELMED 152

AutoCAD II

AutoCAD 2009 students will learn advanced drafting commands and system variables used to produce attribute-enhanced drawings. The 3D drawing portion will introduce the latest tools and techniques used to create attention-getting graphics during lab exercises. Customization of the AutoCAD interface will allow the advanced user to personalize the software leading to a richer drawing experience. Prerequisites: AutoCAD I, Microsoft computing experience. Text required. Fee: \$603.00 SS

6824	5Cr	6PM-9PM	TTh
7/07-9/10		19-207	Morrison

Blueprint Reading For Construction

ELPRI 002

Basic understanding of residential, commercial, blueprint, construction drawings, and progress to more advanced topics. Text required.

Fee: \$325.00 SS

6825	2Cr	9AM-1PM	Sa
7/11-8/29		25-105	Morrison

Introduction to Rivet for Building Design

ELREV 100

For experienced CAD users who have not yet done Building Information Modeling (BIM) but want a jump start in Autodesk Revit Architecture software. Text Required. Fee: \$395.00

6856	2Cr	6PM-9:30PM	TTh
7/07-7/28		19-207	Johnson

ENTREPRENEURSHIP

CNTED 018

Starting a New Business Series
Register for all four of the following classes for the discounted price of \$149.00.SS

6819	1Cr	6:30PM-9PM	TTh
7/14-7/23		19-107	Westin

CNTED 018

Getting Started

Avoid start-up pitfalls and prepare for success. Business management, administration and finding motivated employees are just a few of the many areas covered in this session. Fee: \$49.00 SS

6826	0.2Cr	6:30PM-9PM	T
7/14		19-107	Westin

CNTED 018

Marketing & Sales

Explore market research, analyze competition, create attention grabbing advertising, and promote strategic partnerships with customers. Fee: \$49.00 SS

6827	0.2Cr	6:30PM-9PM	Th
7/16		19-107	Westin

CNTED 018

Financial Management

Financial knowledge equals business success. Cash flow, budgeting, taxes, receivables and financial goals are just the beginning in this session that will have your business seeing green. Fee: \$49.00 SS

6828	0.2Cr	6:30PM-9PM	T
7/21		19-107	Westin

CNTED 018

Business Plan

Expanding on the knowledge gained from the three prior sessions, you will leave this session with the information to create your own business plan. This session is essential for those who wish to start their own business. Fee: \$49.00 SS

6829	0.2Cr	6:30PM-9PM	Th
7/23		19-107	Westin

HEALTH/MEDICAL

Medical Office Support Certificate

MAP 153

Basic skill training for medical office support positions such as medical receptionist or clerk. Includes medical terminology, computer software applications, and math for the medical business office. Prerequisites: High school diploma/GED, keyboarding 25 wpm, and "No Record on File" report from the Washington State Patrol related to crimes against persons. Texts required.

0604	12Cr	6PM-9PM	MTWTh
6/29-9/01		10-120	Marcelle

Medical Insurance Billing Certificate

Learn the basic skills to begin providing services for accountants ranging from acute care hospitals to clinics, physician's offices and individual practices and may be employed as medical receptionists or medical insurance billing and coding specialists. All courses in this two-part program must be completed with a minimum C grade in order to receive a certificate.

ELMAP 125 Medical Terminology I & II

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 introduce anatomical, physiological, and pathological terms. Text required. Additional Fee: \$26.25 (Also available On-line)

0602	7Cr	5PM-9PM	MW
6/29-8/31		14-201	Forch

0617	7Cr	5:30PM-9:30PM	MW
6/29-8/31		SHC	Staff

ELMAP 129 Medical Insurance Billing

Provides training for new medical office personnel in claims processing and entry-level billing. Introduces information and billing requirements related to major insurance programs and federal health care legislation. Prerequisites: Medical Terminology I & II and "No record on file" with the Washington State Patrol related to crimes against persons. Texts required. Additional Fee: \$26.25. (Also available online)

0603	8Cr	5:30PM-9:30PM	TTh
7/14-9/24		18-107	Lason

0621	8Cr	5:30PM-9:30PM	TTh
6/30-9/3		SHC	Staff

MLT 200 Phlebotomy Skills Certificate

Develop the skills necessary to collect blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Hands-on practice in phlebotomy skills will be provided. Prerequisite: Formal training in a health career or 1-year work experience in health occupations. Students must bring documentation of training and/or experience to first class. Text required.

0605	3Cr	8AM-5PM	Sa
7/11-8/08		14-213	Harper

0607	3Cr	6PM-9PM	MW
7/13-8/24		SCH-102	Roberts

0606	3Cr	8AM-5PM	Sa
8/8-9/5		14-213	Marcelle

CPR & First Aid for Health Care Providers

PTN 150

American Heart Association approved course consists of adult, child and infant CPR and First Aid. Overview of AED procedures included. This class meets OSHA and WISHA requirements. The student must pass both the written and skills exams for certification. The Healthcare Provider and First Aid card are valid for two years. Note: Student must bring their receipt to class as proof of payment to receive CPR card. Class is located in the Rainier Room. Fee: \$76.00 SS

6830	0.5Cr	8AM-4PM	Sa
7/25		31	Chase
6831	0.5Cr	8AM-4PM	Sa
8/08		31	Chase
6832	0.5Cr	8AM-4PM	Sa
9/19		31	Chase

HOSPITALITY & TOURISM

Sustainable Tourism Professional (Coming Fall Quarter)

Join a trillion dollar industry that is one of the world's top employers. Learn green, eco, and adventure travel and development. Plus, global tours and cruises, the airline industry, virtual hotel, career planning and more!

HUMAN RESOURCES

Human Resources Generalist Certificate

This eight part program is geared toward those already employed or those planning to enter the field. Upon completion of all 8 required courses you will earn the Human Resource Generalist Certificate.

Fall Qtr:	Employment Legal Issues (12 hrs)
	Labor Relations (20 hrs)
Winter Qtr:	Recruitment/Retention (16 hrs)
	Training & Development (12 hrs)
Spring Qtr:	Compensation/Benefits (8 hrs)
	Classification/Pay (12 hrs)
Summer Qtr:	Budget Overview (4 hrs)
	Strategic Planning (8 hrs)

Required textbook covers all classes for both the Human Resources Generalist and the Human Resources Management program.

HURES 157 Budget Overview

Budget skills necessary to participate in organization strategic planning. Cost benefit analysis, developing a budget, analysis, and forecasting. Fee: \$80.00 SS

6834	0.4Cr	6PM-8PM	W
7/01-7/08		19-107	lrby

HURES 156 Strategic Planning

Focuses on providing the HR professional with the skills and knowledge needed to create an HR strategic plan. This hands-on, focused training emphasizes the importance of HR strategizing in order to bring added value to the organization. Text required. Fee: \$90.00 SS

6835	0.8Cr	6PM-8PM	W
7/15-8/05		19-107	lrby

SKILLED TRADES

AVIATION

CNTED 081 Introduction to Flight

Explore becoming a pilot! Take a flight, receive industry employment information, and see Clover Park's Aviation Center. Call 253-583-8904 to reserve a date and time. Fee: \$50.00 SS

6836	0Cr	Arranged	Arranged
6/29-8/31		SHC	Coyner

HEATING & AIR CONDITIONING

Universal R-410A Safety & Training Cert

Designed for installation and service technicians to learn safe use, proper installation, and servicing air conditioning and heat pumps that have the higher pressure refrigerant 410A. Certification test included. Fee: \$149.00 SS

0608	1Cr	9AM-3:30PM	Sa
7/18-7/25		25-302	Pearce

Refrigerant Recovery Certification

HAC 152
Upon successful completion of this course and test, a student can earn EPA certification. This certification is nationally recognized and required for purchasing, removing, and recycling refrigerants. All testing materials are included in the course fee and the course is co-sponsored by the ESCO Institute. This is a self-study course. Materials are available from instructor. Call 253-589-6014 for information. Additional Fee: \$41.40

0609	1Cr	Arranged	Daily
6/29-8/31		Arranged	Pearce

TRANSPORTATION

WRKFR 212 Flagger Training

Approved training by the Washington State Department of Labor and Industries for flagging and traffic control with hands-on practice. Fee: \$65.00 SS

6837	0.5Cr	8AM-4PM	Sa
7/11		33P-102	Foy
6838	0.5Cr	8AM-4PM	Sa
8/22		33P-102	Foy
6839	0.5Cr	8AM-4PM	Sa
9/19		33P-102	Foy

WRKFR 279 Forklift Operation & Safety

Covers all aspects of forklift operation with a strong emphasis on safety. Text required. Fee: \$412.00 SS

6840	3Cr	9AM-5PM	Sa
7/18-8/15		22-123	Quicho

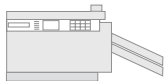
ELWRK 001 Forklift Recertification

For those who need to update their certification. Fee: \$85.00 SS

6841	0.5Cr	9AM-5PM	Sa
7/18-22-123		Quicho	



How to Register for Continuing Education at Clover Park



Fax (253) 589-5852

Complete the registration form on page 55 and Fax in to Student Records/Registration (253) 589-5852. Be sure to include your MasterCard or Visa number and expiration date. Available 24 hours a day.



Internet www.cptc.edu/register

Register Online @ www.cptc.edu/register



Mail-In 4500 Steilacoom Blvd. S.W., Lakewood WA 98499

Simply complete the registration form (page 55) and send it to the address listed. If your class is scheduled to meet within 7 days please Phone-In, Walk-In, Fax-In or use the Internet to register.



Walk-In 4500 Steilacoom Blvd. S.W., Lakewood WA 98499

You may register in person by coming to Clover Park Technical College, Building 17, Monday-Thursday 7:30 a.m. to 7:30 p.m., Fridays 9:00 a.m. to 5:00 p.m.
Extended Hours: 8 a.m.–12 p.m., July 11, 2009



Phone-In (253) 589-5666

You may also call in your registration to (253) 589-5666. Registrations are accepted Monday-Thursday 7:30 a.m. to 7:30 p.m., Fridays 9:00 a.m. to 5:00 pm. Please have your credit card number ready when you call.

VISA, MasterCard, check or cash may be used to pay for tuition and fees.

If you fax, mail or phone in you will be automatically registered unless otherwise notified. Your cancelled check is your confirmation! If your registration cannot be processed for some reason, we will contact you by phone or mail. It is recommended that you register early to secure your place in class.

On-Line Courses

For information about online classes go to www.cptc.edu/online or call (253) 589-6076.

Online Account Fees

All of the online courses have a one-time per quarter non-refundable \$40 account fee charged. During a quarter, a student may take up to four online classes for the \$40 fee. Courses listed below reflect the total cost including the \$40 fee.

Minimum Technical Requirements for Online Courses:

- Operating System: Windows 98, ME, NT or XP
- Software: PC with Pentium III (or higher recommended)
- Modem: 56k or higher, Cable or DSL
- Browser: Internet Explorer 5.0 or higher, Netscape 6 or higher, Firefox 1.3 or higher
- Internet: Daily Internet Access

BUSINESS & OFFICE MANAGEMENT

CAS 105 Keyboarding

Students will use computers to develop touch control and proper keyboarding techniques and will be introduced to basic word processing. Text required. Fee: \$370.00 SS

0801	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Allimus

EMERGENCY MANAGEMENT

ECT 140 911 Online Academy- Emergency Communications

Covers fundamental understanding of emergency communications with police, fire and EMS basics. Offers information needed to successfully pass the National Emergency Communications Telecommunicator Level I Certification.

Certification insures that successful candidates have a solid foundation of knowledge on best practices in emergency or 9-1-1 call taking and dispatching for police, fire or EMS communications centers. Text required. Fee: \$370.00 SS

0802	5Cr	Arranged	Arranged
7/06-9/18		On-Line	Ferris

0803	5Cr	Arranged	Arranged
8/03-10/16		On-Line	Ferris

0804	5Cr	Arranged	Arranged
9/07-11/20		On-Line	Ferris

ELLAN 007 Spanish for Emergency Responders

A conversational Spanish course for students who have little or no knowledge of the language and wish to acquire skills to communicate with Spanish-speaking individuals during an emergency response. Text required. Fee: \$370.00 SS

0805	6Cr	Arranged	Arranged
6/29-9/01		On-Line	Schmelzer

HEALTH/MEDICAL

Medical Billing & Medical Transcription Certificates

Graduates receive a Certification for a comprehensive course of study either in Medical Billing of Medical Transcription. Graduates have both the education and technology skills to begin providing services for accounts ranging from acute care hospitals to clinics, physician's offices and individual practices. Graduates may be employed as medical transcriptions, or medical billing and coding specialists. Certificates may be obtained by enrolling in the following programs:

Medical Billing Certificate

- Medical Terminology I & II
- Medical Insurance Billing

Medical Transcription Certificate

- Medical Terminology I & II
- Medical Transcription Basic
- Medical Transcription Adv. I
- Medical Transcription Adv. II

Students are responsible for obtaining books, and transcription equipment. **MOST CLASSES BEGIN 1ST MONDAY OF EVERY MONTH.** Students receive all course information via e-mail from the Office of Online Learning. One week before the course begins; students will receive an online orientation notice via e-mail. Students who register past this date will receive an online orientation notice the Friday before the course begins. Students who register past the start date will begin the following month. For course information, please contact Carol Orr at (253) 589-6076. E-mail: carol.orr@cptc.edu.

ELMAP 125 Medical Terminology I & II

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 introduce anatomical, physiological, and pathological terms. Text required. Fee: \$370.00 SS

0806	5Cr	Arranged	Arranged
7/06-9/18		On-Line	Keith

0807	5Cr	Arranged	Arranged
8/03-10/16		On-Line	Keith

0808	5Cr	Arranged	Arranged
9/07-11/20		On-Line	Keith

ELMAP 129 Medical Insurance Billing

Provides training for new medical office personnel in claims processing and entry-level billing. Introduces information and billing requirements related to major insurance programs and federal health care legislation. Provides a basic knowledge of national diagnosis and procedural coding systems including ICD-9, CPT-4 and HCPCS.

Prerequisites: Medical Terminology and "No Record on File" with the Washington State Patrol related to crimes against persons. Text required. Fee: \$370.00 SS

0809	8Cr	Arranged	Arranged
7/06-9/18		On-Line	Keith

0810	8Cr	Arranged	Arranged
8/03-10/16		On-Line	Keith

0811	8Cr	Arranged	Arranged
9/07-11/20		On-Line	Keith

MAP 131 Med Transcription-Basic

Provides the fundamentals in machine medical transcription. Focuses on building keyboarding speed and accuracy, correct medical spelling, proof-reading, proper grammar and punctuation, and formatting medical documents. Prerequisites: Medical Terminology I & II, keyboarding minimum of 30 wpm, "No Record on File" report from the Washington State Patrol related to crimes against persons. Text and wave player required. Fee: \$370.00 SS

0812	5Cr	Arranged	Arranged
7/06-9/18		On-Line	Larson

0813	5Cr	Arranged	Arranged
8/03-10/16		On-Line	Larson

0814	5Cr	Arranged	Arranged
9/07-11/20		On-Line	Larson

MAP 134 Med Transcription Adv I

Class covers advanced machine medical transcription, focusing on specialty areas like diagnostic imaging/interventional radiology, oncology, gastro/enterology, and lithotripsy in urology. Prerequisites: MAP 131, keyboarding minimum 30 wpm, and "No Record on File" from the Washington State Patrol related to crimes against persons. Text and wave player required. Fee: \$370.00 SS

0815	5Cr	Arranged	Arranged
7/06-9/18		On-Line	Larson

0816	5Cr	Arranged	Arranged
8/03-10/16		On-Line	Larson

0817	5Cr	Arranged	Arranged
9/07-11/20		On-Line	Larson

MAP 136 Med Transcription Adv II

Class covers advanced machine medical transcription, focusing on specialty areas like hematology, neurology, plastic surgery, psychiatry, and oral surgery. Prerequisites: MAP 134, keyboarding minimum 30 wpm, and "No Record on File" from the Washington state Patrol, related to crimes against persons. Text and wave player required. Fee: \$370.00 SS

0818	5Cr	Arranged	Arranged
7/06-9/18		On-Line	Larson

0819	5Cr	Arranged	Arranged
8/03-10/16		On-Line	Larson

0820	5Cr	Arranged	Arranged
9/07-11/20		On-Line	Larson

CMA/RMA Certification Preparation Course**MAP 141**

Review course for medical assistants who are preparing to take a national certification exam. Text required. Fee: \$370.00 SS

0821	5Cr	Arranged	Arranged
6/29-8/31		On-Line	Keith

Grammar & Writing Skills for the Health Professional**ELGHP 001**

Topics covered include grammar, syntax, medical spelling and punctuation. Text required. Fee: \$370.00 SS

0823	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Keith

ELHEA 002 Getting a Job in Health Care

Topics covered include effective resumes and cover letters, employment applications, research job leads, prepare for interviews, resignation techniques, secure references, dealing with downsizing and terminations. Text required. Fee: \$370.00 SS

0822	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Keith

Health Information Management**HUC 121**

Class covers health care delivery systems, health information management professions, health care settings, patient records, numbering and filing systems, record storage and circulation, health data collection, and legal requirements. Text required. Fee: \$370.00 SS

0824	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Keith

HIPPA for Medical Office Personnel**ELHIP 001**

This will cover the basics of the HIPAA rulings, security of information, and legal requirements. Text required. Fee: \$370.00 SS

0825	4Cr	Arranged	Arranged
6/29-9/01		On-Line	Keith

MAP 175 Medical Law & Ethics

Included are anthropometric measurements and vital signs, physical examination and instruments and equipment. Prerequisites: Successful completion of MAP 105 & BIOL 118. Fee: \$370.00 SS

0826	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Keith

MAP 139 Medical Software Applications

Learn to input patient information, schedule appointments, and handle billing applications using Medisoft medical software. Prerequisite: Basic computer skills. Text required. Fee: \$370.00 SS

0827	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Keith

MAP 127**3-2-1 Code It**

Intermediate level CPT-4 & ICD-9 coding class. Covers all aspects of physician coding. Prerequisite: Medical Billing Specialist or Medical Office Support course at Clover Park Technical College or similar work experience or instructor approval. Texts required. Fee: \$370.00 SS

0828	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Gibson

HOSPITALITY & TOURISM**TRC 123****Airline Reservations-Sabre**

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$370.00 SS

0831	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Altimus

TRC 125**Airline Reservations -Amadeus**

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$370.00 SS

0829	5Cr	Arranged	Arranged
6/29-9/01		On-Line	Altimus



PHOTO BY CPTC STUDENT, MARTIN CALAWAY

TRC 126 Airline Reservations-Worldspan

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$370.00 SS

0832	5Cr	Arranged	Arranged
6/29-9/01	On-Line		Allimus

TRC 127 Airline Reservations-Apollo

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$370.00 SS

0830	5Cr	Arranged	Arranged
6/29-9/01	On-Line		Allimus

TRC 122 Introduction to the Hospitality Industry

Learn about the diverse worlds of lodging, food service, event planning, travel and tourism, and related businesses. Text required. Fee: \$370.00 SS

0833	5Cr	Arranged	Arranged
6/29-9/01	On-Line		Allimus

TRC 124 Virtual Hotel

This class covers room availability, booking reservations, updating reservations, group reservations, property information, front desk operations (check-in, arrivals report, guest folio), back office operations (accounting, posting charges, credits, guest accounts), check out and reports. Fee: \$370.00 SS

0835	5Cr	Arranged	Arranged
6/29-9/01	On-Line		Allimus

ELSEP 100 Special Event Professional

Good events start with being able to earn the business. Learn the first steps of the event planning process and gain hands on experience planning an event, including the agenda, budget, timeline, venue, catering, how to keep your event "green" and more. Then present your event and earn the business! Fee: \$445.00 SS

0834	5Cr	Arranged	Arranged
6/29-9/01	On-Line		Allimus

HUMAN RESOURCES

Management Certificate

This program is for those currently employed in human resource management. Upon completion of all four required courses you will earn the Human Resource Management Certification. Required textbook covers all 4 classes.

Refine Supervision Competencies & Staff Productivity

HURES 160

Learn the basics of supervision, supervision competencies, supervision & the disciplinary process, and mentoring supervisors. Text required. Fee: \$370.00 SS

0846	4Cr	Arranged	Arranged
7/06-9/18	On-Line		lrby

0847	4Cr	Arranged	Arranged
8/03-10/16	On-Line		lrby

0848	4Cr	Arranged	Arranged
9/07-11/20	On-Line		lrby

Administer Uncomfortable Personnel Issues

HURES 161

Learn to identify work competencies and how to conduct non-criminal internal complaint investigations. Obtain the skills to increase productivity by conducting performance appraisals. Text required. Fee: \$370.00 SS

0836	7.5Cr	Arranged	Arranged
7/06-9/18	On-Line		lrby

0838	7.5Cr	Arranged	Arranged
8/03-10/16	On-Line		lrby

0839	7.5Cr	Arranged	Arranged
9/07-11/20	On-Line		lrby

Navigate Collective Bargaining Agreements, Mediation & Arbitration

HURES 162

Students will learn contract negotiations & collective bargaining agreements, mediation skills & techniques, arbitration principles, and arbitration preparation & presentation. Text required. Fee: \$370.00 SS

0840	5Cr	Arranged	Arranged
7/06-9/18	On-Line		lrby

0841	5Cr	Arranged	Arranged
8/03-10/16	On-Line		lrby

0842	5Cr	Arranged	Arranged
9/07-11/20	On-Line		lrby

Promote & Maintain a Healthy Work Environment

HURES 163

Covers ethics in human resources, problem solving & decision making, EEO & affirmative action plans, reasonable accommodations & a healthy workplace, and HR's role in the culture of change. Text required. Fee: \$370.00 SS

0843	6Cr	Arranged	Arranged
7/06-9/18	On-Line		lrby

0844	6Cr	Arranged	Arranged
8/03-10/16	On-Line		lrby

0845	6Cr	Arranged	Arranged
9/07-11/20	On-Line		lrby

SOUTH HILL CAMPUS CLASSES

CNTED 081 Introduction To Flight

Explore becoming a pilot! Take a flight, receive industry employment information, and see Clover Park's Aviation Center. Call 253-583-8904 to reserve a date and time. Fee: \$50.00 SS

6836	0Cr	Arranged	Arranged
6/29-8/31	SHC		Coyner

MLT 200 Phlebotomy Skills Certificate

Develop the skills necessary to collect blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Hands-on practice in phlebotomy skills will be provided. Prerequisite: Formal training in a health career or 1-year work experience in health occupations. Students must bring documentation of training and/or experience to first class. Text required.

0607	3 Cr	6PM-9PM	MW
7/13-8/24	SCH-102		Roberts

MAP 125 Medical Terminology I & II

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 introduce anatomical, physiological, and pathological terms. Text required. Additional Fee: \$26.25 (Also available On-line)

0617	7Cr	5:30PM-9:30PM	MW
6/29-8/31	SHC		Staff

MAP 129 Medical Insurance Billing

Provides training for new medical office personnel in claims processing and entry-level billing. Introduces information and billing requirements related to major insurance programs and federal health care legislation. Provides a basic knowledge of national diagnosis and procedural coding systems including ICD-9, CPT-4 and HCPCS. Prerequisites: Medical Terminology and "No Record on File" with the Washington State Patrol related to crimes against persons. Text required. Additional Fee: \$26.25 (Also available On-line)

0621	8Cr	5:30PM-9:30PM	Th
6/30-9/3	SHC		Staff

CNTED 026 Power Cooking

Save money time and stress by learning to prepare 30 healthy and delicious dinner meals all at one time, shop, chop, stew and freeze. Servings can be adapted from 1-2 up to 8-10. Join a registered dietitian and certified diabetes educator and receive a month of recipes, demonstrations and food samples. Fee: \$41.00 SS

6858	.3Cr	6PM-9PM	Th
8/20	SHC		Kramer

Redefine Education

Community education courses are designed to enrich your personal and professional life. They may give you new skills for hobbies, for travel, for staying healthy or for a new career. Most of all they are about you. If you have an idea for a class you wish we were offering or if you'd like to teach a course yourself, we're all ears. To request a course proposal form and share your ideas and suggestions, please call (253) 589-5736.

ELMAS 001 Massage for Family & Friends

Learn to give a relaxing massage to friends and loved ones in a safe, fun, and comfortable setting. Prerequisite: Must be 18 or older. Students must provide their own set of twin sized sheets, a blanket or towel, and massage oil. Fee: \$120.00 SS

6844	3 Cr	2:30PM-5:30PM	M
6/29-8/31		19-124	Simpkins

ELDRI 001 Defensive Driving School

The DDS class is a court ordered class required by WA for residents that have lost their License for various reasons. DDS is a court ordered reinstatement program. This program will assist students in becoming responsible drivers, re-teach basic driving skills, and help students become accident free drivers. Text and supplies included. Fee: \$90.00 SS

6848	0.8 Cr	9AM-5PM	Th
7/16		33P	Staff

6849	0.8 Cr	9AM-5PM	Th
7/30		33P	Staff

6850	0.8 Cr	9AM-5PM	Th
8/13		33P	Staff

6851	0.8 Cr	9AM-5PM	Th
8/27		33P	Staff

DOL Knowledge Test Preparation

ELDRI 002

Need to drive? Stop thinking and act! We specialize in knowledge test preparation. You will learn the rules of the road, safety tips, and basic driving knowledge. Need a driver's license for your new job? A License will help you gain your financial freedom Call today. Text and supplies included. Fee: \$30.00 SS

6852	0.2 Cr	9AM-11AM	Th
7/09		33P	Staff

6853	0.2 Cr	9AM-11AM	Th
7/23		33P	Staff

6854	0.2 Cr	9AM-11AM	Th
8/06		33P	Staff

6855	0.2 Cr	9AM-11AM	Th
8/20		33P	Staff

CLASSES FOR 50+

CAM 159

Internet for +50

An introduction to using the Internet. Includes a basic overview of how to use a computer. Learn to use the Internet to find information, use the various features, and communicate with family using email. Fee: \$86.00 SS

6847	1Cr	2PM-4:30PM	MW
8/10-8/24		03-507	Sutton

Introduction to Computers for +50

CAM 160

Introduces you to basic computer terminology, software and hardware. Learn practical applications for personal and business use. Covers the basics of Windows and creates a foundation for additional training. Use MS Windows Explorer to learn how to work on files and folders, and use keyboard shortcuts. Learn maintenance, advancements on word processing and spreadsheets, as well as new information. Fee: \$105.00 SS

6845	1Cr	2PM-4:30PM	MW
7/06-7/20		03-507	Sutton

Intermediate Computers for +50

CAM 160

Introduces you to basic computer terminology, software and hardware. Learn practical applications for personal and business use. Covers the basics of Windows and creates a foundation for additional training. Text required. Use MS Windows Explorer to learn how to work on files and folders, and use keyboard shortcuts. Learn maintenance, advancements on word processing and spreadsheets, as well as new information.

Please bring a Flash Drive to class. Note: Must have a basic knowledge of Windows on the PC. Fee: \$86.00 SS

6846	1Cr	2PM-4:30PM	MW
7/22-8/05		03-507	Sutton

CMTY 008

Genealogy

For the beginner and the experienced, this class includes how to fill out charts, document information, find records, and how to use local resources. Fee: \$40.00 SS

5J13	0.6Cr	10AM-12PM	M
7/13-7/27		19-107	Staff

CMTY 012

Oil Painting for 50+

Demonstrations of beginning and advanced oil painting techniques will be covered. Students will work on individual projects. Fee: \$55.00 SS

5J09	3Cr	9AM-12PM	M
6/29-8/31		33P	Adey

Intermediate Drawing & Art for 50+

CMTY 028

Fundamentals of drawing as a foundation to painting will be taught; how to use various materials and techniques in a series of effective lessons. Supply list will be provided by instructor. Fee: \$67.00 SS

5J04	3Cr	9AM-12PM	W
7/01-9/16		33P	Mitchell

CMTY 030

Green Getaways

Learn about destinations that are Earth friendly and support sustainable tourism. Learn how to travel to these global destinations and share how to "travel green". Fee: \$25.00 SS

5J06	0.2Cr	4PM-6PM	W
7/15		10-200	Altimus



CMTY 031 Earth's Natural Wonders

Explore destinations that hold the wonder and beauty that only nature can provide. Learn how to travel to these natural wonders and bring back pictures of a lifetime! Fee: \$ 25.00 SS

5J07 0.2Cr	4PM-6PM	W
8/19	10-200	Altimus

Free Online

CMTY 032 Learning Seminar for +50

Interested in taking an online class from the comfort of your home. Attend this free seminar and you will learn how to log on and navigate through Blackboard, how to turn in assignments and to communicate with your classmates and instructor.

5J10	9AM-11AM	W
7/29	03-507	Staff

Free Open PC Lab Workshop for +50

CMTY 033

This open hands-on PC lab will introduce personal computer (PC), PC equipment, and applications information including Word, Excel, Access Database, PowerPoint, Email, and Internet searching to Plus 50 citizens with little or no computer knowledge or experience. Following a short introduction to the PC and applications, get hands-on experience on a computer to practice what you have learned to have an idea of how you can use the PC for business or leisure activities. Bring your own project or complete a one of the many step by step projects provided. Staff will be on hand to answer questions or suggest follow on alternatives.

5J11	9AM-12PM	W
8/05	03-507	Staff

CMTY 034 Introduction to Digital Camera

Explore the digital world of pictures; learn the basics functions and uses of a digital camera. Plus learn how to download digital pictures onto a Personal Computer. Fee: \$25.00 SS

5J12	1PM-3PM	Th
8/20	03-507	Staff

CMTY 036 Traveling 101

Escape to paradise in no time at all. Learn the basics about how to pick the perfect vacation spot, finding the lowest fare (it is not where you think) and planning your stay. Adventure, Eco and everything in between! Fee: \$ 25.00 SS

5J14 0.2Cr	4PM-6PM	W
6/3	10-200	Altimus

Clover Park Technical College Continuing Education Mail-In & FAX Registration

I do not wish to disclose my social security number.

INITIAL _____ DATE _____

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

PLEASE PRINT

SOCIAL SECURITY NUMBER									
STUDENT I.D. NUMBER		LAST NAME		FIRST NAME		MI	BIRTHDATE		SEX M F
CURRENT ADDRESS	STREET			APT. #		DAY TELEPHONE			
	CITY			STATE	ZIP CODE	EVENING TELEPHONE			
	E-MAIL ADDRESS								
EDUCATIONAL BACKGROUND	LAST HIGH SCHOOL ATTENDED			CITY	STATE	LAST YEAR ATTENDED		GRADUATED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	LAST COLLEGE ATTENDED			CITY	STATE	LAST YEAR ATTENDED		GRADUATED? <input type="checkbox"/> YES <input type="checkbox"/> NO	

IN EACH CATEGORY BELOW, PLEASE CHECK ONE BOX THAT BEST APPLIES TO YOU

Student information will be protected by the Educational Rights & Privacy Act of 1974. Information is requested to comply with State and Federal Requirements.

ETHNIC ORIGIN: WHITE (800) NATIVE HAWAIIAN (653) CHINESE (605) OTHER PACIFIC ISLANDER (681)
You may select two origins. AFRICAN-AMERICAN (872) OTHER PACIFIC ISLANDER 681) KOREAN (612) OTHER ASIAN (621)
 AMERICAN INDIAN (597) FILIPINO (608) JAPANESE (611) OTHER RACE:
 ALASKA NATIVE (015) (Please specify) _____

Are you of Spanish/Hispanic/Latino ethnicity? NO (999) Yes, Puerto Rican (727) Yes, Mexican, Mexican Amer, Chicano (722)
 Yes, Cuban (709) Yes, other Spanish/Hispanic/Latino (please specify) _____

U.S. CITIZEN? YES NO (If no, check type of Visa) Resident Alien/Immigrant(IM) Student (M1) Refugee (RF) Visitor Business (B1)
 Visitor Pleasure (B2) Other (ZZ) _____

LIMITED ENGLISH PROFICIENCY: (2) YES – An individual not born in the United States or whose native language is a language other than English, and who by reason thereof, has sufficient difficulty speaking, reading, writing, understanding the English language.

DISABILITY: YES NO Do you have physical, sensory or mental impairment that substantially limits one or more of the major life functions such as seeing, hearing, speaking, walking, breathing, working with your hands, learning, caring for self and working? **To request accommodations, contact Advising/Counseling 589-5767.**

STUDENT PURPOSE

What is your goal for attending CPTC? (11) Take courses related to current/future work (14) Explore career direction
 (12) Transfer to a 4-year college (15) Personal enrichment
 (13) High school diploma or GED (90) OTHER

How long do you plan to attend CPTC? (11) One quarter (12) Two quarters (15) Complete a degree
 (13) One year (16) Don't know
 (14) Two years (90) OTHER

<p>What is your current work status while attending CPTC?</p> <input type="checkbox"/> (11) Full-time homemaker <input type="checkbox"/> (12) Full-time employment (including self-employed and military) <input type="checkbox"/> (13) Part-time off-campus <input type="checkbox"/> (14) Part-time on-campus <input type="checkbox"/> (15) Not employed, but seeking employment <input type="checkbox"/> (16) Not employed, not seeking employment <input type="checkbox"/> (90) OTHER	<p>What is your prior level of education at entry to CPTC?</p> <input type="checkbox"/> (11) Less than high school graduation <input type="checkbox"/> (12) GED <input type="checkbox"/> (13) High school graduate <input type="checkbox"/> (14) Some post high school, but no degree or cert. <input type="checkbox"/> (15) Certificate <input type="checkbox"/> (16) Associate Degree <input type="checkbox"/> (17) Bachelor's Degree or above <input type="checkbox"/> (90) OTHER	<p>What is your family status?</p> <input type="checkbox"/> (11) A single parent with children or other dependents <input type="checkbox"/> (12) A couple with children or other dependents in your care <input type="checkbox"/> (13) Without children or other dependents in your care <input type="checkbox"/> (90) OTHER
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CLASS REGISTRATION

CLASS NUMBER	CLASS TITLE	CLASS FEE
TOTAL		

If paying by credit card, please complete all of the following:

VISA MasterCard

Credit Card Number

Expiration Date

Security Code

Signature

PLEASE CHECK METHOD OF PAYMENT: Check Money Order Credit Card
PLEASE DO NOT SEND CURRENCY

*Make checks or money orders payable to: Clover Park Technical College
To the best of my knowledge, the above information is true and correct.*

SIGNATURE _____

DATE _____

SEND TO:

Student Records
Clover Park Technical College
4500 Steilacoom Blvd SW
Lakewood, WA 98499-4098
FAX (253) 589-5852

LIMIT OF LIABILITY: The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

FOR INFORMATION CONCERNING THE COLLEGE NON-DISCRIMINATION POLICY, PLEASE SEE PAGE 56 OF THIS SCHEDULE.

College Policies

Student rights & responsibilities

Clover Park's student code of conduct sets forth rules of student conduct, guarantees certain student rights and establishes procedures governing student conduct. A complete listing of students rights and responsibilities is available in Student Services.

Family Educational Rights and Privacy Act

Information pertaining to the Family Educational Rights and Privacy Act (FERPA) is published in the Clover Park Technical College Catalog and is available from Student Services.

AIDS information

Human Immunodeficiency Virus (HIV) is a virus that destroys the body's ability to fight off illness. HIV can cause the disease called AIDS (Acquired Immunodeficiency Syndrome). An AIDS information pamphlet is provided to all students at general college orientations and is also available in the Advising and Counseling and Student Services offices.

Smoking

Smoking is allowed in designated outdoor areas at Clover Park Technical College. This policy may be curtailed if the privilege is abused.

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 web site, www.cptc.edu/sr2k. A printed copy of this information may be obtained by calling Registration at (253) 589-5666.

Equal Opportunity/Affirmative Action

Clover Park Technical College is an Equal Opportunity and Affirmative Action employer and is in compliance with sex and disability regulations. For more information, contact the EEO/AA Officer at (253) 589-5533.

Non-discrimination

Clover Park Technical College does not discriminate on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, veteran status, or the presence of any physical, sensory or mental disability. Any person at the College who feels he or she has reason to claim discrimination or unfair treatment may contact Human Resources at (253) 589-5533 to speak to an equity representative.

Refund Policy

1. The assessment test fee is not refundable.
2. All program admission fees are not 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.
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. 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.
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 not refundable.
10. Upon official withdrawal, refunds will be made by mail to the student or his or her respective funding agencies.

Financial aid recipients are subject to the Title IV Return of Funds policy stated in the 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. 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 after the cost of class. The fees charged for self-support classes cover all costs of the class.

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.

Refund exceptions

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 Student Records. Eligible requests will have detailed information and supporting documentation attached.

Drug free environment

Clover Park Technical College maintains an active program 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. A complete statement of philosophy and standards of conduct are contained in the pamphlet "Aims for a Drug-Free Environment" available at general College orientations, and in the Advising and Counseling and Student Services offices. Any person violating the Drug Free Environment policy will be dealt with in accordance with the institutional policy. Procedures conform to applicable state law.

For more College policies, including academic standards, see the current Clover Park Technical College Catalog.

Clover Park Web Design Student is Finalist in Nikon Photo Contest

Brett Patterson (photo on back cover), web design student at Clover Park Technical College placed 29th out of 5,000+ entries worldwide in the 32nd Nikon photo contest. His image, showed to the right was captured on a trip to Israel with college friends nearly two years ago. "It really caught the essence of the mood of the trip. I was there with a group of college students and we were all overjoyed to be there."

The Nikon Photo Contest International has been held by Nikon Corporation since 1969 to provide an opportunity for photographers around the world to communicate and to enrich photographic culture for professionals and amateurs alike. Renowned among photo enthusiasts



Vendor at an open air market in Tel Aviv, Israel Photo taken by Brett Patterson, Nikon Contest Finalist & Web Design Student at CPTC

worldwide, the contest has so far attracted more than 1,270,000 images from a total of 306,000 photographers. In fact, so popular has the contest become among photographers that a total of over 47,000 images were received from more than 16,000 entrants in 135 different countries for the 31st contest alone.

Patterson enjoys photography but maintains that his future employment will be found in web design and development. He plans to finish his degree at Clover Park and move to Seattle after he graduates.

Northwest Career and Technical High School

on the Clover Park Technical College campus is a unique high school of choice for juniors and seniors who want to get started now on their career pathway. School is in session Monday through Friday from 1 to 6 p.m. Students can earn their high school diplomas and certificates of initial competencies in their chosen careers and graduate ready for the next step of post-high school education and training.

Call (253) 589-5900



For your viewing pleasure,

check out CPTC-TV now airing on Comcast channel 28 and CLICK! Channel 89.

It's nothing but the IBEST

at Clover Park Technical College! Integrated Basic Education Skills Training (IBEST) is designed to integrate English language and basic skills into professional and technical training in high-wage, high demand fields. We have two IBEST - Nursing Assistant and Architectural CAD Drafting. Students get the same technical education as in the traditional programs, and can earn a certificate. These short-term programs are part of career pathways that open the opportunity to continue with further education. To learn more about IBEST Nursing Assistant and IBEST Architectural CAD Drafting, call (253) 589-5800 or text TECH4U to 41513.

Listen up! Tune in KVTI 90.9 FM for continuous hit music and news in the mornings and afternoons. Operated by students in the Radio Broadcasting program.



Worker Retraining is here for you. Are you currently collecting unemployment benefits, or have you exhausted those benefits within the past 24 months? Were you recently self-employed, but are now unemployed due to economic changes in your community? Are you a displaced homemaker? Do you need to upgrade your skills to remain employed? You may qualify for comprehensive vocational services, including educational planning and funding for your training.

Call now (253) 589-5548



South Hill Campus now offers Aerospace Composite Technician program. Call 253-589-5808

Register today! Go to www.cptc.edu/register

Redefine Education:

Clover Park Technical College Now Offers Autodesk REVIT Architecture Software

REVIT, the newest CAD design and drafting software that is literally sweeping the nation is now offered at Clover Park Technical College. "It's essentially a fully 3-D modeling program that has building information management capabilities" said Dean Lamb, Architectural Engineering Design instructor.

Last summer, Larry Johnson, an architect with HHJ Construction in Fife, taught a one-day seminar to kick-start the effort of bringing this software to Clover Park. It's now available for continuing education students.

The Architectural Engineering Design Program at Clover Park Technical College is a program for people who yearn to design and help shape the built environment. It prepares students for employment in the areas of design, engineering, or a related profession such as drawing product manufacturers and engineering and design firms. Classes include full time day and evening sessions.



For more info **Text TECH4U to 41513**

// I really wanted on-the-job training, I really wanted to focus and Clover Park is the college to **get started on a career path with hands-on learning.** **//**

Brett Patterson, Nikon Contest Finalist, PLU Graduate, Web Design/Development Student at Clover Park

What's Happening at Clover Park

JUNE

- 8 New Student Orientation
- 18 Spring Commencement
- 29 Summer Quarter Begins

JULY

- 3 College Closed
(Independence Day Observed)
- 10 Foundation Golf Tournament

AUGUST

- 31 Summer Quarter Ends

SEPTEMBER

- 1-27 Quarter Break
- 28 Fall Quarter Starts

For more information contact Dean Lamb, Architectural Engineering Design Instructor.

**253-589-5684, dean.lamb@cptc.edu
or text TECH4U to 41513**

CLOVER PARK
TECHNICAL COLLEGE

4500 Steilacoom Boulevard SW
Lakewood WA 98499-4004

Periodicals
Postage
PAID
Tacoma, WA

ECRWSS
Postal Customer