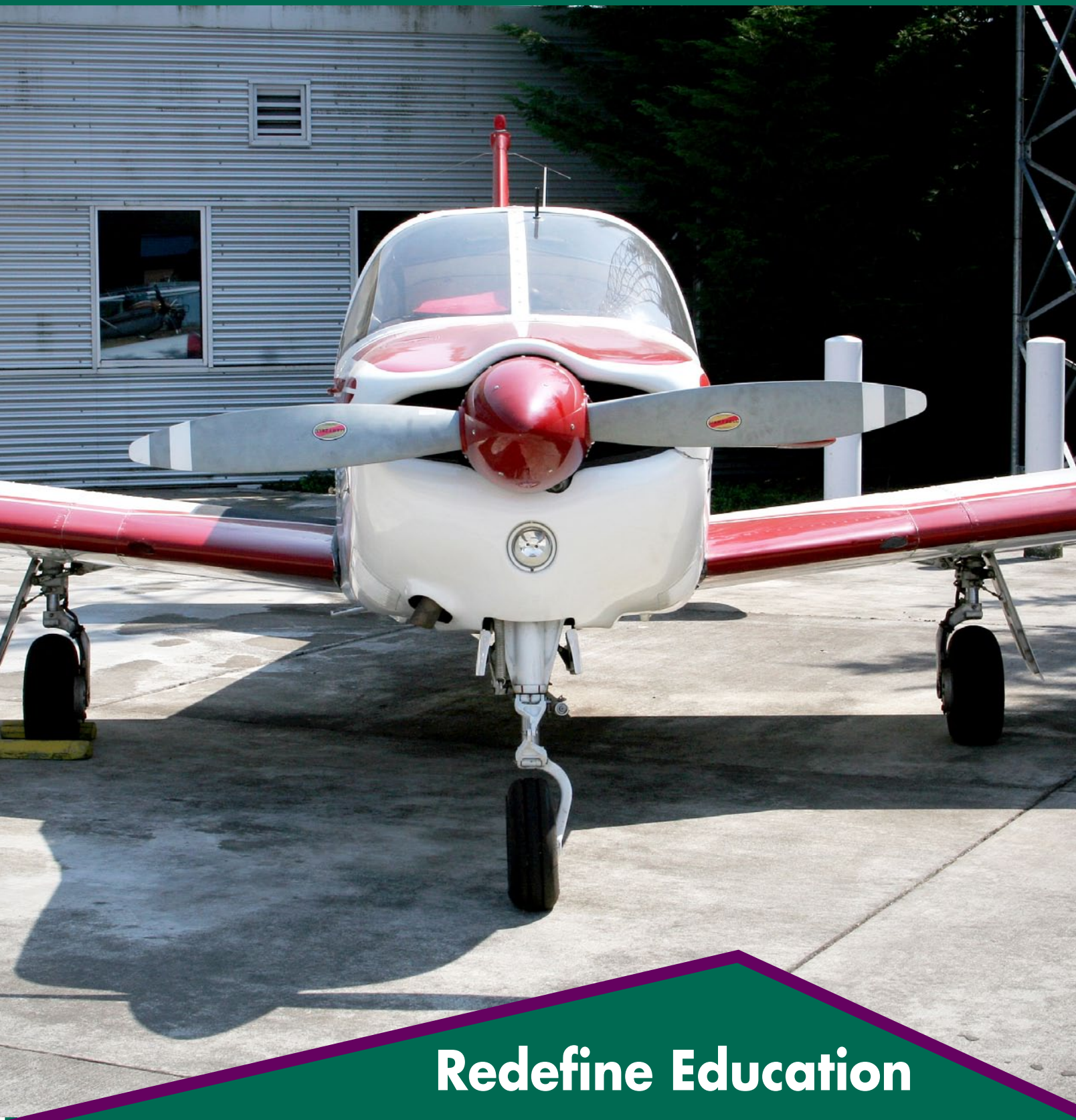
2012-2013 Catalog

CLOVER PARK
TECHNICAL COLLEGE

For more info **cptc.edu/catalog**

253-589-5800, www.cptc.edu



Redefine Education

CLOVER PARK
TECHNICAL COLLEGE
Excellence. Experience. Employment.

2012-2013 Catalog

Redefine Education at Clover Park

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

INSIDE THIS CATALOG

Welcome to Clover Park Technical College page 2
Becoming a Student page 7
Programs and Courses page 25
Policies and Procedures page 135
Clover Park Technical College People page 153

Welcome to Clover Park Technical College

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

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

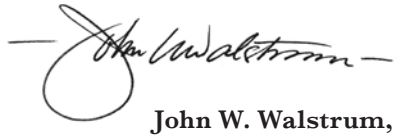
Creating nationally-recognized programs, building strong partnerships with local businesses and industry, and taking aggressive steps to ensure all students receive expert quality training demanded by employers are important components of our mission and are what you can expect when you walk through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

President John Walstrum

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

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

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



John W. Walstrum, Ph.D.
President

Table of Contents

OUR VISION, MISSION AND GOALS 4
BOARD OF TRUSTEES 6
CLOVER GETTING STARTED 8
PROGRAM ADMISSION 9
WHEN TO REGISTER 10
2012-2013 FINANCIAL AID DUE DATES 10
CONTINUING EDUCATION 11
DUAL CREDIT FOR HIGH SCHOOL STUDENTS 11
ADULT HIGH SCHOOL COMPLETION 12
RUNNING START 12
VETERANS 12
WORKFIRST 12
GETTING SUPPORT 14
CAREER CENTER 14
COUNSELING/ADVISING CENTER 14
DISABILITIES ACCOMMODATIONS 14
TUITION AND FEES 16
REFUND POLICY 16
FINANCIAL AID 17
ELIGIBILITY 17
HOW TO APPLY/APPLICATION DEADLINES 18
RIGHTS & RESPONSIBILITIES 20
INTERNATIONAL STUDENTS 21
CAMPUS LIFE & SERVICES 22
STUDENT CENTER 23
BOOKSTORE 23
PARKING & TRANSPORTATION 23
LIBRARY & COMPUTER LABS 24
SECURITY 24
ON-CAMPUS CHILD CARE 24

PROGRAM DESCRIPTIONS 26
Accounting 27
Bookkeeping Clerk 27
Architectural Engineering Design 27
Architectural: CAD Drafting 28
Automotive Collision Technician 28
Refinishing Technician 28
Structure Repair Technician 28
Automotive Restoration & Customization - Finishing 29
Assessment & Research 29
Automotive Technician 30
Ford Maintenance & Light Repair Technician 30
Hybrid & Alternative Fuel Vehicle Technician 30
Drive Train Technician 31
Electrical, Electronics & AC/Heating Technician 31
Engine Repair & Engine Performance Technician 32
Front End & Brakes 32
Aerospace Composite Technician 32
Aviation Maintenance Technician 32
Airframe Maintenance Technician 33
Powerplant Technician 34
Central Service/Sterile Processing 34
Computer Information Technology 34
Computer Programmer 36
.Net Developer 36
Web Developer 37
Computer Networking & Information Systems Security 37
CISCO Network Design & Security 38
Computer & Communications Security 38
Computer Networking & Information System Security Professional 39
Microsoft Network Admin & Security 39
Cosmetology 39
Culinary Arts 40
Basic Cooking Skills 41
Restaurant Management 41
Pastry Arts 41
Dental Assistant 42
Dental Administrative Specialist 44
Early Care & Education 44
Childhood Foundation 45
Childhood Leadership 46
Childhood Specialist 46
Creating a Green Classroom 46
School-Age Out-of-School Program 47
Special Needs 47
Sustaining a Green Program 47
Electrician Low Voltage Fire/Security 47
Environmental Sciences & Technology 48
Esthetic Sciences 49
Esthetics 49
Medical Esthetics 50
Graphic Technologies 50
Graphic Design 51
Prepress Operations 51
Health Unit Coordinator 52
Heating & Air Conditioning/ Refrigeration Service Technician 52
Basic HVAC/Refrigeration Service Technician 53
Hemodialysis Technician 53
Human Services 54
Chemical Dependency Specialist 55
Interior Design 56
Kitchen & Bath 56
Green Design 57
Manufacturing Technologies 57
CNC Programmer/CATIA 57
Machinist Apprentice 58
Machinist Helper 58
Massage Studies 58
Clinical Massage Practitioner 59
Swedish Practitioner 59
Material Science 60
Composites 60
Nondestructive Testing 60
Eddy Current Testing 61
Magnetic Particle & Liquid Penetrant Testing 61
Quality Assurance 61
Radiographic Testing 61
Ultrasonic Testing 62
Media Design & Production 62
Web Design & Open Source Web Development 63
Medical Assistant 63
Medical Histology Technician 64
Medical Laboratory Technician 65
Nursing 66
Nursing Assistant 66
Nursing Assistant (I-BEST) 66
Practical Nursing 67
RN Option 68
Pharmacy Technician 69
Professional Pilot 70
Commercial Pilot 71
Flight Instructor 72
Instrument Pilot 72
Private Pilot 72
Retail Business Management 73
Surgical Technology 73
Sustainable Building Science 74
Residential Construction 74
Welding Technology 75
Basic Welding Skills 75
Shielded Metal Arc Welding 76
Gas Metal Arc Welding 76
Flux Cored Arc Welding 76
Gas Tungsten Arc Welding 76

SHORT-TERM TRAINING PROGRAMS 77

COURSE DESCRIPTIONS 78
Accounting 78
Adult Basic Education 79
Architectural Engineering Design 80
American Sign Language 81
Art 81
Automotive Collision Technician 81
Automotive Restoration & Customization – Finishing 82
Automotive Technician 82
Aviation Maintenance Technician 85
Aerospace Composite Technician 87
Biology 87
Business 87
Central Service/Sterile Processing 88
Chemistry 88
College Success 89
Computer Applications 89
Computer Information Technology 90
Computer Networking & Information Systems Security (CNISS) 92
Construction Residential 94
Core Allied Health 94
Cosmetology 95
Culinary Arts 96
Dental Assistant 97
Dental Administrative Specialist 99
Early Care & Education 99
Economics 102
Electrician Low Voltage Fire/Security 102
English 103
English as a Second Language 104
Environmental Sciences & Technology 104
Esthetic Sciences 106
Geology 107
Geography 107
Graphic Technologies 107
Health Unit Coordinator 108
Heating & Air Conditioning Service Technician (HVAC) 109
Hemodialysis 110
Human Services/Chemical Dependency 111
Interior Design 113
Manufacturing Technologies 115
Massage Studies 116
Material Science 118
Mathematics 119
Media Design & Production 120
Medical Assistant 122
Medical Histology Technician 123
Medical Laboratory Technician 124
Music 125
Nursing 125
Pastry Arts 128
Pharmacy Technician 129
Physics 129
Professional Pilot 129
Psychology 131
Retail Business Management 131
Sociology 132
Surgical Technology 132
Sustainable Building Science 133
Welding 134

ACADEMIC STANDARDS 136
STUDENT ACADEMIC RESPONSIBILITIES 136
ATTENDANCE POLICY 136
GRADES 136
GENERAL EDUCATION 138
TRANSFERRING CREDITS 138
ACADEMIC HONORS 142
STUDENT PROGRESS POLICY 142
ACADEMIC PROGRESS 143
GRADUATION 144
STUDENT RECORDS 145
TRANSCRIPTS 145
STUDENT CODE OF CONDUCT 146
CAMPUS POLICIES 150
DRUG FREE ENVIRONMENT 151
NON-DISCRIMINATION POLICY 151
SMOKING POLICY 151
2012-2013 CALENDAR 152
FULL-TIME FACULTY & ADMINISTRATION 154
INDEX 158

Who, Where and What We Are

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

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

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

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

The college also offers classes at its South Hill Campus.

Our Vision, Mission and Goals

Missions and Goals the help you succeed.

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

VISION

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

MISSION

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

VALUES

Clover Park Technical College values:

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

STRATEGIC GOALS

Reframe technical education for the 21st century

Develop and continuously improve programs

Develop a sense of community and organizational identity

Cultivate a workplace that promotes innovation

Create opportunities for student achievement and personal success

Accreditation

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

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

Program Accreditations and Certifications

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

American Dental Association;

Commission on the Accreditation of Allied Health Education Programs;

EPA Refrigerant Recovery Certification;

National Accrediting Agency for Clinical Laboratory Sciences;

American Association of Medical Assistants;

Rooms Division Management/American Hotel-Motel Association;

Associated Landscape Contractors of America;

National Automotive Technicians Educational Foundation;

Washington Association of Building Officials;

NATEF.

Advisory Committees

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

Clover Park Technical College Foundation

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

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

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

Board of Trustees

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

Bruce Lachney, Chair
Lua Pritchard, Vice Chair
Dr. Robert Lenigan
Mark Martinez
Mary Moss

Clover Park Technical College Foundation Board of Directors

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

Officers

Steven Crosby, President
Joyce Oubré, Vice President
Matt Lane, Secretary
Mary Green, Treasurer
Michael Block, Past President
Ty Cordova, Director-at-Large
David Harkness, Director-at-Large

Ex Officio Directors

Debbie Ranniger, Ph.D.
Robert Lenigan, Ph.D.
John Walstrum, Ph.D.
Linda Schoonmaker
Jonathan Russell

Directors

Coy Anglin
Steve Brewer
Harley Moberg
Kathryn Smith
Shelia Winston

Emeriti Directors

Bill Hamilton
Philip S. Hayes
Sharon McGavick

College Advisory Council

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

Aerospace Composite Technician Certificate.
For more info **www.cptc.edu/catalog** or call 253-589-5800.

Becoming a Student

Getting Started 8
How to Register 10
Getting Support 14
Paying for College 16
Financial Aid 17
International Students 21
Campus Life and Services 22
Child Care/Early Care and Education/Parent Programs 24

Getting Started

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

Step 1 PAYING FOR COLLEGE/ APPLY FOR FINANCIAL AID

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

- Apply for financial aid online at **www.fafsa.ed.gov**
- Financial Aid Information & Deadlines **www.cptc.edu/money** and **www.fafsa.ed.gov**
- Opportunity Grant/BFET Funding **ww.cptc.edu/og or (253) 589-5957**

Step 2 LEARN ENROLLMENT PROCESS/ SELECT A PROGRAM OF STUDY

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

Step 3 ESTABLISH COLLEGE PLACEMENT

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

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

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

Step 5 APPLY FOR ADMISSION

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

Step 6 REGISTER FOR CLASSES/ PAY TUITION

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

Assessment

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

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

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

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

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

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

Program Admission

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

The program admissions fee is:

a. non-refundable

b. non-transferable

c. good for one career program only

d. good for one year from the first target start date available at the time of payment.

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

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

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

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

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

When To Register

Registration/Student Records: (253) 589-5666. Located in the lobby of Building 17.
Hours of Operation: Mon, Tues, Thurs 7:30 a.m. - 5:00 p.m., Wed 7:30 a.m. - 7:30 p.m. and Fri 9 a.m. - 5 p.m.

2012-2013 Quarterly Registration Dates

	Summer 2012	Fall 2012	Winter 2013	Spring 2013	Summer 2013
Running Start, Elective HS & Adult High School Advising	N/A	Aug 9 - 10	Nov 8 - 9	Feb 14 - 15	N/A
Continuing Students Registration	May 14 - 18	Aug 13 - 14	Nov 13 - 14	Feb 19 - 20	May 20 - 21
Admitted Student Registration	May 21 - 24	Aug 15 - 16	Nov 15 - 16	Feb 21 - 22	May 22 - 23
Open Registration	May 25 - July 3	Aug 17 - Sept 25	Nov 19 - Jan 3	Feb 25 - April 2	May 24 - July 2

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

2012-2013 Tuition and Fee Payment Due Dates

	Summer 2012	Fall 2012	Winter 2013	Spring 2013	Summer 2013
***TUITION & FEES DUE DATES**	**May 31**	**Aug 23**	**Nov 29**	**Feb 28**	**May 30**
Last day to withdraw with 100% refund	July 1	Sept 23	Jan 1	March 31	June 30
FIRST DAY OF THE QUARTER	**July 2**	**Sep 24**	**Jan 2**	**April 1**	**July 1**
Last day to withdraw with 80% refund	July 9	Sept 28	Jan 8	April 5	July 8
Last day to withdraw with 40% refund	July 23	Oct 15	Jan 22	April 22	July 22
Graduation Appication due date	July 30	Oct 22	Jan 30	April 29	July 29
Last day to withdraw with W grade	Aug 17	Nov 13	Feb 21	May 17	Aug 19
LAST DAY OF THE QUARTER	**Aug 31**	**Dec 13**	**March 21**	**June 19**	**Aug 30**
Quarterly grades available online	Sept 6	Dec 17	March 25	June 22	Sept 5

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

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

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

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

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

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

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

2012-2013 Financial Aid Due Dates

	Summer 2012	Fall 2012	Winter 2013	Spring 2013	Summer 2013
CPTC Financial Aid Application Process Due Dates	**April 13, 2012**	**July 20, 2012**	**Nov 2, 2012**	**Jan 25, 2013**	**TBA**

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

Agency Funded Students

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

Continuing Education

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

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

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

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

Dual Credit for High School Students

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

Northwest Career & Technical High School

(253) 589-5770

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

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

Adult High School Completion

(253) 589-5770

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

Running Start

(253) 589-5701

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

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

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

Qualified students (juniors or seniors enrolled in area high schools) may enroll in programs tuition free up to a maximum of 15 credits as determined by their combined high school and college enrollment on their Running Start Enrollment Verification Form obtained from their high school counselor. Additionally, Running Start students will pay for all fees associated with their college enrollment including laboratory fees, security & safety fees, books, tools, consumables, transportation, etc.

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

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

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

Veterans

(253) 589-5581

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

WorkFirst

(253) 589-5503

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

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

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

Worksource Affiliate Site (Career Center)

(253) 589-5548

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

Ask Me Center

(253) 589-5961

The Ask Me Center is located in the lobby of building 17. The Worker Retraining Intake Specialist is located in the Ask Me Center and is available to answer general questions regarding the Worker Retraining Program. Our representative from the Education Opportunity Center is available on select days to answer questions about the Financial Aid process and assist students with completing the FAFSA and with funding assistance to pay for COMPASS and Admissions Fees. Please call (253) 589-5548 for hours.

Worker Retraining Grant

(253) 589-5548

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

Am I eligible?

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

What programs are covered?

Programs listed as Demand Occupation on the Eligible Training provider list; this list can be found at: https://fortress.wa.gov/esd/wilma/wdclists

The 2012/2013 WRT Plan has targeted the programs below for funding. Programs specifically targeted by the WRT grant this year are:

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

All the above programs also qualify for Opportunity Grant funding

What does the funding cover?

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

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

How do I apply?

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

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

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

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

Getting Support

Explore Your Future at the Career Center

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

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

Counseling/Advising Center

(253) 589-5548

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

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

Get Started Workshop

(253) 589-5548

Workshops held most Wednesdays at 2:00,
Lakewood Campus

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

Topics covered at this workshop:

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

Disabilities Accommodations

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

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

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

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

Multicultural Student Services

(253) 589-5766

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

Adult Basic Skills

(253) 589-5760-5702

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

The program has a mandatory new student class, Tools for Success, which provides skills assessment and goal setting to promote a successful learning experience. New student classes are scheduled throughout the quarter and serve students on a first come, first served basis. More information is available in Building 37 or call (253) 589-5702 for more details. There is a $25.00 program fee for each student enrolled in the ABE, GED and ESL classes per quarter.

Tutoring Services

(253) 589-5744-5702

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

GED Preparation Classes

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

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

Adult Basic Education, Building 37
(253) 589.5760 or (253) 589.5702

GED Testing

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

To schedule a test, (253) 589-5702 or (253) 589-6045

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

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

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

GED Tests

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

Paying for College

Washington State & the Cost of Education

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

Tuition and Fees 2012-2013 Academic Year

RESIDENT

1 - 10 credits	$96.26 per credit
11 - 18 credits	$46.38 per credit
19+ credits	$96.26 per credit

NON-RESIDENT TUITION

1 - 10 credits	$268.26 per credit
11 - 18 credits	$51.85 per credit
19+ credits	$268.26 per credit

ONE-TIME FEES

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

QUARTERLY FEES

Student Activities fee:	$5.50 per credit to a maximum of $66.00 per quarter
Security & Safety fee:	$1.25 per credit to a maximum of $15.00 per quarter
ASG Building fee:	$3.75 per credit to a maximum of $45.00 per quarter

ADDITIONAL FEES

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

Students under age 21 who enroll under Running Start (RS) or Elective High School (EHS) do not pay an admission fee and are eligible for tuition waivers subject to the provisions of each program. Students enrolled in RS and EHS are expected to pay the Assessment Fee, lab/supply fees, safety/security fees, consumables, books, tools, transportation and other costs required for their program of study. The College may require students to pay a refundable deposit for tools loaned to them. Once a student graduates from high school, he or she is no longer eligible for these programs and will be required to pay the full tuition and fees.

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

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

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

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

COLLECTION FEES

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

Refund Policy

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

   100% Prior to the first day of instruction.

   80% First through fifth day of instruction.

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

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

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

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

   100% If the College cancels the class.

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

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

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

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

Refund Exception

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

Financial Aid

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

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

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

Eligibility

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

To qualify for financial aid, a student must:

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

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

How to Apply/Application Deadlines

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

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

1. New students must apply for Admission to a specific degree or certificate program.

2. Apply for a federal PIN number at www.pin.ed.gov.

   A federal PIN number allows you to sign your FAFSA on the Web or Renewal FAFSA on the Web (see Step 3) electronically. If you are required to put your parents' information on your FAFSA, one of your parents will need to apply for a PIN also.

3. Complete one of the following and submit it to the Federal Processor:

   2012-2013 FAFSA on the Web www.fafsa.ed.gov or

   2012-2013 Renewal FAFSA on the Web www.fafsa.ed.gov or

   2012-2013 Paper FAFSA (call 1-800-4FED-AID to request a paper FAFSA) **not recommended**

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

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

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

   After the Federal Processor sends the Financial Aid Office a copy of your processed FAFSA data, we will send you a letter explaining what additional documents we need to complete your file and/or what actions you must take. (i.e. CPTC Data sheet, 2011 Income Tax Return, Verification Worksheets). If you don't receive notification from our office within 2 weeks of having your FAFSA processed by the Federal Processor, come to the Financial Aid Office. Please make sure to update your mailing address with both Registration and Financial Aid.

   Submit all additional required documents/take care of all required actions as instructed by the following deadline dates to ensure your application is reviewed prior to the start of the quarter you begin classes. If all required documentation is not submitted by the deadline dates below, this may result in a delay of financial aid and you will be required to pay your tuition, fees, books and supplies until the next quarter.:

Summer Quarter 2012	**April 13, 2012**
Fall Quarter 2012	**July 20, 2012**
Winter Quarter 2013	**November 2, 2012**
Spring Quarter 2013	**January 25, 2013**

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

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

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

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

Cost of Attending College

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

	DEPENDENT Living with Parent/Relative	**INDEPENDENT** Living with Parent/Relative	**RESIDENT** Not Living with Parent/Relative
Tuition	$5,367	$5,367	$5,367
Books & Supplies	$1,000	$1,000	$1,000
Room & Board	$3,090	$7,200	$9,240
Personal	$1,570	$1,880	$1,750
Transportation	$1,310	$1,530	$1,260
TOTAL	**$12,337**	**$16,977**	**$18,617**

Determining Financial Need

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

Cost of attending college – Expected family contribution = Need

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

Timelines

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

Description of Aid Programs

FEDERAL AND STATE GRANTS

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

WORK-STUDY

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

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

STUDENT LOANS

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

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

SCHOLARSHIPS

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

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

AGENCY FUNDING

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

OPPORTUNITY GRANT

(253) 589-5957

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

The career pathways covered under the Opportunity Grant are:

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

WORKER RETRAINING

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

WORKFIRST

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

Notification

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

Rights & Responsibilities

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

1 Access to accurate and timely information on financial aid deadlines and procedures.

2. Access to personal financial aid records and information as defined by the Buckley Amendment of 1974.

3 The choice of accepting all or only part of the assistance offered.

4. Access to a review of the award package should the student's financial situation change. Included in this right is the opportunity to appeal.

Along with these rights students have the following responsibilities:

1 To provide accurate information to be used in the aid process. Misrepresenting information is a violation of the law and could result in indictment under the U.S. Criminal Code.

2. To inform the Financial Aid Office of any significant changes to a student's financial situation (scholarships, gifts, earnings, funding, etc.) in excess of $200 that were not listed in the application, or any other change in circumstances such as a change in student status, or marital status which may influence the award. Failure to report these changes can result in federal legal action to recover aid funds.

3 To understand the loan obligation. With a loan as part of the student's package, future earnings are pledged to pay present school costs. Loan conditions should be read carefully; ask questions.

4. To maintain satisfactory progress and toward the completion of degree/certificate program.

5. To repay any financial aid received when students were not eligible.

6 To continue receiving financial aid, students must reapply each academic year.

Satisfactory Academic Progress

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

The Satisfactory Academic Progress policy includes the following:

1. Cumulative pace of progression towards degree or certificate must be at least 66.67%.
2. Cumulative Grade Point Average requirement of 2.00 or greater.
3. Credit limit requirement.

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

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

Withdrawal & Repayment Policies

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

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

Summer 2012	**August 7, 2012**
Fall 2012	**November 10, 2012**
Winter 2013	**February 18, 2013**
Spring 2013	**May 18, 2013**

International Students

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

Admissions

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

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

1. Fill out the Admissions Application and the Financial Responsibility forms:

   a. Available online at www.cptc.edu/international, or

   b. Request an application by mail at:

      International Education Programs
      4500 Steilacoom Blvd SW
      Lakewood WA USA 98499

   c. Email us at International@cptc.edu and we will send digital copies of the documents.

   d. Request an application by fax at: (253) 589-6054

2 Send the Admission Application and the Financial Responsibility forms, along with other required documents, by mail with your $50.00 non-refundable application fee, payable by personal check, money order (in U.S. dollars), or credit card.

3. Attach a passport-size color photo to the top right corner of the application.

No TOEFL/IELTS is required for admission if you study and successfully complete the highest level of an approved ESL program at another college or language school. Please contact us for more information about our English Language Requirements.

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

Transfer of Clover Park Technical College Credits

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

Dates to Remember

*Fall Quarter begins September 24, 2012
Winter Quarter begins January 2, 2013
*Spring Quarter begins April 1, 2013
Summer Quarter begins July 1, 2013

Graduation is TBA.

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

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

Cost of Tuition & Fees

2012-2013 fees coming soon. Fees do not change until Fall quarter 2013.

1-10 credits	$244.68 per credit
11-18 credits	$47.43 per credit
19 credits and up	$268.26 per credit

- International Student Health Insurance is $258.75 per quarter (3 months) — subject to change.
- Computer Use Fee of $4.75 per credit to a maximum of $57.00 per quarter (depending on the program).
- Additional fees may be charged for a specific class and are listed at the end of the course descriptions in the Quarterly Class Schedule.

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

- Security & Safety fee of $1.25 per credit to a maximum of $15.00 per quarter (if driving a car to college).
- Housing and other College fees are not inclusive.
- Non-refundable Clover Park Technical College admissions application fee is $50.00.
- Books and supplies vary by program.

Housing Services

There are two housing options for international students:

1. American Host Family (recommended for all new students)

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

   There is a $250.00 placement fee. The Traditional Homestay is $600 a month for 3 meals/7days a week (subject to change).

   Contact the International Office staff when you wish to apply for homestay.

2. Independent Living in Apartments Near the College (NOT recommended for newly arrived students)

   The average rent ranges from $600 per month to $1,200 per month, depending on number of bedrooms, size, location, and amenities. Additionally, students have to pay for food and utilities. Assistance is available for students who pay the International Housing Application Fee (currently $150. Non-refundable, subject to change).

Independent Living in Apartments Near the College

Cost: One bedroom apartments average $600.00 per month and two bedrooms average at $700.00 per month, plus food and utilities, depending on location, size and amenities.

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

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

For Additional International Information

Contact the International Education Office at:

Tel: (253) 589-6089

Fax (253) 589-6054

Email: international@cptc.edu

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

Website: www.cptc.edu/international

Campus Life & Services

Associated Student Government

(253) 589-5644

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

STUDENT COUNCIL

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

PROGRAMMING BOARD

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

CLUBS & ORGANIZATIONS

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

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

Student Center

(253) 589-5644

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

Bookstore

(253) 589-5614

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

Food Services

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

Health Services

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

Identification

(253) 589-5557

The Security and Safety Fee is mandatory for all students and covers the costs of student parking decals, student photo identification cards, and supports college security. All students are required to wear their student identification card when on campus unless it is a classroom safety hazard to do so. Student photo identification cards are available from Security (Building 23, Room 211) on Tuesdays and Thursdays from 2:00 to 4:00 p.m. Replacement cards cost $5.00. Pay in advance at the Cashiers Office, Building 17, Room 102. Bring your receipt and completed application to Building 23, Room 211. You must have a picture ID and your Student ID number to be issued a Clover Park Technical College identification card.

Insurance

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

Parking & Transportation

(253) 589-5557

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

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

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

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

Library & Computer Labs

(253) 589-5544 for hours

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

The Clover Park Technical College Library and Hayes Computer Lab is located in the F.V. Miner Resource Center, Building 15. The library/computer lab is open from 7:00 a.m. to 7:00 p.m. Monday through Thursday, 7:00 a.m. to 4:00 p.m. on Fridays, and 9:30 a.m. to 2:30 p.m. on Saturdays. The library provides a variety of print, audiovisual and online resources to students, faculty, and staff. The general collection of books, reference materials, magazines and multi-media resources support Clover Park Technical College's instructional programs. In addition, the library/computer lab has a collection of electronic resources including online reference databases, electronic journals, computer applications, Internet access, and a variety of assistive technologies.

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

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

Security

(253) 589-5682

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

Early Care & Education

Affiliated Child Care Center Program

(253) 589-4516

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

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

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

On-Campus Child Care

(253) 589-5531 or 589-5511

Hayes Child Development Center is located in Building 20.

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

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

If you have question about Hayes Child Development Center please call 253-589-5531 or email angela.johnson@cptc.edu.

Project Head Start

(253) 589-5721

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

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

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

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

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

Programs & Courses

Degree and Certificate Programs 26
Short-Term Programs 77
Course Descriptions 78

Program Descriptions

Prerequisites: Some programs have unique Prerequisites.

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

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

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

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

Accounting

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

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

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

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

AAT Degree General Education Requirements (15 credits):

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

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

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

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

AAT PROGRAM REQUIREMENTS

ACTG 110*	Bookkeeping I	4
ACTG 115*	Bookkeeping II	4
ACTG 120*	Electronic Business Math	2
ACTG 135	Accounting Spreadsheets I	5
ACTG 141	Quickbooks I	2
ACTG 143	Quickbooks II	3
ACTG 160	Payroll & Business Taxes	5
ACCT& 201	Principles of Accounting I	5
BUS& 201	Business Law	5
ACCT& 202	Principles of Accounting II	5
ACTG 222	Fundamentals of Individual Income Tax Accounting	4
ACCT& 203	Principles of Accounting III	5
ACTG 224	Fundamentals of Governmental/Nonprofit Accounting	5
ACTG 211	Principles of Accounting I Lab	2
ACTG 212	Principles of Accounting II Lab	3
ACTG 213	Principles of Accounting III Lab	3
ACTG 235	Accounting Spreadsheets II	4
ACTG 241	Quickbooks III	4
ACTG 260	Business Office I	5
ACTG 262[CAP]	Business Office II	5
ACTG 271	Internship I	5
CAS 120	MS Word I	2
CAS 140	MS PowerPoint	2
CAS 150	MS Access	2
Plus one option (Below)		10
Technical Course Requirements (Total)		101
General Education Requirements (See listing above)		15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE		116

* Articulated courses with High Schools for Dual Enrollment

AAS-T PROGRAM REQUIREMENTS

	Credits
Technical Course Requirements (Same as AAT)	101
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	121

Option 1

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

Option 2

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

Accounting

Bookkeeping Clerk

Certificate

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

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

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

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

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

PROGRAM REQUIREMENTS

ACTG 110*	Bookkeeping I	4
ACTG 115*	Bookkeeping II	4
ACTG 120*	Electronic Business Math	2
ACTG 135	Accounting Spreadsheets I	5
ACTG 141	Quickbooks I	2
ACTG 143	Quickbooks II	3
ACTG 160	Payroll & Business Taxes	5
ACCT& 201	Principles of Accounting I	5
ACTG 211	Principles of Accounting I Lab	2
ACTG 235	Accounting Spreadsheets II	4
CAS 120[CL]	MS Word I	2
CAS 140	MS PowerPoint	2
TOTAL CREDITS FOR COMPLETION		40

Architectural Engineering Design

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

(253) 589-5684 or 253-589-5681

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

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

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

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

AAT Degree General Education Requirements (15 credits):

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

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

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

PROGRAM REQUIREMENTS

ARC 121	Architectural Drafting & Design	5
ARC 123	Civil Engineering Site Design	5
ARC 125	Residential Design & Drafting	5
ARC 141	Architectural Reporting I	3
ARC 142	Architectural Reporting II	5
ARC 152	Construction Material Research	2
ARC 171	Drafting Technologies I	5
ARC 173	Drafting Technologies II	5
ARC 181[CL]	Introduction to AutoCAD	5
ARC 191	Engineering Mechanics of Materials	5
ARC 221	Detailing & Light Commercial	5
ARC 223	Design Project I	5
ARC 225[CAP]	Design Project II	5
ARC 231	Cost Estimating I	3
ARC 237	Energy Analysis	1
ARC 256	Employment Research	1
ARC 262	Intro to 3D Modeling	3
ARC 281	Intermediate AutoCAD	5
ARC 283	Building Information Modeling	5
ARC 293	Engineering Statics	5
Plus 5 credits from the list of elective below		5
Subtotal Technical Core Credits		88

Electives:

ARC 227	Special Intern Project	5
ARC 229	Special Design Project	5
ARC 284*[CL]	Applied AutoCAD	5
CIV 282	Intro to Civil 3D	4

AAT PROGRAM REQUIREMENTS	Credits
Technical Course Requirements (Total)	88
General Education Requirements (See listing above)	15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE	103

AAS-T PROGRAM REQUIREMENTS	Credits
Technical Course Requirements (Same as AAT)	88
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	108

Additional required lab time arranged with Instructor.

Architectural Engineering Design

Architectural: CAD Drafting

Certificate

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

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

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

Prerequisite: Student must be screened using CASAS assessment to meet eligibility requirements.

Admission Dates: Summer and Winter quarters.

PROGRAM REQUIREMENTS

ARC 121	Architectural Drafting & Design	5
ARC 141	Architectural Reporting I	3
ARC 142	Architectural Reporting II	5
ARC 152	Construction Materials Research I	2
ARC 171	Drafting Technologies I	5
ARC 173	Drafting Technologies II	5
ARC 181	Introduction to AutoCAD	5
ARC 231	Cost Estimating	3
ARC 256	Employment Research	1
ARC 281	Intermediate AutoCAD	5

TOTAL CREDITS FOR COMPLETION 39

Automotive Collision Technician

Associate of Applied Technology Degree (Pending Approval from State Board)

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

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

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

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

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

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

PROGRAM REQUIREMENTS

ACT 102	Fundamentals of Collision Repair	3
ACT 106	Body Shop Equipment	3
ACT 110	Welding, Heat, & Cutting	4
ACT 115	Plastic/SMC Repair	4
ACT 120*	Glass, Trim, & Hardware	5
ACT 125	Introduction to Metal Straightening	3
ACT 132	Panel Replacement	6
ACT 133	Panel Repair	6
ACT 134	Auto Collision Major Repairs	5
ACT 140	Auto Systems Repair (Winter quarter only)	4
ACT 145	Collision Estimating	5
ACT 151	Refinish Equipment Preparation	6
ACT 154	Topcoat Refinishing	8
ACT 156	Pre-Prime Preparation	5
ACT 157	Post-Prime Preparation	5
ACT 166	Surface Imperfections/Exterior Trim	5
ACT 171	Plastic Refinishing	5
ENG& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5
CAS 115[CL]	Introduction to Computing (or equivalent)	3

TOTAL CREDITS FOR COMPLETION 100

*Articulated courses with High Schools for Dual Enrollment

Automotive Collision Technician

Refinishing Technician

Certificate

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

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 43

Automotive Collision Technician

Structure Repair Technician

Certificate

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

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

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

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

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PROGRAM REQUIREMENTS

ACT 102	Fundamentals of Collision Repair	3
ACT 106	Body Shop Equipment	3
ACT 110	Welding, Heat, & Cutting	4
ACT 115	Plastic/SMC Repair	4
ACT 120*	Glass, Trim, & Hardware	5
ACT 125	Introduction to Metal Straightening	3
ACT 132	Panel Replacement	6
ACT 133	Panel Repair	6
ACT 134	Auto Collision Major Repairs	5
ACT 140	Auto Systems Repair (Winter quarter only)	4

TOTAL CREDITS FOR COMPLETION 43

*Articulated courses with High Schools for Dual Enrollment

Automotive Restoration & Customization - Finishing

Certificate

Focuses on exterior repair and restoration, customization, preparation for paint, stock, and/or custom finishing.

Designed to provide entry-level knowledge and skills necessary to restore and/or customize vehicles.

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

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

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

Prerequisites: ACT 102-125, Automotive Collision Technician, or equivalent.

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

PROGRAM REQUIREMENTS

ARCF 103	Fundamentals & Shop Equipment	3
ARCF 109	Welding & Metal Skills	4
ARCF 114	Basic Repairs & Assembly	8
ARCF 119	Custom Fabrication	6
ARCF 124	Refinishing Equipment	4
ARCF 129	Refinish Preparation	7
ARCF 134	Custom Refinishing	6
ARCF 141	Surface Imperfections/Show & Shine	4
ARCF 154	Automotive Restoration & Customization Finishing Lab	9
ARCF 167	Custom Paint Application	3
ARCF 168	Applied Metal Skills	3
ENG& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 72

Recommended Electives

ARCF 130	Advanced Paint Applications	4-6
ARCF 133	Fiberglass Composites Techniques	4-6
ARCF 159	Metal Straightening & Shaping	4-6
ARCF 170	Custom Refinishing - Special Projects	4-6

Automotive Restoration & Customization - Finishing

Assessment & Research

Certificate

Designed to provide knowledge and entry-level skills necessary for preservation of automobiles.

Targets assessment, maintenance, and development of a plan for restoration and preservation of vintage vehicles using historical information found on Internet and other sources.

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

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

PROGRAM REQUIREMENTS

ARCF 200	Vehicle Assessment	7
ARCF 210	Vehicle Research Techniques	7
ARCF 220	Vehicle Maintenance	5

TOTAL CREDITS FOR COMPLETION 19

Automotive Technician

Associate of Applied Technology Degree

This ASE-certified program prepares students for entry-level positions as automotive technicians.

Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification. Cooperative work experience is available with Instructor permission. Credits will depend on time spent in co-op.

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

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

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

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

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PROGRAM REQUIREMENTS

AUT 120	Automotive Basics	2
AUT 132	Automotive Welding	4
AUT 147**	Automotive Brakes	6
AUT 149**	Automotive Brakes, Suspension, Steering, & Wheel Alignment	7
AUT 156**	Automotive Brakes, Suspension, Steering, & Wheel Alignment, Lab	5
AUT 174**	Engine Minor Mechanical Repair	6
AUT 175**	Engine Major Mechanical Repair	7
AUT 178**	Engine Mechanical Lab	3
AUT 203**	Electrical Systems	11
AUT 209**	Electronic Systems	7
AUT 217**	Automotive Ignition Systems	7
AUT 223**	Automotive Fuel Systems	7
AUT 236**	Automotive Emissions Systems	7
AUT 239	Clutches & Manual Transmissions	9
AUT 243	Automotive Axles, Drivelines, Differentials, & Transfer Cases	6
AUT 246	Manual Drive Trains & Axles Lab	4
AUT 247	Automatic Transmissions	7
AUT 250	Automatic Transaxles	7
AUT 251	Automatic Transmission / Transaxle Lab	4
AUT 255***	Air-Conditioning, Heating, & Ventilation	6
ENG& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 137

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

Optional

AUT 295	On-the-Job Training/Work-Based Learning	1-12

Optional Electives

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

Automotive Technician

Ford Maintenance & Light Repair Technician

Certificate

Designed by Ford Motor Company to prepare the student with the basic skills needed to gain employment as maintenance and light repair technician.

In addition to Ford training, students receive hands-on experience working with Ford vehicles and using the latest Ford diagnostic tools.

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

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

Admission Dates: Fall, Winter, Spring quarters

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 80

*Articulated courses with High Schools for Dual Enrollment
**These courses must be taken in consecutive order

Automotive Technician

Hybrid & Alternative Fuel Vehicle Technician

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

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

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

AAT Degree General Education Requirements (15 credits):

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

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

- All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:
- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

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PROGRAM REQUIREMENTS

AUT 120	Automotive Basics	2
AUT 132	Automotive Welding	4
AUT 147**	Automotive Brakes	6
AUT 149**	Automotive Brakes, Suspension, Steering, & Wheel Alignment	7
AUT 156**	Automotive Brakes, Suspension, Steering, & Wheel Alignment, Lab	5
AUT 174**	Engine Minor Mechanical Repair	6
AUT 175**	Engine Major Mechanical Repair	7
AUT 178**	Engine Mechanical Lab	3
AUT 203**	Electrical Systems	11
AUT 209**	Electronic Systems	7
AUT 217**	Automotive Ignition Systems	7
AUT 223**	Automotive Fuel Systems	7
AUT 236**CAP	Automotive Emissions Systems	7
AUT 239	Clutches & Manual Transmissions	9
AUT 243	Automotive Axles, Drivelines, Differentials, & Transfer Cases	6
AUT 246	Manual Drive Trains & Axles Lab	4
AUT 247	Automatic Transmissions	7
AUT 250	Automatic Transaxles	7
AUT 251CAP	Automatic Transmission / Transaxle Lab	4
AUT 255***	Air-Conditioning, Heating, & Ventilation	6
AUTH 105**	Hybrid/Alternate Fuel Introduction & Safety	2
AUTH 110**	Alternate Fuel Vehicle Systems	2
AUTH 115**	Toyota Hybrid System Overview	2
AUTH 120**	Toyota Pruis Hybrid System	2
AUTH 125**	Honda Hybrid System Overview	2
AUTH 130**	Honda Civic IMA Hybrid System	2
AUTH 135**	Ford Escape/Mercury Mariner Hybrid System Overview	2
AUTH 140**	General Motors & Other Hybrid System Overview	2
AUTH 145**	Advanced Lab & Final Exam	2

Technical Course Requirements (Total) 140

AAT PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 155

AAS-T PROGRAM REQUIREMENTS Credits

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

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 160

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

Optional Electives

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

Automotive Technician

Hybrid & Alternative Fuel Vehicle Technician

Certificate

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

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

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

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

PROGRAM REQUIREMENTS

AUTH 105	Hybrid/Alternate Fuel Introduction & Safety	2
AUTH 110	Alternate Fuel Vehicle Systems	2
AUTH 115	Toyota Hybrid System Overview	2
AUTH 120	Toyota Pruis Hybrid System	2
AUTH 125	Honda Hybrid System Overview	2
AUTH 130	Honda Civic IMA Hybrid System	2
AUTH 135	Ford Escape/Mercury Mariner Hybrid System Overview	2
AUTH 140	General Motors & Other Hybrid System Overview	2
AUTH 145	Advanced Lab & Final Exam	2
Students will take a minimum of 18 credits of Automotive Technician courses		18

TOTAL CREDITS FOR PROGRAM COMPLETION 36

*Articulated courses with High Schools for Dual Enrollment

Automotive Technician

Drive Train Technician

Certificate

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians.

Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 37

Automotive Technician

Electrical, Electronics & AC/Heating Technician

Certificate

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians.

Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

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

Admission Dates: Fall and Spring quarters

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PROGRAM REQUIREMENTS

AUT 203	Electrical Systems	11
AUT 209	Electronic Systems	7
AUT 255	Air-Conditioning, Heating, & Ventilation	6
TOTAL CREDITS FOR COMPLETION		24

Automotive Technician
Engine Repair & Engine Performance Technician

Certificate

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

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

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

Admission Dates: By Instructor approval.

PROGRAM REQUIREMENTS

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

*Articulated courses with High Schools for Dual Enrollment
**These courses must be taken in consecutive order

Automotive Technician
Front End & Brakes

Certificate

This ASE-certified program is designed to prepare students for entry-level positions as automotive technicians.

Students participate in realistic training experiences that prepare them for pre-apprenticeship training and ASE certification.

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

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

AUT 120	Automotive Basics	2
**AUT 147*	Automotive Brakes	6
**AUT 149*	Automotive Brakes, Suspension, Steering, & Wheel Alignment	7
**AUT 156*	Automotive Brakes, Suspension, Steering, & Wheel Alignment Lab	5
TOTAL CREDITS FOR COMPLETION		20

*Articulated courses with High Schools for Dual Enrollment
**These courses must be taken in consecutive order.

Aerospace Composite Technician

Certificate

The Aerospace Composite Technician certificate is a two-quarter program designed to prepare students to fabricate, assemble, and repair composite materials on aircraft. The knowledge and skills gained through this program are those required for entry-level positions as composite technicians. The certificate also provides an opportunity for existing aircraft mechanics and service technicians to expand their education in the field of composite assembly and repair.

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

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 145	Special Projects	3
AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance	5
AMT 119	Materials & Processes	5
AMT 137	Non-Metallic Structures	4
TOTAL CREDITS FOR COMPLETION		29

Aviation Maintenance Technician

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

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

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

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

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

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AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101,
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146, or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

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

AAT PROGRAM REQUIREMENTS

AMT 104	Basic Mathematics, Basic Physics, & Weight & Balance	5
AMT 109	Basic Electricity	4
AMT 116	Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, & Fluid Lines & Fittings	5
AMT 119	Materials & Processes	5
AMT 125	Advanced Electricity	4
AMT 127	Maintenance Forms & Records, Publications, & Mechanics Privileges & Limitations	4
AMT 131	Wood Structures, Coverings, & Aircraft Finishes	3
AMT 133	Aircraft Fuel Systems, Ice & Rain Control Systems, & Fire Protection Systems	4
AMT 135	Sheet Metal Structures	4
AMT 136	Welding, Position & Warning Systems	3
AMT 137	Non-metallic Structures	4
AMT 138	Aircraft Inspections	4
AMT 139	Assembly & Rigging	4
AMT 140	Aircraft Landing Gear	3
AMT 141	Hydraulic & Pneumatic Power Systems	3
AMT 142	Hangar Operations & Maintenance	3
AMT 143	Airframe Electrical Systems	5
AMT 144	Engine Electrical Systems	5
AMT 145	Cabin Atmosphere Control Systems	3
AMT 146	Aircraft Instrument, Communication, & Navigation Systems	3
AMT 208	Helicopter Operations & Maintenance Practices	4
AMT 210	Basic Rotor Systems Maintenance & Repair	4
AMT 212	Advanced Rotor Systems Maintenance & Repair	4
AMT 215	Helicopter Systems	4
AMT 217	FAA Testing & Turbine Engines	7
AMT 219	Engine Lubrication Systems	4
AMT 221	Engine Instrument Systems	4
AMT 224	Powerplant Reciprocating Engine Theory	6
AMT 225	Powerplant Maintenance & Operation	6
AMT 226	Engine Fuel System & Fire Protection	1
AMT 228	Engine Fuel Metering Systems	5
AMT 229[CAP]	Propellers & FAA Final Testing	4
AMT 231	Engine Inspection	4
AMT 233	Engine Ignition & Starting Systems	4
AMT 235	Induction, Airflow, Cooling, & Exhaust Systems	3
AMT 239	Advanced Hangar Operations & Maintenance	3
Technical Course Requirements (Total)		145
General Education Requirements (See listing above)		15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE		160

AAS-T PROGRAM REQUIREMENTS

	Credits
Technical Course Requirements (Same as AAT)	145
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	165

Aviation Maintenance Technician

Airframe Maintenance Technician

Certificate

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

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

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

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

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

PROGRAM REQUIREMENTS

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

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Aviation Maintenance Technician

Powerplant Technician

Certificate

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

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

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 98

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

Central Service/Sterile Processing

Certificate

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

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

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

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

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

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

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

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 44

Computer Information Technology

Associate of Applied Technology Degree

This program is designed to prepare students for Computer Information Technology positions with concentrations in web programming, database programming, or application systems programming.

The coursework prepares individuals for positions such as web administrators, web programmers, application programmers, programmer/analysts, computer consultants, and application system & database designers and implementers, as well as other related information technology positions.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and Internet service providers.

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Included in this program are academic courses in communication, quantitative reasoning, and social sciences that provide knowledge and abilities upon which technical skills are built and enhance personal development. Students must take all the academic and programming core courses and complete an area of specialization.

They also have the option of selecting a couple of elective classes to make up the required number of credit hours, furthering their specialization, or perhaps completing an internship to develop professional work experience.

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

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

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

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

ACADEMIC CORE COURSES

ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT& 141	PreCalculus I or higher	5
PSYC& 100	General Psychology (or other social science or humanities class)	5
Academic Core Credits Total		15

PROGRAMMING CORE COURSES

CIT 101	Programming Fundamentals	5
CIT 105*CL	Fundamentals of Information Technology	5
CIT 142	Java Object-Oriented Programming I	5
CIT 150	Principles of Relational Databases	5
CIT 151	MySQL	5
CIT 161	HTML & CSS	5
Programming Core Credits Total		30

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

Web Programming

CIT 163	Client-side Web Programming	5
CIT 164	Server-side Web Programming	5
CIT 167	XML & Web Services	5
CIT 250	User Interface Design	5
CIT 265	ASP.Net	5
CIT 298CAP	Special Projects	5
Specialization Credits Total		30

.Net Programming

CIT 153	SQL Server	5
CIT 224	C++.Net	5
CIT 234	C#.Net	5
CIT 248	Visual Basic.Net	5
CIT 265	ASP.Net	5
CIT 298CAP	Special Projects	5
Specialization Credits Total		30

Interest Electives

CIT 143	Java Object-Oriented Programming II	5
CIT 180	Introduction to Game Programming	5
CIT 185	Introduction to Robotics	5
CIT 205CAP	Object-Oriented Analysis & Design	5
CIT 245	Data and Logic Structures	5
CIT 252	Phone Programming	5
CIT 297	Special Topics	5
CIT 298CAP	Special Projects	5
CIT 299CAP	Internship	5
**Elective Courses Total		5
TOTAL CREDITS FOR COMPLETION		100

*Articulated courses with High Schools for Dual Enrollment
**Students may also choose to take one course outside the Computer Information Technology program by instructor permission and space availability.

Computer Information Technology

Associate in Applied Science - T Degree

This program is designed to prepare students planning to continue their education at a college or university offering a Bachelor degree in Computer Science, Information Systems Management, or Computing & Software Systems.

Institutions currently accepting this degree are: University of Washington-Tacoma, The Evergreen State University, Embry-Riddle University, and University of Phoenix.

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

- All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:
- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH& 141, MATH& 142, MATH& 146 or MATH& 151.
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202.

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

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

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

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

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ACADEMIC CORE CREDITS

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

Academic Core Credits 45

PROGRAMMING TRANSFER COURSES

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

Programming Transfer Credits 10

PROGRAMMING VOCATIONAL/TECHNICAL COURSES

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

Programming Vocational/Technical Credits 45

TOTAL CREDITS FOR COMPLETION 100

Computer Information Technology

Computer Programmer

Certificate

This certificate program prepares students for positions as junior computer programmers, computer consultants, PC applications support specialists as well as other related entry-level information technology positions.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and internet service providers.

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

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

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

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

ACADEMIC CORE CREDITS

ENGL& 101	English Composition (or higher) or CMST& 220	5
MATH& 141	Precalculus I, College Algebra (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5

Academic Core Credits 15

PROGRAMMING CORE CREDITS

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

Programming Core Credits 60

TOTAL CREDITS FOR COMPLETION 75

Computer Information Technology

.Net Developer

Certificate

This certificate program prepares students with professional programming experience or prior training in computer programming for positions as .Net Developers. It is directed towards enabling them to refresh and extend their job skills to advance their career or to qualify for new employment opportunities.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and internet service providers.

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

Prerequisites: Instructor approval required

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 40

Computer Information Technology

Web Developer

Certificate

This certificate program prepares students with professional programming experience or prior training in computer programming for positions as web developers. It is directed toward enabling them to refresh and extend their job skills to advance their career or to qualify for new employment opportunities.

Employers may include business and industrial firms, banks and other financial institutions, government agencies, consulting firms, software developers, and Internet service providers.

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

Prerequisites: Instructor approval required.

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

PROGRAM REQUIREMENTS

CIT 151	MySQL	5
CIT 161	HTML & CSS	5
CIT 163	Client-side Web Programming	5
CIT 164	Server-side Web Programming	5
CIT 167	XML & Web Services	5
CIT 250	User Interface Design	5
CIT 265	ASP.Net	5
CIT 298[CAP]	Special Projects	5
TOTAL CREDITS FOR COMPLETION		40

Computer Networking & Information Systems Security

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

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

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

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

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

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

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

In addition to the program course requirements, students must also complete the general education requirements for the degree they seek to obtain. The two degree options in this program are the

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

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

AAT PROGRAM REQUIREMENTS

NSS 101*	IT Essential I	5
NSS 105*[CL]	IT Essential II	4
NSS 110*	Networking Fundamentals I	4
NSS 115	Law & Ethics in the Workplace	4
NSS 120	MS Desktop Support I	5
NSS 125	MS Desktop Support II	4
NSS 130	Server Fundamentals	4
NSS 135	Implementing System Security	4
NSS 140	Introduction to Data Analysis	5
NSS 144	Intro to Microsoft SQL Server Admin	4
NSS 155	Computer Security Concepts	4
NSS 160	Introduction to Linux	5
NSS 163	Intro to Virtualization	4
NSS 165	Contingency Planning	4
NSS 201	Advanced Linux	4
NSS 211	Server Administration	5
Total Technical Course Requirements		69
General Education Requirements (See listing above)		15
Program Option 1, 2, or 3 (See listing below)		24-33

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TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 108-117

AAS-T PROGRAM REQUIREMENTS	Credits
Technical Course Requirements (Same as AAT)	69
General Education Requirements (See listing above)	20
Program Option (See listing below)	24-33

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 113-122

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

Option 1: Cisco Network Design & Security

NSS 180CAP	Internship I	2
NSS 250CAP	Internship II	2
NSSC 200*	Cisco Networking I	5
NSSC 201*	Cisco Networking II	5
NSSC 203*	Cisco Networking III	5
NSSC 205*	Cisco Networking IV	5

Specialization Credits Subtotal 24

Option 2: Computer & Communications Security

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

Specialization Credits Subtotal 33

Option 3: Microsoft Network Administration & Security

NSS 180CAP	Internship I	2
NSS 250CAP	Internship II	2
NSSD 251	Securing Network Infrastructure	6
NSSD 254	Active Directory Configuration	6
NSSD 257	Implementing Application Services	6
NSSD 260	Mail Server Administration	6

Specialization Credits Subtotal 28

*Articulated courses with High Schools for Dual Enrollment

Computer Networking & Information Systems Security

CISCO Network Design & Security

Certificate

Designed to provide foundational networking knowledge, practical experience, opportunities for career exploration, and soft skills development to help students prepare for entry-level careers in IT and networking.

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

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

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

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

PROGRAM REQUIREMENTS

NSSC 200*	Cisco Networking I	5
NSSC 201*	Cisco Networking II	5
NSSC 203*	Cisco Networking III	5
NSSC 205*	Cisco Networking IV	5
NSSC 207	Cisco Learning Lab I	3
NSSC 210	Cisco Learning Lab II	3

TOTAL CREDITS FOR COMPLETION 26

*Articulated courses with High Schools for Dual Enrollment

Computer Networking & Information Systems Security

Computer & Communications Security

Certificate

Introduces Computer and Communications Security in an every changing environment where viruses, worms, and hazardous software that compromise data integrity and create multiple issues with today's computer and network systems.

Analysis and understanding of security risks involved in operating a web site and developing appropriate levels of security will be covered. Additionally, students will be introduced to common techniques used to commit communications fraud, and be introduced to the history of hacking and its various forms.

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

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

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

PROGRAM REQUIREMENTS

NSSB 201	Overview of Hacking, Phreaking, & Cracking	5
NSSB 215	Computer Forensics	4
NSSB 225	Communications Best Practices	5
NSSB 231	Web Security	5
NSSB 238	Virus, Worms, & Hazardous Software	5
NSSB 245	Scripting	5

TOTAL CREDITS FOR COMPLETION 29

Computer Networking & Information Systems Security

Computer Networking & Information System Security Professional

Certificate

This certificate is designed to prepare students for entry-level careers involving the protection of computers, networks, and information systems against unauthorized access or modification of information, and against the denial of service to authorized users. Includes those security measures, both physical and virtual, necessary to detect, document, and counter such threats.

Curriculum content includes basic computer and networking skills, physical and virtual security processes and procedures, and introduction to security management, planning, and recovery.

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

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

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

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

NSS 101*	IT Essential I	5
NSS 105*CL	IT Essential II	4
NSS 110*	Networking Fundamentals I	4
NSS 115	Law & Ethics in the Workplace	4
NSS 120	MS Desktop Support I	5
NSS 125	MS Desktop Support II	4
NSS 130	Server Fundamentals	4
NSS 135	Implementing System Security	4
NSS 140	Introduction to Data Analysis	5
NSS 144	Intro to Microsoft SQL Server Admin	4
NSS 155	Computer Security Concepts	4
NSS 160	Introduction to Linux	5
NSS 163	Intro to Virtualization	4
NSS 165	Contingency Planning	4
NSS 201	Advanced Linux	4
NSS 211	Server Administration	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professionals (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5

TOTAL CREDITS FOR COMPLETION 84

Computer Networking & Information Systems Security

Microsoft Network Admin & Security

Certificate

Develop the knowledge and skills necessary to deploy and support Windows desktop and server operating systems in a variety of stand-alone and network operating system environments. Discuss, analyze, and develop the skills to support a secure Windows networking environment.

This certificate program is approximately two quarters in length, depending on the time students need to satisfactorily complete all certificate requirements. Program hours are from 8 to 11 a.m. or 12 p.m. to 3 p.m. All the courses in this certificate count toward the Computer Networking & Information Systems Security (CNISS) AAT or AAS-T degree program.

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

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

PROGRAM REQUIREMENTS

NSSD 251	Securing Network Infrastructure	6
NSSD 254	Active Directory Configuration	6
NSSD 257	Implementing Application Services	6
NSSD 260	Mail Server Administration	6

TOTAL CREDITS FOR COMPLETION 24

Cosmetology

Certificate

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

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

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

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

Admission Dates: Fall, Winter, Spring, and Summer quarters
Evening class: Fall and Winter quarters

A mandatory orientation is required before admission to the program.

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PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 123

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

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

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

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

Culinary Arts

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

Graduates are prepared to enter the fast-paced and exciting culinary field as entry-level cooks, lead cooks, or kitchen station supervisors.

Emphasizes fine dining food production skills combined with professional service training and food management techniques. Food production course emphasize quality food preparation.

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

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

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

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

AAT PROGRAM REQUIREMENTS

CUL 104	Sanitation in Food Service Operations	3
CUL 107	Professional Cooking I	7
CUL 109	Cooking Methods I	7
CUL 111	Food Preparation I	3
CUL 113	Introduction to Baking	3
CUL 117	Professional Cooking II	7
CUL 119	Food Preparation II	3
CUL 123	Cooking Methods II	7
CUL 127	Professional Cooking III	7
CUL 132	American Regional Cuisine	3
CUL 135	Food Preparation III	3
CUL 139	Cooking Methods III	7
CUL 241	Advanced Restaurant Baking	3
REST 107	Kitchen and Dining Management	3
REST 109	Marketing/Public Relations	3
REST 112	Restaurant Dining	7
REST 115	Catering Production	3
REST 103	Food & Beverage Cost Control	4
REST 119	Operations Management	4
REST 122	Food Service Nutrition	4
REST 126	Finance and Accounting	4
REST 131	Business Plan Development	4
REST 133	Beverage Service Management	4

Technical Course Requirements (Total) 103
General Education Requirements (See listing above) 15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 118

AAS-T PROGRAM REQUIREMENTS — Credits

Technical Course Requirements (Same as AAT) 103
General Education Requirements (See listing above) 20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 123

Culinary Arts

Basic Cooking Skills

Certificate

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

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 75

Culinary Arts

Restaurant Management

Certificate

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 44

Culinary Arts

Pastry Arts

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

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

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

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

TECHNICAL COURSE REQUIREMENTS

CUL 104	Sanitation in Food Service Operations	3
BAKE 105	Chocolate I (Confections)	5
BAKE 108	Chocolate II	4
BAKE 111	Decorating	3
BAKE 112	Cakes I (Fillings and Icings)	7
BAKE 114	Dessert Alternatives (Sugar Free, Gluten Free, Vegan)	3
BAKE 117	Frozen Desserts	3
BAKE 120	Yeast Breads	7
BAKE 125	Baking Techniques and Ingredients	3
BAKE 130	Pies, Tarts, Custards, and Fillings	5
BAKE 134	Quick Breads, Cookies, Brownies	3
BAKE 140	Restaurant (Individual) Desserts and Petit Fours	5
BAKE 153	Sugar Work	3
BAKE 156	Wedding Cakes	7
BAKE 161	Retail and Customer Service	4
BAKE 210	Cakes II	3
REST 103	Food and Beverage Cost Control	4
REST 107	Kitchen & Dining Management	3

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REST 109	Marketing/Public Relations	3
REST 115	Catering Production	3
REST 119	Operations Management	4
REST 122	Food Service Nutrition	4
REST 126	Finance & Accounting	4
REST 131	Business Plan Development	4
REST 133	Beverage Service	4
REST 137	Hospitality Law	4

TOTAL CREDITS FOR COMPLETION 105

AAT REQUIREMENTS

Technical Course Requirements (Total) 105
General Education Requirements (See listing above) 15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 120

AAS-T REQUIREMENTS

Technical Course Requirements (Total) 105
General Education Requirements (See listing above) 20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 125

Culinary Arts

Pastry Arts

Certificate

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

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 79

Dental Assistant

Associate of Applied Technology Degree

Designed to prepare students for positions in the dental field, including both front office and dental assistant career tracks. Graduates of the program will have a foundation of knowledge of dental sciences, dental assisting skills, dental materials, dental laboratory procedures, radiography, infection control, and dental business office management skills.

Students will develop an understanding of the role of the dental assistant and dental business office assistant within the dental care team. Graduates are qualified for entry-level positions as expanded duties dental assistants and coordinating assistants, as well as dental business office assistants within a dental office.

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

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

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

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

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

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

Prerequisites: In order to participate in the program, students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series including a positive titer, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/ Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations. Students must have a current Basic Life Support (CPR) card for health care providers, a First Aid card, and a current dental examination form completed by their dentist.

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

In order to participate in the externship, students must have all general education requirements completed and receive a "No Record On File" report from the Washington State Patrol, related to Crimes Against Persons. Students must be at least 18 years of age and have a high school diploma or GED (per ADA standards).

Admission Dates: Fall and Spring quarters

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PROGRAM REQUIREMENTS

DAS 103	General Studies	4
DAS 105	Biomedical Sciences	4
DAS 110	Dental Sciences I	5
DAS 113	Dental Assisting Skills I	4
DAS 115	Foundations of Clinical Dentistry	2
DAS 118	Principles of Radiography I	1
DAS 120	Dental Sciences II	5
DAS 130	Dental Specialties I	3
DAS 125	Dental Assisting Skills II	6
DAS 135	Principles of Radiography II	5
DAS 140	Certification Review I	1
DAS 222	Dental Sciences III	2
DAS 224	Dental Assisting Skills III	7
DAS 226	Dental Specialties II	8
DAS 228	Certification Review II	1
DAS 237CAP	Clinical Experience I	1
DAS 239CAP	Clinical Experience II	10
DAS 243	Certification Review III	1
DBOA 103	Dental Terminology & Procedures	4
DBOA 111	Dental Charting, Scheduling and Recall Management	5
DBOA 119	Dental Correspondence and Employment Skills	4
DBOA 135	Dentrix Advanced Training	2
Students will take a minimum of 4 credits of computer skills courses.		
Recommended Electives below		4
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5

TOTAL CREDITS FOR COMPLETION 104

Recommended Electives

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

Dental Assistant

Certificate

Designed to prepare students for positions in the dental assistant field. Provides a foundation of knowledge of dental sciences, dental assisting skills, dental materials, dental laboratory procedures, radiography, infection control, and office management skills.

Students will develop an understanding of the role of the dental assistant within the dental care team. Graduates are qualified for entry-level positions, expanded-duties dental assistants, and coordinating assistants in the dental office.

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

In addition, successful completion of the first component (Infection Control), completed at the end of the second quarter of study, is a prerequisite to entering the fourth quarter, clinical experience. The second and third components of the exam are requirements for graduation from the program and when successfully completed, will result in the student receiving his or her national certification from DANB entitling him or her to use the title of Certified Dental Assistant. Included in this program are academic courses in communication (English composition, speech), quantitative reasoning (math) and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and enhance personal development. Each student is strongly encouraged to carry personal health/medical insurance throughout their clinical rotations. Quarterly based insurance for students may be purchased; further information is available through the counseling office.

This program is approximately five quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements.

Prerequisites: In order to participate in the program, students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series including a positive titer, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/ Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations. Students must have a current Basic Life Support (CPR) card for health care providers, a First Aid card, and a current dental examination form completed by their dentist.

In order to participate in the externship, students must have all general education requirements completed and receive a "No Record On File" report from the Washington State Patrol, related to Crimes against Persons. Students must be at least 18 years of age and have a high school diploma or GED (per ADA standards).

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

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

DAS 103 General Studies 4
DAS 105 Biomedical Sciences 4
DAS 110 Dental Sciences I 5
DAS 113 Dental Assisting Skills I 4
DAS 115 Foundations of Clinical Dentistry 2
DAS 118 Principles of Radiography I 1
DAS 120 Dental Sciences II 5
DAS 130 Dental Specialties I 3
DAS 125 Dental Assisting Skills II 6
DAS 135 Principles of Radiography II 5
DAS 140 Certification Review I 1
DAS 222 Dental Sciences III 2
DAS 224 Dental Assisting Skills III 7
DAS 226 Dental Specialties II 8
DAS 228 Certification Review II 1
DAS 237CAP Clinical Experience I 1
DAS 239CAP Clinical Experience II 10
DAS 241 Advanced Theory 4
DAS 243 Certification Review III 1
ENGL& 101 English Composition (or higher) or CMST& 220 5
MAT 105 Math for Industrial Professions (or higher) 5
PSYC& 100 General Psychology (or other social science or humanities course 5

TOTAL CREDITS FOR COMPLETION 89

Dental Administrative Specialist

Certificate

Designed to prepare students for entry-level positions in dental office administration. These positions may include receptionists, treatment coordinators, financial coordinators, or dental office managers. Students will receive online instruction and a community-based internship experience with a local dental office or clinic. Students receive training in administration, including greeting and scheduling patients, handling billing and insurance claims, collecting payments, arranging treatment plans, and managing business documents.

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

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

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

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

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

To enter the program, a student must test and take Math 91 (or higher) during the first quarter of the program. Students must test at college-level English, and psychology or another social science or humanities course.

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

PROGRAM REQUIREMENTS

ACTG 110	Bookkeeping I	4
ACTG 141	QuickBooks I	2
DBOA 103	Dental Terminology & Procedures	4
DBOA 111	Dental Charting, Scheduling and Recall Management	5
DBOA 119	Dental Documents & Inventory Systems	4
DBOA 120	Dental Insurance	6
DBOA 121	Fiscal Management	6
DBOA 127	Professional Communications	6
DBOA 128	Dental Law & Ethics	5
DBOA 135	Dentrix Advanced Training	2
DBOA 138	Work-Based Learning Experience	10
Students will take a requirement of 4 credits of computer skills courses.		
Recommended Electives below		4
ENGL& 101	English Composition (or higher)	5
MAT 107	Business Math (preferred)	5
PSY 100 or SOC 100	General Psychology (or higher)	5

TOTAL CREDITS FOR COMPLETION 73

Recommended Electives

CAH 105	Computer Applications	3
CAS 105	Keyboarding	3
CAS 115[CL]	Introduction to Computing	3
CAS 120	Word I	2
CAS 125[CL]	Word II	3
CAS 130[CL]	Excel I	3
CAS 135[CL]	Excel II	3
CAS 140	PowerPoint	2
CAS 145[CL]	Publisher	5

Early Care & Education

Associate of Applied Technology Degree
Associate in Applied Science - T Degree

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

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

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

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

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

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

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

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Admission Dates: Fall, Winter, Spring, Summer quarters

AAT PROGRAM REQUIREMENTS

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

Subtotal Credits for Completion 74

Students must choose one of the following Practicum IV Courses:

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

Subtotal Credits for Completion 77

Students must complete a minimum of 6 elective credits:

Degree Electives:

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

PARA Electives (can be taken for ECE elective credit)

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

Subtotal Technical Course Requirements 83
General Education Requirements (See listing above) 15

TOTAL CREDITS FOR COMPLETION OF AAT DEGREE 98

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT) 83
General Education Requirements (See listing above) 20

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 103

Early Care & Education

Childhood Foundation

Certificate

This program is offered only to CPTC-affiliated centers in the community. It prepares students for entry-level positions in the Early Care & Education field. Students participate in experiential learning in an approved local child care center.

ECS 102 provides students with the basic 20-hour S.T.A.R.S. certification. ECS 111-117 prepare students for the CDA assessment. The program is designed for students to earn a certificate while working in the field.

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

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

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 28

*Articulated courses with High Schools for Dual Enrollment Classes

Early Care & Education
Childhood Leadership

Certificate

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

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

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

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 18

Early Care & Education
Childhood Specialist

Certificate

Prepares students for careers in the Early Care & Education field as lead and assistant childcare providers. Students participate in experiential learning at the Hayes Child Development Center or in approved local child care centers.

ECS 102 provides students with the basic 20-hour S.T.A.R.S. certification. The program is designed for students to earn a certificate while working in the field.

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

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

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

Admission Dates: Quarterly start dates

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 61

*Articulated courses with High Schools for Dual Enrollment

Early Care & Education
Creating a Green Classroom

Certificate

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

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

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

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

Admission Dates: Fall, Winter, Spring and Summer quarters

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 18

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

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

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

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

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

PROGRAM REQUIREMENTS

ECS 150	Child Development – Ages 3 to 12 years	3
ECS 220	Curriculum for School-Age	2
ECS 225	School-Age Environment	2
ECS 230	Practicum IV School-Age	3
ECS 264	Partnerships with Families	3
ECS 279	Observation & Application in ECE	2
ECS 284	Guiding Young Children	3
ECS 292	Theories of Child Development	3
ECE 135	School Age Math, Science, and Technology	3

TOTAL CREDITS FOR COMPLETION 24

Early Care & Education
Special Needs
Certificate

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

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

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 34

Early Care & Education
Sustaining a Green Program
Certificate

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

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

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

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

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

PROGRAM REQUIREMENTS

ECE 126	Nature and the Outdoor Classroom	2
ECE 134	Issues & Trends Green	2
ECE 190	Practicum 4: Green	3
ECE 235	Creating a Quality Environment for Children	3
ECS 149	ECE Curriculum: Health, Safety, & Nutrition + Cooking Lab	4
ECS 270	Intro to ECE Management	3
ECS 277	Professionalism & Ethics in ECE	2

TOTAL CREDITS FOR COMPLETION 19

Electrician Low Voltage Fire/Security
Associate of Applied Technology Degree

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

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

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

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

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

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

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

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

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PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 120

Electrician Low Voltage Fire/Security

Certificate

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

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

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

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

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

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

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 78

Environmental Sciences & Technology

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

Provides the necessary skills for a wide range of positions in the Environmental Science Field.

Students perform hands-on water quality monitoring; soil, water, and air sampling; mineral identification; wetland delineation and restoration; geographic information system mapping; and simulated hazardous wastesite cleanup operations.

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

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

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

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

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AAT PROGRAM REQUIREMENTS

ENV 109	Introduction to Ecology	4
ENV 134	Hazardous Waste Site Operations	7
ENV 141	Orientation to Environmental Science	4
ENV 152	Mapping & Surveying	2
ENV 153	Environmental Sampling Methods	2
ENV 157	Environmental Site Assessment	4
ENV 161	Environmental Law I	5
ENV 162	General Chemistry	6
ENV 163	Environmental Chemistry	6
ENV 230	Rural Technologies	4
ENV 231	Issues in the Urban Environment	5
ENV 240[CAP]	Internship	10
ENV 245[CL]	Environmental Law II	5
ENV 246[CAP]	Environmental Science Capstone	2
ENV 248	Hydrology	6
ENV 250	Introduction to Air Pollution	3
ENV 251	Environmental Critical Areas	7
ENV 260	Introduction to Soils	5
ENV 261	Watershed Analysis	4
ENV 270	Hazardous Materials Transportation	3
GEOL& 110	Environmental Geology	5
GEO 215	GPS Technologies	2

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

TOTAL CREDITS FOR COMPLETION 116

AAS-T PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 116

Note: 5 Credits of Social Science required (PSYC& 100 OR SOC& 101). GEOL& 110 fulfills an AAS-T science requirement; therefore, only 15 additional credits of general education courses are required for the AAS-T degree.

Esthetic Sciences

Associate of Applied Technology Degree

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

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

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

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

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

Prerequisite: High School Diploma or GED required

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

PROGRAM REQUIREMENTS

ES 103	Skin Physiology & Histology I	4
ES 106	Facial Procedures I	4
ES 112	Temporary Hair Removal I	3
ES 115	Makeup Application Techniques I	2
ES 117	Skin Care & Body Wraps I	3
ES 121	Skin Physiology & Histology II	4
ES 129	Makeup Application Techniques II	2
ES 109	Machine Facials, Electricity, & Light Therapy	4
ES 122	Salon Management & State Laws I	2
ES 124	Facial Procedures II	4
ES 127	Temporary Hair Removal II	4
ES 131	Skin Care & Body Wraps II	3
ES 147	Salon Management & State Laws II	2
ES 199	Chemistry for Esthetics	3
ES 201	Pharmacology for Estheticians	3
ES 205	Introduction to Esthetic Medical Office Procedures	4
ES 211	Infection Control for Medical Estheticians	1
ES 216	Camouflage Makeup	2
ES 221	Medical Esthetics Procedures	6
ES 227	Medical Esthetic Machinery	4
ES 230	Patient Education	1
ES 236	Independent Research Project for Medical Esthetics	2
ES 240	Business Skills & Professional Development for Medical Esthetics	5
ES 242	Laser Theory	4
ES 252	Advanced Cosmetic Chemistry	2
ES 256[CAP]	Clinical Laboratory for Medical Esthetics	10
CMST& 220	Public Speaking	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5
BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015)	5

TOTAL CREDITS FOR COMPLETION 108

Esthetic Sciences

Esthetics

Certificate

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

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

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

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

Prerequisite: High School Diploma or GED required.

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

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PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 44

Note: Students in the Esthetics program over a summer quarter will receive 600 hours of instruction during their two-quarter certificate program.

Esthetic Sciences

Medical Esthetics

Certificate

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

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

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

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

Admission Dates: Summer and Winter quarters

PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 44

Note: Students in the Esthetics program over a summer quarter will receive 600 hours of instruction during their two-quarter certificate program.

Graphic Technologies

Associate of Applied Technology Degree - AAT
Associate in Applied Science – T Degree – AAS-T

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

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

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

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

Admission Dates: Fall and Spring quarters

AAT PROGRAM REQUIREMENTS

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

Subtotal 80

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

Elective Courses

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

Technical Course Requirements (Total)	80
General Education Requirements (See listing above)	15
Elective Credits	20
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE	115

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT)	80
General Education Requirements (See listing above)	20
Elective credits	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	120

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

Graphic Technologies

Graphic Design

Certificate

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

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

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

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

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

GTC 110	Art, Design, & Visual Thinking	5
GTC 123CL	Macintosh Operations & Image Acquisition	5
GTC 130	Digital Imaging I: Photoshop	5
GTC 143	Electronic Publishing & Layout	5
GTC 149	Digital Imaging II: Photoshop	5
GTC 164	Prepress I	5
GTC 169	Intro to Vector-Based Illustration Software	5
GTC 174	InDesign I	5
GTC 203	Preflight	5
GTC 210	Digital Imaging III: Photoshop	5
GTC 233	QuarkXPress	5
GTC 264	Paper, Pricing, & Estimating	5
GTC 276	InDesign II	5
MDPW 123	Web Design Principles	5
*MDPW 134	Web Animation I – Flash	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5
TOTAL CREDITS FOR COMPLETION		95

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

Elective Courses

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

Graphic Technologies

Prepress Operations

Certificate

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

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

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

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

Admission Dates: Fall and Spring quarters

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PROGRAM REQUIREMENTS

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

TOTAL CREDITS FOR COMPLETION 95

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

Health Unit Coordinator

Certificate

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

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

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

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

Prerequisites: Students must obtain a current CPR card for healthcare providers. In order to participate in the clinical aspect of the program, students must receive, during HUC 102 course, a "No Record On File" report from the Washington State Patrol, related to Crimes Against Persons, and students must have current immunizations or laboratory verification of immune status. Immunizations could include, but not limited to, Hepatitis B series, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/Rubella, and Varicella and yearly flu as required by contracts with clinical facilities and CDC recommendations.

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

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

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

Admission Dates:
Fall and Spring quarters - Lakewood campus Day Program
Winter and Summer quarters - Lakewood campus Evening Program
Check with the Advising and Counseling Office for specific information.

PROGRAM REQUIREMENTS

HUC 102	Orientation/Introduction to Health Unit Coordinating/ Introduction to Automation	7
HUC 106	Anatomy & Physiology for Health Unit Coordinator	3
HUC 109	Unit Coordinator Task & Procedures I	8
HUC 112	Unit Coordinator Task & Procedures II	4
HUC 113	Communications Application in the Health Unit Coordinator Role	1
HUC 118	Advanced Communications Application	2
HUC 120	Unit Management I	3
HUC 122	Unit Management II	3
HUC 126	Legal/Ethical Aspects of Unit Coordinating	2
HUC 132	Clinical Experience	7
HUC 204	ECG Monitor Technician	3

TOTAL CREDITS FOR COMPLETION 43

Heating & Air Conditioning/ Refrigeration Service Technician

Associate of Applied Technology Degree

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

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

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

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

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

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

Admission Dates: Fall, Winter, Spring, Summer quarters

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PROGRAM REQUIREMENTS

*HAC 102	Basic Electricity	5
*HAC 105	Electrical Circuits	4
*HAC 120	Advanced Controls & Troubleshooting	4
*HAC 160	Siemens Controls	2
*HAC 162	Electric Motors & Their Applications	4
*HAC 164	Electric Motors & Troubleshooting Motors	3
HAC 167	Green Awareness	3
HAC 170	Heating I	7
HAC 175	Heating Lab I	5
HAC 181	Heating II	6
HAC 183	Heating Lab II	4
HAC 201	Advanced Refrigeration Systems	10
HAC 230	EPA Refrigerant Recovery Certification	1
HAC 237	Basic Refrigeration I	7
HAC 242	Basic Refrigeration Lab I	5
HAC 246	Basic Refrigeration II	6
HAC 249	Job Readiness	5
HAC 255	Basic Refrigeration Lab II	3
HAC 256	Commercial Heat Pumps	7
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 106

*Prerequisites for Heating & Refrigeration

Highly Recommended Class
(class could be taken while waiting to start the program)

CAS 105	Keyboarding (or Orientation to Computers and MS Office)	3

Heating & Air Conditioning/ Refrigeration Service Technician

Basic HVAC/Refrigeration Service Technician

Certificate

Provides students with the knowledge and skills necessary for entry-level employment in HVAC service and maintenance.

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

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

Admission Dates: Fall, Winter, Spring, Summer quarters

PROGRAM REQUIREMENTS

*HAC 102	Basic Electricity	5
*HAC 105	Electrical Circuits	4
*HAC 120	Advanced Controls & Troubleshooting	4
*HAC 162	Electric Motors & their Applications	4
*HAC 164	Electric Motors & Troubleshooting Motors	3
*HAC 160	Siemens Controls	2
HAC 167	Green Awareness	3
HAC 170	Heating I	7
HAC 175	Heating Lab I	5
HAC 181	Heating II	6
HAC 183	Heating Lab II	4
HAC 230	EPA Refrigerant Recovery Certification	1
HAC 237	Basic Refrigeration I	7
HAC 242	Basic Refrigeration Lab I	5
HAC 246	Basic Refrigeration II	6
HAC 255	Basic Refrigeration Lab II	3
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5

TOTAL CREDITS FOR COMPLETION 84

*Prerequisites for Heating & Refrigeration

Hemodialysis Technician

Certificate

Prepares the successful graduate for employment as a Hemodialysis Technician in outpatient settings such as a hospital or dialysis center.

Focuses on the Hemodialysis Technician's role of providing basic renal care for clients under the supervision of a registered nurse or physician.

Students participate in theoretical and practical preparation in the duties and responsibilities of a Hemodialysis Technician. A practicum in a dialysis facility is included in the program to provide students an opportunity to develop and practice the skills of the Hemodialysis Technician and participate as a team.

Clinical hours vary, depending on the facility assigned; students may be assigned to day or evening shifts.

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

Prerequisites: Documentation of immunizations include Hepatitis B series plus positive titer; Tetanus/Diphtheria; 2 step TB test; Measles/ Mumps/Rubella (2 injections or 1 injection plus a positive titer for measles, mumps, and rubella); Varicella immunization or positive titer; annual influenza immunization; and H1N1 immunization. Immunization requirements may change based on CDC guidelines and/or clinical facility policies. All immunization records must be submitted to instructor no later than the first day of class unless prior arrangements have been made.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising/Counseling Office. No student will be allowed at clinical site without proof of insurance.

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Student must have a high school diploma or transcript or GED certificate prior to program entry. In order to participate in the clinical aspects of the program the student must receive a "No Record on File" report related to Crimes Against Persons from the Washington State Patrol and meet the requirements for the facility that you may be assigned to. (Some clinic sites require that you pass a drug screening and their own background checks).

COMPASS Reading 68 and Writing 33, or successful completion of ENG 82. Compass score for Pre-Algebra 37.

Physical Activity: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Technicians are often standing for long periods of time. For safety and protection of patients, the student technician must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Must be able to safely assist a patient in moving from bed to a chair, commode, or cart.

Admission Date: Fall and Spring quarter of each year.

PROGRAM REQUIREMENTS

HDT 105	Law & Ethics for the Hemodialysis Technician	3
HDT 113	Phlebotomy Fundamentals	4
HDT 116	Computer Applications/Keyboarding	2
HDT 122	Hemodialysis Terms/Anatomy/Physiology	6
HDT 125	First Aid/CPR/HIV	1
HDT 131	Hemodialysis Principles & Procedures	4
HDT 138	Machine Setup/Maintenance	4
HDT 141	Water Treatment	3
HDT 149	Vascular Access	3
HDT 151	Professional Interaction	3
HDT 161	Clinical Practicum	6
HDT 163	Field Study	1
MAT 072	Medical Math	4
TOTAL CREDITS FOR COMPLETION		44

Human Services

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

Prepares students for a variety of mid-level positions within the field of human services that are focused on helping others gain the skills to help themselves.

Students will participate in both classroom instruction and a community-based internship experience with a local human services provider. Students who intern at these agencies serve a variety of populations, including mentally ill, developmentally disabled, seniors, persons living with HIV/AIDS, homeless, incarcerated adults & youth, at risk youth, pregnant & parenting teens, foster families, persons with substance abuse issues, and numerous other specialty areas.

Students are responsible for choosing their own internship placement and are primarily eligible for employment in the area in which they choose and complete their internship experience.

This accelerated associate degree program can be completed in as few as four quarters, but may take up to seven quarters, depending on the time students need to satisfactorily complete all graduation requirements. For an AAT or AAS-T degree, students must complete one of the following specialty options: 1) Human Services Generalist, or 2) Human Services Chemical Dependency. The Human Services Generalist option can be completed in four quarters, while the Human Services Chemical Dependency option will require a minimum of six quarters of attendance.

Students will attend courses on the main campus in Lakewood as well as at community-based internship sites throughout the program. Students receiving a C- or below must repeat the class in order to satisfy the Human Services program requirements for graduation.

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

AAT Degree General Education Requirements (20 credits):

- ENGL& 101 English Composition
- CMST& 220 Public Speaking
- MAT 107 Business Mathematics
- PSYC& 100 General Psychology

AAS-T Degree General Education Requirements (25 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202
- CMST& 220 Public Speaking

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

Prerequisites: Students must attend a mandatory orientation/advising meeting with the instructors. Must be a High School graduate or have a GED to enter the program. Students must consent to and receive a "No Record on File" report related to Crimes Against Persons. Students must have an internship site secured no later than the third day of the second quarter for the Internship I, II and III courses.

Admission Dates: Fall and Spring quarters

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PROGRAM REQUIREMENTS

CMST& 220	Public Speaking	5
HS 110[CL]	Computer Applications for Human Services Professionals	3
HS 115	Therapeutic Communication Skills	5
HS 123	HIV/AIDS & Blood-Bourne Pathogens	1
HS 127	Introduction to Human Services	5
HS 151	Internship I	5
HS 220	Theories of Counseling	5
HS 221	Family Systems	3
HS 225	Survey of Community Resources	3
HS 226	Mental Health Assessment & Evaluation	5
HS 227	Behavioral Health & Wellness	5
HS 230	Case Management	5
HS 236[DIV]	Culturally Competent Practice	3
HS 237	Law & Ethics for Human Services	3
HS 244	Internship II	5
ENGL& 101	English Composition	5
MAT 107	Math 107 (or higher)	5
PSYC& 100	General Psychology	5
Total Core Credits		76
Required Option Requirements (See Requirements Below)		26-45
TOTAL CREDITS FOR COMPLETION		102-121

Program Option Requirements: In addition to the core classes listed above, students in the Human Services program are required to complete one of the specialty options listed below.

Option 1: Human Services Generalist

HS 240	Survey of Addiction	5
HS 224	Dynamics of Violence	5
HS 246	Group Process	3
HS 258[CAP]	Internship III	5
Electives	Select from the list of approved Human Services electives	8
Subtotal		26

Option 2: Human Services Chemical Dependency

HSCD 135	Introduction to Chemical Dependency	3
HSCD 140	Ethics for CD Professionals	2
HSCD 215	Case Management & Recordkeeping for the CDP	5
HS 258[CAP]	Internship III	5
HSCD 155	CD & Counseling: Indiv. & Grps.	5
HSCD 145	Physiological Actions of Drug & Alcohol Abuse	3
HSCD 226	CD Assessment & Evaluation	2
PSYC& 220	Abnormal Psychology	5
HSCD 249	CD & Counseling II: Adol. & Families	5
HSCD 251	Relapse Prevention	3
HSCD 228	CD & the Law	2
PSYC& 200	Lifespan Psychology	5
Subtotal		45

Approved Human Services Electives

SOC& 101	Introduction to Sociology	5
PSYC& 220	Abnormal Psychology	5
PSYC& 200	Lifespan Psychology	5
ASL& 121	Sign Language	5
HS 238	Special Projects	3-5
HS 239	Selected Topics	3-5
SVL 100	Service Learning	3
LEADR 100	Leadership I	1-6
LEADR 101	Leadership II	1-6
LEADR 102	Leadership III	1-6
LEADR 103	Leadership IV	1-6
Any Biology Course		5
Any HSCD course		5

Human Services

Chemical Dependency Specialist

Certificate

Introduces students to basic concepts related to chemical dependency prevention and treatment.

The certificate will provide students with the academic background to understand content, models, theories and research relevant to working with chemically dependent persons and their families and prepare them for entry level employment. It is ideal for working professionals who already have a degree but are in need of the specific coursework to obtain state credentials. The required certificate coursework covers most of the content areas required for the chemical dependency professional credential issued by the Washington State Department of Health (See RCW 246.811 Washington Administrative Code [WAC] Chapter 246-811). This accelerated certificate program is approximately three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements.

This certificate has an I-BEST enrollment option. The Integrated Basic Education and Skills Training (I-BEST) option is designed specifically for adults at the basic skills level. Initial eligibility is determined by qualifying CASAS scores of 221 - 255 in Reading and/or Math and a minimum of 221 in CASAS Listening for English Language Learners. For detailed information contact the I-BEST Program Specialist 253-589-5524.

Prerequisites: Students must attend a mandatory orientation/advising meeting with the Instructors. Must possess a minimum of an associate's degree or have instructor permission to enter the program. Students must consent to and receive a "No Record on File" report related to Crimes Against Persons. Note: PSYC& 100 is a prerequisite to PSYC& 200 and 220.

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

PROGRAM REQUIREMENTS

PSYC& 220	Abnormal Psychology	5
PSYC& 200	Lifespan Psychology	5
HSCD 135	Introduction to Chemical Dependency	3
HSCD 140	Ethics for Chemical Dependency	2
HSCD 145	Physiological Actions of Alcohol & Drugs	3
HSCD 155	Chemical Dependency & Counseling I: Individuals & Groups	5
HSCD 215	Case Management & Recordkeeping for the CDP	5
HSCD 226	Chemical Dependency & Assessment	2
HSCD 228	Chemical Dependency & the Law	2
HSCD 249	Chemical Dependency & Counseling II: Adolescents & Family	5
HSCD 251	Relapse Prevention	3
*CAH 105	Computer Applications	2
*COLL 105	Career Development	2
TOTAL CREDITS FOR COMPLETION		40-44

*This is a required course for students enrolled in the I-BEST option.

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Interior Design

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

This program prepares students to work for design and architectural firms, home furnishings venues, and contractors.

For the creative individual who desires a career in the dynamic profession of Interior Design and its many facets and applications. Hospitality, residential, kitchen and bath, and sustainable design are just a few of the many paths an interior designer may embark upon. The instructors are active in the design community and bring realistic projects to the classroom; We are committed to providing the most current materials and standards used by the Interior Design profession.

This program is approximately six quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. Two certificates are offered in the Spring and Summer quarters, in addition to the complete program. They are Kitchen and Bath Design and Green Design.

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

A Kitchen and Bath option is offered every spring quarter. A Green Design option is offered every summer quarter. New students or continuing program students may enroll for either option.

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

Admission Dates: Fall quarter

AAT PROGRAM REQUIREMENTS

DSN 105	Drafting I	6
DSN 119	Interior Design & the Creative Design Process	4
DSN 121	Drafting II	5
DSN 123	Materials Methods & Techniques of Interior Design	4
DSN 124	Color Theory	4
DSN 132	Lighting	5
DSN 136	Introduction to Drawing and Rendering	4
DSN 140	Textiles	4
DSN 145	Residential Planning, Design, & Exterior Spaces	5
DSN 152	Furniture & Cabinet Design	2
DSN 153	Drafting III	4
DSN 158	History of Interiors	4
DSN 159	Intro to Technology for Interior Designers	3
DSN 204	Intro to Commercial Interior Design	4
DSN 216	CAD I	5
DSN 225	Design I	5
DSN 227	Commercial Specifications	4
DSN 231	20th Century & Current Design Philosophies & Significant Works	3
DSN 236	Design II	7
DSN 239[CL]	CAD II	5
DSN 241	Business Practices	4
DSN 245	Internship or Alternative Study	4
DSN 251	Contract Furniture	3
DSN 266[CAP]	Portfolio/Professional Presentation	7
	Technical Course Requirements (Total)	105
	General Education Requirements (See listing above)	15
	TOTAL CREDITS FOR COMPLETION OF AAT DEGREE	120

AAS-T PROGRAM REQUIREMENTS

	Technical Course Requirements (Same as AAT)	105
	General Education Requirements (See listing above)	20
	TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	125

Optional Electives

DSN 202	Elements of Kitchen and Bath Design	5
DSN 206	20/20 Drafting	5
DSN 208	Materials and Estimating	4
DSN 211	Business Procedures and Sales	4
DSN 214	Green Design: An Overview	5
DSN 219	A Closer Look at Green Living	4
DSN 221	Building the Green Life: Materials and Estimating	5
DSN 223	Project Green: Developing a Green Design	5
DSN 265	Independent Study	3
DSN 270	Independent Study	4
DSN 275	Independent Study	5

Interior Design
Kitchen & Bath

Certificate

This certificate program covers the principles and elements of design for kitchen and bathroom interiors.

Prerequisites: None

Admission Dates: Spring quarter

PROGRAM REQUIREMENTS

DSN 202	Elements of Kitchen and Bath Design	5
DSN 206	20/20 Drafting	5
DSN 208	Materials and Estimating	4
DSN 211	Business Procedures and Sales	4
	TOTAL CREDITS FOR COMPLETION	18

Interior Design

Green Design

Certificate

This certificate program covers sustainable design topics of the built environment with a focus on interiors.

Prerequisites: None

Admission Dates: Summer quarter

PROGRAM REQUIREMENTS

DSN 214	Green Design: An Overview	5
DSN 219	A Closer Look at Green Living	4
DSN 221	Building the Green Life: Materials and Estimating	5
DSN 223	Project Green: Developing a Green Design	5

TOTAL CREDITS FOR COMPLETION 19

Manufacturing Technologies

Associate of Applied Technology Degree

Provides students with the knowledge and skills necessary for employment in the manufacturing/ metalworking industry as a machinist, machinist apprentice, or machinist helper.

Responsible for setting up and operating conventional machine tools and CNC (Computer Numerical Control) machine tools.

Advanced students will be proficient in programming, setting up, and operating CNC machining centers. Students will develop proficiency in blueprint reading, shop math, precision measuring, CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining), and CNC (Computer Numerical Control) turning centers and milling machines.

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

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

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

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

PROGRAM REQUIREMENTS

MCH 101	Orientation/Machine Shop Safety	2
MCH 105*	Shop Math/Blueprint I	6
MCH 107	Shop Math/Blueprint II	6
MCH 109	Shop Math/Blueprint III	6
MCH 111	Shop Machines & Tools	6
MCH 117*	Lathes I	6
MCH 121*	Mills I	6
MCH 122	Lathes & Mills II	8
MCH 125	Lathes & Mills III	10
MCH 126	Lathes & Mills IV	8
MCH 129	Surface Grinding	4
MCH 133	Tool & Cutter Grinding	5
MCH 202	Introduction to CNC	7
MCH 211	Intermediate CNC	10
MCH 216	Advanced CNC	12
MCH 219	Career Opportunities	4
MCH 223	Inspection Techniques	6
MCH 229	Metallurgy & Heat Treatment	4
MCH 231	Manufacturing Resources & Research	4
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 135

*Articulated courses with High Schools for Dual Enrollment

Optional Course

MCH 201	CATIA I	5
MCH 203	CATIA II	3
MCH 206	CATIA III	3
MCH 240	Training & Practice	1-15

Note: MCH 240, Training & Practice, is designed for specific skills enhancement with the purpose of re-entering the manufacturing workforce. Mutually agreed-upon goals will be set and paid for at an hourly rate.

Manufacturing Technologies

CNC Programmer/CATIA

Certificate

Provide students with the knowledge and understanding of CATIA for employment advancement as a CNC (Computer Numerical Control) Programmer in the manufacturing industry.

Students will develop proficiencies in basic to more advanced functions of CATIA including: organization and navigation of model and assembly functions, managing profiles, saving parts in a CATIA environment, creating simple and complex parts and assemblies, understanding of CATIA's product hierarchy principles, and utilization of different tools and techniques for designing products using a variety materials. Students will also develop skills in programming, preparing, and operating CNC machining centers. Students will utilize knowledge in blueprint reading, shop math, precision measuring, and CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining) to interpret data from CATIA and evaluate machining codes to manufacture designed products.

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

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

PROGRAM REQUIREMENTS

MCH 202	Introduction to CNC	7
MCH 201	CATIA I	5
MCH 211	Intermediate CNC	10
MCH 203	CATIA II	3
MCH 216	Advanced CNCI	12
MCH 206	CATIA III	3

TOTAL CREDITS FOR COMPLETION 40

Optional Courses

MCH 240	Training & Practice	1-15

Manufacturing Technologies

Machinist Apprentice

Certificate

Provides students with the knowledge and skills necessary for employment in the manufacturing/metal working industry as a machinist apprentice.

Responsible for setting up and operating conventional machine tools and CNC (Computer Numerical Control) machine tools.

Students will develop proficiency in blueprint reading, shop math, precision measuring, conventional lathes and mills, surface and tool cutter grinding, general shop machines, CAD/CAM (Computer-Aided Drawing & Computer-Aided Machining), and CNC (Computer Numerical Control) turning centers and milling machines.

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

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

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

PROGRAM REQUIREMENTS

MCH 101	Orientation/Machine Shop Safety	2
MCH 105*	Shop Math/Blueprint I	6
MCH 107	Shop Math/Blueprint II	6
MCH 109	Shop Math/Blueprint III	6
MCH 111	Shop Machines & Tools	6
MCH 117*	Lathes I	6
MCH 121*	Mills I	6
MCH 122	Lathes & Mills II	8
MCH 125	Lathes & Mills III	10
MCH 126	Lathes & Mills IV	8
MCH 129	Surface Grinding	4
MCH 133	Tool & Cutter Grinding	5
MCH 202	Introduction to CNC	7
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 95

*Articulated courses with High Schools for Dual Enrollment

Optional Course

MCH 240 Training & Practice 1-15

Note: MCH 240, Training & Practice, is designed for specific skills enhancement with the purpose of re-entering the manufacturing workforce. Mutually agreed-upon goals will be set and paid for at an hourly rate.

Manufacturing Technologies

Machinist Helper

Certificate

Provides students with the knowledge and necessary skills for employment in the manufacturing/ metalworking industry. Students may enter the industry as a machinist helper. Responsible for helping set up and operate conventional machine tools.

Students will develop proficiency in blueprint reading, shop math, precision measuring, conventional lathes and mills, surface, tool, and cutter grinding, and general shop machines.

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

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

PROGRAM REQUIREMENTS

MCH 101	Orientation/Machine Shop Safety	2
MCH 105*	Shop Math/Blueprint I	6
MCH 111	Shop Machines & Tools	6
MCH 117*	Lathes I	6
MCH 121*	Mills I	6

TOTAL CREDITS FOR COMPLETION 26

*Articulated courses with High Schools for Dual Enrollment

Optional Course

MCH 240 Training & Practice 1-15

Note: MCH 240, Training & Practice, is designed for specific skills enhancement with the purpose of re-entering the manufacturing workforce. Mutually agreed upon goals will be set and paid for at an hourly rate.

Massage Studies

Associate of Applied Technology Degree

Prepares successful students for employment and practice in a variety of workplace settings. Graduates from this program are employed in spas, clinics, hospitals, and successful private practices.

Students develop a strong foundation in Swedish massage and deep tissue techniques. Clinical massage students benefit from advanced training in treatment applications and assessment. Teaching techniques are varied, addressing a wide variety of learning styles.

All students enrolled in the program are required to participate in the exchange of applied massage techniques in a supervised and professional setting. Participation in the student-operated massage clinic allows students to gain experience in the profession while under supervision of an Instructor.

Topics covered include, but are not limited to: massage theory and practice; anatomy; physiology; pathology; kinesiology; orthopedic assessment; pregnancy massage; sports massage; deep tissue; myofascial techniques; lymphatic drainage; on-site seated massage; hydrotherapy; hot stone massage; and mini-spa applications.

Business classes introduce the skills and theories necessary for successful employment, such as: professional ethics, goal setting, business planning, insurance billing, networking, and communicating with healthcare professionals, marketing, job networking, rèsumès, and interviewing.

Included in the Associate Degree program are academic courses in communication (English composition, speech), quantitative reasoning

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(math) and social sciences (psychology, sociology) that provide knowledge and abilities upon which technical skills are built and personal development enhanced. These classes are offered at various times outside the regular Massage program hours.

The Associate Degree program may take two years, depending on the time students need to satisfactorily complete all graduation requirements.

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

Upon successful completion of the program, the graduate is eligible to sit for the National Certification Examination or Federation of State Massage Board Examination and apply for licensure in Washington State.

A Washington State Patrol background check will be conducted to screen for prior convictions prior to State licensing. Persons with some types of criminal convictions may not be eligible for licensure.

Prerequisites: A medical statement of health status from a primary care provider stating the student is able to safely participate in all aspects of the class is required to enter the program. That statement must be submitted to the Instructor on the first day of class.

Potential students entering the program must test at college level in reading on the COMPASS Assessment test or have completed English 94. Documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/Blood-borne pathogens class, and a Washington State Patrol background check is required to progress to the second quarter. Some results from the background check may prevent individuals from participating in certain classes.

Admission Dates:
Fall quarter - Lakewood day class
Spring quarter - Lakewood evening class

PROGRAM REQUIREMENTS

MASST 110	Anatomy, Physiology, & Pathology I	5
MASST 111	Anatomy, Physiology, & Pathology II	5
MASST 114	Swedish Massage Theory	5
MASST 115	Clinical Massage Techniques	4
MASST 116	Complementary Massage Modalities I	3
MASST 117	Swedish Massage Practice	4
MASST 123	Clinical Application of Massage Therapy	4
MASST 126	Kinesiology: Upper Extremity	2
MASST 130	Kinesiology: Trunk	1
MASST 131	Assessment and Treatment of the Back	2
MASST 133	Deep Tissue Massage Theory	4
MASST 134	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 139	Clinical Massage Business and Ethics I	1
MASST 143	Massage Business and Ethics I	2
MASST 144	Massage Business and Ethics II	2
MASST 145	Orthopedic Assessment	4
MASST 146	Kinesiology: Lower Extremity	2
MASST 147	Clinical Massage Anatomy and Physiology I	3
MASST 149	Clinical Massage Theory: Special Populations	5
MASST 151[DIV]	Clinical Massage Practice: Special Populations	3
MASST 153	Assessment and Treatment: Upper Extremity	2
MASST 155	Assessment and Treatment: Lower Extremity	2
MASST 157	Assessment and Treatment: Head and Neck	2
MASST 158	Practicum I	3
MASST 159	Clinical Massage Business and Ethics II	1
MASST 160[CAP]	Practicum II	3
MASST 162	Student Clinic	2
MASST 163	Clinical Massage Anatomy and Physiology II	3
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

TOTAL CREDITS FOR COMPLETION 101

Massage Studies
Clinical Massage Practitioner
Certificate

This certificate, approximately two quarters in length (may take longer to complete), provides advanced study for licensed massage practitioners and students who have completed the Swedish Practitioner portion of the Massage Studies program.

Successful students will graduate with a firm understanding of the injury and disease process, as well as possessing the knowledge and treatment techniques to assess and effectively treat their clients.

Prerequisites: Successful completion of the Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

Admission Dates:
Lakewood campus - Day Class: Begins each Spring Quarter.
Lakewood campus - Evening Class: Begins each Winter Quarter.
Not all classes are offered in the evening.

PROGRAM REQUIREMENTS

MASST 115	Clinical Massage Techniques	4
MASST 123	Clinical Application of Massage Therapy	4
MASST 131	Assessment and Treatment of the Back	2
MASST 139	Clinical Massage Business and Ethics I	1
MASST 145	Orthopedic Assessment	4
MASST 158	Practicum I	3
MASST 147	Clinical Massage Anatomy and Physiology I	3
MASST 149	Clinical Massage Theory: Special Populations	5
MASST 151[DIV]	Clinical Massage Practice: Special Populations	3
MASST 153	Assessment and Treatment: Upper Extremity	2
MASST 155	Assessment and Treatment: Lower Extremity	2
MASST 157	Assessment and Treatment: Head and Neck	2
MASST 159	Clinical Massage Business and Ethics II	1
MASST 160[CAP]	Practicum II	3
MASST 163	Clinical Massage Anatomy and Physiology II	3

TOTAL CREDITS FOR COMPLETION 42

Massage Studies
Swedish Practitioner
Certificate

The Swedish Practitioner certificate prepares the successful student to enter the massage profession with the knowledge and skills to perform full-body Swedish massage and deep tissue massage.

Completion of this certificate satisfies the Washington Department of Health hours and content requirement, allowing the graduate to take the certification exam and apply for Washington State licensure. This certificate can be completed in just over two terms for those students in our day (full-time) section, or three terms for our evening students. In addition to massage theory and practice, we will also be covering all the systems in the body, with emphasis on the muscular system, and successful business practices.

Prerequisites: A medical statement of health status from a primary care provider stating the student is able to safely participate in all aspects of the class is required to enter the program. That statement must be submitted to instructor on the first day of class.

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Potential students entering the program must test at college level in reading on the COMPASS Assessment test or have completed English 94. Documentation of training in standard first aid and CPR and a four-hour HIV/AIDS/Blood-borne pathogens class, and a background check from the Washington State Patrol is required to progress to the second quarter; some results may prevent individuals from participating in certain classes.

Admission Dates:
Fall Quarter: Lakewood campus - Day Class
Spring Quarter: Lakewood campus - Evening Class

PROGRAM REQUIREMENTS

MASST 110	Anatomy, Physiology & Pathology I	5
MASST 111	Anatomy, Physiology & Pathology II	5
MASST 114	Swedish Massage Theory	5
MASST 116	Complementary Massage Modalities I	3
MASST 117	Swedish Massage Practice	4
MASST 126	Kinesiology: Upper Extremity	2
MASST 130	Kinesiology: Trunk	1
MASST 133	Deep Tissue Massage Theory	4
MASST 134	Deep Tissue Massage Practice	4
MASST 136	Complementary Massage Modalities II	2
MASST 137	Kinesiology: Head and Neck	1
MASST 143	Massage Business and Ethics I	2
MASST 144	Massage Business and Ethics II	2
MASST 146	Kinesiology: Lower Extremity	2
MASST 162	Student Clinic	2

TOTAL CREDITS FOR COMPLETION 44

MATERIAL SCIENCE

Material Science
Nondestructive Testing
Associate in Applied Science – T Degree

The Material Science – Nondestructive Testing (NDT) program at Clover Park Technical College provides training in a variety of analysis techniques used in industry to evaluate the properties of a material or structure without causing damage. Because NDT does not impair the usefulness of the object being inspected, it is a valuable process that is used in fields such as construction, manufacturing, civil engineering, and transportation. Nondestructive testing techniques are used to examine structures or vehicles such as aircraft, trains, nuclear reactors, bridges, dams, and pipelines.

This program prepares graduates to become active and successful professionals in nondestructive testing in a wide range of industries. Students will explore and receive hands-on technical training in blueprint reading, report form writing, codes and specifications, composite fabrication, assembly and repair, metallurgy, the manufacturing process as well as magnetic particle and liquid Penetrant, radiographic testing, ultrasonic and eddy current. Successful graduates are prepared with technical skills for entry level positions such as quality control technicians, NDT technicians, engineering technicians, and NDT equipment representatives.

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

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

Prerequisites: COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program or Instructor approval.

Admission Dates: Fall and Spring quarters

PROGRAM REQUIREMENTS

MS 103	Fundamentals of Composites and NDI for Composites	4
MS 110	Blueprint Reading and Sketching	4
MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 140	Statistics for Material Engineering Technicians	3
NDT 110	Introduction to NDT	3
NDT 120	Visual and Optical Testing	5
NDT 125	Magnetic Particle Testing	5
NDT 130	Liquid Penetrant Testing	5
NDT 140	Eddy Current Testing I	5
NDT 150	Ultrasonic Testing I	5
NDT 160	Radiographic Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 180	Ultrasonic Testing II	5
NDT 190	Radiographic Testing II	5
NDT 210	Eddy Current Testing III	5
NDT 220	Ultrasonic Testing III	5
NDT 230	Radiographic Testing III	5
NDT 240[CAP]	Capstone Project	3
Required Electives - Total of 10 credits from Electives listed below		10
ENGL& 101	English Composition	5
MAT 110	Math for Non-Science Majors or MATH& 141 Precalculus I, College Algebra	5
PSYC& 100	General Psychology (or other social science course)	5
PHYS& 114	General Physics I	5

TOTAL CREDITS FOR COMPLETION 122

Electives:

ACM 120	Composite Fabrication	4
ACM 125	Composite Assembly	4
ACM 130	Composite Repair	4
ACM 135	Special Projects	3
MCH 101	Orientation/Machine Shop Safety	2
MS 113	Quality for Manufacturing	4
MS 118	Quality Assurance Measuring Instruments	4
MS 122	Mathematical Applications for Quality Assurance	5
NDT 145	NDT Welding and Weld Inspection	5
NDT 250	NDT Internship	1-11
NDT 255	NDT Special Projects	1-3
CAS 115	Introduction to Computing	3
PSY 112	Psychology of the Workplace	5
SVL 101	Service Learning	3
MATH& 146	Introduction to Stats	5

Material Science
Eddy Current Testing
Certificate

This certificate provides students with foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method eddy current inspection. Eddy current inspection applies electrical currents to an object to create electromagnetic fields. This type of testing can detect manufacturing defects and corrosion damage or cracking for many nonmagnetic metals and alloys.

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

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

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PROGRAM REQUIREMENTS

MS 115	Intro to Report/Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 140	Eddy Current Testing I	5
NDT 170	Eddy Current Testing II	5
NDT 210	Eddy Current Testing III	5
NDT 240	Capstone Project	3

TOTAL CREDITS FOR COMPLETION 43

Material Science

Magnetic Particle & Liquid Penetrant Testing

Certificate

Provides foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT methods of magnetic particle inspection, liquid penetrant inspection, and visual inspection.

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

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

PROGRAM REQUIREMENTS

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
NDT 110	Introduction to NDT	3
NDT 115	NDT Welding	3
NDT 120	Visual and Optical Testing	5
NDT 125	Magnetic Particle Testing	5
NDT 130	Liquid Penetrant Testing	5
NDT 240	Capstone Project	3

TOTAL CREDITS FOR CERTIFICATE 42

Material Science:

Quality Assurance

Certificate

Prepares students for entry level employment opportunities in the aerospace industry, with transferable skills to other manufacturers requiring quality assurance. Students will gain foundational skills in manufacturing processes, safety, measuring instruments, blueprint reading, workplace psychology, report writing, and industrial math. Skills can be applied to quality assurance and inspection work at all stages of manufacturing, from examining materials received from a supplier before sending them to the production line or inspecting components and assemblies during production to performing final checks on finished products.

The certificate program is two to three quarters in length, depending on the time students need to satisfactorily complete all graduation requirements. (Pending Approval from State Board)

Admission Dates: Instructor Permission

PROGRAM REQUIREMENTS

CAS 115[CL]	Intro to Computing*	
	or CAS 130[CL] Excel I if advanced	3
MCH 101	Orientation/Safety	2
MS 110	Blueprint Reading & Sketching	3
MS 113	QA/Quality for Manufacturing	4
MS 115	Intro to Report Forms/Writing	3
MS 118	QA/Measuring Instruments	4
MS 122	Mathematical Applications for QA	5
PSY 112	Psychology of the Workplace	
	OR (or other social science or humanities class)	5

TOTAL CREDITS FOR CERTIFICATE 34

Material Science

Radiographic Testing

Certificate

Provides foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method of radiographic inspection. Radiography uses x-rays or gamma rays to show defects which might otherwise be invisible. A vast array of material can be examined in this efficient and reliable way, ranging from tiny electronic components to 20-foot freestanding concrete slabs.

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

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

PROGRAM REQUIREMENTS

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 160	Radiographic Testing I	5
NDT 190	Radiographic Testing II	5
NDT 230	Radiographic Testing III	5
NDT 240	Capstone Project	3

TOTAL CREDITS FOR CERTIFICATE 43

Material Science

Ultrasonic Testing

Certificate

Provides students with foundational knowledge related to nondestructive testing (NDT) and offers the opportunity to gain hands-on training in the NDT method of ultrasonic testing. With this method, NDT inspectors need access to only one side of a material. A transducer sends the ultrasound through the sample and the inner wall of a defect surface will send the wave bouncing back. Ultrasonic testing is a portable and efficient way to measure thickness, detect corrosion, and examine groove welds in many materials.

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

Prerequisites: Instructor permission and COMPASS Reading 68 and Writing 33, or successful completion of ENG 82, and successful completion of MAT 82 by the end of the first quarter of the program.

Admission Dates: Instructor permission.

PROGRAM REQUIREMENTS

MS 115	Intro to Report Forms Writing	3
MS 120	Introduction to Codes & Specifications	2
MS 125	Fundamentals of Metallurgy	5
MS 130	Manufacturing Processes	5
MS 135	Principles of Troubleshooting	3
MS 145	Fundamentals of Composites	4
NDT 110	Introduction to NDT	3
NDT 150	Ultrasonic Testing I	5
NDT 180	Ultrasonic Testing II	5
NDT 220	Ultrasonic Testing III	5
NDT 240	Capstone Project	3
TOTAL CREDITS FOR CERTIFICATE		43

Media Design & Production

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

New Media, Motion Graphics, Video and Web Design, prepares students for careers in corporate, government, or private media centers and production facilities.

Provides exposure to the technique and tools of new media. Core studies in new media provide a strong foundation for the specialized courses in Digital Video Production and Post Production, Motion Graphics and Web Design.

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

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

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

AAT Degree General Education Requirements (15 credits):

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

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

Prerequisites: Basic competency with windows operating systems and file structures. Ability to type 25 to 30 words per min. To enroll in electives, students must have a cumulative 2.0 GPA or Instructor permission.

Admission Dates: Fall and Spring quarters. Part-time admission into individual courses permitted any quarter, based on seat/room availability (Instructor permission required).

AAT PROGRAM REQUIREMENTS

GTC 130	Digital Imaging I: Photoshop	5
MDP 103	Fundamentals of Drawing OR	
MDPW 134	Web Animation I - Flash	5
MDP 119	Digital Photography	5
MDP 121	Photoshop: Compositing & Retouching	5
MDP 133	Introduction to Dreamweaver	5
MDP 146	Digital Video & Audio Editing – Premiere Pro	5
MDP 171	Designing with Illustration Software	5
MDP 189	Camera & Lighting: Portraits/Products	5
MDP 251[CAP]	Multimedia Capstone Project	5
MDPA 114	3D Fundamentals	5
MDPA 151	3D Animation	5
MDPV 115	Introduction to Compositing	5
MDPV 214	Intermediate Compositing	5
MDPV 257	Field & Studio Production Techniques I	5
MDPW 123	Web Design Principles	5
MDPW 211	Web Animation II – Flash	5
MDPW 246	Advanced Digital Illustration	5
Technical Course Requirements (Total)		85
General Education Requirements (See listing above)		15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE		100

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT)	85
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	105

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Media Substitute

Electives: can be substituted for other classes, Instructor approval

MDP 231	Independent Study	5
MDP 239	Internship	5
MDPV 260	Field & Studio Video Production Tech II	5
MDP 245	Photoshop: Special Effects & Techniques	5
MDPA 139	Modeling I	5
MDPW 219	Web Animation III	5

Media Design & Production

Web Design & Open Source Web Development

Certificate

The Web Design & Open Source Web Development Certificate program focuses on using open source web development languages to create Internet documents according to industry standards.

Current design and interactive/ authoring software are used to create products that effectively communicate with the intended audience.

Coursework combines lecture, lab applications, individual and group projects, potential internship opportunities, and a final website portfolio. Classes are planned to emphasize practical production techniques and allow individual lab time for personal portfolio building.

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

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

Prerequisites: Basic competency with personal computers and MS Office software applications.

Admission Dates: Fall Quarter. Part-time admission into individual courses permitted any quarter based on room availability and prior experience (Instructor permission required).

Want more information? Visit the Instructor's web page.

PROGRAM REQUIREMENTS

GTC 130	Digital Imaging: Photoshop	5
MDP 133	Introduction to Dreamweaver	5
MDP 171	Designing with Illustration Software	5
MDP 251	Multimedia Capstone Project	5
MDPW 111	Web Development Languages I – XHTML & CSS	5
MDPW 123	Web Design Principles	5
MDPW 134	Web Animation I – Flash	5
MDPW 211	Web Animation II – Flash	5
MDPW 216	Open Source Development Tools – PHP I	5
MDPW 219	Web Animation III	5
MDPW 231	Databases for the Web – MySQL	5
MDPW 241	Open Source Development Tools – PHP II	5
MDPW 246	Advanced Digital Illustration Software	5
MDPW 249	Web Development Languages II – Java Script	5
MDPW 265	Emerging Technologies	5
MDPW 271	Graphic Design for the Web – Dreamweaver II	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5
8 Electives		30
TOTAL CREDITS FOR COMPLETION		125

Medical Assistant

Certificate

Medical Assistant Program (MAP) graduates may assume positions as multi-skilled allied health professionals who perform a wide range of duties in physicians' offices, clinics, and other outpatient healthcare settings.

This program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the MAP, students will receive a Certificate of Completion and be eligible to take the national certification exam to become a Certified Medical Assistant (CMA).

The MAP curriculum includes anatomy and physiology, medical terminology, medical law and ethics, oral and written communication, administrative procedures, financial record keeping, mathematics, insurance billing and medical coding, basic office diagnostic procedures, principles of pharmacology and medication administration, venipuncture, basic asepsis, and microbiology.

Students are trained in administrative and clinical procedures performed in physicians' offices, and the curriculum meets the requirement for certification as a Health Care Assistant, State of Washington, categories A, C, and E. Training will include, but not limited to, professional telephone techniques, scheduling appointments, interviewing and instructing patients, making arrangements for patient admission to a hospital, maintaining financial records and files, completing insurance forms, preparing and maintaining employees' payroll records, assisting patients in preparing for examinations, cleaning and sterilizing instruments and equipment, collecting specimens, performing electrocardiograms, and assisting physicians with treatments and surgeries.

Included in this program are general education courses in math, public speaking, and sociology, providing knowledge and abilities upon which technical skills are built and personal development enhanced. Additional courses included in the MAP consist of the following: CAH 102 Medical Terminology, CAH 103 Introduction to Health Professions, and CAH 105 Computer Applications for Allied Health Professionals. There is an acceptable replacement course for MAP 168.

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

Students will receive HIV/AIDS and HIPPA certifications from the program, but must obtain a First Aid/CPR for Health Professionals/ Providers card external to the program and prior to externship. Externship hours will vary and will be completed during the day hours for both day and evening students. Students, with the assistance of the Instructors and/or clinical placement coordinator, will have the opportunity to choose and/or secure their own externship site. Upon completion of the MAP, students will graduate with a Certificate of Completion. No MAP course may be taken more than twice.

Prerequisites: Students must attend a mandatory orientation/advising meeting with an Instructor once the student has registered for MAP 105.

Students are required to show proof of a high school diploma or GED upon entry into the MAP. All MAP courses in quarters one through four, including general education courses, must be successfully completed before entering the fifth quarter. Before entering the fifth quarter Invasive course, students must show proof of current immunizations or laboratory verification of immune status before they are able to receive entry codes for the fifth quarter. This includes, but is not limited to, Tetanus/Diphtheria, Hepatitis B, Measles/ Mumps/ Rubella, and Varicella, as required by contracts with clinical facilities and Centers for Disease Control (CDC) recommendations. Tuberculosis skin testing is also required.

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In order to participate in the externship, students must receive a No Record on File report related to Crimes against Persons from the Washington State Patrol and/or a Criminal Background Check. Each student is required to carry personal health/medical insurance throughout their clinical rotations.

Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

Admission Dates: Summer and Winter quarter start dates for the day program and Fall and Spring quarter start dates for the evening program.

Once a student begins in either the day or evening program section, they will be unable to change sections without authorization from an Instructor and is also dependent on space available.

Program Accreditation: The Medical Assistant Program at Clover Park Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756 • (727) 210-2350

PROGRAM REQUIREMENTS

CAH 102	Medical Terminology	5
CAH 103	Introduction to Health Professions	5
CAH 105	Computer Applications for Allied Health Professions	5
MAP 105	Introduction to Medical Assisting	4
MAP 125	Medical Assistant Theory & Applications I	7
MAP 130	Medical Assistant Theory & Applications II	7
MAP 149	Medical Assistant Theory & Applications III	7
MAP 143	Medical Office Procedures	6
MAP 148	Health Insurance, Coding Practices, and Billing & Collecting	4
MAP 162	Automated Computer Applications	3
MAP 167	Preparation for Externship	2
MAP 168	Basic Collecting & Financing Practices or ACTG 110	6
MAP 221	Invasive Procedures	5
MAP 222	Community Employment Opportunities & Loc	1
MAP 232	Externship	10
CMST& 220	Public Speaking	5
MAT 108	Math for Health Occupations (or higher required)	5
SOC& 101	Introduction to Sociology (or other social science or humanities class)	5
TOTAL CREDITS FOR COMPLETION		92

Medical Histology Technician

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

Trains the student to prepare thin sections of human tissue for microscopic examination.

Prepares students for entry level employment as medical histology technicians in clinical, veterinary, and research laboratories. It also serves as a pathway for career advancement and specialized areas in the medical histotechnology profession.

The program stresses practical application and the development of job skills as well as medical histotechnology theory.

Designed to enhance the ability of students to reason, understand, and apply correct principles of medical histotechnology by teaching analytical and critical thinking skills, this course prepares students to sit for the National Board Certification Exam.

New entrants into the field, as well as incumbent workers who have not had the advantage of receiving a strong theoretical foundation, will find this course of study beneficial. Students will be involved in classroom/lab work for the first three quarters of the program with the remaining time spent in a clinical rotation.

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

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of insurance.

Prerequisites: Before starting the program, students must have a high school diploma or GED.

In order to participate in the clinical aspect of the program, students must receive a No Record on File Report related to Crimes Against Persons from the Washington State Patrol. They must obtain CPR certification, and must have current immunizations or laboratory verification of immune status, which could include, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations is required by the last day of class in Fall quarter, without exception.

Note: This program requires that three of the general education courses be taken prior to beginning the HISTO course sequence. Therefore, BIOL& 175 (BIOL 118 will be accepted through 2015), CHEM& 110, and ENGL& 101 need to be taken prior to Fall quarter when the HISTO courses begin.

AAT Degree General Education Requirements (20 credits):

- ENGL& 101 English Composition
- CMST& 220 (or higher)
- MAT 108 Math for Health Care Professionals (or higher)
- PSYC& 100 General Psychology or other social science or humanities class

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AAS-T Degree General Education Requirements (25 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

AAS-T Degree General Education Requirements (25 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 10 credits in Communication: ENGL& 101 and CMST& 220
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

Admission Date: Fall quarter

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences:

5600 N. River Road, Suite 720, Rosemont, IL 60018 • (773) 714-8880

AAT PROGRAM REQUIREMENTS

BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015)	5
CAH 102	Medical Terminology	5
CAH 105[CI]	Computer Applications	5
CHEM& 110	Chemical Concepts w/Lab	5
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
HISTO 105	Orientation to the Histology Laboratory	2
HISTO 110	Histotechnology I	10
HISTO 115	Histotechnology Lab I	5
HISTO 120	Histotechnology II	10
HISTO 125	Histotechnology Lab II	5
HISTO 130	Math Applications for Histology	3
HISTO 135	Histotechnology III	10
HISTO 140	Histotechnology Lab III	5
HISTO 145	Immunohistochemistry	5
HISTO 150[CAP]	Histology Internship	10
HISTO 160	Histology Seminar	5

Technical Course Requirements (Total) 100
General Education Requirements (See listing above) 10

TOTAL CREDITS FOR COMPLETION 110

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT) 100
General Education Requirements (See listing above) 15

TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE 115

Note: In addition to BIOL& 175 (BIOL 118 will be accepted through 2015) and CHEM& 110, 10 credits of social science, humanities, or science are needed to complete the AAS-T degree.

Medical Laboratory Technician

Associate of Applied Technology Degree

Prepares students to work in clinical laboratories performing routine analyses on blood and body fluids.

This program is four quarters in length, offered in two phases: 23 weeks of academics and 19 weeks of clinical experience.

During the academic phase (Spring and Summer quarters, and three weeks of Fall quarter), students are on campus in a simulated clinical laboratory, and study focuses on the theory of laboratory testing of body fluids.

Basic skills, normal values, the significance of abnormal values, and quality control are emphasized. Normal human anatomy and physiology, and the changes that occur in disease states are also studied.

During the clinical phase (Fall and Winter quarters), students are assigned to affiliated clinical laboratories in the Puget Sound area. Each student rotates through all the departments of the clinical laboratory, spending appropriate lengths of time in each.

Eight-hour day shifts are assigned by the affiliated laboratory during the clinical phase. Upon successful completion, graduates are eligible to take a certification examination qualifying them for employment as a Laboratory Technician or a Medical Laboratory Technician with professional recognition of having achieved MLT (ASCP) status.

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

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences:

5600 N. River Road, Suite 720, Rosemont IL 60018 • (847) 939-3547

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

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

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

Prerequisites: High School diploma, or GED, as well as college-level courses in both Biology with a lab, and Chemistry with a lab completed within five years, with a grade of B or better, prior to beginning the program. Speaking, understanding, and writing the English language are required. To enter the program, a student must meet the prerequisites for college-level reading, writing, and math. In order to participate in the clinical aspect of the program, students must receive a No Record on File report related to Crimes Against Persons from the Washington State Patrol and students must have current immunizations or laboratory verification of immune status. This includes, but is not limited to, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Measles/ Mumps/ Rubella, and Varicella as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations is required by the last day of class in Spring quarter, without exception. CPR certification from the American Heart Association with the designation "Health Care Provider" is required prior to commencing clinical rotation.

Admission Date: Spring quarter

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PROGRAM REQUIREMENTS

MLT 110	Introduction to the Laboratory	2
MLT 203	Hematology	10
MLT 204	Hemostasis	5
MLT 208	Phlebotomy/Processing	2
MLT 210	Immunology	7
MLT 214	Immunohematology	6
MLT 216	Clinical Blood Banking	5
MLT 217	Microbiology	10
MLT 218	Urinalysis	3
MLT 221	Body Fluids	1
MLT 227	Clinical Chemistry	8
MLT 232	Clinical Experience I	11
MLT 235	Clinical Experience II	9
MLT 236^{CAP}	Clinical Experience III	7
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT& 141	Precalculus I	5
PSYC& 100	General Psychology (or other social science or humanities course)	5

TOTAL CREDITS FOR COMPLETION 101

Nursing

Nursing Assistant

Certificate

The Certificate program prepares students for employment as Nursing Assistants under the supervision of professional licensed nurses, such as a Registered Nurse or Licensed Practical Nurse.

This program prepares the student for employment to provide care for long-term care residents per the Omnibus Budget Reconciliation Act (OBRA) federal law. The Washington State Department of Health guidelines (nurse aide competency minimum requirements) for licensure are based on this law. Upon completion of this course, the student will be eligible to sit for the State Certification Examination - the National Nurse Aide Assessment Program Exam (NNAAP).

The total number of hours to complete the course is 168 hours. There are three sections which must be completed per grade and skill proficiency. NAC 101 involves 65 hours of Nursing Assistant theory, which includes HIV/AIDS and CPR. NURS 104 includes 43 hours of Nursing Skill Fundamentals. NAC 103 includes 60 hours of Unit-Based Clinical Rotation, which involves professionally supervised shifts with hands-on care provided to residents in a long-term care facility, using the knowledge and skills acquired from NAC 101 and NURS 104. Mandatory attendance is required for all Nursing Laboratory and clinical days. Scheduling of the Clinical portion of class is determined by facility availability.

Prerequisites: Students must have current immunizations or laboratory verification of immune status. This includes Hepatitis B series plus positive titer, T-dap within last 10 years, 2-step TB screening, Measles/Mumps/Rubella (2 injections or 1 injection and positive titer) and verification of immunity to Varicella. Immunization requirements may change based on CDC guidelines and / or clinical facility policies. Immunizations must be presented on the first day of class.

In order to participate in the program, the student must receive a "No Record on File" for crimes against children or vulnerable adults report from the Washington State Patrol and DSHS.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at a clinical site without proof of health insurance.

Physical Activity: This occupation requires medium physical activity and lifting/handling objects weighing up to 50 pounds. Nursing Assistants are often standing for long periods of time.

For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart.

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

Additional inquiries regarding the program or orientation can be made by sending an email to nursingprogram@cptc.edu or calling (253) 589-6013.

PROGRAM REQUIREMENTS

NAC 101	Nursing Assistant Theory	6
NAC 103	Unit Based Clinical Experience	3
NURS 104	Nursing Skill Fundamentals	4

TOTAL CREDITS FOR COMPLETION 13

Nursing

Nursing Assistant (I-BEST)

Certificate

Prepares the student for employment as a Nursing Assistant, functioning under the supervision of professional licensed providers such as a Registered Nurse or Licensed Practical Nurse.

The student must successfully complete classroom theory, nursing laboratory, and unit-based clinical instruction. The integrated nursing assistant program combines basic skills instruction with the healthcare curriculum. Upon completion of this course, the student will be eligible to sit for the State Certification Examination - the National Nurse Aide Assessment Program Exam (NNAAP).

Structured classroom curriculum includes introduction to long-term care, the role of the nursing assistant, working environment/safety, infection control/HIV/AIDS, special needs of the elderly and chronically ill, end of life issues and care, CPR, emergency care, basic nursing, restorative care, body systems review. Additionally students develop computer skills and prepare for employment search in the health field. The second quarter includes the Nursing Lab and Unit Based Clinical Experience. During the laboratory experience, students will learn and be expected to practice and demonstrate all skills taught. The Unit Based Clinical instruction gives the opportunity to continue to practice the skills received in classroom theory and laboratory environment. The Unit Based Clinical instruction, involves 60 hours of supervised instruction at a long-term care facility. Mandatory attendance is required for all Nursing Laboratory and clinical days. Scheduling of the Unit Based Clinical portion of class is determined by facility availability.

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

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at clinical sites without proof of health insurance, all required immunizations, and evidence that the student has applied for the Nursing Assistant—Registered license through the Washington State Department of Health.

Prerequisites: Students must pass a criminal background check performed by the Washington State Patrol and DSHS and have a No Record on File report.

Students must have current immunizations or laboratory verification of immune status. This could include, but is not limited to, Measles/Mumps/Rubella, Hepatitis B series, Tdap (within the last 10 years),

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TWO-PPD/Tuberculosis Tests (the second PPD should occur 10-14 days after the reading of the first PPD), and Varicella, as required by contracts with clinical facilities and CDC recommendations. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with the Instructor.

The student must have ability to lift up to 50 pounds. The student must be screened, using the CASAS assessment to meet eligibility requirements.

Physical Activity: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nursing assistants are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting. The student must be screened, using the CASAS assessment to meet eligibility requirements

Admission Dates: Spring and Fall quarters

PROGRAM REQUIREMENTS

NAC 119	Nursing Assistant Theory I	6
NAC 129	Nursing Assistant Theory II	3
NAC 139	Unit-Based Clinical Experience I-BEST	3
NURS 106	Nursing Skill Fundamentals I-BEST	6
CAH 105	Computer Applications	3
COLL 105	Career Development	3
TOTAL CREDITS FOR COMPLETION		24

Nursing

Practical Nursing

Certificate

The Practical Nursing (PN) certificate program at Clover Park Technical College prepares graduates for entry into the nursing profession as a practical nurse and work under the direction of a licensed registered nurse, licensed physician or dentist. The program is offered at Clover Park Technical College campus.

Graduates who successfully complete the program are eligible to apply to a State Board of Nursing for licensure as a licensed practical nurse and to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). This examination is used by the State Board of Nursing to test the entry-level nursing competence of candidates for licensure as licensed practical nurses. When the candidate successfully completes the NCLEX-PN exam, a license is issued. Information about the NCLEX-PN exam is available at ncsbn.org/nclex.htm

Program Overview: Clover Park's Practical nursing Certificate program consists of 78 credits of nursing courses and 20-25 credits of general education courses. In addition, all students entering the practical nurse program must have completed a State approved nursing assistant program (NA-C), successfully passed the state exam, and maintained their nursing assistant license without any restrictions on their license.

Students are admitted to the program twice a year, starting in the Spring quarter or in the Fall quarter on a first come first served basis. Applications are accepted at any time with guaranteed admission provided all prerequisites are met. Students are encouraged to apply early while they are completing their prerequisites. Admission to the program will depend on whether the student has completed all of the required prerequisites by the deadlines listed on the application.

This PN program focuses on the art and science of nursing. Learning will be achieved in the classroom, by simulation in the skills laboratory, and clinical practice settings. Students will attend class and laboratory educational learning experiences on campus. Clinical learning experiences are obtained in various healthcare settings in the community under the guidance of nursing faculty. Classes and laboratory experiences are offered during the day between 8:00 a.m. and 4:00 p.m. Clinical experiences are largely scheduled 6:30 a.m. – 3:00 p.m. Several of the clinical rotations are scheduled for weekday evenings. The college reserves the right to schedule clinical experiences during evening and/or on weekends if necessary.

Clinical experiences provide students with the opportunity to care for a variety of clients in acute, long-term, mental health, and outpatient facilities.

This program is designed to be completed in four quarters. Remediation is possible on a case by case basis and availability of program resources.

Prerequisites: Provide documentation of proof of successful completion of the following:

- High school transcript (A diploma is NOT acceptable) OR GED certificate.

Completion of the following academic prerequisites: General Education Courses: You must achieve a B or higher in the following:

- ENGL& 101 OR ENG 102 OR ENGL& 235 (5 credits)
- MAT 108 OR MAT 110 OR MATH& 141 OR MATH& 146 Introduction to Statistics OR MATH& 151 (5 credits)
- PSYC& 100 General Psychology (5 credits)
- BIOL& 241 Human A & P 1 w/lab AND BIOL& 242 Human A & P 2I w/lab OR BIOL& 160 General Biology w/Lab (BIOL 118 will be accepted through 2015) (5 credits each).

Important Note: If the student is taking prerequisites at CPTC, students must meet COMPASS scores required for placement into the core academic courses.

If the student is taking or has taken prerequisite courses at another educational institution, (s)he must have credits evaluated prior to submitting the application. The student must request an official college transcript be sent to CPTC Student Records for evaluation and complete a transfer credit request form. Your transcripts will be evaluated and a report will be mailed to you. The Evaluation Transfer Report MUST be submitted to the nursing program before application deadlines listed in the application packet. (NO exceptions for lateness). It is the student's responsibility to ensure their application is complete and the required documents are received by the nursing program. Documents can be submitted to the nursing department in person or scanned and submitted via email to nursingprogram@cptc.edu.

Prerequisites continued: State approved nursing assistant course (NA-C) and current unencumbered/unrestricted NA-C certification from the State.

American Heart Association CPR for the Health Care Provided (this includes adult, child, and infant, under the guidelines of the American Heart Association). Online CPR courses are not accepted.

Required Immunizations include:

- Hepatitis B series plus positive titer
- Tetanus/Diphtheria, Pertussis (Tdap); TB: (1) 2-step TB screening, OR (2) Quantiferum Gold TB test, or (3) history of past three years. If TB is positive
- TB testing
- Measles/Mumps/Rubella (2 injections or 1 injection and positive titer) and verification of immunity to Varicella

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- Seasonal flu and H1N1

Note: Immunization requirements may change, based on Center for Disease Control guideline, college, and/or clinical facility policies.

Important: The Nursing Department reserves the right to withdraw the student from a clinical experience and ultimately the course and program if at any time the student's health requirements are out of compliance.

Proof of health care insurance prior to the deadlines set for enrollment.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling office. No student will be allowed at clinical sites without proof of insurance.

In order to participate in the program, the student must receive a No Record on File Report Related to Crimes Against Persons from the Washington State Patrol.

Physical Activity: This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nurses are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting.

Application Process: Download and complete Part 1 of the LPN Admissions Packet. Applications are also available in-person in the Nursing Department. We do not have an application submission deadline. Applications are accepted year-round.

PROGRAM REQUIREMENTS

NURS 102	Issues & Trends in Nursing	3
NURS 109	Basic Nutrition for Nursing	3
NURS 112	Lab & Clinical I	4
NURS 113	Essentials of Nursing	3
NURS 115	Health Assessment and Promotion	3
NURS 119	Dosage Calculation for Nurses	2
NURS 120	Medical Surgical Nursing I	3
NURS 124	Mental Health Nursing	3
NURS 125	Pharmacology in Nursing	3
NURS 128	Contemporary Maternity Nursing	3
NURS 130	Nursing of Children	3
NURS 132	Lab & Clinical II	4
NURS 135	Geriatric Nursing	3
NURS 136	Medical-Surgical Nursing II	6
NURS 144	Medical-Surgical Nursing III	6
NURS 147	Clinical Practicum I	12
NURS 154	Issues & Trends in Nursing II	2
NURS 158	Clinical Practicum II	12
TOTAL CREDITS FOR COMPLETION		78

Nursing

RN Option

Associate Degree in Nursing
Associate in Applied Science – T Degree

(253) 589-6013 or (253) 589-6022

Graduates of this program are educated in Nursing as a Registered Nurse with duties and responsibilities in accordance with the Washington Administrative Code. The nursing programs at CPTC are (1) accredited by the Northwest Commission on Colleges and Universities, (2) has conditional program approval through the Washington State Nursing Care Quality Assurance Commission Nursing Program Approval Panel (graduates are eligible to take the NCLEX-RN exam). CPTC courses with an "&" in the course name are seamlessly transferable to other Washington State educational institutions. Upon successful completion of university prerequisites, the CPTC nursing graduate with an unrestricted and current RN license can pursue a BSN.

The program is designed to meet needs of practicing LPNs who desire additional education to progress to the role of a Registered Nurse. The combination of previous experience and further education via lecture and clinical practice prepares the student to assume the role of a Registered Nurse in a variety of clinical settings. The student will receive the AAS-T degree upon successful completion of all prerequisites, nursing courses, and general educational courses required. After receiving the degree, the student is eligible to take the NCLEX-RN exam.

RN Option program complies with all the guidelines set forth in WAC 246-840-575. The curriculum contains theory and clinical experiences in the areas of medical/surgical nursing, obstetric nursing, nursing of children, and psychiatric nursing. Clinical experiences will include opportunities for students to have direct involvement in and accountability for nursing care for patients with acute and chronic illnesses. Clinical experiences will include opportunities for the student to demonstrate assessment, planning, implementation, and evaluation of nursing care of diverse individuals and groups. Finally, history, trends, and legal and ethical issues pertaining to the nursing profession will be presented as a separate course; however, the concepts will be incorporated throughout.

This four quarter program is a combination of classroom, laboratory, and clinical experience. A capstone clinical experience with a practicing Registered Nurse as preceptor will allow immersion into the role of the RN during a regular working schedule.

Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising and Counseling Office. No student will be allowed at clinical sites without proof of insurance.

Deadlines for submission of prerequisites will be June 25th of the year your class is forming.

Prerequisites: Students must complete the following:

(1) General education courses

(2) Certifications

(3) Required immunizations

1. General educational courses: Students must receive a grade of B or higher in the following required prerequisite courses:

- ENGL& 101 English Composition (5 credits)
- BIOL& 241 Human A & P 1 and (5 credits)
- BIOL& 242 Human A & P 2 (5 credits)
- BIOL& 260 Microbiology (5 credits)
- PSYC& 100 General Psychology (5 credits)
- PSYC& 200 Lifespan Psychology (developmental psychology) (5 credits)
- CHEM& 121 Intro to Chemistry (5 credits)
- And one of the following math courses: MATH& 141 Precalculus I, or MATH& 146 Introduction to Statistics, or MATH& 151 Calculus I
- Speaking, understanding, and writing the English language is required

2. Certifications and background check(s): The student must have

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an active, unrestricted LPN license in Washington State and 500 hours of employment experience as an LPN, verified by either documented work hours or a letter from your supervisor with a signature. Students will be required to pass a national and local background check with a result of No Record on File in order to continue in the program. Students must have current CPR for the Healthcare Provider training that includes adult, child, and infant, and AED under the guidelines of the American Heart Association (online CPR course not accepted).

3. Documentation of Immunizations. Documentation will be required by June 25th of the year student is expected to start. Immunizations are not required to submit an application. Immunizations include: Hepatitis B series plus positive titer, Tetanus/ Diphtheria(Tdap), TB: (1) 2-step TB screening, OR (2) Quantiferum Gold TB test, or (3) history of past three years TB testing or (4) negative chest X-ray report with annual free note from physician. Measles/ Mumps/ Rubella (2 injections or 1 injection and positive titer), Varicella (2) immunizations or positive titer. Seasonal flu and H1N1 are also required.

Immunization requirements may change, based on CDC guidelines and/or clinical facility policies.

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH& 141, MATH& 142, MATH& 146, or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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

Admission Dates: Fall quarter

PROGRAM REQUIREMENTS

NURS 211	Physical Assessment	7
NURS 208	Pharmacology for Professional Nursing	5
NURS 214[CL]	Transitioning to Professional Nursing I	1
NURS 215[CL]	Transitioning to Professional Nursing II	1
NURS 212[DIV]	Caring for Women and the Childbearing Family	4
NURS 218	Caring for the Pediatric Patient	3
NURS 217	Client Care: Management Practice I	4
NURS 222[DIV]	Care of the Adult with Chronic Health Problems	4
NURS 224	Mental Health Nursing	4
NURS 226	Client Care: Management Practice II	5
NURS 232	Perspectives in Professional Nursing	3
NURS 234	Care of the Adult with Acute Health Problems	4
NURS 237[CAP]	Capstone Clinical	4
NURS 241	Independent Study (Optional)	1-3
TOTAL CREDITS FOR COMPLETION		49-52

Pharmacy Technician

Associate of Applied Technology Degree

Pharmacy technicians process prescriptions, prepare intravenous drugs, order and stock medications, prepare billing, and operate and trouble shoot automated drug dispensing systems.

Successful graduates of this program are educated and trained in Pharmacy Technician duties and responsibilities, under the guidelines of the American Society of Health-System Pharmacists.

The structured classroom curriculum includes customer service, communication, prescription processing, aseptic technique, human relations, and pharmacy calculations. The clinical component of the program gives the student a chance to practice the skills received in the classroom and laboratory environment. This prepares the student to assume the role of a pharmacy technician in a variety of pharmacy settings.

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

This program is a combination of classroom, laboratory and clinical experience. Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Advising/Counseling Office. No student will be allowed at clinical sites without proof of insurance.

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

Prerequisites: Before starting the program a student must have a high school diploma or GED.

To enter the program, students must meet the prerequisite for college level reading, writing, and math. They must have completed a college level math course, CAH 105 Computer Applications or equivalent, and a five credit Medical Terminology course. Students must maintain a B or above in all technical and general education courses to continue in the program.

Students will have a criminal background check performed by the Washington State Patrol and the Washington State Board of Pharmacy prior to their clinical rotation. Students must be at least 18 years of age by the time clinical experience starts. Students must have current immunizations or laboratory verification of immune status. This could include, but not be limited to, Measles/Mumps/Rubella, Hepatitis B series, Tetanus/Diphtheria, Tuberculosis Test, Current Flu and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class unless arrangements have been made with Instructor.

Admission Dates: The Pharmacy Technician course sequence begins Summer, Fall and Spring quarters. The college level math class, 5 credit Medical Terminology and Computer Applications need to be completed prior to entry. Students may take the remaining General Education courses at any time.

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AAT PROGRAM REQUIREMENTS

BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015)	5
CAH 102	Medical Terminology	5
CAH 105[CL]	Computer Applications	5
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
MAT 107	Business Mathematics OR	
MAT 108	Math for Health Occupations (Preferred) OR	
MAT& 141	Precalculus I	5
PSYC& 100	General Psychology (or higher) (NOT PSY 112)	5
SOC& 101[DIV]	Introduction to Sociology	5
PT 121	Introduction to Pharmacy & Pharmacy Law	5
PT 124	Pharmacology Part I	5
PT 128	Pharmacology Part II	5
PT 130	Community Pharmacy Practice	6
PT 144	Generic Drug Names Part I	3
PT 148	Clinical Capstone Research	4
PT 151	Hospital Practice	6
PT 153	Generic Drug Names Part II	3
PT 156	Pharmaceutical Calculations	2
PT 159	Sterile Parenteral Product Preparation	3
PT 163[CAP]	Community Pharmacy Clinical Capstone	7
PT 165[CAP]	Institutional Clinical Capstone	7

TOTAL CREDITS FOR COMPLETION 96

Pharmacy Technician

Certificate

Successful graduates of this program are educated and trained in Pharmacy Technician duties and responsibilities under the guidelines of the American Society of Health-System Pharmacists.

The structured classroom curriculum includes customer service, communication, prescription processing, aseptic technique, along with human relations, and pharmacy calculations. The clinical component of the program gives the student a chance to practice the skills received in the classroom and laboratory environment. This prepares the student to assume the role of a pharmacy technician in a variety of pharmacy settings.

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

This program is a combination of classroom, laboratory, and clinical experience. Each student is required to carry personal health/medical insurance throughout their clinical rotations. Quarterly-based insurance for students may be purchased; further information is available through the Counseling and Advising Office.

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

Prerequisites: Before starting the program, a student must have a high school diploma or GED. To enter the program, a student must meet the prerequisite for college level reading, writing, and math. They must have completed a college level math course, CAH 105 Computer Applications or the equivalent and a 5 credit Medical Terminology course. Students must maintain a B or above in all technical and general education courses to continue in the program.

Students will have a criminal background check performed by the Washington State Patrol and the Washington State Board of Pharmacy prior to their clinical rotation. Students must be at least 18 years of age by the time clinical experience starts. Students must have current immunizations or laboratory verification of immune status. This could include, but not be limited to, Measles/Mumps/Rubella, Hepatitis B series, Tetanus/ Diphtheria, Flu, Tuberculosis Test, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

Students must have current CPR for the Healthcare Professional. Proof of immunizations should be submitted the first day of class, unless arrangements have been made with instructor.

Admission Dates: The Pharmacy Technician course sequence begins Summer, Fall and Spring quarters.

PROGRAM REQUIREMENTS

CAH 105[CL]	Computer Applications	5
ENGL& 101	English Composition I OR	
	CMST& 220 Public Speaking	5
MAT 107	Business Mathematics, OR	
	MAT 108 Math for Health Occupations (Preferred), OR	
	MAT& 141 Precalculus I	5
PSYC& 100	General Psychology (or higher) OR	
	SOC& 101 Introduction to Sociology (or higher)	5
CAH 102	Medical Terminology or MAP 125	5
PT 121	Introduction to Pharmacy & Pharmacy Law	5
PT 124	Pharmacology Part I	5
PT 128	Pharmacology Part II	5
PT 130	Community Pharmacy Practice	6
PT 144	Generic Drug Names Part I	3
PT 148	Clinical Capstone Research	4
PT 151	Hospital Practice	6
PT 153	Generic Drug Names Part II	3
PT 156	Pharmaceutical Calculations	2
PT 159	Sterile Parenteral Product Preparation	3
PT 163[CAP]	Community Pharmacy Clinical Capstone	7
PT 165[CAP]	Institutional Clinical Capstone	7

TOTAL CREDITS FOR COMPLETION 81

Professional Pilot

Associate of Applied Technology Degree

A professional pilot possesses a commercial pilot certificate issued by the Federal Aviation Administration (FAA).

Students graduating from this course usually begin their careers as flight instructors. After working as a flight instructor for one to two years, most progress into charter flight, corporate flying, and commuter or major commercial airlines.

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

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

AAT Degree General Education Requirements (15 credits):

- ENGL& 101 English Composition or CMST& 200 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100 General Psychology (or other social science or humanities class)

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

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Students pursuing an AAT or AAS-T degree must complete all college degree requirements prior to graduation. This includes courses that meet the capstone project, diversity, and computer literacy requirements. Prerequisites: Must be at least 16 1/2 years of age. Must comply with FAA licensing standards, and must obtain a second-class FAA medical examination prior to the first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

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

AAT PROGRAM REQUIREMENTS

AVP 105*	Private Pilot I	4
AVP 110*	Private Pilot II	4
AVP 115	Private Pilot III	4
AVP 125	Private Pilot IV	4
AVP 130	Private Pilot V	4
AVP 135CAP	Private Pilot VI	4
AVP 140	Instrument Pilot I	4
AVP 145	Instrument Pilot II	4
AVP 150	Instrument Pilot III	4
AVP 155	Instrument Pilot IV	4
AVP 160	Instrument Pilot V	4
AVP 170CAP	Instrument Pilot VI	4
AVP 175	Commercial Pilot I	4
AVP 180	Commercial Pilot II	4
AVP 185	Commercial Pilot III	4
AVP 210	Commercial Pilot IV	4
AVP 215	Commercial Pilot V	4
AVP 220	Commercial Pilot VI	4
AVP 230	Commercial Pilot VII	4
AVP 235	Commercial Pilot VIII	4
AVP 240	Commercial Pilot IX	4
AVP 245	Commercial Pilot X	4
AVP 250	Commercial Pilot XI	4
AVP 255CAP	Commercial Pilot XII	4
Technical Course Requirements (Total)		96
General Education Requirements (See listing above)		15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE		111

*Articulated courses with High Schools for Dual Enrollment

AAS-T PROGRAM REQUIREMENTS

	Credits
Technical Course Requirements (Same as AAT)	96
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETION OF AAS-T DEGREE	116

Note: Students complete the Professional Pilot Program requirements at different rates due to their own skills and abilities, availability of planes, and weather conditions that can alter scheduled flying times. Thus, the number of quarters needed to satisfactorily complete all graduation requirements may exceed those listed above. Students must meet FAA flight time requirements prior to graduation.

Optional Training

AVP 260	Certified Flight Instructor I	4
AVP 265	Certified Flight Instructor II	4
AVP 268	Instrument Flight Instructor	4

Optional Elective Courses

AVP 118	Private Pilot Practical Test Standards I	4
AVP 138	Private Pilot Practical Test Standards II	4
AVP 152	Instrument Pilot Practical Test Standards III	4
AVP 172	Instrument Pilot Practical Test Standards IV	4
AVP 223	Commercial Pilot Practical Test Standards V	4
AVP 257	Commercial Pilot Practical Test Standards VI	4

Professional Pilot

Commercial Pilot

Certificate

The Commercial Pilot Certificate allows the holder to fly for hire in a variety of pilot positions. Content of the course includes advanced aircraft performance maneuvers and cross-country flight. Students receive advanced training in aircraft systems, meteorology, and aircraft performance.

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

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

Prerequisites: Must be at least 17 years of age. Must comply with FAA licensing standards and possess an FAA private pilot certificate and FAA instrument rating. Second class FAA medical certificate required prior to the first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

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

PROGRAM REQUIREMENTS

AVP 175	Commercial Pilot I	4
AVP 180	Commercial Pilot II	4
AVP 185	Commercial Pilot III	4
AVP 210	Commercial Pilot IV	4
AVP 215	Commercial Pilot V	4
AVP 220	Commercial Pilot VI	4
AVP 230	Commercial Pilot VII	4
AVP 235	Commercial Pilot VIII	4
AVP 240	Commercial Pilot IX	4
AVP 245	Commercial Pilot X	4
AVP 250	Commercial Pilot XI	4
AVP 255CAP	Commercial Pilot XII	4
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities course)	5
TOTAL CREDITS FOR COMPLETION		63

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Optional Elective Courses

AVP 223	Commercial Pilot Practical Test Standards V	4
AVP 257	Commercial Pilot Practical Test Standards VI	4

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

Professional Pilot

Flight Instructor

Certificate

The flight instructor certificate allows a commercial and instrument-rated pilot to train flight students in acquiring their private and commercial pilot certificates. The instrument flight instructor rating allows the holder to train students working toward their instrument rating. Flight instructors can also teach aviation ground schools.

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

Prerequisites: Must be at least 18 years of age. Must comply with FAA licensing standards and possess an FAA Commercial certificate with Instrument Rating. Second class FAA medical certificate required prior to first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

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

PROGRAM REQUIREMENTS

AVP 260	Certified Flight Instructor I	4
AVP 265	Certified Flight Instructor II	4
AVP 268	Instrument Flight Instructor	4
TOTAL CREDITS FOR COMPLETION		12

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

Professional Pilot

Instrument Pilot

Certificate

The Instrument Rating is added to either a private or commercial pilot Certificate. It allows the holder to fly in clouds and weather navigating and controlling the aircraft exclusively by reference to the aircraft flight instruments.

Content includes basic attitude instrument flying, advanced radio-navigation, instrument approaches, and cross-country flight.

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

Prerequisites: Must be at least 17 years of age. Must comply with FAA licensing standards and possess an FAA private pilot certificate or FAA commercial certificate. Second class FAA medical certificate required prior to the first day of class. Please contact Instructor for details.

The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

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

PROGRAM REQUIREMENTS

AVP 140	Instrument Pilot I	4
AVP 145	Instrument Pilot II	4
AVP 150	Instrument Pilot III	4
AVP 155	Instrument Pilot IV	4
AVP 160	Instrument Pilot V	4
AVP 170[CAP]	Instrument Pilot VI	4
TOTAL CREDITS FOR COMPLETION		24

Optional Elective Courses

AVP 152	Instrument Pilot Practical Test Standards III	4
AVP 172	Instrument Pilot Practical Test Standards IV	4

Note: Students often complete their program requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

Professional Pilot

Private Pilot

Certificate

Private pilots are able to fly with passengers aboard an aircraft and have no limitations on where they can fly.

This is the first FAA certificate a student obtains if (s)he eventually wants to upgrade to higher certificates and ratings. Content includes basic maneuvering flight, take-offs, landings, and cross-country flying. Ground training includes in-depth training on meteorology, aerodynamics, national airspace structure and navigation, and aircraft systems.

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

Prerequisites: Must be at least 16 1/2 years of age. Must comply with FAA licensing standards and obtain a second-class FAA medical certificate with student pilot certificate prior to the first day of class. Please contact Instructor for details.

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The Transportation Security Administration (TSA) requires that U.S. citizens prove citizenship status before beginning flight training by providing a current passport or birth certificate and driver's license. Non-U.S. students must submit to a background and fingerprint check from the TSA prior to beginning training. Contact Instructor for details.

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

PROGRAM REQUIREMENTS

AVP 105	Private Pilot I	4
AVP 110	Private Pilot II	4
AVP 115	Private Pilot III	4
AVP 125	Private Pilot IV	4
AVP 130	Private Pilot V	4
AVP 135[CAP]	Private Pilot VI	4

TOTAL CREDITS FOR COMPLETION 24

Optional Elective Courses

AVP 118	Private Pilot Practical Test Standards I	4
AVP 138	Private Pilot Practical Test Standards II	4

Note: Students often complete their Program Requirements at different rates due to their own skills and abilities and the availability of aircraft and suitable weather. Thus, the number of quarters needed to satisfactorily complete all of the requirements may exceed those listed above in some cases.

Retail Management

Certificate

This certificate endorsed by the Western Association of Food Chains (WAFC) provides grocery employees access to a consistent curriculum and also meets the needs of other segments of the retail industry.

The program serves both entry-level job candidates and incumbent employees. The program is approximately three to six quarters in length, depending on full or part-time attendance and the time students need to satisfactorily complete all graduation requirements.

Admission Dates: Quarterly start dates

PROGRAM REQUIREMENTS

ACTG 110	Bookkeeping I	4
CMST& 220	Public Speaking	5
RBM 126	Fundamentals of Retail Math	4
RBM 128	Business Communications	5
RBM 140	Operations Management	4
RBM 141*	Fundamentals of Supervision	5
RBM 142	Marketing	3
RBM 143*	Principles of Retailing	5
RBM 150	Excel for Retail Applications	3
RBM 158	Human Resource Management	6

TOTAL CREDITS FOR COMPLETION 44

*Articulated courses with High Schools for Dual Enrollment

Surgical Technology

Associate of Applied Technology Degree

Prepares students to work with a team of surgeons and registered nurses in the operating room.

Successful graduates of this program are educated in surgical technology under the guidelines of the Association of Surgical Technologists.

The structured curriculum includes basic sciences, patient care, surgical procedures, and human anatomy, combined with clinical rotations in area health care facilities. Classroom instruction, lab, and clinical internship prepare the student to assume the role of a perioperative team member in a variety of healthcare delivery settings.

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

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

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

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

Prerequisites: Students must achieve COMPASS test scores indicating they are eligible to enroll in college-level math, sociology, and English, or have had appropriate college classes to meet the prerequisites.

Degree Students: Must have a high school diploma or GED per governing body (AST). In order to participate in the clinical aspect of the program, students must pass multiple background checks. Students must have current American Heart Association CPR for the Healthcare Provider and immunizations or laboratory verification of immune status.

This includes, but is not limited to, Hepatitis B series, Tetanus/ Diphtheria, Tuberculosis Test, Measles/ Mumps/Rubella, and Varicella, as required by contracts with clinical facilities and CDC recommendations.

This occupation requires the ability to stand, sit, and walk for extended periods of time and to lift and hold 50 pounds. Students must be able to meet these physical requirements in order to complete lab requirements, be assigned to a clinical rotation, and get a job in this field.

Proof of immunizations and CPR should be completed by the first day of class of the 3rd quarter of the SURG courses. No student will be allowed at a clinical site without completion of immunizations.

A physical is required for each student prior to clinical rotation.

Must be at least 18 years of age by the time clinical experience starts, usually in September and April.

Note: This program requires that all General Education courses: CAH 102, CAH 103, CAH 105, BIOL& 175 (BIOL 118 will be accepted through 2015), or higher A&P, SOC 101, ENG 101, MAT 108, or higher math, be completed prior to beginning the first quarter of SURG courses.

Students must maintain a B or better in all General Education and Core Allied Health courses to start the SURG courses.

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

Admission Dates: Summer and Winter quarters

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PROGRAM REQUIREMENTS

BIOL& 175	Human Biology w/Lab (BIOL 118 will be accepted through 2015)	5
CAH 102	Medical Terminology I	5
CAH 103	Introduction to Health Professions	5
CAH 105[CL]	Computer Applications	5
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 108	Math for Health Occupations	5
SOC& 101[DIV]	Introduction to Sociology	5
SURG 126	Patient Care Theory I	5
SURG 127	Pharmacology & Anesthesia	5
SURG 130	Patient Care Theory II	5
SURG 136	Operating Room Theory I	8
SURG 137	Introduction to Surgery	5
SURG 138	Introduction to Asepsis & Instrumentation	5
SURG 141	Operating Room Theory II	8
SURG 146	Surgical Lab I	5
SURG 151	Surgical Lab II	5
SURG 206	Operating Room Theory III	8
SURG 207	Microbiology	5
SURG 211	Surgical Lab III	5
SURG 215	Clinical Applications I	5
SURG 220	Clinical Applications II	5
SURG 225	Clinical Applications III	5
SURG 230	Clinical Applications IV	5
SURG 235	Seminar I	3
SURG 240[CAP]	Seminar II	3

TOTAL CREDITS FOR COMPLETION 130

Sustainable Building Science

Associate in Applied Science - T Degree

This program is designed to train construction professionals and facilities managers for building applications and systems that consume a minimal amount of non-renewable resources and contribute to environmental and personal health.

This program will prepare graduates for careers in resource energy management, indoor air quality, solar installation, home energy rating systems, and other specialties that support the design, building, and maintenance of sustainable living environments.

Participants will receive a solid foundation in applied mathematics, applied physics, and communication, as well as receive training in industry-specific applications using energy efficiency technology to diagnose building deficiencies. Advanced training in sustainable systems, solar (photovoltaic) systems, resource conservation management, and weatherization will prepare graduates for a variety of careers within the construction and utilities industries, including resource conservation managers, energy auditors, weatherization specialists, solar energy specialists and home energy raters.

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

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

PROGRAM REQUIREMENTS

CONST 105	Measurement, Tools, & Safety	2
CONST 108	Site Leveling, Plans, Codes, & Materials	2
CONST 112	Footings and Foundations	3
CONST 116	Floor Framing	3
CONST 120	Wall Framing, Sheeting, & Ceilings	5
CONST 122	Roof Framing	5
CONST 126	Roofing Materials & Installation	3
CONST 134	Exterior Finish	3
SBS 105	Introduction to Sustainability	3
SBS 110	Green Building Design	4
SBS 115	Sustainable Materials in Construction	4
SBS 120	Survey of Energy Ratings	4
SBS 125	Alternative Energy Systems	4
SBS 140	Insulation Basics	4
SBS 145	Building Envelope	5
SBS 150	Moisture Mitigation	3
SBS 155	Solar Basics	4
SBS 170	Diagnostics and Testing	3
SBS 175	Indoor Air Testing	3
SBS 180	Thermography	3
SBS 185[CAP]	Service Learning Project	3
CMST& 220	Public Speaking	5
ENGL& 101	English Composition	5
MATH 105	Math for Industrial Professions	5
MATH& 141	Precalculus I	5
PSYC& 100	General Psychology (or other social science or humanities class)	5
	Transferable Biology, Chemistry, Geology, or Physics	5

Technical Course Requirements (Total) 73
General Education Requirements 20

TOTAL CREDITS FOR COMPLETION 103

Optional Electives

CONST 130	Stairway Construction	4
CONST 138	Interior Finish I	3
CONST 142	Interior Finish II	4
CONST 146	Deck Construction	3
CONST 150	Carpentry Trades	1

Sustainable Building Science

Residential Construction

Certificate

This pre-apprentice program prepares students with the knowledge and skills necessary for employment in the residential construction industry.

Safety, hand and power tools use, math, carpentry trades, plan reading, foundation form work, floor systems and framing, wall and roof framing, leveling and aligning, and sheeting are covered in the first quarter. Second quarter expands into residential exterior and interior finish, including window and door installation, exterior siding, trim, stair construction, roofing application, interior and exterior trim and cabinet installation.

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

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

PROGRAM REQUIREMENTS

CONST 105	Measurement, Tools, & Safety	2
CONST 108	Site Leveling, Plans, Codes, & Materials	2
CONST 112	Footings & Foundation	3
CONST 116	Floor Framing	3
CONST 120	Wall Framing, Sheeting, & Ceilings	5
CONST 122	Roof Framing	5
CONST 126	Roofing Materials & Installation	3
CONST 130	Stairway Construction	4
CONST 134	Exterior Finish	3
CONST 138	Interior Finish I	3
CONST 142	Interior Finish II	3
CONST 146	Deck Construction	3
CONST 150	Carpentry Trades	1

TOTAL CREDITS FOR COMPLETION 40

*Articulated courses with High Schools for Dual Enrollment

Welding Technology

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

Designed to develop the technical knowledge and skills required for employment in welding, metal fabrication, and related occupations. Graduates may qualify for many different opportunities within manufacturing, industrial maintenance, and construction.

Students will develop skills in a variety of welding and metal cutting processes common to industry and are also able to gain practical experience through realistic projects.

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

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

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

Prerequisite: COMPASS Algebra score of 32 or successful completion of MAT 082.

AAT Degree General Education Requirements (15 credits):

- ENGL& 101 English Composition or CMST& 200 (or higher)
- MAT 105 Math for Industrial Professions (or higher)
- PSYC& 100 General Psychology (or other social science or humanities class)

AAS-T Degree General Education Requirements (20 credits):

All AAS-T degrees must have a minimum of 20 credits of transferable general education. These credits replace the academic courses required for the AAT degree. Required credits include:

- 5 credits in Communication: ENGL& 101
- 5 credits in quantitative reasoning: MATH 110, MATH& 141, MATH& 142, MATH& 146 or MATH& 151
- 10 credits in social science, humanities, or science (choose two from the following): PSYC& 100, PSYC& 200, PSY 210, PSYC& 220, SOC& 101, ART& 100, MUS& 105, ASL& 121, BIOL 118, BIOL& 160, BIOL& 175, BIOL& 241, BIOL& 242, CHEM& 121, CHEM& 110, GEOL& 110, PHYS& 114, ECON 101, ECON& 201 or ECON& 202

Admission Dates: Quarterly start dates

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 120	Shielded Metal Arc Welding II	7
WLD 124	Shielded Metal Arc Welding III	7
WLD 135	Shielded Metal Arc Welding IV	7
WLD 142	Welding Theory II	5
WLD 144	Print Reading for Welders	5
WLD 152	Gas Metal Arc Welding	7
WLD 156	Metallurgy	2
WLD 168	Flux Cored Arc Welding I	7
WLD 172	Flux Cored Arc Welding II	7
WLD 177	Preparation for Welding Certification	2
WLD 179[CAP]	Fabrication	3
WLD 210	Gas Tungsten Arc Welding I	7
WLD 213	Gas Tungsten Arc Welding II	7
ENGL& 101	English Composition (or higher) or CMST& 220	5
MAT 105	Math for Industrial Professions (or higher)	5
PSYC& 100	General Psychology (or other social science or humanities class)	5

Total Technical Course Requirements	92
General Education Requirements (See listing above)	15
TOTAL CREDITS FOR COMPLETION OF AAT DEGREE	107

AAS-T PROGRAM REQUIREMENTS

Technical Course Requirements (Same as AAT)	92
General Education Requirements (See listing above)	20
TOTAL CREDITS FOR COMPLETIONS OF AAS-T DEGREE	112

Optional Electives

WLD 215	Cooperative Work Experience	1-5
WLD 217	Special Projects	1-5

Welding Technology
Basic Welding Skills

Certificate

Prepares students for entry-level positions in welding as an apprentice or shop helper. The competency-based curriculum combines classroom instruction with hands-on training to develop foundational knowledge and skill in select welding and cutting processes.

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

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Quarterly start dates.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7

TOTAL CREDITS FOR COMPLETION	19

Welding Technology
Shielded Metal Arc Welding

Certificate

Prepares students for employment in positions requiring specialization in Shield Metal Arc Welding (SMAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the essential knowledge and skills for industry.

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

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 120	Shielded Metal Arc Welding II	7
WLD 124	Shielded Metal Arc Welding III	7
WLD 142	Welding Theory II	5

TOTAL CREDITS FOR COMPLETION 38

Welding Technology
Gas Metal Arc Welding

Certificate

Prepares students for employment in positions requiring specialization in Gas Metal Arc Welding (GMAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the essential knowledge and skills for industry.

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

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 120	Shielded Metal Arc Welding II	7
WLD 142	Welding Theory II	5
WLD 152	Gas Metal Arc Welding	7

TOTAL CREDITS FOR COMPLETION 38

Welding Technology
Flux Cored Arc Welding

Certificate

Prepares students for employment in positions requiring specialization in Flux Cored Arc Welding (FCAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the essential knowledge and skills for industry.

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

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 142	Welding Theory II	5
WLD 168	Flux Cored Arc Welding I	7
WLD 172	Flux Cored Arc Welding II	7

TOTAL CREDITS FOR COMPLETION 38

Welding Technology
Gas Tungsten Arc Welding

Certificate

Prepares students for employment in positions requiring specialization in Gas Tungsten Arc Welding (GTAW). The competency-based curriculum combines classroom instruction with extensive hands-on training to develop the necessary knowledge and skills for industry.

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

Prerequisite: COMPASS Pre-Algebra score of 37 or successful completion of MAT 060.

Admission Dates: Fall and Spring quarters.

PROGRAM REQUIREMENTS

WLD 105	Welding Theory I	5
WLD 110	Thermal Cutting & Gouging	3
WLD 112	Oxyacetylene Welding & Brazing	4
WLD 116	Shielded Metal Arc Welding I	7
WLD 142	Welding Theory II	5
WLD 210	Gas Tungsten Arc Welding I	7
WLD 213	Gas Tungsten Arc Welding II	7

TOTAL CREDITS FOR COMPLETION 38

Short-Term Training Programs

Students interested in part-time training may choose from a wide variety of short-term training programs, courses, and workshops. Courses may be offered in a traditional classroom environment, online, or in a hybrid format. Some short-term training programs are comprised of a course or series of courses mapped to an industry-recognized certification, such as forklift or flagger certification. Such courses often use curriculum and materials specified by industry associations to assist students to prepare for proctored certification examinations.

Other short-term training programs include training in the skills necessary for specific entry-level job opportunities such as medical billing or transcription. Programs are usually offered 3-4 evenings per week for 8-11 weeks. The menu of courses changes frequently as labor market demands change and may not be offered every quarter.

Additional short-term training courses vary in length from 4 to 40 hours in length, change quarterly, and often may be applied to various industry requirements for continuing education or professional development. The college offers a variety of courses in healthcare, human resources, information technology, hospitality & food and construction trades. Consult the quarterly class schedule for short-term options.

Dietary Manager Program Certificate..... Credits – 12

Students train in aspects of normal and therapeutic nutrition, diet therapy, including guidelines for diet management and symptoms of deficiency and excess, management of food service operations including procurement, storage, production and presentation of food items. Sanitation – including HACCP regulations, equipment use, food preparation techniques, quality assurance, staffing and job assignments, including human relations and human resource development. Completion of 150 hours of work experience in a health care or other institutional food service facility, with satisfactory evaluation from a Registered Dietitian who has acted as a preceptor, is required to qualify for the National Credentialing Examination offered by the Association of Nutrition and Foodservice Professionals, formerly the Dietary Management Association. Student should be currently employed in the foodservice industry.

Emergency Call Taker Certificate..... Credits – 12

This course will provide the knowledge and basics for entry level positions in 911 Emergency Call Taking. Prerequisites: Typing 25 wpm, No Record on File with the Washington State Patrol for crimes against persons, interview with instructor and a high school diploma or GED.

Forklift Operations & Safety .....Credits – 1

Created for those who might be using forklifts on the job – with a strong emphasis on safety. Our thorough course is Washington State Department of Labor and Industries approved. Text required. Forklift card presented after payment and successful completion in class.

Human Services: Gang Intervention Specialist..... Credits – 16

Students will gain knowledge about gang culture and become skilled at case management techniques and community service interventions. Courses are delivered through online instruction for this 16-credit certificate. This certificate is ideally suited for professionals working in human services, school systems, criminal justice, and correction fields. Participants take part in a 55-hour internship within their community. Prerequisites: Students must take part in a mandatory online orientation/advising meeting with the Instructors. Must be a High School graduate or have a GED by completion of the program. Students must consent to and receive a "No Record on File" report related to Crimes Against Persons.

Human Resources Generalist Certificate.....Credits – 9

This online Certificate program is designed to provide practical training in the day-to-day operations of human resource departments of all sizes. It is geared towards those already employed in the HR field or those planning to enter the field. Upon successful completion of all 8 modules, the student will receive a Human Resources Generalist Certificate.

Human Resources Management Certification ..... Credits – 14

This online program is for those currently employed in human resource management or certified by the Human Resource Certification Institute and/or SHRM. All courses must be completed to earn the certificate.

Flagger Training ..... Credits – 0.8

Flaggers direct traffic for road construction crews, set up cones, barrels, barricades and signs to warn drivers that a construction zone is ahead and to merge traffic into specified lanes. Flaggers are also employed in the construction industry. To receive your flagger certification you must pay for and complete our 8hr training course. Certification is valid for three years.

Medical Billing Specialist Certificate..... Credits – 15

Students who complete this certificate seek employment at hospitals, medical clinics, private doctors' offices, insurance companies, health care facilities, third-party billing and collection agencies. To receive your Medical Insurance Billing Certificate you must complete both Medical Terminology I & II and the Medical Insurance Billing courses.

Medical Transcription Certificate ..... Credits – 19

This online course covers transcription processes for radiology, nuclear medicine, radiation therapy, pharmacology, psychiatry, digestion, and urinary systems. It is designed for persons in an allied health or court-reporting field, a medical office, or a business office which presents learning activities that will develop and/or refine transcription skills to a competitive level.

Course Descriptions

ACCOUNTING

ACCT& 201
PRINCIPLES OF ACCOUNTING I 5CR
Covers fundamentals of accounting theory and practice, including a study of the accounting cycle, and the use of special journals. Focus is on double entry accounting system and financial statement preparation. Covers transactions for a business organized as a sole proprietorship and their effects on balance sheet accounts.
Prerequisite: ACTG 115 or Instructor approval.

ACCT& 202
PRINCIPLES OF ACCOUNTING II 5CR
Covers fundamentals of accounting theory and practice continued from ACCT& 201. Focus is on issues related to businesses organized as a partnership or corporation and their effects on balance sheet accounts. Also covers investment, dissolution, and distribution of income.
Prerequisite: ACCT& 201.

ACCT& 203
PRINCIPLES OF ACCOUNTING III 5CR
Introduces the theory of cost accounting and an analysis of accounting data as a part of the managerial process of planning, decision-making, and control. Emphasis is given to job order, process and standard cost accounting data, and the preparation and use of budgets and internal control reports necessary for making economic decisions for manufacturing businesses.
Prerequisite: ACCT& 201

ACTG 110
BOOKKEEPING I 4CR
Introduces fundamental principles of full cycle, double-entry accounting, including maintaining journals, ledgers, and banking records to prepare basic financial statements for service and retail businesses organized as sole proprietorships or partnerships. Covers basics of payroll accounting and payroll tax reports. Explores the concepts and terminology required to perform specific accounting functions accurately.
Prerequisite: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval.

ACTG 115
BOOKKEEPING II 4CR
Introduces continued principles of full cycle, double-entry accounting. Covers specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals, and end-of- period work for corporations. Explores concepts and terminology required to perform specific accounting functions accurately.
Prerequisite: ACTG 110

ACTG 120
ELECTRONIC BUSINESS MATH 2CR
Covers business math applications to include payroll, percents, merchandising, consumer credit, simple and compound interest, prorating, stocks and bonds, and the metric system, using the keyboard functions and the touch method of electronic calculator operation.
Prerequisite: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval.

ACTG 135
ACCOUNTING SPREADSHEETS I 5CR
Introduces electronic spread sheets (Microsoft Office-Excel). Covers creating business forms and spreadsheets to prepare financial statements.
Prerequisite: CAS 105 or Instructor approval.
Concurrent with: ACTG 110 or Instructor approval.

ACTG 141
QUICKBOOKS I 2CR
Covers principal applications, basic operating commands, and functions necessary to use Quickbooks automated accounting software. Basic applications include, but are not limited to, vendor, customer and banking activities, and creating files.
Prerequisite: ACTG 110 or Instructor approval.

ACTG 143
QUICKBOOKS II 3CR
Covers continued applications for vendor and customer activities using Quickbooks automated accounting software. Also covers starting up companies, inventory management, sales tax, payroll, and working with balance sheet accounts.
Prerequisite: ACTG 115 and ACTG 141 or Instructor approval.

ACTG 160
PAYROLL & BUSINESS TAXES 5CR
Provides practice in all payroll operations, the recording of accounting entries involving payroll, and the preparation of payroll and business tax returns that are required of business. Covers the concepts, laws, and terminology required to perform specific payroll accounting functions.
Prerequisite: ACTG 110 or Instructor approval.

ACTG 211
PRINCIPLES OF ACCOUNTING I LAB 2CR
Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment.
Concurrent with: ACCT& 201 or Instructor approval.

ACTG 212
PRINCIPLES OF ACCOUNTING II LAB 3CR
Provides instructional activities that support material covered in ACCT& 202 in a supervised lab environment.
Concurrent with: ACCT& 202.
Prerequisite: ACTG 211 or Instructor approval.

ACTG 213
PRINCIPLES OF ACCOUNTING III LAB 3CR
Provides instructional activities that support material covered in ACCT& 203 in a supervised lab environment.
Concurrent with: ACCT& 203.
Prerequisite: ACTG 211 or Instructor approval.

ACTG 222
FUNDAMENTALS OF INDIVIDUAL INCOME TAX ACCOUNTING 4CR
Introduces the fundamentals of individual income tax accounting theory and practice, including a study of the rules and regulations for preparation of the most common forms and schedules, a brief review of the history of income taxation, tax laws in the United States, and the differences between GA AP and income tax accounting.
Prerequisite: ACTG 115 or Instructor approval.

ACTG 224
FUNDAMENTALS OF GOVERNMENTAL/NONPROFIT ACCOUNTING 5CR
Introduces the fundamentals of accounting theory and practice of governmental/nonprofit accounting, including a study of the accounting methods, the reasons for and the use of the various funds, the purpose and use of budgets in this field of accounting, and the differences between GA AP, GASB Standards, and fund/governmental accounting.
Prerequisite: ACTG 115 and ACCT& 201 or Instructor approval.

ACTG 235
ACCOUNTING SPREADSHEETS II 4CR
Provides advanced instruction in electronic worksheets, various business spread sheets, 3-D worksheets, various functions, including the conditional function and accounting schedules.
Prerequisite: ACTG 135 or Instructor approval.

ACTG 241
QUICKBOOKS III **4CR**
Covers advanced accounting activities using Quickbooks automated accounting software. Topics focus on starting up companies in mid-cycle of the fiscal period. Covers setting up prior balances with accounts receivable, accounts payable, checking, inventory, payroll, and fixed assets.
Prerequisite: ACTG 143, and ACCT& 201 or Instructor approval.

ACTG 260
BUSINESS OFFICE I **5CR**
Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public.
Prerequisites: ACTG 143, ACTG 235, CAS 120, and ACCT& 201, or Instructor approval.

ACTG 262
BUSINESS OFFICE II **5CR**
Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public.
Prerequisite: ACCTG 260

ACTG 271
INTERNSHIP I **5CR**
Provides students with on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the educational and career objective of the student. Must be approved by the Instructor and includes a weekly seminar component.
Prerequisite: Instructor approval.

ACTG 281
SPECIALIZED ACCOUNTING I **5CR**
Introduces the theory and practice of governmental/nonprofit or managerial accounting. This includes a study of the accounting methods, concepts, and the purpose and use of budgets in this field of accounting. Independent study is to be arranged with the Instructor.
Prerequisite: Instructor approval.
Concurrent with: ACTG 283, ACTG 271 may be completed.

ACTG 283
SPECIALIZED ACCOUNTING I LAB **5CR**
Continues with theory and practice of governmental/nonprofit or managerial accounting. This includes a study of the accounting methods, concepts, and the purpose and use of budgets in this field of accounting. Independent study is to be arranged with the Instructor.
Prerequisites: ACTG 281 or Instructor approval.
Concurrent with, or immediately following, completion of ACTG 281, and ACTG 271 must be completed.

ACTG 291
INDIVIDUAL INCOME TAX ACCOUNTING **5CR**
Continues the study of the fundamentals of individual income tax accounting theory and practice, including a detailed study of the rules and regulations for preparation of the most common forms and schedules, preparation of these forms and schedules, tax laws in the United States, and the differences between GA AP and income tax accounting.
Prerequisite: ACTG 222 and ACCT& 201, or Instructor approval.
Concurrent with ACTG 293.

ACTG 293
INDIVIDUAL INCOME TAX ACCOUNTING LAB **5CR**
Provides a supervised setting, with instructional support, to apply understanding of federal individual income tax rules and regulations to specific tax problems.
Prerequisite: ACTG 222 and ACCT& 201, or Instructor approval.
Concurrent with ACTG 291.

ACTG 295
INDIVIDUAL INCOME TAX INTERNSHIP **5CR**
Provides on-the-job practical field experience. Program offers the student a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the educational and career objective of the student. Must be approved by the Instructor and includes a weekly seminar component.
Prerequisite: ACTG 291 and 293 or Instructor approval.

ADULT BASIC EDUCATION

ABE 001
ABE TOOLS FOR SUCCESS
Orients new students to the Basic Skills Programs and resources available at the college. Develop educational and personal goals, develop self-awareness and learning strategies and identify ways that will help meet with success in the Basic Skills Program.
Prerequisites: Required of all new students.

ABE 012
ABE MATH II
Learn to process, estimate and average whole number operations in addition subtraction, multiplication, and division to solve real-life word problems.
Prerequisites: Students must receive a score of 201-210 on the CASAS placement test.

ABE 013
ABE READING III
Learn to read with understanding, focusing on real-life material on familiar subjects related to personal family, citizen/community or worker roles.
Prerequisites: Students must receive a score of 211-220 on the CASAS placement test.

ABE 013
ABE WRITING III
Focus on writing skills and increasing complexity of sentences and paragraphs. Practice applying these skills to a variety of life situations.
Prerequisites: Students must receive a score of 211-220 on the CASAS placement test. In addition, students will be asked to complete a writing sample.

ABE 013
ABE MATH III
Learn to apply mathematical concepts and procedures to make an estimate, solve a problem, and carry out a task involving decimals and fractions in situations related to life roles.
Prerequisites: Students must successfully complete ABE Math II or receive a score of 211-220 on the CASAS placement test.

ABE 014
ABE READING IV
Learn to read with understanding expository writing, a variety of periodicals and non-technical journals on common topics, common legal forms, and library reference material.
Prerequisites: Students must successfully complete ABE III or receive a score 221-235 on the CASAS placement.

ABE 014
ABE WRITING IV
Learn to convey ideas in writing using several connected paragraphs with correct mechanics, usage, and varied sentence structure.
Prerequisites: Students must successfully complete ABE III or receive a score of 221-235 on the CASAS placement test. In addition, students will be asked to complete a writing sample.

ABE 014
ABE MATH IV
Learn to apply mathematical concepts and procedures to make estimates, solve problems, and carry out tasks involving percent, ratio and proportion, simple formulas, measurements, and tables and graphs in personally realistic situations.
Prerequisites: Students must successfully complete ABE Math III or receive a score of 221-235 on the CASAS placement test.

GED 010
GED BASICS READING
Learn to comprehend, explain and analyze information from a variety of literacy works, including primary source materials and professional journals. Use context cues and higher order processes to interpret meaning of technical information, complex manuals and some college level books.
Prerequisites: Students must successfully complete ABE level IV or receive a score of 236-245 on the CASAS placement test.

GED 010
GED BASICS WRITING
Learn to write with clearly expressed ideas supported by relevant detail, and use varied and complex sentence structure with few mechanical errors.
Prerequisites: Students must successfully complete ABE level IV or receive a score of 236-245 on the CASAS placement test. In addition, students will be asked to complete a writing sample.

GED 010
GED BASICS MATH
Learn to make mathematical estimates of time and space; apply principles of geometry to measure angles, lines and surfaces; and also apply trigonometric functions.
Prerequisites: Students must successfully complete ABE Math IV or receive a score of 236-245 on the CASAS placement test.

GED 011
GED ADVANCED READING
Focus on fine-tuning reading and skills necessary to successfully complete the reading and social studies sections of the GED.
Prerequisites: Students must successfully complete GED Basics. Reading or receive a score of 246 or higher on the CASAS placement.

GED 011
GED ADVANCED WRITING
Focus on fine-tuning reading and writing skills necessary to successfully complete the reading sections of the GED.
Prerequisites: Students must successfully complete GED Basics. Writing or receive a score of 246 or higher on the CASAS placement test. In addition, students will be asked to complete a writing sample.

GED 011 GED ADVANCED MATH
Focus on fine-tuning skills necessary to successfully complete the math section of the GED.
Prerequisites: Students must successfully complete GED Basics. Math or receive a score of 246 or higher on the CASAS placement test.

GED 012 GED JUMP START
Continuous enrollment self-paced class designed to help students focus on strengthening math, reading, and writing skills to prepare for the five sections of the GED Test. Special focus on writing clear concise essays.
Prerequisites: CASAS Reading 211 CASAS

GED 012
GED PREPARATION FAST TRACK
Gain skills and knowledge of materials necessary to prepare for the GED exam. Classroom activities and instruction are designed to cover content in the areas of social studies, literature and art, science, math, and writing clear and concise essays. This class is self-paced.
Prerequisites: 221 in Reading and 211 in Math on CASAS appraisal test. Continuous enrollment is the first week of each month throughout the quarter.

ARCHITECTURAL ENGINEERING DESIGN

ARC 121
ARCHITECTURAL DRAFTING & DESIGN 5CR
Overview of floor plans, line types, and line weights, introduction to media, computer-aided drafting, codes, basic design concepts, and presentation drawings and techniques.
Prerequisites: English reading with comprehension, composition, and basic verbal skills.

ARC 123
CIVIL ENGINEERING SITE DESIGN 5CR
Overview of site design and planning, lot, subdivision and road layouts, contouring, slopes and profiles, and zoning regulations.
Prerequisites: ARC 121

ARC 125
RESIDENTIAL DESIGN & DRAFTING 5CR
Overview of basic residential design and specialized floor plans, exterior and interior elevations.
Prerequisites: ARC 123

ARC 141
ARCHITECTURAL REPORTING I 3CR
Includes investigation, research, and report preparation on materials, methods, and trends in construction.
Prerequisites: English reading with comprehension, composition, and basic verbal skills, and computer keyboarding skills of 30 wpm.

ARC 142
ARCHITECTURAL REPORTING II 5CR
Includes investigation, research, diagrams, and report preparation on basic framing systems in house construction.
Prerequisites: ARC 141

ARC 152
CONSTRUCTION MATERIALS RESEARCH I 2CR
Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 14.
Prerequisites: English reading with comprehension, composition, and basic verbal skills.

ARC 156
CAREER PREPARATION FOR ESL 2CR
Covers basic job-seeking skills activities including resume preparation, employer contacts and employment opportunities.

ARC 171
DRAFTING TECHNOLOGIES I 5CR
Basic manual drafting skills, orthographics, isometrics, and roof plans for basic design and construction necessary for residential design and printing completed drawings on industry standard hardware.
Prerequisites: English reading with comprehension, composition, and basic verbal skills.

ARC 173
DRAFTING TECHNOLOGIES II 5CR
Basic manual drafting skills for civil engineering and profile for subdivisions and basic design drawings necessary for residential design and printing completed drawings on industry standard hardware.
Prerequisites: ARC 171

ARC 181
INTRODUCTION TO AUTOCAD 5CR
Use Windows based AutoCAD applications to produce basic design and production drawings and details, and to save and print drawings on industry standard hardware.
Prerequisites: English reading with comprehension, composition, and basic verbal skills and basic keyboarding skills, 30 wpm, ARC 171 or Instructor permission.

ARC 191
ENGINEERING MECHANICS OF MATERIALS 5CR
Analysis of loading conditions and selection of wood member sizes and materials for house design. Material stress and strain are computed.
Prerequisites: ARC 125, MAT 99 or higher

ARC 221
DETAILING & LIGHT COMMERCIAL 5CR
Overview of specialized floor plan types, framing, sections, detailing, and specifications for light-framing and commercial buildings.
Prerequisites: ARC 125

ARC 223
DESIGN PROJECT I 5CR
Project management and design of basic architectural drafting project. Project includes one-story house and placement on a subdivision lot, conforming to regulatory codes and established schedules. Production of a complete set of computer-drafted and engineered construction drawings. Give effective oral reports of progress.
Prerequisites: ARC 173, ARC 181.

ARC 225
DESIGN PROJECT II 5CR
Project management and design of an intermediate architectural drafting project. Project conforms to regulatory codes, hypothetical client needs, and established schedules. Producing a complete set of computer-drafted and engineered construction drawings. Give effective oral reports of progress.
Prerequisites: ARC 223, ARC 281

ARC 227
SPECIAL INTERN PROJECT 5CR
Complete the written Work-Based Learning Experience Plan.
Prerequisites: Instructor permission required.

ARC 229
SPECIAL DESIGN PROJECT 5CR
Complete special design project as approved by the Instructor to aid in realistic training.
Prerequisites: ARC 225, ARC 231, ARC 281.

ARC 231
COST ESTIMATING I 3CR
Completion of a computerized, detailed cost estimate for one-story house with site development.

ARC 237
ENERGY ANALYSIS 1CR
Completion of two computerized energy analyses for a one-story house.

ARC 256
EMPLOYMENT RESEARCH 1CR
Basic job-seeking skill activities, including rèsumè preparation, employer contacts, and employment opportunities.

ARC 262
INTRO TO 3D MODELING 3CR
Advanced concepts and sketches of residential projects using Google Sketch-Up.
Prerequisites: ARC 162, ARC 181

ARC 281
INTERMEDIATE AUTOCAD 5CR
Use Windows based AutoCAD applications to produce intermediate design and production drawings and details, and saving and printing drawings on industry standard hardware.
Prerequisites: ARC 181

ARC 283
BUILDING INFORMATION MODELING 5CR
Use Windows based Revit applications to produce three dimensional building models and production drawings. Explores integration of building systems in a three dimensional virtual environment.
Prerequisites: ARC 262, 281

ARC 284
APPLIED AUTOCAD 5CR
Use Windows based AutoCAD applications to a complete set of design and production drawings and details for a design project, and saving and printing drawings on industry standard hardware.
Prerequisites: ARC 281

ARC 293
ENGINEERING STATICS 5CR
Beam loading, shear and moment diagrams, analysis, calculations, and selection of wood members for light framing. Material stress is computed.
Prerequisites: ARC 125, MAT 105 or higher.

CIV 282
INTRO TO CIVIL 3D 4CR
Utilize the concepts involved in civil engineering graphics, including location and direction, scales, map symbols and plot plans.

AMERICAN SIGN LANGUAGE

ASL& 121
AMERICAN SIGN LANGUAGE I 5CR
Informs students about deafness, deaf culture, the deaf community, and American Sign Language. Learn to communicate both expressively and receptively in American Sign Language in basic conversation situations.
Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

ASL& 122
AMERICAN SIGN LANGUAGE II 5CR
An expansion of ASL& 121 working towards mastery of American Sign Language. Course focuses on deeper insights into vocabulary, grammar, receptive/expressive skills and history with increased knowledge of Deaf communities and culture.
Prerequisite: Successful completion of ASL& 121.

ART

ART& 101
ART APPRECIATION 5CR
Introduce to the diversity of the art world from ancient civilizations to contemporary society. A discussion of art terminology and methods will be covered in an overview of artist's materials, techniques.

AUTOMOTIVE COLLISION TECHNICIAN

ACT 102
FUNDAMENTALS OF COLLISION REPAIR 3CR
Explore career safety, industry certifications, vehicle construction, and an overview of the career field.

ACT 106
BODY SHOP EQUIPMENT 3CR
Covers operating hand tools, power tools, and shop equipment. Explore air systems and their design and function.

ACT 110
WELDING, HEATING, & CUTTING 4CR
Covers the skills of welding, heating, and cutting as it relates to the Collision Industry.

ACT 115
PLASTICS/SMC REPAIR 4CR
Explore plastic, fiberglass, and SMC repairs as they relate to the Collision Industry.

ACT 120
GLASS, TRIM, & HARDWARE 5CR
Covers the practical skills used to repair/replace door locks and windows and to repair water leaks on car and truck bodies, interior parts, and door skin repair.

ACT 125
INTRODUCTION TO METAL STRAIGHTENING 3CR
Introduces basic body panel straightening techniques.

ACT 132
PANEL REPLACEMENT 6CR
Covers the fundamentals of replacing hoods, bumpers, fenders, grilles, lids, and other bolted-on panels.

ACT 133
PANEL REPAIR 6CR
Covers metal straightening fundamentals, including proper tool usage, application of fillers, and sanding for proper size, shape and texture.

ACT 134
AUTO BODY MAJOR COLLISION REPAIR 5CR
Introduces vehicle damage measuring systems, straightening auto body structure, and replacing structural components.

ACT 140
AUTOMOTIVE SYSTEMS REPAIR 4CR
Explores basic mechanical repairs, wheel alignments, electrical repairs, and restraint system repairs (available Winter quarter only).

ACT 145
COLLISION ESTIMATING 5CR
Covers collision damage estimating, reviewing work orders, and acquiring work skills for job success.

ACT 151
REFINISH EQUIPMENT PREPARATION 6CR
Covers paint shop equipment and painting fundamentals.

ACT 154
TOP COAT REFINISHING 8CR
Covers color matching, final masking, surface cleaning, and topcoat finishing.

ACT 156
PRE-PRIME PREPARATION 5CR
Explores corrosion protections and vehicle refinish preparation.

ACT 157
POST-PRIME PREPARATION 5CR
Explores final preparations, blocking, and final sanding for application of topcoat.

ACT 166
SURFACE IMPERFECTIONS/ EXTERIOR TRIM 5CR
Covers paint application problem-solving, final detailing, decals, and trimming.

ACT 171
PLASTIC REFINISHING 5CR
Covers paint shop equipment and painting fundamentals as it relates to plastics.

AUTOMOTIVE RESTORATION & CUSTOMIZATION – FINISHING

ARCF 103
FUNDAMENTALS & SHOP EQUIPMENT 3CR
Covers shop safety, fundamentals of tool use, and proper use of shop equipment.

ARCF 109
WELDING & METAL SKILLS 4CR
Covers welding, heating, and cutting techniques, using MIG and Oxyacetylene equipment. Students will learn safe handling and correct metal forming techniques of sheet metal.

ARCF 114
BASIC REPAIRS & ASSEMBLY 8CR
Covers basic repair and assembly procedures for bolt-on body components.

ARCF 119
CUSTOM FABRICATION 6CR
Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts.

ARCF 124
REFINISHING EQUIPMENT 4CR
Explores refinishing equipment use and maintenance.

ARCF 129
REFINISH PREPARATION 7CR
Explores corrosion protection and vehicle refinish preparation.

ARCF 130
ADVANCED PAINT APPLICATION 6CR
Covers application of advanced masking, topcoat shading, and graphics on a restoration or custom project.

ARCF 133
FIBERGLASS/COMPOSITES TECHNIQUES 6CR
Further develop skills in customizing techniques used on original factory parts, as well as fabrication of custom parts.

ARCF 134
CUSTOM REFINISHING 6CR
Covers top coat, clear coat, and custom refinishing.

ARCF 141
SURFACE IMPERFECTIONS/ SHOW & SHINE 4CR
Covers paint application problem solving and show detailing.

ARCF 154
AUTOMOTIVE RESTORATION & CUSTOMIZATION FINISHING LAB 9CR
Finish projects and competencies in restoration and/or customizing. 9 credits in Summer quarter; variable credit, other three quarters.

ARCF 159
METAL STRAIGHTENING & SHAPING 6CR
Metal straightening and shaping techniques on a custom or restoration project.

ARCF 167
CUSTOM PAINT APPLICATION 3CR
Covers application of custom masking, topcoat shading, and graphics.

ARCF 168
APPLIED METAL SKILLS 3CR
Covers application of previously acquired metal skills as they relate to the student's project work.

ARCF 170
CUSTOM REFINISHING SPECIAL PROJECTS 6CR
Develop skills in advanced custom and/or restoration techniques. Students will have the opportunity to apply knowledge to projects of personal interest, as assigned, and/or job shadowing.

ARCF 200
VEHICLE ASSESSMENT 7CR
Designed for assessment of vehicle's mechanical and cosmetic condition. Develop a plan for restoration or preservation of a vehicle's historical significance. Use historical data and mechanical and cosmetic condition to develop a complete assessment of a vehicle for its historical, financial, or ownership notoriety value.

ARCF 210
VEHICLE RESEARCH TECHNIQUES 7CR
Research a vehicle's history, build rates, explore options, and research designers. Use the Internet, library, and other resources to produce a capstone research project that includes a class presentation with a story board and/or PowerPoint presentation.

ARCF 220
VEHICLE MAINTENANCE 5CR
Diagnose and maintain a vehicle's mechanical and cosmetic condition. Perform mechanical and cosmetic maintenance in order to complete assessment of vehicle.

AUTOMOTIVE TECHNICIAN

AUT 120
AUTOMOTIVE BASICS 2CR
Provides information on basic shop safety, hazardous material handling, industry trends and opportunities, tools and fasteners. Upon completion of this course, the student will be familiar with safety, hazardous material handling and disposal procedures, the future of the industry, and employment potential. The student will also be familiar with automotive tools, fasteners, and their usage.
Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 132
AUTOMOTIVE WELDING 4CR
Provides the knowledge and skill for industry standard requirements in welding, brazing, and soldering within the automotive industry. Also included in the course is instruction in oxygen/acetylene and wire feed welding.
Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 144
FORD BASIC ELECTRICAL SYSTEMS DIAGNOSIS & TESTING 6CR
Diagnose and repair automotive electrical systems using the Symptom-to-System-to-Component-to-Cause process. Use special tools and service equipment associated with electrical diagnosis and repair. Use all service publications in their available formats to obtain needed information for diagnosis. Perform diagnosis test procedures. Perform repair procedures. Students will become familiar with the tools, terminology, basic theory, diagnostics, removal, and installation procedures used during common service operations and have the opportunity to practice procedures identified as priority task in the NATEF (ASE) task list.
Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 147
AUTOMOTIVE BRAKES 6CR
Theory and troubleshooting of hydraulic systems, disc brake systems, drum brake systems, power booster systems, and antilock brake systems.
Prerequisites: Must have required tools and textbooks.

AUT 149
AUTOMOTIVE BRAKES, SUSPENSION, STEERING, & WHEEL ALIGNMENT 7CR
Theory and troubleshooting of front suspension systems, steering systems, rear suspension systems, and computer-controlled systems. This course will also cover basic wheel alignment including two- and four-wheel alignment.
Prerequisites: Must successfully complete AUT 147, and have required tools and textbooks.

AUT 156
AUTOMOTIVE BRAKES, SUSPENSION, STEERING, & WHEEL ALIGNMENT LAB 5CR
Repair automotive brakes, steering, and suspension systems by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects.
Prerequisites: Must successfully complete AUT 147, 149, and have required tools and textbooks.

AUT 172
FORD BASE STEERING, SUSPENSION, & ALIGNMENT 6CR
Students will learn suspension and steering principles, alignment geometry and service procedures to diagnose and correct excessive tire wear and pull concerns. Students will become familiar with the tools, terminology, and procedures used during common steering and suspension service operations, and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.
Prerequisites: Must have required tools and textbooks.

AUT 174
ENGINE MINOR MECHANICAL REPAIR 6CR
Diagnose and repair general engine mechanical, lubrication, and cooling system problems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics and minor engine mechanical service and repair procedures.
Prerequisites: Must have required tools and textbooks.

AUT 175
ENGINE MAJOR MECHANICAL REPAIR 7CR
Diagnose and repair engine blocks, heads, and valve trains. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, and removal and installation procedures to successfully diagnose and repair automobiles and light truck engines.
Prerequisites: Must have successfully completed AUT 174 and have required tools and textbooks.

AUT 178
ENGINE MECHANICAL LAB 3CR
Repair engine components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobiles and light truck engines.
Prerequisites: Must have successfully completed AUT 174, 175 and have required tools and textbooks.

AUT 179
AUTOMOTIVE GENERAL MAINTENANCE & TIRES 7CR
Topics covered include shop safety practices, general automotive maintenance, vehicle checkups, and multi-point inspections. Students will use all available service publications to identify automotive systems and components and become familiar with the tools, terminology, and procedures used during routine maintenance, inspections, wheel and tire service, and have the opportunity to practice the procedures identified as priority tasks in the NAFEF (ASEO) task list.
Prerequisites: Must have required textbooks, coveralls, and eye protection.

AUT 185
FORD BRAKE SYSTEMS DIAGNOSIS 2CR
Topics covered include brake system diagnosis and testing and brake system service. Identify brake system components and perform brake system inspections, machine rotors using an on car lathe and become familiar with the tools, terminology, and procedures used during routine brake service operations and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list.

AUT 203
ELECTRICAL SYSTEMS 11CR
Diagnose and repair automotive electrical systems and study basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks.
Prerequisites: Must have required tools and textbooks.

AUT 209
ELECTRONIC SYSTEMS 7CR
Diagnose and repair automotive electronic systems and study basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks.
Prerequisites: Must successfully complete AUT 203 and must have required tools and textbooks.

AUT 217
AUTOMOTIVE IGNITION SYSTEMS 7CR
Diagnose and repair electronic and computer controlled automotive ignition systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks.
Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209 and must have required tools and textbooks.

AUT 223
AUTOMOTIVE FUEL SYSTEMS 7CR
Diagnose and repair fuel management systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks.
Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, and must have required tools and textbooks.

AUT 236
AUTOMOTIVE EMISSIONS SYSTEMS 7CR
Diagnose and repair emissions control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks.
Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, 223 and have required tools and textbooks.

AUT 239
AUTOMOTIVE CLUTCHES & MANUAL TRANSMISSIONS 9CR
Provides the student with the knowledge and skills to competently repair automotive clutches and manual transmissions/transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck clutches and manual transmissions/transaxles.
Prerequisites: Must have required tools and textbooks.

AUT 243
AUTOMOTIVE AXLES, DRIVELINES, DIFFERENTIALS & TRANSFER CASES 6CR
Provides the student with the knowledge and skills to competently repair automotive axles, drivelines, differentials, and transfer cases. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck axles, drivelines, differentials, and transfer cases.
Prerequisites: Must successfully complete AUT 239 and have required tools and textbooks.

AUT 246
MANUAL DRIVE TRAINS & AXLES LAB 4CR
This course is designed to teach the student to competently repair drive train components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck manual drive trains.
Prerequisites: Must successfully complete courses AUT 239, 243, and must have required tools and textbooks.

AUT 247
AUTOMATIC TRANSMISSIONS 7CR
This course provides the student with the knowledge and skills to competently repair automatic transmissions. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/ light truck automatic transmissions.
Prerequisites: Must have required tools and textbooks.

AUT 250
AUTOMATIC TRANSAXLES 7CR
This course provides the student with the knowledge and skills to competently repair automatic transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile transaxles.
Prerequisites: Must successfully complete AUT 247 and have required tools and textbooks.

AUT 251
AUTOMATIC TRANSMISSION/ TRANSAXLE LAB 4CR
This course is designed to teach the student to competently repair automatic transmission/transaxle assemblies by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck drive trains by applying academic knowledge to hands-on projects.
Prerequisites: Must successfully complete courses AUT 247, 250, and must have required tools and textbooks prior to entering this course.

AUT 255
AUTOMOTIVE AIR CONDITIONING, HEATING, & VENTILATION 6CR
Theory, troubleshooting, and repair of automotive air conditioning systems, heating systems, and ventilation systems. Also covers recovery and recycling of both R-12 and R134A refrigerants.
Prerequisites: Must successfully complete AUT 203, 209, and have required tools and textbooks.

AUT 295
ON-THE-JOB TRAINING/ WORK BASED LEARNING 1-12CR
Provides advanced students with realistic training at work site. Dates and times will be determined.
Prerequisites: Instructor permission required.

AUTH 105
HYBRID/ALTERNATE FUEL INTRODUCTION & SAFETY 2CR
Covers the history, evolution & general safety precautions for servicing.
Prerequisites: Students must have completed a NATEF/ASA certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 110
ALTERNATE FUEL VEHICLE SYSTEMS 2CR
Covers diesel, E85, CNG, and hydrogen systems in use today.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 115
TOYOTA HYBRID SYSTEM OVERVIEW 2CR
Covers the Toyota systems in use today with a focus on the Prius model.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 120
TOYOTA PRIUS HYBRID SYSTEM 2CR
Covers the Toyota systems in use today with a focus on the Prius model.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 125
HONDA HYBRID SYSTEM OVERVIEW 2CR
Covers the Honda Hybrid systems in use today with a focus on the Civic model.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 130
HONDA CIVIC IMA HYBRID SYSTEM 2CR
Covers the Honda Civic Integrated Motor Assist systems in use today.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 135
FORD ESCAPE/MERCURY MARINER HYBRID SYSTEM OVERVIEW 2CR
Covers the Ford Escape/Mercury Mariner Hybrid systems in use today with a focus on the Escape model.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 140
GENERAL MOTORS & OTHER HYBRID SYSTEMS OVERVIEW 2CR
Covers General Motors & other systems in use today with a focus on the G.M. Dual Mode model system.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AUTH 145
ADVANCED LAB & FINAL EXAM PREPARATION 2CR
Gives students a hands-on opportunity for preparation for the final exam.
Prerequisites: Students must have completed a NATEF/ASA-certified automotive training program or Instructor's permission with two years automotive experience.

AVIATION MAINTENANCE TECHNICIAN

AMT 104
BASIC MATHEMATICS, BASIC PHYSICS, & WEIGHT& BALANCE 5CR
Perform all of the mathematical computations required in the Aviation Maintenance Technician curriculum. Understand the scientific principles that apply to the operation of aircraft, engines and the equipment that the aviation maintenance technician will be in daily contact with. Develop a comprehensive understanding of the importance of weight and balance to aircraft safety, and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast.

AMT 109
BASIC ELECTRICITY 4CR
Direct current circuits, series, and parallel circuit arrangements and their application, understanding the relationship of voltage, current, resistance, and power, calculating and measuring these values, and understand the operation of the multimeter and its use in troubleshooting.

AMT 116
AIRCRAFT DRAWINGS, CLEANING & CORROSION CONTROL, GROUND OPERATIONS & SERVICING, & FLUID LINES & FITTINGS 5CR
Sketch aircraft repairs and alterations and understand information presented on typical aircraft blueprints, graphs, and charts. Recognize types of corrosion and know their causes, identify and use the proper materials and processes to remove corrosion by-products, treat corroded areas, and apply proper protection. Gain a thorough understanding of the importance of safe ground handling procedures, aircraft movement and storage, and identify aviation fuels. Identify fluid line components, fabricate rigid and flexible fluid lines, and properly install fluid lines on aircraft.

AMT 119
MATERIALS & PROCESSES 5CR
Learn about identification and selection of non-destructive testing methods, dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections, as well as basic heat-treated processes, aircraft hardware, and materials. Inspect and check welds. Perform precision measurements.

AMT 125
ADVANCED ELECTRICITY 4CR
Understand the effect of resistance, capacitance, and inductance in AC circuits, and understand transformers. Learn about basic semi-conductor devices (diodes and transistors), and be able to explain their function in simple circuits.

AMT 127
MAINTENANCE FORMS & RECORDS, PUBLICATIONS, & MECHANICS PRIVILEGES & LIMITATIONS 4CR
Utilize maintenance records and entries, maintenance forms, and inspection reports. Requires reading, comprehension, and application of information from FAA and manufacturer's maintenance specifications, data sheets, manuals, publications, related FAA regulations, airworthiness directives, and advisory material. Apply mechanic privileges within the limitations prescribed by FAR Part 65.

AMT 131
WOOD STRUCTURES, COVERINGS, & AIRCRAFT FINISHES 3CR
Covers wood aircraft construction, repair, and inspection. Students will select, apply, inspect, test, and repair aircraft fabric and fiberglass covering materials. Become familiar with types of aircraft protective coatings, trim applications, markings, finish problems, and the inspection of finishes.

AMT 133
AIRCRAFT FUEL SYSTEMS, ICE & RAIN CONTROL SYSTEMS, & FIRE PROTECTION SYSTEMS 4CR
Covers principles of operation and configuration of warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems. Learn the effects of ice and rain on aircraft during operations in inclement weather, the equipment and materials used to counter ice and rain, and the maintenance of this equipment. Explore components and operation of fire detection and extinguishing equipment, as well as smoke and toxic gas detection systems.

AMT 135
SHEET METAL STRUCTURES 4CR
Inspection and repair of all types of sheet metal. Information regarding the fabrication, construction, and repair of sheet metal aircraft structures.

AMT 136
WELDING, POSITION & WARNING SYSTEMS 3CR
Principles regarding the fabrication, construction, and repair of welded aircraft structures. Principles of operation of speed and configuration warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems.

AMT 137
NON-METALLIC STRUCTURES 4CR
Covers inspection and repair of all types of non-metallic and composite structures, including transparent plastic enclosures and interiors.

AMT 138
AIRCRAFT INSPECTIONS 4CR
Lecture, demonstration, and practical application are used to train the student in the methods and techniques of all phases of aircraft inspections, federal aviation regulations, maintenance record entries, and disposition of those records.

AMT 139
ASSEMBLY & RIGGING 4CR
Covers basic information regarding the assembly of aircraft, components, rigging of all flight control surfaces, balancing and inspection of flight controls, alignment of aircraft structures, and jacking of aircraft.

AMT 140
AIRCRAFT LANDING GEAR 3CR
Inspect, check, service, and repair landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems.

AMT 141
HYDRAULIC & PNEUMATIC POWER SYSTEMS 3CR
Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems and components. Identify and select hydraulic fluids.

AMT 142
HANGAR OPERATIONS & MAINTENANCE (NOT FAA APPROVED) 3CR
Perform maintenance on items of shop equipment used in the day-to-day operation of the aircraft maintenance hangar, calibrate precision tools as needed, and assist in repair station operations. Note: Offered during Winter quarter.

AMT 143
AIRFRAME ELECTRICAL SYSTEMS 5CR
Learn about operation of AC and DC electrical systems used on large and small aircraft, generating and starting systems, AC and DC electric motors, wiring, controls, switches, indicators, and protective devices, and constant speed and integrated drive generators.

AMT 144
ENGINE ELECTRICAL SYSTEMS 5CR
Develop an understanding of the operation of generators, alternators, DC motors, and AC motors, and their repair and overhaul. Learn the special requirements of electrical components operating in high temperature areas and how to install wiring, controls, switches, and indicators, and to protect them from its effects.

AMT 145
CABIN ATMOSPHERE CONTROL SYSTEMS 3CR
Physiological aspects of flight. Inspection and maintenance of oxygen, pressurization, heating, cooling, and air conditioning systems.

AMT 146
AIRCRAFT INSTRUMENT, COMMUNICATION & NAVIGATION SYSTEMS 3CR
Learn principles of operation of common aircraft instruments, air or vacuum driven gyros, pilot-static systems, and static system leak tests. Gain operating principles of common avionics equipment, antennas, autopilots, servos, approach coupling systems, interphones, static discharge devices, and ground proximity warning systems. Inspect and repair antennas and electronic equipment.

AMT 208
HELICOPTER OPERATIONS & MAINTENANCE PRACTICES 4CR
Covers history, operations, regulations, publications, records, special use equipment, and basic maintenance fundamentals, as they relate to rotorcraft.

AMT 210
BASIC ROTOR SYSTEMS MAINTENANCE & REPAIR 4CR
Covers history of rotorcraft and principles of flight; types and function of rotor systems; overhaul of rotor hub assemblies; installation and static balancing of rotors; types and function of anti-torque control systems; inspection of rotor blades using manufacturer's data.

AMT 212
ADVANCED ROTOR SYSTEMS MAINTENANCE & REPAIR 4CR
Covers vibration analysis; installation and dynamic balancing of rotor systems; tracking of helicopter rotor blades; principles of helicopter autorotation and adjustment of autorotation RPM for power off operations.

AMT 215
HELICOPTER SYSTEMS 4CR
Covers helicopter powerplants and controls; fuel systems, turbine fuels, and fuel system components; oil systems and types of oils; mechanical drives, clutches, drive shafts, freewheeling units, and transmissions; flight controls, hydraulic, and instrument systems; rotor rpm, engine out, and master caution and warning systems; electrical systems, Nicad batteries, and starter generators; fuselage structures, and landing gear.

AMT 217
FAA TESTING & TURBINE ENGINES 7CR
Covers preparation for and completion of FAA certification examinations. FAA written examinations are accomplished outside of CPTC at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an oral and practical examination administered by an FAA Designated Maintenance Examiner (DME). Students are charged a fee for these examinations. Note: Fees for these examinations are not included in the college tuition or lab fees. The remaining 120 hours of training concentrate on turbine engines to include: the history, different types, the theory of operation of turbine engines, the Brayton cycle, Bernoulli's theory, and turbine engine air flow characteristics. Learn the theory of operation of different types of compressors, combustion chamber, turbines, turbine stator vanes (nozzles), and exhaust sections maintenance of turbine engines to include: turbine engine removal, overhaul, inspection, and repair procedures. Learn to install turbine engines, make adjustments, troubleshoot, test and check run procedures; become familiar with regulations, publications, and records for turbine engines.

AMT 219
ENGINE LUBRICATION SYSTEMS 4CR
Covers the components of and the operation of engine lubrication systems. Introduction to the requirements and characteristics of engine lubricants and lubrication systems.

AMT 221
ENGINE INSTRUMENT SYSTEMS 4CR
Covers the theory and principal of operation of electrical and mechanical fluid rate of flow indicating systems, and electrical and mechanical temperature, pressure, and RPM indicating systems.

AMT 224
POWERPLANT RECIPROCATING ENGINE THEORY 6CR
Covers the history of aircraft engines, principles of energy transformation, theory of operation, engine requirements and configuration, and overhaul of horizontally opposed engines.

AMT 225
POWERPLANT MAINTENANCE & OPERATION 6CR
Powerplant maintenance and operation consists of theory of operation, engine requirements and configuration and installation, troubleshooting and removal of horizontally opposed engines.

AMT 226
ENGINE FUEL SYSTEM & FIRE PROTECTION 1CR
Fuel systems and fire protection consists of transformation of energy, chemistry of combustion and thermal efficiency of fuel air mixtures. Fire protection covers the components and the operation of fire detection and extinguishing equipment.

AMT 228
ENGINE FUEL & METERING SYSTEMS 5CR
Fuel metering consists of the principles of fuel metering for float carbs, pressure carb, fuel injection, and detonate injection, turbine fuel controls, and electronic engine fuel controls.

AMT 229
PROPELLERS & FAA FINAL TESTING 4CR
Propellers consist of the theory of operation and nomenclature. Propeller controls and instrumentation. Fixed pitch, controllable pitch, constant speed, and feathering propellers. Governors, anti-ice, phasing, and synchronization systems. Inspection, maintenance, and repairs to propellers and related systems. Familiarization of unducted fan engines. Included at the end of the course, 6 hours devoted to preparation for FAA certification examinations. FAA written examinations are accomplished at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an Oral and Practical Examination administered by an FAA Designated Mechanics Examiner (DME). Students are charged a fee for these examinations administered by FAA designated examiners and centers. Note: Fees for theses examinations are not included in the college tuition or lab fees systems.

AMT 231
ENGINE INSPECTION 4CR
Engine inspection consists of detailed work with the Federal Aviation Regulations, types of inspections, conformance to type certificate data sheets and major alterations, airworthiness directives, and maintenance record entries.

AMT 233
ENGINE IGNITION & STARTING SYSTEMS 4CR
Covers the operation, maintenance, and overhaul of magnetos and ignition, harnesses, the inspection, servicing, troubleshooting, and repair of reciprocating and turbine engine ignition system, components and turbine engine electrical and pneumatic starting systems.

AMT 235
INDUCTION, AIRFLOW, COOLING, & EXHAUST SYSTEMS 3CR
Learn about the maintenance of carburetors and fuel-injected, naturally-aspirated, turbocharged, and super-charged induction systems. Learn about maintenance of ice and rain control systems as well as principles of air-cooled engines and problems that can occur with an air-cooled engine. Study the history and development of exhaust systems, and their function to safely remove exhaust gasses. Students will describe, inspect, maintain, troubleshoot, and repair components of exhaust systems. Learn principles of operation of turbine engine reversing systems and power recovery turbines.

AMT 239
ADVANCED HANGAR OPERATIONS & MAINTENANCE (NOT FAA APPROVED) 3CR
Advanced hangar operations and maintenance is designed for the students currently enrolled in the helicopter and powerplant classes. It includes servicing and repair of shop equipment, calibration of precision tools, and assisting in the repair station operations. Note: This course work is only offered during Winter quarter.

AEROSPACE COMPOSITE TECHNICIAN

ACM 120
COMPOSITE FABRICATION 4CR
Learn manufacturing methods and processes commonly utilized for the fabrication of composite materials. Instruction includes material choices, fabrication techniques, material handling, and safety procedures.

ACM 125
COMPOSITE ASSEMBLY 4 CR
Identify and utilize appropriate materials and processes to assemble structures made of composite materials. Includes the lay-up, vacuum bagging, and cure processing of wet laminating techniques and preimpregnated materials.

ACM 130
COMPOSITE REPAIR 4 CR
Inspect, test, and repair composite structures. This course explains how imperfections affect composite properties and provides hands-on training for the repair of defects.

ACM 145
SPECIAL PROJECTS 3CR
Develops skills in print reading, project planning, layout, distortion control, fixturing, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned.

BIOLOGY

BIOL 118
HUMAN ANATOMY & PHYSIOLOGY 5CR
An in-depth approach to body systems, emphasizing the relationship between structure and functions. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences.
Prerequisites: Appropriate COMPASS/SLEP placement score or Instructor permission.

BIOL& 160
GENERAL BIOLOGY W/LAB 5CR
Provides an introduction to cellular biology for students preparing for the health professions. Major concepts include the structure, reproduction, and metabolism of cells; genetics; ecological perspectives; and evolutionary biology.
Prerequisites: COMPASS Reading Score of 81 and Writing Score of 77 or successful completion of ENG 094.

BIOL& 175
HUMAN BIOLOGY W/LAB 5CR
An in-depth approach to body systems, emphasizing the relationship between structure and functions. A laboratory course appropriate for non-science majors or for students beginning study in life sciences.
Prerequisites: COMPASS Reading Score of 81 and Writing Score of 77 or successful completion of ENG 094.

BIOL& 241
HUMAN A & P 1 5CR
Provides students with the first course of the two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of cells and tissues; integumentary, skeletal, muscular, nervous and sensory systems. Laboratory component included.
Prerequisites: BIOL& 160 with a grade of 2.0 or better and CHEM& 110 with a grade of 2.0 or better. (Note: BIOL 118 will be accepted as a prerequisite in place of BIOL& 160 through June 2015.)

BIOL& 242
HUMAN A & P 2 5CR
Provides students with the second course of the two quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of body organization and physiological processes of cardiovascular lymphatic includes immunology, respiratory, digestive includes metabolism, excretory, reproductive and endocrine systems. Laboratory component included.
Prerequisites: SSuccessful completion of BIOL& 241 With a grade of 2.0 or better.

BIOL& 260
MICROBIOLOGY 5CR
Provides students with the content of diversity, structure, and physiology of beneficial and harmful microbes. Laboratory practice in identification of microbial species through culturing, staining, and biochemical testing. Includes laboratory.
Prerequisites: BIOL& 160 with a grade of 2.0 or better and CHEM& 110 with a grade of 2.0 or better. (Note: BIOL 118 will be accepted as a prerequisite in place of BIOL& 160 through June 2015.)

BUSINESS

BUS& 201
BUSINESS LAW 5CR
Introduces students to Business law as it applies to the business world through the Uniform Commercial Code. Examines legal institutions and processes, legal reasoning, and the interaction of law and business. Laws pertaining to business contracts, sales, bailments, commercial paper, employment, agency, business organization, insurance and property are reviewed.
Prerequisite: ACTG 115 or instructor approval.

CENTRAL SERVICE/ STERILE PROCESSING

MMN 103
INTRODUCTION TO THE PROGRAM & THE HEALTH CARE INDUSTRY 3CR
Covers overall program content, including policies, procedures, philosophy, and terminal objectives. The history and evolvement of the Central Service profession, human relations, legal issues, and regulatory agencies affecting the field are explored. Web enhanced.

MMN 108
ANATOMY & PHYSIOLOGY/ MEDICAL TERMINOLOGY 3CR
Explore the overall makeup of the human body, its systems and functions, related medical, and surgical terminology. Surgical instrumentation is introduced. Web enhanced.
Prerequisite: Completion of MMN 103.

MMN 113
MICROBIOLOGY/ INFECTION CONTROL 3CR
Examination of human pathogens in microbiology. Students will learn about infection control as it relates to the sterilization process. Safety issues in the healthcare environment are covered. Web enhanced.
Prerequisite: MMN 103, 108.

MMN 124
SURGICAL INSTRUMENTATION 4CR
Students learn to identify basic and complex surgical instruments. They will demonstrate thorough knowledge of the manufacture, care, and processing of surgical, endoscopic and power instruments. In addition, students will have an understanding of special protocols required with loaner instruments. Web enhanced.
Prerequisite: MMN 103, 108, 113

MMN 126
PRINCIPLES AND METHODS OF CLEANING & DISINFECTING 6CR
Classroom and laboratory experience in the fundamentals of cleaning and disinfection. Topics include water quality, water purification systems, chemical cleaning and disinfecting agents, handling and transporting of patient care equipment, and general cleaning protocols for instruments and equipment. The proper and safe handling of infectious waste is included. Web enhanced.
Prerequisite: MMN 103, 108, 113, 124.

MMN 129
PRINCIPLES & PRACTICES OF STERILIZATION 6CR
Classroom and laboratory experience in the packaging, assembly, and sterilization of procedural trays, instrument sets, and sterile supplies. Major topics include methods of high and low temperature sterilization, sterilization chemicals, and packaging materials. Guidelines for point of use processing are discussed. Operations, parameters, and maintenance of various sterilizers is included, as well as monitoring of the sterilization process and quality control. Proper storage and storage concerns for sterile supplies are included.
Prerequisite: MMN 103, 108, 113, 124, 126.

MMN 131
MATERIEL MANAGEMENT/ CENTRAL SERVICE APPLICATIONS 4CR
Overview of the handling and distribution of materials in a medical facility. Inventory management, replenishment methods, and tracking systems are included. Students become familiar with quality assurance measures and techniques.
Prerequisite: MMN 103, 108, 113, 124, 126, 129.

MMN 213
CLINICAL INTERNSHIP I 6CR
Provides the student with the opportunity to apply the theories and principles of Central Service and sterilization learned in the classroom to the actual work experience in a Central Service, Sterile Processing, or Distribution department. The role of the CS technician in a hospital Central Service/ Sterile Processing department will be the focus. In order to participate in the clinical aspect of the program, students must receive a clear background check as required by the healthcare facilities, have proof of current immunizations, complete CPR for health care professionals, be able to lift 50 pounds, and be able to work on their feet for up to 8 hours.
Prerequisite: Completion of MMN 103, 108, 113, 124, 126, 129, 131.

MMN 215
CLINICAL INTERNSHIP II 6CR
Continued participation in the clinical setting at local facilities allows the student to gain a variety of experiences in Central Service/Sterile Processing and Materiel Management. Requirements are the same as MMN 213.
Prerequisite: Successful completion of MMN 213.

MMN 216
JOB SKILLS 3CR
Utilizing the online classroom, this self-paced hybrid course will guide the student to prepare a resume, cover letter, and application. Interviewing tips and techniques will be covered, as well as the online application process. Students will return to the classroom the last 2-3 days of the class to demonstrate clear understanding of the process and be given job search information. Hybrid.
Prerequisite: Completion of MMN 103, 108, 113, 124, 126, 129, 131.

CHEMISTRY

CHEM& 110
CHEMICAL CONCEPTS W/LAB 5CR
An introduction to chemistry intended for non-science majors. This course looks at how models of atoms, bonding and the structures of materials provide an understanding of common chemical properties and reactions. Co-requisites: Students who have not completed MAT 99 or achieved a COMPASS score of 76 or higher on College Algebra must take MAT 99 concurrently with this course.

CHEM& 121
INTRO TO CHEMISTRY 5CR
Understanding the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Lab included.
Prerequisite(s): CHEM& 110 or High School Chemistry; Co-requisite: MATH 99 or higher OR appropriate COMPASS placement concurrently with this course.

CHEM& 161
GENERAL CHEMISTRY WITH LAB I 5CR
Course covers methods and measurements including significant figures and scientific notation, states of matter, atomic structure, the periodic table, ionic and covalent bonding, and calculations and chemical equations including the mole.
Prerequisite: MAT& 141 and 1 year of high school chemistry or CHEM& 121, ENV 153, or other college-level chemistry class.

CHEM& 162
GENERAL CHEMISTRY WITH LAB II 5CR
A continuation of General Chemistry with instruction in properties of solutions, calculation of solution concentrations, thermodynamics, acids and bases, oxidation and reduction and radioactivity. Also the structure, properties and nomenclature of organic molecules are covered. The course requires completions of General Chemistry or acceptable equivalent.
Prerequisite: CHEM& 161Computer Applications courses (with a CAS prefix) are listed in the Business Support Services section of the course descriptions.

COLLEGE SUCCESS

COLL 101
FOUNDATION FOR STUDENT SUCCESS 2CR
Provides students with skills to be successful in college. Topics include study skills, learning styles, communication skills, time management, campus resources, test taking strategies and diversity. This program is required for certificate and degree seeking students with COMPASS placement at or below Math 82 and/or English 82 and is available to any students that would benefit from the course.

COLL 105
CAREER DEVELOPMENT 2CR
Explore career options and educational pathways related to the human services field. Develop an educational plan and timelines to achieve the pathway goal. Refine job acquisition skills and workplace communication skills related to targeted employment field.

SVL 101
SERVICE LEARNING 3CR
Participate in organized service that addresses local community needs – specifically, the issue of poverty - while developing academic and professional skills. Work directly with community partners to link community activities and projects to academic growth and self-discovery through reflection. Relate service experience to local and global social issues and broaden knowledge of chosen profession. Requires a minimum of 20 hours of community service work in addition to class assignments and activities.

COMPUTER APPLICATIONS

To meet the Computer Literacy requirement, students must complete at least 3 credits of any CAS 120-155 courses.

CAH 102
MEDICAL TERMINOLOGY I 5CR
Provides students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems and will include key terms and the introduction of anatomical, physiological, and pathological terms.

CAH 103
INTRODUCTION TO HEALTH PROFESSIONS 5CR
Provides an overview of Law & Ethics a student should know to help provide competent, compassionate care to patients.

CAH 105
COMPUTER APPLICATIONS 2-5CR
Provides training in the uses of Microsoft Windows and related programs with introduction to Electronic Health Records. Students will use computers to develop touch control and proper keyboarding and 10-key techniques.

CAS 105
KEYBOARDING 3CR
Use computers to develop touch control and proper keyboarding techniques; introduction to basic word processing functions.

CAS 110
INTRODUCTION TO OUTLOOK 1CR
Utilize Microsoft Outlook to manage e-mail, schedules, contacts, and notes. Emphasizes the Microsoft Certified Application Specialist competencies.

CAS 115
INTRODUCTION TO COMPUTING 3CR
Explore personal computer concepts from a user's perspective. In this introductory course, learn computer terminology; run programs; save, retrieve, and search for files; use help; and perform computer maintenance. Develop basic skills in word processing, Internet, e-mail, and PowerPoint.

CAS 120
WORD I 2CR
Utilize beginning word processing techniques while creating and editing business documents. Create tables, columns, Web pages, envelopes, and mailing labels. Work with special features to track and review changes and compare documents.

CAS 125
WORD II 3CR
Explore advanced word processing with Microsoft Word. Perform mail merges; create styles; use advanced graphics tools; create basic forms with formulas; and utilize advanced report functions including indexes. Create macros and modify the Word environment.
Prerequisite: CAS 120

CAS 130
EXCEL I 3CR
Create and analyze professionally formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists.
Prerequisite: Math 82 skills preferred.

CAS 135
EXCEL II 3CR
Use advanced spreadsheet features and functions to analyze and project data. Learn how to use what-if analysis tools such as scenarios and solver. Create macros; validate data; link worksheets/books; use pivot tables; find errors; and share, merge, and protect workbooks.
Prerequisite: CAS 130.

CAS 140
POWERPOINT 2CR
Create professionally formatted presentations that include animation and transitions. Insert and format charts, graphics, diagrams, and pictures. Save presentations for various delivery options including Web pages.

CAS 145
PUBLISHER 5CR
Explore desktop publishing in this project-based class. Create and edit flyers, newsletters, brochures, logos, calendars, Web pages, and various business publications. Use mail merge to create letters and labels. Use tools to edit text, colors, graphic design objects, and logos. Prepare files for commercial printing.

CAS 150
ACCESS I 2CR
Develop basic relational databases as you create, edit, format, and print tables, queries, forms, and reports. Copy records and import tables from another Access database. Define field properties and create relationships. Run, sort, and filter queries. Use comparison and logical operators, and perform calculations. Explore the basics of creating a cohesive database.

CAS 155
ACCESS II 4CR
Expand your database knowledge in this project-based class. Create action queries to modify your data. Design custom forms and reports. Use advanced join properties to link tables. Integrate Access with the Web and import and export information. Create macros and design menu pages (switchboards). Determine what is needed for a good database design.
Prerequisite: CAS 150.

CAS 160
ADVANCED OFFICE APPLICATIONS 5CR
Use your Office experience to learn the environment of alternate Office versions. Apply your existing Microsoft Word, Excel, PowerPoint, and Access 2003 skills to create advanced Office projects.
Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or instructor permission.

CAS 165
INTERNET RESEARCH PROJECT 3CR
Explore advanced Internet topics. Utilize the Internet to research topics and prepare reports.
Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or instructor permission.

COMPUTER INFORMATION TECHNOLOGY

CIT 101
PROGRAMMING FUNDAMENTALS 5CR
Introduction to programming concepts while enforcing good programming style and logical thinking. Designed for students with little or no programming language experience, it begins with basic general programming concepts and key concepts of structure. Course then progresses to the intricacies of decision-making, looping, array manipulation, and methods.

CIT 105
FUNDAMENTALS OF INFORMATION TECHNOLOGY 5CR
Explore computer concepts and their application in today's world. Learn about the most current information on computers, software, hardware, the Internet, and emerging issues and technologies. Tailored to prepare students for the rest of the program to identify their interests and talents.

CIT 142
JAVA OBJECT-ORIENTED PROGRAMMING I 5CR
Construct a foundation of procedural programming concepts and skills requisite for professional object-oriented software development. Use Java, a modern structured, object-oriented language, to develop your problem-solving and algorithm formulation skills.
Prerequisite: CIT 101.

CIT 143
JAVA OBJECT-ORIENTED PROGRAMMING II 5CR
Build your problem-solving skills with the fundamental concepts and techniques of Object-Oriented Java programming in analyzing, designing, and implementing computer programs. Practice problem-solving methods and algorithm development to analyze, design, implement, modify, verify, and document computer programs that solve real-world problems. Develop a good conceptual understanding of data and functional abstraction.
Prerequisite: CIT 142.

CIT 150
PRINCIPLES OF RELATIONAL DATABASES 5CR
Delve into the fundamental concepts, terminologies, methodologies, and system organizations of database management systems. Develop the theoretical foundation of understanding necessary to design, implement, optimize, query, and maintain a database system. Propose, design, and develop a database, using Microsoft Access to reinforce the theoretical concepts.

CIT 151
MYSQL 5CR
Apply your understanding of relational database theory, and gain practical experience designing and implementing data-driven business applications using MySQL in a client-server environment. Learn to administer MySQL, create and maintain data using the database. Query and run scripts using SQL using the database.
Prerequisite: CIT 150.

CIT 153
SQL SERVER 5CR
Learn SQL commands, such as how and where to type an SQL query; and how to create, populate, alter, and delete tables; customize SQL server's settings; and learn about SQL server's functions; create joins, a common database mechanism for combining tables; perform query development, the use of views, and other derived structures and simple set operations; and write subqueries, aggregate functions, and correlated subqueries, as well as indexes and constraints that can be added to tables in SQL server.
Prerequisite: CIT 150.

CIT 161
HTML & CSS 5CR
Learn basic programming and graphical user interface techniques for developing effective and useful web sites. Utilize HyperText Markup Language (HTML and XHTML) and Cascading Style Sheets (CSS) to present static text and graphic content in an appealing, organized, and informative manner.

CIT 163
CLIENT-SIDE WEB PROGRAMMING 5CR
Enliven your web pages by adding client-side scripting to your professional skill set. Develop your understanding of the tools necessary to create Dynamic Hypertext Markup Language (DHTML) applications that effectively manipulate and put some life into static web pages.
Prerequisite: CIT 161.

CIT 164
SERVER-SIDE WEB PROGRAMMING 5CR
Activate your web pages by learning how to add server-side scripting to your work. Explore the possibilities of the Common Gateway Interface (CGI) that brings your static web pages to life. By linking your web page to a server-side program that generates web pages on the fly, you can develop dynamic web-based applications that can query databases or do just about anything to respond to user requests.
Prerequisite: CIT 163.

CIT 167
XML & WEB SERVICES 5CR
Advance into the future of web programming by discovering how to integrate HTML -accessible web services in processing XML encapsulated data. Find out how to use XML in leveraging applications developed remotely on the world wide web.
Prerequisite: CIT 161.

CIT 180
INTRODUCTION TO GAME PROGRAMMING 5CR
Experience the ultimate challenge of computer gaming: designing and creating your own computer games. Develop an introductory academic understanding of the various aspects of the game development process, while at the same time, applying basic object-oriented programming techniques to create your own tangible first product.
Prerequisite: CIT 143.

CIT 185
INTRODUCTION TO ROBOTICS 5CR
Project yourself into the robotic future of computing, wherein programmed automatons are able to do more than just process data. Design, build, and program real, functional robots, while applying basic object-oriented programming skills.
Prerequisite: CIT 143.

CIT 205
OBJECT-ORIENTED ANALYSIS & DESIGN 5CR
Explore methodologies and technologies used in analyzing, designing and developing object-oriented software systems intended to solve real-world problems. Build on the Systems Development Life Cycle (SDLC) model initially presented in the CIT 101 course to model and design systems using tools such as CRC cards, and the Unified Modeling Language (or UML, which includes class, use case, and sequence diagrams). Discuss the theoretical and practical aspects of object orientation.
Prerequisite: CIT 143.

CIT 224
C++ .NET 5CR
Study the mother tongue of modern object-oriented computer languages to not only develop programming skills in a widely-used commercial programming language, but to also gain an understanding of the origins and use of more current object-oriented technologies, such as Java and C#.
Prerequisite: CIT 143.

CIT 234
C# .NET 5CR
Leverage your success in CIT 143 to learn C#, a commercially successful and important object-oriented computer language. Whether you consider it a completely new language or just a derivative of Java, acquiring the ability to program in C# opens the door to developing professional Windows applications on the Microsoft .Net platform. Develop a basic problem- solving tool set for working in this environment comparable to the one you have acquired with Java, and in the process, extend your understanding and ability to apply the fundamental concepts and techniques of Object-Oriented Programming.
Prerequisite: CIT 143.

CIT 245
DATA & LOGIC STRUCTURES 5CR
Expand your understanding of object-oriented programming techniques by imple-menting abstract data types as data structures in solving complex computing problems. Study the fundamental algorithms of computer science while using mathematical principles to analyze the efficiency of their implementation.
Prerequisite: CIT 143.

CIT 248
VISUAL BASIC.NET 5CR
Advance your object-oriented design and programming skills into the practical realm of moderately complex professional business applications. Develop report generation, file maintenance, transaction processing, concurrent processing, and GUI programs all built around a knowledge management theme.
Prerequisite: CIT 143.

CIT 250
USER INTERFACE DESIGN 5CR
Designed to meet the needs of students pursuing a four year or greater degree, and those demanding technical training for the modern marketplace. In-depth coverage of the User Interface Design Process (from understanding the problem to testing the solution) as presented in the course text book provides a solid theoretical foundation on the subject. Hands-on exercises with the GNU Image Manipulation Program (GIMP) and Linux trains students to use common graphic & image editing techniques in demand for the creation of User Interface components in a wide variety of environments. Assignments during the quarter culminate as a project reinforcing critical skills from previous & prerequisite courses, and seeking to make students comfortable with performing User Interface design tasks in two different operating systems (Windows & Linux).

CIT 252
PHONE PROGRAMMING 5CR
Designed to meet the needs of students pursuing a four year or greater degree, and those demanding technical training for the modern marketplace. In-depth coverage of the User Interface Design Process (from understanding the problem to testing the solution) as presented in the course text book provides a solid theoretical foundation on the subject. Hands-on exercises with the GNU Image Manipulation Program (GIMP) and Linux trains students to use common graphic & image editing techniques in demand for the creation of User Interface components in a wide variety of environments. Assignments during the quarter culminate as a project reinforcing critical skills from previous & prerequisite courses, and seeking to make students comfortable with performing User Interface design tasks in two different operating systems (Windows & Linux)..

CIT 264
JSP & SERVLETS 5CR
Qualify for professional experience in analyzing, designing, and developing active, commercial web applications for the open source Apache web server using Java Server Pages (JSP) and Java servlets, connecting to open source client-server MySQL relational database management systems. Design and produce a professional e-commerce web application.
Prerequisite: CIT 142.

CIT 265
ASP.NET 5CR
Earn professional experience in analyzing, designing, developing active, commercial web applications for the Microsoft web server using Microsoft ASP.Net with C#, connecting to Microsoft relational database management systems.
Prerequisite: CIT 142.

CIT 297
SPECIAL TOPICS IN COMPUTER INFORMATION TECHNOLOGY (REPEATABLE, VARIABLE 1-5 CR)
Study an advanced or specialized subject in the field of Computer Information Technology (CIT). This course provides an opportunity for in-depth study of an emerging or specialized topic not yet included in this catalog. The offering is a normal college class taught by an instructor, with the usual textbook, written assignments, lab exercises, and examinations. Course topics offered are announced in the quarterly schedule. May be repeated for a maximum of 15 credits of different topics.
Prerequisite: Instructor's permission.

CIT 298
SPECIAL PROJECTS IN COMPUTER INFORMATION TECHNOLOGY (REPEATABLE, VARIABLE 1-10 CR)
Pursue Computer Information Technology (CIT) subjects above and beyond regular course offerings, demonstrating your ability to apply knowledge and utilize mastered skills in solving real-world problems on a schedule. This course provides an opportunity for in-depth study of topics of special interest to advanced students through directed readings, independent study, experimental research, or creative exercise. You may propose a special projects course by developing a detailed plan, including course outline, faculty consultation plan, learning objectives, study materials, measurable results, and evaluation standards. This proposal may be arbitrarily accepted or rejected subject to faculty discretion; however, if accepted, the burden of completing the proposed study project within the agreed-upon timeline falls completely upon you, the student. May be repeated for a maximum of 15 credits of different projects.
Prerequisite: Instructor's permission.

CIT 299
PROFESSIONAL WORK EXPERIENCES IN COMPUTER INFORMATION TECHNOLOGY 5CR
Earn college credit by applying learned technical skills in professional work experiences directly related to your studies in Computer Information Technology. Perform 165 hours of part-time or full-time labor as an intern with a public or private enterprise, as a paid employee or as a volunteer. Study and practice in résumé building, interviewing, and job search skills by actually identifying and then applying for an intern position. Your performance will be jointly evaluated by work site supervisor and CIT faculty.
Prerequisite: Instructor's permission.

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY (CNISS)

NSS 101
IT ESSENTIALS I **5CR**
Introduces students to the knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot, and repair PC compatible hardware, including troubleshooting basic networks and Internet connectivity. Additionally, this course will cover the latest memory, bus, peripherals, and wireless technologies.

NSS 105
IT ESSENTIALS II **4CR**
Introduces students to the knowledge and skills necessary to competently use, install, configure, upgrade, and troubleshoot current operating systems technologies.
Prerequisites: NSS 101 or equivalent knowledge and skills.

NSS 110
NETWORKING FUNDAMENTALS I **4CR**
Study components of a local area network, wide area network, peer-to-peer and client-server network environments. Introduces students to UNIX operating systems and to the network technologies it supports. Learn technical components and concepts of network architectures, network protocols, and media used in different network communications. Topics include networking technologies, layers, TCP/IP, networking practices, installation, support, and troubleshooting.

NSS 115
LAW & ETHICS IN THE WORKPLACE **4CR**
Liability and litigation can arise from many situations, including misuse and abuse of computer databases, bulletin boards, e-mail, web pages, electronic funds transfer systems, and proprietary computer programs. Recommended business practices for policies, codes of conduct, and communications are examined.

NSS 120
MS DESKTOP SUPPORT I **5CR**
Introduces students to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face while running a desktop operating system.

NSS 125
MS DESKTOP SUPPORT II **4CR**
Introduces students to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face related to configuring and maintaining applications running on a desktop operating system.
Prerequisites: NSS 120 or equivalent knowledge and skills.

NSS 130
SERVER FUNDAMENTALS **4CR**
Understand server installation, configuration, upgrading, maintenance, troubleshooting, and disaster recovery in a vendor neutral environment. Topics include advanced hardware issues, such as RAID, SCSI, multiple CPUs, SANs, server types, system bus architectures, disaster recovery, upgrading, and security concepts.

NSS 135
IMPLEMENTING SYSTEM SECURITY **4CR**
Capstone course of general security concepts, communications security, infrastructure security, basics of cryptography, and organizational security. Includes access, attacks, auditing, vulnerabilities, devices, algorithms protocols, disaster recover, and documentation.

NSS 140
INTRODUCTION TO DATA ANALYSIS **5CR**
Introduces the use of software to perform recovery of deleted or corrupted data. Techniques will be used to demonstrate the use of statistical analysis practices to predict or show trends involving security issues of access, crime, or loss prevention.

NSS 144
INTRODUCTION TO MICROSOFT SQL SERVER ADMINISTRATION **4CR**
Introduces you to the development and skills required to successfully administer an SQL Server database. This course covers system installation and configuration/architecting, implementation and monitoring security controls, configuring and managing network communications, automating administrative task, disaster prevention and recovery, performance monitoring, optimizing and ensuring high availability.

NSS 155
COMPUTER SECURITY CONCEPTS **4CR**
Basic concepts of computer and information systems security and a conceptual model of a total security program comprised of high technology, classical security practices, and common sense. An overview of the CISS program and its utility in today's work environment.

NSS 160
INTRODUCTION TO LINUX **5CR**
Introduces the fundamentals of the UNIX operating system, concepts, architecture, and administration. The student will practice these basic concepts and approaches using LINUX.

NSS 163
INTRODUCTION TO VIRTUALIZATION **4CR**
Introduces virtualization technologies needed to advance in today's technology workplace. Provides an overview of virtualization technology focusing on using virtualization software in networked server environments including building virtual networks, implementing clusters, enhancing performance and security, and using a Virtual Machine Manager to centralize management of multiple virtual servers. This class includes opportunities for hands-on learning experiences to build the skills necessary for a successful career in a computer industry increasingly focused on virtualization

NSS 165
CONTINGENCY PLANNING **4CR**
Course consists of five linked modules, which build on each other. The first module, Situation Assessment, consists of steps for situation assessment; provides situation assessment job aids. The second module, Hazard Analysis, presents methods for conduction of a hazard analysis and developing a risk index; provides job aids for performing these tasks. The third module, Basic Plan Development, addresses procedures for developing the basic plan; provides job aids for developing or revising a basic plan. The fourth module, Finalizing the Plan, presents an opportunity to develop an action plan for completing the contingency plan; provides a job aid for doing so. Module five, Long Range Contingency Planning, provides basic concepts and a recommended process for long-range contingency planning.

NSS 175
NETWORK FUNDAMENTALS II **4CR**
Introduction to networking fundamentals with a focus on Cisco equipment, including network protocols, switching, routing, security, IPX, mapping, monitoring, and configuration.

NSS 180
INTERNSHIP I **2CR**
On-the-job practical field experience combining classroom study with related work experience under the supervision of an employer. Includes scheduled seminars.

NSS 201
ADVANCED LINUX 5CR
Advanced fundamentals of the Linux operating system, the operating system of the Internet, servers, and desktop computers. This course is a hands-on, practical approach to the advanced abilities and usage of Linux system concepts, architecture, and administration.
Prerequisites: Successful completion of NSS 160.

NSS 211
SERVER ADMINISTRATION 5CR
Introduces knowledge, skills, and tasks necessary to deploy, support, and secure Windows server network operating systems in a variety of stand-alone and enterprise network environments. Provides extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data, and securing Windows server network operating system.

NSS 250
INTERNSHIP II 2CR
This course provides practical field experience in a security-related specialty area. Includes a scheduled seminar.

NSSB 201
OVERVIEW OF HACKING, PHREAKING & CRACKING 5CR
Introduces the history of hacking, its various forms and some examples of the latest attacks, tools, and techniques employed by today's hackers as well as countermeasures that illustrate how to protect against these devastating maneuvers.
Prerequisites: NSS 135.

NSSB 215
COMPUTER FORENSICS 4CR
Basic practices and techniques used in computer forensics. This course introduces the chain of custody and determination of the sequence of events when a misuse or crime is suspected. Topics include: evidence collection and analysis, interpretation of clues from mail messages, news posting, and file signatures on hard drives and other computer storage media.
Prerequisites: NSS 140.

NSSB 225
COMMUNICATION BEST PRACTICES 5CR
Introduces students to common techniques used to commit communications fraud in the work- place. Includes a review of the history of fraud and common practices. Additionally, counter- measures are reviewed on how to protect the corporate network from being exploited by communications fraud.

NSSB 231
WEB SECURITY 5CR
Analyze the risks involved and determine what level of security is needed to operate a web site. Topics include how to protect a web setup from intrusion, sabotage, eavesdropping and tampering, and view the website with existing tools and techniques of hackers. Develop a secure website plan to select, secure, configure, and set up firewalls, as well as secure an extended and distributed enterprise network or Virtual Private Network.

NSSB 238
VIRUS, WORMS & HAZARDOUS SOFTWARE 5CR
Introduction to viruses, worms, and hazardous software that comprise a data integrity and access issue with today's computer use. Several types of hazardous software will be examined, along with common tools, techniques, and procedures to detect, clean, and prevent spreading.

NSSB 245
INTRODUCTION TO SCRIPTING 5CR
Scripting languages are often used for oneoff programming jobs and for prototyping. Scripting is also used in some large generic applications as a flexible way to configure and secure generic software components to fit specialist requirements. Today, a bewildering variety of scripting languages offer a range of powerful features. This class will illustrate some practical applications of scripting and provide an introduction to some of the most widely-used scripting languages.

NSSC 200
CISCO NETWORKING I 5CR
The first of four courses in the Cisco Networking Academy curriculum, which teaches networking concepts by applying them to a type of network students may encounter in a home or small office.

NSSC 201
CISCO NETWORKING II 5CR
The second of four courses in the Cisco Networking Academy curriculum, which teaches networking concepts by applying them to a type of network students may encounter on the job in a small-to-medium business or ISP.
Prerequisites: Successful completion of NSSC 200.

NSSC 203
CISCO NETWORKING III 5CR
The third of four courses in the Cisco Networking Academy curriculum, which familiarizes students with the equipment, applications, and protocols installed in enterprise networks, with a focus on switching, routing, IP addressing, WAN technologies, and security.
Prerequisites: Successful completion of NSSC 201

NSSC 205
CISCO NETWORKING IV 5CR
The last of four courses in the Cisco Networking Academy curriculum, which takes the student through a variety of case studies and role playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management.
Prerequisites: Successful completion of NSSC 203.

NSSC 207
CISCO LEARNING LAB I 3CR
Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCENT certification exam.
Prerequisites: Concurrently enrolled in NSSC 200 (Cisco Networking I) & NSSC 201 (Cisco Networking II).

NSSC 210
CISCO LEARNING LAB II 3CR
Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCNA certification exam.
Prerequisites: Concurrently enrolled in NSSC 203 (Cisco Networking III) & NSSC 205 (Cisco Networking IV).

NSSD 233
DESIGNING NETWORK INFRASTRUCTURE 5CR
Introduces the student to the knowledge, skills, and tasks to plan, deploy, and support a network infrastructure.
Prerequisites: NSS 210 or equivalent knowledge and skills.

NSSD 240
IMPLEMENTING & SECURING DIRECTORY SERVICES 5CR
Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows directory service infrastructure. This course provides extensive hands-on training for Information Systems Security professionals responsible for planning, implementing, securing and troubleshooting a Windows directory service infrastructure environment.
Prerequisites: NSSD 233 or equivalent knowledge and skills.

NSSD 247
IMPLEMENTING NETWORK SECURITY 5CR
Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows enterprise networking environment. This course provides extensive hands-on training for Information Systems Security professionals responsible for planning, designing, and implementing a secure Windows network infrastructure.

NSSD 251
SECURING NETWORK INFRASTRUCTURE 6CR
Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows network infrastructure. Provides extensive hands-on training for Information Systems Security professionals responsible for implementing, managing, and securing a variety of enterprise networking technologies.
Prerequisites: NSS 211 or equivalent knowledge and skills.

NSSD 254
ACTIVE DIRECTORY CONFIGURATION 6CR
Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows active directory environment. Provides extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources and securing a Windows Server Active Directory Network.
Prerequisites: NSS 211 or equivalent knowledge and skills.

NSSD 257
IMPLEMENTING APPLICATION SERVICES 6CR
Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows applications infrastructure in a variety of stand-alone and enterprise network environments.
Prerequisites: NSS 211 or equivalent knowledge and skills.

NSSD 260
MAIL SERVER ADMINISTRATION 6CR
Introduces students to the knowledge and skills of installing, configuring and troubleshooting an E-Mail Server Environment. Provides hands-on training for Information Technology (IT) professionals responsible for installing, configuring, upgrading, maintaining, securing, and troubleshooting for E-Mail servers. Helps prepares student for industry certification exams.
Prerequisites: NSS 211 or equivalent knowledge and skills.

CONSTRUCTION RESIDENTIAL

CONST 105
MEASUREMENT, TOOLS & SAFETY 2CR
Introduction to residential and light construction applications and trades. Explores and applies safety standards to the use of various hand and power tools associated with the carpentry field.

CONST 108
SITE LEVELING, PLANS, CODES & MATERIALS 2CR
Introduction to use and operation of a builder level, including leveling and squaring a building site. Covers building plans, codes and inspections, and construction materials.

CONST 112
FOOTING & FOUNDATION 3CR
Introduction to the methods of construction footing and foundation forms, terminology, and inspections for the typical residential home.

CONST 116
FLOOR FRAMING 3CR
Introduction to the construction procedures and terminology used in framing a residential wood floor.

CONST 120
WALL FRAMING, SHEETING & CEILINGS 5CR
Introduction to wall framing construction procedures and terminology, the application of ceiling and/or two-story framing, inspections, sheeting, and aligning.

CONST 122
ROOF FRAMING 5CR
Introduction to roof framing and the use of a framing square, including both truss roof and stick-built residential roofs.

CONST 126
ROOFING MATERIALS & INSTALLATION 3CR
Introduction to various roofing materials, including proper installation techniques.

CONST 130
STAIRWAY CONSTRUCTION 4CR
Introduction to basic stair construction, including the application of building codes, stairway arrangements, component, and layout.

CONST 134
EXTERIOR FINISH 3CR
Introduction to the installation of exterior trim, siding, window and door installation, or the equivalent of typical residential homes.

CONST 138
INTERIOR FINISH I 3CR
Introduction to interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim, and finish flooring.

CONST 142
INTERIOR FINISH II 3CR
Continuation of interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim, and finish flooring.

CONST 146
DECK CONSTRUCTION 3CR
Introduction to outside deck construction, including types, code requirements, and safety.

CONST 150
CARPENTRY TRADES 1CR
Introduction to trade regulations, other building trades workers, industry and standards organization, and entering the carpentry trade.

CORE ALLIED HEALTH

CAH 102
MEDICAL TERMINOLOGY I 5CR
Provides students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems and will include key terms and the introduction of anatomical, physiological, and pathological terms.

CAH 103
INTRODUCTION TO HEALTH PROFESSIONS 5CR
Provides an overview of Law & Ethics a student should know to help provide competent, compassionate care to patients.

CAH 105
COMPUTER APPLICATIONS 2-5CR
Provides training in the uses of Microsoft Windows and related programs. Students will use computers to develop touch control and proper keyboarding and 10-key techniques.

COSMETOLOGY

COSMO 111
SALON ECOLOGY 3CR
Salon Ecology presents the concepts of microbiology, infection control, first aid, and safety. It is the foundation for safe infection control practices and procedures, including proper disinfecting of tools and work stations, safe handling of chemicals to protect stylist and client, and first aid in case of cuts or minor chemical burns or irritation. Topics include safe handling of tools, proper dispensing of chemicals, and how to prevent the spread of bacteria in a school, clinic, or salon atmosphere.

COSMO 113
TRICHOLOGY 6CR
Trichology includes concepts of hair theory, hair care and draping, shampooing and scalp massage. Phases of hair growth, proper cleansing of the scalp and hair, recognition of hair and scalp disorders, parasites, and how to refer clients for medical attention are also covered in this course.
Prerequisite: Successful completion of COSMO 111.

COSMO 119
DESIGN DECISIONS 3CR
Design decisions are an important concept in beginning a consultation with your client. Topics include client's body style and proportions, hair type, client's personality, lifestyle, all points to consider when consulting with a client for hair sculpting and design work. Use of design principles of repetition, alternation, progression, and contrast are covered to assist in understanding hair sculpting.
Prerequisite: Successful completion of COSMO 113.

COSMO 126
HAIR DESIGN 9CR
This hair styling course serves as a foundation in the art of dressing and arranging hair to create temporary changes to hair. Hair Design covers wet styling, thermal styling, air forming, and long hair design utilizing form and texture combined with direction and movement to create hairstyles. The practice of infection control and safety practices required by salon standards and state board regulations are also presented.
Prerequisite: Successful completion of COSMO 111, COSMO 113, COSMO 119, and COSMO 134.

COSMO 134
HAIR SCULPTING 13CR
The fundamentals of this class assist the student in sculpting of hair. Concepts covered are safe tool usage (including shears, taper shear, razor, and clippers), areas of the head, and cutting techniques. The four basic forms of haircutting, solid, graduated, increase layer, uniform, and combination, are practiced on mannequins.
Prerequisite: Successful completion of COSMO 119.

COSMO 143
CHEMICAL TEXTURIZING 5CR
This course presents the three main concepts of chemical texturizing: perming, chemical relaxing, and curl reforming. It covers the theory of perming, tool use to achieve desired effect, infection control, safety and first aid, client consultation, and patterns of perming.
Prerequisite: Successful completion of COSMO 166 and COSMO 247.

COSMO 156
HAIR COLORING 6CR
Covers concepts of basic color theory, identifying existing hair color, and changing existing hair color. Students will study the law of color, the color wheel, fields, tone, and levels of hair color. Related topics include coloring techniques, safe and sanitary application of color, infection control, and techniques to achieve desired results of hair coloring.
Prerequisite: Successful completion of COSMO 111, COSMO 113, COSMO 119 and COSMO 134.

COSMO 161
LAB CLINIC I 6CR
Hands-on learning experience in Clover Park Technical College's student clinic. The learner will practice the skills of Design Decisions, Hair Sculpting, and various hair styling techniques on clients. All related safety and sanitation measures will be followed.
Prerequisite: Successful completion of COSMO 111, COSMO 114, COSMO 119 and COSMO 134.

COSMO 166
LAB CLINIC II 7CR
Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic I in addition to hair color and design skills.
Prerequisite: Successful completion of COSMO 161 and COSMO 156.

COSMO 170
LAB CLINIC III 9CR
Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic I and II, in addition to advanced design services.
Prerequisite: Successful completion of COSMO 166 and COSMO 224.

COSMO 178
ARTIFICIAL HAIR 2CR
This course introduces different types of artificial hair and their applications and removal techniques. Infection control and safety related to artificial hair services are also covered.
Prerequisite: Successful completion of COSMO 161.

COSMO 179
STUDY OF NAILS 3CR
An introduction to the fundamental principles of manicuring and nail care. Topics include basic nail theory, nail disease and disorder, and anatomy of the hands.
Prerequisite: Successful completion of COSMO 166.

COSMO 186
STUDY OF SKIN 3CR
An introduction to the principles of esthetics. Topics include temporary hair removal, basic skin care, skin diseases and disorders, physiology and histology of the skin, and waxing services.
Prerequisite: Successful completion of COSMO 166.

COSMO 224
ADVANCED HAIR COLORING 10CR
Covers the advanced skills and the many techniques of the chemical and physical process of hair coloring. Safety precautions, sanitation, and first aid will be applied throughout the course.
Prerequisite: Successful completion of COSMO 156 and COSMO 161.

COSMO 228
STATE BOARD PRACTICAL PREPARATION 3CR
Prepares the student to take the Washington State practical skills exam. Topics of safety and sanitation, hair design, hair sculpting, chemical texturizing, hair coloring, skin care, and nail care will be reviewed.
Prerequisite: Successful completion of COSMO 170.

COSMO 230
LAB CLINIC IV 9CR
Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic 1, 2, and 3, in addition to artificial hair services, advanced hair sculpture and advanced chemical texturizing techniques.
Prerequisite: Successful completion of COSMO 170.

COSMO 235
STATE BOARD WRITTEN TEST REVIEW 4CR
Prepares the student to take the written component of the Washington State skills exam. Industry vocabulary, practices, and procedures will be reviewed in the areas of trichology, salon ecology, hair design, hair sculpting, chemical texturizing and hair coloring, skin, and nail care.
Prerequisite: Successful completion of COSMO 228.

COSMO 242
CLOVER PARK PRACTICAL BOARDS 6CR
Reviews basic, intermediate, and advanced technical skills taught in quarters 1 through 5 in Clover Park Technical College's Cosmetology Program. Students demonstrate skill, proficiency, and knowledge retention prior to completion of the program.
Prerequisite: Successful completion of COSMO 235.

COSMO 247
META 1CR
This course utilizes Pivot Point's META and additional concepts to present current trends in hair design. Students will learn step-by-step procedures for cutting, coloring, and styling the hair to create specific looks.
Prerequisite: Successful completion of COSMO 126, 156, 161.

COSMO 248
INDUSTRY INTERNSHIP I 1CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 33-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.
Prerequisite: Successful completion of COSMO 230.

COSMO 250
INDUSTRY INTERNSHIP II 2CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 66-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.
Prerequisite: Successful completion of COSMO 230.

COSMO 252
INDUSTRY INTERNSHIP III 3CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 99-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.
Prerequisite: Successful completion of COSMO 230.

COSMO 254
INDUSTRY INTERNSHIP IV 4CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 132-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.
Prerequisite: Successful completion of COSMO 230.

COSMO 256
INDUSTRY INTERNSHIP V 5CR
Provides on-the-job experience for students in the field of cosmetology. This is an optional 160-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements.
Prerequisite: Successful completion of COSMO 230.

CULINARY ARTS

CUL 104
SANITATION IN FOOD SERVICE OPERATIONS 3CR
Presents the principles of food microbiology, food borne illness and the standards that are enforced by regulatory agencies. Applied measures for the prevention of food borne illness and other microbiological factors are incorporated. National Restaurant Association ServSafe Certification.

CUL 107
PROFESSIONAL COOKING I 7CR
Provides the student with a general understanding of the professional kitchen. Topics include kitchen safety, dishwasher procedures, how to handle food in a safe environment, selection and caring of knives, understanding of how a professional kitchen is organized and the rationale, cleaning, and function of kitchen equipment. Students will learn to cut foods in a variety of shapes as well as recognize and use a variety of herbs and spices.

CUL 109
COOKING METHODS I 7CR
Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will learn dish washing and basic food preparation, to read and follow standardized recipes, deli operations, and station organization.

CUL 111
FOOD PREPARATION I 3CR
Practice and apply the skills of a restaurant cook. Students will learn the importance of organizing and planning their work stations as well as preparing items needed prior to actual cooking. Topics include fruit and vegetable varieties, uses, and preparation.

CUL 113
INTRODUCTION TO BAKING 3CR
Introduces culinary students to the fundamentals of baking and to scientific principles. Students will learn different mixing and production methods in producing quick breads, pastries, cakes, pies, soufflés, mousses, and custards.

CUL 117
PROFESSIONAL COOKING II 7CR
Covers the procedures and techniques of sauces and stocks. Students will learn how to prepare a variety of classic hot and cold sauces, use thickening agents properly, recognize and classify sauces, and prepare a variety of stocks.

CUL 119
FOOD PREPARATION II 3CR
Provides practice in the fundamental techniques related to hot food cooking. Students will perform specific competencies to develop their proficiency in techniques and the science of cooking. Topics that will be covered are pasta, potatoes, and grain cookery.

CUL 123
COOKING METHODS II 7CR
Introduces the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. They will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines.
Prerequisite: CUL109.

CUL 127
PROFESSIONAL COOKING III 7CR
Introduces students to basic meat cooking procedures, breakfast cookery, and dairy products. Students will learn the composition of meats, eggs, and dairy products and apply various cooking methods.

CUL 132
AMERICAN REGIONAL CUISINE 3CR
Explores the history and styles of food from specific regions: Pacific Northwest, California, Southwest, New England, and Florida. Students will create regionally-inspired dishes with continued emphasis on solid cooking methodologies.

CUL 135
FOOD PREPARATION III 3CR
Focuses on beef, chicken, and fish cookery and fabrication. Instruction will center on understanding the structure and composition of meats, being able to identify a variety of fish and shellfish, use of proper storage, and application of various cooking methods.

CUL 139
COOKING METHODS III 7CR
Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines.
Prerequisite: CUL123

CUL 241
ADVANCED RESTAURANT BAKING 3CR
Teaches individual-style desserts for the student-run restaurant. This course will cover technique in breads, puff pastry, cakes, and tortes, basic decoration, and dessert sauces.
Prerequisite: CUL113

REST 103
FOOD & BEVERAGE COST CONTROL 4CR
Outlines the fundamentals of food costing in relation to menu writing. Students will be responsible for pricing out each item on the menu as well as preparing yield tests and standardizing recipes.

REST 107
KITCHEN & DINING MANAGEMENT 3CR
Learn how to communicate, lead, and manage different types of people. This entails how to hire and fire, inventory control, writing job descriptions, and creating performance reviews for both front and back of the house.
Prerequisite: REST 112

REST 109
MARKETING/ PUBLIC RELATIONS 3CR
Learn how to create a marketing concept for your restaurant. Learn to define your target market and understand the importance of effective marketing in the industry. We will also look at current market trends, consumer behavior, market segmentation, and positioning of your business in the market to get the desired results.

REST 112
RESTAURANT DINING 7CR
Familiarizes the student with all aspects of running a casual-style dining room which is open to the public. Included are opening/closing procedures, table set-up, customer service techniques, leadership, sanitation, and safety procedures.

REST 115
CATERING PRODUCTION 3CR
Emphasis will focus on buffet preparation and presentation. Students will receive hands-on experience creating and executing catering requisitions. Students will explore designing menus for various events, functions, and price limits.

REST 119
OPERATIONS MANAGEMENT 4CR
Explore all aspects of running a successful operation in the hospitality industry. Students will learn how to create a positive work environment, team building, and leadership skills. Students will also learn how to recruit new team members, hiring procedures, how to organize and implement systems and controls, as well as how to handle issues that arise on a daily basis. Students will also explore how to use Excel programs and the benefits of using Excel for restaurants.

REST 122
FOOD SERVICE NUTRITION 4CR
Learn the basics of food service nutrition for culinary professionals. This class will teach students about the biological process that occurs as you eat, what constitutes a healthy diet, and gain an understanding of the structure and functions of food.

REST 126
FINANCE & ACCOUNTING 4CR
Prepares students to understand, interpret, and analyze financial statements, budgeting, cash flow, and cash management. This gives students a chance to become familiar with financial statements prior to entering the work force so they have a working knowledge in this area.

REST 131
BUSINESS PLAN DEVELOPMENT 4CR
Develop a restaurant concept from start to finish, including a hands-on look at how to develop a business plan to present to possible investors. Students will practice decision-making and problem-solving skills through creating and planning their own concept.

REST 133
BEVERAGE SERVICE MANAGEMENT 4CR
Learn to set up and manage a beverage service operation successfully. Includes the history of bar service, beverage making ingredients and processes, safety, and sanitation in the bar.

REST 137
HOSPITALITY LAW 4CR
Learn about laws affecting the hospitality industry on both a national and state level. This class will look at operating an establishment according to government regulations regarding sales, civil rights, liability, administration issues, and organization.

DENTAL ASSISTANT

DAS 103
GENERAL STUDIES 4CR
Introduces the student to the dental profession and cultural diversity, including the knowledge to correctly recognize and identify the various occupations within the dental field, as well as the terminology necessary to complete all other courses.

DAS 105
BIOMEDICAL SCIENCES 4CR
Introduces the student to the sciences of microbiology, disease transmission, occupational health and safety, ergonomics, and the processes and procedures for infection prevention, disinfection, instrument processing, and sterilization. The student will be able to demonstrate how to prevent disease transmission and the proper handling of infectious and hazardous materials.

DAS 110
DENTAL SCIENCES I 5CR
The student will explore information which will assist in accurately identifying oral anatomy, oral embryology, histology, common facial landmarks, and key elements of personal oral hygiene and nutrition.

DAS 113
DENTAL ASSISTING SKILLS I 4CR
Introduces the student to the techniques that will enable them to successfully achieve the goal of proper moisture control to provide better visibility of the operating field, reduce the transmission of infectious diseases, and maintain a safe laboratory environment. Students will learn to take alginate impressions, pour and trim diagnostic study casts, and be able to accurately record vital signs, including blood pressure, pulse and respiration. Students will be able to accurately identify dental charting symbols.

DAS 115
FOUNDATIONS OF CLINICAL DENTISTRY 2CR
Introduces the student to the management of a medical or dental emergency in the dental office. In addition, the student will be introduced to the dental treatment room to include the proper names, descriptions, use and care of dental instruments and equipment used in restorative dental procedures.

DAS 118
PRINCIPLES OF RADIOGRAPHY I 1CR
Introduces the student to the theory of radiographic techniques including patient and operatory safety while exposing radiographs.

DAS 120
DENTAL SCIENCES II 5CR
Explores the general characteristics and uses of dental materials, and covers oral pathology conditions in the oral cavity. This course introduces the student to accommodations for the medically and physically compromised patient in regards to dental treatment.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting Program.

DAS 125
DENTAL ASSISTING SKILLS II 10CR
This course will introduce the student to advanced study model principles, coronal polish and fluoride treatments, advanced moisture control to include the application of rubber dams, intermediate charting, and dental instruments and hand pieces.

DAS 130
DENTAL SPECIALTIES I 3CR
Explores in depth the dental specialties of endodontics, orthodontics and periodontics. This course introduces the students to periodontal charting.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting Program.

DAS 135
PRINCIPLES OF RADIOGRAPHY II 5CR
Introduces students to intraoral and extraoral radiographic imaging, legal issues associated with radiography, and manual and automatic processing techniques.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting Program.

DAS 140
CERTIFICATION REVIEW I 1CR
Prepares students to take the Infection Control Exam through the Dental Assistant National Board.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, and DAS 115 prior to continuing in the Dental Assisting Program.

DAS 222
DENTAL SCIENCES III 2CR
Introduces the student to the science of pharmacology, to include the recognition of potential drug interactions and the subject of anesthesia and pain control as it applies to dentistry. This course is also designed to provide the necessary information to accurately identify each of the body's systems, functions, and how they interact with each other. The student will explore the structures of the head and oral cavity.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, and DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 224
DENTAL ASSISTING SKILLS III 7CR
This course covers the theory and practice of chair-side assisting including oral evacuation and instrument exchange. Students are introduced to advanced chair-side instruments, tray systems, charting, study models, and rubber dam application techniques. This course will cover the assembly and placement of matrix systems and construction of whitening trays and nightguards. The culminating project in this course cover the operatory preparation and assisting during restorative procedures.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 226
DENTAL SPECIALTIES II 8CR
This course explores in depth the dental specialties of fixed prosthodontics to include impression materials and laboratory techniques, removable prosthodontics and dental implants, oral and maxillofacial surgery, and pediatric dentistry. In addition, the student will be introduced to the expanded functions of pit and fissure sealants, construction and placement of provisional crowns and bridges, polishing full and partial dentures, and retraction cord placement.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 228
CERTIFICATION REVIEW II 1CR
This course will prepare the student to take the Radiation Health and Safety exam through the Dental Assistant National Board.
Prerequisite: Student must successfully complete DAS 103, DAS 105, DAS 110, DAS 113, DAS 115, DAS 120, DAS 125, DAS 130, DAS 135, DAS 140, and completion of the Infection Control component of the DANB certification exam prior to continuing in the Dental Assisting Program.

DAS 237
CLINICAL EXPERIENCE I 1CR
Provides Dental Assistant students with the opportunity to utilize the skills and information acquired in DAS 103 -228. Students will spend 30 hours, three (3) hours a week volunteering as an infection control assistant capacity in a private office and/or dental clinic.
Prerequisite: Student must successfully complete DAS 103 – 140 and completion of the Infection Control certification prior to continuing in the Dental Assisting Program.

DAS 239
CLINICAL EXPERIENCE II 10CR
Provides Dental Assistant students with the opportunity to utilize the advanced skills and information acquired in DAS 103-237. Students will spend 270 hours rotating through a minimum of two or more private offices or dental clinics.
Prerequisite: Student must successfully complete DAS 103 – 237, Infection Control certification, all college level general education courses, and completion of the Radiation Health & Safety component prior to continuing in the Dental Assisting.

DAS 241
ADVANCED THEORY 4CR
This course will introduce the student to Dental Business Administration procedures.
Prerequisite: Student must successfully complete DAS 103 – 237, Infection Control certification and completion of the Radiation Health & Safety component prior to continuing in the Dental Assisting.

DAS 243
CERTIFICATION REVIEW III 1CR
This course will prepare the student to take the final component of the Dental Assistant National Board exam, General Chairside. Upon successful completion of the exam and all Dental Assistant courses, the student will receive their Certified Dental Assistant credential and will be eligible for graduation.
Prerequisite: Student must successfully complete DAS 103 - 237 Infection Control certification and completion of the Radiation Health & Safety component prior to continuing in the Dental Assisting.

DENTAL ADMINISTRATIVE SPECIALIST

DBOA 104
DENTAL TERMINOLOGY & PROCEDURES 5CR
Introduces information to correctly recognize and identify various occupations within the dental environment. Terminology necessary to complete all other courses. Information provided to accurately identify the names and numbers of teeth in the primary and permanent dentition.

DBOA 111
DENTAL CHARTING, SCHEDULING & RECALL MANAGEMENT 5CR
Explores dental charting symbols and treatment descriptions. Develop, decipher and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system, maintain productive and effective patient scheduling. Students will have training and access 24 hours a day to the Dentrix Dental Software to learn and practice dental charting, scheduling & recall procedures.
Prerequisite or Co-requisite: DBOA 104

DBOA 118
DENTAL CORRESPONDENCE & EMPLOYMENT SKILLS 9CR
Introduces the various types of written communication for the dental office. Explores a wide variety of dental office forms and development of simple manual and computerized filing and inventory systems. Covers the information and tools necessary to successfully seek a work based learning experience and employment. Organizational skills are the primary emphasis of this course.
Prerequisite or Co-requisite: DBOA 104

DBOA 120
DENTAL INSURANCE 6CR
Covers the process of accurately processing dental insurance claim forms, making financial arrangements, and collecting on past-due accounts. Students will receive Health Insurance Portability & Accountability Act (HIPAA) training. Students will have training and access 24 hours a day to the Dentrix Dental Software to learn and practice generating dental insurance claims, posting treatment, and payments.
Prerequisite or Co-requisite: DBOA 104

DBOA 121
FISCAL MANAGEMENT 6CR
Covers the financial management of a dental office. Students will complete computerized bookkeeping processes and make banking arrangements as they apply to the dental office. Students will have training and access 24 hours a day to the Dentrix Dental Software to learn and practice the advanced Dental Insurance responsibilities along with financial office duties.
Prerequisite or Co-requisite: DBOA 104

DBOA 126
PROFESSIONAL COMMUNICATIONS 4CR
Designed to introduce students to the professional phone skills that are necessary in the dental environment. Covers the different types of interpersonal communication used in the dental profession, explores different problem-solving techniques, and teaches students about team and personal strategies for providing exceptional patient care. Introduces various types of organizational conflicts, barriers to communication, and appropriate resolution styles.
Prerequisite or Co-requisite: DBOA 104

DBOA 128
DENTAL LAW & ETHICS 5CR
Designed to familiarize students with the state and federal laws as they apply to dentistry. Students will become acquainted with OSHA guidelines for infection control and risk management for the dental office. This course includes activities and discussions related to cultural diversity.
Prerequisite: or Co-requisite: DBOA 104

DBOA 132
CLINICAL PRACTICE 6CR
Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses and to participate in all aspects of training in the dental business office. Emphasis is placed on performance of duties and utilization of skills to the satisfaction of the Work Station Supervisor who will complete the student evaluation at the end of the 330 hours of work-based experience.
Prerequisite: Completion of DBOA 104, 111, 118, 120, 121, 126, 128, ACTG: 110, & 141, and elective computer skills courses.

EARLY CARE & EDUCATION

ECE 102
INTRODUCTION TO APPRENTICESHIP 1CR
Introduces beginning apprentices to apprenticeship training, state requirements, apprentice responsibilities, and professional and ethical conduct in the workplace.

ECE 120
INTERPERSONAL SKILLS FOR THE ECE PROFESSIONAL 2CR
Covers human relations roles and workplace skills. Information on balancing individual technical skills with human relations and competencies will be discussed.

ECE 125
JUST FOR THE FUN OF IT: PRESCHOOL 1CR
Students will explore the use and development of age-appropriate curriculum, creative ideas, projects, and activities that will make planning for the individual child and group fun and exciting! A fun hands-on class that will inspire you and enrich the lives of children in your program. ***Meets STARS continuing education requirements.

ECE 126
NATURE & OUTDOOR 2CR
Gain skills and knowledge on the components of an outdoor classroom. Ways to incorporate creativity while supporting children as they explore nature in the environment will be included, as well as sustainable practices for young children.

ECE 132
RAISING AN EMOTIONALLY INTELLIGENT CHILD 1CR
This course will focus on teaching parents, teachers, and providers how to use emotion coaching techniques that foster emotional intelligence in children.

ECE 133
EMOTIONALLY INTELLIGENT PARENTING 1CR
Examine the developmental needs across all domains from conception through infancy. Explore parenting/caregiving skills, how they are formed from prior experiences, and how they are affected by a deeper understanding of the child and oneself.

ECE 134
ISSUES & TRENDS GREEN 2CR
Research current issues and trends in the ECE field in relation to sustainable "green" practices. Student will explore how to implement researched practices. Student will explore how to implement researched practices in their current work with children, families and peers.

ECE 135
SCHOOL AGE MATH, SCIENCE, & TECHNOLOGY 3CR
Explore the different aspects of the School Age curriculum in Science, Math, and Technology.

ECE 136
RAISING A PHYSICALLY & NUTRITIONALLY INTELLIGENT CHILD 1CR
Explore different aspects of health and nutrition in young children.

ECE 141
ECE CURRICULUM: MATH 2CR
Explore the different aspects of early childhood curriculum in mathematics.

ECE 142
ECE CURRICULUM: SCIENCE & TECHNOLOGY 2CR
Explore the different aspects of early childhood curriculum in science and technology.

ECE 143
JUST FOR THE GREEN OF IT 1CR
Student will explore the use of developing sustainable "green" curriculum ideas that are age appropriate, creative projects and activities to use in your work with young children. They will make planning for the individual child and group fun and exciting! A fun hand's on class that will inspire you and enrich the lives of children in your program.

ECE 149
ECE CURRICULUM: HEALTH, SAFETY, NUTRITION & COOKING LAB 4CR
Explore the different aspects of early childhood curriculum in health, safety and nutrition as well as cooking with young children!

ECE 150
CHILD DEVELOPMENT 3-12 YEARS 3CR
Covers development levels in children three to twelve years of age. Topics include diversity and the importance of play.

ECE 156
FROM SEED TO TABLE: GARDENING WITH CHILDREN 2CR
Discover how important connecting with nature and caring for living plants can be for children. Students will learn techniques to create plantings and cooking items grown to serve at the snack table.

ECE 157
JUST RECYCLE IT! 1CR
Student will explore the use of developing sustainable "green" curriculum ideas that utilize recyclable materials to make creative projects and activities to use in your work with young children.

ECE 175
CURRICULUM & ENVIRONMENT FOR INFANTS/TODDLERS 2CR
Focuses on curriculum and environment suitable for the development of infants and toddlers.

ECE 190
PRACTICUM 4: GREEN 3CR
Provides the student with the opportunity for practical field experience with a sustainable practices or "green" specialization. Includes a seminar component.

ECE 194
PRACTICUM 4: THE EMOTIONALLY INTELLIGENT CHILD 3CR
Provides the student with the opportunity for practical field experience with an "emotional intelligence" specialization. Includes a seminar component.

ECE 198
PRACTICUM 4: WORKING WITH FAMILIES 3CR
Provides the student with the opportunity for practical field experience with a "working with families" specialization. Includes a seminar component.

ECE 230
INCLUSION IN ECE 3CR
Introduction to including children with special needs in the ECE field.

ECE 235
CREATING A QUALITY ENVIRONMENT FOR CHILDREN 3CR
Designed to assist in creating an enriching environment for infants, toddlers, preschool, and school-aged children. There will be a strong emphasis on the psychological effects of environment, and using an innovative, creative approach to designing indoor and outdoor spaces for children.

ECE 240
LITERACY IN EARLY CHILDHOOD EDUCATION 4CR
Exploration of emergent literacy and curriculum development within the context of developmentally-appropriate practice to include children's picture books, language development, writing, and reading.

ECE 245
DIVERSITY AWARENESS & CURRICULUM DEVELOPMENT 3CR
Exploring our own cultural awareness supports our work with diverse populations and is paramount to planning for and interacting with young children and their families. In this course, you will explore the various aspects of bias to develop strategies and an anti-bias approach within the Early Childhood Curriculum.

ECE 268
INCLUSION IN ECE 2CR
Introduction to including children with special needs in the ECE field.

ECE 275
CURRICULUM & ENVIRONMENT FOR INFANTS/TODDLERS 2CR
Focuses on curriculum and environment suitable for the development of infants and toddlers.

ECE 290
PORTFOLIO ADVENTURE 2CR
Provides the student with the opportunity to compile their Early Care and Education degree portfolio. The portfolio adventure is an opportunity for the student to establish self marketing goals in the field as well as produce an end product which reflects the student's best practice, passion, and experience to date in the program and field. Students will receive instructor guidance and feedback as well as participate in the ECE Portfolio Review process prior to graduation.

ECS 102
BASIC CHILD CARE TRAINING (S.T.A.R.S.) 2CR
Covers the elements and criteria to satisfy the required 20-hour basic training for child care providers required by S.T.A.R.S (State Training and Registry System). Curriculum is based on the STARS core competencies.

ECS 106
OVERVIEW OF EARLY CHILDHOOD EDUCATION I 3CR
Introduction to the Early Childhood Education field. Will include all areas of development: physical, intellectual, and social/emotional. Planning, curriculum development, and application to the children will also be covered.

ECS 107
OVERVIEW OF EARLYCHILDHOOD EDUCATION II 3CR
Introduction to the Early Childhood Education field. Will include all areas of development: physical, intellectual and social/emotional. Planning, curriculum development, and application to the children will also be covered.

ECS 110
COMPUTER ESSENTIALS FOR THE ECE PROFESSIONAL 4CR
Covers the essential computer tools and techniques necessary for the ECE professional. Designing forms, parent newsletters, flyers, brochures, and other materials needed for the smooth running of the child care center.

ECS 111*
INTRODUCTION TO THE EARLY CHILDHOOD PROFESSION 2CR
Examines the personal characteristics, responsibilities, and rewards for individuals working with young children.

ECS 112*
WAYS TO STUDY HOW CHILDREN GROW/LEARN 2CR
Covers introductory research and theory, sequential stages of growth and development for children from birth to five years of age, and planning individual and developmentally appropriate curriculum.

ECS 113*
SAFE, HEALTHY ENVIRONMENT 2CR
Covers ways to provide a safe environment that promotes good health and nutrition practices. Students will use space and materials as resources for constructing an interesting and enjoyable environment that encourages play and exploration.

ECS 114
SOCIAL/EMOTIONAL DEVELOPMENT 2CR
Topics will include how to help children know, accept, and take pride in themselves.

ECS 115*
PHYSICAL, INTELLECTUAL COMPETENCE 2CR
Covers equipment, activities, and opportunities to promote the physical development of children. Activities and opportunities will be presented that encourage curiosity, exploration, and problem-solving appropriate to the developmental levels and learning styles of children.

ECS 116*
FAMILY RELATIONSHIPS 2CR
Covers knowledge and skills needed to establish positive and productive relationships with families. Ideas to help support each child's relationship with her or his family and ways to encourage family involvement.

ECS 117*
EARLY CHILDHOOD PROFESSIONAL 2CR
Covers knowledge and skills needed to manage resources to ensure an effective early childhood program. Regulatory, legislative, and workforce issues and how they affect the welfare of young children will be covered.

ECS 146
CHILD DEVELOPMENT INFANT/TODDLER 2CR
Covers development levels in children birth to three years of age. Topics include diversity and the importance of play.

ECS 156
ECE CURRICULUM: HEALTH/NUTRITION 3CR
Explore the different aspects of the early childhood curriculum in health and nutrition.

ECS 160
CREATIVE ART CURRICULUM FOR CHILDREN: MUSIC, MOVEMENT & CREATIVITY 5CR
Explore the different aspects of the early childhood curriculum in creative art, music, movement, and creativity.

ECS 181
ECE PRACTICUM I 5CR
Provides the student with practical field experience. Students will work at community child care centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.

ECS 182
ECE PRACTICUM II 5CR
Provides the student with practical field experience. Students will work at community Child Care Centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.

ECS 183
ECE PRACTICUM III 5CR
Provides the student with practical field experience. Students will work at community child care centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar.

ECS 202
PRESCHOOL ACTIVITIES 2CR
Covers developmentally-appropriate activities for preschoolers. This is a hands-on class that will provide a chance for making and sharing samples.

ECS 206
SIGNING WITH INFANTS & TODDLERS 2CR
Signing for basic communication with infants and toddlers with an emphasis on working with children who exhibit language delays.

ECS 217
ECE PRACTICUM IV INFANTS/TODDLERS 3CR
Provides the student with the opportunity for practical field experience with specialization in infants and toddlers.

ECS 220
CURRICULUM FOR SCHOOL AGE 2CR
Focuses on curriculum suitable for the development of school-age children.

ECS 225
SCHOOL AGE ENVIRONMENT 2CR
Focuses on the environment suitable for the development of school-age children.

ECS 230
ECE PRACTICUM IV SCHOOL AGE 3CR
Provides the student with the opportunity for practical field experience with school age specialization.

ECS 235
ISSUES & TRENDS 2CR
Research that covers some of the current issues and trends in the ECE field.

ECS 260
CURRICULUM FOR FAMILY CHILD CARE 2CR
A focus on developmentally-appropriate curriculum for children in family child care settings with multiple ages.

ECS 264
PARTNERSHIPS WITH FAMILIES 3CR
Develop effective staff-parent involvement through exploration of various methods of communication and program activities.

ECS 266
LEADERSHIP IN EARLY CHILDHOOD EDUCATION 4CR
Designed for leaders in the early childhood field. Essential skills for effective leadership will be covered: creating a shared vision, team building, managing change, personal development, communication, conflict management, staff development, and empowerment strategies.

ECS 270
INTRODUCTION TO EARLY CHILDHOOD MANAGEMENT 3CR
Covers the historical development of child care, responsibilities of child care staff positions, administrative policies, and organizational structures in the business.

ECS 277
PROFESSIONALISM & ETHICS 2CR
Examines NAEYC's Code of Ethical Conduct. Includes determining an Early Childhood professional's responsibilities to children, families, colleagues, and the community, utilizing frameworks for ethical decision-making and exploration of personal and professional growth.

ECS 279
OBSERVATION & APPLICATIONS IN ECE 3CR
Cover different systematic observation techniques, developmental milestones. Discover how to plan appropriate activities for children and how to establish appropriate expectations for guiding children's behavior and learning.

ECS 284
GUIDING YOUNG CHILDREN 3CR
Presents factors, which influence behaviors and relationships. Included will be guidance techniques and emotional-social development of young children birth through school age.

ECS 286
PRACTICUM IV LEADERSHIP 3CR
Provides the student with the opportunity for a practical field experience with a leadership specialization. Includes a seminar component and observations. There is a focus on emotional intelligence and conducting meetings.

ECS 287
PRACTICUM IV PRESCHOOL 3CR
Provides the student with the opportunity for a practical field experience with a preschool specialization. Includes a seminar component and observations.

ECS 288
PRACTICUM IV FAMILY CHILDCARE PROFESSIONAL 3CR
Provides the student with the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component and observations.

ECS 290
MENTORING IN E.C.E 1CR
Learn fundamental skills needed for early childhood mentors who practice as trainers and coaches. Covers concepts of adult learning, communication, observation, feedback, and conflict resolution. Also offered online.

ECS 292
THEORIES OF CHILD DEVELOPMENT 3CR
Exploration of child development theories and their application to the education of young children.

ECS 295
DEVELOPMENTALLY APPROPRIATE PRACTICES SPECIAL NEEDS 2CR
Designed for caregivers of children with special needs. Specific techniques for working with these children and how their cognitive, physical, social, and emotional development are affected. Impact on the family and attempts at regular classroom inclusion will also be covered.

ECS 297
PRACTICUM IV SPECIAL NEEDS 3CR
Provides the student with the opportunity for a practical field experience with specialization in special needs. Includes a seminar component.

ECONOMICS

ECON 101
PRINCIPLES OF ECONOMICS 5CR
An overview of both micro and macroeconomics. Topics include organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; fiscal and monetary policies; supply and demand; market structures; determination of prices in a market economy; and income distribution.
Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

ECON& 201
MICROECONOMICS 5CR
Study of scarcity; the allocation of resources; supply and demand; production; market structures; determination of output and prices with emphasis on a market economy; labor and capital markets; role of government in a market economy; comparative advantage; international trade; and distribution of income.
Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

ECON& 202
MACROECONOMICS 5CR
Study of the organization and operation of the U.S. economy including unemployment, inflation and GDP issues; the business cycle and long run growth; national income accounting; aggregate supply and aggregate demand; government spending, taxation, and budget deficit/surplus; fiscal policy; the monetary system, the Federal Reserve Banking System; monetary policy; interest rates; and international trade.
Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MAT 99.

ELECTRICIAN LOW VOLTAGE FIRE/ SECURITY

EFS 105
AC/DC ELECTRICITY: BASIC THEORY, FRACTIONS, & OHMS LAW 7CR
Introduces basic theory of electricity, electrical measurements of circuits, fractions, ohm's law, decimals, and decimal fractions. Formulas in electrical work, positive and negative numbers, exponents, powers of ten, and solving ohm's law formulas.

EFS 106
AC/DC ELECTRICITY: SERIES PARALLEL & COMBINATION CIRCUITS 7CR
Introduces the student to voltage, current, and resistance in a series circuit, total values, and control of current in a series circuit. Introduction to parallel circuits, current and resistance, and voltage in a parallel circuit.
Prerequisites: EFS 105, or Instructor's permission.

EFS 107
AC/DC ELECTRICITY: ELECTRICAL & POWER APPLICATIONS 7CR
Introduces electric power in electric circuits, solving the power formula for current and voltage. Algebra for complex electric circuits. Resistance of wire of different sizes and length, sizing wire for a given load. Instantaneous values, maximum values and phase angles of an AC sine wave.
Prerequisites: EFS 106, or Instructor's permission.

EFS 108
NATIONAL ELECTRICAL PRINT READING 7CR
Introduces the student to practical print reading as it applies to the National Electrical Code.
Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission.

EFS 109
NATIONAL ALARM INSTALLER TRAINING PROGRAM 7CR
Introduces the student to basic alarm by completing the comprehensive lessons, viewing video, and completing lesson tests. With final test, the student will have a thorough exposure to alarm systems.
Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission.

EFS 110
CCTV APPLICATION & DESIGN 7CR
Introduces the student to basic of CCTV systems design and applications. Through individual lessons, the student will be exposed to the basics of CCTV systems design, and applications.
Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission.

EFS 118
NATIONAL ELECTRICAL CODES 6CR
Introduces National Electrical Codes. Through individual tests, the student will be able to research applicable electrical codes.
Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission.

EFS 119
NATIONAL FIRE CODES 6CR
Introduces the National Fire Codes. Through individual tests, the student will be able to research applicable fire codes.
Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission.

EFS 121
CCTV FIELD SERVICE & INSTALLATION 7CR
Introduces basic systems service and installation of CCTV systems. Through individual lessons, the student will be exposed to the basics of CCTV field service and installation.
Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission.

EFS 124
WASHINGTON ADMINISTRATIVE CODES 2CR
Introduces the student to the Washington Administrative Codes pertaining to industrial safety and the administrative code pertaining to electrical installations in the state of Washington.
Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission.

EFS 207
ADDRESSABLE FIRE SLC SYSTEMS/DESIGN 7CR
Introduces Addressable and Intelligent Fire Alarm Systems using SLC Circuits (Signaling Line Circuits). Includes comprehensive lessons, lecture, and hands-on practical application and design.
Prerequisites: Successful completion of the 78-Credit Hour Electrician Low Voltage Fire/ Security Certificate Program, or Instructor's permission.

EFS 211
BIOMETRICS ACCESS 7CR
Introduces Biometrics Access Control. Various biometrics systems are explored, as well as computer programmed access control systems. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.
Prerequisites: EFS 207 or Instructor's permission.

EFS 216
ADVANCED VOICE EVACUATION FIRE ALARM SYSTEMS 7CR
Introduces Advanced Voice Evacuation Fire Alarm Systems as used in high rise applications. Includes comprehensive lessons, lecture, and hands-on practical application, installation, and design.
Prerequisites: EFS-211 or Instructor's permission.

EFS 221
FIRE CODES, NICET, NFPA 7CR
Introduces Fire Codes, AHJ (Authority Having Jurisdiction), NICET (National Institute for Certification of Engineering Technologies), and NFPA (National Fire Protection Association). Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.
Prerequisites: EFS-216 or Instructor's permission.

EFS 226
HIGH SECURITY STRUCTURED CABLING 7CR
Introduces High Security Structured Cabling in residential and commercial applications. Explores cabling as a total package. Includes most applications of security and low voltage needs. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.
Prerequisites: EFS-221 or Instructor's permission.

EFS 231
CCTV DIGITAL NETWORK SOLUTIONS 7CR
Introduces CCTV (Closed Circuit Television) Digital Network Solutions. Explores applications that require the camera to be recorded and viewed digitally and or remotely via various networks. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design.
Prerequisites: EFS-226, or Instructor's permission.

ENGLISH

CMST& 220
PUBLIC SPEAKING 5CR
AN OPEN COURSE LIBRARY CLASS; inexpensive course materials. Assists students in developing real world oral communication skills. Capture the dynamics of today's business realities and see the benefits of effective communication. Selection of topics, library research, analysis, oral style, use of visual aids, and preparation and delivery of various types of speeches and oral presentations are included. The Internet, e-mail, community interaction, and other practical tools support student learning and increase public speaking skills. Emphasis is placed in principles of cultural diversity.
Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

ENG 079
BASIC READING & WRITING PREPARATION 5CR
Designed for students who have a high school diploma or GED and place below English 082 on the COMPASS placement test. Remedial instruction is provided in writing and reading skills necessary for pre college English courses. Content includes basic grammatical and mechanical concepts as they apply to writing clear and concise sentences, vocabulary building, study skills and skill building necessary to succeed in pre college level reading and writing courses.

ENG 082
BASIC READING & WRITING 5CR
Introduces and develops basic reading and writing skills. Focus in on writing proper sentences and sound paragraphs which express a main idea clearly and fully with a minimum of errors in sentence structure, punctuation and spelling. Coursework emphasizes writing from observation as well as writing in response to reading. Helps refine reading comprehension and increase vocabulary for college level reading requirements.
Prerequisite: Appropriate COMPASS/SLEP placement score.

ENG 094
ADVANCED READING & WRITING 5CR
Enhances writing ability with emphasis on organization, unity, coherence, and adequate development of short essays. Introduction to various types of paragraphs and essays and review of the rules and convention of standard written English. Both paper and electronic communication tools will be used.
Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 082.

ENG 102
COMPOSITION: ARGUMENTATION & RESEARCH 5CR
Continues to develop writing skills practiced in English 101 with an emphasis on writing the research paper and writing analytical essays about literature. Through lecture, discussion, research, reading and writing, become familiar with the literary genres of prose, poetry and drama.
Prerequisite: Successful completion of ENGL& 101.

ENG 104
BUSINESS WRITING 5CR
Review structure, content, & usage as applied to Business correspondence. Emphasis will be placed on writing clear, effective written communication, including memoranda, email, letters, resumes, & feasibility reports. Compile a portfolio. Researching & documenting data using electronic databases & the Internet will be required.
Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

ENGL& 101
ENGLISH COMPOSITION I 5CR
Introduction to expository writing where emphasis is placed upon unified, coherent essays. Learn to generate essays that support a thesis and to use the rhetorical modes of development (narration, description, comparison/contrast, cause and effect, persuasion) appropriately. Recognize writing as a process and use secondary MLA/ APA documentation styles to support critical thinking and writing.
Prerequisite: COMPASS Score of Writing 77 AND Reading 86. Placement score or successful completion of ENG 094. (revised 11/30/09)

ENGL& 235
TECHNICAL WRITING 5CR
Focuses upon technical writing skills and projects for industry and professions. Strong emphasis will be placed on principles of good writing and research techniques. Students will use appropriate technology and research to prepare letters, resumes, reports, proposals, newsletters, specifications, and other writing tasks typically required in a technical work setting. Discovery and knowledge of workplace ethics and guidelines as it pertains to writing will be researched, discussed, and used to enhance research. Use of technology including, but not limited to, computers, printers, and scanners will be required.
Prerequisite: Successful completion of ENGL& 101.

ENGLISH AS A SECOND LANGUAGE

ESL 001
ESL NEW STUDENT SUCCESS CLASS
Orients new students to the Basic Skills Programs and resources available at the college. Develop educational and personal goals develop self-awareness and learning strategies and identify ways that will help with success in the Basic Skills Program.
Prerequisite: Required of all new students.

ESL 010
ESL I LITERACY
Designed for those with little to no knowledge of the English language. Learn English skills for basic survival needs. BASIC reading, writing, speaking and listening skills will be covered.
Prerequisite: Students must receive a score of <180 on the CASAS placement test.

ESL 012
ESL II BEGINNING
Designed for those with very basic knowledge of the English language. In ESL II, Learn English skills for basic everyday activities in the community. Begin to develop reading, writing, speaking and listening skills necessary to participate in family, community, and employment related activities.
Prerequisite: Students must successfully complete ESL I or receive a score of 181-200 on the CASAS placement test.

ESL 013
ESL III LOW INTERMEDIATE
Designed for those with an intermediate level of English language skills. In ESL III real-life materials on familiar subjects related to family, citizen/community or worker roles are studied. The course focuses on more complex reading, writing, speaking, listening skills and application of these skills to a variety of life situations.
Prerequisite: Students must successfully complete ESL II or receive a score of 201-210 on the CASAS placement test.

ESL 014
ESL IV HIGH INTERMEDIATE
Designed for those with a high intermediate level of English language skills. In ESL IV, learn to listen actively and participate in conversations about everyday activities and subjects. Continue to read more complex material including descriptions and narratives. Begin to convey ideas through writing and learn to edit their own work.
Prerequisite: Students must successfully complete ESL III or receive a score of 211-220 on the CASAS placement test.

ESL 015
ESL V LOW ADVANCED
Designed for those with an advanced level of English language skills. In ESL V, learn to actively participate in conversations related to everyday activities, work and social situations. Practice reading and interpreting real-life materials including charts, graphs and tables. Learn to convey complex ideas in writing and complete lengthy forms and applications. Work on critical thinking skills such as separating fact from opinion, drawing conclusions and predicting outcomes.
Prerequisite: Students must successfully complete ESL IV or receive a score of 221-235 on the CASAS placement test.

ESL 016
ESL VI HIGH ADVANCED
Designed for those high advanced levels of English language skills. In ESL VI, learn to participate independently in complex conversations and organize and relay information effectively. Learn to monitor comprehension when reading difficult materials and write using complex grammatical structures.
Prerequisite: Students must successfully complete ESL V or receive a score of 236 or higher on the CASAS placement.

ESL 017
ESL COMMUNICATION CIVICS LEVELS III-IV
Develop oral and written language skills through classroom activities related to employment, health, family, education, community and civic activities. Fosters becoming a more active member of the local community.
Prerequisite: Students must score between 201 and 220 on the CASAS placement test and be registered in ESL II, or III

ESL 018
ESL COMMUNICATION LEVELS V-VI
Develop oral and written language skills through classroom activities related to employment, health, family, education, community and civic activities. Fosters becoming a more active member of the local community.
Prerequisite: Students must receive a minimum score of 221 on the CASAS placement test or complete ESL III, and registered in ESL IV, V or VI.

ESL 019
FOCUS ON FLUENCY I
Focuses on conversation and strengthening English language and skills.
Prerequisite: Students must receive a score of 201-220 on CASAS placement test and be currently enrolled in levels 3-4.

ESL 020
FOCUS ON FLUENCY 2
Focuses on conversation and strengthening English language and skills.
Prerequisite: Students must receive a score of 221+ on CASAS placement test and be currently enrolled in levels 5-6.

ESL 021
ESL WRITING IMPROVEMENT
Improvement personal writing skills while learning to use MS Word to create and edit written work. Students practice keyboarding skills and learn to use the basic editing features of MS Word to facilitate their written communications. Students plan, write and edit various types of documents including personal and business letters. Students develop descriptive and opinion paragraphs.
Prerequisites: CASAS range of 211-220 or instructor permission.

ESL 022
ESL TRANSITIONS
Students practice reading and interpreting real life materials, work on critical thinking skills and convey complex ideas in writing in preparation for transitioning to higher level academic classes and/or employment or career advancement.
Prerequisites: CASAS range of 211-220 or instructor permission.

ESL 031
ESL FOR HEALTH CAREERS
Designed for English language learners who want to increase language fluency and vocabulary related to the health care professions. This is a recommended course prior to enrolling in a medical IBEST program.
Prerequisites: CASAS range of 211-220 or instructor permission. Should be interested in a health career.

ENVIRONMENTAL SCIENCES & TECHNOLOGY

ENV 109
INTRODUCTION TO ECOLOGY 4CR
Covers the basic topics of Ecology, including population biology, plant and animal species characterization, and habitat restoration.

ENV 134
HAZARDOUS WASTE SITE OPERATIONS 7CR
Training provided in accordance with 29 CFR 1910.120 HAZWOPER Standard and WAC 296-843-20010. Training includes theory and application of incident management/ command structures, response operation, toxicology, and planning, in addition to statutory requirements.

ENV 141
ORIENTATION TO ENVIRONMENTAL SCIENCE 4CR
Survey the wide range of duties and career choices available to the environmental technician.

ENV 152
MAPPING & SURVEYING 2CR
Provides students with a wide variety of mapping skills necessary for many phases of environmentally-related investigations. This will be accomplished utilizing guided hands-on training with a wide variety of map resources and texts.

ENV 153
ENVIRONMENTAL SAMPLING METHODS 2CR
Basic principles of environmental sampling of both water and soil will be covered. Students will practice sampling techniques and learn procedural requirements for defensible sampling methods.

ENV 157
ENVIRONMENTAL SITE ASSESSMENT 4CR
Includes studying potential liability associated with property transfers. Students learn and implement historical research, site investigation, liability assessment, and regulatory assessment.

ENV 161
ENVIRONMENTAL LAW I 5CR
Provides an overview of the American legal system and how the branches of government work together to create and enforce laws. Focuses on environmental legislation and case law.

ENV 162
GENERAL CHEMISTRY WITH LAB 6CR
This course provides the basic concepts, principles and applications of inorganic chemistry germane to the environmental field. Related instruction includes mathematics used in designing, conducting and interpreting analytical procedures. Laboratory methods, chemical calculations, properties of solutions, and properties of acids and bases are also covered.

ENV 163
ENVIRONMENTAL CHEMISTRY WITH LAB 6CR
This is a continuation of ENV 162 General Chemistry with progressive instruction in laboratory methods, chemical calculations, properties of solutions, acids and bases and an introduction to organic chemistry

ENV 230
RURAL TECHNOLOGIES 4CR
Explore potential job areas in which the student might seek employment. The rural aspect examines agriculture, forestry, fish, and wildlife.
Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 231
ISSUES IN THE URBAN ENVIRONMENT 5CR
Course explores a variety of urban environmental issues. Storm water management, sewage treatment, drinking water treatment, and waste disposal.
Prerequisite: Successful completion of all ENV 100 -level courses, except ENV 134.

ENV 240
INTERNSHIP 10CR
All students finishing the program are required to complete an internship. This is a temporary full-time position in the public or private sector where the student gains confidence and experience in a chosen area of employment. Students experience on-the-job opportunities as well as making a skilled contribution to the internship provider. Opportunities to find internships are provided, but the student is in charge of finding his or her own internship.
Prerequisite: Successful completion of 4th quarter courses, or Instructor permission. Enrollment in ENV 246, ENVIRONMENTAL SCIENCE CAPSTONE required.

ENV 245
ENVIRONMENTAL LAW II 5CR
Course places an emphasis on correct, accurate interpretation of environmental regulations and their applications. Students will be able to research, interpret, and utilize a variety of regulations upon completion. Regulations include RCRA, CERCLA, CWA, Washington Drinking Water Rules, Washington State Water Quality regulations, SDWA, and other applicable state, federal and local regulations. Course also covers Federal Energy Policy, including development of fossil fuels and alternative energy sources.
Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 246
ENVIRONMENTAL SCIENCE CAPSTONE 2CR
This course accompanies ENV 240 Internship. The Capstone Project integrates the CPTC Core Abilities with the Internship and identification of how the Core Abilities apply in the workforce.
Prerequisite: Successful completion of 4th quarter courses, or Instructor permission. Enrollment in ENV 240, INTERNSHIP required.

ENV 248
HYDROLOGY 6CR
Provides the basic principles of applied surface water hydrology, ground water hydrology, and water quality. Emphasis is placed on a watershed-based approach that utilizes water quality standards to regulate surface water quality. The concepts and principles of biologically-based water quality standards are also introduced. The occurrence, movement, and quality of water beneath the earth's surface, aquifers, well testing methods, and sampling techniques are also covered.
Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 250
INTRODUCTION TO AIR POLLUTION 3CR
Provides a basic knowledge of the sources, mechanisms, and health effects of noise and atmospheric air pollution, and its interaction with the weather and other climatological conditions. Methods of regulatory-required air monitoring, sampling, and data interpretation will also be introduced.
Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 251
ENVIRONMENTAL CRITICAL AREAS 7CR
Environmental critical areas, including wetlands, wildlife conservation areas, aquifer recharge areas, flood hazard, and landslide areas are covered. Focus is on wetland delineation and reporting. Appropriate sections of federal, state, and local regulations are addressed. Field trips to local sites. Delineation project on the campus wetland.

ENV 260
INTRODUCTION TO SOILS 5CR
Course focuses on basic physical, biological, and chemical concepts of soil science. Practical exercises and projects will be utilized to demonstrate how soil data is commonly used in regulatory, legal, and scientific land use interpretations and decisions.
Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 261
WATER SHED ANALYSIS 4CR
Focuses on issues associated with timber, fish, and wildlife watershed analysis. Study various modules and make an in-depth presentation to the class, using visual aids. Monitoring and analytical skills will be covered and demonstrated through the collection of field data in remote areas. Willingness to be outdoors in rough terrain is a consideration.
Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

ENV 270
HAZARDOUS MATERIALS TRANSPORTATION 3CR
Covers the requirements associated with transportation of hazardous materials as defined in Title 49 Code of Federal Regulations (49CFR) and 171.8 (not including radioactive). Meets the Hazmat Employee training requirements found in 49 CFR 172 Subpart H.

ESTHETIC SCIENCES

ES 103
SKIN PHYSIOLOGY & HISTOLOGY I 4CR
Explore the skin's cellular structure and skeletal, muscular, and nervous systems as they pertain to facials and body treatments. Basic skin diseases and disorders are covered, preparing the student for identification of the composition of skin to determine treatment protocol for facials and body treatments. All related first aid, safety, and sanitation are also covered.

ES 106
FACIAL PROCEDURES I 4CR
Cleansing, exfoliation, manipulation techniques, and treatment masks for beautifying the skin of the face and body. Determine the type of treatment and basic treatment protocol for all skin types. First aid, safety, and sanitation are also covered.
Prerequisite: ES 103.

ES 109
MACHINE FACIALS, ELECTRICITY & LIGHT THERAPY 4CR
Covers equipment used in facial salon treatments, including steamers, magnifying lamps, galvanic and high frequency current machines. Learn the benefits of electric current machines vs. manual facial manipulations and when it is appropriate to incorporate electrical treatments. First aid, safety, and sanitation are also covered.
Prerequisite: ES 106.

ES 112
TEMPORARY HAIR REMOVAL I 3CR
Covers temporary hair removal used in the salon atmosphere, including tweezing, hot and cold wax, and cream depilatories. Also covered are all contraindications with waxing and related first aid, safety, and sanitation.
Prerequisite: ES 109.

ES 115
MAKEUP APPLICATION TECHNIQUES I 2CR
Explore color theory as it relates to the skin, psychology of color, and basic makeup application techniques. First aid, safety, and sanitation are also covered.
Prerequisite: ES 112.

ES 117
SKIN CARE & BODY WRAPS I 3CR
Skin care to include masque and scrub applications and technique, lash and brow tinting. Body treatment protocol to include client comfort foot soaks and draping techniques, as well as discussion of various body treatments in today's market.
Prerequisite: ES 103.

ES 121
SKIN PHYSIOLOGY & HISTOLOGY II 4CR
Examine advanced skin cell structure, genetic or hereditary skin disorders, and acquire the ability to identify skin type through analysis. First aid, safety, and sanitation are covered.
Prerequisite: ES 103

ES 122
SALON MANAGEMENT & STATE LAWS I 2CR
Washington State Department of Licensing laws and regulations regarding sanitation, safety, and licensing requirements for salon management and ownership are covered. Examine reception desk duties, including handling of money, balancing the till, tracking services, retail sold customer service, and marketing techniques. Course hours do not apply toward Washington State licensing requirements.

ES 124
FACIAL PROCEDURES II 4CR
Covers advanced facial techniques and treatments, enzyme therapy, and facial massage techniques, including pressure point. All related first aid, safety, and sanitation are covered.
Prerequisite: ES 106

ES 127
TEMPORARY HAIR REMOVAL II 4CR
Advanced hair removal techniques such as speed waxing through proper application techniques. All related first aid, safety, and sanitation are covered.
Prerequisite: ES 112

ES 129
MAKEUP APPLICATION TECHNIQUES II 2CR
Photography makeup techniques, including color, black and white photography, shading and contouring, and artificial lash application. First aid, safety, and sanitation are covered.
Prerequisite: ES 115

ES 131
SKIN CARE & BODY WRAPS II 3CR
Holistic skin care, hydrotherapy, nutrition, herbal and aromatherapy for skin and body treatments. First aid, safety, and sanitation are covered.
Prerequisite: ES 117

ES 147
SALON MANAGEMENT & STATE LAWS II 2CR
Bookkeeping and records management, rèsumè writing, inventory control, marketing, and Guild Attendance are covered.
Prerequisite: ES 122. Course hours do not apply toward Washington State licensing requirements.

ES 199
CHEMISTRY FOR ESTHETICS 3CR
Fundamentals of chemistry, including differences between organic and inorganic matter, simple chemical reactions, pH for estheticians, and composition of, as well as indications for, commonly-used products for esthetic salon services.

ES 201
PHARMACOLOGY FOR ESTHETICIANS 3CR
Covers common drugs used to treat skin conditions, indications, and contraindications. Information also given on skin reactions possible with medications.
Prerequisites: Successful completion of ES 205 and state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 205
INTRODUCTION TO MEDICAL ESTHETICS OFFICE PROCEDURES 4CR
Develop skills necessary to work efficiently in a medical office. Includes ethics, professionalism, records management, chart writing, patient intake, post-surgical care skills, first aid, CPR, and BBP. Medical terminology as it pertains to esthetic medical procedures will also be covered.
Prerequisites: Successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 211
INFECTION CONTROL FOR MEDICAL ESTHETICIANS 1CR
Provides students with the skills necessary to implement proper infection control and biohazardous waste disposal. Sanitation, disinfection, and autoclaving instruments and equipment are covered. Review of bacteriology and spread of disease, OSHA and bloodborne pathogens will be covered, in addition to HIV/AIDS/HEPATITIS for patient and esthetician safety and protection.
Prerequisite: ES 205 and successful completion of state- approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 216
CAMOUFLAGE MAKEUP 2CR
Introduces the theory and application of makeup services used in dermatology or plastic surgery offices. Tips on how to apply to cover bruising, scarring, or redness, in addition to reducing pain during application on post-surgical clients.
Prerequisites: Successful completion of ES 221 and state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 221
MEDICAL ESTHETICS PROCEDURES 6CR
Theory of all medical esthetic procedures to include such topics as: microdermabrasion, cellulite reduction, micro current, bio-toning, IPL, manual and mechanical lymphatic drainage. Safety, sanitation, first aid and contraindications for each procedure are also included.
Prerequisite: ES 227 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 227
MEDICAL ESTHETIC MACHINERY 4CR
Includes theory and hands-on demonstrations of machinery and equipment used in medical esthetic offices. Safety, sanitation, first aid, and contraindication theory will be covered.
Prerequisite: ES 221 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 230
PATIENT EDUCATION 1CR
Incorporates effective strategies and marketing skills to educate patients on their home care and treatment plans.
Prerequisite: ES 227 and successful completion of state-approved entry- level esthetic program and proof of esthetic license from Washington State.

ES 236
INDEPENDENT RESEARCH PROJECT FOR MEDICAL ESTHETICS 2CR
Research any medical esthetic topic or treatment modality, to include, but not limited to, microdermabrasion, laser treatments, lymphatic drainage, chemical peels, surgical care, etc.
Prerequisite: Successful completion of ES 205 and state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 240
BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT FOR MEDICAL ESTHETICS 5CR
Covers business skills necessary for the medical esthetician to succeed, incorporating résumé writing, cover letters, how to develop a business plan, and how to negotiate a salary.
Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

ES 242
LASER THEORY 4CR
Covers necessary theory of laser and laser physics, types and styles of lasers, and what laser should be used for each skin type and condition. Includes first aid and safety.
Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state- approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 252
ADVANCED COSMETIC CHEMISTRY 2CR
In-depth study of cosmetic chemicals and product knowledge. Research papers will be produced consisting of chemical products, ingredients, and contraindications that may occur during a medical esthetic treatment.
Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

ES 256
CLINICAL LABORATORY FOR MEDICAL ESTHETICS 10CR
Participate in practical application of medical esthetic skills and services while working with clients in the student-run clinic. Includes all machinery covered in ES 227. Also includes all safety, sanitation, first aid, and contraindications.
Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State.

GEOLOGY

GEOL& 110
GEOLOGY 5CR
Focus on the geological impacts associated with human activities, hence, environmental geology. Emphasis includes internal and surface processes, and the basic formation of the earth. Also covers conflicts associated with resource development and human responses to natural hazards.

GEOGRAPHY

GEO 215
GPS TECHNOLOGIES 2CR
Use global positioning system equipment to create maps and to create files for use in ArcGIS (geographic information system). Focuses Trimble GPS technologies. Analysis tools and layout features for map creation are covered.

GRAPHIC TECHNOLOGIES

GTC 110
ART, DESIGN & VISUAL THINKING 5CR
Introduction to visual arts and design principles. Stresses the components of visual thinking and visual language underlying design for digital media. A series of real-life case studies and exercises applies the design process and use of basic elements of design, typography, images, color, and layout.

GTC 123
MACINTOSH OPERATIONS & IMAGE ACQUISITION 5CR
Introduction to Macintosh computer operations and file management. Covers image acquisition and archiving from Internet and analog sources.

GTC 130
DIGITAL IMAGING I: PHOTOSHOP 5CR
Introduces the fundamentals of Photoshop to include basic tools, image editing, painting, and the creation, use, and management of layers and channels.

GTC 143
ELECTRONIC PUBLISHING & LAYOUT 5CR
Apply typographic terms, vocabulary, and concepts; examine type identification and explore the relationships or essence of typographic design. Apply and solve mathematical problems common to typography. Apply basic page layout and create files. Explore proofreading and correcting copy changes.

GTC 149
DIGITAL IMAGING II: PHOTOSHOP **5CR**
Builds on the fundamentals of Photoshop and introduces advanced imagery to include blending, advanced layers, advanced selections, vector tools, filters, and tonal correction.
Prerequisite: GTC 133 or Instructor approval.

GTC 164
PREPRESS I **5CR**
Students will learn to create, edit, and manipulate PDF files, to combine files into portfolios, and to secure PDF documents. They will also learn how to work with many of the advanced features of Adobe Acrobat 9 to include: OCR text recognition, pre-flight, print production tasks, touch up and commenting, proofing, live review, and collaboration.

GTC 169
INTRO TO VECTOR-BASED ILLUSTRATION SOFTWARE **5CR**
Vector-based software, tools and features will be used to create text and logos, apply image effects, and design web graphics. The course incorporates branding and identifiers when designing products and enables students to design for both Print and Web.

GTC 174
INDESIGN I **5CR**
Perform techniques of the application on the Macintosh computer. Create files for electronic output, create documents using color and color separations for creating ads, brochures, menus and other documents. Explore PDF files, EPS files and production work.
Prerequisite: GTC 143 or Instructor approval.

GTC 203
PREFLIGHT **5CR**
Use applications on the Macintosh computer to create high-level graphics, images, logos, projects in color. Perform graphic manipulation, computer output, PDF formats and postscript files.
Prerequisites: GR 223, GTC 276 or Instructor approval.

GTC 209
ADVANCED VECTOR DIGITAL ILLUSTRATION **5CR**
Perform advanced techniques using Adobe Illustrator; create documents using Color Swatches and color separations for a variety of projects. Explore the abilities of different tools/Panels, Effects and filters, Integrate Adobe Acrobat Pro as soft proofing software from within Illustrator and prepare files for electronic output ready for a service provider.

GTC 210
DIGITAL IMAGING III: PHOTOSHOP **5CR**
Building on a solid knowledge of Photoshop's basic functions, this course explores advanced color theory and utilization of Photoshop for color correction. Efficient use of layers, masks, and channels for photo retouching and special effects. Optimization for production, importing and exporting of images is also included.
Prerequisite: GTC 154 or Instructor approval.

GTC 223
PREPRESS II **5CR**
Covers the digital production of printing jobs through the use of Adobe PDF and raster image processing.
Prerequisite: GTC 164 or Instructor approval.

GTC 233
QUARKXPRESS I **5CR**
Explore and apply page layout techniques using QuarkXpress software on the Macintosh computer for creating files. Examine the software and its use for electronic preflight. Explore EPS exporting and formats along with production skills, image creation and project development using the software.
Prerequisite: GTC 143 or Instructor approval.

GTC 254
CAPSTONE CLASS **5CR**
Preparation of portfolio, covering all aspects of student's chosen specialty within the Graphic Technologies Program.
Prerequisite: GTC 223, 243 or Instructor approval.

GTC 264
PAPER, PRICING & ESTIMATING **5CR**
Explore paper choices and cost within the printing industry. Estimate both materials and time for various printing processes.

GTC 276
INDESIGN II **5CR**
Perform advanced techniques with InDesign, create documents, and use color and color separations for a variety of projects, and prepare files for electronic output.
Prerequisite: GTC 174 or Instructor approval.

HEALTH UNIT COORDINATOR

HUC 104
ORIENTATION/ INTRODUCTION TO HEALTH UNIT COORDINATING/ INTRODUCTION TO AUTOMATION **7CR**
Focus is on orientation and introduction to campus policies and rules of conduct. This course will also introduce the student to program policies, dress code, attendance, classroom, work place rules of conduct, program goals, and grading system. Instruction and demonstration will explore the use of various communication devices in the hospital.

HUC 106
MEDICAL TERMINOLOGY/ ANATOMY & PHYSIOLOGY I **3CR**
Introduces basic word elements that are used in building medical terminology and identifies the different types of word elements present in each medical term by name. Introduces medical terms, body structure, and pathology in relation to each body system: integumentary, musculoskeletal, sensory, circulatory, nervous, endocrine, and digestive systems.
Prerequisite: HUC 104

HUC 107
MEDICAL TERMINOLOGY/ ANATOMY & PHYSIOLOGY II **2CR**
Focuses on the completion of instructions in anatomy/physiology and pathology in relationship to each body system. The systems studied are urinary, male reproductive, and female reproductive.
Prerequisite: HUC 103, 105.

HUC 109
UNIT COORDINATOR TASKS & PROCEDURES I **8CR**
Enables identification of the forms commonly used in the patient's chart, explain the purpose of a patient's chart, and recognize the charting responsibilities for each healthcare team member. Presents instruction and procedures for scheduling appointments by telephone, computer, and written requests. Also focuses on students' performance in the computer skill laboratory, demonstrating their cognitive knowledge for maintaining medical records; ordering laboratory and diagnostic exams; accurately transcribing physicians' orders; recognizing treatment orders; ordering nursing supplies; identifying abbreviations, symbols, and terms used in a medication order; and charting information accurately to the appropriate forms and the Kardex for their pseudo patients.
Prerequisites: HUC 104; enrollment in HUC 106.

HUC 112
UNIT COORDINATOR TASKS & PROCEDURES II 5CR
Focuses on cognitive knowledge and performance skills in the computer laboratory. The student will demonstrate performance skills for maintaining medical records, accurately transcribing physicians' orders to the appropriate chart forms and Kardex, as well as completion of pseudo patient charts.
Prerequisite: HUC 109: completion of 104, 106, 115, and 120

HUC 115
COMMUNICATION APPLICATION IN THE HEALTH UNIT COORDINATOR ROLE 3CR
Enables the student to describe and utilize good listening skills as a means of preventing and/or solving conflicts with a variety of people in different situations. The focus also will be to develop skills for the role of the communicator for the nursing unit. The student will also be given the tools for developing and practicing assertive communication, interpersonal relationships, and confidentiality skills.
Prerequisite: HUC 104.

HUC 120
UNIT MANAGEMENT I 3CR
Covers management responsibilities for the nursing unit, including time management and identification of possible fire and safety hazards on the nursing unit.
Prerequisite: HUC 104; enrollment in HUC 106, 109, and 115.

HUC 122
UNIT MANAGEMENT II 3CR
Focus is on cognitive knowledge for managing the nursing unit and developing communication skills using verbal and written communication. The student will develop leadership and performance skills by practicing classroom management.
Prerequisites: Completion of HUC 115 and 120

HUC 126
LEGAL/ETHICAL ASPECTS OF UNIT COORDINATING 2CR
Enables the student to identify legal elements that are necessary in regard to preparing legal documents, discussing hospital and patient confidentiality, or witnessing signatures on consents for treatment. The ethics of this profession will be explored and how to apply these ethics in professional behaviors. AIDS education, blood-borne pathogens, HIPPA, and hepatitis information will also be covered.
Prerequisites: Completion of HUC 104, 106, 109, 115, and 120; enrollment in HUC 107, 111, and 122.

HUC 132
CLINICAL EXPERIENCE 8CR
Enables the student to utilize the cognitive and performance objectives that were presented in courses, HUC 103 through 126, in the clinical setting. The focus is on preparation of a résumé, employment application, and an employment interview. In order to participate in the clinical aspect of the program, must receive a No Record on File report from the Washington State Patrol regarding Crimes Against Persons. Clinical hours vary from 6 to 8 hours per day, 4 days a week. Students unable to complete course HUC 131 will have the option of completing clinical rotation with the next available program, on approval from the Instructors, within 6 months.
Prerequisite: Completion of HUC 104, 106, 109, 115, 120, 107, 112, 122, and 126.

HEATING & AIR CONDITIONING SERVICE TECHNICIAN (HVAC)

HAC 102
BASIC ELECTRICITY 5CR
Discusses the structure of matter, movement, electrons, conductors, insulators, direct and alternating current, and electrical units of measurement. The electrical circuit will also be studied along with making electrical measurements, Ohm's law, series and parallel circuits, and electrical power. Magnetic fields, inductance, transformers, capacitance, impedance, sine waves, and using electrical measuring instruments are also included.

HAC 105
ELECTRICAL CIRCUITS 4CR
Discusses types of automatic control devices that respond to thermal change, the bimetal device, control by fluid expansion, the thermocouple, and electronic sensing devices. Space temperature controls, (both high and low voltage), sensing temperature of solids, pressure sensing devices, oil pressure safety controls, air pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls are covered.

HAC 120
ADVANCED CONTROLS & TROUBLE SHOOTING 4CR
Control terminology, applications, and electronic control circuits are covered. Pneumatic controls and direct digital controls are also explored, along with programmable thermostats. Also covers procedures for troubleshooting basic and complex circuits, thermostats, and high voltage circuits controlled by thermostats. Describes procedures for measuring amperage and voltage in low voltage circuits and discusses pictorial and line diagrams.

HAC 160
SIEMENS CONTROLS 2CR
Serves as an introduction to the concepts of direct digital controls (DDC training). The course is a generic approach to understanding DDC terminology, the fundamentals of today's new building control systems, how they work, features, and troubleshooting. Improve your control of HVAC systems, fire, security, access, control, lighting, and energy management.

HAC 162
ELECTRIC MOTORS & THEIR APPLICATIONS 4CR
Types of electric motors are discussed, along with starting and running components and characteristics, motor speeds, and power supplies. Specific topics also included are single and split phase motors, the centrifugal switch, electronic replay, capacitor start motors, capacitors run motors, permanent split capacitor motors, shaded pole motors, and single phase hermetic motors, positive temperature coefficient motors, and variable speed motors. Discussions will take place pertaining to various characteristics and insulations, bearings, mountings, and motor drives.

HAC 164
ELECTRIC MOTORS & TROUBLE SHOOTING 3CR
Discusses mechanical and electrical motor troubleshooting. This includes drive assemblies, belt tension, pulley alignment, open and shorted windings, shorts to ground, capacitor problems, wiring and connectors, and troubleshooting hermetic motors.

HAC 167
GREEN AWARENESS 3CR
When it comes to HVAC/R Electrical, "Green" means maximizing the energy efficiency of existing equipment, specifying the most efficient systems available for the application and the available budget using renewable and sustainable fuel sources and conserving water. Those items along with the core knowledge of Energy management and Analysis, Green Heating, Ventilation, Air Conditioning, and Refrigeration, Electrical Generation and Consumption, and "Green" Plumbing will be discussed in the course.

HAC 170
HEATING I **7CR**
Covers controls, thermal physics, electrical, and equipment for residential and light commercial heating system installation and servicing with emphasis on gas heating.
Co-requisite: HAC 170, 175, 181, and 183.
Prerequisite: HAC 102 - 167.

HAC 175
HEATING LAB I **5CR**
Will teach students to competently troubleshoot and repair gas burning appliances. Also covers thermal physics and equipment for heating systems' analysis and efficiency, as well as pipe threading and silver brazing. This is a hands-on class utilizing live projects.
Prerequisite: Must have required hand tools of the trade and be enrolled in Heating I.

HAC 181
HEATING II **6CR**
Covers controls, thermal physics, and equipment for residential and light commercial heating system installation and servicing with emphasis on electric, oil, and hydronic heating.
Prerequisite: Must have required hand tools of the trade and be enrolled in Heating I.

HAC 183
HEATING LAB II **4CR**
Will teach students to competently troubleshoot and repair electric, oil, and hydronic heating equipment. Also covers thermal physics and equipment for heating systems analysis and efficiency. This is a hands-on class utilizing live projects. Prerequisite: Must have required hand tools of the trade and be enrolled in Heating I.

HAC 201
ADVANCED REFRIGERATION **10CR**
Troubleshooting and repair of refrigeration equipment, thermal physics, equipment for refrigeration systems analysis and efficiency.
Prerequisites: Must have required hand tools of the trade. Must be enrolled in HAC 249, 256.

HAC 230
EPA REFRIGERANT CERTIFICATION **1CR**
Mandatory course designed to provide EPA nationally recognized certification required for purchasing, removing and recycling of refrigerants. The class is a 12-hour training session with the certification test upon completion and is taught by a registered proctor. Required to attain degree.

HAC 237
BASIC REFRIGERATION I **7CR**
Introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.
Prerequisites: HAC 101 through 167 and must be registered in HAC 237, 242, 246, and 255.

HAC 242
BASIC REFRIGERATION LAB I **5CR**
Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.
Prerequisites: Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration I course.

HAC 246
BASIC REFRIGERATION II **6CR**
Introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing.
Prerequisites: Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration I course.

HAC 249
JOB READINESS **5CR**
Covers rèsumè writing, cover letter preparation, Internet job search, Work Source job readiness workshop, and tips on filling out job applications.
Prerequisites: Must be enrolled in HAC 201, 256.

HAC 255
BASIC REFRIGERATION LAB II **3CR**
Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing.
Prerequisites: Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration I course.

HAC 256
COMMERCIAL HEAT PUMPS **7CR**
Troubleshoot & repair residential and commercial heat pumps through study material and DVD format. Heat pump fundamentals, heat pump electrical, and heat pump charging are explored.
Prerequisites: Must have required hand tools of the trade. Must be enrolled in HAC 201, 249.

HEMODIALYSIS

HDT 105
LAW & ETHICS FOR THE HEMODIALYSIS TECHNICIAN **3CR**
Covers the aspects of the legal relationship between the Hemodialysis Technician and patient with an emphasis on the principles of medical ethics, standards of conduct, and patient confidentiality. Includes an overview of HIPA A and OSHA regulations, national and state governmental structure, and the legal system as it relates to medical facilities.

HDT 113
PHLEBOTOMY FUNDAMENTALS **4CR**
Develop the skills necessary to draw blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Safety procedures and universal precautions are included. Hands-on practice in phlebotomy skills will be provided.

HDT 116
COMPUTER APPLICATIONS/ KEYBOARDING **2CR**
Students will use computers to develop touch control and proper keyboarding and keypad techniques with emphasis on alpha/numeric data entry. Course includes keyboarding alphabetic, figure, symbol keys, and skill building; continued keyboarding drills and practice to develop a minimum speed and accuracy of 35 wpm. Introduction to MS Office Suite for basic business correspondence. Internet navigation will be used for student research projects.

HDT 122
HEMODIALYSIS TERMS/ ANATOMY & PHYSIOLOGY **6CR**
Provides the basic techniques of medical word building to be applied in acquiring an extensive medical vocabulary. Introduces anatomical, physiological, and pathological terms relating to body systems and medical abbreviations.

HDT 125
FIRST AID/CPR/HIV **1CR**
Adult CPR, First Aid and rescue breathing for adult patients. Includes history, causes, virility of blood borne pathogens, bodily substance isolation, and personal protection devices relating to dealing with HIV/Aids patients. Proper lifting techniques and body mechanics will be covered.

HDT 131
HEMODIALYSIS PRINCIPLES & PROCEDURES **4CR**
Defines the basic principals of diffusion, filtration, fluid dynamics and osmosis relating to the dialysis process. Overviews of the dialysis environment and kidney functions. Patient vitals and monitoring the treatment, including normal and abnormal values. Perform laboratory tests and utilize patient documentation procedures. Identify causes, signs, and symptoms, preventions and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements.

HDT 138
MACHINE SETUP/ MAINTENANCE 4CR
Covers use and setup of hemodialysis machines. Instruction focuses on organizing and setting up the dialysis machine and equipment, priming and dry machine stringing. Various testing equipment commonly used in dialysis units are studied, as well as preparation and mixing of hemodialysis concentrates. Includes standard precautions and aseptic techniques. Prepares student to initiate monitor and terminate a routine hemodialysis treatment.

HDT 141
WATER TREATMENT FOR HEMODIALYSIS 3CR
Basic concepts of water treatment and dialyzer reuse are covered, including instruction on the varied devices used in hemodialysis. Also studied are advantages and disadvantages of filters, carbon tanks, dionizers, ultraviolet light, and reverse osmosis in the treatment of water for dialysis. Students will prepare a typical water treatment-monitoring schedule.

HDT 149
VASCULAR ACCESS 3CR
The history and importance of vascular access are reviewed, including the major types of permanent and temporary vascular access. Use of appropriate needle insertion for arteriovenous fistulae and grafts. Instruction in catheter care and connections. Utilize the four types of anastomosis used for internal arteriovenous fistulae. Management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm, and catheter dislodgment.

HDT 151
PROFESSIONAL INTERACTION 3CR
Explores the relationship and psychological boundaries between the technician, the patient, and the renal facility. Includes concepts of patient education. Basic interpersonal verbal and non-verbal communication are covered, with a focus on adapting to an individual's special needs or cultural orientation. Students will be given the tools to develop listening skills by practicing assertive communication, and developing appropriate interpersonal relationships using the concepts of patient confidentiality. Covers body mechanics and proper lifting techniques. Includes information on sexual harassment.

HDT 161
CLINICAL PRACTICUM 6CR
During the clinical experience, the student will participate in a dialysis facility as a member of the healthcare team in applying principles of hemodialysis, standard precautions, fluid management, initiating and concluding a dialysis treatment, patient and equipment monitoring, and treatment of routine hemodialysis problems in accordance with the standard dialysis procedures and policies of the facilities. Student will need to complete a total of 300 Hours in the clinic.

HDT 163
FIELD STUDY 1CR
Familiarizes the student with various dialysis companies in the greater Puget Sound area. The students will be partnered in small groups and will be required to contact four different dialysis companies in the area in order to conduct an interview with a staff member. The information gathered will be collected into a notebook to be submitted at the end of the class. Information to be included: interview notes, locations of individual dialysis units, maps to each unit, contact person for each of the units, size of the company, etc. The notebook will be a reference for the student when seeking a dialysis technician position at the end of the course.

HUMAN SERVICES/ CHEMICAL DEPENDENCY

HS 115
THERAPEUTIC COMMUNICATION SKILLS 5CR
Acquaints students with the basic methods of therapeutic communication. Emphasis is placed upon building basic active listening skills. Students will demonstrate mastery of theory through classroom activities, including mock interviews and videotaping.

HS 123
HIV/AIDS & BLOOD BOURNE PATHOGENS 1CR
Increases students' knowledge of HIV/AIDS & blood-borne pathogens. Students will gain knowledge of the history of HIV/AIDS and related issues. Provides ten hours of HIV/AIDS training in the areas of transmission, occupational safety, and standard precautions.

HS 127
INTRODUCTION TO HUMAN SERVICES 5CR
Introduces students to human services as a profession and will include a historical and philosophical framework of human service delivery. Contemporary roles and the human service worker will be covered, including areas such as typical duties and tasks of human service workers, income, maintenance, children's services, family services, aging, substance abuse, mental health, services for persons with disabilities, and the sociocultural aspects of providing services in a multiculturally diverse society. Students will also examine the competencies and qualifications required to become an effective human service worker, as well as the occupational and educational alternatives for graduates.

HS 150
INTERNSHIP I 5CR
Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice.

HS 220
THEORIES OF COUNSELING 5CR
Increases student knowledge of a variety of counseling theories, theorists, and techniques from both a historical and contemporary viewpoint. Students will explore the practical application and appropriate uses of these theories in the human services system.

HS 221
FAMILY SYSTEMS 3CR
Explores the dynamics of healthy and unhealthy family systems in both traditional and alternative families. Students will study a variety of approaches to assist families in managing and coping with the stressors of family life in contemporary society. Introduces family intervention strategies and the development of human service skills to service families.

HS 224
DYNAMICS OF VIOLENCE 5CR
Presents an overview of the dynamics of violence in relationships to both the perpetrator and the victim. Areas of emphasis include child neglect, child sexual and physical abuse, missing and exploited children & adolescents, domestic violence, the cycle of violence, elder abuse, and the impact on the family system. Strategies for treatment and community intervention are explored.

HS 225
SURVEY OF COMMUNITY RESOURCES 3CR
Introduces students to a variety of community-based human service agencies through examination of their services, functions, and service populations. The class will participate in field visits, guest lectures, and exercises designed to assist them in understanding the relevance of each service component to the whole community, regional, and state system.

HS 226
MENTAL HEALTH ASSESSMENT & EVALUATION 5CR
Explores current perspectives of mental health in the helping professions by focusing on the identification, definition, diagnostic criteria, and the assessment and evaluation of psychological disorders. An emphasis will be placed on the continuum that exists between normal and abnormal behavior by examining biological, psychological and socio-cultural causal factors as they relate to adults and children.

HS 227
BEHAVIORAL HEALTH & WELLNESS 5CR
Introduces students to the dimensions of wellness, including physical, emotional, social, and spiritual components. Students explore strategies for personal behavioral health & wellness, including coping strategies, personal boundaries, self awareness and how to avoid burnout on the job.

HS 230
CASE MANAGEMENT 5CR
This course introduces students to the fundamentals of case management practice. Students will review different models of case management and learn about common case management functions such as outreach, engagement, assessment, planning, accessing resources, coordination, and advocacy.

HS 236
CULTURALLY COMPETENT PRACTICE 5CR
Provides students with an awareness of the historical, cultural, socio-economic, biological and psychosocial influences that define diversity. Examines culturally competent standards that influence best practice standards for human service workers. Students will explore culture, guidelines for culturally sensitive practices, the impact of inequality on a variety of service populations, racism, prejudice and inclusion strategies.

HS 237
LAW & ETHICS FOR HUMAN SERVICES 3CR
Presents an overview of the ethical and professional issues that human services workers will face in the field. Included are such topics as ethical decision making, professional responsibilities, liability, confidentiality, records and rights of clients, professional codes of ethics, core values and personal issues, supervision, leadership, and the legal system.

HS 239
SELECTED TOPICS 3-5CR
Students will be responsible for performing either a literature review and/or research on a human services-related topic.
Prerequisite: Students must obtain authorization from the Instructor for the project prior to enrolling in the course.

HS 240
SURVEY OF ADDICTION 5CR
Focuses on addiction in modern society by surveying prevalent addictions and common co-occurring disorders. Students will gain an overview of causal factors and the consequences of addiction as they relate to the individual, family & community. A strengths based perspective will focus on the biological, psychological and socio-cultural factors influencing addiction and recovery.

HS 244
INTERNSHIP II 5CR
Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned.
Prerequisite: Instructor permission is required for site choice. Successful completion of Internship I is required.

HS 246
GROUP PROCESS 3CR
An introduction to the dynamics of group interaction with emphasis upon the student's firsthand experience as a group leader and member. The factors involved in problems of communication, effective emotional responses, and personal growth will be highlighted. Emphasis will be placed on group process as a means of changing behavior. This course is designed to assist human services students who will function as group leaders and co-leaders.

HS 256
SPECIAL PROJECTS 3-5CR
Students will be responsible for formulating and implementing ideas to complete a special project related to the human services field. Students must obtain authorization from the Instructor for the project prior to enrolling in the course.

HS 258
INTERNSHIP III 5CR
Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned.
Prerequisite: Instructor permission is required for site choice. Successful completion of Internship II is required.

HSCD 135
INTRODUCTION TO CHEMICAL DEPENDENCY 3CR
Introduction to the field of chemical dependency with emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.

HSCD 140
ETHICS FOR CHEMICAL DEPENDENCY PROFESSIONALS 2CR
Focuses on understanding the obligations to adhere to ethical and behavioral standards of conduct in the helping relationship as well as the importance of supervision and continuing education.

HSCD 145
PHYSIOLOGICAL ACTIONS OF DRUGS & ALCOHOL 3CR
Students will learn to identify the physiological effects of psychoactive substances on the user. Management of chronic and acute conditions and drug interactions are covered.

HSCD 155
CHEMICAL DEPENDENCY & COUNSELING I: INDIVIDUALS & GROUPS 5CR
Focuses on learning a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives. Students will learn counseling competencies that include: sensitivity to the client's individual characteristics and culture, the role of the counselor, approaches to counseling & addiction disorders, use of warmth, respect, genuineness, concreteness, empathy, and the therapeutic use of power and authority. Group dynamics and strategies will also be covered.

HSCD 215
CASE MANAGEMENT & RECORD-KEEPING FOR THE CDP 5CR
Focuses on the basic case management skills of service coordination, referral practices, community services, ongoing evaluation of treatment progress, client needs, and learning documentation standards and applicable laws.

HSCD 226
CHEMICAL DEPENDENCY ASSESSMENT & EVALUATION 2CR
Includes learning how to use screening, evaluation, and assessment techniques, as well as being able to determine a client's readiness for treatment and change, and determining an appropriate level of care for the client.

HSCD 228
CHEMICAL DEPENDENCY & THE LAW 2CR
Examine the federal & state laws that pertain to chemical dependency for individuals and facilities. Students also become familiar with the criminal, civil, and juvenile court systems.

HSCD 249
CHEMICAL DEPENDENCY & COUNSELING II: ADOLESCENTS & FAMILIES 5CR
Become familiar with culturally competent models of diagnosis and intervention for families and adolescents, as well as build an understanding for the dynamics among family members.

HSCD 251
RELAPSE PREVENTION 3CR
Become familiar with the basic philosophy and techniques of relapse prevention for substance abuse and the ongoing process that involves all aspects of the person's wellness and culture. Learn to recognize the warnings signs for relapse, the 12-step approach to recovery, and general wellness concepts.

HSCD 256
SPECIAL PROJECTS 3-5CR
Students will be responsible for formulating and implementing idea to complete a special project related to the human services field. Students must obtain authorization from the instructor for the project prior to enrolling in the course

HSCD 259
SELECTED TOPICS 3-5CR
Students will be responsible for performing a either a literature review and/or research on a human services related topic. Students must obtain authorization from the instructor for the project prior to enrolling in the course.

INTERIOR DESIGN

DSN 105
DRAFTING I 6CR
This course introduces students to the fundamental skills and concepts necessary for interior design planning and drawing to include: use of drafting tools, exercises in line weight and line type quality, architectural scale, dimensioning and architectural lettering.

DSN 119
INTERIOR DESIGN & THE CREATIVE DESIGN PROCESS 4CR
This course is an introduction to inspiration, identification, conceptualization, communication, the elements and principles of design and trendspotting.

DSN 121
DRAFTING II 5CR
This course introduces students to the fundamental principles needed to create an as-built plan set to include: Floor Plan, Reflected Ceiling Plan, Power/Mechanical Plan, and Elevation. Field surveys, symbols and graphics, and formatting of drawings will be introduced.
Prerequisites: DSN 105

DSN 123
MATERIALS, METHODS, & TECHNIQUES OF INTERIOR DESIGN 4CR
This course is an introduction to the fundamental design materials and applications for interior environments to include: hard and resilient flooring, soft flooring, paint, wall coverings, cladding, acoustics, metal, plaster, glass and millwork. Students will also learn to visually present material selections in a professional manner.

DSN 124
COLOR THEORY 4CR
An introduction to color, color systems, color theory, coloring agents, dimensions of color in compositions, the influence of color and exercises of putting color to use.

DSN 132
LIGHTING 5CR
This course introduces students to the fundamental skills and concepts of lighting design. It is an approach to quality lighting with a primary focus on the design process. Areas covered are: basic lighting, human factors, sustainability, products and design fundamentals.

DSN 136
INTRODUCTION TO DRAWING & RENDERING 4CR
Introduction to Drawing and Rendering is a beginning look at some of the drawing methods and materials used by Interior Designers. This course begins with the fundamental concepts of freehand sketching and gaining the ability to think three-dimensionally. It is also an introduction for methods to communicate your design vision through hand drawn renderings. This is shown by the use of shade, shadow, texture, pattern, color and material qualities.

DSN 140
TEXTILES 4CR
A comprehensive study of the textile products available for use in residential interior design. An emphasis is made on window treatments, upholstery and the proper selection of materials and working with showrooms and workrooms.

DSN 145
RESIDENTIAL PLANNING, DESIGN & EXTERIOR SPACES 5CR
Completion of this course will provide students with the understanding of interior space planning basics and concepts using diagrams, residential codes, planning guidelines and presentation techniques. Students will also learn exterior elements and finishes that help to enclose the space.
Prerequisites: DSN 105, 121.

DSN 152
FURNITURE & CABINET DESIGN 2CR
This course covers the fundamentals of custom furniture and cabinet design. Based on the study of furniture design theory, function, social use, materials and fabrication, students will design a unique custom piece of furniture.

DSN 153
DRAFTING III 5CR
Completion of this course will provide students with an understanding of typical planning dimensions and guidelines for residential interiors, as well as proper techniques to combine cabinetry, appliances and applied measurements for graphic presentation standards.
Prerequisites: DSN 121.

DSN 158
HISTORY OF INTERIORS 4CR
A comprehensive overview of the history of interior design and furniture from antiquity to the present day, with special emphasis on design elements.

DSN 159
INTRODUCTION TO TECHNOLOGY FOR INTERIOR DESIGNERS 3CR
This course covers basic computer skills for interior designers. Contents include computer use for file management, spreadsheet creation, internet research, as well as Google SketchUp and other graphics media for design presentations.

DSN 202
ELEMENTS OF KITCHEN & BATH DESIGN 5CR
This course is an introduction to the principles and elements of design for kitchens and bathrooms including: basic components, mechanical and lighting systems, color theory and construction applications.

DSN 204
INTRODUCTION TO COMMERCIAL INTERIOR DESIGN 4CR
This course provides an introduction to commercial interiors. Contents include areas of practice, ADA and code compliance, as well as commercial design case studies.

DSN 206
20/20 DRAFTING 5CR
Learn through computer aided drafting methods to design kitchen and bath spaces using 20-20 Design software. Skills learned will include the execution of floor plans, elevation drawings, rendered perspectives, reports and design layouts.

DSN 208
MATERIALS & ESTIMATING 4CR
This course is an introduction to recommending and calculating quantities for cabinetry, appliances, plumbing fixtures, lighting, hardware and surfacing materials for kitchens and bathrooms.

DSN 211
BUSINESS PROCEDURES & SALES 4CR
Completion of this course will provide students with the understanding of business practices generally conducted by interior designers. The study will acquaint students with the basic procedures, documents, ethical conduct, associations and certification requirements within various business formats. This course is designed to address current topics on interior design and help prepare the student for a professional job search.

DSN 214
GREEN DESIGN: AN OVERVIEW 5CR
Learn the basic fundamentals of green design. What is this new concept of living? When did it begin, and how far have we come? How can it benefit our lives and our planet? In this brief overview, students will study relevant vocabulary and examine the basics of sustainable design.

DSN 216
CAD I 5CR
Introduction to CAD (Computer Aided Drafting). The successful student will learn the basic functions and commands to produce basic drawings for interior design construction.

DSN 219
A CLOSER LOOK AT LIVING GREEN 4CR
Live a greener life. Students will learn the Seven Paths to a Good Green Home and take a closer look at what the interior design field can do for the green cause by studying the text and reporting on local case studies.

DSN 221
BUILDING THE GREEN LIFE: MATERIALS & ESTIMATING 5CR
Finding and specifying the right green products for your project will benefit both your client and your planet. Students will become familiar with green resources, as well as when and where to specify green products for their projects.

DSN 223
PROJECT GREEN: DEVELOPING A GREEN DESIGN 5CR
Design and present a green space. Spend class time developing a green design based on knowledge obtained throughout the quarter, and present them to the class in preparation for real-life interior green design proposals.

DSN 225
DESIGN I 5CR
Utilizing provided programming information, students will be introduced to space planning for commercial interiors to include: programming, design schematics, ADA standards for accessibility, and code considerations.
Prerequisites: DSN 216.

DSN 227
COMMERCIAL SPECIFICATIONS 4CR
The Commercial Specifications course covers general notes used within construction documents, the specification of products, fabrication, and applications for commercial interior design. It also covers the liabilities of the designer in regard to specification writing for codes, standards, and federal regulations which are an essential part of designing building interiors.
Prerequisites: DSN 225

DSN 231
20TH CENTURY & CURRENT DESIGN PHILOSOPHIES & SIGNIFICANT WORKS 3CR
Includes the study of historically significant 20th and 21st century designers and architects, their philosophies, and the role of their significant historic works.

DSN 236
DESIGN II 7CR
Through site visits, research and building plans, the student will develop and present a space plan and design concept for a renovation project of commercial nature, utilizing an existing space as a model. Students will also be introduced to building code topics such as occupancy classification, occupant load, means of egress and interior lighting power allowances, all of which designers must be aware when doing design work on a commercial interior space. Upon completion of the project, students will give a verbal and visual presentation of their design concept.
Prerequisites: DSN 225.

DSN 239
CAD II 5CR
This course includes the intermediate level use of 2-dimensional CAD (computer aided drafting). To develop increased knowledge, speed, and accuracy, following demonstration and in class exercises, the student will use AutoCAD software to develop advanced layouts in paper space. They will explore many uses of the program by working with 2-D assignments.
Prerequisites: DSN 216.

DSN 241
BUSINESS PRACTICES 4CR
Completion of this course will provide students with the understanding of business practices generally conducted by interior designers. The study will acquaint students with the basic procedures, documents, ethical conduct, associations and certification requirements within various business formats. This course is designed to address current topics on interior design and help prepare the student for a professional job search.

DSN 245
INTERNSHIP OR ALTERNATIVE STUDY 4CR
Interact with established businesses or related businesses of interior design by going to a place of business and working in the field. An alternative option for students would be to participate in a specific design project approved by the instructor. Students will arrange to work with a sponsor, and will observe and assist the sponsor with meaningful design activities for a total of 80 hours.

DSN 251
CONTRACT FURNITURE 3CR
This course provides an introduction to the various types of furniture used in commercial design. We will concentrate on the selection and specification and use of furnishings as well as contracts, documents, and the procurement of contract furniture.

DSN 265
(OPTIONAL) INDEPENDENT STUDY 3CR
Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several preapproved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor.
Prerequisites: Instructor Approval.

DSN 266
PORTFOLIO/PROFESSIONAL PRESENTATION 7CR
Students will create and present a professional portfolio of their work illustrating the level of design and technical skills they are capable of achieving. In addition, students will verbally and visually present one of their projects to a panel of industry professionals. Students will learn to present themselves and their work professionally to prepare for the job search, interviews and employment in the interior design industry.
Prerequisites: Passed all courses in quarters 1 through 5 of the Interior Design program (or Instructor Approval).

DSN 270
(OPTIONAL) INDEPENDENT STUDY 4CR
Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor.
Prerequisites: Instructor Approval.

DSN 275
(OPTIONAL) INDEPENDENT STUDY 5CR
Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor.
Prerequisites: Instructor Approval.

MANUFACTURING TECHNOLOGIES

MCH 101
ORIENTATION/ MACHINE SHOP SAFETY 2CR
Provides an overview of the program, orientation to shop procedures, and the responsibilities associated with personal safety and the safety of others.
Prerequisite: Instructor's permission.

MCH 105
SHOP MATH/BLUEPRINT I 6CR
Provides a review of basic arithmetic, using addition, subtraction, fractions, and decimal fractions. Study of drawings and prints, and an overview of basic measuring tools.
Prerequisite: Instructor's permission and MCH 101.

MCH 107
SHOP MATH/BLUEPRINT II 6CR
Provides study of basic geometry concepts and introduction to calculators. Advanced study of prints and reading of machine details.
Prerequisite: Instructor's permission and MCH 101.

MCH 109
SHOP MATH/BLUEPRINT III 6CR
An introduction to trigonometric functions, practical machine mathematical applications, the Cartesian coordinate system, geometric dimensioning, and tolerancing.
Prerequisite: Instructor's permission and MCH 101.

MCH 111
SHOP MACHINES & TOOLS 6CR
Use and care of hand and machine tools used in measurement, layout, and inspection. Beginning machine tool operation of pedestal grinders, drill presses, and power saws.
Prerequisite: Instructor's permission and MCH 101.

MCH 117
LATHES I 6CR
Progressively difficult operations on lathes with emphasis on setups, speeds and feeds, turning, facing, grooving, threading, and tapers. Actual turning jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 121
MILLS I 6CR
Progressively difficult operations on milling machines, with emphasis on setups, speeds and feeds, end milling, side milling, shell milling, drilling, and tapping. Actual machining jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 122
LATHES & MILLS II 8CR
Intermediate calculations and machining operations with emphasis on accessories for lathes and milling machines. Actual machining jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 125
LATHES & MILLS III 10CR
Progressively advanced turning and milling techniques with emphasis placed on precision setup using geometric dimensioning and tolerancing. Actual machining jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 126
LATHES & MILLS IV 8CR
Progressively advanced turning and milling techniques with emphasis placed on the use of all shop equipment to complete advanced precision projects. Actual machining jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 129
SURFACE GRINDING 4CR
Progressively difficult grinding operations with emphasis on surface grinding, mounting, dressing, and truing grinding machine wheels.
Prerequisite: Instructor's permission and MCH 101.

MCH 133
TOOL & CUTTER GRINDING 5CR
Progressively difficult tool and cutter grinding with emphasis on milling cutters, reamers, and form tools.
Prerequisite: Instructor's permission and MCH 101.

MCH 201
CATIA I 5CR
Gain introductory knowledge of 3D and parametric design using CATIA V5 software to create basic parts and assemblies in solids and wireframe.
Prerequisite: Instructor's permission required.

MCH 202
INTRODUCTION TO CNC 7CR
Introduction to CNC programming software and setups using CAD/CAM interfacing and project milling, drilling, and lathe turning. Actual machining jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 203
CATIA II 3CR
Build upon modeling and parametric design using CATIA V5 software to apply graphic skills to create parts, assemblies and profiles in solids and wireframe.

MCH 206
CATIA III 3CR
Apply more advanced modeling and parametric design using CATIA V5 software to create complex parts and assemblies in solids and wireframes.

MCH 211
INTERMEDIATE CNC 10CR
Understanding and operating Computer Numerical Control (CNC) machinery. Writing programs and manual data input. Actual machining jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 216
ADVANCED CNC 12CR
Progressively advanced CNC machining techniques with emphasis placed on program troubleshooting, and increased production. Actual machining jobs from industry may be utilized.
Prerequisite: Instructor's permission and MCH 101.

MCH 219
CAREER OPPORTUNITIES 4CR
Covers writing a rèsumè, researching employers, and job search techniques.
Prerequisite: Instructor's permission and MCH 101.

MCH 223
INSPECTION TECHNIQUES 6CR
Proper use of inspection tools and equipment. Emphasis is on applied use of geometric dimensioning and tolerancing, with use of granite layout surfaces.
Prerequisite: Instructor's permission and MCH 101.

MCH 229
METALLURGY & HEAT TREATMENT 4CR
Provides insight into the study of the properties and compositions of metals. Emphasis is on heat treatment of metals.
Prerequisite: Instructor's permission and MCH 101.

MCH 231
MANUFACTURING RESOURCES & RESEARCH 4CR
Study of resources for machining information with emphasis on methods of research.
Prerequisite: Instructor's permission and MCH 101.

MCH 240
TRAINING & PRACTICE 1-15CR
Special instruction to suit the individual's needs. Repeated enrollment ensures progressively advanced training. The number of times one may enroll is based on the student's needs, and is at the Instructor's advisement.
Prerequisite: Instructor's permission and MCH 101.

MASSAGE STUDIES

MASST 110
ANATOMY, PHYSIOLOGY & PATHOLOGY I 5CR
Introduces the student to anatomy and physiology, cytology, integumentary, osteology, mycology, and nervous system.

MASST 111
ANATOMY, PHYSIOLOGY & PATHOLOGY II 5CR
Explores endocrinology, cardiovascular, digestive, and respiratory systems.
Prerequisite: Successful completion of MASST 110.

MASST 114
SWEDISH MASSAGE THEORY 5CR
Introduces the learner to the history, application, and principles of Swedish massage. This includes not only the massage strokes, but also client safety, communication, and charting of results.
Prerequisite: The student will have submitted a medical statement of health from a primary care provider verifying their ability to safely participate in all aspects of the program prior to admission. MASST 114 must be taken concurrently with MASST 117

MASST 115
CLINICAL MASSAGE TECHNIQUES 4CR
Covers a variety of massage techniques used in clinical massage. Students will learn and practice when and how to employ these techniques in order to safely and effectively treat their clients.
Prerequisite: Successful completion of the Swedish Massage Practitioner Program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

MASST 116
COMPLEMENTARY MASSAGE MODALITIES I 3CR
Introduces the student to a variety of massage modalities that can be safely integrated into a massage practice. Modalities covered include fascial techniques, acupressure, seated massage and side-lying. Indications, contra-indications and treatment modifications will be identified.
Prerequisite: Successful completion of MASST 114 and MASST 117.

MASST 117
SWEDISH MASSAGE PRACTICE 4CR
Apply knowledge and techniques taught in Swedish Massage Theory. This class prepares the learner to practice safe, relaxing, therapeutic, and effective Swedish Massage. In addition to proper use and application of Swedish Massage strokes, the learner will also practice proper self-care techniques, and learn how to care for their equipment.
Prerequisite: MASST 117 must be taken concurrently with MASST 114.

MASST 123
CLINICAL APPLICATION OF MASSAGE THERAPY 4CR
Introduces and prepares the learner to recognize, assess, and effectively treat common musculoskeletal pathologies. Other information covered is scope of practice, tissue healing, defining causes of injury, stages of rehabilitation, and common mistakes that massage therapists make.
Prerequisite: Successful completion of Swedish Practitioner course or equivalent, or currently a Washington State licensed massage practitioner.

MASST 126
KINESIOLOGY: UPPER EXTREMITY 2CR
Introduces students to the study of movement. Presents the beginning principles and skills for locating and identifying bony landmarks and muscles of the upper extremity using palpation techniques, movement, and anatomical terminology.

MASST 130
KINESIOLOGY: TRUNK 1CR
Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the trunk using palpation techniques, movement, and anatomical terminology.
Prerequisite: Successful completion of MASST 126

MASST 131
ASSESSMENT & TREATMENT OF THE BACK 2CR
Detailed and extensive review of the structure and function of the back. Students will explore common musculoskeletal and neurological pathologies that can affect the back, and formulate a treatment plan to safely and effectively assess and treat those conditions.
Prerequisite: Successful completion of MASST 115 and MASST 123

MASST 133
DEEP TISSUE MASSAGE THEORY 4CR
Introduces the student to a variety of massage treatment techniques, providing groundwork for clinical massage applications. Indications, contraindications, and treatment modifications will be identified and discussed.
Prerequisite: Successful completion of MASST 114 and MASST 117. MASST 133 must be taken concurrently with MASST 134.

MASST 134
DEEP TISSUE MASSAGE PRACTICE 4CR
Building on the massage techniques learned in Swedish massage theory and practice, students become proficient in a variety of deep tissue techniques.
Prerequisite: Completion of MASST 114 and MASST 117. MASST 134 must be taken concurrently with MASST 133

MASST 136
COMPLEMENTARY MASSAGE MODALITIES II 2CR
Introduces the student to a variety of massage modalities that can safely integrated into a massage practice. Modalities covered include pregnancy massage, sports massage, and hydrotherapy, including hot stone massage. Indications, contraindications, and treatment modifications will be identified.
Prerequisite: Successful completion of MASST 114 and MASST 117.

MASST 137
KINESIOLOGY: HEAD & NECK 1CR
Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the head and neck, using palpation techniques, movement, and anatomical terminology.
Prerequisite: Successful completion of MASST 126.

MASST 139
CLINICAL MASSAGE BUSINESS & ETHICS I 1CR
Prepares the learner to communicate with other healthcare practitioners through proper and thorough documentation.
Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

MASST 143
MASSAGE BUSINESS & ETHICS I 2CR
Introduces the learner to important business knowledge, skills, and professional ethics vital to the successful practice of massage therapy after licensure. Students know and follow professional ethics as related to massage, will learn and practice universal safety precautions, utilize and understand common medical terms, research the different avenues of employment available, and begin the process of building a successful massage business.

MASST 144
MASSAGE BUSINESS & ETHICS II 2CR
Learn and demonstrate a variety of successful business strategies, from marketing to record keeping, in addition to becoming knowledgeable regarding state and local laws that govern massage therapy in Washington State.
Prerequisite: Successful completion of MASST 143

MASST 145
ORTHOPEDIC ASSESSMENT 4CR
Detailed analysis of joints, ligaments, and how movements are affected by surrounding structures. Integrating basic assessment and treatment of common musculoskeletal injuries and conditions.
Prerequisite: Successful completion of MASST 126, MASST 130, MASST 137 and MASST 146 or currently a Washington State licensed massage practitioner.

MASST 146
KINESIOLOGY: LOWER EXTREMITY 2CR
Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the lower extremity using palpation techniques, movement, and anatomical terminology.
Prerequisite: Successful completion of MASST 126.

MASST 147
CLINICAL MASSAGE ANATOMY & PHYSIOLOGY I 3CR
Explores body systems with an emphasis on the common pathologies of those systems. In addition to covering the cause and effect of those pathologies, the learner will also be presented with the common allopathic treatment(s) their clients may be receiving for those conditions. Pharmacology will include effects and side-effects of the medications, and how those relate to the indications and contraindications of massage.
Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

MASST 149
CLINICAL MASSAGE THEORY: SPECIAL POPULATIONS 5CR
Explores how massage can be modified to safely and effectively treat individuals who have unique situations that could include physical, emotional, and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 151.
Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

MASST 151
CLINICAL MASSAGE PRACTICE: SPECIAL POPULATIONS 3CR
Practice techniques and positioning to adapt massage to safely and effectively treat individuals who have unique situations that could include physical, emotional, and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 149.
Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

MASST 153
ASSESSMENT & TREATMENT: UPPER EXTREMITY 2CR
Detailed and extensive review of the structure and function of the upper extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the arm and shoulder, and how to safely and effectively assess and treat those conditions.
Prerequisite: Completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

MASST 155
ASSESSMENT & TREATMENT: LOWER EXTREMITY 2CR
Detailed and extensive review of the structure and function of the lower extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the lower extremity, and how to safely and effectively assess and treat those conditions.
Prerequisite: Successful completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

MASST 157
ASSESSMENT & TREATMENT: HEAD & NECK 2CR
Detailed and extensive review of the structure and function of the head and neck. Students will explore common musculoskeletal and neurological pathologies that can affect the head and neck and formulate a treatment plan to safely and effectively assess and treat those conditions.
Prerequisite: Successful completion of MASST 115 and MASST 123, or currently a Washington State licensed massage practitioner.

MASST 158
PRACTICUM I 3CR
Allows the student to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, on-site events, and/or practice in Clover Park Technical College's student-run massage clinic.
Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

MASST 159
CLINICAL MASSAGE BUSINESS & ETHICS II 1CR
Prepares the learner to communicate with and leads the learner through the process of billing insurance companies for services, from codes to filling out forms and follow-up.
Prerequisite: Successful completion of MASST 139, or currently a Washington State licensed massage practitioner.

MASST 160
PRACTICUM II 3CR
Allows the student to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, on-site events, and/or practice in Clover Park Technical College's student-run massage clinic.
Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner.

MASST 162
STUDENT CLINIC 2CR
Gain first-hand knowledge and experience by running a massage clinic. In addition to providing relaxation and deep tissue massage, each student will also have an opportunity to experience the more administrative positions in a clinic by rotating through the positions of receptionist, cashier, and scheduling manager.
Prerequisite: Successful completion of MASST 114 and MASST 117. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training, and a report from the Washington State Patrol. Some results from the background check may prevent individuals from participating in the Student Clinic.

MASST 163
CLINICAL MASSAGE ANATOMY & PHYSIOLOGY II 3CR
Continues the exploration of body systems with an emphasis on the common pathologies of those systems started in MASST 147. In addition to covering the cause and effect of those pathologies, the learner will also be presented with the common allopathic treatment(s) their clients may be receiving for those conditions. Pharmacology will include effects and side-effects of the medications, and how those relate to the indications and contraindications of massage.
Prerequisite: Successful completion of MASST 147.

MATERIAL SCIENCE

MS 110
BLUEPRINT READING & SKETCHING 4CR
Introduces principals, terms, and definitions of reading and understanding blueprints.

MS 113
QUALITY FOR MANUFACTURING 4CR
Examine issues affecting quality in manufacturing. Utilize statistical methods and management philosophies that facilitate identification and resolution of problems in production processes, resulting in continuous quality improvement.

MS 115
INTRO TO REPORT/ FORMS WRITING 3CR
Introduces the student to the technical style of report and test procedure and writing commonly used in nondestructive testing.

MS 118
QUALITY ASSURANCE MEASURING INSTRUMENTS 4CR
Utilize precision measurement tools and measuring procedures used in manufacturing, particularly tools relevant to Quality Assurance (QA) tasks.

MS 120
INTRO TO CODES & SPECIFICATIONS 2CR
Introduces codes and specifications terms, definitions, and applications. Learn how to use and interpret in specific applications in field situations.

MS 122
MATHEMATICAL APPLICATIONS FOR QUALITY ASSURANCE 5CR
Apply mathematics in quality assurance. Utilize basic principles of math, algebra, geometry, trigonometry, and statistics in relation to measurements of products and processes, including conformity and acceptable variance. Model conversion and utilization of measurements from any of the three standard measurement systems common in industry: The International System of Units (SI), the metric system, and the English system.

MS 125
FUNDAMENTALS OF METALLURGY 5CR
Provides an overview of metallurgy and its application in industry. Topics covered include metallographic sample preparation, hardness and tensile testing, fundamentals of physical metallurgy and heat treating.

MS 130
MANUFACTURING PROCESSES 5CR
Provides an overview of manufacturing processes. Topics include material properties, machining, joining, casting, forming, heat treating, and finishing. Emphasis is placed on fundamental parameters of each process, advantages, limitations, and factors that should be considered when choosing a manufacturing process.

MS 135
PRINCIPLES OF TROUBLESHOOTING 3CR
Gain knowledge and understanding of troubleshooting processes and procedures. Identifies thought process utilized when troubleshooting and allows each student the opportunity to put theory into practice.

MS 140
STATISTICS FOR MATERIAL ENGINEERING TECHNICIANS 3CR
Apply statistical concepts to the principles of material testing. Topics in statistics include analysis of data, measures of central tendency and dispersion, probability and theoretical frequency distributions, confidence intervals and hypothesis testing for means and proportions of samples, correlation and regression, and statistical process control.

MS 145
FUNDAMENTALS OF COMPOSITES 4CR
Learn the fundamental construction of composites, advantages of composites over traditional materials, manufacturing methods, fabrication and assembly, testing and quality assurance, damage control and repair.

NDT 110
INTRODUCTION TO NDT 3CR
Introduction to terms, definitions, and method overview of nondestructive testing. Methods include: eddy current liquid penetrant, magnetic particle, radiography, and ultrasonic testing.

NDT 115
NDT WELDING 3CR
Presents structural profile and dimensional discontinuities as they relate to the oxyacetylene process for welding, brazing, and cutting. Shielded Metal Arc Welding (SMAW) exercises are also included as they relate to visual inspection for Nondestructive Testing Technology.

NDT 120
VISUAL & OPTICAL TESTING 5CR
Visual inspection is the most widely used method of nondestructive testing. Learn to detect various discontinuances that are related to the power plant industry, structural steel fabrication and construction industry, aerospace industry, petro-chemical industry, and manufacturing processes. Exercises are performed using many visual inspection tools.

NDT 125
MAGNETIC PARTICLE TESTING 5CR
Learn proper magnetization techniques, evaluate indications, interpret accept/reject standards, and implement quality control techniques. Students develop and write procedures and inspect welds, castings, and machined components. Includes extensive hands-on training in the magnetic particle lab.

NDT 130
LIQUID PENETRANT TESTING 5CR
Covers principles and practices of liquid penetrant inspection. Learn why and when to use various types of penetrant materials, and the proper techniques necessary for reliable inspection. Addresses the evaluation of liquid penetrant indications, interpreting standards and specifications, and checking penetrant system quality. Review fundamental liquid penetrant principles and techniques; develop and write procedures; and inspect welds, castings, forgings, and machined components. Parts are evaluated according to relevant codes and/or standards.

NDT 135
NDI FOR COMPOSITE STRUCTURES 3CR
Learn theory, principles, techniques and applications of NDT methods for composite structures. Students will inspect numerous composite structures and components utilizing NDT practices.

NDT 140
EDDY CURRENT TESTING I 5CR
Covers the theory of the production of eddy currents, including electrical concepts. The calibration and operation of eddy current machines will be covered, along with the applications of eddy current testing.

NDT 150
ULTRASONIC TESTING I 5CR
Introduces ultrasonic principles of sound wave propagation and term definitions. Introduces the student to the calibration ultrasonic equipment and the various straight beam testing methods. Also covers linearity and immersion testing, Snells law, and angle beam calibration and testing.

NDT 160
RADIOGRAPHIC TESTING I 5CR
Introduces radiographic principals, terms, definitions, and basic theory. Basics covered give an understanding of how an X-ray tube generates X-radiation and how the use of radiation will provide a finished product. Explores basic use of X-ray film, film speed, and film processing. Introduction to finished film quality and interpretation. Introduction to procedures using radiographic standards and codes. Introduces film interpretation for welds, castings, and nonmetallic materials, teaching accept-reject criteria.

NDT 170
EDDY CURRENT TESTING II 5CR
Presents advanced theory and application as it relates to depth of penetration, characteristic frequency, and flaw characteristics. Lab exercises prove and reinforce these advanced theories.

NDT 180
ULTRASONIC TESTING II 5CR
Covers the use of angle beam testing to locate and size welding flaws. Immersion inspection of composite materials will also be covered. At the completion of this course, the student will be given Level I General, Specific, and Practical Tests.

NDT 190
RADIOGRAPHIC TESTING II 5CR
Covers radiographic techniques commonly used in industrial testing. The student will make radiographs using X-ray machines and Iridium 192 isotope sources. Focuses on the safety aspect of working with radioisotopes and equipment used in isotope radiography.

NDT 210
EDDY CURRENT TESTING III 5CR
Presents the student with advanced eddy current inspection techniques. Advanced applications will include multi-frequency inspection, nuclear tubing inspection, and many aircraft inspection techniques.

NDT 220
ULTRASONIC TESTING III 5CR
Covers the application of advanced ultrasonic techniques, procedures, codes, and specifications as they apply to industry. Advanced applications will be performed using normal beam testing, angle beam testing, and immersion techniques. Techniques will be applied to a variety of industries, such as power, construction, manufacturing, and aircraft inspection. Also exposes students to computerized ultrasonic applications.

NDT 230
RADIOGRAPHIC TESTING III 5CR
Covers radiographic techniques used by the American Society of Mechanical Engineers, American Welding Society Structural Welding Code, American Petroleum Institute, and other codes used in industry. The student will do radiographic inspection and evaluation to each code, computer enhanced real-time radiography, and Cobalt 60 isotope radiography.

NDT 240
CAPSTONE PROJECT 3CR
Designed to synthesize and integrate the knowledge gained in all previous courses and demonstrate the application of theory and practice through a project.

NDT 250
NDI INTERNSHIP 1-11CR
Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for the site choice.
Prerequisite: Advanced standing and Instructor's permission.

NDT 255
NDT SPECIAL PROJECTS 1-3CR
Strengthen technical skills in NDT topics by applying knowledge to projects of personal interest and/or assigned.
Prerequisite: Advanced standing with Instructor's permission.

MATHEMATICS

MAT 060
FUNDAMENTALS OF ARITHMETIC 5CR
Comprehensive instruction in basic arithmetic including whole numbers, fractions, decimals, ratio, proportion and percentages. Math vocabulary and problem solving strategies and approaches are taught.
Prerequisite: Appropriate COMPASS placement score is required.

MAT 072
MEDICAL MATH APPLICATIONS 3CR
Emphasis on fractions, combined percentages, metric, apothecary measurements and conversions, roman numerals and dosage calculation formulas. Self-paced lab. (For Hemodialysis students only).
Prerequisite: Appropriate COMPASS placement score is required.

MAT 082
PREALGEBRA 5CR
Covers basic operations with whole numbers, fractions, decimals, percentages, ratio and proportion, signed numbers, algebraic expressions, linear equations, order of operations, basic geometry, units of measurements, and introduction to statistics.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 60 is required.

MAT 089
INTRODUCTION TO ALGEBRA PART 1 5CR
Designed for students with no algebra background. Reviews basic operations and order of operations with real numbers. Develops algebraic topics including solving linear equations, and graphing linear equations.
Prerequisite: COMPASS placement score of 32 or higher or successful completion of MAT 82.

MAT 090
INTRODUCTION TO ALGEBRA PART II 5CR
Continuation of a course designed for students with no algebra background. Develops algebraic topics including systems of equations, polynomials, factoring and rational expressions.
Prerequisite: Successful completion of MAT 89.

MAT 091
INTRODUCTION TO ALGEBRA 5CR
Develops algebraic topics including algebraic expressions, solving linear equations and inequalities, coordinate graphing, systems of equations, polynomials, factoring and introduction to rational expressions.
Prerequisite: Appropriate COMPASS placement score; or successful completion of MAT 82 is required.

MAT 098
INTRODUCTORY & INTERMEDIATE ALGEBRA 5CR
Designed for students who have an extensive algebra background and only need a refresher before moving to college level work. Develops algebraic topics including solving equations and inequalities, graphing of linear and nonlinear equations, solving systems of equations, polynomials, factoring, rational expressions, roots and radicals, solving absolute value equations and inequalities, solving quadratic, exponential and logarithmic equations, and introduction to functions.
Prerequisite: COMPASS score of 50 or higher AND instructor permission.

MAT 104
INTRODUCTORY COMPUTER MATHEMATICS 5CR
Develops techniques in discrete mathematics common to computers, electronic communications, and digital electronics. Discusses scientific notation, introductory trigonometry, logarithms, analog to digital conversion; decimal, binary, octal, and hexadecimal number systems; introductory Boolean algebra, and binary arithmetic as core elements.
Prerequisite: COMPASS placement score 62 algebra or 40 college algebra, or successful completion of MAT 91 is required

MAT 105
MATHEMATICS FOR INDUSTRIAL PROFESSIONS 5CR
Develops elements of algebra, geometry, metric measure, and trigonometry to calculate areas, volumes, and angles for polygonal objects, objects with smooth curves, and composite objects; with applications to material strength, tapers, pulleys, gears, screw threads, and elementary engines. Scientific calculator required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

MAT 106
MATH FOR ELECTRONICS 5CR
Covers elements of algebra, geometry, and trigonometry; trigonometric, exponential, and logarithmic functions; and current, voltage, resistance, power, reactance, capacitance, and inductance, focusing on DC and AC electronics; introduces logic gates and Boolean algebra as applied to logic controllers. Scientific calculator required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

MAT 107
BUSINESS MATHEMATICS 5CR
Develops elements of algebra applied to percentages, markup and markdown, discounts, payroll, and simple and compound interest. Scientific calculator required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

MAT 108
MATH FOR HEALTH OCCUPATIONS 5CR
Develops elements of algebra including quadratic equations with real roots; unit conversion processes applied to U. S. and metric measure, calculation of dosages, and intravenous infusions; covers solutions and dilutions, elementary chemical calculations, and elementary non-linear functions. Scientific calculator required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

MAT 110
MATH FOR NON-SCIENCE MAJORS 5CR
Covers a variety of topics including probability, statistics, finance, modeling, sets and counting, matrix operations, and exponential and logarithmic functions. Graphing calculator required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 99 is required.

MAT 210
DISCRETE MATHEMATICS 5CR
Develop tools for reasoning about discrete mathematical objects. Topics include counting and combinations, laws of logic, methods of proof, set theory, cardinality, proof by induction, recursion and relations/functions.
Prerequisite: COMPASS college algebra of at least 53 or successful completion of MATH& 141.

MAT 99
INTERMEDIATE ALGEBRA 5CR
Expands on algebraic topics including solving equations and inequalities, graphing of linear and nonlinear equations, and rational expressions. Develops topics including roots and radicals, solving absolute value equations and inequalities, solving quadratic, exponential and logarithmic equations, and introduction to functions.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

MATH& 141
PRECALCULUS I, COLLEGE ALGEBRA 5CR
Covers linear, quadratic, polynomial, rational, absolute value, exponential, logarithmic, and inverse functions and equations, composite functions, linear and quadratic inequalities, graphs of functions, relations, and inequalities; and graphic transformations. Introduces limits, linear and quadratic curve fitting, and mathematical modeling including exponential growth and decay. Graphing calculator required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 99 is required.

MATH& 142
PRECALCULUS II, FUNCTIONAL TRIGONOMETRY 5CR
Covers circular, trigonometric, and inverse-trigonometric functions and graphs, trigonometric and inverse trigonometric identities, trigonometric equations, vectors and elementary vector operations, De Moivre's theorem and equations with complex solutions, and polar and parametric equations and their graphs. Graphing calculator required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 141 or equivalent is required.

MATH& 146
INTRODUCTION TO STATS 5CR
Descriptive and inferential statistics, including measures of central tendency, dispersion or variation, and skewness. The student is introduced to basic concepts in probability, as well as discrete and continuous probability distribution functions. Statistical inference includes sampling, elementary experimental design, and hypothesis testing using normal, student-t, and F distributions, linear regression and correlation, and the Chi-square distribution. Graphing calculator is required.
Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 99 is required.

MATH& 151
CALCULUS I 5CR
Algebraic and transcendental functions, continuity, limits (including indeterminate forms), derivatives and differentials of algebraic and transcendental functions (e.g., exponential, logarithmic, and trigonometric forms), applications of differential calculus, and an introduction to antiderivatives or indefinite integrals. Graphing calculator is required.
Prerequisite: Successful completion of MATH& 142 or equivalent is required.

MEDIA DESIGN & PRODUCTION

MDP 103
FUNDAMENTALS OF DRAWING 5CR
Drawing is broken down into methods of observing the world around you and capturing it on paper. Examine simple and complex objects in terms of contour, proportions, weight, negative space and light. Gain a heightened awareness and understanding of form.

MDP 107
VISUAL ART, DESIGN & STORYBOARDING 5CR
Introduction to visual arts and storytelling, stressing the components of visual thinking and visual language underlying design for digital media. The basic elements of art; line, form, shape, texture, value, and color are practiced throughout the course. Using a variety of techniques and media, creative and practical skills are developed in order to understand more about the visual world.

MDP 119
DIGITAL PHOTOGRAPHY 5CR
Digital images are captured using technical control of the digital camera's depth fields, light, clarity, motion, and memory requirements. The selection of image content and application of composition principles are determined based on the photography objectives of the final multimedia project.

MDP 121
PHOTOSHOP: COMPOSITING & RETOUCHING 5CR
Builds on the fundamentals of Photoshop to enhance, alter, combine, and integrate photos, images, type, and graphics using advanced techniques in retouching, color and tone adjustments, selections, blending options, filtration, masking, sharpening, etc.
Prerequisite: GTC 130.

MDP 124
DIGITAL PORTFOLIO: RESUME, DVD, WEB FLASH 5CR
Design and develop a personal portfolio and resume using DVD/BLUE RAY/WEBFLASH authoring software and Web Development. Create professional interactive presentations that exhibit and display employable skills through various media.

MDP 133
INTRODUCTION TO DREAMWEAVER 5CR
Use Dreamweaver and PhotoShop to create and manage a 12-page interface-based XHTML website, which will be posted on the Internet. Introduces Dreamweaver's ability to write clean Cascading Style Sheet code and JavaScript to add functionality and beauty to a website.

MDP 146
DIGITAL VIDEO & AUDIO EDITING 5CR
Experience digital video editing using Adobe Premiere CS5. Perform nested and multiple sequencing and real-time multi-point and single-frame editing for export to DVD, YouTube and other formats. Add transitions, motion paths, and titling, manage color, key frames, and audio.

MDP 171
DESIGNING WITH ILLUSTRATION SOFTWARE 5CR
Vector-based software, tools, and features will be used to create text and logos, apply image effects, build vector graphics, and incorporate branding and identifiers when designing products. Special attention will be given to developing skill with the Pen tool.

MDP 189
CAMERA & LIGHTING: PORTRAITS & PRODUCTS 5CR
Explore design lighting in a studio controlled environment for digital still capture of portraits and products to use in multimedia projects. Some basic PhotoShop compositing of the studio photos will be required.
Prerequisite: MDP 119 and GTC 130.

MDP 231
INDEPENDENT STUDY PROJECT 5CR
Students prepare a project for their portfolio, practicing all aspects of their specialization area.
Prerequisite: instructor permission.

MDP 239
INTERNSHIP 5CR
On-the-job practical field experience. Apply classroom study to actual work applications and assignments related to area of specialization. Internships may be paid or non-paid assignments and occur at on or off-campus locations. Includes an arranged seminar.
Prerequisite: Instructor permission.

MDP 245
PHOTOSHOP: SPECIAL EFFECTS & TECHNIQUES 5CR
Building on a solid knowledge of Photoshop's basic functions, this course explores advanced texturing and special effects using layers, masks, channels, blending modes, filters, styles, painting modes, etc.
Prerequisite: GTC 130.

MDP 249
MULTIMEDIA CAPSTONE PROJECT 5CR
Provides the practical experience of developing one of the following from concept to completion: a fully functional website, video production, 2D/3D motion graphic project, or other multimedia project, as approved by Instructor. Students are expected to employ their entire knowledge base in defining, designing, and implementing their Capstone Project.
Prerequisite: GTC 130, MDP 103, MDP 133, MDPW 123, MDP 119, MDPW 134, MDPA 114, MDPV 115, MDPW 211, MDP 171, MDP 189, MDPV 214, MDP 146, MDPV 257 and Instructor approval.

MDP 250
ADVANCED MULTIMEDIA TEAM PROJECT 5CR
Explore and take part in a program wide team project that will bring together all aspects of the program. The students will be working on a common project that will have all aspects of what they have learned over the years that have been in the program. The project will involve Video, 3D and Motion Graphics, It will also call on the talents of other students in other areas such as Photoshop and DVD authoring. The goal of the project is to create a client based video applying each students area of expertise.
Prerequisite: Instructor Approval.

MDPA 114
3D FUNDAMENTALS 5CR
Explore the basic areas of 3D. Areas covered will include UI, Modeling, UVW Mapping, Animation, Materials, Lighting, Rendering, Workflow, and Scene Management.
Prerequisite: MDP 103

MDPA 139
MODELING I 5CR
Explores 3DS Max modeling techniques such as Box Modeling, learn about Sub Division surfaces and how to create objects for both games and production work.
Prerequisite: MDPA 114

MDPA 151
ANIMATION I 5CR
Bring life to your 3D objects with basic animation techniques. Use modifiers to control animation, combine modifiers to create great animations. Explore 3D animation features such as key frames, track view, function curves, animation constraints, and controllers.
Prerequisite: MDPA 114.

MDPV 115
INTRODUCTION TO COMPOSITING 5CR
We will explore the UI of Adobe After Effects CS5. Explore how to create Keyframe animations using multiple layers from Photoshop files and video layers. Create a Typography animation using dialog or music and much more.

MDPV 214
INTERMEDIATE COMPOSITING 5CR
The theory, procedures, and practices of multimedia video compositing. Students create training and marketing video packages.
Prerequisite: MDPV 110.

MDPV 257
FIELD & STUDIO VIDEO PRODUCTION TECHNIQUES I 5CR
Conduct video field production and in-studio video productions. Use professional equipment, including cameras, 3 point lighting and microphones, etc. Video projects will be developed from concept script to production and completion using digital video editing software Adobe Premiere CS5.
Prerequisite: MDP 146, MDP 189.

MDPV 260
FIELD & STUDIO VIDEO PRODUCTION TECHNIQUES II 5CR
Build intermediate skills in conducting field production on location and studio video production in the CPTC Digital Studio while mastering hands-on expertise of professional equipment. Video projects will be developed from concept script to production and completion using digital video editing software.
Prerequisite: MDP 146, MDP 189, MDPV 257.

MDPV 261
FIELD & STUDIO VIDEO PRODUCTION TECHNIQUES II 5CR
Design and develop video and audio production encoded for internet streaming delivery with Real Media, Quicktime, and Windows Media codecs.

MDPW 111
WEB DEVELOPMENT LANGUAGES I XHTML & CSS 5CR
Provides demonstrations and practical exercises for using XHTML and CSS to create attractive and well-formed web documents.
Prerequisite: MDPW 123, MDP 133.

MDPW 123
WEB DESIGN PRINCIPLES 5CR
Explores how the web works and methods and limitations of delivering content on the web. Examines usability issues such as page layout, optimizing graphics, and navigation. Students will build a 4-page website using Notepad and PhotoShop and post it to the Internet.

MDPW 134
WEB ANIMATION I FLASH 5CR
Explore the basic tool set while creating nine animated movies. Use movie clips, graphic symbols, and buttons to add interactivity to the movie. Use Actionscript 3 to control interactivity and the movement of the playhead along the timeline. Create, import, and animate graphics, audio, and video onto the stage.

MDPW 211
WEB ANIMATION II FLASH 5CR
Offers intermediate experience using Adobe Flash. Topics covered include: building an all Flash website featuring Actionscript 3-based slide-in page transitions, drop down and dangle slide show effects, importing .flv videos, and loading images with components. The bone tool will be covered while converting a static Adobe Illustrator manikin to a dancing manikin.
Prerequisite: MDPW 134.

MDPW 216
OPEN SOURCE DEVELOPMENT TOOLS PHP I 5CR
Introduction to PHP scripting, one of the most popular development tools on the web. This course demonstrates using this tool to create dynamic web-based applications. Provides experience using sessions, cookies, and web forms to build easily maintainable, interactive and e-commerce enabled sites.
Prerequisite: MDPW 123.

MDPW 219
WEB ANIMATION III 5CR
Explores Advanced Macromedia Flash. Students will build a series of increasingly complex animation projects utilizing vector, pixel, and video-based imagery. Use in-depth object oriented programming (OOP) in Actionscript 3 to create image viewers, both still and video, with gravity and magnetic navigation systems. Build interactive animated games and banner ads.
Prerequisite: MDPW 211.

MDPW 231
DATABASES FOR THE WEB MYSQL 5CR
Provides experience with data modeling and relational database design for use in dynamic web applications. Presents concepts of normalization, entity relationships, and data integrity. Introduces writing SQL queries to retrieve and store data from database management systems such as MySQL.
Prerequisite: MDPW 216

MDPW 241
OPEN SOURCE DEVELOPMENT TOOLS PHP II 5CR
Combines further studies using PHP scripting and MySQL, one of the most popular open source database management systems on the web. Explores back-end functionality, interacting with databases, and creating dynamic web pages. Prerequisite: MDPW 216, MDPW 231

MDPW 246
ADVANCED DIGITAL ILLUSTRATION SOFTWARE 5CR
Explores the advanced use of vector-based software to create professional-quality graphics for multimedia.

MDPW 249
WEB DEVELOPMENT LANGUAGES II JAVASCRIPT 5CR
Introduces the fundamentals of working with JavaScript. Applies variables, objects, arrays, strings, conditional statements, and external data to create DHTML web pages.
Prerequisite: MDPW 111.

MDPW 265
EMERGING TECHNOLOGIES 5CR
Introduces emerging technologies such as Search Engine Optimization (SEO), Search Engine Marketing (SEM). New technologies are always changing, and therefore, the material is subject to change, based on Instructor discretion.
Prerequisite: MDPW 123, MDP 133.

MDPW 271
GRAPHIC DESIGN FOR THE WEB DREAMWEAVER II 5CR
Designed to improve visual presentation skills needed to create attractive and functional websites. Using Photoshop, Notepad, and Dreamweaver, students will build a series of working web page interfaces, exploring the all-CSS approach to web design. Students will also address accessibility and designing for Search Engine Optimization (SEO).

MEDICAL ASSISTANT

MAP 105
INTRODUCTION TO MEDICAL ASSISTING 4CR
Learn and demonstrate asepsis and infection control, assist with minor office surgery. Perform anthropometric measurements and vital signs, physical examination, identify instruments and equipment, and operate the autoclave. Instruction and discussion also includes the overall function of the medical assistant within the healthcare team, including legal responsibilities and limitations. College and program policies and procedures are extensively discussed. This course must be successfully completed in order to proceed in the program.
Prerequisite: Successful completion of CAH 102, CAH 103, & CAH 105, or taken along with CAH 102, CAH 103, & CAH 105.

MAP 125
MEDICAL ASSISTANT THEORY & APPLICATION I 7CR
Caring for patients with disorders of the blood and of the reproductive, endocrine, sensory, and immune systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Instruction and practical includes self-breast exam, blood glucose monitoring, care and use of the microscope, blood typing, cell identification and staining along with practicing care and usage of the otoscope, ear/eye exams, and audiometry.
Prerequisites: Successful completion of all Quarter 1 courses.

MAP 130
MEDICAL ASSISTANT THEORY& APPLICATION II 7CR
Caring for patients with disorders of the integumentary, musculoskeletal, and respiratory systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Learn wound and burn care, assisting with sutures, and suture removal. The course also includes is hands-on experience with fiberglass cast application and cast removal. Students will learn to use peak flow meters and small volume nebulizers. Learn and demonstrate asepsis and infection control, assist with minor office surgery, and assessment of pediatric patient's.
Prerequisites: Successful completion of all Quarter 1 courses.

MAP 143
MEDICAL OFFICE PROCEDURES 6CR
Emphasis on customer service, within the health care field, while projecting and promoting a positive image of the profession and the office. This course also includes telephone techniques, chart management, business correspondence for the medical office, including preparation of cover letter and resume. Define law and ethics relating to the healthcare field focusing on components specific to medical assistants.
Prerequisite: Successful completion of all Quarter 1 courses.

MAP 148
HEALTH INSURANCE, CODING PRACTICES & BILLING & COLLECTING 4CR
Acquire information regarding private and public insurance programs. Practice fundamental skills relating to ICD-9 and CPT coding utilizing the computer and specific software. Included are computerized patient scheduling, and procedures for accounts receivable management for both private patients and insurance companies.
Prerequisite: Successful completion of all Quarter 1 courses.
Co-requisite: MAP 162.

MAP 149
MEDICAL ASSISTANT THEORY & APPLICATION III 7CR
Caring for patients with disorders of the nervous, cardiovascular, lymph, digestive and urinary systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Instruction also includes performing ECG's, physical and chemical urinalysis, and UA slide preparation.
Prerequisites: Successful completion of all Quarter 1 courses.

MAP 162
AUTOMATED COMPUTER APPLICATIONS 3CR
Practice fundamental skills relating to ICD9 and CPT coding, utilizing the computer. Included are computerized patient scheduling, and procedures for accounts receivable management for both private patients and insurance companies.
Prerequisite: Successful completion of all Quarter 1 courses and completion of MAP 148. Co-requisite: MAP 148.

MAP 167
PREPARATION FOR EXTERNSHIP 2CR
Demonstrate competencies of entry level skills acquired throughout the Medical Assistant Program. Each student will perform and must pass the following skills; urinalysis, hematocrit, blood pressure, workups, blood glucose check, audio and visual exam, electrocardiogram, telephone techniques, within the medical office, the electronic record and chart management.
Prerequisites: Successful completion of all Quarter 1 courses through MAP 168, excluding MAP 221, 222, and 232. This course must be taken the quarter immediately prior to taking MAP 221. If more than one quarter passes before beginning Quarter 5, students will have to repeat this course.

MAP 168
BASIC COLLECTING & FINANCIAL PRACTICES 6CR
Covers basics of accounting, bookkeeping, and banking procedures. Provides the foundation for the management of accounts payable, financial records, and methods of preparation for employee payroll and business taxes. Includes expanded discussion on manual procedures for accounts receivable management for both private patients and insurance companies.
Prerequisite: Successful completion of all Quarter 1 courses. Recommend students meet prerequisites for college-level math.

MAP 221
INVASIVE PROCEDURES 5CR
Introduction of intramuscular, subcutaneous, and intradermal injections as well as phlebotomy and microbiology. Also includes calculation of dosages.
Prerequisites: Successful completion of all Quarter 1 courses through MAP 168, including general education courses and compliance with the MAP immunization policy and health insurance policy.
Co-requisites: MAP 222 and 232.

MAP 222
COMMUNITY EMPLOYMENT OPPORTUNITIES & LOCATIONS 1CR
Locate the major medical employers (including hospitals) in the student's community, along with their human resource department. This course also includes updating the rèsumè and methods of applying for employment through a variety of sources.
Prerequisites: Successful completion of all MAP courses, excluding MAP 232.

MAP 232
EXTERNSHIP MEDICAL HISTOLOGY TECHNICIAN 10CR
Capstone course gives students practical experiences in physician offices and clinics.
Prerequisites: Successful completion of all MAP courses, excluding MAP 222.

MEDICAL HISTOLOGY TECHNICIAN

HISTO 105
ORIENTATION TO THE HISTOLOGY LABORATORY 2CR
Introduces laboratory and chemical safety as well as universal precautions. Covers basic overview of standard histology instrumentation, quality control procedures, specimen accessioning, record keeping, and documentation. Explores laboratory and personnel certification requirements.
Prerequisites: Successful completion of BIOL& 175 (BIOL 118 will be accepted through 2015), CHEM& 110, and ENGL& 101.

HISTO 110
HISTOTECHNOLOGY I 10CR
Explores the theory and principles of fixation, processing, embedding, sectioning, and coverslipping of tissue sections.
Prerequisites: Successful completion of BIOL& 175 (BIOL 118 will be accepted through 2015), CHEM& 110, and ENGL& 101.

HISTO 115
HISTOTECHNOLOGY LAB I 5CR
Explores work in a simulated histology laboratory located on the campus. During this course, students will have hands-on training in basic grossing techniques, as well as in-depth training in processing, embedding, and cutting of tissue sections. Students will also learn to identify basic tissue structures using a light microscope.

HISTO 120
HISTOTECHNOLOGY II 10CR
Covers and expands upon the knowledge and skills learned in Histotechnology I. Students will begin to learn the theory and principles of hematoxylin and eosin staining, as well as the basic principles and procedures of carbohydrate stains.

HISTO 125
HISTOTECHNOLOGY LAB II 5CR
Expands upon the knowledge and skills learned in Histotechnology Lab I. Students continue to increase their skills in embedding and tissue sectioning, including the cutting and staining of frozen tissue specimens. Students learn to do carbohydrate and Amyloid stains.

HISTO 130
MATH APPLICATIONS FOR HISTOLOGY 3CR
Introduces laboratory mathematics with an emphasis on solution preparation.

HISTO 135
HISTOTECHNOLOGY III 10CR
Covers theory and techniques learned in Histotechnology I and II. Students will study more complicated special stains, focusing on methods used for microorganisms, pigments, minerals, the nervous system, connective tissue, and muscle stains.

HISTO 140
HISTOTECHNOLOGY LAB III 5CR
Expands upon the knowledge and techniques learned in HistoTechnology Lab I and II. Students perform more complicated special stains focusing on methods used to demonstrate microorganisms, pigments, and minerals. Students also perform special stains commonly run on brain, muscle, and connective tissue.

HISTO 145
IMMUNOHISTO CHEMISTRY 5CR
Covers basic immunohistochemistry theory and techniques.

HISTO 150
HISTOLOGY INTERNSHIP 10CR
Covers the clinical phase of working in an affiliated histology laboratory. Students are directly supervised by the staff of the affiliated laboratory. A report of No Record on File Regarding Crimes Against Persons from the Washington State Patrol is required for participation in this class.

HISTO 160
HISTOLOGY SEMINAR MEDICAL LABORATORY TECHNICIAN 5CR
Covers what students have learned while working in an affiliated histology laboratory. Students will also review for their certification exam.

MEDICAL LABORATORY TECHNICIAN

MLT 110
INTRODUCTION TO THE LABORATORY **2CR**
Orients the student to the campus, the program, and the laboratory field. School and program policies, the metric system, basic techniques, microscopy, physiological processes, medical terminology, and laboratory organization are covered. A large block of time is dedicated to a discussion of laboratory safety and standard precautions, HIPAA, and professionalism. These topics are then integrated into the applied academic courses for the remainder of the program. This course is presented in Spring quarter.
Prerequisites: Completion of a college course in biology w/lab and a college course in chemistry within the last five years, with a grade of B or better.

MLT 203
HEMATOLOGY **10CR**
Explores the role of the circulatory system and heart, before beginning an in-depth study of blood cells: Erythrocytes and Leukocytes. For each cell group, principles of production, function, normal numbers, and associated diseases are covered. Laboratory practice includes manual and automated counting of all cell types, and routine procedures associated with each. This course is offered in the Spring quarter.
Prerequisite: MLT 110.

MLT 204
HEMOSTASIS **5CR**
Covers the processes involved in coagulation (hemostasis), both primary and secondary, and fibrinolysis. Normal coagulation activity, as well as coagulation deficiencies, are presented, and routine coagulation procedures are performed in the student laboratory. This course is presented in the Spring quarter.
Prerequisite: MLT 203.

MLT 208
PHLEBOTOMY/PROCESSING **2CR**
Learn to collect both venous and capillary blood specimens, as well as to separate plasma or serum from cells, when necessary for testing. The color-coding of evacuated tubes, the specimen requirements for major procedures, and, particularly, the practice of standard precautions are all stressed throughout the course. This course is presented during the Spring quarter, and skills development continues through Summer and Fall quarters prior to the clinical experience.
Prerequisite: MLT 203.

MLT 210
IMMUNOLOGY **7CR**
Covers the immune process in terms of active-versus-passive, innate-versus-acquired, and humoral-versus-cell-mediated immunities. Laboratory procedures employing a variety of in vitro demonstrations of antigen-antibody reactions are performed. This course is presented in the Spring quarter.
Prerequisite: MLT 204.

MLT 214
IMMUNOHEMATOLOGY **6CR**
Applies the principles of antigens and antibodies covered in MLT 210 to red blood cell antigens and antibodies, with emphasis on blood banking procedures, and culminating in performance of pre-transfusion cross matching. This course is offered during the Summer quarter.
Prerequisite: MLT 210.

MLT 216
CLINICAL BLOOD BANKING **5CR**
Experience a mock clinical training rotation in blood banking under the direction of a currently practicing blood banking specialist. Building on the procedures mastered in MLT 214, students will solve real-world blood banking problems, including identification of antibodies; they will deal with daily inventory and temperature record-keeping, perform quality assurance procedures, and receive and complete stat orders. This course is presented during the Summer quarter.
Prerequisite: MLT 214.

MLT 217
MICROBIOLOGY **10CR**
Begin with an introduction to bacterial growth, culture requirements, sterilization procedures, and biochemical activity. This introductory material is followed by detailed study of the gram positive cocci, the gram negative cocci, the enterobacteriaceae, and the non-fermentative gram negative bacilli; particular attention is paid to human pathogenic versus normal flora organisms, depending on body site. Identification by classical and packaged systems is followed by susceptibility studies. Brief presentations on anaerobes, parasitology, and mycology conclude the course. This course is offered during Summer quarter.
Prerequisite: MLT 214.

MLT 218
URINALYSIS **3CR**
Perform the routine urine analysis, both macroscopic and microscopic, with attention to abnormal results and their possible cause. Laboratory practice is accompanied by an overview of the anatomy and physiology of the excretory system, and the normal and abnormal constituents of urine. This course is presented during Summer quarter.
Prerequisite: MLT 217.

MLT 221
BODY FLUIDS **1CR**
Introduces the production, collection, and analyses of various body fluids, including Cerebro-Spinal and Synovial fluids. This lecture-only course is presented on Wednesday afternoons during the Fall quarter clinical phase.
Prerequisite: MLT 218

MLT 227
CLINICAL CHEMISTRY **8CR**
Beginning with an overview of the digestive system, students will study the relationship between blood levels of many substances and normal-versus-abnormal physiology. In the student laboratory, manual and semi-automated procedures are performed for the assay of many commonly-measured blood components. Preventative maintenance of instruments, troubleshooting, and quality assurance are stressed throughout the course. This course is offered Fall quarter.
Prerequisite: MLT 223.

MLT 232
CLINICAL EXPERIENCE I **11CR**
Begin the clinical phase of training in an affiliated laboratory. During this course, students will complete eight weeks of the experience. In the next courses (MLT 235 and 236), they will continue training for eleven more weeks. Over the course of the nineteen weeks of clinical training, the students will rotate through all departments and perform current routine procedures by state-of-the-art methodologies. Appropriate amounts of time are spent working in each particular discipline; to accomplish this, some students rotate through two or three different laboratories. Students are directly supervised by staff of the affiliated laboratory; there is ongoing contact with the Instructor in the form of weekly site-visits and Wednesday afternoon class sessions. A report of No Record on File regarding crimes against persons from the Washington State Patrol is required for participation in this training. This course is offered during Fall quarter.
Prerequisite: MLT 218

MLT 235
CLINICAL EXPERIENCE II **9CR**
Continues the clinical training begun in MLT 232. Students continue for six weeks of training (five eight-hour days each week), rotating through those departments not yet experienced, and continuing to meet objectives listed in the MLT 232 syllabus. As in MLT 232, students are directly supervised by staff of the affiliated laboratory, and there is ongoing contact with the Instructor in the form of weekly site visits, as well as Wednesday afternoon class sessions. This course is offered during Winter quarter.
Prerequisite: MLT 232

MLT 236
CLINICAL EXPERIENCE III 7CR
Complete the clinical training begun in MLT 232 and 235. Students complete five more weeks of training (five eight-hour days each week), completing the remainder of the objectives in the MLT 232 syllabus. This course is offered during Winter quarter.
Prerequisite: MLT 235

MUSIC

MUSC& 105
MUSIC APPRECIATION 5CR
Learn about elements of music, that is, the building blocks: pitch, melody, harmony, rhythm, texture, timbre and dynamics and study the evolution of music through the ages. This will not be a music history class, but rather an investigation of how music changed through time.
Prerequisite: Appropriate COMPASS/ SLEP score; or successful completion of ENG 094 is required.

NURSING

NAC 101
NURSING ASSISTANT THEORY 6CR
The Nursing Assistant Certified Program prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. This course is an introduction to the role and responsibilities of being a Nursing Assistant and includes the following topics: resident/work environment, infection control, HIV/AIDS training, special needs of the elderly, communication and interpersonal skills, body systems (including introduction to key anatomical, physiological, and pathological terms), CPR training, documentation responsibilities, residents rights, long-term care setting, legal/ethical issues, stages of death and dying and HIPPA training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant training prerequisites: documentations of required immunizations, ability to lift up to 50 pounds, and no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS.

NAC 103
UNIT BASED CLINICAL EXPERIENCE 3CR
Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of documentation, accurate observation, reporting of residents' conditions, and philosophy of restorative nursing as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds standard level to pass this course. Students must correctly demonstrate 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.
Prerequisites: Documentations of required immunizations, ability to lift up to 50 pounds, and a no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Successful completion of NAC 101 and NURS 104.

NAC 119
NURSING ASSISTANT THEORY I 6CR
Introduction to the role and responsibilities of a Nursing Assistant. Includes the following topics: resident/work environment, infection control, special needs of the elderly, communication and interpersonal Skills, body systems (introduction to key anatomical, physiological and pathological terms), documentation responsibilities, residents' rights, long-term care setting, legal/ethical Issues, stages of death and dying. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training.

NAC 129
NURSING ASSISTANT THEORY II 3CR
Covers infection control, documentation responsibilities, First Aid & CPR training, HIPAA, and HIV training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training.

NAC 139
UNIT BASED CLINICAL EXPERIENCE I-BEST 3CR
Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as Registered Nurses. The course includes content describing principles of documentation, accurate observation, and reporting of resident's conditions and philosophy of restorative nursing program as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds-standard level to pass this course. Students must correctly demonstrate at least 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled.
Prerequisites: Documentation of required immunizations, no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nursing assistants are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting.
Prerequisite: Successful completion of NAC 119, NAC 129 and NURS 106.

NURS 102
ISSUES & TRENDS IN NURSING 3CR
Explores the healthcare system and the profession of nursing with emphasis on care of clients in a multicultural environment. The student will develop an understanding of the legal and ethical issues in nursing, levels of nursing education, and the functions and role of the practical nurse. The nurse-client relationship is also discussed. The student will utilize research and writing skills to discuss a nursing-related topic.
Prerequisites: Admission to Nursing program.

NURS 103
FUNDAMENTALS OF NURSING 5CR
Presents basic nursing concepts and skills utilized in client care. Focus is on assisting clients with needs for safety, comfort, nutrition, and elimination using the nursing process. Emphasis is placed on communication, professional conduct, documentation, legal issues and nursing as an art and a science.
Prerequisite: Admission to Practical Nursing program.

NURS 104
NURSING SKILLS FUNDAMENTALS 4CR
Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of providing basic patient care and includes the minimum requirements for skill competencies as required under the Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for the Nursing Assistant Training. Students must correctly return demonstrate all skills taught prior to advancing to NAC 103 Unit Based Clinical Rotation. Mandatory attendance is required for this course.
Prerequisites: Documentation of required immunizations, ability to lift up to 50 pounds, and no record on file from the Washington State Patrol and DSHS. Successful completion of NAC 101.

NURS 105
NURSING LAB I 4CR
Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 103 and 111. The student will demonstrate competence in performance of selected skills utilizing principles taught. During laboratory practice, student utilize simulated equipment and classmates as patients.
Prerequisite: Admission to Practical Nursing program.

NURS 106
NURSING SKILL FUNDAMENTALS I-BEST 6CR
Prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. Explore the principles of providing basic patient care; includes the minimum requirements for skill competencies as required under the Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for the Nursing Assistant Training, as well as those fundamental skills required by the Licensed Practical Nurse program. Students must correctly demonstrate 100% of the steps for each of the skills tested.
Prerequisites: Documentation of required immunizations, ability to lift up to 50 lbs., and a No Record on File from the Washington State Patrol and DSHS.

NURS 109
NUTRITION FOR NURSING 3CR
Focuses on basic nutritional concepts. The student is introduced to the role of nutrition in promoting, achieving, and maintaining healthy lifestyles. The course emphasizes the use of the nursing process to provide teaching for clients with consideration of developmental stages, cultures, lifestyles, and socioeconomic status.
Prerequisite: Admission to Practical Nursing program. (Optional – Can be taken prior to entering nursing program with instructor approval based on seat availability).

NURS 112
LAB & CLINICAL I 4CR
Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 110 and 113. The student will demonstrate competence in performance of selected skills, utilizing principles taught. During laboratory practice, student utilize simulated equipment and classmates as patients.
Prerequisite: Admission to Practical Nursing program.

NURS 113
ESSENTIALS OF NURSING 3CR
Introduces the beginning LPN student to the essential nursing concepts of therapeutic communication, infection control, the nursing process, principles of caring, promoting comfort, and patient safety.
Prerequisite: Admission to Practical Nursing program.

NURS 115
HEALTH ASSESSMENT & PROMOTION 3CR
Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized.
Prerequisite: Admission to Practical Nursing Program.

NURS 119
DOSAGE CALCULATION FOR NURSES 2CR
Prepares the student for calculation of drug dosages in order to accurately prepare and administer medications to a varied client population. Basic principles for client safety are reviewed.
Prerequisites: Admission to Practical Nursing.

NURS 120
MEDICAL/SURGICAL NURSING I 3CR
Focuses on the use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Nursing invertventions, pharmacological considerations and client teaching are integrated.
Prerequisites 102, 109, 112, 113, 115, 119, 135.

NURS 124
MENTAL HEALTH NURSING 3CR
Focuses on the continuum between mental health and illness and the therapeutic nurse-client relationship. Selected mental disorders will be discussed with emphasis on nursing interventions, common interdisciplinary treatments, and services available for clients in inpatient and outpatient settings.
Prerequisite: NURS 102, 109, 112, 113, 115, 119, 135.

NURS 125
PHARMACOLOGY IN NURSES 3CR
Presents pharmacological concepts and principles for preparation and administration of medications along with related client assessment and teaching. The role and responsibility of the practical nurse in drug therapy is emphasized. The student is prepared to participate safely and effectively in medication therapy.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 135.

NURS 128
CONTEMPORARY MATERNITY NURSING 3CR
Focuses on the care of childbearing women and their families through all stages of pregnancy and childbirth as well as the first six weeks after birth.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 135.

NURS 130
NURSING OF CHILDREN 3CR
Presents the principles necessary for the student to care for clients throughout the age continuum with special emphasis on developmental stages and how they impact self care. Common diseases and disorders related to each developmental stage are explored.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 135.

NURS 132
LAB & CLINICAL II 4CR
Students will demonstrate competence in selected nursing skills using simulation equipment or other nursing students as clients. Students will also have a clinical experience focusing on safe nursing practice, nursing process, communication, documentation and client teaching.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 135.

NURS 135
GERIATRIC NURSING 3CR
Provides a review of issues related to aging. Topics covered include demographics, attitudes toward aging, development of the older adult, biological theories of aging, normal physiological changes, problems of special populations, cultural considerations, and nursing management in care of the older adult. End of life care is also included.
Prerequisites: Admission to Practical Nursing Program.

NURS 136
MEDICAL/SURGICAL NURSING II 6CR
Focuses on use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional consideration and client teaching are integrated.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 124, 125, 128, 130, 132, 135.

NURS 144
MEDICAL/SURGICAL NURSING III 6CR
Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional considerations and client teaching are integrated.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135, 136, 147.

NURS 147
CLINICAL PRACTICUM I 12CR
Provides an opportunity for the student to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medications to diverse clients of every stage of life. Focus is on safe nursing practice, nursing process, communication, documentation, and client teaching.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 124, 125, 128, 130, 132, 135.

NURS 154
ISSUES & TRENDS IN NURSING II 2CR
Prepares the student for entry into nursing practice. Emphasis is on concepts of leadership, role of the practical nurse, and nursing laws governing practice. Career opportunities, preparation for licensure, and opportunities for further education in nursing are explored.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 124, 125, 128, 130, 132, 135, 136, 147.

NURS 158
CLINICAL PRACTICUM II 12CR
Provides an opportunity for the student to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medication to diverse clients of every stage of life. Focus is on safe nursing practiced, nursing process, communication, practice in providing complete care for 2 or more clients.
Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 124, 125, 128, 130, 132, 135, 136, 147.

NURS 211
PHYSICAL ASSESSMENT 7CR
Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized.
Prerequisites: Admission to Associate Degree in Nursing (ADN) program.

NURS 208
PHARMACOLOGY FOR PROFESSIONAL NURSING 5CR
Examines the nursing process as it relates to pharmacology. Basic math skills necessary for safe dosage calculation are reviewed. Course includes pharmacology principles, drug action, interaction, adverse effects, and legal considerations. Nursing implications of drug classifications are emphasized.
Prerequisites: Admission to Associate Degree in Nursing (ADN) program.

NURS 212
CARING FOR WOMEN & THE CHILDBEARING FAMILY 4CR
Focuses comprehensively on the family-centered approach to maternal and newborn care through the continuum of Women's Health, using cognitive analytical skills, applying culturally diverse concepts, identifying evidence-based practice, and using contemporary theories.
Prerequisites: Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN.
Prerequisites: NURS 208, NURS 211, and NURS 214.

NURS 214
TRANSITIONING TO PROFESSIONAL NURSING I 1CR
Introduces the practicing Licensed Practical Nurse (LPN) to the role differentiation between the LPN and the Registered Nurse (RN). This course provides the foundations of critical thinking, the change process, role transition, and provides further knowledge of the nursing process. Introduction to the concept of the RN as provider of care, manager of care, and member of a professional discipline.
Prerequisites: Student must be a Washington State LPN with an unrestricted license, and must have completed 500 hours of employment as an LPN.
Prerequisites: Admission to ADN program.

NURS 215
TRANSITIONING TO PROFESSIONAL NURSING II 1CR
Continuation of NURS 214, introduces the student to the concept of the RN as provider of care, manager of care, and member of a professional discipline.
Prerequisites: NURS 208, NURS 211, and NURS 214.

NURS 217
CLIENT CARE: MANAGEMENT PRACTICE I 4CR
Provides the opportunity to examine and evaluate current clinical experiences and competencies in the acute hospital setting of adult and pediatric clients.
Prerequisites: NURS 208, NURS 211, and NURS 214.

NURS 218
CARING FOR THE PEDIATRIC PATIENT 3CR
Focuses on care of the pediatric patient from infancy through adolescence. Emphasis is on health assessment and promotion with consideration given to cultural perspectives and perspectives of the individual, family, and community. Definitions of health and quality of life issues are discussed.
Prerequisites: NURS 208, NURS 211, NURS 212, NURS 214, NURS 215, NURS 217, and NURS 222.

NURS 222
CARE OF THE ADULT WITH CHRONIC HEALTH PROBLEMS 4CR
Didactic course that focuses on nursing care of patients experiencing chronic physical disorders across the lifespan. Content areas include, but are not exclusive to, the Institute of Medicine's top 15 priority conditions. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, patient and family education, caring, and communication are integrated throughout the curriculum.
Prerequisites: NURS 208, NURS 211, NURS 214.

NURS 224
MENTAL HEALTH NURSING 4CR
Focuses on mental health throughout the lifespan with integration of multicultural beliefs and practices.
Prerequisites: NURS 208, NURS 211, NURS 212, NURS 214, NURS 215, NURS 217, and NURS 222.

NURS 226
CLIENT CARE: MANAGEMENT IN PRACTICE II 5CR
Provides an opportunity to examine and evaluate current experience, determine clinical proficiencies, and, through the process of portfolio development, expand clinical expertise in the community.
Prerequisites: NURS 208, NURS 211, NURS 212, NURS 214, NURS 215, NURS 217, and NURS 222.

NURS 232
PERSPECTIVES IN PROFESSIONAL NURSING 3CR
Focuses on professional role development and contemporary issues in nursing, such as licensure and legal aspects of nursing practice, ethical issues in professional relationships, professional development through participation in professional organizations, and advocacy through political activism. Theories and concepts of leadership and management, as well as issues of quality and cost effectiveness of care, interdisciplinary collaboration, and emerging care delivery models.
Prerequisites: NURS 208, NURS 211, NURS 212, NURS 214, NURS 215, NURS 217, NUS 218, NURS 222, NURS 224, and NURS 226.

NURS 234
CARE OF THE ADULT WITH ACUTE HEALTH PROBLEMS 4CR
Didactic course that focuses on nursing care of patients experiencing acute, complex health problems across the lifespan. Content areas include, but are not exclusive to patients with major injuries, disease, and/or multisystems failure. Principles of the nursing process, growth and development, nutrition, disease prevention, cultural sensitivity, pharmacology, patient and family education, caring, and communication are integrated throughout the curriculum.
Prerequisites: NURS 208, NURS 211, NURS 212, NURS 214, NURS 215, NURS 217, NUS 218, NURS 222, NURS 224, and NURS 226.

NURS 237
CAPSTONE CLINICAL 4CR
An individual immersion assignment intended to strengthen the student's clinical skills and make possible the final transition from LPN to RN. The clinical objectives will be determined by careful assessment of the collective work experience as an LPN, the further education acquired within this program, the Nurse Practice Act, and documented skill standards.
Prerequisites: NURS 208, NURS 211, NURS 212, NURS 214, NURS 215, NURS 217, NUS 218, NURS 222, NURS 224, and NURS 226.

NURS 241
INDEPENDENT STUDY: SELECTED TOPIC 1-3CR
Develop an independent study plan that will enhance learning of patient-related topics, or enhance understanding and demonstration of the registered nurse role. Conduct an in-depth literature review with a written synthesis paper, or complete additional preceptorship hours. Students must submit a plan for the independent study to include objectives and grading criteria to the Instructor and/or Director for approval prior to registering for the class.
Prerequisites: NURS 208, NURS 211, NURS 212, NURS 214, NURS 215, NURS 217, NUS 218, NURS 222, NURS 224, and NURS 226.

PASTRY ARTS

BAKE 105
CHOCOLATE I (CONFECTIONS) 5CR
Explores the different types of chocolate used in making assorted treats, candies and garnishes. Various methods of tempering, chocolate decorating, fudges, truffles and other candies will be identified.

BAKE 108
CHOCOLATE II 4CR
Explores proper tempering techniques, chocolate molds, fillings, and cooling techniques. Students will demonstrate how to make chocolate display pieces and boxes.

BAKE 111
DECORATING 3CR
Introduces students to cake and pastry decorating. Techniques in assembling, masking, tooling handling and piping skill will be addressed. More elaborate cakes using color design along with reinforcement of structure will be used.

BAKE 112
CAKES I (FILLINGS & ICINGS) 7CR
Introduces students to the mixing methods, their ingredients and function in cake baking. Correct scaling, portioning, baking and determining doneness of assorted cakes. Fillings and icings will be introduced in the presentation of basic cakes.

BAKE 114
DESSERT ALTERNATIVES (SUGAR FREE, GLUTEN FREE) 3CR
Covers how to make sugar free, vegan, and gluten free desserts. Students explore how to develop use special ingredients, techniques and methods when making desserts not using standard ingredients such as eggs, butter, white flour, and milk.

BAKE 117
FROZEN DESSERTS 3CR
Explores the world of frozen desserts. Students will develop recipes for various frozen desserts such as gelato, sorbets, parfaits and ice creams along with savory desserts with the use of herbs, spices and vegetables.

BAKE 120
YEAST BREADS 7CR
Introduces students to the techniques used with starters and yeasts. Students will demonstrate how to cultivate yeast, proper proofing and baking techniques along with completing a variety of yeast breads.

BAKE 125
BAKING TECHNIQUES & INGREDIENTS 3CR
Introduces students to the ingredients, ingredient function, mixing methods, terminology, and the use of hand tools, equipment and kitchen procedures.

BAKE 130
PIES, TARTS, CUSTARDS & FILLINGS 5CR
Introduces students to a variety of pie crust and the preparation of assorted fruit fillings. Tarts, custards and pastry cream will also be explored.

BAKE 134
QUICK BREADS, COOKIES, BROWNIES 3CR
Introduces students to the ingredients and function in preparation of quick breads and cookies. Students will explore the assorted dough's, shapes, baking and finishing methods.

BAKE 140
RESTAURANT (INDIVIDUAL) DESSERTS & PETIT FOURS 5CR
Introduces students to the challenges of creating individual desserts for restaurants. Students will make individual desserts for the college restaurant and learn the detailed art of the Petit Fours.

BAKE 153
SUGAR WORK 3CR
Introduces students to the stages of sugar work. Students will demonstrate how to make various sugar based candies and pulled sugar items. The coloring and handling of sugar flowers and ribbons will also be demonstrated in this course.

BAKE 156
WEDDING CAKES 7CR
Covers elaborate techniques used in the composition, design, and execution of wedding cakes. The use of gum paste, fondant, and modeling chocolate will be explored. Students will develop a cake rendering on the spot with a customer.

BAKE 210
CAKES II 3CR
Introduces students to advanced cakes such as high ratio, chiffon cakes and torts along with buttercream icings and fondant. Temperature and environmental factors in cake making will also be covered.

PHARMACY TECHNICIAN

PT 121
INTRODUCTION TO PHARMACY & PHARMACY LAW 5CR
Orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Study of pharmacy law, as it pertains to the practice of pharmacy in the state of Washington, compared to the United States as a whole.
Prerequisites: High school diploma or GED. Computer literate. Ability to speak, read, and write the English language. Successful completion of Math 107, 108, or 109, or higher. Successful completion of a 5 credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above.

PT 124
PHARMACOLOGY, PART I 5CR
Explores drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes.
Prerequisite: Same as PT 121

PT 128
PHARMACOLOGY, PART II 5CR
Continues the exploration of drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes and the systems they are used on.
Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with grades of B or above in all courses.

PT 130
COMMUNITY PHARMACY PRACTICE 6CR
Introduces the retail pharmacy experience. All aspects of community pharmacy practice, including keyboarding, prescription filling, and compounding, are explored in this course. Customer service is explored as well.
Prerequisite: Same as PT 121.

PT 144
GENERIC DRUG NAMESPART I 3CR
Introduces the top 200 drugs prescribed in the United States each year.
Prerequisites: Same as PT 121.

PT 148
CLINICAL CAPSTONE RESEARCH 4CR
Discover local pharmacies and the requirements for internship. Explore professional conduct and appearance.
Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with grades of B or above in all courses.

PT 151
HOSPITAL PRACTICE 6CR
Introduces students to formularies, manual and electronic distribution systems, and procedures for hospital practice.
Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with grades of B or above in all courses.

PT 153
GENERIC DRUG NAMES PART II 3CR
Continues the exploration of the top 200 drugs prescribed in the United States each year, adding the component of drugs used specifically in the hospital setting.
Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with a grade of B or above.

PT 156
PHARMACEUTICAL CALCULATIONS 2CR
Math specific to the practice of pharmacy will be explored.
Prerequisites: High school diploma or GED. Computer literate. Ability to speak, read, and write the English language. Successful completion of Math 107, 108, or 109, or higher. Successful completion of a 5 credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above.

PT 159
STERILE PARENTERAL PREPARATION 3CR
Apply the techniques learned to make intravenous admixture and chemotherapy products.
Prerequisite: Successful completion of PT 121, PT 124, PT 130, PT 144, PT 156 with grades of B or above in all courses.

PT 163
COMMUNITY PHARMACY CLINICAL CAPSTONE 7CR
Students will spend 5-1/2 weeks in a Community Pharmacy setting. While in this capstone experience, students will perform the duties of a community pharmacy technician under the direct supervision of a pharmacist preceptor. There will be ongoing contact with the Instructor in the form of site visits and seminars.
Prerequisite: Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses.

PT 165
INSTITUTIONAL CLINICAL CAPSTONE 7CR
Students will spend 5-1/2 weeks in an Institutional Pharmacy setting. While in this capstone experience, students will perform the duties of an institutional pharmacy technician under the direct supervision of a pharmacist preceptor. There will be ongoing contact with the Instructor in the form of site visits and seminars.
Prerequisite: Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses.

PHYSICS

PHYS& 114
GENERAL PHYSICS I W/LAB 5CR
Covers problem-solving concepts in physics including, vectors & motion, force, momentum, work, energy, rotational motion, simple machines, universal gravitation, and matter.
Prerequisites: MATH 099

PROFESSIONAL PILOT

AVP 105
PRIVATE PILOT I 4CR
Training in basic aircraft control, aircraft systems, airport procedures, and traffic pattern operations.
Prerequisite: FAA Class II Medical with Student Pilot Certificate prior to the first day of class.

AVP 110
PRIVATE PILOT II 4CR
Covers aircraft control, establishing and maintaining specific flight attitudes, and ground reference maneuvers.
Prerequisite: AVP 105 or equivalent.

AVP 115
PRIVATE PILOT III 4CR
Basic performance maneuvers, traffic pattern procedures, and takeoffs and landings. Upon successful completion, the student shall solo the aircraft.
Prerequisite: AVP 110 or equivalent.

AVP 118
PRIVATE PILOT PRACTICAL TEST STANDARDS I 4CR
Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 125
PRIVATE PILOT IV 4CR
Introduces knowledge, skill, and aeronautical experience necessary to successfully complete the navigation and cross country flight portion of flight training.
Prerequisite: Grade of "C" or better in AVP 115 or equivalent.

AVP 130
PRIVATE PILOT V **4CR**
Provides the knowledge, skill, and aeronautical experience necessary to read and understand disseminated weather reports and forecasts. Meets the requirements for cross country navigation and basic instrument flight.
Prerequisite: AVP 125 or equivalent.

AVP 135
PRIVATE PILOT VI **4CR**
Gain the proficiency to meet the requirements necessary for FAA Private Pilot Certification with an Airplane Category and Single-Engine Class Rating.
Prerequisite: AVP 130 or equivalent.

AVP 138
PRIVATE PILOT PRACTICAL TEST STANDARDS II **4CR**
Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 140
INSTRUMENT PILOT I **4CR**
Introduces skills that will establish a strong foundation in basic attitude instrument flying and basic instrument navigation.
Prerequisite: FAA Private Pilot Certificate.

AVP 145
INSTRUMENT PILOT II **4CR**
Perform precision attitude instrument flight, including advanced navigation techniques and procedures.
Prerequisite: AVP 140 or equivalent.

AVP 150
INSTRUMENT PILOT III **4CR**
Apply advanced navigation techniques and perform holding pattern entry procedures.
Prerequisite: AVP 145 or equivalent.

AVP 152
INSTRUMENT PILOT PRACTICAL STANDARDS III **4CR**
Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 155
INSTRUMENT PILOT IV **4CR**
Perform holding patterns and instrument approach procedures.
Prerequisite: Grade of "C" or better in AVP 150 or equivalent.

AVP 160
INSTRUMENT PILOT V **4CR**
Perform x-country flight, utilizing advanced navigation procedures. Utilize ATC communication procedures and conduct instrument departures, arrivals, and approaches.
Prerequisite: AVP 155 or equivalent.

AVP 170
INSTRUMENT PILOT VI **4CR**
Acquire the flight and aeronautical knowledge proficiency required for the issuance of the FAA Instrument-Airplane Rating.
Prerequisite: AVP 160 or equivalent.

AVP 172
INSTRUMENT PILOT PRACTICAL STANDARDS IV **4CR**
Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 175
COMMERCIAL PILOT I **4CR**
Acquire initial VFR cross-country flight training. Pilotage, dead-reckoning, and radio navigation will be covered.
Prerequisite: FAA Private Pilot Certificate, Instrument-Airplane Rating.

AVP 180
COMMERCIAL PILOT II **4CR**
Receive additional VFR cross-country flight training. Additional flight training will encompass mountain flying techniques and local night flight operations.
Prerequisite: AVP 175 or equivalent.

AVP 185
COMMERCIAL PILOT III **4CR**
Receive final training in VFR cross-country flight and night operations. The necessary cross-country flight hours required for Commercial Pilot Certification will be completed.
Prerequisite: AVP 180 or equivalent.

AVP 210
COMMERCIAL PILOT IV **4CR**
Receive initial flight and ground training in high performance Commercial Pilot Certification maneuvers. Flight maneuver training includes chandelles, lazy eights, steep power turns, and accuracy landings.
Prerequisite: Grade of "C" or better in AVP 185 or equivalent.

AVP 215
COMMERCIAL PILOT V **4CR**
Gain additional aeronautical knowledge and flying skills necessary for the performance of advanced precision flight maneuvers.
Prerequisite: AVP 210 or equivalent.

AVP 220
COMMERCIAL PILOT VI **4CR**
Receive advanced training in all of the required Commercial Pilot Certification maneuvers. Flying proficiency in these maneuvers will meet the requirements set forth in the FAA Practical Test Standards.
Prerequisite: AVP 215 or equivalent.

AVP 223
COMMERCIAL PILOT PRACTICAL STANDARDS V **4CR**
Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 230
COMMERCIAL PILOT VII **4CR**
Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Basic flight maneuvers and aircraft systems will be covered.
Prerequisite: Grade of "C" or better in AVP 220 or equivalent.

AVP 235
COMMERCIAL PILOT VIII **4CR**
Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Advanced flight maneuvers as well as emergency procedures will be mastered.
Prerequisite: AVP 230 or equivalent.

AVP 240
COMMERCIAL PILOT IX **4CR**
Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Increase proficiency in advance flight maneuvers and emergency procedures. Obtain logbook endorsement for the operation of High Performance Airplanes.
Prerequisite: AVP 235 or equivalent.

AVP 245
COMMERCIAL PILOT X **4CR**
Receive initial preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.
Prerequisite: Grade of "C" or better in AVP 240 or equivalent.

AVP 250
COMMERCIAL PILOT XI **4CR**
Receive additional preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.
Prerequisite: AVP 245 or equivalent.

AVP 255
COMMERCIAL PILOT XII **4CR**
Receive final advanced preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate.
Prerequisite: AVP 250 or equivalent.

AVP 257
COMMERCIAL PILOT PRACTICAL STANDARDS VI **4CR**
Receive additional flight and ground training as required to meet pilot certification requirements.

AVP 260
CERTIFIED FLIGHT INSTRUCTOR I **4CR**
Receive initial training in teaching and learning theory as well as overall review of commercial pilot aeronautical knowledge subject areas. Student will be trained to fly the aircraft from the right seat to Commercial Pilot Practical Test Standards.
Prerequisite: FAA Commercial Pilot; Airplane Certificate and Instrument Airplane Rating.

AVP 265
CERTIFIED FLIGHT INSTRUCTOR II 4CR
Master proper teaching techniques from the right seat of the training aircraft. Develop proficiency in conducting aeronautical knowledge briefings. Successful completion will result when knowledge and proficiency meet and/or exceed FAA Practical Test Standards.
Prerequisite: AVP 260 or equivalent.

AVP 268
CERTIFIED INSTRUMENT FLIGHT INSTRUCTOR PSYCHOLOGY 4CR
Acquire the aeronautical knowledge, skills, and experience necessary to obtain an FAA Instrument Flight Instructor Rating added to their Certified Flight Instructor Certificate.
Prerequisite: FAA Commercial Pilot Airplane Certificate with Instrument Airplane Rating Certified Flight Instructor-Airplane Certificate.

PSYCHOLOGY

PSY 112
PSYCHOLOGY OF THE WORKPLACE 5CR
Introduces general psychological principles and their application to the workplace emphasizing critical thinking with regard to self-awareness, interpersonal relations, motivation, and teamwork.
Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

PSY 210
PSYCHOLOGY OF ADJUSTMENT 5CR
Emphasis is placed on the practical application of knowledge and techniques within various theoretical frameworks. These frameworks are applied to normal adjustment situations in human lifespan, such as gender role development, love, sex, relationships, work, marriage, separation and divorce, and death and loss. Students will explore methods of effecting change in their lives.
Prerequisite: Successful completion of PSYC& 100 or PSY 112.

PSYC& 100
GENERAL PSYCHOLOGY 5CR
Surveys the knowledge and methods of the discipline of psychology. Abroad view of the subject is presented and establishes the foundation for further study of the discipline. Emphasis will be placed upon the application of psychological knowledge to daily situations, and upon accessing and assessing information about behavior from a variety of sources. Skills in scientific reasoning and critical thinking will be developed.
Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

PSYC& 200
LIFESPAN PSYCHOLOGY 5CR
This course provides an introduction to the milestones of human development from conception to death. It describes physical, cognitive, and social growth of people, with special attention to various cultural contexts of development and the rich diversity of individuals. The content is drawn from research and theories in developmental psychology. Students are expected to integrate their personal experiences, knowledge of psychology, and their observations of human development with the content of this course. Implications for parenting, education, and social policy making will be discussed so that the student may apply course information to meaningful problems.
Prerequisite: Successful completion of PSYC& 100.

PSYC& 220
ABNORMAL PSYCHOLOGY 5CR
A study of the development and symptoms of mental health disorders. Topics covered include schizophrenia, mood disorders, anxiety disorders, personality disorders, psychosomatic disorders, sexual deviation, organic disorders, and the process of adjustment to stress. Attention is given to biosocial, cognitive, and cultural factors and their role in mental health.
Prerequisite: Successful completion of PSYC& 100 or PSY 112.

RETAIL BUSINESS MANAGEMENT

RBM 121
SUCCESSFUL CAREER DEVELOPMENT 3CR
Participate in self-analysis, goal setting, career exploration, personal appearance and grooming, rèsumè writing, application letter writing, the employment interview, communication of ideas, interviewing practice, and other techniques of successful career development.

RBM 123
CUSTOMER SERVICE STRATEGIES 5CR
Concepts of effective customer service, step-by-step suggestions for improving your skills, and valuable references for delivering exceptional internal and external customer service skills. Also offered online.

RBM 125
INTRODUCTION TO THE INTERNET 3CR
Internet concepts using Netscape Navigator and Microsoft Explorer for work and school applications. Topics include: search engines, file transfer protocols, and electronic mail. Accessing various types of technical information, strategies for finding and using online employment resources.

RBM 128
BUSINESS COMMUNICATIONS 5CR
Prepares students to communicate effectively in business settings by helping them develop superior written and oral communication skills. This course focuses on traditional and Web-based forms of communication, as seen in business today, including e-mail, letters, memos, reports, proposals, and presentations. Upon completion of Business Communications, students will know how to plan, write, and revise communications for a variety of audiences, both in print and online.

RBM 133
EFFECTIVE SELLING 5CR
Nature and scope of selling and understanding buying motives with strong emphasis on the selling process, prospecting, pre-approach, demonstration of products and services, and closing. Develop selling skills through role-play, case studies, and in-class simulations. Also offered online.

RBM 135
WINDOWS (XP) APPLICATIONS 3CR
Introduction to the Microsoft Windows graphical user interface. Step-by-step exercises include starting Windows applications, maximizing, minimizing, sizing Windows, switching screens, finding files, and using other Windows features.

RBM 138
BUSINESS PROMOTIONS 5CR
Learn to use a step-by-step desktop publishing program to create professional publications with various design elements.

RBM 140
PRINCIPLES OF OPERATIONS MANAGEMENT 4CR
Apply what has been learned to real company challenges and best practices by offering a multitude of problems in the text and integrated case studies, including topics on operations and productivity, project management, human resources, job design, forecasting, statistical process control, and supply chain management. Only online.

RBM 141
FUNDAMENTALS OF SUPERVISION **5CR**
Emphasis on the human factor in business, the job of the supervisor, human relations, the art of leadership, converting policy into action, job analysis and performance, how and when to discipline, and effective supervising techniques for a diverse workplace. Also offered online.

RBM 142
MARKETING-PRESENTATION & SURVEY SKILLS **3CR**
Methods and techniques of marketing research and the principles on which they are based. Includes the elements of the research process, evaluation and effective presentation of finding. Also offered online.

RBM 143
PRINCIPLES OF RETAILING **5CR**
Introduction to retail management operations and merchandising. Covers various business ownership types of retail institutions. Other areas covered are determining retail target markets; trading area analysis and site selection; retail organization; buying handling financial management of merchandise; development of retail image; customer service; and control of retail operations. Also offered online.

RBM 158
HUMAN RESOURCE MANAGEMENT **6CR**
Identify the role of the human resource management, including its scope and responsibilities. Students will examine the principles and methods used in the recruitment, selection, placement, and training of employees. Major laws, trends, and issues related to human resource administration will be discussed. Also offered online.

RBM 159
E-COMMERCE PRINCIPLES & APPLICATIONS **4CR**
This introduction to the world of electronic commerce provides the tools necessary to understand and capitalize on the explosion of Internet-based business in today's economy. Study the technologies used to create new opportunities for business-to-business and business-to-customer services.

SOCIOLOGY

SOC& 101
INTRODUCTION TO SOCIOLOGY **5CR**
Focuses on understanding and applying the sociological perspective, which stresses the importance of the impact of social forces external to the individual in shaping people's lives and experiences. Topics studied will include socialization, social interaction, culture, groups, social structure, deviance, social inequality, social class, race, gender, institutions (political, economic, educational, and family), collective behavior and social change. Students will be asked to learn the basic concepts, theories, and perspectives of sociology, to see how these operate in terms of social processes, structures, and events, and to apply this knowledge to better understand the social world.
Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

SURGICAL TECHNOLOGY

SURG 126
PATIENT CARE THEORY I **5CR**
Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, and consent.
Prerequisites: Successful completion of SURG 136, 137, 138, 146.

SURG 127
PHARMACOLOGY & ANESTHESIA **5CR**
Introduces the student to basic surgical-related pharmacologic and anesthetic principles, including drug classification, proper medication labeling and handling, aseptic medication preparation, and usage principles of anesthesia administration and monitoring, including complications and intervention.
Prerequisites: Successful completion of SURG 136, 137, 138,146.

SURG 130
PATIENT CARE THEORY II **5CR**
Develops the student's understanding of the surgical patient, the needs of special patient populations, and basic biomedical science.
Prerequisites: Successful completion of SURG 126, 127, 141, 151.

SURG 136
OPERATING ROOM THEORY I **8CR**
Introduces the student to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries.
Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL& 175 (BIOL 118 will be accepted through 2015), CAH 102, 103, 105, and SOC& 101.

SURG 137
INTRODUCTION TO SURGERY **5CR**
Orients the student to the field of surgical technology, including history, working conditions, personal characteristics, professionalism, healthcare facilities, standards of conduct, the physical environment, and safety standards.
Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL& 175 (BIOL 118 will be accepted through 2015), CAH 102, 103, 105, and SOC& 101.

SURG 138
INTRODUCTION TO ASEPSIS & INSTRUMENTATION **5CR**
Orients the student to the principles of asepsis and sterile technique, surgical case management, instrumentation, supplies, wound healing related to sutures, needles, and stapling devices.
Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL& 175 (BIOL 118 will be accepted through 2015), CAH 102, 103, 105, and SOC& 101.

SURG 141
OPERATING ROOM THEORY II **8CR**
Classroom and lab presentations of surgical specialties to include otorhinolaryngologic, orthopedic, oral/maxillofacial, plastic/reconstructive procedures, and surgical anatomy.
Prerequisites: Successful completion of SURG 136, 137, 138,146.

SURG 146
SURGICAL LAB I **5CR**
Introduces students to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries.
Prerequisites: Successful completion of MAT 108, ENGL& 101, BIOL& 175 (BIOL 118 will be accepted through 2015), CAH 102, 103, 104, and SOC& 101.

SURG 151
SURGICAL LAB II **5CR**
Lab presentations and practice of surgical procedures to include otorhinolaryngologic, oral/maxillofacial, and plastic/reconstructive procedures.
Prerequisites: Successful completion of SURG 136, 137, 138, 146.5.

SURG 206
OPERATING ROOM THEORY III 8CR
Classroom and lab presentations of surgical procedures to include cardiothoracic, peripheral vascular, neurosurgical procedures, and surgical anatomy.
Prerequisites: Successful completion of SURG 126, 127, 141, 151.

SURG 207
MICROBIOLOGY 5CR
Students will discuss the historical background of microbiology and be able to identify basic equipment used to identify microorganisms. We will go into many aspects of microbiology, including the description of structure and characteristics of different microorganisms, conditions that affect the life and the death of microorganisms, the relationships between humans and pathogenic and nonpathogenic bacteria, and factors that enable pathogens to invade a host and cause a disease.
Prerequisites: Successful completion of SURG 126, 127, 141,151.

SURG 211
SURGICAL LAB III 1CR
Lab presentations and practice of surgical procedures to include cardiothoracic, peripheral vascular, laparoscopic, emergent, and neurosurgical procedures.
Prerequisites: Successful completion of SURG 126, 127, 141,151.

SURG 215
CLINICAL APPLICATIONS I 5CR
Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior, and skills to reinforce their role as a member of the perioperative team.
Prerequisites: Successful completion of SURG 130, 206, 207, 211.

SURG 220
CLINICAL APPLICATIONS II 5CR
See Clinical Applications.
Prerequisites: Successful completion of SURG 130, 206, 207, 211, 215.

SURG 225
CLINICAL APPLICATIONS III 5CR
See Clinical Applications.
Prerequisites: Successful completion of SURG 215, 220, 235.

SURG 230
CLINICAL APPLICATIONS IV 5CR
See Clinical Applications.
Prerequisites: Successful completion of SURG 215, 220, 225, 235.

SURG 235
SEMINAR I 3CR
Classroom presentations on health and wellness, and death and dying. Classroom preparation for the PAE.
Prerequisites: Successful completion of SURG 130, 206, 207, 211.

SURG 240
SEMINAR II 3CR
Classroom presentations of employability skills, preoperative routines, and transportation. Classroom preparation for the NBSTSA Certification Exam.
Prerequisites: Successful completion of SURG 215, 220, 235.

SUSTAINABLE BUILDING SCIENCE

SBS 105
INTRODUCTION TO SUSTAINABILITY 3CR
A survey of economic, environmental, and human health principles behind the different approaches to sustainability in the workforce.

SBS 110
GREEN BUILDING DESIGN 4CR
Overview of sustainable green building models, with a focus on energy, indoor health, natural resources, and other environmental impact.

SBS 115
SUSTAINABLE MATERIALS IN CONSTRUCTION 4CR
Introduction to the construction materials used in sustainable building design and their impact on a structure's initial and long term costs, as well as considerations for the local environment and economy.

SBS 120
SURVEY OF ENERGY RATINGS 4CR
An overview of the current and emerging efficiency standards for measuring energy usage and consumption, including, but not limited to, Energy Star, BPI, LEED, Built Green, etc.

SBS 125
ALTERNATIVE ENERGY SYSTEMS 4CR
An overview of existing and emerging approaches to energy production for use in residential and commercial structures, including, but not limited to, solar/photovoltaics, wind, geothermal, biofuels, etc.

SBS 140
INSULATION BASICS 4CR
Introduction to the different types of insulation commonly used in homes and businesses, with comparisons for their respective costs and levels of energy efficiency.

SBS 145
BUILDING ENVELOPE 5CR
Introduction to the principles of heat, light, sound, moisture, and air movement within a residential structure, including an overview of external factors which impact a building's energy integrity.

SBS 150
MOISTURE MITIGATION 3CR
Introduction to practices in construction that prevent moisture intrusion, as well as techniques for maintaining healthy living environments free from the destructive impacts of moisture.

SBS 155
SOLAR BASICS 4CR
Introduction to the basic concepts, components, and uses of photovoltaic technology, as well as costs, benefits, and drawbacks in sustainable construction.

SBS 170
DIAGNOSTICS AND TESTING 3CR
Overview of the equipment, technology, systems, and software used to measure a building's energy usage and loss.

SBS 175
INDOOR AIR TESTING 3CR
An introduction to understanding and diagnosing environmental problems in residential structures, and the means for mitigating those issues.

SBS 180
THERMOGRAPY 3CR
Introduction to infrared themography, its principles, and the proper operations of IR camera equipment for diagnosing problems that lead to energy loss in a building.

SBS 185
SERVICE LEARNING PROJECT 3CR
A capstone project that gives students an opportunity to apply their sustainable building science knowledge in a real life setting, focusing on helping nonprofit organizations achieve sustainability in the buildings where they live, work, and serve the public.

WELDING

WLD 105
WELDING THEORY I 5CR
Introduces the tools and equipment used in welding. Includes safety considerations, electrical principles, weld quality, and technical orientation for select welding and cutting processes.
Co-requisites: WLD 110 and WLD 112.

WLD 110
THERMAL CUTTING & GOUGING 3CR
Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging.
Co-requisite: WLD 105.

WLD 112
OXYACETYLENE WELDING & BRAZING 4CR
Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment.
Corequisite: WLD 105.

WLD 116
SHIELDED METAL ARC WELDING I 7CR
Introduces the shielded metal arc welding (SMAW) process with emphasis on skill development, using deep penetrating electrodes in the flat and horizontal positions.
Prerequisite: Completion of or concurrent enrollment in WLD 105.

WLD 120
SHIELDED METAL ARC WELDING II 7CR
Builds further skill with SMAW deep penetrating electrodes by welding various joints in the vertical and overhead positions.
Prerequisite: WLD 105.

WLD 124
SHIELDED METAL ARC WELDING III 7CR
Develops understanding of the applications and techniques for using low hydrogen SMAW electrodes in the flat and horizontal positions.
Prerequisite: WLD 105.

WLD 135
SHIELDED METAL ARC WELDING IV 7CR
Develops further skill with SMAW low hydrogen electrodes by welding various joint designs in the vertical and overhead positions.
Prerequisite: WLD 105.

WLD 142
WELDING THEORY II 5CR
Explores methods of weld inspection and testing, and continues the technical orientation to select welding processes.
Prerequisite: WLD 105.

WLD 144
PRINT READING FOR WELDERS 5CR
Develops the ability to interpret prints used in welding and fabrication. Introduction to sketching, lines, views, visualization, dimensioning, applied math, and welding symbols.
Prerequisite: WLD 105.

WLD 152
GAS METAL ARC WELDING 7CR
Develops the ability to use the gas metal arc welding process to join carbon steels and aluminum with various joint designs in all positions.
Prerequisite: Completion of or concurrent enrollment in WLD 142.

WLD 156
METALLURGY 2CR
Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding.
Prerequisite: WLD 142.

WLD 168
FLUX CORED ARC WELDING I 7CR
Develops the ability to use gas-shielded flux cored arc welding electrodes to join carbon steels with various joint designs in all positions.
Prerequisite: Completion of or concurrent enrollment in WLD 142.

WLD 172
FLUX CORED ARC WELDING II 7CR
Develops the ability to use self-shielded flux cored arc welding to join carbon steels with various joint designs in all positions.
Prerequisite: Completion of or concurrent enrollment in WLD 142.

WLD 177
PREPARATION FOR WELDING CERTIFICATION 2CR
Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests.
Prerequisite: WLD 142, or Instructor's permission.

WLD 179
FABRICATION 3CR
Develops knowledge in project planning, layout methods, fixturing, distortion control, and the use of tools and equipment for metal fabrication.
Prerequisite: WLD 144.

WLD 210
GAS TUNGSTEN ARC WELDING I 7CR
Develops the ability to use the gas tungsten arc welding process to join carbon and stainless steels with various joint designs in all positions.
Prerequisite: Completion of, or concurrent enrollment in, WLD 142.

WLD 213
GAS TUNGSTEN ARC WELDING II 7CR
Develops the ability to use the gas tungsten arc welding process to join aluminum alloys with various joint designs in all positions.
Prerequisite: Completion of, or concurrent enrollment in, WLD 142.

WLD 215
COOPERATIVE WORK EXPERIENCE 1-5CR
Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for site choice.
Prerequisite: Advanced standing with Instructor's permission.

WLD 217
SPECIAL PROJECTS 1-5CR
Develops skill in print reading, project planning, layout, distortion control, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned.
Prerequisite: Advanced standing with Instructor's permission.

Northwest Career & Technical High School Nursing Assistant Certificate Program.
For more info **www.cptc.edu/catalog** or call (253) 589-5800.

Policies & Procedures

Academic Standards 136
Student Records 145
Student Code of Conduct 146
Campus Policies 150
Academic Calendar 152

Academic Standards

Clover Park Technical College is committed to facilitating the academic success of students. The primary purpose of Academic Standards is to provide guidance in academic processes and procedures, which govern student progress through programs of study.

Student Academic Responsibilities

Program admission to Clover Park Technical College carries with it the understanding that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey appropriate laws, will comply with the rules of the college and its departments, and will maintain a high standard of integrity and honesty.

1. Dishonesty: Honest assessment of student performance is of crucial importance to all members of the college community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

   a It is the responsibility of the college administration and faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of dishonesty that occur at the college.

   b Any student who, for the purpose of fulfilling any assignment or task required by a staff member as part of the student's program of study, shall knowingly tender any work product that the student fraudulently represents to the staff member as the student's work product, shall be deemed to have committed an act of dishonesty. Acts of dishonesty shall be cause for disciplinary action and be subject to the processes described on page 145 of the catalog.

   c Any student who aids or abets the accomplishment of an act of dishonesty, as described in sub-paragraph b) above, shall be subject to disciplinary action.

   d This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for dishonesty.

2. Classroom Conduct: Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

3. Any student who substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class shall be subject to disciplinary action.

Attendance Policy

The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. The instructor may establish an attendance policy for the program. It is the responsibility of the student to know and comply with the policy. Programs having established attendance policies will include relevant information in course syllabi. Financial aid recipients are subject to the Student Progress Policy as stated in the financial aid section of this catalog.

A student who does not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal.

Grades

The quality of a student's performance is measured by a grading system using grades A through F. The grade for a course is calculated into a student's GPA as 4 to 0 grade points. Faculty may choose to utilize or not utilize the + or - designation with grades.

Each individual program establishes criteria for achieving each grade based on percentage scores and specific assessment criteria as listed in the course syllabi.

The grade points allotted to each grade are as follows:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0
C+	2.3		

Some programs require that the student complete each individual course with a C (2.0) or better grade in order to progress in the program. Programs with this requirement will have it noted in the course description section of the catalog and in the course syllabus. Financial aid recipients are subject to the Student Progress Policy on page 20 of this catalog.

Other Grade Indicators

* Course not graded. No grade point assigned.

I Incomplete. An incomplete grade indicates that the student completed most of the course requirements at a passing level and intends to complete missing course work. Prior to the last day of the quarter, the instructor must complete a Clover Park Technical College Agreement for Incomplete Grades form indicating the work to be completed and the expected completion date, not to exceed one academic quarter from the date of issue. The form must be signed by both the

instructor and the student. A grade of I reverts to the grade F if work has not been satisfactorily completed by the end of the following quarter.

N Audit Course. No grade point assigned.

P Pass. No grade point assigned. A P grade indicates passing with a C (2.0) in courses designated as pass/fail. Courses graded with P may not meet program requirements for graduation.

R Repeated Courses. The R will be placed next to the lowest grade, and only the highest grade received for the course will be used in the calculation for the GPA.

V Unofficial Withdrawal. No grade point assigned. Instructor-initiated, a V appears on the transcript when an instructor withdraws a student who has never attended (No Show) or has discontinued participation without initiating official withdrawal.

W Official Withdrawal. No grade point assigned. Student-initiated, a W appears on the transcript when a student officially withdraws from a course in accordance with the college Drop/Withdrawal procedure.

X Prior Experiential Learning. No grade point assigned. Instructor-initiated, an X appears on the transcript after the student successfully demonstrates mastery of program competencies.

Course Numbering

Courses numbered below 100 are not considered college level and do not meet degree/certification requirements.

Criterion for Good Standing

A student is in good academic standing when the quarterly grade point average remains at or above 2.0. Financial aid recipients are subject to the Student Progress Policy as stated on page 142 of this catalog.

Grade Changes

Students who believe that an error has been made in the grade received for a course should contact the instructor as soon as possible to discuss the issue. Requests for grade changes will be accepted no later than one quarter from the date the grade was issued. Appeals will be addressed through the Academic Appeal Process described in this catalog.

Adding a Course

Students may add courses online through the second day of the quarter without faculty permission. After that date, faculty permission is required. Add/Drop forms are available in the Student Records Office.

Withdrawing From a Course

Students dropping or withdrawing from any course or program must complete an official Add/Drop Form in Student Records on their last day in class. If an emergency occurs preventing the student from coming to the college, withdrawals may be made by telephone at (253) 589-5666, by fax at (253) 589-5852, or on the web at www.cptc.edu/drop. Failure by the student to officially withdraw will affect grades and possible refunds. Financial Aid recipients are subject to the Student Progress Policy as stated on page 142 of this catalog and should contact the Financial Aid Office prior to withdrawing from a program or course.

Withdrawals through the 5th class day after the start of a course or program will be considered a drop and will not appear on the student transcript.

Withdrawals after the 5th class day, and through the 35th class day of a quarter may receive a W grade. Students withdrawing after the end of the 35th class day of a quarter will receive the grade earned for the quarter at the time of withdrawal.

Students re-enrolling in a course or program for which a W, F, or V was assigned must begin the course or program in the first week of the quarter and in accordance with established prerequisites.

Administrative Withdrawal

Clover Park Technical College reserves the right to administratively withdraw students under the following conditions:

1 Student has not attended the first two class sessions and/or complied with the established attendance policy for the class or program.

2 Student has not successfully fulfilled the prerequisites for the class or program. Student will be notified of the withdrawal and provided registration options.

3 If a student violates the Student Code of Conduct, an administrative withdrawal may be done. Student will be notified of this action.

Auditing a Course

A student may enroll to audit a course with permission of the program faculty. The auditing student is expected to pay tuition and fees but is not required to take examinations and will not receive credit for the course. A grade of N will be listed on the student's transcript and will not be computed in the GPA.

Registration status changes from audit to credit or from credit to audit are not allowed after the start of the course.

Repeating a Course

Students may repeat a course in which they have not received a passing grade, unless prohibited by program policy. To repeat a course, a student must register for the course on a space available basis, complete a Course Repeat form at the time of registration, and pay all necessary fees.

Repeating a Course continues on next page

Repeating a Course continued

A course may be repeated no more than twice (this is defined as two repeats in addition to the original enrollment). All courses and earned grades will remain on the student's transcript, with only the highest grade received for a repeated course used in the calculation of the GPA.

Financial aid recipients and veterans should check with the Financial Aid and Student Records (veteran's) offices regarding funding for repeated courses.

Other colleges may not accept a grade earned in a repeated course.

General Education

All degree or certificate programs of 45 credits or longer require a minimum of five credits each in three college-level (100 level or above) General Education areas: communication, quantitative reasoning (math), and social sciences. Students are responsible for registering and completing these courses prior to graduation. Specific courses are identified in the program descriptions. General Education courses are offered at convenient hours throughout the day each quarter.

Students must earn a grade of C (2.0) in all development courses in order to advance to the next level course or any 100 level course.

Core Abilities

Clover Park Technical College has identified four core abilities that all certificate- and degree-seeking students should possess upon completion of their program. These competencies represent workplace skills that will prepare graduates to be valued employees and will contribute to their success.

Communication: Students will receive and deliver written, spoken, and visual information clearly and accurately.

Critical Thinking/Problem Solving: Students will apply principles and strategies of purposeful, active, organized thinking.

Personal/Professional Responsibility: Students will apply effective work habits and attitudes within an organizational setting and to work successfully with others as part of the total team, both inside and outside the workplace.

Information/Technological Literacy: Students will use modern electronic and industrial devices to accomplish tasks in today's workplace.

College Success Course

A course entitled College 101 – Foundations for Student Success is recommended for all students entering the educational arena and required for those with a COMPASS placement at or below of English 82 or Math 82. The course should be completed during the first quarter of study at CPTC.

Additional Degree Requirements

To receive an Associate of Applied Technology (AAT) or Associate of Applied Science – T (AAS-T) degree at Clover Park Technical College, the following degree requirements must be met:

- Successful completion of the technical and General Education courses required for your program.
- Completion of a high school diploma or GED. Students who do not have a high school diploma or GED may request one at the time that they apply for their degree.
- Completion of a capstone project course. Courses that satisfy the degree requirement for a capstone project are identified in the catalog with a CAP postscript following the course number.
- Completion of a diversity requirement. Courses that satisfy the diversity degree requirement are identified in the catalog with a DIV postscript following the course number.
- Completion of a computer literacy requirement. Computer literacy may be demonstrated by either passing a competency test or successfully completing a computer literacy course designated with a CL postscript following the course number.

Transfer of Credit to Clover Park Technical College

Total combined credit granted from all external sources shall not exceed 50 percent of the credits needed for program completion.

Programs may have exceptions to the maximum credits accepted in transfer due to special articulations or consortium agreements. These exceptions will be noted in the program description section of this catalog.

CREDIT FROM COLLEGES & UNIVERSITIES

Clover Park Technical College curriculum is based on current industry standards. Transfer credit from an accredited institution may be accepted if the course work:

1. Was college level.
2. Was graded as C (2.0) or better.
3. Meets required time limitations:
   a Technical Courses: Must meet the program's requirements as described in the Clover Park Technical College catalog.
   b General Education Courses do not have a required time limitation unless specified by an individual program.

   Requirements can be found in the program description section of this catalog.

4. Transfer credit combined with all sources may constitute no more than 50 percent of the credits needed for program completion.
5. Transfer of credit for programs with license requirements are subject to current licensing laws.

HIGH SCHOOL LEARNING EXPERIENCE / DUAL CREDIT

Credit/dual credit may be accepted for high school learning experience where formal articulation agreements are in place. Courses that have Dual Credit Articulation agreements are marked with an asterisk * in both program and course description. Please contact Student Records at (253) 589-6003 for specific agreements..

MILITARY EXPERIENCE

Credit may be accepted for military experience or education based on guidelines from the American Council on Education.

PRIOR LEARNING ASSESSMENT (PLA) CREDIT

Students who wish to receive credit for prior learning will complete the Prior Learning Assessment Request Form available from the Student Records Office and pay the following fees for assessment services: $40 evaluation fee and $20 for each course for which prior learning credit is requested.

Instructors will evaluate the prior learning of a student in relation to the competencies of the program and will award credit for demonstrated learning outcomes that are appropriate to the subject, course, or program offered.

All credits awarded for this type of experience will be noted as such on the student's transcript with a grade of X. Credit for prior learning may constitute no more than 25 percent of the credits needed for program completion.

SERVICEMEMBER OPPORTUNITY COLLEGE (SOC)

Clover Park Technical College has been designated as a member of Servicemembers Opportunity Colleges (SOC), a group of more than 1,900 colleges and universities that provide educational opportunities for servicemembers and their families throughout the world.

Recognizing the problems faced by military students whose jobs require frequent moves, SOC member schools make it easier to obtain college degrees rather than just accumulate course credit by:

- Limiting the amount of course work students must take at a single college to no more than 25% of degree requirements
- Designing transfer practices to minimize loss of credit and avoid duplication of course work
- Awarding credit for military experience
- Awarding credit for tests such as CLEP, DSST (formerly DANTES)

CLEP & DSST CREDIT

The College-Level Examination Program (CLEP) is a way to earn credit for comprehensive knowledge you may have acquired through independent or prior study, cultural pursuits, work, or other life experiences. If you successfully pass the CLEP tests, you may receive credit for completing certain certificate or degree requirements. Clover Park Technical College (CPTC) accepts the following subject tests when passed with the recommend American Council on Education (ACE) score: College Mathematics, College Algebra, Introductory Psychology, and English Composition. Information about CLEP tests and testing sites can be obtained on the College Board website at www.collegeboard.com.

DSST (formerly known as DANTES Subject Standardized Tests) is also accepted as a way to earn credit for prior knowledge or experience. The subject must be equivalent to CPTC courses and will be accepted according to the ACE recommendations for passing and credit value. Information about DSST tests and testing sites can be obtained online at www.dantes.doded.mil.

ADVANCED PLACEMENT (AP)

Clover Park Technical College (CPTC) grants credits to students who have earned a score of three or more on the Advanced Placement Tests of the College Board in the following subject areas: English, Mathematics, Psychology, and Environmental Studies. For more information about AP study and testing, please see the AP counselor at your high school or go to www.collegeboard.com and search for Advanced Placement. When you take your test, be sure to indicate that the results should be sent to CPTC.

INTERNATIONAL BACCALAUREATE (IB)

International Baccalaureate students who have earned successful IB higher level test scores may request college credit for IB higher level work that is the equivalent of CPTC degree and certificate course requirements. For more information, please contact the Credentials Evaluator at (253) 589-6003 or email Beverly.custard@cptc.edu.

ALTERNATIVE CREDIT OPTIONS

CPTC accepts many alternative credit options for completion of degrees and certificates; however, if your plans include transfer to another college or university, they may not provide the same credit and you should check with their Admissions Office to determine your best options for meeting your educational goals.

Transferability of Clover Park Technical College Credit

Many Clover Park Technical College programs have individual agreements with other academic institutions that provide for the transfer of credits. Acceptance of credit taken at one educational institution is always at the discretion of the receiving institution. Students are advised to contact the registrar of the receiving institution to discuss its policies and procedures for transfer credit.

Transfer Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing (electronic or paper).

Clover Park Technical College Degrees

Clover Park Technical College awards two types of degrees.

The Associate of Applied Technology (AAT) degree is awarded to students who satisfactorily complete the competencies and requirements in programs approved by the college's Curriculum Committee and by the State Board for Community and Technical Colleges. AAT degree options are available in programs 90 credits or more in length containing a core of fifteen (15) college-level academic credits. College-level academic courses in communication, quantitative reasoning, and social sciences required for AAT degrees are designed to prepare students for work. While they meet program graduation requirements, they are not likely to transfer to other colleges or universities.

The Associate in Applied Science - T (AAS-T) degree is awarded to students who satisfactorily complete the competencies and requirements in programs approved by the college's Curriculum Committee and by the State Board for Community and Technical Colleges. AAS-T degrees are workforce degrees with a core of General Education courses commonly accepted in transfer. The General Education component of the AAS-T degree is comprised of not less than twenty (20) credits of courses, including a minimum of 5 credits in communication; 5 credits in quantitative reasoning; and 10 credits in social science, humanities, or science. It is assumed that many AAS-T degrees will have significantly more than the minimum 20 credits of General Education courses.

Degree options are indicated on individual program descriptions in this catalog..

Clover Park Technical College Degrees Transfer Agreements

Clover Park Technical College has agreements with several universities and colleges for transfer into specific baccalaureate programs for selected programs.

ASSOCIATE OF APPLIED TECHNOLOGY TRANSFER AGREEMENTS

Capella University – Capella University, founded in 1993, offers Bachelor's degrees in the fields of business, information technology, nursing, and psychology. The university is exclusively online, and focuses on the needs of adult students who want a high-quality education they can pursue from any location. Capella degree programs are based on professional standards and employer recommendations so that from the beginning, your program delivers what you need to succeed in your field.

Capella is committed to providing a high quality online education that challenges you, while providing the resources, support, and assistance you need to keep on track toward your goals.

Capella University has formed an alliance with Clover Park Technical College that is intended to allow graduates of Clover Park Technical College a smooth transfer of credits toward Capella programs, as well as reduced tuition. Visit www.capella.edu/cptc

for more information. Capella University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

City University of Seattle – Clover Park Technical College students may transfer up to 90 credits from approved programs to City University of Seattle for inclusion in the degree requirements of appropriate Bachelor's degrees.

To be considered for admission to City University of Seattle, students must submit a City U of Seattle admission application form, including any additional admission documents if required, and submit an official transcript from Clover Park Technical College.

City University of Seattle, founded in 1973, addresses the educational needs of working adults and offers certificates and degrees in more than 50 programs. It has nearly two dozen locations throughout the state of Washington as well as the state of California, the Canadian province of British Columbia, Denmark, Germany, Slovakia, and Switzerland. City University is accredited by the Northwest Association of Schools and Colleges.

The Evergreen State College – The Evergreen State College (TESC) accepts two Clover Park Technical College Associate of Applied Technology (AAT) degrees for Evergreen's Upside Down Degree Program:

Massage Studies
Medical Laboratory Technician

The Evergreen State College is accredited by the Northwest Commission on Colleges and Universities.

ASSOCIATE IN APPLIED SCIENCE-T (AAS-T) TRANSFER AGREEMENTS

The Associate in Applied Science-T (AAS-T) degree is built upon the technical courses required for job preparation but also includes a college-level General Education component. Clover Park Technical College has identified AAS-T degree options for the following programs:

Accounting
Architectural Engineering Design
Aviation Maintenance Technology
Computer Information Technology
Computer Networking & Information Systems Security
Culinary Arts
Early Care and Education
Environmental Sciences & Technology
Graphic Technologies
Interior Design
Human Services
Material Science - Nondestructive Testing
Material Science - Composites
Media Design and Production
Medical Histology
Nursing – RN Option
Professional Pilot
Sustainable Building Science

Currently, the following universities have agreements to accept Clover Park Technical College's Associate in Applied Science-T (AAS-T) degrees. Call (253) 589-4333 for updated information.

City University of Seattle – City University of Seattle accepts all credits in the AAS-T, though more than two years may be required to complete the City University of Seattle degree. To find out more about City University of Seattle, contact them at http://www.cityu.edu.

DeVry University – Students completing an AAS-T degree at Clover Park Technical College will receive a block transfer of courses to DeVry's Bachelor of Science degree in Technical Management (BSTM). The following programs are eligible:

Accounting
Aviation Maintenance Technology
Computer Networking and Information Systems Security
Computer Information Technology
Emergency Management
Environmental Sciences & Technology
Interior Design
Media Design and Production
Professional Pilot

To find out more about DeVry University, contact them at http://www.devry.edu

Bellevue College (BAS degree) – An articulation agreement has been established to enable graduates of CPTC's Interior Design program to apply for acceptance into the Bachelor of Applied Arts (BAA) degree in Interior Design at Bellevue College.

Embry-Riddle Aeronautical University – The Embry-Riddle Aeronautical University accepts ten Clover Park AAS-T degrees in transfer. To find out more about The Embry-Riddle Aeronautical University, contact them at http://www.embryriddle.edu:

Aviation Maintenance Technician
Professional Pilot
Computer Information Technology
Computer Networking & Information Systems Security
Environmental Sciences & Technology
Architectural Engineering Design
Electrician Low Voltage Fire/Security
Heating & Air Conditioning/Refrigeration Service Technician

South Seattle Community College (BAS degree) – The Bachelor of Applied Science degree at South Seattle Community College accepts the following AAS-T degrees in transfer:

Culinary Arts
Accounting

The Evergreen State College – The Evergreen State College accepts several Clover Park degrees in transfer. To find out more about Evergreen's Upside Down Degree Program, contact them at http://www.evergreen.edu

Accounting (AAT or AAS-T)
Computer Information Technology (AAT or AAS-T)
Early Care and Education (AAT or AAS-T)
Environmental Sciences & Technology (AAT or AAS-T)
Graphic Technologies (AAS-T)
Human Services (AAT or AAS-T)
Human Services: Chemical Dependency (AAT or AAS-T)
Interior Design (AAS-T)
Massage Studies (AAT with approved math)
Medical Histology Technicial (AAT or AAS-T)
Nursing: RN Option (AAS-T)
Pharmacy Technician (AAT)
Sustainable Building Science (AAS-T)

The Evergreen State College is accredited by the Northwest Commission on Colleges and Universities.

University of Phoenix – The University of Phoenix has agreed to accept the AAS-T in transfer for their Bachelors of Science in Management (BSM) degree. To find out more about the University of Phoenix, contact them through their website at www.phoenix.edu.

University of Washington, Tacoma – An articulation agreement has been established with the University of Washington, Tacoma, for the following program:

Environmental Sciences & Technology

OTHER TRANSFER OPPORTUNITIES

Many individual academic courses offered at Clover Park Technical College are accepted for transfer to two-year colleges and baccalaureate institutions, including Washington State University, The Evergreen State College, Central Washington University, the University of Washington, Western Washington University, Eastern Washington University, The Fashion Institute of Design & Merchandising and National University. For more information on transferability, call 253-589-4333.

Academic Honors

QUARTERLY HONORS

Each quarter, Clover Park Technical College recognizes outstanding academic achievement by placing students on the President's List or the Vice President's List. Each student who meets the criteria for these awards will receive a letter of acknowledgment and will have a notation of the award placed on his/her transcript.

President's List – Granted to students with a minimum quarterly enrollment of 12 college-level credits in courses receiving grades other than V, W, N, or I and a minimum quarterly grade point average of 4.0.

Vice President's List – Granted to students with a minimum quarterly enrollment of 12 college-level credits in courses receiving grades other than V, W, N, or I and a minimum quarterly grade point average of 3.75 – 3.99.

GRADUATION HONORS

A student completing an Associate of Applied Technology degree or Associate of Applied Science-T degree who achieves a cumulative grade point average of 3.75 – 4.0 is eligible for honors at graduation. Each student who meets these criteria will have the notation of Graduation with Honors placed on his/her transcript.

HONOR SOCIETIES

Phi Theta Kappa is the largest honor society in American higher education. Clover Park Technical College's Beta Omicron Gamma chapter is one of 1,200 chapters. Phi Theta Kappa's focus is on scholarship, leadership, service and fellowship. Students with a 3.50 GPA are eligible to join Phi Theta Kappa. A one-time induction fee is required. Please contact a Phi Theta Kappa advisor at 589-5610 for more information.

Psi Beta National Honor Society is the National Honor Society in Psychology for community and junior colleges. The mission of Psi Beta is professional development of psychology students through promotion and recognition of excellence in scholarship, leadership, community research, and community services. Clover Park Technical College's chapter is one of 170 chapters nationwide. Students with a 3.50 GPA are eligible to join Psi Beta. A one-time induction fee is required. Please contact a Psi Beta advisor at 589-5610 for more information.

Student Progress Policy

Clover Park Technical College is a state technical college. Tuition covers about 46% of the cost of a student's education. State tax dollars provide the rest. Washington State Law (SB 5135. RCW 28B.10.695) requires all state colleges to adopt policies that ensure students seeking degrees and certificates complete in a timely manner.

Clover Park Technical College is in a partnership with students to work towards an educational plan that will assist them in making consistent progress. The following Student Progress Policy and Degree/Certification Completion will assist students with their responsibilities to make progress towards their goals.

Degree/Certificate Completion Procedures

The college requires that students complete their degree or certificate within 125% of the published length of the program. The college will take the following steps to ensure that students are completing programs within a timely manner.

Step 1 When a student has completed the credits of the published length of the program, registration will be restricted until the student has developed a completion plan in consultation with instructional faculty. The plan must show that the student will be able to complete

within the 125% of the normal timeframe. If the student has mitigating circumstances, such as a disability, that must be documented with the Disabilities Specialist, and an appropriate plan should be in place.

Step 2 At 150% of credits required for the degree/certificate, the student will be blocked from further registration. The student may appeal to the appropriate dean for special circumstances.

Academic Progress

These policies are intended to support a successful learning experience at Clover Park Technical College.

At the conclusion of each quarter, the grades of all students enrolled in that quarter will be reviewed. A student whose quarterly grade point average is less than 2.0 and is taking 6 or more credits that quarter will be notified of his/her standing. Through this process the student will be alerted to potential problems in a timely manner so that the student may take effective corrective action. Any student whose quarterly GPA is under 2.0 will be encouraged to take advantage of the assistance provided by the college to help assure student success.

The following guidelines have been established to ensure that academic standards are maintained:

Step 1 The first quarter in which the grade point average is less than 2.0 will cause the student to receive notification of the level of academic achievement. The student may not be allowed to continue to the next course in accordance with established program prerequisites.

Step 2 If the student experiences two consecutive quarters of work in which the GPA is less than 2.0 (each quarter), the student will be placed on academic probation for the following quarter of attendance.

Step 3 If a student experiences three consecutive quarters of work in which the GPA is less than 2.0 (each quarter), the student will be suspended from attendance at the college and may not register for the next academic quarter.

Students placed on academic probation or suspension may appeal to the Academic Review Committee for reassessment if they believe that unusual circumstances beyond their control were the cause of their low academic achievement. Financial Aid recipients are subject to the Student Progress Policy.

Reinstatement to the college, following one quarter of academic suspension, requires the student to meet with advising/counseling staff to develop an educational plan. Upon reinstatement, the student will resume classes on academic probation.

Student Concerns

GENERAL INFORMATION

It is the policy of Clover Park Technical College to provide students with an opportunity to resolve any alleged violation of college academic policy, procedure, or regulation, or to resolve any alleged case of inequitable treatment. Student rights are protected in the concern process and the college must insure that a student will not suffer repercussions because he or she chooses to file a concern.

In the event that a student is dissatisfied with the conduct or performance of a college or instructional program employee, the college encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns.

The following are guidelines for determining who can assist a student with a concern regarding:

Academic	Division Dean/Instruction
Accommodations	Student Services
Disciplinary	Student Services
Discrimination/Harassment	Human Resources
Facilities/Bookstore	Operations & Facilities
Financial	Financial Aid Office

ACADEMIC APPEAL PROCESS

Academic Appeal must be made within fifteen (15) instructional days following the issuance of the grade or decision.

Step 1 Before a student can file a written concern or appeal, he or she should try to resolve the problem informally. The college expects the student to address his/her concern by first meeting with the college employee(s) whose actions resulted in the concern, discussing the issue, and documenting the discussion with notes. If not resolved, the student may proceed to the next step.

Step 2 If, within 5 instructional days following the informal meeting, the student feels a satisfactory resolution has not been achieved, the student may file a written concern with the employee's division dean or immediate supervisor, the concern or appeal must be in writing. A Student Concern Form is available from any instructor, division dean's office, or Advising & Counseling Office.

Step 3 Within 5 instructional days after receiving the concern or appeal in writing, the dean or supervisor will be responsible to investigate the concern. The dean or supervisor will provide the employee or instructor with a copy of the written concern or appeal; the employee or instructor will have 5 instructional days in which to provide a written response to their supervisor/dean.

Step 4 The dean or supervisor will convene a meeting of both parties in an attempt to resolve the issue, provided that the parties agree to meet for this purpose. In the event that one or both parties do not agree to meet, the dean or supervisor will investigate and render a decision based on the written statements and testimony of the parties. The dean or supervisor will impart this decision in writing to both parties within 5 instructional days. If the student feels a satisfactory resolution has not been achieved, the student may proceed to the next step.

Student Concerns/Academic Appeal continues on next page

Step 5 Within 5 instructional days after Step 4, the student will notify the appropriate Vice President, in writing, to request a hearing before the Appeal Review Committee. The Committee will be chaired by the Vice President for Instruction (or designee) and will also include the Vice President for Student Services (or designee), two student representatives appointed by the Student Council, and two faculty members appointed by the Faculty Union.

Step 6 Within 10 instructional days, the Appeal Review Committee will meet with the student, instructor or employee, and dean or supervisor to hear the points at issue in the appeal. The Committee will provide its written decision to all parties within 5 instructional days following the hearing. The decision is final and may not be reviewed.

The process described above is not to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial appeal, or discrimination grievance as described in other areas of the College Catalog or Student Handbook.

Federal and state laws, rules, and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical Colleges, shall not be grievable matters. Students shall use Chapter WAC 495C-300 and 495C-310 for grievances pertaining to sexual discrimination or equal opportunity discrimination based upon handicap.

Academic Forgiveness (Fresh Start)

A student may petition the Director of Enrollment Services to have sub-standard Clover Park Technical College course work set aside.

- The student must be currently enrolled.
- The forgiveness date must be at least two years prior to the current quarter.
- All course work taken prior to the forgiveness will be set aside. The student may not elect to retain individual courses and set aside others.
- The academic forgiveness option may be exercised only once.

Forgiven course work will remain on the transcript but will not be used in determining the cumulative grade point average or the calculation of honors. Forgiven course work may not be reinstated or used to satisfy Prerequisites or degree/diploma requirements.

Students are advised that a decision to set aside course work may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies.

Graduation

Clover Park Technical College grants two degrees, the Associate of Applied Technology degree and the Associate of Applied Science-T degree. These degrees are defined on page 140 of this catalog and the degree programs are listed in the chapter Programs and Courses.

A Certificate is awarded to students who satisfactorily complete the competencies and requirements for programs that are not defined as degree programs. General Education courses are required in certificate programs of 45 credits or more.

Courses numbered below 100 are not considered college level and do not meet degree/certificate requirements.

STANDARD FOR GRADUATION

To be eligible for graduation, a student must have:

- a cumulative grade point average of no less than 2.0
- met all of the program requirements
- completed 50 percent of the technical coursework at Clover Park Technical College
- 15 percent of the technical coursework in the final credits taken at Clover Park Technical College

APPLICATION FOR GRADUATION AWARD

To receive an Associate degree or certificate from Clover Park Technical College, a student must complete an Application for Graduation Award form in the Student Records Office and pay the non-refundable fee for each award requested. The application must be filed by the fourth week of the quarter in which the student expects to graduate.

COMMENCEMENT

Annually, Clover Park Technical College will offer an all campus graduation ceremony at a local venue. Any eligible student completing a degree, certificate, high school diploma, or GED granted through Clover Park Technical College at any time during the academic year, may participate. Students must submit an Application for Graduation award and RSVP to participate. Graduation deadlines will be announced in March.

The ceremony is held each June. Please check the college website at www.cptc.edu for the ceremony date and time and participation deadlines.

TIME LIMITATION

Clover Park Technical College curriculum is based on current industry standards. Returning Clover Park Technical College students who left prior to completion of their program must meet the program's graduation requirements as described in the current Clover Park Technical College catalog.

Clover Park Technical College students who have completed the technical requirements of their program but have not completed the General Education requirements for a degree or certificate will have one year from their date of withdrawal to complete the required General Education classes. If a longer period of time elapses before General Education courses are completed, the student will be required to meet the program's graduation requirements as described in the current Clover Park Technical College catalog.

Student Records

Annual Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1 The right to inspect and review the student's education records within 45 days of the day Clover Park Technical College receives a request for access.

Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.

2 The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Clover Park Technical College to amend a record that they believe is inaccurate or misleading. They should write to the CPTC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Clover Park Technical College decides not to amend the record as requested by the student, Clover Park Technical College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3 The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CPTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom CPTC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a volunteer or others performing institutional functions; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Clover Park Technical College designates the following information as Directory Information: Student name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, dates of attendance, honor roll, enrollment status, degrees and awards received, student photo, student e-mail address, and the most recent previous educational agency or institution attended by the student.

Directory Information may be released by Clover Park Technical College without student consent unless the student specifically requests that such information, or portions thereof, not be released. Clover Park Technical College will not release Directory Information for commercial purposes or other purposes not related to the school program or the conduct of official government business. Students currently attending Clover Park Technical College should complete a Request to Prevent Disclosure of Directory Information form in the Student Records Office if they do not wish Directory Information released.

4 The right to file a complaint with the U.S. Department of Education concerning alleged failures by Clover Park Technical College to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington DC 20202-4605

Transcripts

A transcript is a copy of a student's academic record and is released only with written permission of the student. All students are eligible to receive a transcript if they have met their financial obligation with the College.

A $5 processing fee is charged for each transcript. Transcript request forms are available in the Student Records Office, Building 17, and on the Clover Park Technical College website at www.cptc.edu/transcript.

Students may obtain an unofficial copy of their transcript at www.cptc.edu by selecting Current Students, then View Unofficial Transcript, if they were enrolled at Clover Park Technical College after Spring quarter 1994.

Change of Address

Student information, admission letters, statements, and graduation awards are frequently mailed to students; therefore, it is important to maintain the student's current address.

Change of address forms are available in the Student Records Office in Building 17, or call 253-589-5666. Students may change their own address on the college Website at www.cptc.edu under Current Students.

Student Code of Conduct

Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other college rules, which may from time to time be properly adopted, or for any of the following types of misconduct:

1. Possession, use, sale, or distribution of any illegal drug on the college campus. The use of illegal drugs by any student attending a college-sponsored event is also prohibited, even though the event does not take place at the college. The use of alcohol by any student attending such events on college or non-college property shall conform to state law.
2. Behavior in the classroom or at a college function that is disruptive to the teaching and learning environment.
3. Engaging in lewd, indecent, or obscene behavior.
4. Where the student presents an imminent danger to college property, to himself or herself or other students or persons in college facilities on or off campus, or to the education process of the college.
5. Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college.
6. The intentional making of false statements or filing of false charges against the college and members of the college community.
7. Forgery, alteration, or misuse of college documents, records, funds, or instruments of identification with the intent to defraud.
8. Theft from, damage to, or misuse of college premises or property, or theft of or damage to property of a member of the college community or college premises.
9. Failure to comply with the direction of college officials acting in the legitimate performance of their duties.
10. Possession of firearms, except where approved by state statute.
11. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature where such behavior knowingly offends the recipient, causes discomfort, or humiliates, or interferes with job performance or learning environment.
12. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
13. Actions and/or language directed to others that incites disruptive behavior.
14. Verbal or written threats and intimidation.
15. Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus.
16. Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.
17. Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
18. Violation of any rules or policies pertaining to the use of computer and technology resources.

Dress Standards

Students are expected to present a well-groomed appearance appropriate to the training environment and future employment conditions. Health and safety factors may require special regulations pertaining to attire. Dress standards allow for some flexibility within a training program but are consistent with health and safety standards, and industry requirements.

Right to Demand Identification

For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce identification.

Hazing Policy

1. No student, or other person in attendance at Clover Park Technical College, may conspire to engage in hazing or participate in hazing of another. Hazing is defined as any activity that includes one or more of the following:
   a. Activities that expose personal values to compromise or ridicule
   b. Stunts which have no meaningful relationship to the objectives of the organization
   c. Activities that abuse the trust an organization is striving to build between its members and prospective members
   d. Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful
   e. Activities which are illegal or violate College policy
   f. Activities which interfere with educational pursuits or normal life functions

2. Penalties
   a. Any organization or association that knowingly permits hazing shall: 1) be liable for harm caused to persons or property resulting from hazing, and 2) be denied recognition by Clover Park Technical College as an official organization or association on this campus. If the organization or association is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
   b. A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for 90 calendar days.
   c. Forfeiture of state-funded grants, scholarships, or awards shall continue for 90 calendar days, up to and including permanent forfeiture, based upon the seriousness of the violations.
3. Disciplinary action may be taken under this chapter for hazing violations.
4. Hazing violations are also misdemeanors punishable under state criminal law, according to RCW 9A.20.021.
5. Conduct which causes embarrassment, ridicule, sleep deprivation, verbal abuse, or personal humiliation, not amounting to hazing, shall be subject to disciplinary action under this chapter.

Loss of Eligibility—Student Participation

Any student found to have violated chapter 69.41 RCW, illegal drugs, by virtue of a criminal conviction or by final decision of the college president or designee shall, in lieu of, or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored events or activities.

Disciplinary Process

1. Infractions of college rules may be referred by any college staff member to the appropriate dean or designee.
2. A student alleged to have violated a provision of this chapter shall be notified to meet with the dean or designee for possible disciplinary action.
3. After a careful review of the circumstances surrounding the alleged misconduct, the dean or designee may take any of the following actions:
   a. Terminate the proceeding
   b. Dismiss the case after whatever counseling and advice the dean or designee deems appropriate
   c. Impose appropriate disciplinary action (reprimand, probation, suspension, expulsion), subject to the student's right of appeal
4. The student will be notified in writing of the determination made by the dean or designee.
5. If, after consideration of the alleged misconduct, the recommendation of the dean or designee is for disciplinary action, the student may:
   a. Accept the disciplinary action, or
   b. File, within fifteen (15) calendar days following receipt of the notification of disciplinary action, a written request for a formal hearing pursuant to the provisions of WAC 495C-120-160. If the request is not filed within the prescribed time, the right to do so is waived and the disciplinary action becomes final.
6. If a hearing is requested, notice of the hearing shall be given to all parties at least seven (7) days before the hearing. The notice will indicate the names and addresses of all parties, the names and addresses of their representatives, a statement of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.

Summary Suspension

If any college staff member has cause to believe that a student presents an imminent danger to him/herself or other persons on college facilities or to the educational process of the college, then the staff member shall have authority to immediately remove the student from the college premises.

The college staff member shall notify, as soon as possible, the vice president for Student Services or designee who may initiate summary suspension until such time as the college staff is satisfied the student's dangerous nature, behavior, or situation has ceased.

The duration of summary suspension shall not exceed ten (10) instructional days, except that the vice president for Student Services or designee may continue summary suspension beyond ten (10) instructional days in circumstances where the student continues to present an imminent danger to the people, facilities, or the educational process pending the disciplinary proceedings provided for in this code.

1. If the vice president for Student Services or designee desires to exercise the authority to summarily suspend a student, the vice president or designee will cause the student to be notified of the summary suspension.
2. A formal hearing, pursuant to the provisions of WAC 495C-120-160, will be scheduled and held as quickly as feasible, provided the hearing shall be conducted by a designee who has not participated in making the decision to impose the summary suspension.

Disciplinary Terms

The definitions set forth in this section reference WAC 495C-120-180.

Disciplinary warning - oral notice of violation of college rules.

Reprimand - formal action after censuring a student for violation of college rules or failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.

Disciplinary probation - formal action placing conditions upon the student's continued attendance because of his or her violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specific term or for an indefinite period, which may extend to graduation or termination of the student's enrollment in the college.

Suspension - temporary dismissal from the college and temporary termination of student status for violation of college rules or for failure to meet college standards of conduct.

Expulsion - dismissal from the college and termination of student status for an indefinite period of time, or permanently for violation of college rules or for failure to meet the college standards of conduct.

Summary suspension - temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten (10) instructional days, unless extended as provided in this chapter, which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself, or other students or persons in college facilities on or off campus, or to the educational process of the college.

Refunds & Access During Disciplinary Action

Refund of fees for the period in which disciplinary action is taken shall be in accordance with the college's refund policy in the Campus Policies section of this chapter. A student suspended or expelled on the basis of conduct which has disrupted the orderly operation of the campus or any facility of the college, may be denied access to all or any part of the campus or other facilities.

Readmission After Suspension or Expulsion

Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted only upon approval of a written petition submitted to the vice president for Student Services or designee. Such petition must state reasons that support a reconsideration of the matter.

Readmission Into Instructional Program

Students who have been suspended pursuant to disciplinary procedures set forth in WAC 495C-120-120 and 495C-120-125 and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to re-enter their instructional program, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

Hearing Procedures for Disciplinary Action

1. A student, if he or she wishes to appeal, has a right to a fair and impartial hearing before the vice president for student services, or designee (hereafter referred to as the hearing officer) on any charge of misconduct. The failure of a student to cooperate with the hearing procedures, however, shall not preclude the hearing officer from making his or her findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the hearing officer in recommending penalties.

2. If a hearing is requested, notice of the hearing shall be given to all parties at least seven (7) days before the hearing. The notice will indicate the names and addresses of all parties, the names and addresses of their representatives, a statement of the time, place, and nature of the proceeding, a short and plain statement of the matters asserted, and the legal authority and jurisdiction under which the hearing is to be held.

3. The student and/or his or her representative shall be entitled to hear and examine the evidence against him or her and be informed of the identity of its sources. He/she shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall have all authority which is possessed by the college to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.

4. Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged. However the student's past record of conduct may be taken into account in formulating the hearing officer's recommendation for disciplinary action.

5. The student may be represented by counsel and/or accompanied by an advisor of his/her choice (who shall not be a college employee). Provided, if the student elects, be represented by a duly licensed attorney, the student must notify the vice president for Student Services a minimum of three (3) days prior to the hearing, excluding weekends and holidays.

6. Hearings may be held in closed session at the discretion of the hearing officer, the only exception being when the student involved invites particular persons or requests an open hearing. If, at any time during the conduct of the hearing, invited persons are disruptive of the proceedings, the hearing officer may exclude such persons from the hearing room.

7. The hearing officer shall set the time, place, and available seating capacity for a hearing.

8. All proceedings of the hearing officer will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

9. An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspection and copying in the office of Student Services during regular business hours.

10. The student will be provided with a copy of the findings of fact and the conclusions of the hearing officer as well as a statement of the available procedures and time limits for seeking reconsideration or other administrative relief. The student will be advised of his/her right to present, within fifteen (15) calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the hearing officer. In the case of an unemancipated minor, written notice of any action involving dismissal or disciplinary probation may be sent to the parents or guardian of the student.

11. The vice president for Student Services or designee shall establish general rules of procedure for conducting hearings consistent with these guidelines, the college's rules of practice and procedure set forth in chapter 495C-108 WAC, and the Administrative Procedure Act, chapter 34.05 RCW.

12. If no timely appeal is filed in writing in response to the findings and conclusions of the hearing officer, the action taken shall be final.

Appeals Process

The outcome of any disciplinary hearing may be appealed, subject to applicable timelines as provided in this section.

1. Notice of an appeal by a student shall be made in writing and addressed to the president of the college within fifteen (15) calendar days of receiving the formal notification of the hearing outcome.

2. Review of appeals.

a The president must review the whole record or such portions of it as may be cited by the parties.

b The president must afford each party the opportunity to present written argument and may afford each party the opportunity to present oral argument.

c The president must enter a final order disposing of the proceedings or remand the matter for further proceedings, with instructions.

d The final order must include a statement of findings and conclusions, and the basis and reasons therefore, on all material issues of fact, law, or discretion presented on the record, including the remedy or sanction.

3 The president, after reviewing the case, shall either indicate his or her approval of the conclusions of the hearing officer by sustaining the decision, shall give directions as to what other disciplinary action shall be taken by modifying his or her decision, or shall nullify previous sanctions imposed by reversing the decision, and shall then notify the official who initiated the proceedings, the student, and the vice president for Student Services.

4. The president will cause copies of the final order or remand order to be served on each party.

5. The decision by the president shall constitute the final decision of the college.

Reporting, Recording & Maintaining Records

Records of all disciplinary cases shall be kept by the appropriate disciplinary official and in the student's official college file. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than five (5) years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation, or not more than five (5) years.

Campus Policies

Campus Speakers

1. Student organizations officially recognized by the college may invite speakers to the campus to address their own membership and other interested students and staff, if suitable space is available and there is no interference with the regularly scheduled program of the college. Although properly allowed by the college, the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution, which prohibits religious worship, exercise, or instruction on state property.

2. In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the college are not obscured, the president or designee, in a case attended by strong emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring a designated member of the staff as moderator, or requiring permission for comments and questions from the floor. Likewise, the president or designee may encourage the appearance of one or more additional speakers at any meeting or at a subsequent meeting, so that other points of view may be expressed. The president or designee may designate representatives to recommend conditions such as time, manner, and place for the conduct of particular meetings.

Catalog Policy

The college catalog provides an overview of the college's courses, programs, services, and policies. We make every effort to convey accurate information, however, the college's classes, and programs and other activities are subject to change at any time without notice. The catalog is not intended to create a contractual obligation..

Civil Disturbances

In accordance with provisions contained in RCW 28B.10.571 and 28B.10.572:

1. It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any employee or student of the college who is in the peaceful discharge or conduct of his/her duties or studies.

2. It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any employee or student of the college who is in the peaceful discharge of his/her duties or studies.

3. The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any employee who is engaged in the reasonable exercise of their disciplinary authority.

4. Any person or persons who violate the provisions of subparagraphs 1) and 2) above will be subject to disciplinary action and referred to the authorities for prosecution.

Commercial Activities

1. College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the staff or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of the college.

2. For the purpose of this regulation, the term commercial activities does not include handbills, leaflets, newspapers or similarly related materials as regulated in WAC 495C-120-100.

Crime Statistics

CRIMES REPORTED	2008	2009	2010	2011
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	2	0
Aggravated Rape	0	0	0	0
Burglary/Shoplifting	6	0	0	8
Motor Vehicle Theft	3	2	1	3

ARRESTS FOR THE FOLLOWING CRIMES	2008	2009	2010	2011
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possession	0	0	0	0

*Statistics provided are based on reported case numbers to/by the lakewood police department.

Distribution of Information

1. Handbills, leaflets, newspapers, and similar materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the president or designee; provided such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

2. Such handbills, leaflets, newspapers, and related matter must bear identification as to the publishing agency and distributing organization or individual.

3. All non-students shall register with the president or designee; prior to the distribution of any handbill, leaflet, newspaper, or related matter. Such distribution or sale must not interfere with the free flow of vehicular or pedestrian traffic.

4. Any person or persons who violate the provisions of subparagraphs 1) and 2) above will be subject to disciplinary action.

Drug Free Environment

Clover Park Technical College aims for a Drug-Free Environment. A program has been developed to prevent the illicit use of drugs and the abuse of alcohol by students and employees on college property or as any part of the college's activities. Possession and/or use of illicit drugs and alcohol is a violation of the Student Code of Conduct and subject to disciplinary action.

Free Movement on Campus

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles, or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of a person or persons or any group of persons to enter onto or remain upon any portion of the college facilities.

Suspended Operations

In the event Clover Park Technical College must close or operate on a delayed schedule due to weather or other emergency conditions, the College will seek to provide that information to all local radio and television stations, by 5 a.m. if reasonably possible. In addition, a recorded message will be available on the School Closure & Information Line at (253) 589-5707. The information will also be posted on the home page of the College web site, www.cptc.edu; and at the Public Schools Emergency Communications system web site, www.schoolreport.org..

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

Non-Discrimination Policy

Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation/gender identity, religion, or age in its program and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies:

Chief Human Resources/Legal Affairs Officer
4500 Steilacoom Boulevard S.W., Lakewood, WA 98499
Telephone (253) 589-5533

Registered Sexual Offender Policy

The full policy and regulations for enrollment of registered sexual offenders is available in the College Policy and Procedures Handbook. When the college is notified by a law enforcement agency that a sexual offender is planning on attending or is attending the college, appropriate notification of the offender's presence will be made to faculty, staff, and students depending on the offender's classification level. For details, contact the vice president of Student Services office.

Safety and Hazardous Materials

Safety procedures are posted next to the First Aid kits located in all offices and classrooms of the college. Accidents should be immediately reported to a college staff member or Security office at (253) 589-5682 and an Accident/Injury Report completed. Some program areas utilize materials which are classified as hazardous chemicals. The Occupational Safety Health Act (OSHA) Communication Standard 1910.120, and the State of Washington Right to Know Statutes require that chemicals be appropriately labeled and that the college has on file a Materials Safety Data Sheet (MSDS) for each of the hazardous chemical products being packaged, handled, or transferred. The MSDS provides a description of how the identified chemical is to be handled and is readily available in case of an emergency, or upon request. Questions or concerns regarding hazardous chemicals should be referred to the faculty for further information.

Smoking Policy

Smoking or the use of any tobacco is permitted only in designated areas. Designated areas are: parking lots, open areas, personal autos, or posted smoking shelters. Smoking will not be permitted in any state-owned building or within 25 feet of any building entryway.

Student Right to Know

In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the college website, www.cptc.edu/sr2k. A printed copy of this information may be obtained by calling (253) 589-5570.

2012-2013 Calendar

September 2012
Labor Day (College Closed) ..... Sept 3
Summer Break ..... Sep 1-23
Opening Session of College 101 ..... Sept 19
Fall Quarter Start ..... Sept 24

October 2012
Program Information Session (Classrooms@3 p.m.) ..... Oct 10
College Transfer Fair ..... Oct 16
CPTC Health and Wellness Fair (Building 23 @11am-2pm) ..... Oct 16
Program Information Session (Classrooms@3 p.m.) ..... Oct 24
Faculty In-Service ..... Oct 26

November 2012
Financial Aid Deadline for Winter 2013 ..... Nov 2
Veterans Day Ceremony ..... TBD
Veterans Day Observed (College Closed) ..... Nov 12
Program Information Session (Classrooms@3 p.m.) ..... Nov 14
Winter Quarter Registration ..... Nov 13-19
Thanksgiving (College Closed) ..... Nov 22-23
Program Information Session (Classrooms@3 p.m.) ..... Nov 28
Winter Quarter Fees Due ..... Nov 29

December 2012
Program Information Session (Classrooms@3 p.m.) ..... Dec 12
Last Day of Fall Quarter ..... Dec 13
Professional Service Day ..... Dec 14
Opening Session of College 101 ..... Dec 14
Winter Break ..... Dec 14-Jan 1
Christmas (College Closed) ..... Dec 25

January 2013
Winter Quarter Start ..... Jan 2
Program Information Session (Classrooms@3 p.m.) ..... Jan 9
Martin Luther King Day (College Closed) ..... Jan 21
Program Information Session (Classrooms@3 p.m.) ..... Jan 23
Financial Aid Deadline for Spring 2013 ..... Jan 25

February 2013
Program Information Session (Classrooms@3 p.m.) ..... Feb 13
President's Day (College Closed) ..... Feb 18
Spring Quarter Registration ..... Feb 19-25
Program Information Session (Classrooms@3 p.m.) ..... Feb 27
Spring Quarterly Fees Due ..... Feb 28

March 2013
Program Information Session (Classrooms@3 p.m.) ..... Mar 13
Last day of Winter Quarter ..... Mar 21
Professional Service Day ..... March 22
Opening Session of College 101 ..... Mar 22
Spring Break ..... Mar 22-31

April 2013
Spring Quarter Start ..... Apr 1
Program Information Session (Classrooms@3 p.m.) ..... Apr 10
Program Information Session (Classrooms@3 p.m.) ..... Apr 24
Financial Aid Deadline for Summer
(Check with Financial Aid Office) ..... TBA

May 2013
Program Information Session (Classrooms@3 p.m.) ..... May 8
Career Conference ..... May 9
College Transfer Fair ..... May 9
Summer Quarter Registration ..... May 20-24
Program Information Session (Classrooms@3 p.m.) ..... May 22
Faculty In-Service ..... May 24
Memorial Day (College Closed) ..... May 27
Summer Quarterly Fees Due ..... May 30

June 2013
Program Information Session (Classrooms@3 p.m.) ..... Jun 12
Last day of Spring Quarter ..... Jun 19
Graduation Ceremony ..... Jun 19
Quarter Break ..... Jun 24-28
Opening Session of College 101 ..... Jun 26

July 2013
Summer Quarter Start ..... Jul 1
July Fourth (College Closed) ..... Jul 4
Program Information Session (Classrooms@3 p.m.) ..... Jul 10
Foundation Golf Tournament ..... Jul 12
Program Information Session (Classrooms@3 p.m.) ..... Jul 24
Financial Aid Deadline for Fall 2013
(Check with Financial Aid Office) ..... TBA

August 2013
Program Information Session (Classrooms@3 p.m.) ..... Aug 14
Program Information Session (Classrooms@3 p.m.) ..... Aug 28
Summer Quarter Ends ..... Aug 30
Summer Break ..... Aug 31-Sept 22

September 2013
Labor Day (College Closed) ..... Sept 2
Opening Session of College 101 ..... Sept 17
Fall Quarter Start ..... Sept 23

For some programs, calendar dates vary, depending on training schedules.

Aviation Maintenance Technician Program, South Hill Campus.
For more info **www.cptc.edu/catalog** or call 253-589-5800.

Clover Park People

Full-Time Faculty & Administration

ABRAHAM, MENAKA
Computer Information Technology Instructor
MS, Wright State University;
CPTC Vocational Certificate

AMMONS, DOUG
Faculty Librarian
BA, Western Washington University;
MLIS, University of Washington

ANDERSON, RIITTA
Nursing Program Instructor
MSN, University of Washington;
Licensed Registered Nurse WA State

ANDERSON, ROBERT
HVAC
AAS, Tacoma Community College

ARMSTRONG, RONDA
Surgical Technology Instructor
AAS, Clover Park Technical College

AUTRY, TRISHA
Pharmacy Technician Instructor
Licensed Pharmacy Technician;
CPTC Vocational Certificate

BANASZAK, LORI
Vice President / Instruction
BA, MA, University of Washington

BIRD, ANDREW
Dean / Division 1
BS, ME, Western Washington University

BOWMAN, MICHAEL
Interior Design Instructor
Parson's School of Design; ASID Certification;
NCIDQ Certification; CPTC Vocational Certificate

BRIDGES, WAYNE
Automotive Technician Instructor
Advanced Engine Performance;
ASE Certified Automobile;
ASE Certified Master Automobile Technician;
CPVTI Automotive Technician;
WA State Journey Level Automotive Technician;
CPTC Vocational Certificate

BRIGGS, MARLA
Health Unit Coordinator Instructor
Health Unit Coordinator Certification;
CPTC Vocational Certificate

BROWN, DAVE
Automotive Technology Instructor
ASE Certified Master Automobile Technician
AAT, Automotive Technician, Clover Park
Technical College Diploma, Automotive
Technician, Denver Automotive and Diesel College
WA State Journey Level Machinist / Jig & Fixture
Toolmaker, the Boeing Company;
CPTC Vocational Certificate

BROYLES, GLENDA
Computer Networking Technology Instructor
BS, Computer Science, University of Alaska &
Griffin College AAT Computer Networking
Technology, CPTC Network Design &
Administration Certificate, CPTC Computer &
Network Support Certificate, CPTC Music
Technology for Teachers Specialist Certificate,
Berklee College of Music Novell Netware Certificates
Certified in Convergent Network Technologies
Certification (CCNT) Cisco Certifications, CCAI,
CCNA CompTIA Certifications, A+, Net+, i-Net+,
Microsoft Certifications, MCT, MCSE, MCDST,
MCP, MCP+I; CPTC Vocational Certificate

CARSON-LEWANDOWSKI, DEBRA
Dental Assistant Instructor
Certified Dental Assistant, Registered Dental
Assistant, Dental Assistant Diploma, CPVTI,
CPTC Vocational Certificate

CHASE-DEITRICH, DEBI
Early Care & Education Instructor
BS, Southern Illinois University;
MA, Chapman University;
CPTC Vocational Certificate

CHIARO, LOREE
Cosmetology Instructor
Licensed WA State Cosmetology Instructor/
Operator; CPTC Vocational Certificate

CLARK, KEZIA
Surgical Technology Instructor
AAS, Spokane Community College;
CPTC Vocational Certificate

CLARK, LARRY
Controller
BA-Business, WA State University;
BA-Accounting, University of Puget Sound;
MBA, University of Puget Sound

COLLINS, MARSHALL
Professional Pilot Instructor
Avionics Diploma, Clover Park Technical College

COLOMBINI-HYKE, LISA
Early Care and Education Instructor
BA, Gonzaga University;
ME, Lesley College;
CPTC Vocational Certificate

COOPER, LARA
Nursing Program Instructor
BSN, Seattle University;
Licensed Registered Nurse WA State

COVINGTON, GARY
Automotive Technician Instructor
WA State Journey Level Automotive Technician;
Associate Level Certified Electronic Technician;
ASE Certification; BTI Consumer Electronics;
Automotive Technician Certificate, Clover Park
Technical College; CPTC Vocational Certificate

COYNER, BILL
Professional Pilot Instructor
Airline Transport Pilot Certification, Flight
Engineer-Turbojet, Certified Flight Instructor,
Certified Instrument Instructor-Flight, Federal
Aviation Administration; AAS, Ft Steilacoom
Community College; BS, Southern Illinois
University; CPTC Vocational Certificate

CREECH, DANIEL
Aviation Maintenance Technician Instructor
Commercial Pilot License, Flight Instructor
License, AMP Mechanics License, Advanced
Groud Instructor License

DAM, KEN
Manufacturing Technologies
Machinist Certificate, Clover Park Vocational
Technical Institute; CPTC Vocational Certificate

DAVID, GAIL
Cosmetology Instructor
Licensed WA State Cosmetology Instructor/Operator

DAVIS, LOREN
Director of NWCTHS
BA, Columbian Christian College;
MEd, City University

DEBRUYNE, DAVID
Mathematics Instructor
BS, Washington State University;
MS, University of Washington;
MS AF Institute of Technology;
CPTC Vocational Certificate

DORUM, LUCY
Accounting Instructor
BS, Western Washington University

DOYON, GREG
Aviation Maintenance Technician Instructor
Airframe & Powerplant Certification, Inspection
Authorization-Aircraft Certification, Federal
Aviation Administration; ASE Master Technician
Certification; ASE L1 Advanced Engine Diagnosis
Certification; Aviation Maintenance, Airframe
Powerplant License; CPTC Vocational Certificate

EDMONDS, MABEL
Dean of Workforce Development/Division V
BA, Harris Teachers College;
MA University of Missouri

EDMONDSON, REBECCA
Early Care & Education Instructor
BA, Pacific Lutheran University, CDAi

ELLIS, STEVEN
Dean/Division III
BA, Virginia State University;
MBA, University of Phoenix

ERRIGO, JENNIFER
Esthetics Instructor
Licensed Esthetician; CPTC Vocational Certificate

FELCH, LINDA
Early Care & Education Instructor
AA, Spokane Falls Community College;
BA University of Puget Sound;
CPTC Vocational Certificate

FREDERICK, SANDY
Cosmetology Instructor
Licensed WA State Cosmetology Instructor/Operator; CPTC Vocational Certificate

FREEMAN, KURT
Automotive Collision Technician Instructor
ASE Certification - Nonstructural Analysis and Damage Repair, Structural Analysis and Damage Repair; Automotive Structural Repair Certificate; Shark Electronic Measuring System Certificate; Mobile Air Conditioning Society Worldwide Certificate; Journey Level; CPTC Vocational Certificate

FRITZ, ANDREW
Environmental Sciences & Technology Instructor
Certified Naturalist, Certified Land Resources Analyst, Environmental Analyst, Au Sable Institute; BS, Gordon College; MS, Northeastern University; CPTC Vocational Certificate

GANYON, MICHELLE
Cosmetology Instructor
Licensed Cosmetology Instructor/Operator; CPTC Vocational Certificate

GOINGS, AMY
VP for Operations and College Relations
BA, Mills College;
MPA, The Evergreen State College

GORDON, JIM
Electronic/Fire Security Technician Instructor
United States Marine Corps Air Wing Avionics; ADT Security Systems, BA, FA, CA, CCTV; Washington State Journeyman Electrician; Northern Computers Card Access Authorization; Fire-Lite Mass Evacuation Certification; NICET Fire Codes Certification level II; Seattle Fire Department Certificate FA-1; CPTC Vocational Certificate

GOVE, SALLY
Written Communications Instructor
BS, University of New Hampshire;
MA, Northeastern University;
CPTC Vocational Certificate

HATHAWAY, KATHLEEN
Human Services Instructor
AAS, Tacoma Community College;
BA, University of Puget Sound;
MA, Pacific Lutheran University;
CPTC Vocational Certificate

HOLLAND-O'HERN, CAROL
Early Care & Education Instructor
CPTC Vocational Certificate

HOLLOWELL, KELLY
Computer & Information Systems Security Instructor
Certified Microsoft Pre-installation Specialist for: Windows XP, 2000, 2000 Server, 9x, Millennium (Me), and Office XP; CompTIA A+, Net+, Linux+ Certificate; Microprocessors and Controllers Certificate; Microsoft (70-210) Win2k Pro (MCP), (70-215) Win2k S; CPTC Vocational Certificate

HOLSTER, ELAINE
Faculty Librarian
BA, BS, University of Texas;
MLIS, University of Texas

HOOKER, STEVE
Mathematics Instructor
BA, Eastern Connecticut State University;
MA, University of Phoenix

HOUSER, SUNNY
Interior Design Instructor
AAS, Clover Park Technical College;
BA, Western Washington University

HUNTER, FRAN
Dental Business Office Assistant Instructor
CPTC Vocational Certificate

IVERSON, AUSTIN
3D Arts & Animation Instructor
AAS, Clover Park Technical College

JOHNSON, JIM
HVAC Instructor
Mechanical Engineering Instructor;
WA Specialty Electrician License;
CFC Universal License, Refrigeration License;
Hazmat Teaching Certificate

JOLLY, WILLIAM
Restaurant Management Instructor
Hospitality Production Certification;
AAS, South Seattle Community College;
CPTC Vocational Certificate

JONES, MICHELE
Medical Assistant Instructor
BA, University of Washington;
Certified Medical Assistant;
Medical Assistant Certificate, Clover Park Technical College;
AAS, Tacoma Community College;
CPTC Vocational Certificate

KLUG, DENISE
Cosmetology Instructor
Licensed WA State Cosmetology/Esthetics/Manicurist/Barber Operator/Instructor;
CPTC Vocational Certificate

LAMB, DEAN
Architectural Engineering Design Instructor
Member, CSI & ICC;
Licensed WA State Architect;
ESRI Authorized ArcGIS 1© Instructor;
BA, BS, Washington State University;
CPTC Vocational Certificate

LAZARUS, BRENDA
Nursing Program Instructor
Licensed Registered Nurse;
BSN, Pacific Lutheran University

LIND, CONNIE
Cosmetology Instructor
Licensed WA State Cosmetology/Esthetics/Manicurist/Barber Operator/Instructor;
CPTC Vocational Certificate

LOFGREN, RAY
Automotive Upholstery & Glass Instructor
Automotive Upholstery & Glass Technician Certificate, Clover Park Technical College

LOVEDAY, JOYCE
Associate Vice President for Instruction
BA, Wheaton College;
MBA, Idaho State University;
PhD, Oregon State University

MACDOUGALL, JUDY
Director of Enrollment Services

MAIN, DAN
Welding Technology Instructor
BA, Embry-Riddle Aeronautical University;
CPTC Vocational Certification

MASSEY, DEAN
Culinary Arts Instructor
Pierce County Food Service Management License;
Food Service Specialist Certification;
Advanced Food Service Specialist Certification,
Clover Park Vocational Institute

MAY, RANDY
Residential Construction
AA Central Texas Certified Graduate Remodeler (CGR) Certified Aging in Place Specialist (CAPS)

MCGLAUTHLIN, DEBRA
Cosmetology Instructor
Licensed WA State Cosmetology /Esthetics/ Manicurist/Barber/Operator;
Reflexology Certification, Digits International, Reflexology Institute; Aromatic Studies Certification, Michael Schoels School of Aromatic Studies; CPTC Vocational Certificate

MCGOVERN, TAYLOR
Counselor
BA, Psychology, Pacific Lutheran University;
MA, Theological Studies, Faith Seminary

MEDCALF-FLAKER, KATHI
Basic Skills Director
MS, University of Southern Maine;
MA, Villanova University;
BA, BS, East Stroudsburg University

MEZIERE, YVONNE
Massage Therapy Instructor
License WA State Massage Practitioner;
CPTC Vocational Certification

MOLLAS, TULA
Mathematics/English Instructor
AA, South Puget Sound Community College;
BS, Southern Illinois University

MONTGOMERY-MANDLEY, LARITA
Core Allied Health Instructor
BA, The Evergreen State College;
ME, City University

MOYER, JOHN
Graphic Technologies Instructor
Graphic Arts Program, Washington Technical Institute; CPTC Vocational Certification

MUIR, CARRIE
Architectural Engineering Design Instructor
AAT, Clover Park Technical College

NIX, ROGER
Adult Basic Education Instructor
Provisional Teaching Certificate;
BA, University of Washington

OFFERDAHL, ROBERT
Automotive Technician Instructor
ASE Certified Master Technician, L1–Advanced Engine Performance; Automotive Technician Program, Clover Park Vocational Institute;
CPTC Vocational Certification

PEARCE, DONALD
HVAC Technician Instructor
EPA Registered Proctor; Refrigeration Service Engineer Society Service Technician;
AA, HVAC/R Technology;
CPTC Vocational Certification

PEDERSEN, MARY
Counselor
BA, University of Washington;
MS, Western Washington University

PENNISI, TRACY ROSE
Social Services Instructor
Licensed WA State Registered Counselor;
BA, Vanderbilt University;
MS, Eastern Michigan University

POTTER, CYNTHIA
Nursing Program Instructor
BSN, University of Phoenix;
MSN, University of Phoenix;
Licensed Registered Nurse

POTTER, MIKE
Aviation Maintenance Technician Instructor
Airframe & Powerplant Mechanic Certification, Designated Mechanic Examiner Certification, Federal Aviation Administration;
CPTC Vocational Certification

RANDALL, JODY
Computer Information & Security
AAT PC/LAN Support Technician;
Microprocessor and Controller Technician, A+, Network +, Certified Novell Netware 5 Administrator, & BrainBench Linux + Certification; CPTC Vocational Certification

RANNIGER, DEBBIE
Executive Director of Resource Development
BA, University of Washington;
BLA, University of WA;
MA, University of Washington;
Ph.D., University of Washington

RICHARDS, GREG
Automotive Collision Technician Instructor
ADP Shop Link Computer Estimating Certification; WA State Journey Level Auto Body Technician; ASE Master Certified, Certified Collision Estimating I-CAR CR3000, Finish Matching, Plastics; CPTC Vocational Certification

ROBBINS, TOM
Computer Networking Technology Instructor
Novell Network Engineering Certificate;
Certified Electronics Technician (CET) ISCET;
A+ Certification, CompTIA; Data Comm Technologies (CTC) Certificate; Electronic Equipment Service Technician, Bates;
Computer Maintenance Service Technician;
CPTC AAS, Ft Steilacoom Community College;
CPTC Vocational Certification

ROBINSON, RAY
Computer & Information Security Instructor
A+, NET+, Server+, Security+ Certifications;
Microsoft Certified Professional & Administrator;
Certified Novell Administrator 50; Linux+ Certified Professional; Certified Network Systems Technician; FEMA Certifications: IS00001, IS00003, IS0005A, IS0000; CPTC Vocational Certification

ROSE-BUNGAY, JUDY
Nursing Program Instructor
BSN, Montana State University;
Licensed Registered Nurse WA State

SAAR, LISA
Director of Nursing Programs
JD, Concord Law School;
MSN, University of Phoenix;
BSN, Norfolk State University
Licensed Registered Nurse WA State

SANDOVAL, LORETA
ABE Instructor / GED Test Administrator
BS, Saint Louis University

SCHMELING, LAVERTA
Mathematics Instructor
BA, Portland State University;
Professional Diploma, University of Hawaii;
MEd, University of Washington-Tacoma;
American Ethnic & Gender Studies Certificate, Tacoma Community College

SCHOONMAKER, LINDA
Vice President for Finance
BS-University of North Carolina;
CPA; MBA-University of Washington

SCOTLAND, TERESA
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Index

A

Academic Appeal Process....143
Academic Calendar....152
Academic Forgiveness (Fresh Start)....144
Academic Honors....142
Academic Progress....143
Academic Standards....136
Accounting, Bookkeeping Clerk, Certificate....27
Accounting, Courses....78
Accounting, Degree....26
Accreditation....5
Adult Basic Education, Courses....79
Adult Basic Skills....15
Adult High School Completion....12
Advanced Placement (AP)....139
Aerospace Composite Technician, Certificate....32
Aerospace Composite Technician, Courses....87
Agency Funding....11, 19
American Sign Language, Courses....81
Architectural Engineering Design, Architectural: CAD Drafting, Certificate....28
Architectural Engineering Design, Courses....80
Architectural Engineering Design, Degree....27
Art, Courses....81
Ask Me Center....12
Assessment....9
Associated Student Government....22
Attendance Policy....136
Automotive Collision Technician, Courses....81
Automotive Collision Technician, Degree....28
Automotive Collision Technician, Refinishing Technician, Certificate....28
Automotive Collision Technician, Structure Repair Technician, Certificate....28
Automotive Restoration & Customization - Finishing, Assessment & Research, Certificate....29
Automotive Restoration & Customization - Finishing, Certificate....29
Automotive Restoration & Customization - Finishing, Courses....82
Automotive Technician, Courses....82
Automotive Technician, Degree....29
Automotive Technician, Drive Train Technician, Certificate....31
Automotive Technician, Electrical, Electronics & AC/Heating Technician, Certificate....31
Automotive Technician, Engine Repair & Engine Performance Technician, Certificate....32
Automotive Technician, Ford Maintenance & Light Repair Technician, Certificate....30
Automotive Technician, Front End & Brakes, Certificate....32
Automotive Technician, Hybrid & Alternative Fuel Vehicle Technician, Certificate....31
Automotive Technician, Hybrid & Alternative Fuel Vehicle Technician, Degree....30
Aviation Maintenance Technician, Airframe Maintenance Technician, Certificate....33
Aviation Maintenance Technician, Courses....85
Aviation Maintenance Technician, Degree....32
Aviation Maintenance Technician, Powerplant Technician, Certificate....34

B

Biology, Courses....87
Board of Directors....6
Board of Trustees....6
Bookstore....23
Business, Courses....87

C

Campus Map....160
Campus Policies....150
Career Center....14
Central Service/Sterile Processing, Certificate....34
Central Service/Sterile Processing, Courses....88
Chemistry, Courses....88
Child Care Center Program....24
Clep & Dsst Credit....139
College Advisory Council....6
College Success Course....138
College Success, Courses....89
Computer Applications, Courses....89
Computer Information Technology, Computer Programmer, Certificate....36
Computer Information Technology, Courses....90
Computer Information Technology, Degree....34, 35
Computer Information Technology, .Net Developer, Certificate....36
Computer Information Technology, Web Developer, Certificate....37
Computer Networking & Information Systems Security, Cisco Network Design & Security, Certificate....38
Computer Networking & Information Systems Security (CNISS), Courses....92
Computer Networking & Information Systems Security, Computer & Communications Security, Certificate....38
Computer Networking & Information Systems Security, Computer Networking & Information System Security Professional, Certificate....39
Computer Networking & Information Systems Security, Degree....37
Computer Networking & Information Systems Security, Microsoft Network Admin & Security, Certificate....39
Construction Residential, Courses....94
Core Abilities....138
Core Allied Health, Courses....94
Cosmetology, Certificate....39
Cosmetology, Courses....95
Counseling/Advising Center....14
Culinary Arts, Basic Cooking Skills, Certificate....41
Culinary Arts, Courses....96
Culinary Arts, Degree....40
Culinary Arts, Pastry Arts, Certificate....42
Culinary Arts, Pastry Arts, Degree....41
Culinary Arts, Restaurant Management, Certificate....41

D

Dental Administrative Specialist, Certificate....44
Dental Administrative Specialist, Courses....99
Dental Assistant, Certificate....43
Dental Assistant, Courses....97
Dental Assistant, Degree....42
Dietary Manager Program, Certificate....77
Disciplinary Process....147
Dress Standards....146
Drug Free Environment....151
Dual Credit for High School Students....11

E

Early Care & Education, Childhood Foundation, Certificate....45
Early Care & Education, Childhood Leadership, Certificate....46
Early Care & Education, Childhood Specialist, Certificate....46
Early Care & Education, Courses....99
Early Care & Education, Creating a Green Classroom, Certificate....46
Early Care & Education, Degree....44
Early Care & Education, School-Age Out-Of-School Program, Certificate....47
Early Care & Education, Special Needs, Certificate....47
Early Care & Education, Sustaining a Green Program, Certificate....47
Economics, Courses....102
Electrician Low Voltage Fire/Security, Certificate....48
Electrician Low Voltage Fire/Security, Courses....102
Electrician Low Voltage Fire/Security, Degree....47
Emergency Call Taker, Certificate....77
English as a Second Language, Courses....104
English, Courses....103
Environmental Sciences & Technology, Courses....104
Environmental Sciences & Technology, Degree....48
Esthetic Sciences, Courses....106
Esthetic Sciences, Degree....49
Esthetic Sciences, Esthetics, Certificate....49
Esthetic Sciences, Medical Esthetics, Certificate....50

F

Faculty & Administration....154
Federal and State Grants....19
FERPA, Annual Notification of Rights....145
Financial Aid....17
Financial Aid Due Dates....10
Flagger Training....77
Food Services....23
Forklift, Certificate....77

G

GED Preparation....15
General Education....138
Geography, Courses....107
Geology, Courses....107
Get Started Workshop....14
Getting Started....8
Grades....136

Graduation 144
Graphic Technologies, Courses....107
Graphic Technologies, Degree....50
Graphic Technologies, Graphic Design, Certificate....51
Graphic Technologies, Prepress Operations, Certificate....51

H

Hazing Policy....146
Health Services....23
Health Unit Coordinator, Certificate....52
Health Unit Coordinator, Courses....108
Heating & Air Conditioning/Refrigeration Service Technician, Basic HVAC/Refrigeration Service Technician, Certificate....53
Heating & Air Conditioning/ Refrigeration Service Technician, Degree....52
Heating & Air Conditioning Service Technician (HVAC), Courses....109
Hemodialysis, Courses....110
Hemodialysis Technician, Certificate....53
High School Learning Experience/Dual Credit....139
Human Resources Generalist, Certificate....77
Human Services/Chemical Dependency, Courses....111
Human Services, Chemical Dependency Specialist, Certificate....55
Human Services, Degree....54
Human Services, Gang Intervention Specialist, Certificate....77

I

Identification....23, 146
Insurance....23
Interior Design, Courses....113
Interior Design, Degree....56
Interior Design, Green Design, Certificate....57
Interior Design, Kitchen & Bath, Certificate....56
International Baccalaureate (IB)....139
International Students....21

L

Library & Computer Labs....24

M

Manufacturing Technologies, CNC Programmer/CATIA, Certificate....57
Manufacturing Technologies, Courses....115
Manufacturing Technologies, Degree....57
Manufacturing Technologies, Machinist Apprentice, Certificate....58
Manufacturing Technologies, Machinist Helper, Certificate....58
Massage Studies, Clinical Massage Practitioner, Certificate....59
Massage Studies, Courses....116
Massage Studies, Degree....58
Massage Studies, Swedish Practitioner, Certificate....59
Material Science, Composites, Degree....60
Material Science, Courses....118
Material Science, Eddy Current Testing, Certificate....61
Material Science, Magnetic Particle & Liquid Penetrant Testing, Certificate....61
Material Science, Nondestructive Testing, Degree....60
Material Science, Quality Assurance, Certificate....61
Material Science, Radiographic Testing, Certificate....61
Material Science, Ultrasonic Testing, Certificate....62
Mathematics, Courses....119
Media Design & Production, Courses....120
Media Design & Production, Degree....62
Media Design & Production, Web Design & Open Source Web Development, Certificate....63
Medical Assistant, Certificate....63
Medical Assistant, Courses....122
Medical Billing Specialist, Certificate....77
Medical Histology Technician, Courses....123
Medical Histology Technician, Degree....64
Medical Laboratory Technician, Courses....124
Medical Laboratory Technician, Degree....65
Medical Transcription, Certificate....77
Military Experience....139
Multicultural Student Services....14
Music, Courses....125

N

Non-Discrimination Policy....151
Northwest Career & Technical High School....11
Nursing, Courses....125
Nursing, Nursing Assistant, Certificate....66
Nursing, Nursing Assistant (I-Best), Certificate....66
Nursing, Practical Nursing, Certificate....67
Nursing, Rn Option, Degree....68

O

Opportunity Grant....19

P

Parking & Transportation....23
Pastry Arts, Courses....128
Pharmacy Technician, Certificate....70
Pharmacy Technician, Courses....129
Pharmacy Technician, Degree....69
Physics, Courses....129
Prior Learning Assessment (PLA) Credit....139
Professional Pilot, Commercial Pilot, Certificate....71
Professional Pilot, Courses....129
Professional Pilot, Degree....70
Professional Pilot, Flight Instructor, Certificate....72
Professional Pilot, Instrument Pilot, Certificate....72
Professional Pilot, Private Pilot, Certificate....72
Program Descriptions....26
Project Head Start....24
Psychology, Courses....131

Q

Quarterly Registration Dates....10

R

Records, Reporting, Recording & Maintaining....149
Refund Policy....16
Retail Business Management, Certificate....73
Retail Business Management, Courses....131
Running Start....12

S

Satisfactory Academic Progress....20
Scholarships....19
Security....24
Servicemember Opportunity College (SOC)....139
Smoking Policy....151
Sociology, Courses....132
Student Academic Responsibilities....136
Student Center....22
Student Code Of Conduct....146
Student Loans....19
Student Progress Policy....142
Student Records....145
Surgical Technology, Courses....132
Surgical Technology, Degree....73
Sustainable Building Science, Courses....133
Sustainable Building Science, Degree....74
Sustainable Building Science, Residential Construction, Certificate....74

T

Transcripts....145
Transfer Agreements....140
Transfer of Credit To Clover Park Technical College....138
Transfer Rights and Responsibilities....140
Tuition and Fees....16
Tutoring Services....15

V

Veterans....12

W

Welding, Courses....134
Welding Technology, Basic Welding Skills, Certificate....75
Welding Technology, Degree....75
Welding Technology, Flux Cored Arc Welding, Certificate....76
Welding Technology, Gas Metal Arc Welding, Certificate....76
Welding Technology, Gas Tungsten Arc Welding, Certificate....76
Welding Technology, Shielded Metal Arc Welding, Certificate....76
Withdrawal & Repayment Policies....20
Withdrawing from a Course....137
Worker Retraining....20
Worker Retraining Grant....13
Workfirst....12
Worksource....12
Work-Study....19

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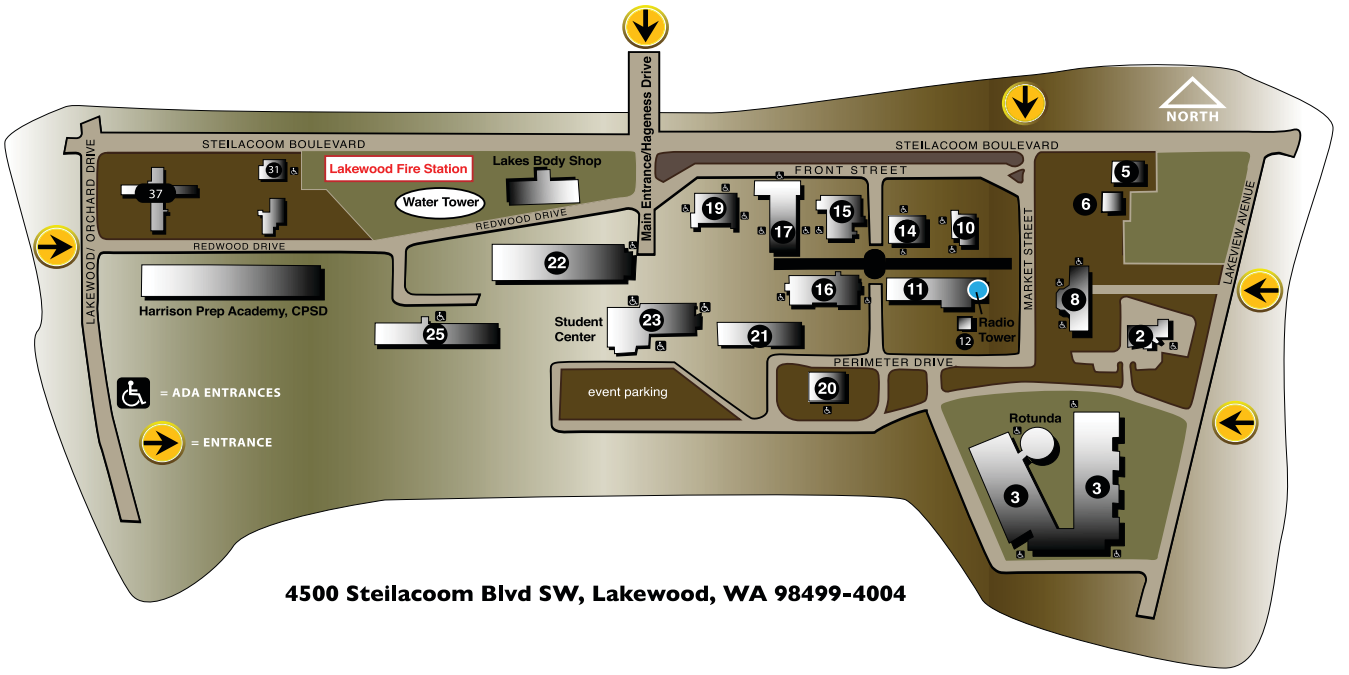

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Accounting 10
Aerospace Composite Technician ..... SHC
Administrative Offices 17
Adult Basic Education 37
Advising 17
Architectural Engineering Design 19
Assessment Center 17
Associated Student Government 23
Aviation Maintenance Technician ..... SHC
Automotive Programs 3
Boardroom 3/Rotunda
Bookstore 23
Business Office 17
Business Support Services 10
CAD Laboratory 19
Cafeteria/Espresso 23
Career Center 17
Central Service/Sterile Processing 37
Child Development Center 20
College Relations (Building 11 in KVTI Offices) 17, 11
Computer Applications 10
Computer Information Technology 16
Computer Networking & Information Systems Security 16
Conference Center 23
Conference Center Event Parking 23
Construction – Residential/Sustainable Building 5
Continuing Education 19
Cosmetology 8
Counseling/Advising 17
Culinary Arts 31
Custodial Services 22
Customer Service/Call Center Specialist 10
Dental Assistant 14, 10
Dental Business Administrative Specialist ..... Online
Early Care & Education 10
Electrician Low Voltage Fire/Security 16
eLearning 16
Environmental Sciences & Technology 16
Esthetic Sciences 8
Expressions Apparel 23
Financial Aid 17
Foundation 19
Future Home of Health Sciences 21
GED Testing 17
Graphic Technologies 11
Head Start 20
Health Unit Coordinator 10
Heating/Air Conditioning Service Technician 25
Hemodialysis 16
Human Resources 17
Human Services Program 10
IBEST 37
Instruction 17
Interior Design 19
International Programs 22
KVTI Radio Station 11
Learning Lab 17
Library 15
Library Computer Lab 23
Maintenance Office/Shop 22
Manufacturing Technologies 25
Massage Studies Lab 8
Massage Studies Classroom 8
Material Science: Non Destructive Testing 25
Math Labs 16/14
Media Design & Production 11
Medical Assistant 37
Medical Histology Technician 16
Medical Laboratory Technician 14
Nursing Programs 2
NW Career & Technical High School 14
Operations/Facilities 17
Parking 23
Pastry Arts 23
Personal Care Services 8
Pharmacy Technician 11
Pierce County Television 11
Pierce County Television Offices 12
President's Office 17
Professional Pilot ..... SHC
Radio Station (KVTI) 11
Rainier Room Cafe/ Culinary Arts 31
Resource Center (Library) 15
Restaurant Operations Program 31
Rotunda 3
Security Office 22
Self Paced Computer Lab 10
Shipping/Receiving 22
South Sound Washington Business Center 19
Student Center 23
Student Programs and ASG 23
Student Records 17
Student Services 17
Studio A 11
Studio B 11
Surgical Technology 14
Tutoring Center 17
Veterans Resource Center 22
Video Teleconference Center 23, 19
Welding Technology 25
Worker Retraining 17
WorkFirst Learning Center 16
Workforce Training & Development 16
Writing Lab 10

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