

# Whatcom

COMMUNITY COLLEGE



## 2014 - 2016 CATALOG

[www.whatcom.ctc.edu](http://www.whatcom.ctc.edu)



# Whatcom

COMMUNITY COLLEGE

237 W. Kellogg Road | Bellingham, WA 98226  
Tel: 360.383.3000 | VP: 360.255.7182 | FAX: 360.383.4000  
[www.whatcom.ctc.edu](http://www.whatcom.ctc.edu)

2014 - 2016  
Catalog

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# President's Welcome

## WELCOME TO WHATCOM COMMUNITY COLLEGE

### Dr. Kathi Hiyane-Brown, College President

On behalf of the Board of Trustees, the faculty and the staff, welcome to Whatcom Community College.



Our nearly 50-year tradition of expanding opportunities for all students – regardless of backgrounds or goals – is one reason Whatcom Community College is a critical component in our community's educational and cultural life. For many students, Whatcom is the best choice to start their academic journey whether they are preparing to transfer to a university, pursuing a new career through our professional-technical programs, or participating in courses for personal or professional enrichment.

Smaller classes taught by outstanding instructors make the difference. As do dedicated advisors who connect students with the resources and direction they need to achieve their goals. We also invest in state-of-the-art equipment and technology that support our commitment to innovation and excellence in instruction and student services. Outside the classroom, a vibrant student life program reinforces the focus on collaborative learning that engages students with an increasingly global world. Students can gain valuable leadership skills and experiences by participating in one of 30 student clubs or Service-Learning programs. Added all together, at Whatcom, students secure marketable skills they need to get good jobs and learning experiences that enrich their lives and the life of our community.

As we move toward the half-century mark serving our region, we're excited by the prospects for the College and our students. All of us at Whatcom Community College look forward to helping you achieve a rich and fulfilling educational experience that will last you a lifetime. I hope to see you on campus soon.

## HISTORY & PHILOSOPHY OF THE COLLEGE

Whatcom Community College has been serving the community since 1967 with its first programs being offered in 1970 (Farm Management and Transportation of the Sick and Injured). The College was one of the original community

colleges in the country to offer classes without a centralized campus. As a result of that commitment, early faculty and staff became experts in developing alternative modes of instruction to reach students with varying interests. Another early commitment was individual attention to the educational goals and learning styles of each student. The College became known throughout the country for its unique approach and as a result grew to such an extent that centralized facilities and a campus became the preferred solution to reaching the thousands of students seeking access each year.

By the mid 1980s, the commitment to serving as many students as possible led the Board of Trustees to begin developing a central campus in the Cordata neighborhood. As the campus developed, younger students sought access in increasing numbers. Though the College has grown rapidly, it has retained a commitment to personalized instruction and promotion of success for students of all ages.

The original philosophy of considering what was best for students was necessary for our early development and continues to guide the actions of all who serve Whatcom Community College.

## WCC FOUNDATION

Established in 1987, the mission of the Whatcom Community College Foundation is to strengthen educational opportunities by providing student scholarships, and assisting with key College initiatives such as academic support services, facilities and equipment needs, outreach and community building activities, and support of faculty and staff development.

Over the last three years, the Foundation – with support from community members, businesses, and professional and charitable organizations – has provided nearly \$1.2 million to fund student scholarships and College programs. In 2012-13, the WCC Foundation contributed more than \$442,000 in College support and scholarships. And during the 2013-14 academic year, the WCC Foundation has provided more than \$230,000 in scholarships to 191 students.

In 2010, the Foundation established The President's Circle to recognize and encourage leadership giving, providing the flexibility and strength the College needs to fulfill its mission. This committed group of loyal supporters is inspired to make a significant impact on the lives of individual students, the College and our community.

For more information or to make a contribution, contact the WCC Foundation:

**Phone:** 360.383.3320

**Email:** [foundation@whatcom.ctc.edu](mailto:foundation@whatcom.ctc.edu)

**Web:** [www.whatcom.ctc.edu/foundation](http://www.whatcom.ctc.edu/foundation)

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# Strategic Plan

Whatcom’s strategic plan includes a mission statement, vision statement, promise statement, core themes and guiding themes and objectives.

## Mission Statement

Whatcom Community College contributes to the vitality of its communities by providing quality education in academic transfer, professional-technical and life-long learning, preparing students for active citizenship in a global society.

## Vision Statement

Whatcom will be an innovative college, engaged with our diverse and changing communities.

## Promise Statement

We transform lives through education. We accomplish this by...

- supporting student growth
- respecting student investment
- embracing diversity
- promoting excellence
- creating opportunities

## Core themes

WCC’s core themes are...

1. creating opportunities
2. building community
3. achieving success

## Guiding Themes & Objectives

### Goal 1: Expand opportunities for students to achieve their potential

- Increase student achievement in transfer and career preparation
- Increase academic support for students
- Increase access for diverse and nontraditional student populations
- Introduce new opportunities for student learning and engagement

### Goal 2: Strengthen the culture of learning

- Maintain currency in College curriculum and delivery
- Improve instructional delivery
- Improve student learning

*(continued on next page)*

- Establish a center for strengthening instructional delivery
- Increase professional development opportunities for faculty and staff

### **Goal 3: Contribute actively to the vitality of Whatcom County**

- Increase College stature as a community and educational partner
- Lead collaborative efforts with other educational institutions
- Be an active partner in economic development
- Strengthen sustainability practices on-campus and in local and global arenas

### **Goal 4: Advance the College as a more diverse learning community**

- Reinforce diversity elements in curriculum
- Enhance diversity among faculty and staff
- Increase access for under-represented populations

### **Goal 5: Strengthen the College's ability to deliver its mission**

- Create and manage growth through fiscal, capital, technological and human resource development
- Diversify and secure funding/resources from external sources
- Promote a safe environment for teaching, learning, and working
- Foster an evidence-based culture of continuous improvement

*Adopted February 20, 2013*

## **ACCREDITATION**

Whatcom Community College is accredited by the Northwest Commission on Colleges and Universities, an institution accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education. The Commission is located at 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981.

The College's programs of study are approved by the Washington State Board for Community and Technical Colleges. The College's physical therapist assistant program is accredited by the Commission on Accreditation in Physical Therapy Education, and the medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs. The College's

nursing program is accredited by the Accreditation Commission for Education in Nursing.

The College is recognized by the American Council on Education, and is a member of the American Association of Community Colleges, the Northwest Athletic Association of Community Colleges, and the Washington Association of Community and Technical Colleges.

## **STATEMENT OF EDUCATIONAL VALUES**

WCC is committed to providing an educational experience that is transformative. The College's promise statement outlines the following five values which guide that work: (1) supporting student growth, (2) respecting student investment, (3) embracing diversity, (4) promoting excellence, and (5) creating opportunities. These values provide focus for the College's collective efforts and context for measuring its effectiveness.

## **CORE LEARNING ABILITIES**

Whatcom Community College's core learning abilities—communication, critical thinking, global awareness, information literacy, and quantitative literacy—are overarching skills that are emphasized and reinforced throughout all courses at WCC. They define the skills that the College expects its students to develop by the time they graduate. The most up-to-date information pertaining to the College's core learning abilities can be found at [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu).

## **LEARNING OUTCOMES**

Program outcomes are overarching skills that are emphasized and reinforced throughout several courses in a specific program. They are measurable statements that define the skills the College expects its students to develop—over and above the core learning abilities—by the end of a certificate or degree at Whatcom. Course outcomes are the most important skills the College expects its students to develop by the end of a course and are unique to a specific course. For specific program and course learning outcomes, visit [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu).

## AFFIRMATION OF INCLUSION

Whatcom Community College is committed to maintaining an environment in which every member of the College community feels welcome to participate in the life of the College, free from harassment and discrimination. We welcome people of all races, ethnicities, national origins, religions, ages, genders, sexual orientations, marital status, veteran status, abilities and disabilities. Toward that end, faculty, students and staff will:

- Treat one another with respect and dignity;
- Promote a learning and working community that ensures social justice, understanding, civility and non-violence in a safe and supportive climate;
- Influence curriculum, teaching strategies, student services and personnel practices that facilitate sensitivity and openness to diverse ideas, peoples and cultures in a creative, safe and collegial environment.

*Adopted 9/10/96; Amended 4/15/03*

## NOTICE OF NON-DISCRIMINATION

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, genetic information or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. For Title IX compliance, contact: Vice President for Educational Services, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. WCC publications are available in alternate formats upon request by contacting the Disability Support Services Office at 360.383.3080; VP 360.255.7182.

Accommodations for completing the application process are available to persons with disabilities by contacting the Human Resources Office. The College employs only lawfully authorized alien workers or US citizens. Verification of employment eligibility as specified by US Immigration and Customs Enforcement (ICE), the investigative branch of the Department of Homeland Security (DHS), is required of all new employees. In accordance with RCW 10.97.050, a criminal and educational background check will only be initiated when an applicant becomes a semi-finalist. Whatcom Community College maintains a smoke-free environment. Information related to campus safety may be obtained from the WCC website at [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu).

## DECLARACIÓN ANTIDISCRIMINATORIA

Whatcom Community College no discrimina por motivos de raza, color, origen nacional, religión, sexo, discapacidad, baja honrosa del servicio militar o estatus militar, orientación sexual, información genética o edad en sus programas y actividades. La siguiente persona ha sido designada para manejar preguntas relacionadas con la política antidiscriminatoria: Director de Recursos Humanos, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3400. Para cumplimiento del Título IX contactar al: Vicepresidente para Servicios Educativos, 237 W. Kellogg Road, Bellingham, WA 98226, 360.383.3070. Publicaciones de WCC están disponibles en formatos alternativos si se solicitan en Disability Support Services Office (Oficina de Servicios de Apoyo para Discapacitados) al teléfono 360.383.3080; VP 360.255.7182.

Personas con discapacidades pueden contactar y solicitar a la oficina de Recursos Humanos acomodaciones razonables para completar el proceso de aplicación. Whatcom Community College emplea sólo a trabajadores extranjeros legalmente autorizados o a ciudadanos estadounidenses. Verificación de elegibilidad laboral, tal como lo especifica el Servicio de Inmigración y Control de Aduanas de Estados Unidos (ICE, por sus siglas en inglés), y la subdivisión de investigaciones del Departamento de Seguridad Interior (DHS, por sus siglas en inglés), es requerida para todos los empleados nuevos. De conformidad con RCW 10.97.050, un chequeo de antecedentes penales y formación educativa será iniciado sólo si un solicitante se convierte en un semifinalista. Whatcom Community College mantiene un ambiente libre de humo. Información relacionada a la seguridad del campus puede obtenerse por medio del sitio Web de WCC en [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu).

## ਪੱਖਪਾਤ ਨਾ ਕਰਨ ਬਾਰੇ ਨੋਟੀਸ

ਵੈਟਕੌਮ ਕਮਿਊਨਿਟੀ ਕਾਲਜ [Whatcom Community College] ਆਪਣੇ ਪ੍ਰੋਗਰਾਮਾਂ ਅਤੇ ਸਰਗਰਮੀਆਂ ਵਿੱਚ ਨਸਲ, ਰੰਗ, ਰਾਸ਼ਟਰੀ ਮੂਲ, ਧਰਮ, ਲਿੰਗ, ਅਸਮਰੱਥਾ, ਨੌਕਰੀ ਤੋਂ ਸਤਕਿਕਾਰ ਨਾਲ ਹਟਾਏ ਗਏ ਪੁਰਾਣੇ ਸਿੱਖਿਆਰੀ ਜਾਂ ਫੌਜੀ ਦਰਜੇ, ਜਨਿਸੀ ਰੁਝਾਨ, ਆਨੁਵੰਸ਼ਿਕ ਜਾਣਕਾਰੀ ਜਾਂ ਉਮਰ ਦੇ ਅਧਾਰ 'ਤੇ ਪੱਖਪਾਤ ਨਹੀਂ ਕਰਦਾ। ਹੋਰ ਦੱਸੋ ਗਏ ਵਿਅਕਤੀ ਪੱਖਪਾਤ ਨਾ ਕਰਨ ਬਾਰੇ ਨੀਤੀਆਂ ਸਬੰਧੀ ਸੁਆਲਾਂ ਨਾਲ ਨਜਿੱਠਣ ਲਈ ਨਿਯੁਕਤ ਕੀਤਾ ਗਿਆ ਹੈ: ਮਨੁੱਖੀ ਵਸੀਲਿਆਂ ਬਾਰੇ ਡਾਇਰੈਕਟਰ [Director for Human Resources], 237 W. Kellogg Road, Bellingham, WA 98226 (ਟੈਲੀਫੋਨ 360.383.3400). ਟਾਈਟਲ IX ਦੀ ਪਾਲਣਾ ਲਈ, ਸੰਪਰਕ



ਕਰੋ: ਵੈਦਿਕ ਸੇਵਾਵਾਂ ਬਾਰੇ ਵਾਈਜ਼ ਪ੍ਰੈਜ਼ੀਡੈਂਟ [Vice President for Educational Services], 237 W. Kellogg Road, Bellingham, WA 98226, (ਟੈਲੀਫੋਨ 360.383.3070). ਅਸਮਰੱਥਾ ਸਬੰਧਤ ਸਹਾਇਤਾ ਸੇਵਾਵਾਂ ਦੇ ਦਫਤਰ [Disability Support Services Office] ਨਾਲ 360.383.3080; VP 360.255.7182 ਨੰਬਰਾਂ 'ਤੇ ਸੰਪਰਕ ਕਰਕੇ ਤੁਸੀਂ WCC ਦੇ ਪ੍ਰਕਾਸ਼ਨ ਦੂਜੇ ਰੂਪਾਂ ਵਿੱਚ ਮੰਗਵਾ ਸਕਦੇ ਹੋ।

ਹਿਊਮਨ ਰਿਸੋਰਸਿਜ਼ ਆਫਿਸ ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ ਅਸਮਰੱਥਾ ਵਾਲੇ ਵਿਅਕਤੀ ਲਈ ਦਰਖਾਸਤ ਪ੍ਰਕਿਰਿਆ ਸ਼ੁਰੂ ਕਰਨ ਲਈ ਅਨੁਕੂਲਤਾਵਾਂ ਉਪਲਬਧ ਹਨ। ਕਾਲਜ ਸਿਰਫ ਕਾਨੂੰਨੀ ਤੌਰ 'ਤੇ ਅਧਿਕਾਰਿਤ ਵਿਦੇਸ਼ੀ ਕਾਮਿਆਂ ਜਾਂ ਅਮਰੀਕੀ ਨਾਗਰਿਕਾਂ ਲਈ ਰੱਖਦਾ ਹੈ। ਡਿਪਾਰਟਮੈਂਟ ਆਫ ਹੋਮਲੈਂਡ ਸਕਿਊਰਿਟੀ (DHS) ਦੀ ਜਾਂਚ-ਪੜਤਾਲ ਕਰਨ ਵਾਲੀ ਬੁਰਾਚ, ਯੂਐਸ ਇਮੀਗ੍ਰੇਸ਼ਨ ਐਂਡ ਕਸਟਮਸ ਏਨਫੋਰਸਮੈਂਟ (ICE) ਦੁਆਰਾ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਗਿਆ ਰੁਜ਼ਗਾਰ ਦੀ ਯੋਗਤਾ ਦਾ ਪੁਸ਼ਟੀਕਰਣ, ਸਾਰੇ ਨਵੇਂ ਕਰਮਚਾਰੀਆਂ ਲਈ ਲੋੜੀਂਦਾ ਹੈ। RCW 10.97.050 ਦੇ ਅਨੁਸਾਰ, ਅਪਰਾਧਿਕ ਅਤੇ ਵੈਦਿਕ ਪਿਛੋਕੜ ਦੀ ਜਾਂਚ ਸਿਰਫ ਤਾਂ ਹੀ ਸ਼ੁਰੂ ਕੀਤੀ ਜਾਵੇਗੀ ਜਦੋਂ ਬਿਨੈ ਕਾਰ ਅਰਧ-ਅੰਤਿਮ (ਸੈਮੀ-ਫਾਈਨਲਿਸਟ) ਬਣ ਜਾਂਦਾ ਹੈ। ਵ੍ਹਾਟਕੋਮ ਕਮਿਊਨਿਟੀ ਕਾਲਜ ਇੱਕ ਮੁਕਤ ਵਾਤਾਵਰਣ ਬਣਾ ਕੇ ਰੱਖਦਾ ਹੈ। ਕੈਂਪਸ ਦੀ ਸੁਰੱਖਿਆ ਨਾਲ ਸਬੰਧਤ ਜਾਣਕਾਰੀ WCC ਦੀ ਵੈਬਸਾਈਟ [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu) ਤੋਂ ਮਿਲ ਸਕਦੀ ਹੈ।

### Заявление о недискриминации

Двухгодичный Колледж Уатком (Whatcom Community College) не дискриминирует по признакам расовой принадлежности, цвета кожи, национальности, вероисповедания, пола, инвалидности, статуса ветерана или отношения к военной службе, сексуальной ориентации, генетической информации или возраста в осуществлении своих программ и деятельности. Для решения вопросов, связанных с политикой недискриминации, обращайтесь к директору по персоналу по адресу 237 W. Kellogg Road, Bellingham, WA 98226, тел. 360.383.3400. По вопросам, соблюдения поправки Title IX обращайтесь к вице-президенту по учебной работе по адресу 237 W. Kellogg Road, Bellingham, WA 98226, тел. 360.383.3070. Публикации WCC доступны в различных форматах по запросу, в Отделе поддержки студентов-инвалидов, тел. 360.383.3080; вице-президент 360.255.7182.

Абитуриенты с инвалидностью могут получить помощь при заполнении заявления, обратившись в отдел кадров (Human Resources Office). Колледж принимает на работу только законно оформленных иностранных рабочих, либо граждан США. Все новые работники должны пройти проверку права на трудоустройство, в соответствии с требованиями Иммиграционной и таможенной полиции США (ICE), следственной службой Министерства

национальной безопасности (DHS). В соответствии со сводом пересмотренных законов 10.97.050, проверка образования и наличия правонарушений производится только когда кандидат становится полуфиналистом. Двухгодичный Колледж Уатком (Whatcom Community College) является зоной, свободной от курения. Вы можете получить информацию о безопасности на кампусе, посетив вебсайт колледжа WCC по адресу [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu).

### CATALOG AGREEMENT

Students are eligible to apply for graduation under any catalog in effect during the time of enrollment provided continuous enrollment was maintained. Continuous enrollment is maintained as long as a break in enrollment of four or more consecutive quarters does not occur. Summer quarter is counted and enrollment is determined by transcript activity. Whenever a break in continuous enrollment occurs the student becomes eligible for graduation under the current catalog of the most recent reenrollment.

### CONSUMER INFORMATION

As a student or potential student, you have the right to know information regarding Whatcom Community College. The following is a list of available consumer information required by state and federal regulations and where to find it. Most are available in this catalog and/or from the College website. Visit [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu), go to consumer information and click on public disclosure.

#### Accreditation

This catalog (page 4)  
Instruction Office  
Laidlaw Center, 204  
360.383.3302

#### AIDS Prevention / Information

Entry & Advising Center  
Laidlaw Center, 116  
360.383.3080

### **Athlete Completion & Transfer Rates/Athletics – Gender Equity**

Student Life and Athletics Office  
Syre Student Center, 208  
360.383.3110

### **Bookstore Textbook Information**

This catalog (page 27)  
WCC Bookstore  
Syre Student Center  
360.383.3435

### **Campus Maps**

Administrative Services  
Laidlaw Center, 144  
360.383.3350

### **Campus Security**

Administrative Services  
Laidlaw Center, 144  
360.383.3350

### **Campus Safety Report**

Entry & Advising Center  
Laidlaw Center, 116  
360.383.3080

### **Community Resources**

Entry & Advising Center  
Laidlaw Center, 116  
360.383.3080

### **Discrimination and Sexual Harassment Complaints Information**

This catalog (page 5)  
Human Resources, Laidlaw Center, 235  
360.383.3404

*See WCC website for detailed information on contacts for complaints related to other issues.*

### **Constitution Day**

(held on or around Constitution Day - Sept. 17)  
In recognition of Constitution Day, the WCC library will showcase two displays: one display within the library contains print and media resources, a bibliography, posters and bookmarks on "The Constitution and the First Amendment." The other display is in the lobby of the Heiner Building and is focused on banned books and the First Amendment. Besides the bookmarks and bibliographies, there are also free handouts of copies of the Bill of Rights and the booklet *The US Constitution and Fascinating Facts about It*.

### **Copyright Infringement and Computer Use Rules**

This catalog (pages 27, 167)  
Laidlaw Center, 205  
360.383.3070

### **Degree and Certificate Programs**

This catalog (pages 43-91)  
Entry & Advising Center  
Laidlaw Center, 116  
360.383.3080

### **Directory**

[www.whatcom.ctc.edu/directory](http://www.whatcom.ctc.edu/directory)

### **Disability Support**

Entry & Advising Center  
Laidlaw Center, 116  
360.383.3045

### **Drug and Alcohol Prevention**

Counseling Services  
Laidlaw Center, 116  
360.383.3080

*See WCC website for College policy on alcohol and controlled substances and information related to the Federal Drug-free School & Communities Act of 1989.*

### **Environmental**

Administrative Services - Facilities Office  
Administrative Services Building  
360.383.3350



**Financial Aid**

Laidlaw Center, 135  
360.383.3010

**General Education Development (GED)**

Testing Center  
Laidlaw Center, 133  
360.383.3050

**Graduation, Retention and Transfer Rates**

Registration Office  
Laidlaw Center, 102  
360.383.3030

**Information on the Family Education Rights & Privacy Act**

Notification of Student Rights Under FERPA  
Registration Office  
Laidlaw Center, 102  
360.383.3030

**Judicial Conduct Office**

judicialaffairs@whatcom.ctc.edu  
360.383.3140

**Notice of Non-Discrimination**

This catalog (page 5)  
Human Resources Office  
Laidlaw Center  
360.383.3400

**Privacy Notice**

Registration Office  
Laidlaw Center, 102  
360.383.3030

**Public Records Requests**

Please contact the College's public records officer,  
360.383.3330, PresOffice@whatcom.ctc.edu.

**Student Rights and Responsibilities**

This catalog (pages 159-167)  
Judicial Affairs  
judicialaffairs@whatcom.ctc.edu  
360.383.3140

**Tuition and Fees**

Tuition and fees are subject to change without notice.

*See WCC website for current information.*

**Voter Registration Information**

Visit <http://www.secstate.wa.gov> or  
contact the Office of Student Life  
Syre Student Center, 208  
360.383.3110



Academic  
Calendar  
Tuition & Fees

# 2014-2015 ACADEMIC CALENDAR

Holidays and Non-Instructional Days

SEPTEMBER 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2015						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
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FEBRUARY 2015						
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MARCH 2015						
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JUNE 2015						
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AUGUST 2015						
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## FALL QUARTER 2014

- 30-31 Aug Labor Day Weekend - Closed
- 1-Sep Labor Day Weekend - Closed
- 16-Sep Quarter Begins
- 10-Nov No Classes - College Open
- 11-Nov Veterans Day - Closed
- 26-Nov No Classes - College Open
- 27-30 Nov Thanksgiving Weekend - Closed
- 5-Dec Quarter Ends
- 25-Dec Christmas - Closed

## WINTER QUARTER 2015

- 1-Jan New Years - Closed
- 7-Jan Quarter Begins
- 17-19 Jan Martin Luther King Jr. Weekend - Closed
- 14-16 Feb Presidents Day Weekend - Closed
- 17-Feb Professional Development Day - Closed
- 27-Mar Quarter Ends

## SPRING QUARTER 2015

- 7-Apr Quarter Begins
- 23-25 May Memorial Day Weekend - Closed
- 19-Jun Quarter Ends

## SUMMER QUARTER 2015

- 1-Jul Quarter Begins
- 3-5 July July 4th - College Closed
- 21-Aug Quarter Ends



# 2015-2016 ACADEMIC CALENDAR

Holidays and Non-Instructional Days - Pending Approval

## FALL QUARTER 2015

- 5-7 Sep Labor Day Weekend - Closed
- 16-Sep Quarter Begins
- 11-Nov Veterans Day - Closed
- 25-Nov No Classes - College Open
- 26-29 Nov Thanksgiving Weekend - Closed
- 4-Dec Quarter Ends
- 25-Dec Christmas - Closed

## WINTER QUARTER 2016

- 1-Jan New Years - Closed
- 6-Jan Quarter Begins
- 16-18 Jan Martin Luther King Jr. Weekend - Closed
- 13-15 Feb Presidents Day Weekend - Closed
- 16 Feb Professional Development Day - Closed
- 25-Mar Quarter Ends

## SPRING QUARTER 2016

- 5-Apr Quarter Begins
- 28-30 May Memorial Day Weekend - Closed
- 17-Jun Quarter Ends

## SUMMER QUARTER 2016

- 2-4 Jul July 4th - College Closed
- 5-Jul Quarter Begins
- 26-Aug Quarter Ends

SEPTEMBER 2015						
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OCTOBER 2015						
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NOVEMBER 2015						
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DECEMBER 2015						
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JANUARY 2016						
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FEBRUARY 2016						
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APRIL 2016						
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MAY 2016						
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JULY 2016						
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AUGUST 2016						
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# Tuition and Fees

## TUITION RATES

Tuition rates are set by the Washington State Legislature. Students are required to pay all tuition and fees each quarter before attending classes.

The College offers certain classes on a self-support (rather than state-funded) basis throughout the academic year. Examples include online classes with ONL sections. The per-credit fees for these classes are the same as the tuition rates in the 1-10 credit category below. However, the credits for these classes are not included in the calculation for the 11-18 credit and 19 and above credit reduced rate categories.

Certain classes or programs such as Adult Basic Education (ABE), some English as a Second Language (ESL), and Parent Education (PARED) carry a reduced tuition rate established by the State Board for Community and Technical Colleges. Tuition rates for such classes or programs are noted in the quarterly class schedule and on the College's website.

The College also participates in a number of state-authorized tuition waiver programs (e.g. senior citizens, state employees, refugees, etc.). See page 14 for more information.

## FEES

### Special Fees

A special fee can be charged upon approval of the Board of Trustees or the College president when the

specialized nature of the class warrants an additional charge. Such fees will be noted in the quarterly class schedule and on the College's website.

Some programs may have additional fees or tuition rates because they are self-supporting. For more information, visit [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu) under Admissions, Tuition & Fees.

### Examination, Certification and Placement Testing Fees

These fees range from \$5-\$250 and may be waived in certain circumstances.

#### Common Fees

Studio print making fee .....	\$150
Nursing application fee.....	\$150
Nursing materials fee .....	\$250
Nursing 100 materials fee.....	\$75
Late enrollment fee .....	\$50
Science lab fee .....	\$30
Various Misc. fees.....	\$5 - \$200 (range)

All fees are subject to change. Fees not listed above may apply to other specific courses and programs or be assessed on a per credit basis.

Running Start students are now required to pay a technology and comprehensive fee of \$6 per credit with a maximum of \$60.00 per quarter.

2014 - 2015 TUITION RATES		
Student Classification	Credits	Tuition Rates
Resident	1-10 credits	\$112.84 per credit
	11-18 credits	\$52.99 per credit
	19 credits & above	\$96.26 per credit
Non-Resident & International Students	1-10 credits	\$284.84 per credit
	11-18 credits	\$58.00 per credit
	19 credits & above	\$268.25 per credit
Note: In addition to the standard tuition charges, most students pay a \$6.32 per credit fee (up to 15 credits, or \$94.80) to fund a major remodel of the Student Recreation Center. This project was initiated and approved by Whatcom students.		

TUITION PAYMENT PLAN
Whatcom Community College offers students the option of paying their tuition in multiple payments by enrolling in a tuition payment plan. This plan offers students the opportunity to make a down-payment upon registration for each quarter, and then pay the balance of their tuition in several equal payments. Students must sign up online for this option and will find a link from WCC's OASIS student portal. The plan is administered and serviced by Nelnet Business Solutions and requires a non-refundable fee for each quarter enrolled. Please refer to the College's web site for more information.

## REFUNDS

A student who leaves the College or a class without officially withdrawing will forfeit all claims to credits in classes and refunds of fees for those classes.

Refunds are made for withdrawals from classes according to the following schedule for fall, winter, and spring quarters:

- For the first five instructional days, 100% of the tuition and refundable fees will be refunded.
- After the fifth day of instruction and through the 20th calendar day of the quarter, 40% of the tuition and refundable fees will be refunded.
- After the 20th calendar day of the quarter, no refund will be granted.

Notes:

Instructional days are counted from the official start date of each quarter regardless of the course start date or the date the student first attended the class. Weekends and holidays do not count.

Specific refund dates are in the quarterly class schedule and on the College's website.

Summer quarter dates are prorated and are published in the quarterly schedule and on the college's website.

Refunds for classes that begin and/or end on a schedule other than a normal quarterly schedule will be prorated accordingly.

A reduction of credits will result in a refund of (a) 100% of the difference between the original and the reduced load fees if the change is made by the fifth day of instruction; (b) 40% of the difference if the change is made after the fifth day of instruction and through the 20th calendar day of the quarter; (c) no refund after the 20th calendar day.

Cancellation of classes by the College or failure to admit the student will result in no loss of tuition or fees by the student.

Students withdrawing from reduced tuition programs are subject to the refund schedule outlined above.

## RESIDENCY REQUIREMENTS

As a Washington state public institution, Whatcom Community College is required to comply with all applicable state laws regarding residency classification (references: RCW 28B.15 and WAC 250.18).

Students are initially classified as "resident" or "non-

resident" based on the residency questions on the admissions application.

In general, a student is considered a "resident" for tuition and fee purposes under the following conditions:

1. The student is a U.S. citizen, or has permanent or temporary resident status, or holds "Refugee-Parolee" or "Conditional Entrant" status with the United States Immigration and Naturalization Service, or is otherwise permanently residing in the United States under color of law, or has a qualifying visa (A, E, G, H1, K or L); and
2. The student is financially independent for the current calendar year and the calendar year prior to which application is made (if the student is not financially independent, then residency is based on whether one or both parents have met all residency requirements); and
3. The student (or, if financially dependent, at least one of the student's parents) is in Washington primarily for reasons other than educational and has officially established Washington as his or her true, fixed and permanent home and place of habitation for a period of at least one year prior to the start of the quarter of enrollment.

*Note: Washington state laws require that new residents of Washington change out-of-state driver's licenses and out-of-state motor vehicle registrations within 30 days of arrival in this state (references: RCW 46.16.028 and RCW 46.20.021). New residents should also change out-of-state voter registrations.*

Students are eligible to change to resident status after they have met Washington state's residency requirements for students and submitted a residence questionnaire with supporting documentation to the Registrar's Office. Residence questionnaires must be completed and submitted prior to the 30th calendar day of the quarter for which the change is being made.

Other conditions which might qualify a student for resident status are:

1. Members/dependents of the U.S. military or Washington National Guard; or
2. Students who spent 75% of their junior/senior years at a Washington state high school, graduated and immediately enrolled in a Washington state college, and whose parents were residents of Washington during that time; or
3. Students who are not U.S. citizens and do not have permanent resident immigration status, but attended a Washington state high school for at least three years



and graduated (reference: HB 1079); or  
 4. Members of certain American Indian Tribes (reference RCW 28B.15.0131).

Students who do not qualify for resident tuition under any of the conditions listed above might qualify for a waiver of the non-resident tuition differential (see next section).

The following residency forms are available on the College's website:

- Residence questionnaire
- Residence checklist/application for non-resident waiver
- Washington higher education residency affidavit

Students can contact the Registration Office at [registration@whatcom.ctc.edu](mailto:registration@whatcom.ctc.edu) with additional questions.

### Waivers of Non-Resident Tuition Differential

Tuition waivers must be received in the Registrar's Office prior to the 30th calendar day of the quarter for which the waiver applies.

Students who are U.S. citizens or have permanent resident immigration status may apply for a waiver of non-resident tuition (operating fees only) under one of the following conditions:

1. Students who have completed three quarters of full-time enrollment at Whatcom Community College, occurring during or after fall quarter 1999; or
2. Washington state high school graduates; or
3. U.S. military veterans; or
4. Students with permanent resident immigration status who came directly to Washington state from their country of origin.

Students who qualify in one of these four categories are to submit the residence checklist/application for non-resident waiver form to the Registration Office.

Students who do not meet the criteria above, but participate in a co-curricular program (student government, student clubs/activities, athletics, student publications), are to contact the Student Information Center, located in the Syre Student Center, for information and an application.

Refugees/asylees and their dependents may qualify for a waiver of non-resident tuition, regardless of whether or not they have met the one-year residency requirement.

### Other Tuition Waiver Programs

Partial tuition waivers are available for qualified student categories. Tuition waivers must be received in the Registrar's Office prior to the 30th calendar day of the quarter for which the waiver is applied. Courses with non-standard tuition as identified in the online schedule are not eligible for tuition waivers. For a list of eligible courses students can email the Registration Office at [registration@whatcom.ctc.edu](mailto:registration@whatcom.ctc.edu).

Qualified Student Categories:

1. Seniors (60+ years of age, space available only-no application required – eligibility determined at time of registration (1st day of quarter)
2. Washington state employees (space available only)
3. Certain children/spouses of eligible veterans/national guard members who, while engaged in active federal military/naval service, became disabled, deceased, or were declared POW/MIA by the federal government. The College's Veteran's Office has eligibility information and application forms.

Students are encouraged to visit the College's website or contact the Registration Office at [registration@whatcom.ctc.edu](mailto:registration@whatcom.ctc.edu) with additional questions.



Admissions  
Registration  
Student Records

# Admissions

## GETTING STARTED

Whatcom Community College (WCC) welcomes future students at least 18 years of age, or who graduated from high school or completed a GED certificate. Email is the primary means for WCC to communicate with all students. Please make sure your WCC account contains a current email address.

### Apply for Admission

**New students:** Apply online at [www.whatcom.ctc.edu/admissions](http://www.whatcom.ctc.edu/admissions) or in-person at the Admissions and Registration Office, 237 Kellogg Rd. in Laidlaw Center, 102.

**Returning students:** If you've been away from Whatcom for less than one year, email [registration@whatcom.ctc.edu](mailto:registration@whatcom.ctc.edu) or call 360-383-3030 to reactivate your account. If you've been away for more than one year, please complete a new application.

**Transfer students:** Complete an application for admission. Submit official transcripts from previous institutions to the Registration Office for evaluation. Submit a transfer credit evaluation request form. For more information, see [www.whatcom.ctc.edu/admissions](http://www.whatcom.ctc.edu/admissions).

## SPECIAL ADMISSIONS

### International Students

Whatcom Community College admits qualified international students to academic programs during each of the four academic quarters, and eight times throughout the year to intensive English courses.

Admission requirements for academic programs include:

1. A completed and signed international student application form with an application fee of \$35
2. An original financial statement of support demonstrating sufficient funding for one full year of study
3. High school transcripts, and college/university transcripts (if applicable)

4. Advanced placement on Whatcom Community College's English placement exam, or completion of the intensive English courses

Admission requirements for the intensive English courses include:

1. A completed and signed international student application form with an application fee of \$35
2. An original financial statement of support demonstrating sufficient funding for one full year of study
3. Minimum 16 years of age

### Students 16- to 17-years-old:

The College values the purpose of local public schools and rarely makes admission exceptions. Students who apply for special admission demonstrate competency in academic skills, the ability to benefit in an adult learning environment, and/or a unique artistic, academic, or technical talent. The Registration Office reviews applications from students 16-17 years old on an individual, case-by-case basis.

### Students under age 16:

The vice president for student services reviews and provides admission decisions for applicants under the age of 16. Federal grants require students to be over 16-years-old to enroll in ABE, GED, or ESL courses.

### The Running Start Program

The Running Start program is a partnership between Whatcom Community College (WCC) and the public high schools in Washington. The program allows high school juniors and seniors to enroll in WCC classes tuition free and earn college credits that also apply to high school graduation requirements. Students may enroll concurrently in high school and college classes, or solely in college classes. The cost of books and supplies is paid by students.

The Running Start program offers the eligible high school student the opportunity to get a "head start" on earning college credits, take courses that satisfy both high school and college requirements, seek academic challenges, and take courses that are not offered in high



school. Students do not need the permission of the high school to enroll in the Running Start program. This choice is made by the student and parent/guardians. Running Start students have the same rights and responsibilities as other college students.

To participate in Running Start, high school students must be of eleventh or twelfth grade standing, as determined by the public high school or public school district. (This includes students attending a private school or receiving home-based instruction.) Students must take the English and reading placement tests and place at college-level English. Specific procedures regarding enrolling in courses under the Running Start program are available from the WCC Running Start office.

*Note: Students under 18 who do not meet the regular admission or Running Start requirements and who want to be considered for special admission must first meet with the designated Running Start advisor to complete the necessary steps prior to review and approval by the vice president for student services.*

### **Transitional Learning Programs (ABE, ESL, GED, I-BEST)**

In order to enroll, a student under 18 years of age must:

1. Obtain and present at the orientation session, a release form signed by the school district of residency
2. Attend an orientation session and complete the assessments for admission, achieving a minimum score
3. The director of transitional learning programs will determine eligibility based on a review of the above items according to the following criteria:
  - a. Ability to benefit in an adult learning environment
  - b. Competency in academic skills
  - c. Availability or lack of availability of other educational options

*Note: Federal grant requirements do not allow students under the age of 16 to enroll in these classes.*

See pages 32-33 for program information and page 45 for GED testing information.

### **Professional Technical Programs**

The following degree/certificate programs have special admission requirements that must be completed prior to entry:

- massage practitioner certificate and degree
- medical assisting certificate and degree
- nursing degree
- physical therapist assistant degree
- visual communications degree

Refer to pages 60-91 for specific program requirements.

## **Next Steps**

### **PLACEMENT TESTING**

Students pursuing degrees and certificates must take the WCC placement test (reading, writing and math) prior to registering unless they have successfully completed college-level courses in English and math at another institution. A brief entry orientation is included with the mandatory testing process. Students should contact the WCC Entry and Advising Center to make their placement testing appointments. See page 22 for more information.

### **REGISTER FOR CLASSES**

Admissions and Registration assigns registration access times for new and former students based on the date the application is received. Current students may look online for their assigned registration access times. Register online or in person at Laidlaw Center, 102.

For more information, visit <https://www.ctc.edu/~whatcm>.

### **PAY TUITION OR CONFIRM FINANCIAL AID**

WCC encourages all students to prepare a personal budget and inventory financial resources before starting college. Students should complete a Free Application for Federal Student Aid (FAFSA) and/or enroll in a tuition payment plan. See page 24 for more information.

## GET A HEAD START

New students will learn about resources and services available on campus at the Whatcom Wave, a new student orientation. For more information, visit <http://www.whatcom.ctc.edu/admissions/orientation>.

## FULL-TIME STUDENTS

For academic purposes, a full-time student enrolls in 12 credits or more. Students interested in more than 18 credits must obtain an advisor signature.

## LATE REGISTRATION

Students may register for classes during late registration on a space available basis. Late registrations require written permission from the instructor.

*Note: Students who register late must complete missed assignments. Late fees apply.*

## CONTINUOUS ENROLLMENT CLASSES

Students may register for and begin classes specified as continuous enrollment at any time during the first eight weeks of fall, winter and spring quarters or the first three weeks of summer quarter.

## SATISFACTORY/UNSATISFACTORY GRADING

Certain courses are designated S/U grading only. Students may elect to take any other course for S/U grading within the first eight weeks of fall, winter and spring quarters or the first three weeks of summer quarter. Students interested in S/U grading should consult with their instructor and/or academic advisor concerning S/U grading criteria. Some WCC degrees (and other colleges/universities) restrict the number of allowable S/U graded courses.

## AUDITING A CLASS

Students may elect to audit any class within the first eight weeks of fall, winter and spring quarters or the first three weeks of summer quarter. Students do not earn credit or grade points for auditing classes. Audit fees are calculated at the same rate as regular tuition depending on the student's classification. Students taking courses by audit are not required to attend classes regularly or to take exams.

## IMPORTANT DEADLINE DATES

Visit the registration and academic calendars online for the most up-to-date information. <http://www.whatcom.ctc.edu/degrees-and-programs/calendars>

## CHANGE OF SCHEDULE/ WITHDRAWAL

Students may change their schedule or withdraw from classes within the first eight weeks of fall, winter and spring quarters or the first three weeks of summer quarter at the Registration Office, Laidlaw Center, 102 or online. Consulting with an academic advisor or financial aid representative is recommended prior to schedule changes.

*Note: WCC directs students to the registration calendar for official dates and deadlines to ensure withdrawals do not appear on the permanent record.*

## HARDSHIP WITHDRAWALS

Students unable to complete a quarter or a class due to a hardship (i.e. emergency or extreme events such as divorce, death of an immediate family member, severe illness, call to active military, etc.) may petition for withdrawal. Complete withdrawals may warrant a partial or full refund of tuition. A hardship withdrawal petition and supporting documentation must be submitted to the Registrar's Office by the last day of the quarter.

# Student Records

*Students may access their own records through OASIS on the College's website. Access requires use of a student identification number (SID) and personal identification number (PIN). Students are strongly encouraged to select a private, secure PIN. Contact the Registration Office for more information.*

## NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a federal law that protects the privacy of student education records, applies to all federally funded schools. FERPA provides parents with certain rights to their children's education records. These rights transfer to the student at the age of 18 or during enrollment at a higher education institution. FERPA provides students with rights to their education records, including:

1. The right to inspect and review the student's education records within 45 days of the day Whatcom Community College (hereinafter referred to as "the College") receives a request for access.

Students submit a written request to the registrar, identifying the record(s) they wish to inspect. The registrar coordinates access and notifies the student with details to inspect the records. If the records are maintained by another college official, the registrar will refer the student to the correct College official.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students interested in amending a record submit a written request to the responsible College official. The request identifies which part of the record needs to be changed and provides reasoning for the change. Once the College finalizes a decision, students are notified in writing, including the student's right to a hearing regarding the amendment request.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizations

include:

- Disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, third party servicers such as the National Student Clearinghouse, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- Volunteers or contractors outside of the College performing institutional services or functions under the direct control of the College with respect to the use and maintenance of PII from education records. Examples include attorneys, auditors, collection agents, or student volunteers assisting another school official in performing his or her tasks. College volunteers or contractors have a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the College.
- The Solomon Amendment authorizes disclosure of "student recruitment information" for military recruiting purposes without student consent. Disclosed information for currently enrolled students over the age of 16 includes name, address, telephone listing, year of birth, class level, academic major, degrees received, and most recent previous educational institution.

4. The right to prevent disclosure of directory information.

The College routinely publishes and discloses student directory information. Whatcom Community College defines directory information as: address, email address, telephone number, field of study, weight and height of athletes, most recent previous school attended, photographs, date of birth, participation in officially recognized activities and sports, honor roll, enrollment status (full or part time), dates of attendance, and degrees/awards (including names of scholarships). A College official will determine whether to disclose directory information if requestor presents a legitimate need.

To prevent disclosure of personally identifiable directory/



student recruitment information, students sign and submit a “notice of non-disclosure” form to the Admissions and Registration Office, Laidlaw Center, 102.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Whatcom Community College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

The College will publish this notice in its College catalog and on its public website, and will reference it in its class schedule publications. The College’s complete FERPA policy is contained in Washington Administrative Code (WAC) 132U-280.

## STUDENT IDENTIFICATION NUMBERS

The College assigns identification numbers to differentiate student records, maintain confidentiality of social security numbers. Students are encouraged to change default personal identification numbers (PIN) to a private, secure code ensuring greater protection of student records.

## FINAL GRADE REPORTS

Final grades are available on the Tuesday following the last day of each quarter.

## TRANSCRIPTS

In compliance with FERPA, students must request a transcript of grades sent to a college, university, or other agency in writing or through the National Student Clearinghouse. Students submit requests to the registration office directly or online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Transcripts may be withheld from students with outstanding fees or other obligations.

## FINANCIAL OBLIGATIONS OF THE STUDENT

The College expects that students who receive services for which a financial obligation (e.g., tuition, fees,

loans, library/parking fines, etc.) is incurred will exercise responsibility in meeting those obligations. Appropriate College staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and, if necessary, to initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the College, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the College.



Student  
Services

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# Student Services

*Whatcom Community College provides a comprehensive array of services that complement the instructional programs and facilitate student learning and development. Beyond the traditional classroom experiences, students are offered a variety of activities that foster leadership, diversity awareness, effective communication, teamwork, self-responsibility, health and wellness. Our mission is to support and challenge individuals in their pursuit of educational, career, and personal goals.*

*Whatcom Community College faculty and staff believe students are unique and capable adults, responsible for their own learning and achievement of life goals. We foster self-reliance by providing students with access to the information they need for their own educational planning. We strive to create an enriching and supportive environment that encourages people to learn and achieve.*

## PLACEMENT TESTING

Success in college-level courses depends upon adequate academic preparation and study skills. Placement testing helps students determine their current skill levels in reading, writing, and math. The placement test results assist students and their advisors with selection of courses that will help them reach their educational goals.

Students who have not yet completed college level math or English are required to take placement tests. Placement testing may not be required for students who have:

1. Earned college-level credits for English composition and math at an accredited college or university with a grade of 2.0 or higher (submit an official college transcript).
2. Earned a bachelor or associate degree (submit an official college transcript).
3. Taken an English composition, reading, and/or math placement test from a Washington state community or technical college within the last year (submit official copies of the placement results to the placement testing coordinator).
4. Completed at least an algebra 2 (or equivalent) course in a Whatcom County high school within the last two years. See an advisor for individual placement information; WCC math placement testing is required.

Group and individual placement tests are offered each quarter. Group placement testing sessions include a brief overview of new student services, College processes and financial resources to assist students with early steps for enrollment at WCC. Contact the WCC Entry and Advising Center to make an appointment for placement testing. Testing fees apply.

## NEW STUDENT ORIENTATION

A comprehensive half-day new student orientation is offered quarterly to prepare students for their first day of classes and beyond. The new student orientation includes information about WCC educational programs, support services, financial resources, classroom expectations, student activities, and more. Additionally, a two-credit college success course designed for new students (EDPL 100) is offered quarterly, exploring such topics as learning styles, test taking strategies, educational planning, financial literacy, and stress management in college. Contact the Entry and Advising Center or visit WCC's website for more information and to register online.

## ADVISING

The advising program at Whatcom Community College encourages active participation by students. Students are responsible for decisions and choices that affect their academic success and educational goals. Advisors are available on a drop-in basis or by appointment in the Entry and Advising Center to assist students in:

- understanding degree requirements
- obtaining transfer information
- preparing for professional technical programs
- preparing an educational degree plan
- determining prerequisite courses for specific college majors
- adjusting to the learning environment
- identifying career and educational goals
- determining eligibility for specialized programs

Planning with advisors is also available prior to and during each registration period to help students finalize quarterly class schedules. These appointments are intended to be brief so that students can verify that courses they have selected apply to their degree



or certificate program. Although the College provides assistance in program planning, the final responsibility for fulfilling all academic and graduation requirements rests with the individual student.

Workshops, information sessions and fairs are offered throughout the year, including:

- Transfer and university major options
- Career and major planning
- Strategies for student success

## CAREER AND TRANSFER CENTER

Located in Entry and Advising, Laidlaw Center, 116, the Career and Transfer Center provides a wide variety of services to assist students with their career planning, job search and transfer degree planning. Advisors are available by drop-in for brief advising and by appointment for discussions and topics deserving more time. Staff will assist students on an individual and group basis with career exploration and up-to-date services and assistance in resume writing, interviewing, networking and other job and transfer readiness skills. Other resources are available at the Library, the Writing Center and WorkSource.

### Career and transfer services include:

- Job listings, announcements and workshops
- Computer-based skill and interest assessments
- Reference books and newsletters on career trends
- Vocational biographies
- Computers for use for students in their job search
- Correspondence and scholarship information
- Job openings and advising updates at [wccadvising.wordpress.com](http://wccadvising.wordpress.com)
- University-specific degree information and transfer requirements

## COUNSELING

Personal counseling is available to all enrolled Whatcom Community College students at no charge. Our professional counselors offer a safe confidential place for students to explore and receive support in addressing personal challenges that may be interfering with their academic, personal and career goals; helping them problem-solve and find solutions. Counseling at WCC is short-term, so when needed, our counselors are able to

help students access community resources. Many of the concerns for which students have sought counseling are:

- Problem solving and decision making
- Stress management
- Transition to college life
- Academic success strategies
- Grief
- Coping with anxiety and depression
- Crisis management
- Career planning
- Relationship issues
- Support for problems resulting from chemical dependency
- Referrals to community support services

To schedule a counseling appointment contact Entry and Advising in Laidlaw Center, 116.

## ACCESS & DISABILITY SERVICES

### Access and Disability Services

Whatcom Community College is committed to ensuring access to programs, activities and facilities for students with disabilities. Students are eligible for services if they have a physical, mental or sensory impairment that substantially limits one or more major life activities; or if the individual is perceived to have such an impairment; or if there is record of such an impairment. In order to receive services, students must self-disclose to the Office of Access and Disability Services and provide documentation from a health care provider.

### Services

Accommodations and services are determined on a case-by-case basis and include, but are not limited to: note takers, readers, scribes, accommodated testing, sign language interpreters, speech-to-text transcribing, texts in alternate format, and adaptive equipment. Students must renew accommodations on a quarterly basis. For more information, contact Entry and Advising in Laidlaw Center to schedule an appointment with Access and Disability Services.

## FINANCIAL AID

### Financial Aid Eligibility

Students attending Whatcom Community College for the purpose of receiving a unique degree or unique certificate may be eligible for financial assistance through federal, state or local funding programs. Federal and state regulations limit the amount of time a student can receive financial aid to attend school. Students who plan carefully with the assistance of an academic advisor have the best chance of graduating in a timely fashion and accomplishing their academic goals without exhausting their financial aid eligibility before completing their program. It is especially important for students who are planning to transfer to a four-year program to meet with an advisor to ensure that WCC degree requirements and the four-year program entry requirements are met without exhausting their financial aid eligibility.

For financial aid eligibility purposes, WCC students may take a maximum combined total of two unique degrees or certificates. This means after completing one program, the student begins working toward a second program. Financial aid for the second program will not be awarded until the completion of the first degree appears on the student's academic transcript.

Financial aid eligibility does not apply toward securing a second general AAS-DTA transfer degree or ALS degree. Financial aid eligibility does not apply to a student with a four-year degree for taking a general AAS-DTA transfer degree or ALS degree.

Financial aid students are expected to enroll in courses that meet remaining requirements for the program into which they are admitted or courses that prepare them to enroll in required classes. For example, a physical therapist assistant student would not be eligible for financial aid funding to take a physical education class, since a PE class does not apply to the PTA degree.

Information about establishing financial aid eligibility, maintaining financial aid eligibility, and about various financial aid benefit programs is available in the financial aid section of the WCC website and is also available by visiting the Financial Aid Office.

### Changing Your Program of Study

For financial aid eligibility purposes students are allowed to make program changes. All previously attempted credits that are degree or elective requirements will count toward the maximum credits allowed for the new program. Students that have made multiple program

changes may be required to meet with a WCC academic advisor to secure an approved program completion plan to determine only classes needed to complete the degree or certificate. Students who do not follow the approved program completion plan may lose their financial aid eligibility. Students within 15 credits of completing their program of study will not normally be permitted to change programs of study and be eligible to receive financial aid funding.

### Application Process

Whatcom Community College has implemented a secure financial aid portal that provides financial aid applicants with 24/7 access to the status of their financial aid requirements for each award year. Once the Financial Aid Office receives the student's FAFSA information from the U.S. Department of Education students can access the financial aid portal. Additional information on the use of the secure financial aid portal is available in the financial aid section of the WCC website.

The Whatcom Community College Financial Aid Office communicates to students and prospective students who have completed their FAFSA via the email address that the student provides on their FAFSA.

**Apply Early!** The WCC financial aid process takes approximately 6-8 weeks. Awarding for a new school year (summer quarter through spring quarter) starts approximately May 1.

### Step 1 - Student completes FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

- WCC school code: 010364
- Need help completing the FAFSA? Call 1.800.433.3243.
- It takes WCC approximately one week to receive the student's FAFSA information.

### Step 2 - WCC receives student's FAFSA information

- Student is sent an email alert (to email address listed on FAFSA) verifying FAFSA received and sending student to WCC financial aid student portal to see list of additional requirements.
- Processing will not continue until all requested elements are met.

### Step 3 - Program Admission

- Student must be admitted into program by WCC registration to be eligible for financial aid.

#### Step 4 - Review

- After all elements are met and worksheets completed and returned, WCC is ready to review a student's application.
- Review process may take 3- 4 weeks.

#### Step 5 - Initial Awarding Process

- The initial awarding process takes approximately 2-3 weeks.
- Student awarded maximum amounts for grants, work study and scholarships.
- Once awarded, student receives an email alert notifying student to go to WCC financial aid student portal to see their financial aid awards.
- If student is not eligible for grants, work study and/or scholarships, student is sent an email alert informing them and notifying them of their student loan eligibility and the WCC student loan process.

#### Step 6 - Student Loan Awarding Process

- Students who are not eligible for grants or scholarships or whose awards do not meet their education funding needs may request a student loan award after the student has been notified of their potential student loan eligibility.
- To request a student loan, go to the "Stafford Loan Instruction" section of the financial aid area of the WCC website.

#### Step 7 - Awards Released

- Financial aid awards are applied directly to tuition and fees due, remaining credit balances are provided via the Whatcom Choice Card.
- Student credit balance availability and amounts can be viewed by using the WCC financial aid student portal.

#### Application Deadlines

WCC has established a "priority deadline" of March 15 for completing the financial aid process for the next award year (which starts with summer quarter). Students may apply for aid throughout the year; however, if the student is expecting a determination of eligibility and financial aid awards by the time the student will be starting classes, the student must complete the financial aid process by the "priority processing deadline" that applies to the quarter for which they will be starting to attend. WCC has established a "priority processing

deadline" for new students who will start attending WCC during quarters after summer quarter (which is the first quarter of the award year). These dates are listed in the "important financial aid dates" area in the financial aid section of the WCC website. Students are always encouraged to complete their FAFSA and the WCC financial aid process as early as possible, as applications are reviewed and aid is awarded in the order in which the student has completed all of their financial aid requirements.

Students who have not been awarded aid prior to published tuition due dates for the quarter that they will be starting should plan on paying their own tuition by the published tuition due dates to prevent being dropped for non-payment from the classes for which they registered.

#### Satisfactory Academic Progress Requirements for Financial Aid Recipients

Federal and state financial aid regulations require that students who receive financial aid be required to make satisfactory academic progress in order to maintain financial aid eligibility. Whatcom Community College financial aid satisfactory academic progress requires students to maintain a minimum 2.0 cumulative academic grade point average for the academic program in which the student is enrolled and requires that the student cumulatively complete a minimum of two thirds of the program credits for which the student has enrolled. *Students are urged to carefully plan their academic class load each quarter, as any classes which are started and then dropped, adversely affect the student's satisfactory academic progress.* Students have a **maximum time frame** for completing a program of study. To remain eligible for financial aid the student must be mathematically capable of completing their program within at least 150% (or 125% for state need grant) of the total number of credits that are required for their declared program. (Note: all program credits attempted are counted in this calculation.)

All financial aid recipients are expected to enroll in courses that apply to the requirements of the educational program they have selected. Students who enroll in courses that do not apply to degree requirements may lose financial aid eligibility.

Satisfactory academic progress is reviewed at the completion of each quarter for every student who is receiving financial aid. Financial aid satisfactory academic progress is based on cumulative program credits for all financial aid awards except for Washington state need grant and Washington state work study



awards for which the SAP eligibility is based upon quarter-by-quarter academic performance. (See financial aid satisfactory academic progress policy in the financial aid section of the WCC website for more detail.)

### Scholarships

Whatcom Community College, the Whatcom Community College Foundation and numerous friends of the College have cooperated to develop and offer scholarships for WCC students. Awards typically range from \$500 to full tuition. Scholarships are available to students who demonstrate outstanding academic achievement, financial need, athletic skills, personal growth, or contributions to fellow students or the College. More information is available at the Financial Aid Office or by contacting the Foundation.

A new scholarship web tool has been developed by the state of Washington and supporting private industry to assist higher education students in Washington to locate and apply for scholarships. This web tool can be accessed at “theWashBoard.org”.

### Veteran Benefits

Whatcom Community College offers degree programs approved by the Washington State Approving Agency for the enrollment of those students eligible under Veteran Administration education benefit programs.

Eligible veterans or dependents of veterans must apply for admission to the College and should contact the College’s Veterans Office as early as possible before enrolling. The Veterans Office is located in Laidlaw Center, 117.

WCC staff submit applications for benefits to the Veterans Administration on behalf of students and certify their quarterly enrollments. Eligible students can be certified only for courses that apply to the declared degree or certificate program. All veteran benefit recipients are required to report program changes, quarterly credit changes, and changes to marital and family status to WCC’s Veterans Office.

Veteran benefit recipients are required to maintain satisfactory academic progress according to the College’s policy (see page 38). Failure to comply with VA regulations may result in termination from the VA benefit program.

## INTERNATIONAL STUDENT SERVICES

The staff of Whatcom Community College’s international programs provides a variety of services to support international students throughout their studies at the College, from the point of applying for admission through graduation. Services for international students include:

- Admission advising
- Homestay placement and housing coordination
- Bellingham airport pick-up
- Placement assessment, orientation, and registration advising after arrival
- Immigration, academic, cultural adjustment, and personal advising
- Educational planning and university transfer advising
- A recreational activities program

## LEARNING CENTER

The College’s Learning Center is the place to go for academic support. Open to all registered WCC students, the Learning Center offers skills development and tutoring. Drop-in tutoring is available in writing and math at the Writing Center and the Math Center located in the Learning Center. Tutoring in other subjects is also available by arrangement. Every effort is made to locate tutors for students in a wide variety of subjects, including ESLA.

### Writing Center

The Writing Center provides assistance to students at all stages of their writing processes: assignment analysis, prewriting, revising and editing. The Writing Center promotes the exchange and discussion of ideas in order for students to enhance their writing abilities and become independent writers. Peer tutors, under the direction and supervision of the Writing Center coordinator, staff the Writing Center.

### Math Center

The Math Center offers students drop-in assistance with math problems in a supportive environment. Tutors assist students with math concepts, alternative math texts, math software, calculators, and the online math center. Students may download programs to their calculators and interface their calculators with the computers for class assignments. Peer tutors, under the direction and supervision of the Math Center coordinator, staff the Math Center.

## Tutoring in Other Subjects

The tutoring program offers opportunities for students to receive free tutoring. Information and forms for requesting tutoring or becoming a tutor are available in the learning center. Qualified students may be hired and paid as tutors. The tutoring program is funded in part by student services and activities fees.

English speaking students are also available to help students in ESLA classes understand the content and the cultural context of their class reading assignments. This service is funded in part by the international program. Tutoring programs are under the supervision of the Learning Center director. Contact the Learning Center for more information.

## LIBRARY

The library, located in the Heiner Center, houses materials for student research—books, journals, videos, music CDs, DVDs, maps, etc. There are silent and group study rooms, along with computers for student use. There is also a bank of “email express” computers for student and public use near the entrance. Photocopiers and miscellaneous supplies (stapler, paper cutter, 3-hole punch, etc.) are available.

Librarians at the reference desk work with students on a one-to-one basis for help with research whenever the library is open. Students can chat via “ask-a-librarian” 24/7 through a link on the library’s website. Librarians teach information literacy and provide customized instruction sessions to classes from disciplines across the curriculum.

The library’s website provides access to research and full-text periodical databases, local library catalogs, tutorials and subject guides. Textbooks and other course materials placed on reserve by faculty members may be checked out at the reserves/circulation desk. WCC students with library cards from the local Bellingham Public or Whatcom County library systems may place holds from either catalog and designate “community college” as the delivery location. Requested materials are delivered twice weekly. Through Whatcom Libraries Collaborate, an organization of six area libraries, members of the community with public library accounts, may also pick up materials. Students needing resources unavailable either on campus or from local libraries may request them through interlibrary loan using a form on the library website. (See contact us under the about section of the website.)

Media services, on the top floor of the library, loans

equipment such as digital cameras and camcorders to students. Students can receive production help with video and audio projects.

## STUDENT BOOKSTORE

The WCC bookstore carries all instructor-designated required and recommended course materials, as well as a large selection of supplies, study aids, gifts, snacks, academically priced computer software, WCC sportswear and logo merchandise. Items are available for purchase either on campus or online via the bookstore’s website ([www.bookstore.whatcom.edu](http://www.bookstore.whatcom.edu)). All instructor-submitted course material information and pricing details are posted quarterly on the bookstore’s website. For added savings, the bookstore carries a wide selection of discounted used books for purchase or rent, as well as discounted WTA bus passes and Regal Cinema theater passes. The bookstore accepts cash, personal checks, Whatcom’s Orca Card, Mastercard, Visa, American Express. The bookstore is open extended hours at the beginning of each quarter to assist students with locating their course materials. Textbook buybacks are held the final week of each quarter. The bookstore is located on the first floor of the Syre Student Center.

## STUDENT COMPUTER USE

WCC is a Windows/Office-based PC environment providing open access for student use. The College’s library provides computers for research purposes and the student access lab provides students with the full complement of Office, internet, web-based email, and specific curriculum based software (check with your instructor). Open hours for both venues are posted throughout campus and can also be found on the College’s website.

All computer access requires students to use a personalized network account. This is required for computer access in all labs, classrooms, etc. With the network accounts, students will have:

- Personalized username and password
- “My Documents” network storage 5 GB and Web Storage 25GB
- Wireless access
- Whatcom email address
- Web-based Microsoft Office
- Remote access to campus desktops and applications

The College also supports several computer classrooms used in computer aided instruction (CAI). Access to these computers will be limited to those students enrolled in CAI classes for the quarter. Instructors will inform students that are scheduled in a computer based lab.

Visit [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu) under student services, campus resources, computing resources for more detailed information.

### **Student Access Computer Lab**

There are 79 computers in the student computer lab offering Windows 7, Office 2013, and internet access. The lab provides WCC students with access to their student network accounts, curriculum based software, email, faxing, scanning, copying and printing (black & white and color).

Students can check out laptops, Flip video cameras, digital cameras and get assistance setting up their network accounts. Also available are five big screen monitors for group projects.

Student technology helpdesk staff are available in the computer lab to answer questions about access to course management systems, use of online resources, student email and common software used by students.

## **STUDENT LIFE**

### **Associated Students of Whatcom Community College (ASWCC)**

The ASWCC represents students in many important ways. It serves as an advocate for solving student problems, reviews college policies affecting students, holds issue forums, and conducts surveys to determine student needs. The ASWCC senate has significant input into College decision making, with students serving as members of College committees. With other students around the state, it represents student concerns to the Washington state legislature and to state officials. It manages the services and activities fee budget, sets goals and priorities, and develops a proposed budget for approval by the WCC Board of Trustees.

The services and activities fee budget is derived from fees that each student pays as part of tuition. With these funds, the senate supports services such as the Office of Student Life, the student newspaper, WCC student activities committee, intercollegiate and intramural

sports, co-curricular programs and student clubs.

Membership on the senate offers an opportunity for students to earn college credits and a stipend while gaining valuable leadership experience, which can be applied to future endeavors, such as business, community activities, or government service. To become a member, a student must obtain at least 25 signatures of WCC students on a constituent election form, be enrolled for at least 8 credits, and maintain a 2.50 GPA. Some officers are elected, while others are appointed. Please check the College website for details. All officers and senate members receive a quarterly stipend for active participation. Information about the council and election procedures is available from the Office of Student Life, located in the Syre Student Center.

### **Programming and Diversity Board (Student Activities)**

The ASWCC programming and diversity board is a group of student leaders who work to enhance student life by offering a wide spectrum of educational and recreational programs. The board is dedicated to providing programming around topics of diversity and social justice issues, with the intent to increase conversations across campus that promote inclusiveness and multicultural competencies. Members of our campus community look forward to participating in the wide range of events brought to campus. While the board is focused on diversity and social justice, the group also offers events such as theater productions, hip-hop concerts, speakers, intramurals sports, movies, ski trips to Mt. Baker, hikes, music and more!

Students on the board are members of a high-functioning leadership team and receive both training and real-life experience in leadership, budgeting, marketing, program planning, graphic design, and contract negotiations. All students are welcome and encouraged to apply for a position on the board! This unique, one-year employment opportunity begins each year in fall quarter. Applications are accepted during spring quarter for the following year and are available online or may be picked up at the programming and diversity board office, which is located in Syre Student Center, 208. Upon completion of this one year program, members of the board will have tangible evidence of their experience and achievements, and will have completed a culminating portfolio that will support their academic transfer and/or transition into employment. For more information, email [activities@whatcom.ctc.edu](mailto:activities@whatcom.ctc.edu) or call 360.383.3170.



## Ambassadors Program

Student ambassadors serve as outstanding representatives of Whatcom Community College by strengthening connections with faculty, staff, and current and future students. Ambassadors provide tours for prospective students, market and attend campus events, guide community members to campus resources, and welcome new students at orientations. Student ambassadors strive to support student success and retention, provide peer leadership, promote diversity on campus, and assist with the successful transition of new students. Applications for this program are accepted annually in the spring quarter, and selected ambassadors serve a year-long term from September through June. Program participants earn a stipend for the 30+ hours they contribute per quarter. The student ambassador program is located in Syre Student Center, 208.

## Clubs

Clubs offer an excellent opportunity for Whatcom students to get involved, meet new people who share similar interests and make friends. They also provide the opportunity for students to engage with the campus in new ways, which enhance their college experience. Through co-curricular programming, clubs create an excellent way for students to connect and network with faculty and staff, and develop life skills such as interpersonal communication, critical thinking, time management, and conflict resolution. The ASWCC recognizes a wide variety of clubs, including the ethnic student association, service learning club, math club and many more. For more information about the 30+ clubs on campus, please visit the WCC website or stop by the Office of Student Life located in Syre Student Center, 208.

## Athletics

Whatcom Community College engages in intercollegiate sports competition for both men and women. The athletics program provides opportunities for students to develop teamwork, self-discipline and leadership skills. The WCC Pavilion provides a home for the Orcas men's and women's basketball and women's volleyball teams. Orca Field, a lighted, state-of-the-art synthetic turf facility, is home for the men's and women's soccer teams.

The College is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and

is governed by the rules and regulations of this organization, in addition to those of the College. To maintain athletic eligibility at Whatcom Community College, students must pass at least 12 quarter credit hours each quarter with a grade point average of 2.00 or better. Academic advisors, counselors, and coaches work together to promote the academic success of athletes.

Athletic grants-in-aid are available in all sports and are based on talent and need. Persons interested in intercollegiate sports programs, including information about athletic grants, should contact the athletic director or the head coach for the sport of their interest. The by the Office of Student Life administers WCC's athletic programs and is located in the Syre Student Center.

## Intramural Sports

The intramural sports program provides competitive and recreational opportunities in sports, such as basketball, volleyball, tennis, and soccer. The ASWCC programming and diversity board plans and schedules an intramural program meeting student needs. Any student may join the activities committee to become involved in planning. All students are welcome to participate.

## Horizon, the Student Newspaper

*Horizon*, the Whatcom Community College student newspaper, is published 15 times during the school year. Any student interested in journalistic writing or photography is welcome to participate. Desktop publishing technology is used to produce the paper. Staff positions include editor, production manager, photo editor, and marketing manager. These positions receive quarterly stipends. Students who work on the *Horizon* may earn college credit and gain newspaper experience. Information about the newspaper and about application for staff positions is available from the by the Office of Student Life. The *Horizon* office is located in Cascade, 129.

## WCC Orca Card (Student ID)

The WCC student ID card (Orca Card) is issued to all currently enrolled students upon payment of quarterly tuition. To obtain an Orca Card, you must provide your student ID number and a photo ID (driver's license, passport, or military). In addition, the College deposits \$15 for printing and copying on your card each quarter.

WCC student ID cards can be used to access:

- Business and classroom labs
- Items from the WCC library
- Fitness center, Pavilion gym and tennis courts

In addition, you may deposit funds into your account to make purchases at:

- The Dockside Café and campus coffee stands
- WCC bookstore
- Campus vending machines

Students may deposit funds onto their Orca Card through MyWCC or by depositing cash into a point of deposit (POD) located in the Heiner and Syre buildings.

Family and friends of WCC students can support a student's education by depositing funds to help pay for books and meals. Go to [www.whatcom.ctc.edu/orcacard](http://www.whatcom.ctc.edu/orcacard). Under "stuff you should know," click on "deposits" and then "guest deposit." The information you will need includes:

- The student's 9-digit ID number (located on the back of the card)
- Their first and last name as it appears on the Orca Card

Note: WCC students must log in at least once on OASIS before guests can make a deposit.

Your first Orca Card is free; replacement cards are \$15.00.

To learn more, please contact the by the Office of Student Life at 360.383.3007 or stop by Syre Center, 208.

## WORKFIRST

WorkFirst provides parents currently receiving TANF access to training to improve skills, increase earning potential, and increase opportunities for employment. Students must be enrolling in a professional technical certificate, completing prerequisites for a professional technical program, enrolling in classes to improve pre-college level English, math, or computer skills, or preparing to take the GED exam. For more information, please contact the WorkFirst Office in Laidlaw Center, 131 or call 360.383.3180.

## WORKER RETRAINING

Worker retraining provides educational access, support, and financial assistance to eligible individuals seeking retraining in one of Whatcom Community College's professional technical programs. Worker retraining serves individuals with recent unemployment claims, displaced homemakers, the formerly self-employed and eligible veterans. Worker retraining coordinates services with WorkSource and the Employment Security Department. For more information, contact Worker Retraining in the Office of Entry and Advising.

## BASIC FOOD & EMPLOYMENT TRAINING (BFET)

BFET provides eligible students access to basic food, Working Connections Child Care, and one-time-only tuition assistance if funding is available. Students must be enrolling in a professional technical program; completing prerequisites for a professional technical program; enrolling in classes to improve pre-college level English, math, or computer skills; or preparing to take the GED exam. For more information, please contact the BFET coordinator in Laidlaw Center, 116.

## PASSPORT TO COLLEGE PROGRAM

The passport to college promise scholarship program helps students from foster care prepare for and succeed in college. Eligible students receive a scholarship that assists with the cost of attending college (tuition, fees, books, housing, transportation, and some personal expenses), specialized support services from College staff, and priority consideration for the state need grant and state work study programs. For more information or to schedule an appointment with the passport program advisor, visit Entry & Advising in Laidlaw Center, 116 or call 360.383.3080.



Academic  
Information



# Educational Options

Whatcom Community College offers a variety of programs and courses:

## DEGREE/CERTIFICATE/DIPLOMA PROGRAMS

The Associate in Arts and Sciences (AAS) transfer degree provides a broad range of courses designed to prepare students for upper-division study at a four-year college or university. The Associate in Science (AS-T) Transfer option allows science majors to concentrate on preparation in the sciences before transferring to a four-year college or university. The Associate in Science (AS) and Associate in Arts (AA) degrees offer practical training in a range of two-year professional-technical programs to prepare students to enter the work force; shorter certificate options are available for some programs. The Associate in Applied Science-Transfer (AAS-T) degree is built upon technical and general education coursework designed to prepare a student for direct entry into the work force or transfer to a participating four-year institution. For more information and a complete listing of available programs, refer to the Degree/Certificate/Diploma Programs section that begins on page 43.

## TRANSITIONAL LEARNING PROGRAMS

These programs are designed to equip students with the academic skills necessary for success in a variety of educational, employment, and personal pursuits.

### Adult Basic Education

Adult Basic Education (ABE) classes in reading, writing, and math are designed to meet the employment and pre-college educational needs of students 18 years or older. Day and evening courses are offered. Students may take these classes to help them prepare for GED tests, to fulfill job re-training, to improve their employability skills, or to improve their basic academic skills. Orientation and assessment are required before enrolling into classes. Contact the Office of Transitional Learning Programs for more information.

### College Success Studies

Courses in reading, writing, mathematics and study skills are available for students who would benefit from skills enhancement before or while attending regular college courses. Performance on assessment tests or recommendation by advisors determines placement in most of these courses. Several college success courses are offered to meet the unique learning needs of each individual. These include critical analysis, college study skills, and college success. Many students enroll in below 100 level math and English courses to prepare for the math and composition classes required in college.

These academic skill-building courses are offered both day and evening. Courses numbered below 100, although assigned credit for financial aid purposes, are nontransferable as part of a degree or certificate program. Students are encouraged to talk with an advisor to determine which courses best meet their needs.

### English as a Second Language

Whatcom Community College offers high quality programs for students whose first language is not English. ESL (English as a Second Language) classes are open to immigrants and refugees 18 years or older. Classes are offered each academic quarter and are available day and evening. Classes provide instruction and practice in listening, speaking, reading, writing and vocabulary building. Orientation and assessment are required before enrolling into classes. Contact the Office of Transitional Learning Programs for more information.

ESLA (English as a Second Language for Academic Purposes) classes are open to low-intermediate to advanced students whose first language is not English. These classes provide instruction in composition, reading, vocabulary development, oral communication, discussion skills, lecture note-taking, and grammar. These courses are designed for students who plan to pursue college degrees or certificates, as well as for international students and visitors who have come to this country in order to improve their English. Orientation and assessment are required before enrolling in classes. Contact the ESLA coordinator or the international programs office for more information.



**I-BEST**

I-BEST stands for Integrated Basic Education and Skills Training. An I-BEST program is one that pairs basic educational skills (English and math) with workforce training. Students learn literacy and workplace skills at the same time. There are two instructors in the classroom and an extra support class to help students understand classroom information. Contact the director for transitional learning programs for more information.

## COMMUNITY & CONTINUING EDUCATION

Whatcom Community College offers a wide variety of quality non-credit certificates and classes designed to meet the training needs and lifelong learning interests of local citizens, businesses and organizations. Community & Continuing Education classes are affordably priced and offered at convenient times—days, evenings and weekends—throughout the year. There is no application for admission and registration can be completed over the phone or online. Classes are listed in the Discover quarterly schedule and on the Community & Continuing Education website. Customized training is also available to businesses and agencies to meet specific needs. For more information, visit Community & Continuing Education at [www.whatcomcommunityed.com](http://www.whatcomcommunityed.com).

# Learning Options

Learning is a lifelong experience that takes place in many forms and settings. At Whatcom Community College, various modes are available for learning, as well as methods of obtaining credit for learning that occurred elsewhere. The various modes of learning are as follows.

## INSTRUCTIONAL MODES

### Face-to-face

Students attend regularly scheduled class sessions where instruction consists of classroom discussion, presentations, lecture, laboratory, and/or group work. The course may be supplemented through the use of a variety of other learning methods, including online discussion groups, writing assignments, or testing. Face-to-face course sections with a required, graded online component will be designated as web-enhanced, identifiable by a footnote in the registration schedule.

### Online/Hybrid

WCC provides a convenient alternative to traditional face-to-face classroom instruction for busy, self-motivated students. Online courses use a variety of technologies, materials, and methods to achieve the same learning outcomes as traditional courses. These courses are conducted solely through an online platform, but may include site-proctored testing. Hybrid courses are conducted partially through an online course platform, and partially face-to-face. For more information, visit the College's eLearning website at [www.whatcom.ctc.edu/elearning](http://www.whatcom.ctc.edu/elearning).

### Contract Learning

A learning contract is a mode of learning where a student can earn credit for independent, individualized, college-level experiences outside the classroom. Students can design their own course or use the learning contract as a way to take a course from the WCC catalog. A faculty mentor, an individual with expertise in the subject area, is recruited to facilitate and evaluate the student's learning. The learning contract broker helps students to develop ideas and put all the elements of the

learning experience together. For further information, contact the learning contract coordinator in the Entry and Advising Center.

### **Cooperative Education/Internships**

Cooperative education/internships are experience-based learning courses for credit across disciplines. Students deepen their learning while adding to their resume by applying knowledge and skills in a structured, career-related setting within the employing community. Students also develop the proper work ethics and attitudes, responsibility and personal qualities, along with critical thinking and problem solving skills necessary for success in the workplace. Measurable learning objectives are developed collaboratively by the student, faculty mentor and employer through a learning contract process. The students complete written and oral reflections of learning throughout the quarter, along with an evaluation process at the end of the quarter. Students interested in cooperative education/internships are encouraged to plan ahead to secure a placement in their field of study.

### **WCC Service-Learning**

Service-learning is one vehicle in the College's curriculum that presents opportunities for learning by experience. Service-learning is an activity — usually an assignment or a set of assignments — within a credit-bearing course in which students participate to address identified community needs. Students reflect on the activity and the value of their own participation to gain further understanding of course content, greater recognition of the applications of disciplinary content, and an enhanced sense of civic responsibility.

Various courses across the disciplines offer a service-learning component. For more information, contact the service-learning coordinator.

### **Compass 2 Campus (C2C)**

Compass 2 Campus is a cooperative education course that is an introduction to mentoring principles while putting "best practices" into action through mentorship experience in a school setting. The course is designed to develop the skills of reflective practice, community service, and active citizenship (social responsibility) through outreach in placements with 5th – 12th grade students from varied cultural, social and economic backgrounds. College students will gain experience in public service, social work, human services and/or teaching to build critical skills necessary for their work in career pathways. Western Washington University leads this course in partnership with Whatcom Community College. For more information, contact WCC's Entry and Advising Center, Laidlaw Center 116.

### **Self-Paced Labs/Mediated Learning**

This learning mode allows students to progress at an individual pace with assistance from an instructor.

### **Study Abroad**

Several opportunities for student learning occur in other regions of the world. These programs are very experiential in nature; students learn subject matter in a unique way and increase their cross-cultural communication skills and global knowledge. Students report that the experiences are often "life changing." The associate director of international programs can assist students in finding the right program to fit their interests.

## CREDIT FOR LEARNING THAT HAS TAKEN PLACE ELSEWHERE

### College Level Examination Program (CLEP)

Credits from CLEP general and subject exams, with a score of 50 or higher, may be accepted as electives in the Associate in Arts, the Associate in Science or the Associate in Liberal Studies non-transfer degrees. A maximum of 15 credits for approved subject exams, with a score of 50 or higher, may be applied to the unlisted elective category of the Associate in Arts and Sciences (AAS-DTA) or Associate in Science (AS-T) transfer degrees.

Students who apply for CLEP credit must request that official CLEP scores be sent directly from the College Board to the WCC records office. CLEP is considered transferred-in credit and is posted on the student's academic transcript at the time of graduation. CLEP credits may not transfer to other colleges and universities. It is the student's responsibility to contact transfer institutions for information regarding the acceptance of these credits.

### Course Challenge

Currently enrolled students may earn college credits when they demonstrate by examination or evaluation that their professional experience, substantial prior learning, or industry certification meets the specific outcomes of a WCC course. Each department determines the evaluation method required for students to demonstrate mastery of the course content. Not all courses are appropriate for course challenge. Information outlining procedures and fees is available in the entry and advising center.

### High School Programs

#### Advanced Placement (AP)

The Advanced Placement (AP) program consists of college-level courses and exams for high school students. WCC awards credit for higher level AP exams that meet subject and score criteria agreed upon by the college departments that oversee each appropriate discipline.

Students who apply for AP credit must request that official AP scores be sent directly from the College Board to the WCC records office. AP credit is considered transferred-in credit and is posted on the student's academic transcript at the time of graduation. Acceptable scores/course equivalencies are published on the College's website.

### College in the High School

From time to time, high schools in Whatcom County contract with WCC to offer designated classes for college credit through the College in the High School (CHS) program. Students enrolling in such classes pay an administrative fee rather than full tuition. Information on classes, fees and procedures for CHS is available at individual high schools.

### International Baccalaureate (IB)

The International Baccalaureate program consists of college courses and exams for high school students. WCC awards credit for higher level IB examinations that meet subject and score criteria agreed upon by the college departments that oversee each appropriate discipline.

Students who apply for IB credit must request that official IB scores be sent directly from International Baccalaureate to the WCC records office. IB credit is considered transferred-in credit and is posted on the student's academic transcript at the time of graduation. Acceptable scores/ course equivalencies are published on the College's website.

### Tech Prep Program

Tech Prep is a dual credit program that offers high school students an opportunity to earn college credits for approved high school courses. Working together, high school and college instructors have determined that certain high school career and technical education courses meet the entry level course requirements of comparable college courses. These courses are identified as Tech Prep approved. Students enrolled in these courses may be eligible to receive WCC credit through the high school's articulation agreement with the College.

Students who complete approved high school College Tech Prep courses with a grade of "B" or better may request college credit by completing and submitting a Whatcom Tech Prep application form along with a one-time transcript processing fee. Registration instructions are available in the career and counseling centers at each area high school. All college Tech Prep courses accepted for credit at WCC will be transcribed with the grade earned in the student's high school course. Courses are only transcribed within the academic year the student completes the course work.

Award of articulated credits through WCC does not guarantee or imply acceptance of such credits by other institutions.

For more information, contact the College's Tech Prep

coordinator or visit Whatcom County's Tech Prep website at [www.whatcomtechprep.org](http://www.whatcomtechprep.org).

### **Military/Other Non-Collegiate Training**

WCC recognizes learning acquired in the military by accepting the credit recommendations of the Guide to the Evaluation of Educational Experiences in the Armed Services. In addition, a student may earn credits awarded by institutions listed in the ACE National Guide to Educational Credit for Training Programs and the Directory of the National Program on Non-collegiate Sponsored Instruction, provided that the courses are at the college level, and that the credit is appropriate to an individual's educational program. Only those courses actually listed in these directories that have been approved for a specific period of time and that correspond to the actual time the student completed the course will be acceptable as college credit. Other non-collegiate training will be evaluated on a case-by-case basis.

Credits will be evaluated only from official transcripts requested by the student from the American Council on Education's Registry of Credit Recommendations or from the organization that provided the training. Military credits will be evaluated only from official military documents.

A maximum of 65 credits may be applied to the Associate in Arts, Associate in Science or Liberal Studies degrees. These credits may apply only to the unlisted electives area of the Associate in Arts and Sciences/ Associate in Science transfer degrees.

### **Other Transferred-In Credit**

WCC reserves the right to determine which courses are acceptable for transfer from other institutions. Courses must be from a regionally accredited institution and only college-level courses for which credit has been granted by the sending institution will be considered (credit will not be awarded for sectarian religious studies). Courses from other accredited institutions (national, etc.) will be considered on a case-by-case basis. Maintaining the integrity of Whatcom's curriculum is a primary concern, and every attempt will be made to grant credit for equivalent courses. Each student must initiate a request to have transfer credits evaluated. (Note: Students with non-U.S. transcripts must request an evaluation from a professional service for evaluating foreign credentials.) Each student will be individually notified of the results of the evaluation, with specific information about how the courses apply to his/her course of study.

Questions and concerns regarding an evaluation should first be addressed with a credential evaluator. If decided that it is necessary for an official exception/appeal to an evaluation, a course substitution form will be required. Any official exceptions/appeals to an evaluation should be addressed through this form, which can be initiated by a student, evaluator, advisor, administrator or faculty member.

These practices have been developed in accordance with the Intercollege Relations Commission (ICRC) for the State of Washington Handbook, AACRAO's Transfer Credit Practices of Educational Institutions, and the "Transfer of Award & Credit" policy adopted by AACRAO, ACE and CHEA.

## **RECIPROCITY AGREEMENT**

Washington's Community and Technical Colleges (CTC's) offer reciprocity to students transferring within the CTC system. Students who have fulfilled a specific course requirement or entire areas of their AAS transfer degree requirements at one college—for example, communication skills, quantitative skills or distribution area requirements—will be considered to have met those same requirements if they transfer to another Washington CTC. Students must initiate the review process and must be prepared to provide all necessary documentation to WCC. Students are subject to WCC's catalog agreement and must complete the minimum number of credits required for a WCC degree. For complete information, students should contact an advisor in the Entry & Advising Center.



## TRANSFER RIGHTS AND RESPONSIBILITIES

### Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.

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

3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.

4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.

5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.

6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.

7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

### College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.

2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.

3. Colleges and universities have the responsibility to communicate their admission and transfer related decisions to students in writing (electronic or paper).

# Academic Standards

## CREDITS AND GRADES

### Credit

Credit is recorded in quarter hours. Each quarter hour represents one 50-minute period of class time each week for the duration of a term, or the equivalent in laboratory, field work, or approved independent study.

### Credit Load

For academic purposes, 12 credit hours is considered to be a full-time load. To complete a degree program in two years, a student should average 15 credit hours per quarter. Prior to registering for more than 18 hours per quarter, a student must obtain an advisor signature.

### Course Numbering System

1-99	Developmental courses intended to bring the student to a general level of knowledge equivalent to Grade 12 completion OR post-high school review courses.
100-199	Freshman level courses
200-299	Sophomore level courses

## GRADING SYSTEM

Grades are recorded on the student's permanent record at the end of each quarter.

The following symbols are used to indicate achievement for courses in which the student is officially registered.

### **A Superior Achievement**

A-  
B+

### **B High Achievement**

B-  
C+

### **C Average Achievement**

C-  
D+

### **D Minimum Achievement**

### **F Less than Minimum Achievement**

Indicates that a student did not demonstrate minimum achievement toward course outcomes either because the student did not complete a sufficient amount of work or because a student performed at a level below minimum achievement on work completed.

### **I Incomplete**

Indicates that a student was given permission to complete the requirements of a class at a later date. Incompletes are issued by the instructor when a student has, for good reason, been delayed in completing the required work but can successfully do so without additional instruction. A signed agreement between the instructor and the student, outlining the timeframe and work to be completed must be submitted to the Registration Office. Grades awarded for completed work replace "I" grades and are recorded in the initial quarter of enrollment. Credits are not granted until the "I" has been changed. If a student does not complete the agreement in the allotted amount of time, the Registrar's Office will change "I" to the standing grade that was assigned by the instructor on the incomplete agreement.

### **N Audit**

Indicates that a student chose not to receive credit for a class. A student may change to or from audit grading through the initial registration process or by submitting an add/drop/change form to the Registration Office no later than the end of the eighth week of the quarter.

### **P Pass**

For predetermined S/U graded credit classes, "P" indicates a passing grade for the class but does not satisfy the prerequisite for other classes. For specialized non-credit, non-graded classes, "P" is an administrative symbol.

### **S/U Satisfactory/Unsatisfactory**

Certain classes are designated S/U grading only. A student may change to or from S/U grading for any other class through the initial registration process or by submitting an add/drop/change form to the Registration Office no later than the end of the eighth week of the quarter.

**W Official Withdrawal**

Indicates that a student officially withdrew from a class by completing a withdrawal transaction through the Registration Office or via the web by the end of the eighth week of the quarter, or received approval for a hardship late withdrawal after the eighth week of the quarter. Official withdrawals occurring after the 20th calendar day of the quarter are posted to the student's permanent record.

**Y Work in Progress**

Indicates that a student has work in progress for a class that begins and/or ends outside the regular starting/ending dates of the quarter. Such classes include Learning Contracts, Co-op Contracts and continuous enrollment classes. Grades awarded for completed work replace "Y" grades and are recorded in the initial quarter of enrollment. If a student does not complete the requirements for the class by the end of the following quarter, the instructor may change the "Y" to the appropriate grade earned; otherwise, the "Y" will be automatically changed to an "F" grade. Credits are not granted until the "Y" has been changed.

**\* No Grade Recorded or Invalid Grade or Late Finishing Class**

*Note: All quarterly deadline dates noted above are prorated for summer quarter to compensate for the shorter length of time.*

**GRADE POINT VALUES/AVERAGE**

Grade point values are assigned to the following grades:

<u>Grade</u>	<u>Grade Point Value</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	.00

Grades S, U, I, N, W, Y, P do not carry grade point values and are, therefore, not computed into the student's grade point average. Note: Credit is awarded for S and P grades.

A student's grade point average is computed on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is computed by dividing the total number of all grade points by the total number of all A through F credits earned.

## GRADE CHANGES

Once a grade has been recorded on the student's academic transcript, it is considered final. If a student believes a grading error has occurred, the student should contact the instructor as soon as possible. An instructor may initiate a grade change form only under the following circumstances:

- Instructor error in grade computation (must be submitted within one year after the end of the quarter in which the grade was issued).
- Additional or supplemental coursework submitted to complete "I—Incomplete" (as agreed upon in Incomplete Agreement signed by student/instructor) or "Y—Work in Progress" (by the end of the following quarter).

Documented data entry errors brought to the attention of the registration office within one year after the end of the quarter in which the grade was issued will be corrected immediately (no grade change form is required.)

Grade disputes between a student and instructor must be resolved in accordance with the student rights & responsibilities outlined in the college policies section of this catalog. Students are encouraged to consult with instructors and/or the appropriate department chair before initiating a formal grievance.

## REPEATING A COURSE

Some courses are designated as repeatable for additional credit up to the maximum specified. A separate grade is issued for each completion. See individual course descriptions for such courses.

For courses other than those designated as repeatable for credit, a student may only repeat a course a maximum of two times (this is defined as two repeats in addition to the original enrollment). The student must submit a course repeat card to the registration office at the time of registration. Although courses may be repeated to improve the grade earned, credit is applied only once. Each grade received will appear on the student's academic transcript, but only the credits and grade with the higher grade point value will be used to compute grade point average. The course with the lower grade will be designated with an "R" symbol to designate that it has been repeated.

*Caution: Other colleges and universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the calculation of grade point average.*

## DEAN'S LIST

The Dean's List is a fall, winter, and spring quarterly roll of full-time students who have satisfactorily completed a minimum of 12 credits in which letter grades with grade point values have been assigned and who have earned a minimum 3.50 quarterly grade point average. Official withdrawals that occur during the first 20 calendar days are disregarded.

## HONORS PROGRAM

The honors program provides outstanding students with challenging and stimulating two-credit seminars. The seminars, usually taken simultaneously with a distribution course in the regular curriculum, allow students to pursue a subject in depth and to experience a high degree of student-faculty interaction. Once a student has taken an honors seminar the first quarter after admission to the program, the student may elect to complete a special performance, exhibit or research project during a subsequent quarter instead of participating in a second seminar. To graduate in the honors program, a student must complete one seminar or project for every 20 credits taken after entering the program, but no fewer than two seminars/



projects. Honors program students register early to ensure enrollment in the regular courses associated with seminars.

### Eligibility and Application Process

Students selected for the honors program should demonstrate superior academic ability and intellectual curiosity. A cumulative WCC college-level GPA of at least 3.50 for completion of at least ten WCC credits is required. The process for acceptance into the program includes:

1. Complete an honors program application and return it to the program coordinator.
2. Submit at least one faculty recommendation which addresses the student's creativity, intellectual curiosity, motivation, and commitment to go beyond the norm.
3. Demonstrate college-level writing in the honors program application and by successful completion of ENGL 100/ESL 117 or placement in ENGL& 101.
4. Maintain a 3.50 cumulative college-level GPA and abide by the WCC student rights & responsibilities to continue in the honors program.

For more information and an application, contact the honors program coordinator, visit the honors program page on the WCC website, or drop by Cascade Hall, 145.

### PETITION FOR EXCLUSION OF LOW GRADES

This process is designed for students who may have had academic difficulties in a past quarter(s), left the College and have demonstrated improved academic performance since returning to the College. A student may petition to have courses with low grades earned at WCC excluded from credit and GPA calculation for graduation purposes when the following three conditions have been met:

1. The grades to be excluded are at least three years old; and
2. There has been an interruption in college attendance; and
3. The student has completed at least 25 college level credits with a GPA of 2.00 since returning to WCC.

Petitions must request exclusion of all grades prior to a given quarter; a request to exclude single grades

within a quarter will not be considered.

*Caution: Courses excluded will not be used for credit or GPA calculation toward graduation requirements; however, they will remain permanently on the student's academic transcript. Therefore, other colleges may not exclude these courses when calculating credits and GPA.*

### ACADEMIC STANDARDS OF PROGRESS POLICY

Whatcom Community College is committed to facilitating student academic success and completion of degrees and certificates. The purpose of the academic progress policy is to recognize students in good academic standing and to intervene with students when low academic progress occurs. The academic progress standards are listed on the college website and are intended to alert students to potential academic problems and encourage students to seek assistance from various college resources.

## Graduation

### GENERAL GRADUATION REQUIREMENTS FOR ALL DEGREES AND CERTIFICATES

In order to receive a degree or certificate from Whatcom Community College, students must fulfill the following general requirements:

1. Complete, with a passing grade, the minimum number of credits required. All courses must be at the college level.
2. Earn a minimum of 25 college level credits (100 or above) at WCC.
3. Submit an application for graduation by the priority deadline published in the registration calendar on the website. Late applications will be accepted but might not be processed in time for last quarter advising.
4. Obtain a cumulative grade point average of 2.00 in all college level work.
5. Related instruction/general education requirements

(except for required prerequisites) in professional/technical degrees and certificates are automatically satisfied for students who have completed an associate transfer degree from an accredited institution within the state of Washington or a baccalaureate degree from an accredited institution within the United States. Other degrees will be considered on a case-by-case basis.

6. Students must meet degree/certificate requirements according to the College's catalog agreement on page 6.

Students have the following responsibilities in successfully completing a degree or certificate:

- Knowledge and understanding of College policies;
- Ensuring that all necessary course requirements have been met;
- Providing official transcripts of course work to be transferred in from other accredited institutions;
- Providing appropriate course descriptions and/or syllabi for transferred courses from the year the courses were taken, if requested by the evaluations department.

## GRADUATION WITH HONORS

Students graduate with honors when they completed a degree program and have a cumulative college-level grade point average of 3.50 in which at least 65 of the credits have grade points assigned.

Students who transferred to WCC and have completed less than 45 WCC graded college-level credits or who have a WCC cumulative college-level GPA below 3.50 will have their transfer credits included in the calculation for honors status.

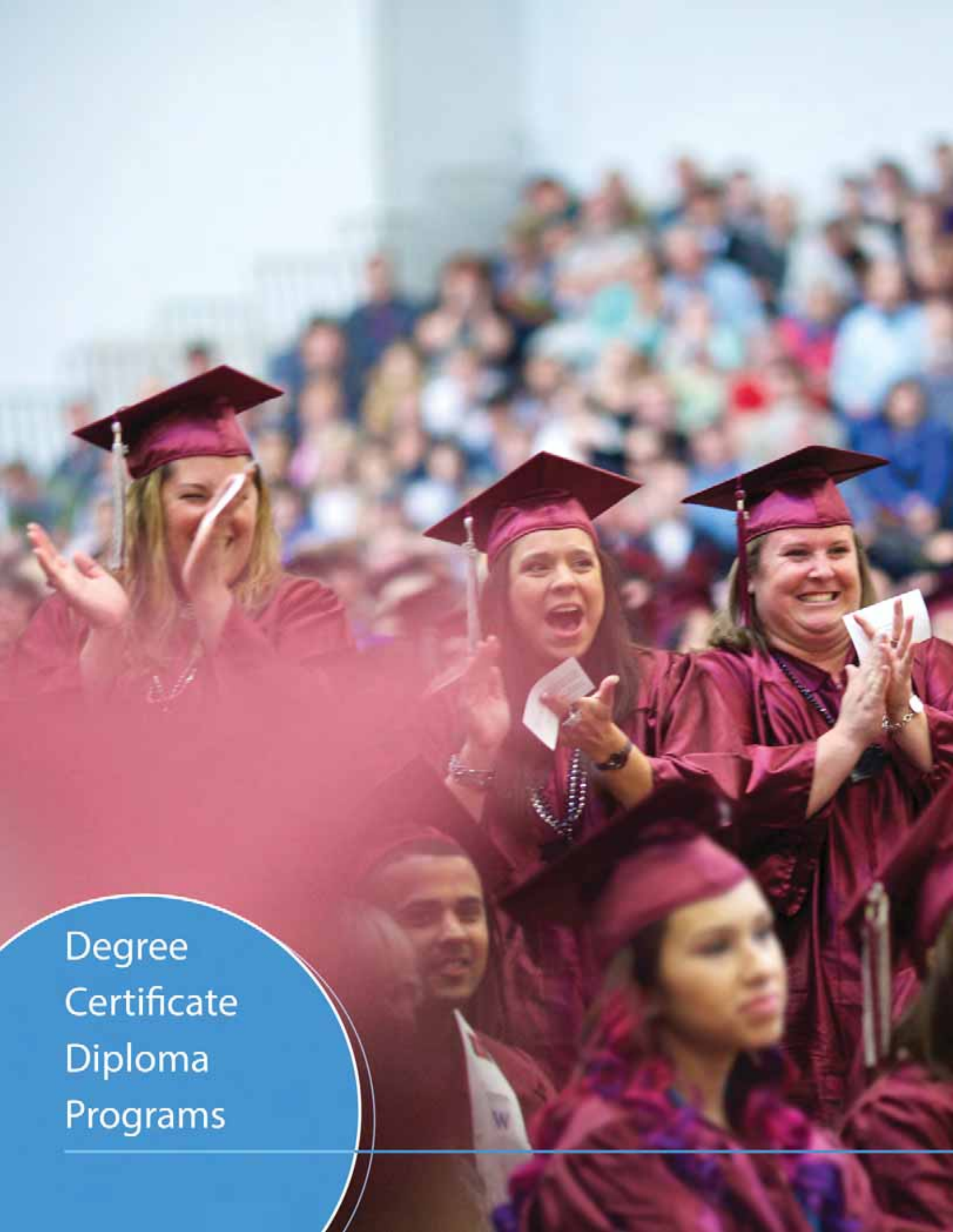
Students who are in the honors program should see page 40 for additional graduation requirements from the honors program.

## WAIVING A GRADUATION REQUIREMENT

Students can petition the academic standards committee to waive a graduation requirement. Documentation must be provided with the petition and not all petitions are eligible for review. Students are encouraged to seek advice from the graduation department or an academic advisor when considering this option. Petitions are available in and submitted to the Registration Office.

## COMMENCEMENT

Commencement activities are held in the spring for all degree and certificate graduates of the preceding summer, fall and winter quarters, as well as for applicants of the current spring quarter. Students planning to graduate in the subsequent summer quarter may also participate provided that an application for summer quarter graduation is submitted by the deadline stated on the College website.



Degree  
Certificate  
Diploma  
Programs

# Degree/Certificate/Diploma Programs

*Whatcom Community College offers a variety of Associate Degree and Certificate Programs.*

## ASSOCIATE IN ARTS AND SCIENCES (AAS - TRANSFER) DEGREE

The Associate in Arts and Sciences (Direct Transfer Agreement - DTA), is designed primarily for students who plan to transfer to a four-year college or university with junior status.

The Associate in Arts and Sciences degree requires completion of 90 credits within specified distribution areas and is accepted as fulfillment of the general university requirements by Washington State four-year institutions. Since some colleges have variations in their degree requirements, the student should discuss transfer plans with an advisor.

General Education. Whatcom Community College's transfer degree ensures that our students receive the liberal arts and sciences education that employers, baccalaureate institutions, and accrediting associations believe are necessary for success in our rapidly changing world. Earning a transfer degree at Whatcom means that a student has successfully completed courses in writing and oral communications, a course in symbolic or quantitative reasoning, courses across three distribution areas (humanities, social sciences, and sciences), and courses that foster a greater understanding and awareness of global, diversity, and sustainability issues. The content, goals, and learning outcomes of the transfer degree reflect Whatcom's core learning and educational values.

See pages 47-48 for specific AAS requirements.

## ASSOCIATE IN SCIENCE (AS-T - TRANSFER OPTION) DEGREE

The Associate in Science degree is based upon an agreement between Whatcom Community College and many colleges/universities in Washington State. This degree is an efficient, pre-designed educational path for students who wish to complete a baccalaureate program in several of the science fields. This Associate in Science degree will not substitute for general university requirements (GURs), but will allow WCC

students to enter a participating four-year college/university with 90 credits, junior standing, and the majority of major prerequisites completed. Students pursuing this degree must be prepared to complete any remaining GURs along with remaining major program and graduation requirements during their junior and senior years of academic study.

The Associate in Science majors designed to transfer within this option include:

- Atmospheric Sciences
- Bioengineering & Chemical Engineering
- Biology
- Chemistry
- Computer & Electrical Engineering
- Computer Science
- Earth Sciences
- Engineering
- Environmental Science
- Geology
- Mechanical, Civil, Aeronautical, Environmental, Industrial and Material Science Engineering
- Physics

See pages 56-59 for specific requirements in each pre-designed AS program.

## ASSOCIATE IN LIBERAL STUDIES (ALS) DEGREE

The Associate in Liberal Studies degree is designed primarily for students who do not plan to pursue a specific technical or academic emphasis or transfer to a four-year institution but who wish to receive recognition for completion of 90 credits of general Arts and Sciences college-level learning.

Coursework must be completed within specific distribution areas.

See page 59 for specific degree requirements.

## ASSOCIATE IN SCIENCE (AS) DEGREE

The Associate in Science degree requires completion of



a minimum of 90 college-level credits with emphasis in certain professional technical fields.

Associate in Science degree programs currently offered by the College are:

- Accounting
- Business Administration
- Computer Information Systems
- Criminal Justice
- Finance
- Hospitality and Tourism Business Management
- Massage Practitioner
- Medical Assisting
- Nursing
- Paralegal Studies
- Physical Therapist Assistant

See pages 60-91 for degree details, specialization options and for specific requirements and regulations.

## ASSOCIATE IN ARTS (AA) DEGREE

The Associate in Arts degree requires completion of 90 college-level credits with emphasis in certain professional/technical fields.

Associate in Arts degree programs currently offered by the College are:

- Early Childhood Education
- Visual Communications

See pages 60-91 for specific program requirements, course lists and regulations.

## ASSOCIATE IN APPLIED SCIENCE - TRANSFER (AAS-T) DEGREE

The Associate in Applied Science-Transfer degree requires completion of a minimum of 90 college-level credits with emphasis in certain professional technical fields and including a minimum of 20 general education credits. The AAS-T degree is designed to prepare a student for direct entry into the workforce or to transfer to a participating four-year institution.

The College currently offers an Associate in Applied Science-Transfer degree program in Cybersecurity. See

pages 69-70 for specific program requirements and course list.

## CERTIFICATE PROGRAMS

A certificate program is an organized, narrowly focused program that provides training in a specific occupational field. Certificate programs typically require completion of a minimum of 45 credits containing related instruction components. Certificate programs of 45 credits or greater currently offered by the College are:

- Accounting
- CIS Network Administration
- CIS Technical Support
- Criminal Justice
- Hospitality & Tourism Business Management
- Massage Practitioner
- Medical Assisting
- Office Administration
- Paralegal Studies
- Retail Management
- State Early Childhood Education Certificate

See pages 60-91 for specific program course lists, requirements and regulations. For more information on certificates below 45 credits that offer additional specialization opportunities, visit [www.whatcom.ctc.edu](http://www.whatcom.ctc.edu) under Degrees and Programs, Professional Technical Degrees.

## GENERAL EDUCATIONAL DEVELOPMENT CERTIFICATE (GED)

General Educational Development (GED) is a series of four tests developed by the American Council on Education as an alternative credential for adults without a high school diploma. Students must demonstrate high school level competencies in math reasoning, science, social studies and reasoning through language arts to earn a GED credential. A GED can lead to opportunities for better jobs and to potential access to financial aid resources for more advanced education and training.

Students may enroll in Adult Basic Education (ABE) courses to receive assistance in preparing for the GED tests. Prospective students should contact

the Transitional Learning Programs office for more information.

Arrangements for taking the GED tests are made online at [www.GED.com](http://www.GED.com). Students may request accommodations for taking the GED tests online at [www.GED.com](http://www.GED.com). There is a charge for taking and retaking the test.

## HIGH SCHOOL DIPLOMA

Whatcom Community College awards high school diplomas to eligible students as outlined by RCW 28B.50.535. These eligible students are not required to complete the high school graduation requirements of the State Board of Education. To be eligible, students must meet one of the following criteria:

1. Students, 21 year or older, who satisfactorily complete an associate's degree may submit a written request to be awarded a state high school diploma from the College.
2. Students enrolled through Running Start who satisfactorily complete an associate's degree may submit a written request to be awarded a state high school diploma.
3. Students who are younger than 21 years old, who have enrolled in Running Start at any time, may request a high school diploma from the College upon associate's degree completion.

Eligible students must submit a written request by completing the high school diploma section of the application for degree or certificate and submitting the form to the Registration Office.

## The Importance of Preparing for a Major

Declaring and preparing for your major can help you be more successful in completing your Associate in Arts and Sciences degree and in transferring to a university because...

- Many four-year universities require that prerequisite coursework be completed before acceptance.
- For many competitive majors (Business, Engineering, Education, and Sciences) it is imperative to plan for prerequisites within your first 30 college level credits.
- Many four-year universities give priority admission to students who have completed major preparation.
- Some four-year universities give declared majors priority registration for upper division major coursework.
- For some majors, postponing prerequisite course work may result in an additional one to one and one-half years of course work after completion of the associate degree before being admitted to the major department. Many majors only admit students once a year. Careful prerequisite planning aids in timely admission.
- Student financial aid funding could be jeopardized without careful major preparation planning.
- Some professional technical degrees closely parallel the transfer degree and certain courses can apply to both degrees (i.e., Business Administration, Criminal Justice, Early Childhood Education, etc.). Early course planning can enhance these and similar programs.

The earlier in your college career major preparation work is begun, the more prepared you will be, and the more time and expense you will save. Advisors can help provide information about choosing a major and/or choosing courses that will help satisfy your selected major prerequisites.

Educational planning courses are available for elective credit each quarter as well as a variety of major planning and transfer workshops.

Major/degree planning worksheets are available in the Entry and Advising Center, Laidlaw Center, 116. Comprehensive degree planning worksheets are available on the College's website.

Always check with the college/university you plan to transfer to for specific requirements.

# Associate in Arts and Sciences Degree

## (Direct Transfer-DTA)

### CORE REQUIREMENTS - 15-18 Credits

*NOTE: Core courses cannot be used to meet distribution, w, d, g or s requirements.*

#### Communication Skills

1. English Composition (ENGL& 101)
2. English Composition (course designated CC)
3. Communication Studies (course designated OC)

**Total: 10-13 credits**

- 3 courses - one from EACH category
- Minimum 6 credits of English Composition

#### Quantitative/Symbolic Reasoning

Any course designated QSR, specifically:

- MATH& 107  
 or MATH& 141 or higher  
 or PHIL& 117

**Total: 5 credits**

### DISTRIBUTION - 45 Credits

#### Humanities

Courses designated H/Hp (see below)

**Total: 15 credits**

- 3 disciplines (i.e. ART, MUSC, PHIL) with no more than 10 credits from one discipline
- HUM and IDS courses of 6 credits count as two disciplines and 10 credit maximum does not apply
- No more than 5 credits performance (p)
- Foreign languages 123 or above (all foreign languages are considered one discipline)
- No more than 5 credits in independent study (courses numbered 189, 199, 289, 299 - designated H/Hp)

#### Social/Behavioral Science

Courses designated SS (see below)

**Total: 15 credits**

- 3 disciplines (i.e. ANTH, PSYC, SOC) with no more than 10 credits from one discipline
- No more than 5 credits in independent study (courses numbered 189, 199, 289, 299 - designated SS)

#### Math/Science

Courses designated MS/MSI (see below)

**Total: 15 credits**

- 3 disciplines (i.e. BIOL, CHEM, GEOL) with no more than 10 credits from one discipline
- At least one laboratory course (designated l)
- 10 credits in physical or biological sciences
- No more than 5 credits in independent study (courses numbered 189, 199, 289, 299 — designated MS/MSI)

### ELECTIVES - 27-30 Credits

#### Listed Electives

Courses designated H/Hp, SS, MS/MSI, CC, OC, Q/SR, LE

**Total: 12-30 credits**

#### Unlisted Electives

Any courses numbered 100 and above designated UE

**Total: 0-15 credits**

#### Listed/Unlisted Electives

- Select from 2 or more disciplines
- Minimum of 12 credits must be from AAS Distribution (designated H/Hp,SS,MS/MSI) and/or Listed Electives (designated LE)
- Excess credits from courses used in Core (designat-

ed OC,CC,Q/SR) or Distribution (H/Hp,SS,MS/MSI) can count in listed elective category

- No more than 15 credits of independent study (courses numbered 189, 199, 289, 299)
- No more than 15 credits of unlisted electives numbered 100 or above (designated UE)
- Maximum of 3 PE activity credits can be applied as Listed Electives

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### GRAND TOTAL (90 minimum): 90 credits

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#### Additional Requirements

The following requirements must come from Distribution, Listed and Unlisted Electives, numbered 100 and above.

**CORE COURSES MAY NOT be used to satisfy Writing, Diversity, Global or Sustainability.**

#### Writing Intensive (courses designated “w”) 3 credits

These courses are designed to provide students the opportunity to extensively explore topics through writing. In order to meet the requirements of a writing intensive course, the course must meet the following criteria:

- (1) A minimum of 2000 words (approximately 8 typed, double-spaced pages) of graded writing.
- (2) The 2000 words should be distributed among at least three different papers. Writing must be evaluated on both form and content by the instructor.
- (3) Writing activities (both graded and ungraded) should count for 50% of the course grade. Writing skills should count for a significant portion of the grade on writing activities.
- (4) Writing could be done in and/or out of class.

#### Diversity Studies (courses designated “d”) 3 credits

These courses are designed to give students the ability to describe or analyze issues in socioeconomic status, ethnicity, gender, race, religion and/or other differences in the United States. At least one credit of course content or time must be devoted to these topics.

#### Global Studies (courses designated “g”) 3 credits

These courses are designed to give students the ability to describe or analyze

- (1) the global interrelationships among societies, cultures, or peoples

or

- (2) a single society, culture, or people other than those from within the United States.

At least one credit of the course content or time must be devoted to these topics.

#### Sustainability (courses designated “s”) 3 credits

These courses are designed to give students the ability to examine the interrelationships between human activity and the natural environment and how humans deal with these issues. In addition, the viability of social and economic systems may be studied. At least one credit of course content or time must be devoted to these topics.

*Note: a course with multiple designations can satisfy more than one requirement in this area. For example, ENGL& 111 (Hwg) will meet both writing intensive and global requirements.*

#### Restrictions

- A minimum of 25 degree (college-level) credits must be earned at Whatcom Community College.
- A maximum of 25 credits of courses graded S (Satisfactory) may be applied to this degree.
- A maximum of 15 credits of approved CLEP subject exams, military, life/work experience or other non-traditional credits may be applied to this degree but only in the Unlisted Elective area. (Note: Students should contact the transfer institution regarding transferability of these credits.)
- A cumulative grade point average of 2.00 in all college-level work.



# Course Designators

**COURSE DESIGNATORS KEY:** One of the following codes appears at the end of each course description indicating applicability of the course to the Associate in Arts and Sciences degree program.

CC	Composition Communication Skills		
OC	Oral Communication Skills		
QSR	Quantitative Skills/Symbolic Reasoning Skills		
H	Humanities Distribution		
SS	Social/Behavioral Science Distribution		
MS	Math/Science Distribution		
LE	Listed Elective		
UE	Unlisted Elective		
d	Diversity	w	Writing Intensive
g	Global	l	Lab
s	Sustainability	p	Performance

## COMMUNICATION SKILLS - Courses Designated "CC" or "OC"

CMST& 101	OC	CMST& 102	OC
CMST 110	OC	CMST 145	OC
CMST& 210	OC	CMST& 220	OC
CMST& 230	OC	CMST 295C	OC
ENGL& 101	CC	ENGL& 102	CC
ENGL 201	CC	ENGL 202	CC
ENGL& 230	CC	ENGL 295C	CC

## QUANTITATIVE/SYMBOLIC REASONING - Courses Designated "QSR"

MATH& 107	QSR,MS	MATH& 141	QSR,MS
MATH& 142	QSR,MS	MATH 145	QSR,MS
MATH& 146	QSR,MS	MATH& 148	QSR,MS
MATH& 151	QSR,MS	MATH& 152	QSR,MS
MATH& 163	QSR,MS	MATH 204	QSR,MS
MATH 208	QSR,MS	MATH 238	QSR
MATH& 264	QSR,MS	MATH 295	QSR,MS
PHIL& 117	QSR		

## HUMANITIES - Courses Designated "H"

ART& 100	Hw	ART 106	Hd
ART 107	Hwdg	ART 112	Hp
ART 114	Hwg	ART 115	Hp
ART 116	Hp	ART 118	Hp
ART 130	Hp	ART 131	Hp
ART 134	Hp	ART 150	Hwg
ART 160	Hp	ART 175	Hp
ART 176	Hp	ART 179	Hp
ART 185	Hp	ART 186	Hp
ART 187	Hp	ART 203	Hwg
ART 204	Hwg	ART 205	Hwg
ART 206	Hg	ART 215	Hwg
ART 221	Hp	ART 276	Hp
ART 295	H	ASL& 123	Hd
CMST 225	H,SSwgs	CMST 250	H,SSwd
CMST 295H	H		
DRMA& 101	Hg	DRMA 125	Hp
DRMA 295	H		
ENGL& 111	Hwg	ENGL& 113	Hwdg
ENGL& 114	Hwg	ENGL 124	Hwgs
ENGL 134	Hwg	ENGL 136	Hw
ENGL 137	Hwg	ENGL 138	Hwd
ENGL 141	Hwg	ENGL 142	Hwg
ENGL 150	Hwg	ENGL 161	Hwd
ENGL 169	Hwd	ENGL 180	Hwg
ENGL 191	Hwg	ENGL 225	Hwd
ENGL 226	Hwd	ENGL& 236	Hw
ENGL& 237	Hw	ENGL 250	Hwg
ENGL 258	Hwg	ENGL 261	Hwd
ENGL 266	Hwd	ENGL 267	Hwd
ENGL 268	Hw	ENGL 284	Hwg
ENGL 286	Hwg	ENGL 288	Hwg
ENGL 295H	H		

FILM 101	Hw	FILM 110	Hw
FILM 120	Hw	FILM 130	Hg
FILM 140	Hw	FILM 160	Hwd
FILM 165	Hw	FILM 180	Hg
FILM 295	H		
FRCH& 123	Hg	FRCH& 221	Hg
FRCH& 222	Hg	FRCH& 223	Hg
FRCH 295	H		
GERM 104	Hg	GERM&123	Hg
GERM 295	H		
HUM& 101	Hwdg	HUM 106	Hwdg
HUM 130	Hg	HUM 131	Hg
HUM 132	Hg	HUM 133	Hg
HUM 134	Hg	HUM 170	Hwg
HUM 295	H		
IDS 152	H,SSwdg	IDS 161	H,SS,MSwd
IDS 180	H,SSwg	IDS 220	Hwg
IDS 260	Hwd	IDS 270	Hwg
IDS 295	H,SS		
JAPN 104	Hg	JAPN& 123	Hg
JAPN 295	H		
MUSC& 105	Hg	MUSC 110	Hg
MUSC 115	Hd	MUSC& 141	Hg
MUSC& 142	Hg	MUSC& 143	Hg
MUSC 295	H		
PHIL& 101	Hg	PHIL 110	Hw
PHIL 130	H	PHIL 132	Hdgs
PHIL 140	Hwdg	PHIL 200	H
PHIL 295	H		
SPAN 104	Hg	SPAN& 123	Hg
SPAN& 221	Hg	SPAN& 222	Hg
SPAN& 223	Hg	SPAN 295	H

### SOCIAL SCIENCE - Courses Designated "SS"

ANTH& 100	SSgs	ANTH& 104	SSg
ANTH 140	SSg	ANTH 150	SSd
ANTH& 200	SSw	ANTH& 204	SSs
ANTH& 206	SSwdgs	ANTH& 210	SSds
ANTH& 216	SSds	ANTH 225	SSwdg
ANTH& 235	SSg	ANTH 295S	SS
BUS& 101	SS	BUS& 201	SS
BUS 295	SS		
CJ& 101	SSw		
CMST 205	SSwd	CMST 225	H,SSwgs
CMST 250	H,SSwd		
ECED& 105	SS		
ECON 100	SS	ECON 110	SSgs
ECON& 201	SS	ECON& 202	SSg
ECON 203	SS	ECON 205	SSwg
ECON 210	SSw	ECON 225	SS
ECON 295	SS		
EDUC& 202	SS		
GEOG 100	SSgs	GEOG 105	SSgs
GEOG 110	SSgs	GEOG 115	SSwds
GEOG 295	SS		
HIST& 116	SSg	HIST& 117	SSg
HIST& 118	SSg	HIST 120	SSwg
HIST 124	SSws	HIST& 146	SS
HIST& 147	SS	HIST& 148	SS
HIST 158	SSg	HIST 204	SSg
HIST 205	SSg	HIST 208	SSg
HIST 210	SS	HIST 212	SSg
HIST 213	SSg	HIST& 214	SSd
HIST& 215	SSwd	HIST& 219	SSd
HIST 220	SSg	HIST 225	SSg
HIST 230	SSg	HIST 233	SSg
HIST 295	SS		

IDS 112	SSwdg	IDS 113	SS
IDS 152	H,SSwdg	IDS 161	H,SS,MSwd
IDS 170	SSwgs	IDS 180	H,SSwg
IDS 210	MS,SSwgs	IDS 295	H,SS

POLS& 101	SS	POLS& 201	SSg
POLS& 202	SS	POLS& 203	SSg
POLS& 204	SSg	POLS 295	SS

PSYC& 100	SS	PSYC 165	SSg
PSYC& 180	SSwd	PSYC& 200	SSw
PSYC 210	SS	PSYC 211	SS
PSYC& 220	SSd	PSYC 225	SSw
PSYC 240	SSg	PSYC 250	SS
PSYC 265	SSg	PSYC 270	SS
PSYC 295	SS		

SOC& 101	SS	SOC 120	SSd
SOC& 201	SSd	SOC 210	SSg
SOC 220	SSd	SOC 250	SSd
SOC 295	SS		

### MATH/SCIENCE - Courses Designated "MS"

*Note: MATH and CS disciplines are not considered physical/biological sciences.*

ANTH& 205	MSs	ANTH 295M	MS
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ASTR& 100	MS	ASTR 295	MS
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BIOL 103	MSwl	BIOL 104	MSI
BIOL 133	MSg	BIOL& 160	MSwl
BIOL& 221	MSwl	BIOL& 222	MSwl
BIOL& 223	MSwl	BIOL& 241	MSI
BIOL 295	MS		

CHEM 104	MSI	CHEM& 110	MSI
CHEM& 121	MSI	CHEM& 131	MSI
CHEM& 161	MSI	CHEM& 162	MSI
CHEM& 163	MSI	CHEM& 261	MSI
CHEM& 262	MSI	CHEM& 263	MSI
CHEM 295	MS		

CS 140	MS	CS 145	MS
CS 215	MS	CS 225	MS
CS 235	MS	CS 240	MS
CS 264	MS	CS 265	MS
CS 266	MS	CS 295	MS

ENGR& 214	MS	ENGR& 215	MS
ENGR& 225	MS	ENGR 240	MS

ENVS& 100	MSws	ENVS 295	MS
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GEOL 100	MSI	GEOL& 101	MSI
GEOL 104	MSI	GEOL 110	MSgs
GEOL 140	MSgsl	GEOL 150	MSI
GEOL 211	MSI	GEOL 212	MSwl
GEOL 295	MS		

IDS 161	H,SS,MSwd	IDS 210	MS,SSwgs
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MATH& 107	QSR,MS	MATH 121	MSs
MATH& 141	QSR,MS	MATH& 142	QSR,MS
MATH 145	QSR,MS	MATH& 146	QSR,MS
MATH& 148	QSR,MS	MATH& 151	QSR,MS
MATH& 152	QSR,MS	MATH& 163	QSR,MS
MATH 204	QSR,MS	MATH 208	QSR,MS
MATH& 264	QSR,MS	MATH 295	QSR,MS

NUTR& 101	MS
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OCEA& 101	MSI
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PHYS 109	MSIs	PHYS& 110	MSI
PHYS 112	MSlgs	PHYS& 114	MSI
PHYS& 115	MSI	PHYS& 116	MSI
PHYS& 221	MSI	PHYS& 222	MSI
PHYS& 223	MSI	PHYS 295	MS
PHYSC 104	MSI	PHYSC 295	MS

**LISTED ELECTIVES -  
Courses Designated "LE"**

ACCT& 201	LE	ACCT& 202	LE
ACCT& 203	LE		
ART 123	LE	ART 155	LE
ART 200	LE	ART 201	LE
ART 202	LE	ART 212	LE
ART 222	LE	ART 223	LE
ART 230	LE	ART 231	LE
ASL& 121	LEd	ASL& 122	LEd
BIOL 130	LE ws	BIOL& 242	LE
BIOL& 260	LEw		
CJ& 110	LE		
CS 101	LE		
DANCE 101	LE	DANCE 102	LE
DANCE 103	LE		
DRMA 110	LE	DRMA 120	LE
DRMA 140	LE	DRMA 201	LE
DRMA 202	LEd		
ECED& 120	LE		
EDUC& 115	LE	EDUC& 204	LE
ENGL 194	LE		
ENGR 100	LE		
FILM 194	LE		
FRCH 105	LE	FRCH& 121	LEg
FRCH& 122	LEg		
GERM& 121	LEg	GERM& 122	LEg
IDS 150	LEg		
JAPN& 121	LEg	JAPN& 122	LEg
JAPN 151	LEg		

JOURN 210	LEw	JOURN 211	LEw
MATH 207	LE		
MUSC 160	LE	MUSC 161	LE
MUSC 162	LE	MUSC 163	LE
MUSC 165	LE	MUSC 166	LE
MUSC 167	LE	MUSC 171	LE
MUSC 172	LE	MUSC 175	LE
MUSC 176	LE	MUSC 177	LE
MUSC 265	LE	MUSC 266	LE
MUSC 267	LE		
PE (non-activity)			
PE 133	LE	PE 181	LE
PE (activity)			
PE 102	LE	PE 103	LE
PE 106	LE	PE 108	LE
PE 123	LE	PE 126	LE
PE 135	LE	PE 136	LE
PE 138	LE	PE 139	LE
PE 141	LE	PE 146	LE
PE 153	LE	PE 157	LE
PE 170	LE	PE 202	LE
PE 203	LE	PE 206	LE
PE 223	LE	PE 241	LE
PE 246	LE	PE 269	LE
PE 270	LE	PE 271	LE
SPAN& 121	LEg	SPAN& 122	LEg



**UNLISTED ELECTIVES -  
Courses Designated "UE"***Any course numbered 100 or above***DIVERSITY -  
Courses Designated "d"**

ANTH 150	SSd	ANTH& 206	SSwdgs
ANTH& 210	SSds	ANTH& 216	SSds
ANTH 225	SSwdg		
ART 106	Hd	ART 107	Hwdg
ASL& 121	LEd	ASL& 122	LEd
ASL& 123	Hd		
BUSAD 230	UEd		
CMST 205	SSwd	CMST 250	H,SSwd
DRMA 202	LEd		
EDUC& 150	UE d		
ENGL& 113	Hwdg	ENGL 138	Hwd
ENGL 161	Hwd	ENGL 169	Hwd
ENGL 225	Hwd	ENGL 226	Hwd
ENGL 261	Hwd	ENGL 266	Hwd
ENGL 267	Hwd		
FILM 160	Hwd		
GEOG 115	SSwds		
HIST& 214	SSd	HIST& 215	SSwd
HIST& 219	SSd		
HUM& 101	Hwdg	HUM 106	Hwdg
IDS 112	SSwdg	IDS 152	H,SSwdg
IDS 161	H,SS,MSwd	IDS 260	Hwd
MUSC 115	Hd		
PHIL 132	Hdgs	PHIL 140	Hwdg
PSYC& 180	SSwd	PSYC& 220	SSd

SOC 120	SSd	SOC& 201	SSd
SOC 220	SSd	SOC 250	SSd

**GLOBAL -  
Courses Designated "g"**

ANTH& 100	SSgs	ANTH& 104	SSg
ANTH 140	SSg	ANTH& 206	SSwdgs
ANTH 225	SSwdg	ANTH& 235	SSg
ART 107	Hwdg	ART 114	Hwg
ART 150	Hwg	ART 203	Hwg
ART 204	Hwg	ART 205	Hwg
ART 206	Hg	ART 215	Hwg
BIOL 133	MSg		
CMST 225	H,SSwgs		
DRMA& 101	Hg		
ECON 110	SSgs	ECON& 202	SSg
ECON 205	SSwg		
ENGL& 111	Hwg	ENGL& 113	Hwdg
ENGL& 114	Hwg	ENGL 124	Hwgs
ENGL 134	Hwg	ENGL 137	Hwg
ENGL 141	Hwg	ENGL 142	Hwg
ENGL 150	Hwg	ENGL 180	Hwg
ENGL 191	Hwg	ENGL 250	Hwg
ENGL 258	Hwg	ENGL 284	Hwg
ENGL 286	Hwg	ENGL 288	Hwg
FILM 130	Hg	FILM 180	Hg
FRCH& 121	LEg	FRCH& 122	LEg
FRCH& 123	Hg	FRCH& 221	Hg
FRCH& 222	Hg	FRCH& 223	Hg
GEOG 100	SSgs	GEOG 105	SSgs
GEOG 110	SSgs		
GEOL 110	MSgs	GEOL 140	MSgsl

GERM 104	Hg	GERM& 121	LEg
GERM& 122	LEg	GERM& 123	Hg
HIST& 116	SSg	HIST& 117	SSg
HIST& 118	SSg	HIST 120	SSwg
HIST 158	SSg	HIST 204	SSg
HIST 205	SSg	HIST 208	SSg
HIST 212	SSg	HIST 213	SSg
HIST 220	SSg	HIST 225	SSg
HIST 230	SSg	HIST 233	SSg
HUM& 101	Hwdg	HUM 106	Hwdg
HUM 130	Hg	HUM 131	Hg
HUM 132	Hg	HUM 133	Hg
HUM 134	Hg	HUM 170	Hwg
IDS 112	SSwdg	IDS 150	LEg
IDS 152	H,SSwdg	IDS 170	SSwgs
IDS 180	H,SSwg	IDS 210	MS,SSwgs
IDS 220	Hwg	IDS 270	Hwg
JAPN 104	Hg	JAPN& 121	LEg
JAPN& 122	LEg	JAPN& 123	Hg
JAPN 151	LEg		
MUSC& 105	Hg	MUSC 110	Hg
MUSC& 141	Hg	MUSC& 142	Hg
MUSC& 143	Hg		
PHIL& 101	Hg	PHIL 132	Hdgs
PHIL 140	Hwdg		
PHYS 112	MSlgs		
POLS& 201	SSg	POLS& 203	SSg
POLS& 204	SSg		
PSYC 165	SSg	PSYC 240	SSgs
PSYC 265	SSg		
SOC 210	SSg		

SPAN 104	Hg	SPAN& 121	LEg
SPAN& 122	LEg	SPAN& 123	Hg
SPAN& 221	Hg	SPAN& 222	Hg
SPAN& 223	Hg		

### SUSTAINABILITY - Courses Designated "s"

ANTH& 100	SSgs	ANTH& 204	SSs
ANTH& 205	MSs	ANTH& 206	SSwdgs
ANTH& 210	SSds	ANTH& 216	SSds
BIOL 130	LE ws		
BUSAD 280	UEs	BUSAD 281	UEs
BUSAD 282	UEs		
CIS 100	UEs		
CMST 225	H,SSwgs		
ECON 110	SSgs		
ENGL 124	Hwgs		
ENVS& 100	MSws		
GEOG 100	SSgs	GEOG 105	SSgs
GEOG 110	SSgs	GEOG 115	SSwds
GEOL 110	MSgs	GEOL 140	MSgsl
HIST 124	SSws		
IDS 170	SSwgs	IDS 210	MS,SSwgs
MATH 121	MSs		
PHIL 132	Hdgs		
PHYS 109	MSls	PHYS 112	MSlgs
PSYC 240	SSgs		

**WRITING INTENSIVE -  
Courses Designated "w"**

ANTH& 200	SSw	ANTH& 206	SSwdgs
ANTH 225	SSwdg		
ART& 100	Hw	ART 107	Hwdg
ART 114	Hwg	ART 150	Hwg
ART 203	Hwg	ART 204	Hwg
ART 205	Hwg	ART 215	Hwg
BIOL 103	MSwl	BIOL 130	LE ws
BIOL& 160	MSwl	BIOL& 221	MSwl
BIOL& 222	MSwl	BIOL& 223	MSwl
BIOL& 260	LEw		
BUSAD 140	UEw		
CJ& 101	SSw		
CMST 205	SSwd	CMST 225	H,SSwgs
CMST 250	H,SSwd		
ECON 205	SSwg	ECON 210	SSw
ENGL& 111	Hwg	ENGL& 113	Hwdg
ENGL& 114	Hwg	ENGL 124	Hwgs
ENGL 134	Hwg	ENGL 136	Hw
ENGL 137	Hwg	ENGL 138	Hwd
ENGL 141	Hwg	ENGL 142	Hwg
ENGL 150	Hwg	ENGL 161	Hwd
ENGL 169	Hwd	ENGL 180	Hwg
ENGL 191	Hwg	ENGL 225	Hwd
ENGL 226	Hwd	ENGL& 236	Hw
ENGL& 237	Hw	ENGL 250	Hwg
ENGL 258	Hwg	ENGL 261	Hwd
ENGL 266	Hwd	ENGL 267	Hwd
ENGL 268	Hw	ENGL 284	Hwg
ENGL 286	Hwg	ENGL 288	Hwg
ENVS& 100	MSws		
FILM 101	Hw	FILM 110	Hw
FILM 120	Hw	FILM 140	Hw
FILM 160	Hwd	FILM 165	Hw

GEOG 115	SSwds		
GEOL 212	MSwl		
HIST 120	SSwg	HIST 124	SSws
HIST& 215	SSwd		
HUM& 101	Hwdg	HUM 106	Hwdg
HUM 170	Hwg		
IDS 112	SSwdg	IDS 152	H,SSwdg
IDS 161	H,SS,MSwd	IDS 170	SSwgs
IDS 180	H,SSwg	IDS 210	MS,SSwgs
IDS 220	Hwg	IDS 260	Hwd
IDS 270	Hwg		
JOURN 210	LEw	JOURN 211	LEw
PHIL 110	Hw	PHIL 140	Hwdg
PSYC& 180	SSwd	PSYC& 200	SSw
PSYC 225	SSw		

# Associate in Science Degree

## (AS-T Transfer Degree)

*This degree offers a common core with a variety of science majors. While the degree does not guarantee admission to a major program at a 4-year university, the intent is to provide the appropriate coursework for students planning on taking upper division coursework in a science or engineering major. The degree will be accepted at many 4-year public and private universities in the state of Washington. (Check with the university to which you are planning to transfer.) Students will transfer with junior standing, but will typically be required to complete additional GURs (General University Requirements) after transfer.*

### DEGREE REQUIREMENTS

- Minimum of 90 quarter credit hours in courses numbered 100 and above.
- Minimum of 25 credits applied to the degree must be obtained at Whatcom Community College.
- Minimum GPA of 2.0 in all coursework applied to the degree and a minimum GPA of 2.0 in all Whatcom Community College coursework.

*Most of these degrees offer a limited amount of flexibility in course choice in Section 3 (specialization) and Section 4 (electives). Students are strongly advised to consult with advisors and make appropriate choices based on the major and transfer institution.*

### 1. BASIC REQUIREMENTS 15 CREDITS

- Written Communication Skills (5 credits)
  - ENGL& 101 English Composition I
- Quantitative Skills (10 credits)
  - MATH& 151 Calculus I
  - MATH& 152 Calculus II
  - or above with approval of advisor

### 2. HUMANITIES AND SOCIAL SCIENCES 15 CREDITS

- Five credits from the Humanities
- Five credits from Social/Behavioral Sciences

- Five additional credits from either the Humanities or Social/Behavioral Sciences

*Note: See an advisor for help choosing appropriate courses in this area. Depending on the major and the transfer institution, certain courses are preferred.*

### 3. SPECIALIZATION COURSES 40–75 CREDITS

Each of the different majors requires a specialized collection of courses for preparation in the career field and upper division coursework. The courses listed in this category have been chosen based on AS-T degree requirements, major-ready pathways, and admission requirements to major programs at 4-year universities. In cases in which more than one course can be chosen, students should meet with an advisor and make decisions based on the requirements of the transfer institution.

### 4. COLLEGE-LEVEL ELECTIVE COURSES 0–30 CREDITS

- These remaining college level courses are used to reach a total of 90 credits in each of the major areas. The amount of credit needed in this category depends on the number of credits required in the specialization category.
- In this category, a maximum of 5 (LE) quarter credits are allowed.

**TOTAL: 90 – 100 CREDITS**

### ATMOSPHERIC SCIENCES

The following list of courses is appropriate for students studying Atmospheric Sciences and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

### SPECIALIZATION COURSES (55 credits)

- CHEM& 161, 162, 163 (15 credits)
- GEOL 150 (5 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)



- The student must choose one of the following courses: CS 140, 145, 215 (5 credits)
- The student must choose 5 credits in Section 4 (electives) to reach a total of 90 credits.

### BIOENGINEERING & CHEMICAL ENGINEERING

The following list of courses is appropriate for students studying Biological and Chemical Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

#### SPECIALIZATION COURSES (67-70 credits)

- CHEM& 161, 162, 163 (15 credits)
- CHEM& 261 (5 credits)
- CHEM& 262 or BIOL& 222 (5 credits)
- MATH& 163, MATH 238 (10 credits)
- PHYS& 221, 222, 223 (15 credits)
- 17-20 credits of additional coursework to be chosen from the following electives list:
  - BIOL& 221, 222, 223
  - CHEM& 262, 263
  - A course in computer programming
  - ENGL& 230
  - ENGR 100, 240
  - ENGR& 214, 215, 225
  - MATH 204, 207
  - MATH& 264
- This specialization allows no additional coursework in Section 4 (electives).

### BIOLOGY

The following list of courses is appropriate for students studying Biology and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

#### SPECIALIZATION COURSES (50 credits)

- BIOL& 221, 222, 223 (15 credits)
- CHEM& 161, 162, 163 (15 credits)
- CHEM& 261, 262 (10 credits)
- MATH& 163 or MATH& 146 (5 credits)
- 5 additional Math/Science credits (5 credits)
- The student must choose an additional 10 credits in Section 4 (electives) to reach a total of 90 credits.

### CHEMISTRY

The following list of courses is appropriate for students studying Chemistry and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

#### SPECIALIZATION COURSES (55 credits)

- CHEM& 161, 162, 163 (15 credits)
- CHEM& 261, 262, 263 (15 credits)
- MATH& 163, MATH 204 (10 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 5 credits in Section 4 (electives) to reach a total of 90 credits. MATH 238 is strongly recommended.

### COMPUTER & ELECTRICAL ENGINEERING

The following list of courses is appropriate for students studying Computer and Electrical Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

#### SPECIALIZATION COURSES (60-63 credits)

- CHEM& 161 (5 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- 2 courses from the following electives list: CS 140, 145, 215. CS 215 is strongly recommended. (10 credits)
- Minimum 15 credits from the following list: ENGR 100, 240, ENGR& 214, 215, 225, ENGL& 230, BIOL& 221, 222, CHEM& 162, MATH 207, MATH& 264.
- This specialization allows no additional coursework in Section 4 (electives).

### EARTH SCIENCES

The following list of courses is appropriate for students studying Earth Sciences and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

#### SPECIALIZATION COURSES (50 credits)

- CHEM& 161, 162, 163 (15 credits)
- GEOL 211 (5 credits)
- GEOL 150 (5 credits)
- MATH& 163 or MATH& 146 (5 credits)
- OCEA& 101 (5 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 10 credits in Section 4 (electives) to reach a total of 90 credits. ASTR& 100 is recommended.

**ENGINEERING - GENERAL STUDIES**

The following list of courses is appropriate for students studying Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree. This degree is more general in scope than the other Engineering degrees offered. Students should decide which degree to use based on the requirements of their major and transfer institution.

**SPECIALIZATION COURSES (60-70 credits)**

- CHEM& 161, 162 (10 credits)
- ENGR& 214 (5 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 15-25 credits from the following list. The appropriate selection depends on the intended engineering major. The 15 credits must be approved by an advisor.
  - BIOL& 221, 222, 223
  - CHEM& 163, 261, 262, 263
  - A course in computer programming
  - ENGL& 230
  - ENGR 100, 240
  - ENGR& 215, 225
  - MATH 207
  - MATH& 264
- This specialization allows no additional coursework in Section 4 (electives).

**ENVIRONMENTAL SCIENCE**

The following list of courses is appropriate for students studying Environmental Science and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

**SPECIALIZATION COURSES (60 credits)**

- BIOL& 221, 222, 223 (15 credits)
- CHEM& 161, 162, 163 (15 credits)
- GEOL 211 (5 credits)
- MATH& 163 or MATH& 146 (5 credits)
- The students must take an additional 10 credits of Math/Science courses.
- The student must take 5 credits of Economics.
- The student must take 5 credits of Political Science.
- This specialization allows no additional coursework in Section 4 (electives)

**GEOLOGY**

The following list of courses is appropriate for students studying Geology and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

**SPECIALIZATION COURSES (50 credits)**

- CHEM& 161, 162, 163 (15 credits)
- GEOL 110, 211, 212 (15 credits)
- MATH& 163 (5 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 10 credits in Section 4 (Electives) to reach a total of 90 credits. A course in Computer Science is strongly recommended.

**MECHANICAL, CIVIL, AERONAUTICAL, ENVIRONMENTAL, INDUSTRIAL AND MATERIAL SCIENCE ENGINEERING**

The following list of courses is appropriate for students studying Mechanical, Civil, Aeronautical, Industrial, and Material Science Engineering and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

**SPECIALIZATION COURSES (60-70 credits)**

- CHEM& 161, 162 (10 credits)
- ENGR& 214, 215, 225 (15 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose 5-15 credits from the following list. The appropriate selection depends on the intended major and transfer institution. A course in computer programming is strongly recommended.
  - CHEM& 163, 261, 262, 263
  - A course in computer programming
  - ENGL& 230
  - ENGR 100, 240
  - MATH 207
  - MATH& 264
- This specialization allows no additional coursework in Section 4 (electives).

**PHYSICS**

The following list of courses is appropriate for students studying Physics and satisfies the specialization requirement described in Section 3 for the Associate of Science Transfer degree.

**SPECIALIZATION COURSES (50 credits)**

- CHEM& 161, 162 (10 credits)
- MATH& 163, MATH 204, 238 (15 credits)
- PHYS& 221, 222, 223 (15 credits)
- The student must choose one of the following courses: CS 140, 145, 215 (5 credits)
- The student must choose 5 credits in an additional Science course.
- The student must choose 10 credits in Section 4 (electives) to reach a total of 90 credits. CHEM& 163 is strongly recommended.

# Associate in Liberal Studies Degree

## CORE REQUIREMENTS - 10 Credits

### ENGL& 101

Any Quantitative/Symbolic Reasoning course designated Q/SR

*or* Any course designated as Computation on the Related Instruction List.

**Total: 10 credits**

## DISTRIBUTION - 30 Credits

### Humanities (H)

1. Any course designated H (different discipline)
2. Any course designated H (different discipline)

**Total: 10 credits**

### Social/Behavioral Science (SS)

1. Any course designated SS (different discipline)
2. Any course designated SS (different discipline)

**Total: 10 credits**

### Math/Science (MS/MSL)

1. Any course designated MS/MSI (different discipline)
2. Any course designated MS/MSI (different discipline)

**Total: 10 credits**

## ELECTIVES - 50 Credits

Any courses numbered 100 or above, at least two different disciplines.

**Total: 50 credits**  
**TOTAL CREDITS: 90**

# Professional Technical Programs

## Essential Skills and Related Instruction in Professional Technical Degrees/Certificates

At Whatcom Community College the Professional Technical Programs recognize that developing communication, computation and human relations skills are essential for students preparing to earn either a degree or certificate en route to finding employment. While some of these essential skills are embedded in program curricula, their importance is such that students also need to take specific courses with clearly identified instructional outcomes addressing these areas. Each professional technical degree or certificate course template guides students by indicating, with the following designations, which courses in Related Instruction are most appropriate to provide this content:

CM = Communications

HR = Human Relations

CP = Computation

**Related Instruction:** Skills content will be taught by faculty or professionals monitored by teaching faculty who are appropriately qualified in these areas.

### Computation - Courses Designated (CP) For Related Instruction

BUSAD 100	UE		
CHEM& 121	MSI	CHEM& 161	MSI
CHEM& 162	MSI	CHEM& 163	MSI
CHEM 295	MS		
CS 140	MS	CS 145	MS
CS 215	MS	CS 225	MS
CS 235	MS	CS 240	MS
CS 264	MS	CS 265	MS
CS 266	MS	CS 295	MS
ENGR& 214	MS	ENGR& 215	MS
ENGR& 225	MS		
IDS 112	SSwdg	IDS 113	SS
IDS 295	H,SS		

MATH& 107	QSR,MS	MATH 121	MSs
MATH& 141	QSR,MS	MATH& 142	QSR,MS
MATH 145	QSR,MS	MATH& 146	QSR,MS
MATH& 148	QSR,MS	MATH& 151	QSR,MS
MATH& 152	QSR,MS	MATH& 163	QSR,MS
MATH 204	QSR,MS	MATH 207	LE
MATH 208	QSR,MS	MATH 238	QSR
MATH& 264	QSR,MS	MATH 295	QSR,MS
PHIL& 117	QSR	PHIL 295	H
PHYS& 114	MSI	PHYS& 115	MSI
PHYS& 116	MSI	PHYS& 221	MSI
PHYS& 222	MSI	PHYS& 223	MSI
PHYS 295	MS		

## Satisfying Credit Requirements for Professional/Technical Degrees and Certificates

In the case where a student completes all course requirements for a Professional/Technical degree or certificate but does not have the total number of credits required - any college level course(s) numbered 100 or higher, not already used in the degree or certificate, can be applied in order to reach the total number of credits required.

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**ACCOUNTING & FINANCE**

The Accounting & Finance program is designed to prepare students for a variety of entry-level accounting and financial services positions in private industry, state and local government, public accounting firms, banking and investment services. The program offers Associate in Science degrees in Accounting and in Finance; a certificate in accounting; plus multiple short-term certificates of proficiency in various accounting specialties.

Visit [www.whatcom.ctc.edu/acctfin](http://www.whatcom.ctc.edu/acctfin) for more information.

**CERTIFICATE OF PROFICIENCY**

**ACCOUNTING FOR A/P, A/R AND INVENTORY**

*This short-term certificate provides additional specialized knowledge in the area of accounting for A/P, A/R, and Inventory methods for the skilled worker. It is unlikely that employers will hire students who have only completed this certificate of proficiency; coursework may be applied towards a one-year certificate in accounting or a two-year AS Degree in Business (including the specialty option in Accounting).*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
A minimum "C" grade or better required for all core requirements.		
ACCT 110	ACCOUNTING FOR A/P, A/R, AND INVENTORY	5
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5
ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
<b>Sub-Total Units</b> .....		<b>20</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE OF PROFICIENCY**

**GOVERNMENTAL/ NOT-FOR-PROFIT ACCOUNTING**

*This short-term certificate provides additional specialized knowledge in the area of governmental and not-for-profit accounting methods for the skilled worker. It is unlikely that employers will hire students who have only completed this certificate of proficiency; coursework may be applied towards a one-year certificate in accounting or a two-year AS Degree in Business (including the specialty option in Accounting).*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
A minimum "C" grade or better required for all core requirements.		
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5
ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
ACCT 250	GOVERNMENTAL/NOT-FOR-PROFIT ACCOUNTING	5
<b>Sub-Total Units</b> .....		<b>20</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE OF PROFICIENCY**

**INDIVIDUAL INCOME TAX**

*This short-term certificate provides additional specialized knowledge in the area of individual income tax methods for the skilled worker. It is unlikely that employers will hire students who have only completed this certificate of proficiency; coursework may be applied towards a one-year certificate in accounting or a two-year AS Degree in Business (including the specialty option in Accounting).*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
A minimum "C" grade or better required for all core requirements.		
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5
ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
ACCT 260	INDIVIDUAL INCOME TAX	5
<b>Sub-Total Units</b> .....		<b>20</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE OF PROFICIENCY**

**PAYROLL ACCOUNTING**

*This short-term certificate provides additional specialized knowledge in the area of payroll accounting methods for the skilled worker. It is unlikely that employers will hire students who have only completed this certificate of proficiency; coursework may be applied towards a one-year certificate in accounting or a two-year AS Degree in Business (including the specialty option in Accounting).*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
A minimum "C" grade or better required for all core requirements.		
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5
ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
ACCT 270	PAYROLL ACCOUNTING	3
<b>Sub-Total Units</b> .....		<b>18</b>
<b>Total Units</b> .....		<b>18</b>

**CERTIFICATE OF PROFICIENCY**

**QUICKBOOKS PRO**

*This short-term certificate provides additional specialized knowledge in the area of Quickbooks Pro accounting methods for the skilled worker. It is unlikely that employers will hire students who have only completed this certificate of proficiency; coursework may be applied towards a one-year certificate in accounting or a two-year AS Degree in Business (including the specialty option in Accounting).*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
A minimum "C" grade or better required for all core requirements.		
ACCT 130	QUICKBOOKS PRO	3
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5
ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
<b>Sub-Total Units</b> .....		<b>18</b>
<b>Total Units</b> .....		<b>18</b>

**CERTIFICATE**

**ACCOUNTING**

*This certificate offers the range of clerical and accounting skills needed to perform full-charge bookkeeping tasks for a small business accurately and efficiently. Employees in this position will use both manual and computerized systems, and will work under the supervision of an accountant.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ACCT 130	QUICKBOOKS PRO	3
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5
ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
ACCT 270	PAYROLL ACCOUNTING	3
BIS 141	SPREADSHEETS I	3
BIS 142	SPREADSHEETS II	5
BUS& 101	INTRODUCTION TO BUSINESS	5
BUS& 201	BUSINESS LAW	5
<b>Sub-Total Units</b> .....		<b>39</b>

**GENERAL EDUCATION REQUIREMENTS/  
RELATED INSTRUCTION\***

		<b>Credits</b>
BUSAD 100	BUSINESS MATH (CP)	5
<i>or</i> Any course designated as Computation on the Related Instruction list (CP).		5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
<i>or</i> BUSAD 140 BUSINESS RESEARCH AND COMMUNICATION (CM)		3
CMST& 230	SMALL GROUP COMMUNICATION (HR)	5
<i>or</i> CMST 145 INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)		5
<i>or</i> BUSAD 170 CUSTOMER SERVICE FOR PROFESSIONALS (HR)		3
<b>Sub-Total Units</b> .....		<b>11 - 15</b>

*(Requirements continued on next page)*

<b>ELECTIVES/COOPERATIVE WORK EXPERIENCE</b>		<b>Credits</b>
CO-OP 180	PREPARING FOR CAREER WORK EXPERIENCE	1 to 2
or CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
ACCT 250	GOVERNMENTAL/NOT-FOR-PROFIT ACCOUNTING	5
or ACCT 260	INDIVIDUAL INCOME TAX	5
or Any course	numbered 100 or above in ACCT, BIS, BUS, BUSAD, CIS, ECON, OFFAD, PSYC, SOC	3 to 5
<b>Sub-Total Units .....</b>		<b>6 - 10</b>
<b>Total Units .....</b>		<b>56 - 64</b>

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \* *CM = Communication, HR = Human Relations, CP = Computation*

**ASSOCIATE IN SCIENCE**

**ACCOUNTING**

*The Accounting AS degree provides students with basic skills to compete for entry-level accounting positions in private industry, state and local government, and public accounting firms. Students who successfully complete the program should be able to: 1) perform basic bookkeeping and accounting tasks both manually and using a computer; 2) demonstrate the relationships among the various business functions such as accounting, finance, marketing, purchasing, operations, and human resources; and, 3) demonstrate computer proficiency.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ACCT 110	ACCOUNTING FOR A/P, A/R, AND INVENTORY	5
ACCT 130	QUICKBOOKS PRO	3
ACCT 250	GOVERNMENTAL/NOT-FOR-PROFIT ACCOUNTING	5
ACCT 260	INDIVIDUAL INCOME TAX	5
ACCT 270	PAYROLL ACCOUNTING	3
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5

ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BIS 141	SPREADSHEETS I	3
BIS 142	SPREADSHEETS II	5
BIS 161	DATABASE MANAGEMENT I	3
BUS& 101	INTRODUCTION TO BUSINESS	5
BUS& 201	BUSINESS LAW	5
ECON 100	SURVEY OF ECONOMIC PRINCIPLES	5
or ECON& 201	MICRO ECONOMICS	5
or ECON& 202	MACRO ECONOMICS	5
ECON 210	ECONOMIC ETHICS	5
<b>Sub-Total Units .....</b>		<b>70</b>

**GENERAL EDUCATION REQUIREMENTS/ RELATED INSTRUCTION\***

		<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
ENGL& 230	TECHNICAL WRITING (CM)	3 or 5
CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
or CMST& 220	PUBLIC SPEAKING (HR)	3 or 5
or CMST& 230	SMALL GROUP COMMUNICATION (HR)	5
BUSAD 100	BUSINESS MATH (CP)	5
or Any MATH course	numbered 107 or above (CP)	5
or Any course	designated as Computation on the Related Instruction list (CP)	5
<b>Sub-Total Units .....</b>		<b>16 - 20</b>

**ELECTIVES/COOPERATIVE WORK EXPERIENCE**

		<b>Credits</b>
CO-OP 180	PREPARING FOR CAREER WORK EXPERIENCE	1 to 2
and/or		
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	2 to 4
<b>Sub-Total Units .....</b>		<b>2 - 4</b>
<b>Total Units .....</b>		<b>90 - 94</b>

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \* *CM = Communication, HR = Human Relations, CP = Computation*

**ASSOCIATE IN SCIENCE**

**FINANCE**

The Finance AS degree prepares students for careers in finance and the financial services industry. The degree is designed for individuals who want training in income taxation, finance, money and banking, and investments. Students who successfully complete the program should be able to: 1) perform basic financial and accounting tasks both manually and using a computer; and, 2) demonstrate the relationships among the various business functions such as accounting, finance, marketing, purchasing, operations, and human resources.

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ACCT 130	QUICKBOOKS PRO	3
ACCT 260	INDIVIDUAL INCOME TAX	5
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
ACCT& 202	PRINCIPLES OF ACCOUNTING II	5
ACCT& 203	PRINCIPLES OF ACCOUNTING III	5
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BIS 141	SPREADSHEETS I	3
BIS 142	SPREADSHEETS II	5
BIS 161	DATABASE MANAGEMENT I	3
BUSAD 228	PRINCIPLES OF FINANCE	5
BUSAD 238	INVESTMENTS	5
BUS& 101	INTRODUCTION TO BUSINESS	5
BUS& 201	BUSINESS LAW	5
ECON 100	SURVEY OF ECONOMIC PRINCIPLES	5
or ECON& 201	MICRO ECONOMICS	5
or ECON& 202	MACRO ECONOMICS	5
ECON 210	ECONOMIC ETHICS	5
ECON 225	MONEY AND BANKING	5
<b>Sub-Total Units</b>		<b>72</b>

<b>GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION*</b>		<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
ENGL& 230	TECHNICAL WRITING (CM)	3 or 5
CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
or CMST& 220	PUBLIC SPEAKING (HR)	3 or 5
or CMST& 230	SMALL GROUP COMMUNICATION (HR)	5

BUSAD 100	BUSINESS MATH (CP)	5
or Any MATH course numbered 107 or above (CP)		5
or Any course designated as Computation on the Related Instruction list (CP)		5

**Sub-Total Units . . . . . 16 - 20**

<b>ELECTIVES/COOPERATIVE WORK EXPERIENCE</b>		<b>Credits</b>
CO-OP 180	PREPARING FOR CAREER WORK EXPERIENCE	1 to 2
<i>and/or</i>		
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 4
<b>Sub-Total Units</b>		<b>2 - 4</b>
<b>Total Units</b>		<b>90 - 96</b>

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \*CM = Communication, HR = Human Relations, CP = Computation

**BUSINESS AND OFFICE ADMINISTRATION**

The Business and Office Administration Program is designed to prepare students for a variety of entry-level positions in business occupations. The program offers an Associate in Science degree in Business Administration, as well as Certificates in Office Administration and Retail Management. A short-term certificate of proficiency is also offered in the field of Clerical Assistant.

Recommended elective pathways have been developed for students who would like to focus their Business Administration AS degree on a particular field of study that aligns with current labor demands and opportunities, including Office Management, Office Technology and Retail Management. Speak with an advisor or the program coordinator about these and other pathways in development, or for assistance with building a pathway that meets your specific educational goals.

Visit [www.whatcom.ctc.edu/busad](http://www.whatcom.ctc.edu/busad) for more information.



**CERTIFICATE OF PROFICIENCY**

**CLERICAL ASSISTANT**

*This training endorsement provides office skills appropriate to entry-level positions requiring specialized knowledge of payroll and benefits record keeping methods. Coursework may be applied towards a one-year certificate in Office Administration or an AS in Business.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ACCT 100	INTRODUCTION TO ACCOUNTING	3
ACCT 130	QUICKBOOKS PRO	3
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BIS 121	WORD PROCESSING I	3
BIS 141	SPREADSHEETS I	3
or BIS 161	DATABASE MANAGEMENT I	3
or BIS 181	INTRODUCTION TO PRESENTATION SOFTWARE	3
BUSAD 170	CUSTOMER SERVICE FOR PROFESSIONALS	3
OFFAD 104	KEYBOARDING FOR SPEED AND ACCURACY I	2
OFFAD 105	RECORDS MANAGEMENT	3
OFFAD 150	OFFICE PROCEDURES	5
<b>Sub-Total Units</b> .....		<b>28</b>
<b>Total Units</b> .....		<b>28</b>

**CERTIFICATE**

**OFFICE ADMINISTRATION**

*This certificate offers the technical, interpersonal, and organizational skills needed to perform the full range of office duties required in administrative assistant, office assistant, and payroll positions, using both manual and computerized systems.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
or ACCT 100	INTRODUCTION TO ACCOUNTING	3
ACCT 130	QUICKBOOKS PRO	3
OFFAD 104	KEYBOARDING FOR SPEED AND ACCURACY I	2
OFFAD 105	RECORDS MANAGEMENT	3

OFFAD 150	OFFICE PROCEDURES	5
OFFAD 160	OFFICE MANAGEMENT	5
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BIS 121	WORD PROCESSING I	3
BIS 141	SPREADSHEETS I	3
BIS 122	BUSINESS DOCUMENT DESIGN	5
or BIS 161	DATABASE MANAGEMENT I	3
or BIS 181	INTRODUCTION TO PRESENTATION SOFTWARE	3
<b>Sub-Total Units</b> .....		<b>33 - 37</b>

**GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION\***

		<b>Credits</b>
BUSAD 100	BUSINESS MATH (CP)	5
or	Any course designated as Computation on the Related Instruction list (CP)	5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
or BUSAD 140	BUSINESS RESEARCH AND COMMUNICATION (CM)	3
CMST& 230	SMALL GROUP COMMUNICATION (HR)	5
or CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
or BUSAD 170	CUSTOMER SERVICE FOR PROFESSIONALS (HR)	3
<b>Sub-Total Units</b> .....		<b>11 - 15</b>

**ELECTIVES/COOPERATIVE WORK EXPERIENCE**

		<b>Credits</b>
CO-OP 180	PREPARING FOR CAREER WORK EXPERIENCE	1 to 2
or CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
<b>Sub-Total Units</b> .....		<b>1 - 5</b>
<b>Total Units</b> .....		<b>45 - 57</b>

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \*CM = Communication, HR = Human Relations, CP = Computation

**CERTIFICATE****RETAIL MANAGEMENT**

*This certificate is designed to give the student a sound background in a variety of managerial and business functions. Students who complete each course with a grade of "C" or better may also be eligible for Washington Association of Food Chains (WAFC) certification.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BUSAD 108	PRINCIPLES OF MARKETING	5
BUSAD 111	RETAIL MANAGEMENT	5
BUSAD 222	HUMAN RELATIONS IN BUSINESS (HR)	3
BUSAD 223	PRINCIPLES OF MANAGEMENT	5
BUSAD 230	HUMAN RESOURCE MANAGEMENT	5
<b>Sub-Total Units</b>		<b>31</b>

<b>GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION*</b>		<b>Credits</b>
CMST& 101	INTRODUCTION TO COMMUNICATION (HR)	5
<i>or</i> CMST& 230	SMALL GROUP COMMUNICATION (HR)	5
<i>or</i> CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
BUSAD 100	BUSINESS MATH (CP)	5
<i>or</i> Any MATH course numbered 100 or above		5
<b>Sub-Total Units</b>		<b>15</b>

<b>ELECTIVES/COOPERATIVE WORK EXPERIENCE</b> (if needed to reach 46 credits)		<b>Credits</b>
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
<i>or</i> Any course numbered 100 or above in ACCT, BIS, BUS, BUSAD, CIS, ECON, OFFAD, PSYC or SOC.		1 to 5
<b>Sub-Total Units</b>		<b>0 - 5</b>
<b>Total Units</b>		<b>46</b>

**ASSOCIATE IN SCIENCE****BUSINESS ADMINISTRATION**

*The Business Administration AS degree provides a core of fundamental business courses combined with ample flexibility in elective choices to allow students to concentrate study in their business area of choice. It prepares students in entrepreneurship to start their own business, and/or to gain the technical and professional skills needed for office management, marketing, retail and other business professions, including various supervisory/entry level management positions in these fields.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
<i>or</i> ACCT 100	INTRODUCTION TO ACCOUNTING	3
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BUS& 101	INTRODUCTION TO BUSINESS	5
BUS& 201	BUSINESS LAW	5
BUSAD 100	BUSINESS MATH (CP)	5
BUSAD 108	PRINCIPLES OF MARKETING	5
BUSAD 223	PRINCIPLES OF MANAGEMENT	5
BUSAD 230	HUMAN RESOURCE MANAGEMENT	5
CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
<i>or</i> Any CMST course designated "OC" (HR)		3 or 5
ECON 100	SURVEY OF ECONOMIC PRINCIPLES	5
<i>or</i> ECON& 201	MICRO ECONOMICS	5
ECON 210	ECONOMIC ETHICS	5
ENGL& 101	ENGLISH COMPOSITION I	5
ENGL& 230	TECHNICAL WRITING (CM)	3 or 5
<i>or</i> BUSAD 140	BUSINESS RESEARCH AND COMMUNICATION (CM)	3
<b>Sub-Total Units</b>		<b>57 - 63</b>

<b>ELECTIVES/COOPERATIVE WORK EXPERIENCE</b>		<b>Credits</b>
Any selection of courses numbered 100 or above. Recommend review by program coordinator to meet the needs of the individual student.		33
<b>Sub-Total Units</b>		<b>33</b>
<b>Total Units</b>		<b>90 - 96</b>

Students should plan to complete required English and math courses within their first 30 credits of study.

\* CM = Communication, HR = Human Relations, CP = Computation

## COMPUTER INFORMATION SYSTEMS

Whatcom’s nationally acclaimed Computer Information Systems Program is designed to prepare students for careers in technical support, network administration, or information security, needed within virtually all industries. The program has been developed in alignment with national industry standards and certifications. The program prepares students for the Cisco Certified Network Associate (CCNA) certification and several other certifications including Comp Tia’s A+ and Security+. It has earned the endorsement of the Committee on National Security Systems for the 4011 and 4013 certifications. The CIS program offers an Associate in Science degree in CIS, as well as an Associate in Applied Science-Transfer degree in Cybersecurity. Certificate programs in Technical Support and Network Administration are available, as well as a short-term certificate of proficiency in Information Security Professional.

### CyberWatch West

WCC is one of the founding institutions of the CyberWatch West Center and in 2013 became the lead institution. Supported by a National Science Foundation Advanced Technological Education (NSF-ATE) Grant, the mission of CyberWatch West is to increase the quantity and quality of the cybersecurity workforce throughout the western United States.

### CAE2Y Designation

In 2011 WCC was named a Center of Academic Excellence in Information Assurance Education (CAE2Y). This award was made in recognition of the caliber of the CIS curriculum, credentials of its faculty and nationally-recognized program certifications. As a Center of Academic Excellence, WCC has demonstrated that the college and its curriculum meet national standards for information security education. Benefits include better job placement opportunities for students and improved institutional standing in the community.

### Prerequisite Courses

The CIS program requires placement into Math 94 and English 92 or above. Additionally, the CIS AS degree requires students either pass CIS 100 or have the Program Coordinator’s permission to register in higher level CIS classes; the Cybersecurity AAS-T degree requires completion of CIS 105 with a C (2.0) grade or better.

### Additional Requirements During/After Course of Study

Students must maintain at least a “C” (2.0) grade in all CIS courses and demonstrate professional work behavior exhibited through good class attendance, punctuality and timely completion of class assignments, in order to remain in the program. While not a requirement for the CIS program, students should be aware that there are special employment conditions in this career field that may include criminal background checks.

### Transfer Options

Students may plan their CIS course selection to maximize transferability of their credits through articulation agreements with some Washington 4-year colleges/universities. Advising assistance is strongly recommended.

Students who earn the Cybersecurity AAS-T degree may transfer into Washington 4-year colleges/universities with which Whatcom has a direct articulation agreement for this program. Additional minimum academic requirements apply. Advising assistance is strongly recommended.

Visit [www.whatcom.ctc.edu/cis](http://www.whatcom.ctc.edu/cis) for more information.

## CERTIFICATE OF PROFICIENCY

### INFORMATION SECURITY PROFESSIONAL

*These courses have been certified as mapping to the Committee on National Security Systems (CNSS) National Standards 4011 and 4013.*

CORE REQUIREMENTS		Credits
CIS 206	COMPUTER SUPPORT I	5
CIS 214	NETWORK SECURITY I	5
CIS 215	NETWORK SECURITY II	5
CIS 225	COMPUTER FORENSICS	5
CIS 226	CISCO NETWORKING I	5
<b>Sub-Total Units</b> .....		<b>25</b>
<b>Total Units</b> .....		<b>25</b>

**CERTIFICATE****COMPUTER INFORMATION SYSTEMS - NETWORK ADMINISTRATION**

*This CIS certificate prepares students to work as network administrators, performing network support.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
CIS 105	COMPUTER OPERATING SYSTEMS I	5
CIS 106	OPEN SOURCE OPERATING SYSTEMS	5
CIS 110	INTRODUCTION TO COMPUTER SECURITY	3
CIS 205	COMPUTER OPERATING SYSTEMS II	5
CIS 206	COMPUTER SUPPORT I	5
CIS 214	NETWORK SECURITY I	5
CIS 226	CISCO NETWORKING I	5
CIS 227	CISCO NETWORKING II	5
CIS 228	CISCO NETWORKING III	5
CIS 229	CISCO NETWORKING IV	5
<b>Sub-Total Units</b> .....		<b>48</b>

**GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION\***

		<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
Any course designated as Computation on the Related Instruction list (CP)		5
BUSAD 170	CUSTOMER SERVICE FOR PROFESSIONALS (HR)	3
<i>or</i> Any CMST course designated "HR"		3 or 5

**Sub-Total Units** ..... **13 - 15**

**Total Units** ..... **61 - 63**

Students should plan to complete required English and math courses within their first 30 credits of study.

\*CM = Communication, HR = Human Relations, CP = Computation

**CERTIFICATE****COMPUTER INFORMATION SYSTEMS - TECHNICAL SUPPORT**

*This CIS certificate prepares students to work as technical support specialists, performing hardware and software support and basic network support.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
CIS 105	COMPUTER OPERATING SYSTEMS I	5
CIS 110	INTRODUCTION TO COMPUTER SECURITY	3
CIS 116	VIRTUALIZATION	3
CIS 205	COMPUTER OPERATING SYSTEMS II	5
CIS 206	COMPUTER SUPPORT I	5
CIS 226	CISCO NETWORKING I	5
<b>Sub-Total Units</b> .....		<b>26</b>

**GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION\***

		<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
Any MATH course numbered 107 or above (CP)		5
<i>or</i> PHIL& 106	INTRODUCTION TO LOGIC	5
BUSAD 170	CUSTOMER SERVICE FOR PROFESSIONALS (HR)	3
<i>or</i> Any CMST course designated "OC"		3 or 5

**Sub-Total Units** ..... **13 - 15**

**ELECTIVES/COOPERATIVE WORK EXPERIENCE**

		<b>Credits</b>
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
<i>and/or</i> Any college level course numbered 100 or above. Recommended disciplines: ACCT, ARTGR, BIS, BUS, BUSAD, CIS, CJ, CS, ECON, MATH, or OFFAD.		1 to 7

**Sub-Total Units** ..... **5 - 7**

**Total Units** ..... **46 - 48**

Students should plan to complete required English and math courses within their first 30 credits of study.

\*CM = Communication, HR = Human Relations, CP = Computation



**ASSOCIATE IN SCIENCE**

**COMPUTER INFORMATION SYSTEMS**

*The Computer Information Systems degree prepares students for employment in a variety of fields, including technical support/help desk positions, network administration, network technician, and information security specialist. Students with prior experience are encouraged to meet with the Program Coordinator for placement in the program.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
CIS 105	COMPUTER OPERATING SYSTEMS I	5
CIS 106	OPEN SOURCE OPERATING SYSTEMS	5
CIS 110	INTRODUCTION TO COMPUTER SECURITY	3
CIS 116	VIRTUALIZATION	3
CIS 205	COMPUTER OPERATING SYSTEMS II	5
CIS 206	COMPUTER SUPPORT I	5
CIS 214	NETWORK SECURITY I	5
CIS 215	NETWORK SECURITY II	5
CIS 216	INDUSTRIAL CONTROL SYSTEMS SECURITY	5
CIS 225	COMPUTER FORENSICS	5
CIS 226	CISCO NETWORKING I	5
CIS 227	CISCO NETWORKING II	5
CIS 228	CISCO NETWORKING III	5
CIS 229	CISCO NETWORKING IV	5
<b>Sub-Total Units</b> .....		<b>66</b>

<b>GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION*</b>		<b>Credits</b>
BUSAD 170	CUSTOMER SERVICE FOR PROFESSIONALS (HR)	3
<i>or</i>	Any CMST course designated "OC"	3 to 5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
Any MATH course	numbered 107 or above (CP)	5
<i>or</i> PHIL& 106	INTRODUCTION TO LOGIC (CP)	5
<b>Sub-Total Units</b> .....		<b>13 - 15</b>

**ELECTIVES/COOPERATIVE WORK EXPERIENCE**

		<b>Credits</b>
CO-OP 190	COOPERATIVE EDUCATION/INTERNSHIP	5
Any college level course numbered 100 or above. Recommended disciplines: ACCT, ARTGR, BIS, BUS, BUSAD, CIS, CJ, CS, ECON, MATH or OFFAD; or PSYCH 106.		4 to 6
<i>or</i> CO-OP 180	PREPARING FOR CAREER WORK EXPERIENCE	1 to 2
<b>Sub-Total Units</b> .....		<b>9 - 11</b>
<b>Total Units</b> .....		<b>90</b>

Students may enter the program at any quarter, but should be aware that some classes are not offered every quarter. Students should speak with an Advisor to plan their courses. Students should plan to complete required English and math courses within their first 30 credits of study.

\* CM = Communication, HR = Human Relations, CP = Computation

**ASSOCIATE IN APPLIED SCIENCE - TRANSFER**

**CYBERSECURITY**

*WCC's Cybersecurity AAS-T program prepares students to transfer to four-year degree programs at certain colleges and universities in a variety of high-demand security-related fields including cybersecurity, computer information systems security, computer forensics, information assurance, information security engineering, information security analysis. Students with prior experience are encouraged to meet with the Program Coordinator for placement in the program.*

**PREREQUISITES**

CIS 105 with a "C" (2.0) grade or better is required for admission to the core requirements.

*(Requirements continued on next page)*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
CS 140	COMPUTER PROGRAMMING FUNDAMENTALS I	5
CS 145	COMPUTER PROGRAMMING FUNDAMENTALS II	5
CIS 106	OPEN SOURCE OPERATING SYSTEMS	5
CIS 110	INTRODUCTION TO COMPUTER SECURITY	3
CIS 116	VIRTUALIZATION	3
CIS 205	COMPUTER OPERATING SYSTEMS II	5
CIS 214	NETWORK SECURITY I	5
CIS 215	NETWORK SECURITY II	5
CIS 216	INDUSTRIAL CONTROL SYSTEMS SECURITY	5
CIS 226	CISCO NETWORKING I	5
CIS 227	CISCO NETWORKING II	5
CIS 228	CISCO NETWORKING III	5
CIS 229	CISCO NETWORKING IV	5
<b>Sub-Total Units</b> .....		<b>61</b>

<b>GENERAL EDUCATION REQUIREMENTS/ RELATED INSTRUCTION*</b>		<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
MATH& 141	PRECALCULUS I (CP)	5
MATH& 142	PRECALCULUS II	5
MATH& 151	CALCULUS I	5
Choose two classes from:		
BUS& 201	BUSINESS LAW	5
<i>and/or</i> PHIL 130	INTRODUCTION TO ETHICS	5
<i>and/or</i> PHYS& 221	ENGINEERING PHYSICS I	5
<i>and/or</i> POLS& 202	AMERICAN GOVERNMENT	5
<b>Sub-Total Units</b> .....		<b>30</b>
<b>Total Units</b> .....		<b>91</b>

Students may enter the program at any quarter, but should be aware that some classes are not offered every quarter. Students should speak with an Advisor to plan their courses. Students should plan to complete required English and math courses within their first 30 credits of study.

## CRIMINAL JUSTICE

The Criminal Justice program provides students with the knowledge and skills required for entry level employment within each of the three components of the criminal justice field – Law Enforcement, the Courts, and Corrections – as well as the private security sector. The program also offers opportunities for current criminal justice employees to enhance their knowledge and skills. The program offers an Associate in Science degree with two options for focused study as well as a certificate option.

### Prerequisite Courses

All 200-level CJ courses require successful completion of CJ& 101 and ENGL 100/ESLA 117 or placement into ENGL& 101.

### Additional Requirements During/After Course of Study

While not a requirement for CJ courses, students should be aware that there are special employment conditions in this career field that may include criminal background checks, polygraph tests, physical fitness standards and/or psychological testing.

### Transfer Option

Students may plan their Criminal Justice course selection to maximize transferability of their credits and earn both the AS in Criminal Justice and the Associate in Arts & Sciences (direct transfer) degrees. Advising assistance is strongly recommended.

Visit [www.whatcom.ctc.edu/justice](http://www.whatcom.ctc.edu/justice) for more information.

**CERTIFICATE**

**CRIMINAL JUSTICE**

*The Criminal Justice certificate is designed to provide students with knowledge and skills for entry level positions in the criminal justice field. The program also offers opportunities for current criminal justice employees to enhance their knowledge and skills.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
CJ& 101	INTRODUCTION TO CRIMINAL JUSTICE	5
CJ 109	COMMUNITY RELATIONS	3
CJ& 110	CRIMINAL LAW	3
CJ 206	CRIME SCENE INVESTIGATION & EVIDENCE COLLECTION	5
CJ 240	CRIMINAL INVESTIGATION/ INTERVIEWING TECHNIQUES	3
CJ 245	LAWS OF ARREST, SEARCH & SEIZURE	3
CJ 275	PATROL PROCEDURES	3
<b>Sub-Total Units</b> .....		<b>25</b>

<b>GENERAL EDUCATION REQUIREMENTS/ RELATED INSTRUCTION*</b>		<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
IDS 113	QUANTITATIVE METHODS IN THE SOCIAL SCIENCES (CP)	5
or Any course designated as Computation on the Related Instruction list (CP)		5
PSYC& 100	GENERAL PSYCHOLOGY (HR)	5
or SOC& 101	INTRODUCTION TO SOCIOLOGY (HR)	5
or CMST& 101	INTRODUCTION TO COMMUNICATION (HR)	5
or CMST& 230	SMALL GROUP COMMUNICATION (HR)	5
<b>Sub-Total Units</b> .....		<b>15</b>

<b>ELECTIVES/COOPERATIVE WORK EXPERIENCE</b>		<b>Credits</b>
SPAN& 121	SPANISH I	5
or Other world language		5
or Demonstrated proficiency in a world language.		5
World language proficiency must be demonstrated by an approved exam.		

or SOC 250	MULTICULTURAL ISSUES	5
or BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
or POLS& 202	AMERICAN GOVERNMENT	5
or ENGL& 230	TECHNICAL WRITING	3 or 5
or CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
or Any college level course numbered 100 or above		5 to 6

**Sub-Total Units** ..... **5 - 6**

**Total Units** ..... **45-46**

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \* CM = Communication, HR = Human Relations, CP = Computation

**ASSOCIATE IN SCIENCE**

**CRIMINAL JUSTICE**

*The Criminal Justice program is designed to provide students with knowledge and skills for entry level positions in the criminal justice field. The program also offers opportunities for current criminal justice employees to enhance their knowledge and skills. This Associate in Science offers two options for focused study.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
CJ& 101	INTRODUCTION TO CRIMINAL JUSTICE	5
CJ 109	COMMUNITY RELATIONS	3
CJ& 110	CRIMINAL LAW	3
CJ 206	CRIME SCENE INVESTIGATION & EVIDENCE COLLECTION	5
CJ 240	CRIMINAL INVESTIGATION/ INTERVIEWING TECHNIQUES	3
CJ 245	LAWS OF ARREST, SEARCH & SEIZURE	3
CJ 275	PATROL PROCEDURES	3
ENGL& 230	TECHNICAL WRITING	3
PHIL 130	INTRODUCTION TO ETHICS	5
PSYC& 100	GENERAL PSYCHOLOGY (HR)	5
SOC 250	MULTICULTURAL ISSUES	5

*(Requirements continued on next page)*

SPAN& 121	SPANISH I	5
<i>or</i> Other world language		5
<i>or</i> Demonstrated proficiency in a world language. World language proficiency must be demonstrated by an approved exam. Additional credits may be required in electives to meet 90 credit degree requirement.		5
<b>Sub-Total Units</b> .....		<b>48</b>

**SPECIALTY REQUIREMENTS**

**Option I - (Criminal Justice)**

**Choose at least 21 credits from the following courses:**

	<b>Credits</b>	
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
POLS& 202	AMERICAN GOVERNMENT	5
PSYC 211	SOCIAL PSYCHOLOGY	5
PSYC& 220	ABNORMAL PSYCHOLOGY	5
Any course designated as a physical or biological science (ANTH, ASTR, BIOL, CHEM, ENVS, GEOL, IDS, NUTR, OCEA, PHYS or PHYSC)		5
SOC& 101	INTRODUCTION TO SOCIOLOGY (HR)	5
SOC& 201	SOCIAL PROBLEMS	5
SOC 220	CONTEMPORARY SOCIAL ISSUES	5
SPAN& 122	SPANISH II	5
<i>or</i> Other world language		5
SPAN& 123	SPANISH III	5
<i>or</i> Other world language		5
CMST& 210	INTERPERSONAL COMMUNICATION (CM)	3 or 5
<b>Sub-Total Units</b> .....		<b>21 - 25</b>

*or*

**SPECIALTY REQUIREMENTS**

**Option II (Computer Forensics)**

	<b>Credits</b>	
CIS 100	COMPUTER LITERACY	3 or 5
CIS 105	COMPUTER OPERATING SYSTEMS I	5
CIS 110	INTRODUCTION TO COMPUTER SECURITY	3
CIS 206	COMPUTER SUPPORT I	5
CIS 225	COMPUTER FORENSICS	5
<b>Sub-Total Units</b> .....		<b>21-23</b>

**GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION\***

	<b>Credits</b>	
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
IDS 113	QUANTITATIVE METHODS IN THE SOCIAL SCIENCES (CP)	5
<i>or</i> Any course designated as Computation on the Related Instruction list (CP)		5
CMST& 101	INTRODUCTION TO COMMUNICATION (CM)	3 or 5
<i>or</i> CMST& 230 SMALL GROUP COMMUNICATION (CM)		5
<b>Sub-Total Units</b> .....		<b>13-15</b>

**ELECTIVES/COOPERATIVE WORK EXPERIENCE**

	<b>Credits</b>	
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
<i>and/or</i> Any course numbered 100 and above		1 to 6
<b>Sub-Total Units</b> .....		<b>2 - 6</b>
<b>Total Units</b> .....		<b>90</b>

Students should plan to complete required English and math courses within their first 30 credits of study.

\* *CM* = Communication, *HR* = Human Relations, *CP* = Computation

**EARLY CHILDHOOD EDUCATION**

The Early Childhood Education (ECE) program prepares students for careers working with children in early learning and care programs, Head Start, preschools, childcare centers and homes. Certificate graduates usually work under the supervision of a teacher or director. The associate degree prepares students for lead teacher or administrator positions in early learning programs. The program offers three stackable state certificates leading to an Associate in Arts degree.

Stackable State Certificates:

- State Initial Early Childhood Education Certificate
- State Short Early Childhood Education Certificates of Specialization
  - o Early Childhood Education (General)
  - o Administration

- o Family Child Care
- o Infants and Toddlers
- o School Age Care
- Early Childhood Education State Certificate

This program of study promotes career advancement and improves transferability for students. All certificates align with steps in the Washington State Career Lattice for Early Care and Education Professionals. The common courses required in the certificates also meet requirements for the ECE Associate degree.

**Additional Requirements During/After Course of Study**

While not a requirement for the ECE program, students should be aware that there are special employment conditions in this career field that may include criminal background checks, current CPR and First Aid certification and HIV training.

**Transfer Option**

Students may plan their ECE course selection to maximize transferability of their credits through articulation agreements with some Washington 4-year colleges/universities. Advising assistance is strongly recommended to identify the education path that best serves your interests.

Visit [www.whatcom.ctc.edu/ece](http://www.whatcom.ctc.edu/ece) for more information.

**CERTIFICATE OF PROFICIENCY**

**STATE INITIAL EARLY CHILDHOOD EDUCATION**

*The first of three stackable certificates, aligned with step 5 of Washington State’s Career Lattice for Early Care and Education Professionals. Level 2 core competencies are taught and assessed, enabling assistant teachers to move to lead teacher positions in licensed child care centers.*

CORE REQUIREMENTS		Credits
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5
ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
<b>Sub-Total Units</b> .....		<b>12</b>
<b>Total Units</b> .....		<b>12</b>

**CERTIFICATE OF PROFICIENCY**

**STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATE OF SPECIALIZATION - GENERAL**

*The second of three stackable specialization certificates. Students may focus on Early Childhood Education General and then progress to step 6 on the Washington State Career Lattice for Early Care and Education Professionals.*

CORE REQUIREMENTS		Credits
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5
ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
EDUC& 115	CHILD DEVELOPMENT	5
<b>Sub-Total Units</b> .....		<b>17</b>

**SPECIALTY REQUIREMENTS Area/Title:**

General		Credits
EDUC& 130	GUIDING BEHAVIOR	3
<b>Sub-Total Units</b> .....		<b>3</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE OF PROFICIENCY**

**STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATE OF SPECIALIZATION-ADMINISTRATION**

*The second of three stackable specialization certificates. Students may specialize in Administration and progress to step 6 on the Washington State Career Lattice for Early Care and Education Professionals.*

CORE REQUIREMENTS		Credits
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5

*(Requirements continued on next page)*



ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
EDUC& 115	CHILD DEVELOPMENT	5
<b>Sub-Total Units</b> .....		<b>17</b>

<b>SPECIALTY REQUIREMENTS Area/Title:</b>		
<b>Administration</b>		<b>Credits</b>
ECED& 139	ADMINISTRATION OF EARLY LEARNING PROGRAMS	3
<b>Sub-Total Units</b> .....		<b>3</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE OF PROFICIENCY**

**STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATE OF SPECIALIZATION - FAMILY CHILD CARE**

*The second of three stackable specialization certificates. Students may specialize in Family Child Care and progress to step 6 on the Washington State Career Lattice for Early Care and Education Professionals.*

<b>CORE REQUIREMENTS</b>		
		<b>Credits</b>
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5
ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
EDUC& 115	CHILD DEVELOPMENT	5
<b>Sub-Total Units</b> .....		<b>17</b>

<b>SPECIALTY REQUIREMENTS Area/Title:</b>		
<b>Family Child Care</b>		<b>Credits</b>
ECED& 134	FAMILY CHILD CARE	3
<b>Sub-Total Units</b> .....		<b>3</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE OF PROFICIENCY**

**STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATE OF SPECIALIZATION - INFANTS AND TODDLERS**

*The second of three stackable specialization certificates. Students may specialize in Infant Toddler Care and progress to step 6 on the Washington State Career Lattice for Early Care and Education Professionals.*

<b>CORE REQUIREMENTS</b>		
		<b>Credits</b>
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5
ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
EDUC& 115	CHILD DEVELOPMENT	5
<b>Sub-Total Units</b> .....		<b>17</b>

<b>SPECIALTY REQUIREMENTS Area/Title:</b>		
<b>Infant-Toddler Care</b>		<b>Credits</b>
ECED& 132	INFANTS/TODDLERS CARE	3
<b>Sub-Total Units</b> .....		<b>3</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE OF PROFICIENCY**

**STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATE OF SPECIALIZATION - SCHOOL-AGE CARE**

*The second of three stackable specialization certificates. Students may specialize in School Age Care and progress to step 6 on the Washington State Career Lattice for Early Care and Education Professionals.*

CORE REQUIREMENTS		Credits
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5
ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
EDUC& 115	CHILD DEVELOPMENT	5
<b>Sub-Total Units</b> .....		<b>17</b>

SPECIALTY REQUIREMENTS Area/Title:		Credits
School-Age Care		Credits
EDUC& 136	SCHOOL AGE CARE	3
<b>Sub-Total Units</b> .....		<b>3</b>
<b>Total Units</b> .....		<b>20</b>

**CERTIFICATE**

**STATE EARLY CHILDHOOD EDUCATION CERTIFICATE**

*The Early Childhood Education program prepares students for careers in working with children in early learning and care programs, Head Start, preschools, childcare centers & homes. Competencies are developed for assistant teacher positions Step 7 on the Washington State Career Lattice for Early Care and Education Professionals.*

CORE REQUIREMENTS		Credits
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION (HR)	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5

ECED& 160	CURRICULUM DEVELOPMENT	5
ECED& 180	LANGUAGE/LITERACY DEVELOPMENT	3
ECED& 190	OBSERVATION, ASSESSMENT & RECORD KEEPING	3
EDUC& 115	CHILD DEVELOPMENT	5
EDUC& 130	GUIDING BEHAVIOR	3
EDUC& 150	CHILD/FAMILY/COMMUNITY	3
<b>Sub-Total Units</b> .....		<b>32</b>

SPECIALTY REQUIREMENTS		Credits
Choose One		Credits
ECED& 132	INFANTS/TODDLERS CARE	3
or ECED& 134	FAMILY CHILD CARE	3
or ECED& 139	ADMINISTRATION OF EARLY LEARNING PROGRAMS	3
or ECED& 170	LEARNING ENVIRONMENTS FOR YOUNG CHILDREN	3
or EDUC& 136	SCHOOL AGE CARE	3
or Any ECED or EDUC Class		3
<b>Sub-Total Units</b> .....		<b>3</b>

GENERAL EDUCATION REQUIREMENTS/ RELATED INSTRUCTION*		Credits
ENGL& 101	ENGLISH COMPOSITION I	5
CMST& 101	INTRODUCTION TO COMMUNICATION	3 or 5
or CMST& 210	INTERPERSONAL COMMUNICATION	3 or 5
Any MATH course numbered above 100 (CP)		5
or Any course designated "QSR"		5
<b>Sub-Total Units</b> .....		<b>13 - 15</b>

ELECTIVES/COOPERATIVE WORK EXPERIENCE		Credits
ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
<b>Sub-Total Units</b> .....		<b>2</b>
<b>Total Units</b> .....		<b>50 - 52</b>

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \* CM = Communication, HR = Human Relations, CP = Computation

**ASSOCIATE IN ARTS****EARLY CHILDHOOD EDUCATION**

*The Early Childhood Education program prepares students for careers in working with children in early learning and care programs, Head Start, preschools, childcare centers & homes. Competencies are developed for lead teacher, program assistant, and director positions. This degree aligns with Step 9 on the Washington State Career Lattice for Early Care and Education Professionals.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
ART 155	ART FOR CHILDREN	3
ECED& 105	INTRODUCTION TO EARLY CHILDHOOD EDUCATION (HR)	5
ECED& 107	HEALTH/SAFETY/NUTRITION	5
ECED& 160	CURRICULUM DEVELOPMENT	5
ECED& 170	LEARNING ENVIRONMENTS FOR YOUNG CHILDREN	3
ECED& 180	LANGUAGE/LITERACY DEVELOPMENT	3
ECED& 190	OBSERVATION, ASSESSMENT & RECORD KEEPING	3
ECED 220	MUSIC & MOVEMENT	3
ECED 236	MATH AND SCIENCE	3
EDUC& 115	CHILD DEVELOPMENT	5
EDUC& 130	GUIDING BEHAVIOR (HR)	3
EDUC& 150	CHILD/FAMILY/COMMUNITY (HR)	3
EDUC& 204	EXCEPTIONAL CHILD	5
EDUC 250	PROFESSIONALISM IN THE WORKPLACE	2
EDUC 280	INSTRUCTIONAL TECHNOLOGY	3
FIELD ELECTIVE - Any ECED or EDUC Course		2
<b>Sub-Total Units .....</b>		<b>56</b>

**GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION\***

		<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I	5
CMST& 101	INTRODUCTION TO COMMUNICATION	3 or 5
or CMST& 210	INTERPERSONAL COMMUNICATION	3 or 5
Any MATH course above 100 (CP)		5
or Any course designated "QSR"		5
PSYC& 100	GENERAL PSYCHOLOGY (HR)	5
HUMANITIES - Any course designated "H"		5
SCIENCE LAB - Any course designated "MSI"		5
<b>Sub-Total Units .....</b>		<b>28 - 30</b>

**ELECTIVES/COOPERATIVE WORK EXPERIENCE**

		<b>Credits</b>
ECED& 120	PRACTICUM-NURTURING RELATIONSHIPS	2
CO-OP 290	COOPERATIVE WORK EXPERIENCE	4 to 5
<b>Sub-Total Units .....</b>		<b>6 - 7</b>
<b>Total Units .....</b>		<b>90 - 93</b>

Students should plan to complete required English and math courses within their first 30 credits of study.

\* CM = Communication, HR = Human Relations, CP = Computation

## HOSPITALITY AND TOURISM BUSINESS MANAGEMENT

The Hospitality and Tourism Business Management program provides a core of common business courses combined with specialized topics in hospitality and tourism. The program offers an Associate in Science degree and a Certificate.

Visit [www.whatcom.ctc.edu/hospitality](http://www.whatcom.ctc.edu/hospitality) for more information.

### CERTIFICATE

## HOSPITALITY AND TOURISM BUSINESS MANAGEMENT

*This certificate prepares students with the skills and knowledge to enter the Hospitality Industry and increase opportunities for advancement to mid-management positions.*

CORE REQUIREMENTS		Credits
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BUSAD 108	PRINCIPLES OF MARKETING	5
BUSAD 170	CUSTOMER SERVICE FOR PROFESSIONALS (HR)	3
BUSAD 175	TRAVEL AND TOURISM OPERATIONS	4
BUSAD 176	CATERING, BANQUET, AND FOOD SERVICE MANAGEMENT	4
BUSAD 177	MEETING AND EVENT PLANNING	4
BUSAD 179	INTRODUCTION TO HOSPITALITY MANAGEMENT	5
BUSAD 205	HOTEL MANAGEMENT AND LODGING SYSTEMS	5
<b>Sub-Total Units</b> .....		<b>33</b>

GENERAL EDUCATION REQUIREMENTS/ RELATED INSTRUCTION*		Credits
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
ACCT 100	INTRODUCTION TO ACCOUNTING (CP)	3
or ACCT& 201	PRINCIPLES OF ACCOUNTING I (CP)	5
<b>Sub-Total Units</b> .....		<b>8 - 10</b>

### ELECTIVES/COOPERATIVE WORK EXPERIENCE

		Credits
CO-OP 180	PREPARING FOR CAREER WORK EXPERIENCE	1 to 2
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	3 to 5
<b>Sub-Total Units</b> .....		<b>4 - 7</b>
<b>Total Units</b> .....		<b>45 - 48</b>

Students should plan to complete required English and math courses within their first 30 credits of study.

\*CM = Communication, HR = Human Relations, CP = Computation

### ASSOCIATE IN SCIENCE

## HOSPITALITY AND TOURISM BUSINESS MANAGEMENT

*The Hospitality and Tourism Business Management Associate in Science degree provides a core of common business courses combined with specialized topics in hospitality and tourism. This degree prepares students to enter the hospitality industry with the skills and knowledge to grow in the field and increase opportunities for advancement to mid-management positions.*

CORE REQUIREMENTS		Credits
ACCT& 201	PRINCIPLES OF ACCOUNTING I	5
BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
BIS 121	WORD PROCESSING I	3
or BIS 141	SPREADSHEETS I	3
or BIS 161	DATABASE MANAGEMENT I	3
or BIS 181	INTRODUCTION TO PRESENTATION SOFTWARE	3
or CIS 100	COMPUTER LITERACY	3 or 5
BUS& 201	BUSINESS LAW	5
BUSAD 108	PRINCIPLES OF MARKETING	5
BUSAD 175	TRAVEL AND TOURISM OPERATIONS	4
BUSAD 176	CATERING, BANQUET, AND FOOD SERVICE MANAGEMENT	4
BUSAD 177	MEETING AND EVENT PLANNING	4

(Requirements continued on next page)

BUSAD 179	INTRODUCTION TO HOSPITALITY MANAGEMENT	5
BUSAD 205	HOTEL MANAGEMENT AND LODGING SYSTEMS	5
BUSAD 170	CUSTOMER SERVICE FOR PROFESSIONALS	3
BUSAD 230	HUMAN RESOURCE MANAGEMENT	5
ECON 100	SURVEY OF ECONOMIC PRINCIPLES	5
or ECON& 201	MICRO ECONOMICS	5
BUS& 101	INTRODUCTION TO BUSINESS	5
or ECON& 201	MICRO ECONOMICS	5
or ECON& 202	MACRO ECONOMICS	5
ECON 210	ECONOMIC ETHICS	5

Note: Students planning to pursue a Bachelor's degree should plan to take ECON& 201 and ECON& 202.

**Sub-Total Units ..... 66 - 68**

**GENERAL EDUCATION REQUIREMENTS/  
RELATED INSTRUCTION\* Credits**

BUSAD 100	BUSINESS MATH (CP)	5
or Any MATH course numbered 107 or above (CP)		5
or Any college level course designated as Computation on the Related Instruction List (CP)		5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
ENGL& 230	TECHNICAL WRITING (CM)	3 or 5
CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
or Any CMST course designated "OC"		3 or 5

**Sub-Total Units .....16 - 20**

**ELECTIVES/COOPERATIVE WORK EXPERIENCE Credits**

CO-OP 180	PREPARING FOR CAREER WORK EXPERIENCE	1 to 2
or		
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
Electives - Any courses numbered 100 or above in the following disciplines: ACCT, ARTGR, BUSAD, BIS, CIS, CS, OFFAD, PSYC, SOC.		2 to 6

or CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	1 to 5
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**Sub-Total Units .....4 - 8**

**Total Units ..... 90**

Students should plan to complete required English and math courses within their first 30 credits of study.

\*CM = Communication, HR = Human Relations, CP = Computation

**MESSAGE PRACTITIONER**

The Massage Practitioner program prepares students to work as Licensed Massage Practitioners (LMPs). As members of the health care community, they work in a variety of settings including hospitals, sports medicine clinics, medical and physical therapy offices/clinics, health clubs, spas, alternative medicine clinics, counseling and rehabilitative centers and private massage clinics. Program graduates are eligible to sit for state and national licensure exams.

Whatcom Community College offers two options for aspiring LMPs: the Associate in Science Degree and the Certificate. The program options run concurrently – the daytime cohorts begin each fall quarter and the evening cohorts each spring quarter. A number of program courses are provided in an online/hybrid format which means that the lecture portions are delivered by the instructor online and the lab portions are provided face-to-face in a dedicated lab.

The Associate in Science Degree / Massage Practitioner offers the student the ability to complete advanced coursework and specialize in an area of interest, as well as participate in an externship at a local business. Core curriculum massage classes must be taken in sequence, are only offered to students accepted into the massage program, and run for four consecutive quarters, beginning in fall or spring quarter.

The Massage Practitioner Certificate was designed to accommodate those who have a previous college education and/or are pursuing a career change. Core curriculum massage classes must be taken in sequence, are only offered to students accepted into the massage program, and run for three consecutive quarters, beginning in fall or spring quarter.

Both the degree and certificate curriculum qualifies graduates to sit for the Washington State licensing exam and the National Certification Exam to become licensed



massage practitioners. This curriculum is approved by the Washington State Massage Board, a subsidiary of the Washington State Department of Health.

### Special Application Process

Admission to the Massage Practitioner program is by special application, and is done on a first come first served basis. In order for an application to be considered, it must be complete. For details about the program, the application process, application materials and deadlines, visit the Massage Practitioner program page on the college's website or contact the program coordinator. For questions about the degree/certificate requirements contact Entry and Advising to speak with a program advisor.

### Additional Requirements During/After Course of Study

- In order to progress through the Massage Practitioner Program, students must take all MT courses in sequence and maintain a final grade of "C" (2.0) or better in all graded courses and an "S" in all clinical courses. (Note: A "C" in MT courses is 74%.)
- In order to pass lab practical exams, students must earn at least 80%. One re-take is allowed. Safety errors may be cause for failure of a practical exam.

### Program Dismissal/Re-entry Policies

Students will be dismissed from the program if:

1. The student fails to complete the requirements of a program probation contract.
2. The student misses more than 20% of class sessions in a course.
3. The student earns a final grade of less than "C" in any MT course.
4. The student fails to pass a lab practical exam with at least 80% on the second try.
5. They receive a suspension by the college for violations of the Students Rights and Responsibilities Policy.
6. For a second time during the program, they fail to meet any standard that would require probation.

Students dismissed from the program will be sent a certified letter indicating the reason(s) for the dismissal.

A student dismissed from the program may apply to re-enter the program by completing and submitting an "Application for Re-admission" form to the Program Coordinator at least one quarter prior to the quarter he/she intends to re-enroll. The Program Coordinator will review the application and inform the student of

the outcome of the review no more than ten days after receiving the application.

Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Coordinator may request additional documentation from the student to support the application for readmission. If the student is readmitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Any subsequent failure to meet the standards of academic progress will result in automatic dismissal. A student wishing to re-enroll after a second dismissal must apply as a new student to the program and repeat all MT massage courses if they are re-admitted to the program.

Visit [www.whatcom.ctc.edu/massage](http://www.whatcom.ctc.edu/massage) for more information.

## CERTIFICATE

### MASSAGE PRACTITIONER

*The Massage Practitioner Certificate prepares students to work as Licensed Massage Practitioners (LMPs). As members of the health care community, they work in a variety of settings including hospitals, sports medicine clinics, medical and physical therapy offices/clinics, health clubs, spas, alternative medicine clinics, counseling and rehabilitative centers, and private massage clinics. Program graduates are eligible to sit for state and national licensure exams.*

CORE REQUIREMENTS		Credits
MT 105	ETHICAL & LEGAL ISSUES FOR MASSAGE PRACTITIONERS	3
MT 110	MASSAGE THERAPY I	7
MT 111	MASSAGE THERAPY II	7
MT 112	MASSAGE THERAPY III	7
MT 202	KINESIOLOGY I FOR MASSAGE PRACTITIONERS	4
MT 203	KINESIOLOGY II FOR MASSAGE PRACTITIONERS	2
MT 204	KINESIOLOGY III FOR MASSAGE PRACTITIONERS	2
MT 205	BUSINESS APPLICATIONS FOR MASSAGE PRACTITIONERS	3

*(Requirements continued on next page)*

MT 240	PREPARATION FOR MASSAGE LICENSING	2
MT 250	STUDENT CLINIC	2
MT 271	ANATOMY & PATHOPHYSIOLOGY I FOR MASSAGE PRACTITIONERS	3
MT 272	ANATOMY & PATHOPHYSIOLOGY II FOR MASSAGE PRACTITIONERS	3
<b>Sub-Total Units</b>		<b>45</b>

<b>GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION*</b>		<b>Credits</b>
BUSAD 100	BUSINESS MATH (CP)	5
or	MATH& 107 MATH IN SOCIETY (CP)	5
or	Any class designated "QSR"	5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
CMST& 210	INTERPERSONAL COMMUNICATION (CM)	5
<b>Sub-Total Units</b>		<b>15</b>
<b>Total Units</b>		<b>60</b>

It is recommended that related instruction be completed prior to beginning program classes.  
 \*CM = Communication, HR = Human Relations, CP = Computation  
 Related instruction requirements are waived if student holds prior degree.

**ASSOCIATE IN SCIENCE**

**MASSAGE PRACTITIONER**

*The Massage Practitioner degree prepares students to work as Licensed Massage Practitioners (LMPs). As members of the health care community, they work in a variety of settings including hospitals, sports medicine clinics, medical and physical therapy offices/clinics, health clubs, spas, alternative medicine clinics, counseling and rehabilitative centers, and private massage clinics. The program stresses high levels of academic and critical thinking skills. Program graduates are eligible to sit for state and national licensure exams.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
MT 105	ETHICAL & LEGAL ISSUES FOR MASSAGE PRACTITIONERS	3
MT 110	MASSAGE THERAPY I	7
MT 111	MASSAGE THERAPY II	7
MT 112	MASSAGE THERAPY III	7

MT 202	KINESIOLOGY I FOR MASSAGE PRACTITIONERS	4
MT 203	KINESIOLOGY II FOR MASSAGE PRACTITIONERS	2
MT 204	KINESIOLOGY III FOR MASSAGE PRACTITIONERS	2
MT 205	BUSINESS APPLICATIONS FOR MASSAGE PRACTITIONERS	3
MT 230	MASSAGE APPLICATIONS: ORTHOPEDIC TREATMENT	8
or MT 235	MASSAGE APPLICATIONS: WELLNESS TREATMENT	8
MT 240	PREPARATION FOR MASSAGE LICENSING	2
MT 250	STUDENT CLINIC	2
MT 260	CLINICAL EXTERNSHIP	1
MT 271	ANATOMY & PATHOPHYSIOLOGY I FOR MASSAGE PRACTITIONERS	3
MT 272	ANATOMY & PATHOPHYSIOLOGY II FOR MASSAGE PRACTITIONERS	3
<b>Sub-Total Units</b>		<b>54</b>

<b>GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION*</b>		<b>Credits</b>
BUSAD 100	BUSINESS MATH (CP)	5
or	MATH& 107 MATH IN SOCIETY (CP)	5
or	Any class designated "QSR"	5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
CMST& 210	INTERPERSONAL COMMUNICATION (CM)	5
PSYC& 100	GENERAL PSYCHOLOGY (HR)	5
or SOC& 101	INTRODUCTION TO SOCIOLOGY (HR)	5
<b>Sub-Total Units</b>		<b>20</b>

<b>ELECTIVES/COOPERATIVE WORK EXPERIENCE</b>		<b>Credits</b>
Any college level courses numbered 100 or above		16
<b>Sub-Total Units</b>		<b>16</b>
<b>Total Units</b>		<b>90</b>

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \*CM = Communication, HR = Human Relations, CP = Computation  
 Related instruction and electives requirements are waived if student holds prior degree.

## MEDICAL ASSISTING

The Medical Assisting (MA) degree/certificate program is designed to train students to work as a member of an ambulatory health care team, performing a broad range of clinical and administrative tasks under the supervision of a physician, physician's assistant or nurse practitioner. Program space is limited and a special application process is required (see below). Students accepted in the MA degree and certificate programs take the same clinical training and administrative skill coursework. The degree requires additional general education/related instruction courses. Upon graduating from the MA degree or certificate program, students are eligible to take a national board exam to become Certified Medical Assistants with the CMA (AAMA) credential. Additionally, the MA degree and certificate programs are aligned with Washington State laws for MA credentials and scope of practice.

Whatcom Community College's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Many of the Medical Assisting program courses are partnered with the IBEST Program. I-BEST stands for Integrated Basic Education and Skills Training. Refer to the IBEST Program information on pages 17 and 33 for details.

### Prerequisite Courses

ENGL& 101; MATH 096 (or higher) or placement into MATH 098; MA 113 or BIS 101; MA 101; CMST& 210 or CMST 145.

Note: Other program prerequisites may apply. Refer to the college's website or obtain the application materials referred to below for complete details.

### Special Application Process

Admission to the Medical Assisting program is by special application. For details about course/program prerequisites, the application process, application materials and deadlines, visit the Medical Assisting program page on the College's website or contact the Entry & Advising Center or the Medical Assisting Program Coordinator.

### Additional Requirements During/After Course of Study

- Courses must be taken in sequence as assigned in the

program schedule. Any deviation from the program schedule must have the written approval of the Program Coordinator.

- All program courses must be passed with a "C" (2.0) grade or better.
- Occupational Exposures - The medical assistant may be exposed to various chemicals used in disinfecting and sterilization, laboratory testing reagents, biohazard wastes, blood borne pathogens, and, communicable diseases. While in the Medical Assisting Program students have similar occupational exposures. Program students should refer to the Informed Consent for Coursework Requiring Human Subjects document in the Medical Assisting Student Handbook for specific information (available to students accepted into the MA program). Safety issues and concerns when dealing with occupational exposures are a major focus within the Medical Assisting Program curriculum.
- Students accepted into the Medical Assisting Degree or Certificate programs will need to show documentation that indicates they have begun the required immunization series. Immunizations and tuberculosis screening are required in accordance with CDC recommendations, and OSHA requirements for health care workers. Program students should refer to the Immunization Policy document in the Medical Assisting Student Handbook for details.
- Prior to practicum, medical assisting students are required to obtain/maintain provider level CPR and First Aid certificates and the Seven-Hour HIV/AIDS Education Certificate. These certifications are offered as part of the regular MA program and must be completed by the student as part of their coursework.

### Dismissal/Re-entry Regulations

Students will be dismissed from the Medical Assisting program for the following reasons:

1. Earning an unsatisfactory grade in any clinical course after being placed on probation due to unsatisfactory clinical performance.
2. Failing to satisfactorily complete any probationary contract in the allotted time.
3. Placement on suspension by the college for violations of the Students Rights and Responsibilities policy.

Students who are dismissed from the program will be sent a certified letter indicating the reason for the dismissal. If the student wishes to appeal this action, he/she may do so by following the appropriate student

grievance procedure as stated in the college catalog. A student dismissed from the program may apply to re-enter the program by re-applying at least one quarter prior to the quarter he/she intends to re-enroll. Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Coordinator may request additional documentation from the student to support the application for re-admission. If the student is re-admitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Any subsequent failure to meet the standards of academic progress will result in automatic dismissal. A student wishing to re-enroll after a second dismissal must apply as a new student to the program.

During student's participation in the practicum, any violation of the practicum contract may result in an "unsatisfactory" grade in the course.

Visit [www.whatcom.ctc.edu/medicalassisting](http://www.whatcom.ctc.edu/medicalassisting) for more information.

**CERTIFICATE**

**MEDICAL ASSISTING**

*The Medical Assisting certificate prepares students to perform a broad range of administrative and clinical tasks under the supervision of a physician/provider in a doctor's office or other medical setting.*

**PREREQUISITES  
(for Special Admissions Programs) Credits**

Placement into MATH 98 or above or completion of MATH 96 or above; and completion of prerequisite courses required prior to enrolling in core requirements.

ENGL& 101	ENGLISH COMPOSITION I (CM)	5
MA 113	INTRODUCTION TO MEDICAL COMPUTING	3
or BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
CMST& 210	INTERPERSONAL COMMUNICATION (HR)	3 or 5

or CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
MA 101	MEDICAL TERMINOLOGY I	2

**Sub-Total Units . . . . . 13 - 15**

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
MA 108	MEDICAL LAW AND ETHICS	2
MA 119	MEDICAL INSURANCES AND FINANCES (CP)	4
MA 120	CLINICAL PROCEDURES I	6
MA 121	CLINICAL PROCEDURES II	6
MA 122	COMMUNICATIONS IN HEALTH CARE SYSTEMS	4
MA 123	THE MEDICAL OFFICE AND ELECTRONIC RECORDS	5
MA 124	COMPUTERIZED MEDICAL BILLING	3
MA 127	CLINICAL ANATOMY AND PATHOPHYSIOLOGY I	6
MA 128	CLINICAL ANATOMY AND PATHOPHYSIOLOGY II	6
MA 131	CLINICAL PROCEDURES III	3
MA 135	MEDICAL PROCEDURAL CODING	3
MA 136	PHARMACOLOGY (CP)	4
MA 137	PHARMACOLOGY LAB	2
MA 140	PRACTICUM	6
MA 142	PRACTICUM SEMINAR	2
MA 155	MEDICAL DIAGNOSTIC CODING	3

**Sub-Total Units . . . . . 65**

**Total Units . . . . . 78 - 80**

\* CM = Communication, HR = Human Relations, CP = Computation

**ASSOCIATE IN SCIENCE**

**MEDICAL ASSISTING**

*The Medical Assisting degree prepares students to perform a broad range of administrative and clinical tasks under the supervision of a physician/provider in a doctor's office or other medical setting.*

**PREREQUISITES**

**(for Special Admissions Programs) Credits**

Placement into MATH 98 or above or completion of MATH 96 or above; and completion of prerequisite courses required prior to enrolling in core requirements.

ENGL& 101	ENGLISH COMPOSITION I (CM)	5
MA 113	INTRODUCTION TO MEDICAL COMPUTING	3
<i>or</i> BIS 101	INTRODUCTION TO BUSINESS COMPUTING	3
CMST& 210	INTERPERSONAL COMMUNICATION (HR)	3 or 5
<i>or</i> CMST 145	INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (HR)	5
MA 101	MEDICAL TERMINOLOGY I	2
<b>Sub-Total Units . . . . .</b>		<b>13 - 15</b>

**CORE REQUIREMENTS**

**Credits**

MA 108	MEDICAL LAW AND ETHICS	2
MA 119	MEDICAL INSURANCES AND FINANCES (CP)	4
MA 120	CLINICAL PROCEDURES I	6
MA 121	CLINICAL PROCEDURES II	6
MA 122	COMMUNICATIONS IN HEALTH CARE SYSTEMS (HR)	4
MA 123	THE MEDICAL OFFICE AND ELECTRONIC RECORDS	5
MA 124	COMPUTERIZED MEDICAL BILLING	3
MA 127	CLINICAL ANATOMY AND PATHOPHYSIOLOGY I	6
MA 128	CLINICAL ANATOMY AND PATHOPHYSIOLOGY II	6
MA 131	CLINICAL PROCEDURES III	3
MA 135	MEDICAL PROCEDURAL CODING	3
MA 136	PHARMACOLOGY (CP)	4
MA 137	PHARMACOLOGY LAB	2

MA 140	PRACTICUM	6
MA 142	PRACTICUM SEMINAR	2
MA 155	MEDICAL DIAGNOSTIC CODING	3
<b>Sub-Total Units . . . . .</b>		<b>65</b>

**GENERAL EDUCATION REQUIREMENTS/  
RELATED INSTRUCTION\***

**Credits**

Any MATH course numbered 100 or above	5	
<i>or</i> BUSAD 100 BUSINESS MATH (CP)	5	
<i>or</i> Any course designated "QSR"	5	
ELECTIVES - Any college level courses numbered 100 or above	7	
<b>Sub-Total Units . . . . .</b>		<b>12</b>
<b>Total Units . . . . .</b>		<b>90-92</b>

\* CM = Communication, HR = Human Relations, CP = Computation



## NURSING

The purpose of the nursing program is to educate students to practice nursing within varied health care settings in collaboration with other members of the health care team, and to assist individuals who are experiencing health care problems to progress toward optimal health and wellness. The program prepares students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### Prerequisite Courses

ENGL& 101 or higher; MATH& 146; PSYC& 200; BIOL& 241 and 242; BIOL& 260; CHEM& 121 or higher. All prerequisites must be completed with a minimum grade of B (3.0). BIOL& 241 and 242 must have been completed within 5 years of program admission.

Note: Other program prerequisites may apply. Refer to the College's nursing program website and the application materials referred to below for complete details.

### Special Application Process

Admission to the nursing program is by selective entry application. For details about course/program prerequisites, the application process, application materials and deadlines, visit the Nursing Program page on the College's website or contact the Entry & Advising Center or the Nursing Program Assistant.

### Short-Term Training Opportunity

In addition to the degree offered, the following short-term certificate of proficiency is also available:

- Nursing Assistant

### Additional Requirements During/After Course of Study

Students must take NURS courses in sequence and maintain a final grade of "C" in all courses. (Note: A "C" in nursing courses is 78%.)

### Dismissal/Re-entry Regulations

Students will be dismissed from the Nursing program for the following reasons:

1. Earning an unsatisfactory grade in any clinical course after being placed on probation due to unsatisfactory clinical performance.
2. Failing to satisfactorily complete any probationary contract in the allotted time.
3. Placed on suspension by the college for violations of

the Students Rights and Responsibilities policy.

Students who are dismissed from the program will be sent a certified letter indicating the reason for the dismissal. If the student wishes to appeal this action, he/she may do so by following the appropriate student grievance procedure as stated in the college catalog.

A student dismissed from the program may apply to re-enter the program by completing and submitting an "Application for Re-admission" form to the Program Director at least one quarter prior to the quarter in which he/she intends to re-enroll. The Program Director will review the application and inform the student of the outcome of the review no more than ten days after receiving the application. Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Director may request additional documentation from the student to support the application for re-admission. If the student is readmitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Students will not be allowed to enter the Nursing Program more than twice.

Visit [www.whatcom.ctc.edu/nursing](http://www.whatcom.ctc.edu/nursing) for more information.

## CERTIFICATE OF PROFICIENCY

### NURSING ASSISTANT

*This comprehensive training course prepares students to take the state Nursing Assistant Certification exam and provides awareness of the role of the nursing assistant in nursing care.*

CORE REQUIREMENTS		Credits
NURS 100	NURSING ASSISTANT	8
<b>Sub-Total Units</b> .....		<b>8</b>
<b>Total Units</b> .....		<b>8</b>

**ASSOCIATE IN SCIENCE**

**NURSING**

*The purpose of the nursing degree is to educate students to practice nursing within varied health care settings in collaboration with other members of the health care team, and to assist individuals who are experiencing health care problems to progress toward optimal health and wellness. The program prepares students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Note: NURS 100 or equivalent (WA State NAC) required for admission to the core requirements.*

**GENERAL EDUCATION REQUIREMENTS/  
RELATED INSTRUCTION\* Credits**

*Note: NURS 100 or equivalent (WA State NAC) or LPN required for admission to the core requirements.*

ENGL& 101	ENGLISH COMPOSITION I (CM)	5
MATH& 146	INTRODUCTION TO STATISTICS (CP)	5
CHEM& 121	INTRODUCTION TO CHEMISTRY	5
	or higher level CHEM course	5
BIOL& 260	MICROBIOLOGY	5
BIOL& 241	HUMAN ANATOMY AND PHYSIOLOGY 1	5
BIOL& 242	HUMAN ANATOMY AND PHYSIOLOGY 2	5
PSYC& 200	LIFESPAN PSYCHOLOGY (HR)	5
ANTH& 235	highly recommended, but not required	

**Sub-Total Units ..... 35**

**CORE REQUIREMENTS  
TRADITIONAL OPTION Credits**

NURS 160	INTRODUCTION TO PHARMACOLOGY CONCEPTS	2
NURS 161	INTRODUCTION TO NURSING CONCEPTS WITH PRACTICUM	12
NURS 162	NURSING CONCEPTS WITH PRACTICUM I	12
NURS 163	NURSING CONCEPTS WITH PRACTICUM II	12
NURS 261	NURSING CONCEPTS WITH PRACTICUM III	12

NURS 262	NURSING CONCEPTS WITH PRACTICUM IV	12
NURS 263	NURSING CONCEPTS WITH PRACTICUM V	12
<b>Sub-Total Units .....</b>		<b>74</b>

**OR**

**CORE REQUIREMENTS Area/Title:  
HYBRID/ONLINE OPTION Credits**

NURS 150A	INTRODUCTION TO PHARMACOLOGY IN NURSING-PART A	1
NURS 150B	INTRODUCTION TO PHARMACOLOGY IN NURSING-PART B	1
NURS 151A	FUNDAMENTALS OF NURSING - PART A	6
NURS 151B	FUNDAMENTALS OF NURSING - PART B	6
NURS 152A	NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM I-PART A	6
NURS 152B	NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM I-PART B	6
NURS 153A	NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM II-PART A	6
NURS 153B	NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM II-PART B	6
NURS 201A	NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III - PART A	6
NURS 201B	NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III - PART B	6
NURS 202A	NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV-PART A	6
NURS 202B	NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV-PART B	6
NURS 203A	NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V-PART A	6
NURS 203B	NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V-PART B	6

**Sub-Total Units .....74**

**Total Units ..... 109**

Students should plan to complete required English and math courses within their first 30 credits of study.  
\*CM = Communication, HR = Human Relations, CP = Computation

**PARALEGAL STUDIES**

This program provides students with the knowledge and skills for entry into paralegal careers in public or private law offices and law-related agencies. The Paralegal Studies program offers an Associate in Science degree and a Certificate for students with prior bachelor’s level achievement. In preparation to become an authorized provider of the Limited License Legal Technician (LLLT) educational requirements, Whatcom’s Paralegal Studies curriculum has recently been aligned to the standards outlined by the Washington Supreme Court, including new content on Family Law and Domestic Relations. At the time of publication of this catalog, authorization was still pending.

**Prerequisite Courses**

ENGL 100/ESLA 117 or placement into ENGL& 101.

A survey of instructors and a review of textbooks indicates that the following will increase student success in this program:

- reading range 12th grade level and beyond;
- experience with Word, Excel, Outlook, and Access;
- excellent writing and speaking skills;
- ability to think critically and solve problems in a logical manner.

Courses that help develop foundational knowledge and critical thinking and writing skills are highly recommended.

Visit [www.whatcom.ctc.edu/paralegal](http://www.whatcom.ctc.edu/paralegal) for more information.

**CERTIFICATE**

**PARALEGAL STUDIES**

*The program provides students with the knowledge and skills for entry into paralegal careers in public or private law offices and law-related agencies. Whatcom’s Paralegal Studies program offers an Associate in Science Degree and a Certificate for students with prior bachelor degree level achievement. Whatcom’s Paralegal Studies curriculum has recently been aligned to standards outlined by the Washington Supreme Court, including new content in Family Law. At the time of publication*

*of this catalog, Whatcom is seeking approval to provide educational requirements for the Limited License Legal Technician (LLLT) licensing.*

**GENERAL EDUCATION REQUIREMENTS/  
RELATED INSTRUCTION\* Credits**

EVIDENCE OF EARNED BACHELOR’S DEGREE	
<b>Sub-Total Units</b>	<b>0</b>

**CORE REQUIREMENTS Credits**

OFFAD 127	LEGAL TERMINOLOGY	3
PLS 111	INTRODUCTION TO LAW AND THE LEGAL PROCESS	5
PLS 112	LAW OFFICE TECHNOLOGY	3
PLS 120	CIVIL PROCEDURE AND LITIGATION	5
PLS 130	LEGAL INTERVIEWING AND INVESTIGATION TECHNIQUES	3
PLS 151	LAW OFFICE PROCEDURES AND LEGAL ETHICS	5
PLS 152	INTRO TO LEGAL RESEARCH, WRITING AND ANALYSIS	5
CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP	5
<b>Sub-Total Units</b>		<b>34</b>

**SPECIALTY REQUIREMENTS**

**Option 1 - General Credits**

BUS& 201	BUSINESS LAW	5
<i>and/or</i> Any PLS courses not counted as core requirements		8 to 14
<b>Sub-Total Units</b>		<b>13 - 14</b>

OR

**SPECIALTY REQUIREMENTS**

**Option 2 - Family Law Credits**

Pending approval by state agencies, Option 2 courses will prepare students for the Limited License Legal Technician educational requirements.

PLS 175	CONTRACTS, CONSUMER LAW AND ACCESS TO JUSTICE	3
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*(Requirements continued on next page)*

PLS 240	FAMILY LAW I	5
PLS 241	FAMILY LAW II	5
PLS 242	FAMILY LAW III	5
<b>Sub-Total Units</b> .....		<b>18</b>
<b>Total Units</b> .....		<b>47-52</b>

**ASSOCIATE IN SCIENCE**

**PARALEGAL STUDIES**

*The program provides students with the knowledge and skills for entry into paralegal careers in public or private law offices and law-related agencies. Whatcom's Paralegal Studies program offers an Associate in Science Degree and a Certificate for students with prior bachelor degree level achievement. Whatcom's Paralegal Studies curriculum has recently been aligned to standards outlined by the Washington Supreme Court, including new content in Family Law. At the time of publication of this catalog, Whatcom is seeking approval to provide educational requirements for the Limited License Legal Technician (LLLT) licensing.*

<b>CORE REQUIREMENTS</b>		<b>Credits</b>
BIS 121	WORD PROCESSING I	3
OFFAD 127	LEGAL TERMINOLOGY	3
PLS 111	INTRODUCTION TO LAW AND THE LEGAL PROCESS	5
PLS 112	LAW OFFICE TECHNOLOGY	3
PLS 120	CIVIL PROCEDURE AND LITIGATION	5
PLS 130	LEGAL INTERVIEW AND INVESTIGATION TECHNIQUES	3
PLS 151	LAW OFFICE PROCEDURES AND LEGAL ETHICS	5
PLS 152	INTRO TO LEGAL RESEARCH, WRITING AND ANALYSIS	5
<b>Sub-Total Units</b> .....		<b>32</b>

**SPECIALTY REQUIREMENTS**

<b>Option 1 - General</b>		<b>Credits</b>
BUS& 201	BUSINESS LAW	5
<i>and/or</i> Any PLS courses not counted as core requirements		9 to 14
<b>Sub-Total Units</b> .....		<b>14</b>

**OR**

**SPECIALTY REQUIREMENTS**

**Option 2 - Family Law Credits**

Pending approval by state agencies, Option 2 courses will prepare students for the Limited License Legal Technician educational requirements.

PLS 175	CONTRACTS, CONSUMER LAW AND ACCESS TO JUSTICE	3
PLS 240	FAMILY LAW I	5
PLS 241	FAMILY LAW II	5
PLS 242	FAMILY LAW III	5
<b>Sub-Total Units</b> .....		<b>18</b>

**GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION\***

		<b>Credits</b>
BUSAD 100	BUSINESS MATH (CP)	5
<i>or</i> Any course designated Computation on Related Instruction List. (CP)		5
ENGL& 101	ENGLISH COMPOSITION I (CM)	5
CMST& 101	INTRODUCTION TO COMMUNICATION (HR)	3 or 5
<i>or</i> CMST& 210 INTERPERSONAL COMMUNICATION (HR)		3 or 5
<i>or</i> Any course designated "OC"		3 to 5

Enrollment in at least one course from each of the following areas: Humanities "H", Social/Behavioral Science "SS", Math/Science "MS" or "MSI" 15 to 17

**Sub-Total Units** .....

**ELECTIVES/COOPERATIVE WORK**

**EXPERIENCE Credits**

CO-OP 190	COOPERATIVE EDUCATION/INTERNSHIP	5
<i>or</i> Approved equivalent		5

Additional Cooperative Work Experience and/or any course numbered 100 and above. 9

**Sub-Total Units** .....

**Total Units** .....

Students should plan to complete required English and math courses within their first 30 credits of study.  
\*CM = Communication, HR = Human Relations, CP = Computation

## PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant Program prepares students to work with adult, geriatric and/or pediatric populations in general hospitals, rehabilitation hospitals, outpatient clinics, long-term care facilities and school districts. Program graduates are eligible for licensure in any state as a physical therapist assistant.

The program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

### Prerequisite Courses

ENGL& 101; BUSAD 100 or MATH& 107 or any course designated "CP" on the Related Instruction list; PSYC& 100 or SOC& 101; BIOL, CHEM, or PHYS lab course; MA 101 (2 credits); BIOL& 241. All prerequisites must be completed with a minimum grade of C+ (2.3).

Note: With the exception of MA 101 and BIOL& 241, other program prerequisites may be waived with an associate/bachelor level degree. Refer to the college's website or obtain the special application materials referred to below for complete details.

### Special Application Process

Admission to the Physical Therapist Assistant program is by special application. For details about course/program prerequisites, the application process, application materials and deadlines, visit the Physical Therapist Assistant program page on the College's website or contact the Entry & Advising Center or the Physical Therapist Assistant Program Coordinator for program-specific questions.

### Additional Requirements During/After Course of Study

- In order to progress through the PTA Program, students must take all PTA courses in sequence and maintain a final grade of "C" (2.0) or better in all graded courses and an "S" in all clinical courses. (Note: A "C" in PTA courses is 74%.)
- In order to pass lab practical exams, students must earn at least a "B" (3.0). One re-take will be allowed. Safety errors during a lab practical exam will be cause for failure. (Note: A "B" in PTA courses is 80%.)
- Students admitted into the PTA program are required to maintain current CPR and First Aid certifications,

complete a 7-hour HIV/AIDS training course and have up-to-date immunizations. They are also required to travel to and from clinical sites, which may be more than one hour away from the College or from the student's home.

### Dismissal/Re-entry Regulations

Students will be dismissed from the Physical Therapist program for the following reasons:

1. Earning an unsatisfactory "U" grade in any clinical course after being placed on probation due to unsatisfactory clinical performance.
2. Failing to satisfactorily complete any probationary contract in the allotted time.
3. Earning a "C-" (1.7) or below in any PTA course after being placed on probation.
4. Failing to meet a standard that would require probation for a second time in the program.
5. Being placed on suspension by the college for violations of the Students Rights and Responsibilities policy.

Students who are dismissed from the program will be sent a certified letter indicating the reason for the dismissal. If the student wishes to appeal this action, he/she may do so by following the appropriate student grievance procedure as stated in the college catalog.

A student dismissed from the program may apply to re-enter the program by completing and submitting an "Application for Re-admission" form to the Program Coordinator at least two quarters prior to the quarter he/she intends to re-enroll. The Program Coordinator will review the application and inform the student of the outcome of the review no more than ten days after receiving the application. Re-admission is dependent on space availability and whether the student has demonstrated that the problems that led to dismissal have been corrected. The Program Coordinator may request additional documentation from the student to support the application for re-admission. If the student is re-admitted to the program, he/she must complete the requirements that led to the dismissal before continuing the program sequence.

Any subsequent failure to meet the standards of academic progress will result in automatic dismissal. A student wishing to re-enroll after a second dismissal must apply as a new student to the program and repeat all PTA courses.

Visit [www.whatcom.ctc.edu/pta](http://www.whatcom.ctc.edu/pta) for more information.



**ASSOCIATE IN SCIENCE**

**PHYSICAL THERAPIST ASSISTANT**

*The Physical Therapist Assistant degree prepares students to work with adult, geriatric and/or pediatric populations in general hospitals, rehabilitation hospitals, outpatient clinics, long-term care facilities and school districts. Graduates are eligible for licensure or certification in any state as a physical therapist assistant. The program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.*

**GENERAL EDUCATION REQUIREMENTS/  
RELATED INSTRUCTION\* Credits**

*Completion of general education courses is required for admission to core program requirements.*

ENGL& 101	ENGLISH COMPOSITION I (CM)	5
BUSAD 100	BUSINESS MATH (CP)	5
or MATH& 107	MATH IN SOCIETY (CP)	5
or	Any course designated as Computation on the Related Instruction list (CP)	5
PSYC& 100	GENERAL PSYCHOLOGY (HR)	5
or SOC& 101	INTRODUCTION TO SOCIOLOGY (HR)	5
	Any BIOL, CHEM or PHYS Lab Course	5
MA 101	MEDICAL TERMINOLOGY I	2
BIOL& 241	HUMAN ANATOMY AND PHYSIOLOGY 1	5
BIOL& 242; and CMST& 101, 210, 220 or 230 highly recommended, but not required		
<b>Sub-Total Units .....</b>		<b>27</b>

**CORE REQUIREMENTS Credits**

PTA 101	INTRODUCTION TO PHYSICAL THERAPY	3
PTA 105	TESTS AND MEASUREMENTS	2
PTA 110	PTA PROCEDURES I	5
PTA 111	PTA PROCEDURES II	7
PTA 113	PTA PROCEDURES III	4
PTA 151	CLINICAL EXPERIENCE	4

PTA 201	ETHICAL ISSUES IN PHYSICAL THERAPY	3
PTA 225	PTA PROCEDURES IV	5
PTA 226	PTA PROCEDURES V	4
PTA 227	PTA PROCEDURES VI	7
PTA 251	CLINICAL EXPERIENCE II	4
PTA 253A	CLINICAL AFFILIATION I	9
PTA 253B	CLINICAL AFFILIATION II	9
PTA 273	ANATOMY AND PATHOPHYSIOLOGY FOR THE PTA I	3
PTA 274	ANATOMY AND PATHOPHYSIOLOGY FOR THE PTA II	4
PTA 280	SPECIAL TOPICS IN PHYSICAL THERAPY	2
PTA 285	MANUAL THERAPY TECHNIQUES FOR PHYSICAL THERAPIST ASSISTANTS	1
HLTH 201	CLINICAL NEUROLOGY	3
HLTH 202	APPLIED ANATOMY AND CLINICAL KINESIOLOGY	5
<b>Sub-Total Units .....</b>		<b>84</b>
<b>Total Units .....</b>		<b>111</b>

Students should plan to complete required English and math courses within their first 30 credits of study.  
\*CM = Communication, HR = Human Relations, CP = Computation

## VISUAL COMMUNICATIONS

The Visual Communications program prepares students for careers in the print, web and digital media design fields. The curriculum balances study of conceptual and visual problem-solving skills with the development of technical skills and knowledge of current industry practices. The program's Associate in Arts degree offers content in graphic design and web/interactive media, including digital publishing for mobile devices and content management systems.

### Prerequisite Courses

ART 112, ART 115 or 116; ART 185; ART& 100 or ART 114 or 150 or 205 or 215; ENGL 100/ESLA 117 or placement into ENGL& 101.

### Special Application Process

Admission to the Visual Communications program is by special application. For more information about course/program prerequisites, the application process, application materials and deadlines, visit the Visual Communications program webpage on the college's website or contact the Entry and Advising Center or the Visual Communications Program Coordinator.

### Additional Requirements During/After Course Of Study

To be eligible for placement in a cooperative work experience internship, students must maintain a minimum GPA of 2.50 in program courses and demonstrate professional work behavior exhibited through good class attendance, punctuality and timely completion of class assignments.

### Dismissal/Re-Entry Regulations

Students must meet the WCC Academic Standards of Progress Policy (page 41). To re-enter the program, a student must re-apply to the Visual Communications program, following the special application process. A student who is re-admitted may be required to repeat certain program courses to update skills to current industry standards.

Visit [www.whatcom.ctc.edu/viscom](http://www.whatcom.ctc.edu/viscom) for more information.

## ASSOCIATE IN ARTS

### VISUAL COMMUNICATIONS

*The Visual Communications program prepares students for careers in the print, web, and digital media design fields.*

#### PREREQUISITES

(for Special Admissions Programs)		Credits
ART 112	DRAWING I	3 or 5
ART 115	2D DESIGN	3 or 5
<i>or</i> ART 116	3D DESIGN	3 or 5
ART 185	INTRODUCTION TO GRAPHIC DESIGN	5
ART& 100	ART APPRECIATION	3 or 5
<i>or</i> ART 114	HISTORY OF GRAPHIC DESIGN	5
<i>or</i> ART 150	HISTORY OF PHOTOGRAPHY: 1839 TO THE PRESENT	5
<i>or</i> ART 205	WESTERN ART FROM 18TH TO MID 20TH CENTURY	3 or 5
<i>or</i> ART 215	WESTERN ART FROM WORLD WAR II TO THE PRESENT	3 or 5

**Sub-Total Units . . . . . 14 - 20**

#### CORE REQUIREMENTS

		Credits
ARTGR 240	TYPOGRAPHY	3
ARTGR 250	LAYOUT AND PUBLICATION DESIGN I	5
ARTGR 251	LAYOUT AND PUBLICATION DESIGN II	5
ARTGR 260	VECTOR ILLUSTRATION	5
ARTGR 261	RASTER ILLUSTRATION AND IMAGE EDITING	5
ARTGR 262	ADVANCED DIGITAL IMAGING	3
ARTGR 270	PRINT PRODUCTION AND PREPRESS	5
ARTGR 280	WEB DESIGN AND AUTHORING I	5
ARTGR 282	WEB DESIGN AND AUTHORING II	5
ARTGR 284	WEB CONTENT MANAGEMENT SYSTEMS	5
ARTGR 292	PORTFOLIO/PROFESSIONAL PRACTICES	2

**Sub-Total Units . . . . . 48**

<b>GENERAL EDUCATION REQUIREMENTS/ RELATED INSTRUCTION*</b>			<b>Credits</b>
ENGL& 101	ENGLISH COMPOSITION I (CM)		5
BUSAD 100	BUSINESS MATH (CP)		5
<i>or</i> CS 140	COMPUTER PROGRAMMING FUNDAMENTALS I (CP)		5
<i>or</i> IDS 112	ETHNO MATHEMATICS (CP)		5
<i>or</i> IDS 113	QUANTITATIVE METHODS IN THE SOCIAL SCIENCES (CP)		5
<i>or</i> PHIL& 117	TRADITIONAL LOGIC (CP)		5
<i>or</i>	Any course designated as Computation on the Related Instruction list (CP)		5
ANTH& 206	CULTURAL ANTHROPOLOGY (HR)		5
<i>or</i> PSYC& 100	GENERAL PSYCHOLOGY (HR)		5
<i>or</i> SOC& 101	INTRODUCTION TO SOCIOLOGY (HR)		5
<i>or</i>	Any CMST course designated "OC" (HR)		3 to 5
<b>Sub-Total Units .....</b>			<b>13 - 15</b>

<b>ELECTIVES/COOPERATIVE WORK EXPERIENCE</b>			<b>Credits</b>
ART& 100	ART APPRECIATION		3 or 5
<i>and/or</i> ART 114	HISTORY OF GRAPHIC DESIGN		5
<i>and/or</i> ART 118	MIXED MEDIA/COLLAGE		5
<i>and/or</i> ART 123	WATER BASED MEDIA		3 or 5
<i>and/or</i> ART 134	THE ART OF COLOR		3 or 5
<i>and/or</i> ART 150	HISTORY OF PHOTOGRAPHY: 1839 TO THE PRESENT		5
<i>and/or</i> ART 175	PRINTMAKING: RELIEF AND MONOTYPE		3 or 5
<i>and/or</i> ART 176	PRINTMAKING: ETCHING I		5
<i>and/or</i> ART 179	2D ANIMATION		5
<i>and/or</i> ART 186	INTRODUCTION TO DIGITAL VIDEO		5
<i>and/or</i> ART 187	COMPUTER ART		3 or 5
<i>and/or</i> ART 200	FIGURE DRAWING I		3 or 5
<i>and/or</i> ART 205	WESTERN ART FROM 18TH TO MID 20TH CENTURY		3 or 5
<i>and/or</i> ART 212	DRAWING II		3 or 5
<i>and/or</i> ART 215	WESTERN ART FROM WORLD WAR II TO THE PRESENT		3 or 5
<i>and/or</i> ART 221	PAINTING		3 or 5
<i>and/or</i> BIS 101	INTRODUCTION TO BUSINESS COMPUTING		3
<i>and/or</i> BIS 121	WORD PROCESSING I		3

<i>and/or</i> BIS 141	SPREADSHEETS I		3
<i>and/or</i> BUSAD 108	PRINCIPLES OF MARKETING		5
<i>and/or</i> CS 120	HTML FUNDAMENTALS		5
<i>and/or</i> CO-OP 190	COOPERATIVE EDUCATION/ INTERNSHIP		3 or 5
<i>and</i>	Cooperative work experience must be completed in ARTGR or BUSAD.		

**Sub-Total Units ..... 7 - 15**  
**Total Units ..... 90**

Students should plan to complete required English and math courses within their first 30 credits of study.  
 \*CM = Communication, HR = Human Relations, CP = Computation  
 Courses can only be used as either a prerequisite or an elective course, not counted for both.



Course  
Descriptions

# COURSE DESCRIPTIONS

The following courses represent the current curriculum for Whatcom Community College. Not all courses are offered each quarter. Quarterly course offerings are listed in WCC's quarterly class schedule and on the College's public website.

**COURSE DESIGNATORS KEY:** One of the following codes appears at the end of each course description indicating applicability of the course to the Associate in Arts and Sciences degree program.

CC	Composition Communication Skills	SS	Social/Behavioral Science Distribution	d	Diversity
OC	Oral Communication Skills	MS	Math/Science Distribution	g	Global
QSR	Quantitative Skills/Symbolic Reasoning Skills	LE	Listed Elective	s	Sustainability
H	Humanities Distribution	UE	Unlisted Elective	w	Writing Intensive
				l	Lab
				p	Performance

## ABE ADULT BASIC EDUCATION

**ABE 010 BASIC SKILLS MATH-LEVEL I (1-10)**  
Designed for adults who wish to improve their math skills in basic whole numbers. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 011 BASIC READING AND WRITING-LEVEL I (1-10)**  
This course is for adults with little to no reading or writing skills. It will assist them in learning basic words and writing simple sentences. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 020 BASIC SKILLS MATH-LEVEL II (1-10)**  
Designed for adults who wish to improve their math skills in whole number operations. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 021 BASIC READING AND WRITING-LEVEL II (1-10)**  
This course is for adults with beginning reading or writing skills. It will assist them in learning basic decoding strategies and simple writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 030 BASIC SKILLS MATH-LEVEL III (1-10)**  
Designed for adults who wish to improve their math skills in problem solving involving decimals and fractions. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

## ABE 031 BASIC READING AND WRITING-LEVEL III (1-10)

This course is for adults with low intermediate reading or writing skills. It will assist them using reading strategies and paragraph and letter writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

## ABE 036 EDUCATIONAL AND CAREER PLANNING FOR ABE STUDENTS (1-3)

This course will guide ABE students in assessing their skills, interests, and aptitudes in order to set goals for a successful transition into college and further training as well as improve their employability and job seeking skills. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 040 BASIC SKILLS MATH-LEVEL IV (1-10)**  
Designed for adults who wish to improve their math skills and carry out tasks involving percent, ratio and proportion, simple formulas, measurement, and graphs in real life situations. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

## ABE 041 BASIC READING AND WRITING-LEVEL IV (1-10)

This course is for adults with high intermediate reading or writing skills. It will assist students in improving reading strategies and essay writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

## ABE 050 BASIC SKILLS MATH LEVEL V - GED (1-10)

This course is for students who have assessed into grade equivalents 9-10 and who need a review of



basic math, whole number operations through beginning algebra and geometry, in order to pass the GED test. Content emphasizes math problem solving for application to daily life. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 051 BASIC READING AND WRITING  
LEVEL V - GED (1-10)**

This basic GED prep course is for adults with basic adult secondary reading or writing skills. It will assist students in improving reading strategies and essay writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 056 INTRODUCTION TO CAREER PATH  
WAYS FOR ABE STUDENTS (1-5)**

Introduction to Career Pathways for ABE students interested in further study and to enhance job skills. S/P/U grading. Required preparation: CASAS test and enrollment in ABE course. (N)

**ABE 058 HEALTH CAREER SPECIAL TOPICS  
FOR ABE STUDENTS (1-4)**

Introduction to Health Careers for ABE Students interested in further study and to enhance job skills. S/P/U grading. Required preparation: CASAS test and enrollment in ABE course. (N)

**ABE 060 BASIC SKILLS MATH-LEVEL VI-  
GED (1-10)**

This course is for students who have assessed into grade equivalents 11-12 and who need a review of fractions, percents, decimals, ration proportions, basic algebra and geometry in order to pass the GED test. Content emphasizes development of advanced algebra and geometry problem solving skills. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 061 BASIC READING AND WRITING  
LEVEL VI - GED (1-10)**

This advanced GED prep course is for adults with high adult secondary reading or writing skills. It will assist students in improving reading strategies and essay writing. S/P/U grading. Required preparation: assessment and orientation by ABE staff. (N)

**ABE 066 BASIC SKILLS IN BUSINESS  
COMPUTING FOR ABE (1-3)**

Course designed to enhance student employment skills and technology skills. It will familiarize them with basic skills for word processing and spreadsheets and

the vocabulary and reading that are used in college level computing and business courses. S/P/U grading. Required preparation: CASAS placement test. (N)

**ABE 076 SURVEY OF HEALTH CAREERS FOR  
ESL STUDENTS (1-4)**

This course will develop literacy skills and enhance employment skills in the Health field through study of the various aspects of health careers. S/P/U grading. Required Preparation: CASAS test and current enrollment in the ABE Program. (N)

**ABE 096 WORKPLACE BASICS: EQUIPPED  
FOR WORK (1-13)**

This course enhances employment opportunities for students and prepares them to enter unsubsidized employment. Topics include career planning, job search skills, computer skills, interpersonal skills for the workplace, math and 10-key, parenting skills, business writing, and customer service. S/P/U grading. Required preparation: must be enrolled in ABE. (N)

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**ACCT ACCOUNTING**

**ACCT 100 INTRODUCTION TO ACCOUNTING (3)**

This course is designed to help students learn the fundamentals of accounting as applied to bookkeeping systems of small businesses and professional organizations. (UE)

**ACCT 110 ACCOUNTING FOR A/P, A/R, AND  
INVENTORY (5)**

Formerly OFFAD 110. A comprehensive course that includes the skills, procedures, and concepts necessary to accurately perform manual and computerized accounts receivable, accounts payable, and inventory bookkeeping tasks. Recommended preparation: ACCT 100 or ACCT& 201 with a "C" grade or higher. (UE)

**ACCT 130 QUICKBOOKS PRO (3)**

This course is designed to present accounting concepts and their relationship to QuickBooks Pro by completing transactions for a business. This will be accomplished by recording transactions, preparing a multitude of financial reports, closing an accounting period, compiling charts and graphs, and preparing payroll. Recommended preparation: ACCT 100 or ACCT& 201 with a "C" grade or higher. (UE)

**ACCT& 201 PRINCIPLES OF ACCOUNTING I (5)**

Introduction to the theory and principles of the accounting cycle and accounting concepts. Covers typical general journal transactions, posting transactions to the ledgers, principles of adjusting and closing entries, the process of completing the appropriate financial statements, various inventory valuation methods, and cash policies using both manual forms and computerized methods. Prerequisite: MATH 97 or higher. Recommended preparation: basic proficiency in Excel. (LE)

**ACCT& 202 PRINCIPLES OF ACCOUNTING II (5)**

This course introduces generally accepted accounting principles used in preparing financial statements for a corporation. These principles are learned through various in-class and online exercises, problems, tests and through various Excel for accounting projects. Prerequisite: ACCT& 201 with a "C" grade or higher. (LE)

**ACCT& 203 PRINCIPLES OF ACCOUNTING III (5)**

This course introduces decision tools that managers use in evaluating business plans, controls, and performances along with basic manufacturing accounting concepts and reports. These tools are learned through various in-class and online exercises, problems, and tests. Prerequisite: ACCT& 202 with a "C" grade or better. (LE)

**ACCT 250 GOVERNMENTAL/NOT-FOR-PROFIT ACCOUNTING (5)**

This course provides a fundamental knowledge of the distinguishing characteristics of not-for-profit and governmental accounting. It covers basic accounting terminology and financial statements, an overview of current FASB and GASB requirements, in addition to discussions of grant management, fund accounting, net asset classifications, and donations. Prerequisite: ACCT& 201 with a "C" grade or better. (UE)

**ACCT 260 INDIVIDUAL INCOME TAX (5)**

This course is designed to provide students with a basic understanding of the Internal Revenue Code as it relates to the taxation of individuals. ACCT 260 focuses on taxation methods, principles, and procedures used to assist students in preparing individual income tax returns. Prerequisite: ACCT& 201 with a "C" grade or better. (UE)

**ACCT 270 PAYROLL ACCOUNTING (3)**

Formerly OFFAD 108. A comprehensive course

that includes the skills, procedures, and conceptual knowledge necessary to accurately perform manual and computerized payroll processing tasks. Prerequisite: ACCT& 201 with a "C" grade or better. (UE)

**ANTH****ANTHROPOLOGY****ANTH& 100 SURVEY OF ANTHROPOLOGY (5)**

Introduction to anthropology stressing human origins, cultural diversity, and bio-cultural-ecological adaptations. Topics include human inheritance, evolution, human fossils, prehistoric cultures, and a comparison of resource consumption and economics, human impact on the natural environment, family, politics, values, communication, expressive arts, religion, culture change and globalization. (SSgs)

**ANTH& 104 WORLD PREHISTORY (5)**

An archaeological course which is a global overview of human history, from our origins to the development of writing and civilization. This worldwide approach compares the dates and the distinctive character of regional progress and how human technology and imagination adapted with various environments. (SSg)

**ANTH 140 THE ANCIENT NEAR EAST (5)**

An examination of ancient writings and archaeological excavations to reconstruct the historical and cultural development of the Near East (Mesopotamia, Egypt, Palestine, Anatolia). Topics include: the ancient environments, the first farmers and herders, ancient sites and artifacts, the invention of writing and warfare, the origins and expansion of civilizations and empires. (SSg)

**ANTH 150 NORTHWEST COAST ETHNO BOTANY (3)**

Study of native plants in Northwest Coast Indian cultures. Includes sessions on plant biology, plant identification, and traditional Indian uses of plants for food, medicine, and materials. Field trips included. (SSd)

**ANTH& 200 INTRODUCTION TO LANGUAGE (5)**

Overview of the study of language. Includes the nature of human language, its social aspects, the psychology of language, and the grammatical aspects of language; phonetics, morphology, syntax, semantics, dialects, language diversity, and the biological basis

of language. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSw)

#### **ANTH& 204 ARCHAEOLOGY (5)**

Between the history of archaeology and the problems faced today, this course examines the theories and methods used to interpret what's left of the world's lost cultures. Topics include: how artifacts are dated, how people used technology to survive in different environments, how they organized their societies, and developed their ideologies. (SS s)

#### **ANTH& 205 BIOLOGICAL ANTHROPOLOGY (5)**

A basic understanding of the evolution of the human species from a biological perspective. Human adaptation through the interaction of biology and culture is a primary focus for this course. Students will gain an understanding of the principles of genetics, primate behavior, primate and human fossils, early prehistoric cultures, and human variation and adaptation. (MS s)

#### **ANTH& 206 CULTURAL ANTHROPOLOGY (5)**

Study of culture and society with a cross-cultural perspective of human adaptation to the bio-cultural environment. Topics include technology, resource consumption and economics, medicine, family, social groups, political systems, religion, expressive arts, language, values, culture change, human impact on the environment, and globalization. Prerequisites: ENGL 100/ESLA 117 or placement in ENGL &101. (SSwdgs)

#### **ANTH& 210 INDIANS OF NORTH AMERICA (5)**

A survey of North American Indigenous peoples emphasizing cultural-ecological adaptations from prehistoric times to the present; survival of traditional cultures through analyses of prehistory, languages, traditional land use, sustaining natural resources, social organization, religions, values, arts, and culture change. Special consideration given to Northwest Coast and Northwest Plateau peoples. (SSds)

#### **ANTH& 216 NORTHWEST COAST INDIANS (5)**

An anthropological overview of the unique cultural-ecological adaptations of coastal peoples from Oregon to southern Alaska. Topics include cultural-ecological adaptations, languages, traditional land use, sustaining natural resources, social organization, religious beliefs and values, art, historic changes and adaptations, and modern issues. Particular emphasis on Salish people of Northwest Washington. (SSds)

#### **ANTH 225 PSYCHOLOGICAL ANTHROPOLOGY (5)**

The relationship between mind and culture. Topics include a cross-cultural analysis of ritual and gender, emotion, belief, mental health, depression, schizophrenia, "culture-bound syndromes", and mental health's global importance in Western and non-Western health industries. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. Recommended preparation: ANTH& 100, 205 or 206. (SSwdg)

#### **ANTH& 235 CROSS CULTURAL MEDICINE (5)**

Introduction to medical anthropology. Explores the occurrence of disease, illness concepts and approaches to healing in other cultures, and considers health care options in the United States including ethnic traditions and newer alternatives. (SSg)

#### **ANTH 295M HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Anthropology. Required preparation: acceptance into the Honors Program. (MS)

#### **ANTH 295S HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Anthropology. Required preparation: acceptance into the Honors Program. (SS)

## **ART**

## **ART**

#### **ART& 100 ART APPRECIATION (3 OR 5)**

Approach to art appreciation designed to develop an understanding of visual art forms, and to develop the vocabulary necessary to discuss them. Content will focus on issues and concepts in contemporary art. Topics include the purpose and function of art, creative process, visual and design elements that go into the making of art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

#### **ART 106 ART OF THE PACIFIC NORTHWEST NATIVE AMERICANS (3)**

The art of the seven major language groups between Puget Sound and Alaska, considered from the standpoints of original use, meaning, style, and

construction method. Slide lectures, discussion, outside readings, films and a field trip are integral parts of the class. (Hd)

**ART 107 ART IN WORLD CULTURES (3 OR 5)**

Non-historical investigation of art forms and aesthetics in both western and non-western cultures as a means of gaining insight into the motivations for and the meaning of art in various parts of the world. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

**ART 112 DRAWING I (3 OR 5)**

Theory and practice of drawing in various mediums with a range of subject and of aesthetic approaches. Emphasis on studio work integrated with slides, lecture, discussion and out-of-class work. (Hp)

**ART 114 HISTORY OF GRAPHIC DESIGN (5)**

History of graphic design and illustration from ancient culture through the present with an emphasis on early twentieth century to current concepts and trends. Prerequisite: ENGL 100 ESLA 117 or placement in ENGL& 101 (Hwg)

**ART 115 2D DESIGN (3 OR 5)**

Introduction to the elements of two-dimensional design and the application of those elements in visual projects.(Hp)

**ART 116 3D DESIGN (3 OR 5)**

Introduction to the elements of three-dimensional design and the application of those elements in visual projects (Hp)

**ART 118 MIXED MEDIA/COLLAGE (5)**

Introduction to collage methods and materials through the use of traditional and non-traditional media. Emphasis on the elements of design and composition as applied to various studio projects. Explores the history and use of collage by 20th Century artists. Recommended preparation: prior drawing or painting experience. (Hp)

**ART 123 WATER BASED MEDIA (3 OR 5)**

Introduction to water based media and materials through the use of traditional and non-traditional techniques. Media will include watercolor, gouache and acrylic painting. Emphasis on techniques, color theory and application; and the elements of color, light, and composition, as applied to various studio and possibly on-site (outdoors) projects. Explores the

history and use of water-based media by traditional and contemporary artists. (LE)

**ART 130 CERAMICS I (3 OR 5)**

Theory, history, aesthetics, and practice of ceramics using various hand building methods and the wheel. Emphasis on studio work integrated with slides, films, lecture, critiques, discussion and out-of-class work. (Hp)

**ART 131 BEGINNING THROWING (3 OR 5)**

Students will learn throwing techniques and use these skills to create both vessels and sculpture. There will be opportunities to do hand building work, but this will not be the emphasis of this class. There will be both group and individual critiques of the work. (Hp)

**ART 134 THE ART OF COLOR (3 OR 5)**

Principles of color theory and application, with an emphasis placed on objective color principles and individual subjective responses towards color. Includes studio work, lecture, historical research, critiques, and out-of-class work. (Hp)

**ART 150 HISTORY OF PHOTOGRAPHY:  
1839 TO THE PRESENT (5)**

This course surveys the history and evolving properties of photography as a cultural language and as an art-making tool. It will focus on each of the present and past uses of the medium including illustration, documentation, portraiture, landscape, advertising, journalism, reportage, fine art and digital imagery. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ART 155 ART FOR CHILDREN (3)**

Explore the development of creativity and stages of artistic growth in children. Plan integrated curriculum, carry out lesson plans, identify resources, and observe guidance techniques. (LE)

**ART 160 SCULPTURE (5)**

Studio work in principles of sculpture and their application via various materials, art forms and spatial concepts. Emphasis on individual projects. (Hp)

**ART 175 PRINTMAKING: RELIEF AND  
MONOTYPE (3 OR 5)**

Introduction to printmaking concepts and methods. Covers relief print processes (woodcut and linocut) and monotype prints. Emphasis on studio work supplemented with slides, lectures, and group discussions. (Hp)

**ART 176 PRINTMAKING: ETCHING I (5)**

Introductory methods of incising and etching copper plates to create printable images, using an etching press. Techniques covered include drypoint, line etching, and tonal etching. For beginning and experienced artists. Recommended preparation: ART 112. (Hp)

**ART 179 2D ANIMATION (5)**

Introduction to principles and practice of animation using 2D animation software. Course covers concept and story development, storyboarding, and animation concepts and techniques based on observation, timing, motion, and transformation. Recommended preparation: prior drawing or computer art experience. (Hp)

**ART 185 INTRODUCTION TO GRAPHIC DESIGN (5)**

Principles and practice of graphic design. Includes the design process, layout, and preparation of art and copy for reproduction. Course introduces the basics of graphics software (page layout, illustration, and image editing) as tools of the design process. (Hp)

**ART 186 INTRODUCTION TO DIGITAL VIDEO (5)**

Introduction to concepts and techniques of digital video filmmaking. Course covers: story development, basic equipment operation, lighting and audio, video composition and aesthetics, visual storytelling, non-linear video editing, and media law and ethics. (Hp)

**ART 187 COMPUTER ART (3 OR 5)**

Exploration of the use of computer technology for creating fine art and illustrations. The software used simulates traditional drawing and painting media. Emphasis will be on the technical use of software tools as well as the content and aesthetics of image making. Recommended preparation: prior basic drawing course. (Hp)

**ART 200 FIGURE DRAWING I (3 OR 5)**

Study in drawing the human figure from live models as well as other sources, using various media. Preferable to have had some experience in general drawing. Prerequisite: ART 112. (LE)

**ART 201 FIGURE DRAWING II (3 OR 5)**

Study in drawing the human figure from live models as well as other sources, using various media. Preferable to have had some experience in general drawing. Prerequisite: ART 200. (LE)

**ART 202 FIGURE DRAWING III (3 OR 5)**

Study in drawing the human figure from live models as well as other sources, using various media. Preferable to have had some experience in general drawing. Prerequisite: ART 201. (LE)

**ART 203 HISTORY OF WESTERN ART: ANCIENT AND MEDIEVAL (3 OR 5)**

Historical development of painting, sculpture, and architecture from prehistory through the medieval period. Focus on Europe, the Near East and North Africa. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ART 204 WESTERN ART FROM 15TH THROUGH 18TH CENTURY (3 OR 5)**

Historical developments in painting, sculpture, and architecture from the end of the medieval period through the 18th century. Focus on European and Near Eastern art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ART 205 WESTERN ART FROM 18TH TO MID 20TH CENTURY (3 OR 5)**

Historical developments in Western art from 18th century to the mid-20th century. Focus on European and American art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ART 206 FAR EASTERN ART HISTORY (3 OR 5)**

Historical study of the art and architecture of Asia from prehistory to the 18th century with an emphasis on China and Japan. (Hg)

**ART 212 DRAWING II (3 OR 5)**

Theory and practice of drawing in various mediums with a range of subject and of aesthetic approaches. Emphasis on studio work integrated with slides, lecture, discussion and out-of-class work. Prerequisite: ART 112. (LE)

**ART 215 WESTERN ART FROM WORLD WAR II TO THE PRESENT (3 OR 5)**

Historical developments in Western art From World War II to the present. Focus on European and American art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ART 221 PAINTING (3 OR 5)**

Fundamentals of painting in oils or acrylics, stressing color usage, familiarity with the medium, various painting processes and methods. Prerequisite: ART 112. (Hp)



**ART 222 INTERMEDIATE PAINTING (3 OR 5)**

Studio work in painting using oils or acrylics exploring various subject matter and creative processes. Studio work integrated with slides lecture and discussion of both theory and practice. Out of class time required. Prerequisite: ART 221 or permission of instructor. (LE)

**ART 223 ADVANCED PAINTING (3 OR 5)**

Advanced studio work in painting using oils and acrylics. Studio work integrated with slides, lecture and discussion of both theory and practice. Out of class time required. Prerequisite: ART 222. (LE)

**ART 230 CERAMICS II (3 OR 5)**

Advanced theory, history, aesthetics and practice of ceramics using various hand building methods and the wheel. Emphasis on studio work integrated with slides, films, lecture, critiques, discussion and out-of-class work. Prerequisite: ART 130 or ART 131. (LE)

**ART 231 CERAMICS III (3 OR 5)**

Advanced theory, history, aesthetics, and practice of ceramics using various hand building methods and the wheel. Emphasis on studio work integrated with slides, films, lecture, critiques, discussion and out-of-class work. Prerequisite: ART 230. (LE)

**ART 276 PRINTMAKING: ETCHING II (5)**

Having been introduced to basic methods of etching in Art 176, students can design images with specific techniques in mind, and expand upon their knowledge by learning more complex etching methods. Techniques covered include mezzotint, sugarlift, softground, spitbite, and whiteground etching. Prerequisite: ART 176. (Hp)

**ART 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in art. Required preparation: acceptance into the Honors Program. (H)

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**ARTGR ART-GRAPHIC DESIGN**
**ARTGR 240 TYPOGRAPHY (3)**

Study of the design of letterforms, the function of type, and the use of type as a design element. Required preparation: program admittance. (UE)

**ARTGR 250 LAYOUT AND PUBLICATION DESIGN I (5)**

Application of layout and typographic principles to the design of identity systems, publications and collateral materials such as brochures, newsletters, catalogs. Emphasis on learning page layout software and preparation of art and copy for print reproduction. Required Preparation: program admittance and ARTGR 240 or concurrent enrollment. (UE)

**ARTGR 251 LAYOUT AND PUBLICATION DESIGN II (5)**

Further study of layout and publication design including the use of grid systems for multipage publications. Course covers document creation for print and digital publication and addresses issues of layout design for mobile devices such as ebook readers and tablets. Required preparation: program admittance; ARTGR 250. (UE)

**ARTGR 260 VECTOR ILLUSTRATION (5)**

Illustration principles and techniques using vector-based software. Course covers the creation of illustrations for editorial, advertising and information graphics purposes. Required preparation: program admittance. (UE)

**ARTGR 261 RASTER ILLUSTRATION AND IMAGE EDITING (5)**

Illustration concepts and techniques using bitmapped graphics software. Includes digital image manipulation and image editing of scanned images. Required preparation: program admittance. (UE)

**ARTGR 262 ADVANCED DIGITAL IMAGING (3)**

Advanced Photoshop skills in preparing raster images for print, web and digital publishing. Topics include: color management, image resolution, color correction, clipping paths, masks, sharpening, retouching, and compositing techniques. Required Preparation: program admittance; ARTGR 261. (UE)

**ARTGR 270 PRINT PRODUCTION AND PREPRESS (5)**

Study of commercial print processes and digital preparation of artwork for reproduction. Topics include: printing process, project workflow, industry standard graphic file formats, digital color foundations, preflight, quality issues, paper stock, bindery processes, business relationships, quoting print jobs. Prerequisite: program admittance. (UE)

**ARTGR 280 WEB DESIGN AND AUTHORING I (5)**

Fundamentals of web design and site development using coding and web authoring software. Topics include: site planning, workflow, usability, interface and layout design, cross-platform issues, HTML/CSS, image optimization, and web typography. Required preparation: program admittance; ARTGR 261. (UE)

**ARTGR 282 WEB DESIGN AND AUTHORING II (5)**

Further study and application of web design principles and site development. Course covers designing for mobile and desktop screen sizes, grid systems for web layout, using HTML/CSS and jQuery for animation and interactivity. program admittance; ARTGR 280. (UE)

**ARTGR 284 WEB CONTENT MANAGEMENT SYSTEMS (5)**

Fundamentals of developing web sites using open source content management systems (CMS). Topics include: CMS functionality for web management needs, content organization, developing graphics for theme-based layouts, modifying theme design through HTML, CSS and scripting. Required preparation: program admittance; ARTGR 261. (UE)

**ARTGR 292 PORTFOLIO/PROFESSIONAL PRACTICES (2)**

Standard professional and business practices in the graphic and web design profession with emphasis on the preparation of a portfolio of the student's work. Other topics include: resume writing, interviewing, portfolio presentations, business contracts, copyright law, recordkeeping, and taxes. (UE)

**ASL****AMERICAN SIGN LANGUAGE****ASL& 121 AMERICAN SIGN LANGUAGE I (5)**

Introduction to ASL, a visual/gestural language. Emphasis on vocabulary, grammar and Deaf culture/history. (LEd)

**ASL& 122 AMERICAN SIGN LANGUAGE II (5)**

A continuation of the study of ASL, a visual/gestural language. Emphasis on increasing vocabulary and grammar as well as a more in-depth look at Deaf culture and history. Prerequisite: ASL& 121. (LEd)

**ASL& 123 AMERICAN SIGN LANGUAGE III (5)**

Continuation of study of ASL, a visual/gestural language. Emphasis on grammatical structure and

syntax as well as a more in-depth look at Deaf culture and Deaf issues. Prerequisite: ASL& 122. (Hd)

**ASTR****ASTRONOMY****ASTR& 100 SURVEY OF ASTRONOMY (5)**

Introduction to Astronomy includes background physics essentials; measuring properties of stars; star formation; stellar evolution; stellar explosions and remnants; normal and active galaxies and galactic evolution; big bang and evolution of the universe. (MS)

**ASTR 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in astronomy. Required preparation: acceptance into the Honors Program. (MS)

**BIOL****BIOLOGY****BIOL 103 THE BIOLOGICAL WORLD (5)**

Introductory laboratory course on plant and animal systems. Emphasis is on evolution, classification and the biological systems of plants and animals. Systems include digestive, circulatory, respiratory, nervous and musculoskeletal. Lab work included. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**BIOL 104 FINDING THINGS OUT: BIOLOGY (5)**

Part of a three quarter set of courses using extensive hands-on and inquiry-based activities to help students understand a few central ideas in biology regarding the flow of energy and matter. Students will develop critical thinking skills required to pursue scientific understanding of important ideas in biological systems. Preferred sequence is PHYSYC 104, GEOL 104, and BIOL 104. Lab work included. Recommended preparation: PHYSYC 104 and GEOL 104. (MSI)

**BIOL 130 INTERTIDAL MARINE ECOLOGY (3)**

Study of intertidal algae and animals and their environment. Lab work and local field trips included. Students must be able to accommodate four field

trips that occur outside of class time due to the timing of low tides. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (LEws)

**BIOL 133 NATURAL SCIENCE OF AUSTRALIA AND NEW ZEALAND (5)**

Focuses on the ecology of Australia and New Zealand, including ecosystems and human impact on ecosystems. The biodiversity, characteristics, and interactions of Australian flora and fauna will also be investigated within various habitats and ecosystems. A significant portion of the course will involve field observations and experiences. This course is offered only to students participating in the Australia/New Zealand study abroad program and does not meet the lab requirement. (MSg)

**BIOL& 160 GENERAL BIOLOGY WITH LAB (5)**

Introductory laboratory course in biology emphasizing the structural and functional analysis of biological organization. Includes cell structure and function, energy production and utilization, reproduction, growth and development, genetics and immunology. Lab work included. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**BIOL& 221 MAJORS ECOLOGY/EVOLUTION (5)**

This course is designed to prepare the student for further studies in the field of biology or related fields. Basic information about evolution, genetics, biodiversity of life forms, and ecology will be taught and assessed. This is the first in a three-quarter sequence for biology majors. Prerequisite: prior or concurrent enrollment in CHEM& 161; ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**BIOL& 222 MAJORS CELL BIOLOGY/ MOLECULAR (5)**

This course is designed to prepare the student for further studies in the field of biology or related fields. Basic information about cell metabolism, biological molecules, structure and function of cells, gene regulation, and development in plants and animals. Prerequisite: CHEM& 161 and BIOL& 221 with a C- or better; ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**BIOL& 223 MAJORS ORGANISMAL PHYSIOLOGY (5)**

This course is designed to prepare the student for further studies in the field of biology or related fields. Basic information about the structure and functions

of living organisms will be taught and assessed. This is the third in a three-quarter sequence for biology majors. Prerequisite: BIOL& 222 with a C- or better; ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**BIOL& 241 HUMAN ANATOMY AND PHYSIOLOGY 1 (5)**

In-depth study focusing on the structure and function of the various components of the human body systems from the cellular level up to the organ system level. Abnormal or pathological conditions of these systems also covered. Laboratory exercises focus on the structures as well as the physiology of the systems covered in the lecture portion of the course. Prerequisites: a grade of "B-" or better in BIOL& 160 and a grade of "C" or better in CHEM& 121 or CHEM& 161. (MSI)

**BIOL& 242 HUMAN ANATOMY AND PHYSIOLOGY 2 (5)**

Continuation of the structure and function of the human body systems with laboratory exercises designed to enhance the knowledge acquired in the lecture. Prerequisites: a grade of "C" or better in BIOL& 241. (LE)

**BIOL& 260 MICROBIOLOGY (5)**

Designed for health science and biological science majors. Topics include cellular structure and function, nutrition, growth, metabolism, genetics, systematics, defenses against microbes, and pathogenicity, as well as laboratory exercises involving culture techniques, identification, environmental influences, and mechanisms of microbial control. Prerequisites: a grade of "C" or better in BIOL& 160 and CHEM& 121 or CHEM& 161; ENGL 100/ESLA 117 or placement in ENGL& 101. (LEw)

**BIOL 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in biology. Required preparation: acceptance into the Honors Program. (MS)

## **BIS** BUSINESS INFORMATION SYSTEMS

### **BIS 101 INTRODUCTION TO BUSINESS COMPUTING (3)**

Introduction to word processing, electronic spreadsheets, databases, and e-communications using MS Office. Prerequisite: MATH 097 or concurrent enrollment or permission of program coordinator. (UE)

### **BIS 121 WORD PROCESSING I (3)**

Introductory course in word processing. Covers basics of document creation, formatting, and editing; introduces "styles", graphics, various types of standard formats. Prerequisite: BIS 101 and keyboarding speed of 25 words a minute on a 5 minute timing at 96% accuracy. (UE)

### **BIS 122 BUSINESS DOCUMENT DESIGN (5)**

Advanced word processing and business document design techniques. Prerequisite: BIS 121. (UE)

### **BIS 141 SPREADSHEETS I (3)**

Introductory course in spreadsheets. Covers basics of spreadsheet creation, formatting, and editing; introduces numeric data analysis tools (functions), graphs, tables and arrays. Prerequisite: BIS 101. (UE)

### **BIS 142 SPREADSHEETS II (5)**

In-depth examination of the spreadsheet tools. Introduces advanced techniques and provides hands-on practice to solve spreadsheet problems. Prerequisite: BIS 141; MATH 99 or BUSAD 100. (UE)

### **BIS 161 DATABASE MANAGEMENT I (3)**

Introductory course in databases. Covers basics of database creation including tables, forms, queries, and reports; introduces database management tools such as sorting, querying, and calculating. Prerequisite: BIS 101. (UE)

### **BIS 181 INTRODUCTION TO PRESENTATION SOFTWARE (3)**

Introductory course in presentation software. Covers basics of presentation creation, revision, enhancement and delivery. Includes tips and tricks for ease in public speaking. Prerequisite: BIS 101. (UE)

## **BUS** BUSINESS

### **BUS& 101 INTRODUCTION TO BUSINESS (5)**

Covers the role of business in modern economy and topics related to internal operations of a business and opportunities in business. Recommended preparation: BUSAD 100 and ENGL 100/ESLA 117. (SS)

### **BUS& 201 BUSINESS LAW (5)**

Principles of law as they apply to business, including history, contracts, law of agencies, rights and duties of employer and employee, negotiable instruments, insurance, personal property, bailments, conditional sales, partnerships, corporations, real property and security relations. Recommended preparation: BUS& 101. (SS)

### **BUS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in business administration. Required preparation: acceptance into the Honors Program. (SS)

## **BUSAD** BUSINESS ADMINISTRATION

### **BUSAD 100 BUSINESS MATH (5)**

Mathematical applications in business involving word problems. Prerequisite: MATH 97 or permission of program coordinator. (UE)

### **BUSAD 102 BUSINESS ETHICS (3)**

Introductory course exploring factors which influence ethical or unethical behavior. Required elements include written articles/case studies, oral presentations and quizzes. Prerequisite: BUS& 101 and ENGL 100/ESLA 117 or permission of program coordinator. (UE)

### **BUSAD 108 PRINCIPLES OF MARKETING (5)**

Introductory course covering marketing strategy, current ethical issues, market research, segmentation, buyer behavior, product development, pricing decisions, distribution, and integrated marketing communications. Prerequisite: BUS&101 or concurrent enrollment or permission of program coordinator. (UE)

### **BUSAD 111 RETAIL MANAGEMENT (5)**

Introductory course examining the role of retailing in today's economy. Topics include consumer targeting

and behavior, effective operations, integrated marketing communications. Merchandising, store layout, design, and image. Recommended preparation: BUS& 101 or permission of instructor. (UE)

### **BUSAD 113 SALES AND PROMOTION (3)**

Introductory course covering personal and telephone selling, sales management and training, and product promotion/advertising. Recommended preparation: BUSAD 108. (UE)

### **BUSAD 120 CONSUMER RELATIONS AND SERVICE EXCELLENCE (5)**

Course enables students to develop skills in order to prepare them for successful employment in the consumer relations and service field. Students will identify and explore consumer relations, company cultures, service recovery, and communication skills. (UE)

### **BUSAD 140 BUSINESS RESEARCH AND COMMUNICATION (3)**

Application of research and writing activities to enhance knowledge of the business profession and environment using APA writing style and completing both oral and written communication projects using PowerPoint, Word, Excel, and other formats that would be useful in a professional arena. Recommended preparation: BUS& 101 or general business knowledge. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (UEw)

### **BUSAD 170 CUSTOMER SERVICE FOR PROFESSIONALS (3)**

Designed to help students understand the needs and requirements for superior customer service. Customer service forms the basis for how we do our jobs with the objective of exceeding the expectations of our customers. Topics covered include defining customer service, basic communication techniques, customer relations, problem solving, conflict resolution, and anger and stress management. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 or permission of program coordinator. (UE)

### **BUSAD 175 TRAVEL AND TOURISM OPERATIONS (4)**

Overview of the major components of travel and tourism industry. Students will learn about top travel destinations, reservation and ticketing systems, tour planning and operators, sales and marketing,

trends, economic impact, the cruise market, and transportation modes. Simulation exercises and internship assignments provide practical application. Recommended preparation: MATH 92, ENGL 92, ENGL 95, ESLA 115 and BIS 101. (UE)

### **BUSAD 176 CATERING, BANQUET, AND FOOD SERVICE MANAGEMENT (4)**

This course is designed as an overview of the basic principles and theories of catering and food service operations. Students will identify types of catered events both on and off premises. Special emphasis is placed on types of food and beverage functions, marketing, production and event planning, financial controls and contracts, room arrangements and personnel. Recommended preparation: ESLA 115 or concurrent enrollment, MATH 92, ENGL 92, ENGL 95 and BIS 101. (UE)

### **BUSAD 177 MEETING AND EVENT PLANNING (4)**

This course is designed to survey the basic concepts and details in planning and coordinating meetings and events. This course will help students with the logistics of the planning process, evaluating meeting sites and set-up, budget preparation, promotion, developing contracts, coordination of staff, audio-visual requirements, and event design. Recommended preparation: ESLA 115, MATH 92, ENGL 92, ENGL 95 and BIS 101. (UE)

### **BUSAD 179 INTRODUCTION TO HOSPITALITY MANAGEMENT (5)**

The course will introduce students to the exciting world of hospitality concepts and practices. The course covers the scope and forms of the hospitality industry, lodging, food and beverage, transportation, retail outlets, and special events. The management practices of hotels, resorts, convention centers, restaurants, and casinos are introduced. History, leadership, organizational structure, franchising are presented. Recommended preparation: ENGL 95/ESLA 115 or placement into ENGL& 101. (UE)

### **BUSAD 205 HOTEL MANAGEMENT AND LODGING SYSTEMS (5)**

An in-depth view of management operations within the lodging industry. Areas emphasized include: front office operations, revenue management, check in and settlement procedures, reservations, handling guest relations, management concerns of various departments. Students will survey lodging



systems, operations, hospitality terminology, and interdepartmental communication. Recommended preparation: BUSAD 179, MATH 92 or placement into MATH 94; ENGL 100/ESLA 117 or placement into ENGL& 101; BIS 101 recommended. (UE)

### **BUSAD 222 HUMAN RELATIONS IN BUSINESS (3)**

An introduction to Human Relations in the workplace. Communication skills, conflict resolution, power, politics, ethics, and team dynamics are presented and analyzed. Current research and theories of behavioral sciences and communications are applied to workplace situations. (UE)

### **BUSAD 223 PRINCIPLES OF MANAGEMENT (5)**

Fundamental principles of management as applied to business enterprise. Actual business cases are studied and discussed amongst students by applying business management principles. Recommended preparation: BUS& 101. (UE)

### **BUSAD 228 PRINCIPLES OF FINANCE (5)**

Course is designed to introduce students to basic financial concepts and theories. The course will explore many areas of finance, including, but not limited to: the time value of money, financial institutions, breakeven analysis, working capital management, mergers, acquisitions, and divestitures, investments, and debt and equity. (UE)

### **BUSAD 230 HUMAN RESOURCE MANAGEMENT (5)**

Introductory human resource management course covering activities and issues confronted by management when planning and forecasting personnel needs of organizations. Examines equal employment opportunity, affirmative action, diversity issues, staffing, training and development, compensation and benefits, labor/management relations, and health/safety. Recommended preparation: ENGL 100/ESLA 117, ENGL& 101. (UEd)

### **BUSAD 238 INVESTMENTS (5)**

Course is designed to provide students with an introduction to the theory of investments. Topics include, but are not limited to, the following: interest rates, mutual funds, bond prices and yields, diversification, futures contracts, stock options, and risk and the rate of return. (UE)

### **BUSAD 280 SUSTAINABLE BUSINESS PRACTICES I (3)**

This class is the first of a three part series. The focus of this course is measuring, tracking, & implementing

sustainability in a business/institutional setting. The class will provide a practical introduction to sustainability, business and leadership practices. Topics covered will include: energy efficiency, transportation, water, and zero waste. Recommended preparation: students have professional work experience OR have completed a basic series of business, economics, political science, and/or related coursework. (UEs)

### **BUSAD 281 SUSTAINABLE BUSINESS PRACTICES II (3)**

This is the second course in a three part series. The focus of this course is the sustainable supply chain. Topics covered will include: responsible purchasing, renewable energy, sustainable food, sustainable building and development, and alternate sources of revenue and/or savings. Prerequisite: BUSAD 280 or permission of instructor. (UEs)

### **BUSAD 282 SUSTAINABLE BUSINESS PRACTICES III (3)**

This is the third course in a three part series. The focus of this course is the sustainable business model. Topics covered will include: triple bottom line accounting, leadership skills for change agents, corporate social responsibility, employee ownership, and marketing. Prerequisite: BUSAD 281 or permission of instructor. (UEs)

## **CHEM CHEMISTRY**

### **CHEM 104 FINDING THINGS OUT: CHEMISTRY (5)**

Part of a 3-quarter set of courses using extensive hands-on and inquiry-based activities to help students understand a few central ideas in chemistry regarding the flow of energy and matter. Students will develop critical thinking skills required to pursue scientific understanding of important ideas in chemical systems. (MSI)

### **CHEM& 110 CHEMICAL CONCEPTS WITH LAB (5)**

Intended for non-science majors. General survey of chemistry covering a broad outline of certain pertinent concepts and the impact of chemistry in our daily lives and the world around us. Lab work included. Prerequisite: MATH 97. (MSI)

### **CHEM& 121 INTRODUCTION TO CHEMISTRY (5)**

Introductory course open to students without previous background in chemistry. Introduction to the nature

of atoms and molecules, chemical notation, scientific reasoning and problem solving in the study of the theory and applications of inorganic chemistry. Lab work included. Prerequisite: MATH 99 with a "C-" or better. (MSI)

**CHEM& 131 INTRODUCTION TO ORGANIC/BIOCHEMISTRY (5)**

Survey of organic and introduction to biochemistry satisfying allied health program requirements. Study of structure, nomenclature and reactions of organic and biological compounds with applications to living systems. Lab work included. Prerequisite: CHEM& 121 or CHEM& 161; prior biology course. (MSI)

**CHEM& 161 GENERAL CHEMISTRY WITH LAB I (5)**

First of a three-course sequence designed for science, engineering, and other majors needing a full year general chemistry sequence. Covers basic principles of modern chemistry, structure of atoms, chemical reactions, stoichiometry, bonding, and molecular geometry. Lab work included. Prerequisite: MATH& 141 with a "C-" or better. Recommended preparation of CHEM& 121 or one year of High School Chemistry. (MSI)

**CHEM& 162 GENERAL CHEMISTRY WITH LAB II (5)**

Second of a three-course sequence designed for science, engineering, and other majors needing a full year general chemistry sequence. Covers gases, thermochemistry, states of matter, solution chemistry, kinetics, and chemical equilibrium. Lab work included. Prerequisite: CHEM& 161 with a "C-" or better. (MSI)

**CHEM& 163 GENERAL CHEMISTRY WITH LAB III (5)**

Third of a three-course sequence designed for science, engineering, and other majors needing a full-year general chemistry sequence. Covers acids, bases, acid-base equilibria, solubility and complex-ion equilibria, thermodynamics and equilibrium, electrochemistry, and special topics. Lab work included. Prerequisite: CHEM& 162 with a "C-" or better. (MSI)

**CHEM& 261 ORGANIC CHEMISTRY WITH LAB I (5)**

First course for students planning to take three quarters of organic chemistry. Material covered includes: structures and shapes, nomenclature, reactions, physical properties of organic compounds, and synthesis. Lab work included. Prerequisite: CHEM& 163. (MSI)

**CHEM& 262 ORGANIC CHEMISTRY WITH LAB II (5)**

Second course for students planning to take three quarters of organic chemistry. Further discussion of physical properties, identification by spectroscopic techniques, transformations of organic molecules including aromatic and carbonyl compounds. Lab work included. Prerequisite: CHEM& 261. (MSI)

**CHEM& 263 ORGANIC CHEMISTRY WITH LAB III (5)**

Third course for students planning to take three quarters of organic chemistry. Further discussion on carbonyl compounds and their reactions, polyfunctional compounds, natural products including carbohydrates, lipids, amino acids, proteins, and nucleic acids. Lab work included. Prerequisite: CHEM& 262. (MSI)

**CHEM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in chemistry. Prerequisite: acceptance into the Honors Program. (MS)

**CIS**

**COMPUTER INFORMATION SYSTEMS**

**CIS 100 COMPUTER LITERACY (3 OR 5)**

Introduction to the practical application of computers and communication technology. Includes the major components of computer systems, user interfaces, applications, networking, and societal issues surrounding computing, including ethics, privacy, security, and sustainability. (UEs)

**CIS 105 COMPUTER OPERATING SYSTEMS I (5)**

Introduces the fundamentals of computer operating systems including history, evolution and design, as well as support, maintenance and troubleshooting. Lab work included. Prerequisite: CIS 100 or CS 101 or permission of program coordinator. (UE)

**CIS 106 OPEN SOURCE OPERATING SYSTEMS (5)**

Fundamental management of open source systems from the command line, user administration, file permissions, software configuration and management of clients. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

**CIS 110 INTRODUCTION TO COMPUTER SECURITY (3)**

Basics of Computer Security, including identifying threats, planning for business continuity, and preparing for various security attacks. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

**CIS 116 VIRTUALIZATION (3)**

Implementing virtualization techniques and technologies. Prerequisite: CIS 105 with a C or better or permission of program coordinator. (UE)

**CIS 205 COMPUTER OPERATING SYSTEMS II (5)**

Advanced study of computer operating systems and platforms. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

**CIS 206 COMPUTER SUPPORT I (5)**

In-depth study of computer components and their interrelationships. Lab period with hands-on experience in installation, upgrading, removal, configuration, and troubleshooting of software and hardware. Prerequisite: CIS 105 with a "C" or better or permission of program coordinator. (UE)

**CIS 207 COMPUTER SUPPORT II (5)**

In-depth study of computer components and their interrelationships. Lab period with hands-on experience in installation, upgrading, removal, configuration, and troubleshooting of hardware and software on various platforms. Prerequisite: CIS 206 with a "C" or better or permission of program coordinator. (UE)

**CIS 214 NETWORK SECURITY I (5)**

Network security fundamentals including defining a security policy, attack methods, intrusion detection, firewalls, identifying risks, and securing networks. Prerequisite: CIS 106, CIS 110, CIS 116 and CIS 226 with a "C" or better or permission of program coordinator. (UE)

**CIS 215 NETWORK SECURITY II (5)**

This course is a continuation of Network Security I, with added emphasis on defense in depth. Prerequisite: CIS 214 with a "C" or better. (UE)

**CIS 216 INDUSTRIAL CONTROL SYSTEMS SECURITY (5)**

Securing Industrial Control Systems including identifying risks, configuring devices and protocols, attack methods, and security ICS networks.

Prerequisite: CIS 215 with a C or better or permission of program coordinator. (UE)

**CIS 225 COMPUTER FORENSICS (5)**

Computer forensics and investigations. Topics include forensic tools, computer forensic analysis, investigations and preparing written reports. Prerequisite: CIS 105 and 206 with a "C" or better or permission of program coordinator. (UE)

**CIS 226 CISCO NETWORKING I (5)**

First in the four quarter networking sequence. Fundamentals of networking including introduction to the OSI and TCP/IP network models, including IP addressing and sub-netting. Topics include network design, topologies, protocols, wiring and network devices. Prerequisite CIS 105 with a "C" or better or permission of program coordinator. (UE)

**CIS 227 CISCO NETWORKING II (5)**

Continuation of four quarter networking sequence. Topics include routing protocols and concepts including static and dynamic routing. Students will gain hands on experience in the lab configuring and troubleshooting multiple routing protocols, including OSPF. Prerequisite: CIS 226 with a "C" or better or permission of program coordinator. (UE)

**CIS 228 CISCO NETWORKING III (5)**

Topics include LAN Switching and wireless communication, configuring, verifying, and troubleshooting VLANs, inter-VLAN routing, VTP, and trunking on Cisco switches. Students will learn to configure wireless networks and common implementation issues. Students will gain hands on experience in the lab. Prerequisite: CIS 227 with a "C" or better or permission of program coordinator. (UE)

**CIS 229 CISCO NETWORKING IV (5)**

Topics include voice and video over IP and WAN technologies including PPP, Frame Relay, and broadband links. WAN security concepts are discussed in detail, including types of threats, how to analyze network vulnerabilities, and general methods for mitigating common security threats. Prerequisite: CIS 228 with a "C" or better or permission of program coordinator. (UE)

**CJ****CRIMINAL JUSTICE****CJ& 101 INTRODUCTION TO  
CRIMINAL JUSTICE (5)**

Overview of the role of the police, problems they deal with, and the criminal justice system as a whole. Covers career opportunities and qualifications needed to be considered for hiring. Also covers roles of personnel working in corrections, probation, parole, community relations and the court system. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSw)

**CJ 109 COMMUNITY RELATIONS (3)**

Formerly ADMJ 109. Examination of the elements essential to building and maintaining a positive and constructive climate for police citizen contact. Topics include crime prevention, media relations and public evaluation of police agencies. (UE)

**CJ& 110 CRIMINAL LAW (3)**

This course will cover the basic concepts of Title 9 and 9A of the Revised Code of Washington (RCW). The emphasis will be the elements of most all common and major crimes listed within selected RCW titles. Other areas covered will include differences between civil and criminal law, criminal law defenses, warrants and arrests, and the misdemeanor presence rule. (LE)

**CJ 115 LAW ENFORCEMENT  
DEFENSIVE TACTICS (2)**

Formerly ADMJ 115. This course will provide students with the ability to successfully understand and demonstrate proper law enforcement use of force options consistent with federal and state law as well as regulations administered by the Washington State Criminal Justice Training Commission. Instruction will include classroom lecture as well as hands-on applications. (UE)

**CJ 206 CRIME SCENE INVESTIGATION  
& EVIDENCE COLLECTION (5)**

Formerly ADMJ 206. Technical course covering recognition of items having evidence value and how to properly record, collect, package and preserve evidence. Topics include; photography, fingerprinting, special evidence collection such as blood and DNA, chain of custody and courtroom presentation. Prerequisite: CJ& 101 and ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**CJ 240 CRIMINAL INVESTIGATION/  
INTERVIEWING TECHNIQUES (3)**

Formerly ADMJ 240. Handling of interviews and interrogations with complainants, witnesses, and suspects. Also covers qualifications of interviewers, classifications of witnesses, psychological implications, admissions, confessions, statements and the use of scientific aids. Prerequisite: CJ& 101. (UE)

**CJ 245 LAWS OF ARREST, SEARCH  
& SEIZURE (3)**

Formerly ADMJ 245. Concepts of how to conduct a lawful arrest, search and seizure of suspects and evidence; practicalities of conducting a search of persons, cars and houses. Class discussions on recent case law affecting search and seizure. Prerequisite: CJ& 101. (UE)

**CJ 275 PATROL PROCEDURES (3)**

Formerly ADMJ 275. Covers principles and skills of risk management as related to daily patrol situations. Topics include police communications, observation and perception, field interviews, crimes in progress, vehicle stops and control of occupants, handling emergencies. Prerequisite: CJ& 101. (UE)

**CMST****COMMUNICATION STUDIES****CMST& 101 INTRODUCTION TO  
COMMUNICATION (3 OR 5)**

Fundamental course in communication theory. Students will apply knowledge in variety of settings including interpersonal, public speaking, and small group communication. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

**CMST& 102 INTRODUCTION TO MASS MEDIA (5)**

This course explores the history, institutions, and social impact of mass communication media. The course is taught from a perspective of theories of persuasion, the symbolic power of images, and the relationship between information and knowledge. Special attention is given to the impact of these media on how we live and believe as individuals and as a society. Oral and written communication skills are acquired through class presentations, discussion, observation, and written assignments. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

**CMST 110 COMMUNICATION IN A GLOBAL WORKPLACE (3)**

This course provides students with the hands-on skills necessary to navigate today's changing global environment. Using the workplace as the main context students will learn how to think globally, apply ethical standards to decision making, explore the impact of new technologies, and practice interpersonal, group, and presentational skills to broaden their understanding of what it means to succeed in today's global workplace. (OC)

**CMST 145 INTRODUCTION TO ORGANIZATIONAL COMMUNICATION (5)**

This course is designed to introduce students to the field of organizational communication. Students will examine a range of perspectives, theories, and issues exploring the ways communication affects and is affected by the organizational context. Topics will include technology, diversity, and ethics in organizations; sexual harassment, negotiating/conflict management. The course involves theory application with a primary focus on the development of effective communication skills (e.g., interviewing, professional presentations, teamwork, responding non-defensively to criticism, leadership). Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

**CMST 205 GENDER COMMUNICATION (5)**

Examines the various influences from physiology to culture to media that affect communication between men and women. Students are challenged to learn about their own attitudes, gender-role identity, and communication ability in their relationships. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and an oral basic skills or speech humanities course. (SSwd)

**CMST& 210 INTERPERSONAL COMMUNICATION (3 OR 5)**

Designed to introduce students to basic interpersonal communication theory. Emphasis on topics such as functions of communication, self-concept, perception, conversation skills, relationship development and maintenance, self-disclosure, assertiveness, and conflict management strategies. (OC)

**CMST& 220 PUBLIC SPEAKING (3 OR 5)**

Introduction to communication theory and public speaking emphasizing organization, audience analysis, oral styles, and use of visual aids. Includes presentation of various types of public speeches and analyses of

contemporary speeches. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

**CMST 225 INTERCULTURAL COMMUNICATION (3 OR 5)**

The course introduces the student to practices and principles in the field of communication as they apply to face to face interaction with peoples of diverse cultures both within the U.S. and out. The course is designed to provide students with the knowledge and opportunity to apply skills learned in class to their everyday encounters. Topics covered include intercultural barriers, cultural values, worldview, and the interrelation between the environment and social systems that underpin culture. Prerequisite: ENGL 100/ESLA117 or placement in ENGL& 101 and one of the following CMST& 101, 210, 220, or 230. (SS,Hwgs)

**CMST& 230 SMALL GROUP COMMUNICATION (5)**

Introduces students to the theory and practice of small group communication. Course covers interpersonal relationships in groups, leadership, decision-making, problem solving, and presentations speaking in a variety of settings. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (OC)

**CMST 250 SURVEY OF COMMUNICATION THEORY (5)**

Survey of human communication principles and concepts, including interpersonal, intrapersonal, organizational, rhetorical, ethical, intercultural, and mass communication theory. Prerequisite: ENGL& 101 and any CMST course. (H,SSwd)

**CMST 295C HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in communication studies. Required preparation: acceptance into the Honors Program. (OC)

**CMST 295H HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in communication studies. Required preparation: acceptance into the Honors Program. (H)



## CO-OP COOPERATIVE EDUCATION / INTERNSHIPS

### CO-OP 180 PREPARING FOR CAREER WORK EXPERIENCE (1-2)

Prepare students to develop and perform in a career-relevant internship or job placement while heightening their job retention skills. Students will assess their goals and values while networking to research and assess their employing community. They will learn to complete a professional application process, including resumes, cover letters, and conducting a quality interview for an internship/job. Finally they will analyze, discuss job retention skills from employer and employee perspectives including teamwork and common communication issues in diverse workplaces. (UE)

### CO-OP 190 COOPERATIVE EDUCATION/ INTERNSHIP (1-5)

Experience-based learning courses for variable credit across disciplines. Students deepen learning, enrich resumes by applying knowledge and skills in a structured, career-related setting within the employing community. Also developed are appropriate work ethics, attitudes, responsibility, personal qualities, critical thinking, problem solving skills necessary for the workplace. Measurable learning outcomes are written collaboratively by the student, faculty mentor and employer through a learning contract process. Co-ops above 5 credits may be arranged with permission from a Co-op Coordinator. Recommended preparation: CO-OP 180. (UE)

### CO-OP 290 COOPERATIVE WORK EXPERIENCE (1-5)

Designed for working students or those students who wish to enrich their education with a short-term career related work experience. Credit is awarded for completion of a co-op learning contract in which educational goals are set within the work environment. Co-ops above 5 credits can be arranged with permission from a Co-op Coordinator. Recommended preparation: CO-OP 180. (UE)

## CS COMPUTER SCIENCE

### CS 101 COMPUTERS AND SOFTWARE (5)

Covers the organization and operations of a computer and computer networks, information representation,

the primary tasks of operating systems, application and system software, and the fundamentals of computer programming. Includes logical reasoning, and managing complexity. Recommended for students who haven't had previous programming. (LE)

### CS 120 HTML FUNDAMENTALS (5)

Teaches the fundamentals of web page design and implementation. Emphasizes text formatting, web page layout, links, lists, tables, frames and forms using HTML, scripting, and database connectivity. Recommended preparation: windows file management and keyboarding skills. (UE)

### CS 140 COMPUTER PROGRAMMING FUNDAMENTALS I (5)

Teaches the fundamentals of computer programming. Covers computer architecture, machine instruction processing, basic data types, program control structures, functional decomposition, classes, and fundamental data structures. Recommended for math, science, engineering, and computer science majors. Prerequisite: MATH 99. (MS)

### CS 145 COMPUTER PROGRAMMING FUNDAMENTALS II (5)

A continuation of CS 140. Teaches the fundamentals of computer programming. Covers searching and sorting, object oriented design, error handling, file input and output, event based programming, bitwise operators, multithreaded and network programming. Recommended for math, science, engineering, and computer science majors. Prerequisite: CS 140. (MS)

### CS 215 C AND C++ PROGRAMMING TOPICS (5)

Covers the standard data types, control structures, classes, exception handling, inheritance, file I/O, event based programming, multithreaded programming, network programming, and client-server programming. Prerequisite: CS 140. (MS)

### CS 225 JAVA PROGRAMMING (5)

Covers the standard data types, control structures, classes, exception handling, inheritance, file I/O, event-based programming, multithreaded programming, network programming, and client server programming. Prerequisite: CS 140. (MS)

### CS 235 OBJECTIVE-C PROGRAMMING (5)

This course provides a fundamental overview of the Objective-C programming language for students who

would like to develop mobile applications targeting the Apple iOS platform. Students should have a background in computer programming and software development using an object oriented programming language. Prerequisite: CS 140, 145, or instructor permission. (MS)

#### **CS 240 DATA STRUCTURE AND ALGORITHM FUNDAMENTALS (5)**

Teaches software development skills that emphasize the study of abstract data types using object oriented programming techniques, Big O algorithm analysis, fundamental data structures such as lists, stacks, queues, and trees; and searching and sorting. Prerequisite: CS 145. (MS)

#### **CS 264 ANDROID PROGRAMMING (5)**

This course provides an introduction to Android mobile application software development. Students should have a background in computer programming and software development using an object oriented programming language. This course is focused on developing applications targeting the Android mobile platform using the Java programming language. Prerequisite: CS 140, 145, or instructor permission. (MS)

#### **CS 265 IPHONE PROGRAMMING (5)**

This course provides an introduction to iPhone mobile application software development. Students should have a background in computer programming and software development using an object oriented programming language. This course is focused on developing applications targeting the iPhone using the Objective-C programming language. Prerequisite: CS 140, 145 and 235, or instructor. (MS)

#### **CS 266 WINDOWS MOBILE PROGRAMMING (5)**

This course provides an introduction to Windows mobile application software development. Students should have a background in computer programming and software development using an object oriented programming language. This course is focused on developing applications targeting the Windows mobile platform using the C# programming language. Prerequisite: CS 140, 145, or instructor permission. (MS)

#### **CS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Computer Science. Required preparation: acceptance into the Honors Program. (MS)

## **DANCE DANCE**

#### **DANCE 101 MODERN DANCE I (3)**

The study of basic principles of movement: space, time and effort. Emphasis on alignment and range of motion, creative movement and an appreciation of dance as an art form. No experience required (LE)

#### **DANCE 102 MODERN DANCE II (3)**

The continued study of the principles of movement: space, time and effort. Emphasis on alignment and range of motion, creative movement and an appreciation of dance as an art form. Prerequisite: DANCE 101. (LE)

#### **DANCE 103 MODERN DANCE III (3)**

The continued study of basic principles of movement: space, time and effort. Emphasis on alignment and range of motion, creative movement and an appreciation of dance as an art form. Prerequisite: DANCE 102. (LE)

## **DRAMA DRAMA**

#### **DRAMA 101 INTRODUCTION TO THEATRE (5)**

Study of significant plays, playwrights, and modes of theatrical performance in a global context. Topics include theatre history, acting theory, plays as literature and theatre architecture. Plays and theatrical forms studied include Greek tragedies, Beijing Opera, classical Japanese forms, Shakespeare, realism, musicals, vaudeville and the avant-garde. (Hg)

#### **DRAMA 110 THEATRE PRODUCTION I (1-5)**

Students are involved in mounting a major theatrical production. Actors by audition. Assistant Director, Stage Manager, construction, technical and artistic support by interview, interest and need. Credits determined by level of involvement. May be repeated for credit up to 15 credits maximum. Required preparation: audition and interview by the instructor. (LE)

#### **DRAMA 120 EXPERIMENTAL THEATRE PROJECT (1-5)**

Students are involved in the production of non-narrative theatre or postmodern interpretations of classical drama as actors, singers, musicians, dancers, visual artists, videographers and theatre technicians.

All participants learn Viewpoints and Theatre Composition as a tool for creating the production. May be repeated for credit up to 15 credits maximum. (LE)

### **DRMA 125 ACTING I (5)**

Introduction to theatrical performance in a workshop environment utilizing games, improvisations, movement, composition, and scene study. Students move from the creation and performance of short movement based improvisations, to character and textual analysis, and the performance of realistic scenes. (Hp)

### **DRMA 140 CREATIVE DRAMA (5)**

Focus is on learning a system for developing personal acting skills through games and improvisation, and how to use games to teach the basic elements of theatre to children. Designed for students with an interest in personal creativity and children's theatre. (LE)

### **DRMA 201 ACTING II (5)**

Intensive study of theatrical realism utilizing a workshop approach. Students will become familiar with the terminology and processes used in the rehearsal and performance of psychological realism, and perform numerous scenes and monologues drawn from the diversity of realistic dramatic texts. Prerequisite: DRMA 110, 120 or 125 and permission of instructor. (LE)

### **DRMA 202 ACTING III (5)**

Advanced study of classical, realistic, and avant-garde scenes and monologues in a workshop environment. Playwrights studied include classical dramatists such as Shakespeare, Anton Chekhov and Samuel Beckett, and contemporary playwrights such as August Wilson and Suzan-Lori Parks. Prerequisite: DRMA 110, 120, 125 or 150 and instructor permission. (LEd)

### **DRMA 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in drama. Required preparation: acceptance into the Honors Program. (H)

## **ECED EARLY CHILDHOOD EDUCATION**

### **ECED& 100 CHILD CARE BASICS (3)**

Formerly ECE 104. Designed to meet licensing requirements for early learning lead teachers and family home child care providers, STARS 30 hour basics course recognized in the MERIT system. Topics: child growth/development, cultural competency, community resources, guidance, health/safety/nutrition and professional practice. (UE)

### **ECED& 105 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (5)**

Formerly ECE 105. Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. (SS)

### **ECED& 107 HEALTH/SAFETY/NUTRITION (5)**

Formerly ECE 218. Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, and responsibilities for mandated reporting. Recommended preparation: prior or concurrent enrollment in ECED& 105. (UE)

### **ECED& 120 PRACTICUM-NURTURING RELATIONSHIPS (2)**

Apply best practice for engaging in nurturing relationships with children in an early learning setting. Focus on keeping children healthy and safe while promoting growth and development. (LE)

### **ECED& 132 INFANTS/TODDLERS CARE (3)**

Formerly ECE 120. Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. Recommended preparation: EDUC& 115. (UE)

### **ECED& 134 FAMILY CHILD CARE (3)**

Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety, & nutrition; guiding behavior and; promoting growth & development. Recommended preparation: ECED& 105. (UE)

**ECED& 139 ADMINISTRATION OF EARLY LEARNING PROGRAMS (3)**

Formerly ECE 255. Develop administrative skills required to develop, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and NAEYC standard compliance. Recommended preparation: ECED& 105. (UE)

**ECED& 160 CURRICULUM DEVELOPMENT (5)**

Formerly ECE 210. Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8). Prerequisite: ECED& 105 and EDUC& 115 or concurrent enrollment. (UE)

**ECED& 170 ENVIRONMENTS-YOUNG CHILDREN (3)**

Formerly ECE 222. Design, evaluate, and improve indoor and outdoor environments that ensure high quality and comprehensive learning experiences, and optimize the development of young children. (UE)

**ECED& 180 LANGUAGE/LITERACY DEVELOPMENT (3)**

Formerly EDUC 220. Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. (UE)

**ECED& 190 OBSERVATION/ASSESSMENT (3)**

Formerly ECE 141. Collect and record observation of and assessment data in order to plan for and support the child in early childhood settings. Practice reflection techniques, summarizing conclusions, and communicating findings. (UE)

**ECED 220 MUSIC AND MOVEMENT (3)**

Integrating music and movement into early childhood environments. A repertoire of music and movement activities will be developed that focus on social development, physical health, enhancing creativity, and supporting all areas of a child's development. (UE)

**ECED 236 MATH AND SCIENCE (3)**

Teaches techniques for teaching the foundations of mathematical and scientific thought and encouraging the development of math and science concepts and skills in young children. Environmental awareness and sustainability practices introduced. (UE)

**ECON ECONOMICS****ECON 100 SURVEY OF ECONOMIC PRINCIPLES (5)**

Introductory course for those not planning a major in Business, Accounting or Economics. Fundamental concepts of economic analysis with application to contemporary problems, including consumer demand and supply decisions in market economies, national income, unemployment, inflation, money and banking. (SS)

**ECON 110 PRINCIPLES OF ENVIRONMENTAL ECONOMICS (5)**

Designed for non-business majors who would like to know the cost of environmental issues in an economic context. Provides the student with a strong background on the theory of environmental economics and recent policy issues. Covers current methods of making implied costs including global warming, ozone depletion, and pollution of air and water. Covers concepts rather than mathematical proofs and justification. Includes research strategies. (SSgs)

**ECON& 201 MICRO ECONOMICS (5)**

Introduction to microeconomics. Presents supply and demand models, consumers and producers choice in the competitive and non-competitive market. Examines the various economic decisions made by firms relating to price, demand, factors of production, and costs. Prerequisite: MATH 99. (SS)

**ECON& 202 MACRO ECONOMICS (5)**

Introduction to macroeconomics; elementary analysis of the determination of income through national income accounting. Covers macroeconomic issues including inflation, unemployment, economic growth, recessions, monetary/fiscal policy, and international trade and finance. Prerequisite: ECON& 201. (SSg)

**ECON 203 ECONOMIC PROBLEMS IN HISTORICAL PERSPECTIVE (5)**

Examination of major contemporary economic problems from the standpoint of the interacting technological, institutional, and economic processes which produced them. Course focuses on the historically relevant origins of a number of contemporary issues such as growth, stagnation, depression, inflation, breakdown of international monetary systems, and deregulation of industries. (SS)

**ECON 205 ALTERNATIVE ECONOMIC SYSTEMS (5)**

Introduction to the operation of three fundamentally different economic systems: the free enterprise system as practiced in the U.S.; the free enterprise system as practiced in Western European democracies; and command economic systems as practiced in China. Mercantilism and laissez faire also discussed. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwg)

**ECON 210 ECONOMIC ETHICS (5)**

This course is an integrated study of the role of law, ethics, morality, and social responsibility in an entrepreneurial environment. Using case analysis to study and solve: ethical dilemmas in the Market Place, the ethics of the Economic Actor, and ethics/social responsibility of organizations. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSw)

**ECON 225 MONEY AND BANKING (5)**

Course is designed to provide students with an introduction to the core principles of money and banking. Topics include, but are not limited to, the following: supply and demand, interest rates, financial instruments, financial markets, financial institutions, central banks, risk, derivatives, futures, options, and swaps, banks and bank management, monetary policy, fiscal policy, financial stability, and financial system regulation. (SS)

**ECON 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Economics. Required preparation: acceptance into the Honors Program. (SS)

**EDPL EDUCATIONAL PLANNING****EDPL 100 COLLEGE SUCCESS: AN ORIENTATION FOR NEW STUDENTS (2)**

Designed for students new to the college environment. Introduction to college services; study skills and time management; educational planning and career exploration; and skills necessary to become a successful student. Lectures, small group discussion, and experiential exercises. (UE)

**EDPL 103 HOW TO LEARN ONLINE (2)**

This class is designed to build skills and confidence for students who plan to take classes that are online, hybrid or use Moodle. (UE)

**EDUC EDUCATION****EDUC& 115 CHILD DEVELOPMENT (5)**

Basic concepts and theory of development from birth through early adolescence. Techniques for observing, assessing, and recording growth and development. (LE)

**EDUC& 130 GUIDING BEHAVIOR (3)**

Formerly EDUC 131. Examine principles and theories promoting social competence in young people through adolescence. Includes the creation of safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences. (UE)

**EDUC& 136 SCHOOL AGE CARE (3)**

Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic /social skill development, and community outreach. Recommended preparation: prior or concurrent enrollment in ECED& 105. (UE)

**EDUC& 150 CHILD/FAMILY/COMMUNITY (3)**

Formerly EDUC 225. Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. (UE)

**EDUC& 202 INTRODUCTION TO EDUCATION (5)**

Survey course in history, philosophy and principles, issues, and trends in American Education. Includes opportunities for observations of educational models and exploration of career paths. (SS)

**EDUC& 204 EXCEPTIONAL CHILD (5)**

Introductory course in recognition and identification of exceptionality in children from birth through high school. Includes state and federal regulations and provisions for special education and related services, as well as adaptations for serving special needs students in general education classrooms. (LE)



**EDUC 250 PROFESSIONALISM IN THE WORKPLACE (2)**

Students will develop problem-solving skills and learn to resolve dilemmas using the NAEYC Code of Ethical Conduct. Professional portfolios will be developed. (UE)

**EDUC 280 INSTRUCTIONAL TECHNOLOGY (3)**

Formerly CIS 280. An introduction to educational technology use by teachers and youth in educational environments. Topics include: productivity applications, graphics, web-based media and educational software. This course emphasizes the appropriate use of technology based on ISTE and NAEYC guidelines. (UE)

<b>ENGL</b>	<b>ENGLISH</b>
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**ENGL 081 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS I (3)**

This course is designed to link with I-BEST courses. Students will develop their college level reading, writing, and study skills to support learning in linked I-BEST courses. (N)

**ENGL 082 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS II (3)**

This course is designed to link with I-BEST courses. Students will further develop their college level reading, writing, and study skills to support learning in linked I-BEST courses. (N)

**ENGL 083 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS III (3)**

This course is designed to link with I-BEST courses. Students will develop their college level reading, writing, and study skills to support learning in linked I-BEST courses and to facilitate transition into ENGL 100 or ENGL& 101. (N)

**ENGL 084 COLLEGE SKILLS DEVELOPMENT FOR THE PROFESSIONS IV (2)**

This course is designed to be taught with ENGL& 101. Students will develop their college-level reading, writing and study skills to support successful completion of ENGL& 101. (N)

**ENGL 086 SPELLING (1-5)**

Development of spelling skills, strategies, and ability through examining word elements (prefixes, roots,

and suffixes), rules, spelling patterns and processes, and dictionary work. Repeatable to a maximum of 5 credits. S/U grading. (N)

**ENGL 087 VOCABULARY BUILDING (2-3)**

Designed to develop and strengthen vocabulary through examining word elements (prefixes, roots, and suffixes) and context clues. S/U grading. (N)

**ENGL 090 SPELLING AND VOCABULARY (3-5)**

Designed to develop and strengthen spelling ability and vocabulary by examining word elements (prefixes, roots, and suffixes), spelling patterns and processes, using the dictionary, and context clues. S/U grading. (N)

**ENGL 092 CRITICAL ANALYSIS (5)**

Designed to encourage and strengthen reading comprehension and analysis strategies for college textbooks, news articles, essays and literature, to focus on expanding vocabulary, to practice writing skills, and to increase reading rate. S/U grading. Prerequisite: reading placement test. (N)

**ENGL 094 FUNDAMENTALS OF WRITTEN COMMUNICATION (5)**

Focuses on the interconnected aspects of reading, composition, and how to organize information in writing. Examines summary writing, response writing, focusing on developing a main point, and various sentence structures as a way of clarifying information. S/U grading. Prerequisite: placement test and writing sample. (N)

**ENGL 095 BASIC COMPOSITION AND FORM (5)**

A basic writing course with readings. Reviews summary, paragraph, and essay writing, various rhetorical structures, as well as basic grammar, punctuation, and sentence structures. ENGL 095A (2 credits) and ENGL 095B (3 credits) combined are equivalent to ENGL 095. S/U grading. Prerequisite: placement test and/or writing sample. (N)

**ENGL 098 CONSTRUCTING PARAGRAPHS AND ESSAYS (3-5)**

Refinement of essay and paragraph writing skills. Focuses on the structure, development, and strengthening of paragraphs and essays and examines various rhetorical structures. S/U grading. Prerequisite: ENGL 95 or ENGL 95A and ENGL 95B combined. (N)

**ENGL 100 INTRODUCTION TO ACADEMIC WRITING (5)**

Introduction to the expectations and practices of academic writing communities. Students will use a reflective writing process to enter ongoing academic conversations. Emphasis on analyzing source information and using sources to formulate, develop, revise, and effectively communicate ideas in writing. Students who complete course requirements will submit a writing portfolio to a panel of readers for final grade determination. Students who take both ESLA 117 and ENGL 100 can apply credits toward graduation for only one of them. S/P/U grading. Prerequisite: "S" grade in ENGL 92; ENGL 95 or ENGL 95A and 95B combined or placement test. (UE)

**ENGL& 101 ENGLISH COMPOSITION I (5)**

Development of analytical and academic writing skills. As reflective participants in ongoing academic conversations, students will analyze and use sources to formulate, develop, revise, and effectively communicate ideas in writing. Emphasis on the complexity of academic ideas, meaningful and ethical scholarship, and rhetorical awareness. Prerequisite: ENGL 100/ESLA 117 with an "S" grade or ENGL 100 with a "P" grade and concurrent enrollment in ENGL 188 or Placement test. (CC)

**ENGL& 102 ENGLISH COMPOSITION II (5)**

Development and refinement of skills in academic writing, inquiry, and rhetorical awareness. As reflective participants in ongoing academic conversations, students will analyze and use sources to formulate, develop, revise, and effectively communicate ideas in writing. Emphasis on the complexity of academic ideas, analysis of multiple, complex, cross-disciplinary sources, and meaningful and ethical scholarship through independent research. Prerequisite: grade of "C-" or better in ENGL& 101. (CC)

**ENGL& 111 INTRODUCTION TO LITERATURE (5)**

Reading and understanding fiction, poetry, and plays. Emphasis on appreciating and understanding form and content of these basic types of literature. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL& 113 INTRODUCTION TO POETRY (3 OR 5)**

Critical introduction designed to increase understanding and appreciation of the elements of poetry through close reading and analysis. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

**ENGL& 114 INTRODUCTION TO DRAMA (3 OR 5)**

Reading and discussion of plays (comedies, tragedies, and tragicomedies) from major periods to increase understanding and appreciation of dramatic literature. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 124 ENVIRONMENTAL LITERATURE (5)**

The course will explore literature as a vehicle for environmental awareness internationally. Reading, writing, and discussion will facilitate an understanding of a writer's connection with nature and environmental issues. A critical understanding of, and appreciation for, the relationship between a writer, the environment, and sense of place will be emphasized. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwgs)

**ENGL 134 SHAKESPEARE AND PERFORMANCE (3 OR 5)**

Reading and discussion of plays by Shakespeare and other plays being performed at the Ashland Shakespearean Festival or at other theatres. To obtain 5 credits, students must attend the productions and present a report. May be repeated for credit. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 136 SCIENCE FICTION AND FANTASY (3 OR 5)**

This course offers a survey of the genres of science-fiction and fantasy, focusing upon major themes and how speculative fiction addresses contemporary human concerns. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

**ENGL 137 LITERATURE AND SOCIETY (5)**

This class is an introduction to selected works of international literature from the perspective of their relationship to society. This includes works of comparative genres, in which students delve into the ways writers convey, question, transform and even revolutionize ideas through literary forms of expression. The readings may include poetry, fiction, essays, and drama. The emphasis is on an appreciation and critical analysis of literary elements, and the social context of writers' diverse ethnicities, sexualities, and perspectives. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 138 GENDER AND LITERATURE (5)**

Reading, writing, and discussion about the relationships between gender and literature. Students

will read literature by writers of diverse sexual orientations and gender identities. The course will emphasize critical understanding and appreciation of the role gender plays in the history, theory, and art of literary production. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwd)

**ENGL 141 INTRODUCTION TO FICTION:  
THE SHORT STORY (3 OR 5)**

Reading and analysis of an international selection of short stories. Designed to develop ability to understand and interpret them according to the elements of the genre. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 142 INTRODUCTION TO FICTION:  
THE NOVEL (3 OR 5)**

Reading and discussion of American, English and European novels. Emphasis on appreciation and understanding of form and content of longer works. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 150 INTRODUCTION TO BRITISH  
LITERATURE (5)**

Reading and discussion of literature from England, Scotland and Ireland. Emphasis on appreciating and understanding the works of selected authors, poets and dramatists. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 161 INTRODUCTION TO AMERICAN  
LITERATURE (5)**

This course introduces students to a diverse range of representative or significant literary statements in fiction, poetry, drama, and non-fiction. Course will emphasize major issues or themes significant to American cultural history and national identity. Students will discuss and critically respond to course readings while developing a sense of cultural context. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwd)

**ENGL 169 MODERN AND CONTEMPORARY  
AMERICAN POETRY (5)**

Reading of American poetry from the Modernists to the present day with an emphasis on major movements and themes. Prerequisite: ENGL 100/ESLA 117 or Placement in ENGL& 101. (Hwd)

**ENGL 170 COLLEGE STUDY SKILLS (5)**

Designed to enhance effectiveness in organization, memory, vocabulary, textbook reading, reading rates, note making, research and test taking. Prerequisite: Accuplacer reading placement score of 67 or higher, or successful completion of ENGL 92 and ENGL 95 (or ENGL 95A and 95B), or successful completion of ENGL 92 and placement into ENGL 100. (UE)

**ENGL 170A COLLEGE STUDY SKILLS  
FOR IBEST 1 (2)**

A course designed to enhance effectiveness in time management, organization, textbook reading and academic research. Required preparation: participation in Developmental Education IBEST. (UE)

**ENGL 170B COLLEGE STUDY SKILLS  
FOR IBEST 2 (3)**

A course designed to enhance knowledge and effectiveness in learning theories, test taking, memory, note making, vocabulary and reading rates. Prerequisite: Completion of ENGL 170A with a "C" grade or better. (UE)

**ENGL 180 INTRODUCTION TO WORLD  
LITERATURE (5)**

Introduction to selected works of literature from non-English speaking cultures and nations of the world. This includes but is not limited to works of oral and written genres from Europe, Russia, the Middle East, Africa, Asia, Latin America and the Pacific. The course may consist of works from a vast range of literary eras, from ancient to contemporary writing. The readings may include poetry, fiction, essays and drama. The emphasis is on appreciation and basic critical analysis of literary elements, as well as understanding and appreciation of diverse histories, worldviews and traditions. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 188 SPECIAL TOPICS IN ACADEMIC  
WRITING (2 OR 3)**

Development of academic writing skills and awareness of those skills as a reflective writer. Emphasis on the use of sources, development of ideas, and rhetorical awareness in academic discourse in support of ENGL& 101. S/U grading. Recommended preparation: concurrent enrollment in ENGL& 101. Prerequisite: S or P in ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**ENGL 191 STUDIES IN NON-WESTERN LITERATURE (5)**

Reading and critical analysis of masterpieces of a selected non-Western literature. Repeatable with different countries or multi-country regions. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

**ENGL 194 SPECIAL TOPICS IN LITERATURE (3)**

Reading, discussion, and writing on a special topic of literature. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (LE)

**ENGL 201 ADVANCED COMPOSITION (5)**

Focus on language usage and style in personal and academic discourse. Development of more effective expressive, expository, and argumentative essay writing. Prerequisite: grade of "B-" or better in ENGL& 101, or passing ENGL& 102. (CC)

**ENGL 202 WRITING ABOUT LITERATURE (5)**

Introduction to critical reading of and writing about literature. Focuses on writing essays, which analyze literature, based on elements of genres. May include fiction, poetry, and drama. Prerequisite: grade of "B-" or better in ENGL& 101, or passing ENGL& 102. (CC)

**ENGL 225 CHILDREN'S LITERATURE (5)**

Reading and analysis of literature for pre-adolescent to young adults: classic and contemporary works from diverse backgrounds. Class may focus on a central theme, period, or genre. Prerequisite: ENGL& 101. (Hwd)

**ENGL 226 CHILDREN'S LITERATURE II (5)**

Further reading and analysis of literature for pre-adolescent to young adults: classic and contemporary works from diverse backgrounds. Class may focus on a central theme, period, or genre. Prerequisite: ENGL 225. (Hwd)

**ENGL& 230 TECHNICAL WRITING (3 OR 5)**

Methods of research, organization and presentation of findings typical of professional and technical writing and reports. Emphasis on problem-solving and the research process including field investigation, data collection, critical analysis of sources, documentation and document design.. Prerequisite: ENGL& 102 or grade of "B-" or better in ENGL& 101 or instructor permission. (CC)

**ENGL& 236 CREATIVE WRITING I (5)**

Introduction to writing fiction and poetry. Focuses on improving imaginative content through revision. Emphasizes critical thinking and reading skills. Uses related readings as models and published authors as guides. Recommended preparation: ENGL& 101 with a grade of "B-" or better. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

**ENGL& 237 CREATIVE WRITING II (5)**

More advanced techniques of writing fiction and poetry. Focuses on improving imaginative content through revision. Emphasizes critical reading and writing skills. Uses related readings as models and published authors as guides. Requires an additional writing project beyond ENGL& 236 course. Prerequisite: ENGL& 236. (Hw)

**ENGL 250 STUDIES IN MAJOR PERIODS OF BRITISH LITERATURE (5)**

Reading and discussion of fiction, poetry, drama and non-fiction from selected periods of British literature. Repeatable with different periods. Prerequisite: ENGL& 101. (Hwg)

**ENGL 258 STUDIES IN MAJOR BRITISH AUTHORS (3 OR 5)**

Reading and analysis of works by a particular author or authors. Repeatable with different authors. Prerequisite: ENGL& 101. (Hwg)

**ENGL 261 STUDIES IN MAJOR PERIODS OF AMERICAN LITERATURE (5)**

Reading, discussion and critical examination of fiction, poetry, drama and non-fiction designed to enhance appreciation and understanding of American cultural history and values of a particular period. Course will engage curriculum through group interaction, creative activities, research-based presentation, and varied written assignments. This course stretches boundaries and critiques traditional assumptions. Repeatable with different periods. Prerequisite: ENGL& 101. (Hwd)

**ENGL 266 ETHNIC LITERATURE OF THE U.S. (3 OR 5)**

Critical appreciation of representative and significant literary contributions by American ethnic writers with particular attention to cultural /historical contexts. Course will engage curriculum through group interaction, creative activities, research-based presentation, and varied written assignments, situating the tradition under consideration within the broader

tapestry of multicultural American identity and lived reality. Repeatable with different groups. Prerequisite: ENGL& 101. (Hwd)

**ENGL 267 NATIVE AMERICAN LITERATURE (5)**

Introduction to selected works of Native American literature from North America. This includes works of oral and written genres from diverse Native American cultures and from a range of historical periods, from ancient stories to contemporary writing. The readings may include poetry, fiction, essays and drama as well as indigenous literary forms. The emphasis is on appreciation and basic critical analysis of literary elements, as well as understanding and appreciation of diverse cultures, worldviews and traditions. Prerequisite: ENGL& 101. (Hwd)

**ENGL 268 STUDIES IN MAJOR AMERICAN AUTHORS (3 OR 5)**

Reading and critical analysis of the works of a particular author or authors. Repeatable with different authors. Prerequisite: ENGL& 101. (Hw)

**ENGL 284 WESTERN WORLD LITERATURE: STUDIES IN MAJOR PERIODS (3 OR 5)**

Reading and critical analysis of the works (poetry, drama, fiction) of a major period in Western world literature, such as classical, medieval, neo-classical, renaissance, romantic, or modern. Repeatable with different periods. Prerequisite: ENGL& 101. (Hwg)

**ENGL 286 MYTHOLOGY (5)**

This course will explore mythology from two or more cultures, including, but not limited to those from Europe, Asia, the Americas, Africa, Australia, and the South Pacific. Emphasis on the nature of mythology, its cultural functions, and its literary influences. Through reading, discussion, research, writing, and creative projects, students will gain an understanding and appreciation of the literary legacy of diverse cultures. Prerequisite: ENGL& 101. (Hwg)

**ENGL 288 WESTERN WORLD LITERATURE: STUDIES IN MAJOR AUTHORS (3 OR 5)**

Reading and critical analysis of the works of a particular author or authors. Repeatable with different authors. Prerequisite: ENGL& 101. (Hwg)

**ENGL 295C HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Cross-curricular readings and small group discussions/presentations provide the basis for writing assignments which further develop the student's command of the

rhetorical modes taught in ENGL& 101 and ENGL& 102. Prerequisite: acceptance into the Honors Program and eligibility for course it is paired with. (CC)

**ENGL 295H HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Cross-curricular readings and small group discussions/presentations provide the basis for writing assignments which further develop the student's command of the rhetorical modes taught in English literature. Prerequisite: acceptance into the Honors Program and eligibility for course it is paired with. (H)

**ENGR ENGINEERING**

**ENGR 100 DISCOVERING ENGINEERING (2)**

This course explores engineering through class discussion, hands-on activities, and presentations by speakers from industry and universities. Topics include engineering disciplines, career options, academic success strategies, planning your program of study, and a discussion of transfer institutions offering engineering. Prerequisite: ENGL 100 or ESLA 117. (LE)

**ENGR 120 INTRODUCTION TO SCIENTIFIC COMPUTING (2)**

The course introduces MATLAB as a programming tool for mathematical analysis, visualization, simulation, and modeling, specifically pertaining to solving engineering design and analysis problems. Prerequisite: MATH& 142 with a "C" or better. (UE)

**ENGR& 214 STATICS (5)**

The course will serve as a study of structures in equilibrium and equilibrium analysis using both vector and scalar analysis, analysis of internal and external forces, moments, friction, centroids, and inertia. Graphing calculator required. Prerequisite: MATH& 152 and PHYS& 221 with a grade of "C" or better. (MS)

**ENGR& 215 DYNAMICS (5)**

A study of the dynamics of particles and rigid bodies using scalar and vector methods, rectangular coordinates, normal and tangent coordinates, polar coordinates, curvilinear motion, work, energy, impulse, momentum, steady mass flow, rotation, absolute and relative motion. Graphing calculator required. Prerequisite: PHYS& 221, ENGR& 214, MATH& 163 with a grade of "C" or better. (MS)



**ENGR& 225 MECHANICS OF MATERIALS (5)**

Mechanics of Materials explores the elasticity and deformation of structures. Topics include the extension, compression, and rotation of bodies subject to axial, shear, and torsion loadings. Extensive analysis of the elastic deflection of beams is performed using differential equations and boundary conditions. Principles of virtual work are also introduced. Prerequisite: ENGR& 214 with a grade of "C" or better. (MS)

**ENGR 240 APPLIED NUMERICAL METHODS (5)**

Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation. Prerequisite: MATH& 163 with a "C" or better. Recommended preparation: MATH 204 and MATH 207 or concurrent enrollment. (MS)

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**ENVS ENVIRONMENTAL SCIENCE**
**ENVS& 100 SURVEY OF ENVIRONMENTAL SCIENCE (5)**

Introductory non-laboratory course in biology emphasizing the environment and its living organisms. Includes discussion of early evolution, energy, ecosystems, and populations, and the balance between man and his environment. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (MSws)

**ENVS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in environmental science. Required preparation: acceptance into the Honors Program. (MS)

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**ESL ENGLISH AS A SECOND LANGUAGE**
**ESL 010 ESL LISTENING AND SPEAKING - LEVEL I (1-5)**

This course is for students with beginning level ESL life skills. Focus is on listening and speaking in authentic

contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 011 ESL READING AND WRITING - LEVEL I (1-10)**

This course is designed for students with beginning level ESL literacy. Focus is on reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 020 ESL LISTENING AND SPEAKING - LEVEL II (1-5)**

This course is for students with beginning level ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 021 ESL READING AND WRITING - LEVEL II (1-10)**

This course is designed for students with high beginning level ESL literacy. Focus is on reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 030 ESL LISTENING AND SPEAKING - LEVEL III (1-5)**

This course is for students with low intermediate ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 031 ESL READING AND WRITING - LEVEL III (1-10)**

This course is designed for students with low intermediate level ESL literacy. Focus is on grammar, reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 040 ESL LISTENING AND SPEAKING - LEVEL IV (1-5)**

This course is for students with high intermediate level ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 041 ESL READING AND WRITING - LEVEL IV (1-10)**

This course is designed for students with high intermediate level ESL literacy. Focus is on grammar, reading and writing skills in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 050 ESL LISTENING AND SPEAKING - LEVEL V (1-5)**

This course is for students with low advanced ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 051 ESL READING AND WRITING - LEVEL V (1-10)**

This course is designed for students with low advanced level ESL literacy skills. Focus is on grammar, reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 060 ESL LISTENING AND SPEAKING - LEVEL VI (1-5)**

This course is for students with high advanced ESL life skills. Focus is on listening and speaking in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESL 061 ESL READING AND WRITING - LEVEL VI (1-10)**

This course is designed for students with high advanced level ESL literacy. Focus is on grammar, reading and writing in authentic contexts. S/P/U grading. Required preparation: CASAS placement test. (N)

**ESLA****ENGLISH AS A SECOND LANGUAGE - ACADEMIC****ESLA 010A ENGLISH ORAL COMMUNICATION I A (2)**

Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on listening skills. Designed for beginning level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 010B ENGLISH ORAL COMMUNICATION I B (2)**

Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on listening skills. Designed for high-beginning level ESL students. S/U grading. Required preparation: Admission to the ESLA program. (N)

**ESLA 011A ENGLISH GRAMMAR 1A (2)**

Oral and written review of basic English grammar for beginning level ESL students. Focus on simple verb tenses (present and past, and yes/no question forms). S/U grading. Required preparation: Admission into ESLA Program. (N)

**ESLA 011B ENGLISH GRAMMAR 1B (2)**

Oral and written review of basic English grammar for high-beginning level ESL students. Focus on singular and plural noun forms, demonstratives, and count/mass nouns. S/U grading. Required preparation: admission into ESLA Program. (N)

**ESLA 012A ENGLISH READING & VOCABULARY IA (2)**

Development of vocabulary and reading skills, including identification of sight words and application of sound-symbol relationships, comprehension of simple sentences, and acquisition of basic English vocabulary. Designed for beginning level ESL students. S/U grading. Required preparation: admission to ESLA Program. (N)

**ESLA 012B ENGLISH READING & VOCABULARY IB (2)**

Development of vocabulary and reading skills, including comprehension of phrases and sentences, identification of main idea in a paragraph, and acquisition of 600-word English vocabulary. Designed for high-beginning level ESL students. S/U grading. Required preparation: admission to Intensive English Language Program. (N)

**ESLA 013A ENGLISH COMPOSITION IA (2)**

An introduction to English sentence structure and sentence structure problems. Focus on simple sentences, fragments, and punctuation. Designed for beginning level ESL students. S/U grading. Required preparation: admission to ESLA Program. (N)

**ESLA 013B ENGLISH COMPOSITION IB (2)**

An introduction to English sentence structure and sentence structure problems. Analysis of sentence structure, development of brainstorming skills, and production of a short paragraph. Designed for high-beginning level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 020A ENGLISH ORAL COMMUNICATION II A (2)**

Development of listening comprehension and oral production of functional tasks in the classroom and in

the community. Emphasis on listening skills. Designed for low-intermediate ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 020B ENGLISH ORAL  
COMMUNICATION II B (2)**

Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on listening skills and appropriate response to questions. Designed for low-intermediate ESL students. S/U grading. Required preparation: admission to the ESLA Program.

**ESLA 021A ENGLISH GRAMMAR II A (2)**

Oral and written review of basic English grammar for low-intermediate level ESL students. Focus on present and past simple and progressive verb tenses, future tense, and wh-question forms. S/U grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 021B ENGLISH GRAMMAR II B (2)**

Oral and written review of basic English grammar for low-intermediate level ESL students. Focus on modals, quantifiers, and articles. S/U grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 022A ENGLISH READING AND  
VOCABULARY II A (2)**

Development of vocabulary and reading skills, including identification of main ideas, pre-reading techniques, and the use of discourse markers for meaning. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 022B ENGLISH READING AND  
VOCABULARY II B (2)**

Development of vocabulary and reading skills, including identification of main ideas, discourse markers, and discrete morphological differences. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 023A ENGLISH COMPOSITION II A (2)**

An introduction to English sentence structure and sentence structure problems. Focus on simple sentences, fragments, and narration. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 023B ENGLISH COMPOSITION II B (2)**

An introduction to English paragraph structure, including the topic sentence and support. Analysis of sentence structure, focusing on compound sentences, and fused sentence problems. Designed for low-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 030A ENGLISH ORAL  
COMMUNICATION III A (2)**

Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on understanding main ideas and important details of messages and basic strategies for initiating conversations and discussions. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 030B ENGLISH ORAL  
COMMUNICATION III B (2)**

Development of listening comprehension and oral production of functional tasks in the classroom and in the community. Emphasis on comprehension of main ideas and important details, the use of questions for clarification and extension, and strategies for concluding conversations. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 031A ENGLISH GRAMMAR III A (2)**

Oral and written review of basic English grammar for intermediate level ESL students. Focus on present perfect, present perfect progressive, adjectives, adverbs, and comparatives. S/U grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 031B ENGLISH GRAMMAR III B (2)**

Oral and written review of basic English grammar for intermediate level ESL students. Focus on gerunds, infinitives, and modals. S/U grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 032A ENGLISH READING AND  
VOCABULARY III A (2)**

Development of vocabulary and reading skills, including usage of context clues for meaning, and recognition of generalizations. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 032B ENGLISH READING AND VOCABULARY III B (2)**

Development of vocabulary and reading skills, including differentiation of main ideas from details, sequencing, prediction, and scanning. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 033A ENGLISH COMPOSITION III A (2)**

English paragraph structure: the topic sentence, support, and the conclusion. Focus on unity and development of details for support in the production of expository paragraph. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 033B ENGLISH COMPOSITION III B (2)**

English paragraph structure: the process paragraph. Focus on coherence and sentence varies including the use of complex sentences. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 040A ENGLISH ORAL COMMUNICATION IV A (2)**

Development of listening comprehension and oral production related to everyday conversation and participation in group discussions on academic topics. Designed for intermediate-level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 040B ENGLISH ORAL COMMUNICATION IV B (2)**

Development of listening comprehension and oral production related to everyday conversation and participation in group discussions on academic topics. Designed for intermediate-level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 041A ENGLISH GRAMMAR IV A (2)**

Oral and written review of basic English grammar for intermediate level ESL students. Focus on tag questions, past perfect tenses, future progressive and future perfect. S/U grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 041B ENGLISH GRAMMAR IV B (2)**

Oral and written review of basic English grammar for intermediate level ESL students. Focus on causatives, gerunds and infinitives, and adjective clauses.. S/U

grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 042A ENGLISH READING AND VOCABULARY IV A (2)**

Development of vocabulary and reading skills, including distinguishing fact from fiction, identifying implicit information, and paraphrasing text. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 042B ENGLISH READING AND VOCABULARY IV B (2)**

Development of vocabulary and reading skills, including the development of inferring skills, the identification of referents, and paraphrasing text. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 043A ENGLISH COMPOSITION IV A (2)**

English paragraph organization: focus on the development of comparison and contrast paragraphs. Development of sentence variety, including compound/complex sentences. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 043B ENGLISH COMPOSITION IV B (2)**

English paragraph organization: Focus on the development of classification paragraph and persuasive writing. Designed for intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 050A ENGLISH ORAL COMMUNICATION V A (2)**

Development of listening comprehension and oral production related to everyday conversation. Emphasis on comprehension of academic topics at natural speed and both leading and participating in group discussions on academic topics. Designed for high-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 050B ENGLISH ORAL COMMUNICATION V B (2)**

Development of listening comprehension and oral production related to everyday conversation. Emphasis on comprehension of main ideas and important details in academic lectures, lecture note-

taking, and delivering oral presentations. Designed for high-intermediate level ESL students. S/P/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 051A ENGLISH GRAMMAR V A (2)**

Oral and written review of basic English grammar for high intermediate level ESL students. Focus on past modal forms, passive voice and conditionals. S/U grading. Required preparation: admission into Intensive English Language Program. (N)

**ESLA 051B ENGLISH GRAMMAR V B (2)**

Oral and written review of basic English grammar for high intermediate level ESL students. Focus on direct and indirect speech and imbedded clauses. S/U grading. Required preparation: admission into the ESLA Program. (N)

**ESLA 052A ENGLISH READING AND VOCABULARY V A (2)**

Development of vocabulary and reading skills, including usage of rhetorical modes to predict organization, development of inferencing skills, and summarizing text. Designed for high-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 052B ENGLISH READING AND VOCABULARY V B (2)**

Development of vocabulary and reading skills, including identification of tone and point of view, note-taking skills, and the SQ4R method. Designed for high-intermediate level ESL students. S/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 053A ENGLISH COMPOSITION V A (2)**

Focus on the development of cause and effect paragraphs and sentence variety. Editing skills for various grammar errors developed. Designed for high intermediate level ESL students. S/P/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 053B ENGLISH COMPOSITION V B (2)**

Focus on the development of argumentation paragraphs, paraphrasing and summarizing. Editing skills for various grammar errors developed. Designed for high intermediate level ESL students. S/P/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 054A ENGLISH COMPOSITION AND GRAMMAR 5A (4)**

This course helps students increase understanding of passive voice and past modals and incorporate them into their paragraph writing. S/P/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 054B ENGLISH COMPOSITION AND GRAMMAR 5B (4)**

This course helps students develop summarizing and paragraph-writing skills and increase grammatical accuracy, complexity, and fluency. S/P/U grading. Required preparation: admission to the ESLA Program. (N)

**ESLA 085 ENGLISH IN THE COMMUNITY (2)**

This course will give ESL students the opportunity to communicate orally with native English speakers in a community service situation. Students will broaden their understanding of Americans and American society while using English in a real communicative setting. S/U grading. Prerequisite: placement in ESLA 050 or permission of instructor. (N)

**ESLA 086A DIGITAL STORYTELLING I (1)**

This course helps students develop written and oral competency as well as computer skills by producing a multimedia work using a written script, oral narration, visual images, and musical background. Recommended preparation: experience using a computer. (N)

**ESLA 086B DIGITAL STORYTELLING II (1)**

This course helps students develop written and oral competency as well as computer skills by producing a multimedia work using a written script, oral narration, visual images, and musical background. Recommended preparation: experience using a computer. (N)

**ESLA 087 ENGLISH PRONUNCIATION (2)**

In this course, non-native speakers of English identify and produce English pronunciation in areas that are especially problematic for them given their language backgrounds. S/U grading. (N)

**ESLA 087A ENGLISH PRONUNCIATION I (1)**

In this course, non-native speakers of English identify and produce English pronunciation in areas that are especially problematic for them given their language backgrounds. S/U grading. (N)



**ESLA 087B ENGLISH PRONUNCIATION II (1)**

In this course, non-native speakers of English identify and produce English pronunciation in areas that are especially problematic for them given their language backgrounds. . S/U grading. (N)

**ESLA 088A INTERNATIONAL STUDENT LIFE A (1)**

This course is designed to support international students in the development of academic and social skills expected of college students in the US. (N)

**ESLA 088B INTERNATIONAL STUDENT LIFE B (1)**

This course is designed to extend support of international students in the development of academic and social skills expected of college students in the US. (N)

**ESLA 090 ENGLISH LANGUAGE TOPICS (1-3)**

Under instructor's guidance, ESL students will identify specific problems with English grammar, reading, vocabulary, and/or spelling and use computer software to improve weak areas. Number of credits will be determined by number of instructional hours necessary to address weaknesses. S/U grading. Required preparation: permission of instructor. (N)

**ESLA 091 ENGLISH AS A SECOND LANGUAGE GRAMMAR TOPICS (1-3)**

This course is designed for students who need help with basic grammar in their writing. The instructor will focus on specific aspects of grammar according to the needs of individual students. Number of credits will reflect number of instructional hours necessary to address the student's grammar issues. S/P/U grading. Required preparation: permission of instructor. (N)

**ESLA 092 ACADEMIC READING AND WRITING ABOUT READING (2)**

Designed for ESL students who would benefit from instructional support in reading college-level texts. Focus is on developing strategies for improving comprehension, speed and tolerance for ambiguity, and for increasing academic vocabulary comprehension. Writing about reading passages and paraphrasing skills are also included. Prerequisite: ESLA 052A and 052B or permission of instructor. (N)

**ESLA 093 ADVANCED SPEAKING AND LISTENING FOR ESL STUDENTS (2)**

This course is designed to teach ESL students the interpersonal communication skills necessary for active participation in college-level course group discussions, including techniques for leading group discussions. In

addition, listening skills required to succeed in college lecture courses will be taught. Prerequisite: ESLA 050A and 050B or permission of instructor. (N)

**ESLA 095A AMERICAN CULTURE THROUGH FILM I (1)**

This course will improve listening comprehension and discussion skills and enhance understanding of American culture through the study of a film. Designed for intermediate-level ESL students. Prerequisite: permission of instructor. (N)

**ESLA 095B AMERICAN CULTURE THROUGH FILM II (1)**

This course will improve listening comprehension and discussion skills and enhance understanding of American culture through the study of a film. Designed for intermediate to high-intermediate level ESL students. Prerequisite: permission of instructor. (N)

**ESLA 113 ACADEMIC ESL COMPOSITION AND READING SKILLS I (6)**

Low-Advanced ESLA. Designed to develop student's ability to write basic essays. Emphasis is on controlling grammar at sentence level and organizing ideas into well-constructed essays with adequate support. Course includes reading academic text and summary writing. S/P/U grading. Prerequisite: ESLA placement test or "S" in ESLA 53B; or "P" grade in ESLA 53B with concurrent enrollment in ESLA 91, 92 or 93. (UE)

**ESLA 115 ACADEMIC ESL COMPOSITION AND READING SKILLS II (6)**

Advanced ESLA. Designed to introduce students to expository-essay writing, including the role of thesis, introductions, conclusions and various means of organization. Emphasizes controlling grammar and developing the ability to use complex sentences. Includes critical analysis of college-level texts and summary/reflection writing. Students with "P" grade in ESLA 113 may take ESLA 115 but must be concurrently enrolled in ESLA 91, 92, or 93. S/P/U grading. Prerequisite: ESLA placement test or S grade in ESLA 113. (UE)

**ESLA 116 ENGLISH COMMUNICATION FOR THE PROFESSIONS (5)**

Communication practice for the professions, designed for non-native speakers of English. Assignments include business letters, memos, summaries, reports, oral presentations, and small group discussions. S/U grading. Prerequisite: ESLA 113 or permission of instructor. Recommended preparation: ESLA 115. (UE)

**ESLA 117 ACADEMIC ESL COMPOSITION AND READING SKILLS III (6)**

High-advanced ESLA. Learning a variety of modes including Argumentation. Focuses on developing details and logical organization. Emphasizes controlling grammar and developing an academic writing style. Includes critical analysis of college-level texts, summary/reflection writing and citation. Students who take both ESLA 117 and English 100 can apply credits toward graduation for only one of them. Students with a "P" grade can take English 101 but must concurrently take either ESLA 91 or English 188. S/P/U grading. Prerequisite: ESLA placement test or "S" in ESLA 115; or "P" grade in ESLA 115 with concurrent enrollment in ESLA 91, 92 or 93. (UE)

**ESLA 140 ESL SPECIAL TOPICS SEMINAR (2)**

This course will provide academic support to ESL students who are concurrently enrolled in a college lecture course. Students will review videotaped lectures, analyze and take notes on required reading assignments, and study vocabulary presented in the linked course. The course is designed for high-intermediate to advanced ESL students. Required preparation: permission of instructor. (UE)

**ESLA 160 TEFL / TESL IN THE PACIFIC NORTHWEST (7)**

This course informs instructors of EFL about current TEFL/TESL methodology and teaching techniques in the US and about American culture and history within the Pacific Northwest context. Required preparation: permission of instructor. S/U grading. (UE)

**FILM****FILM****FILM 101 INTRODUCTION TO FILM (3 OR 5)**

Introduction to the art of cinema through exposition and examination of basic components of film. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

**FILM 110 FILM GENRES (5)**

Introduction to the study of selected major film genres. Includes analyzing and discussing representative genre films to determine their formulae, conventions and iconography. Also covers the historical, sociological and mythological dimensions of genre. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

**FILM 120 FILM ADAPTATIONS (5)**

An introduction and investigation into the art of adaptation, examining the relationships between films and their source material and the times which produced them, looking especially close at remakes and the generational shifts they mirror. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

**FILM 130 HISTORY OF FILM (5)**

This course examines the history of film as an international artistic medium from its inception to the contemporary era. Topics to be discussed may include invention and early expansion, the silent era, the classical Hollywood studio cinema, postwar cinema, international movements, and contemporary. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hg)

**FILM 140 DOCUMENTARY FILM (5)**

This course will examine the wide range of motives and styles, from Nazi propaganda to ethnographic films to the evening news. We will discuss the relationship of documentary film to conscience, knowledge, art, and ideology. Course will explore such aspects of documentary film making as director personality, funding, and ethical considerations in producing documentary films. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

**FILM 160 AMERICAN WOMEN FILMMAKERS (5)**

This course introduces students to the work of selected American women filmmakers. Students will learn about significant films and filmmakers, study the historical and cultural conditions under which American women filmmakers worked, and develop methods of understanding and appreciating film art. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwd)

**FILM 165 INTRODUCTION TO FILM NOIR (5)**

Intro to Film Noir examines the Post War development of a visual style in American filmmaking, from its origins in social changes to its underlying cultural values. The course will examine the visual style in different genres, as well as examine several of the major auteurs (directors) of the style. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. Recommended preparation: FILM 101. (Hw)

**FILM 180 INTERNATIONAL FILM (3 OR 5)**

This course will introduce students to the cinematic traditions, development, aesthetics and selected works of countries and cultures outside of the United States

and Canada. Particular works, artists and traditions may be emphasized at the instructor's discretion, but students will be offered an opportunity to study and more deeply appreciate films from the "Other Hollywood". Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hg)

**FILM 194 SPECIAL TOPICS IN FILM STUDIES (3 OR 5)**

An in-depth examination of a particular area of Film Studies. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101 and FILM 101. (LE)

**FILM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Film. Required preparation: acceptance into the Honors Program. (H)

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**FRCH FRENCH**

**FRCH 105 INTRODUCTION TO FRENCH PHONETICS (3)**

In this course, students will be introduced to general principles of French phonetics and improve their pronunciation and understanding of spoken French through audio exercises, poems, short readings and dialogues. Prerequisite: FRCH& 121. Recommended preparation: FRCH& 122. (LE)

**FRCH& 121 FRENCH I (5)**

Introduction to the essentials of pronunciation, basic grammar and vocabulary, and aspects of francophone culture. Emphasis on developing proficiency in oral and written communication. Intended for students who have no prior experience in French. (LEg)

**FRCH& 122 FRENCH II (5)**

Introduces new verb tenses and further develops skills in speaking, reading, writing and understanding the language. Continued emphasis on use of language for communication and exposure to aspects of francophone culture. Prerequisite: FRCH& 121. (LEg)

**FRCH& 123 FRENCH III (5)**

Continuation of FRCH& 122. Introduces additional verb tenses and more advanced grammar constructions and vocabulary to further develop skills in speaking, reading, writing and understanding the

language. Continued emphasis on use of language for communication and exposure to aspects of francophone culture. Prerequisite: FRCH& 122. (Hg)

**FRCH& 221 FRENCH IV (5)**

A second-year course building upon the foundation of the first year sequence, while introducing and practicing more advanced grammatical structures and vocabulary in culturally relevant situational and functional contexts. Taught in French. Prerequisite: FRCH& 123. (Hg)

**FRCH& 223 FRENCH VI (5)**

Continuation of French 222 with continued emphasis on language for communication and formal writing techniques while studying more advanced structures and registers. Further exposure to aspects of francophone culture through literature and film. Taught in French. Prerequisite: FRCH& 222. (Hg)

**FRCH& 222 FRENCH V (5)**

Continuation of French 221 with continued emphasis on language for communication while increasingly stressing reading comprehension strategies and effective writing. Further exposure to aspects of francophone culture. Taught in French. Prerequisite: FRCH& 221. (Hg)

**FRCH 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in French. Required preparation: acceptance into the Honors Program. (H)

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**GEOG GEOGRAPHY**

**GEOG 100 INTRODUCTION TO GEOGRAPHY (5)**

Introduction to basic principles of physical and human geography. Covers patterns of settlement, population, resource and economic development, climates, and landforms. (SSgs)

**GEOG 105 WORLD GEOGRAPHY IN TRANSITION (5)**

A study of the world in terms of its physical, historical, cultural, economic, and environmental factors. Course focuses on each region of the world and how its residents create their own cultural landscape. (SSgs)

**GEOG 110 INTRODUCTION TO PHYSICAL GEOGRAPHY (5)**

This course is presented from a social science perspective toward the physical processes on the surface of the earth, including landforms, weather, river systems, earthquakes and volcanoes; and how these processes affect humans and their societies and environments. This class will include investigative activities, field trips and outdoor experiments. (SSgs)

**GEOG 115 PACIFIC NORTHWEST GEOGRAPHY (5)**

This course explores the cultural and physical geography of Washington, Oregon, Idaho, Alaska and Lower British Columbia. During this course students will examine physical geography concepts and their relationship to settlement, population, and economic patterns. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwds)

**GEOG 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Geography. Required preparation: acceptance into the Honors Program. (SS)

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**GEOL GEOLOGY**
**GEOL 100 INTRODUCTION TO EARTH SCIENCE (5)**

Introduction to geology, oceanography, and meteorology. Interaction of physical processes on earth with human affairs. Lab work and field trips included. (MSI)

**GEOL& 101 INTRODUCTION TO PHYSICAL GEOLOGY (5)**

Intended for non-science majors. Survey of geologic structures, processes and materials that are important on earth; emphasis on interactions between human affairs and geologic environment. Not open for credit to students who have taken GEOL 211. Lab work and field trips included. (MSI)

**GEOL 104 FINDING THINGS OUT: EARTH (5)**

Part of a three quarter set of courses using extensive hands-on and inquiry-based activities to help students understand a few central ideas in earth science regarding the flow of energy and matter. Students will develop critical thinking skills required

to pursue scientific understanding of important ideas in geological systems. Preferred sequence is PHYSYC 104, GEOL 104, and BIOL 104. Lab work included. Recommended preparation: PHYSYC 104. (MSI)

**GEOL 110 ENVIRONMENTAL GEOLOGY (5)**

Study of geological processes and materials and the effects of human interaction with the geological environment: emphasis on global aspects of many geological conditions. Includes geological hazards, energy and mineral sources. Field trips included. (MSGs)

**GEOL 140 NATURAL DISASTERS (5)**

A study of the nature, causes, impacts, and methods of coping with natural disasters, including earthquakes, volcanic eruptions, landslides, floods, tsunamis, tornadoes, hurricanes, drought, blizzards, fires, and other topics. Lab work and field trips included. (MSgsl)

**GEOL 150 INTRODUCTION TO WEATHER (5)**

Study of the earth's weather; composition and structure of the atmosphere; physical processes involved in weather phenomena such as pressure systems, fronts, clouds, precipitation, wind, storms, violent weather, weather observations, forecasting and Koeppen climate classification. Lab work included. Recommended preparation: MATH 98. (MSI)

**GEOL 211 PHYSICAL GEOLOGY (5)**

Intended for science majors. Composition and structure of earth, identification of common rocks and minerals, formation of surface features of continents and ocean floor, and interpretation of land forms from maps. Lab work and field trips included. (MSI)

**GEOL 212 HISTORICAL GEOLOGY (5)**

History of the earth and of the plants and animals that have left their records in the rocks. Application of physical geologic principles to unravel the sequence of dynamic events that have shaped the earth as we know it today. Lab work and field trips included. Prerequisite: GEOL& 101 or GEOL 211; and ENGL 100/ESLA 117 or placement in ENGL& 101. (MSwl)

**GEOL 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Geology. Required preparation: acceptance into the Honors Program. (MS)

**GERM**    **GERMAN****GERM 104 ACCELERATED ELEMENTARY GERMAN (5)**

A comprehensive, intensive review of elementary German through both traditional grammar/vocabulary study and active communication. For those who at some time have completed the equivalent or near equivalent of college-level, first year German (or two years high school level German) but need a thorough review before undertaking further study. Prerequisite: college level first year German or the equivalent. (Hg)

**GERM& 121 GERMAN I (5)**

Introduction to the essentials of pronunciation, basic grammar and vocabulary, and of aspects of German-speaking cultures. Emphasis on developing proficiency in oral and written communication, as well as in aural comprehension and reading. Intended for students who have no prior experience in German. (LEg)

**GERM& 122 GERMAN II (5)**

Continuation of GERM& 121. Introduces new verb tenses and further develops skills in speaking, reading, writing and understanding the language. Continued emphasis on use of language for communication and exposure to aspects of German-speaking cultures. Prerequisite: GERM& 121. (LEg)

**GERM& 123 GERMAN III (5)**

Continuation of GERM& 122. Introduces additional verb tenses and more advanced grammar constructions and vocabulary to further develop skills in speaking, reading, writing and understanding the language. Emphasis on active communication skills. Exposure to aspects of German speaking culture. Prerequisite: GERM& 122. (Hg)

**GERM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in German. Required preparation: acceptance into the Honors Program. (H)

**HIST**    **HISTORY****HIST& 116 WESTERN CIVILIZATION I (5)**

Early civilized man to the early Middle Ages of Europe, with emphasis on Greece, Rome, Egypt, and other Mediterranean peoples. (SSg)

**HIST& 117 WESTERN CIVILIZATION II (5)**

Europe during the High Middle Ages, later Middle Ages, Renaissance and Reformation, Early Modern Europe and ending at the French Revolution. (SSg)

**HIST& 118 WESTERN CIVILIZATION III (5)**

Western Europe from the French Revolution to the present, examining modern nations, their ideologies, growth, and conflicts. (SSg)

**HIST 120 US FOREIGN POLICY FROM 1945 TO THE PRESENT (3)**

This course investigates the dominant themes of American diplomatic tradition and traces the evolution of U. S. foreign policy from World War II to the present. Primary focus will be on the Cold War and how it influenced diplomatic and military policy around the globe, along with an analysis of post-Cold War and "single super-power" diplomacy including the war on terror, the war on drugs, and US intervention in various countries. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwg)

**HIST 124 ENVIRONMENTAL HISTORY OF THE UNITED STATES (3)**

This course will consider how people in the United States have interacted with nature over time and past and current paradigms for this interaction. This course will investigate the origins of terms like conservation, ecology, wilderness, environmentalism, sustainability, urbanization and the "industrialization" of natural ecosystems, environmental justice and sustainability. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSws)

**HIST& 146 US HISTORY I (5)**

Survey of Native American societies, European explorers, and the lifestyles on the new continent, the independence movement, and the problems of a new nation before 1815. (SSd)

**HIST& 147 US HISTORY II (5)**

Survey course covering the rise of nationalism, evolution of American lifestyles, Civil War, westward movement, and the American industrial revolution from 1815 to 1900. (SSd)



**HIST& 148 US HISTORY III (5)**

Survey course exploring the social, political, and economic history of the United States from 1900 to the present. (SSd)

**HIST 158 RELIGIONS OF THE FAR EAST (5)**

Survey of the religious traditions of India, South Asia, China, and Japan. Emphasis on Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Discussion of the impact of these religions on contemporary society. (SSg)

**HIST 204 HISTORY OF MEXICO (5)**

This course introduces students to the rich history of Mexico. Students will be expected to develop and demonstrate an understanding of the events, characteristics, and basic institutions, which have shaped Mexican society. Course will focus particularly on the impact of historic events as they affect Mexico's three major social groups: indigena, mestizo, and privilegiado. (SSg)

**HIST 205 LATIN AMERICA 1900 TO PRESENT (3)**

This course explores historical development of Latin American nations since 1900. Coverage includes modern issues such as consolidation of democracy, revolutionary movements, imperialism, and globalization. On completion, students will be expected to demonstrate knowledge of the historical events and institutions of several Latin American nations. (SSg)

**HIST 208 HISTORY OF AFRICA FROM 1800 TO PRESENT (5)**

This course focuses on the pre- and post-colonial cultures and institutions in Africa from 1800 to the present time. The history of change in African societies will be viewed from anthropological, political, and economic perspectives. Societies studied include a range from foraging types to industrialized nations. The changing relationship between traditional African cultures and global development will also be considered. (SSg)

**HIST 210 THE AMERICAN FRONTIER WEST (3)**

History of the American Western frontier, westward movement, native and immigrant settlement, social and economic development. (SS)

**HIST 212 HISTORY OF CHINA (5)**

This course will introduce Chinese society in its cultural and historical form from its earliest form to the emerging China nation of the 21st century. Emphasis will be placed upon the continuing influence of traditional cultural values upon the current nation state, their effect upon neighboring societies, and the impact of earlier conflicts with other societies and cultures upon today's China. (SSg)

**HIST 213 HISTORY OF JAPAN (5)**

Introduction to the history and culture of Japan with an emphasis on how the cultural value system of Japan impacts both its people and foreign interests. Includes discussion of Japan's practice of borrowing selectively from other cultures as a means to reach its goals. (SSg)

**HIST& 214 PACIFIC NW HISTORY (5)**

Evolution of Pacific Northwest lifestyles, growth, and development from pre-white times to the modern age. The class will focus on regional Indian cultures, white exploration, settlement, economic and social history, and local topics. (SSd)

**HIST& 215 WOMEN IN US HISTORY (5)**

This course explores women's place in American history, including historical attitudes about women's place in society; the struggles of women's rights movements; and the realities of life and work for women of a variety of backgrounds in American History from pre-colonial times to the present. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwd)

**HIST& 219 NATIVE AMERICAN HISTORY (5)**

This course covers Native American history in North America (especially United States' regions) 1400's to present. Topics include: Native cultures before European contact, impacts of Europeans (trade, diseases, Christianity, settlements and warfare), treaty making, wars, reservation life, boarding schools, changing federal policies and the resurgence of Indian culture and rights. (SSd)

**HIST 220 MODERN ASIA (5)**

Survey of selected periods of the nineteenth and twentieth century history of South Asia, Southeast Asia, and East Asia. Social and cultural roots of countries examined in the context of increased contact with the West and related changes of the economy and government. (SSg)

**HIST 225 HISTORY AND POLITICS OF THE MIDDLE EAST 1900-PRESENT (5)**

Survey of cultural, religious, and political dimensions of the Middle East from the rise of Zionism around 1900 to the early 21st century. This includes the decline of colonialism and the formation of independent nation states in the area, the Arab-Israeli conflict, the effects of oil, the Iranian revolution, conflicts in the Persian Gulf, and terrorism. (SSg)

**HIST 230 SURVEY OF RUSSIAN HISTORY (5)**

Overview of Russian history and culture with special emphasis on the last three centuries. (SSg)

**HIST 233 HISTORY OF AUSTRALIA AND NEW ZEALAND (5)**

This course surveys the development of Australia and New Zealand from the beginning of human habitation, through the exploration and colonization by Europeans, to the establishment of national governments, and the emergence of truly multicultural societies at the end of the 20th Century. This course is offered only to students participating in the Australia/New Zealand study abroad program. (SSg)

**HIST 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in History. Required preparation: acceptance into the Honors Program. (SS)

**HLTH HEALTH SERVICES****HLTH 201 CLINICAL NEUROLOGY (3)**

Introduction to clinical neurology and the effects of neurological dysfunction on the rehabilitation process. Includes basic anatomy and physiology of the nervous system, evaluation of normal neurological function, and fundamentals of disease processes and neurological impairment. Required preparation: program admittance; BIOL& 241. (UE)

**HLTH 202 APPLIED ANATOMY AND CLINICAL KINESIOLOGY (5)**

Introduction to kinesiology with emphasis on the functional application and analysis of the musculoskeletal system, including clinical assessment tools of goniometry. Required preparation: program admittance; BIOL& 241. (UE)

**HONOR HONORS PROGRAM****HONOR 299 HONORS PROGRAM SPECIAL PROJECT (2-3)**

An opportunity to explore beyond usual course boundaries and produce an original product. Individual work will be mentored by a faculty member in a specific discipline. Prerequisite: prior completion of one Honors Program seminar and permission of Honors Program Coordinator.

**HUM HUMANITIES****HUM& 101 INTRODUCTION TO THE HUMANITIES (6)**

Interdisciplinary introduction to global humanities (literature, philosophy, architecture/ design, visual and performing arts, etc.), emphasizing experience and participation. Individual instructors determine a central theme or issue to establish focus and comparative structure. Seventh credit may be earned by enrolling in HUM& 106 concurrently. Fulfills two Humanities distribution subject areas. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

**HUM 106 HUMANITIES HERE AND NOW (1)**

Enrollment can only be concurrent and in conjunction with HUM& 101. This additional credit option requires students to attend or experience events in the arts and generate written critical responses, extending and applying HUM& 101 curriculum. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and concurrent enrollment in HUM& 101. (Hwdg)

**HUM 130 BRITISH LIFE AND CULTURE (5)**

The British Life and Culture course is designed to give students a broad background to the meaning of British culture and civilization. Taking a social, historical, and cultural approach to contemporary British society examines this course the traditions and institutions to help understand the British way of life in the 21st century. Prerequisite: admittance to Study Abroad program. (Hg)

**HUM 131 ITALIAN LIFE AND CULTURE (5)**

The Italian Life and Culture course is designed to give students a broad background to the meaning of Italian culture and civilization. A social, historical, and cultural

approach to contemporary Italian society is taken.  
Prerequisite: admittance to Study Abroad program.  
(Hg)

### **HUM 132 SOUTH AFRICAN LIFE AND CULTURE (5)**

South African Life and Culture (SALC) is a required core course and is designed to help students gain optimum benefit from their study abroad experience by providing an introduction to life in South Africa, its people, and culture. This course is made up of weekly lectures by local faculty covering aspects of South African history, culture, and modern day life. The weekly lectures and visits aim to give an overview of life and culture in this host country. Prerequisite: admittance to Study Abroad program. (Hg)

### **HUM 133 AUSTRALIAN/NEW ZEALAND LIFE AND CULTURE (5)**

Humanities course designed to give students a broad background to the meaning of Australian and New Zealand culture and civilization. A social historical and cultural approach to contemporary society in Australia and New Zealand is taken. This course is offered only to students participating in the Australia/New Zealand study abroad program. (Hg)

### **HUM 134 CZECH LIFE AND CULTURE (5)**

This course is designed to give students a broad background to the meaning of Czech culture which includes influences from many European cultures. By examining literature, music, art, architecture, film, religion, and politics, students are introduced to the ideas, myths, symbols and attitudes of this culture. Prerequisite: admittance to Study Abroad program. (Hg)

### **HUM 170 CULTURAL HISTORY AND PRACTICES (5-8)**

Readings on and discussion of the cultural history and practices of a particular country or region via its arts, literature, philosophy, and history. Maximum credit earned through a study abroad experience. 5-credit core is open to all students. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwg)

### **HUM 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Humanities. Required preparation: acceptance into the Honors Program. (H)

## **HUMDV HUMAN DEVELOPMENT**

### **HUMDV 105 LEADERSHIP DEVELOPMENT I (2)**

Designed for students who are involved in leadership positions or who want to develop their individual leadership skills. This course focuses on understanding the concepts of leadership, personal qualities of effective leaders, communication skills for leaders, and developing vision and mission for a group. Various methods of instruction are used including film case study, readings, class discussion, guest speakers, and small group projects. (UE)

### **HUMDV 106 LEADERSHIP DEVELOPMENT II (2)**

Designed for students who are involved in leadership positions or who want to develop their leadership skills. This course focuses on better understanding of people in group interactions, team building, qualities of effective leadership, and project planning and execution for small groups. The course will help students establish a foundation for a personal philosophy of leadership, and set of skills for practical application in leadership. Various methods of instruction are used including film case study, readings, class discussion, guest speakers, and small group projects. Prerequisite: HUMDV 105. (UE)

### **HUMDV 107 LEADERSHIP APPLICATIONS (2)**

This is a project-based class, designed to allow students to gain practical experience in leadership by planning and executing a project. Students refine their leadership skills and abilities and contribute to the college through completion of their selected project. Methods of instruction may include film case study, readings, small group discussion, and guest speakers as appropriate for their project. Prerequisite: HUMDV 105 and 106. (UE)

### **HUMDV 115 TOPICS IN STRESS AND ANXIETY MANAGEMENT (2)**

Selected topics in understanding stress and anxiety in our lives: its causes, the symptoms, and reduction techniques. Emphasis on skills enhancement in management of anxiety and stress through relaxation, rational thinking, visualization and other strategies. (UE)

### **HUMDV 117 CAREER/LIFE PLANNING FOR THOSE IN TRANSITION (5)**

Designed for people in transition to help create a plan of action to acquire training and/or to enter the work force. Includes identifying transferable skills, personal

strengths and values, implementing goals, exploring current labor market information, bolstering self-esteem, writing resumes, building interviewing skills, and developing communication skills. S/U grading. Required preparation: instructor permission. (UE)

#### **HUMDV 122 FOCUS ON ASSERTIVE BEHAVIOR (2)**

Development of assertive behavior as it relates to effective communication and expression, personality, conflict resolution, anger management, problem solving, risk taking, and personal values and rights. S/U grading. (UE)

#### **HUMDV 125 PSYCHOLOGY OF SELF ESTEEM (2)**

Discusses psychological and sociological theories for the basis of an individual's self-esteem. Explores the concepts and processes that affect self-esteem and discusses constructive ways to increase one's own self-esteem and foster positive self-esteem in others. S/U grading. (UE)

### **IDS INTERDISCIPLINARY STUDIES**

#### **IDS 112 ETHNO MATHEMATICS (5)**

An interdisciplinary quantitative skills course; investigates the interactions between logico-mathematical thinking and cultural perspective. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwdg)

#### **IDS 113 QUANTITATIVE METHODS IN THE SOCIAL SCIENCES (5)**

An interdisciplinary quantitative methods course from a social science perspective; includes problem-solving, research design, sampling and ethical parameters for working with human subjects. Recommended preparation: one course in Anthropology, Sociology or Psychology. (SS)

#### **IDS 150 JAPANESE CULTURE AND SOCIETY (5)**

This course will provide students with a broad understanding of modern Japanese culture and society. Emphasis is placed on Japanese cultural values and human relations. Students are expected to be able to increase their understanding of Japanese culture and their knowledge of social norms. (LEg)

#### **IDS 152 RELIGION, SOCIETY AND SELF-CONCEPT (5)**

Interdisciplinary course that examines various relationships between religion in American culture as well as from a cross cultural perspective and how this affects social constructs and influences the psyche. Students gain elucidation of both their own beliefs and those around them, both locally and globally. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (H,SSwdg)

#### **IDS 161 LITERATURE, SCIENCE AND GENDER (5)**

Interdisciplinary course that draws from literary theory, the social history of ideas and women's studies in considering science learning as it has been associated with daily life. Non-traditional consideration of the first-person voice in science. Emphasis is on a wide range of narrative forms and rhetorical strategies used to translate scientific theories into the vernacular. Prerequisite: ENGL 100/ESL117 or placement in ENGL& 101, and any 100 level CMST or CMST& course. (H,SS,MSwd)

#### **IDS 170 INTRODUCTION TO SUSTAINABILITY (5)**

An interdisciplinary, introductory course designed to expose students to the history, concepts, and practices of sustainability in three general areas: environmental (ecology), economic (business), and social (community). Includes a practical application of the concepts learned in the class as well as an exploratory section on environmental careers. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwgs)

#### **IDS 180 VISUAL MEDIA AND CULTURE (5)**

Interdisciplinary exploration of cultural identity and values in relation to visual media. Draws on humanities anthropology, communications studies, symbolic reasoning. Examines forms of visual expression in global and historical comparison as well as the use of visual media as source material for cultural study. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (H,SSwg)

#### **IDS 210 SCIENCE, ECONOMICS AND POLITICS OF SUSTAINABLE RESOURCE USE (5)**

Use interdisciplinary methods to evaluate and compare the uses of different key resources, using methodologies from science, economics and politics. Students will learn about resources, such as energy or water, in the context of scarcity, depletion, climate

change and impact on the environment. Students will learn why these three disciplines must be considered by voters and decision makers as they try to formulate policies and make choices regarding sustainable resource use that are scientifically feasible as well as economically and politically acceptable. Recommended preparation: Math 98. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SS,MSwgs)

**IDS 220 THE WESTERN CULTURAL TRADITION (6)**

Interdisciplinary study of a significant period, theme, or region relevant to the Western cultural tradition via the humanities: literature, philosophy, architecture/design, visual and performing arts. Repeatable for credit with different eras, regions, or themes. Fulfills two Humanities distribution subject areas. Prerequisite: ENGL& 101. (Hwg)

**IDS 260 AMERICAN CULTURAL STUDIES (6)**

Interdisciplinary study of significant themes/periods in American culture history through the humanities: literature, philosophy, architecture/design, visual and performing arts. Examines culture as a living, breathing, vital thing, not just a collection of artifacts. Repeatable with different periods or themes. Fulfills two Humanities discipline areas. Prerequisite: ENGL& 101. (Hwd)

**IDS 270 STUDIES IN GLOBAL CULTURE (6)**

Interdisciplinary study of regional and ethnic cultural heritage via the humanities: literature, philosophy, architecture/design, visual and performing arts. Course focus may be discrete or comparative; emphasis on cultural arena outside of Western tradition. Repeatable for credit with different eras or themes. Fulfills two Humanities distribution subject areas. Prerequisite: ENGL& 101. (Hwg)

**IDS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in IDS. Required preparation: acceptance into the Honors Program. (H,SS)

**JAPN JAPANESE**

**JAPN 104 READING AND WRITING ELEMENTARY JAPANESE (5)**

This course is designed primarily for students with one year of elementary Japanese to prepare them for the intermediate level through a thorough review of elementary Japanese grammar, vocabulary, and kanji. Emphasis is on reading and writing. Prerequisite: JAPN& 123. (Hg)

**JAPN& 121 JAPANESE I (5)**

Introduction to Japanese grammar, pronunciation, vocabulary, and basic writing (hiragana, katakana, and kanji) through the functional use of Japanese in realistic situations. Attention given to social appropriateness of speech and cultural values. Intended for students who have no prior experience in Japanese. (LEg)

**JAPN& 122 JAPANESE II (5)**

Continued development of oral fluency and aural comprehension through the practice of Japanese in functional situations. Systematic introduction to the plain and polite forms of speech and their use in various expressions. Continued basic acquisition of reading and writing. Prerequisite: JAPN& 121. (LEg)

**JAPN& 123 JAPANESE III (5)**

Development of fluency and accuracy in oral and written communication. Attention given to appropriateness within the Japanese culture context. Introduction to informal forms of speech and further development of plain and polite forms and their use in various expressions. Prerequisite: JAPN& 122. (Hg)

**JAPN 151 READING AND WRITING KANJI (2)**

This course provides students with basic reading and writing skills by helping develop the knowledge and usage of kanji in a systematic way. Prerequisite: JAPN& 121. (LEg)

**JAPN 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Japanese. Required preparation: acceptance into the Honors Program. (H)



**JOURN JOURNALISM****JOURN 120 HORIZON STAFF (1-5)**

Participation in production of the student newspaper including writing news articles, editorials and reviews, assisting in layout, editing or photography. Course repeatable for up to 15 credits. Recommended preparation: ENGL 100/ESLA 117 or placement in ENGL& 101; prior or concurrent enrollment in JOURN 210. (UE)

**JOURN 210 WRITING FOR THE MASS MEDIA (5)**

Fundamentals of news gathering and writing; structure of a news story; the news business as it has evolved in the United States; and the role of the free press in the American political system. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (LEW)

**JOURN 211 ADVANCED REPORTING AND EDITING (3-5)**

Development of news gathering and reporting techniques. Advanced techniques of feature writing, with an emphasis on balanced original reporting, effective structure, awareness of audience, precise language usage and journalistic style. Application of media ethical principles. Course repeatable for up to 15 credits. Prerequisite: JOURN 210; ENGL 100/ESLA 117 or placement in ENGL& 101. (LEW)

**JOURN 212 ADVANCED EDITING AND PRODUCTION (1-2)**

Advanced work on the editorial staff of the student newspaper, including story assignments, editing, mentoring, writing and reporting, layout, photography, copyediting and production. For editors or by instructor permission. May be repeated for credit 3 times. Recommended preparation: JOURN 211. (UE)

**LC LEARNING CONTRACTS****LC 089/189/289 LEARNING CONTRACTS (1-12)**

Opportunity to earn credit for independent, individualized learning experiences outside the classroom. Individual contracts developed in specific disciplines with a faculty or community resource person. Learning contract program coordinator signature required for registration.

**LIBR LIBRARY AND INFORMATION SCIENCE****LIBR 100 LEARNING FOR THE 21ST CENTURY (5)**

Introduces students to the research process, using print and online formats, emphasizing building transferable skills for lifelong learning. Students will examine strategies for locating, evaluating, and applying information in various settings to enrich their lives and careers. Recommended preparation: placement in ENGL& 101. (UE)

**LIBR 194 SPECIAL TOPICS IN RESEARCH (1)**

This one-credit course is designed to link with any academic course which requires research and/or a research paper. Students learn research methods in a specific discipline by using print materials, databases, internet sites and sources from WCC and other academic institutions which can be incorporated into an academic paper or oral presentation. This course may be repeated with different disciplines up to 5 times for credit. (UE)

**MA MEDICAL ASSISTING****MA 101 MEDICAL TERMINOLOGY I (2)**

This course provides an introduction to medical word building using root words, suffixes, prefixes, and combining forms. (UE)

**MA 102 MEDICAL TERMINOLOGY II (1-2)**

This is a two-credit course designed as a continuation of Medical Terminology I. It might also be appropriate for those who already have a knowledge base from utilizing oral, aural, and written medical terminology in the workplace. Prerequisite: MA 101. (UE)

**MA 108 MEDICAL LAW AND ETHICS (2)**

This course covers legal issues effecting medical office personnel with an emphasis on the prevention of problems through good practices and risk management. This course includes legalities of documentation and medical records, federal and state health care legislation and regulations, legal age requirements and parental information, access to patient information, doctor-patient contracts, patient consents, confidential and ethical boundaries. Recommended preparation: ENGL 100/ESLA 117 or placement into ENGL& 101; Computer Literacy (self-assessed). (UE)

**MA 112 BASIC ANATOMY, PHYSIOLOGY AND PATHOLOGY (3)**

This course is an introduction into the structure and function of the body with associated medical terminology. This basic course includes common diseases, diagnostic tests, possible treatments, and probable prognoses. Recommended preparation: ENGL 100/ESLA 117 or placement into ENGL& 101; computer literacy. (UE)

**MA 113 INTRODUCTION TO MEDICAL COMPUTING (3)**

This course is designed to increase competency and confidence using computer software including word processing and spreadsheet programs. The course will also explore internet use for communication, collaboration and research. Projects will utilize Medical Assisting materials. Recommended preparation: MATH 094, Keyboard 20 wpm. (UE)

**MA 119 MEDICAL INSURANCES AND FINANCES (4)**

This course is an introduction to daily financial practices, manual and automated systems, and operation of the 10-key calculator. This course includes medical billing and collections, and medical insurances. The emphasis is on computational accuracy, working with various medical insurances and the details of good accounting practices. Recommended preparation: completion of MATH 97 or test into MATH 98; ENGL 100/ESLA 117 or placement into ENGL& 101; computer literacy (self-assessed). (UE)

**MA 120 CLINICAL PROCEDURES I (6)**

Introduction to basic patient exam techniques including vital signs, health history questionnaires, patient assessments, patient and room preparations, sterile procedures and techniques, assisting with patient exams, treatments, and minor office surgeries and procedures. Includes infection control, disinfecting and sterilization, dressing changes, bandaging, suture removal, casting and removal of casts, identification and care of surgical instruments, and equipment use and maintenance. Required preparation: admission into the MA Program. (UE)

**MA 121 CLINICAL PROCEDURES II (6)**

Covers diagnostic electrocardiograms and holter monitors, diagnostic procedures and treatments of the eye and ear such as use of the otoscope and ophthalmoscope, visual acuity screening and auditory screening, irrigation of the eye and ear and instillation of medication to the eye and ear. This course

introduces the student to diagnostic imaging as well as general laboratory practices, urinalysis, venipuncture, hematology, basic microbiology, and specialty laboratory tests. Required preparation: admission into the MA Program. Prerequisite: MA 120. (UE)

**MA 122 COMMUNICATIONS IN HEALTH CARE SYSTEMS (4)**

This course is an overview of Healthcare from the systems level to the medical office level. Included is a review of the effect of national and state healthcare policies on the operation of medical offices and an introduction to communication strategies and competencies. Recommended preparation: CMST 210; ENGL 100/ESLA 117; computer literacy. (UE)

**MA 123 THE MEDICAL OFFICE AND ELECTRONIC RECORDS (5)**

This course is an introduction to the Electronic Medical Record (EMR) and includes training in the typical software used in medical offices. Also covered are methods of charting and managing patient information. Students are introduced to medical insurance and coding and are trained in the use of office equipment. Prerequisite: BIS 101 or equivalent. Recommended preparation: ENGL 100/ESLA 117. (UE)

**MA 124 COMPUTERIZED MEDICAL BILLING (3)**

Introduction to data entry procedures for medical financial records, billing and rebilling insurance claims, posting private and insurance payments, managing accounts receivable, and end of month reports. Includes in-depth practice using simulations. Recommended preparation: ENGL 100/ESLA 117; computer literacy. (UE)

**MA 127 CLINICAL ANATOMY AND PATHOPHYSIOLOGY I (6)**

This medically focused course is an integrated study of the structures, functions and disease processes of the human body. This course covers integumentary, skeletal, muscular, special senses and digestive systems. Topics in nutrition are also covered. There will be a focus on health, wellness and patient education. Required preparation: admission into the MA Program. (UE)

**MA 128 CLINICAL ANATOMY AND PATHOPHYSIOLOGY II (6)**

This medically focused course is an integrated study of the structures, functions and disease processes of the human body. This course covers cardiovascular, respiratory, lymphatic, endocrine,

urinary and reproductive systems. Human growth and development and aging processes are also covered. There will be a focus on health, wellness and patient education. Required preparation: admission into the MA Program. (UE)

**MA 131 CLINICAL PROCEDURES III (3)**

This course covers the integration of already learned clinical skills with new clinical and communication skills in a context of case studies and clinical scenarios. The course also covers CPR/First Aid and HIV-AIDS training. Prerequisite: MA 121. (UE)

**MA 135 MEDICAL PROCEDURAL CODING (3)**

This course offers detailed practice into medical procedural coding: covering codes for evaluation and management; anesthesia and surgery; laboratory, pathology and radiology; medicine; and modifiers. Special emphasis on using CPT references and future credentialing as a Certified Professional Coder through the American Association of Professional Coders "AAPC". Prerequisite: MA 101. (UE)

**MA 136 PHARMACOLOGY (4)**

Introduction to basic pharmacology, the most commonly prescribed medications; utilization of pharmaceutical references; metric system; interaction between the Medical Assistant and the pharmacy; methods of administration; and state certification requirements. Credit not granted for students who previously took MA 138. Required preparation: acceptance into the MA program. (UE)

**MA 137 PHARMACOLOGY LAB (2)**

This course covers administration of medications including injection procedures in intramuscular, intradermal, and subcutaneous routes and IV theory. There is emphasis on metric/household/apothecary conversions, dosage calculations, and measuring correct doses. Credit not granted for students who previously took MA 138. Required preparation: acceptance into the MA program. (UE)

**MA 140 PRACTICUM (6)**

Provides medical assistant with practical experience in a physician's office or clinic by performing various clinical and administrative procedures under the direct supervision of a physician and/or medical office staff. Required preparation: acceptance into the Medical Assisting Program; successful completion of all program courses, current CPR/First Aid certificate, current 7-hour AIDS education certificate. (UE)

**MA 142 PRACTICUM SEMINAR (2)**

Weekly discussion, sharing and problem solving of clinical experiences while in clinical Practicum. There is an emphasis on communication, professionalism, the importance of continuing education, employment opportunities, job search skills and preparing for the CMA exam. This class will cover practice exams as well as including the CMA exam. Required preparation: acceptance into the MA program. (UE)

**MA 144 OFFICE EMERGENCIES (1)**

This course covers the recognition and management of medical office emergencies and patient assessment by telephone and/or in the office. Safety, preparedness and the appropriate response is the emphasis. This course includes CPR/First Aid and HIV-AIDS training. (UE)

**MA 155 MEDICAL DIAGNOSTIC CODING (3)**

This course offers detailed practice into medical diagnostic coding (ICD-9/ICD-10); covering in depth such areas as all the body systems in normal healthy states, as well as diseases and conditions, injuries and neoplasms. This course prepares the student for a career and credentialing as a Certified Professional Coder through the American Association of Professional Coders (AAPC). Recommended preparation: MA 101. (UE)

**MA 222 ADVANCED TOPICS IN HEALTHCARE COMMUNICATION (5)**

This course is a focused examination of advanced communication strategies in the outpatient setting. Topics include quality control, advanced scheduling, complex patient case studies and working with the healthcare team. Prerequisite: MA 122. Recommended Preparation: CMST& 210 or CMST 145, ENGL 100/ESLA 117 and computer literacy. (UE)

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**MATH MATHEMATICS**

**MATH 060 MEDICAL MATH SUPPORT (2)**

This is a course for students who are enrolled in MATH 096, (Medical Math) who need supplemental instruction or review in fractions, percents, decimals, ratio and proportion, solving basic algebraic equations and word problems. Recommended preparation: MATH 094. (N)

**MATH 092 ARITHMETIC OF FRACTIONS AND DECIMALS (2)**

Examines the operations with whole numbers. The skills of estimating and solving word problems will be emphasized. The topics of addition, subtraction, multiplication and division, rounding, factoring, and identifying Least Common Multiples are covered. Operations with fractions, mixed numbers, decimals, the order of operations, and building numerical literacy through graphical and statistical representation are covered in this course. S/U grading. Prerequisite: reading assessment of ENGL 92 or higher and "S" grade in ABE 30 or math assessment test. (N)

**MATH 094 BASIC MATHEMATICS (5)**

Review of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Includes percentages, ratio and proportions; perimeter area and volume of geometric figures; word problems; introduction to positive and negative numbers, and solving basic algebraic equations. S/U grading. Prerequisite: "S" grade in MATH 92 or ABE 60 or math assessment test. (N)

**MATH 096 MEDICAL MATH (5)**

This course is intended to be an introductory algebra course for students entering healthcare professions with the course content contextualized for the medical field. Topics will include an overview of algebra skills used in the medical field, measurement systems, conversion procedures, dosages, intravenous calculations, charts, tables and graphs, variation, and linear equations and their graphs. Students are expected to have mastered basic arithmetic concepts. Recommended Preparation: ABE 050 or basic arithmetic concepts equivalent to ABE 050. (N)

**MATH 097 ELEMENTARY ALGEBRA I (5)**

The first in a two course elementary algebra sequence. The course will include solving one variable linear equations, formulas and applications, graphing, slope, equations of lines, solving systems of linear equations and their applications, solving linear inequalities, and operations with exponents, and polynomials. Graphing calculators are required. Prerequisite: MATH 94 including a unit of Basic Algebra with a grade of "S" or better. (N)

**MATH 098 ELEMENTARY ALGEBRA II (5)**

Second in a two course elementary algebra sequence. Students are expected to be proficient in the first half of an Elementary Algebra course (Math 97 or equivalent). Topics include dimensional analysis,

graphing, exponent rules, systems of equations, radical equations, quadratic equations, and applications of elementary algebra. Graphing Calculators are required. Prerequisite: MATH 97 with a grade of "C" or better. (N)

**MATH 099 INTERMEDIATE ALGEBRA (5)**

Study of graphs, functions, inequalities, radicals and complex numbers. Introduction to exponential and logarithmic functions. Also a brief introduction to right triangle trigonometry and its applications. Graphing calculator required. Prerequisite: MATH 98 with a grade of "C" or better. (N)

**MATH& 107 MATH IN SOCIETY (5)**

Formerly MATH 125. Exploration of mathematical concepts with emphasis on observing closely, developing critical thinking, analyzing and synthesizing techniques, improving problem solving skills, and applying concepts to new situations. Core topics are probability and statistics. Additional topics may be chosen from a variety of math areas useful in our society. Graphing calculator required. Prerequisite: MATH 99 with a grade of "C" or better. (QSR,MS)

**MATH 121 MATHEMATICAL MODELING AND THE ENVIRONMENT (5)**

Exploration of linear, power, exponential, logistic, logarithmic, and difference equations using data analysis and regression. Students will create mathematical models from environmentally themed data sets to better understand different types of relationships between variables. Quantitative reasoning will be heavily emphasized. Graphing calculator required. Prerequisite: MATH 99 with a grade "C" or better. (MSs)

**MATH& 141 PRECALCULUS I (5)**

The basic properties and graphs of functions and inverses of functions, operations on functions, compositions; various specific functions and their properties including polynomial, absolute value, rational, exponential and logarithmic functions; matrices, determinants, systems of linear equations, and their applications; conics. Graphing calculator required. Prerequisite: MATH 99 with a grade of "C" or better. (Q,SR,MS)

**MATH& 142 PRECALCULUS II (5)**

Second in a two course sequence designed to prepare students for the study of Calculus. Intended for students planning to major in math and/or science. Course to include right triangle trigonometry; trigonometric functions and their



graphs; trigonometric identities and formulae; applications of trigonometry; parametric equations; polar coordinates; coordinates in space; limits, and an introduction to the derivative. A graphing calculator is required. Prerequisite: MATH& 141 with a grade of "C" or better. (Q,SR,MS)

**MATH 145 ALGEBRA APPLICATIONS FOR ECONOMICS AND BUSINESS (5)**

Applications of linear, quadratic, exponential, and logarithmic equations; functions and graphs; mathematics of finance; solution of linear systems using matrices; linear programming using the simplex method. Graphing calculator required. Prerequisite: MATH 99 with a grade of "C" or better. (Q,SR,MS)

**MATH& 146 INTRODUCTION TO STATISTICS (5)**

Rigorous introduction to statistical methods and hypothesis testing. Includes descriptive and inferential statistics. Tabular and pictorial methods for describing data; central tendencies; mean; modes; medians; variance; standard deviation; quartiles; regression; normal distribution; confidence intervals; hypothesis testing, one and two-tailed tests. Applications to business, social sciences, and sciences. Prerequisite: MATH 099 with a grade of "C" or better. (Q,SR,MS)

**MATH& 148 BUSINESS CALCULUS (5)**

Limits, derivatives, marginal analysis, optimization, antiderivatives, and definite integrals. Examples taken from management, life and social sciences. Prerequisite: MATH& 141 or MATH 145 with a grade of "C" or better. (Q,SR,MS)

**MATH& 151 CALCULUS I (5)**

Study of functions, limits, continuity, limits at infinity, differentiation of algebraic, exponential, logarithmic, and trigonometric functions and their inverses. Applications. Graphing calculator required. Prerequisites: MATH& 142 with a grade of "C" or better. (Q,SR,MS)

**MATH& 152 CALCULUS II (5)**

The study of Riemann Sums, methods of integration, numerical methods, polar and rectangular forms, fundamental theorem of Calculus, areas of regions, volumes of solids, centroids, length of curves, surface area, and an introduction to differential equations. Graphing calculator required. Prerequisite: MATH& 151 with a grade of "C" or better. (Q,SR,MS)

**MATH& 163 CALCULUS III (5)**

Multivariate integral and differential calculus. Geometry in  $R^3$  and in the plane. The study of vectors, acceleration, curvature; functions of several variables, partial derivatives; directional derivatives and gradients; extreme values; double and triple integrals; applications. Graphing calculator required. Prerequisite: MATH& 152 with a grade of "C" or better. (Q,SR,MS)

**MATH 204 INTRODUCTION TO LINEAR ALGEBRA (5)**

Elementary study of the fundamentals of linear algebra. Course is intended for stronger math or science students. Course to include the study of systems of linear equations; matrices; n-dimensional vector space; linear independence, bases, subspaces and dimension. Introduction to determinants and the eigenvalue problem; applications. Graphing calculator required. Prerequisite: MATH& 151 with a grade of "C" or better. (Q,SR,MS)

**MATH 207 TAYLOR SERIES (1)**

Introduction to the derivation and uses of Taylor Series, intended for math and science majors. The course includes a discussion of error bounds in approximating curves with polynomials, Taylor polynomials, Taylor series expansion, and intervals of convergence. Graphing calculator required. Prerequisite: MATH& 152 with a grade of "C" or better. (LE)

**MATH 208 SEQUENCES AND SERIES (3)**

A course in the techniques of working with infinite sequences and series, intended for math and science majors. The course includes limits of sequences, subsequences, series, alternating series, absolute and conditional convergence, power series, Taylor and Maclaurin series, Fourier series, applications. Graphing calculator is required. Prerequisite: MATH& 151 with a "C" grade or better. (Q,SR,MS)

**MATH 238 INTRODUCTION TO DIFFERENTIAL EQUATIONS (5)**

Introductory course in differential equations. Topics include first and higher order linear equations, power series solutions, systems of first order equations, numerical methods, Laplace transforms, applications. Graphing calculator required. Prerequisite: MATH& 152 with a grade of "C" or better. (Q,SR)



**MATH& 264 CALCULUS 4 (5)**

This is the second quarter of multivariable calculus. Topics include multiple integration in different coordinate systems, the gradient, the divergence, and the curl of a vector field. Also covered are line and surface integrals, Green's Theorem, Stoke's Theorem and Gauss' Theorem. Prerequisite: MATH& 163 with a grade of "C" or better. (QSR,MS)

**MATH 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced levels of knowledge of a topic in Math. Required preparation: acceptance into the Honors Program. (QSR,MS)

**MT****MASSAGE THERAPY****MT 105 ETHICAL & LEGAL ISSUES FOR MASSAGE PRACTITIONERS (3)**

Introduction to legal and ethical issues within the healthcare system; ethical problem-solving methods for use within the massage profession specifically. Required preparation: program admittance. (UE)

**MT 110 MASSAGE THERAPY I (7)**

Introduction to history, theory and technique of Swedish massage. Students will learn to provide full and partial body massages; including proper draping techniques, body mechanics, beginning documentation skills, as well as adaptations for geriatric massage. Development of fundamental qualities of touch. Required preparation: program admittance. (UE)

**MT 111 MASSAGE THERAPY II (7)**

Continued development of Swedish massage techniques. Introduces Deep Tissue, Swedish gymnastics, Manual Lymph Drainage, and Myofascial release techniques for common musculoskeletal conditions. Introduction of chair massage techniques and Pregnancy massage. Continued practice of documentation skills. Required preparation: program admittance; MT 110. (UE)

**MT 112 MASSAGE THERAPY III (7)**

Continued application of Swedish, deep tissue, and hydrotherapy treatment techniques. Introduction to alternate massage therapy techniques, and

Eastern Medicine philosophies. Further development of documentation skills. Orientation to a variety of healthcare professionals and roles within the healthcare setting. Required preparation: program admittance; MT 111. (UE)

**MT 202 KINESIOLOGY I FOR MASSAGE PRACTITIONERS (4)**

Introduction to kinesiology with emphasis on the functional application and analysis of the musculoskeletal system, including palpation techniques. Required preparation: program admittance. (UE)

**MT 203 KINESIOLOGY II FOR MASSAGE PRACTITIONERS (2)**

Application of kinesiological principles of the musculoskeletal system to massage practice. Includes palpation and Swedish gymnastics as applicable to the upper extremity, head and neck. Required preparation: program admittance; MT 202. (UE)

**MT 204 KINESIOLOGY III FOR MASSAGE PRACTITIONERS (2)**

Application of kinesiological principles of the musculoskeletal system to massage practice. Includes palpation and Swedish gymnastics as applicable to the lower extremity and lumbar spine. Required preparation: program admittance; MT 203. (UE)

**MT 205 BUSINESS APPLICATIONS FOR MASSAGE PRACTITIONERS (3)**

Introduction to basic business applications for massage practitioners. Includes billing, marketing, business plans and financial considerations. Student will develop a business plan as part of the course requirements. Required preparation: program admittance; MT 250. (UE)

**MT 230 MASSAGE APPLICATIONS: ORTHOPEDIC TREATMENT (8)**

Advanced training in the theories and techniques of treating orthopedic soft tissue conditions with massage. Emphasis on accurate assessment of conditions and the most effective massage treatments to provide client relief. Required preparation: program admittance; MT 112 and permission of instructor. (UE)

**MT 235 MASSAGE APPLICATIONS: WELLNESS TREATMENT (8)**

Advanced training in the theories and techniques of massage as used in a Spa, or Wellness center. Emphasis on spa treatments that can be performed in a dry-room

setting, including Aromatherapy, Hot Stone Massage, Scrubs, and Wraps. Required preparation: program admittance; MT 112 and permission of instructor. (UE)

**MT 240 PREPARATION FOR MASSAGE LICENSING (2)**

Overview of content needed to prepare for Washington State licensing and national certification for massage practitioners. Resume and interview skills as part of an employment search process. Required preparation: program admittance; MT 250. (UE)

**MT 250 STUDENT CLINIC (2)**

Supervised practice of all massage techniques on clients within the student clinic setting. Student will work with the college instructor to set up an appropriate schedule to complete hours in the on-campus student clinic. Experience in documentation and other aspects of the massage practice will be given. Required preparation: program admittance. (UE)

**MT 260 CLINICAL EXTERNSHIP (1)**

Supervised practice of all massage techniques on clients within the clinical setting. Student will work with the college instructor to set up an appropriate placement in an off-site setting. Experience in documentation and other aspects of the massage practice will be given. Students must pass all competencies in order to graduate from the massage therapy program. S/U grading. Required preparation: program admittance; MT 112 and concurrent enrollment in MT 220. (UE)

**MT 271 ANATOMY & PATHOPHYSIOLOGY I FOR MASSAGE PRACTITIONERS (3)**

Basic overview of systems of human anatomy, and the disturbance of normal mechanical, physical, and biochemical functions of those systems. Special emphasis will be placed on the role of the massage practitioner in the treatment and recovery of these conditions, as well as indications and contraindications. Part one of a two part course. Required preparation: program admittance. (UE)

**MT 272 ANATOMY & PATHOPHYSIOLOGY II FOR MASSAGE PRACTITIONERS (3)**

Basic overview of systems of human anatomy, and the disturbance of normal mechanical, physical, and biochemical functions of those systems. Special emphasis will be placed on the role of the massage practitioner in the treatment and recovery of these

conditions, as well as indications and contraindications. Part two of a two part course. Required preparation: program admittance; MT 271. (UE)

**MUSC MUSIC**

**MUSC& 105 MUSIC APPRECIATION (5)**

An introduction to the art of listening through the study of the principal genres, forms, and composers of the Western tradition. The course examines societal influences on music throughout history in addition to the current issues in music and art. Open to all students. (Hg)

**MUSC 110 INTRODUCTION TO WORLD MUSIC (5)**

An introduction to the traditional music of the world's peoples. Focus is on the purposes/roles of music, musical characteristics, and cross-cultural influences within each culture studied including traditions from the Middle East, Asia, Africa, Latin America, and the Pacific Islands. Open to all students. (Hg)

**MUSC 115 SURVEY OF AMERICAN MUSIC (5)**

An overview of musical styles in the United States from the colonial period to the present. American art, music and popular genres (jazz, Tin Pan Alley, Broadway musicals, country, rock styles) will be examined in a historical, social, and stylistic context. Native American music will also be examined. (Hd)

**MUSC& 141 MUSIC THEORY I (5)**

Progressive study of traditional and contemporary techniques of musical form. Keyboard ability, aural perception and analysis of musical composition are integrated with introductory studies of harmony and counterpoint. Cultural motifs unique in music are followed to their place of origin and studied in a global perspective. (Hg)

**MUSC& 142 MUSIC THEORY II (5)**

Progressive study of traditional and contemporary techniques of musical form. Keyboard ability, aural perception and analysis of musical composition are integrated with intermediate studies of harmony and counterpoint. Cultural motifs unique in music are followed to their place of origin and studied in a global perspective. Prerequisite: MUSC& 141. (Hg)

**MUSC& 143 MUSIC THEORY III (5)**

Progressive study of traditional and contemporary techniques of musical form. Keyboard ability, aural perception and analysis of musical composition are integrated with intermediate studies of harmony and counterpoint. Cultural motifs unique in music are followed to their place of origin and studied in a global perspective. Prerequisite: MUSC& 142. (Hg)

**MUSC 160 CLASS PIANO I (2)**

This course introduces fundamentals of piano technique, repertoire, and musical literacy. Scales, modes and melody will be explored alongside elementary keyboard harmony. Working at digital pianos, this course is paced both for students beginning musical studies and for musicians active in other areas but new to the keyboard. (LE)

**MUSC 161 CLASS PIANO II (2)**

This course continues progressive study of piano technique, repertoire, and musical literacy. A balance of classical and jazz genres will be introduced with principles of fingering, interpretation of chord symbols and the experience of performance in ensembles. Prerequisite: MUSC 160. (LE)

**MUSC 162 CLASS PIANO III (2)**

Concepts of harmony, transposition, improvisation, and composition will be developed at the keyboard. Repertoire will be expanded with an individual portfolio of audition pieces in varied genres compiled for each student. Performance abilities will be demonstrated through interactive ensemble playing. Prerequisite: MUSC 161. (LE)

**MUSC 163 CLASS VOICE (2)**

This class will teach students the theory and practice which form the basic singing skills of vocal production, sight singing, and repertoire preparation. This includes vocal anatomy, breathing exercises, vocalism, tone production, vowel and consonant production and modification, resonance, vocal registers, repertoire selection, and vocally healthy speaking and singing habits. (LE)

**MUSC 165 COLLEGIATE CHOIR I (2)**

Study and performance of representative compositions from the Western choral tradition, from other world cultures, and from popular genres (folk, jazz). Students will explore vocal technique and basic musicianship skills. Attendance at all performances, on and off campus, is required. Open to all students. (LE)

**MUSC 166 COLLEGIATE CHOIR II (2)**

Study and performance of representative compositions from the Western choral tradition, from other world cultures, and from popular genres (folk, jazz). Students will explore vocal technique and basic musicianship skills. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 165. (LE)

**MUSC 167 COLLEGIATE CHOIR III (2)**

Study and performance of representative compositions from the Western choral tradition, from other world cultures, and from popular genres (folk, jazz). Students will explore vocal technique and basic musicianship skills with the option to pursue solo and small ensemble literature. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 166. (LE)

**MUSC 171 BEGINNING GUITAR (2)**

An introductory course in guitar intended for students with little or no background. Students will learn basic techniques, repertoire in a variety of genres, and music fundamentals. A study of guitar literature and history will also be included. The course will combine large group, small group, and individual instruction. Acoustic guitar is required and Nylon strings are preferred. (LE)

**MUSC 172 INTERMEDIATE GUITAR (2)**

This course builds on the skills acquired in MUSC 171, Beginning Guitar. Students will expand techniques and study music in a variety of styles including classical, flamenco, finger style, blues, jazz, and folk. Students will continue their study of music theory, literature, and performers. Songwriting skills will be explored. Acoustic guitar is required and nylon strings preferred. Prerequisite: MUSC 171. (LE)

**MUSC 175 JAZZ BAND I (2)**

Rehearsal, study, and performance of jazz styles from the "big band" era to the present, including Afro-Cuban and other Latin genres. Attendance at all performances, on and off campus, is required. Required preparation: auditions may be required if a section of the band is filled beyond capacity. (LE)

**MUSC 176 JAZZ BAND II (2)**

Rehearsal, study, and performance of jazz styles from the "big band" era to the present, including Afro-Cuban and other Latin genres. Improvisation skills will be explored. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 175, auditions may be required if a section of the band is filled beyond capacity. (LE)

**MUSC 177 JAZZ BAND III (2)**

Rehearsal, study, and performance of jazz styles from the "big band" era to the present, including Afro-Cuban and other Latin genres. Continued study of improvisation. Attendance at all performances, on and off campus, is required. Prerequisite: MUSC 176, auditions may be required if a section of the band is filled beyond capacity. (LE)

**MUSC 211 MUSIC OF THE MEDIEVAL, RENAISSANCE AND BAROQUE (5)**

Study of the development of Western music from origins to the 17th century, including composers, works, styles and forms as well as significant concepts and issues. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and any 100-level MUSIC course with a minimum grade of "C". (Hwg)

**MUSC 212 MUSIC OF THE CLASSIC AND ROMANTIC ERAS (5)**

Study of the development of Western music in the 18th and 19th centuries, including composers, works, styles and forms as well as significant concepts and issues. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and any 100-level MUSIC course with a minimum grade of "C". (Hwg)

**MUSC 213 MUSIC OF THE TWENTIETH CENTURY (5)**

Study of the development of Western music from the early 20th century to the present, including composers, works, styles and forms as well as significant concepts and issues. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101 and any 100-level MUSIC course with a minimum grade of "C". (Hwg)

**MUSC 265 CHAMBER CHOIR I (2)**

Upper level choral ensemble. Entrance by audition. Expand vocal technique and sight singing skill. Participation in college and community performances. Required preparation: MUSC 165, 166, or 167; auditions required. (LE)

**MUSC 266 CHAMBER CHOIR II (2)**

Upper level choral ensemble. Entrance by audition. Expand vocal technique and sight singing skills. Participation in college and community performances. Required preparation: MUSC 265; auditions required. (LE)

**MUSC 267 CHAMBER CHOIR III (2)**

Upper level choral ensemble. Entrance by audition. Expand vocal technique and sight singing skill. Almost

entirely a capella music, refining choral ensemble singing. Participation in college and community performances. Required preparation: MUSC 266; auditions required. (LE)

**MUSC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Music. Required preparation: acceptance into the Honors Program. (H)

**NURS NURSING****NURS 100 NURSING ASSISTANT (8)**

This comprehensive training course prepares students to take the state Nursing Assistant Certification exam, and provides awareness of the role of the nursing assistant in nursing care. The certification exam and the exam fee are not included in this course. A background check and PPD (Tuberculosis test) are required for clinicals. Recommended preparation: assessment into ENGL 92 and ENGL 95 or higher. Required preparation: admission into NAC program required. (UE)

**NURS 150 INTRODUCTION TO PHARMACOLOGY IN NURSING (2)**

To be taken concurrently with Nursing 151. An introduction to pharmacology and the nursing process. It emphasizes the knowledge necessary for nurses to participate safely and effectively in drug therapy. Explores therapeutic actions, major side effects, and nursing implications of drug therapy across the lifespan. Includes discussion of herbal supplements, antibiotic therapy, agents of bioterrorism, and basic neuropharmacology. Prerequisite: Admission into the Nursing program. (UE)

**NURS 150A INTRODUCTION TO PHARMACOLOGY IN NURSING-PART A (1)**

To be taken concurrently with Nursing 151A. An introduction to pharmacology and the nursing process. It emphasizes the knowledge necessary for nurses to participate safely and effectively in drug therapy. Explores therapeutic actions, major side effects, and nursing implications of drug therapy across the lifespan. Prerequisite: Admission into the online/hybrid Nursing program. Taken concurrently with NURS 151A. (UE)

**NURS 150B INTRODUCTION TO PHARMACOLOGY IN NURSING-PART B (1)**

To be taken concurrently with Nursing 151B. Continuing introduction to pharmacology and the nursing process. It emphasizes the knowledge necessary for nurses to participate safely and effectively in drug therapy. Includes discussion of herbal supplements, antibiotic therapy, agents of bioterrorism, and basic neuropharmacology. Prerequisite: NURS 151A, NURS 150A. Taken concurrently with NURS 151 B. (UE)

**NURS 151 FUNDAMENTALS OF NURSING WITH PRACTICUM (12)**

Basic nursing, nursing process, health through the lifespan and comprehensive physical assessment. Focuses on individual aspects of client care, nutrition, critical thinking, communication, cultural values, and the aging process are discussed. Nursing care of eye and ear disorders, Alzheimer's Disease, dementia, disorders of the integumentary system, client response to stress, pain, loss and grief, and sleep disturbance are presented. Required preparation: program admittance. (UE)

**NURS 151A FUNDAMENTALS OF NURSING - PART A (6)**

Basic nursing, nursing process, health through the lifespan and comprehensive physical assessment. Focuses on individual aspects of client care, nutrition, critical thinking, communication, cultural values, and the aging process are discussed. Prerequisite: Admission into the Online/Hybrid Nursing Program. Taken concurrently with NURS 150A. (UE)

**NURS 151B FUNDAMENTALS OF NURSING - PART B (6)**

Nursing care of eye and ear disorders, Alzheimer's Disease, dementia, disorders of the integumentary system, client response to stress, pain, loss, and grief, and sleep disturbance are presented. Continuation of basic nursing skills and nursing process are included. Prerequisite: NURS 151A, NURS 150A. Taken concurrently with NURS 150B. (UE)

**NURS 152 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM I (12)**

Assessment and nursing care of adult and pediatric clients experiencing common alterations of the neurological, respiratory, cardiovascular, and musculoskeletal systems. Introduction to the well child and perspectives of pediatric nursing, care of the

diabetic client and of the client undergoing surgery. Nursing process provides the framework for critical thinking and the provision of nursing care. Dimensions of the individual - physical, intellectual, emotional, psychosocial, cultural, spiritual, developmental and environmental - are integrated into the course. Required preparation: program admittance; NURS 150 and 151. (UE)

**NURS 152A NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM I-PART A (6)**

Assessment and nursing care of adult and pediatric clients experiencing common alterations of the respiratory system. Introduction to the well child and perspectives of pediatric nursing, care of the diabetic client and of the client undergoing surgery. Nursing process provides the framework for critical thinking and the provision of nursing care. Dimensions of the individual - physical, intellectual, emotional, psychosocial, cultural, spiritual, developmental and environmental - are integrated into the course. Prerequisite: NURS 151B. (UE)

**NURS 152B NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM I-PART B (6)**

Assessment and nursing care of adult and pediatric clients experiencing common alterations of the neurological, cardiovascular, and musculoskeletal systems. Nursing process provides the framework for critical thinking and the provision of nursing care. Dimensions of the individual - physical, intellectual, emotional, psychosocial, cultural, spiritual, developmental and environmental - are integrated into the course. Prerequisite: NURS 152A. (UE)

**NURS 153 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM II (12)**

Assessment and nursing care of pediatric, adult and older adult's experiencing more acute respiratory disorders, and clients with common renal, gastrointestinal and reproductive system alterations are presented. Introduction to mental health nursing and nursing care related to substance abuse, impairment, mood disorders, and suicide are explored. Care and assessment of the hospitalized child and communicable diseases is presented. Prerequisite: Nursing 152. (UE)

**NURS 153A NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM II-PART A (6)**

Assessment and nursing care of pediatric, adult and older adults experiencing more acute respiratory



disorders. Introduction to mental health nursing and nursing care related to substance abuse, impairment, mood disorders, and suicide are explored. Care and assessment of the hospitalized child and communicable diseases is presented. Prerequisite: NURS 152B. (UE)

**NURS 153B NURSING CARE OF THE ADULT & CHILD W/ PRACTICUM II-PART B (6)**

Assessment and nursing care of pediatric, adult and older adults experiencing common renal and gastrointestinal problems. Reproductive system alterations in the adult client are also presented. Prerequisite: NURS 153A. (UE)

**NURS 160 INTRODUCTION TO PHARMACOLOGY CONCEPTS (2)**

Course is a concept-based approach for the beginning nursing student. An overview of the principles of pharmacology and the major classifications of pharmaceuticals commonly used in nursing and medical practice. Recommended Preparation: ANTH& 235. Prerequisite: Admission into the Nursing program; concurrent enrollment in NURS 161. (UE)

**NURS 161 INTRODUCTION TO NURSING CONCEPTS WITH PRACTICUM (12)**

Introduces concepts within the three domains of nursing practice: individual, nursing, and healthcare at a basic level. Course focus is basic nursing assessment and skills building. Introduces the nursing process to begin development of clinical judgment. Health across the lifespan and comprehensive physical assessment are emphasized. Recommended Preparation: ANTH& 235. Required preparation: program admittance. Concurrent enrollment in NURS 160. (UE)

**NURS 162 NURSING CONCEPTS WITH PRACTICUM I (12)**

Course focus is strengthening nursing assessment and continued basic skills building. Continues building on the concepts introduced in previous course. Introduces new concepts related to the individual, nursing, and health care domains at a basic level. Prerequisite: minimum grade of "C" in both NURS 160 & NURS 161 (UE)

**NURS 163 NURSING CONCEPTS WITH PRACTICUM II (12)**

Course focus is refining nursing assessment and continued basic skills building, Continues building on the concepts introduced in previous courses.

Introduces new concepts related to the individual, nursing, and health care domains at an intermediate level. Prerequisite: Minimum grade of "C" in NURS 162. (UE)

**NURS 201 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III (12)**

Focuses on nursing for individuals experiencing complex alterations in the reproductive and cardiovascular systems. Includes alterations related to mental illness and psychological, social, cultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision and management of nursing care in acute care and community settings. Required preparation: program admittance; NURS 153. (UE)

**NURS 201A NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III - PART A (6)**

Focuses on nursing for individuals experiencing complex alterations in the cardiovascular system. Includes alterations related to mental illness and psychological, social, cultural, spiritual, and developmental factors. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision and management of nursing care in acute care and community settings. Prerequisite: NURS 153B. (UE)

**NURS 201B NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM III - PART B (6)**

Focuses on nursing for individuals experiencing alterations in the reproductive systems. Includes care of the uncomplicated childbearing family and the well neonate. Integrates pharmacology, nutrition, health teaching, communication, and legal/ethical aspects. Provision and management of nursing care in acute care and community settings. Prerequisite: NURS 201A. (UE)

**NURS 202 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV (12)**

Focus on the nursing care of individuals experiencing complex alterations in the childbearing process, the acute respiratory and cardiovascular systems, and the endocrine system, including diabetic complications and emergencies. Includes content related to emergent mental health nursing and client/family violence. Integrates pharmacology, nutrition, health-teaching, and legal/ethical aspects of nursing. Prerequisite: Nursing 201. (UE)

**NURS 202A NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV-PART A (6)**

Focus on the nursing care of individuals experiencing complex alterations in the acute respiratory and cardiovascular systems. Includes content related to emergent mental health nursing and client/family violence. Integrates pharmacology, nutrition, health-teaching, and legal/ethical aspects of nursing. Prerequisite: NURS 201B. (UE)

**NURS 202B NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM IV-PART B (6)**

Focus on the nursing care of individuals experiencing complex alterations in the childbearing process, and the endocrine system, including diabetic complications and emergencies. Integrates pharmacology, nutrition, health-teaching, and legal/ethical aspects of nursing. Prerequisite: NURS 202A. (UE)

**NURS 203 NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V (12)**

Focuses on acute neurologic disorders, immune and autoimmune diseases, acute and chronic renal failure, burns, shock and trauma, and oncology nursing and end of life care. Disasters and bioterrorism nursing care are included. Professional role, transition from student to entry level nurse, leadership and management issues are discussed. Preceptorship comprises the clinical portion of class. Required preparation: program admittance; NURS 202. (UE)

**NURS 203A NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V-PART A (6)**

Focuses on acute neurologic disorders, acute and chronic renal failure, burns, and shock and trauma. Disasters and bioterrorism nursing care are included. Preceptorship comprises the clinical portion of class. Prerequisite: NURS 202B. (UE)

**NURS 203B NURSING CARE OF THE ADULT & CHILD WITH PRACTICUM V-PART B (6)**

Focus on immune and autoimmune diseases, oncology and end of life care, and professional role, and transition from student to entry level nurse. Leadership and management issues are discussed. Preceptorship comprises the clinical portion of class. Prerequisite: NURS 203A. (UE)

**NURS 261 NURSING CONCEPTS WITH PRACTICUM III (12)**

Course focus is on the nursing care of individuals experiencing complex medical conditions of an acute

or chronic nature. Continues building on the concepts introduced in previous courses. Introduces new concepts related to the individual, nursing, and health care domains at an intermediate level. Prerequisite: minimum grade of "C" in NURS 163. (UE)

**NURS 262 NURSING CONCEPTS WITH PRACTICUM IV (12)**

Focus on the nursing care of individuals experiencing complex alterations in the childbearing process, the acute respiratory and cardiovascular systems, and the endocrine system, including diabetic complications and emergencies. Includes content related to emergent mental health nursing and client/family violence. Integrates pharmacology, nutrition, health-teaching, and legal/ethical aspects of nursing. Prerequisite: Minimum grade of "C" in NURS 261. (UE)

**NURS 263 NURSING CONCEPTS WITH PRACTICUM V (12)**

Course focus is on the transition to nursing practice. Continues building on the concepts introduced in previous courses. Introduces new concepts related to the individual, nursing, and health care domains at an advanced level. Includes 120' preceptorship experience. Prerequisite: Minimum grade of "C" in NURS 262. (UE)

**NUTR NUTRITION****NUTR& 101 NUTRITION (5)**

This course concentrates on both the cellular and organismal effects of human nutrition. Cellular structure, energy needs, genetic predisposition, exercise and overall organismal nutritional needs will be addressed. (MS)

**OCEA OCEANOGRAPHY****OCEA& 101 INTRODUCTION TO OCEANOGRAPHY WITH LAB (5)**

Study of plate tectonics, ocean currents, waves, tides, the coastal ocean, marine topography, marine sediment, landforms, marine life, ocean pollution, and ocean resources. Lab work and field trips included. (MSI)

**OFFAD OFFICE ADMINISTRATION****OFFAD 100 BEGINNING KEYBOARDING (2)**

Basic course covering the touch system on the keyboard, with a speed goal of 20-30 wpm, using a computer. Instruction on the use of numbers, letters, and symbols. No previous keyboarding experience needed. S/U grading. Recommended preparation: ESLA 115. (UE)

**OFFAD 104 KEYBOARDING FOR SPEED AND ACCURACY I (2)**

Includes review of proper typing techniques. Intensive practice on computer keyboard to build speed and accuracy from any skill level. S/U grading. Prerequisite: OFFAD 100 with an "S" grade or keyboarding test. Recommended preparation: ESLA 115. (UE)

**OFFAD 105 RECORDS MANAGEMENT (3)**

Introductory course stressing managerial considerations and systems thinking. Records organization, updating, processing, and retrieval are investigated. Recommended preparation: ENGL 100/ESLA 117. (UE)

**OFFAD 127 LEGAL TERMINOLOGY (3)**

Introductory course for law office personnel on the definition, use, and spelling of legal terms. Includes Latin-based words generally used in the legal profession. (UE)

**OFFAD 150 OFFICE PROCEDURES (5)**

This course introduces a variety of practical skills, knowledge, and abilities required for effectively completing daily office tasks, including time management, filing, reception, formatting interoffice memos and correspondence, basic business research, travel and meeting planning, selecting, ordering and maintaining office supplies and equipment, understanding business terminology, processing mail, and effective use of phone, fax, and email. Recommended preparation: ENGL 100/ESLA 117. (UE)

**OFFAD 160 OFFICE MANAGEMENT (5)**

This is a comprehensive course covering business organization and relationships; supervisory styles and responsibilities; employee/employer relations; office systems analysis, including work measurement, standards, and simplification; scheduling and managing multiple priorities; budgeting; advanced meeting planning; managing reprographics and mail services; and managing the office environment. Recommended preparation: ENGL 100/ESLA 117. (UE)

**PARED PARENT EDUCATION****PARED 060 PARENTS AND PRE-SCHOOLERS I (3)**

The first in a three quarter series, is for parents with a child attending an affiliated community cooperative preschools. Parents work in the classroom regularly and attend parent education lectures on health & safety and child development. Students are also provided with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

**PARED 061 PARENTS AND PRE-SCHOOLERS II (3)**

The second in a three quarter series, is for parents with a child attending affiliated community cooperative preschools. Parents work in the classroom regularly and attend parent education lectures on communication and guidance. Students are also provided with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

**PARED 062 PARENTS AND PRE-SCHOOLERS III (3)**

The first in a three quarter series, is for parents with a child attending an affiliated community cooperative preschool. Parents work in the classroom regularly and attend parent education lectures on topics such as family issues and sibling relations. Students are also provided with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

**PARED 070 PARENTS AS FIRST TEACHERS I (3)**

This is the first of a three quarter series for parents. This course complements the 060-062 parent education series. Students must have a child enrolled in an affiliated cooperative preschool program to participate in this course. Parents increase skills and knowledge by working in the lab (your child's classroom) and attending parenting lectures on learning environments and developmental issues. Students are also provided with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

**PARED 071 PARENTS AS FIRST TEACHERS II (3)**

This is the second of a three quarter series for parents with a child enrolled in an affiliated cooperative preschool program. Parents continue to increase skills

and knowledge by working in the lab and attending parenting lectures on temperament and learning styles. Students are also provided with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

**PARED 072 PARENTS AS FIRST TEACHERS III (3)**

This is the last of a non-graded three quarter series for parents with a child enrolled in an affiliated cooperative preschool program. Parents further increase skills and knowledge by working in the lab and attending parenting lectures on brain development and community resources. Students are also provided with training on leadership skills, organizational development and small business practices. Required preparation: pre-school child enrolled in an affiliated cooperative pre-school. (N)

**PE**

**PHYSICAL EDUCATION**

**PE 102 STRENGTH TRAINING (2)**

Activity and theory based course introducing the concept and benefits of strength exercise. (LE)

**PE 103 CARDIOVASCULAR  
CONDITIONING I (2)**

Designed to enlist lecture, written and active learning modes to explore and enhance both aerobic and flexibility fitness. Relationship of aerobic and flexibility fitness to overall health and fitness level will be explored. Recommended preparation: ability to engage in vigorous exercise, PE 101. (LE)

**PE 106 BASKETBALL SKILLS AND RULES (2)**

Analysis of the skills needed for intercollegiate basketball. Current officiating rules covered. Required preparation: permission of instructor. (LE)

**PE 108 YOGA (1)**

Instruction, practice and exploration of yoga incorporating several influences including the Iyengar method. Includes introduction to yoga postures, vinyasa (uninterrupted flow of yoga postures), breathing/relaxation techniques and home practice. Emphasis on postural alignment for safe yoga practice that promotes whole body awareness of balance, strength, flexibility, relaxation and breath awareness. (LE)

**PE 123 VOLLEYBALL SKILLS AND RULES (2)**

This course is designed to complement the practice, game and conditioning elements of intercollegiate volleyball. Requires the students to observe, participate and implement strategies surrounding the philosophy and rules of the game. Required preparation: permission of instructor. (LE)

**PE 126 INTRODUCTION TO HIKING (1)**

This course is intended to serve as an introduction to day hiking. Course will cover basic concepts and will apply these concepts in the field. Required preparation: Must have ability to engage in strenuous exercise. (LE)

**PE 133 INTRODUCTION TO  
ATHLETIC TRAINING (3)**

An introduction to the profession of Athletic Training with concentration on the role/function of an Athletic Therapist/Trainer, human anatomy, human physiology, injury description and injury recognition. (LE)

**PE 135 ULTIMATE FRISBEE TECHNIQUES (1)**

The course is designed to expose students to the many aspects of ultimate frisbee. Techniques, strategies and rules will make up the curriculum. Cleats are highly recommended. (LE)

**PE 136 INTRODUCTION TO  
SOCCER TECHNIQUES (1)**

The course is designed to expose students to the many aspects of basic soccer. Techniques, strategies and rules will comprise the curriculum. Cleats and/or turf shoes are highly recommended. (LE)

**PE 138 INTRODUCTION TO  
FLAG FOOTBALL (1)**

Individual and team aspects of flag football. Students will learn the concepts of offensive and defensive team play and strategy. Students will learn rules and various drills specific to the sport, and demonstrate appropriate sportsmanship. (LE)

**PE 139 ZUMBA (1)**

This fitness class provides a Latin-inspired cardio-dance work out that uses music and choreographed steps. This fun way to workout does not require any previous dance experience or skills. (LE)

**PE 141 INTRODUCTION TO TAI CHI (1)**

This course is an introduction to Tai Chi. It is designed to expose students to the basic principles of proper body mechanics, balance, flexibility, fluidity, strength and relaxation during movement. (LE)

**PE 146 SOCCER SKILLS AND RULES (2)**  
Analysis of the skills needed for intercollegiate soccer. Current officiating rules covered. Required Preparation: Permission of instructor. (LE)

**PE 153 INTRODUCTION TO PERSONAL FITNESS (2)**  
A comprehensive course designed for the student actively participating in a fitness program. Students will determine individual goals to be reached by the end of the quarter. Topics include strength, fitness, health, and body composition. Class format is both lecture and active participation. Prerequisite: PE 102 or PE 103 or currently participating in an exercise program. (LE)

**PE 157 ADVANCING YOGA PRACTICE (1)**  
This course expands on the fundamentals of Yoga. Course includes intermediate and advanced poses, the Yoga Sutras, the 5 sheath model, Chakra energy system, Sanskrit terminology and breathing techniques. Recommended preparation: PE 108 or prior Yoga experience. (LE)

**PE 158 RACQUET SPORTS (1)**  
This course is designed to introduce and improve participation in racquet sports as lifetime activities. This course requires students to participate and implement strategies and rules of various racquet sports. (LE)

**PE 170 BASKETBALL TECHNIQUES (1)**  
Introduces techniques and strategies of basketball. Topics include offensive and defensive play as well as personal skill development. (LE)

**PE 181 HEALTH AND WELLNESS (3)**  
Health and wellness explores physical and emotional health and wellness topics, such as stress reduction, proper nutrition, and physical fitness. Students will examine major health and lifestyle issues of contemporary society and will participate in personal assessments and develop a wellness plan. (LE)

**PE 202 ADVANCED STRENGTH TRAINING (2)**  
A class in which students will gain greater proficiency and capability in strength training. Exercise theory will include the concept of relative intensity and periodization in obtaining high levels of strength adaptation. Prerequisite: PE 102 or permission of instructor. (LE)

**PE 203 ADVANCED CARDIOVASCULAR CONDITIONING (2)**  
Students will experience five metabolic pathways that will assess and challenge them from anaerobic to aerobic capabilities. Each student's work capacity will be evaluated and programs will be determined for enhanced capacity. Students will evaluate exercise methodologies as they relate to anaerobic and aerobic metabolism. Prerequisite: PE 103 or permission of instructor. (LE)

**PE 206 ADVANCED BASKETBALL SKILLS AND RULES (2)**  
In depth analysis of the skills needed for intercollegiate basketball. Officiating rules covered at the NCAA level. Required preparation: permission of instructor. (LE)

**PE 223 ADVANCED VOLLEYBALL SKILLS AND RULES (2)**  
In-depth analysis of the practice, game and conditioning elements of intercollegiate volleyball. Requires the students to observe, participate and implement strategies surrounding the philosophy and rules of the game. Required preparation: permission of instructor. (LE)

**PE 241 INTERMEDIATE TAI CHI (1)**  
This course expands on the fundamentals of Tai Chi. It is designed to continue the study of proper body mechanics, balance, flexibility, fluidity, strength and relaxation during movement. The first set of Tai Chi will be reviewed and the second set of long form Tai Chi will be introduced. Prerequisite: PE 141. (LE)

**PE 246 SOCCER SKILLS AND RULES II (2)**  
In depth analysis of the skills needed for intercollegiate soccer. Officiating rules covered at the NCAA level. Required Preparation: Permission of instructor. (LE)

**PE 269 SPORTS PERFORMANCE (2)**  
Correlates all aspects of intercollegiate team sports, including conditioning, nutrition, and application of team sports concepts and techniques. Includes observation, participation, and implementation of strategies surrounding the rules and techniques of various team sports. Also, includes strength training/conditioning specific to team sports. Required preparation: permission of instructor.



**PE 270      ADVANCED CONDITIONING  
FOR BASKETBALL I (2)**

Advanced skill acquisition and conditioning for competition. Combines aspects of advanced skill training with specific conditioning exercises required for advanced level of play. Required preparation: PE 170 and permission of instructor. (LE)

**PE 271      ADVANCED CONDITIONING  
FOR BASKETBALL II (2)**

Designed to prepare students through advanced skill acquisition and conditioning for higher levels of competition. Combines the aspects of advanced skill training with specific conditioning exercises required for advanced levels of play. Required preparation: PE 270 and permission of instructor. (LE)

**PHIL      PHILOSOPHY****PHIL& 101    INTRODUCTION TO PHILOSOPHY (5)**

Introduction to the problems, history and nature of philosophy with reading and discussion of selected writings from the Pre-Socrates to the present, focusing on traditional Western philosophical issues. (Hg)

**PHIL 110      CRITICAL THINKING (3 OR 5)**

Examination of the principles of argument and proof, informal logical fallacies, the role of language, and the reasoning process, with applications to other fields. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hw)

**PHIL& 117    TRADITIONAL LOGIC (5)**

Investigation of systems of formal logic with emphasis on symbolic reasoning. Prerequisite: MATH 99. (QSR)

**PHIL 130      INTRODUCTION TO ETHICS (5)**

An ethical examination of contemporary controversial issues such as the nature of liberty, the death penalty, capitalism and communism, abortion, animal rights and environmental ethics. (H)

**PHIL 132      ENVIRONMENTAL ETHICS (5)**

How humanity conceives of its environment is central to an understanding of how humans should act and think of themselves as part of planet Earth. Topics to be covered include: an historical examination of current attitudes and practices, competing religious and cultural perspectives, anthropocentrism, animal rights and ecocentrism. (Hdgs)

**PHIL 140      INTRODUCTION TO WORLD  
RELIGIONS (5)**

An investigation of Western and Non-Western religious traditions including the histories and practices of specific traditions and of their differing world views. A general consideration of the role that religion plays in human existence including what has been called the "spiritual dimension", or "transcendence" of personal needs and desires. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (Hwdg)

**PHIL 200      PHILOSOPHY OF RELIGION (5)**

Covers traditional Western issues and problems such as the nature of theism, arguments for the existence of God, the problem of evil, religious plurality and exclusivism, fideism, agnosticism and atheism, and death and immortality. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (H)

**PHIL 295      HONORS PROGRAM SPECIAL  
TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Philosophy. Required preparation: acceptance into the Honors Program. (H)

**PHYS      PHYSICS****PHYS 109      ENERGY: USE AND CONSEQUENCES (5)**

Conceptual introduction to physics principles relative to energy conversion including oil, hydroelectric, electricity generation, nuclear, fossil fuel, and alternative fuel sources. Elementary mechanics, thermodynamics and environmental impacts will be considered. Recommended preparation: MATH 098. (MSIs)

**PHYS& 110    PHYSICS FOR NON-SCIENCE  
MAJORS (5)**

Formerly PHYS& 100. An introductory, comprehensive survey of the dominant concepts in physics. Emphasis is on conceptual and historical development, rather than quantitative. Topics include Newton's laws of motion and gravity; energy; theory of electromagnetic waves (light); Einstein's theories of relativity; model of the atom and quantum physics; nuclear physics and nuclear power. Lab work included. Recommended preparation: MATH 098. (MSI)

**PHYS 112 ENVIRONMENTAL PHYSICS (5)**

Introduction to the physical aspects of environmental science. Topics include energy and matter transfers between water, earth and atmospheric systems. Current environmental problems will provide the common themes. Lab work included. Recommended preparation: MATH 098. (MSIgs)

**PHYS& 114 GENERAL PHYSICS I (5)**

Formerly PHYS& 121. Introduction to mechanics and physical reasoning strategies and investigation methods for students majoring in technically oriented fields not requiring a calculus based physics course. Newton's laws, work and energy, kinematics conservation principles. Computer interfaced laboratory investigations, technical writing, problem solving, mathematical reasoning and scientific method of inquiry skills will be emphasized. Prerequisite: MATH& 142 with a "C-" or better. (MSI)

**PHYS& 115 GENERAL PHYSICS II (5)**

Formerly PHYS& 122. Second course in algebra-trigonometry physics sequence, solids and fluids, introduction to thermodynamics, simple harmonic motion, mechanical waves. Computer interfaced laboratory, technical writing, problem solving, mathematical reasoning, critical thinking skill will be emphasized. Prerequisite: PHYS& 121 or PHYS& 114 with a "C-" or better. (MSI)

**PHYS& 116 GENERAL PHYSICS III (5)**

Formerly PHYS& 123. Third course in algebra-trig physics sequence. Electricity and magnetism, simple circuits, light and introduction to modern physics. Weekly laboratory work. Prerequisite: PHYS& 122 or PHYS& 115 with a "C-" or better. (MSI)

**PHYS& 221 ENGINEERING PHYSICS I (5)**

Basic principles of mechanics. Emphasis on critical analysis, interpretation, and problem solving, energy and momentum conservation, rotational motion, static equilibrium. Prerequisite: MATH& 151 with a "C-" or better; ENGL 100/ESLA 117 or placement in ENGL& 101; and one college level physics course or a high school physics course. (MSI)

**PHYS& 222 ENGINEERING PHYSICS II (5)**

Basic principles of thermodynamics, mechanics of fluids and oscillatory motion, and mechanical waves. Prerequisite: PHYS& 221 and MATH& 152 with a "C-" or better; ENGL 100/ESLA 117 or placement in ENGL& 101. (MSI)

**PHYS& 223 ENGINEERING PHYSICS III (5)**

Basic principles of electricity and magnetism, waves, optics and atomic structure. Prerequisite: PHYS& 222 with a "C-" or better. (MSI)

**PHYS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Physics. Required preparation: acceptance into the Honors Program. (MS)

**PHYSC PHYSICAL SCIENCE****PHYSC 104 FINDING THINGS OUT: ENERGY (5)**

First of a three quarter set of courses using extensive hands-on and inquiry-based activities that allow students to develop a solid understanding of the nature of interactions and energy exchange. Students will develop critical thinking skills required to pursue scientific understanding of important ideas in physical systems. Not intended for students with prior physical science coursework. Preferred sequence is PHYSC 104, GEOL 104, and BIOL 104. Lab work included. (MSI)

**PHYSC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Physical Science. Required preparation: acceptance into the Honors Program. (MSI)

**PLS PARALEGAL STUDIES****PLS 111 INTRODUCTION TO LAW AND THE LEGAL PROCESS (5)**

This course provides students with an overview of the American Legal System, and introduces students to various legal fields and topics. (UE)

**PLS 112 LAW OFFICE TECHNOLOGY (3)**

This course will increase students' awareness of law office computer systems and software and other technological advances which are, or will be, used in law offices, and enhance the student's ability to effectively utilize these resources. As well, the student should gain the ability to critically analyze law office

automation. Recommended preparation: BIS 101 or equivalent. (UE)

**PLS 120 CIVIL PROCEDURE AND LITIGATION (5)**

Principles and procedures used in the U. S. Court system with strong emphasis on Washington court rules and case law. Topics include venue, jurisdiction, pleading, discovery and trial, including the administrative process. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**PLS 125 INDIAN LAW (3)**

An introduction to Indian Law with specific applications to the paralegal profession. Course covers basic concepts of Indian Law including Tribal, Federal, and State jurisdictional matters. Emphasis on history of Federal Indian policy, treaties and trusts, self-government, civil and criminal jurisdiction, and the civil rights of Indians. (UE)

**PLS 130 LEGAL INTERVIEW AND INVESTIGATION TECHNIQUES (3)**

Covers interviewing techniques and skills needed to work with clients and witnesses. Includes investigation procedures and a general understanding of the rules of evidence. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**PLS 151 LAW OFFICE PROCEDURES AND LEGAL ETHICS (5)**

Designed to help students preparing for or to enhance their careers as paralegals, Limited License Legal Technicians (LLLT) and legal secretaries. Topics include law office management, non-litigation, and litigation responsibilities. Emphasis on ethics, client interactions, business practices and understanding, formatting, and preparation of legal documents. Recommended preparation: OFFAD 127; ENGL 100/ESLA 117; BIS 101 or 121. (UE)

**PLS 152 INTRO TO LEGAL RESEARCH, WRITING AND ANALYSIS (3 OR 5)**

Introduction to a variety of legal resources, the use of the law library, and computerized legal research. Focus on effective legal writing. Designed for law office staff, legal assistants, and Limited License Legal Technicians to develop skills in the process of legal research, writing and analysis. Recommended preparation: OFFAD 127, ENGL 100/ESLA 117. (UE)

**PLS 160 ADMINISTRATIVE LAW (3)**

History of administrative agencies, administrative law procedures, use of expert witnesses, law of evidence, and constitutional limitations of judicial review.

Designed for professional practice of paralegal staff and individuals working with law-related agencies.

Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**PLS 175 CONTRACTS, CONSUMER LAW AND ACCESS TO JUSTICE (3)**

This course is an introduction to the principles of contract law. In addition to discussion of the basic substantive law of contracts and consumer law, the course will provide practical information for the paralegal, legal assistant or Limited License Legal Technician (LLLT) in providing access to justice. (UE)

**PLS 185 TORTS (3)**

This course is an introduction to the principles of tort law – the law of personal injuries. In addition to discussion of the basic substantive law of torts, the course will provide practical information for the paralegal in such areas as the discovery process in tort cases, obtaining medical records, medical releases, and generally the legal assistant's role during a tort case. Recommended preparation: OFFAD 127 or concurrent enrollment and placement in ENGL& 101. (UE)

**PLS 190 COOPERATIVE EDUCATION FOR PARALEGAL STUDIES (3-5)**

Designed for PLS students to work in a law office or agency in an internship capacity in order to gain experience in paralegal practice and to learn the daily operations of the office. Recommended preparation: completion of core and paralegal field requirements for paralegal studies degree. (UE)

**PLS 191 COOPERATIVE WORK EXPERIENCE SEMINAR (2)**

Designed for advanced PLS students to explore the practical, ethical and career issues relevant to the legal profession; to also gain experience in paralegal practice and learn the operations of a legal office. Recommended preparation: completion of PLS degree core requirements. (UE)

**PLS 210 PROBATE, TAXES AND TRUSTS (3)**

Analysis of Washington state law regarding wills, trusts, and the administration of estates. Includes the estates of decedents, minors, and persons under disability

and tax-related matters. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**PLS 220 REAL ESTATE LEGAL PROCEDURES (3)**

Application of legal procedures and requirements in real estate transactions and litigation. Includes drafting of documents and pleadings with emphasis on contracts, closings, deeds, leases, liens, and foreclosures. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**PLS 230 CRIMINAL TRIAL PROCEDURE (3)**

Covers the steps of the criminal trial process from first court appearance through pre-trial procedures. Includes plea bargaining, ethical considerations, initial appearance, probable cause, discovery, and pre-trial motions. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**PLS 240 FAMILY LAW I (5)**

Covers the fundamental issues of family law and providing services to family law clients under attorney supervision or as a Limited License Legal Technician (LLLT) or other non-lawyer practitioner. Recommended preparation: OFFAD 127 or concurrent enrollment; PLS 111; ENGL 100/ESLA 117 or placement in ENGL& 101. (UE)

**PLS 241 FAMILY LAW II (5)**

This course focuses on economic and child custody family law issues and providing services to family law clients supervised by an attorney and as a Limited License Legal Technician (LLLT) or other non-lawyer practitioner. (UE)

**PLS 242 FAMILY LAW III (5)**

This course focuses on ethics, social and economic family law issues and providing services while supervised by an attorney or as a Limited License Legal Technician (LLLT) or other non-lawyer practitioner. (UE)

**PLS 245 U.S. IMMIGRATION APPLICATIONS AND PROCESSES (3)**

An introduction to current immigration application processes including non-immigrant, immigrant, and citizenship. Will cover family and employment visas and green cards, labor certification, overview of refugee/asylee status and of immigration court. Recommended preparation: PLS 111. (UE)

**POLS POLITICAL SCIENCE**

**POLS& 101 INTRODUCTION TO POLITICAL SCIENCE (5)**

Introduction to political concepts, public opinion, pressure groups, and government systems. (SS)

**POLS& 201 INTRODUCTION TO POLITICAL THEORY (5)**

Evaluation of major political concepts in regard to government, property, religion and man's place in society. (SSg)

**POLS& 202 AMERICAN GOVERNMENT (5)**

Outlines the main structure and function of American government. Also deals with politics in theory and in practice emphasizing political concepts, protest and reform movements. (SS)

**POLS& 203 INTERNATIONAL RELATIONS (5)**

Examines the history of international relations and theories of how such relations work, possible trends in globalization or interdependence, problems of authority, concepts and reality of conflict and security, and economics. Studies key international actors such as nation-states, international organizations and others including multinational corporations, and terrorist groups. Also addressed: diplomacy, human rights and international law. (SSg)

**POLS& 204 COMPARATIVE GOVERNMENT (5)**

Advanced study of major foreign powers including France, Great Britain, West Germany, Russia, China, India and others as time permits. Recommended preparation: POLS& 101 or 202. (SSg)

**POLS 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Political Science. Required preparation: acceptance into the Honors Program. (SS)

**PSYC PSYCHOLOGY**

**PSYC& 100 GENERAL PSYCHOLOGY (5)**

Surveys the knowledge and methods of the discipline of psychology. Emphasis include an overview of current knowledge in major areas of psychology,

accessing and assessing information about behavior, skills in scientific reasoning and critical thinking. (SS)

**PSYC 165 PSYCHOLOGY OF ADJUSTMENT (5)**

The Psychology of Adjustment teaches the principles of psychology as they relate to adaptations of life's challenges. Topics include the nature and management of stress, coping strategies, interpersonal communication, relationship dynamics, self-concept, lifelong learning, and career development. (SSg)

**PSYC& 180 HUMAN SEXUALITY (5)**

Study of the factors influencing the development and expression of individual sexuality, human sexual behavior, attraction and love, gender identity, sexual orientation, sexual aggression, sexual dysfunction and disorders, characteristics of and factors influencing the use of contraceptives, characteristics and risk factors of sexually transmitted diseases. Recommended preparation: PSYC& 100, SOC& 101, or ANTH& 206. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101. (SSwd)

**PSYC& 200 LIFESPAN PSYCHOLOGY (5)**

Growth and development through the life span including physical, social, cognitive and neurological development. Topics covered included daycare, education, disabilities, parenting, types of families, gender identity and roles, career decisions, illnesses and treatments, aging, retirement, generativity, and dying. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101; and PSYC& 100. (SSw)

**PSYC 210 CHILD DEVELOPMENT (5)**

Psychological growth and development from conception through adolescence including biological, social and cognitive development. Recommended preparation: PSYC& 100. (SS)

**PSYC 211 SOCIAL PSYCHOLOGY (5)**

The scientific study of the influence of people upon each other's behavior. Topics include social perception, attraction, pro-social behavior, aggression, attitude formation and change, group processes, applied topics, e.g. legal system, health, organizations. Recommended preparation: PSYC& 100. (SS)

**PSYC& 220 ABNORMAL PSYCHOLOGY (5)**

Introduction to the characteristics, origins, diagnosis, treatment, and management of psychological disorders and related controversies. Major perspectives include Biological, socio-cultural,

cognitive behavioral, and psychodynamic. Includes acute and chronic disorders in major categories of DSM IV such as autism, ADHD, PTSD, mood disorders, schizophrenia, personality disorders, anxiety disorders, and Alzheimer's disease. Civil commitments an insanity plea issues included. Recommended preparation: PSYC& 100. (SSd)

**PSYC 225 COGNITIVE PSYCHOLOGY (5)**

Examines the historical development of cognitive psychology. Cognitive theories and research methods are related to practical applications in daily life as well as in classroom settings. Areas of focus include acquisition, storage, and retrieval of information, the role of imagery in cognition, and the development of cognitive processes. Prerequisite: ENGL 100/ESLA 117 or placement in ENGL& 101; PSYC& 100. (SSw)

**PSYC 240 ENVIRONMENTAL ISSUES AND HUMAN BEHAVIOR (5)**

Investigates the influence of human behavior in creating environmental problems. Applies behavioral and social science knowledge to changing behaviors and systems to reduce the problems. Includes the role of cognitive processes, learned behavior, reinforcement, cultural norms, education, religion, economics, government, political processes, environmental organizations, and ecological science in shaping the behaviors that contribute to the problems. Local, national, and global issues considered such as global warming, recycling, energy use, biodiversity, pollution and population. (SSgs)

**PSYC 250 INTRODUCTION TO ORGANIZATIONAL BEHAVIOR (5)**

Applies psychological knowledge to understanding and changing behavior in the workplace. Includes individual, group, and organizational components. Topics include perception, learning, personality, attitudes, motivation, group dynamics, communication, decision-making, conflict resolution, power, leadership, culture, structure, change. (SS)

**PSYC 265 CROSS CULTURAL PSYCHOLOGY (5)**

Cross-Cultural Psychology examines psychological theories and research from a cross-cultural perspective. Primary goals of the class include the study of the effects of culture on human thought and behavior, of cross-cultural interactions, and of the similarities and differences in behavior across cultures. Students will also discuss the impact of culture on cognition,



development, emotion, motivation, sex roles, disorders, group behavior, conflict, stereotyping, and prejudice. (SSg)

**PSYC 270 PSYCHOLOGY OF DEATH AND DYING (5)**

This course is an introduction to the study of death and dying and is designed for a general audience. Students will also learn of the services available in communities for those who are dying or grieving. (SS)

**PSYC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Psychology. Required preparation: acceptance into the Honors Program. (SS)

**PSYCH 105 CAREER SEARCH PROCESS (3)**

Designed for students to assess their own interests, aptitudes, values, and motivators through various self-assessment instruments, informational interviews, lectures, guest speakers, and group discussions. Students will explore decision making, life transitions, building positive attitudes, time and stress management, and networking. Includes brief discussions of resume writing, interviewing, and job retention. (UE)

**PSYCH 106 JOB FINDING SKILLS (2)**

Develops an in-depth understanding of transferable skills, effective resume writing, employment letters, and the application process. Students will develop successful and creative job search techniques and in-depth interviewing skills and job market analysis. (UE)

**PTA**

**PHYSICAL THERAPIST ASSISTANT**

**PTA 101 INTRODUCTION TO PHYSICAL THERAPY (3)**

Introduction to the practice of physical therapy with emphasis on the PTA as a member of the health care team. Examination of the therapist-patient relationship. Introduction to documentation standards, SOAP note writing and other documentation formats related to physical therapy. Introduction to legal and ethical issues in physical therapy including HIPPA legislation. Required preparation: admission to PTA Program. (UE)

**PTA 105 TESTS AND MEASUREMENTS (2)**

This course provides instruction in various types of physical therapy tests and measurements including goniometry, manual muscle testing, sensory testing and posture examination. In addition, this course examines the application of these tests to the patient plan of care. Required preparation: program admittance; Prerequisite: HLTH 202. (UE)

**PTA 110 PTA PROCEDURES I (5)**

Basic patient care skills focused in the acute care setting including aseptic techniques, vital signs, bandaging, bed mobility and patient transfers and preparation and maintenance of treatment environment. Theory & application of selected physical therapy equipment. Required preparation: program admittance. (UE)

**PTA 111 PTA PROCEDURES II (7)**

Theory and application of cold and heat modalities. Basic principles & application of selected massage techniques. Introduction to fundamentals and use of electrotherapy & traction modalities. Basic edema management including lymphedema. Required preparation: program admittance; HLTH 202. (UE)

**PTA 113 PTA PROCEDURES III (4)**

Principles of normal and abnormal ambulation, use of assisted devices, postural analysis and selected functional rehabilitation activities. Required preparation: program admittance; PTA 110. (UE)

**PTA 151 CLINICAL EXPERIENCE (4)**

Supervised clinical experiences in physical therapy departments affiliated with the college. Lectures comprised of clinical discussion and presentation of pertinent clinical issues. S/U grading. Required preparation: program admittance; PTA 101, 110, 273, and HLTH 202. (UE)

**PTA 201 ETHICAL ISSUES IN PHYSICAL THERAPY (3)**

Survey of medical, legal, ethical and psychosocial issues relating to physical therapy and the delivery of health care in the United States. Covers concepts and strategies regarding ethical decision-making, humanizing health care, confidentiality, information disclosure, informed consent, allocation of health care resources and the health care provider as a citizen. Required preparation: program admittance; PTA 151. (UE)

**PTA 225 PTA PROCEDURES IV (5)**

Introduction to orthopedics and the effects of orthopedic dysfunction on the rehabilitation process. Includes fundamentals of orthopedic terminology, survey of surgical repair and fundamentals of disease processes, orthopedic injuries and impairment. Therapeutic exercise techniques and testing procedures with selected kinesiological principles of therapeutic exercise. Emphasis on lower extremity and lumbosacral spine. Required preparation: program admittance; PTA 111 and HLTH 202. (UE)

**PTA 226 PTA PROCEDURES V (4)**

Continued study of orthopedics and the effects of orthopedic dysfunction on the rehabilitation process. Includes fundamentals of orthopedic terminology, survey of surgical repair and fundamentals of disease processes, orthopedic injuries and impairment. Continued study of therapeutic exercise techniques and testing procedures. Focus on upper extremity and cervical/thoracic spine. Required preparation: program admittance; PTA 225. (UE)

**PTA 227 PTA PROCEDURES VI (7)**

Principles of physical therapy treatment programs applied to specific disabilities, emphasis on neurological dysfunctions, normal and abnormal development, and common pediatric neurological dysfunctions. Instruction in selected advanced procedures for treating dysfunctions. Required preparation: program admittance; PTA 226. (UE)

**PTA 251 CLINICAL EXPERIENCE II (4)**

Supervised practical experience in the application of physical therapy procedures in the treatment of patients in health care facilities affiliated with the college. Lectures comprised of clinical discussion and presentation of pertinent clinical issues. S/U grading. Required preparation: program admittance; PTA 111, 113, 151, 274. (UE)

**PTA 253 CLINICAL AFFILIATION (18)**

Internships of practical performance and application of physical therapy procedures and techniques under supervision in selected clinical settings. S/U grading. Required preparation: program admittance; PTA 201, 221, 222, 251 and 280. (UE)

**PTA 253A CLINICAL AFFILIATION I (9)**

Internships of practical performance and application of physical therapy procedures and techniques under supervision in selected clinical settings. S/U grading.

Required preparation: program admittance; PTA 201, PTA 226, PTA 227, PTA 251, PTA 280. (UE)

**PTA 253B CLINICAL AFFILIATION II (9)**

Internships of practical performance and application of physical therapy procedures and techniques under supervision in a different clinical setting than was selected in 253A. S/U grading. Required preparation: program admittance; PTA 201, PTA 226, PTA 227, PTA 251, PTA 280, PTA 253A. (UE)

**PTA 273 ANATOMY AND PATHOPHYSIOLOGY FOR THE PTA I (3)**

Integration of anatomy content into the previous course titled PTA 271 - Survey of Pathophysiology. Anatomy content will be related to the course topics including: cellular structure, inflammation, infectious diseases, immune, lymphatic, circulatory, and integumentary. Required preparation: program admittance. (UE)

**PTA 274 ANATOMY AND PATHOPHYSIOLOGY FOR THE PTA II (4)**

Continued overview of structure and function of various components of the human body systems from cellular level up to the organ system level and of general pathology, the disease process and its effect on rehabilitation. Orientation to common pharmacologic interventions, effects and side effects. Required preparation: program admittance. (UE)

**PTA 280 SPECIAL TOPICS IN PHYSICAL THERAPY (2)**

Overview of specialized topics in physical therapy including aquatic therapy, cardiac rehabilitation, women's health, wound care and chest physical therapy. Integration of physical therapy techniques and communication skills learned throughout the program. Required preparation: program admittance; Concurrent with PTA 221 and PTA 201. (UE)

**PTA 285 MANUAL THERAPY TECHNIQUES FOR PHYSICAL THERAPIST ASSISTANTS (1)**

Beginning practice in selected manual therapy techniques including peripheral joint mobilization, myofascial release, muscle energy techniques and strain/counter-strain techniques. S/U grading. Required preparation: program admittance; HLTH 202 and PTA 220 and concurrent enrollment in PTA 221. (UE)

**SOC****SOCIOLOGY****SOC& 101 INTRODUCTION TO SOCIOLOGY (5)**

Study of human group life emphasizing socialization, social structure, and social interaction patterns. Class work augmented by individual study experience situations. (SS)

**SOC 120 MARRIAGE AND FAMILY (5)**

Scientific study of the social institution of marriage and family. Family related issues and types; relationships, socialization, mate selection, alternative enduring relationships, and divorce. Varieties and functions of contemporary American and cross cultural marriages and families. (SSd)

**SOC& 201 SOCIAL PROBLEMS (5)**

Study of the phenomenon of deviance with implications for society at large. Specific problems covered include crime, delinquency and family dissolution. (SSd)

**SOC 210 URBAN SOCIOLOGY (5)**

Analyzes the transition and development of urban environments and the impact on human behavior and activities. Includes theory, origins, problems and resources associated with cities. Sources of change examined along with cross cultural variations in urbanization, modernization and industrialization. (SSg)

**SOC 220 CONTEMPORARY SOCIAL ISSUES (5)**

Examination of current social issues. Includes in-depth study of an issue of student's choice.

**SOC 250 MULTICULTURAL ISSUES (5)**

Focuses on learning about the local ethnic populations in terms of community issues identified by representatives from these populations. Students will also look at how ethnic values, culture and heritage affect these issues. (SSd)

**SOC 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Sociology. Required preparation: acceptance into the Honors Program. (SS)

**SPAN****SPANISH****SPAN 104 ACCELERATED ELEMENTARY SPANISH (5)**

A comprehensive, intensive review of elementary Spanish through both traditional grammar/vocabulary study and active communication. For those who at some time have completed the equivalent or near equivalent of college-level, first year Spanish but need a refresher before undertaking further study. Prerequisite: two years of high school Spanish or the equivalent. (Hg)

**SPAN& 121 SPANISH I (5)**

An introductory course, which facilitates elementary ability in comprehension, speaking, reading, and writing in Spanish, provides some understanding of Hispanic cultures, and prepares students for Spanish II. Intended for students who have no prior experience in Spanish. (LEg)

**SPAN& 122 SPANISH II (5)**

Builds upon the foundation of Spanish I. Facilitates ability in comprehension, speaking, reading, and writing in Spanish, provides some understanding of Hispanic cultures, and prepares students for Spanish III. Continued emphasis on both traditional grammar/vocabulary study and real communication. Prerequisite: SPAN& 121. (LEg)

**SPAN& 123 SPANISH III (5)**

Capstone of the first-year series. Completes the basic foundation of understanding/ability in the four language skills and of basic knowledge of Hispanic cultures, and prepares students for second year Spanish. Continued emphasis on both traditional grammar/vocabulary study and active communication. Prerequisite: SPAN& 122. (Hg)

**SPAN& 221 SPANISH IV (5)**

A second-year course which facilitates the leap from basic comprehension of the mechanics of the language to real ability to comprehend, speak, read, and write effectively in Spanish. Provides some solid insight into Hispanic cultures through readings and other media. Taught in Spanish. Prerequisite: SPAN& 123 or SPAN 104. (Hg)

**SPAN& 222 SPANISH V (5)**

Continuation of Spanish 201 which further develops practical conversational skills in Spanish while increasingly stressing reading comprehension strategies and effective writing. Hispanic cultures are investigated in increasing depth as students

prepare for more advanced study. Taught in Spanish.  
Prerequisite: SPAN& 221. (Hg)

**SPAN& 223 SPANISH VI (5)**

The capstone of the second-year series. Students refine practical conversational skills and polish formal writing techniques while studying more advanced structures and registers. Linguistic ability and cultural insight are further developed through the reading and study of authentic literary works. Prerequisite: SPAN& 222. (Hg)

**SPAN 295 HONORS PROGRAM SPECIAL TOPICS SEMINAR (2)**

Reading, writing, discussion and oral presentations designed to develop in-depth, advanced level knowledge of a topic in Spanish. Required preparation: acceptance into the Honors Program. (H)

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**WORLD LANGUAGES**

See American Sign Language, French, German, Japanese and Spanish.





College  
Policies



# College Policies

All Whatcom Community College policies, in addition to those listed here, are maintained by the President's office.

## ALCOHOL AND CONTROLLED SUBSTANCES— INFORMATION RELATED TO THE FEDERAL DRUG- FREE SCHOOL AND COMMUNITIES ACT OF 1989

### Purpose

The College desires to facilitate access to appropriate health and medical care for students who develop academic problems, and employees who develop job performance problems as a consequence of drug and alcohol abuse.

Whatcom Community College recognizes drug dependency, including alcoholism, as a treatable illness that interferes with academic and work performances, personal health and safety, and the safety of others. The College recognizes its efforts to facilitate access to appropriate health and medical care for students and employees who develop drug and alcohol problems are limited to the following: 1) the effects of drug and alcohol abuse on a student's academic ability and behavior while involved in College activities; 2) the effects of drug and alcohol abuse on an employee's job performance and on-the-job behavior.

### I. Relevant State/Local Laws & College Policies

- A. **STUDENT USE OF MARIJUANA, ALCOHOL, AND CONTROLLED SUBSTANCES:** Students are prohibited from being observably under the influence of marijuana or the psychoactive compounds found in marijuana, or otherwise using, possessing, selling, or delivering any product containing marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, on college premises. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities. Students are prohibited from being observably under the influence of any alcoholic beverage on college premises; with the exception of sanctioned events, approved by the president or designee, and in compliance with state law. Students are prohibited from the use, possession, or the appearance of being demonstrably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined by RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner. These prohibitions apply to every student whenever said student is present upon or in any College facility and whenever said student is present at or engaged in any College-sponsored activity which is held in College facilities or non-College facilities. (WAC 132U-125-020). Violation of these student responsibilities will result in disciplinary action.
- B. **EMPLOYEE USE/ABUSE OF ALCOHOL AND CONTROLLED SUBSTANCES:** Employees are prohibited from being under the influence of or participating in the unlawful manufacture, distribution, possession, or use of a controlled substance in and on College-owned or controlled property; disciplinary action and possible termination will be taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. (WAC 296-024-073 (6) (e) and College Policy 404).
- C. **DRINKING AGE LAWS:** It is unlawful for any person under the age of 21 years to acquire, possess or consume any alcoholic beverage. It is also unlawful for any person, other than a parent or guardian (and then only in specific situations), to provide alcoholic beverages to someone under 21. (RCW 66.44.270 and Local Ordinances 8707 and 8573).
- E. **COLLEGE FUNCTIONS THAT PROVIDE OR ALLOW ALCOHOLIC BEVERAGES WITHOUT COST (BANQUET PERMITS):** No functions that involve the service or consumption of alcoholic beverages may take place on College grounds without a state banquet permit. (RCW 66.20.010). Any person acting without a required permit shall be guilty of a gross misdemeanor. (RCW 66.44.090). It is illegal to serve alcohol to anyone who appears intoxicated. (RCW 66.44.200).
- F. **SALE OF ALCOHOLIC BEVERAGES ON CAMPUS:** Alcoholic beverages may not be sold on College property without obtaining an appropriate state liquor license. (RCW 66.20) Liquor licenses must be displayed in plain sight at the location of the event. (RCW 66.24.010(7)).
- G. **OPENING OR CONSUMING LIQUOR IN PUBLIC PLACES:** Except where permits have been issued by the State Liquor Board and approval granted by the President, it is illegal to have an open container

of alcohol or to consume alcohol in a public place, which includes College hallways and lounges, athletic fields, parks, sidewalks, parking lots, etc. (RCW 66.04.010(23) and 66.44.100 and Local Ordinance 9044.7).

- H. **PROMOTION OF LIQUOR AT WHATCOM COMMUNITY COLLEGE:** No activities by liquor manufacturers or importers or their representatives which promote the sale or consumption of alcoholic beverages, either by brand name or in general, are allowed on College property except in accordance with state regulation and approved by the president. (RCW 66.28.160).

## II. Assistance

The College recognizes its obligation to promote the health, safety, and well-being of its students and employees and to encourage appropriate assistance.

**STUDENT ASSISTANCE:** Students are encouraged to voluntarily seek expert assistance for alcoholism or drug dependency. Students who voluntarily reveal to a College staff member that they have been or are currently involved in the abuse of alcohol or illicit drugs shall have the confidentiality and anonymity of their communication respected, except under subpoena. The staff member should refer students to the Whatcom Community College counseling office. The counseling office shall be capable of making referral to community resources for alcohol or drug abuse diagnosis or treatment. Confidentiality by counselors will be fully maintained according to Federal Law 42 CFR Part 2.

Any student receiving approved professional treatment for an alcohol or drug problem may be considered for Hardship Withdrawal listed on page 18.

Students will use their own resources to cover costs incurred for treatment.

Employees of Whatcom Community College are encouraged to refer students who abuse alcohol or illicit drugs to Whatcom Community College's counseling center for assessment and/or intervention and referral. Student confidentiality and anonymity of their communication shall be respected and limited to referral to the Whatcom Community College counseling office. No official College records shall be kept.

## III. Sanctions

Whatcom Community College will impose sanctions on students and employees consistent with local, state and federal laws. These sanctions include possible

expulsion or termination of students or employees who violate these laws. Faculty members, other College employees and students who breach or aid or abet another in the breach of any of these provisions shall be subject to: a) possible prosecution under the state criminal law, b) any other civil or criminal remedies available to the public, or c) appropriate disciplinary action pursuant to the state of Washington higher education personnel board rules or the College's policies and regulations. (WAC 132U-120-030(2) and College Policy 1140).

Refer to the College's website for the complete version of this policy.

## DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT COMPLAINTS

**WAC 132U-300-030 Statement of Policy.** The College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030, and their implementing regulations. Prohibited gender-based discrimination includes sexual harassment.

(1) Harassment is defined as a form of discrimination consisting of physical or verbal conduct that:

- (a) Denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis; and
- (b) Is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to College programs, activities, and opportunities.

(2) Sexual harassment is defined, for the purposes of this policy as follows: Unwelcome sexual advances, requests, and other unwelcome conduct of a sexual nature where:

- (a) Submission to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment or education; or
- (b) Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting any individual; or
- (c) Such unwelcome conduct is sufficiently severe, persistent or pervasive to have the effect of substantially interfering with any individual's academic or professional performance.

**Complaint Procedure.** The College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination and harassment, including sexual harassment. Employees, students, or visitors who believe they have been the subject of discrimination or sexual harassment should report the incident to either of the following officials:

Vice president for student services, Title IX officer; 360-383-3070; or

Human resources director, affirmative action officer; 360-383-3404

The entire discrimination and harassment procedure is located on the College website.

## STUDENT RIGHTS AND RESPONSIBILITIES POLICY (STUDENT CONDUCT CODE)

**WAC 132U-125-001 AUTHORITY.** The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

**WAC 132U-125-003 – PURPOSE.** Whatcom Community College, as a state supported institution of higher education, has a primary mission to contribute

to the vitality of its communities by providing quality education and preparing students for active citizenship in a global society. Students and College personnel share the responsibility of contributing to a learning environment that promotes academic integrity, social justice, civility, and nonviolence within a safe and supportive College community.

Enrollment in Whatcom Community College carries with it the obligation to be a responsible citizen of the College community and to treat others with respect and dignity. Each student is expected to abide by College policies and regulations along with local, state, and federal laws. The student conduct code and disciplinary procedures are implemented to support the College mission and to assist in the protection of the rights and freedoms of all members of the College community.

## WAC 132U - 125-005 - STATEMENT OF JURISDICTION.

The student conduct code shall apply to student conduct that occurs on College premises, to conduct that occurs at or in connection with College-sponsored activities, or to off-campus conduct that in the judgment of the College adversely affects the College community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official College activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences, study abroad, or any other College-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from College while a disciplinary matter is pending. The College has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

## WAC 132U -125-015 STATEMENT OF STUDENT RIGHTS.

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent

search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the College community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and College policy which are deemed necessary to achieve the educational goals of the College:

(1) Academic freedom.

- (a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within College facilities that are generally open and available to the public.

Students are free to pursue appropriate educational objectives from among the College's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).

Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) Due process.

- (a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- (b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
- (c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

(3) Student participation in College governance.

- (a) Whatcom Community College recognizes the special role that students have in the

development and maintenance of student programs.

- (b) The College provides opportunities for students to participate in College governance, including the formulation of College policies and procedures relevant to students, through representation by the Associated Students of Whatcom Community College (ASWCC).
- (c) Students are also appointed, according to the ASWCC constitution and bylaws, to serve on a variety of College committees.

**WAC 132U-125-020 STUDENT RESPONSIBILITIES AND PROHIBITED CONDUCT.**

As members of the Whatcom Community College community, students have an obligation to demonstrate academic and personal honesty and integrity. Students are expected to respect individual rights, recognize their impact on others, and take responsibility for their actions.

Students may be subject to disciplinary action for any activity that unreasonably disrupts the operations of the college or infringes on the rights of another member of the college community. Students are prohibited from engaging in any unlawful conduct and may be subject to criminal or civil prosecution. The College may apply disciplinary proceedings for student conduct on or off the College premises that, in the judgment of the College, adversely affects the College community or the pursuit of its objectives. The College may carry out these disciplinary proceedings prior to, simultaneous to, or following civil or criminal proceedings in court.

The College may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

- (1) Academic Dishonesty. Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication:
- (a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
- (b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment.

Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

- (c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
- (2) Other Dishonesty. Such acts include, but are not limited to:
- (a) Forgery, alteration, submission of falsified documents or misuse of any College document, record, or instrument of identification;
  - (b) Tampering with an election conducted by or for College students; or
  - (c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a College officer or employee.
- (3) Obstruction or Disruption. Obstruction or disruption of:
- (a) any instruction, services, research, administration, disciplinary proceeding, or other College activity, including the obstruction of the free flow of pedestrian or vehicular movement on College property or at a College activity; or
  - (b) any activity that is authorized to occur on College property or under College jurisdiction, whether or not actually conducted or sponsored by the College.
- (4) Assault or Intimidation. Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:
- a) Bullying is physical or verbal abuse, repeated over time, and involves a power imbalance between the aggressor and victim.
  - b) Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that the person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the stalker lacks such an intent.
- (5) Cyber-Misconduct. Cyber-stalking, cyber-bullying or on-line harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.
- (6) Property Violation. Attempted or actual damage to, or theft or misuse of, real or personal property or money of (a) the College or state, (b) any student or College officer, employee, or organization, or (c) any other person or organization, or possession of such property or money after it has been stolen.
- (7) Failure to Comply with Directive. Failure to comply with the direction of a College officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.
- (8) Weapons: Carrying, exhibiting, displaying or drawing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons. No person or group may use or enter onto Whatcom Community College grounds or facilities, owned or leased, while having in their possession firearms or other dangerous weapons, even if licensed to do so. An exception shall be made for commissioned police officers and other law enforcement officers as permitted by law.



- (9) Hazing. Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.
- (10) Alcohol, Drug, and Tobacco Violations.
- (a) Alcohol. The appearance of being observably under the influence of any alcoholic beverage, or otherwise using, possessing, selling or delivering any alcoholic beverage on college premises; with the exception of sanctioned events, approved by the president or designee, and in compliance with state law.
  - (b) Marijuana: The appearance of being observably under the influence of marijuana or the psychoactive compounds found in marijuana, or otherwise using, possessing, selling or delivering any product containing marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, on college premises. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
  - (c) Drugs. The use, possession, delivery, sale, or the appearance of being under the influence of any legend drug, including anabolic steroids, androgens, or human grown hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.
  - (d) Tobacco, electronic cigarettes, and related products. The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.
- (11) Lewd Conduct. Conduct which is disorderly, lewd, or obscene.
- (12) Discriminatory Conduct. Discriminatory conduct which harms or adversely affects any member of the college community because of race; color; national origin sensory, mental, or physical disability; use of a service animal; age (40+); religion; gender, including pregnancy; marital status; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.
- (13) Sexual Misconduct. The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.
- (a) Sexual Harassment. The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, electronic communication, social media, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
  - (b) Sexual Intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
  - (c) Sexual Violence. The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender- or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.
- (14) Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct,

that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the College's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental, or physical disability; use of a service animal; age (40+); religion; genetic information; gender, including pregnancy, marital status; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual Misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

- (15) Retaliation. Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or College policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.
- (16) Misuse of Electronic Resources. Theft or other misuse of computer time or other electronic information resources of the College. Such misuse includes but is not limited to:
- (a) Unauthorized use of such resources or opening of a file, message, or other item;
  - (b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
  - (c) Unauthorized use, collection or distribution of someone else's password or other identification;
  - (d) Use of such time or resources to interfere with someone else's work;
  - (e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
  - (f) Use of such time or resources to interfere with normal operation of the College's computing system or other electronic information resources;
  - (g) Use of such time or resources in violation of applicable copyright or other law;
  - (h) Adding to or otherwise altering the infrastructure of the College's electronic information resources without authorization;
- (i) Failure to comply with the college's electronic use policy.
- (17) Unauthorized Access. Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to College property, or unauthorized entry onto or into College property.
- (18) Abuse or Misuse of College Policies or Procedures. Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:
- (a) Failure to obey a verbal or written directive from a College official;
  - (b) Falsification or misrepresentation of information;
  - (c) Disruption, or interference with the orderly conduct, of a proceeding;
  - (d) Interfering with someone else's proper participation in a proceeding;
  - (e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
  - (f) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member; or
  - (g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.
- (19) Safety Violation. Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems. A safety violation may include the operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.
- (20) Violation Other Laws and Policies. Violation of any federal, state, or local law, rule, or regulation or other College rules or policies, including College traffic and parking rules.
- (21) Ethical Violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which

the student is taking a course or is pursuing an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the College may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The College shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

### **WAC 132U- 125-025 CLASSROOM CONDUCT.**

Faculty have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

An instructor has the authority to exclude a student from any single class session during which the student is disruptive to the learning environment. The instructor shall report any such exclusion from the class to the vice president of student services, or designee, who may summarily suspend the student or initiate conduct proceedings as provided in this procedure. The vice president of student services, or designee, may impose a disciplinary probation that restricts the student from the classroom until the student has met with the student conduct officer and the student agrees to comply with the specific conditions outlined by the student conduct officer for behavior in the classroom. The student may appeal the disciplinary sanction according to the disciplinary appeal procedures.

**WAC 132U-125-030 TRESPASS.** The vice president or designee(s) shall have the authority and power to prohibit the entry or withdraw the license or privilege of any person or group of persons to enter into or remain in any College property or facility. Such power and authority may be exercised to halt any event which is deemed to be unreasonably disruptive of order or impedes the movement of persons or vehicles or which disrupts or threatens to disrupt the movement of persons from facilities owned and/or operated by the college. Any person who disobeys a lawful order given by the vice president, or designee(s), shall be subject to disciplinary action and/or charges of criminal trespass.

A complete version of the student rights and responsibilities policy is available on the College website.

## STUDENT COMPLAINTS

**WAC 132U-125-130 PURPOSE.** Whatcom Community College is committed to providing quality service to students, including providing accessible services, accurate information, and equitable and fair application of policies and procedures, including evaluation of class performance, grading, and rules and regulations for student participation in College activities and student conduct. The College procedures pertaining to student complaints are delineated in the Whatcom Community College policy and procedure manual and published on the College website.

## STUDENT COMPUTER USE RULES

Students are guests of Whatcom Community College's managed technology environment. Campus computers are intended to support educational goals and may not be used for personal gain or illegal activities. Please refer to Whatcom Community College Procedure 1189, **Use Of College Computing Resources**.

- Students may not use staff computers.
- Do not mistreat or damage the computer equipment.
- Hardware or software configurations may not be altered.
  - Do not download or install any software or applications. This includes games, e-mail software, and unauthorized tutorial CDs that may be included with your textbooks.
  - Do not install any peripheral devices.
  - No personal computers or other devices may be connected to the College network or telephone system.
  - Campus technology resources will be provided off-campus with VMware View, available at MyWCC on the College website.
    - Attempts to remotely access, hack, bypass, alter, or circumvent any network or computer security on any system is illegal.
    - Individuals must not interfere with the personal rights of others or the educational process of the College as defined by the WCC Student Rights and Responsibilities outlined in the WCC catalog.

*In addition,* individual labs and departments may have procedures or guidelines beyond the rules listed here.

Unauthorized use of WCC's technology resources is a serious offense and may result in disciplinary or legal action that could include expulsion from school, civil prosecution by the College or criminal prosecution.



Faculty  
Administration



# Faculty & Administration

## BOARD OF TRUSTEES

### ADELSTEIN, STEVE

*Trustee*

JD, Gonzaga University  
BA, Western Washington University

### COLE, SUSAN

*Trustee*

BA, Western Washington University

### DOUGLAS, TIM

*Trustee*

MS, Indiana University  
BA, Washington State University

### ROBINSON, CHARLES (CHUCK)

*Trustee*

MEd, University of Missouri  
BA, Sioux Falls College

### ROFKAR, BARBARA

*Trustee*

MA, Western Washington University  
BA, Western Washington University  
Registered Nursing Program, Toledo, Ohio

## PRESIDENT AND CABINET

### HIYANE-BROWN, KATHI

*President*

Ed.D, Oregon State University  
MA, University of Iowa  
AB, Grinnell College

### BOWEN, ANNE

*Executive Director for the WCC Foundation and for  
Advancement*

BA, Western Washington University

### HARRI, EDWARD

*Dean for Instruction*

MS, Western Washington University  
BA, Whitman College  
Washington Executive Leadership Academy (WELA) 2013

### LANGSTRAAT, NATHAN

*Vice President for Administrative Services*

MBA, Western Washington University  
BA, Western Washington University

### LEATHERBARROW, RONALD

*Vice President for Instruction*

PhD, University of Maryland  
MA, University of Buffalo  
BA, University of Buffalo

## FULL-TIME FACULTY & ADMINISTRATION

*Whatcom Community College serves the educational needs  
of the community with both full-time and adjunct (part-time)  
faculty.*

### ANDERSON, MARGARET

*Physical Therapist Assistant*

MEd, Western Washington University  
BS, California State University, Fresno

### BAIER, KRISTOPHER

*Director for Student Life*

MEd, Western Washington University  
BM, Washington State University

### BAKER, NICOLE

*Associate Director of Residence Life*

BA, Western Washington University

### BARNES, KATHY

*Director of Advising*

BA, University of Washington  
AA, Bellevue Community College

### BEISHLINE, ROBERT

*Art*

MFA, University of Minnesota  
BA, University of Puget Sound

### BLAKLEY, KAREN

*Graphic Design/Visual Communication*

BA, University of California, Santa Barbara

### BOWER, EARL

*History, Political Science*

MA, Washington State University  
BA, Washington State University

### BRAIMES, PATTI

*English as a Second Language*

MEd, Western Washington University  
BA, Western Washington University



**BRONSTEIN, KENNETH***Director of Finance*

MBA, Saint Mary's College of California  
 MMus, University of Washington  
 BA, University of California, Santa Barbara

**BURKE, TOM***Business*

JD, Thomas Jefferson University  
 MBA, University of Phoenix  
 BSL, Western State University

**CORBITT, JARID***Assistant Director for Veteran Services*

MEd, Western Washington University  
 BA, Western Washington University

**CORRELL, RONALD***Economics*

JD, University of Saskatchewan  
 MEc, University of Calgary  
 BComm, University of Saskatchewan

**COULTER, GRETCHEN***English*

MA, Western Washington University  
 BA, Western Washington University  
 AAS, Whatcom Community College

**DANIELS, RHONDA***English*

MA, Western Washington University  
 BA, Western Washington University

**DELZELL, MEG***Associate Director for Technical Professional Advising and Division Chair for Academic Resources and Health Professions*

MEd, Western Washington University  
 BA, Evergreen State College

**DE ROY, STEVEN***Chemistry*

MS, University of Washington  
 BS, University of Puget Sound

**DEWILDE, JODY***Developmental Education Math*

MEd, Western Washington University  
 BS, Western Washington University

**DUTTON, TRESHA***Communication Studies*

PhD, University of Washington  
 MA, University of Washington  
 BA, University of Washington

**ENDERBERG, ANGELA***Spanish*

PhD, University of Arizona  
 MA, University of Arizona  
 BA, Western Washington University

**ENGBRETSON, HILARY***Biology*

MS, Western Washington University  
 BS, Oral Roberts University

**FARMER, JANIS VELASQUEZ***Associate Registrar*

MEd, Western Washington University  
 BA, Western Washington University

**FASLER, JOHN***Accounting*

JD, Thomas Jefferson University College of Law  
 MAc, University of Arizona  
 MAdmin, University of California, Riverside  
 BS, University of Arizona  
 BS, University of California, Riverside  
 BA, University of California, Riverside

**FRANKLIN, NATHAN***English*

MA, California State University, Fresno  
 BA, California State University, Fresno

**FRAZEY, PAUL***Chemistry*

PhD, University of Colorado – Boulder  
 BS, Pennsylvania State University

**FRIEDLANDER, CARYN***Art*

MFA, University of Washington  
 MA, University of Washington  
 BA, Antioch University

**GELWICKS, CARLA***Director for Transitional Learning*

M.Ed, Western Washington University  
 BAE, Western Washington University

**GEORGE, ANNE***French/IDS*

PhD, University of Washington  
 MA, Central Washington University  
 BAE, Central Washington University  
 BA, Central Washington University

**GINNETT, JADA***Nursing*

MSN/Ed, University of California, San Francisco

BA, University of Southern Maine

ASN, DeAnza College, Cupertino, CA

**GRAY, DANIELLE***English*

MA, Miami University

BA, Western Washington University

AAS, Whatcom Community College

**HAGAN, MARTHA***Communication Studies*

PhD, Washington State University

MA, Washington State University

AB, Brown University

**HALL, NATHAN***Mathematics*

MS, Western Washington University

BS, Western Washington University

**HAMMERBECK, MARY***English*

MA, Western Washington University

BA, Northland College, WI

**HARKER-ARMSTRONG, ANITA***Sociology*

PhD, Utah State University

MS, Brigham Young University

**HAYES, ARIANNE***Medical Assisting*

AS, Whatcom Community College

**HOLFERTY, KERRI***Associate Director of Student Access*

MEd, Western Washington University

BA, Western Washington University

**HOLTZHEIMER, CRYSTAL***Mathematics*

MEd, Western Washington University

BS, Western Washington University

AAS, Whatcom Community College

**HOPCROFT, LEO***Developmental Education*

MEd, Western Washington University

BA, Western Washington University

AA, Whatcom Community College

**HOSKINS, CYNTHIA***Administrative Assistant to the VP for Admin. Services*

AS, Whatcom Community College (3)

**HU, JOHNNY***Mathematics*

MS, Western Washington University

BA, Whitman College

**HUGHES, TARA***English*

PhD, University of Rochester

MA, University of Rochester

BA, Boise State University

**JOHNSTON, LAINE***Director for Running Start*

BAEd, Western Washington University

**JORDAN, GUAVA***Adult Basic Education*

MEd, Western Washington University

BA, University of New Hampshire

**JULIN, SARA***Physics, Physical Science*

MAT, Lewis &amp; Clark College

BS, Lewis &amp; Clark College

**KARLBERG, ANNE MARIE***Director for Assessment & Institutional Research*

PhD, University of British Columbia

MPH, Tulane University

BEd, University of Toronto

BS, University of Toronto

**KEELEY, BRIAN***Senior Director of Facilities and Operations*

BS, Grand Valley State University

**KESTER, KELLY***Director for International Education Program*

MA, University of Montana

BA, University of North Dakota

**KLAFFKE, DAVID***Director for Financial Aid*

MA, Azusa Pacific University

BA, Point Loma Nazarene University

**KLAUSMAN, JEFFREY***English*

DA, Idaho State University

MFA, University of Oregon

BS, Portland State University

**KLOKE, RAFEEKA**

*Executive Assistant to the President*  
 BA, Western Washington University  
 AAS, Everett Community College

**KNAPP, DAVID R, JR**

*Associate Director of Advising and Career Services*  
 MA, University of Phoenix  
 BA, Western Washington University

**KOHN, BEN**

*World Languages, Humanities*  
 MA, University of Washington  
 BA, University of Washington  
 Certification, Det Fynske Musikonservatorium, Odense,  
 Denmark

**KOLOUDYCHUK, GRACE**

*Nursing*  
 MSN, Kent State University  
 BSN, University of Alberta

**KRAFT, (KAATJE) KATRIEN**

*Geology*  
 PhD, Arizona State University  
 MS, Arizona State University  
 BA, Colby College

**LAMBERT, LINDA**

*Library Director*  
 MA, University of Southern California  
 MLS, Emporia State University  
 BA, San Francisco State University

**LANCASTER, DEBRA**

*Biology*  
 PhD, University of Southwestern Louisiana  
 MS, Miami University  
 BS, University of Texas, Tyler  
 AAS, Tyler Junior College

**LARGE, GERALD**

*Drama*  
 PhD, University of Wisconsin, Madison  
 MFA, Ohio University  
 BA, University of North Texas

**LEVEQUE, BARBARA**

*Director for WorkFirst*  
 MS, Eastern Washington University  
 BS, Lewis Clark State College

**LONAC, SUSAN**

*English*  
 PhD, University of California, Davis  
 MA, University of California, Davis  
 BA, University of California, Santa Barbara

**LUDLOW, JILL**

*Physical Therapist Assistant*  
 AAS, Suny Orange County Community College

**LYNCH, SIGNEE**

*English*  
 MA, University of Washington  
 BA, University of Washington  
 BS, University of Utah (2)

**MAXWELL, BARRY**

*Political Science*  
 MMAS, Army Command and General Staff College  
 MA, University of Southern California  
 BA, University of California, Los Angeles

**MCEWEN, TRAVIS**

*Computer Information Systems*  
 AAS, Whatcom Community College

**MOOERS, DOUG**

*Mathematics*  
 MA, University of California, Davis  
 BA, University of California, Los Angeles  
 BA, San Diego State University  
 AA, Santa Monica College  
 Life Teaching Credential, State of California

**NAF, WARD**

*Director for Information Technology*  
 AAS, Whatcom Community College

**OVERSTREET, LAURA**

*Psychology*  
 PhD, Texas Woman's University  
 MA, Texas Woman's University  
 BA, University of North Texas

**PAPICH, MARY LOU**

*Nursing*  
 MSN, Gonzaga University  
 BSN, Montana State University

**PENNELL, SHEILA**

*Administrative Assistant to the VP for Student Services*  
 BA, Western Washington University  
 AA, Whatcom Community College

**PHUNG, TRAN**

*Physics, Physical Science*  
 PhD, University of Oregon  
 MS, University of Oregon  
 BA, Whittier College

**POBLET, INES**

*English as a Second Language – Academic*  
 MA, Hawaii Pacific University  
 BA, Loyola Marymount University

**PREISINGER, ROBIN**

*Director for English as a Second Language – Academic*  
 MA, University of Washington  
 BA, Gonzaga University

**RAWLINGS, BECKY**

*Director for Human Resources*  
 MA, City University  
 BA, Western Washington University  
 Washington Executive Leadership Academy (WELA) 2011

**REEVES, KIMBERLY**

*Biology*  
 MEd, University of Georgia  
 BS, University of Georgia

**RIESENBERG, ROBERT**

*Psychology*  
 PhD, University of Vermont  
 MS, University of Vermont  
 MSW, Ohio State University  
 BA, University of Cincinnati

**ROUSSEAU, JOHN**

*Biology*  
 PhD, Colorado State University  
 MS, Northern Arizona University  
 BA, University of California at Santa Barbara

**SANDE, CORRINNE**

*Computer Information Systems*  
 MLS, Fort Hays University  
 BA, Washington State University  
 CCNP, Cisco Certified Network Professional  
 ATA, Skagit Valley College

**SEHMAN, MELANIE**

*Music*  
 DMA, Eastman School of Music  
 MM, Arizona State University  
 BM, Central Washington University

**SHANG, SOPHIA**

*English as a Second Language*  
 MA, University of Illinois at Urbana-Champaign  
 BS, University of Illinois at Urbana-Champaign

**SHEEDY, SALLY**

*Library*  
 MLIS, University of Rhode Island  
 BA, Hofstra University

**SHERIF, RUSSELL**

*Mathematics*  
 PhD, University of Southern California  
 MSE, Princeton University  
 BS, University of Washington

**SINGLETARY, MICHAEL**

*Registrar*  
 MPA, University of Washington  
 BA, University of Washington-Tacoma  
 AA, Brevard Community College  
 Washington Executive Leadership Academy (WELA) 2010

**SINGLETON, LEE**

*Mathematics*  
 PhD, Florida State University  
 MS, Florida State University  
 BS, Harding University

**SLAGLE, TEALIA**

*Biology*  
 M.SC, Universities of Manchester, Salford and Keele,  
 England  
 MPH, University of California, Los Angeles

**SMITH, GUY**

*Communication Studies and Division Chair for  
 Social Sciences and Business*  
 MA, Washington State University  
 BA, Washington State University (2)  
 Secondary Education Teaching Certificate

**SPORES, JON**

*Bookstore Supervisor*  
 MA, University of Texas  
 BA, University of Alabama

**STACY, IAN**

*History*  
 PhD, University of Montana  
 MA, Central Washington University  
 BS, The New School

**STEPHENS, H. JEANNETTE***Mathematics*

PhD, University of Iowa

MS, State University of New York, Geneseo

BS, State University of New York, Geneseo

**TABOR, FRED***English, Philosophy*

MS, University of Utah

MA, University of Utah

BA, State University of New York

**THOMPSON, LEAH***Academic Skills and Resources*

MA, Central Washington University

Certification, Developmental Education Specialist,

Appalachian State University

BA, Central Washington University

**THOMPSON, MARIA***Spanish*

MA, University of Washington

Licenciatura, Escuela Normal Superior "Jose Maria Morelos"

Licenciatura, Escuela Normal de Especializacion

**TOMMILA, KIKI***Library*

MLIS, University of Washington

BA, Western Washington University

AA, Whatcom Community College

**TOWNSEND, TAWNY***Associate Director for Student Access and**First Year Experience*

MEd, Western Washington University

MA, Western Washington University

BA, Western Washington University

**VAN BEEK, JAMIE***Physical Therapist Assistant/Medical Assistant*

AS, Whatcom Community College

**VERMILLION, MARY***Director for Communication and Marketing*

BJ, University of Missouri - Columbia

**VLAHOS, MARGARET***Counselor*

MS, University of Southern Mississippi

BS, University of Southern Mississippi

**WALKER, JANICE***Director for Workforce Education*

M.Ed, Western Washington University

BA, Western Washington University

**WATANABE, YUMI***Mathematics*

MS, University of Notre Dame

BS, Aquinas College

AA, Grand Rapids Community College

**WEBBER, WILLIAM***Mathematics*

PhD, University of Washington

MS, University of Alaska-Fairbanks

BS, University of Massachusetts-Amherst

**WILL, ANTHONY***Communication Studies*

PhD, Washington State University

MA, Washington State University

BA, Washington State University (2)

**WINANS, SHERRI***English*

MA, Washington State University

BA, Point Loma College

**WINTERS, ROBERT***English, Film and Division Chair for Arts and Humanities*

MFA, University of California, Irvine

BA, University of California, Berkeley

**WOLFF, ANNA***English*

MA, Western Washington University

BA, Western Washington University

**YPMA, HEIDEMARIE***Mathematics and Division Chair for Sciences, Technology,**Engineering and Mathematics*

MEd, Western Washington University

BA, Western Washington University

**ZOVAR, JENNIFER***Anthropology*

PhD, Vanderbilt University

MA, Vanderbilt University

BA, Pacific Lutheran University

**ZUCK, SUE***Administrative Assistant to the VP for Instruction*

AAS, Whatcom Community College



**ADJUNCT/PRO-RATA FACULTY**

The College employs a significant number of adjunct (part-time) faculty in a wide range of disciplines. Below is a list of adjunct faculty who have been employed a minimum of three years. A complete list of names, credentials and other information regarding all adjunct faculty can be found on [www.whatcom.ctc.edu/AboutUs/Directory/Faculty-Staff Directory](http://www.whatcom.ctc.edu/AboutUs/Directory/Faculty-StaffDirectory).

**ADAMS, JAN**

*Experiential Learning/ Education*  
MEd, Western Washington University  
BA, University of Washington  
BEd, Western Washington University

**ALMY-HAMILTON, LUCINDA**

*Anthropology*  
MA, Western Washington University  
BA, Western Washington University  
BA, Hollins College, Roanoke, VA

**ANDERSEN, HANNAH**

*Dance*  
BFA, Western Washington University

**ARTEAGA, MIGUEL A.**

*Nursing*  
MN, University of Washington  
BSN, University of Washington

**ARTEAGA, PATRICIA T.**

*Nursing*  
MN, University of Washington  
BSN, University of Washington

**BAILEY, ROBIN**

*Turning Point*  
MEd, Western Washington University  
BA, Central Washington University

**BAKER, JEAN**

*Humanities*  
PhD, University of Washington  
MA, University of Washington  
BA, Central Washington University

**BEVEN, LAUREN**

*English as a Second Language - Academic*  
MA, Victoria University of Wellington  
BA, Western Washington University  
TESOL Certificate, Western Washington University

**BIANCHI, STAN**

*Mathematics*  
MEd, Western Washington University  
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**BIKMAN, MARGARET**

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MA, Portland State University  
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*Library & English as a Second Language*  
M.Lib, University of Washington  
BA, University of California, Riverside  
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Teaching Certificate Secondary Education, English and Social Studies

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EdD, University of Washington  
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*English*  
MA, Western Washington University  
MA, University of London, Royal Holloway  
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*Massage Therapy*  
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MA, University of Washington  
BBA, Baruch College, City University of New York

**CHATTERTON, EDWARD**

*Geography/History*  
MA, Western Washington University  
BA, Western Washington University  
AA, Whatcom Community College

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MEd, Western Washington University  
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BA, University of California, Santa Barbara

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 BS, Western Washington University  
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PhD, Boston University  
 MA, Boston University  
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**CRAWFORD, KEN***Education, History*

MEd, Western Washington University  
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**CROCKER, MOLLY***Mathematics*

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 BA, Western Washington University

**DALLAS, BRAD***Mathematics*

MS, MEd, Western Washington University  
 BS, University of Georgia

**DAUGHERTY, CONNIE***Art*

MA, San Diego State University  
 BA, Pacific Lutheran University

**DAVIS, WENDI***Mathematics*

MA, Western Washington University  
 BA, Central Washington University  
 Secondary Education Teaching Certificate  
 AA, Pierce College

**DONEGAN, DARCIÉ***Early Childhood Education, Education, Parent Education*

MA, Pacific Oaks College  
 BA, University of Washington

**DOUGAN, BERNARD***Geology*

MS, Western Washington University  
 BS, Western Washington University  
 AA, El Camino College, Torrance, California

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MEd, Western Washington University  
 MM, State University of New York at Stony Brook  
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**DZWOWA, PHILLIP***Accounting*

MS, Security Analysis & Portfolio Management, Creighton University  
 BA, Management Information Systems, Luther College

**ELLIOTT, SCOTT***Biology*

DC, Palmer College of Chiropractic-West  
 AAS, Whatcom Community College

**EPP, AL***Business*

MA, National University  
 BS, California State College – Bakersfield  
 AS, Community College of the Air Force  
 AA, Bakersfield College

**GRANDQUIS, DOUGLAS***Political Science*

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 MA, University of Washington  
 BA, Western Washington University

**GROCHOWSKI, EUGENIA***Art*

MFA, University of Washington  
 BFA, University of the Arts

**HABERMAN, MARY***History and Political Science*

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 BA, Creighton University

**HENDERSON, JENNIFER***Chemistry*

PhD, Johns Hopkins University, School of Medicine  
 BA, Whitman College

**HENKEL, AMANDA***English*

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**HOPE, CATALINA***ABE/ESL/IBEST/World Languages*

MBA, California State University San Marcos  
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**HOPKINS, BILL***Biology*

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MBA, University of Chicago  
 M.S. Chemical Engineering, Texas A&M University

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 MBA, Indian Institute of Management  
 BTech, Indian Institute of Technology

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**LEVEQUE, BARBARA***Communication*

MS, Eastern Washington University  
 BS, Lewis-Clark State College

**LEWIS, STACY***American Sign Language*

MA, Regent University  
 BA, Gallaudet University

**MARSHALL, KAYE***Education and Early Childhood Education*

MEd, Western Washington University  
 BA, Washington State University

**MARTIN, AMANDA***English*

MA, Western Washington University  
 BA, Western Washington University

**MARTINDALE, LORI***English*

PhD, European Graduate School  
 MA, Western Washington University  
 BA, Western Washington University

**MCDADE, KIRSTEN***Biology*

MS, Oregon State University  
 Teaching credential, Western Washington University  
 BA, The Colorado College

**MILLER, KATE***English*

MA, Western Washington University  
 BA, Western Washington University/ Fairhaven College

**MORRIS, DONNA J.***Mathematics*

MA, Fresno Pacific University  
 BA, Vanguard University

**NAVARRE, PATRICIA***English as a Second Language*

MEd, Western Washington University  
 BA, Oakland University  
 TESOL Certificate, Western Washington University

**OGG, DOUGLAS***Art / Art-Graphics*

MFA, University of California, Davis  
 BA, University of California, Berkeley  
 AA, Diablo Valley College

**OLIVER, MALCOM***Counselor*

MA, Antioch University  
 BA, Western Washington University  
 AA, Walla Walla Community College

**PAVIA, CURT***Visual Communications*

B.A.E., Western Washington University  
 A.A., Edmonds Community College

**PINNEY, TERESA***English*

Special Education Certification, Western Washington University  
 MA California State University, Fresno  
 BS Northern Illinois University  
 AA Kishwaukee Community College

**QUINLAN, DOUG***Mathematics*

MA, Math Education, University of Northern Colorado  
 BS, Mathematics, University of Northern Colorado

**QUINN, BRIGETTE***Nursing*

MS, University of Washington  
 BHSc, Thompson Rivers University

**RANNEY, DENISE***Adult Basic Education*

MEd, University of Washington  
 BA, San Jose State College

**REED-JONES, CAROL***Music*

EdD, Graduate Theological Foundation  
 M Mus Western Washington University  
 B Mus University of British Columbia

**REID, ALFRED***Anthropology and Geography*

MA, Western Washington University  
 BA, Western Washington University  
 AAS, Tacoma Community College

**RICHMOND, DOREEN***Adult Basic Education*

MEd, Western Washington University  
 BA, Western Washington University  
 BS, Huxley College of Environmental Studies  
 TESOL Certificate, Western Washington University

**RIEDEL, AMY***Medical Assisting*

MEd, Western Washington University  
 BA, Western Washington University  
 Licensed Practical Nurse

**ROLLINS, ALYSON***Anthropology*

MA, Western Washington University  
 BS, Lewis-Clark State College  
 AA, Yakima Valley Community College

**ROMANYSHYN, ANDREW***Computer Information Systems/Business Computers*

MEd, Western Washington University  
 BS, Colorado State University

**ROPER, SAM***English*

MA, University of Utah  
 BA, University of Puget Sound  
 Secondary Teaching Certificate

**ROSE-DUCKWORTH, ROXANN***Education, Early Childhood Education*

MA, City University  
 BA, Washington State University

**RUSSELL, KEN***Education*

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 BA, University of California, Berkeley  
 Washington State Education Certificate

**SALMON, DOUG***Physical Education*

MS, University of Tennessee  
 BA, California State University at Northridge  
 Certified Strength and Conditioning Specialist from the  
 National Strength and Conditioning Association

**SCHRAML, ULRICH***History*

MA, Western Washington University  
 BA, Western Washington University  
 AA, Whatcom Community College

**SCHRENGOYST, WALT***Mathematics*

MS, Western Washington University  
 BS, The Evergreen State College  
 AA, Green River Community College

**SEABURY, DEBRA***Education*

MEd, Western Washington University  
 BA, Western Washington University

**SMARTT, SCOTT***Mathematics*

MEd, City University

BS, Math, Willamette University

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MEd, Western Washington University

BS, Western Washington University

**SONNEMAN, TOBY***English*

MA, Western Washington University

BA, University of Illinois

Teacher's Certificate, University of Washington

**STEWART, MAUREEN***English as a Second Language*

MEd, Continuing and College Education, Western Washington University

BA, Western Washington University

TESOL Certificate Western Washington University

**STRIBLING, LORETTA***Developmental Education*

MA, Western Washington University

BA, California State University, Sacramento

**TAMMINGA, MELISSA***English*

MA, University of British Columbia

BA, Northwestern College (IA)

**TAYLOR, JT***Administration of Justice*

MA, Political Science, Sonoma State University

BA, Criminal Justice Administration, Sonoma State University

**TAYLOR, KATHERINE***Art*

MFA, University of Washington

BFA, University of Washington

BA, Western Washington University

**THOMPSON, SHERRY***English as a Second Language*

MSW, University of Utah

BA, Washington State University

TESOL certificate, Western Washington University

**TOMPKINS, CHARLES***Sociology*

MA, Western Washington University

BA, Western Washington University

**TYNE, BETH***Learning Contract and Prior Learning*

MEd, Western Washington University

BA, Miami University

**VANDYKE, MARK***Biology*

MEd, Arizona State University

BS, Northern Arizona University

**VOIGT, JEREMY***English*

MFA, Bennington College

BA, Western Washington University

Secondary Education Teaching Certificate

**WALLACE, CATHERINE O'MARA***Journalism*

MA, Syracuse University

BA, University of California, Santa Barbara

**WATTERS, TIMOTHY***Philosophy, Interdisciplinary Studies, Social Sciences, Communication Studies*

JCL, St. Paul University, Ottawa

MCL, University of Ottawa

MChA, Catholic University of America

MA, Catholic University of America

STB, Catholic University of America

BA, St. Mary's College, Kentucky

**WEPPRECHT, PEGGY***Parent Education*

BS University of Wisconsin, Lacrosse

**WIEGERT, MARY JEAN***Adult Basic Education*

MEd, Western Washington University

BA, University of Nebraska, Lincoln

**WILKINSON, CAROL***Psychology*

MS, Western Washington University

BA, University of Washington

AA, Highline Community College

**ZAMORA, ANDI***Communication Studies*

MA, University of Washington

BA, University of Evansville, Indiana



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# Campus Map

## Driving Directions

### I-5 Southbound:

- Take the Bakerview Rd. Exit (#258)
- Turn left onto Bakerview Rd.
- Turn left onto Cordata Parkway
- Turn left onto W. Kellogg Rd.

### I-5 Northbound:

- Take the Meridan St. Exit (#256A)
- Turn right onto Meridian St.
- Turn left onto W. Kellogg Rd.



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