

A photograph of students in a music classroom. In the foreground, a young woman with brown hair tied back is smiling and looking down at a music stand. She is wearing a dark, patterned sweater. To her left, a man with a beard and glasses is also looking down at the music stand. In the background, other students are visible, some looking at their instruments. The image is framed by orange and yellow curved borders at the top and bottom.

# **Shoreline Community College CATALOG 2016-2017**



# *Shoreline Community College*

**C A T A L O G   2 0 1 6   -   2 0 1 7**

*Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation or disability. The following person has been designated to handle inquiries regarding the non-discrimination policies:*

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*This publication is available in alternate formats by contacting the Office of Special Services at (206) 546-5832 or (206) 546-4520 (TDD).*

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***LIMITATION OF LIABILITY:** The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.*

## MESSAGE FROM THE PRESIDENT

### *"Welcome to Shoreline Community College!"*

I love being able to say that because Shoreline is exactly the place I want to be and I hope it will be for you, too.

One of the reasons I sought out Shoreline is the college vision statement. It says, "We are recognized for inclusive excellence in teaching and learning, student success, and community engagement." I wanted to be part of a place that shouts out, "We will be the best for our students and community!"



### *How does a college become recognized for excellence?*

Through its students. And that means we want to come alongside you to be your very best!

First and foremost, Shoreline is about student success. Shoreline has a reputation for academic excellence. That reputation has been earned by creating the environment and providing the support students need to do their best work. My experiences since arriving at Shoreline have confirmed that I am part of a learning organization that is focused on helping students finish what they start.

### *I know that Shoreline students come from all walks of life, so let me tell you a little about how I got here.*

I am the youngest of four children, born to two high-school valedictorians and college graduates who instilled the value of education as the door to the life of the mind and access to the American dream.

My father is African-American and the oldest of nine. He grew up in rural Georgia where the violence and indignities of overt racism and Jim Crow laws did not crush his spirit. From a very early age, he wanted to fly. In the 1930's, it was illegal for an African-American to become a licensed pilot. Despite the odds, he saved his money and learned to fly. Later, he used his skills as a pilot and became one of the distinguished aviators in World War II, known as the Tuskegee Airmen.

My mother is the only child of an only child. Her parents emigrated from Haiti in the 1920s. Among her many successes, she graduated from Benedict, a historically Black college, where she taught Freshman English at the age of 15 and received her baccalaureate degree at 18. Through my mother, I learned that truth can be found through education and the wonder of the written word.

### *So much of who I am comes from this wellspring of tenacious hope and belief in the human spirit.*

Life is about discovering what your life is meant to stand for and then living that life to its fullest. French writer Marcel Proust said such discovery takes fresh eyes. Education can give you fresh eyes to discover talents and strengths so you can make a difference. This requires an openness to learn more, to care more, to achieve more for you and your community.

I urge you to engage in your education and know there are people ready to come alongside you on this journey of discovery. Shoreline is ready to walk with you on your path to success. I'm confident that together, you can get there.

With best wishes for your success,

A handwritten signature in cursive script that reads "Cheryl Roberts".

Cheryl Roberts, Ed. D.  
President, Shoreline Community College

## 2016-2017 College Calendar

### FALL QUARTER 2016

Advising and Registration by Appointment for New Students .....	TBA
Instruction Begins .....	September 21, 2016
Veteran's Day – Holiday .....	November 11, 2016
Thanksgiving Day – Holiday .....	November 24 & 25, 2016
Instruction Ends .....	December 2, 2016
Prep Day (No Classes) .....	December 5, 2016
Winter Quarter Registration by Appointment for New Students .....	TBA
Exam Days .....	December 6, 7, 8, 2016

### WINTER QUARTER 2017

Instruction Begins .....	January 9, 2017
Martin Luther King Day – Holiday .....	January 16, 2017
Presidents Day – Holiday .....	February 20, 2017
Instruction Ends .....	March 20, 2017
Prep Day (No Classes) .....	March 21, 2017
Spring Quarter Registration by Appointment for New Students .....	TBA
Exam Days .....	March 22, 23, 24, 2017

### SPRING QUARTER 2017

Instruction Begins .....	April 3, 2017
Memorial Day – Holiday .....	May 29, 2017
Commencement .....	June 11, 2017
Instruction Ends .....	June 12, 2017
Prep Day (No Classes) .....	June 13, 2017
Exam Days .....	June 14, 15, 16, 2017

### SUMMER QUARTER 2017

Registration for New Students .....	TBA
Instruction Begins .....	June 26, 2017
Independence Day – Holiday .....	July 4, 2017
Fall Quarter Registration for New Students Begins .....	TBA
Instruction and Exams End .....	August 17, 2017

## 2017-2018 College Calendar

### FALL QUARTER 2017

Advising and Registration by Appointment for New Students .....	TBA
Instruction Begins .....	September 20, 2017
Veteran's Day – Holiday .....	November 10, 2017
Thanksgiving Day – Holiday .....	November 23-24, 2017
Instruction Ends .....	December 1, 2017
Prep Day (No Classes) .....	December 4, 2017
Winter Quarter Registration by Appointment for New Students .....	TBA
Exam Days .....	December 5, 6, 7, 2017

### WINTER QUARTER 2018

Instruction Begins .....	January 3, 2018
Martin Luther King Day – Holiday .....	January 15, 2018
Presidents Day – Holiday .....	February 19, 2018
Instruction Ends .....	March 15, 2018
Prep Day (No Classes) .....	March 16, 2018
Spring Quarter Registration by Appointment for New Students .....	TBA
Exam Days .....	March 19, 20, 21, 2018

### SPRING QUARTER 2018

Instruction Begins .....	April 2, 2018
Memorial Day – Holiday .....	May 28, 2018
Commencement .....	June 10, 2018
Instruction Ends .....	June 11, 2018
Prep Day (No Classes) .....	June 12, 2018
Exam Days .....	June 13, 14, 15, 2018

### SUMMER QUARTER 2018

Registration for New Students .....	TBA
Instruction Begins .....	June 25, 2018
Independence Day – Holiday .....	July 4, 2018
Fall Quarter Registration for New Students Begins .....	TBA
Instruction and Exams End .....	August 16, 2018



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# *Vision, Mission, Core Themes and Strategic Plan*

## **VISION**

We are recognized for inclusive excellence in teaching and learning, student success, and community engagement.

## **MISSION**

We serve the educational, workforce, and cultural needs of our diverse students and communities.

## **CORE THEMES**

### **1. Educational Attainment and Student Success**

Shoreline Community College will provide excellence in academics so that all students will complete their program and/or graduate with the academic preparation and skills necessary to continue their education, meet the demands of the workplace or improve their quality of life through leisure-time activity.

### **2. Program Excellence**

Shoreline Community College fosters excellence in its educational program.

### **3. Community Engagement**

Shoreline Community College initiates, cultivates and nurtures relationships with cities, including Shoreline and Lake Forest Park, local school systems, businesses, the Shoreline Community College Foundation, community-based and international organizations.

### **4. Access and Diversity**

Shoreline Community College maximizes student access to all its transfer, professional-technical and developmental programs. SCC promotes a diverse student body and employees who reflect the local, state, regional and international communities that the college serves.

### **5. College Stewardship**

Shoreline Community College serves as a model of effective stewardship to citizens of the state of Washington.

## **ENGAGEMENT, EQUITY AND EXCELLENCE**

Engagement, equity and excellence characterize all our efforts toward the goals outlined in the Plan.

**en-gage-ment** (noun): The act of sharing in the activities of a group. A mutual pact, contract, or agreement.

**eq-ui-ty** (noun): The state, quality, or ideal of being just, impartial, and fair.

**ex-cel-lence** (noun): Of the highest or finest quality; exceptionally good of its kind.

## **STRATEGIC PLAN**

SCC's strategic plan, the result of internal self-assessment and long discussion, reflects the College's core values for student success and academic excellence. These values are the foundation that sets the College's direction for the coming years.

## **GOAL 1.**

**We attract students and community learners and ensure successful attainment of their goals through our programs, services, and teaching and learning environments.**

## **STRATEGIES**

- A. Develop a robust method for ongoing student learning outcomes assessment at the College.
- B. Engage in comprehensive strategic enrollment management, encompassing the entire student experience, from the moment students aspire to attend college to the moment they attain their educational goals.
- C. Create physical spaces and employ technologies that enhance student learning.
- D. Cultivate intellectual and cultural vitality to invigorate and engage our College and communities.

- E. Clearly communicate to internal and external communities the educational experience that they can expect from Shoreline Community College.

## **GOAL 2.**

**We continually strive for disciplined excellence and focused improvement in all that we do.**

### **STRATEGIES**

- A. Engage in an ongoing, data-informed cycle of academic program review that allows for agile changes in program offerings with a focused, creative mindset.
- B. Streamline all processes throughout the College with a focus on standardizing routine processes and innovating around processes that add value to the student experience.
- C. Invest in professional learning for faculty and staff to support continuous improvement and implementation of this strategic plan.
- D. Invest in high-impact teaching practices for student learning.
- E. Implement consistent, effective engagement and communications practices.
- F. Develop and support innovation that serves our students and communities.

## **GOAL 3.**

**We ensure that a climate of intentional inclusion permeates our decisions and practices, which demonstrate principles of ecological integrity, social equity, and economic viability.**

### **STRATEGIES**

- A. Engage in ongoing, deliberate conversation and mindful discovery about our shared purpose and differences as we conduct our daily work.
- B. Develop and maintain a framework to ensure that ecological integrity guides our practices.
- C. Develop multicultural and global competencies to help us live the principles of social equity in an increasingly interdependent world.
- D. Pursue and obtain sufficient resources to fulfill the College's mission, and allocate those resources effectively in order to ensure economic viability in the implementation of this strategic plan.

Shoreline Community College is ready to meet the challenges of our changing economy and is deeply committed to satisfying the educational needs of our students.

# General Information

COLLEGE WEB SITE: [www.shoreline.edu](http://www.shoreline.edu)

## THE COLLEGE

Shoreline Community College offers excellent academic, professional-technical and work force training programs to meet the lifelong learning needs of its community. Dedicated faculty and staff are committed to the educational success of all students.

Located 10 miles north of downtown Seattle, Shoreline is one of the most strikingly beautiful college campuses in Washington. Nestled among native evergreens, the campus is a brilliant sea of colors during spring, summer and fall, when many flowering plants are in bloom. The scenic surrounding area is nationally known for its recreational and cultural opportunities, which richly complement academic life. Twenty-six buildings constitute the 83-acre campus. These include an award-winning automotive training center, a visual arts building, computer centers, laboratories, a student center, a theater, a well-equipped gymnasium that includes an exercise room and racquetball courts, a child care center, a sophisticated multimedia center and the Ray W. Howard Library/Technology Center.

Established in 1964, Shoreline operates under the regulations of the State Board for Community and Technical Colleges and is governed by the Board of Trustees of Shoreline Community College, District Number Seven.

The college is a member of the American Association of Community Colleges and the Association of College Trustees.

## RAY W. HOWARD LIBRARY

The Library/Technology Center plays an influential role in providing instruction and instructional support to students and faculty across all college programs. The building provides a variety of individual and group study areas including a state-of-the-art information and research classroom/lab and open computer access. The various service areas and reading rooms house a collection of books, magazines, journals, music, and film. Also available are digital holdings for newspapers, journals, books, encyclopedias, streaming voice, and DVD/CDs and other non-print media. Equipment, furnishings and study areas provide students with a building well suited for research and

learning in the 21st century.

Technology and performing arts are featured on the first of the building's three floors. Technology Support Services offices are located in 4122 while the 4100 level also houses servers for the campus computer and internet systems. Drama/Film/Cinema faculty offices are located in the 4100 level as well, alongside a Black Box Theater that serves as a rehearsal and performance space for the department.

The second and third floors of the Library/Technology Center house library and media collections and services. The library features full text periodical and reference databases, a home page ([www.shoreline.edu/library](http://www.shoreline.edu/library)) with reviewed web sites, online reference services, research tutorials, and links to other libraries. In addition to quiet, comfortable reading/study areas, there is an information/research and media classroom, computers available for student use, copy machines, and group study rooms equipped with media playback units. Internet connectivity is available through the building's wireless network. Digital cameras and other media equipment are available for student use.

Friendly faculty and staff are available throughout the building to assist students with research, information, and technology questions. Librarians and media staff provide both general and subject-specific information as well as research and medial literacy instruction for students and faculty. The Math Learning Center, Tutoring, The Writing and Learning Studio, and other student learning centers are co-located with the Library to provide students with easy access to academic support. Information about the various services and collections of the Library/Technology Center may be obtained by calling (206) 546-4556.

## SCC WEBSITE - [WWW.SHORELINE.EDU](http://WWW.SHORELINE.EDU)

The official website address of the College is [www.shoreline.edu](http://www.shoreline.edu). The website contains information that is helpful to students and should be consulted often. The College uses the website to deliver online classes, post grades, register students, sell books, and more.

Announcements regarding changes to policies and programs, publicity for events on campus, and more are posted on a regular basis.

## ACCREDITATION

Shoreline Community College is accredited by:

Northwest Commission on Colleges and Universities  
8060 165th Avenue North East, Suite 100  
Redmond, WA 98052

Specific programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), the Commission on Dental Accreditation, Commission on Accreditation of Health Informatics and Information Management Education and the National Accrediting Agency for Clinical Laboratory Sciences. The Automotive Program is accredited by the National Automobile Technicians Education Foundation.

## COLLEGE AND COMMUNITY

Shoreline Community College focuses on programs and partnerships that put people back to work, help advance careers and contribute to improving the Washington State economy. Shoreline Community College is dedicated to meeting the post-secondary educational needs of its community. The college serves more than 8,000 students per quarter. Individuals may take, on a credit or an audit basis, any class for which they meet the requirements. Suggestions for workshops and classes are welcome at (206) 533-4101.

## INSTRUCTIONAL DIVISIONS

Shoreline Community College is organized into the following instructional divisions: Health Occupations, Physical Education and Business; Humanities; Science, Mathematics, Manufacturing, Engineering and Energy; Social Science, Equity/Social Justice, Library/Media and Parent Child Center; and Workforce, Continuing Education, and Automotive. Courses offered by the college generally fall under one of these units. Each unit cooperates in the planning and administration of the instructional programs offered by the college.

## ACADEMIC CALENDAR

Shoreline Community College operates a year-round academic calendar comprised of three (3) 11-week quarters during fall, winter, and spring, and one (1) 8-week quarter during the summer. Courses are also offered in the evenings and weekends. Class schedules are published each quarter listing the date, times, and locations of classes. These schedules are available approximately two weeks prior to the start of registration.

## GENERAL PROGRAMS OF STUDY

Shoreline Community College is a comprehensive college that offers courses in a variety of areas to meet the demands of local and regional communities.

## University Transfer

College courses at the freshman and sophomore levels are offered. These courses have been designed to prepare students for upper-division work at a four-year college or university. The curriculum at Shoreline is rigorous and challenging. Instructors focus on preparing students for the high caliber of study at the four-year universities.

## American Honors

American Honors at Shoreline Community College is a rigorous honors program which provides students with access to top universities around the country. Students accepted into the program take challenging coursework to prepare them for junior- and senior-level classes at some of the nation's top four-year colleges. American Honors maintains a transfer network of more than 50 leading four-year universities, providing students with a clear pathway to admission. Students in the program will work with an assigned honors success coach who ensures the student stays on track by taking classes that optimize the chance of admission into the university of choice. Students will also have the option of participating in a special research track of honors courses that will prepare students to think critically and communicate effectively regarding a special topic of their choosing. Admission to the program is selective and assesses the holistic student, to include previous academic performance, character, and determination. Applications are accepted on an ongoing basis, but space is limited. Students interested in applying can do so by filling out a Shoreline Community College application, as well as an American Honors application at [apply.americanhonors.org](http://apply.americanhonors.org). For more information, please visit [AmericanHonors.org](http://AmericanHonors.org).

## Career Training

### Professional-Technical and Workforce Training

These programs are designed to prepare students for gainful employment upon completing a course of study at the college. More than 50 career training programs are now available at Shoreline Community College. Details may be found in the Professional-Technical Degree Programs section of this catalog.

### Worker Retraining Program

The Worker Retraining Program is a partnership between community and technical colleges and the Employment Security Department. The program provides funding and other resources to enable unemployed individuals to acquire the skills needed to return to work. This could mean a short-term skills upgrade, or a new career path and enrollment in a professional-technical program.

### The WorkFirst Program

WorkFirst offers the opportunity to attend Shoreline Community College by paying for tuition, fees, books, uniform, transportation and child care for eligible

low-income parents who are receiving TANF from DSHS. Whether you want to obtain your GED, increase your job skills, earn short term certificates, complete your degree within a year, or enter a new career, the WorkFirst staff is available to discuss your educational and employment goals. For more information, call (206) 533-6754.

### **Study Abroad**

(206) 533-6656

Shoreline Community College is a regional leader in providing short and long-term study abroad programs for two-year college students. In addition to 10-week (one academic quarter) programs sponsored in association with the Washington State Community College Consortium for Study Abroad (WCCCSA), Shoreline offers unique two-to four-week International Summer Institute study abroad programs around the world. Recent opportunities have included programs in Argentina, England, France, Guatemala, Italy, Japan, South Africa, Namibia, Mexico, China, Greece, Turkey, Honduras and Thailand.

Shoreline partners with colleges around the globe to give students in professional-technical programs the opportunity to study abroad within their field. Partner schools are located in Denmark and Korea. Shoreline sponsored study-abroad programs cover a variety of instructional disciplines and feature credit-bearing courses that are transferable to four-year colleges and universities. Financial aid resources apply to Shoreline sponsored study-abroad programs.

To learn about current offerings, please go to [www.shoreline.edu/international/study-abroad/](http://www.shoreline.edu/international/study-abroad/).

### **Get in Gear (GIG) Program**

The GIG program offers students a way to make major progress towards completing General Education requirements in a team-taught learning community. GIG classes put two subjects and two great faculty together in one 12-credit block class, with coordinated assignments. Course pairings change each quarter, but typically include English 101 and another General Education requirement such as Communication Studies 101, Psychology 100 or Business 101. Students can enroll in a GIG class even if they test into English 099. Taught on an Academic I-BEST model, our GIG classes build study skills and start students on the path towards academic success.

### **Parent Education Program**

(206) 546-4593; (206) 546-4540

The Parent Education Program encourages parents to develop child guidance skills and a personal philosophy of family relations. Child development, parenting roles in home and society and family communications are studied

in a supportive environment. Parents enroll in the following courses: Parent Education 114-116, 124-126, 134-139, 144-146, 154-159, 164-169, 174-179 and 184-186. All of these are college credit courses. Up to 6 credits of Parent Education courses may be used toward the AA-DTA. A maximum of 5 credits from Parent Education courses may be used toward the AS degree. See the list of restricted transfer courses for more information. Topics explored in these courses include:

#### **Child Development**

- Social, emotional, physical and cognitive development
- Language and literacy development
- Multicultural perspectives

#### **Nutrition and Health**

- Early intervention and preventive measures
- The impact of diet on children's health
- Dental health care
- Accident prevention for children
- Available resources

#### **Parenting Skills**

- Child guidance strategies
- Effective communication
- Developing self esteem
- Values structuring
- Impact of mass media pressures

#### **Family Relationships**

- Single parents/blended family issues
- Family communication
- Changing adult roles and lifestyles in the family
- Parenting in our diverse society
- Impact of culture

Cooperative preschools are located throughout the college district. These programs are affiliates of the college and have varying hours depending on the number of participants. Each preschool is a separate non-profit corporation, with responsibility for the financing and operation of their cooperative preschool. The college provides the instructors for the parent education courses. The seven affiliated Parent Education Cooperative Preschools serve parents of children from infants through age 5. For information on the schedules of these affiliated preschools, please call (206) 546-4593. To enroll, contact the cooperative preschool directly.

## HIGH SCHOOL PROGRAMS

### High School Completion Program

Shoreline's High School Completion Program helps individuals re-engage with their education and earn a high school diploma. By attending courses offered by the college and meeting state requirements, students can earn a high school diploma that is recognized by the State of Washington. With approval from a high school counselor, full-time high school students may take a limited number of college courses and transfer those credits to their high school to assist them with earning a high school diploma from their high school. Students may be required to take placement tests to qualify to take college courses. For more information call (206) 546-6906.

### Career Education Options/Learning Center North

The Career Education Options Program and Learning Center North offer out-of-school youth a chance to go back to school for the education and training needed to succeed in the world of work. The program is available to 16- to 21-year-olds who left high school without earning a diploma.

Through CEO, students enhance life skills, receive job training and learn effective job search strategies. The program also provides assistance with placement into internships and employment. While in the program, students may pursue a college degree or certificate in a professional-technical field. Many students also simultaneously work toward a GED certificate or high school diploma.

The CEO Program provides continuous support services to help students achieve their educational and career goals. Funded in partnership with the Office of the Superintendent of Public Instruction, the program provides tuition, books, supplies, transportation assistance and tutoring to qualifying students. Additional support services may be available on an individual basis. For information on enrolling in CEO, please call (206) 546-7844.

Learning Center North is operated in partnership with the King County Work Training Program on the Shoreline campus. The program serves youth who want to attain their GED and go on to college and/or employment. The site has a GED and basic skills classroom, a computer lab, employment services, case management, and career and educational planning. Learning Center North enrolls students on an ongoing basis. Services include individualized instruction, internships and computer software and hardware skills. Schedule an orientation appointment by calling (206) 533-6733 or visiting the office in the Building 2900 Annex.

### Running Start

High school juniors and seniors may qualify to partici-

pate in the Shoreline Community College Running Start Program and earn college credit while simultaneously completing their high school graduation requirements. To qualify for the program, high school students must be eligible for English & 101 in both reading and writing. If students would like to take any math courses, or any science courses for which math is a prerequisite, they may need to take a placement test.

Running Start students who satisfactorily meet the college associate degree requirements will be awarded a SCC degree and upon written request may be awarded a Washington State high school diploma from the college.

For additional information on the Running Start Program, call (206) 546-6906 or visit the Running Start office in Room 5229 of the 5000 (FOSS) Building.

### Tech Prep

The Tech Prep Program offers high school students the opportunity to prepare for Professional – Technical degrees and to complete college equivalent classes while still in high school. An agreement is prepared between the high school and college faculty that ensures that credits taken in high school and college are transferable between programs. If you enter this program while attending high school, you will get a solid start on a community/technical college certificate or degree, earning college credit while completing your high school requirement.

Students who complete a Tech Prep class (with a grade of "B" or better) while attending high school, and have submitted a Tech Prep application to the Tech Prep College Connection will receive a college transcript from either Shoreline Community College or another Tech Prep College Connection member college: Bellevue CC, Cascadia CC and Lake Washington Technical College. For additional information, call (206) 546-7852, or go to [www.techprepcc.org](http://www.techprepcc.org).

## CONTINUING EDUCATION PROGRAMS

### Bridges to Shoreline Career Builder (Plus 50)

The Bridges to Shoreline Career Builder program is designed to offer workforce-related, short courses for mature workers who find themselves in an occupational transition. In these times, many people are being challenged to reinvent themselves as they struggle with unexpected changes in the labor market and unforeseen shifts in their personal circumstances. This may mean examining and refocusing past experiences and skills, refreshing old skills sets and/or developing new ones. The Bridges to Shoreline Career Builder program offers a schedule of short courses and seminars on a quarterly basis in an attempt to address these needs of the 50+ demographic. Please see the college website for schedule information at

[www.shoreline.edu/workforce/Plus-50](http://www.shoreline.edu/workforce/Plus-50).



## TRANSITIONAL PROGRAMS

### Adult Basic Education (ABE)

Low-cost courses in reading, writing, study skills and mathematics are designed to help students improve their skills for work-related or personal reasons, or to prepare to enter degree programs or workforce education training. These courses, along with student support services, provide orientation and guidance to help students discover their interests and abilities and prepare for success in their college courses. Tuition is \$25 per quarter. A low-income tuition waiver is available. Call (206) 546-4602 for more information.

### GED Test Preparation/High School 21

Shoreline Community College offers low-cost GED (General Education Development) courses to help students preparing to take the GED test. Successful completion of the test results in awarding of the General Educational Development Certificate. The GED Test with four content areas: mathematics, reasoning through language arts, social studies, and science – will measure a foundational core of knowledge and skills that are essential for career and college readiness. Students who are 21 and older may opt to apply these same skills above toward an official Washington State high school diploma by documenting prior work and life experience in addition to demonstrating basic skills. Tuition for either program is just \$25 per quarter and a low income tuition waiver is available. Call (206) 546-4602 for more information.

### English as a Second Language (ESL)

Low-cost English language classes are offered to help students improve their skills in speaking, listening, reading, writing and grammar. These classes are offered morning, afternoons and evenings. Tuition is \$25 per quarter. A low-income tuition waiver is available. Call (206) 546-4602 for more information.

### Integrated Basic Education and Skills Training (I-BEST) Programs

Integrated Basic Education and Skills Training (I-BEST) opportunities help basic skills students and English language learners to earn college certificates in high demand fields. Classes are all in-person and team taught to provide extra learning support. There are very few prerequisites. At Shoreline, students can choose from certificates in Office Technology, Automotive General Service Technician, CNC Machining, and Nursing Assistant. These programs provide a great starting point, whether a student wants to start working or continue to pursue a professional/technical degree. Financial assistance is available to help pay for tuition and books. Call (206) 546-6930 for more information.

## eLEARNING/VIRTUAL CAMPUS

Shoreline Virtual Campus is committed to providing quality education at times and places most convenient to students. To accomplish this, the college has developed eLearning courses that offer several flexible options to students. These options include video courses, online courses (computer based/ Internet) and hybrid courses that blend online and on-campus learning. In addition, several degrees and certificates can be obtained completely online. For more information, please call (206) 546-6966 or visit the eLearning website at <http://www.shoreline.edu/virtual-campus/elearning/default.aspx>. The Northwest Association of Colleges and Universities accredits Shoreline's eLearning program.

### Video Courses

Video courses make use of videocassettes, DVD's, textbooks and study guides to deliver content. Cassettes and DVD's may be rented as a set for the quarter or checked out individually from the Media Center. Contact the checkout desk at (206) 546-4529 or [media@shoreline.edu](mailto:media@shoreline.edu). Students may be required to attend one or more on-campus sessions. Video courses offer flexibility, convenience and rigor in a quality video, print or web-based course format.

### Online (Internet) Courses

Online courses have start and stop dates, regular assignments and project due dates, but because the classroom is online and most classes are fully asynchronous, work can be done at a time and place most convenient for the student. Online classes have been developed with the same learning outcomes as traditional on-campus courses. Because courses are delivered at a distance in an online learning environment, they are reading-and writing-intensive. Even though attendance is not required at a specific time, students will need to spend time in the online classroom five out of every seven days and plan on a minimum of 12 to 15 hours of class work each week for most online classes. Using a computer and the Internet, students receive lessons and assignments and return completed course work. Students communicate with their instructor and other class members through e-mail and threaded discussions from their home or work place. Some online courses require synchronous online interaction, which requires attendance in an online classroom at a specific date and time. Students may be required to arrange to have an exam remotely proctored several times during the quarter.

### Hybrid Courses

Hybrid courses offer students a mixture of on-campus and online learning experiences, with regular on-campus meetings per week. Why choose a Hybrid class? You get



face-to-face, personal interaction with your instructor and other students. Plus, you have anytime/anywhere access to the course, on your own computer with Internet access or in Shoreline's computer labs. You spend more time learning and less time traveling to campus or looking for a parking space.

#### **Courses That Include Some Internet Content**

Most face-to-face courses require some Internet content. These courses take place at one of the college's physical sites. Online resources are used to supplement the on-campus instruction but do not reduce the requirement for on-site classroom attendance. Please check with your instructor for more information.

#### **INTERDISCIPLINARY STUDIES**

Shoreline's Interdisciplinary Studies allow students to discover, explore, and connect. Interdisciplinary Studies courses allow you to fulfill graduation requirements in an alternative way. These courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team-teach these Interdisciplinary Studies courses, so students get to explore issues or problems through multiple perspectives. Interdisciplinary Studies courses offer you a unique, challenging, engaging learning experience.

Interdisciplinary Studies courses come in many forms. Some courses may combine three or more disciplines, giving students a full-time load. Other courses may provide students with ten, eight, or five credits.

#### **SERVICE LEARNING**

Service-learning is a non-traditional model of teaching and learning that allows students to engage in meaningful community service opportunities that purposefully overlap with and enhance the academic learning that occurs in the classroom. Each service-learning course allows you to sharpen your leadership, critical thinking, and problem-solving skills while simultaneously taking action to meet real community-defined needs.

Service-learning courses typically bear 5-credits and require students to complete fifteen hours of service throughout the quarter, although variations on this model may be offered. Course loads in fully-integrated service-learning classes are intentionally adjusted to account for the extra time students must commit to in order to complete their service. A wide range of academically relevant service-learning opportunities are set up prior to the start of the quarter to ensure that the placements are both interesting and accessible to students.

#### **INDIVIDUAL PROJECTS**

##### **Guidelines for Individual Projects**

Individual project credits are for individualized study. They consist of advanced study in the student's primary academic or career area of interest under the guidance of the division involved. Students initiate requests for individual projects with an appropriate faculty member. Students planning to participate in individual project credits must have completed a basic course in the relevant discipline.

Individual project credits may not be used to satisfy general or distribution degree requirements. Students should consult with their advisors and check with the elective degree requirements of their transfer institution to determine the applicability of individual project credits.

##### **Individual project credits**

Faculty offering individual project credits submit to the division dean a written contract, including details of the nature of the project, the resources to be used, the materials to be produced or activities to be completed by the student and the method of evaluation and grading that is to be used by the instructor.

**For 3 credits:** Students must complete 99 project hours and enroll before the end of the second week (10th day) of the quarter.

**For 2 credits:** Students must complete 66 project hours and enroll before the end of the third week of the quarter.

**For 1 credit:** Students must complete 33 project hours and enroll before the end of the fifth week of the quarter.

# *Policies for Students*

Shoreline Community College is in compliance with Title IX of the Educational Amendments of 1972. Title IX prohibits discrimination on the basis of sex and protects students from sexual harassment in a school's educational programs and activities. This amendment protects students in connection with all academic, educational, extracurricular, athletics and other programs of the institution. Sexual harassment, which is unwelcome conduct of a sexual nature and includes acts of sexual violence, is a form of sex discrimination and violates Title IX as well as Title VII of the Civil Rights Act of 1964.

Shoreline Community College is also in compliance with Title VI of the Civil Rights Act of 1964. All educational programs and services will be administered without regard to race, creed, disability, religion, color, national origin (including minorities with limited English language skills), age, marital status, gender, sexual orientation or status as a Vietnam-era or disabled veteran.

Inquiries regarding compliance with any of these regulations or relevant grievance procedures should be directed to the Dean of Student Affairs, (206) 546-4641, or any dean.

In accordance with the Rehabilitation Act of 1973, Section 504, all educational programs will be provided without regard to physical status. No otherwise qualified individual with disabling conditions shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, activity or service administered by the college. Students who would be deemed qualified are those individuals who can perform at an acceptable level of productivity in a vocational education and/or academic setting. Reasonable accommodations will be made unless such accommodations will cause undue hardship on the college. Campus facilities and programs are accessible to individuals with disabling conditions.

Inquiries regarding this policy should be directed to the Dean of Student Affairs, (206) 546-4641, 5000 (FOSS) Building.

Shoreline Community College complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information that becomes a part of a student's permanent educational record and governing the conditions of its disclosure. Procedural guidelines governing compliance with this statute have been developed and are available through the office of the Registrar. Any student wishing to have infor-

mation withheld when inquiries are received must notify the Registrar in writing.

## **DISCLAIMER**

The college reserves the option to amend, modify or revise any provision of this catalog for the following reasons, including but not limited to:

1. A lack of funds to operate a program or course;
2. Unavailability of instructors;
3. A change in administrative or Board of Trustees' policy; or
4. A change in the laws, rules or regulations of the state of Washington that govern the operation of community colleges.

## **SUMMARY OF STUDENT RIGHTS**

Student Rights and Responsibilities are protected through policies and procedures adopted by the College's Board of Trustees. Following are some of the key policies pertaining to students. A full description of the policies and accompanying procedural guidelines can be found in the offices of the Executive VP of Academic and Student Affairs and Dean of Student Affairs or via the college website.

### **Fair Grades**

Students are protected by College policy through orderly procedures against arbitrary and capricious actions or decisions relating to academic evaluations by their instructors. (College Policy 5035 – Student Grievance Procedures)

### **Confidential Records**

The confidentiality of student records is protected by College policy requiring guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) concerning the information that becomes a part of a student's permanent educational records and governing conditions of its disclosure. (College Policy 5040 – Student Records)

### **Freedom from Discrimination**

Shoreline Community College policy prohibits illegal discrimination in any form including, but not limited to, sexual harassment of or by any student, faculty, administrator, or staff. See College Policy 4111 (Affirmative Action/Equal Opportunity) and 4113 (Sexual Harassment). If you believe you have been harassed or

discriminated against because of your race, ethnicity, gender, age, or marital status, please contact the SCCSBA Student Advocate, Dean of Student Affairs, or the Vice President for Human Resources and Legal Affairs.

### **Advanced Placement**

Students may be placed in an advanced course of a sequence on the basis of their high school achievement or test results. Credit may be granted for the course omitted. (College Policy 5160 – Advanced Placement)

### **Prior Learning Assessment (PLA)**

Students can earn Prior Learning Assessment (PLA) credit by matching their college-level experience to a variety of college course outcomes. Shoreline Community College recognizes that as adults you may acquire college-level knowledge and skills in a variety of situations: employment, military experiences and coursework, internships, independent research, volunteer or civic work and prior coursework. To minimize the loss of credit and to prevent the repetition of educational achievements, an assessment process (PLA) for awarding credit for prior learning has been established.

Credit for prior learning is awarded only for college-level learning which took place after high school and must be related to the current theories, practices and content of the relevant academic field, as assessed by college faculty with current content expertise. Documentation of learning shall be comprehensive, independently verifiable, authentic and up-to-date. High academic standards for awarding PLA credit will be applied, and the evaluation of prior learning will be consistent with effective contemporary assessment methodologies in respective fields. Evaluation of prior learning may include portfolio reviews, standardized testing, demonstrations, product creation, interviews and/or other processes as determined by discipline faculty in academic departments.

Students considering PLA credit will meet with faculty advisors to discuss the feasibility of such credit, the available PLA options, application process and required documentation. For professional-technical degrees and certificates, awarded credit shall not exceed 25% of the credits required for the program, certificate or degree. For academic transfer, credits granted through PLA will transfer as restricted elective credits included in the 15-credit limit for all restricted elective credits. Some colleges and universities may not accept PLA credits in a transfer situation.

Please check with the program or division for a listing of the courses available for Prior Learning Assessment (PLA) (College Policy 5162). Learning outcomes achieved through prior learning must match all the outcomes for college coursework for students to be awarded credit. Students are encouraged to use the Credit-by-Examination process for challenging courses, if available. Not all college coursework is available for PLA.

### **Credit by Examination**

Students currently enrolled at Shoreline may obtain credit for certain courses by satisfactorily passing comprehensive examinations, provided the student has never audited, received college credit for, or failed the challenged course. In addition, a student can not take a challenge exam for a course if s/he has audited or failed either a required or prerequisite course or another course which assumes knowledge of the course being challenged. (College Policy 5161 – Credit by Examination)

### **Freedom of Speech**

Any recognized student organization, with the knowledge and approval of its advisor, may invite to the campus any speaker the group would like to hear. Although it is the advisor's responsibility through the inviting group to insure the educational relevance of such programs, all such speakers have complete discretion in the content and manner of their presentation, subject to restraints imposed by federal and/or state constitutions and statutes. Moreover, the appearance of an invited speaker on campus does not involve an endorsement, either implicit or explicit, or his/her views by Shoreline Community College, its faculty, its administration or its Board of Trustees. (College Policy 5255 – Off Campus Student Invited Speakers)

### **Use of Human Subjects**

It is the policy of the Board of Trustees regarding the use of human subjects to protect the rights, well-being, and personal privacy of individuals, to assure a favorable climate for the acquisition of technical skills and the conduct of academic inquiry, and to protect the interest of Shoreline Community College. (College Policy 5329 – Use of Human Subjects)

### **Appearance and Dress**

Educational opportunities at the College may not be granted or denied on the basis of standards of personal appearance unless a student's appearance disrupts the educational process or constitutes a threat to safety. (College Policy 5215 – Appearance and Dress)

### **Reasonable Accommodation, Disabilities**

Students with disabilities have the right to request and receive reasonable accommodations to ensure access to programs and facilities at Shoreline Community College. To receive such accommodations, students are responsible for directing requests in a timely manner to the Office of Special Services along with documentation of the nature and extent of their disability. Reasonable accommodations include, but are not limited to: modification and flexibility in test-taking arrangements; adjustments in nonacademic services and other rules; and auxiliary aids and services. (College Policy 5114 – Reasonable Accommodation of Students with Disabilities)

## SUMMARY OF STUDENT RIGHTS AND RESPONSIBILITIES

### Student Conduct

Admission to the College carries with it the expectation that the students will conduct themselves as responsible members of the academic community. This includes the expectation that students will obey the law; comply with the rules and regulations of the College; maintain high standards of integrity and honesty; respect the rights, privileges and property of other members of the College community, and will not interfere with legitimate College operations.

Student activity or behavior which violates any provision of the College Conduct Code is not acceptable; yet, an individual who enrolls at the College can rightfully expect that the instructors and administrators will exercise with restraint the power of the College to regulate student behavior, and that rules and regulations will be adopted only when the education process clearly and directly requires such legislation. However, restrictive rules and regulations will not be made without showing relevance to those conditions toward which they apply. The enforcement of these rules and regulations shall be fair and shall be pursued in accordance with regulations governing student conduct. Sanctions, up to and including expulsion from the College, may be imposed for failure to satisfy the expectations stated above. These sanctions will determine whether, and under what conditions, the violator may continue at the College.

Violations of the Student Conduct Code will lead to disciplinary action; however, nothing herein will be construed to deny students their legally and/or constitutionally protected right(s) to due process. (College Policy 5030 – Student Conduct and Discipline)

### Student Grievance

Students shall have recourse against arbitrary and capricious actions or decisions relating to academic evaluations by their instructors through an orderly procedure. (College Policy 5035 – Student Grievance Procedures)

- a. When a student believes that he/she has a grievance regarding an academic evaluation, he/she should seek out the involved faculty member(s), state the nature of the grievance, and make a serious attempt to mutually resolve the issue. This step shall be initiated no later than the last day of the next regular academic quarter, excluding summer quarter.
- b. If step a. does not produce a satisfactory result for the student, he/she may request a meeting with the division chair (or the immediate supervisor) of the involved faculty member(s) to discuss the grievance within ten (10) instructional days of the conclusion of the discussion conducted under step 4(a). The student shall present a written, signed statement of the

nature of the grievance to the division chair, who shall then attempt to achieve a mutually satisfactory resolution of the grievance. If the student chooses, he/she may be accompanied by a representative of the student body association or personal counsel.

### Title IV Student Complaint Process:

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A). Further, each State must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws.” 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the State of Washington. For more information, contact the SBCTC Student Services Office at 360-704-4315.

### Dishonesty in Academics

Each student is expected to exhibit academic integrity. Shoreline Community College does not permit any form of academic dishonesty, such as cheating or plagiarism.

- a. Academic dishonesty occurs when a student provides unauthorized academic benefits to another student or receives academic benefits he/she did not earn through his/her own efforts, by cheating or plagiarizing.
- b. Cheating includes, but is not limited to, conferring an unearned benefit to another student, copying another’s work on an exam, preparing for an exam by using test questions from a stolen exam, accessing unauthorized materials, or turning in another person’s work as one’s own.
- c. Plagiarism is quoting, paraphrasing or summarizing portions of another’s work from a published, unpublished or electronic source without acknowledging that source.

Consequences of any breach of academic integrity shall be clearly defined in a course syllabus and may include withholding credit lowering of grade, and/or failure (0.0) for the assignment and/or course, or lesser sanction. Matters involving academic dishonesty may be referred to the Dean of Student Affairs for additional disciplinary action(s).

## STUDENT RECORDS AND RIGHTS TO PRIVACY

All Students at Shoreline Community College are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Your privacy is protected with certain restrictions on the disclosure of your student educational records and information. You have the following rights, protection and privacy of your educational records at Shoreline Community College.

- 1) **The right to inspect and review your student education records within 45 days of the day the college receives a request for access.** The Student should submit a written request to the Registrar's Office identifying the records(s) they wish to inspect.
- 2) **The right to request the amendment of the student's education records the student believes are inaccurate.**
- 3) **The right to authorize disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The College will disclose the following information authorized by FERPA on all students:
  - Student's name(s)
  - Telephone number
  - Major or field of study
  - Dates of attendance
  - Degrees and awards received

Directory Information can be released by the College unless the Registrar's Office has received a written notice signed by the student requesting non-disclosure of all student information.

FERPA authorizes disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or verification agency); a person serving on the Board of Trustees; or a student assisting another school official in performing his or her tasks. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, and to military recruitment services pursuant to the Solomon Amendment. The College is also required to provide information to the Federal Government regarding students who may be eligible for the American Opportunity Tax Credit programs. The College does not disclose education records to family members without student written consent.

- 4) **Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the require-**

**ments of FERPA.** The name and address of the Office that administers FERPA:

**Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**



# Student Services

## ADMISSION

### Admission Information:

Shoreline Community College  
16101 Greenwood Avenue North  
Shoreline, WA 98133-5696

Phone: (206) 546-4621  
Fax: (206) 546-5835  
E-mail: [sccadmis@shoreline.edu](mailto:sccadmis@shoreline.edu)  
Web: [www.shoreline.edu](http://www.shoreline.edu)

Students may begin their college education at Shoreline Community College in fall, winter, spring or summer quarter. To apply for admission, students should submit an application to the Admissions Office. Applications should be submitted as early as possible before the quarter begins. Applicants will receive notification of acceptance and registration information by e-mail.

### Web Admissions

To apply to Shoreline Community College via the Web, access the online admissions application at our college Web site: [www.shoreline.edu](http://www.shoreline.edu). Fill out the online admissions application on your computer, then follow instructions to submit it.

## ADMISSION ELIGIBILITY

A candidate for admission to Shoreline Community College must be a graduate of an accredited high school, have a General Education Development (GED) certificate or be at least 18 years of age. Upon admission, students may be required to submit any of the following records to the Enrollment & Financial Aid Services Office.

### 1. Assessment Results

You may be required to take an assessment test or provide transcripts prior to registering for classes. Contact the Assessment & Testing office to determine if an assessment test is needed, and if so what assessment test would be needed. Assessment tests are not used to determine whether a student will be admitted to Shoreline Community College, rather they help determine which class a student should take.

Recent test scores from other Washington Community & Technical Colleges will be honored.

### 2. College Transcripts

Students who have attended other colleges are required to submit official transcripts from all colleges from which they wish to transfer credit toward their Shoreline Community College degree. Shoreline Community



College accepts credits earned at colleges or universities that are recognized by the Northwest Commission on Colleges and Universities or other regionally accredited agencies as regionally accredited. Transcripts of course work from other colleges may also be required to provide evidence of placement level before registration in English composition, reading, math or "W"\* courses.

Students planning to register at Shoreline Community College then continue on to a four year institution should request an evaluation of incoming credit by completing a Transcript Evaluation Form and submitting it to Enrollment & Financial Aid Services. For more information about the evaluation of incoming credit visit our website at: [www.shoreline.edu/apply-and-aid/registration/transcript-evaluation.aspx](http://www.shoreline.edu/apply-and-aid/registration/transcript-evaluation.aspx)

Students receiving federal financial aid or those receiving educational benefits from the Department of Veterans Affairs are required to submit official transcripts from all prior colleges including, in the case of veterans, those attended before, during, and after active duty.

Official transcripts submitted to Shoreline Community College become the property of the college.

### 3. High School Transcripts

Students are encouraged to submit final, official high school transcripts to Shoreline's Admissions Office. High school transcripts assist advisors of students seeking to transfer to four-year institutions to meet those institutions' admissions and graduation requirements.

## STUDENTS WHO HAVE NOT GRADUATED FROM HIGH SCHOOL

Applicants who have not graduated from high school may be required to take placement tests before registration. The College recommends that applicants consider the High School Completion Program or the General Education Development Test as an aid to planning the student's program.

High school students attending a day high school full-time or part-time may also take high school completion classes or college credit classes to meet their own high school requirements. The student must have an authorization letter from his or her counselor or vice principal stating that the high school will allow the student to attend the college classes and will accept the credits earned.

The Running Start program allows high school juniors and seniors to take college classes. See the Running Start section of this catalog for more information.

Students under the age of 16 must meet special requirements in order to enroll at Shoreline. Contact the Enrollment & Financial Aid Services Office at (206) 546-4613 for more information.

## AUDIT STUDENTS

An audit student must be registered and have paid required tuition and fees. Class participation will be at the instructor's discretion. No credit is earned. A student cannot change to or from audit status after the first day of the seventh week of the quarter. The audit grade appears as an "N" and will be permanently posted on the official transcript.

## INTERNATIONAL STUDENTS

SCC does NOT require international students to take the TOEFL examination. Instead, each Shoreline student is asked to take an ESL proficiency test upon arrival in the U.S. in order to be placed in the appropriate classes.

In order to apply for admission as an international student, the following items are required:

1. A completed application form.
2. Complete and official high school records (all years), as well as any college or university transcripts.
3. Evidence of financial responsibility.
4. Application fee.

Please contact International Education for an application packet.

## PROGRAMS WITH SPECIAL SELECTION PROCEDURES

Admission to the college does not guarantee acceptance into certain programs that have special requirements. Dental Hygiene, Health Informatics and Information Management, Medical Laboratory Technology and Nursing fall into this category. Other programs such as Automotive Service Technology have waiting lists due to high demand for such majors. Refer to the Professional-Technical Degree Programs section of this catalog for further information.

## TRANSFER CREDITS

Credits earned at colleges or universities that are recognized by the Northwest Commission on Colleges and Universities or other regional accrediting agencies are accepted by Shoreline Community College.

## REGISTRATION

(206) 546-4611

The registration procedure allows continuing students with the largest number of accumulated credits to register first. This permits students to move up in the priority order each quarter they are in attendance. In-person registration may be by written proxy if a student is unable to report at the scheduled time.

All students will be assigned to and are encouraged to consult with a faculty advisor. The signature of a faculty advisor will be required to register only for students who:

1. Are taking English as a second language classes (ESL);
2. Are non-immigrants attending on a student visa;
3. Are pursuing a vocational degree program which requires a competitive admission process; or
4. Are attending Shoreline in the Running Start or High School Completion Program.

## Web Registration

Students at Shoreline Community College can register via the Web on or after their scheduled appointment date. Access online registration at the college web address: **www.shoreline.edu**. See the quarterly Class Schedule for deadlines for tuition payments. Credit card and debit payment is available online, as are payment plans.

## Automatic Waitlist

Students can put themselves on a waitlist for a full class, or check their position on a waitlist via the web at **www.shoreline.edu**. Registration into a wait-listed class is automatic when space becomes available until the waitlist cutoff date. See the quarterly Class Schedule for specific dates. The signature of the instructor is required to register after that date.



## CHANGE OF REGISTRATION

Web registration is available through the first week of the quarter. It is the student's responsibility to confirm any schedule changes by adding or dropping classes with the Enrollment & Financial Aid Services Office. The advisor's signature is required if the student wishes to take more than 23 credits in one quarter.

Students desiring to change their class schedules during the **first five days\*** of a quarter may do so online, or fill out a class schedule change form and take it to the Enrollment & Financial Aid Services Office. No signatures are required except in the case of full or special-permission classes as indicated in the class schedule.

Changes during the **sixth through the 10th day\*** are made on the same form and require the signature or emailed permission of the instructor.

From the **11th day through the end of the fourth week\***, the class schedule change form must be used and requires the signature of the instructor(s) and, for adds only, the division Dean. During this time a grade of "W" will automatically be given for dropped classes. Although advisors' signatures are not required for these changes, students are encouraged to see advisors for assistance.

It is not possible to add classes **after the end of the fourth week\*** of the quarter. The schedule change form is used for drops only from the **first day of the third week to the first day of the seventh week\*** and requires the signature or emailed permission of the instructor(s). From the second day of the seventh week, the instructor will assign the proper grade on the grade roster (see Grading System section of this catalog). No "W" grades will be issued after the **first day of the seventh week\***. Although advisors' signatures are not required for these changes, students are encouraged to see advisors for assistance.

## EARLY WITHDRAWAL PROCEDURES (FROM CLASS OR COLLEGE)

From the eleventh day of the quarter through the **first day of the seventh week\*** of the quarter, the procedure for withdrawing from a class is as follows:

Students should obtain the instructor's signature or emailed permission for each class to be dropped and take the necessary steps to officially withdraw with Enrollment & Financial Aid Services. During this period, the grade given will be an automatic "W."

Starting the **second class day of the seventh week\*** through the last day of instruction, the grade will be a I, NC, P, V or Z (if emergency situation is applicable) as the instructor's judgment dictates, please refer to page 31. No "W" grade will be issued after the end of the **first day of the seventh week.\***

## DROP FOR NONPAYMENT

Students who fail to pay their tuition in full by the tuition payment deadline may be administratively withdrawn from all classes. Re-registration will not be possible after the fourth week (or summer equivalent.)

## SPECIAL BENEFITS REQUIREMENT

Students expecting to receive compensation for full-time programs under the G.I. Bill, Social Security, Railroad Retirement Board or any other outside agency will be required to carry at least 12 credit hours.

## RECORDS

(206) 546-4623

## CONFIDENTIALITY

Shoreline Community College protects student privacy as required by federal law in the Family Education Rights and Privacy Act (FERPA) of 1974. A student at Shoreline may have all personal information held confidential. The Enrollment & Financial Aid Services Office can provide this special service. For more information, call the Registrar's Office (206) 546-4613.

## NAME CHANGES

Continuing or returning students are required to submit legal documentation for a change of name as shown on Shoreline records. Acceptable proof would be a marriage certificate or court order or notarized copy thereof. Picture identification is also required.

## STUDENT IDENTIFICATION NUMBER (SID)

Students are issued a randomly assigned student identification number at the time of admission. Disclosure of social security numbers is not mandatory, except for the purposes of financial aid, Federal American Opportunity Tax Credit, employment in any position at Shoreline including work study, and workforce or Employment Security reporting. Voluntary disclosure is authorized for the purposes of academic transcripts and assessment/accountability research. Your social security number is confidential and will be protected under the Family Educational Rights and Privacy Act.

*\*Summer quarter deadlines differ. Please refer to the Summer class schedule.*

## STUDENT IDENTIFICATION CARDS

A new I.D. requires valid photo identification (like a Washington State driver's license or passport) and a copy of a class schedule indicating that tuition due has been paid or documentation of a funding resource for tuition payment. The first student I.D. card issued is free. If the I.D. card is lost, stolen or mutilated, replacement cards are \$15. New I.D. cards issued due to a name change cost \$5 and the name change must be completed in the Records Department in Enrollment & Financial Aid Services before the new card is issued in the library (until Fall 2016).

## TRANSCRIPT REQUESTS

Requests may be made in person, by mail or online. The Transcript Request form is available on the second floor of the 5000 building, or on Shoreline's web site: [www.shoreline.edu/transcripts.aspx](http://www.shoreline.edu/transcripts.aspx). Online requests must be paid for by credit or debit card. For more information, phone (206) 546-4614.

## OBTAINING INFORMATION

Information kiosks are located in Enrollment & Financial Aid Services (5000 Building), Shoreline Bookstore, and the library, where students may view and print an unofficial copy of their records. This information can also be accessed via the Web at [www.shoreline.edu](http://www.shoreline.edu).

## HOLDS ON STUDENT RECORDS

Students who have been placed on academic suspension or probation must meet with a general advisor before being allowed to register. Students who are under age 16 must meet with the Registrar before being allowed to register. Students who have outstanding debts to the college (such as traffic and parking fines or library fines) will not be allowed to register or make program changes until these have been cleared. Likewise, official transcripts will not be released until debts are cleared. The Registrar's Office requires up to 24 hours to process the release of a hold on student records.

Students under conduct/disciplinary matters/outstanding parking citations can also be on hold and must meet with Dean of Students and/or Director of Security.

## SCHEDULE OF TUITION AND FEES

As a Washington state public institution, Shoreline Community College is required to comply with all applicable state laws regarding residency classification.

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

1. The student is a US citizen, has permanent resident

status, or is otherwise permanently residing in the United States under color of law; and

2. The student is financially independent\* for the current calendar year and the calendar year prior in which the application is made; and
3. The student is in Washington primarily for reasons other than educational and has officially established Washington as his or her true, fixed and permanent home and place of habitation for a period of at least one year prior to the start of the quarter of enrollment.

*\* If a student is not financially independent, then his/her residency is based on whether one or both parents/legal guardians have met all residency requirements.*

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

Students will be initially classified as "resident" or "non-resident" based on the information derived from the Admissions Application. Students who are requesting reclassification from non-resident to resident status will be required to provide proof of meeting the one-year residency requirement by submitting a Residence Questionnaire and supporting documentation.

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

1. Members/dependents of the US military or Washington National Guard; or
2. Students who are not US citizens and do not have permanent resident immigration status, but attended a Washington state high school for at least 3 years and have graduated, and are eligible for HB 1079 and have completed an affidavit for review.
3. Members of certain American Indian Tribes (reference RCW 28B.15.0131).

Students should contact the Registrar's Office for complete details regarding residency classification.

A student wishing to change his or her residency classification must petition the college by completing an original Residency Questionnaire form (obtainable online or in Enrollment & Financial Aid Services) and by providing necessary documentation. This should be completed before registration, or no later than 30 days from the start of the quarter.

**TUITION AND FEE INFORMATION (A)**

		Resident	Non-Resident U.S. Citizen or Eligible Non Citizen	Non-Resident Non-U.S. Citizen	Non-Resident U.S. Citizen Online Only
PART TIME	1 credit	\$101.17	\$191.14	\$277.68	\$114.40
	2 credits	\$202.34	\$382.28	\$555.36	\$228.80
	3 credits	\$303.51	\$573.42	\$833.04	\$343.20
	4 credits	\$404.68	\$764.56	\$1,110.72	\$457.60
	5 credits	\$505.85	\$955.70	\$1,388.40	\$572.00
	6 credits	\$607.02	\$1,146.84	\$1,666.08	\$686.40
	7 credits	\$708.19	\$1,337.98	\$1,943.76	\$800.80
	8 credits	\$809.36	\$1,529.12	\$2,221.44	\$915.20
	9 credits	\$910.53	\$1,720.26	\$2,499.12	\$1,029.60
	10 credits	\$1,011.70	\$1,911.40	\$2,776.80	\$1,144.00
FULL (b) TIME	11 credits	\$1,059.62	\$1,963.07	\$2,831.90	\$1,192.62
	12 credits	\$1,107.54	\$2,014.74	\$2,887.00	\$1,241.24
	13 credits	\$1,155.46	\$2,066.41	\$2,942.10	\$1,289.86
	14 credits	\$1,203.38	\$2,118.08	\$2,997.20	\$1,338.48
	15 credits	\$1,251.30	\$2,169.75	\$3,052.30	\$1,387.10
	16 credits	\$1,299.22	\$2,221.42	\$3,107.40	\$1,435.72
	17 credits	\$1,347.14	\$2,273.09	\$3,162.50	\$1,484.34
	18 credits	\$1,395.06	\$2,324.76	\$3,217.60	\$1,532.96
	Over 18, per credit (c)	\$92.17	\$175.13	\$268.68	\$92.17

**NOTES:**

- (a) Notice: All fees are subject to change pending proposed fee increases by the Student Body Association and subsequent approval by the Board of Trustees, or further clarification of actions by the Legislature. The tuition prices shown here were accurate as this catalog went to press. Tuition is subject to change by the State Legislature and State Board for Community & Technical Colleges.
- (b) For purposes of being considered "full time" for funding from federal and state financial aid programs, Department of Veterans Affairs, Social Security, and most other outside agencies, a student is required to carry at least 12 credits.
- (c) An additional operating fee of \$86.26, \$177.10, \$268.26 and \$48.13 per credit hour over eighteen (18) is charged for resident, non-resident citizen, non-

resident non-citizen, and eligible veteran students, respectively, and may be subject to waiver for required vocational courses.

**STUDENT FEES****Audit Fee**

Same as for credit fee.

**Credit by Examination (Challenge)**

Per credit hour: \$10. Contact the appropriate instructional division office for more information.

**Methods of Payment**

MasterCard, VISA, cash, debit cards and personal checks are accepted.

**Senior Citizens (60 or Over)**

Tuition is waived for up to two regular college credit classes on a space-available basis for credit or audit. There is a \$5 fee for this service. Senior citizens must pay all applicable college and class fees.

**Special Fees**

Many classes require special fees for equipment, laboratory use, materials or personal instruction. Such fees will be listed in the quarterly class schedule. A special selection process fee will be required when applying to certain programs.

**Student Union Renovation Fee**

\$4.40 per credit up to a maximum of \$52.80 per quarter.

**Sustainability and Commuter Option Fee**

Approved by student election, this \$34.00 fee funds multiple service improvements to the campus such as increased bicycle rack access, parking improvements and reduced bus pass costs.

**Student Technology Fee**

An additional \$4.40 per credit fee (\$44 maximum) has been approved by Student Government to support technology for students. This fee is calculated into your total charges.

**Transcript Fee**

\$5.00 per transcript, \$30.00 to mail outside of the USA. There is a 3-5 business day processing period. Expedited transcript request require an additional fee of \$20.00.

**Student completion fee**

An additional \$0.50 per credit, up to 10 credits (\$5.00 maximum). This fee is calculated into your total charges.

**Refunding of Fees**

A refund of fees is made either when a student officially withdraws from the college or when there is a partial withdrawal (reduction in credit hours).

Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance and applicable rules and regulations governing financial aid. For refunds for financial aid recipients, see the Financial Aid section of this catalog.

**REFUND POLICIES**

Refunds are made according to the following schedule:

**Before first week\* of the quarter:** full refund except for fees listed in the schedule of fees as non-refundable.

**During the first week of the quarter:** 100 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal is not reflected on student transcript.

**Second week of the quarter:** 50 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal is not reflected on student transcript.

**Third week of the quarter:** 50 percent of refundable fees. (Summer Quarter: see class schedule.) Withdrawal appears as a "W" on student transcript.

**After the third week of the quarter:** No refund will be issued. (Summer Quarter: see class schedule.)

Students who withdraw from the college without complying with official withdrawal procedures, and students who are asked to withdraw by the college, do not receive a refund of fees.

**Example 1:** Student A officially withdraws during the first week of the quarter. Whether or not the student attended class, he or she is eligible for a 100-percent refund.

**Example 2:** Student B withdraws halfway through the third week of the quarter. The student is eligible for a 50-percent refund of tuition; the college retains 50 percent. (See Summer Quarter class schedule for equivalent.)

*Note: Financial Aid recipients should refer to the examples in the Financial Aid section, since different regulations and percentages may apply.*

*Note: Student fees for Continuing Education classes are refundable up to two business days before the class begins. Refunds will be made if a class is cancelled by the college.*

*Note: Refund policy may differ for shortened or late – starting classes.*

*\* For purposes of this policy a "week" consists of five consecutive days excluding Saturdays, Sundays and official college holidays or the Summer equivalent. E.g. If the first day of the quarter is a Wednesday, then the first week of the quarter is Wednesday, Thursday, Friday, Monday and Tuesday.*

## ADDITIONAL SERVICES FOR STUDENTS

### ADVISING

(206) 546-4559

Advising starts before students enroll in classes and continues as students complete their educational goals at Shoreline Community College. Advising provides students with the necessary information to make sound academic decisions and educational plans. While students are ultimately responsible for knowing and understanding Shoreline's requirements, seeing an advisor can provide invaluable information. It is strongly recommended that students meet with their advisor regularly to review their educational progress and discuss educational and career goals.

#### Advisors assist students with

- Identifying their educational goals,
- Developing strategies to achieve these goals,
- Obtaining information about admissions and registration, course placement and selection, transcript evaluation, graduation requirements, and transferring to a college/university,
- Understanding program prerequisites,
- Explaining Shoreline policies and procedures,
- Accessing transfer and planning guides, course equivalency guides, and locating campus resources.

#### Academic success coaches

Coaching is a student-centered, interactive approach that introduces students to resources and tools, and helps them explore strategies for creating a foundation for success in college and life. Students and the coach work together on study skills, goal setting, time management, balancing life's priorities, and organization. Coaches also identify and connect students to available resources.

Advising can take place in the instructional divisions, in the Advising Center, or online. Instructional division advisors are contacted through posted office hours or by appointment. The Advising Center is on the second floor of FOSS, and is open from 8 a.m. to 5 p.m. on Monday-Thursday and 8 a.m. to 4:30 p.m. on Friday. Drop-in hours are available and appointments can be scheduled. Online advising is also available for students. For more information, visit us at

[www.shoreline.edu/advising](http://www.shoreline.edu/advising).

### COUNSELING

(206) 546-4559

Counseling Services provide a safe environment where students are helped to reach their academic goals through career, educational, and personal counseling. Through career, personal, and educational counseling,

professional counselors work closely with students in an effort to promote a positive learning environment and educational experience. Shoreline offers only short-term counseling services.

Career counseling is available to help students identify their personal interests and abilities in relation to academic planning and the world of work. Career counselors provide both group and individualized career counseling using assessment and evaluation services offered at a minimal fee.

Educational Counseling is available to help students develop strategies that support their educational goals and academic success. Students learn a variety of skills: time management, test anxiety and stress reduction, goal setting, and study skills.

Personal counseling is available to help students overcome difficulties that present barriers to achieving their educational and personal goals. Professional counselors are also available for crisis counseling and psychological emergencies. Counselors provide both group and individual counseling services. Counselors also serve as campus and community referral resources for students, faculty and staff. To make an appointment, call Counseling Services at 206-546-4559. Information shared during the course of personal counseling is confidential. There is no charge for counseling.

## RESOURCES FOR STUDENTS

### WORKFORCE EDUCATION AND JOB CONNECTIONS CENTER

(206) 546-5882

The Workforce Education and Job Connections Center, located on the ground floor of the 5000 (FOSS) building, provides students and the community with resources to find employment – be it a part-time job during school or a professional career after completion of a training program.

The Center posts announcements about current job openings, upcoming job fairs, and companies that are hiring.

Students who are uncertain about their future choice of career or program of study can access WOIS software – a career assessment tool that includes interest inventories, as well as information about various careers and training programs.

Staff is available to help students use the Center's computers to access job banks, career information, and labor market information. Staff is also available to critique resumes and provide workshops on job search strategies.

The Workforce Education and Job Connections Center also houses the Worker Retraining, Opportunity Grant, Basic Food Employment and



Training, Bridges to Shoreline and Workfirst programs. Employment Security, Department of Social and Health Services and other Community Based Organizations are also represented.

**For information on services call:**

Front Desk/Information .....	(206) 546-5882
To Post a Job Opening .....	(206) 546-7842
Worker Retraining Program.....	(206) 546-6961
Employment Security co-location .....	(206) 546-7842
Opportunity Grant Program .....	(206) 546-6961
Basic Food Employment & Training Program ...	(206) 546-7843
WorkFirst Program.....	(206) 533-6754
Continuing Education .....	(206) 533-6706

or email shorecareers@shoreline.edu.

**EMPLOYMENT SECURITY CO-LOCATION**  
(206) 546-7842

The Washington State Employment Security Department has a representative on campus at Shoreline Community College to save you the time of traveling to your local office for service. The co-location representative is located in the Workforce Education and Job Connections Center and is available Monday-Friday 8:30 a.m.- 4:30 p.m. and offers a full range of support services including, but not limited to:

**Unemployment Insurance Benefits Information and Assistance**

- Help in understanding and completing Unemployment Insurance paperwork
- Assistance in completing Commissioner Approval for Training (CAT) applications for the Worker Retraining and other training/retraining programs
- Assistance in completing Training Benefits applications for the Worker Retraining and other training/retraining programs
- Liaison between claimant and the Employment Security Claims Center in resolving issues and problems regarding Unemployment Insurance Benefits
- Unemployment Insurance information and forms available

**Employment Information and Job Referral**

- Access to Employment Security web site for job listings and job referral:  
<https://fortress.wa.gov/esd/worksource>
- Individual résumé assistance, labor market information, and job referrals

**MULTICULTURAL CENTER**

(206) 533-6618

The Multicultural Center is a place for people to meet, explore their cultural origins and work toward understanding, respect and appreciation of the diversity within our campus community and society.

The Center provides information and services that support students' academic, personal and professional success. Students may explore strategies for reaching their educational goals and receive information about college and community resources. Students are encouraged to share life experiences and learn from one another during social and cultural gatherings. The Center, located in Room 9301 in the PUB, is open from 8am to 5pm Monday through Thursday and 8am to 4:30pm on Fridays. Summer hours may vary.

The Multicultural Center offers opportunities for skill and leadership development through workshops, conferences, and community service. The Center also sponsors presentations and performances that highlight aspects of diversity. Resources are available for college employees interested in integrating multicultural theory and perspectives into the curriculum or work settings.

**OFFICE OF SPECIAL SERVICES**

The Office of Special Services (OSS) is located in room 5226. Programs for students in OSS include Veteran's Services, Services for Students with Disabilities, the Community Integration Program, support for students working with outside funding sources such as the Department of Vocational Rehabilitation or Labor & Industries, Testing & Assessment and Tutoring Services.

OSS program staff are committed to providing students with exceptional individualized service. This commitment to student service and satisfaction is demonstrated by service standards which include: attending to students promptly and courteously, maintaining strict confidentiality, making sure that students are referred to appropriate resources as necessary and ensuring that students are treated with dignity, respect and kindness.

**SERVICE FOR STUDENTS WITH DISABILITIES**

(206) 546-4545

All students who qualify as having a disabling condition under section 504 of the Rehabilitation Act of 1973, the Washington Core Services bill or the Americans with Disabilities Act, may request accommodation or assistance from the Office of Special Services. Students with questions about qualification should contact the program office. It is the mission of the SSD program to insure that the legal mandates are followed and that all students have access to educational programs, campus

services and activities.

Examples of possible accommodations include; testing accommodation, note-taking assistance, materials in alternative format and referral for tutoring. Students requesting accommodation should call the OSS office at (206) 546-4545 or (TTY) (206) 546-4520 to make an appointment for assistance. Students who are working with outside funding sources such as the Department of Vocational Rehabilitation or Labor & Industries may also call (206) 546-4645.

## VETERANS PROGRAMS

(206) 546-4645 or (206) 546-4545

Shoreline Community College is a long-time supporter of student veteran success. By implementing new and innovative services and policies geared toward military-connected students and veterans, Shoreline Community College Veterans' Programs have earned the distinction of being a "Best for Vets College" and a "Military Friendly College" each year since 2011.

Our nationally recognized Veterans' Programs Office takes a hands-on approach to student success. Some of the services we offer include:

- Help accessing and understanding GI Bill benefits
- A veteran specific orientation and academic advisor
- Military transcript evaluation
- Support in determining tuition discount eligibility
- Connection with the campus VETS Club
- Referrals for on-campus disability resources, mental health & wellness counseling.
- Access to an on-site Vet Corps representative for assistance navigating community resources
- Access to our Veterans Resource Center (VRC)

Shoreline's VRC is a robust community of student veterans, military-connected students and dependents who understand that the transition from military life to campus life can be difficult. The VRC provides a safe place for our students to collaborate academically, mentor and support one another, share information and resources, and commiserate as they take on the challenges of adjusting from military to student life. The VRC is open Monday to Friday from 8:00-4:30 and is staffed by six work-study student veterans who are readily available to answer any question regarding Shoreline's policies and procedures as well as provide basic information on VA regulations and eligibility.

Military-connected students and student veterans may be eligible for a tuition waiver based on the Washington Administrative Code (WAC), section 478-160-163. A tuition waiver is offered to eligible dependents and spouses based on the Revised Code of Washington (RCW) 28B.15.621. Please see the "Veteran/Dependent Waiver"

section under Types of Aid Available.

You do not need to be eligible for GI Bill Education Benefits to use our services. All military-connected students, veterans, and dependents are encouraged to visit our office. The Veterans' Programs office is located in the FOSS Building, Room 5226 and the VRC is located across the hall in 5225A.

**Take your next step with us!**

## COMMUNITY INTEGRATION AND EMPLOYMENT PROGRAM

(206) 546-5823 or (206) 546-4545

The Community Integration and Employment Program (CIEP) at Shoreline Community College is a grant funded program within the Office of Special Services. CIEP primarily serves adults with developmental disabilities and provides comprehensive individualized services in support of campus academics/integration and community-based employment. To receive services students must be eligible for funding through the State of Washington Developmental Disabilities Administration. For those not eligible for this funding, there is a private pay option. For more information or to schedule a visit, please call (206) 546-5823.

## PARENT-CHILD CENTER

(206) 546-4690

The SCC Parent-Child Center (PCC) provides high quality care and early learning for the children of SCC students and employees and community members. Shoreline students and employees receive priority enrollment status. The PCC accepts Working Connections Child Care subsidies, and Shoreline students are eligible for discounted rates which are supported by SS&A funds.

The PCC is licensed by the State of Washington for ages 6 weeks to 5 years. The Center participates in Early Achievers, the State's Quality Rating and Improvement System (QRIS). The PCC has been rated at a level 3 of 5. In addition, the PCC is endorsed as an EcoHealthy Child Care Center.

The Center collaborates with Parent Education and Early Childhood Education faculty, serving as an instructional laboratory and practicum site for students enrolled in academic and vocational programs.

The PCC is located in the 1900 Building and is open from 7:00 am to 6:00 pm Monday through Friday. Both part-time and full-time options are available. The Center's nutrition program provides breakfast, lunch, and two afternoon snacks which are prepared on site.

The PCC follows Shoreline Community College's operating calendar. In addition, the program is closed for two days in March for parent-teacher conferences, for one week in August for facility maintenance and staff



professional development, and has early dismissal days on several Friday afternoons during the year for staff meetings and trainings.

## SHORELINE COMMUNITY COLLEGE FOUNDATION

(206) 546-4755

The Shoreline Community College Foundation is dedicated to increasing student access and success at Shoreline Community College through raising funds, building partnerships and advocating for students and the college. The Foundation offers scholarships and also provides emergency financial assistance to eligible students with pressing needs. The Foundation currently manages a variety of accounts and endowments on behalf of generous donors and departments for the benefit of students. A volunteer board of directors composed of representatives of community leaders, business and industry, alumni and educators governs the Foundation. Please visit the Shoreline Community College Foundation office in Room 1005 in the Administration Building or check the website for further information at [www.shoreline.edu/foundation](http://www.shoreline.edu/foundation).

## WOMEN'S CENTER

(206) 546-4715

The Women's Center reflects the college's commitment to student success and educational excellence. It supports women and men who are exploring or pursuing educational opportunities by providing an array of services and initiatives that are grounded in principles of equity and inclusiveness.

The Women's Center is a comfortable place for sharing information and learning about college and community resources. The Center, located in Room 9301 in the PUB, is open from 8 a.m. to 5 p.m., Monday through Thursday, and from 8 a.m. to 4:30 p.m. on Fridays. Summer hours may vary. Students and community members have access to these services:

### Information and Resources

Personalized referrals are provided to individuals with questions about housing, legal assistance, child and health care, financial matters, and other concerns. Information about financial resources for college students is available.

### Learning Opportunities

Lectures, performances and workshops are held each quarter to increase awareness of different issues and perspectives.

## LEARNING ASSISTANCE CENTERS

### The Writing & Learning Studio

(206) 546-4101 ext. 4308

The Writing & Learning Studio (TWLS) provides

opportunities for students to develop writing, reading and study skills in a friendly lab environment. Resources include student success workshops, English lab credit courses, instructional handouts and free tutorial assistance for reading and writing across the curriculum (e.g. essays, reports, research papers, etc.) Walk-ins are always welcome. TWLS is located in the Library, Building 4000.

### Math Learning Center

(206) 546-5825

The Math Learning Center (MLC), located in the 4000 Building, serves students in math courses from arithmetic through calculus. The MLC provides individual assistance and the opportunity for students to work in groups. Equipped with computers, graphing calculators, videos and printed materials, the MLC provides a supportive environment for students studying math.

### English as a Second Language (ESL/GED Computer Lab)

(206) 546-6624

The ESL/GED Computer lab is located in Room 1721 and provides students with additional assistance towards learning English as a second language. The lab is equipped with computers and training modules to enhance the study of the language. Students may drop-in during open lab hours.

### Biology/Chemistry Learning Center

(206) 546-4776

[pttutors@shoreline.edu](mailto:pttutors@shoreline.edu)

The Biology/Chemistry Learning Center, located in Room 2717, serves students in all Chemistry and Biology courses. This is a drop-in center where tutors and faculty can provide individual assistance.

### Tutoring Services

(206) 546-4776

[pttutors@shoreline.edu](mailto:pttutors@shoreline.edu)

[www.shoreline.edu/tutoring](http://www.shoreline.edu/tutoring)

Tutoring Services is located in the 4000 Building. Tutoring Services provides free tutoring for a majority of the classes taught on campus. Students may apply receive individualized tutoring support for each class in which they are registered. Students may also find jobs as tutors through Tutoring Services.

## INTERNATIONAL EDUCATION

(206) 546-4697

(206) 546-7854 - Fax

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

Shoreline Community College is committed to global education and engagement. We welcome international students from around the world to study in our univer-

sity transfer, professional/technical and English as a Second Language programs.

The International Education (IE) department provides services to assist international students with admissions, immigration, college orientation, cultural adaptation, academic advising, and social and leadership activities.

International Education engages with local, national and international partners and organizations, offering programs to advance global awareness, understanding and cultural exchange.

### Study Abroad

Shoreline Community College encourages students to study abroad. As members of the Washington State Community College Consortium for Study Abroad, the College is committed to providing opportunities for students to travel and study abroad. The International Education department provides study abroad advising to students and support to faculty members leading Shoreline's study abroad programs.

### GLOBAL AFFAIRS CENTER

Website: [www.shoreline.edu/gac](http://www.shoreline.edu/gac)

The Global Affairs Center promote student success and community engagement through programs that encourage critical thinking, dialog and inter-cultural understanding regarding global issues, and local issues with global consequences. Activities include:

- **Evening Events (Symposiums)** – Speakers and panel discussions that address specific issues or themes, such as the national identities and worldviews of other countries, humanitarian relief and development assistance, climate change, biotechnology, and global pandemics.
- **Daytime Events (Global Eyes)** – daytime events that highlight student, college employees and community member global interests and experiences, as well as discussions of breaking news.
- **Great Discussions** – small-group discussions about specific foreign policy issues.
- **Workshops** – Daylong programs that explore a particular topic.
- **Partnerships** – The GAC partners with several campus programs, student clubs and local organizations to bring events to Shoreline, including:
  - Global Washington
  - The Evans School of Public Affairs/Humphrey Fellows Program, UW
  - The Jackson School of International Affairs, UW
  - The Muslim Students Association
  - The Washington Council on International Trade
  - The Washington State China Relations Council
  - The World Affairs Council of Seattle

- The Worldly Philosophers and Dismal Scientists Society

### START & NEW STUDENT ORIENTATION

(206) 546-4559

Getting the most out of your college experience begins with taking the right classes and then understanding the ins and outs of how college works.

START sessions are an opportunity for you to ensure you are taking the classes you need for your intended degree. At START, you will speak with advisors while you are registering for classes. You'll also learn about payment options as well as academic and personal resources.

Then, New Student Orientation is where you can learn all about life at Shoreline Community College and how to make it work for you. Before each quarter, The Student Leadership Center and Advising Services partner to offer a session where you learn about the services and resources available to enhance your personal and academic success. You'll meet faculty, staff, current and new students. A campus tour is also offered.

We strongly recommend incoming students attend both START and New Student Orientation. More information about both sessions can be found at:

[www.shoreline.edu/advising/new-students.aspx](http://www.shoreline.edu/advising/new-students.aspx).

### ASSESSMENT & TESTING SERVICES

5100 FOSS Bldg., (206) 546-4608

[www.shoreline.edu/testingcenter](http://www.shoreline.edu/testingcenter)

Shoreline's Testing Center provides a variety of testing services for potential, current, and returning students, as well as for those from other colleges who need proctor services, and those needing to take the GED. Determination of class placement may be made through a review of your transcript, through an assessment test or in some classes directed-self placement. A copy of your assessment results are available immediately. Take them with you to orientation and/or advising appointments. Please note: The Compass Assessment test will be phased out by fall quarter 2016, however the scores are generally valid for 2 years, but check with an advisor for specific programmatic requirements.

Students are encouraged to contact the testing center directly to see what type of assessment tests are needed for the classes/programs in which they would like to enroll.

If you have a BA or BS degree and are returning to college, it may not be necessary for you to take a placement test. Consult with an advisor before making an appointment and/or paying for placement test because test fees are non-refundable.

Potential and enrolled students who are non-native English speakers and who have been in the United States

less than 4 years should have their English skills assessed, according to the policies and procedures of the English as a Second Language (ESL) program described in this catalog.

## FINANCIAL AID

**Finaid@shoreline.edu**

Shoreline offers financial assistance to eligible students enrolled in an eligible degree or certificate program at the college. Eligibility is determined by Federal and State regulations based on information students and parents report on the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA). Students might receive aid in the form of grants, part time employment or student loans. Students are encouraged to complete the FAFSA or WASFA annually for each academic year. Summer quarter is the beginning of each academic year at Shoreline. Application deadlines are posted on the financial aid office website at <http://www.shoreline.edu/enrollment-services/financial-aid/>. Eligible students that meet the priority deadline will be considered for maximum funding. Students that did not meet the posted deadlines will be awarded on a funds available basis.

To apply for aid, students must:

1. Complete the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.gov](http://www.fafsa.gov) or the WASFA online at <http://www.readyssetgrad.org/WASFA>. Shoreline's federal school code is 003791
2. Submit all required documents for file review and eligibility determination. Forms are available online at <http://www.shoreline.edu/enrollment-services/financial-aid>
3. Submit a Direct Loan Request form if interested in taking out a loan
4. Submit a Summer Quarter Financial Aid request form if planning to attend summer quarter. After a file is complete, eligibility for aid will be determined. Students are notified of their aid eligibility via email. Students are encouraged to check their financial aid portal on a regular basis at [www.shoreline.edu/fportal](http://www.shoreline.edu/fportal)

### General Eligibility Requirements

To receive financial aid, Federal and State regulations require that students must:

- meet all eligibility criteria as determined by the U.S. Department of Education, Washington Student Achievement Council and Shoreline Community College
- have a high school diploma or GED
- be enrolled in an eligible degree or certificate program
- be a U.S. citizen or eligible non-citizen or eligible to complete the WASFA (Washington residents who are not eligible to complete the FAFSA can complete the WASFA because of the Real Hope Act)

- make satisfactory academic progress
- sign the FAFSA or WASFA statement certifying that they will use financial aid only for educational purposes
- not be disqualified based on a conviction for a drug related offense while receiving aid
- certify that they are not in default on a federal student loan and do not owe a repayment of a federal grant
- be registered with the Selective Service, if required
- not be currently enrolled in high school

Additional eligibility notes:

- Students do not have to be enrolled fulltime to receive aid. Aid is prorated based on enrollment level. Students must be enrolled for at least half time (6 credits) in eligible credits to receive student loans and work study. Students enrolled for less than half time might be eligible for a limited amount of federal Pell grant and Washington State Need grant assistance.
- Students who have received a bachelor's degree or its equivalent including bachelor degrees earned from unaccredited or foreign schools are not eligible for federal and or state grants, but could be eligible for student loans or institutional aid.
- Students cannot receive financial aid from two schools at the same time.
- Shoreline participates in study-abroad programs approved for academic credit. Eligible students may receive financial aid through available grant and loan programs offered at Shoreline.

## TYPES OF AID AVAILABLE

### GRANTS AND WAIVERS

#### Federal Pell Grants

This federal grant is available to eligible students enrolled at least part-time. In some cases, limited amounts of Pell Grants may be available to students enrolled for less than six credit hours. Grants will be awarded in amounts up to \$5,815\* for the 2016-2017 academic year. Determination of the amount is based on the FAFSA application information submitted by the applicant to the federal processor.

\*subject to change

#### Supplemental Educational Opportunity Grants (SEOG)

These federal grants are available to students with exceptional financial need and range from \$100 to \$1,938 quarterly for the 2016-2017 academic year. Priority is given to students with the greatest need who meet the posted priority deadlines.

#### Washington State Need Grants, College Bound Scholarship

These state grants are available for Washington State residents. Students must meet other criteria established by the state.

### Shoreline Grant, Tuition and Fee Waivers

Shoreline Grant is available for state residents enrolled in at least 3 credits or more. Tuition and Fee waivers are available for state resident enrolled for at least half time (6 credits). The state permits colleges to award this grant and/or to waive a portion of resident tuition and fees for a limited number of eligible students.

### Veteran/Dependent Waiver

Military-connected students and student veterans may be eligible for a tuition waiver based on the Washington Administrative Code (WAC), section 478-160-163. A 25-50% tuition reduction is offered to all qualified Washington State residents with an honorable discharge pursuing their first associate/professional degree. A tuition waiver is offered to eligible dependents and spouses based on the Revised Code of Washington (RCW) 28B.15.621. Qualifying dependents and spouses may be eligible to receive a waiver of all tuition and fees if they are Washington State residents, if the veteran is a Washington State resident with a 100% service-connected disability or deceased.

## PART TIME EMPLOYMENT

### Federal and State Work-Study

Work Study is a program in which students are employed part time and earn money to help pay for their educational expenses. Students are paid bimonthly for the hours they work. The earnings are partially subsidized by federal and state funding. Jobs are posted on the jobs board by the Financial Aid Office. On-campus and off-campus positions are available.

## STUDENT LOANS

Shoreline Community College participates in federal loan programs including the Federal Direct Loan (subsidized and unsubsidized), parent PLUS loan and Nursing Loan. Students are encouraged to borrow as little as possible to minimize loan debts after graduation. More information about the federal Direct Loan program is available in the Financial Aid Office and online at [www.studentloans.gov](http://www.studentloans.gov).

### Subsidized Direct Loans

The maximum subsidized loan is \$3,500 per academic year for first year students and \$4,500 for second year students who have completed half of the required credits in their program of study. Eligibility for the subsidized Direct Loan is based on financial need as determined using the FAFSA application and the credits completed in their degree program.

### Unsubsidized Direct Loans

Unsubsidized Direct Loans are not based on financial

need but are limited to a student's budget. First year dependent students may borrow up to a combined maximum of \$5,500 in subsidized and unsubsidized Direct Loans. Second year dependent students with at least half of the required credits completed in their degree program may borrow up to a combined maximum of \$6,500. Independent students may borrow up to \$6,000 in unsubsidized Direct Loans in addition to the maximum subsidized amounts for first or second year, depending on need and the cost of attendance (see Estimated Costs of Attendance).

The interest rate on both the Subsidized and Unsubsidized loan is currently 4.29%\*\*. Interest is paid by taxpayer funds on the subsidized loan while students are enrolled at least half time (six credits) and during the six-month grace period after graduation. Loan Entrance counseling is required for first-time borrowers, and Exit Counseling is required for all students when they leave school. The counseling is completed online at [www.studentloans.gov](http://www.studentloans.gov). To borrow a student loan, students must complete a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) and submit the Direct Loan Request form to the Financial Aid office. The loan request form is available in the Financial Aid Office or online at <http://www.shoreline.edu/enrollment-services/financial-aid/>

If a Direct Loan recipient's enrollment drops below 6 credits during a quarter, the college is required by the U.S. Department of Education to cancel the student's loan. The student is no longer eligible to receive any further funds from the original loan application. The student must be re-approved for the receipt of further loan aid, and must submit a new student loan request form.

\*\*Interest rates and other conditions are subject to change, and the federal government pays interest charges for students only on subsidized Direct Loans for students enrolled at least half time.

### Parent PLUS Loans

Parent PLUS Loans are available for parents of students who have first completed the FAFSA and financial aid application process. Parents must complete the Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) and submit the Parent PLUS Loan Request form to the Financial Aid office. The PLUS Loan form is available in the office.

### Nursing Loans

Students admitted to the Nursing Program may borrow up to \$2,500 a year. These funds are available to those who demonstrate need. These loans must be repaid during a 10-year period after completing the degree program. Interest is paid during the repayment period at 5 percent.

### Short-Term/Emergency Loans

**Who may borrow?** Continuing students with a 2.0 GPA. A cosigner may be required.

**Conditions of the loan:** Loans are granted for resi-

dent tuition, books, and emergencies. The maximum amount a student may borrow is the amount needed for the quarter's books, or the amount needed to pay resident tuition, or \$150 for emergencies.

**Service charge and repayment:** A service charge of \$5 is placed on each loan. To assist as many students as possible with these limited funds, a short-term loan must be repaid within 60 days of the date of the promissory note, and no later than the end of the quarter in which the loan is made.

**How to apply:** Students must apply in person through the Women's and Multicultural Center. The application may require additional documentation.

### SHORELINE SCHOLARS PROGRAM

Shoreline Community College, the Shoreline Community College Foundation and other philanthropic partners combine efforts on a scholarship program called Shoreline Scholars that launched March 27, 2015. The Shoreline Scholars Program is for residents of and students who attend public, private or home schools in Shoreline or Lake Forest Park. Students must be planning to enroll full-time at Shoreline Community College for the fall quarter immediately following high school graduation. Shoreline Scholars may receive up to a full tuition scholarship for two years in any field of study, including university transfer or professional/technical programs. Qualification for the scholarship is based on demonstrated financial need and academic achievement. The specific criteria for qualification are available at [www.shoreline.edu/shoreline-scholars](http://www.shoreline.edu/shoreline-scholars) and may be adjusted from time to time.

### SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Satisfactory academic progress toward a degree or certificate must be maintained to be eligible for financial aid. Students must meet the academic standards of the college and the requirements of the financial aid policy for progress. A complete copy of the policy is available in the Financial Aid Office and online at <http://www.shoreline.edu/enrollment-services/financial-aid/>. Academic progress is evaluated each quarter and on an annual basis, according to the Registrar's grade reports and/or an instructor's report. Each quarter, full-time students are expected to register for and complete a minimum of 12 credits with at least a 2.0 grade point average (GPA). Students must achieve and maintain at least a 2.0 cumulative GPA. Students are also expected to complete at least 67 percent of all credits they attempt.

Grades of 0.0, H, I, N, NC, V, W, Z and audited classes do not count toward completed credits. Please see page 31 for definitions. At the end of each quarter, students who complete fewer than registered credits regis-

tered are on warning or cancellation status. Students may reinstate eligibility by achieving a cumulative grade point average of at least 2.0 and a 67% completion rate. Aid is normally available for 125 percent of the number of credits required for the program of study. All credits attempted, including withdrawals, are counted toward the 125 percent limit.

If unusual circumstances prevent a student from making progress, students may submit a written petition to request that their eligibility for aid be reinstated. Students might attach supporting documentation to their petition.

### ESTIMATED AVERAGE COSTS OF ATTENDANCE FOR FINANCIAL AID

The following estimated average costs will be used to determine financial aid eligibility for a state resident attending full-time for three quarters (nine months) in the 2016 - 2017 academic year. The tuition and fee amounts are determined primarily by the State Legislature. Other expenses are estimated averages.

	Living with parents or relatives	Living away from parents or relatives
Tuition & Fees (average FT)	\$ 3,660	\$ 3,660
Books & Supplies	825	825
Rent, Food, Utilities	3,165	10,140
Transportation	1,140	1,140
Personal & Miscellaneous	<u>1,809</u>	<u>2,271</u>
<b>Estimated Total</b>	<b>\$ 10,599</b>	<b>\$ 18,036</b>

Expenses will vary depending on special program costs, non-resident tuition, daycare and other factors. The student budget is revised annually to reflect current costs.

### QUALIFYING SKILL-BUILDING COURSES

Courses designed to increase the ability of a student to pursue a course of study leading to a certificate or degree offered by Shoreline Community College may be covered by financial aid. Qualifying skill-building courses acceptable for financial aid will be funded to a maximum of 45 credits. All provisions of the Satisfactory Academic Progress Policy must be met by financial aid recipients.

Adult Basic Education (ABE) and English as a Second Language courses (ESLAB 010-060) are not eligible for financial aid. Transitional courses including high school completion, running start, CEO, and Parenting Education classes are not eligible for aid.

### FINANCIAL AID RECIPIENTS

#### RIGHTS AND RESPONSIBILITIES

##### Rights

All financial aid recipients have the right to review their financial aid file for the accuracy of the information contained therein and submit corrections. Confidential infor-



mation covered under the Privacy Act may not be reviewed without prior approval of the individual concerned.

### **Responsibilities**

Students and their families have the primary responsibility for paying for their educational expenses. In addition to expected contributions from parents, students are expected to contribute from their savings and earnings. Federal and state financial aid programs are intended to supplement, not replace, the resources of a student's family.

Students are responsible for:

- knowing when their tuition, fees and other charges are due
- understanding when and how financial aid funds will be available to help pay expenses
- ensuring that they have other funds to pay their remaining expenses, if financial aid does not cover all expenses
- completing all applications clearly and completely, and submitting all additional documentation required by the Financial Aid Office
- reading and understanding all information sent to them related to financial aid
- knowing the financial aid requirements for Satisfactory Academic Progress
- completing all credits each quarter for which they receive financial aid with at least a 2.0 G.P.A.
- informing the Financial Aid Office if they will receive agency funding or a scholarship to help pay their expenses at Shoreline
- notifying the Financial Aid Office immediately when they officially withdraw from classes (or when they withdraw unofficially by stopping attendance in their classes)

### **Withdrawal From Classes:**

Should it become necessary for a student to withdraw from classes, he or she should obtain a Schedule Change Form from Registration. The form should be completed and returned to Registration so that the Financial Aid Office is notified. Students should indicate their last day of attendance on the Schedule Change Form (add/drop form). If required, students might have to repay a portion of the aid they received (see following)

### **Withdrawal or Not Completing Credits After Receiving Financial Aid: Requirements for Repayment and Return of Aid**

When students receive financial aid they are expected to complete the credits for which they received the aid. When students officially or unofficially withdraw from Shoreline after they receive financial aid, or if students complete zero credits in any quarter they received financial aid, they might have to repay a portion of the aid they received.

Shoreline uses the federal "Return of Title IV Funds" requirements to calculate the amount of federal financial aid that must be repaid by students and the amount that must be returned to the federal aid programs by Shoreline. This calculation is based on the withdrawal date.

The federal calculations generally use a student's date of official withdrawal or the last documented date of attendance in class to determine the amount of federal financial aid (Title IV FSA program funds) that the student did not "earn" by remaining enrolled. The amount of Title IV aid funds that the student received in excess of the standard costs of attendance for the time in class must be repaid or returned to the student aid programs.

For State aid the Washington State Achievement Council (WSAC) Refund policy is used to determine the amounts that must be returned to these state aid programs, and to determine the amount of non-institutional expenses for the calculation of state aid that must be repaid by students. Federal funds will be returned in the following allocation order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, FFEL PLUS loan, Federal Pell Grant, and FSEOG.

Students are expected to notify the Financial Aid Office immediately when they withdraw officially (or when they withdraw unofficially by stopping attendance in their classes). If students owe a repayment of financial aid, they will not be eligible to receive aid in the future until they have repaid the full amount owed or conditions of repayment agreements have been met.

This policy is subject to change, and a complete copy of the current policy for repayment and return of all aid types is available in the financial aid office.

### **Concurrent Enrollment**

Students are allowed to receive financial aid only from one college for the same enrollment period – they are not allowed to receive aid from two colleges at the same time. Students attending two colleges simultaneously (concurrent enrollment) are eligible to receive aid only from the college at which they are seeking a degree or certificate.

## **WORK BASED ASSISTANCE**

### **Worker Retraining Program**

The Worker Retraining Program, located in the Workforce Education and Job Connections Center, provides excellent opportunities for skills upgrades or career retraining for dislocated workers and displaced homemakers as well as other populations.

Students can select any one of over 50 professional-technical programs – from a one-quarter skills upgrade to a two-year degree program. Students can receive at least three quarters of tuition assistance from the college, plus referrals to other funding sources that may provide up to two years of additional funding.

Depending on the availability of funds and the student's eligibility, financial assistance for books and funds for placement testing may also be available.

The program serves people who are currently receiving unemployment insurance or who have exhausted their unemployment insurance in the past 48 months. Displaced homemakers, as well as other populations, may also qualify for the program.

At the Workforce Education and Job Connections Center, students have access to on-site representatives from Employment Security, Department of Social and Human Services, and various other funding sources. The Worker Retraining Program also coordinates closely with the Financial Aid office at SCC. Worker Retraining students receive priority registration, educational planning, enrollment assistance, and job search assistance.

Orientations with program information are held every Wednesday from 2 - 4 pm. To find out about the next orientation session, call (206) 546-5882, visit the Workforce Education and Job Connections Center, or sign-up at [www.startnextquarter.org](http://www.startnextquarter.org)

### **WorkFirst**

WorkFirst offers the opportunity to attend Shoreline Community College by paying for tuition, fees, books, uniform, transportation and child care for eligible low-income parents who are receiving TANF from DSHS. Whether you want to obtain your GED, increase your job skills, earn short term certificates, complete your degree within a year, or enter a new career, the WorkFirst staff is available to discuss your educational and employment goals. For more information, call (206) 533-6754.

### **The Basic Food and Employment Training Program**

Students who are receiving DSHS Basic Food Assistance may be eligible for the Basic Food and Employment Training Program. This program provides tuition, fees and books for Basic Food recipients who are interested in professional technical training.

### **The Opportunity Grant**

(206) 546-6961, FOSS Bldg. 5101

This funding source is for Washington state residents who are income eligible and do not already have an Associates or higher degree from a U.S. school and is only for students enrolled in, or enrolling in, Accounting, Automotive, Business Technology, Clean Energy Technology & Entrepreneurship, Early Childhood Education, Health Informatics & Information Management, Manufacturing, Office Technology, Phlebotomy, and Visual Communication Technology. Eligible students receive tuition/fees and books/supplies.

## **INTERNSHIP PROGRAMS**

For internship opportunities see our Workforce Education and Job Connections Center on the first floor of the FOSS Building. Call 206-546-6930.

## **OTHER STUDENT SERVICES**

### **BOOKSTORE**

(206) 546-4732

The College Bookstore, on the lower level of the PUB (9000 Building) stocks class required supplies and materials as well as college related reference books.

Textbooks will be available through the University Bookstore; please visit [www.shoreline.edu/bookstore](http://www.shoreline.edu/bookstore) for a link to this new website. Textbook information will appear on the University Bookstore website as it becomes available. You can purchase textbooks at this site to be shipped to your home, to the on campus Shoreline Bookstore free of charge, or any University Bookstore location. Purchase textbooks online before 4:00 pm for free next day delivery to the Shoreline campus bookstore; staff will be available in the campus bookstore in the lower level of the PUB to answer questions and help order textbooks. Textbooks are also available to purchase and/or rent in person at the Ave location of the University Bookstore (4326 University Way) in the University district.

The bookstore also stocks art, photography and office supplies, as well as gifts, greeting cards and Shoreline logo clothing. The bookstore has recently expanded food, snack and beverage offerings, and now offers fresh brewed coffee and many other convenience items.

The bookstore accepts cash, MasterCard and Visa, and personal checks with student picture ID.

Fall, winter and spring quarter normal hours are 7:30 am to 5:00 pm, Monday through Thursday, and 7:30 am to 4:00 pm Friday.

The bookstore is open extended hours the first week of the quarter. Hours vary for summer quarter and the time period between the end of summer quarter and Labor Day. Open hours are posted on the website [www.shoreline.edu/bookstore](http://www.shoreline.edu/bookstore)

### **Textbook Buyback**

At the beginning and end of each quarter a representative from The University Bookstore (UBS) will be available on campus to buy back textbooks. There are two levels of pricing for books; 50% of the new retail price will be paid for books that the bookstore needs for the upcoming quarter. Need is based on the information the bookstore receives from the instructors and the level of bookstore stock. Books that the bookstore does not need are bought back based on current national demand. These books are shipped to the wholesalers



warehouse for resale. Wholesale prices are approximately 10-30% of the new retail price. Out-of-print books and old editions are not in national demand and therefore may have no buyback value.

## CAMPUS SECURITY

The Shoreline Community College Safety and Security Department provides security seven days a week, 24 hours a day. The Safety and Security department manages traffic safety, parking, emergency preparedness and response, and crime prevention. This department works closely with Shoreline Fire and Police Departments.

The Safety and Security Department is located in the FOSS Building (Building 5000) in room 5102. The business line for the office is (206) 546-4633. For after hours and weekends, a security officer can be reached by dialing 4499 from any campus phone, or (206) 235-5860 from a cell phone. To contact Shoreline Police and Fire Departments directly from campus phones dial 9911 or 911 from pay phones or cellular phones.

Contact the Safety and Security Department for: Emergencies (any fire, medical, or disasters); Crimes on campus, including damage to campus facilities or property, or traffic collisions, disputes, parking or other violations.

For Emergencies during daytime hours – call the Safety & Security Office at ext. 4463 (campus phone) or (206) 546-4463.

For Emergencies after hours (4:30pm) or on weekends call ext. 4499 (campus phone) or (206) 235-5860.

You do not need to dial a number or ext. at a Blue Light Phone.

## DENTAL HYGIENE CLINIC

(206) 546-4711

Shoreline Community College Dental Hygiene Clinic provides a number of dental services to adults and children who would like affordable dental care. The clinic dentists provide dental exams. Dental hygiene students, with supervision of instructing licensed dental hygienists, provide teeth cleaning, x-rays, fluoride treatments, sealants and selected fillings. This is an educational setting so appointment times are restricted to open clinic times.

## FOOD SERVICE

(206) 546-6918

Lancer Hospitality provides food service on campus. Services include cafeteria dining, deli/espresso, catering services, and vending. The majority of these services are provided from the PUB location. Lancer strives to provide a variety of healthy dining options tailored to the diverse college community.

Food service needs for persons with disabilities should be addressed to the college Americans with Disabilities Act compliance office, located in the Human Resources Office in Building 1000. Additional information is available at [www.dineoncampus.com/shoreline](http://www.dineoncampus.com/shoreline).

## HOUSING

Shoreline Community College is designed to serve students who commute to the campus and maintains no dormitories or other housing.

## INSURANCE

Student accident/health insurance (and/or other types of insurance) may be required in some programs. Students with F-1 visas must either obtain their own health insurance or purchase an insurance plan through Shoreline. More information is available at the International Education Office in the 9000 (PUB) building. Students may obtain health insurance coverage(s). An Injury and Sickness Insurance Plan brochure as well as Student and Family Dental Plan information request card are available at the Cashier's Office in the 5000 (FOSS) building.

## PARKING AND TRANSPORTATION

Campus Security is charged with the responsibility of establishing rules and regulations for pedestrian, vehicular, and non-vehicular traffic on property owned, operated, and/or maintained by the College. Parking and traffic laws are granted to the college by RCW 28B.50.140(10) to provide a fair and uniform method of regulating such rules and regulations. Failure to abide by these laws may result in a fine, as well as being considered a violation of the code of student conduct.

Due to the high demand for daytime parking, a shuttle bus and van service is available free to students at the rear of the Sears parking lot on N. 160th St and Aurora Ave. (Enter the parking lot off N. 160th St.) The shuttles operate between 8:00 am to 4:00 pm, Monday-Thursday and 8:00 am to 2:00 pm on Fridays. There is no shuttle service during Summer Quarter, Quarter breaks, State Holidays or other school closures. You do not need an SCC parking permit to park at the Sears lot. For further information, please go to: <http://www.shoreline.edu/map/sears-parking-shuttle.aspx>

Weekend and evening parking after 4:00 pm M-F, weekends, holidays, and campus closures is **free**, and students can park in staff lots.

Quarterly parking permits are required for all students that wish to park on campus during daytime hours. One pre-purchased student permit allows you to park on campus in all student lots for both day and evening classes. The fee is \$45 plus tax per quarter.

Permits can be purchased at the Cashier's Office (2nd floor of the 5000 building), and the Bookstore (1st floor of the 9000 "PUB" building.) (Price is subject to change.) **Purchase of a parking permit does not guarantee you a parking space.** Student parking permits must hang from your vehicle's rear view mirror facing outward in order to be valid.

For vehicles transporting two or more students at the same time, a limited number of carpool permits are available at the Safety & Security Department, room 5102. Carpool permits are free of charge and allow parking in the Greenwood Parking Lot only.

Motorcycles and bicycles must park in designated areas only. Please obtain a parking lot map at:

**<http://www.shoreline.edu/safetyandsecurity/bikesand-motorcycles.aspx>** to locate the appropriate parking area for your cycle. Motorcycles do not need a parking permit.

Disabled parking is available on campus. A valid Washington State disabled parking placard is required to park in disabled parking spaces.

There is no student parking allowed at any time in the Visitor Lot. Students parking in the Visitor Lot will be cited. Multiple unpaid violations will result in your vehicle being impounded (towed).

Illegal parking will result in fines and/or having your vehicle impounded (towed). It is illegal at all times to park in roadways, fire lanes, bus zones, loading zones, on walkways or pedestrian paths, landscaped areas, curbs zoned with red, areas with "No Parking" signs, or in service driveways. Other violations that may result in your vehicle being impounded include: blocking a fire hydrant, blocking another legally parked car, double parking, parking in a marked tow away zone, or having outstanding unpaid citations at SCC.

Fines are payable at the Cashier's Office. If you believe a ticket was unjustified, you may fill out a citation appeal form at the campus Safety and Security Department (5102). Appeals must be filed within 5 working days of the date on the ticket; after that time you are required to pay the fine, and may not appeal.

For further assistance with parking, citations, appeals, and questions, please contact the Safety and Security Department at (206) 546-4633 or stop-in Room 5102, Mon-Fri, 8:00 am to 4:30 pm.

### **Suggestions for Easier Parking**

- The Greenwood Avenue North lower lot usually has parking available throughout the day.
- Consider taking classes in the afternoon and at night, when parking is readily available in most student lots.

Please be considerate of our surrounding community by adhering to the speed limits, not parking in residential neighborhoods, and keeping all of our streets free of litter.

# Student Life

Shoreline Community College encourages students to take advantage of our services and facilities, and welcomes student involvement in campus activities and special events. Students are offered many opportunities to become involved in the campus community through attendance at special educational programs offered outside of the classroom, through participation with clubs and organizations that plan these programs, through participation in recreational or intercollegiate sports, and especially through working with the outstanding students, professional staff, and faculty who support these programs. Students can learn valuable skills and develop lifelong friendships by taking leadership roles in campus organizations. Your participation in the extracurricular programs that help define campus life is always valued and will broaden your educational experience at the college.

## STUDENT LEADERSHIP CENTER

PUB, Room 9301

(206) 546-4654

Shoreline Community College offers students unique educational opportunities for student leadership, co-curricular learning, service learning, social interaction, cultural expression, and recreational experiences. Students are encouraged to explore student clubs and organizations, performing arts, publications, intramural and intercollegiate sports, and college governance opportunities. Many of these programs are organized to supplement classroom learning, while others are developed in response to student interest. Through participation in campus organizations, students can build lasting friendships, experience unique educational opportunities, and establish support systems of peers, faculty and staff advisors. A list of active clubs and organizations is available in the Student Leadership Center.

Many leadership opportunities are available for students to learn how to conduct meetings, how to recruit members and develop organizations, coordinate events, develop learning and outreach activities, communicate with diverse groups, manage budgets and promote programs. The Student Leadership Center also offers ongoing leadership training.



## STUDENT GOVERNMENT

PUB, Room 9301

(206) 546-4541

The Student Body Association (SBA) serves as the recognized representative of Shoreline Community College students on campus. Student leaders provide a student perspective to the college on campus life and the quality of educational programs and services on campus. Student leaders have the opportunity to address the Board of Trustees, staff members and governance committees on issues that are important. They serve on faculty appointment review committees, on faculty and administrative hiring committees, and participate in developing the strategic plans, policies and priorities of the college.

Student Government also allocates funds to student clubs and organizations and provides support and advocacy for these groups. Student Government is an active participant in fostering the mission of Shoreline Community College, and it has provided leadership for many innovations on campus, including the creation of the Multicultural Center, the creation of the Student Technology Fee and the renovation of the Pagoda Union Building (PUB).

The SBA manages the Student Services and Activities Fee, the Student Technology Fee, the PUB Renovation Fee and the Sustainable Commuter Option Fee. The SBA also provides recognition of new student clubs and organizations, and serves as a forum for student issues and concerns. Responsibilities of the SBA, including the structure of standing committees on Budget and Finance, Constitution and Bylaws, and Communications, are outlined in the Student Body Association Constitution, available in the Student Leadership Center.

The Student Body Association President appoints student representatives to campus governance committees and to faculty Appointment Review Committees. The Student Advocate receives any student complaints and serves as a referral source for resolving these issues. The Minister of the Treasury maintains accurate records for the PUB Reserve funds and provides accessible supplemental funding packets for clubs and organizations. Students are encouraged to visit the Student Leadership Center to inquire about leadership opportunities available through Student Government.

## INTERCOLLEGIATE ATHLETICS

(206) 546-4746

The College offers a program of seven intercollegiate sports for student-athletes to participate in varsity competition. Shoreline Community College is a member of the Northwest Athletic Conference (NWAC) which includes colleges in Washington, Oregon, Idaho and British Columbia, Canada.

Athletic Department sport offerings are: Men's and Women's Basketball, Men's and Women's Soccer, Women's Volleyball, Men's Baseball and Women's Softball. Shoreline's teams are aligned with the Northern Region of the NWAC Conference which includes community colleges in the Seattle area and West and North of the city into British Columbia. Teams routinely travel to Eastern Washington, Oregon and other national and regional areas for non-regional play.

Academics is very important to Shoreline Athletics and the department has a number of student-athletes each quarter that are featured on the department's academic wall. The department strives for student-athletes to complete their specific degrees or certificates and be eligible to compete athletically at four year colleges.

The Shoreline sport programs also offer partial scholarships for talented athletes in all intercollegiate sports. NWAC rules allow up to 65% of tuition per quarter to be paid by the athletic department for some student-athletes and athletes may work athletic funded jobs for up to \$1500 per academic year. The NWAC limits the number of scholarships offered and Shoreline's financial resources only allow a certain number of scholarships to be funded

so not all scholarships are funded to the maximum limit.

You can find more information about the Shoreline Athletic Department on the athletic website at [www.shoreline.edu/athletics](http://www.shoreline.edu/athletics).

## INTRAMURAL AND WELLNESS PROGRAMS

(206) 546-4553

The Shoreline Community College Intramural Department encourages all students to participate in a wide variety of recreational activities. The program features tournaments, clubs and specialty programs. Activities are geared towards men and women of all ages and skill levels. Beginners are welcome! Basketball, soccer, ping-pong, and badminton are some of the more popular activities. Club activities are less competitive or non-competitive in nature. The purpose of these clubs is to allow people with similar interests to get together and participate in their chosen activity. Soccer Club, Fencing Club, and Mixed Martial Arts Club are a few examples. Specialty programs include both individual events and year long activities. The annual river rafting trip and the annual ski trip are examples of individual events, while the yoga, and Zumba programs are examples of year-long classes.

Students are encouraged to become involved and make suggestions for new programs. The Intramural Department works towards providing any activity or program that is of interest to the students of Shoreline Community College. For more information, please call 206-546-4553.

# Academic Regulations

Shoreline's academic regulations are an ongoing concern of the Faculty Senate and the college governance structure. As such, any of the following requirements are subject to periodic review and possible change.

## GRADING

### PROCEDURAL GUIDELINES

#### 1. Time Frame for Assignment of Possible Grades – Fall, Winter, Spring

WEEK(S)	POSSIBLE GRADES
1 – 2	None
3 – first day of seventh week	N or W— if early exit procedure is followed.
7 – last day of instruction	I, NC, P, V, Z— if early exit procedure is followed.
Final Exam Week	4.0 – 0.7, H, I, NC, P, V, Z

#### 2. Time Frame for Assignment of Summer Quarter Grades

Enrollment & Financial Aid Services will publish the time frame for summer quarter. (See also Academic Calendar.)

#### 3. Grading System<sup>1</sup>

Grade Issued	Description of Grade
4.0	A
3.0	B
2.0	C
1.0	D
0.7 – 0.9	Credit can be granted but may not transfer to Washington state baccalaureate institutions
0.0	Failure to complete minimum requirement
0.0	Unofficial withdrawal from course (V grade)
H	Course in progress
W	Official withdrawal from course
I	Incomplete (see Incomplete Grade for more detail)
P	Satisfactory (credit only, no grade point)
NC	Unsatisfactory (no credit, no grade point)
N	Audit (see Course Audit for detail)
R	Repeat (This is not a grade, but will appear on the transcript beside the lowest grade when a course has been repeated.) This grade will not be factored into GPA
Z	Hardship Withdrawal (no grade point)
*	Assigned when a grade is not submitted by the instructor in time to be processed. When the grades are processed, the earned grade will be recorded



<sup>1</sup>Note: Per state requirements, a minimum grade point of 1.0 is necessary for the transfer of any credit for baccalaureate institutions that accept the AA-DTA in Washington State.

Shoreline Community College uses the numeric grading system and grade-point values, outlined in the Grading System table, for reporting and recording academic achievement in most courses. A grade of 0.7 or above earns credits. Grades of 1.0 and above qualify for transfer credits in the state of Washington. However, a minimum grade is required for some programs for a number of purposes including technical courses, general education requirements, progression in a sequence of classes, and to satisfy a prerequisite. Students should consult the applicable course descriptions and program requirements if they have questions.

**H: Hold** Grades – Indicates a course has not yet officially ended and the student is actively involved in finishing the required work. With the approval of the Executive Vice President for Academic and Student Affairs, this grade is used in courses that have an official ending date scheduled after the end of the regular quarter. Upon the completion of the course, the instructor will award the final grades that will replace the H grade on each student's transcript.



**I: Incomplete** – At a student's request, a grade of Incomplete may be given when the instructor agrees that the student, for an unavoidable reason, has been unable to complete a specific course requirement during the eleven-week quarter, but can successfully complete the course work with no additional instruction.

The instructor must specify what requirements the student must fulfill in order to convert the Incomplete grade to an appropriate grade on a standard Incomplete Contract form.

To obtain credit for the course, the student must convert an Incomplete into an appropriate grade by completing the requirements specified in the standard contract within the time limits specified therein, not to exceed one calendar year from the date of the contract.

**N: Audit** – If a student chooses audit status (N) for a course, they participate in the coursework, but no credit is earned for the course and a grade is not received. A student must register for the course and pay the regular tuition and fees. A student may change their status to and from Audit with instructor permission by completing the appropriate form in Enrollment & Financial Aid Services no later than the first day of the seventh week of the quarter (or the equivalent in summer quarter). An N will appear on the transcript.

**P/NC & P/0.0: Pass/No Credit & Pass/0.0** – This grade is given when a student successfully completes a course offering a Pass/No Credit (P/NC) option. By assigning a P, the instructor certifies a performance level of at least 2.0. P allows credit for the course, but the grade will not be considered in GPA calculations. In college-level courses (numbered 100 and higher) designated as having a P/0.0 or P/NC option, students who wish to be graded on the Pass/0.0 or P/NC option, must submit a Student Option Grading Form signed by their instructor to Enrollment & Financial Aid Services no later than the end of the day which constitutes the mid-point of the course. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction. Unless a 2.0 performance level is achieved, the student selecting the P/0.0 option will receive no credit and the grade of 0.0, and the student selecting the P/NC credit will receive an NC grade. The NC grade will not be considered in the GPA calculation. Some degrees and programs require all credits be in decimal-graded classes. For those degrees and programs which do allow P credits, no more than 30 credits can be in non-decimal graded classes.

**V: Unofficial Withdrawal** – To be awarded when a student attends briefly, rarely or not at all and does not officially withdraw with a W grade. This grade counts as a 0.0 in GPA calculations.

**W: Official Withdrawal** – A W grade will be granted at

a student's request only from the first day of the third week through the first class day of the seventh week (or the equivalent for the summer quarter) provided the student follows the early exit procedure. **No Ws will be given after the cut off date.** Ws remain on the transcript but are not counted in GPA computations.

A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

**Z: Hardship Withdrawal** – This grade may be given at a student's written request and the instructor's agreement that an unforeseen crisis and/or unusual, extreme circumstance has occurred after the official withdrawal period is over which has interfered with or interrupted the student's ability to attend class and continue performing passing course work. Prior to the end of the official withdrawal period, the W grade should be used. This grade will not be considered in GPA calculations.

#### 4. Dropping or Withdrawing from a Class

##### a. Dropping a Class

- (i.) Drop procedures are initiated by the student. When a student drops a class, no grade will be assigned and no record of registration will appear on the transcript.
- (ii.) Through the tenth class day (or summer equivalent), the student may drop a class without instructor permission.
- (iii.) A student may not drop a class to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

##### b. Withdrawal from a Class

- (i.) Withdrawal procedures are initiated by the student. When a student withdraws from a class, a grade of W will be assigned and registration is recorded on the transcript.
- (ii.) From the eleventh instructional day and through the first class day of the seventh week of a regular quarter (or the summer quarter equivalent), the student may officially withdraw from a class by obtaining the instructor's signature or emailed permission.
- (iii.) The student will follow procedures by notifying Enrollment & Financial Aid Services in order to officially withdraw immediately after obtaining instructor permission.
- (iv.) A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

##### c. Early Withdraw Procedure if Extreme or Unusual Circumstances Apply

This may be invoked when early withdrawal proce-



dures in 4.b. cannot be followed.

- (i.) If circumstances do not permit completion of the normal withdrawal procedure, the instructor, appropriate division dean, or the Dean of Students, if necessary may sign a Schedule Change form to withdraw the student.
- (ii.) In such cases, if the person signing the withdrawal form is not the instructor, the person signing the form shall notify the student's instructor(s) of the circumstances in order that the instructor may award the appropriate grade.

#### d. Hardship Withdrawal

This grade may be given at a student's written request and the instructor's agreement that an unforeseen crisis and/or unusual, extreme circumstance has occurred after the official withdrawal period is over which has interfered with or interrupted the student's ability to attend class and continue performing passing course work. Prior to the end of the official withdrawal period, the W grade should be used. This grade will not be considered in GPA calculations.

- (i.) The student completes a Student Written Request to Instructor for Hardship Grade Form and submits it, along with appropriate documentation of the hardship, to the instructor.
- (ii.) If, at the instructor's discretion, the request for hardship withdrawal is granted, a grade of Z will be assigned and registration will be recorded on the transcript. This grade will not be considered in GPA calculations.

#### 5. Repeating a Course

Courses may be repeated to improve a grade, but credit is applied only once. In no circumstance will any course be repeated more than twice in order to improve a grade; this is defined as two repeats in addition to the original enrollment. This limit may not apply to all pre-college level courses (numbered less than 100).

To repeat a course for the purpose of improving a grade, the student must register for the course, submit a Course Repeat form to Enrollment & Financial Aid Services during the quarter in which the student is repeating the course, and pay all necessary fees. The lower grade remains on the transcript and is designated with an "R", and only the highest grade awarded in a repeated course will be used in calculating GPA at Shoreline. Other colleges and universities may not accept a grade earned in a repeated course. If accepted, the grade may be treated differently in the calculation of grade point average.

#### 6. Computation of Grade Point Average (GPA)

The number of credits for each course is multiplied by the numerical grade awarded resulting in the grade points for that course. The GPA is computed by dividing the sum of the grade points earned in courses awarding numerical grades and V grades by the total number of credits attempted in those courses. H, I, N, NC, P, W, and Z grades are not assigned weights and are not used in computing GPA. When a student transfers from Shoreline Community College to another institution, the grading policy of the receiving institution will be applied to the transcript and the computation of the GPA.

#### 7. Grading Systems

- a. Mandatory Numerical Grade: Students will be awarded grades from 4.0 to 0.7 in 0.1 increments, 0.0, H, I, V, W, or Z.
- b. Mandatory and Optional Pass/No Credit Systems: Divisional faculty, acting in appropriate disciplinary sub-units, may designate certain courses as Mandatory or Optional Pass/No Credit. Faculty will report any change in designation through divisional planning committees and the Curriculum Committee, as well as insure that the correct designation then appears in the quarter class schedule.
  - (i.) Grading in Mandatory Pass/No Credit Courses. The instructor will give only an H, I, N, NC, P, V, W, or Z grade as defined in section 3.
  - (ii.) Grading in Optional Pass/0.0 and Pass/No Credit Courses. Students wishing to be graded on the Pass/0.0 or Pass/NC system must submit a pass option form signed by their instructor to the registration desk no later than the end of the day which constitutes the midpoint of the course. Students selecting this option will receive a 0.0, H, I, N, NC, P, V, W, or Z grade as defined in section 3. Students not qualifying for this optional grading system will receive a numerical grade. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction.

Courses assigned by faculty to mandatory or optional pass/no credit will be marked on each quarter's class schedule. All unmarked courses will use only the numerical grading system.

## GRADE REPORTS

Grade reports are not be mailed to students. Students may view or print an unofficial transcript of their final grades from Shoreline's web site: [www.shoreline.edu](http://www.shoreline.edu).

## GRADE CHANGES

Instructors must submit a signed grade change form to the Records Desk in Enrollment & Financial Aid Services to change a grade. Grade changes are allowed only within one year of the date the original grade was issued.

## SCHOLASTIC REQUIREMENTS

### SCHOLASTIC WARNING, PROBATION AND SUSPENSION

A student who earns a quarterly grade-point average of less than 1.75 is placed on **academic warning**. A student whose quarterly grade-point average is less than 1.75 for a second consecutive quarter receives an **academic probation** notice. A student who earns a quarterly grade-point average of less than 1.75 for the third consecutive quarter receives **academic suspension**. Students who have been academically suspended by the college may petition for reinstatement. Students who have been placed on academic probation or suspension will have a hold placed on their record. Contact Advising Services at (206) 546-4559 for more information.

Transfer students entering the college after having been on probation at or having been dropped from another institution must maintain a minimum cumulative grade-point average of 1.75 after attempting 24 credit hours at Shoreline Community College.

*Note: Different criteria and regulations apply to financial aid recipients. See the Financial Aid section earlier in this catalog, or contact the Financial Aid Office.*

## FRESH START

Students who have not been in attendance at Shoreline Community College or any institution of higher learning for a period of 18 months may request the elimination of their previous Shoreline credits and GPA. The student's academic record and transcript will continue to show the previous courses taken and grades received, but the grades for previous courses will not be used in the calculation of the student's Shoreline GPA, and credits earned may not be used to satisfy graduation requirements. If a student transfers to another college or university, the receiving institution may accept credits and recalculate the GPA according to its own policies. Quarters that include courses used toward the awarding of previous degrees or certificates cannot be expunged. Contact the Registrar's Office at (206) 546-4623 for more information.

## HIGH SCHOLARSHIP

### PRESIDENT'S LIST

Full-time students (enrolled for at least 12 credits) who have earned at least 30 hours of credit, all of which are used in the computation of the grade-point average\*, and who earn a **cumulative** grade-point average of 3.9 or higher are named to the President's List.

In addition, students who attain a cumulative grade-point average of 3.9 to 4.0 shall be designated President's Scholars at graduation.

*\* Mandatory P/NC/0.0 courses are excluded from this requirement.*

### VICE PRESIDENT'S LIST

Full-time students (enrolled for at least 12 credits) who have earned at least 30 hours of credit, all of which are used in the computation of the grade-point average\*, and who achieve a **quarterly** grade-point average of 3.9 or higher have their name placed on the Vice President's List and shall be designated V.P. Scholar.

*\* Mandatory P/NC/0.0 courses are excluded from this requirement.*

### HONORS LIST

Full-time students (enrolled for at least 12 credits) who have earned at least 30 hours of credit, all of which are used in the computation of the grade-point average\*, and who earn a quarterly grade-point average of 3.6 to 3.89 are named to the Honors List.

Students who attain a grade-point average of 3.6 to 3.89 shall be designated Honors Graduates at graduation. Eligibility for these lists is determined by the Faculty Senate and the college governance structure. As such, the standards governing eligibility are subject to periodic review and possible change.

*\* Mandatory P/NC/0.0 are excluded from this requirement.*

## PHI THETA KAPPA

Phi Theta Kappa is the national honors scholastic fraternity for American community and junior colleges. Its primary goal is to recognize outstanding community college scholars. To be eligible, a student (either full- or part-time) must have a cumulative grade-point average of at least 3.5 and a minimum of 12 transferable credit hours at Shoreline Community College. Once accepted, the student must maintain a cumulative 3.3 GPA while at the college.

## CREDIT INFORMATION

### CREDIT AND CREDIT LOADS

The academic year at Shoreline Community College is divided into three quarters of 11 weeks each and a summer session of eight weeks. In general, a class that meets one hour a week yields 1 hour of credit per quarter; one that meets five hours a week yields 5 credit hours. Laboratory and some other classes may vary from this pattern.

### ASSESSMENT AND AWARDING OF CREDIT FOR PRIOR LEARNING (PLA)

See page 8 for details regarding earning credit through Prior Learning Assessment.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit is generally not allowed for the College Level Examination Program (CLEP) general exams or subject exams. Exceptions can be made by the appropriate division dean.

### CREDIT BY EXAMINATION (CHALLENGE)

As a currently enrolled student at Shoreline Community College, you may obtain credit for certain courses by satisfactorily passing comprehensive examinations, provided that you have never received college credit for the challenged course or for another course which assumes knowledge of the course being challenged.

If you are considering the Credit-by-Examination process, you must meet with an academic advisor who will apprise you of the options available, the steps in the application process, and required documentation to be submitted. The advisor will refer you to the appropriate division dean. The faculty member of the appropriate instructional unit will determine if the course (s) are available for challenge exam considerations. You may not take a challenge exam for a course that you have audited or failed. The faculty member will also apprise you of other restrictions. The grade that you received in the challenged course will appear on your transcript. Please be advised that credit received in courses through Credit-by-Examination with a grade of P/NC may not be accepted by the transfer institution in courses required for a major. You are advised to check with the transfer institution on this and other restrictions on transferring credit earned through challenge exams. The costs for Credit-by-Examination include a processing fee and the faculty assessment fee.

*IMPORTANT: See description of "P" grade on page 31, especially for students intending to transfer to another college or university.*

## PLACEMENT RECIPROCITY

Based on placement into English and Math pre-college and college level courses at other Washington State community and technical colleges, students can request equivalent placement at Shoreline. Call Enrollment and Financial Aid Services at (206) 546-5828 for more information.

## ADVANCED PLACEMENT

Students who complete college-level work in high school can receive appropriate credit or placement or both on the basis of performance in the Advanced Placement Program (AP) of the College Board. Credit earned through Advanced Placement will be recorded with a "P" grade. To receive transfer consideration for AP exam scores, students must be currently enrolled and must have the AP Testing Service send an official score report to the Shoreline Records Office.

Advanced Placement scores range from a high of 5 to a low of 1. The Washington State Board for Community and Technical Colleges has issued guidelines for statewide AP test score equivalencies. Generally, students will be awarded unrestricted elective credit for an AP score of 3 or higher with specific course equivalencies determined by each college. Where appropriate, AP credit may apply toward the general distribution requirements for the Associate in Arts degree (AA-DTA), Associate in Science – Transfer (AS-T), and/or other degrees offered at Shoreline.

Washington community and technical colleges will accept in transfer from other community and technical colleges unrestricted elective credit for an AP score of 3 or higher. Credit will be awarded on the basis of official AP results. For students who transfer, credits granted for general education or major requirements will be specified by the receiving institution's AP credit policies; otherwise, elective credit will be granted.

Please see the College website for Shoreline's current Advanced Placement practices.

*PLEASE NOTE: Students will not be granted credit if credit has been awarded for an equivalent college course.*

## INTERNATIONAL BACCALAUREATE (IB)

Students who engaged in college-level study in high school through an International Baccalaureate (IB) Program can obtain credit towards a Shoreline Community College degree, placement in advanced classes, or both, on the basis of their performance on IB exams.

- For placement into an eligible advanced course, students present an original copy of their test results to the Registrar's Office.
- For credit, the student must ask the testing agency to send scores to the Records Office.
- Posting of IB credits may be requested after successful completion of 10 Shoreline Community College credits.

*PLEASE NOTE: Students will not be granted credit if credit has been awarded for an equivalent college course.*

## ATTENDANCE

Students are expected to attend all sessions of classes in which they are enrolled, in accordance with instructor requirements.

## STUDENT CLASSIFICATION

Students are considered freshmen until they have completed 45 credit hours, at which time they become sophomores.

## FINAL EXAMINATIONS

Final examinations are held at the end of each quarter. Students are required to take the final examination at the time and date specified on the Final Exams Schedule page (<http://www.shoreline.edu/apply-and-aid/registration/final-exams.aspx>) in order to receive credit for a course. Students who have three or more finals in one day or a scheduling conflict may petition a division dean whose courses are involved for a change of examination time. Such a petition must be received in writing at least two weeks before the beginning of the first day of examinations. Division deans will consult with the affected faculty members before approving or disapproving the petition.

Finals for Summer Quarter are given during the last scheduled meeting of the class.

## OFFICIAL TRANSCRIPTS

An official transcript is a record of the student's academic grades. It shows courses taken, credits earned, grades received, transfer credits accepted and degrees or certificates received at Shoreline. An official transcript carries the registrar's signature and the college seal. As transcript fees are subject to change, please visit the transcript page of the college website at [www.shoreline.edu/enrollment-services/registration/transcript-request.aspx](http://www.shoreline.edu/enrollment-services/registration/transcript-request.aspx) for the latest fee information. Please allow three - five business days for processing of transcript requests.

## GRADUATION REGULATIONS

Students may elect to graduate under the official catalog published at the time they first began their degree or certificate at Shoreline, provided they remain continuously enrolled and the time lapsed does not exceed five years. Continuous enrollment is defined as attending a minimum of two quarters during each academic year. If students are not continuously enrolled, they must follow the graduation requirements in the catalog in effect when they re-enter Shoreline. Any student may choose to graduate under the degree or certificate requirements in the current catalog at the time of graduation. (*For exceptions in programs such as nursing, see below.*) Some programs require a separate application to enter the program. For such programs, students must meet the graduation requirements in place at the time they entered the program or at the time they graduate. For more information, consult an advisor.

After consultation with the faculty advisor, it is ultimately the student's responsibility to choose and implement his or her program to see that all specific requirements for that program and all general requirements for graduation from the college have been met in an acceptable manner. To receive a degree or certificate from Shoreline Community College, a student must:

1. Achieve at least a 2.0 grade-point-average for all course work used to satisfy degree requirements, including Shoreline Community College course work and courses accepted in transfer from other colleges. Individual courses with grades below 2.0 that are accepted in transfer by the College may not fulfill prerequisite requirements for some Shoreline Community College courses, degrees and certificates. NOTE: Certain Shoreline Community College programs may have different grade and graduation requirements. Please consult with a representative of the particular program for details. Institutions to which students transfer after completing their Shoreline degree may calculate G.P.A. differently and may have higher G.P.A. requirements.
2. Earn from Shoreline at least 25 of the credits being applied toward the degree or certificate.
3. Submit an official transcript to the Shoreline Enrollment & Financial Aid Services Office for each college from which transfer credit is to be applied to the Shoreline degree. It's important to meet with your advisor and have transfer credit evaluated as early as possible.
4. Earn at least 60 credits (65 for the AA-DTA) with numerical grades rather than "P" (Pass) grades.
5. Graduating students do not need to be in attendance to apply for graduation. After leaving Shoreline Community College, students who are short no more than 10 credits may take the credits at any accredited

institution to meet their degree requirements.

Contact the credentials evaluator at (206) 546-5841 for more information.

6. Satisfy all general and specific requirements of the college, including fulfillment of financial obligations and removal of any financial holds on the student's records.

Students who are eligible for a degree should plan to submit a graduation application at the beginning of the quarter they plan to graduate. Degrees will be awarded on a quarterly basis.

### **GRADUATION CEREMONY (COMMENCEMENT)**

Students who have graduated during the previous fall and winter quarters will be invited to participate in the annual spring commencement ceremony, along with all applicants for spring and summer quarter graduation. Participation in the ceremony is not an indication of graduation. In order to be included in the ceremony, graduation applications for spring and summer must be received by the second week of April. For more information on how to apply for graduation and to participate in the annual spring graduation ceremony, call (206) 546-5841. Diplomas are mailed 8-12 weeks after the end of the quarter degree is earned.

# General Education Outcomes

Shoreline's General Education curriculum is built on a unique set of outcomes designed to provide our students with the skills, knowledge and awareness they will need to make informed decisions, lead healthy and productive lives, and contribute to the global community as lifelong learners. Through various experiences in many different courses, students learn to place their personal knowledge in a wider framework, to expand their understanding of themselves and others, and to integrate their learning across traditional subject boundaries. The curriculum emphasizes strong skills in communication and analytic thought, as well as broad knowledge in the major areas of human learning: math and science, social science, arts and humanities.

- **Quantitative Reasoning.** Students will demonstrate college-level skills and knowledge in applying the principles of mathematics and logic.
- **Communication.** Students will read, write, speak in, and listen to college-level English. Effective communication incorporates awareness of the social nature of communication and the effects of ethnicity, age, culture, gender, sexual orientation and ability on sending and receiving oral, non-verbal, and written messages.
- **Multicultural Understanding.** Students will demonstrate understanding of issues related to race, social class, gender, sexual orientation, disabilities and culture and the role these issues play in the distribution of power and privilege in the United States.
- **Information Literacy.** Students will access, use and evaluate information in a variety of formats, keeping in mind social, legal and ethical issues surrounding information access in today's society.
- **General Intellectual Abilities.** Students will think critically within a discipline, identify connections and relationships among disciplines, and use an integrated approach to analyze new situations.
- **Global Awareness.** Students will demonstrate understanding and awareness of issues related to, and consequences of, the growing global interdependence of diverse societies by integrating knowledge from multiple



disciplines. Students will describe how social, cultural, political, and economic values and norms interact.

These General Education outcomes are broad statements of what students should ideally be able to do after completing Shoreline's Associate in Arts or Associate in Science degrees. The College is committed to providing each student with the opportunity to attain these outcomes; however, individual attainment within and among the outcome areas will vary according to each student's ability, readiness and level of commitment. The outcomes are also integrated as appropriate within the degrees and certificates offered through each of the college's professional-technical programs.



# Degrees and Certificates

## ASSOCIATE ACADEMIC TRANSFER DEGREES

Shoreline Community College offers Associate degrees that transfer to baccalaureate institutions both in state and out of state. To earn an Associate transfer degree, students need to complete a minimum 90 college-level credits that fulfill stated course requirements with a minimum 2.0 cumulative grade point average (GPA). The GPA required for admission into baccalaureate colleges and universities varies; therefore, students need to check admission requirements of the school where they plan to transfer. While the degree does not guarantee admissions, many Washington State baccalaureate institutions give priority admissions to students with an Associate transfer degree. Associate transfer degrees offered at Shoreline are listed below:

Associate in Arts—Direct Transfer Agreement (AA—DTA)

Associate in Science—Transfer (AS—T)—Track 1

Associate in Science—Transfer (AS—T)—Track 2

Associate in Arts—Individualized Plan (AA—IP)

Associate in Fine Arts (AFA—DTA)

Associate in Music (AM) *(used for transfer to Music Conservatories)*

Associate in Applied Science—Transfer (AAS—T)

*(transfers if an articulation agreement exists between a community college and university)*

To improve a transfer application, students are advised to take courses to prepare for a baccalaureate major or professional program within the Associate degree guidelines. Several Major Related Programs (MRPs) have been developed to help students select specific courses in preparation for entrance into baccalaureate degree programs and majors in Washington State. MRPs are associate degrees including:

Business AA—DTA/MRP

Bioengineering and Chemical

Engineering AS—T Track 2/MRP

Computer and Electrical

Engineering AS—T Track 2/MRP

Construction Management AA—DTA/MRP

Mechanical/Civil/Aeronautical/Industrial/

Materials Science Engineering AS—T Track 2/MRP



Pre-Nursing AA—DTA/MRP

## PROFESSIONAL-TECHNICAL DEGREES AND CERTIFICATES

Shoreline offers more than 50 specialized programs leading to an Associate in Applied Arts and Sciences (AAAS) degree, Certificates of Proficiency (CP) or Certificates of Completion (CC). AAAS degrees require a minimum of 90 credits and typically two years of full-time study. A Certificate of Proficiency requires a minimum of 45-89 credits, while a Certificate of Completion is typically 20-44 credits. Shoreline also offers short term Certificates of Completion that are 19 credits or fewer.

Professional-Technical programs provide students with specialized knowledge and skills that prepare students to enter the workforce after completing their degree or certificate. Shoreline regularly updates and revises its curriculum in these applied areas, working closely with local program advisory committees comprised of industry professionals to ensure students are receiving the knowledge and skills currently in demand by employers in the field. Applied degrees and certificates offered at Shoreline

Community College are listed below:

- Associate in Applied Arts and Sciences (AAAS)
- Certificate of Proficiency (CP)
- Certificate of Completion (CC)

## ASSOCIATE DEGREE AND HIGH SCHOOL DIPLOMA

Students who are enrolled through Running Start and satisfactorily complete an Associate degree can be awarded a Washington state high school diploma from the College upon written request. Additionally, students who are 21 years or older and satisfactorily complete an Associate degree can also be awarded a Washington state high school diploma from the College upon written request. For more information contact High School Programs Office at 206-546-6906.

## TRANSFER OF CREDIT

### Transfer Rights and Responsibilities

The College and students have transfer rights and responsibilities that help facilitate students reaching their academic goals and in transferring college course work to another higher education institution. See Students Transfer Rights and Responsibilities at:

[http://www.sbctc.edu/resources/documents/colleges-staff/programs-services/student-services/TransferStudentRights-Responsibilities\\_8-13\\_000.pdf#search=transfer%20rights%20and%20responsibilities](http://www.sbctc.edu/resources/documents/colleges-staff/programs-services/student-services/TransferStudentRights-Responsibilities_8-13_000.pdf#search=transfer%20rights%20and%20responsibilities).

### Inter-College Reciprocity Agreement – Washington State Community and Technical Colleges.

Reciprocity is a policy among Washington State Community and Technical Colleges (CTCs) designed to assist students transferring among Washington community colleges to continue working toward an Associate in Arts or Associate in Science degree or Major Related Program (MRP). Students who have completed a specific course or entire areas of their degree requirements at one college will be considered to have met those same requirements at another Washington State community and technical college. These degree requirements include: Communication Skills, Quantitative/Symbolic Reasoning and distribution requirements in Humanities, Science and Social Sciences. Students can transfer up to 15 credits of professional-technical courses as restricted transfer electives as part of the Direct Transfer Agreement if they complete the AA-DTA degree. A complete list of restricted electives starts on page 44. Some professional-technical courses are generally transferable if an articulation agreement exists between a

community college and a university program. Also, receiving institutions may limit the number of credits earned with a P-Pass grade in the P/NC or P/0.0 grading system.

Professional-technical courses and programs are generally not transferable to baccalaureate institutions unless an articulation agreement exists between a community college and a university program.

To be eligible for reciprocity, students need to have:

1. Applied for admission to Shoreline Community College.
2. Completed a course or courses at another college that meet the Communications, Quantitative/Symbolic Reasoning or Humanities, Science and Social Science distribution requirements in the AA—DTA or AS—T degree.
3. Maintained a cumulative college-level GPA of 2.0 or better at the previous college.
4. Met the previous college's residency requirement (minimum number of credits earned).
5. Continue to pursue the same academic transfer degree at Shoreline.
6. Provide all necessary documentation required on the Reciprocity Agreement Request Form available in the Registrar's Office.

### Transfer Evaluation Process

Students need to initiate a transcript evaluation process and be prepared to provide all necessary documentation to complete the credit evaluation.

To transfer successfully to another institution, students are encouraged to:

1. Consult with an advisor to determine the best program or degree options for their academic and career goals.
2. Obtain a current catalog or visit the website of the receiving transfer institution to determine both admission and graduation requirements for the college or university, as well as admission and graduation requirements for the major or professional program.
3. Confer with an admissions officer or academic advisor at the transfer institution for information regarding admissions requirements, graduation requirements and transfer policies.
4. Check a quarter or two before graduation to ensure all requirements have been met before transferring.

### Staying on Track

Use Degree Audit to track your progress toward completion of your degree at <http://www.shoreline.edu/enrollment-services/registration/degree-audit.aspx>

Please refer to: <http://www.shoreline.edu/areas-of-study/> for latest degree updates and further information.

**Washington 45 – One Year Transfer Courses\***

The list of courses in Washington 45 does not replace the Direct Transfer Agreement, Associate of Science Tracks I and II or any Major Related Program agreement, nor will it guarantee admission to a four-year institution.

A student who completes courses selected from within the general education categories listed below at a public community, technical, four-year college or university in Washington State will be able to transfer and apply a maximum of 45 quarter credits toward general education requirement(s) at any other public and most private higher education institutions in the state<sup>1</sup>.

For transfer purposes, a student must have a **minimum grade of C or better (2.0 or above) in each course** completed from this list.

Students who transfer Washington 45 courses must still meet a receiving institution's admission requirements and eventually satisfy all their general education requirements and their degree requirements in major, minor and professional programs.

**"First Year Transfer List" of general education courses**

**Communications** (5 credits) – ENGL& 101, ENGL& 102

**Quantitative and Symbolic Reasoning** (5 credits) – MATH& 107, MATH& 148 or MATH& 151

**Humanities** (10 credits in two different subject areas or disciplines<sup>2</sup>) – PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111, or HUM& 111. For colleges that use History as a Humanities HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

**Social Science** (10 credits in two different subject areas disciplines) – PSYC& 100, SOC& 101, POLS& 101, POLS& 202. For colleges that use History as a Social Science HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147, HIST& 148

**Natural Sciences** (10 credits in two different subject areas or disciplines) – BIOL& 100, BIOL& 160 with lab, ASTR& 100, ASTR& 101 with lab, CHEM& 105, CHEM& 110 with lab, CHEM& 121 with lab, CHEM& 161, CHEM& 162, ENVS& 100, ENVS& 101,

GEOL& 101 with lab

**Additional 5 credits** in a different discipline can be taken from any category listed above.

*NOTE: Although these courses are listed under categories, the actual course may satisfy a different general education category at a receiving institution.*

<sup>1</sup> Many private non-profit colleges and universities have distinct general education requirements, therefore, students should check with institutions(s) they plan to attend regarding application of transfer credits that will meet general education requirements.

<sup>2</sup> Disciplines are sometimes called subject or subject matter areas and designated by a prefix (i.e. PHIL for Philosophy and POLS for Political Science).

*\*This language has been officially approved by the State of Washington as of Fall 2012. Please check the following web site to see if any changes have been made: <http://www.shoreline.edu/advising/transferring/wa45.aspx>*

# Degrees and Certificate Programs

## ASSOCIATE IN ARTS—DIRECT TRANSFER AGREEMENT (AA—DTA)

The Associate in Arts (AA) degree, known as the Direct Transfer Agreement (DTA), is an agreement between Washington State Community and Technical Colleges and participating baccalaureate institutions. Washington State colleges and universities that subscribe to the Direct Transfer Agreement include:

Bastyr University  
 Central Washington University  
 City University  
 Cornish College of the Arts  
 Eastern Washington University  
 Gonzaga University  
 Heritage College  
 Northwest University  
 Pacific Lutheran University  
 Saint Martin's University  
 Seattle Pacific University  
 Seattle University  
 The Evergreen State College  
 Trinity Lutheran College  
 University of Washington-Seattle  
 University of Washington-Bothell  
 University of Washington-Tacoma  
 Washington State University-Pullman  
 Washington State University Tri-Cities  
 Washington State University-Vancouver  
 Western Washington University  
 Whitworth College

The AA—DTA transfers as a package to the colleges and universities indicated, satisfying most, if not all, of the lower division general education requirements and granting students junior standing. Nevertheless, some baccalaureate colleges and universities may still have unique general education requirements that students will need to complete after transfer. For students who transfer without the AA—DTA, courses will be evaluated on a course-by-course basis by the receiving institution.

The Associate in Arts degree is most often the degree of choice for students who plan to transfer into majors in the humanities and social sciences, as well as education and some health programs. It is also the option of choice for



students who are undecided about their academic major.

## GENERAL EDUCATION CORE REQUIREMENTS

**Communication Skills –10 credits:** English& 101, 102.

**Quantitative Reasoning – 5 credits:** Mathematics& 107, 141, 142, 146, 148, 151, 152, 163, 264, Mathematics 111, 171, 207, 208, 211, Philosophy& 120.

**Multicultural Understanding – 5 credits:** Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284

## DISTRIBUTION REQUIREMENTS

Humanities	15 credits
Natural Sciences	15 credits
Social Sciences	<u>15 credits</u>
	45 total credits

A total of 45 credit hours from Humanities, Natural Sciences and Social Sciences is required. Courses listed as meeting Humanities and Social Science distribution areas can only be used to satisfy one distribution area, not both. Credits for a specific course may be used only once and may not be applied toward more than one distribution area.

## GENERAL ELECTIVES

A minimum of 25 additional college-level credits numbered 100 or above are required for electives. Electives may include any course listed in the distribution areas or on the non-restricted Elective courses list. A maximum of 15 college-level credits are allowed from the Restricted Electives course list see page 44.

### "W" — Writing-intensive Courses

Several of the courses listed in the following distribution areas are offered as "W" or writing-intensive courses. Check the individual course descriptions in the back of the catalog for "W" course offerings. While "W" courses are not a requirement to graduate from Shoreline Community College, the University of Washington requires 10 credits of "W" courses, which can be taken at Shoreline.

### Common Course Numbering

An ampersand ("&") following a course department name, (e.g. ACCT& 201) indicates that the course is a common course number that is consistent across Washington State community colleges. For more information, visit [www.shoreline.edu/CommonCourse](http://www.shoreline.edu/CommonCourse).

## HUMANITIES: 15 CREDITS

1. Select from at least two different disciplines.
2. No more than 5 credits may be included from those courses designated as performance skills/applied theory.
3. No more than 5 credits in a world language at the 100 level.
4. See the list below for courses eligible for Humanities distribution courses.

### HUMANITIES – GENERAL

American Ethnic Studies 106, 215  
 American Sign Language &121-&123  
 Art &100, 105, 234  
 Art History 204, 210, 224-226  
 Chinese &121-&123  
 Cinema 201, 202  
 Communication Studies &101, &102, 203, &210, &220, 285  
 Drama &101  
 English &111-&113, 154, 200, 207, &220, &226-&228, 229, &244, &245, &246, 247, 248, 257, 265, 271, 272, 281, 282, 287-289  
 French &121-&123  
 Honors 100  
 Humanities 111-113, 140, 275  
 Japanese &121-&123, &221-&223  
 Music 100, &105, 106, 108, 109, &141-&143, 150, 206, 224, &241-&243  
 Philosophy &101, 102, &115, 210, 240, 248, 267  
 Spanish &121-&123, &221-&223

## PERFORMANCE SKILLS/ APPLIED THEORY

A maximum of five credits from the following list can be used as Humanities distribution requirements.

Art 109, 110, 121-123, 131-134, 144-146, 251-256, 260-262, 271-273

Communication Studies 140, &230, 244, 245, 247

Drama 144-146, 207-209, 224, 235, 244, 255

English &230, 279

Film 256-258, 266, 285, 290

Music 114, 115, 118-120, 135, 136, 140, 144, 146, 147, 150-156, 161-167, 170, 175, 180, 184, 196, 204, 205, 207, 210-212, 225, 226, 251-253, 264, 268, 270, 280, 284, 296

## NATURAL/SCIENCES: 15 CREDITS

1. Select from at least two different disciplines.
2. Five credits must be in a laboratory science course.
3. Ten credits required in Physical, Earth and/or Biological Sciences.
4. See list below for courses eligible for Mathematics/Science distribution credit.

### PHYSICAL, EARTH, BIOLOGY – 10 credits minimum

Courses listed below in Laboratory and Non-Laboratory Science:

### LABORATORY SCIENCE – 5 credits minimum

Astronomy &101

Biology 107, 124, 126, 144, &211-&213, &231, &241, &242, 244, 249, &260, 274, 275, 277

Chemistry &110, &121, &131, 171/181, 172/182, 173/183, &241/271, &242/272, &243/273

Environmental Science &101, 202

Geography 203, 204

Geology &101, &110, &115, &208

Oceanography &101

Physics 110, &114-&116, &221, &222, &223

### NON-LABORATORY SCIENCE

Anthropology &205

Biology 110, 150, &170, 270, 276

Chemistry 255

Environmental Science &100

Geology 107

Psychology 202

### OTHER SCIENCE COURSES

If chosen, a maximum of 5 credits from the list below.

Engineering 205, 206

Math &107, 111, &141, &142, &146, &148, &151, &152, &163, 207, 208, 211, &264

Nutrition &101

Philosophy &120



**SOCIAL SCIENCES: 15 CREDIT HOURS**

1. Select from at least two different disciplines.
2. See list below for courses eligible for Social Sciences distribution credit:

**American Ethnic Studies** 106, 119, 229  
**Anthropology** &100, &204, &206, &270, 215  
**Art History** 204  
**Business** &101  
**Child Advocacy Studies** 102, 202, 285  
**Communication Studies** &102  
**East Asia** 218  
**Economics** 100, &201, &202  
**Gender and Women's Studies** 205, 215, 284, 285, 286, 288  
**Geography** &100, 123, &200, 277  
**History** &116-&118, &136, &137, &146-&148, 207, &214, &215, 218, &219, 234-238, 245-247, 256, 275  
**Honors** 100  
**International Studies** 101, 123, 200, 201, 205  
**Multicultural Studies** 105, 205, 210, 238, 250  
**Philosophy** &101, 102, &115, 210, 240, 248, 267  
**Political Science** &101, &202, &203, 221  
**Psychology** &100, &200, 208, 209, 210, &220, 225, 236, 245  
**Sociology** &101, 102, 112, &201, 202, 250, 288

**ELECTIVE COURSES (NON-RESTRICTED)**

A minimum of 25 college-level credits numbered 100 or above are required for electives. They may be chosen from the list of Distribution Requirements or from the following elective courses. A maximum of 15 credits from Restricted Elective courses may be included.

**Accounting** &201, &202, &203  
**Anthropology** 297-299  
**American Ethnic Studies** 291-295, 297-299  
**American Sign Language** 297-299  
**Art** 290  
**Art History** 292, 293, 295, 297, 298  
**Astronomy** 297-299  
**Biology** 270, 274-277, 292, 297-299  
**Business** &101, &201  
**Chemistry** 297-299  
**Chinese** 297-299  
**Cinema** 202, 295, 297-299  
**Communication Studies** 291-295, 297-299  
**Computer Science** 121, &141, 143  
**Criminal Justice** &101, &110, 120  
**Drama** 171, 207-209, 225, 234, 235, 293, 295, 297-299  
**Early Childhood Education** &105, &107, &120, &132, &170, &180, &190  
**Economics** 291-295, 297-299  
**Education** &115, 150, &202, &204, 290, 296

**Engineering** 100, &114, 115, 202, &204, 205, 206, &214, &215, &225, 240, 297-299  
**English** &230, 276, 279, 292-295, 297-299  
**Environmental Science** 297-299  
**French** 293, 295, 297-299  
**Gender and Women's Studies** 291-295, 297-299  
**Geography** 295, 297-299  
**Geology** 295, 297-299  
**History** 295, 297-299  
**History/East Asia** 297-299  
**Honors** 100, 250, 292, 293, 295, 296, 298, 299  
**Humanities** 291-295, 297-299  
**International Studies** 292, 295, 297-299  
**Japanese** 295, 297-299  
**Mathematics** 292, 293, 295, 297-299  
**Multicultural Studies** 291-295, 297-299  
**Music** 139, 291-295, 297-299  
**Nutrition** 188, 293, 297-299  
**Oceanography** 297-299  
**Philosophy** 295, 297-299  
**Physics** 297-299  
**Physical Education (3 credits maximum)** 105, 109, 110, 116, 117, 126, 136, 139, 154, 155, 171, 188, 200, 205, 209, 210, 216, 217, 226, 236, 238, 239, 254, 255, 260, 270, 274, 276-278, 280, 290-295, 297-299  
**Political Science** 291-295, 297-299  
**Psychology** 291-295, 297-299  
**Sociology** 295, 297-299  
**Spanish** 297-299

**RESTRICTED ELECTIVES**

A maximum of 15 college-level credits from these courses may be used toward the AA-DTA degree. A maximum of 5 credits from these courses may be used towards the AS-T degree.

**Accounting** 104, 170, 206, 208, 271-273, 275, 279, 286, 289, 291-295, 297-299  
**Art** 244, 246, 291-295, 297-299  
**Automotive Technology** 101, 110-116, 121, 122, 151, 152, 156, 160-168, 171H-178H, 180T, 181T, 183T-189T, 190, 291-294, 297, 298  
**Biology** 265, 266, 279, 280, 285-290  
**Business** 102-106, 120, 130, 135, 141-144, 180-182, 203, 205, 207-209, 215, 216, 220, 225, 230, 235, 240, 245, 250, 255, 260, 270, 274, 276, 290-295, 297-299  
**Business Technology** 101-103, 105, 107, 112, 114, 128, 129, 135, 150, 160, 170, 185, 270, 291-295, 297-299  
**Business Technology Writing** 115, 215  
**Career Education Options** 101  
**Communication Studies** 245  
**Criminal Justice** &106, 130, 135, 137, 238, &240, 241, 242, 245, 249, 290-295, 297-299  
**Dental Hygiene** 100-102, 110-112, 114, 115, 120-124, 130, 140, 141, 142, 151, 152, 161, 162, 171, 181, 182, 215, 221-223, 231-233, 241-243,



250-253, 260, 261, 270-272, 278, 281-284, 288, 291-293, 297-299

**Drama** 155, 156, 157, 224, 244-246, 291

**Education** 116-118, 140, 150, 210, 215, 250, 265, 291-295, 297-299

**Education Learning Assistance** 199, 291, 292

**Engineering** 294

**Film** 255-257, 265, 266, 269, 285, 290-295, 297-299

**Health Informatics and Information Management** 120, 125, 134, 154, 170-175, 219, 220, 224-226, 228, 234, 235, 291-293, 297-299

**Human Development** 101, 105, 130, 140, 290-295, 297-299

**Informatics** 150, 292

**Library** 297-299

**Mathematics** 100

**Manufacturing Technology** 102, 113, 120, 155-157, 166, 167, 169, 170, 196, 215, 220, 225, 230, 235, 236, 244, 246-248, 255, 256, 264-267, 290, 296, 298, 299

**Medical Laboratory Technology** 121-123, 132, 181, 182, 200, 221-225, 231-235, 241, 242-245, 291-293, 297-299

**Music Technology** 100-102, 106, 121-123, 131-133, 141-143, 151-155, 163, 171-173, 200, 221-223, 231-233, 241-243, 250, 271-274, 291-295, 297-299

**NRG** 101, 102, 110, 120-123, 130, 161, 180, 200, 220, 223, 225, 290

**Nursing (6 quarter program)** 121, 131, 141-143, 151-153, 161-163, 221-223, 231-233, 241-243, 251-253, 290

**Nursing (10 quarter program)** 121-125, 131, 132, 142, 221-225, 231-235, 242, 243

**Parent Education** 114-116, 124-126, 134-139, 144-146, 154-159, 164-169, 174-179, 184-186, 191-193, 291-293

**Study Skills** 100

**Visual Communication Technology** 101-103, 112, 124, 125, 128, 134-136, 155, 156, 170, 176, 190, 199, 204-207, 215-217, 226, 227, 230, 235-237, 245-247, 251-253, 267, 270, 274, 276, 277, 291-293, 297-299

## ASSOCIATE IN SCIENCE—TRANSFER (AS—T)

The Associate in Science—Transfer (AS—T) is designed to help students develop a strong foundation in math and science courses for solid preparation into specific science related majors. The AS-T degree offers two tracks: Track 1 is for students majoring in biological sciences, chemistry, geology, earth science, environmental science, and oceanography or for health programs in dentistry, pharmacy and medical school; Track 2 is for students majoring in astronomy, atmospheric sciences, computer science, engineering or physics. Students completing the Associate of Science—Transfer degree will receive the same priority consideration for admission to baccalaureate institutions as they would with the Direct Transfer Associate's degree and will be given junior status by the receiving institution. The AS-T degree does not stipulate that students will have met all of

the general education requirements; students will be expected to complete further general education requirements after transfer. It is strongly recommended that students complete an entire sequence of science courses at one institution.

## TRACK 1

Biological Sciences, Chemistry, Geology and Earth Sciences, Environmental Sciences, and Oceanography.

## GENERAL EDUCATION CORE REQUIREMENTS

**Communication Skills – 8-10 credits:** English &101 and &102 or &230 or Communication Studies &101

**Quantitative/Symbolic Reasoning – 5 credits:** Mathematics &151

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284

## DISTRIBUTION REQUIREMENTS

**Humanities – 5 credits:** See list for Associate in Arts (AA-DTA.)

**Social Sciences – 5 credits:** See list for Associate in Arts (AA-DTA.)

**Humanities or Social Sciences – 5 credits:** See list for Associate in Arts (AA-DTA.)

## PRE-MAJOR PROGRAM

**Science – 19 credits:** Chemistry 171/181 and 172/182 and 173/183

**Additional Mathematics – 10 credits:** Mathematics &152; and &163 or 211

**One of the following sequences – 15-16.5 credits:** Biology &211, &212 and &213; or Physics &114, &115, &116 (Algebra based); or Physics &221 or &222 and &223 (Calculus based). Check with your transferring institution as to which Physics series is accepted.

**Major sequence and/or supporting science courses – 10-15 credits:** 10 to 15 credit hours of additional science courses to support major preparation

## ELECTIVES

Elective courses are taken as needed to reach the minimum of 90 credit hours required for the degree. The Associate in Science—Transfer allows a maximum of 5 credits for restricted elective/professional-technical course work on page 44.

**TRACK 2**

Astronomy/Atmospheric Sciences, Computer Sciences, Engineering, Physics.

**GENERAL EDUCATION CORE REQUIREMENTS**

**Communication Skills – 8-10 credits:** English &101 and &102 or &230 or Communication Studies &101.

**Quantitative/Symbolic Reasoning – 5 credits:** Mathematics &151.

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284.

**DISTRIBUTION REQUIREMENTS**

**Humanities – 5 credits:** See list for Associate in Arts (AA-DTA.)

**Social Sciences – 5 credits:** See list for Associate in Arts (AA-DTA.)

**PRE-MAJOR PROGRAM**

**Science – 15-16.5 credits:** Physics & 221, &222 and &223 (Calculus based) required for most Bachelor's Degrees; or Physics &114 and &115 and &116 (Algebra based). Check with your transferring institution as to which Physics series is accepted.

**Additional Mathematics – 10 credits:** Mathematics & 152, and &163 or Mathematics 211 (Almost all students need 163 for their major.)

**Additional Science – 5 credits:** See Math/Science list for the Associate in Arts (AA-DTA), but this course must be outside of mathematics, physics and computer science departments. Engineering majors almost always require Chemistry 171/181.

**PROGRAM SPECIFIC COURSE AND ELECTIVES (27.5 – 32 CREDITS)**

Additional courses required for specific majors and elective courses are taken as needed to reach the minimum of 90 credit hours. The Associate in Science-Transfer degree allows a maximum of 5 credits for restricted elective/professional-technical course work.

The AS-T degree is designed for students to take additional requirements needed to enter their major's junior year. It may also include additional general education or elective courses. Required and recommended courses vary by major and by college/university; therefore, it is important for students to stay in close contact with their SCC advisor as well as the intended receiving institution as they plan their elective program.

**ASSOCIATE IN ARTS—INDIVIDUALIZED PLAN (AA-IP)**

The Associate in Arts – Individualized Plan is a self-designed degree that is primarily used for students who choose to complete general university requirements and/or major preparation courses for a specific college or university. The AA-IP is awarded to students who complete 90 transferable credits, including 15 credits of Shoreline's general education core requirements. 15 credits of restricted transfer or technical courses may be included in these 90 credits. Students planning to transfer to a specific institution in fields such as Engineering or Health Sciences will typically follow the Associate in Science-Transfer degree, but may choose the AA-IP for more flexibility. Careful course planning is important when following the AA-IP; therefore students are recommended to consult with an advisor.

**GENERAL EDUCATION CORE REQUIREMENTS**

**Communication Skills – 5 credits:** English & 101.

**Quantitative Reasoning – 5 credits:** Mathematics &107, &111, &141, &142, &146, &148, &151, &152, &163, 207, 208, 211, &264, Philosophy &120, Physics &114, &115, &116, &221, &223, &222, or 110.

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284.

**Transferable College-level Courses – 75 credits:** The 75 transferable college-level credits should be selected by following the general university and major requirements of the institution where you are planning to transfer. Many colleges and universities in Washington State publish course equivalency guides on their websites to identify transferable courses.

**MAJOR RELATED PROGRAM (MRP)**

To better prepare students for transfer into specific academic majors, community colleges and baccalaureate institutions in Washington State developed Major Related Programs to provide consistency in prerequisite courses required for admission to common majors. Major Related Programs (MRP) follow either the AA-DTA or AS-T guidelines. Currently, Shoreline Community College recognizes Major Related Programs in Business, Construction Management, Bioengineering and Chemical Engineering, Computer and Electrical Engineering, Mechanical, Civil Aeronautical, Industrial, Material Science Engineering and Pre-Nursing. Major Related Program planning guides are available on the college's transfer planning guide site: <http://new.shoreline.edu/programs/u-transfer-planning-guides.aspx>

## ASSOCIATE IN FINE ARTS (AFA)

The Associate in Fine Arts is designed for students who want to complete an academic degree with a concentration of study in the Fine Arts. The AFA degree provides an excellent opportunity to develop a strong portfolio of artwork that is required for admission and placement into most Fine Arts major programs. The AFA follows the Associate in Arts-Direct Transfer Agreement (AA-DTA) guidelines providing students with the same transfer benefits as the AA-DTA degree. For students who are not currently considering a baccalaureate degree, the AFA provides students with a broad educational experience and strong involvement in the arts which, in itself, leads to excellent career and educational opportunities.

The AFA degree offers two tracks of study: one in Photography (107 credits) and another in Studio Art with a concentration in 2-D or 3-D Art (104-107 credits).

## PHOTOGRAPHY TRACK

### GENERAL EDUCATION CORE REQUIREMENTS

**Communication Skills – 10 credits:** English &101, &102.

**Quantitative Reasoning – 5 credits:** Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, 207, 208, 211, &264, Philosophy &120.

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284.

### DISTRIBUTION REQUIREMENTS

**Humanities – 15 credits:** (satisfied by Photography core requirements.)

**Social Sciences – 15 credits:** See list for Associate in Arts (AA-DTA.)

**Mathematics/Sciences – 15 credits:** See list for Associate in Arts (AA-DTA.)

### PHOTOGRAPHY CORE REQUIREMENTS 59 CREDITS:

**Foundation Drawing and Design:** Art 109, 131.

**Photography:** Art 144, 145, 146, 244, 246, 290.

**Art History:** Art History 204, 210, 224, 225, 226 (Choose three Art History courses.)

**Computer Basics:** VCT 124, 125.

**Digital Photography with Photoshop :** VCT 136.

## FOUNDATION STUDIO ART TRACK

### GENERAL EDUCATION CORE REQUIREMENTS

**Communication Skills – 10 credits:** English &101, &102.

**Quantitative Reasoning – 5 credits:** Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, 207, 208, 211, &264, Philosophy &120.

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284.

### DISTRIBUTION REQUIREMENTS

**Humanities – 15 credits:**

(satisfied by Foundation Studio Art core requirements)

**Social Sciences – 15 credits:** See list for Associate in Arts (AA-DTA.)

**Mathematics/Sciences – 15 credits:** See list for Associate in Arts (AA-DTA.)

### FOUNDATION STUDIO ART CORE REQUIREMENTS

**53–56 credits:**

**Foundation Drawing:** Art 131, 132, 133.

**Foundation 2D & 3D Design:** Art 109, 110.

**Art History:** Art History 204, 210, 224, 225, 226 (Choose three Art History courses)

**Portfolio:** Art 290.

In addition to the Foundation Studio Art core requirements, select a concentration of 3 courses in either 2D or 3D Studio Art:

#### 2D Studio Art Concentration:

**Photography:** Art 144 145, 146, 244, 246.

**Graphic Design:** VCT 101, 102, 103.

**Painting and Drawing:** Art 251, 252, 253, 265.

**Printmaking:** Art 261, 262.

#### 3D Studio Art Concentration:

**Ceramics:** Art 121, 122, 123.

**Design and Materials:** Art 254, 255, 256.

**Sculpture:** Art 271, 272, 273.

## ASSOCIATE IN MUSIC (AM)

The Associate in Music is designed to prepare students for entrance into competitive music conservatory programs nationwide. Since admission into music conservatories is highly competitive, completion of the Associate in Music does not guarantee admission. Admission into such programs is based on proficiency in music theory, performance, sight singing and keyboard (piano) skills. The Associate in Music curriculum is excellent preparation for studio teaching and/or performing; therefore, it may be pursued and completed as a terminal degree. Shoreline offers Associate in Music degrees in Classical Piano, Classical Voice and Instrumental Music. For students planning to transfer to a baccalaureate college or university in Washington State, the AA-DTA Music transfer degree is the more appropriate degree option.

Students interested in pursuing the Associate in Music degree should contact a music advisor at the beginning of their program of study.

## CLASSICAL VOICE

The Associate in Music degree in Classical Voice requires 93 quarter credits.

### GENERAL EDUCATION CORE REQUIREMENTS

**Communication Skills – 5 credits:** English& 101

**Quantitative Reasoning – 5 credits:** Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, 207, 208, 211, &264, Philosophy &120.

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284.

### FOUNDATION MUSIC REQUIREMENTS 84 CREDITS:

**Music Theory:** Music& 141, 142, 143, 241, 242, 243

**Piano:** Music 151, 152, 153, 251, 252, 253

**Major Ensemble:** Music 175

**Private Lessons:** Music 170, 270

**Diction:** Music 211, 212.

**Graduating Recital and Electives:** Music 298;  
Recommended: Music& 105, Music 135, 147, 155, 156, 165, 166, 167, 268.

### ELECTIVES

4 credits:

**Physical Education:** Physical Education 149, 150

## CLASSICAL PIANO

The Associate of Music degree in Classical Piano requires 93 quarter credits.

### GENERAL EDUCATION CORE REQUIREMENTS

**Communication Skills – 5 credits:** English& 101

**Quantitative Reasoning – 5 credits:** Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, 207, 208, 211, &264, Philosophy &120.

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284.

### FOUNDATION MUSIC REQUIREMENTS 78 CREDITS:

**Music Theory:** Music& 141, 142, 143, 241, 242, 243

**Class Piano:** Music 151, 152, 153, 251, 252, 253

**Major and Small Ensembles:** Music 135, 136, 140, 144, 146, 147, 175

**Private Piano Lessons:** Music 180, 280

**Core Piano Courses:** Music 224, 225, 226

**Graduating Recital and Electives:** Music 298

### ELECTIVES

**Non-Music Courses:** 10 credits

## INSTRUMENTAL MUSIC

The Associate of Music degree in Instrumental Music requires 93 quarter credits.

### GENERAL EDUCATION CORE REQUIREMENTS

**Communication Skills – 5 credits:** English& 101

**Quantitative Reasoning – 5 credits:** Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, &171, 207, 208, 211, &264, Philosophy &120.

**Multicultural Understanding – 5 credits:** Art 105, Communication Studies 203, 285, History 245, Multicultural Studies 105 or Gender and Women's Studies 284.

### FOUNDATION MUSIC REQUIREMENTS 74 CREDITS:

**Music Theory:** Music& 141, 142, 143, 241, 242, 243

**Piano:** Music 151, 152, 153, 251, 252, 253

**Major and Small Ensemble:** Music 136, 140, 144, 146, 147, 175

**Private Lessons:** Music 196, 296

**Graduating Recital:** Music 298

### ELECTIVES

**Non-Music Courses:** 10 credits

## **ASSOCIATE IN APPLIED SCIENCE—TRANSFER (AAS—T)**

The Associate in Applied Science-Transfer (AAS-T) are Professional Technical degrees with articulation agreements between community colleges and some baccalaureate institutions. The AAS-T provides options for students who complete a professional-technical degree and later wish to complete a bachelor's degree related to their technical field of study. In addition to the technical program coursework, a minimum of 20 credits in general education courses are required for this degree. Students will need to complete the majority of general education courses after transfer. Programs currently offering this degree are Biotechnology Lab Specialist, Dental Hygiene, Digital Film Production, VCT: Graphic Design and Production Art, VCT: Animation and Video for Multimedia, VCT: Marketing, and Nursing.

### **GENERAL EDUCATION CORE REQUIREMENTS**

**Communication Skills – 5 credits:** English &101.

**Quantitative Reasoning – 5 credits:** Mathematics &107, 111, &141, &142, &146, &148, &151, &152, &163, 207, 208, 211, &264, Philosophy &120.

**Science, Social Science or Humanities – 10 credits:** Associate in Arts (AA-DTA.) (of which 5 credits of Multicultural Understanding is required.)

## **ACADEMIC CERTIFICATES AND ENDORSEMENTS**

Our academic certificate programs allow busy adult learners to augment their existing skills for an increasingly dynamic and complex world. Endorsements allow students working towards a degree to enhance their degree by recognizing additional areas of study. These programs challenge you to explore subjects in depth and apply new concepts and skills in practical situations. The college is in the process of developing several more academic certificates and endorsements based on student interest and employer requests. For a description of our Multicultural Understanding Certificates or MBA Preparation Certificate please visit our web site at: <http://www.shoreline.edu/areas-of-study/degreescertificates.aspx>



## PROFESSIONAL-TECHNICAL DEGREES AND CERTIFICATES

Associate in Applied Arts and Sciences (AAAS) –  
90 or more credits

Certificate of Proficiency (CP) – 45-89 credits

Certificate of Completion (CC) – 20-44 credits

Short Term Certificate of Completion (CC) –  
19 credits or less

Professional-Technical programs lead to an Associate in Applied Arts and Sciences (AAAS) degree, Certificate of Proficiency (CP) or Certificate of Completion (CC). The programs are designed to prepare students to enter the workforce in specific occupational fields upon completion of the degree or certificate.

Details of the professional-technical programs offered at Shoreline Community College are in this section of the catalog. Some programs require a separate application for admissions, and several have prerequisite courses required before applications are considered; therefore, it is important that students work closely with program advisors when registering for courses in professional-technical programs.

Professional-Technical programs include specific vocational course work as well as general education courses and related instruction in the areas of communication, quantitative reasoning or computation, human relations and multicultural understanding. If a specific general education course is not required by a professional-technical program, students may choose classes from the list of general education core courses in the AA-DTA degree. In some cases, general education requirements are embedded within program-specific courses.

## ARTICULATION AGREEMENTS

Upon completion of an AAAS degree, students may want to continue their education by pursuing a bachelor's degree. Opportunities to transfer Professional-Technical programs to a baccalaureate degree program are expanding. Students should inquire about the availability of an Associate in Applied Science—Transfer (AAS—T) degree in their chosen fields. Check with your program advisor for further information.

Lists of advisory committee members for each of the professional-technical programs are available online and in the Office of the Dean of Workforce Education.





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**ACCOUNTING PROGRAM**

(206) 546-4665

**DESCRIPTION**

The Accounting Program prepares students for a variety of accounting occupations in the public and private sector. Typically, accounting clerks establish, develop and maintain the financial records of organizations and departments. Job duties may include recording debits and credits, preparing ledgers and balance sheets, verifying the accuracy of records, classifying payables and receivables, preparing bank deposits and posting transactions.

With the aid of improved and simplified software applications, many of these tasks are now performed and stored in computer files. Automation has expanded opportunities for managing financial information. In the accounting program, students use current software and develop skills in the creative process of organizing, analyzing and interpreting financial information.

**OUTCOMES**

Students who successfully complete this program (2.0 or better in each Accounting course) should be able to:

1. Apply basic principles, theories and procedures for recording and reporting financial data.
2. Apply practical accounting practices in a variety of business structures including corporations, partnerships and small businesses.
3. Prepare financial reports, which summarize or analyze relevant financial data.
4. Provide management support in the budgeting, planning and decision-making processes.
5. Apply knowledge of payroll laws and related practices.
6. Integrate accounting functions within a computerized business environment, select appropriate software and convert a manual accounting system to a computerized one.
7. Apply knowledge of individual income tax laws.  
(AAAS degree only)

**AAAS DEGREE**

Total Credits Required . . . . . 90–92

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificate of Proficiency***CERTIFICATE OF PROFICIENCY**

Total Credits Required . . . . . 55

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificates of Completion*

These programs are designed to prepare students for entry level accounting clerk positions.

**OUTCOMES**

Students who successfully complete this program will understand the basic account cycle for service and merchandising firms. Students will have basic business computer skills with specific knowledge of commercial accounting software.

**CERTIFICATES OF COMPLETION****Accounting Clerk**

Total Credits Required . . . . . 15

**Accounts Receivable/Payable Clerk**

Total Credits Required . . . . . 20

**Payroll Clerk**

Total Credits Required . . . . . 20

**Tax Preparer**

Total Credits Required . . . . . 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for complete planning guides for these options.



**AUTOMOTIVE FACTORY-SPONSORED TRAINING PROGRAM**

(206) 546-5851

**DESCRIPTION**

Each of these factory-sponsored programs is comprehensive in both the depth and breadth of knowledge required of graduates. Students should plan to complete an average of 20 credits per quarter, unless they take their General Education/Related Instruction courses prior to beginning the program.

**AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP) – General Motors**

The General Motors Automotive Service Educational Program (ASEP) is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring General Motors dealership.

**MOPAR COLLEGE AUTOMOTIVE PROGRAM (Mopar CAP)**

The Chrysler College Automotive Program is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Mopar CAP dealership.

**PROFESSIONAL AUTOMOTIVE CAREER TRAINING (PACT) – Honda**

The American Honda Professional Automotive Career Training Program (PACT) is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Honda or Acura dealership.

**TOYOTA TECHNICAL EDUCATION NETWORK PROGRAM (T-TEN) – Toyota**

The Toyota Technical Education Network Program (T-TEN) is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Toyota or Lexus dealership.

Following is the recommended course of study for the four programs described above. In the quarterly schedule of classes Sec. 01 will be General Motors ASEP classes, Sec. 02 will be Honda PACT classes, Sec. 03 will be Toyota T-TEN classes, and Sec. 04 will be Chrysler CAP classes.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures.
2. Identify, inspect, disassemble and assemble basic components of automotive power plants.
3. Apply knowledge of the function, construction, operation troubleshooting and servicing of disc, drum and ABS brake systems, steering, suspension and wheel alignment.
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection and emission systems.
5. Apply understanding of electrical principles, semi-conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems.
6. Apply knowledge of the function, construction, operation, troubleshooting and service of front-and rear-wheel drive manual and automatic transmissions and transaxles.
7. Test, service and repair heating and air-conditioning systems.

**AAAS DEGREE****General Motors Automotive Service Educational Program (ASEP)**

Total Credits Required . . . . .167-172

**Honda PACT Program**

Total Credits Required . . . . .167-172

**Mopar College Automotive Program (Mopar CAP)**

Total Credits Required . . . . .167-172

**Toyota T-TEN Program**

Total Credits Required . . . . .167-172

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for complete planning guides for these options.

**AUTOMOTIVE PROGRAMS (CONT.)**

(206) 546-5851

*Certificates of Proficiency*  
*Automotive General Service (GST)*  
*Technician – (I-BEST)*

**DESCRIPTION**

The General Service Technician (GST) program is a three-quarter job training program designed primarily for students interested in introductory automotive training. This program includes integrated basic education skills training (IBEST) and is team-taught by an automotive instructor and a basic education skills instructor. English as a Second Language students or students who desire further basic skills development are encouraged to apply. For the third quarter internship, students find jobs in dealerships, independent auto repair shops, or other automotive businesses. Students earn a certificate of proficiency upon graduation.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Perform common maintenance and inspection procedures for scheduled services on all automotive systems.
2. Identify and apply safe work practices on vehicles, tools and equipment, lifts and ventilation systems.
3. Handle and store hazardous waste in accordance with local and national laws.
4. Understand fundamental principles of automotive systems as defined by the eight ASE (Automotive Service Excellence) areas: Engine Repair; Automatic Transmission and Transaxle; Manual Drive Train and Axles; Suspension and Steering; Brakes; Electrical/Electronic Systems; Heating and Air conditioning; Engine Performance.
5. Utilize service information systems to obtain specification and proper service and maintenance procedures.
6. Apply work readiness (employability) behavior and skills for success in an entry-level automotive technician position.

**CERTIFICATE OF PROFICIENCY**

Total credits required . . . . . 45

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificates of Completion*  
*Automotive*

**DESCRIPTION**

Shoreline Community College offers four Automotive Specialist Certificates of Completion for students who are interested in entering the automotive service industry. The Automotive Program provides students with the fundamental skills to succeed in the workplace along with valuable hands-on experience. Students alternate quarters between classroom instruction and paid dealership training. As students progress through the curriculum, they learn about the major automobile components and systems, including brakes, suspension, emissions, transmissions, electrical systems, heating and air conditioning, power trains and engine management systems. Students develop skills in automotive diagnostics, tune-ups and repairs. Students will also develop an understanding of automotive service business principles as they apply to the service technician. In their internship placement, students work under the guidance of a master technician at a sponsoring dealership. These paid internships give students the opportunity to integrate their learning and further develop their skills in automotive service technology. Students will have to complete additional requirements in addition to completing all four automotive certificates in order to be awarded manufacturer-specific certification. These requirements are specific to the individual programs.

**AUTOMOTIVE PROGRAMS (CONT.)****57**

(206) 546-5851

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures.
2. Identify, inspect, disassemble and assemble basic components of automotive power plants.
3. Apply knowledge of the function, construction, operation, troubleshooting and servicing of disc, drum and ABS brake systems, steering, suspension and wheel alignment.
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection and emission systems.
5. Apply understanding of electrical principles, semi-conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems.
6. Apply knowledge of the function, construction, operation, troubleshooting and service of front- and rear-wheel drive, manual and automatic transmissions and transaxles.
7. Test, service and repair heating and air-conditioning systems.

**CERTIFICATES OF COMPLETION****Automotive – Brakes Specialist**

Total Credits Required . . . . . 38

**Automotive – Drive Train Specialist**

Total Credits Required . . . . . 38

**Automotive – Electrical Specialist**

Total Credits Required . . . . . 38

**Automotive – Engine Specialist**

Total Credits Required . . . . . 38

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for complete planning guides for these options.

**BIOTECHNOLOGY LAB SPECIALIST PROGRAM**

(206) 546-4786 or (206) 546-4543

**DESCRIPTION**

Biotechnology is an exciting and rapidly expanding field. Biologists and other scientists working in research and development use biotechnology techniques for the production of genetically engineered drugs, gene therapy, microbiology, virology, forensic science, agriculture and environmental science. The Biotechnology Laboratory Specialist Program prepares students for work in laboratories involved in any aspect of these processes.

The curriculum provides a foundation in a variety of math and science disciplines including algebra, statistics, chemistry, biology, microbiology and computer science. Students gain a working knowledge of molecular biology, recombinant DNA, immunology, protein purification and tissue culture – both through classroom lectures and “hands-on” laboratory learning experiences. Biotechnology laboratories are found in educational institutions, public health facilities and private corporations.

This program is Associate of Applied Science-Technology (AAS-T) degree eligible. The AAS-T degree indicator, which will appear on your transcript, will enable students to transfer this degree directly to some four-year institutions. Please check with your program advisor for more specific information.

**OUTCOMES**

Students who successfully complete this program (with a GPA of 2.0 or better for the entire certificate) should be able to:

1. Assist research scientists in the laboratory;
2. Perform technical procedures such as cell counting, solution and media preparation, DNA extraction and characterization, electrophoresis, cloning, polymerase chain reaction, ELISA and other immunology techniques, maintenance of cell lines transfection, fermentation, protein isolation and purification using various chromatographic techniques;
3. Conduct research experiments following operating and safety protocols and apply knowledge of theory and techniques to troubleshoot appropriately;
4. Analyze and display data using computer technology including the Internet and software designed for maintaining a database, preparing spreadsheets, conducting statistical analysis, bioinformatics and graphical display; and
5. Manage laboratory activities including record keeping, ordering supplies and preparing reports.

**AAAS DEGREE**

Total Credits Required . . . . . 92.5–93.5

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificate of Completion**Biotechnology Lab Specialist***DESCRIPTION**

This Certificate is for students who have a Bachelor's Degree or higher or substantial science background. At a minimum, students will take the Biotechnology classes offered in the second year of the Associate's Degree Program. These are: Media and Solution Prep, Molecular Biology, Recombinant DNA Technology, Immunology, Bioinformatics and Biotechnology Techniques (protein chemistry, isolation and purification). If students need updating in Math, Chemistry or Biology before starting the Certificate Program, Program advisors will recommend specific classes. Advisors may also recommend Chemistry Technology, statistics or Excel.

**OUTCOMES**

Provides students who already have degrees or substantial science background broad-based hands-on laboratory experience with associated academics to allow them to work as laboratory technicians and research assistants.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 37-38

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**BUSINESS ADMINISTRATION PROGRAM****59**

(206) 546-4665

**DESCRIPTION**

The Business Administration Program offers concentrations in:

- Business
- Entrepreneurship
- General Business
- Retail Management
- Fashion Merchandising
- Marketing
- Sports and Event Marketing

This vocational degree program provides the student with a balanced background in business plus the opportunity for career specialization. The student completes the core requirements and can choose a specific area of concentration in one of the five areas listed.

*AAAS Degree**Business Option*

**Note: This program is also available completely online.**

Business covers a broad spectrum of knowledge and skills to be effective in a variety of business environments. The Business program provides essential learning of basic business principles to include managerial leadership, marketing and sales, effective supervision, international business, international business and legal issues related to business. The program integrates and builds critical thinking and problem solving skills to help students be effective and successful in multiple business environments. The program offers all online classes geared toward developing skills in business, but many of them are also transfer courses, should students decide to go this route.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand general business principles related to products and services, accounting and finance, marketing and sales, business operations, legal issues and business decision-making.
2. Apply business mathematics to analyze data and solve business problems.
3. Apply theories of motivation, organizational behavior and effective management skills to create a healthy, productive work environment.
4. Effectively communicate – both verbally and in writing – in a variety of business and multicultural settings.

**AAAS DEGREE**

**Total Credits Required . . . . .93**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.



**BUSINESS ADMINISTRATION (CONT.)**

(206) 546-4665

*Entrepreneurship Option*

This program is designed to prepare students for careers in business management or to upgrade the skills of professionals already working in management positions. The Management Program provides an overview of business management theory, standard operating procedures, financial planning and business development techniques along with strategies for effective supervision. Students refine skills in oral and written communication. Through the core curriculum, students demonstrate fundamental business skills in accounting, economics, communication, marketing, purchasing, computer technology, supervision, and legal issues. Graduates will be prepared for positions as middle managers.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand the nature of operations, personnel, finances, regulations, marketing and decision-making.
2. Apply business mathematics in order to analyze data and solve business problems.
3. Apply theories of motivation, occupational behavior and management in order to create a healthy, productive organizational climate.
4. Effectively communicate verbally and in writing within the business environment.
5. Understand the principles of managing business products, information and finance.
6. Apply principles of business planning and development.
7. Demonstrate effective leadership and supervision skills.
8. Effectively manage and supervise their own work and career development.

**AAAS DEGREE**

Total Credits Required . . . . .93

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Fashion Merchandising Option*

Students will develop basic business skills, with a focus in Fashion Merchandising. The curriculum will focus on economics, accounting, computers, marketing, management, and general education outcomes. Students also take focused Fashion Merchandising classes to hone their skills in the area of display and effective visual merchandising, retail buying, retail management, and merchandising planning. This professional/technical degree is available to day students on a full or part-time basis. Graduates with general business administration skills and fashion merchandising skills may be able to obtain jobs in the retail sector of business. Graduates may also be able to apply their knowledge in a general business setting.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand the nature of operations, accounting, regulations, marketing, human relations and decision-making.
2. Understand textiles and costume history.
3. Identify trends and the development process.
4. Demonstrate understanding of the fashion design and development process.
5. Effectively display merchandise.
6. Develop 6 month buying plans.
7. Understand the trend development process.

**AAAS DEGREE**

Total Credits Required . . . . .93

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**BUSINESS ADMINISTRATION (CONT.)****61**

(206) 546-4665

*General Business Administration Option*

This Business Administration degree increases career alternatives in respect to employment and is designed to meet the needs of employed students who wish retraining and upgrading of skills and those students who prefer to plan their courses of study to meet specific employment objectives.

This degree program is available to day and evening students either full-time or part-time.

*NOTE: This degree does not transfer to four-year academic institutions. See "Degree Programs: Academic Transfer" section for information on business administration transfer degree.*

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand the nature of operations, accounting, regulations, marketing and decision-making.
2. Apply business mathematics in order to analyze data and solve business problems.
3. Apply theories of motivation, occupational behavior and management in order to create a healthy, productive organizational climate.
4. Effectively communicate verbally and in writing in various business settings.
5. Understand management principles related to finance, personnel, products, services and information.
6. Apply general business skills to a variety of business environments.

**AAAS DEGREE**

**Total Credits Required . . . . .93**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Marketing Option*

Marketing encompasses a broad spectrum of business activities which relate to consumer demand, product awareness and customer satisfaction. Marketing specialists study trends which influence consumer needs and buying habits. They help to determine the level of demand of particular products and services, identify and attract potential consumers, develop pricing strategies, oversee product development and promote products and services. They also enhance the public image of businesses through advertising, promotional events and public information.

The Marketing program provides an overview of basic marketing components including the principles of retailing, professional selling, advertising, public speaking, transportation and international marketing. Students completing this degree have the opportunity to transfer to Central Washington University to earn a bachelor's degree in Retail Management.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Demonstrate professional sales skills, effectively interview clients and accurately gauge consumer needs.
2. Apply principles of sales management including the development and analysis of sales programs, budgets and expense reports.
3. Apply advertising principles including strategies for planning, producing and selecting the appropriate media.
4. Understand principles of product development, pricing, distribution strategies, promotion strategies and market research.
5. Apply principles of retailing such as business location, merchandising, inventory control, store management and vendor relationships.
6. Communicate effectively with consumers, business managers and vendors.
7. Understand business management as it relates to daily operations, personnel issues, finance, profit-loss analysis and decision-making.

**AAAS DEGREE**

**Total Credits Required . . . . .93**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**BUSINESS ADMINISTRATION (CONT.)**

(206) 546-4665

*Retail Management Option*

Retail marketing is any business activity that directs its efforts toward the selling of goods or services to consumers. The Retail Management program builds on the general business curriculum and prepares students for a leadership role in the dynamic retail industry.

Depending upon the size of the retail company, retail managers are responsible for one or more parts of a retail operation including buying, marketing, merchandising, operations, inventory control, personnel or finance. Leadership training is provided through DEC. Delta Epsilon Chi members prepare for careers in marketing, merchandising or management. Students completing this degree may have the opportunity to transfer to Central Washington University to earn a Bachelor's Degree in Retail Management.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Apply principles of retail buying such as planning, merchandise selection and control, and building positive vendor relationships.
2. Apply principles of advertising including strategies for planning, producing and selecting appropriate media.
3. Communicate effectively with consumers, staff and vendors.
4. Demonstrate good salesmanship, effectively interview clients, accurately gauge consumer needs and build customer goodwill.
5. Apply principles of sales management including the development and analysis of sales programs, budget and expense reports.
6. Understand the nature of business operations, personnel, finances, regulations, marketing and decision-making.
7. Apply business mathematics to analyze data and solve business problems.

**AAAS DEGREE**

Total Credits Required . . . . .93

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Sports and Event Marketing Option*

Students will prepare to market sporting events and entertainment venues, as well as market local and regional entertainment events. Coursework will enable graduates to apply business and marketing techniques to sports and events. The program provides the opportunity to participate in an off-campus internship under the direction of an industry professional. This experience will further develop the student's marketing skills and prepares them to launch their careers. The internship develops the ability to identify, document and successfully communicate personal and professional vision and strategies for a successful career in sports and event marketing.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Demonstrate professional sales skills, effectively interview clients and accurately identify consumer needs.
2. Apply advertising techniques including strategies for planning, selecting and scheduling appropriate media.
3. Apply effective management and communication principles, such as internal communication techniques, coordinating event logistics, and fulfillment of administrative duties.
4. Implement effective public relations strategies.
5. Maximize event sales revenue through securing sponsorships and generating ticket sales.

**AAAS DEGREE**

Total Credits Required . . . . .93

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**BUSINESS ADMINISTRATION (CONT.)****63**

(206) 546-4665

*Certificates of Proficiency**Entrepreneurship*

Students acquire an overview of basic marketing components including the principles of retailing, professional selling, advertising, public speaking, transportation, and international marketing.

**OUTCOMES**

Students acquire an overview of small business such as planning, merchandise selection and control, and building positive vendor relationships. They learn to apply principles of advertising strategies and how to develop and analyze sales programs.

**CERTIFICATE OF PROFICIENCY**

Total credits required . . . . . 45

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Fashion Merchandising*

Students will develop basic business skills, with a focus in Fashion Merchandising. The curriculum will focus on economics, accounting, computers, marketing, management, and general education outcomes. Students also take focused Fashion Merchandising classes to hone their skills in the area of display and effective visual merchandising, retail buying, retail management, and merchandising planning. This professional/technical certificate is available to day students on a full or part-time basis.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand the nature of operations, accounting, regulations, marketing, human relations and decision-making.
2. Understand textiles and costume history.
3. Identify trends and the development process
4. Demonstrate understanding of the fashion design and development process.
5. Effectively display merchandise.
6. Develop 6 month buying plans.
7. Understand the trend development process.

**CERTIFICATE OF PROFICIENCY**

Total credits required . . . . . 45

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*General Business*

The General Business Administration program provides a balanced background in business concepts, office technology and management skills. Students are prepared to be effective in the business environment through the study of business communication, human relations and managerial leadership. The curriculum gives students an overview of the principles of finance, salesmanship, marketing, advertising, business management and related legal issues. The program builds critical thinking and problem solving skills. Students also learn the fundamentals of purchasing, retailing, product development and sales analysis. Students can choose either a specific area of concentration in marketing, entrepreneurship, retail management, or international business. This professional/technical certificate is available to day and students on a full- or part-time basis.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand the nature of operations, accounting, regulations, marketing and decision-making.
2. Apply business mathematics in order to analyze data and solve business problems.
3. Apply theories of motivation, occupational behavior and management in order to create a healthy, productive organizational climate.
4. Effectively communicate verbally and in writing in various business settings.
5. Understand management principles related to finance, personnel, products, services and information.
6. Apply general business skills to a variety of business environments.

**CERTIFICATE OF PROFICIENCY**

Total credits required . . . . . 45

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**BUSINESS ADMINISTRATION (CONT.)**

(206) 546-4665

*Marketing*

Marketing encompasses a broad spectrum of business activities which relate to consumer demand, product awareness and customer satisfaction. Marketing specialists study trends which influence consumer needs and buying habits. They help to determine the level of demand of particular products and services, identify and attract potential consumers, develop pricing strategies, oversee product development and promote products and services. They also enhance the public image of businesses through advertising, promotional events and public information. The Marketing program provides an overview of basic marketing components including the principles of retailing, professional selling, advertising, public speaking, transportation and international marketing. This professional/technical certificate is available to day students on a full or part-time basis.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Demonstrate professional sales skills, effectively interview clients and accurately gauge consumer needs.
2. Apply principles of sales management including the development and analysis of sales programs, budgets and expense reports.
3. Apply advertising principles including strategies for planning, producing and selecting the appropriate media.
4. Understand principles of product development, pricing, distribution strategies, promotion strategies and market research.
5. Apply principles of retailing such as business location, merchandising, inventory control, store management and vendor relationships.
6. Communicate effectively with consumers, business managers and vendors.
7. Understand business management as it relates to daily operations, personnel issues, finance, profit-loss analysis and decision-making.

**CERTIFICATE OF PROFICIENCY**

Total credits required ..... 45

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Retail Management*

Retail Marketing is any business activity that directs its efforts toward the selling of goods or services to consumers. The Retail Management program builds on the general business curriculum and prepares students for a leadership role in the dynamic retail industry. Depending upon the size of the retail company, retail managers are responsible for one or more parts of a retail operation including buying, marketing, merchandising, operations, inventory control, personnel or finance. This professional/technical certificate is available to students on a full or part-time basis.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Apply principles of retail buying such as planning, merchandise selection and control, and building positive vendor relationships.
2. Apply principles of advertising including strategies for planning, producing and selecting appropriate media.
3. Communicate effectively with consumers, staff and vendors.
4. Demonstrate good salesmanship, effectively interview clients, accurately gauge consumer needs and build customer goodwill.
5. Apply principles of sales management including the development and analysis of sales programs, budget and expense reports.
6. Understand the nature of business operations, personnel, finances, regulations, marketing and decision-making.
7. Apply business mathematics to analyze data and solve business problems.

**CERTIFICATE OF PROFICIENCY**

Total credits required ..... 45

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificate of Proficiency**Retail Management (WAFC)**Western Association of Food Chains*

The Retail Management (WAFC Endorsement) certificate provides a state-wide credential for those working in the retail food chain industry and other related retail jobs. This program is offered with a combination of classes online and on-campus as a convenient way to upgrade skills that could lead to better jobs in this field. The program is endorsed by



**BUSINESS ADMINISTRATION (CONT.)****65**

(206) 546-4665

the Western Association of Food Chains and focuses on necessary management skills of communication, math and skills specific to the retail industry. Online courses mean that the student can take courses while employed and also if relocated within the state. While endorsed by WAFC, skills are applicable to the entire retail management field. This Retail Management certificate could be the initial step, leading to an Associate degree and eventually a transfer degree for a bachelors program at a four-year university.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand business operations, such as: marketing, financial reporting and human resource management
2. Apply principles of retail merchandising to plan and control merchandise assortments.
3. Apply marketing principles to plan, select and produce effective promotion.
4. Demonstrate professional selling skills – effectively interview clients and gauge consumer needs.
5. Apply business mathematics to analyze data and solve business problems.
6. Communicate effectively – verbally and in writing; build positive consumer, vendor and public relations.

**CERTIFICATE OF PROFICIENCY**

Total credits required ..... 50

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificate of Proficiency**Sports & Event Marketing*

Students will prepare to market sporting events and entertainment venues, as well as market local and regional entertainment events. Coursework will enable graduates to apply business and marketing techniques to sports and events. The program provides the opportunity to participate in an off-campus internship under the direction of an industry professional. This experience will further develop the student's marketing skills and prepares them to launch their careers. The internship develops the ability to identify, document and successfully communicate personal and professional vision and strategies for a successful career in sports and event marketing.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Demonstrate professional sales skills, effectively interview clients and accurately identify consumer needs.
2. Apply advertising techniques including strategies for planning, selecting and scheduling appropriate media.
3. Apply effective management and communication principles, such as internal communication techniques, coordinating event logistics, and fulfillment of administrative duties.
4. Implement effective public relations strategies.
5. Maximize event sales revenue through securing sponsorships and generating ticket sales.

**CERTIFICATE OF PROFICIENCY**

Total credits required ..... 45

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificates of Completion**General Business Administration*

Students acquire an overview of business principles, marketing, supervision, law, professional communications and accounting.

**OUTCOMES**

This short-term certificate is offered to those who want to learn the basics of business administration: marketing, supervision, finance, business law, and professional communications. Students may apply all requirements toward completion of an Associate Degree in General Business Administration.

**CERTIFICATE OF COMPLETION**

Total credits required ..... 30

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Entrepreneurship*

Students are provided a broad technical and practical base to evaluate entrepreneurial strategies and options. Skills in managing information, costs, legal requirements, marketing, accounting, sales, and advertising of a small business are the core of this certificate program. They will learn how to write a business plan.

**OUTCOMES**

This short-term certificate is offered to those who are interested in applying their vision and creativity as entrepreneurs. They will acquire basic business skills in mar-

**BUSINESS ADMINISTRATION (CONT.)**

(206) 546-4665

keting, accounting, technology, and communications in addition to learning the fundamentals of writing a business plan and ways to identify new opportunities and take advantage of them.

**CERTIFICATE OF COMPLETION**

Total credits required ..... 30

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Fashion Merchandising*

Students will develop basic Fashion Merchandising skills. Students take focused Fashion Merchandising classes to hone their skills in the area of retail buying, retail management, and merchandising planning. This short-term certificate is available to day students on a full- or part-time basis. Students should be able to complete the program in two consecutive quarters (2 courses per quarter) or one full year (taking one class per quarter).

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand the nature of retail operations.
2. Understand textiles and fashion history.
3. Identify trends and the development process
4. Demonstrate understanding of the fashion design and development process.
5. Develop 6 month buying plans.

**CERTIFICATE OF COMPLETION**

Total credits required ..... 30

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*International Trade*

Students acquire an overview of international trade theory, interrelationships among world cultures, legal systems, and natural and economic environments. Students learn basic principles of exporting and importing. The program prepares graduates for a variety of careers in international trade and business.

**OUTCOMES**

This short-term certificate is offered to those who would like to update their knowledge of international trade and business and understand the principles of business finance and management on a global scale.

**CERTIFICATE OF COMPLETION**

Total credits required ..... 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Marketing*

Students acquire an overview of basic marketing components including the principles of retailing, professional selling, advertising, public speaking, transportation, and international marketing.

**OUTCOMES**

This short-term certificate is offered to those who want to update their knowledge of product development, pricing, promotion and distribution strategies, and market research. Students learn to apply advertising principles for planning, producing, and selecting the appropriate media.

**CERTIFICATE OF COMPLETION**

Total credits required ..... 30

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Project Management*

Project management is the planning, organizing, motivating, and controlling resources to achieve specific goals. A project has a defined beginning and end. Projects are usually time-constrained, and often constrained by funding or deliverables. The temporary nature of projects stands in contrast with business as usual (or operations) which are repetitive, permanent activities designed to produce products or services. In practice, the management of these two systems is often quite different, and as such requires the development of distinct technical skills and management strategies.

**OUTCOMES**

Students who successfully complete this program should be able to:

1. Understand the role of Business in society and the importance of Project Management.
2. Facilitate the primary constraints of scope, time, quality and budget.
3. Optimize the allocation of necessary inputs and integrate them to meet pre-defined objectives.
4. Develop Project Management assessments and reports for project progress.

**BUSINESS ADMINISTRATION (CONT.)****67**

(206) 546-4665

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Retail Management*

Students acquire an overview of retail buying and management. Customer service skills and the principles of marketing, advertising, and supervision are also emphasized in this program.

**OUTCOMES**

Students acquire an overview of retail buying such as planning, merchandise selection and control, and building positive vendor relationships. They learn to apply principles of advertising strategies and how to develop and analyze sales programs.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 30

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Sports & Event Marketing*

Students will prepare to market sporting events and entertainment venues, as well as market local and regional entertainment events. Coursework will enable graduates to apply business and marketing techniques to sports and events.

**OUTCOMES**

Students who successfully complete (a GPA of 2.0 or better for the entire certificate) this short-term certificate program should be able to:

1. Demonstrate professional sales skills.
2. Apply advertising techniques including strategies for scheduling appropriate media.
3. Apply effective management techniques such as coordinating event logistics.
4. Implement effective public relations strategies.
5. Maximize event sales revenue through securing sponsorships and generating ticket sales.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 30

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Sustainable Business Leadership*

Students will develop skills to implement sustainable business practices within their own companies.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Explain the importance of sustainability in business.
2. Discuss types of sustainability initiatives.
3. Understand the role of business in society.
4. Describe various marketing practices surrounding sustainability.
5. Develop sustainability assessments.
6. Report sustainability progress.
7. Use diagrams to create sustainability systems.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**BUSINESS TECHNOLOGY PROGRAM**

(206) 546-4665

**DESCRIPTION**

The Business Technology program helps prepare individuals for jobs in today's computerized business environments. Students complete hands-on computer training in current word processing, spreadsheet, database, and presentation software. Students study human relations, mathematics, and communications, all essential for success in the workplace. Graduates of the program may find employment in a variety of office and administrative support positions. Students in the program develop skills essential in an office environment.

Students may complete both an AAAS Degree and Certificate of Proficiency. Those completing a degree program may choose electives from Accounting, Business Technology, Computer Information Systems, Visual Communications Technology, and/or other areas with Business Technology advisor approval.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each BusTech course completed, plus an overall GPA of 2.0 or better) should have:

1. A knowledge of current business practice and office technologies.
2. An ability to prioritize, organize, and plan office work.
3. An ability to use current computer software packages proficiently.
4. The communication and interpersonal skills necessary to work effectively with others.
5. An ability to manage information effectively.

**AAAS DEGREE**

Total Credits Required . . . . . 90

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificate of Proficiency***DESCRIPTION**

The Business Technology Certificate of Proficiency program helps prepare individuals for success in today's computerized business environments. Students complete hands-on computer training in current word processing, spreadsheet and presentation software. Students study human relations, mathematics, and communications – all in demand in today's business environments. Graduates of the program may find employment in a variety of office support positions.

The Business Technology Certificate of Proficiency credits may be applied to the Business Technology AAAS Degree. See an advisor in this program for details.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each BusTech course completed, plus an overall GPA of 2.0 or better) should have:

1. A knowledge of current business practice and office technologies.
2. An ability to prioritize, organize, and plan office work.
3. An ability to use current computer software packages proficiently.
4. The communication and interpersonal skills necessary to work effectively with others.
5. An ability to manage information effectively.

**CERTIFICATE OF PROFICIENCY**

Total credits required . . . . . 47-50

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**BUSINESS TECHNOLOGY PROGRAM (CONT.)****69**

(206) 546-4665

*Certificates of Completion**Office Technology*

Business technology and customer relations are essential skills for the smooth and efficient operation of any business. Students develop basic business skills, including: keyboarding, filing procedures, human relations, and essential computer software applications. This program uses the integrated basic education and skills training (I-BEST) approach, and is team-taught by a business technology instructor and a basic education/English as a second language instructor. English language learners and students who desire further basic skills development are encouraged to apply. A third quarter internship provides work experience. Students may continue to earn a degree in Business Technology or one of several Accounting Certificates.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each course completed) should be able to:

1. Plan, organize and prioritize work in a typical business environment.
2. Apply standard business office practices and procedures.
3. Employ technology tools such as Word and Excel to achieve satisfactory standards for entry level work.
4. Demonstrate proficiency in basic payroll practices.
5. Communicate effectively in an office setting.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 34

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Business Software Applications*

This program is designed to train students for entry-level jobs in a business environment using the most common Microsoft business applications.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each BusTech course completed, plus an overall GPA of 2.0 or better) are ready to work in entry-level office settings.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 19

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Customer Service Specialist/Receptionist*

People in this career pathway aid communication to both internal and external customers and facilitate the flow of business within and between organizations. They keep records, file, greet customers and support supervisors and/or managers. This career path leads to both the Business Technology Certificate of Proficiency and AAAS Degree.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each course completed) should have:

1. A working knowledge of word processing
2. A working knowledge of spreadsheets
3. An ability to communicate in a positive way to internal and external customers
4. An ability to organize office documents

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 19

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Microsoft Software Applications*

This program is designed to train students for entry-level jobs in a business environment using the most common Microsoft business applications.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each course completed) are ready to work in entry-level office settings.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 19

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.



**BUSINESS TECHNOLOGY PROGRAM (CONT.)**

(206) 546-4665

*Office Assistant/Receptionist*

People in this career pathway aid communication to both internal and external customers and aid the flow of business within and between organizations. They keep records, file, greet customers and support supervisors and/or managers.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each course completed) should have:

1. A working knowledge of word processing
2. A working knowledge of spreadsheets
3. An ability to communicate in a positive way to internal and external customers
4. An ability to organize office documents

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 17

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Office Clerk*

People in this career pathway keep records, file, provide data entry, and support supervisors and/or managers. This career pathway leads to both the Business Technology Certificate of Proficiency and to the Business Technology AAAS Degree.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each course completed) should have:

1. A working knowledge of word processing
2. A working knowledge of spreadsheets
3. An ability to communicate in a positive way to internal and external customers

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 16

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Word Processing*

This program is designed to train students for entry-level jobs in a business environment using the most common Microsoft business applications.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each course completed) are ready to work in entry-level office settings.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 19

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**CAST - CHILD ADVOCACY STUDIES (ONLINE)****71**

(206) 546-4781

*Certificate of Completion (CC)***DESCRIPTION**

CAST is a certificate program designed for students working with or planning to work with children. It focuses on child protection and safety issues including criteria, identification, reporting, and advocacy for child victims and survivors of child abuse.

The CAST certificate should give students essential information for working with children and enhanced skills for job competition. The program includes studies regarding interdisciplinary, ethical, realistic, and culturally-sensitive issues that provide a focus on child protection and safety. The program should provide students with the ability to identify possible child abuse and neglect, and enable them to know how, when, where, and to whom to report the circumstances.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:

1. Identify the historical trends in child maltreatment and advocacy, including practices related to multicultural and social justice issues.

2. Define the criteria for alleged maltreatment and describe the initial responses to child maltreatment by professionals.
3. Explain the civil and criminal laws involved in child maltreatment and how they impact the effort to protect children.
4. Identify the differences in system responses between civil and criminal proceedings and identify applicable laws, case work process and potential complications.
5. Demonstrate how to work effectively with individuals from different relevant professions and from a multi-cultural perspective.
6. Describe the investigative process and the roles of other involved professionals and identify the needed support systems for the child and family considering the context of family and child culture.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**CLEAN ENERGY TECHNOLOGY & ENTREPRENEURSHIP**

(206) 546-4534

**DESCRIPTION**

The Clean Energy Technology & Entrepreneurship Associate in Applied Arts and Sciences degree is designed to provide students with the theoretical and practical knowledge and skills necessary for a career in sustainable design, construction, maintenance and management. Upon completion of the degree, students are prepared for the Silicon Energy Manufacturing Solar Installation Certification and the National PV Installer Certification through the North American Board of Certified Energy Practitioners NABCEP. Shoreline works with professional affiliates, advisory committees and accreditation guidelines to ensure students receive the knowledge and skills currently in demand for employment.

### *Clean Energy Technology & Entrepreneurship*

The Clean Energy Technology & Entrepreneurship program provides students with a background in alternative energy and an understanding of practices in high performance and zero energy building practices including alternative energy systems, green building techniques, and designing and installing residential and commercial electric, metering and control systems. Emphasis is on residential and commercial buildings with specialties in passive solar and sustainable (green) building Design and photovoltaic (solar electric) system. A strong- hands-on component is obtained through the use of Washington State University's

Zero Energy House, which is permanently located on the main campus of Shoreline Community College.

**OUTCOMES**

Students who successfully complete this program (a GPA average of 2.0 or better for the entire certificate) should be able to:

1. Understand the basics of design for residential and commercial photovoltaic, electrical, and thermal systems.
2. Understand the applied code, and associated electrical equipment and performance parameters and attributes required for the design, installation and maintenance issues of photovoltaic energy systems.
3. Perform site audits including energy efficiency, load analysis, definition of the solar window, system siting and sizing.
4. Evaluate residential and small commercial building energy use patterns to recommend cost-saving designs.
5. Understand the nature of business operations, business finance, legal issues, and decision-making.
6. Understand the principles of managing business products, marketing, and sales.

**AAAS DEGREE**

**Total Credits Required . . . . . 90**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**CLEAN ENERGY TECHNOLOGY & ENTREPRENEURSHIP (CONT.)****73**

(206) 546-4534

*Clean Energy Technology & Entrepreneurship Certificate of Proficiency***DESCRIPTION**

The Clean Energy Technology & Entrepreneurship Certificate of Proficiency is designed to provide students with the theoretical and practical knowledge and skills necessary for a career in sustainable design, construction, maintenance and management. Upon completion of the degree, students are prepared for the Silicon Energy Manufacturing Solar Installation Certification and the National PV Installer Certification through the North American Board of Certified Energy Practitioners NABCEP. Shoreline works with professional affiliates, advisory committees and accreditation guidelines to ensure students receive the knowledge and skills currently in demand for employment.

*Clean Energy Technology & Entrepreneurship*

The Clean Energy Technology & Entrepreneurship program provides students with a background in alternative energy and an understanding of practices in high performance and zero energy building practices including alternative energy systems, green building techniques, and designing residential and commercial electric, metering and control systems. Emphasis is on resi-

dential and commercial buildings with specialties in passive solar and sustainable (green) building design and photovoltaic (solar electric) systems. A strong-hands-on component is obtained through the use of Washington State University's Zero Energy House, which is permanently located on the main campus of Shoreline Community College.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Understand the basics of design for residential and commercial photovoltaic systems, thermal systems, hydro systems, wind systems, and solar domestic water systems.
2. Understand the applied code associated with electrical equipment and performance parameters and the attributes required for the design, installation, and maintenance issues of photovoltaic energy systems.
3. Perform site audits including energy efficiency, load analysis, definition of the solar window system siting and sizing.
4. Evaluate residential and small commercial building energy use pattern to recommend cost-savings designs.

**CERTIFICATE OF PROFICIENCY**

**Total Credits Required. . . . . 45**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**CRIMINAL JUSTICE PROGRAM**

(206) 546-4549

**DESCRIPTION**

Offers students an overview of the forces that have shaped and influenced the field of criminal justice; explores ethical and social issues and promotes self-awareness; introduces strategies for understanding, preventing and investigating criminal activities; teaches practical criminal justice procedures and prepares students for careers in law enforcement, corrections, private security, and other areas. Students planning to pursue a bachelor's degree should follow the Criminal Justice Option A transfer degree.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Evaluate federal and state constitutions and their respective criminal codes.
2. Apply basic theories of police operations and management.
3. Communicate effectively within the criminal justice system.
4. Effectively communicate with the public and respond to various problems many of which may not be criminal in nature.
5. Fairly enforce the laws which regulate public conduct.
6. Properly identify, collect and preserve evidence.
7. Conduct preliminary traffic and criminal investigations, report findings and testify effectively in court.
8. Promote security through appropriate application of standard patrol practices and police interventions.
9. Understand and apply concepts of community-oriented policing.

**AAAS DEGREE**

Total Credits Required . . . . . 90

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**DENTAL HYGIENE PROGRAM****75**

(206) 546-4711

**DESCRIPTION**

Dental Hygiene is a health profession with its primary responsibility being preventive in nature. Licensure qualifies the dental hygienist to provide oral health services to patients in a variety of settings including private dental offices (general or specialty practices), public health facilities, state institutions, hospitals, common schools, nursing homes, group homes for the elderly or the disabled, and the military. In addition, dental hygienists may be employed as dental clinic managers, dental health educators and supervisors for public health agencies.

The Dental Hygiene Program is a two-year, seven-quarter curriculum which focuses on the development of strong clinical skills and proficiency as a dental health educator. Students completing this program are eligible to write the National Board Examination given by the Joint Commission on National Dental Examinations. Students are also prepared to take the clinical examination required by each of the licensing jurisdictions in the United States in order to become registered dental hygienists (RDH). Upon completion of the program, the student will receive an Associate of Applied Arts and Sciences Degree. The program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the U.S. Dept. of Education.

This program is Associate of Applied Science-Technology (AAS-T) degree eligible. The AAS-T degree indicator, which will appear on your transcript, will enable students to transfer this degree directly to some four-year institutions. Please check with your program advisor for more specific information.

**PREREQUISITE COURSE WORK**

Upon entry into the program, the student begins intense study of advanced sciences. Background in general education/related instruction and the basic sciences is essential to prepare the student to succeed in the dental hygiene curriculum.

Therefore, applicants are required to complete designated pre-dental hygiene course requirements no later than the end of Summer Quarter the year of application. Information on these courses is provided on our website [www.shoreline.edu/dental](http://www.shoreline.edu/dental) for the year they are applying.

**GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION****Quantitative Reasoning**

See list of approved courses ..... 5

**Multicultural Understanding**

See list of approved courses ..... 3-5

**Human Relations**

BUS 105 Essentials of Human Relations (2) or—

BUS 104 Human Relations (5) ..... 2-5

**PROGRAM PREREQUISITES**

ENG &101	English Composition .....	5
BIOL &211	Majors Cellular Biology .....	5
CHEM &121	Intro to Chemistry .....	5
CHEM &131	Intro to Organic/Biochemistry .....	5
BIOL &231	Human Anatomy .....	5
BIOL &232	Human Physiology .....	5
BIOL &241	Human Anatomy & Physiology I .....	5
BIOL &242	Human Anatomy and Physiology II .....	5
BIOL &260	Microbiology .....	5
NUTR &101	Nutrition .....	5
CMST &101	Intro to Communication <u>or</u> —	
CMST &220	Public Speaking .....	5
PSYC &100	General Psychology .....	5

**APPLICATION TO PROGRAM**

The Dental Hygiene Program receives more applications each year than there are available student spaces. It is therefore necessary to employ strict admissions requirements and selection procedures so that those applicants who are deemed best qualified to succeed in the Dental Hygiene Program and the dental hygiene profession may be selected.

It is important for every applicant (new or re-applying) to obtain updated information from our website during the Fall Quarter prior to beginning the application process. Since class selection procedures are subject to change, this will ensure that the applicant receives accurate information about required procedures, documents and deadlines. It is the applicant's responsibility to seek current admissions information and to see that his or her file is complete and up-to-date. Advanced planning and early submission of materials are strongly encouraged.



**DENTAL HYGIENE PROGRAM (CONT.)**

(206) 546-4711

**REQUIREMENTS AFTER ACCEPTANCE INTO THE PROGRAM**

1. Complete physical examination, including eye examination
2. Tuberculin skin test
3. Record of current immunizations (tetanus, diphtheria, rubella, polio, measles, hepatitis B and mumps)
4. First Aid card, current

Students selected for the program will be required to purchase approved personal protective equipment, a “student issue” of supplies and instruments, and malpractice insurance. Students seeking further information about program costs should contact the Dental Hygiene Program at (206) 546-4711. Financial aid may be available through the college. Contact the Financial Aid Office at (206) 546-4762 for information. Dental Hygiene web advisor: dentalhygiene@shoreline.edu.

**OUTCOMES**

Students who successfully complete this program should be able to:

1. Examine patients using appropriate screening procedures.
2. Expose and develop radiographs.
3. Remove calculus and plaque (hard and soft deposits) from teeth.
4. Teach patients how to maintain healthy teeth and gums through proper oral hygiene.
5. Counsel patients concerning the role of good nutrition in oral health maintenance.
6. Apply cavity preventive agents such as fluoride and sealants.
7. Make impressions of patients’ teeth for study models used in the evaluation of treatment options.
8. Place and finish dental restorations (fillings.)
9. Administer local anesthetic injections and nitrous oxide sedation.

**AAAS DEGREE & AAS-T**

Total Credits Required . . . . . 116

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**EDUCATION**

(206) 546-4787

**77****DESCRIPTION**

Choose a course of study to become a teacher or classroom assistant in early childhood and elementary school settings, including work with special needs children. Gain practical skills through observation, participation, and experiences with young children. Degree and certificate programs are available for students entering college for the first time or seeking a second career.

Students can work on a series of “stackable” certificates that lead to an AAAS Degree, and that meet statewide licensing and Early Achievers requirements:

- Initial Certificate - 12 credits
- Early Childhood Education General Certificate – 20 credits
- Infant/Toddler Care Certificate – 20 credits
- Early Childhood State Certificate – 47 credits
- AAAS Early Childhood Educator/Paraeducator – 90 credits
- AAAS Special Education – 90 credits

The AAAS degree meets the pre-requisites for admissions to several BA programs in Early Childhood Education that are offered in the State of Washington.

The Elementary Education AA-DTA Program is designed to provide students with the minimum preparation for admission to participating Washington State institutions offering Elementary Education bachelor's degrees. Students can complete the General Education transfer degree requirements while exploring the career of an elementary education teacher through foundational Education courses.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Select and implement developmentally and culturally appropriate educational practices that positively impact young children's development, creativity and self-esteem.
2. Develop and implement creative, innovative and culturally sensitive instructional techniques.
3. Plan group activities and effectively manage a multicultural classroom.
4. Perform basic assessments and measurements of children in an educational setting.
5. Work appropriately with exceptional children and those with special needs.
6. Communicate effectively with children, parents, colleagues and educational administrators.

## *Early Childhood Educator/Paraeducator Option*

**AAAS DEGREE**

Total Credits Required . . . . . 90

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

## *Special Education Option*

**AAAS DEGREE**

Total Credits Required . . . . . 90

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**EDUCATION (CONT.)**

(206) 546-4787

*Parenting Education: Leadership Skills*

The certificate is designed for students who have demonstrated leadership skills in addition to effective parenting skills through participation in a college-affiliated cooperative preschool. This certificate provides training for parents (or parent figures) in a clinical setting. In addition to parenting skills in child development, family relationships, and related topics that lead to effective parenting, this certificate includes leadership skills. Students earning this certificate take on additional responsibilities as members of the preschool board.

Students who earn this certificate should be able to demonstrate leadership skills that may include organizing and implementing activities/events, delegating tasks, facilitating meetings, keeping records, and problem solving.

**OUTCOMES**

Students who successfully complete this program (all classes are Pass/No Credit – there is no GPA calculation for the certificate) should be able to:

1. Work cooperatively with other members of the preschool board and Parenting Education faculty.
2. Communicate effectively with preschool parents, preschool board members, and Parenting Education faculty.
3. Complete tasks in a professional and timely manner.
4. Maintain confidentiality and respect for others.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 18

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Parent Education: Parenting Skills*

The certificate is designed for students who have demonstrated effective parenting skills through participation in a college-affiliated cooperative preschool. This certificate provides training for parents (or parent figures) in clinical setting. It enhances skills in child development, family relationships, and related topics that lead to effective parenting. Students who earn this certificate will be able to demonstrate parenting skills that include knowledge of child development, effective communication with young children, positive guidance techniques, ability to foster socio-emotional and cognitive skills, and creation of a positive environment for early learning.

**OUTCOMES**

Students who successfully complete this program (all classes are Pass/No Credit – there is no GPA calculation for the certificate) should be able to:

1. Describe young children in terms of physical, social, emotional, and cognitive development.
2. Demonstrate cooperative strategies for working with young children and adults in a group setting.
3. Use developmentally appropriate and supportive language when communicating with young children.
4. Evaluate and apply appropriate guidance techniques with young children.
5. Demonstrate an understanding of how children learn through play.
6. Plan and implement curriculum for young children.
7. Identify a variety of viewpoints on parenting and child development issues.
8. Understand the influence of culture, language, gender, birth order, and other factors in child development and parenting practices.
9. Access parenting information and resources from a variety of sources.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 12

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

(206) 546-4757

**ADMISSION PROCEDURE FOR ALL HEALTH INFORMATICS AND INFORMATION MANAGEMENT (HIIM) PROGRAMS**

Applicants should have a high school diploma or G.E.D. Application for admission to the College must be made through the Admissions Office. To be admitted to any of the Health Informatics and Information Management program (HIIM), the following procedures must be followed:

1. Complete the online Shoreline Community College Application Form.
2. Complete the Health Informatics and Information Management program Application Form and attach the \$15 application fee.
3. To have previous college coursework considered for transfer into Shoreline send one official transcript for each college attended prior to entrance into the HIIM Program: Send it with application to the HIIM Program. For coursework taken at Shoreline Community College, provide a printout of the transcript as well as a printout for the current registration form if currently attending Shoreline.
4. Results of Compass tests showing placement recommendations for English, Writing, Reading and Mathematics (or college transcripts showing English and Mathematics coursework.)

Please contact the Health Informatics and Information Management program for information on pre-requisites. For information, call Ellen Cadwell, RHIA at (206) 546-4757, [ecadwell@shoreline.edu](mailto:ecadwell@shoreline.edu) if you last name begins with A–L.

Call Gloria Anderson, MEd at (206) 546-4707, [ganderso@shoreline.edu](mailto:ganderso@shoreline.edu) if your last name begins with M–Z.

**PREREQUISITE CLASSES/SKILLS FOR ENTRANCE INTO ALL HIIM PROGRAMS**

**English:** Students must have completed English &101 with a grade of 2.0 or higher.

**Mathematics:** Students must have completed MATH 098 Intermediate Algebra or higher level math with a grade of 2.0 or higher, or be placed into MATH 099 Advanced Intermediate Algebra or higher.

**Human Biology:** Students must have completed BIOL&170 Human Biology or higher level Human Anatomy and Physiology course with a grade of 2.0 or higher.

**Computer Applications:** Students must be computer literate, at least at the basic level. They must have keyboarding skills at a minimum of 30 words per minute or take BUSTC 100. Students must have completed BUSTC 105 or, as an alternate, they must provide a statement of their ability to work in a PC Windows environment, do word processing with MS Word, send and receive e-mails with attachments, and have basic internet skills.

*AAAS Degree***HEALTH INFORMATION TECHNOLOGY***Note: This program is completely online.*

The Health Information Technician is in growing demand as a health information specialist. This professional manages the collection of paper and computer-based patient health records, monitors the accuracy and completeness of the information, analyzes records for quality of care and documentation, abstracts and codes patient information, prepares and interprets statistical clinical data and ensures appropriate access by others to clinical records while protecting the confidentiality of patient information.

Graduates have found jobs in hospitals, long term care facilities, ambulatory care clinics, hospices, home health care agencies, correctional centers, tumor registries, governmental agencies, clinics, and in research.

**ACADEMIC REQUIREMENTS**

Students in the Health Information Technology program are required to maintain a final grade of 2.0 in all required courses. When one course is listed as a prerequisite to another course, this means that the student must have completed the prerequisite course with a grade of 2.0 or above before enrolling in the second course. Strong English communication skills are needed throughout the program since this is an essential component of the career. Students must choose a decimal grading system for all courses unless prior permission is received from the HIIM Program Director.

**GRADUATION**

All students completing the Health Information Technology program are expected to earn the Associate of Applied Arts and Science Degree. Upon completion, the students are eligible to write the certification examination offered by the American Health Information Management Association for the Registered Health Information Technician (RHIT).

**ACCREDITATION**

The Health Information Technology program at Shoreline Community College is accredited by the Commission on Accreditation of Health Informatics and Information Management Education.

**COURSE FORMAT**

Theory is presented in online lessons. Online laboratory projects reinforce lectures and provide hands-on experiences simulating on-the-job activities. Professional practice experiences are provided in which the student is assigned to one or more health facility sites.

**CLINICAL ASSIGNMENTS**

The second-year professional practice is a total of 40-80 hours plus labs, normally completed winter term. Students are eligible for placement in HIIM 234, Professional Practice Experience, only if HIIM 219, 225 and 228 have been completed and only if the student has received formal permission from the HIIM Program Director. If there are not enough clinical sites available, placements may need to be made in another quarter.

Attendance is required for all assigned hours. Absences must be made up according to written program policy. Prior to placement in practicum sites, students are required to write a résumé, sign the Professional Standards Agreement and at their own expense, obtain physical examination if requested, a TB test, immunization and a program approved background check. Students will be assigned, when possible, to sites at their preferred geographic areas. However, due to the volume of students and limited number of sites, it is very probable that students will be required to travel to areas outside their preferred locations. Students are expected to provide their own transportation to and from clinical sites. Additional expenses related to parking or bus travel, additional immunizations and background checks should be anticipated.

**FINANCIAL AID**

Please see the section on Financial Aid for information pertaining to general loans, grants and waivers. In addition, three sources are available specifically for the health information technology student. Scholarships and loans from the Foundation of Research and Education (F.O.R.E.) are available through the American Health Information Management Association for qualified students. The Sister Peter Oliviant Scholarship Award is given yearly to Health Information Technician students by the Washington State Health Information Management Association. The scholarship is available only to students entering their final year of the program. The Lucy Hay Scholarship is also available from the Seattle Area Health Information Management Association. Further information may be obtained from the program director.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course – prerequisites must also be 2.0 or better) should have a working knowledge of:

1. Medical terminology, anatomy and physiology, human

**HEALTH INFORMATICS & INFORMATION MANAGEMENT****81**

(206) 546-4757

- diseases, and pharmacology.
2. Patient clinical record content and health information systems for hospitals, post acute care facilities, home health agencies, medical and dental offices, and other outpatient clinics.
  3. Health care delivery systems, regulations and political reform.
  4. Legal and ethical issues related to health care and release of confidential data. Health Insurance Portability and Accounting Act (HIPAA) and American Recovery and Reinvestment Act (ARRA) requirements for privacy and security of health/billing data.
  5. Intensive instruction and medical record practice in coding and classification systems used in all health care facilities including hospitals, physician offices and other outpatient clinics: International Classification of Diseases (ICD-10-CM/PCS and ICD-9-CM), Current Procedural Terminology (CPT/HCPCS), and other clinical terminologies.
  6. Prospective Payment Systems (PPS), for various inpatient and outpatient settings, Resource Based Relative Value Scale (RBRVS); Minimum Data Set (MDS); Intermediate Care Facility and Inpatient Rehabilitation Facility; Patient Assessment Instruments; Home Health Outcome and Assessment Information Set (OASIS), components of fee setting, optimizing reimbursement based on insurance specifications, common coding errors and their impact on claims processing.
  7. Medicare, Medicaid and private insurance requirements for health care facilities. Billing procedures for facilities using the CMS 1500 and UB-04 forms.
  8. Personal computer software programs: Various coding encoders, MS Word, Excel, Access, PowerPoint, Visio, Smartdraw, Prospective Payment Systems software, Internet use in health care, introduction to computer applications in health care and electronic health records.
  9. Collection and analysis of health care statistics, cancer and other disease-based registries, quality improvement processes in health care.
  10. Management principles for the health information supervisor.

**CERTIFICATIONS**

Graduates are eligible to write the certification examination offered by the American Health Information

Management Association (AHIMA) to become Registered Health Information Technicians (RHIT). In addition, they are eligible to write the AHIMA Certified Coding Specialist-Physician's Office (CCS-P), entry-level Certified Coding Associate (CCA) and the American Academy of Professional Coders Certified Professional Coding (CPC, CPC-H) exams. Graduates are also eligible to write the Certified Coding Specialist (CCS) hospital inpatient examination. The CCS exam tests advanced-level inpatient coding practice.

*Health Information Technology***AAAS DEGREE****Total Credits Required . . . . . 92-94**

See [www.shoreline.edu/biim](http://www.shoreline.edu/biim) for a complete planning guide for this option.



(206) 546-4757

*Certificate of Proficiency  
Medical Coding and  
Reimbursement Specialist*

**Note:** *This program is completely online.*

The Medical Coding and Reimbursement Specialist reads and interprets the medical records of patients in all types of health care facilities to obtain detailed information regarding their diseases, injuries, surgical operations and other procedures. This specialist then assigns codes using ICD-10-CM/PCS, ICD-9-CM and CPT (Current Procedural Terminology). They handle all components of claims processing including management of disputed, rejected and delayed claims.

### OUTCOMES

Students who successfully complete this program (a GPA of 2.0 or better for each individual course – prerequisites must also be 2.0 or better) should be able to:

1. Read and interpret medical records of patients.
2. Accurately assign diagnostic and procedural codes according to ICD-10-CM/PCS, and CPT, using federal coding compliance guidelines.
3. Complete insurance, CMS 1500 and UB 04 Medicare/Medicaid claim forms.
4. Apply privacy and security regulations for the release of confidential health/billing data, following HIPAA privacy requirements.
5. Use manual and computerized encoders and grouper systems to determine Diagnostics Related Groups (DRGs), Resource Based Relative Value Scale (RBRVS), and Ambulatory Payment Classifications (APCs).
6. Use personal computer software programs, as well as manual and automated accounting systems and electronic health record software.

### CERTIFICATIONS

Graduates are eligible to write the American Health Information Management Association's (AHIMA) Certified Coding Specialist – Physician's Office (CCS-P) examination or the entry level Certified Coding Associate (CCA) for hospital inpatient coding. They are also eligible to write the American Academy of Professional Coders Certified Professional Coding (CPC and CPC-H) examinations. The AHIMA mastery-level Certified Coding Specialist (CCS) examina-

tion for inpatient coding is also available.

### CERTIFICATE OF PROFICIENCY

Total Credits Required . . . . . 60-63

See [www.shoreline.edu/hiim](http://www.shoreline.edu/hiim) for a complete planning guide for this option.

**MANUFACTURING/MACHINIST TECHNOLOGY****83**

(206) 546-5851

**DESCRIPTION**

The CNC Manufacturing offerings at Shoreline Community College were designed by a Skill Panel representing manufacturing firms from the Puget Sound region. Each program has been customized to accommodate individual training needs depending on student goals and previous experience. The CNC Manufacturing programs were created for entry level students with little or no experience, also for incumbent workers with several years of experience looking to upgrade their skills. Students can also choose to earn their Associate's of Applied Arts degree.

*Certificate of Completion**Certificate in Basic Manufacturing*

The Certificate in Basic Manufacturing (CBM) is a 21 credit, one-quarter course of study that provides students with entry-level manufacturing skills and a foundation to pursue other certificates and two-year degrees in other manufacturing specialty areas. The CBM builds on the nine Learning Outcomes. Each Learning Outcome also represents an important component of the manufacturing industry, as identified by Washington State employers.

The CBM has two specific objectives for students that desire to enter the manufacturing work environment. The CBM can serve as a stand alone training certificate, preparing students for immediate entry into the workforce at the entry level. The CBM also serves as the prerequisite for entering into any of the manufacturing programs at Shoreline Community College. Students have the ability to challenge all or part of the courses within the CBM through a process of testing or by documenting evidence of prior experience.

The certificate program has two instructors in the same classroom: one to teach technical skills and one to teach basic skills like English or math. This teaching model, known as I-BEST, provides a high level of support.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should have acquired the foundational skills, knowledge and abilities necessary to:

1. Work effectively in a manufacturing environment.
2. Use systems to support the manufacturing business to meet the needs of internal and external customers.
3. Participate and contribute to the effectiveness of teams.
4. Introduction to Statistical Process Control (SPC).
5. Use fundamental skills in (writing, reading, math, speaking,

listening and computing) to meet the needs of the workplace.

6. Gather, interpret and use data consistently and accurately to make decisions and take action.
7. Contribute to the maintenance of a safe and healthy work environment.
8. Blueprint reading
9. Demonstrate basic and precision measurement methods.

**CERTIFICATE OF COMPLETION****Total Credits Required . . . . . 20-21**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Principles of Precision Machining**Certificate of Completion*

This is a two quarter program which trains students for entry level positions as CNC (Computer Numerical Control) Machinists. The skills and knowledge are taught using hands-on, practical techniques.

The certificate program has two instructors in the same classroom: one to teach technical skills and one to teach basic skills like English or math. This teaching model, known as I-BEST, provides a high level of support.

**OUTCOMES**

Students who successfully complete this program should be able to:

1. Work effectively in a manufacturing environment.
2. Use systems to support the manufacturing business to meet the needs of internal and external customers.
3. Participate and contribute to the effectiveness of teams.
4. Understand Statistical Process Control (SPC).
5. Use fundamental skills in (writing, reading, math, speaking, listening and computing) to meet the needs of the workplace.
6. Gather, interpret and use data consistently and accurately to make decisions and take action.
7. Contribute to the maintenance of a safe and healthy work environment.
8. Read blueprints.
9. Demonstrate basic and precision measurement methods.

**CERTIFICATE OF COMPLETION****Total Credits Required . . . . . 40**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**MANUFACTURING/MACHINIST TECHNOLOGY (CONT.)**

(206) 546-5851

*Certificate of Proficiency**Manufacturing/Machinist*

This is an intensive program designed to prepare qualified individuals for entry into the job market as a Machinist. Instruction covers programming and basic set up and operation of machines, blueprint reading, shop mathematics, machine tool theory, inspection, surface plate techniques, and Statistical Process Control (SPC). Students will be involved in the production and machining of industry parts. Instruction will also include the use and care of a wide variety of measuring devices used in the machining profession.

The certificate program has two instructors in the same classroom: one to teach technical skills and one to teach basic skills like English or math. This teaching model, known as I-BEST, provides a high level of support.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:

1. Perform entry-level tasks as a machinist; program basic machine tools to perform routine machining functions.
2. Use mathematics skills to solve basic manufacturing problems.
3. Safely set-up Mills and Turning tools making tool length and work piece offsets.
4. Applying teamwork, inspection and SPC to manufacturing problems.
5. Utilize properties of materials and establish correct speeds and feeds.
6. Interpret mechanical blueprints.
7. Use current software for computer assisted machining (CAM).

**CERTIFICATE OF PROFICIENCY**

Total Credits Required . . . . .60

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*AAAS Degree**Manufacturing/Machinist Technology*

This is an intensive program designed to prepare qualified individuals for entry into the job market as a Manufacturing Technician. Instruction covers basic set up and operation of machines, blueprint reading, shop mathematics, machine tool theory, inspection, surface plate techniques, and Statistical Process Control (SPC). Specialist courses include Computer Aided

Manufacturing (CAM), Computer Numerical Control Programming (CNC), and Rapid Prototyping. Students will be involved in the production and machining of industry parts. Instruction will also include the use and care of a wide variety of measuring devices used in the machining profession.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Perform entry-level tasks as a machinist; program basic machine tools to perform routine machining functions.
2. Use mathematics skills to solve basic manufacturing problems.
3. Safely set-up Mills and Turning tools making tool length and work piece offsets.
4. Apply teamwork, inspection and SPC to manufacturing problems.
5. Utilize properties of materials and establish correct speeds and feeds.
6. Interpret mechanical blueprints.
7. Use current software for computer assisted machining.

**AAAS DEGREE**

## PROGRAM PREREQUISITES

Certificate of Basic Manufacturing (see page 84 for information regarding the CBM)

Total Credits Required . . . . .105-114

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Solid Works*

The Certificate of Completion in Solid Works introduces students to designing, drafting, or illustrating construction, engineering, manufacturing or architecture. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing additional education should review the Engineering A.S.–Track 2 transfer degree planning guide.

Designers and drafters work with engineers and other professionals to translate their ideas into technical drawings, which will guide the fabrication of products, the assembly of industrial equipment and the construction of large projects such as buildings, dams and pipelines.

**MANUFACTURING/MACHINIST TECHNOLOGY (CONT.)****85**

(206) 546-5851

Technical drawings prepared by drafters typically show what the finished product or structure will look like from every angle along with detailed specifications on the dimensions, materials and assembly procedures. These drawings are then used to convey the engineer's concepts to the people who will do the actual construction. Solid Works allows designers to create and revise products in the office or through the Internet.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Utilize Solid Works skills to prepare drawings that detail specifications and procedures to be used in the construction and manufacturing process.
2. Apply appropriate techniques and procedures for solving basic engineering problems.
3. Use illustration skills to create pictorial drawings for use in manuals, parts books and advertisements.
4. Use calculation skills to determine the precise size of features shown on technical drawings.

**CERTIFICATE OF COMPLETION**

Total Credits Required . . . . . 16

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**MEDICAL LABORATORY TECHNOLOGY PROGRAM**

(206) 546-4743

**DESCRIPTION**

This course of studies is designed to prepare the graduate to work as a member of a clinical laboratory staff. As part of a clinical lab team, graduates will perform scientific laboratory testing to aid in the detection, diagnosis and treatment of disease. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

Often graduates will seek career opportunities in clinical, research reference laboratory or veterinary labs.

Students obtain a background in the basic sciences and an understanding of medical laboratory procedures. The first year of the program is spent in classrooms and in college campus laboratories. The second year is spent on campus in lectures and student laboratories and in participating clinical laboratories under the combined direction of hospital and college personnel. This year covers four quarters.

Upon completion of the second year of the program with a GPA of 2.5 or better, the student is awarded an Associate in Applied Arts and Sciences Degree in Medical Laboratory Technology and is eligible to write national examinations for Medical Laboratory Technicians and Clinical Laboratory technicians. The Medical Laboratory Technician (MLT) student may go through graduation exercises in June and will receive a degree upon completion of the year of clinical training at the end of Summer Quarter.

**ACADEMIC REQUIREMENTS**

Students planning to pursue a MLT career should meet the following academic requirements:

1. All entering freshmen must comply with established college entrance testing.
2. It is recommended that college level credit earned in areas of the physical sciences will have been completed within the past ten years. Exceptions may be made on an individual basis.
3. Certificate of Proficiency pathway is open to students with an associate degree or higher. Science prerequisites must be met. General Education requirements can be waived; core requirements must be met.

**SELECTION INTO THE SECOND YEAR OF THE MLT PROGRAM**

Selection to the second year of the program is based on successful completion of the academic requirements of the first year. Applicants apply May 10 each year. Positions may be limited by the number of clinical spaces.

In order to be considered for the second year of the program, students must have completed the first year academic requirements with a grade point average of at least 3.0. These academic requirements include:

1. BIOL& 170, 211, 260
2. CHEM& 121, 131
3. MLT 181, 182 and 123
4. Quantitative Reasoning (MATH 099 or approved alternate)
5. ENGL& 101
6. BUS 103 Multicultural Issues
7. BUS 104 or BUS 105 Human Relations

Students entering the MLT program will be expected to enroll in and satisfactorily complete MLT 181, 182 and 123, in Spring Quarter before beginning the second year of study.

In the event that more students finish first year academic requirements than there are available clinical spaces, a selection committee will meet with candidates to consider the following factors:

1. Courses taken and grades received.
2. Ability to communicate.
3. Motivation.
4. Sound physical and mental health.\*

*\*Following acceptance into the program, each individual will be required to submit a health assessment report completed at the student's expense. Should this report reveal health problems which would interfere with successful completion of the program, admission may be reviewed or revoked by an ad hoc MLT committee. Situations that might disqualify a student could include such things as history of serious emotional problems, incapacitating disease or condition, and/or visual impairment.*

*All students accepted into the 2nd year Medical Laboratory Technology program will be required to purchase malpractice insurance from the College any quarter they are in a clinical practicum rotation.*

**MEDICAL LABORATORY TECHNOLOGY (CONT.)****87**

(206) 546-4743

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.5 or better for each individual course) should be able to:

1. Seek employment in a clinical laboratory setting performing routine laboratory procedures in each department with accuracy and precision.
2. Recognize normal and abnormal test results and take necessary action with critical values.
3. Perform and interpret basic quality control procedures.
4. Operate and maintain basic laboratory equipment.
5. Recognize and adhere to safety policies.
6. Demonstrate sound work ethics in interactions with patients, co-workers, and other personnel.

**ACCREDITATION**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119 • (773) 714-8880

**AAAS DEGREE**

**Total Credits Required . . . . . 114**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificate of Proficiency**Medical Laboratory Technology*

Medical Laboratory personnel examine, analyze and test clinical specimens such as cells, blood and other body fluids to aid in the detection, diagnosis and treatment of disease. Graduates of this program will be prepared to perform laboratory tasks assigned by the medical technologist, the pathologist or the physician. These tasks typically include the preparation of specimens, operation of automatic analyzers and performance of routine laboratory tests. The curriculum provides students with a foundation in the general sciences including biology, microbiology, general chemistry, organic and biochemistry, human anatomy and physiology. Students must complete these basic program and general education requirements prior to entering the second year of the program. During the second year students focus on all aspects of the medical laboratory technology curriculum. Students attend classroom lectures and gain "hands-on" experience in on-campus student laboratories. Laboratory practicums are completed in professional medical and hospital laboratories. After successful completion of the program, graduates are

eligible to take national certification examinations for Medical Laboratory Technician (MLT) or Clinical Laboratory Technician (CLT).

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to:

1. Seek employment in a clinical laboratory setting performing routine laboratory procedures in each department with accuracy and precision.
2. Recognize normal and abnormal test results and take necessary action with critical values.
3. Perform and interpret basic quality control procedures.
4. Operate and maintain basic laboratory equipment.
5. Recognize and adhere to safety policies.
6. Demonstrate sound work ethics in interactions with patients, co-workers, and other personnel.

**CERTIFICATE OF PROFICIENCY**

PROGRAM PREREQUISITES:

1. Students must have an Associate degree, Bachelors or higher degree.
2. Students must meet current Shoreline Community College MLT core science requirements.
3. Proof of current Healthcare Provider CPR (PE 191).

**Total Credits Required . . . . . 67**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificate of Completion**Phlebotomy*

Students learn the essentials of drawing blood, the role of the phlebotomist, safety and infection control, blood collection equipment, specimen processing, simple "waived testing," and practice with equipment on classmates. Upon successful completion of didactic and student lab practice, students can register for a practicum work experience.

**OUTCOMES**

Students will be prepared to work in this field after one to two quarters.

**CERTIFICATE OF COMPLETION**

**Total Credits Required . . . . . 13**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.



**MUSIC TECHNOLOGY**

(206) 546-4662

**DESCRIPTION**

The Music Technology program at Shoreline Community College is designed to familiarize the student who is interested in music merchandising, audio engineering, Musical Instrument Digital Interface (MIDI) composition/production, and performance practice with the current trends of the profession.

*Digital Audio Engineering Option*

The Music Technology: Digital Audio Engineering program option prepares students for careers in linear and non-linear digital applications. Audio engineers use hardware and software to record, store, and edit musical and non-musical sounds. The development of multimedia and the Internet have created a variety of occupations built around the development and use of platform-specific tools for linear and non-linear digital audio production. The program provides students with an overview of music theory, performance, audio recording, digital and analog audio technology, Internet and multimedia applications. Graduates are prepared for entry-level positions in CD and DVD audio production, radio and television broadcast production, and audio for video post-production and sound design.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Create audio recordings and provide mastering of material for distribution.
2. Create radio commercials as well as educational and instructional industrial products.
3. Create enhanced and new audio for existing video and film transfers.
4. Explain and apply Musical Instrument Digital Interface (MIDI) technology and digital audio technology.
5. Identify current production values, trends and industry standards affecting production today.
6. Relate to others and communicate effectively in the workplace.
7. Demonstrate basic music theory including ear training, sight reading, and keyboard proficiency.
8. Use basic business computer software applications.

**AAAS DEGREE**

Total Credits Required ..... 108

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Electronic/MIDI Music Production Option*

The Music Technology Electronic MIDI/Music Production program option is designed to prepare students for a career in music studio production and related occupations. This program provides students with a broad base of knowledge in Electronic Music Technology including Musical Instrument Digital Interface Technology (MIDI) including MIDI music production, sequencing, synthesis and sampling. Students develop "hands-on" skills in modern MIDI technology. They learn how to use MIDI as a tool to manipulate sound and create music. The program also includes an overview of the principles of music theory, audio recording and music arranging. Graduates are prepared for entry-level positions in radio, television, advertising and audio recording studios as well as churches, synagogues and other environments where MIDI technology is used.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Use and program MIDI equipment to sample, sequence, synthesize and produce audio recordings.
2. Explain and apply fundamentals of music theory in the creation, evaluation and interpretation of musical compositions.
3. Apply basic principles of audio production, amplification and recording, and MIDI implementation.
4. Safely and appropriately use and maintain electronic audio equipment.
5. Relate to others and communicate effectively in the workplace.
6. Use basic business computer software applications.

**AAAS DEGREE**

Total Credits Required ..... 113

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**MUSIC TECHNOLOGY (CONT.)****89**

(206) 546-4662

*Music Merchandising Option*

The Merchandising Associate in Applied Arts and Sciences degree is designed to prepare students for careers in music merchandising and related occupations. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Music should follow the Music AA-DTA transfer degree planning guide.

Merchandisers focus on the sale and promotion of musicians, musical products and services such as live performances, music recordings and videos, musical instruments, analog and digital audio equipment, MIDI equipment and sheet music. Students learn the fundamentals of music theory, along with the basic elements of merchandising including marketing, salesmanship, legal issues, business math and practical accounting. In addition, students develop related skills in professional communications and human relations.

**OUTCOMES**

Students who successfully complete this program – by achieving a GPA of 2.0 or better for the entire program – should be able to:

1. Apply principles of marketing and salesmanship in the merchandising of musical products or productions.
2. Create radio commercials as well as educational and instructional industrial productions.
3. Apply basic business math skills and accounting principles to plan and evaluate merchandising strategies.
4. Explain the basic principles of music theory.
5. Apply principles of applied music and performance in a selected area of interest – vocal or instrumental.

**AAAS DEGREE**

Total Credits Required . . . . . 95

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Performance Option*

The Performance Associate in Applied Arts and Sciences degree is designed to prepare students for careers in music performance and related occupations. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a

four-year baccalaureate degree in Music should follow the Music AA-DTA transfer degree planning guide.

This program provides students with a foundation in music theory and applied music including options for participation in concert bands, jazz, choral and bluegrass ensembles, orchestra, opera, musical theater and voice-dance theater. Depending on interests, students may choose from a variety of electives in audio production, digital audio recording, electronic (MIDI) music production, and pop and commercial theory.

**OUTCOMES**

Students who successfully complete this program – by achieving a GPA of 2.0 or better for the entire program – should be able to:

1. Explain and apply the fundamental principles of music theory
2. Demonstrate a proficiency in vocal or instrumental music performance.
3. Identify current trends and industry standards affecting the field of music performance.

**AAAS DEGREE**

Total Credits Required . . . . . 90-97

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**MUSIC TECHNOLOGY (CONT.)**

(206) 546-4662

*Certificate of Completion**Digital Performer: Digital Audio*

Students study and learn the digital audio capabilities of Mark of the Unicorn's Digital Performer software application and associated hardware. Students successfully completing this Certification Series are qualified to compose, arrange, sequence, record, edit, mix and master recordings of all types using Digital Performer. Examples include music, sound design for books on tape, computer applications and games, as well as radio and television commercials and feature length (and smaller) films and videos

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to work in a project studio or a professional recording facility to create digital audio media for CDs, DVDs, broadcast (radio and television) and films.

**CERTIFICATE OF COMPLETION**

Total Credits Required ..... 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Foundations of Electronic Music**Certificate of Completion –**100% Online*

This certificate provides core concepts and skills necessary for the production of electronic music. It provides students the groundwork for continued study and access to the industry. These foundational classes are core requirements of the Associate of Applied Arts and Sciences degree in Electronic/MIDI Production available at Shoreline Community College.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Define and apply terminology common to the study of Electronic Music.
2. Explain and apply fundamentals of music theory in the creation, evaluation and interpretation of musical works.
3. Use electronic music equipment to sample, sequence, synthesize and produce music.
4. Implement electronic music using basic principles of acoustics, audio production, amplification,

and recording.

5. Use basic computer software applications.
6. Safely and appropriately use and maintain electronic audio equipment.

**CERTIFICATE OF COMPLETION**

Total Credits Required .....17

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**NURSING PROGRAM****91**

(206) 546-4743

**DESCRIPTION**

The Nursing Program prepares individuals to become Registered Nurses. The curriculum provides a strong foundation in natural and social sciences and an understanding of patient care in a variety of settings.

Throughout the program, students integrate experience caring for patients in acute care hospitals, long-term care facilities and community agencies. Graduates receive an Associate Degree in Applied Sciences in Nursing - Transfer. After graduation, individuals must take and pass the N-CLEX RN examination to be licensed by the state as a Registered Nurse. Licensed graduates are qualified for employment as entry-level staff nurses in hospitals, long-term care facilities, clinics, doctors' offices and home care agencies and to coordinate patient care provided by a nursing team.

This program is approved by the Washington State Nursing Care Quality Assurance Commission and is nationally accredited by Accreditation Commission for Education in Nursing, Inc. at [www.acenursing.org](http://www.acenursing.org)

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for each individual course) should be able to demonstrate professional behaviors that indicate the:

1. Value of nursing as a profession and support the health and well-being of individuals and society.
2. Maintain ethical, legal and professional standards of nursing practice.
3. Use caring as an approach to the nursing profession and serve as a role model of caring for others.
4. Use self awareness that leads to continued learning, self development in nursing and development of the nursing profession.
5. Use critical thinking and critical reasoning as fundamental attributes for the registered nurse.
6. Assess the client as a total person.
7. Analyze data in order to accurately identify nursing diagnoses requiring independent action, medical problems needing referral and potential problems requiring nursing preventive action.
8. Plan appropriate and culturally sensitive nursing care.
9. Provide safe, effective patient-centered nursing care through technical skills, communication and health teaching.
10. Evaluate nursing care, re-analyze and re-plan based on this evaluation.
11. Communicate and collaborate effectively with other members of the health care team.
12. Incorporate informatics and human and material resources in a cost-effective and appropriate manner.

**NURSING PROGRAM (CONT.)**

(206) 546-4743

**PREREQUISITES FOR ADMISSION**

To apply, every applicant (generic, LPN, and transfer) MUST meet the following minimum prerequisites.

1. Grade point average: 2.0 on college level work;
2. English& 101 (meets Gen. ed. requirement);
3. Mathematics Competence: Must place above the level of Intermediate Algebra on COMPASS test taken within one year of the application.
4. English Competence: Must place into ENGL& 101 in both reading and writing;
5. Chemistry: Must have completed (2.0 or higher) a five-credit college level inorganic chemistry course with lab (CHEM& 121) within the past 10 years for basic applicants and 15 years for LPN advanced placement applicants.
6. BIOL &241 and &242 (10 credits of Anatomy and Physiology) with supervised lab within the past 5 years for basic applicants and 10 years for LPN advanced placement applicants, BIOL &260 (Microbiology), and MATH &146 (Introduction to Statistics).

**ADMISSION PROCEDURES**

Students are expected to comply with all procedures for admission to Shoreline Community College. Admission to the College and initiation of course work to meet prerequisites or to complete some of the non-nursing courses that are part of the nursing program can occur any quarter. Students must request admission to the College no later than the quarter before they apply to the Nursing Program for admission. Contact the Admissions Office for admission to the College. Admission to the College does not guarantee admission to the Nursing Program.

The Nursing Program has selective admission; therefore, a separate admission process for the Nursing Program is in place. No required nursing courses may be taken unless the individual has been admitted to the Nursing Program. Detailed information can be found at [www.shoreline.edu/nursing](http://www.shoreline.edu/nursing).

Students are admitted to the six quarter option Nursing Program each fall, winter and spring quarter. The six quarter option does not have courses taught during the summer quarter. Periodically students are admitted to the 10 quarter option of the Nursing Program. Students in this program attend classes all quarters, fall, winter, spring and summer. Nursing Program application dates are: Fall class — January 15-April 3; Winter class — August 15-October 3; Spring class — November 15-January 3.

All application materials are found online at <https://www.shoreline.edu/nursing>. The forms are completed online, printed and signed. The forms along with official transcripts, employment documentation, other supporting documents and the application fee are submitted to the Health Occupations Office. Failure to submit required materials by the ending date of the application period will result in the applicant being disqualified.

Regular information sessions regarding the Nursing Program and the admission process are held. Contact the Health Occupations Division office at (206) 546-4743 to obtain a schedule for information sessions or check website.

**TRANSFER**

Non-nursing course work may be transferred from any other accredited college. If the courses were taken outside of the State of Washington, it will be necessary to submit course descriptions from a college catalog to assist in evaluation of that course.

Nursing course transfer from another program is evaluated on an individual basis. For information and an application for Nursing transfer, contact the Health Occupations office.

**ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES**

Licensed Practical Nurses may receive advanced placement in the Nursing Program. All non-nursing course requirements must also be met. For information on advanced placement, visit the website: <http://www.shoreline.edu/nursing>.

**ADDITIONAL INFORMATION**

Following acceptance into the program, each individual will be required to submit a health assessment and immunization report completed at the student's expense. Should this report reveal health problems which would interfere with successful completion of the program, the student will be counseled. Situations that might interfere with successful completion could include such things as history of serious emotional problems, and/or incapacitating disease or significant physical limitations. All students accepted into the nursing program will be required to purchase malpractice insurance from the college each quarter at the time of registration. A background check is required by clinical agencies\*. A student who cannot participate in patient care in clinical settings based on the background check will not be able to continue in the program. The application for licensure asks specific questions regarding previous licensure and felony and

**NURSING PROGRAM (CONT.)****93**

(206) 546-4743

drug convictions. Further information may be obtained from the Washington State Nursing Care Quality Assurance Commission, P.O. Box 1099, Olympia, WA 98507-1099.

Proof of personal health insurance carried by the individual or individual's family is also required before going to a clinical facility. Shoreline uniforms are required for wear in the clinical area.

A grade of C (2.0) or better is required in all nursing theory and required non-nursing general education courses. Practicum grades must be satisfactory. Failure to satisfactorily complete either theory or practicum necessitates retaking both.

Cost of the program reflects current community college tuition rates. Information on financial aid may be obtained by calling the Financial Aid Office. The college provides no living accommodations.

*\*A background check is required prior to entering the Nursing Program and additional checks may be required during the program.*

**AAAS DEGREE & AAS-T****PROGRAM REQUIREMENTS****Prerequisites Taken Prior to Admission**

ENGL& 101, CHEM& 121, BIOL& 211\*, BIOL& 241, BIOL& 242, MATH& 146

*\*Required if BIOL& 241, 242 taken at Shoreline*

**Shoreline General Education Requirements**

Quantitative Reasoning: See Gen Ed Approved List . . . . .5  
ENGL& 101, BIOL& 241, 242 taken prior to admission

**Other Non-Nursing Requirements**

BIOL& 260 Microbiology . . . . .5  
NUTR& 101 Nutrition . . . . .5

See [www.shoreline.edu/planning-guides](http://www.shoreline.edu/planning-guides) for a complete planning guide for this option.

**Total Credits Required . . . . . 115**

**CLINICAL FACILITIES  
FOR THE NURSING PROGRAM****Hospitals**

Evergreen Health Medical Center, Kirkland  
Harborview Hospital, Seattle  
Northwest Hospital, Seattle  
Overlake Hospital Medical Center, Bellevue  
Providence Regional Medical Center, Everett  
Swedish Medical Center, Edmonds Campus  
Swedish Medical Center, Ballard Campus, Seattle  
Swedish Medical Center, Cherry Hill Campus, Seattle  
Swedish Medical Center, First Hill Campus, Seattle  
University of Washington Medical Center  
Virginia Mason Medical Center, Seattle

**Long-Term Care Facilities**

Columbia Lutheran, Seattle  
Cristwood Senior Community, Shoreline  
Foss Home and Village, Seattle  
The Hearthstone, Seattle  
Ida Culver House – Broadview, Seattle

**Community Agencies**

Group Health Cooperative Clinics  
Community Health Clinics, Snohomish County  
Neighbor Care Health Clinics, Seattle  
Polyclinic, Seattle  
Providence Hospice Services, Seattle  
Shoreline Public Schools, Shoreline  
Virginia Mason Pediatric Clinic, Issaquah



**PERFORMANCE ARTS/DIGITAL FILMMAKING**

(206) 546-4640

*Digital Film Production*

The Associate in Applied Arts and Sciences degree and Associate in Applied Science-Transfer degree in Digital Film Production are designed to introduce students to the filmmaking process. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree should follow the Cinema AA-DTA transfer degree planning guide.

This program is designed to provide students with an introduction and knowledge of the filmmaking process: 1) Through academic scholarship; 2) Technical knowledge; 3) Group collaboration; and 4) Through an introduction to the regional media industry. For continued training, students who complete this degree path with a 2.4 or better GPA may also apply to transfer into Central Washington University's Film & Video Studies program as a junior through an established articulation agreement between the schools.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Explain the basic history, theory, and aesthetics of film and video production;
2. Produce effective digital video programs in a variety of styles;
3. Use digital video cameras, lighting, audio equipment in studio and field production settings;
4. Plan, script, and direct a program from pre-production through post-production;
5. Collaborate on video productions in multiple crew positions;
6. Use non-linear editing systems and other post-production software to create digital programs;
7. Demonstrate knowledge of professional set behavior, collaboration techniques, and ethics; and
8. Demonstrate familiarity with various filmmaking industry opportunities in the Puget Sound region and beyond.

**AAAS DEGREE & AAS-T**

Total Credits Required . . . . . 97

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Acting For Stage and Camera*

This is a professional training program in the basic skills of auditioning and acting in theater, films, TV and other media. Various acting techniques and philosophies are emphasized to provide the student with the skills, passion and discipline to compete in this craft. Students receive a foundation in the literature, theories and history of theater and film. This knowledge is then applied in analyzing scripts and creating characters as students audition for and perform in theatrical productions and digital films. Collaboration with technical crews, directors, writers and fellow actors is also stressed through classes, auditions and productions. Stage and film set protocols are studied and practiced. A central focus of this program is rehearsing and performing in professionally directed stage and film productions. Additionally, there is outreach to the community for projects and internships.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate) should be able to:

1. Perform four monologues for stage and camera auditions.
2. Work with actors, writers and directors of varying skill levels and working styles.
3. Analyze a script stating character objectives, subtext, biography, and intentions appropriate to various genres and formats.
4. Memorize on deadlines a full-length stage performance and two short digital film performances.
5. Demonstrate knowledge of professional theater and film set behavior and ethics.
6. Demonstrate a familiarity with Western dramatic literature from the Greeks to contemporary American theater.
7. Demonstrate knowledge of the major acting theories used in contemporary theater and film.

**CERTIFICATE OF PROFICIENCY**

Total Credits Required . . . . . 68 -74

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**PERFORMANCE ARTS/DIGITAL FILMMAKING (CONT.)****95**

(206) 546-4640

*Writing and Directing for the Camera*

This program prepares individuals to direct and write for films, TV and other digital video programs. Courses provide basic theory and hands-on experience in all phases of using digital production and post-production equipment. This training includes the use of digital video cameras, lighting equipment, as well as field audio and digital editing equipment. Additionally, there is a special focus on scriptwriting, pre-production planning, working with actors, managing a set and production, professional studio and film set protocol. Skill with video editing and post-production hardware and software applications (AVID and Final Cut Pro) will be emphasized. The program includes the production of video and digital film products under the supervision of professional producers, directors of photography, directors, and editors. Additionally, there is outreach to the community for projects and internships.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate and at least a 1.0 to pass each class) should be able to:

1. Write a successful short script.
2. Direct and work with actors from varying skill levels and working styles.
3. Script, plan and direct a cast and crew in a project for preproduction through post-production.
4. Manage the use of digital video cameras, lighting, audio equipment in studio and field production settings.
5. Demonstrate knowledge of professional set behavior and ethics.

**CERTIFICATE OF PROFICIENCY**

**Total Credits Required . . . . . 67 -73**

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**PURCHASING AND SUPPLY CHAIN MANAGEMENT**

(206) 546-4620

**DESCRIPTION**

The Purchasing and Supply Chain Management program is a unique and highly regarded program designed both for those entering the field and professionals seeking to upgrade their skills. The curriculum focuses on many aspects of purchasing including source selection, pricing theory, quality and quality assurance, logistics, supply chain management, specifications and standardization, purchase timing, value engineering, make-or-buy concepts and capital purchasing.

Students learn related business and accounting practices such as standard policies and operating procedures, negotiation techniques, planning, organizing, traffic concepts and inventory control theory. In addition, students gain an understanding of the legal aspects of purchasing and the Uniform Commercial Code. Graduates will be qualified for employment in purchasing positions in a variety of business settings including manufacturing and construction companies, retail operations, educational institutions and government offices.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:

1. Utilize purchasing vocabulary and concepts related to source selection, pricing, quality, negotiating strategies to effectively procure goods and services.
2. Apply mathematical concepts in order to conduct price-cost analysis and make appropriate purchasing decisions.
3. Apply principles of materials and contract management.
4. Establish and maintain systems to track and control inventory.
5. Apply principles of finance, accounting, international business, logistics, business law, and economics to the field of purchasing and supply chain management.
6. Effectively communicate verbally and in writing within a variety of business environments.

**AAAS DEGREE**

Total credits required . . . . . 90-91

*Certificate of Proficiency Purchasing and Supply Chain Management***OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:

1. Utilize purchasing vocabulary and concepts related to source selection, pricing, quality, negotiating strategies to effectively procure goods and services.
2. Apply mathematical concepts in order to conduct price-cost analysis and make appropriate purchasing decisions.
3. Apply principles of materials and contract management.
4. Establish and maintain systems to track and control inventory.
5. Apply principles of finance, accounting, international business, logistics, business law, and economics to the field of purchasing and supply chain management.
6. Effectively communicate verbally and in writing within a variety of business environments.

**CERTIFICATE OF PROFICIENCY**

Total Credits Required . . . . . 51

*Purchasing and Contract Management*

Purchasing and Contract Management certificate focuses on the fundamental aspects of the purchasing including methods to improve how organizations find the materials and services needed to make a product or service and deliver it to customers. Purchasing encompasses management of all activities involved in sourcing, procurement, contract management, and the technology used to facilitate the processes. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&) course completed, plus an overall GPA of 2.0 or better) should be able to:

1. Apply the skills necessary to collaborate across the organization, understand and support the organization's policies, and adapt to the ever changing work environment.

**PURCHASING AND SUPPLY CHAIN MANAGEMENT****97**

(206) 546-4620

- Utilize supply chain concepts and vocabulary related to sourcing, quality, transportation, storage, and negotiation strategies to effectively procure, move and store goods and services.
- Apply mathematical concepts to conduct price-cost analyses.
- Apply principles of materials and contract management.
- Establish and maintain systems to track, control, and protect materials and information
- Effectively communicate both verbally and in writing within a variety of business environments.

**CERTIFICATE OF COMPLETION****Total Credits Required . . . . . 19***Certificate of Completion Purchasing and Supply Chain Management*

Students acquire an overview of purchasing and supply chain concepts, interrelationships among business functions, legal systems, and supplier relationships. Students learn basic principles of purchasing, contracting, and logistics. The program prepares graduates for a variety of careers in supply chain operations.

**OUTCOMES**

This short-term certificate is offered to those who would like to update their knowledge and better understand purchasing and supply chain concepts.

**CERTIFICATE OF COMPLETION****Total Credits Required . . . . . 26***Supplier Relations and Logistics*

Supplier Relations and Logistics certificate focuses on the fundamental aspects of the supply/value chain, including methods to improve how organizations manage suppliers of the materials and services needed to make a product or service and deliver them to customers. Supplier relations and logistics encompasses the management of all activities involved in sourcing, procurement, production, logistics and customer relations. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&c) course

completed, plus an overall GPA of 2.0 or better) should be able to:

- Apply the skills necessary to collaborate across the organization, understand and support the organization's policies, and adapt to the ever changing work environment.
- Utilize supply chain concepts and vocabulary related to sourcing, production, quality, transportation, storage, and negotiation strategies to effectively procure, move and store goods and services.
- Apply principles of materials and supply chain management.
- Establish and maintain systems to track, control, and protect materials and information.
- Effectively communicate both verbally and in writing within a variety of business environments.

**CERTIFICATE OF COMPLETION****Total Credits Required . . . . . 14***Sustainable Purchasing and Supply Chain Management*

*Note: This program is also available completely online.*

**OUTCOMES**

Students who successfully complete this program (achieve a 2.0 or better for each Business (BUS or BUS&c) course completed, plus an overall GPA of 2.0 or better) should be able to:

- Understand the role of Business in society and the importance of sustainable business practices.
- Apply principles of materials and contract management.
- Establish and maintain systems to track and control materials.
- Identify and describe sustainable business initiatives and marketing practices.
- Develop sustainability assessments and report on sustainability progress.

**CERTIFICATE OF COMPLETION****Total Credits Required . . . . . 41**

**VISUAL COMMUNICATION TECHNOLOGY PROGRAM**

(206) 546-4671

**DESCRIPTION**

The two-year Associate of Applied Arts and Sciences Degree in Visual Communication Technology prepares its graduates for first-time employment in the varied and rapidly changing field of visual communications. The program seeks to provide a comprehensive background for its students as well as opportunities for specialized study within the diverse areas of the industry. Entering students — who may begin any quarter — pursue an integrated program of foundation courses in art and design, computer graphics, visual communication media, business and communications. Students may add additional specializations to their two-year degree by taking extra courses. All programs of study emphasize portfolio development. Students are encouraged to seek industry experience through internships during their second year of study.

Graduates may find employment in a variety of settings including advertising agencies, publication houses, public relation firms, commercial graphics companies, visual support departments, printing departments, news agencies, print shops, digital service bureaus, software development companies, digital media companies, photo-processing companies, and the Internet. Some companies have in-house production departments while others subcontract with advertising agencies and independent designers.

Innovations in computer technology continue to rapidly change and expand the field of visual communication, in general, and the Visual Communication Technology Program at Shoreline Community College in particular. The following courses of study are subject to change. The student entering the program should expect these changes and stay in contact with vocational advisors in their area of study. Programs of study may be changed by students with the consent of the Visual Communications Technology faculty and the Humanities Division Dean. Students who do not start Fall Quarter may find that conflicts in course scheduling may require a longer time to graduate.

Certificates of Completion for focused programs of study and one-year Certificates of Proficiency are available as alternatives to the two-year degree.

Students complete General Education requirements, VCT Foundation requirements and VCT Degree Option requirements as described below.

*Graphic Design*

Students will design creative solutions using industry-standard software. In addition to General Education requirements, study will take place at three levels: core foundational design training, concentrated study in graphic design, and software-based and/or topic based study in specialized areas. Technical software training is done partly online with leading industry partners. This can be self-paced, allowing students to review lessons and establish the self-directed, life-long learner skills that the continually changing industry requires. This learning model also allows for greater focus on development of creative, conceptual skills and team collaboration skills in the classroom.

Graphic Design is all around us. It plays an essential role in our daily lives. In today's world, communication is increasingly visual. Technology brings us capabilities to deliver visual content that is not just printed, but also interactive. This content needs to be organized in useable forms. Graphic designers are needed to create the interfaces, web pages, advertisements, marketing and branding materials, environmental way finding and more. Methods used for visual communication continue to evolve at a fast pace. As students learn to use the latest software tools for design, they must also learn to use the most important tool: their creative minds. The ability to conceptualize and "ideate" is a necessary survival skill in any creative industry.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate degree) should be able to:

1. Effectively use concept development procedures in visual communication problem solving.
2. Select and organize design elements including letter forms, illustrations, typography and other graphic images and effectively use art elements such as line, shape, color, value, texture and form in the development of visual images for a variety of media.
3. Apply principles of audience and market analysis, conduct research and develop resources in the production of desktop publishing, graphic design, illustration, electronic paste-up, scanning and manipulation of images, and multimedia productions.

**AAAS DEGREE & AAS-T**

Total Credits Required . . . . .112-121

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**VISUAL COMMUNICATION TECHNOLOGY (CONT.)****99**

(206) 546-4671

*Animation/Video for Multimedia*

Students will explore creative, multimedia tools and solutions on Mac and PC platforms, using industry-standard software. In addition to General Education requirements, study will take place at three levels: core foundational design training, degree concentration requirements, and as a final capstone, specialization requirements provide the final layer of specialized student in animation or video topics and software. This two-year plus degree articulates with short-term, stackable certificates for add-on skill sets.

Animators use “the art of storytelling” in working with moving visuals. Interactive environments touch every part of our lives. The Animation and Video for Multimedia degree is designed to provide students with the conceptual thinking skills and foundational technical skills, as well as the specialized training required to be qualified for positions as animators and/or video content producers and editors. Based on personal and career interests, students select either the Animation or the Video Track options. Technical software training is done partly online with leading industry partners. This can be self-paced, allowing students to review lessons repeatedly and establish the self-directed, life-long learner skills that the continually changing industry requires. This learning model also allows for greater focus on development of creative, conceptual skills and team collaboration in the classroom.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:

1. Effectively use design elements and technical skills to create effective visual images for animation or video.
2. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images in a structured environment for development in multimedia.
3. Apply principles of audience and market analysis, conduct research and develop resources in the production of visuals in commercial, documentary and artistic animation or video.

**AAAS DEGREE & AAS-T**

Total Credits Required .....115-122

*Creative Project Management*

The Associate in Applied Arts and Sciences degree in Creative Project Management is designed to train students to work in the creative industry as project manager. The degree plan balances course work to cover basic design principles and technical skills with an emphasis on production scheduling, management, estimating, entrepreneurship, communication and marketing analytics.

In a world where digital technologies are converging, professionals from different parts of the creative industry need to work together toward project solutions. Also, not every position in a creative business is directly “design-related.” Equally important skills in the industry include the ability to strategize, communicate and manage people, projects, budgets and time. The creative industry needs people to help strategize, visualize, and plan solutions, create and maintain production schedules and communicate with clients about their needs.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:

1. Identify the basic components of marketing strategies such as identification of market segments, consumer buying behavior, product planning, and promotion of goods and services.
2. Explain and apply advertising strategies for planning, producing and selecting the appropriate media.
3. Demonstrate good salesmanship: effectively interview clients, accurately gauge consumer needs, plan and deliver effective sales presentations, and build customer goodwill.
4. Apply basic art elements in the development of visual communication concepts.
5. Apply basic principles of graphic design in the selection and organization of images and text.
6. Identify mechanical aspects related to development of production-ready art, printing and multimedia.
7. Appropriately select production techniques for specific design projects.

**AAAS DEGREE & AAS-T**

Total Credits Required .....90-95

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.



**VISUAL COMMUNICATION TECHNOLOGY (CONT.)**

(206) 546-4671

*Game and Art Design*

Students will explore creative, multimedia tools and solutions on Mac and PC platforms, using industry-standard software. In addition to General Education requirements, study will take place at three levels: core foundational design training, concentrated study in game design and software-based and topic-based study in specialized areas. This is not a degree in programming, but students have the opportunities to take introductory courses in industry-standard programming languages.

The Seattle region has seen significant growth in the game design industry and the future looks promising. Companies are hiring entry-level employees with a broad, integrated foundation of conceptual and technical knowledge, along with specialized skills. This two-year plus Visual Communications Technology degree in Game Art/Design is designed to provide students with the conceptual thinking skills and foundational technical skills, as well as the specialized training required to be qualified for entry level game, animation and related positions. Technical software training is done partly online with leading industry partners. This can be self-paced, allowing students to review lessons repeatedly and establish the self-directed life-long learner skills that the continually changing industry requires. This learning model also allows for greater focus on development of creative, conceptual skills and team collaboration skills in the classroom.

**OUTCOMES**

Students who successfully complete this program should be able to:

1. Develop and apply perceptual skills in creation of 2 D and 3 D game levels using visual design and game development software.
2. Using game development software integrated with design software, demonstrate technical skills, project management and production skills.
3. Conceive, plan, design and produce physical prototypes of games with characters and other assets, level, rules and game strategy.

**AAAS DEGREE & AAS-T**

Total Credits Required .....117-126

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificates of Proficiency**Visual Communications Foundation*

The Visual Communications Foundation Certificate of Proficiency is designed to provide an introductory level of knowledge and practice in visual design principles; graphic and typographic design; photography and video; computer graphic technologies; and offset printing, pre-press and new imaging technologies. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Art should follow the Associate of Fine Arts (AFA) transfer degree planning guide.

The Visual Communications Technology certificate program is designed to serve the needs of working professionals and students seeking entry level or introductory positions by enhancing skills for employability. For this Certificate of Proficiency, students study a condensed package of fundamentals in communications including design principles, typography, image creation, editing and preparation for final use, and training in specific software utilized in the industry.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:

1. Build their knowledge base in many areas of visual communications, as a foundation for further study and learning.
2. Create, select and organize essential design elements including letter forms, illustrations, typography and other graphic images.
3. Use computer software applications for graphic design, illustration, print and web production and publishing, and image manipulation for multimedia and animation.
4. Be familiar with procedures, processes, and concerns in many types of introductory-level visual communication projects.

**CERTIFICATE OF PROFICIENCY**

Total Credits Required. .... 61-64

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**VISUAL COMMUNICATION TECHNOLOGY (CONT.)****101**

(206) 546-4671

*Foundation Program with Customized Specialization*

The Visual Communication Technology Foundation w/Specialization Certificate of Proficiency is designed to provide an introductory level of knowledge and practice in visual design principles; graphic and typographic design; photography and video; computer graphic technologies; and offset printing, pre-press and new imaging technologies. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Art should follow the Associate of Fine Arts (AFA) transfer degree planning guide.

The Visual Communication Technology Foundation w/Specialization program focuses on the fundamentals of communications including design principles, typography, image creation, editing and preparation for final use, and will also receive training in specific software utilized in the industry. This one-year course of study provides a condensed foundation in multiple areas with a customizable choice of capstone classes (student choice). Based on personal and career interests, students select an area of concentration in upper-level classes once they have completed the prerequisite requirements.

**OUTCOMES**

Students who successfully complete this program (a GPA of 2.0 or better for the entire certificate/degree) should be able to:

1. Complete a shortened education sequence tailored to individual needs, as a pathway for further study and learning.
2. Create, select and organize design elements on an introductory level including letterforms, illustrations, typography and other graphic images.
3. Use computer software applications for graphic design, illustration, desktop design/publishing, and scanning or manipulating visual images, (and video or 2-d animation if these final classes are chosen).
4. Be familiar with procedures, processes, and concerns in many types of visual communication projects.

**CERTIFICATE OF PROFICIENCY**

Total Credits Required . . . . . 54-59

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Certificates of Completion**Digital Illustration/Animation Level II*

The certificate is designed for students requiring an accelerated course of study and achievement in graphics production including planning, design and creation of digital 2-D graphics and 3-D animation. Students work in current industry software in both vector-based and pixel-based applications, acquire essential design, illustration, and problem-solving skills, and learn how to manage graphics projects and understand how to print or output graphics correctly.

**OUTCOMES**

Prepares students for using concept development procedures and visual communication problem solving in image production environments. Use computer software applications for creation of illustrations and other graphic material for a variety of production outcomes. Demonstrate a knowledge of color, perspective, line quality, and other illustrative factors. Explain 3-D concept development, construction, modeling, texturizing, movement and animation.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 18

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Digital Photography Level II*

This program is designed for students seeking an expanding application of photography in digital form. It is assumed that students already have fine artist experience/education in photography and wish to expand skills for digital application.

**OUTCOMES**

Prepares students for positions and course studies in photographic image production, image manipulation and management.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 13

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**VISUAL COMMUNICATION TECHNOLOGY (CONT.)**

(206) 546-4671

*Web Design*

This program is designed for students requiring an integrated foundation of knowledge and practice in visual design principles, graphic and typographic design, computer graphic technologies and new imaging and display techniques for the Internet.

**OUTCOMES**

Prepares students for positions and course studies in web/media design, illustration, electronic presentation and in manipulating visual images for traditional and new media.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 19

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Art and Design Foundation*

This program is identified for students needing an introduction to art and design as a complement to technical production. It is also one certificate in a series of short-term certificates, which contribute towards a one-year certificate of proficiency in VCT and also a two-year degree.

**OUTCOMES**

This program prepares students for entry-level positions and course studies in information technology for visual design principles.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Business Foundation*

VCT students learn about basic business communications and skills for the workplace in relation to graphics and multimedia. Business communications, both written and verbal, are stressed in relation to interpersonal and human relations and common business/industry practices. Practical skills in marketing and copyright are also introduced.

**OUTCOMES**

Prepares to work in entry-level office settings as well as prepare for success in self-employment/freelance opportunities in fine, performing or technical arts.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 19

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Computer Foundation*

This program is identified for students needing an introduction to computers in the workplace. It is also the first certificate in a series of short-term certificates, which contribute towards a one-year certificate of proficiency in Web Development.

**OUTCOMES**

The program prepares students for entry-level positions and course studies in information and visual technology.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 15

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

**VISUAL COMMUNICATION TECHNOLOGY (CONT.)****103**

(206) 546-4671

*Computer Graphics Foundations*

This program is identified for students requiring an integrated foundation of knowledge and practice in visual design principles, graphic and typographic design, computer graphic technologies and new imaging techniques. It is also one certificate in a series of short-term certificates which contribute towards a one-year certificate of proficiency in Web Development.

**OUTCOMES**

The program prepares students for entry-level positions and course studies for desktop publishing, graphic design, illustration, electronic paste-up and to scan or manipulate visual images.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 20

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

*Digital Video*

This program is designed for students requiring an integrated foundation of knowledge and practice in visual design principles in pre and post production of video.

**OUTCOMES**

Prepares students for positions and course studies for multimedia and web video applications, graphic design, illustration, and interactive design.

**CERTIFICATE OF COMPLETION**

Total credits required . . . . . 15-17

See [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide for this option.

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# Course Descriptions

Shoreline Community College offers a full range of courses to meet students' needs, including developmental studies, professional-technical preparation, lower-division transfer, and enrichment. These courses are described in the following section, listed in order by course number. The total credit hours for each course are listed in parentheses after the course title.

Many course descriptions include essential information such as prerequisites, grading options, and entry requirements. When choosing your courses, be sure to consider this information; it is provided to help you succeed.

The college constantly revises and updates its curriculum and may add new courses or make changes in existing course requirements during the span of this catalog. Please refer to the Quarterly Class Schedule, in print or online, for the most up-to-date course information.

## *Interdisciplinary Studies Programs*

Connections, discovery, cross-pollination of ideas — that's what takes place in an Interdisciplinary Studies Program. These programs are simply "packaged" courses that either combine or link together two or more classes around an issue in society or a common theme. By integrating subjects this way, the Interdisciplinary Studies Program can lead students to a deeper understanding of each subject. They can enhance a student's skills in problem-solving — an essential ability for the 21st-century workforce.



## *W (Writing) Courses*

In certain courses, writing in a specific discipline will be emphasized along with the subject matter associated with the title. A "W" after the course number means that writing is an integral part of the course. Writing instruction and feedback are provided. Writing grades enter into the determination of the grade for the course. Placement at the English& 101 level or completion of necessary developmental English or ESL courses in preparation for English& 101 is recommended for registration in a "W" course. The Quarterly Class Schedule identifies the "W" courses offered.



**ACCOUNTING 104****Payroll Accounting (5)**

A course designed to provide information and study of accounting for payroll, payroll taxes and benefits. Computer-assisted practice problems are required. Prerequisites: ACCT& 201 (may be taken concurrently) and math skills equivalent to or higher than MATH 70 or BUS 102, or equivalent math. Mandatory decimal grading.

**ACCOUNTING 170****Federal Income Tax Individuals/Small Business (5)**

This course presents the fundamentals of federal income taxation as it applies to individuals and sole proprietorships. This course will take a practical approach through preparation of individual tax returns including Schedules A, B, C, D. Mandatory decimal grading.

**ACCOUNTING & 201****Principles of Accounting I (5)**

Basic principles, theories and procedures for reporting business transactions; analysis and presentation of financial information, integrated with computer applications. Mandatory decimal grading.

**ACCOUNTING & 202****Principles of Accounting II (5)**

Accounting for short- and long-term assets and liabilities, corporations, statement of cash flows, financial statement analysis, and generally accepted accounting principles; integrated with computer applications. Prerequisites: Successful completion of ACCT& 201. Mandatory decimal grading.

**ACCOUNTING & 203****Principles of Accounting III (5)**

An introduction to job-, process- and activity-based costing, capital budgets, standard costs, cost-volume-profit analysis, and analysis of accounting information for managerial decision-making; integrated with computer applications. Prerequisite: Successful completion of ACCT& 201. Mandatory decimal grading.

**ACCOUNTING 206****Computer Accounting (5)**

An introduction to PC based computerized accounting using QuickBooks software designed for small business applications. Prerequisites: ACCT& 201 or instructor permission. Mandatory decimal grading.

**ACCOUNTING 208****Not-for Profit and Governmental Accounting (5)**

An introduction to accounting for not-for-profit organizations and state and local governments. Topics include general and special fund accounting for state and local governments, hospitals, charities, foundations, colleges and universities. Prerequisites: Successful completion of ACCT& 201 and 202. Mandatory decimal grading.

**ACCOUNTING 271****Intermediate Accounting I (5)**

Principles of financial reporting for enterprises. Standard-setting; FASB conceptual framework; presentation of income statement, balance sheet, and statement of cash flows; cash and cash equivalents; receivables; and inventory valuation. Prerequisites: ACCT& 202 or instructor permission. Mandatory decimal grading.

**ACCOUNTING 272****Intermediate Accounting II (5)**

Principles of financial reporting for enterprises. Tangible and intangible assets; depreciation, impairments, and disposition; current and long-term liabilities; contingencies; stockholders' equity; earnings per share. Prerequisites: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**ACCOUNTING 273****Intermediate Accounting III (5)**

Principles of financial reporting for enterprises. Investments; revenue recognition; taxes in financial statements; pensions; leases; statement of cash flows; legal and ethical considerations in disclosure. Prerequisites: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**ACCOUNTING 275****Accounting Information Systems (5)**

Use of accounting systems to support business processes. Internal control, security, privacy, ethics; revenue and expense cycles; payroll, inventory, and fixed assets; source and output documents; systems planning. Prerequisites: ACCT& 201 or ACCT 101 and BUSTC 105, or instructor permission. Mandatory decimal grading.

**ACCOUNTING 279****Federal Income Tax: Corporations/Conduits (5)**

Theory and practice of federal income taxation for C and S corporations, partnerships, and LLCs. Elements of exempt entities, trusts, estates, tax research and planning. Prerequisites: ACCT& 202 or ACCT 102 and ACCT 170, each with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**ACCOUNTING 286****Auditing and Assurance (5)**

Principles and practice of attest functions in the accounting profession. Generally accepted auditing standards; fraud and internal control; professional ethics and legal liability of auditors. Prerequisite: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**ACCOUNTING 289****Cost Accounting (5)**

Use of cost accounting in the controllership function. Cost behavior, cost tracing & apportionment. Relevant costs, transfer pricing, inventory issues, management control, and information systems. Prerequisite: ACCT& 203 or ACCT 103, with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**ACCOUNTING 291****Special Topics In Accounting (1)**

Classes focusing on specific issues and/or topics of interest in Accounting.

**ACCOUNTING 292****Special Topics In Accounting (2)**

Classes focusing on specific issues and/or topics of interest in Accounting.

**ACCOUNTING 293****Special Topics In Accounting (3)**

Classes focusing on specific issues and/or topics of interest in Accounting.

**ACCOUNTING 294****Special Topics In Accounting (4)**

Classes focusing on specific issues and/or topics of interest in Accounting.

**ACCOUNTING 295****Special Topics In Accounting (5)**

Classes focusing on specific issues and/or topics of interest in Accounting.

**ACCOUNTING 297****Individual Project In Accounting (1)**

Individual project in a specific area of accounting. By arrangement with instructor. Prerequisites: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ACCOUNTING 298****Individual Project In Accounting (2)**

Individual project in a specific area of accounting. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ACCOUNTING 299****Individual Project In Accounting (3)**

Individual project in a specific area of accounting. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ADULT BASIC EDUCATION 001****Basic Skills Orientation and Assessment (1)**

Students will learn about the ESL, ABE and GED programs and understand how to be successful in their classes. Students' basic skills will be assessed and students will be placed at their appropriate level. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 022****Reading and Writing for Life 2 (5)**

Students will read with understanding by determining the reading purpose, selecting appropriate reading strategies, monitoring comprehension, analyzing information, and integrating information with prior knowledge. Students will write about family needs, job situations, and/or community roles. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 023****Math Skills for Life 2 (10)**

Students learn to read, write and interpret basic mathematical information, solve whole number problems, and distinguish benchmark fractions, decimals and percents. Basic skills in data, statistics, shapes and measurements are included. Prerequisite: CASAS Appraisal score 201-210. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 032****Reading and Writing for Life 3 (5)**

Students will read with understanding by determining reading purpose, selecting appropriate reading strategies, analyzing information, and integrating information with prior knowledge. Students will write several connected paragraphs with correct mechanics, usage, and varied sentence structure. GED preparation continues. Prerequisite: CASAS Appraisal score 211 - 220. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 033****Math Skills for Life 3 (10)**

Students learn to read, write and interpret basic mathematical information; solve whole number, basic fractions, decimals and percent problems. Data, statistics, shapes, and measurements are included. Preparation for the GED and Compass tests begins. Prerequisite: CASAS Appraisal score of 211 - 220. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 042****Reading and Writing for Life 4 (5)**

Students read for understanding by determining purpose, selecting reading strategies, monitoring comprehension, analyzing information, and integrating information with previous knowledge in subject specific areas. Students write connected paragraphs in essay format while using academic English conventions. Course includes GED preparation. Prerequisite: CASAS Appraisal score 221 - 235. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 043****Math Skills for Life 4 (10)**

Students read, write and interpret a variety of mathematical information including fractions, decimals, ratios and percents. Focus is GED/Compass preparation. Prerequisite: CASAS Appraisal score of 221 - 235. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 046****ESL Math Overview (5)**

ESL Math Overview introduces students to basic math terminology. Students also learn (or review) basic math skills within the context of improving life skills. Students improve their English skills as they work through basic number and word problems. Prerequisite: Successful completion of Level 3 or placement into ESL Level 4 or above or by instructor permission. Mandatory P/NC grading.

**ADULT BASIC EDUCATION 081****Special Topics In Adult Basic Education (1)**

Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 082****Special Topics In Adult Basic Education (2)**

Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 083****Special Topics In Adult Basic Education (3)**

Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 084****Special Topics In Adult Basic Education (4)**

Classes focus on specific issues and/or topics of interest in ABE.

**ADULT BASIC EDUCATION 085****Special Topics In Adult Basic Education L1 (5)**

Classes focus on specific issues and/or topics of interest in ABE-L1.

**ADULT BASIC EDUCATION 097****Individual Projects In ABE (1)**

Individual project in a specific area of ABE. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**AMERICAN ETHNIC STUDIES 106****Music In American Culture (5)**

Explore musical traditions from diverse American cultures through guided listening and analysis of songs, styles, genres and musicians, with emphasis on the role of race, class, gender and sexual-orientation. Dual listed as MUSC 106. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**AMERICAN ETHNIC STUDIES 119****Survey of American Indian Studies (5)**

This course examines issues in American Indian Studies including native cultures, theories of American Indian origins, demographics, the formation of American Indian stereotypes, the resistance of Native peoples to racism and oppression, and contemporary issues (music, literature, health, etc.) Prerequisite: Concurrent or successful completion of ENGL& 101 recommended. Student option grading.

**AMERICAN ETHNIC STUDIES 215****From Rhymes to Reason: the Culture of Hip Hop (5)**

This course examines the culture of hip hop from its South Bronx (NYC) beginnings in the early 1970's to its globalization. Students explore the musical, visual, spoken word and literary elements of hip hop. Topics include the role of race, class, gender, politics, appropriation and commodification. Student option grading.

**AMERICAN ETHNIC STUDIES 291****Special Topics In American Ethnic Studies (1)**

Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 292****Special Topics In American Ethnic Studies (2)**

Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 293****Special Topics In American Ethnic Studies. (3)**

Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 294****Special Topics In American Ethnic Studies (4)**

Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 295****Special Topics In American Ethnic Studies (5)**

Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AMERICAN ETHNIC STUDIES 297****Individual Project In American Ethnic Studies (1)**

Individual project in a specific area of American Ethnic Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**AMERICAN ETHNIC STUDIES 298****Individual Project In American Ethnic Studies (2)**

Individual project in a specific area of American Ethnic Studies. By arrangement with instructor.

Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**AMERICAN ETHNIC STUDIES 299****Individual Project In American Ethnic Studies (3)**

Individual project in a specific area of American Ethnic Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**AMERICAN SIGN LANGUAGE & 121****American Sign Language I (5)**

ASL is the study of the fundamentals of the language, visual/gestural communication, basic information related to deaf culture, expressive and receptive skills, and work on comprehension and grammatical structure. Student option grading.

**AMERICAN SIGN LANGUAGE & 122****American Sign Language II (5)**

Continuation of ASL 121 with increased development of communication strategies with emphasis on expanding vocabulary and grammatical understanding. Functional applications of the language and appreciation for the deaf culture and community. Prerequisite: ASL& 121 or equivalent with instructor's permission. Student option grading.

**AMERICAN SIGN LANGUAGE & 123****American Sign Language III (5)**

Use of ASL 121 and 122 skills for ASL storytelling and expand linguistic-grammatical features into longer monologues with use of descriptive-locative classifiers. Continue exposure of deaf history, culture, community and ASL. Prerequisite: ASL& 121 and 122 or equivalent with instructor's permission. Student option grading.

**AMERICAN SIGN LANGUAGE 297****Individual Project In American Sign Language (1)**

Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**AMERICAN SIGN LANGUAGE 298****Individual Project In American Sign Language (2)**

Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**AMERICAN SIGN LANGUAGE 299****Individual Project In American Sign Language (3)**

Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ANTHROPOLOGY & 100****Survey of Anthropology (5)**

An introduction to the four subfields of anthropology (archaeology, biological anthropology, linguistic anthropology and sociocultural anthropology) with an emphasis on biological and cultural diversity in past and contemporary societies. Mandatory decimal grading.

**ANTHROPOLOGY & 204****Archaeology (5)**

The principles and methods of archaeology are presented during the examination of the archaeological record from the earliest human groups to civilization. The techniques of field excavation, dating of archaeological remains and the reconstruction of past societies are discussed and evaluated. Mandatory decimal grading.

**ANTHROPOLOGY & 205****Biological Anthropology (5)**

The evolutionary biology of human beings is explored by examining the tenets of evolutionary theory, genetics, primate anatomy and behavior, the fossil record, and the range of biological diversity within and between contemporary human populations. Mandatory decimal grading.

**ANTHROPOLOGY & 206****Cultural Anthropology (5)**

Cross-cultural and multicultural understanding of human cultural and social diversity and environmental adaptation as expressed in the formation/maintenance of social groups based on ethnicity, kinship, gender, age, race/racism, power and privilege, politics, economics, psychology, religion, art in the USA and globally. Mandatory decimal grading.

**ANTHROPOLOGY & 207****Linguistic Anthropology (5)**

The study of human and nonhuman primate communication. The study of human language and its sociocultural setting, relating the structure and history of language to human cognition and social behavior. Mandatory decimal grading.

**ANTHROPOLOGY 215****Intro to Medical Anthropology and Global Health (5)**

Examination of health, culture and medicine in the U.S. and abroad. Exploration of cross-cultural and biomedical perspectives on the human body, birth, death, suffering and healing. Emphasizes interrelationships of biological, political, economic and social factors on health and well-being. Prerequisite: ENGL& 101 preferred. Mandatory decimal grading.

**ANTHROPOLOGY 295****Special Topics In Anthropology (5)**

Classes focusing on specific issues and/or topics of interest in Anthropology.

**ANTHROPOLOGY 297****Individual Project In Anthropology (1)**

Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ANTHROPOLOGY 298****Individual Project In Anthropology (2)**

Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ANTHROPOLOGY 299****Individual Project In Anthropology (3)**

Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on

evaluation of students' educational and work experience. Student option grading.

**ART & 100****Art Appreciation: the World of Art (5)**

Students learn to analyze diverse forms of art from world cultures. Students explore the creative process, visual elements of art, and cultural/political contexts in which art is made. Course may include themes such as birth/death, public vs. private art, the human form, etc. This course is for non-majors. Prerequisite: ENGL 099 or equivalent. Mandatory decimal grading.

**ART 105****Multicultural Studies Through the Visual Arts (5)**

Students explore the ways in which gender, race, class and sexual orientation have been represented in and defined by the visual arts. Students deconstruct historical and current images and examine how these images have impacted individuals' access or denial to power, privilege and self-definition. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Mandatory decimal grading.

**ART 109****Two-Dimensional Design (5)**

This is an introductory course in two-dimensional design. Students explore basic elements, principles and processes of two-dimensional design. Design fundamentals are investigated and explored through lecture/demonstration, hands-on projects and class critiques/discussion. Student option grading.

**ART 110****Three-Dimensional Design (5)**

This is an introductory course in three-dimensional design. Students explore basic elements and principles through demonstrations and hands-on studio work. Projects emphasize problem-solving, concept development and creativity in the transformation of two-dimensional concepts into three-dimensional objects. Recommended: ART 109. Student option grading.

**ART 121****Ceramic Art 1 (5)**

This is an introductory course in the creation and appreciation of the ceramic vessel. Students learn basic hand-building, wheel-throwing and glazing processes as a foundation for further creative development. This is the first course in a three-course sequence. Student option grading.

**ART 122****Ceramic Art 2 (5)**

Students build upon skills learned in Ceramic Art 1 and continue their exploration of the processes, techniques and aesthetics of the ceramic vessel. The focus in the second quarter is on development of artistic direction, interests and point of view. Prerequisite: ART 121 or equivalent with instructor permission. Student option grading.

**ART 123****Ceramic Art 3 (5)**

Students further develop skills learned in Ceramic Art 1 and 2 and continue their exploration of the processes, techniques and aesthetics of the ceramic vessel. The focus in the third quarter is on continued development of artistic direction, interests and point of view.

Prerequisite: ART 122 or equivalent with instructor permission. Student option grading.

**ART 131****Drawing 1 (5)**

This is an introductory course in drawing from observation. Students use a variety of media, including graphite, charcoal and ink, to draw from the still-life and the figure. Basic principles of composition are stressed. This is the first course in a three quarter sequence. No academic experience is required. Student option grading.

**ART 132****Drawing 2 (5)**

Students continue to work from the still life and the figure in class to build upon drawing skills and understandings acquired in Drawing 1. Additional projects emphasize individual exploration and problem-solving in the development of artistic direction, interests and point of view. Prerequisite: ART 131 or equivalent with instructor permission. Student option grading.

**ART 133****Drawing 3 (5)**

Students continue to work from the still life and the figure in class to further develop drawing skills acquired in Drawing 1 and 2. Additional projects emphasize further individual exploration and problem-solving. Prerequisite: ART 132 or equivalent with instructor permission. Student option grading.

**ART 134****Drawing for Animation (5)**

Students focus on drawing in sequence to create two-dimensional animations. They explore full animation techniques, character animation and storyboard development. Animation drawing formats include zoetrope strips, flip books and paper cels. Prerequisites: ART 131 or instructor permission by portfolio review. Student option grading.

**ART 144****Beginning Photography (5)**

Introduction to photographic image creation and expression through traditional film and digital mediums. Composition, aesthetics, history, lighting, darkroom techniques and image editing tools for traditional film and digital mediums will be covered. Limited cameras available for short-term check out. Student option grading.

**ART 145****Intermediate Photography (4)**

Students continue to work in both traditional film and digital mediums to build upon photographic skills and techniques acquired in Beginning Photography. The course emphasizes conceptual development, artistic direction, and personal expression in photography as an art form. Cameras available for short-term checkout. Prerequisite: ART 144 with a 2.0/Pass or better, or instructor permission. Student option grading.

**ART 146****Advanced Photography (4)**

Students continue to work in both traditional film and digital mediums to build upon photographic skills and techniques acquired in Intermediate and Beginning Photo. The course emphasizes further conceptual



development, artistic direction, personal expression in photography as an art form. Limited cameras available for check-out. Prerequisite: ART 144 and ART 145, each with a 2.0/Pass or better, or instructor permission. Student option grading.

### **ART 234**

#### **History of Animation (5)**

This course explores the history and structure of animation. Students study the international development of animation from its origins to present as well as its basic principles, theories and practices. The rise of studio production is contrasted with the role of the independent artist/ animator. Student option grading.

### **ART 244**

#### **Studio/Lighting/Digital Imaging (4)**

Introduction to studio photography and studio lighting. Students learn the principles of light control, studio techniques, and post-processing for creative use in portrait, still life, and product photography. Students can work digitally or with traditional film/darkroom. Prerequisite: ART 144 and ART 145 or instructor permission. Student option grading.

### **ART 246**

#### **Documentary Photography (4)**

This course presents theory and the philosophy of the photograph to interpret, comment on or record the events of humanity. Visual language of sequencing and structure are explored in digital and film. Limited cameras available for check-out. Prerequisite: ART 144, 145, or instructor permission. Student option grading.

### **ART 251**

#### **Painting 1 (5)**

This is an introductory course emphasizing color and composition in paint media (watercolor and acrylic or oil). No previous experience is required. This is the first course in a three-quarter series. Student option grading.

### **ART 252**

#### **Painting 2 (5)**

Students build upon skills learned in Painting 1, with emphasis on color, composition, and a deeper exploration of one paint media: acrylic, watercolor, or oil. The focus in the second quarter level is on developing students' artistic direction, interests, and point of view. Prerequisite: ART 251 or instructor permission. Student option grading.

### **ART 253**

#### **Painting 3 (5)**

Students further develop skills learned in Painting 2, with emphasis on color and composition, and a deeper exploration of one paint medium: acrylic, watercolor, or oil. The focus in the third quarter level is on further development of artistic direction, interests, and point of view. Prerequisite: ART 252 or instructor permission. Student option grading.

### **ART 254**

#### **Design & Materials: Wood & Plaster (5)**

This is an introductory course in the exploration of wood and plaster as mediums for creative problem-solving and expression in three-dimensional design and sculpture. Students investigate and explore these materials through demonstrations and hands-on studio work. Student option grading.

### **ART 255**

#### **Design & Materials: Glass/Metal/Plastic (5)**

This is an introductory course in the exploration of glass, metal or plastics as mediums for creative problem-solving and expression in three-dimensional design and sculpture. Students investigate and explore these materials through demonstrations and hands-on studio work. Student option grading.

### **ART 256**

#### **Design & Materials: Textiles (5)**

This is an introductory course in the creation and appreciation of textiles as a medium for creative problem-solving and expression in art and design. Students investigate and explore textiles and related materials through demonstrations and hands-on studio work. Student option grading.

### **ART 260**

#### **Intermediate Studio Projects (5)**

Students who have completed a basic fine art studio course series work in collaboration with an instructor to build upon the skills and concepts of that specific studio art sequence and to develop individual artistic direction, interests and points of view. May be taken multiple times for credit. Prerequisite: ART 146, 133, 109, 110, 130, 123, 253, or 271 or instructor permission. Mandatory P/N/C grading.

### **ART 261**

#### **Printmaking 1 (5)**

Survey of fine art printmaking including relief, planographic and intaglio printmaking with a focus on design, drawing, techniques and materials used in printmaking. Instruction through lectures, demonstrations, critiques and research. Students create prints in each media. Student option grading.

### **ART 262**

#### **Printmaking 2 (5)**

Students build upon skills learned in Printmaking 1 with emphasis on further exploration in one or more media and the development of artistic direction, interests and point of view. Prerequisite: ART 261 or instructor permission. Student option grading.

### **ART 271**

#### **Sculpture 1 (5)**

This is an introductory course in the creation and appreciation of sculpture. Students explore basic sculptural processes, materials and tools as a foundation for creative problem-solving and sculptural expression. Typical materials include clay, plaster and wood. First in a three-course sequence. Student option grading.

### **ART 272**

#### **Sculpture 2 (5)**

Students build upon skills learned in Sculpture 1 and continue their exploration of sculptural processes, materials and tools. The focus in the second quarter level is on developing students' artistic direction, interests and point of view. Prerequisite: ART 271 or instructor permission. Student option grading.

### **ART 273**

#### **Sculpture 3 (5)**

Students further develop skills learned in Sculpture 1 and 2 and continue their exploration of sculptural processes, materials and tools. The focus in the third quarter level is on continued development of artistic direction, interests and

point of view. Prerequisite: ART 272 or instructor permission. Student option grading.

### **ART 290**

#### **AFA Portfolio (2)**

Students review and assess their artwork and artistic development in order to create and present a portfolio in completion of the AFA degree and in preparation for transfer to college art programs and/or further artistic and professional development. Prerequisite: All required core and concentration art courses in AFA degree. Up to 5 credits of these required courses can be taken concurrently with ART 290. Student option grading.

### **ART 291**

#### **Special Topics In Art (1)**

Classes focus on specific issues and/or topics of interest in Art.

### **ART 292**

#### **Special Topics In Art (2)**

Classes focus on specific issues and/or topics of interest in Art.

### **ART 293**

#### **Special Topics In Art (3)**

Classes focus on specific issues and/or topics of interest in Art.

### **ART 294**

#### **Special Topics In Art (4)**

Classes focus on specific issues and/or topics of interest in Art.

### **ART 295**

#### **Special Topics In Art (5)**

Classes focus on specific issues and/or topics of interest in Art.

### **ART 297**

#### **Individual Project In Art (1)**

Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **ART 298**

#### **Individual Project In Art (2)**

Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **ART 299**

#### **Individual Project In Art (3)**

Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

## **ART HISTORY 204**

### **Survey of Asian Art (5)**

Students are introduced to the art and architecture of India, China, Korea and Japan. This course gives an overview of Asian art with a concentration on individual nations/cultures, specific period styles and representative artists. Prerequisite: Completion or enrollment in ENGL 099 or instructor permission. Student option grading.

**ART HISTORY 210****Japanese Art History (5)**

This course offers a comprehensive study into the art, architecture and crafts of Japan. Art and artists of Japan are examined as well as the religion, politics, and economics that shaped their cultural eras. Prerequisite: Completion of ENGL 099, placement in ENGL& 101 or instructor permission. Student option grading.

**ART HISTORY 224****Survey of Western Art: Ancient (5)**

Students study and analyze Western art and architecture from prehistory through the Greco/Roman eras and the early Christian periods. This course addresses how art forms have been influenced by significant events, beliefs, and customs. Student option grading.

**ART HISTORY 225****Survey of Western Art: Medieval/Baroque/Rococo (5)**

Students study and analyze Western art and architecture from the Early Medieval Period to the 19th century. Students will evaluate how art has been influenced by significant artists, beliefs, and stylistic traditions. Student option grading.

**ART HISTORY 226****Survey of Western Art: Modern/Postmodern (5)**

Students study and analyze Western art and architecture from the late 19th century to the 21st century. Works of major artists, plus the development of new art forms in the Postmodern world are introduced. Student option grading.

**ART HISTORY 292****Special Topics In Art History (2)**

Classes focus on specific issues and/or topics of interest in Art History.

**ART HISTORY 293****Special Topics In Art History (3)**

Classes focus on specific issues and/or topics of interest in Art History.

**ART HISTORY 295****Special Topics In Art History (5)**

Classes focus on specific issues and/or topics of interest in Art History. Student option grading.

**ART HISTORY 297****Individual Project In Art History (1)**

Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

**ART HISTORY 298****Individual Project In Art History (2)**

Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

**ART HISTORY 299****Individual Project In Art History (3)**

Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

**ART SEMINAR 144****Beginning Photo Seminar (0)**

Seminar for beginning photo course. Must be taken concurrently with ART 144.

**ASTRONOMY & 101****Introduction to Astronomy (5)**

A one-quarter survey course in astronomy, intended for non-science majors. Studies such topics as: the solar system, stellar evolution, galaxies and cosmology. Prerequisites: MATH 099. Student option grading.

**ASTRONOMY 297****Individual Project In Astronomy (1)**

Individual project in a specific area of ASTR. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ASTRONOMY 298****Individual Project In Astronomy (2)**

Individual project in a specific area of ASTR. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ASTRONOMY 299****Individual Project In Astronomy (3)**

Individual project in a specific area of ASTR. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**AUTOMOTIVE TECHNOLOGY 101****Introduction to Automotive (3)**

For students interested in the automobile from a business, technical, and/or consumer perspective. Subjects covered include automotive career exploration, consumer information, minor maintenance & safety inspection, and an introduction to technical systems. Also automotive history and current social issues associated with the automobile. Prerequisites: Recommended at least ENGL 090. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 110****Intro to Shop Procedures & Safety (4)**

This course introduces the career of auto service technology and its many career ladders. Also, students will learn basic shop safety, and use and care of auto shop tools. Intended primarily for ESL students. Prerequisite: CASAS 220 or higher and ESLAB 040. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 111****Electrical Systems (8)**

The fundamental principles of electricity and solutions for electrical problems in autos using Ohm's law. Diagnosis and service for basic auto electrical issues. Intended primarily for ESL students. Prerequisite: CASAS 220 or higher and ESLAB 040. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 112****Automotive Engines (4)**

This course covers the following skill areas: engine repair including components, design, construction and theory of the internal combustion engine. Intended primarily for ESL students. Prerequisite: AUTOT 110 Intro to Automotive Shop & Personal Safety.

Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 113****Steering and Suspension Systems (8)**

This course is designed for students entering the automotive service field and covers diagnosis, repair and alignment of 2-, 4-, and all-wheel drive systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 114****Brakes (6)**

This course is designed for students entering the automotive service field and covers the following skill areas: inspection, diagnosis, and repair of conventional and ABS braking systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 115****Drive Train (4)**

This course is designed for students entering the automotive service field and covers the following skill areas: basic service of manual and automatic transmissions and transaxles. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 116****Heating and Air Conditioning Systems (2)**

This course is designed for students entering the automotive service field and covers the diagnosis and service of automotive heating and air conditioning systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 121****General Service Technician I (18)**

For entry-level automotive students. Course provides introduction to fundamentals, maintenance and inspection of the following automotive systems: Engine Design & Performance, Lubrication & Cooling, Electrical, and Air Conditioning. Integrates basic education skills, career exploration, and employability skills development (IBEST). Prerequisite: Instructor Permission. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 122****General Service Technician II (18)**

For entry-level automotive students. Course provides introduction to the fundamentals, maintenance, and inspection of the following automotive systems: Brakes, Steering, Suspension, Axle, Differential, Manual and Automatic Transmission, and 4-wheel drive. Integrates basic education skills and employability skill development (IBEST). Prerequisite: Instructor permission. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 123****GST III (17)**

This course is part of the GST II Certificate or Degree Program. It will provide diagnostic and repair experience in the following automotive systems: Engine Repair; Engine Performance; Electrical Systems; Heat and Air Conditioning. Prerequisite: AUTOT 121 and AUTOT 122 each with minimum grade of 2.0. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 124** **GST IV (17)**

This course is part of the GST II Certificate or Degree Program. It will provide diagnostic and repair experience in the following automotive systems: Brakes, Steering, Suspension, Axle, Differential, Manual & Automatic Transmissions, and 4-wheel drive. Prerequisite: Completion of AUTOT 121 and AUTOT 122 each with a minimum grade of 2.0. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 151** **Auto Brakes, Suspension, Transmission Rear Axles (20)**

This three week course will cover the fundamental operations of General Motors automatic transmissions, overhaul repair techniques and diagnostic procedures for the following transmissions, TH 350, TH 400, 125C, 200, 180C, and Torque Converter Clutch Diagnosis. Permission of instructor. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 152** **Engine Repair, Heating and Air Conditioning (20)**

Engine operation and design with diagnosis and repair emphasis. Course also covers principles of refrigeration and air conditioning, heating systems and air distribution. Permission of instructor. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 156** **Fundamental Automotive Electricity (8)**

An introductory class in the fundamentals of automotive electrical systems. Voltage, current & resistance theory, proper use of digital volt-ohm meters, electrical wiring diagrams and hands-on skills. Prerequisite: Instructor interview and permission to enroll required. Mandatory P/NC grading.

### **AUTOMOTIVE TECHNOLOGY 160** **Fundamentals of Automotive Service Training (9)**

This course introduces students to the automotive industry and presents an overview of systems. Also includes new model/product information, customer satisfaction index (CSI), safety, basic servicing, shop practices, and new/used vehicle inspection. Prerequisites: Instructor permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 161** **Engine Repair (9)**

The components, design, construction, and operation of the internal combustion engine/powerplant will be studied. Engine removal, disassembly, inspection, measurement, repair, and reassembly are covered. Engine diagnostics and testing are performed. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 162** **Specialized Electronics Training (9)**

For electrical specialists. Course builds from the electrical principles and concepts through automotive semi-conductors to microprocessors. The use of electrical measurement devices and wire repairing; on-bench and on-car exercises. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 163** **Brakes and Suspension (9)**

Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems; including hydraulic, power assist, and parking

break systems. Theory, service, and diagnosis of anti-lock systems. Steering, suspension, and wheel alignment includes diagnosis, inspection, repair, and maintenance. Also, tire service and wheel balance. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 164** **Manual Gear Trains and Transaxles (9)**

The design, construction, and operation of front, rear, and all-wheel drive systems. Gear train diagnosis, removal, disassembly, inspection, measurement, repair, reassembly, and installation; includes drive axle, hubs, and transfer case service. The use and application of diagnostic equipment will be covered. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 165** **Engine Management and Emissions Systems (9)**

Theory, diagnostic testing and repair of ignition, fuel injection, air induction, sensors, actuators, on-board diagnostics, and emission systems. Students learn to use electronic analyzers and diagnostic scanners. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 166** **Electrical Systems (9)**

Theory, diagnosis, testing, repairing or replacing automotive electrical system components. Multiplexed and microprocessor-controlled systems included. Emphasis on reading wiring diagrams and using electrical measuring devices and scan tools. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 167** **Automatic Transmissions/Transaxles (9)**

Transmission/transaxle mechanical, hydraulic, and electrical operation. Service, overhaul, mechanical/electrical diagnosis procedures will be covered. Use and application of diagnostic equipment. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 168** **Heating and Air Conditioning (9)**

Theory, operation, diagnosis, and service practices of manual & automatic heating, ventilation and air conditioning systems. Identification, recovery, recycling, and recharging of R12 and R134. Heating, ventilation, air condition (HVAC) controls and diagnosis. Use/ application of diagnostic equipment. Recovery certification will be offered. Permission. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 170H** **Fundamentals of Honda Auto Service Training (9)**

This course introduces students to the automotive industry and presents an overview of vehicle and dealership systems. Includes new model product information, customer satisfaction index (CSI), safety, proper tool usage, basic servicing, shop practices, and new/used vehicle inspection. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 171H** **Honda Engine Repair (12)**

The components, design, construction and operation of the internal combustion engine/powerplant will be studied. Engine removal, disassembly, inspection, measurement, repair, and reassembly are covered. Engine

diagnostics and testing are performed. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 172H** **Honda Brake Systems (12)**

Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems; including hydraulic, power assist, and parking break systems. Theory, service, and diagnosis of anti-lock systems. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 173H** **Honda Steering & Suspension Systems (12)**

Steering, suspension, and wheel alignment includes diagnosis, inspection, repair and maintenance. Also, tire service and wheel balance. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 174H** **Honda Manual Gear Trains and Transaxles (8)**

The design, construction, and operation of front, rear, and all-wheel drive systems. Gear train diagnosis, removal, disassembly, inspection, measurement, repair, reassembly, and installation; includes drive axle, hubs, and transfer case service. The use and application of diagnostic equipment will be covered. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 175H** **Honda Engine Management and Emissions Systems (12)**

Theory, diagnostic testing and repair of ignition, fuel injection, air induction, sensors, actuators, on-board diagnostics, and emission systems. Students learn to use electronic analyzers and diagnostic scanners. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 176H** **Honda Electrical Systems (15)**

Theory, diagnosis, testing, repairing or replacing automotive electrical system components. Multiplexed and microprocessor-controlled systems included. Emphasis on reading wiring diagrams and using electrical measuring devices and scan tools. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 177H** **Honda Automatic Transmissions/Transaxles (8)**

Transmission/transaxle mechanical, hydraulic, and electrical operation. Service, overhaul, mechanical/electrical diagnosis procedures will be covered. Use and application of diagnostic equipment. Prerequisite: Instructor permission required. Mandatory decimal grading.

### **AUTOMOTIVE TECHNOLOGY 178H** **Honda Heating and Air Conditioning (8)**

Theory, operation, diagnosis, and service practices of automotive heating, ventilation and air conditioning systems. Identification, recovery, recycling, and recharging of R134A systems. Heating, ventilation, air conditioning (HVAC) controls and diagnosis. Use/application of diagnostic equipment. Recovery certification will be required. Prerequisite: Instructor permission required. Mandatory decimal grading.



**AUTOMOTIVE TECHNOLOGY 180**  
Fundamentals of Auto Service Training (8)

**AUTOMOTIVE TECHNOLOGY 180T**  
Fundamentals of Auto Service Training (9)

This course introduces students to the automotive industry and presents an overview of vehicle and dealership systems. Includes new model product information, customer satisfaction index (CSI), safety, basic servicing, shop practices, and new/used vehicle inspection. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 181T**  
Engine Repair (11)

Engine Mechanical system components, design, construction, and operation of the internal combustion engine. Includes engine removal, disassembly, inspection, measurement, repair and reassembly. Engine diagnostics and testing are performed. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 183T**  
Brakes and Suspension (21)

Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems. Includes hydraulic, power assist, parking and anti-lock systems (ABS). Steering and suspension systems inspection, maintenance, diagnosis, and repair. Includes wheel balance and alignment. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 184T**  
Manual Gear Trains and Transaxles (8)

Manual transmission design, construction, operation, inspection, maintenance, diagnosis and repair on front, rear and all-wheel drive systems. Includes drive axles, differentials, hubs, transfer case service, and overhaul procedures. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 185T**  
Engine Control Systems (16)

Engine control systems theory, design, inspection, testing, diagnosis, and repair. Systems include ignition, fuel injection, air induction, engine control sensors, and engine control actuators. Emphasis is on using the correct diagnostic tools and procedures. Prerequisites: Instructor permission. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 186**  
Electrical Systems (18)

Theory, diagnosis, testing, repairing or replacing automotive electrical system components. Multiplexed and microprocessor-controlled systems included. Emphasis on reading wiring diagrams and using electrical measuring devices and scan tools. Permission. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 186T**  
Electrical Systems (21)

Automotive electrical systems theory, construction, components, testing, diagnosis, and repair. Includes non-multiplexed, multiplexed, and microprocessor-controlled systems. Emphasis is on reading wiring diagrams and using electrical diagnostic tools and scan tools. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 187T**  
Automatic Transmissions/Transaxles (11)

Automatic transmission/transaxle theory, operation, inspection, testing, diagnosis, and repair of mechanical, hydraulic and electrical systems. Includes remove and reinstall. Emphasis on using the proper diagnostic procedures and tools to diagnose faults in the system. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 188T**  
Heating and Air Conditioning (8)

Heating, ventilation and air conditioning (HVAC) system theory, operation, testing, diagnosis, and proper service practices. Includes identification, recovery, recycling, and recharging automotive HVAC systems. Emphasis is on using proper diagnostic procedures and tools. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 189T**  
Engine Emission Management Systems (9)

Engine emission management systems theory, components, testing, diagnosis, and repair. Emphasis is on using scan tools to interface with vehicle on-board diagnosis (OBD-II) to diagnose faults in the emission control systems. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 190**  
General Service Technician Internship (9)

Student will interview with employers to obtain an internship or employment experience at an automotive (or related industry) business. Skills learned in the General Service Technician program will be applied and evaluated at the job site. Prerequisite: Instructor permission, AUTOT 121 and AUTOT 122, basic automotive tool set. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 270**  
Fundamentals of Automotive Practicum (8)

After completing this course the student will demonstrate the ability to work as an entry level technician in a new car dealership service department as an integral part of the service department team. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 276**  
Electrical Systems Practicum (8)

After completing this course the student will demonstrate the ability to work as an entry level technician in a new car dealership service department as an integral part of the service department team. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 291**  
Cooperative Dealership Experience I (20)

Students enrolled in the factory-specific programs will work at a new car-truck dealership as an apprentice technician. This is a cooperative experience involving the student, dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Mandatory decimal grading. Dealership sponsor required.

**AUTOMOTIVE TECHNOLOGY 292**  
Cooperative Dealership Experience II (20)

Students enrolled in the factory-specific programs will work at a new car-truck dealership as an apprentice technician. This is a cooperative experience involving the student,

dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Permission. Mandatory decimal grading. Dealership sponsor required.

**AUTOMOTIVE TECHNOLOGY 293**  
Cooperative Dealership Experience III (20)

Students enrolled in the factory-specific programs will work at a new car-truck dealership as an apprentice technician. This is a cooperative experience involving the student, dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Permission. Mandatory decimal grading. Dealership sponsor required.

**AUTOMOTIVE TECHNOLOGY 294**  
Cooperative Dealership Experience III (20)

Students enrolled in the factory-specific programs will work at a newcar-truck dealership as an apprentice technician. This is a cooperative experience involving the student, dealership, manufacturer, and Shoreline Community College to reinforce and apply skills learned during previous quarters. Instructor permission required. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 295**  
Special Topics In Automotive Technology (4)

Classes focusing on specific issues and/or topics of interest in Automotive Technology. Prerequisite: Instructor permission. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 297**  
Individual Projects In Automotive Technology (1)

Individual project in a specific area of Automotive Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

**AUTOMOTIVE TECHNOLOGY 298**  
Individual Projects In Automotive Technology (2)

Individual project in a specific area of Automotive Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

**BIOLOGY 090**

**Biology Special Lab (3)**

This class is an opportunity for tutorial instruction for students in biological subject matter areas where assistance may be needed. No appointments are necessary. Come in when you need help. An instructor/tutor is available. Prerequisites: Registration in a biology class. Mandatory P/NC grading.

**BIOLOGY 091**

**Biology Success Strategies (1)**

Students learn organizational and time management skills, skills for independent learning, problem-solving approaches, test-taking strategies, vocabulary and techniques that promote confidence and success in biology. Concurrent enrollment in any 200-level BIOL course required. Mandatory P/NC grading.

**BIOLOGY 107**

**Biology and Society (5)**

This non-majors lab course examines the basic

biological principles that underlie many of the issues facing our society. Among the topics addressed will be human impact on the environment and biodiversity, genetically modified organisms, gene therapy, stem cells, evolution and natural selection. Student option grading.

### **BIOLOGY 110**

#### **Biotechnology: Science, Applications/Implications (3)**

This overview class will cover current topics in Biotechnology. It will include basic elements of the science, current and expected capabilities and products, the structure of the industry, impact on society and the health care field and social questions. Prerequisite: High School Biology, Chemistry, and English are suggested. Placement at or above ENGL 099 level required. Student option grading.

### **BIOLOGY 124**

#### **Northwest Flora (5)**

Plant classification, field study, and laboratory identification of common Pacific Northwest plant families and investigating the ecology, cultural uses & conservation of plants at the local & global level. Laboratory. Student option grading.

### **BIOLOGY 126**

#### **Sustainable Gardening/Horticulture (5)**

This lab science course teaches environmentally responsible gardening practices and landscaping. Content includes plant identification, plant anatomy, soils, fertilizers/composting, integrated pest management, and water conservation. Student option grading.

### **BIOLOGY 140**

#### **The Science of Cannabis (3)**

Course will investigate the active compounds of cannabis and their various effects on human physiology in contrast with alcohol, nicotine, and morphine. Included are genetics and medical uses of cannabis. Historical perspectives on prohibition/legalization, and modern laws related to testing will be included. Prerequisite: Successful completion of ENGL& 101. Student option grading.

### **BIOLOGY 144**

#### **Marine Biology (5)**

A study of local marine organisms and the environments in which they live. Laboratory and field work are designed to implement this study. Local field trips are included. BIOL 144 and BIOL 244 are taught concurrently. BIOL 144 is designed for non-science majors. Prerequisite: ENGL 099 and MATH 080 with 2.0 or better. Student option grading.

### **BIOLOGY 150**

#### **Epidemics & Culture (5)**

Students will explore epidemic disease from multiple perspectives, including scientific, political, economic, religious, and artistic. The Bubonic Plague of the Middle Ages will serve as a paradigm for studying individual and cultural responses to other historical and modern epidemics. Prerequisite: Completion of ENGL 099 or placement into ENGL& 101. Student option grading.

### **BIOLOGY & 170**

#### **Human Biology (5)**

Introduction to the systems of the human body.

Structures and functions of these systems will be stressed along with unifying principles such as nutrition, sex, genetics, environment, exercise and the aging process. Student option grading.

### **BIOLOGY & 211**

#### **Majors Cellular: Biology (5)**

Examines the cell as the basic unit of life. Topics covered include: the function of cell organelles, metabolic processes, cell division signaling, the genetics of individuals and populations. For life science majors and allied health students. Laboratory class. Prerequisite: CHEM& 121 with 2.0 or better. ENGL& 101 recommended. Student option grading.

### **BIOLOGY & 212**

#### **Majors Animal: Biology (5)**

A survey of animals involving a study of the identification structure and function. Evolution, embryology, and ecology of the kingdom is included. The emphasis is on the phylogenetic relationships among animals and the ecological relationships within the kingdom. Laboratory class. Prerequisites: BIOL& 211. Student option grading.

### **BIOLOGY & 213**

#### **Majors Plant: Biology (5)**

Survey of major taxonomic groups Fungi, Protista and Plantae. Study of morphology, physiology and reproductive patterns and evolutionary relationships. Origins of life, development of ecosystems, succession and features of the major terrestrial biomes. Laboratory class. Prerequisite: Minimum of 2.0 in BIOL& 211, or permission. Student option grading.

### **BIOLOGY & 231**

#### **Human Anatomy (5)**

Understanding the structure of the human body through the study of the various body systems. Intensive laboratory dissection and lectures are utilized. Laboratory class. Prerequisite: BIOL& 211 with 2.0 or higher. Student option grading.

### **BIOLOGY & 241**

#### **Human Anatomy & Physiology I (5)**

The first of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers histology and the structure and function of the integumentary, skeletal, muscular, and nervous systems and the special senses. Laboratory includes dissection of animal specimens. Prerequisite: BIOL& 211 with 2.0 or better. Student option grading.

### **BIOLOGY & 242**

#### **Human Anatomy and Physiology II (5)**

The second of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers structure and function of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory includes dissection of animal specimens. Prerequisite: BIOL& 241 with 2.0 or better. Student option grading.

### **BIOLOGY 244**

#### **Marine Biology for Science Majors (5)**

A study of local marine organisms and the environments in which they live. Laboratory and field work are designed to implement this study. Local field trips are included. BIOL 144 and

BIOL 244 are taught concurrently. Prerequisite: BIOL& 211. Student option grading.

### **BIOLOGY 249**

#### **Tissue Culture and Staining (4)**

Introduction to theory and concepts of animal cell & tissue culturing. Teaches the fundamentals in tissue culture techniques, subculturing & maintenance of cell lines. Skills also include: cell viability testing, cell counting, feeding of cell lines & quality control. Prerequisite: BIOL& 211 with 2.0 or better. Student option grading.

### **BIOLOGY & 260**

#### **Microbiology (5)**

Survey of microorganisms with focus on healthcare applications. Structure, classification, metabolism and genetics of bacteria and viruses are main themes. Emphasis on disease process, microbial control and immunology. Laboratory techniques include isolation and identification of bacteria. Prerequisites: BIOL& 211 with minimum 2.0. Student option grading.

### **BIOLOGY 265**

#### **Solution and Media Preparation (2)**

Preparation of media and solutions commonly used in biotechnology laboratories. Use of basic lab tools such as pipettors, pH meters, scales, centrifuges, autoclaves and spectrophotometers, and lab notebook maintenance. Prerequisite: High school Biology and Chemistry or instructor approval. Student option grading.

### **BIOLOGY 266**

#### **Media and Solution Preparation II (2)**

Preparation of media and solutions commonly used in biotechnology laboratories. Use of basic lab tools such as pipettors, pH meters, scales, centrifuges, autoclaves and spectrophotometers. Use of MDS, GLP procedures and lab safety. Prerequisite: High school Biology and Chemistry or instructor approval. Student option grading.

### **BIOLOGY 270**

#### **Molecular Biology (3)**

Provides a basic understanding of the molecular mechanisms that underlie cellular processes, such as gene regulation, the secretory pathway, cell signaling, and the cell cycle. Prerequisite: BIOL& 211 with 2.0 or better. Recommended CHEM& 131. Student option grading.

### **BIOLOGY 274**

#### **Molecular Biology Lab (3)**

Laboratory course emphasizing hands-on experience with molecular biological techniques utilized in modern research laboratories. Techniques include gene cloning, PCR, DNA and protein electrophoresis, and protein purification. Prerequisite: BIOL& 211 with 2.0 or better and concurrent with BIOL 270. CHEM& 131 recommended. Student option grading.

### **BIOLOGY 275**

#### **Recombinant DNA Techniques (6)**

Basic course in the theory and concepts of recombinant DNA techniques. Course will focus on the methods of gene cloning with viral and plasmid vectors, growth and maintenance of *E. coli*, extraction and purification of DNA, polymerase chain reaction, and protein expression. The lab will focus on 'hands on' techniques. Prerequisite: BIOL 270 with 1.8 or better or permission. Student option grading.

**BIOLOGY 276****Immunology Lecture (3)**

This course focuses on the concepts necessary to understand the cellular, molecular and genetic basis of the immune system. Emphasis will be placed on antigen and antibody structure and function, antibody production, cellular based immunity, and the major histocompatibility complex. Prerequisite: BIOL 270 or instructor permission. Student option grading.

**BIOLOGY 277****Immunology (6)**

This course focuses on the concepts and laboratory procedures necessary to understand the cellular, molecular and genetic basis of the immune system. Emphasis will be placed on antigen and antibody structure and function, antibody production, cellular based immunity, and the major histocompatibility complex. Prerequisite: BIOL 270 or permission. Student option grading.

**BIOLOGY 279****Biotechnology Techniques (3)**

Students learn basic Biotechnology lab manufacturing and production techniques used to isolate and purify recombinant and/or therapeutic proteins in academic and industrial research laboratories. Prerequisite: BIOL 270, 274 with 2.0 or better or permission. Student option grading.

**BIOLOGY 280****Seminar In Biotechnology (1)**

This course will focus on the skills needed to find internships and jobs in biotechnology. It will include speakers from the biotechnology industry, HR experts, and special topics such as cover letter and resume writing as well as interviewing skills. Prerequisite: BIOL& 211 plus completion of at least ten additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program or permission. Mandatory P/NC grading.

**BIOLOGY 285****Basics of Bioinformatics (2)**

This course will present the basic principles of genomic and proteomic analysis using public databases. Emphasis will be placed on hands-on training using BLAST searches to analyze protein and DNA sequences, using Entrez to study genomic structures and Cn3D to study protein structure. Prerequisite: BIOL 270 or equivalent experience. Student option grading.

**BIOLOGY 286****Molecular Lab Techniques In Medical Diagnostics (2)**

Practical experience using molecular techniques, such as PCR and ELISA, for medical diagnostic assays. Emphasis will be placed on understanding theory, experimental design, interpretation of results, and the limitations of these assays. Prerequisite: BIOL& 211, BIOL& 260. Student option grading.

**BIOLOGY 287****High Performance Liquid Chromatography (HPLC) (2)**

This laboratory will present the theory of High Performance Liquid Chromatography as well as practical experience using the instrumentation. Students will receive hands-on training setting up and trouble shooting an HPLC, preparing protein samples for analysis, data collection and

analysis of results. Prerequisite: BIOL 270/274, BIOL 279, or instructor permission. Student option grading.

**BIOLOGY 288****Basic Principles of Flow Cytometry (2)**

This course will present the theory of flow cytometry as well as provide practical laboratory experience using the instrumentation. Students will receive hands-on training calibrating and trouble shooting a flow cytometer, preparing and staining cells for analysis, data collection and analysis of data. Prerequisite: BIOL 270/274, BIOL 277 or equivalent. Student option grading.

**BIOLOGY 289****Molecular and Biochemical Techniques In Forensics (1)**

Overview of the techniques used to analyze DNA and chemical crime scene evidence. Students will gain laboratory experience in the isolation and analysis of proteins and DNA from tissue samples using techniques such as PCR, gel electrophoresis, UV spectrophotometry, and chromatography. Student option grading.

**BIOLOGY 290****Internship (2)**

This course is a cooperative education experience that provides students with work experience in the biotechnology industry. Prerequisite: BIOL& 211 plus completion of at least 10 additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program. Instructor permission required. Mandatory P/NC grading.

**BIOLOGY 292****Special Topics In Biology (2)**

Classes focusing on specific issues and/or topics of interest in Biology.

**BIOLOGY 297****Individual Project In Biology (1)**

Individual project in a specific area of BIOL. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**BIOLOGY 298****Individual Project In Biology (2)**

Individual project in a specific area of BIOL. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**BIOLOGY 299****Individual Project In Biology (3)**

Individual project in a specific area of BIOL. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**BUSINESS & 101****Introduction to Business (5)**

Survey of the role of business in a modern market economy, its growth, influence, and relationship to social responsibility. This course will include, but will not be limited to, a study of business objectives, internal and external functions, and organizational management

challenges. Mandatory decimal grading.

**BUSINESS 102****Business Mathematics (5)**

Develop analytical skills using estimating, ratio-proportion, percents, graphing, trade/cash discounts, merchandising, simple/compound interest and credit. The course contains elements of communication, critical thinking and problem solving. Prerequisite: MATH 060 or score of 22 on COMPASS placement test. Mandatory decimal grading.

**BUSINESS 103****Multiculturalism In the Workplace (3)**

Explore multicultural understanding in the workplace from a business leadership perspective. Develop a personal and historical understanding of power and privilege to understand how multiculturalism can make businesses successful. Mandatory decimal grading.

**BUSINESS 104****Human Relations In Business (5)**

Study of human relations in organizations, the identification and development of factors which tend to create a harmonious environment in work situations, discussion and case studies in problem solving and organizational behavior. Mandatory decimal grading.

**BUSINESS 105****Essentials of Human Relations (2)**

This interactive class will cover strategies on effective communication in organizations. It will also discuss human behavior, motivation and leadership styles and provide tools on how to be a better employee, who understands the value of a diverse workforce. Mandatory decimal grading.

**BUSINESS 106****Customer Service (3)**

Develop skills in customer service. Topics include developing communication skills; instructing clients to use services/products; and how to develop customer loyalty. Mandatory decimal grading.

**BUSINESS 120****Principles of Marketing (5)**

This course examines the role of marketing in a market economy. Topics of study include the functions of marketing, marketing strategies, identifying market segments, consumer buying behavior, product planning, market communication/promotion, marketing of services. Mandatory decimal grading.

**BUSINESS 130****Principles of Fashion (5)**

Students will experience the fast changing world of fashion by looking at topics such as trend analysis, design, fashion production, textiles, marketing of fashion and consumer behavior. The course explores fashion from design idea to the retail store. Mandatory decimal grading.

**BUSINESS 135****Retail Marketing (5)**

Students develop integrated marketing skills to plan and operate a retail business. Students explore buyer behavior, retail strategies, site analysis, inventory planning, retail buying, merchandising, staffing, & sales promotion strategies. Mandatory decimal grading.



**BUSINESS 141****Purchasing & Supply Management Fundamentals (5)**

Introduction to the basic principles of purchasing and supply chain management with emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/price analysis, and value analysis. Mandatory decimal grading.

**BUSINESS 142****Sourcing and Supplier Relations Fundamentals (5)**

Sourcing concepts, methods and techniques used to manage an organization's supply base are discussed. Emphasis is on strategic sourcing, including supplier selection, development and evaluation, supplier quality, and global sourcing. Mandatory decimal grading.

**BUSINESS 143****Materials Management (4)**

A critical examination of materials management principles, concepts and activities, including purchasing, inventory control, traffic, store-keeping, receiving, inspection, production control and the disposal of surplus. Mandatory decimal grading.

**BUSINESS 144****Logistics and Transportation Fundamentals (3)**

The course examines logistics principles, concepts and activities, including balancing logistic factors to achieve optimal performance. Topics include pricing analysis, regulatory restrictions, scheduling, protecting, warehousing, information systems, customer service, and shipping. Mandatory decimal grading.

**BUSINESS 180****Project Management (5)**

Use project management concepts, tools, techniques and software (Microsoft Project) to plan, track and assess typical projects. Prerequisite: BUSTC 105 or instructor permission. Student option grading.

**BUSINESS 181****Project Planning (5)**

The first in a series of two courses; students gain actual experience in project management; develop grant management skills including budgeting, scheduling and success measures. Prerequisite: BUS 180. Mandatory decimal grading.

**BUSINESS 182****Project Management Practicum (5)**

This is the second course in the series. Students gain actual experience in MS Project, coordinating documents, estimating, scheduling activities, assigning resources, tracking performance. These skills will help the student gain real world understanding of how to run a successful project. Prerequisites: BUS 180 and BUS 181. Mandatory decimal grading.

**BUSINESS & 201****Business Law (5)**

This course examines the nature and origin of law, law as a legal system of social thought & behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Prerequisite: Enrollment in BTWRT 215 or ENGL 099 suggested. Mandatory decimal grading.

**BUSINESS & 201W****Business Law (5)**

This course examines the nature and origin of law, law as a legal system of social thought & behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Prerequisite: Enrollment in BTWRT 215 or ENGL 099 suggested. Mandatory decimal grading.

**BUSINESS 203****Contract Management (4)**

The contract planning process, development, management and legal issues related to business agreements are examined. Emphasis is placed on contract development, pricing arrangements, & the Uniform Commercial Code (UCC); includes creating solicitation documents, contract clauses, evaluation and award criteria. Mandatory decimal grading.

**BUSINESS 205****Applied Business Law (5)**

Develop legal skills particularly relevant to entrepreneurs, including methods of incorporation, contracts, intellectual property, liabilities, cyberlaw, employment law, ethics, bankruptcy, and social responsibility. Prerequisite: ENGL& 101 or BTWRT 215. Mandatory decimal grading.

**BUSINESS 207****Fundamentals of Sustainable Business (5)**

This course examines the concept of sustainability and its application in business beyond the basics of simply 'greening' the workplace. The relationship between business, the economy, society and the environment will be explored in depth. Prerequisite: ESL test placement into EAP 099 or Compass placement into ENGL 099.

**BUSINESS 208****Sustainable Marketing (5)**

An analysis of an organization's opportunities to develop sustainable business practices related to effective marketing strategies. Sustainable marketing requires a new holistic paradigm with equal emphasis on environmental, social equity and financial concerns. Mandatory decimal grading.

**BUSINESS 209****Sustainable Business Strategies (5)**

This course will teach students how to use sustainability as a driver of profit, discuss how to use sustainability principles in all aspects of business and how to implement and measure sustainability initiatives. Mandatory decimal grading.

**BUSINESS 215****Introduction to International Business (5)**

This course focuses on expanding businesses into overseas markets. Topics include globalization, global production, outsourcing and logistics, legal, cultural and ethical aspects of international business, international trade and investment, and global human resources management. Prerequisite: BUS& 101 or permission. Mandatory decimal grading.

**BUSINESS 216****International Marketing and Import/Export Mgmt (5)**

Application of marketing principles on a transnational basis with particular emphasis on

the cultural, legal, economic and political aspects of importing and exporting products, including supply chain management, role of the Internet and necessary documentation. Prerequisite: BUS 120 or permission. Mandatory decimal grading.

**BUSINESS 220****Advertising and Sales Promotion (5)**

Students explore the dynamic field of advertising, including how advertising is planned and created, how media is selected, negotiating costs of media, regulating advertising, and pursuing advertising careers. An advertising campaign project is a focal point for this class. Mandatory decimal grading.

**BUSINESS 225****Professional Selling (5)**

Designed to develop or extend selling skills. Topics include duties and qualifications of a professional salesperson, determining customer needs, planning & delivering effective sales presentations and building customer goodwill. A sales project is usually assigned. Mandatory decimal grading.

**BUSINESS 230****History of Fashion (5)**

Students will learn how fashion and textiles have changed from ancient times to present and how fashion is affected by social, psychological, economic, religious and cultural influences. Mandatory decimal grading.

**BUSINESS 235****Retail Buying and Management (5)**

This course focuses on the role of the retail buyer and manager, such as techniques for inventory planning, selecting merchandise, and merchandising strategies and merchandise control. Vendor relationships and human resources management are also emphasized. Mandatory decimal grading.

**BUSINESS 240****Introduction to E-Business (5)**

Examine Internet and electronic technologies as global forces that influence strategic business planning in relationships with customers, suppliers, employees and communities. Analyze case studies and develop e-business plans considering organizational, managerial, marketing and financial perspectives. Mandatory decimal grading.

**BUSINESS 245****eProcurement (5)**

Business-to-business procurement strategies, options, methods, and solutions used to automate procurement, supplier management, and other supply chain activities are examined. Mandatory decimal grading.

**BUSINESS 247****Social Media Marketing (5)**

Explore how social media impacts business practices and marketing strategy. Learn best practices for using popular social media platforms to build customer relationships and generate sales. Develop strategies for establishing an effective social media presence for your organization. Prerequisite: Recommend BUS 120 and ENGL 279. Mandatory decimal grading.

**BUSINESS 250****Human Resource Management (5)**

This participative course looks at supervision in organizations. Students will learn how to manage others using motivation techniques, employee training and performance evaluation programs. The class will also look at real world management problems and how to solve them. Mandatory decimal grading.

**BUSINESS 255****Principles of Management (5)**

This course focuses on the organization of management, managerial functions and operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures and basic management problems. Recommended: BUS 104 or BUS 250. Mandatory decimal grading.

**BUSINESS 260****Sports & Event Marketing (5)**

Learn how to market sports and events. Experience a unique combination of study and experience in planning, marketing and managing a sporting event. Mandatory decimal grading.

**BUSINESS 270****Entrepreneurship- Starting a New Business (5)**

Develop the skills to create a comprehensive, professional business plan for a new or existing venture. Conduct a feasibility analysis, determine form of ownership, design finance and marketing plans and examine key aspects of small business management. Mandatory decimal grading.

**BUSINESS 274****Business Leadership Development (2)**

This course will require students to participate in leadership activities which will enhance their public speaking skills and problem solving skills in business settings. Mandatory decimal grading.

**BUSINESS 276****The Big Challenge (3)**

Students join a management team for a simulated business. Teams decide how to use resources to achieve goals and must adapt to a changing environment. Students further develop business skills such as leadership, communication, data analysis, decision making and prioritizing. Mandatory decimal grading.

**BUSINESS 278****Effective Business Career Development (2)**

This class will give students a competitive edge in the job market, providing strategies for pursuing business career options and developing effective self-marketing skills for the job search process. The course is intended to serve students completing a two-year business related degree. Prerequisite: Completion of 60 credits in Business classes. Mandatory P/NC grading.

**BUSINESS 290****Business Internship (15)**

Develop business skills working in a local business. Internships are supervised by professionals who coordinate training experiences. Prerequisite: Completion of 45 college-level credits in business related classes. Mandatory P/NC grading.

**BUSINESS 291****Special Topics In Business (1)**

Classes focusing on specific issues and/or topics of interest in Business.

**BUSINESS 292****Special Topics In Business (2)**

Classes focusing on specific issues and/or topics of interest in Business.

**BUSINESS 293****Special Topics In Business (3)**

Classes focusing on specific issues and/or topics of interest in Business.

**BUSINESS 294****Special Topics In Business (4)**

Classes focusing on specific issues and/or topics of interest in Business.

**BUSINESS 295****Special Topics In Business (5)**

Classes focusing on specific issues and/or topics of interest in Business.

**BUSINESS 297****Individual Project In Business (1)**

Individual project in a specific area of Business. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUSINESS 298****Individual Project In Business (2)**

Individual project in a specific area of Business. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUSINESS 299****Individual Project In Business (3)**

Individual project in a specific area of Business. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUSINESS TECHNOLOGY 101****Beginning Keyboarding (5)**

Introduces the keyboard and operational parts of the personal computer. Special attention is given to correct techniques and beginning formatting of memorandums, letters, and reports. Student option grading.

**BUSINESS TECHNOLOGY 102****Speed Keyboarding 1 (5)**

Speed, accuracy, and technique drills on a personal computer. Designed for students who are keyboarding at various speeds. Prerequisite: BUSTC 101 or equivalent and 20 wpm keyboarding by touch. Student option grading.

**BUSINESS TECHNOLOGY 103****Speed Keyboarding 2 (3)**

Speed, accuracy, and technique drills on a personal computer. Windows OS required. Prerequisite: BUSTC 101 or equivalent and 20 wpm keyboarding by touch. Student option grading.

**BUSINESS TECHNOLOGY 105****Computer Applications (5)**

Introduction to computers and application software in a Windows based environment.

Topics include: file management, the internet, and MS Office (Word, Excel, PowerPoint). Prerequisite: ENGL 099 or EAP 099 or instructor permission. Student option grading.

**BUSINESS TECHNOLOGY 107****Computer 10-Key (2)**

Learn the touch-key method on a computer 10-key pad. Student option grading.

**BUSINESS TECHNOLOGY 109****CEO Keyboarding/Computer Survival (3)**

This course introduces computer components, operational parts of the computer, computer keyboarding by touch, 10-key pad, e-mail, Internet, file management, and business letters, reports and tables. Prerequisite: For CEO students only. Requires CEO program approval. Student option grading.

**BUSINESS TECHNOLOGY 112****Filing (2)**

Filing is the organization and storage of business correspondence. Through a series of instruction and exercises, students apply the fundamental rules of filing. Student option grading.

**BUSINESS TECHNOLOGY 114****Human Relations In the Office (2)**

Explore human relations and communications within the office environment. Instructor's permission required. Student option grading.

**BUSINESS TECHNOLOGY 128****Word 2013, Level 1 (5)**

Introduction to Microsoft Word. Students will learn the basic features to create business documents. Prerequisites: BUSTC 101 or 25 wpm keyboarding. Student option grading.

**BUSINESS TECHNOLOGY 129****Word 2013, Level 2 (5)**

Learn advanced features of Microsoft Word. Topics include shared documents, footnotes/endnotes, headers/footers, mail merge, sort, styles, macros, tables/indexes, and forms. Prerequisite: BUSTC 128. Student option grading.

**BUSINESS TECHNOLOGY 135****Applied Word Processing (4)**

Apply previously learned advanced word processing techniques in the preparation of business documents using Word. Emphasis is on accuracy and mailable copy. Prerequisite: BUSTC 129. Student option grading.

**BUSINESS TECHNOLOGY 150****Excel 2013 (5)**

Designed for the beginning Excel user. Learn to build spreadsheets using basic and intermediate features of Microsoft Excel. File Management experience recommended. Prerequisite: ENGL 099 or EAP 099 or instructor permission and MATH 098. Student option grading.

**BUSINESS TECHNOLOGY 160****Powerpoint 2013 (4)**

Learn to organize information and create professional-looking graphic presentations. Learn the basic, intermediate, and advanced features of PowerPoint. Student option grading.

**BUSINESS TECHNOLOGY 170****Access 2013 (5)**

Designed for the beginning Access user. Introduction to basic and intermediate features of

Microsoft Access. File Management experience recommended. Student option grading.

### **BUSINESS TECHNOLOGY 185**

#### **Publisher 2013 (4)**

Learn to design and create professional quality publications that combine text, graphics, illustrations, and photographs (desktop publishing). Recommended: BUSTC 128 or equivalent, 25 wpm keyboarding. Student option grading.

### **BUSINESS TECHNOLOGY 270**

#### **Office Procedures (5)**

Capstone course for Business Technology majors or others who want to learn about the role of the administrative assistant and current technologies. Prerequisite: Completion of BUSTC 128 Word Level I or equivalent or instructor permission. Mandatory decimal grading.

### **BUSINESS TECHNOLOGY 291**

#### **Special Topics In Business Technology (1)**

Classes focusing on specific issues and/or topics of interest in Business Technology.

### **BUSINESS TECHNOLOGY 292**

#### **Special Topics In Business Technology (2)**

Classes focusing on specific issues and/or topics of interest in Business Technology.

### **BUSINESS TECHNOLOGY 293**

#### **Special Topics In Business Technology (3)**

Classes focusing on specific issues and/or topics of interest in Business Technology.

### **BUSINESS TECHNOLOGY 294**

#### **Special Topics In Business Technology (4)**

Classes focusing on specific issues and/or topics of interest in Business Technology.

### **BUSINESS TECHNOLOGY 295**

#### **Special Topics In Business Technology (5)**

Classes focusing on specific issues and/or topics of interest in Business Technology.

### **BUSINESS TECHNOLOGY 297**

#### **Individual Project In Business Technology (1)**

Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **BUSINESS TECHNOLOGY 298**

#### **Individual Project In Business Technology (2)**

Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **BUSINESS TECHNOLOGY 299**

#### **Individual Project In Business Technology (3)**

Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **BUSINESS WRITING 115**

#### **Business English (5)**

Review of vocabulary, punctuation, grammar, and current formats of business correspondence. Write business correspondence, a resume, and cover letter

using Standard English. Research topics using web technology and standard references to prepare presentation. Previously BUSTC 115. Prerequisites: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or EAP 090 with a 2.0 or better. Recommended: Microsoft Word and Internet experience. Mandatory decimal grading.

### **BUSINESS WRITING 215**

#### **Business Communications (5)**

Focuses on all levels of business communication including writing, teamwork, presentations, and intercultural communications. Learn writing strategies to produce a variety of professional communications such as business letters, memos, e-mail, and a short report. Learn to use the Internet and Shoreline library database to research business topics and present information. Previously BUSTC 215 and BUSTC 252. Placement in ENGL& 101 or successful completion of ENGL 099 or EAP 099 or BTWRT 115 with a 2.0 or better. Mandatory decimal grading.

### **CAREER EDUCATION OPTIONS 101**

#### **Preparation for Education and Career (10)**

Introduction to college programs and services, academic success strategies and job readiness skills. Emphasis on life skills, study skills, problem-solving, goal-setting, and educational and career options. Students will learn to think critically and reflectively by looking inward to assess strengths and outward to access support. Prerequisites: Enrollment in the Career Education Options program. Student option grading.

### **CHEMISTRY 090**

#### **Chemistry Special Lab (3)**

Tutorial lab for students enrolled in chemistry classes; designed to help with any type of problem concerning the field of chemistry. Prerequisite: Enrollment in any chemistry class. Mandatory P/NC grading.

### **CHEMISTRY & 110**

#### **Chemical Concepts With Lab (5)**

A non-science majors lab course. Presents basic chemical principles and examines contemporary social and environmental role of chemistry. Prerequisite: ENGL 099 or EAP 099 with 2.0 or better, or test placement into ENGL& 101 or instructor permission. Student option grading.

### **CHEMISTRY & 121**

#### **Intro to Chemistry (5)**

Basic chemistry to supplement/replace high school chemistry for non-science majors. Introduces simplified atomic/molecular theory & the quantitative/qualitative relationships in the chemistry of solutions, gases, liquids, solids & their reactions. Mandatory 2-hour lab is taken concurrently. Prerequisite: MATH 099 with 2.0 or better AND placement into ENGL& 101. Mandatory decimal grading.

### **CHEMISTRY & 131**

#### **Introduction to Organic/Biochemistry (5)**

Emphasis on chemical systems/processes as they influence living systems. Study of organic compounds: properties/reactions of functional groups, lipids, proteins & carbohydrates. Intro to enzymes & neurotransmitters. Weekly lab explores reactions of hydrocarbons, alcohols, acids, & amines. Prerequisite: CHEM& 121 with a minimum grade of 2.0 and placement into ENGL& 101. Mandatory decimal grading.

### **CHEMISTRY 171**

#### **General-Inorganic Chemistry I (4)**

First course of three quarters of Gen. Chem. for science and engineering majors. Includes scientific measurement, atomic structure, nomenclature, stoichiometry, aqueous solutions and reactions, gas laws and theory, basic thermodynamics and nuclear chem. Course includes lecture and seminar. Concurrent enrollment in CHEM 181 is required. Prerequisite: Recent high school chemistry or CHEM& 121 with a 2.0 or better and ENGL 099, EAP 099, or placement into ENGL& 101 and placement into MATH& 141; or instructor permission. Mandatory decimal grading.

### **CHEMISTRY 172**

#### **General-Inorganic Chemistry II (4)**

Second course of three quarters of Gen. Chem. for science and engineering majors. Topics include quantum numbers, orbitals, atomic periodicity, bonding theories, molecular shapes/polarity, liquids & solids, properties of solutions, and basic organic. Course includes lecture and seminar. Concurrent enrollment in Chem 182. Prerequisite: CHEM 171/181 with grades of 2.0 or better and placement into ENGL& 101 and placement into MATH& 141 or instructor permission. Mandatory decimal grading.

### **CHEMISTRY 173**

#### **General-Inorganic Chemistry III (4)**

Third course of three quarters of Gen. Chem. for science and engineering majors. Topics include kinetics, chemical equilibrium, acids and bases, buffers, solubility and complex ion equilibrium, entropy, Gibbs energy, electrochemistry & transition metals. Course includes lecture and seminar. Concurrent enrollment in Chem 183. Prerequisite: CHEM 172/182, ENGL& 101 and MATH& 141 with grades of 2.0 or better or instructor permission. Mandatory decimal grading.

### **CHEMISTRY 181**

#### **General-Inorganic Chemistry I (Lecture-Lab) (2.5)**

Laboratory experimentation is used to reinforce the chemical concepts in CHEM 171. A separate lecture period is required to explain the lab theory, techniques and safety. Due to dangers involved in chemical experimentation, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 171 or instructor permission. Mandatory decimal grading.

### **CHEMISTRY 182**

#### **General-Inorganic Chemistry II (Lecture-Lab) (2.5)**

This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in CHEM 172. A separate lecture period is required to explain the lab theory, techniques, and safety. Due to dangers involved in chemical experimentation, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 172 or instructor permission. Mandatory decimal grading.



**CHEMISTRY 183****General/Inorganic Chemistry III (Lecture-Lab) (2.5)**

This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in CHEM 173. A separate lecture period is required to explain the lab theory, techniques, and safety. Due to dangers involved, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 173 or instructor permission. Mandatory decimal grading.

**CHEMISTRY & 241****Organic Chemistry I (4)**

First course for students planning to take three quarters of organic chemistry with two labs. Structure, nomenclature, reactions, and synthesis of the main types of organic compounds. Course requires a lab component and CHEM 271 must be taken concurrently. Prerequisite: CHEM 173/183 and ENGL& 101 with minimum grades of 2.0; or Instructor Permission. Mandatory decimal grading.

**CHEMISTRY & 242****Organic Chemistry II (4)**

Second course for students taking three quarters of organic chemistry with lab. Further discussion of physical & chemical properties of organic molecules, especially aromatic and carbonyl compounds. Course requires a lab component and CHEM 272 must be taken concurrently. Prerequisite: CHEM& 241/CHEM 271 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.

**CHEMISTRY & 243****Organic Chemistry III (4)**

Third course for students planning to take three quarters of organic chemistry. Polyfunctional compounds and natural products, lipids, carbohydrates, amino acids, proteins, and nucleic acids. Course requires a lab component and CHEM 273 must be taken concurrently. Prerequisite: CHEM& 242/CHEM 272 with a minimum grade of 2.0 or Instructor permission. Mandatory decimal grading.

**CHEMISTRY 255****Introduction to Biochemistry (3)**

First of a two-quarter series surveying basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Prerequisite: CHEM& 243 (may be taken concurrently) and BIOL& 211 with a 2.0 or higher or instructor permission. Mandatory decimal grading.

**CHEMISTRY 256****Introduction to Biochemistry (3)**

Second of a two-quarter series surveying basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Prerequisite: CHEM 255 with a 2.0 or higher or instructor permission. Mandatory decimal grading.

**CHEMISTRY 271****Organic Chemistry I Lab (3)**

First course of the lab component for students planning to take three quarters of organic

chemistry with lab. Structure, nomenclature, reactions and synthesis of the main types of organic compounds. Concurrent enrollment in CHEM& 241. Prerequisite: CHEM 173/183 and ENGL& 101 with minimum grades of 2.0 or instructor permission. Mandatory decimal grading.

**CHEMISTRY 272****Organic Chemistry II Lab (3)**

Second laboratory course for students planning to take three quarters of organic chemistry with lab. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. Concurrent enrollment in CHEM& 242. Prerequisite: CHEM& 241/CHEM 271 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.

**CHEMISTRY 273****Organic Chemistry III Lab (3)**

Third laboratory course for students planning to take three quarters of organic chemistry with lab. Multistep syntheses, advanced distillation and purification techniques with instrumentation emphasis. Concurrent enrollment in CHEM& 243. Prerequisite: CHEM& 242/272 with minimum grades of 2.0 or instructor permission. Mandatory decimal grading.

**CHEMISTRY 297****Individual Project In Chemistry (1)**

Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CHEMISTRY 298****Individual Project In Chemistry (2)**

Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CHEMISTRY 299****Individual Project In Chemistry (3)**

Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CHILD ADVOCACY STUDIES 102****Child Maltreatment & Advocacy (5)**

This introductory course for Child Advocacy Studies covers the history, perspectives, legal framework and responses to child maltreatment. It is approached from a variety of diverse professional perspectives. The course is designed for students interested in gaining knowledge of child maltreatment. Dual listed as SOC 102. Mandatory decimal grading.

**CHILD ADVOCACY STUDIES 202****Professional and Systemic Responses (5)**

This course focuses on the responses of professionals and the system to allegations of child maltreatment. Designed for students entering fields in which knowledge of child maltreatment investigation and advocacy are necessary. Dual listed as SOC 202. Mandatory decimal grading.

**CHILD ADVOCACY STUDIES 285****Gender, Violence and Social Change (5)**

Study of gendered violence, its history, current research and contemporary issues. Social, psychological, legal and political implications of abuse are considered. Areas of study include child abuse, rape, domestic violence and sexual harassment. Recommend ENGL& 101. Dual listed as GWS 285. Student option grading.

**CHINESE & 121****Chinese I (5)**

Introduction to Mandarin Chinese. Pronunciation and grammar taught in communicative approach. Listening, speaking, reading and writing Chinese. Simplified Chinese characters and Pinyin are introduced. Topics: self-introduction, greetings, directions and daily routines. No previous knowledge of the language required. Student option grading.

**CHINESE & 122****Chinese II (5)**

A continuation of CHIN& 121 with more vocabulary, more complicated sentence structure. Topics: shopping, directions, activities, hobbies, likes and dislikes. Prerequisite: CHIN& 121 or equivalent with instructor permission. Student option grading.

**CHINESE & 123****Chinese III (5)**

Continuation of CHIN& 122 with more vocabulary, more complicated sentence structures, continued work on Chinese characters. Prerequisite: CHIN& 122 or equivalent with instructor permission. Student option grading.

**CHINESE 297****Individual Project In Chinese (1)**

Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CHINESE 298****Individual Project In Chinese (2)**

Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CHINESE 299****Individual Project In Chinese (3)**

Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CINEMA 201****Introduction to Cinema History (5)**

This survey course examines cinema history from pre-motion picture influences to modern day advances. Covers the historical, cultural and artistic impact of film and filmmaking. Prerequisite: Placement in ENGL& 101 or instructor's permission. Student option grading.

**CINEMA 201W****Introduction to Cinema History (5)**

This survey course examines cinema history from pre-motion picture influences to modern

day advances. Covers the historical, cultural and artistic impact of film and filmmaking. Prerequisite: Placement in ENGL& 101 or instructor's permission. Student option grading.

### **CINEMA 202**

#### **The Language of Cinema (5)**

Introductory course in cinema theory and analysis with a focus on the techniques and elements of cinematic language; including narrative structure, mise-en-scene, cinematography, lighting, editing, sound and production design. Prerequisite: Placement in ENGL& 101 or instructor's permission. Student option grading.

### **CINEMA 295**

#### **Special Topics In Cinema (5)**

Classes focus on specific issues and/or topics of interest in cinema. Previously CINEM 285.

### **CINEMA 297**

#### **Individual Project In Cinema (1)**

Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **CINEMA 298**

#### **Individual Project In Cinema (2)**

Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **CINEMA 299**

#### **Individual Project In Cinema (3)**

Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 101**

#### **Introduction to Renewable Energy (5)**

Survey course on Renewable Energy Systems. This course fulfills the need for a basic understanding of electricity, conservation, and entropy. It includes measuring energy, OHM's Law, and renewable fuel. Student option grading.

### **CLEAN ENERGY TECHNOLOGY 102**

#### **Calculations for Energy Technologies (3)**

Applied mathematics and physics concepts used in building energy technologies. Prerequisite: Completion of BUS 102 OR MATH 070 OR Compass score of 25 or more in Algebra OR Instructor Permission. Student option grading.

### **CLEAN ENERGY TECHNOLOGY 105**

#### **Electricity & Jobsite Safety (3)**

This is a foundation course for Energy System Designers. It includes Jobsite Safety, Electrical Awareness, and Basics of Electricity. After completion of the 10 hour OSHA curriculum, students will receive the OSHA Construction Insudtry card. Grading: Optional Pass/NC.

### **CLEAN ENERGY TECHNOLOGY 110**

#### **Intro Energy/Sustainability In Built Environment (5)**

Overview of energy issues from multiple perspectives, including resource & species depletion, climate impacts and public energy policy decisions, processes, & strategies. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 115**

#### **Introduction to Renewable Resources (5)**

Introduction to design and application of renewable technology including solar, wind, hydro and biomass. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 120**

#### **Solar Electric Design & Applications (5)**

Explore the use of sunlight to produce electricity. Practical & economical design of photovoltaic power systems, site analysis, system sizing, equip. specs & component selection, code requirements, economics of PV systems, and energy efficiency and conservation impacts on system design will be covered. Student option grading.

### **CLEAN ENERGY TECHNOLOGY 121**

#### **Energy Audit 1: Residential (4)**

Energy audits for residential and small commercial buildings. Mandatory P/NC grading.

### **CLEAN ENERGY TECHNOLOGY 122**

#### **Energy Audit 2: Commercial (4)**

Energy audits for large commercial buildings. Prerequisite: NRG 121. Mandatory P/NC grading.

### **CLEAN ENERGY TECHNOLOGY 123**

#### **PV Performance Analysis (3)**

Deals with system performance & commissioning including pre-inspection checkout, startup, troubleshooting, verification, and monitoring. Focus is on a safe and properly installed system with overview of advanced metering tools. Prerequisite: NRG 120. Student option grading.

### **CLEAN ENERGY TECHNOLOGY 130**

#### **Solar Thermal Space/Hot Water Design & Install (5)**

Learn theory, setting, design, procurement & techniques required to install & maintain a solar hot water system. Examine passive/active, unglazed/glazed, & evacuated tube technologies, optimal designs, alternative space heating, building codes, utility conservation programs, and site & federal incentives. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 160**

#### **LEED Green Associate Exam Preparation (4)**

Prepare students to pass the LEED GA examination. Mandatory P/NC grading.

### **CLEAN ENERGY TECHNOLOGY 161**

#### **Energy Audit 1: Residential (4)**

Energy audits for residential and small commercial buildings. Mandatory P/NC grading.

### **CLEAN ENERGY TECHNOLOGY 162**

#### **Large Building Assessment: Building Technology (4)**

Survey of large building assemblies, systems and energy efficiency technologies that affect building energy performance. Prerequisite: Completion of NRG 102 and NRG 180 or Instructor Permission. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 163**

#### **Large Building Energy: Methods & Measurements (4)**

Methods and measurements used for large building energy audits and assessments. Prerequisite: Completion of NRG 162 or Instructor Permission. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 180**

#### **Blueprint/Specs for Energy Technologies (3)**

Use and interpret technical drawings and specifications depicting building energy technologies. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 181**

#### **Virtual Design for Energy Technologies (5)**

Course provides foundational technical skills in the use of Building Information Modeling (BIM) for high performing/renewable energy systems in the built environment. Topics include whole building energy systems modeling for design, analysis, and detailing. The course focuses on Autodesk Revit MEP. Prerequisite: Completion of NRG 180 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 200**

#### **Zero Energy Building Design (5)**

Covers principles behind design & building residential/commercial lowrise structures that approach or exceed net zero energy use over lifecycle. Examines historical/contemp. methods for optimal year-round comfort, reduced energy consumption, air quality improvement & environmental impacts. Prerequisite: NRG 101. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 201**

#### **Zero Energy Design Practicum (3)**

Students will gain hands-on, practical knowledge of the methods and materials explored in NRG design. Prerequisite: NRG 120, NRG 130, and NRG 200 or instructor permission. Student option grading.

### **CLEAN ENERGY TECHNOLOGY 202**

#### **Career Seminar for Clean Technology (3)**

Prepare students for internships and jobs in the Clean Technology industry. Will include networking strategies, cover letters, resume, interviewing skills. Prerequisite: Successful completion of at least 2 NRG classes. Mandatory P/NC grading.

### **CLEAN ENERGY TECHNOLOGY 220**

#### **Advanced PV Design (5)**

Focus in on PV systems compliance with NEC codes & regulations. Emphasis on component selection, string sizing, inverter/module matching, conductor sizing, overload protection, grounding, mounting systems, battery backup. Accurate 3D drawings. Prerequisite: NRG 101 and NRG 120 or permission by instructor. Student option grading.

### **CLEAN ENERGY TECHNOLOGY 223**

#### **Battery Based PV System Design (5)**

Preparation for the complex design requirements of battery based PV systems. Design, code requirements, maintenance, and safety consideration for both utility interactive (grid-tied) and stand-alone (off-grid) battery based PV systems. Prerequisite: NRG 105 and NRG 120 with grades of 2.0 or better, or instructor permission. Mandatory decimal grading.

### **CLEAN ENERGY TECHNOLOGY 225**

#### **Introduction to Sketchup (5)**

Introduction to the use of the software for improving and evaluating the design of solar energy projects. Mandatory decimal grading.

**CLEAN ENERGY TECHNOLOGY 226****Advanced Sketch-Up (3)**

This class uses advanced Sketch-Up to further develop technical skills and design principles. Prerequisite: NRG 225. Student option grading.

**CLEAN ENERGY TECHNOLOGY 290****Renewable Energy/Solar Internship (5)**

This course provides students with work experience in the Renewable Energy industry. Mandatory decimal grading.

**CLEAN ENERGY TECHNOLOGY 292****Special Topics In Zero Energy Technology (2)**

Classes focusing on specific issues and/or topics of interest in Zero Energy Technology.

**CLEAN ENERGY TECHNOLOGY 297****Individual Project In Zero Energy Technology (1)****CLEAN ENERGY TECHNOLOGY 298****Individual Project In Zero Energy Technology (2)****CLEAN ENERGY TECHNOLOGY 299****Individual Project In Zero Energy Technology (3)****COMMUNICATION STUDIES & 101****Introduction to Communication (5)**

Students learn verbal, nonverbal and listening skills essential to effective living and become competent communicators by applying interpersonal, small group, public speaking, and cross-cultural communication theories to a variety of contexts including the workplace, communities, and families. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Student option grading.

**COMMUNICATION STUDIES & 102****Introduction to Mass Media (5)**

Explore the history, technologies and processes of mass communication systems including newspapers, magazines, books, radio, sound recordings, television, film and Internet. Recognize the cultural impacts, theories, related ethics and laws of mass communications. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or better, or minimum scores of 80 for writing and 80 reading on the COMPASS test. Student option grading.

**COMMUNICATION STUDIES & 102W****Introduction to Mass Media (5)**

Explore the history, technologies and processes of mass communication systems including newspapers, magazines, books, radio, sound recordings, television, film and Internet. Recognize the cultural impacts, theories, related ethics and laws of mass communications. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or better, or minimum scores of 80 for writing and 80 for reading on the COMPASS test. Student option grading.

**COMMUNICATION STUDIES 140****The Art of Storytelling (5)**

Storytelling, one of our oldest art forms, varies in forms from entertainment to information transfer, healing, and community building. Discover the excitement and empowerment of performing stories from the personal to folktales of a variety of cultures. Plan, organize and perform in a live storytelling program. Student option grading.

**COMMUNICATION STUDIES 203****Communication for Social Change (5)**

Engage in reflection, discussion and thought-provoking activities to experience a wide range of cultural perspectives, to think critically, and to build empathy. Explore the ways that power and privilege shape perceptions of race, class, gender, sexuality, age, etc. Learn communication skills to effect social change. Prerequisite: Successful completion of ENGL 099 required or placement into ENGL& 101. Student option grading.

**COMMUNICATION STUDIES & 210****Interpersonal Communication (5)**

This course is designed to enhance your awareness, knowledge and skills in interpersonal communication in order to assist you in making more thoughtful, ethical choices in life. The focus is on experiences with friends, family, peers, coworkers and significant others. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Student option grading.

**COMMUNICATION STUDIES & 220****Public Speaking (5)**

Build confidence when speaking with others. Learn to influence others by critically listening to and crafting organized, informative and persuasive speeches. Conduct responsible research on topics appropriate for your audience. Use sound reasoning and strong delivery to achieve effective presentation skills. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Optional P/NC grading.

**COMMUNICATION STUDIES & 230****Small Group Communication (5)**

Study and practice of the uses of discussion in everyday problem-solving situations. Opportunities both to lead and to participate in evaluative and exploratory group discussions. Student option grading.

**COMMUNICATION STUDIES 244****News Writing (3)**

Explore journalism, with a focus on reporting, news gathering and writing. The course covers links to public relations, advertising and digital journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit. Student option grading.

**COMMUNICATION STUDIES 244W****News Writing (3)**

Explore journalism, with a focus on reporting, news gathering and writing. The course covers links to public relations, advertising and digital journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit. Student option grading.

**COMMUNICATION STUDIES 245****Student Newspaper (3)**

Experience hands-on learning in one or more aspects of the college newspaper, including reporting, writing, editing, photography, production or advertising. May be repeated for credit. Student option grading.

**COMMUNICATION STUDIES 245W****Student Newspaper (3)**

Experience hands-on learning in one or more aspects of the college newspaper, including reporting, writing, editing, photography,

production or advertising. May be repeated for credit. Student option grading.

**COMMUNICATION STUDIES 247****Journalistic Writing (4)**

Learn journalistic principles and practices. Write news articles, features, opinions and arts reviews. Explore ethical questions, legal concerns, and journalism's links to public relations. Photojournalism, design, and online journalism are introduced. Student option grading.

**COMMUNICATION STUDIES 247W****Journalistic Writing (4)**

Learn journalistic principles and practices. Write news articles, features, opinions and arts reviews. Explore ethical questions, legal concerns, and journalism's links to public relations. Photojournalism, design, and online journalism are introduced. Student option grading.

**COMMUNICATION STUDIES 285****Critical Intercultural Communication (5)**

Explore the complexities of intercultural communication in both U.S. and global contexts through an experiential, skill-building framework. Analyze how we are shaped by culture and positions of power and privilege. Develop and apply intercultural skills to affect social change. Note: CMST 285 and CMST 203 have different content. Prerequisite: Successful completion of EAP 099, ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

**COMMUNICATION STUDIES 291****Special Topics In Communication Studies (1)**

Classes focus on specific issues and/or topics of interest in communications.

**COMMUNICATION STUDIES 292****Special Topics In Communications (2)**

Classes focus on specific issues and/or topics of interest in communications.

**COMMUNICATION STUDIES 293****Special Topics In Communications (3)**

Classes focus on specific issues and/or topics of interest in communications.

**COMMUNICATION STUDIES 294****Special Topics In Communications (4)**

Classes focus on specific issues and/or topics of interest in communications.

**COMMUNICATION STUDIES 295****Special Topics In Communication Studies (5)**

Classes focus on specific issues and/or topics of interest in communications.

**COMMUNICATION STUDIES 297****Individual Project In Communication Studies (1)**

Individual project in a specific area of communications. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**COMMUNICATION STUDIES 298****Individual Project In Communication Studies (2)**

Individual project in a specific area of communications. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**COMMUNICATION STUDIES 299****Individual Project In Communication Studies (3)**

Individual project in a specific area of communications. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**COMPUTER SCIENCE 121****Introduction to Programming (5)**

Use a computer language such as Python to learn programming, problem solving, analysis, modular design & debugging - concepts for all programming languages. No prior programming experience needed. Topics: syntax, classes, data types, control flow, loops, if, procedures, parameters, output & arrays. Prerequisite: MATH 099 (2.0 or better) or a score of 75 or higher on the Algebra COMPASS test. Student option grading.

**COMPUTER SCIENCE & 141****Introduction to Computer Programming With Java (5)**

Design, implement computer solutions using object oriented technology. CS I curriculum: data types, algorithms, abstraction, classes, methods, inheritance, exceptions, arrays, control structures, sorting and searching. Prerequisite: MATH& 141 or MATH 111 (min. 2.0) or instructor permission. Mandatory decimal grading.

**COMPUTER SCIENCE 143****Computer Science II Data Structures With Java (5)**

Continuation of Level I Programming course emphasizing design, algorithms, abstraction, analysis, classes, data structures, dynamic memory management, file processing, standard libraries, & larger interactive solutions. CS II curriculum. Prerequisite: Successful completion of CS& 141 or instructor's permission. Student option grading.

**CRIMINAL JUSTICE & 101****Introduction to Criminal Justice (5)**

An examination of crime, its causes and its impact on American life; the issues and challenges facing the American criminal justice system; the history and structure of the three major components of the justice system; and an introduction to the theories of sentencing and punishment. Mandatory decimal grading.

**CRIMINAL JUSTICE & 106****Juvenile Justice (5)**

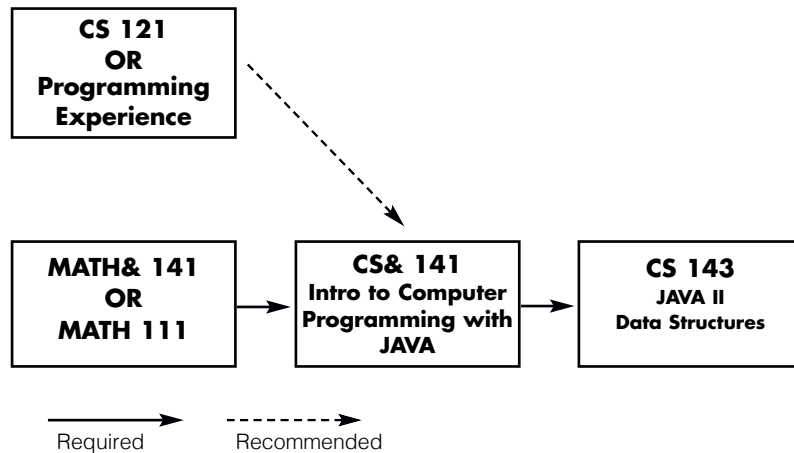
An in-depth study of the Juvenile Justice System, its history and theories related to juvenile laws, causation of juvenile behavior, the proper methods of dealing with juveniles in the court system, and Washington state law relating to juvenile procedures. Mandatory decimal grading.

**CRIMINAL JUSTICE & 110****Criminal Law (5)**

A study of the nature and purpose of the criminal law, its sources, limitations and general principles, defenses and the wide range of criminal conduct covered by the criminal law. The Revised Code of Washington is also studied. Mandatory decimal grading.

**CRIMINAL JUSTICE 120****Administration of Justice (5)**

A study of the structure and processes of the

**Sequence of Computer Science Courses**

federal and state courts in American, their organization and jurisdiction and the impact of the Constitution. We will examine the roles of judges, attorneys, and law enforcement when citizens are charged with crimes. Mandatory decimal grading.

**CRIMINAL JUSTICE 130****Information Gathering (5)**

Students will examine the procedure of interviewing, note taking and recording the scene as well as conducting preliminary investigation and the documentation of this information. The fundamentals of police record systems will also be studied. Mandatory decimal grading.

**CRIMINAL JUSTICE 135****Crime Prevention Through Community Partnerships (5)**

Students will examine crime prevention from the perspective of individuals, businesses and law enforcement working together to solve problems in the community. Mandatory decimal grading.

**CRIMINAL JUSTICE 238****Criminal Evidence and Constitutional Law (5)**

Examines the role played by the U.S. and Washington State Constitutions in the application of criminal law and procedures. Students will analyze U.S. Supreme Court decisions and their effect on the admissibility of evidence. Mandatory decimal grading.

**CRIMINAL JUSTICE 241****Principles of Investigation I (5)**

An in-depth study of the fundamentals, functions and elements of criminal investigations including preliminary & follow-up investigations leading to successful prosecutions. Challenges faced in investigations will be discussed. Prerequisite: CJ& 101 or instructor permission. Mandatory decimal grading.

**CRIMINAL JUSTICE 245****Theory of Defensive & Control Tactics (5)**

Introduces the theories and applications of physical and verbal force based on the 'use of force continuum.' Understand the criminal and civil context of application of force and control

tactics. Perform control, defensive and handcuffing techniques. Prerequisite: Previous or concurrent enrollment in other CJ course. Mandatory decimal grading.

**CRIMINAL JUSTICE 249****Police Operations (5)**

A study of the organizational culture, organization structures, staffing, and utilization of resources within police departments. The support and staff functions which assist patrol and other line operations in accomplishing the department's mission will be examined. Patrol operations will be emphasized. Mandatory decimal grading.

**CRIMINAL JUSTICE 290****Internship (5)**

A program in which the student will work directly with a criminal justice agency in a wide variety of tasks to give the student a better understanding of day to day operation and the tasks performed by a part of the criminal justice system. Mandatory decimal grading.

**CRIMINAL JUSTICE 291****Special Topics In Criminal Justice (1)**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CRIMINAL JUSTICE 292****Special Topics In Criminal Justice (2)**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CRIMINAL JUSTICE 293****Special Topics In Criminal Justice (3)**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CRIMINAL JUSTICE 294****Special Topics In Criminal Justice (4)**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.



**CRIMINAL JUSTICE 295****Special Topics In Criminal Justice (5)**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CRIMINAL JUSTICE 297****Individual Project In Criminal Justice (1)**

Individual project in a specific area of Criminal Justice. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CRIMINAL JUSTICE 298****Individual Project In Criminal Justice (2)**

Individual project in a specific area of Criminal Justice. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CRIMINAL JUSTICE 299****Individual Project In Criminal Justice (3)**

Individual project in a specific area of Criminal Justice. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**DENTAL HYGIENE 100****Head and Neck Anatomy (2)**

The study of the anatomy of the head and neck—specifically the bony structures, blood supply, musculature, and nerve supply. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 101****Histology/Embryology (3)**

The study of the development, histology and function of the tissues in the oral cavity. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 102****Princ of General Pathology and Systemic Disease (2)**

The study of general disease conditions that affect the human body and dental treatment. Introduction to terminology, specific diseases and their causes. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 110****Dental Radiology (2)**

The study of the fundamentals of radiology and radiation hygiene, with demonstration and practice in the exposing and processing of intra-oral radiographs. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 111****Dental Radiology (3)**

Continuation of DENHY 110 with continued emphasis on intra-oral radiographic techniques. Prerequisite: Successful completion of DENHY 110 with a 2.5 or above. Mandatory decimal grading.

**DENTAL HYGIENE 112****Dental Anatomy and Morphology (2)**

Lecture and laboratory exercises on nomenclature, anatomy, morphology and function of the primary and permanent dentitions. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 114****Oral Pathology (2)**

The recognition and etiology of clinical oral pathologies of the oral/facial area. Introduction to detection, description and evaluation of oral lesions. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 115****Pain Control I (3)**

A study of physiology, pharmacology of local anesthetic drugs, complications, patient evaluation, and techniques utilized in the administration of local anesthetics in dentistry. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 120****Medical Emergencies (2)**

Lectures and clinical exercises preparing the student to prevent, recognize, and respond to medical emergencies in the dental setting. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 121****Clinical Dental Hygiene and Fundamentals I (8)**

Initial course in a series of lecture and discussion associated with clinical skills and related subjects such as: accepted dental terminology, patient assessment and use of the mouth mirror, probe, sickle and explorer integrated with an introduction to clinic procedures and patient examination techniques. Previously DENHY 121. Prerequisite: Admission to Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 122****Clinical Dental Hygiene and Fundamentals II (6)**

Second of a series of lecture and discussion and beginning clinical course in a series providing traditional dental hygiene procedures to patients from the campus and community. Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 123****Clinical Dental Hygiene and Fundamentals III (6)**

Third of a series of lecture and discussion and beginning clinical course in a series providing traditional dental hygiene procedures to patients from the campus and community, with increasing level of competency and speed. Previously DENHY 160. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor and successful completion of DENHY 122. Mandatory decimal grading.

**DENTAL HYGIENE 124****Clinical Dental Hygiene and Fundamentals IV (5)**

Third clinical and fourth lecture course in a series providing dental hygiene procedures to an

increasing level of competency and speed on patients from the campus and community. Previously DENHY 180. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor and successful completion of DH 123. Mandatory decimal grading.

**DENTAL HYGIENE 130****Pharmacology (3)**

The study of the general pharmacological and therapeutic actions of drugs pertaining to dentistry, including nomenclature, dosage, routes of administration, indications, contraindications, and the legal factors involved in dispensing. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 140****Ethics and Jurisprudence (3)**

Lectures and discussions regarding ethics and jurisprudence, specifically Washington State and Federal laws, malpractice, liability and responsibilities related to the practice of dentistry and dental hygiene. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENTAL HYGIENE 141****Procedures Seminar I (1)**

First-year, weekly discussion and lecture sessions with special emphasis on program policies and procedures for lab and clinic operation and WISHA regulations for blood borne pathogen exposure control and hazard control. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

**DENTAL HYGIENE 142****Procedures Seminar II (1)**

First-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, and policies and procedures for clinical operation. Occasional guest lectures are included. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

**DENTAL HYGIENE 151****Patient Records I (1)**

Weekly discussion sessions for 1st year students with emphasis on patient chart record keeping, patient care planning/referrals, and policies and procedures necessary to fulfill legal duties owed to patients, and maintain positive public relations. Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 152****Patient Records II (1)**

Discussion sessions for 1st year students with emphasis on patient chart record keeping, care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients and to maintain positive public relations. Includes screening exams on patients. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 161****Periodontology I (2)**

The recognition and etiology of diseases of the periodontium. This is the first course in a series of three consecutive courses in periodontology, and provides fundamental

knowledge in the field of dental hygiene. Prerequisite: Admission to the Dental Hygiene Program and satisfactory progress in the program. Mandatory decimal grading.

### **DENTAL HYGIENE 162**

#### **Periodontology II (2)**

Continuation of the study of periodontal disease, with increased scope and depth concerning histopathology and etiologies of periodontal disease. Emphasis is placed on non-surgical treatment of the various types of periodontal disease. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 171**

#### **Community and Public Health Dentistry I (2)**

Concepts of community general and dental health and the role of the dental hygienist. Community needs assessment and education. Students work in groups to develop a community presentation. ADPIED model for Assessment, Design, Planning, Implementation, Evaluation and Documentation. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 181**

#### **Restorative Dentistry I (3)**

An introduction to restorative and expanded dentistry procedures and dental materials. Chemical and physical properties of the materials utilized for these procedures will also be studied. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 182**

#### **Restorative Dentistry II (1)**

Preclinical laboratory exercises in placement and finishing of amalgam and composite restorations and other restorative clinical procedures. Previously DENHY 141. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.

### **DENTAL HYGIENE 215**

#### **Pain Control II (1)**

Lecture, demonstration and clinical application of nitrous oxide analgesia and local anesthesia. Lectures on other pain control modalities used in dentistry. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 221**

#### **Clinical Dental Hygiene V (6)**

Continuing performance of traditional dental hygiene clinical procedures on patients from the campus and community with increasing competency and efficiency. Successful completion of DENHY 124. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 222**

#### **Clinical Dental Hygiene VI (6)**

Continuing performance of traditional dental hygiene clinical procedures on patients from the campus and community with increasing competency and efficiency. Completion of initial Mock Board. Successful completion of DENHY 221. Mandatory decimal grading.

### **DENTAL HYGIENE 223**

#### **Clinical Dental Hygiene VII (6)**

Continuing performance of traditional dental hygiene clinical procedures on patients from the campus and community with increasing competency and efficiency. Successful completion of DENHY 222. Mandatory decimal grading.

### **DENTAL HYGIENE 231**

#### **Dental Hygiene Fundamentals V (2)**

Lectures, discussions and practice labs pertinent to clinical skills and related subjects which will be applied in second year dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 232**

#### **Dental Hygiene Fundamentals VI (2)**

Lectures, discussions, and practice labs pertinent to clinical skills and related subjects which will be applied in dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 233**

#### **Dental Hygiene Fundamentals VII (2)**

Lectures and discussions relating to entry into the dental hygiene profession and presentation of perio-control project. Successful completion of DENHY 232. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 241**

#### **Procedures Seminar V (1)**

Second-year weekly discussion and lecture sessions with special emphasis on patient care planning/referrals and policies and procedures for clinical operation. Occasional guest lectures are included. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

### **DENTAL HYGIENE 242**

#### **Procedures Seminar VI (1)**

Second-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, and policies and procedures for clinical operation, plus Mock Board patient selection criteria. Occasional guest lectures are included. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.

### **DENTAL HYGIENE 243**

#### **Procedures Seminar VII (1)**

Second-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, policies and procedures for clinical operation, and preparation for the restorative and written portions of the State and Western Regional Licensing Exams. Successful completion of DENHY 242. Mandatory P/NC grading.

### **DENTAL HYGIENE 250**

#### **Dental Gerontology (1)**

A course dealing with the special knowledge, attitudes, and technical skills required to provide oral health care to older adults. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 251**

#### **Patient Records III (1)**

Discussion sessions for 2nd year students with emphasis on patient chart record keeping, patient care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients. Patient exams/charting performed with instructor assistance. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 252**

#### **Patient Records IV (1)**

Weekly discussion sessions for second-year students with special emphasis on patient chart record-keeping, and policies and procedures necessary to fulfill legal duties owed to patients, and maintain positive public relations. Includes screening exams on patients. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 253**

#### **Patient Records V (1)**

Discussion sessions for 2nd year students with emphasis on patient chart record keeping, patient care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients. Patient exams/charting performed with minimal instructor assistance. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 260**

#### **Care of the Patient With Special Needs (1)**

Educational experiences which will enable each student to recognize the physiological, psychological, psychosocial, medical, and oral aspects of disabling conditions in preparation for clinical management of such patients. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 261**

#### **Periodontology III (1)**

Continuation of the study of periodontal disease. Emphasis is placed upon the surgical, reconstructive and maintenance phases of periodontal therapy. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 270**

#### **Professional Issues (1)**

Lecture and discussion regarding the practice of dental hygiene including resume development, interviewing techniques, patient scheduling systems, employment contracts and dental staff relations. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

### **DENTAL HYGIENE 271**

#### **Public Health/Community Dentistry (2)**

Introduction to the basic principles of public health theory, methods, research, social epidemiology and its impact on dental health education and the dental care delivery system. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.



**DENTAL HYGIENE 272**

**Special Community Dental Health Project (1)**  
Advanced study in community dental health with group community projects presented and discussed in class. Certification in Washington State Sealant and Fluoride Varnish program. Prerequisite: DENHY 171 and DENHY 271 or permission of the instructor. Mandatory P/NC grading.

**DENTAL HYGIENE 278**

**Extramural Clinic I (1)**  
Special clinical rotation for second-year students to attend individualized clinical experiences, with dental hygiene treatment for patients in extramural community clinics. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

**DENTAL HYGIENE 281**

**Restorative Dentistry III (3)**  
A study of restorative dentistry procedures and materials including the chemical and physical properties, selection, usage and manipulation. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 282**

**Restorative Dentistry Preclinic and Clinic (3)**  
Preclinical laboratory exercises in the placement and finishing of amalgam and composite restorations. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 283**

**Restorative Clinic I (2)**  
Clinical experience in restorative dentistry procedures. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 284**

**Restorative Clinic II (2)**  
Clinical experience in restorative dentistry procedures. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENTAL HYGIENE 288**

**Extramural Clinic II (1)**  
Special clinical rotation for second-year students to attend individualized clinical experiences, with dental hygiene treatment for patients in extramural community clinics. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

**DENTAL HYGIENE 291**

**Special Topics In Denhy (1)**  
Classes focusing on specific issues and/or topics of interest in dental hygiene.

**DENTAL HYGIENE 292**

**Special Topics In Dental Hygiene (2)**  
Classes focusing on specific issues and/or topics of interest in dental hygiene.

**DENTAL HYGIENE 293**

**Special Topics In Dental Hygiene (3)**  
Classes focusing on specific issues and/or topics of interest in dental hygiene.

**DENTAL HYGIENE 297**

**Individual Project In Dental Hygiene (1)**  
Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

**DENTAL HYGIENE 298**

**Individual Project In Dental Hygiene (2)**  
Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

**DENTAL HYGIENE 299**

**Individual Project In Dental Hygiene (3)**  
Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

**DEVELOPMENTAL EDUCATION 043**

**Dev - Math Skills for Life 4 (5)**  
Students apply, in various situations, mathematical concepts and procedures to estimate, solve problems, and/or carry out tasks involving whole numbers, decimals, fractions, ratio and proportion, percents, measurements, and tables and graphs. Equivalent to ABE 043. Mandatory P/NC grading.

**DEVELOPMENTAL EDUCATION 080**

**Dev - Critical Thinking In College and Work (10)**  
Students improve their critical and creative thinking skills to become successful in college. Students learn strategies for reading, writing, problem-solving, self-assessment, and navigating college systems in the context of their transfer or professional goals. Equivalent to ENGL 080. Prerequisite: Students need COMPASS scores of 50 in Reading and 14 in Writing to take this class. Registration requires the signature of an approved advisor. Student option grading.

**DEVELOPMENTAL EDUCATION 090**

**Dev - Reading/Writing for Academic Career Goals (10)**  
Students develop abilities for successful reading, writing and learning in college transfer or prof-tech programs. They learn how knowledge and information are organized and how to improve achievement of educational goals. Students work on academic/career goals. Equivalent to ENGL 090 + STYSK 100. Prerequisite: COMPASS scores of 61 in Reading and 28 in Writing, or completion of DEVED 080 or ENGL 080 with a 2.0 or better, or advisor permission. Student option grading.

**DEVELOPMENTAL EDUCATION 092**

**Special Topics In Developmental Education (2)**  
Classes focus on specific issues and/or topics of interest in DEVED.

**DEVELOPMENTAL EDUCATION 100**

**Dev - Analytical Reading and Writing (5)**  
Students develop analytical reading, writing, and thinking skills necessary for successful college-level study. The course is sometimes taught in the context of a transfer or professional-technical program. Equivalent to ENGL 099. Prerequisite: Appropriate COMPASS scores or completion of DEVED

090 or ENGL 090 with a 2.0 or better, or advisor permission. Student option grading.

**DRAMA & 101****Introduction to Theatre (5)**

Students explore dramatic traditions by reading and analyzing plays from ancient to contemporary times. Student option grading.

**DRAMA & 101W****Introduction to Theatre (5)**

Students explore dramatic traditions by reading and analyzing plays from ancient to contemporary times. Student option grading.

**DRAMA 144****Acting 1 (5)**

An introduction to the craft of acting. Students learn theory and practice of acting through exercises, rehearsals and games, improving their ability to concentrate, relax, listen, observe and practice empathy. Open to all levels of experience. Student option grading.

**DRAMA 145****Acting 2 (5)**

A continued practice and introduction to the craft of acting. Students learn the theory and practice of acting through exercises, rehearsals and games, improving their ability to concentrate, relax, listen and observe and practice empathy. Open to all levels of experience. Student option grading.

**DRAMA 146****Acting 3 (5)**

A continued practice and introduction to the craft of acting. Students learn the theory and practice of acting through exercises, rehearsals and games, improving their ability to concentrate, relax, listen and observe and practice empathy. Open to all levels of experience. Student option grading.

**DRAMA 155****Acting for Television and Film (3)**

Dramatic and commercial acting for work in film, television and commercials. Learn auditioning styles, acting technique and the marketing skills needed for a successful screen acting career. Student option grading.

**DRAMA 156****Acting, Writing, Directing for the Camera I (5)**

A fast-paced introduction to film and video production. Discussion of films in terms of cinematic styles, acting and screenplay structure along with exercises in acting, directing, writing and filming of original productions. Student option grading.

**DRAMA 157****Acting, Writing, Directing for the Camera 2 (5)**

A continued fast-paced introduction to film and video production. Discussion of films in terms of cinematic styles, acting and screenplay structure along with exercises in acting, directing, writing and filming of original productions. Student option grading.

**DRAMA 207****Theatrical Production (1)**

Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and/or marketing. Student option grading.

**DRAMA 208****Theatrical Production (2)**

Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and marketing. Student option grading.

**DRAMA 209****Theatrical Production (3)**

Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and/or marketing. Student option grading.

**DRAMA 224****Theater Career Planning and Auditioning (2)**

Study of possible career opportunities in theater and film productions and the process of selection and application to programs and schools through interviews, resumes. Student option grading.

**DRAMA 225****Improvisational Theater (2)**

A study of individual and ensemble techniques, the course is concerned with developing the ability to respond creatively and improvisationally to a variety of situations. Student option grading.

**DRAMA 226****Children's Theater Production (5)**

A collaborative, student-driven course in which members write, design, and perform an original theatrical production for children and adults. Student option grading.

**DRAMA 234****Experimental Theater: Faculty Directed (5)**

Students explore historical and contemporary non-traditional and experimental theater through the performance of faculty-directed new play scripts. Prerequisite: Admission by permission of instructor after audition. Student option grading.

**DRAMA 235****Experimental Theater: Student Directed (5)**

Explore historical and contemporary non-traditional theater through experimental scripts written, directed, and performed by students. Prerequisite: Admission by permission of instructor after audition. Student option grading.

**DRAMA 244****Stage Technology (5)**

Students examine the fundamental theories, principles, and history of the techniques and equipment used for stage scenery, sound, and lighting. Student option grading.

**DRAMA 245****Beginning Stage Lighting (5)**

Immersion in the theories, drafting techniques, and equipment used for stage lighting. Includes instruction in light pilot design and USITT drafting standards. Student option grading.

**DRAMA 246****Scenic Stage Design I (5)**

Practicum in the theories, techniques and practices used in scenic design and in creating stage settings. Student option grading.

**DRAMA 255****Directing (5)**

Theory and practice in directing for stage productions. Attention given to all aspects

from selection to actual production. Student option grading.

**DRAMA 291****Special Topics In Drama (1)**

Classes focus on specific issues and/or topics of interest in Drama. Student option grading.

**DRAMA 292****Special Topics In Drama (2)**

Classes focus on specific issues and/or topics of interest in drama.

**DRAMA 293****Special Topics In Drama (3)**

Classes focus on specific issues and/or topics of interest in drama.

**DRAMA 295****Special Topics In Drama (5)**

Classes focus on specific issues and/or topics of interest in drama.

**DRAMA 297****Individual Project In Drama (1)**

Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**DRAMA 298****Individual Project In Drama (2)**

Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**DRAMA 299****Individual Project In Drama (3)**

Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**EARLY CHILDHOOD EDUCATION & 105****Introduction to Early Childhood Education (5)**

Overview of the foundations of Early Childhood Education. Examine theories defining the field, issues and trends, best practices and program models. Observe children, professionals and programs in action. Mandatory decimal grading.

**EARLY CHILDHOOD EDUCATION & 107****Health, Safety and Nutrition (5)**

This course promotes knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. It examines the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources. Mandatory decimal grading.

**EARLY CHILDHOOD EDUCATION & 160****Curriculum Development (5)**

This class explores learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, socio-emotional, cognitive and creative skills, and growth in young children (birth-age 8). Mandatory decimal grading.

**EARLY CHILDHOOD EDUCATION & 180****Language and Literacy Development (3)**

This course explores teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. Mandatory decimal grading.

**ECONOMICS 100****Survey of Economic Principles (5)**

A survey of how capitalism works: how we choose what to buy, where to work, and how businesses and governments affect our lives, the environment, and the world. Not recommended for students seeking a bachelor's degree in economics or business. Prerequisite: Placement in ENGL 099 or higher. Mandatory decimal grading.

**ECONOMICS & 201****Micro Economics (5)**

How do consumer and producer choices influence social outcomes? Issues include competition and corporate power, wealth and poverty, environmental quality, and role of government in a market economy. Prerequisite: MATH 098 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Completion of ENGL 099 (2.0 or better) or EAP 099 (pass) or COMPASS scores of 80 in Reading and 80 in Writing. Mandatory decimal grading.

**ECONOMICS & 202****Macro Economics (5)**

What determines national economic growth and prosperity? What causes booms and busts? What are the effects of government policies regarding taxes, government spending and money supply? Issues include: unemployment, inflation, international trade and globalization. Prerequisite: ECON& 201 Micro Economics or equivalent with instructor permission. Mandatory decimal grading.

**ECONOMICS 291****Special Topics In Economics (1)**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECONOMICS 292****Special Topics In Economics (2)**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECONOMICS 293****Special Topics In Economics (3)**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECONOMICS 294****Special Topics In Economics (4)**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECONOMICS 295****Special Topics In Economics (5)**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECONOMICS 297****Individual Project In Economics (1)**

Individual project in a specific area of economics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ECONOMICS 298****Individual Project In Economics (2)**

Individual project in a specific area of Economics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ECONOMICS 299****Individual Project In Economics (3)**

Individual project in a specific area of Economics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUCATION & 115****Child Growth and Development (5)**

Explore the stages of development from pre-natal through elementary school age, with a special emphasis on multicultural perspectives and how to apply developmental principles to education and home settings. Student option grading.

**EDUCATION 116****Language and Literacy (5)**

Gain research-based knowledge & skills to support emerging literacy and language of children from birth-2nd grade. Learn developmentally appropriate and culturally sensitive strategies to promote and assess language and literacy learning in classroom and family settings. Student option grading.

**EDUCATION 117****Culturally Relevant Anti-Bias Strategies (5)**

Examine the impact of individual & institutional bias upon children and families of under-represented groups in US society. Develop strategies to create anti-bias and culturally sensitive classrooms, support social action, and assist children and families in self-advocacy. Student option grading.

**EDUCATION 118****Math In Early Education (5)**

Students will learn to integrate effective and developmentally appropriate math content and processes into supporting the learning of pre-K through 2nd grade children. Topics related to understanding and managing testing and IEP practices in early education are included. Prerequisite: MATH 070 or equivalent and one Education course or permission of instructor. Student option grading.

**EDUCATION & 130****Guiding Behavior (3)**

Examine the principles and theories that promote social competence in young children and create safe learning environments. Develop skills to encourage effective interactions, provide positive individual guidance, and enhance group experiences. Mandatory decimal grading.

**EDUCATION 140****Instructional Methods: K-3 (5)**

Explore concepts, materials, methods and

standards in the early elementary years. Content will incorporate a multicultural perspective that supports the learning styles of individual children. Student option grading.

**EDUCATION 150****Early Childhood Curriculum Development (5)**

Explore theories and models of early childhood curriculum, as well as teaching methods that support children's learning and development within diverse group settings. Student option grading.

**EDUCATION & 150****Child, Family, Community (3)**

This course integrates the family and community contexts in which a child develops. Explores cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. Mandatory decimal grading.

**EDUCATION & 202****Introduction to Education (5)**

Explore how you may fit into the teaching profession. This intro course examines the complex role of American education in the global economy of the 21st century. We will analyze current research & trends in education to examine issues that affect teachers from preschool through high school, students and families. Student option grading.

**EDUCATION & 204****Exceptional Child (5)**

Explore the history, current research, best practices, social and political issues in the provision of support for individuals with disabilities in education settings. Prerequisite: EDUC& 202 recommended. Student option grading.

**EDUCATION 210****Best Practices In Special Education (5)**

Explore the systems and instructional methods used to teach exceptional students in regular and special education. Develop strategies for collaboration between professionals and parents. Prerequisite: EDUC& 204 recommended. Student option grading.

**EDUCATION 215****Family Systems (5)**

Learn about the inter-relationship of family, school, and community as it relates to child development, family structures and dynamics, interpersonal communication, parent-professional partnerships and resource coordination. Student option grading.

**EDUCATION 250****Child Guidance and Classroom Management (5)**

Learn theory and practical skills in guiding individual children's behavior and managing large and small groups of young children. Student option grading.

**EDUCATION 265****Issues and Trends In Childhood Education (5)**

Examine, analyze and interpret issues and trends in Early Childhood Education within the context of a rapidly changing society. Topics include educational reform, student assessment, teacher training, inclusion, multiculturalism and diversity, curriculum innovations, educational technology.

**EDUCATION 290****Student Internship I (5)**

This is the introductory level of the student internship sequence. Each student will gain experience in a classroom setting and apply skills in teamwork, classroom management, curriculum development, teaching and professionalism. Develop a portfolio and attend weekly seminars. Prerequisites: Recommended five Education courses or prior work experience with children. Student option grading.

**EDUCATION 291****Special Topics In Education (1)**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 292****Special Topics In Education (2)**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 293****Special Topics In Education (3)**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 294****Special Topics In Education (4)**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 295****Special Topics In Education (5)**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUCATION 296****Student Internship II (5)**

This is the advanced level of the student internship sequence. Each student is expected to work as a team member and demonstrate professionalism in a supervised education setting. Student will learn skills in classroom management, curriculum design and material development. Continued weekly seminars & portfolio development. Prerequisite: EDUC 290. Student option grading.

**EDUCATION 297****Individual Project In Education (1)**

Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUCATION 298****Individual Project In Education (2)**

Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUCATION 299****Individual Project In Education (3)**

Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUCATION LEARNING ASSISTANCE 199****Tutor Writing & Learning: Theory & Practice (3)**

This course combines classroom instruction with supervised practice for students wanting to work as tutors in The Writing & Learning Studio. Topics include writing center theory and practice, learning theory, and tutoring principles and strategies with a focus on helping writers during all stages of the writing process. Prerequisite: Minimum grade of 3.5 in ENGL& 101 and interview with instructor. Student option grading.

**EDUCATION LEARNING ASSISTANCE 291****Special Topics In Education Learning Assistance (1)**

Classes focus on specific issues and/or topics of interest in education learning assistance.

**EDUCATION LEARNING ASSISTANCE 292****Special Topics In Education Learning Assistance (2)**

Classes focus on specific issues and/or topics of interest in education learning assistance.

**ENGINEERING 100****Introduction to Engineering and Design (4)**

Introduction to the engineering profession and design process. Course includes guest speakers, team activities, and career planning. Communication, creative skills, and teamwork are developed utilizing journals, written reports, poster presentations, and sketching. Mandatory decimal grading.

**ENGINEERING 102****Introduction to Electronics (5)**

Introduction to electronics, test equipment and manufacture of electronic systems using a project based approach. Covers manufacturing techniques, including prototyping, assembly and soldering. Projects will include alternative energy systems characterization, sound modulation and music synthesis. Prerequisite: MATH 099 and ENGL 099 or EAP 099, with grades of 2.0 or better. Mandatory decimal grading.

**ENGINEERING & 114****Engineering Graphics (5)**

Development of 2D and 3D visualization skills, fundamentals of orthographic projection, isometric and engineering drawings and dimensioning using hand sketching, AutoCAD, and Solid Works. Prerequisite: ENGL 099 or EAP 099, and MATH 099, with grades of 2.30 or better, or instructor permission. Mandatory decimal grading.

**ENGINEERING 115****Introduction to Statics and Engineering Problems (5)**

Introduction to fundamental engineering principles including dimensional analysis, vector algebra, statics, and selected engineering topics. Designed to develop ability to analyze and solve engineering problems in a clear systematic manner. Prerequisite: ENGR& 114 and MATH& 142 with a grade of 2.0 or better. (MATH& 142 may be taken concurrently.) Mandatory decimal grading.

**ENGINEERING 202****Design of Logic Circuits (5)**

Introduction to the basic components of logic circuits. Design and analysis of combinational and sequential logic circuits using relevant theorems, mathematical models, and hardware description language. Includes exposure to modern methods and design tools. Prerequisite: CS 121 or CS& 141, with a grade of 2.0 or better. Mandatory decimal grading.

**ENGINEERING & 202****Design of Logic Circuits (5)**

Introduction to the basic components of logic circuits. Design and analysis of combinational and sequential logic circuits using relevant theorems, mathematical models, and hardware description language. Includes exposure to modern methods and design tools. Prerequisite: CS 121 or CS& 141 each with a grade of 2.0 or better. Mandatory decimal grading.

**ENGINEERING & 204****Electrical Circuits (5)**

Introduction to basic circuit and systems concepts. Development of mathematical models of components including resistors, sources, capacitors, inductors, operational amplifiers and transistors. Solution of first and second order linear differential equations associated with circuit forms. Prerequisite: PHYS& 222 and MATH 207, with grades of 2.0 or better. Mandatory decimal grading.

**ENGINEERING 205****Solid Works and Parametric Modeling (3)**

Introduction to creating 3D CAD models using feature-based, parametric solid-modeling design; base, boss and cut features using extruded, revolved, simple swept and lofted shapes; capturing design intent using automatic or user-defined geometric and dimensional constraints; detail and assembly drawings. Prerequisites: ENGR& 114 or MFGT 120, with grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**ENGINEERING 206****Advanced Solid Works (3)**

Advanced 3D CAD models using SolidWorks parametric solid modeling; swept and lofted shapes; assembly interference checking, collision detection, dynamic clearance, physical dynamics and simulation surfaces, use of Photo Works rendering, and Cosmos FEA in linear static, frequency, buckling, and thermal analysis. Prerequisite: ENGR 205 or ENGR& 114 with a grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**ENGINEERING & 214****Statics (5)**

Principles of engineering statics, basic concepts, resultants, force-couple relationships, equilibrium diagrams, equilibrium analysis, three-dimensional structures, two-dimensional frames, trusses, beams and friction. Vector algebra used throughout the course. Prerequisite: PHYS& 221 or ENGR 115 with grades of 2.0 or better. MATH& 151 with grade of 2.0 or better (MATH& 151 may be taken concurrently). Mandatory decimal grading.

**ENGINEERING & 215****Dynamics (5)**

A general treatment of the dynamics of particles and rigid bodies using vectors; kinematics, kinetics, momentum and energy principles for particles and rigid bodies; use of total acceleration equation. Prerequisite: PHYS& 221, ENGR& 214 and MATH& 163 with grades of 2.0 or better. (MATH& 163 may be taken concurrently.) Mandatory decimal grading.

**ENGINEERING & 225****Mechanics of Materials (5)**

An introduction to the mechanics of solids, strain and deformation, stress, stress-strain relationships; torsion, stresses due to bending; combined stresses using Mohr's circle. Prerequisite: ENGR& 214 and MATH& 152 with grades of 2.0 or better. (MATH& 152 may be taken concurrently.) Mandatory decimal grading.

**ENGINEERING 240****Applied Numerical Methods (5)**

Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation. Prerequisite: CS 121 or CS& 141 with 2.0 or better. MATH 207 with 2.0 or better (may be taken concurrently). MATH 208 recommended. Mandatory decimal grading.

**ENGINEERING 294****Special Topics: Engineering (4)**

Classes focusing on specific issues and/or topics of interest in engineering.

**ENGINEERING 297****Individual Project In Engineering (1)**

Individual project in a specific area of engineering. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ENGINEERING 298****Individual Project In Engineering (2)**

Individual project in a specific area of engineering. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ENGINEERING 299****Individual Project In Engineering (3)**

Individual project in a specific area of engineering. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.



**ENGLISH 080****Critical Thinking In College and Life (10)**

Students improve their critical and creative thinking skills to become successful in college. Students learn strategies for reading, writing, problem-solving, self-assessment, and navigating college systems in the context of their educational goals and life interests. Prerequisite: Students need COMPASS scores of 50 in Reading and 14 in Writing to take this class. Registration requires the signature of an approved advisor. Student option grading.

**ENGLISH 089****Learning Studio (3)**

Students work on level-appropriate assignments to develop vocabulary, study strategies, and/or reading comprehension using The Writing & Learning Studio resources. Possible topics: memory, note-taking, learning from textbooks, English word study, critical reading skills. For students in all disciplines. 20 hours attendance for each credit. Prerequisite: Non-native English speakers must be above ESL Level 4. Mandatory P/NC grading.

**ENGLISH 090****Reading and Writing In the Academic Subjects (5)**

Students develop abilities for successful reading, writing and learning in college. They learn how knowledge and information are organized in college and how to improve achievement across disciplines. Students explore academic/career goals. Usually offered in conjunction with Study Skills 100 for a total of 10 credits. Prerequisite: COMPASS scores of 61 in Reading and 28 in Writing, or completion of ENGL 080 or equivalent with a 2.0 or better, or instructor permission. Student option grading.

**ENGLISH 098****Writing Studio (3)**

Students work on level-appropriate writing activities for academic professional, or personal enhancement using The Writing & Learning Studio resources. Possible activities: essays, research papers, resumes, personal statements, grammar, spelling, punctuation. Useful for students in all disciplines. Each credit requires 20 hours attendance. Previously ENGL 099. Prerequisite: Non-native English speakers must be above ESL Level 4. Mandatory P/NC grading.

**ENGLISH 099****Analytical Reading and Writing (5)**

Students develop analytical reading, writing, and thinking skills necessary for writing college-level essays. Previously ENGL 100. Prerequisite: COMPASS scores of 73 in Reading and 47 in Writing or completion of ENGL 090 or equivalent with a 2.0 or better or instructor permission. Student option grading.

**ENGLISH & 101****English Composition I (5)**

Students write essays that display focus, organization, appropriate style, and technical control. They develop skills in critical thinking and close reading of texts and respond in writing and discussion to assigned topics. Prerequisite: COMPASS scores of 80 in Reading and 80 in Writing, or completion of EAP 099, ENGL 099, or equivalent with a 2.0 or better, or instructor permission. Student option grading.

**ENGLISH & 102****Composition II: Reasoning/Research/Writing (5)**

Students write research essays on various topics. Using both traditional and new information technologies, they develop skills as researchers, critical thinkers and writers of documented analysis and argumentation. Themes of individual sections are available at the online English page. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or better. Student option grading.

**ENGLISH & 111****Introduction to Literature (5)**

Students explore poetry, fiction, non-fiction and drama representing multiple perspectives of the human experience. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 111W****Introduction to Literature (5)**

Students explore poetry, fiction, non-fiction and drama representing multiple perspectives of the human experience. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 112****Introduction to Fiction (5)**

Students explore techniques of fiction and analyze fictional genres, including short stories and novels from various cultures and time periods, representing multiple perspectives of the human experience. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH & 112W****Introduction to Fiction (5)**

Students explore techniques of fiction and analyze fictional genres, including short stories and novels from various cultures and time periods, representing multiple perspectives of the human experience. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH & 113****Introduction to Poetry (5)**

Students explore the mystery, magic and music of poetry. Readings focus on poets in English but may include works in translation from other times and cultures. Students examine the forms, styles and themes of poetry, keeping in mind that a poem is always greater than the sum of its parts. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 113W****Introduction to Poetry (5)**

Students explore the mystery, magic and music of poetry. Readings focus on poets in English but may include works in translation from other times and cultures. Students examine the forms, styles and themes of poetry, keeping in mind that a poem is always greater than the sum of its parts. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 154****Great Works of Asian Literature (5)**

Students explore classic literature of Asian countries such as China, Japan, India, Vietnam & Korea. They will examine how the literature and sense of beauty in each country are influenced by Asian thought: Buddhism, Daoism, Confucianism and Hinduism. Texts may include fiction, plays, film and poetry. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 154W****Great Works of Asian Literature (5)**

Students explore classic literature of Asian countries such as China, Japan, India, Vietnam & Korea. They will examine how the literature and sense of beauty in each country are influenced by Asian thought: Buddhism, Daoism, Confucianism and Hinduism. Texts may include fiction, plays, film and poetry. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 200****Survey of World Literature (5)**

Students read a sample of fiction, poetry, drama and other genres from around the world. Students explore the features of these different forms, the role of culture and history in shaping the literature of various nations and various cultures' distinct conceptions of literature. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH 200W****Survey of World Literature (5)**

Students read a sample of fiction, poetry, drama and other genres from around the world. Students explore the features of these different forms, the role of culture and history in shaping the literature of various nations and various cultures' distinct conceptions of literature. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH 207****Introduction to Irish Literature (5)**

Students explore Irish culture through myth, fiction, poetry, and plays. Includes works written in English and translated from Gaelic. Periods may include Celtic, medieval, colonial, Irish Renaissance, and contemporary. Authors range from Nobel winners like Yeats, Joyce, and Heaney to regional authors such as Morrissey and Kavanagh. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH 207W****Introduction to Irish Literature (5)**

Students explore Irish culture through myth, fiction, poetry, and plays. Includes works written in English and translated from Gaelic. Periods may include Celtic, medieval, colonial, Irish Renaissance, and contemporary. Authors range from Nobel winners like Yeats, Joyce, and Heaney to regional authors such as Morrissey and Kavanagh. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH & 220****Introduction to Shakespeare (5)**

Students explore Shakespeare's plays and sonnets for their unforgettable characters, brilliant language and timeless themes. Readings and film viewings may include Hamlet, Othello, A Midsummer Night's Dream, Henry V, and The Tempest. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH & 220W****Introduction to Shakespeare (5)**

Students explore Shakespeare's plays and sonnets for their unforgettable characters, brilliant language and timeless themes. Readings and film viewings may include Hamlet, Othello, A Midsummer Night's Dream, Henry V, and The Tempest. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH & 226****British Literature I (5)**

Students explore English literature from the Middle Ages to the 17th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH & 226W****British Literature I (5)**

Students explore English literature from the Middle Ages to the 17th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGLISH & 227****British Literature II (5)**

Students explore English literature from the 17th century to the late 18th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 227W****British Literature II (5)**

Students explore English literature from the 17th century to the late 18th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 228****British Literature III (5)**

Students explore English literature from the 19th to the 20th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 228W****British Literature III (5)**

Students explore English literature from the 19th to the 20th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 229****Gothic Literature (5)**

Students explore how Gothic literature challenges conventional views through horror, the irrational, & the supernatural & examines how this literature expresses political, social, and cultural fears. They also trace the genre's transformations through three centuries of British & American literature and film. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 229W****Gothic Literature (5)**

Students explore how Gothic literature challenges conventional views through horror, the irrational, & the supernatural & examines how this literature expresses political, social, and cultural fears. They also trace the genre's transformations through three centuries of British & American literature and film. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 230****Technical Report Writing (3)**

Students learn the fundamental principles and practices of effective technical writing in business, non-profit and/or government environments. Writing includes reports, letters, resumes, progress reports, brochures, technical reports, newsletters, executive summaries, surveys, and project documentation. Prerequisite: ENGL& 101 or equivalent with instructor permission. Student option grading.

**ENGLISH & 244****American Literature I (5)**

Students explore American literature thematically and examine how it reflects and shapes literary, political, historical, and cultural developments. Each course will focus on a particular theme. Possible themes are: protest, war, the Harlem Renaissance, immigration, or American Dreams. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 244W****American Literature I (5)**

Students explore American literature thematically and examine how it reflects and shapes literary, political, historical, and cultural developments. Each course will focus on a particular theme. Possible themes are: protest, war, the Harlem Renaissance, immigration, or American Dreams. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 245****American Literature II (5)**

Students explore how literature in a particular time period reflects and shapes literary movements and political, historical, and

cultural developments. Each course may focus on a different time period. Possible timelines are: Colonial to 19th-century; 19th-century; 20th-century and 21st-century. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 245W****American Literature II (5)**

Students explore how literature in a particular time period reflects and shapes literary movements and political, historical, and cultural developments. Each course may focus on a different time period. Possible timelines are: Colonial to 19th-century; 19th-century; 20th-century and 21st-century. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 246****American Literature III (5)**

Students explore American literature through a particular genre or literary movement and examine how it reflects and shapes cultural, political, and historical developments. Genres and movements might include one of the following: Modernism, science fiction, protest literature, Beat poets, or LGBT literature. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH & 246W****American Literature III (5)**

Students explore American literature through a particular genre or literary movement and examine how it reflects and shapes cultural, political, and historical developments. Genres and movements might include one of the following: Modernism, science fiction, protest literature, Beat poets, or LGBT literature. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 247****African American Literature (5)**

Students study African-American literature in its social, political, historical and cultural context. We will explore how the literature reflects experiences unique to African-Americans while presenting characters, settings, themes and experiences shared by all: heartbreak, joy, fear, loss, love and death. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 247W****African American Literature (5)**

Students study African-American literature in its social, political, historical and cultural context. We will explore how the literature reflects experiences unique to African-Americans while presenting characters, settings, themes and experiences shared by all: heartbreak, joy, fear, loss, love and death. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.



**ENGLISH 248****Modern American Women Writers (5)**

This course examines how modern women writers explore, express, & construct identity and experience through literature. Read literature from multiple perspectives and cultures in the U.S. Authors may include Hurston, Erdrich, Lahiri, Lorde, Morrison, Ozick, Tan, Viramontes, Wharton and Yamamoto. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 248W****Modern American Women Writers (5)**

This course examines how modern women writers explore, express, & construct identity and experience through literature. Read literature from multiple perspectives and cultures in the U.S. Authors may include Hurston, Erdrich, Lahiri, Lorde, Morrison, Ozick, Tan, Viramontes, Wharton and Yamamoto. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 257****Literature of Latin America (5)**

Students explore the literature of several Latin American countries through various genres and time periods, with emphasis upon this literature's immense and enduring global popularity since the latter 20th Century. Authors may include Marquez, Borges, Neruda, Cortazar, Fuentes, and Allende. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 257W****Literature of Latin America (5)**

Students explore the literature of several Latin American countries through various genres and time periods, with emphasis upon this literature's immense and enduring global popularity since the latter 20th Century. Authors may include Marquez, Borges, Neruda, Cortazar, Fuentes, and Allende. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 265****Experiential Learning Portfolio Design (3)**

Students design portfolios containing essays, resumes, letters of request, and documentation for Credit for Prior Experiential Learning requests. Students gain knowledge of adult learning strategies and skills. Prerequisite: Successful completion of ENGL& 101, BTWRT 215, or ENGL& 101 challenge test. Mandatory P/NC grading.

**ENGLISH 271****Beginning Poetry Writing I (5)**

Students discover the pleasure and craft of writing poetry in a variety of styles and voices. Students read the works of other poets as models of form and technique and submit drafts of poems for peer feedback in a workshop setting. Prerequisite: Successful completion of ENGL& 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 272****Beginning Poetry Writing II (5)**

Continues the work of ENGL 271: Students

discover the pleasure and craft of writing poetry in a variety of styles and voices. Students read the works of other poets as models of form and technique and submit drafts of poems for peer feedback in a workshop setting. Prerequisite: ENGL 271 or instructor permission. Student option grading.

**ENGLISH 276****Advanced Expository Writing (5)**

Students build on skills from earlier writing courses and expand their strategies for composing effective non-fiction prose. Writing forms may include argumentation, genre, research, discipline specific, and interdisciplinary. Prerequisite: ENGL& 101, or equivalent with instructor permission. Student option grading.

**ENGLISH 279****Writing for New Media (5)**

Students write for various purposes in electronic media such as websites, social networking forums, video games, blogs, wikis, webisodes, and others. Students explore organization, style, differences among media, audience analysis, writing for a multimedia environment, and collaborative writing. Specific content varies. Prerequisite: ENGL 099 or EAP 099 or COMPASS placement at ENGL& 101 or writing portfolio with instructor permission. Basic familiarity with computers, the Internet, and word-processing software. Student option grading.

**ENGLISH 281****Beginning Short Story Writing I (5)**

Students will explore and write short fiction using plot, character, atmosphere, point of view, symbolism, metaphor, and theme. Using various narrative strategies, they will write and workshop various fictional pieces. They will identify the strengths and limitations of various storytelling media. Prerequisite: ENGL& 101. Student option grading.

**ENGLISH 282****Beginning Short Story Writing II (5)**

Continues the work of ENGL 281: Students explore and write short fiction using plot, character, atmosphere, point of view, symbolism, metaphor, and theme. Using various narrative strategies, they write and workshop various fictional pieces. They identify the strengths and limitations of various storytelling media. Prerequisite: ENGL 281. Student option grading.

**ENGLISH 287****European Lit: Masterpieces of Greece and Rome (5)**

Exploring how these works shaped their own cultures and exert a powerful influence upon later cultures, students read the myths, poems, comedies and tragedies of ancient Greece and Rome. Prerequisite: ENGL& 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 287W****European Lit: Masterpieces of Greece and Rome (5)**

Exploring how these works shaped their own cultures and exert a powerful influence upon later cultures, students read the myths, poems, comedies and tragedies of ancient Greece and Rome. Prerequisite: ENGL& 101 or equivalent with instructor permission. Student option grading.

**ENGLISH 288****European Lit: Medieval Through Enlightenment (5)**

Students read works from The Medieval Era through The Age of Enlightenment, considering various genres and countries. Artists may include Dante, Boccaccio, Cervantes, Machiavelli, Goethe, and Voltaire. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 288W****European Lit: Medieval Through Enlightenment (5)**

Students read works from The Medieval Era through The Age of Enlightenment, considering various genres and countries. Artists may include Dante, Boccaccio, Cervantes, Machiavelli, Goethe, and Voltaire. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 289****European Lit: Modern to Contemporary (5)**

Students read works from 19th-Century through present-day European literature, considering various genres and countries. Authors may include Dostoevsky, Tolstoy, Kafka, Camus, Ibsen, Collette, Checkov, and Calvino. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 289W****European Lit: Modern to Contemporary (5)**

Students read works from 19th-Century through present-day European literature, considering various genres and countries. Authors may include Dostoevsky, Tolstoy, Kafka, Camus, Ibsen, Collette, Checkov, and Calvino. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGLISH 292****Special Topics In English (2)**

Classes focus on specific issues and/or topics of interest in English.

**ENGLISH 293****Special Topics In English (3)**

Classes focus on specific issues and/or topics of interest in English.

**ENGLISH 294****Special Topics In English (4)**

Classes focus on specific issues and/or topics of interest in English.

**ENGLISH 294W****Special Topics In English - W (4)**

Classes focus on specific issues and/or topics of interest in English.

**ENGLISH 295****Special Topics In English (5)**

Classes focus on specific issues and/or topics of interest in English.

**ENGLISH 295W****Special Topics In English-W (5)**

Classes focus on specific issues and/or topics of interest in English.

**ENGLISH 297****Individual Project In English (1)**

Individual project in a specific area of English.

By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### ENGLISH 298

#### Individual Project In English (2)

Individual project in a specific area of English. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### ENGLISH 299

#### Individual Project In English (3)

Individual project in a specific area of English. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### ENGLISH 299W

#### Individual Project In English (3)

Individual project in a specific area of English. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

### ENGLISH FOR ACADEMIC PURPOSES 090

#### English for Academic Purposes a (10)

Students prepare for academic coursework, with emphasis on content-based reading and writing for academic purposes, including essays, reports, summaries, and short-answer responses. Students read pre-college level materials, with a focus on academic vocabulary. Previously ESL 090. Prerequisite: Successful completion of ESLAF 080 or ESLAB 060 or placement on the SCC Advanced ESL placement test. Student option grading.

### ENGLISH FOR ACADEMIC PURPOSES 099

#### English for Academic Purposes B (5)

Students prepare for further academic coursework, refining the skills necessary for ENGL& 101 and college courses. Emphasis is on content-based reading and writing for academic purposes. Students study more complex grammar and vocabulary and read increasingly complex introductory college-level materials. Previously ESL 099 and ESL 100. Prerequisite: Successful completion of EAP 090 or appropriate placement on the Advanced SCC ESL placement test. Student option grading.

### ENVIRONMENTAL SCIENCE & 100

#### Survey of Environmental Science (5)

A college level telecourse in environmental science which also serves as a resource for courses in biology, ecology, geography, geology and political science. It will utilize written material and television programs and may also serve as a resource for local governments and community action groups in planning and development. Student option grading.

### ENVIRONMENTAL SCIENCE & 101

#### Introduction to Environmental Science (5)

Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and natural resources. The effects of economic, political and scientific

decisions on us and our environment. Laboratory. Prerequisite: Recommended placement into ENGL& 101. Student option grading.

### ENVIRONMENTAL SCIENCE & 101W

#### Introduction to Environmental Science (5)

Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and natural resources. The effects of economic, political and scientific decisions on us and our environment. Laboratory. Prerequisite: Recommended placement into ENGL& 101. Student option grading.

### ENVIRONMENTAL SCIENCE 202

#### Ecology of Natural Landscapes (6)

A study of the ecology of terrestrial and aquatic ecosystems and the interaction between them. This course examines models of how ecosystem processes operate at the watershed and landscape level, and the management options and environmental regulations which evolve from our understanding of those processes. Prerequisite: ENV5& 101, equivalent, or instructor permission. Student option grading.

### ENVIRONMENTAL SCIENCE 297

#### Individual Project In Environmental Science (1)

Individual project in a specific area of environmental science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

### ENVIRONMENTAL SCIENCE 298

#### Individual Project In Environmental Science (2)

Individual project in a specific area of environmental science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

### ENVIRONMENTAL SCIENCE 299

#### Individual Project In Environmental Science (3)

Individual project in a specific area of environmental science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

### ESL 005

#### Special Topics In English As a Second Language (5)

Classes focusing on specific issues and/or topics of interest in English as a Second Language.

### ESL 091

#### Anatomy and Physiology for ESL Students (5)

This course prepares ESL students for biology and/or health occupation courses. Reading, writing, listening and speaking skills are integrated with an overview of basic anatomy and physiology and selected diseases. ESL and biology faculty co-teach this course. Prerequisites: Successful completion of ESL Level 5 or ESL Placement into Level 6 or above. Student option grading.

### ESL 094

#### TOEFL Preparation (3)

Designed for high intermediate or advanced ESL students who need to take the internet-based TOEFL to enter undergraduate and graduate programs. Focus is on question types, test-taking strategies, and listening, reading, writing and speaking skills appropriate for the internet-based TOEFL. Prerequisite: Enrollment in or completion of ESL 098 or

equivalent or permission of instructor. Mandatory P/NC grading.

### ESL 095

#### Academic Listening and Speaking (5)

ESL students improve their academic listening and speaking skills to help them succeed in college classes. Students listen to and take notes on lectures and use course topics to practice speaking skills required in academic settings. Students also develop a larger academic vocabulary. Prerequisites: Appropriate placement on the Advanced ESL placement test or concurrent enrollment in ESL level 5 or above. Student option grading.

### ESL FOR LIFE & WORK 002

#### Special Topics In ESLL (2)

Classes focus on specific issues and/or topics of interest in ESLL.

### ESL FOR LIFE & WORK 005

#### Special Topics In ESLL (5)

Classes focus on specific issues and/or topics of interest in ESLL.

### ESL FOR LIFE & WORK 010

#### ESL for Life and Work 1 (5)

This beginning level course teaches English language and civic skills students need in everyday life and in the workplace. Students improve reading, writing, listening and speaking skills while studying content such as personal and family information, daily routines, and shopping for basic needs. Prerequisite: Placement by ESL program. Mandatory Pass/NC grading.

### ESL FOR LIFE & WORK 020

#### ESL for Life and Work 2 (5)

This is the second level in a series of ESL courses that emphasize English reading, writing, listening and speaking skills and civics for everyday life and the workplace. Content includes requesting information, expressing wants, likes and dislikes, and describing daily-life events. Prerequisite: Successful completion of ESLL 010 or placement by ESL office. Mandatory Pass/NC grading.

### ESL FOR LIFE & WORK 030

#### ESL for Life and Work 3 (5)

This is the third level in a series of ESL courses that emphasize English reading, writing, listening, and speaking skills for everyday life and the workplace. Content includes American culture and education, work skills and community issues. Prerequisite: Successful completion of ESLL 020 or placement by ESL office. Mandatory Pass/NC grading.

### ESL FOR LIFE & WORK 040

#### ESL for Life and Work 4 (5)

This is the fourth level in a series of ESL courses that emphasize English reading, writing, listening and speaking skills for everyday life and the workplace. Topics include involvement in community and consumer, health, and workplace issues. Prerequisite: Successful completion of ESLL 030 or placement by ESL office. Mandatory Pass/NC grading.

**ESL FOR LIFE & WORK 050****ESL for Life and Work 5 (5)**

This is the fifth level in a series of ESL courses that emphasize English for everyday life and the workplace. At the high-intermediate level, students continue to improve reading, writing, listening, and speaking skills while focusing on topics such as rights and responsibilities, career plans and consumer issues. Prerequisite: Successful completion of ESLL 040 or placement by ESL office. Mandatory Pass/NC grading.

**ESLAB 0005****Special Topics In ESLAB (0.5)**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 001****Special Topics In ESLAB (1)**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 002****Special Topics In ESLAB (2)**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 003****Special Topics In ESLAB (3)**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 004****Special Topics In ESLAB (4)**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 005****Special Topics In ESLAB (5)**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 006****ESL Through Technology I (3)**

Students work on level-appropriate language skills in 4 areas - speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into ESL levels one or two. Mandatory P/NC grading.

**ESLAB 007****ESL Through Technology II (3)**

Students work on level-appropriate language skills in 4 areas - speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into level three, four, or five. Mandatory P/NC grading.

**ESLAB 009****ESL Language Lab (1)**

A learning center for students enrolled in ESL Level 1 to 5. Students practice language skills under supervision of an ESL instructor. Students must attend 20 hours on a drop in basis. Mandatory P/NC grading.

**ESLAB 010****Integrated Skills In English 1 (10)**

Students will improve reading, writing and grammar in life skills contexts such as providing personal information, describing daily events, and identifying jobs and work-related abilities. Prerequisite: Appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 015****Listening & Speaking In English 1 (5)**

Students improve listening and speaking to communicate in contexts such as personal information, schedules, jobs, and work-related abilities. Prerequisites: Appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 020****Integrated Skills In English 2 (10)**

Students will improve their reading, writing and grammar for home, school, work and community with an emphasis on well-formed sentences. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 025****Listening & Speaking In English 2 (5)**

Students practice listening and speaking in the contexts of school, work, health, shopping, and places in the community. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC Grading.

**ESLAB 030****Integrated Skills In English 3 (10)**

Students further develop their reading, writing, and grammar skills with an emphasis on writing basic paragraphs. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 035****Listening & Speaking In English 3 (5)**

Students practice more complex listening and speaking tasks in job, school and daily-life situations. Students acquire basic conversational skills. Prerequisite: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 040****Integrated Skills In English 4 (10)**

Students read about personal, social and cultural issues and write well-organized, detailed paragraphs using more advanced vocabulary and grammar. Students continue to develop life skills. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 045****Listening & Speaking In English 4 (5)**

Students continue to develop listening and speaking skills at an increasingly complex level. Students improve communication skills for everyday life and academic preparation. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 047****ESL Healthcare Overview (5)**

ESL Healthcare Overview introduces students to careers in healthcare, common cultural differences found in healthcare settings and an overview of basic human anatomy. Listening, speaking and study skills are integrated into course content. Previously ESLAB 048. Prerequisite: Successful

completion of ESL level 3 or placement into ESL level 4 or above or by instructor permission. Mandatory P/NC grading.

**ESLAB 050****Integrated Skills In English 5 (10)**

Students read pre-college materials, build vocabulary, use more advanced grammar and write well-developed and connected paragraphs that combine personal with text-based information. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.

**ESLAB 054****Connecting to College and Careers (1)**

This course transitions students into college courses and introduces distance learning. Using technology, students enhance their communication skills while learning vocabulary and basic concepts related to careers and educational options. Prerequisite: Placement into ESL level five or successful completion of ESL level four or equivalent with instructor permission. Mandatory P/NC Grading.

**ESLAB 055****Listening and Speaking 5 (5)**

This course continues to emphasize listening and speaking at an increasingly complex level. Students improve skills relevant for everyday life and college preparation. They take notes on and discuss short lectures and passages of informal speech. Prerequisite: Successful completion of ESL 045, ESL placement into level 5, or instructor's permission. Mandatory P/NC Grading.

**ESLAB 057****ESL Medical Terminology (5)**

ESL Medical Terminology prepares students for health occupation courses and programs. Students improve their English as they learn medical terms, and an overview of basic anatomy. Medical Terminology and ESL faculty co-teach this course. Prerequisite: Successful completion of ESL level 4 or ESL placement into level 5 or by instructor permission. Mandatory P/NC grading.

**ESLAB 058****Focus On Writing (5)**

Students practice writing skills to help them succeed in ESL and college classes. Students learn to find and correct errors, review grammar points and mechanics, and write in a variety of contexts. Some emphasis on organization. Course may be repeated for credit. Prerequisite: Successful completion of ESL level 3 or placement into ESL level 4.5, or 6. Mandatory P/NC grading.

**ESLAB 059****English for the Office (5)**

This course helps prepare ESL students for a career in an office setting. Language and technology skills are integrated with basic computer, software, office terminology, telephone and note-taking skills, basic business document preparation, and job search strategies. Prerequisite: Successful completion of ESL level 4, placement into level 5, or by instructor permission. Mandatory P/NC Grading.

**ESLAB 060****Integrated Skills In English 6 (10)**

In this integrated reading, writing and grammar course, students gain skills necessary to advance



to college courses and professional/technical training. Students progress from paragraph to basic essay writing. Reading topics vary depending on textbooks and instructor and/or student choice. Prerequisites: Successful completion of ESL level 5 or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC Grading.

#### **ESLAB 067**

##### **Anatomy and Physiology for ESL Students (5)**

ESL Anatomy and Physiology prepares students for biology and/or health occupation courses and programs. Students improve their English skills as they learn basic anatomy, physiology and selected diseases. ESL and Biology faculty co-teach this course. Prerequisite: Successful completion of ESL Level 4 or ESL placement into Level 5 or above or by instructor permission. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 001**

##### **Special Topics In ESLAF (1)**

Classes focus on specific issues and/or topics of interest in ESLAF.

#### **ESLAF-INTERNATIONAL 004**

##### **Special Topics In ESLAF (4)**

Classes focus on specific issues and/or topics of interest in ESLAF.

#### **ESLAF-INTERNATIONAL 005**

##### **Special Topics In ESLAF (5)**

Classes focus on specific issues and/or topics of interest in ESLAF.

#### **ESLAF-INTERNATIONAL 006**

##### **ESL Through Technology I – International (3)**

Students work on level-appropriate language skills in 4 areas - speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into ESL levels one or two. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 007**

##### **ESL Through Technology II – International (3)**

Students work on level-appropriate language skills in 4 areas - speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into level three, four, or five.

#### **ESLAF-INTERNATIONAL 010**

##### **Integrated Skills In English I – International (10)**

Students will improve reading, writing and grammar in life skills contexts such as providing personal information, describing daily events, free-time activities and hobbies. Prerequisites: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 015**

##### **Listening & Speaking In English 1 – International (5)**

Students improve listening and speaking to communicate in contexts such as personal information, schedules, free-time activities and hobbies. Prerequisites: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 020**

##### **Integrated Skills In English 2 – International (10)**

Students will improve their reading, writing and grammar for home, school and community with an emphasis on well-formed

sentences. Prerequisite: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 025**

##### **Listening & Speaking In English 2 – International (5)**

Students practice listening and speaking in the contexts of school, health, shopping, and places in the community. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 050**

##### **Foundations In ESL A – Integrated Skills (10)**

Students write simple paragraphs on personal topics by combining basic vocabulary and grammar structures. Students read a variety of texts on personal subjects. Prerequisite: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 051**

##### **Foundations In ESL A – Speaking/Listening (5)**

Students practice speaking and listening skills within school, daily life and social situations. Students practice conversing and speaking clearly. Prerequisite: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 060**

##### **Foundations In ESL B – Integrated Skills (10)**

Students write more complex paragraphs by combining expanded vocabulary and grammar structures. Students read a variety of pre-academic texts and materials. Prerequisite: Successful completion of ESLAF 050 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 061**

##### **Foundations In ESL B – Speaking/Listening (5)**

Students practice speaking and listening skills at an increasingly complex level. Students improve listening skills for everyday life as well as for college preparation and speak clearly enough to be understood by others. Prerequisite: Successful completion of ESLAF 051 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 070**

##### **Foundations In ESL C – Integrated Skills (10)**

Students read pre-college materials, build vocabulary, use more advanced grammar and write developed paragraphs that combine personal with text-based information. Prerequisite: Successful completion of ESLAF 060 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

#### **ESLAF-INTERNATIONAL 080**

##### **Bridge to College English A – Integrated Skills (10)**

Students gain skills necessary for success in college courses. Students progress from paragraph to basic essay writing. Students build skills in academic reading. Prerequisite: Successful completion of ESLAF 070 or appropriate placement on the advanced SCC ESL placement test. Student option grading.

#### **FILM/VIDEO 255**

##### **Basic Video Production (3)**

Intensive introduction to the practical applications of single camera video production

techniques. Students work towards basic proficiencies on video camera, lighting, and audio equipment. Student option grading.

#### **FILM/VIDEO 256**

##### **Video Production I (5)**

Survey of the principles, theories and techniques of digital filmmaking production and visual storytelling with a focus on single-camera production. Includes an introduction to the production process, storyboarding, lighting, sound capture, and local filmmaking resources. Appropriate for all levels of experience. Prerequisite: CINEM 201/W or CINEM 202 or FILM 255 with a 2.0 or better or instructor's permission. Student option grading.

#### **FILM/VIDEO 257**

##### **Video Production II (5)**

This advanced video production course focuses more intensely on group collaboration, multi-camera digital filmmaking skills, and working with clients in a video production environment. Prior video production experience required. Prerequisite: FILM 255 or 256 with a 2.0 or better or instructor's permission. Student option grading.

#### **FILM/VIDEO 258**

##### **Cinematography and Sound Recording (5)**

An advanced film course focusing on cinematography, lighting and sound. There is an emphasis on directing, grip and gaffing techniques, the aesthetics of camera work and dual-system sound recording. Prerequisite: FILM 255 or 256 or 257 or instructor's permission. Student option grading.

#### **FILM/VIDEO 265**

##### **Editing I (5)**

Intro to video editing and the post-production process. Explores the historical and artistic development of editing, prevailing theoretical models, current/emerging technology, and techniques. Investigates post-production software (Media Composer, Final Cut Pro or Premiere, depending on quarter). Open to all levels. Course may be repeated. Prerequisite: Completion of MAC OS proficiency test or completion/concurrent enrollment in VCT 124 required or instructor's permission. VCT 125 recommended. Student option grading.

#### **FILM/VIDEO 266**

##### **Editing I: Final Cut Studio (5)**

Introduction to video editing and post-production. Explores the historical and artistic development of editing, prevailing theoretical models, current and emerging technology and techniques. Investigates the post-production spectrum using Final Cut Studio. Prerequisite: VCT 124 and VCT 125 or instructor's permission. Student option grading.

#### **FILM/VIDEO 269**

##### **Editing II (5)**

This course focuses on advanced video editing skills using leading non-linear editing systems. Third course in the editing and post-production sequence. Prerequisite: FILM 265, VCT 268 or instructor permission. Student option grading.

**FILM/VIDEO 285****Screenwriting (5)**

An intensive seminar on the fundamentals of dramatic writing for the screen. This course focuses on key script elements: plot structure, character and scene development. Students will write multiple short screenplays over the course of the quarter. Open to all levels of screenwriting experience. Prerequisite: Placement in ENGL& 101 or instructor permission. Student option grading.

**FILM/VIDEO 286****Film Production Management (4)**

Survey course which explores the legal, financial and logistical aspects of film production. Covers producing and scheduling, insurance, contracts, releases, script breakdowns and preparing bids. Prerequisite: Any other course in Film or instructor's permission. Student option grading.

**FILM/VIDEO 287****The Documentary (5)**

A praxis course focused on the analysis of film and video productions intended to be seen as factual presentations of historical, political or social events as well as introductory documentary production techniques. Course also covers the legal and ethical issues inherent in documentary production and distribution. Prerequisite: CINEM 201/W or CINEM 202 with a 2.0 or better or instructor permission. Student option grading.

**FILM/VIDEO 290****Industry Experience In Film (5)**

Application of digital filmmaking techniques and theories in an off-campus production environment. Site approval must be obtained by student. Course may be repeated. Student option grading.

**FILM/VIDEO 291****Special Topics In Film/Video (1)**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM/VIDEO 292****Special Topics In Film/Video (2)**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM/VIDEO 293****Special Topics In Film/Video (3)**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM/VIDEO 294****Special Topics In Film/Video (4)**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM/VIDEO 295****Special Topics In Film/Video (5)**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM/VIDEO 297****Individual Project In Film/Video (1)**

Individual project in a specific area of film/video. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**FILM/VIDEO 298****Individual Project In Film/Video (2)**

Individual project in a specific area of

film/video. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**FILM/VIDEO 299****Individual Project In Film/Video (3)**

Individual project in a specific area of film/video. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**FRENCH & 121****French I (5)**

Fast-paced interactive approach to learning French: listening, speaking, reading and writing. Topics: pronunciation, basic sentence patterns, present tense, agreement. Vocabulary themes: identification, greetings, likes and dislikes, family. Student option grading.

**FRENCH & 122****French II (5)**

Continuation of FRCH& 121. Fast-paced interactive approach to learning French. Topics: near future, past tense, imperative, partitive article, prepositions. Vocabulary themes: travel, food, purchases, directions. Cultural studies continued. Prerequisite: FRCH& 121 or equivalent with instructor's permission. Student option grading.

**FRENCH & 123****French III (5)**

Continuation of FRCH& 122. Fast-paced interactive approach to learning French. Topics: imperfect, comparison, reflexive verbs, object pronouns, other tenses. Communication themes: past narrations, requests, daily activities, history of France, select Francophone culture. Prerequisite: FRCH& 122 or equivalent with instructor permission. Student option grading.

**FRENCH 293****Special Topics In French (3)**

Classes focusing on specific issues and/or topics of interest in French. Student option grading.

**FRENCH 295****Special Topics In French (5)**

Classes focusing on specific issues and/or topics of interest in French. Student option grading.

**FRENCH 297****Individual Project In French (1)**

Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**FRENCH 298****Individual Project In French (2)**

Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**FRENCH 299****Individual Project In French (3)**

Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GED PREPARATION 001****GED Preparation (5)**

Students prepare for the GED test by reading for understanding, and writing five connected paragraphs in essay format using academic English conventions. GED orientation and test taking skills will be included. GED math skills are covered in ABE math classes. Prerequisite: CASAS Appraisal score of 236 or higher. Mandatory P/NC grading.

**GENDER & WOMEN'S STUDIES 205****Gender and Global Justice (5)**

Explores how globalization affects gender relations and the relative status of women and men in various global contexts. Investigates the institutional status of women in national and international systems of healthcare, justice, economics, politics, family, and development. Dual listed as INTST 205. Prerequisite: Placement in ENGL 099 or higher. Student option grading.

**GENDER & WOMEN'S STUDIES 215****Women In U.S. History (5)**

Examines US history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape US history. Dual listed with HIST 215. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**GENDER & WOMEN'S STUDIES 215W****Women In U.S. History (5)**

Examines US history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape US history. Dual listed with HIST 215. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**GENDER & WOMEN'S STUDIES 284****Gender, Race and Class (5)**

This course explores the ways in which one's gender, race, class and sexual orientation affect access to, participation in, and treatment by a variety of social institutions. We study the legal system, education, and the media as well as actions to confront systems of oppression in the U.S. Student option grading.

**GENDER & WOMEN'S STUDIES 285****Gender, Violence and Social Change (5)**

Study of gendered violence, its history, current research and contemporary issues. Social, psychological, legal and political implications of abuse are considered. Areas of study include child abuse, rape, domestic violence and sexual harassment. Recommend ENGL& 101. Dual listed with CAST 285. Student option grading.

**GENDER & WOMEN'S STUDIES 286****Women of Power (5)**

We will study the relationship between gender and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power, especially for women. Students will research several powerful women. Emphasis is on class discussion and collaboration. Recommend ENGL& 101. Student option grading.



**GENDER & WOMEN'S STUDIES 286W**  
**Women of Power (5)**

We will study the relationship between gender and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power, especially for women. Students will research several powerful women. Emphasis is on class discussion and collaboration. Recommend ENGL& 101. Student option grading.

**GENDER & WOMEN'S STUDIES 288**  
**Introduction to Lgbtqi Studies (5)**

This course will explore the field of Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer Studies. We will focus on gender, sex, sexual orientation, and the body. Students will use the lenses of history, nation, culture, and politics to examine these areas and their interactions with race, class, and ability.

**GENDER & WOMEN'S STUDIES 291**  
**Special Topics In Gender & Women'S Studies (1)**  
Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.**GENDER & WOMEN'S STUDIES 292**  
**Special Topics In Gender & Women'S Studies (2)**  
Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.**GENDER & WOMEN'S STUDIES 293**  
**Special Topics In Gender & Women'S Studies (3)**  
Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.**GENDER & WOMEN'S STUDIES 294**  
**Special Topics In Gender & Women'S Studies (4)**  
Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.**GENDER & WOMEN'S STUDIES 295**  
**Special Topics In Gender & Women'S Studies (5)**  
Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.**GENDER & WOMEN'S STUDIES 297**  
**Individual Project In GWS (1)**  
Individual project in a specific area of Gender & Women's Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.**GENDER & WOMEN'S STUDIES 298**  
**Individual Project In GWS (2)**  
Individual project in a specific area of Gender & Women's Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.**GENDER & WOMEN'S STUDIES 299**  
**Individual Project In GWS (3)**  
Individual project in a specific area of Gender & Women's Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.**GEOGRAPHY & 100**  
**Introduction to Geography (5)**

An introduction to the diverse field of

geography. Introduction to physical and human geography with an emphasis on the nature and complexity of the human imprint on the Earth's surface. Survey of major topical issues studied by geographers including landforms, climate, population, culture, cities and government. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or EAP 090. Student option grading.

**GEOGRAPHY 123**  
**Introduction to Globalization (5)**  
This course considers the dynamic processes and consequences of increasing flows of goods, people, ideas, capital and services that cross traditional political, economic, cultural and geographic boundaries and the challenges that emerge for society, including environmental quality, cultural and political identity and economic opportunity. Dual listed as INTST 123. Prerequisite: Placement into ENGL 099 or EAP 099 or successful completion of ENGL 090. Mandatory decimal grading.**GEOGRAPHY & 200**  
**Introduction to Human Geography (5)**  
An introduction of the field of human geography. Explores cultural patterns and processes and the geographic expression of society emphasizing the relationship between humans and the physical environment. Survey includes issues such as culture, language, resources and economic activity, population, cities and government. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or ESL 098. Student option grading.**GEOGRAPHY 203**  
**Cartography and Landforms (5)**  
An introduction to map use and landform analysis. Examines the dynamic processes behind Earth's surface features. Emphasizes the recognition of these features and their importance to humans. Topics including global, North American and local (Puget Sound) perspectives. A lab science distribution credit. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or EAP 090. Student option grading.**GEOGRAPHY 204**  
**Weather/Climate and Ecosystems (5)**  
An introduction to Earth's atmosphere and ecosystems. Focus on atmospheric and biological patterns and processes and their measurement and representation. Topics include global, North American and local (Northwest and Puget Sound) perspectives including climate change. A lab science distribution credit. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or ESL 098. Student option grading.**GEOGRAPHY 277**  
**Introduction to Urban Geography (5)**  
An introduction to the field of urban geography. Investigates the political and socio-economic forces that have shaped North American cities and the historic and contemporary income, gender and minority group issues around urban inequality. Student option grading.**GEOGRAPHY 295**  
**Special Topics In Geography (5)**  
Classes focusing on specific issues and/or topics of interest in Geography.**GEOGRAPHY 297**  
**Individual Project In Geography (1)**  
Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.**GEOGRAPHY 298**  
**Individual Project In Geography (2)**  
Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.**GEOGRAPHY 299**  
**Individual Project In Geography (3)**  
Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.**GEOLOGY & 101**  
**Introduction to Physical Geology (5)**  
An introductory-level geology course with laboratory exploring the Earth's materials and major geologic processes including plate tectonics, earthquakes, volcanism and mountain building. Student option grading.**GEOLOGY 107**  
**Geologic Hazards (5)**  
An in-depth examination of the geologic hazards of the Pacific Northwest. Topics include: earthquakes, volcanoes & landslides, both globally and regionally. Emphasis will be on the science of these phenomena, effects on human populations, prediction, preparation & mitigation of the risk, & case studies. Prerequisite: Completion of EAP 099 or ENGL 099 with a 2.0 or better or COMPASS test placement into ENGL& 101. Student option grading.**GEOLOGY 107W**  
**Geologic Hazards (5)**  
An in-depth examination of the geologic hazards of the Pacific Northwest. Topics include: earthquakes, volcanoes & landslides, both globally and regionally. Emphasis will be on the science of these phenomena, effects on human populations, prediction, preparation & mitigation of the risk, & case studies. Prerequisite: Completion of EAP 099 or ENGL 099 with a 2.0 or better or COMPASS test placement into ENGL& 101. Student option grading.**GEOLOGY & 110**  
**Environmental Geology (5)**  
An introductory-level geology course with laboratory exploring the relations between geological processes and human populations including the impacts of human activities on the environment and the impacts of geological processes on human populations. Prerequisite: Completion of ESL 099 or ENGL 099 with a 2.0 or better or COMPASS test placement into ENGL& 101. Student option grading.

**GEOLOGY & 115****Geology of National Parks (5)**

An exploration of major geologic processes through the discovery of the origin of the landscapes and the study of the geologic history of America's National Parks. Course will include laboratory and one week-end field trip to a National Park of Washington State. Student option grading.

**GEOLOGY & 208****Geology of the Pacific Northwest (6)**

Examines geological history of the Pacific Northwest. Includes laboratory study of the rocks and structures of the Northwest provinces & four weekend field trips to study the most important areas first hand. Prerequisite: GEOL& 101 or permission. Student option grading.

**GEOLOGY 295****Special Topics In Geology (5)**

Classes focusing on specific issues and/or topics of interest in geology.

**GEOLOGY 297****Individual Project In Geology (1)**

Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**GEOLOGY 298****Individual Project In Geology (2)**

Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**GEOLOGY 299****Individual Project In Geology (3)**

Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**GET IN GEAR 101****Get In Gear: English & Communication Studies (12)**

ENGL 099/101 and CMST 101: Discover who you are as a college student and your place in a vibrant academic community. Explore the skills and resources you need to empower yourself, and develop critical thinking and communication skills so that you can participate successfully in all your communities. Establish habits of mind to ease and enrich your college experience. Students will take English 099/101 (5 Cr), Communication Studies 101 (5 Cr), and Study Skills 099 (2Cr). Addition of MATH 007 (2 Cr) is optional but encouraged. For more information visit our website or contact Kathie Hunt (khunt@shoreline.edu).

**GET IN GEAR 102****Get In Gear: English & Psychology (12)**

ENGL 099/101 and PSYC& 100: Discover who you are as a college student and your place in a vibrant academic community. Explore the skills and resources you need to empower yourself, and develop critical thinking and communication skills so that you can participate successfully in all your communities. Establish habits of mind to ease and enrich your college experience. Students will take

English 099/101 (5 Cr), Psychology 100 (5 Cr), and Study Skills 099 (2 Cr). Addition of MATH 007 is optional but encouraged. For more information visit our website or contact Kathie Hunt (khunt@shoreline.edu).

**HEALTH INFORMATICS/INFO MGMT 120****Survey of Health Care Delivery (4)**

Hospital ownership and organization, long term care, home health agencies, hospices, mental health treatment facilities, ambulatory care centers, social service agencies. Medical staff, educational preparation of health care professionals, medical ethics. Roles of government in health care. Health care financing. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 125****Hospital and Clinic Patient Records (5)**

Uses, content, interpretation, evaluation and basic processing procedures of hospital, physician office, and dental medical records. Overview of paper record storage and access systems. Electronic health records for the hospital setting. Personal health records. Medical identity theft prevention procedures. Prerequisites: HIIM 134 Medical Terminology or BIOL 170 Human Biology. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 134****Medical Terminology (5)**

Study of word elements (prefixes, suffixes and roots), terms in anatomy and physiology, selected diseases, symptoms, procedures, x-ray and laboratory tests in common usage, and commonly used medical abbreviations. Accurate spelling, meaning of terms and word elements, and pronunciation. Prerequisite: Successful completion of ENGL 099 or EAP 099 or COMPASS test score showing readiness for ENGL& 101. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 154****Medical Reimbursement Systems (5)**

Overview of inpatient/outpatient health insurance plans, revenue cycles, health insurance claims, health insurance terminology, reimbursement methodologies for professional services, completion of billing forms, fraud and abuse/HIPAA issues, processing, various prospective payment systems. Prerequisite: Completion with a grade of 2.0 or higher of HIIM 171 and HIIM 172 or concurrent enrollment. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 170****Legal Aspects of Health Care (4)**

An introduction to legal concepts court functions, and practices. Confidentiality/release of information standards with practice including HIPAA requirements, confidentiality, security of data, and fraud/abuse issues. Prerequisite: Completion of ENGL& 101 and HIIM 125 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 171****Basic ICD-10 Coding (5)**

Instruction and practice with ICD-10CM/PCS systems. Introduction to Diagnostic Related Groups (DRGs) and their relationship to coding assignment and financing health care.

Prerequisite: Completion with a grade of 2.0 or higher HIIM 125, HIIM 134, HIIM 174 and HIIM 175 or concurrent enrollment. HIIM Advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 172****CPT Coding (5)**

Instruction and practice in outpatient coding using CPT and HCPCS coding systems. Ethical and legal coding practices stressed. Reimbursement methodologies related to APC's and RBRVS. Prerequisite: Completion with a grade of 2.0 or higher - HIIM 171, 174, 175 or concurrent enrollment. HIIM Advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 173****Intermediate Medical Coding (5)**

Diagnosis and procedure coding using ICD-10 and CPT. Coding/abstracting, entering data into computerized encoder/grouper/abstracting system. Utilize DRGs and APCs. Other Coding Systems, fraud and abuse and compliance issues discussed. Prerequisite: Completion with a grade of 2.0 or higher of HIIM 171 and 172. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 174****Pharmacology (3)**

Terminology for medication ordering, dosing, administration. Effective use of drug references. Classes of drugs and common drugs in each class. Effect of drugs on living organs and tissues, side effects of drugs, contraindications, drug-drug interactions, controlled substances and schedules, common drug regimens. Prerequisite: Completion with a grade of 2.0 or higher of HIIM 134 or BIOL& 170. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 175****Human Diseases (5)**

Introduction to principles of general mechanisms of diseases including etiology, prognosis, signs and symptoms. Relationship of normal body functioning to the physiologic changes that occur as a result of illness. Rationale for common therapies, laboratory tests & drugs for selected diseases. Prerequisites: Completion with a grade of 2.0 or higher of HIIM 134 and BIOL& 170. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 219****Health Care Statistics (4)**

Review of basic mathematical functions, measures of central tendency and variability, principles of manual and computer graphic display. Census calculations/reports. Health facility patient averages and rates. Public health statistical data collection and reporting. Institutional Research Review Board processes. Prerequisite: Successful completion of HIIM 125, HIM 120 or concurrent enrollment. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 220****Quality Improvement In Healthcare (5)**

Evaluation of medical care and its relationship to the credentialing process in health care facilities. Utilization review requirements & procedures. Patient safety and risk management principles. Joint Commission and National Committee for Quality Assurance. Prerequisite:

Completion with a grade of 2.0 or higher or concurrent enrollment in HIIM 219, 225, and 228. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 224**  
**Management for Health Information Supervisors (5)**

Health Information Department management. Written/oral communications, legal aspects of supervision, job analysis/descriptions, interviewing, hiring, new staff orientation, staff education, motivation, problem employees, performance evaluations, unions, policies, procedures, office safety/layout, planning, budgets. Prerequisites: Formal acceptance into the second year of the Health Information Technology program. Completion with a grade of 2.0 or higher or concurrent enrollment in all HIIM courses required in the HIT program. HIIM Advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 225**  
**Computers In Health Care (5)**

This course provides an overview of health care industry computer applications and technology; systems interoperability; health care facility databases/repositories; patient electronic health records; computer security; legal aspects of electronic records; networking; Internet issues in health care; PubMed. Prerequisite: BUSTC 105 or equivalent and completion with a grade of 2.0 or higher or concurrent enrollment in HIIM 120. HIIM advisor permission. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 226**  
**Alternative Care Record Systems (4)**

Health record content requirements, information systems, and regulations in skilled nursing facilities, home health agencies, physician offices, hospital outpatient settings, prison health care, occupational health clinics, mental health settings. Cancer registries. Medical staff office. Health record consulting. Prerequisite: Completion of HIIM 219, 225, 228 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 228**  
**Medical Coding Practicum (2)**

Diagnosis and procedure coding using ICD-10 and CPT. Coding/abstracting health records and entering data into computerized encoder/grouping/abstracting system. Utilize Diagnosis-Related Groups (DRGs) and Ambulatory Payment Classifications (APCs). Coding compliance in relation to fraud and abuse in coding/billing. Prerequisite: Completion of HIIM 173 with 2.0 or above. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 234**  
**Professional Practice Experience (4)**

Practice in coding, abstracting, calculating statistics, capturing and reporting tumor registry data, releasing patient information, entering and retrieving computer data, analyzing records for deficiencies, and evaluating department systems in a variety of clinical health care facilities. Prerequisite: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher in HIIM 219, 225 and 228. Completion of HIIM 220 and 226 or concurrent enrollment. HIIM

advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 235**  
**Health Information Technology Capstone Course (4)**

Student teams research and present business plans for a new clinic health information department. Investigate, select and present department functions, job descriptions, supplies/equipment list, policies, procedures, flow charts, layout, and budget according to team-developed planning time table. Prerequisites: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher or concurrent enrollment in all courses required in the HIT program. HIIM advisor permission required. Mandatory decimal grading.

**HEALTH INFORMATICS/INFO MGMT 291**  
**Special Topics In Health Informatics/Info Mgmt (1)**

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. HIIM advisor permission only. Student option grading.

**HEALTH INFORMATICS/INFO MGMT 292**  
**Special Topics In Health Informatics/Info Mgmt (2)**

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. HIIM advisor permission only.

**HEALTH INFORMATICS/INFO MGMT 293**  
**Special Topics In Health Informatics/Info Mgmt (3)**

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. HIIM advisor permission only.

**HEALTH INFORMATICS/INFO MGMT 295**  
**Special Topics In Health Informatics/Info Mgmt (5)**

Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. HIIM advisor permission only.

**HEALTH INFORMATICS/INFO MGMT 297**  
**Individual Project In Health Infor/Info Mgmt (1)**

Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student's educational and work experience

**HEALTH INFORMATICS/INFO MGMT 298**  
**Individual Project In Health Infor/Info Mgmt (2)**

Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student's educational and work experience

**HEALTH INFORMATICS/INFO MGMT 299**  
**Individual Project In Health Infor/Info Mgmt (3)**

Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student's educational and work experience.

**HISTORY & 116**

**Western Civilization I: Ancient/Medieval History (5)**

Survey of western civilization's origins in the ancient Near East, Greece, Rome, Medieval

Europe, Byzantium and Islam. An examination of social, cultural, political and intellectual traditions, including major religious and political institutions, medieval society, and urban culture to the Black Death. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 117**

**Western Civilization II: the Early Modern World (5)**

Survey of western civilization from the thirteenth century to early nineteenth century with emphasis on the Renaissance, the Reformation, the rise and fall of absolute monarchs, the Scientific Revolution, the Enlightenment, the French Revolution, and the rise and fall of Napoleon. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 118**

**Western Civilization III: the Modern World (5)**

Survey of the modern era examining the Industrial Revolution, the development of modern ideologies and imperialism, the World Wars, Cold War, and contemporary global economic, cultural, social, and political institutions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 146**

**U.S. History I: Early America to 1800 (5)**

Chronological and thematic study of U.S. history from Early America to 1800 with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: indigenous societies, European conquest and colonization, ethnic and religious diversity, slavery, the American Revolution, the U.S. Constitution, and republicanism. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 147**

**U.S. History II: Nineteenth Century (5)**

Chronological and thematic study of U.S. History from 1800 to 1900 with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: republicanism, westward expansion, slavery and abolitionism, social and political reform, Civil War, Reconstruction, Indian policy, industrialism, immigration and urbanization. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 148**

**U.S. History III: Twentieth Century (5)**

Chronological and thematic study of U.S. History from 1900 to the present with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: cultural and technological modernization, First and Second World Wars, economic prosperity and depression, social and political reform, multiculturalism, and globalization. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.



**HISTORY 207****Introduction to Intellectual History (5)**

An introduction to the classics of Western social and political thought from the classical ancient writers to modern theorists. Reading of the classics, from Plato to Lenin and beyond, will be studied in their historical context and also how they relate to our modern social and political conceptions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 214****Pacific Northwest History (5)**

A chronological and thematic study of Pacific Northwest history (focused on Washington and Oregon but including regions from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). Emphasizes cultural, economic, environmental, ethnic, political, and social topics. Prerequisite: Either concurrent enrollment or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 214W****Pacific Northwest History (5)**

A chronological and thematic study of Pacific Northwest history (focused on Washington and Oregon but including regions from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). Emphasizes cultural, economic, environmental, ethnic, political, and social topics. Prerequisite: Either concurrent enrollment or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 215****Women In U.S. History (5)**

Examines U.S. history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape U.S. history. Dual listed with GWS 215. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY & 215W****Women In U.S. History (5)**

Examines U.S. history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape U.S. history. Dual listed with GWS 215. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 218****American Environmental History (5)**

This course examines shifting attitudes toward nature during various historical periods by studying how North Americans attached meanings to the physical world and how humans reshaped landscapes and developed environmental policies. Mandatory decimal grading.

**HISTORY & 219****Native American History (5)**

This course examines diverse American Indian histories from before European contact to the present. Emphasis is placed on Indian-European cultural interactions, US-Indian policy development, and the roles Natives

played to ensure their survival and cultural integrity into the 21st century. Prerequisite: ENGL& 101 and 102 strongly recommended. Student option grading.

**HISTORY 234****Ancient History (5)**

An introduction to the history of the ancient Near East, Greece and Rome (Republic and Empire). The course examines political, economic, and social institutions and activities, including religious life and the cultural achievements of the great ancient civilizations. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 235****Medieval European History (5)**

Examines medieval civilization, from the collapse of Rome to the Black Death, including the rise of political institutions, the development of the medieval church, and the social, economic, and cultural achievements of the middle ages. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 236****Early Modern European History (5)**

Traces the political, social, economic and cultural history of Europe from 1500 to 1815. Topics include the Renaissance, the Reformation, Scientific Revolution, Enlightenment, and political revolutions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 237****Modern European History (5)**

Traces the political, social, economic and cultural history of Europe from 1815-1919. Applying an interdisciplinary approach this course emphasizes cultural diversity and multiple national influences in Europe and their reflection on a global world. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 238****Contemporary European History (5)**

Traces the political, social, economic and cultural history of Europe from the Treaty of Versailles to the present. Applying an interdisciplinary approach this course emphasizes cultural diversity and multiple national influences in Europe and their reflection on a global world. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 245****History of American Immigration (5)**

Multicultural study of immigration to the United States from the era of colonization to the present. Examination of the process of immigration and adaptation to life in the U.S., as well as reaction to immigrants by native-born Americans. Focus includes Asian, European, Latin American, and African immigrants. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 246****African-Amer Hist 1: Ancient Africa to 1877 (5)**

This course examines the economic and social development beginning in Africa, throughout

the diaspora, with specific reference to the slave experience in the United States. Emphasis is upon the cultural, political, and economic development of America from an African American perspective. Prerequisite: ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

**HISTORY 247****African-Amer Hist 2: From 1877 (5)**

Historical experiences of African Americans, post Civil War to present day. Emphasis is upon the cultural, political, and economic development of America from an African American perspective. Civil Rights movement will be a major focal point. Prerequisite: ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

**HISTORY 275****Reel History: Film As Historical Text (5)**

Much of what we know about the past has been shaped by the film industry. This course examines multiple film genres as well as different periods of history using films as historical texts. Critical viewing of films, readings from professional historical reviews, and historical sources will provide the basis for class discussions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**HISTORY 295****Special Topics In History (5)**

Classes focusing on specific issues and/or topics of interest in History. Student option grading.

**HISTORY 295W****Special Topics In History (5)**

Classes focusing on specific issues and/or topics on interest in History. Student option grading.

**HISTORY 297****Individual Project In History (1)**

Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HISTORY 298****Individual Project In History (2)**

Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HISTORY 299****Individual Project In History (3)**

Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HISTORY/EAST ASIA 218****Introduction to Japanese Civilization (5)**

Survey of Japanese history, including the social, cultural, political and institutional developments from ancient times to the present. Covers theories of national origin and explores the historical roots of modern Japan. Foreign influences on Japan, ways of thinking, and religion and philosophy are also discussed. Student option grading.

**HISTORY/EAST ASIA 297****Individual Project In East Asian History (1)**

Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HISTORY/EAST ASIA 298****Individual Project In East Asian History (2)**

Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HISTORY/EAST ASIA 299****Individual Project In East Asian History (3)**

Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HONORS 100****Questions and Methods (5)**

Cornerstone class for Honors Program. Students will examine diverse ways of asking and answering the enduring questions of the natural world and human society. Prerequisites: Admission to Honors Program and completion of or concurrent enrollment in ENGL& 102 or instructor permission. Mandatory decimal grading.

**HONORS 250****Honors Seminar (3)**

As the second course of the Honors Program sequence, students will explore their thesis topic with the aid of a faculty mentor with the focus of understanding and evaluating the theories, concepts, statistics or other information as related to their topic. Prerequisite: HNRS 100 ENGL& 102 are strongly recommended. Mandatory decimal grading.

**HONORS 285****Special Topics In Honors (5)**

Classes focusing on specific issues and/or topics of interest in Honors.

**HONORS 292****Special Topics In Honors (2)**

Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

**HONORS 293****Special Topics In Honors (3)**

Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

**HONORS 295****Special Topics In Honors (5)**

Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

**HONORS 296****Honors Capstone (2)**

Course designed around a common issue or theme. Students complete and present individual honors thesis projects. Prerequisite: HNRS 250. Mandatory decimal grading.

**HONORS 298****Individual Project In Honors (2)**

Individual project in a specific area of Honors. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of

students' educational and work experience. Student option grading.

**HONORS 299****Individual Project In Honors (3)**

Individual project in a specific area of Honors. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HUMAN DEVELOPMENT 101****College Orientation and Success (2)**

Develop skills important to success in college including goal setting, time management, stress reduction, study skills, academic and career planning. Mandatory P/NC grading.

**HUMAN DEVELOPMENT 105****Career Exploration and Life Planning (2)**

Identify your unique personality type, interests, values and strengths as related to career development and life planning. Explore various career and educational pathways that match your personal and professional goals. Be the architect of your future. Prerequisite: Placement into ENGL 099 or EAP 099. Mandatory P/NC grading.

**HUMAN DEVELOPMENT 130****Stress Management (2)**

Provide students with an understanding of the effects of stress on health, happiness and performance. Examine personal stressors and stress reduction skills. Mandatory P/NC grading.

**HUMAN DEVELOPMENT 140****Improving Relationships (2)**

Designed to help students communicate effectively with those close to them. Explore communication skills that enrich relationships. Mandatory P/NC grading.

**HUMAN DEVELOPMENT 290****Special Topics In Human Development (0.5)**

Classes focusing on specific issues and/or topics on interest in Human Development.

**HUMAN DEVELOPMENT 291****Special Topics In Human Development (1)**

Classes focusing on specific issues and/or topics on interest in Human Development.

**HUMAN DEVELOPMENT 292****Special Topics In Human Development (2)**

Classes focusing on specific issues and/or topics on interest in Human Development.

**HUMAN DEVELOPMENT 293****Special Topics In Human Development (3)**

Classes focusing on specific issues and/or topics on interest in Human Development.

**HUMAN DEVELOPMENT 294****Special Topics In Human Development (4)**

Classes focusing on specific issues and/or topics on interest in Human Development.

**HUMAN DEVELOPMENT 295****Special Topics In Human Development (5)**

Classes focusing on specific issues and/or topics on interest in Human Development.

**HUMAN DEVELOPMENT 297****Individual Project In Human Development (1)**

Individual project in a specific area of Human Development. By arrangement with instructor. Prerequisite: Instructor permission based on

evaluation of students' educational and work experience. Mandatory decimal grading.

**HUMAN DEVELOPMENT 298****Individual Project In Human Development (2)**

Individual project in a specific area of Human Development. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**HUMAN DEVELOPMENT 299****Individual Project In Human Development (3)**

Individual project in a specific area of Human Development. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**HUMANITIES 111****Exploring Culture: the Ancient World (5)**

Explore cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Mandatory decimal grading.

**HUMANITIES 111W****Exploring Culture: the Ancient World (5)**

Explore cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Mandatory decimal grading.

**HUMANITIES 112****Exploring Culture: Medieval Europe to 1790 (5)**

Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Mandatory decimal grading.

**HUMANITIES 112W****Exploring Culture: Medieval Europe to 1790 (5)**

Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Mandatory decimal grading.

**HUMANITIES 113****Exploring Culture: Changing World Order (5)**

Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Mandatory decimal grading.



**HUMANITIES 113W****Exploring Culture: Changing World Order (5)**

Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Mandatory decimal grading.

**HUMANITIES 140****World Humanities: Comparing Global Cultures (5)**

Students compare several primarily non-Western cultures, using a chosen theme such as sacred space, death/dying, self-identity, etc. Students study the cultures' expressions of the chosen theme through their arts/architecture, rituals, traditions, chanting/music, literature, and/or dance and create their own expressions of the chosen theme. Mandatory decimal grading.

**HUMANITIES 275****In Search of the Goddess: Images of Women (5)**

Explores visual/written images of women in Ancient World and Western cultures over the centuries. Examines how these images have changed as the roles of women have changed in literature, art, religion, politics and economics. Analyzes narratives of goddesses/women, their symbols and their paths to resistance and power. Prerequisite: COMPASS placement in ENGL& 101 or higher. Mandatory decimal grading.

**HUMANITIES 291****Special Topics In Humanities (1)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 291W****Special Topics In Humanities - W (1)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 292****Special Topics In Humanities (2)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 292W****Special Topics In Humanities - W (2)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 293****Special Topics In Humanities (3)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 293W****Special Topics In Humanities - W (3)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 294****Special Topics In Humanities (4)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 295****Special Topics In Humanities (5)**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUMANITIES 297****Individual Project In Humanities (1)**

Individual project in a specific area of

Humanities. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Student option grading.

**HUMANITIES 298****Individual Project In Humanities (2)**

Individual project in a specific area of Humanities. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Student option grading.

**HUMANITIES 299****Individual Project In Humanities (3)**

Individual project in a specific area of Humanities. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Student option grading.

**INFORMATICS 150****Research In the Information Age (5)**

Examines strategies for locating, evaluating and using information resources, with attention to information access issues. Students practice finding, evaluating and using a variety of information resources, including library databases, Internet, and other standard research tools, within a subject area. Mandatory decimal grading.

**INFORMATICS 290****Special Topics In Information Literacy (0)**

Special topics in Information Literacy. By arrangement with instructor. Non-credit.

**INFORMATICS 292****Special Topics In Informatics (2)**

Classes focusing on specific issues and/or topics on interest in library. Previously INFO 282.

**INTERDISCIPLINARY STUDIES 100****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 101****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 102****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 103****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 104****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 105****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 106****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 107****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 108****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 109****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERDISCIPLINARY STUDIES 110****Interdisciplinary Studies Program (5-15)**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**INTERNATIONAL STUDIES 101****Survey of Contemporary Global Issues (5)**

A survey of contemporary global issues and their historical origins drawing on knowledge and methodologies from multiple disciplines. Issues presented by faculty members from diverse academic fields will foster awareness of challenges facing different societies in an age of global interdependence. Prerequisites: Placement in ENGL 099 or higher. Mandatory decimal grading.

**INTERNATIONAL STUDIES 123****Introduction to Globalization (5)**

This course considers the dynamic processes and consequences of increasing flows of goods, people, ideas, capital and services that cross traditional political, economic, cultural and geographic boundaries and the challenges that emerge for society, including environmental quality, cultural and political identity and economic opportunity. Dual listed as GEOG 123. Prerequisite: Placement into ENGL 099 or EAP 099 or successful completion of ENGL 090. Mandatory decimal grading.

**INTERNATIONAL STUDIES 200****States and Capitalism (5)**

Origins of the modern state system, and of the world market in Europe. Analysis of interacting forces of politics and economics world-wide from 1500 to World War II. Prerequisite: ENGL& 101. Mandatory decimal grading.

**INTERNATIONAL STUDIES 201****Introduction to International Political Economy (5)**

Are you concerned about human rights, world hunger and poverty, terrorism, world environmental degradation, regional conflict, the WTO, economic, political and social globalization? All these issues converge in something called the international political economy. Examine these issues as they evolved in the international arena since WWI. Prerequisite: ENGL& 101 or equivalent test scores. Mandatory decimal grading.

**INTERNATIONAL STUDIES 205****Gender and Global Justice (5)**

Explores how globalization affects gender relations and the relative status of women and men in various global contexts. Investigates the institutional status of women in national and international systems of healthcare, justice, economics, politics, family, and development. Dual listed as GWS 205. Prerequisite: Placement in ENGL 099 or higher. Student option grading.

**INTERNATIONAL STUDIES 292****Special Topics In International Studies (2)**

Classes focusing on specific issues and/or topics of interest in International Studies.

**INTERNATIONAL STUDIES 295****Special Topics In International Studies (5)**

Classes focusing on specific issues and/or topics of interest in International Studies. Student option grading.

**INTERNATIONAL STUDIES 297****Individual Project In International Studies (1)**

Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**INTERNATIONAL STUDIES 298****Individual Project In International Studies (2)**

Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**INTERNATIONAL STUDIES 299****Individual Project In International Studies (3)**

Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**JAPANESE & 121****Japanese I (5)**

Introduction to modern Japanese conversation and grammar taught in communicative approach. Listening, speaking, reading and writing Japanese. Hiragana and katakana characters introduced. Topics: self-introduction, greetings, directions and daily routines. No previous knowledge of the language required. Student option grading.

**JAPANESE & 122****Japanese II (5)**

Continuation of JAPN& 121 with more vocabulary, more sentence structures, communication strategies. Katakana and kanji

characters introduced. Topics: shopping, directions, activities, hobbies, likes and dislikes. Prerequisite: JAPN& 121 or equivalent with instructor's permission. Student option grading.

**JAPANESE & 123****Japanese III (5)**

Continuation of JAPN& 122 with more vocabulary, more complicated sentence structures, continued work on Kanji characters. Topics: Japanese food, restaurant, family, weather, seasons, and annual events. Prerequisite: JAPN& 122 or equivalent with instructor's permission. Student option grading.

**JAPANESE & 221****Japanese IV (5)**

A continuation of JAPN& 123, taught in communicative approach, continued work on Kanji characters and sentence structures. Topics: rules and regulations, directions, cooking, future plans, climate, geography, traveling, Japanese society and degree of politeness expressed in speech styles and communication behavior. Prerequisite: JAPN& 123 or equivalent with instructor permission. Student option grading.

**JAPANESE & 222****Japanese V (5)**

A continuation of JAPN& 221, taught in communicative approach, continued work on Kanji characters and sentence structures including transitive and intransitive verbs. Topics: Japanese customs and traditions, rules and regulations, Japanese streets and how to give directions, employment system in Japan and future plans. Prerequisite: JAPN& 221 or equivalent with instructor permission. Student option grading.

**JAPANESE & 223****Japanese VI (5)**

A continuation of JAPN& 222, taught in communicative approach, continued work on Kanji characters and speech styles based on social status, gender, age, and regional background. Topics: gift exchange, employment in Japan, neighborhood relations, complaints, social expectations, and environmental issues. Prerequisite: JAPN& 222 or equivalent with instructor permission. Student option grading.

**JAPANESE 295****Special Topics In Japanese (5)**

Classes focusing on specific issues and/or topics of interest in Japanese. Student option grading.

**JAPANESE 297****Individual Project In Japanese (1)**

Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**JAPANESE 298****Individual Project In Japanese (2)**

Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**JAPANESE 299****Individual Project In Japanese (3)**

Individual project in a specific area of Japanese.

By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**LEARNING CENTER NORTH 001****GED Advanced-Learning Center North (10)**

Reading for understanding. Writing five connected paragraphs with standard conventions. Applied math to calculate discounts, interest, measurements of more complex figures. Creation and use of tables/graphs. Basic science and social studies topics/terminology. GED orientation and test taking skills. Focus: passage of GED subject tests. Prerequisite: CASAS Appraisal score of 245 or higher. Mandatory P/NC grading.

**LEARNING CENTER NORTH 002****GED Basic - Learning Center North (10)**

GED subject test preparation. Writing: writing connected paragraphs emphasizing introduction, body, conclusion. Math: use of fractions, decimals, ratios, proportions, percents, and exponents to solve multi step problems. Science/social studies topics and concepts. Reading: comprehension and conclusions from text. Focus: GED completion. Prerequisite: CASAS Appraisal score of 236 or Higher. Credits depend upon student entry into program. Mandatory P/NC grading.

**LEARNING CENTER NORTH 022****Reading and Writing for Life 2 (5)**

Students will read with understanding by determining the reading purpose, selecting appropriate reading strategies, monitoring comprehension, analyzing information, and integrating information with prior knowledge. Students will write about family needs, job situations, or community roles. Mandatory P/NC grading.

**LEARNING CENTER NORTH 023****Math Skills for Life 2 (5)**

Students will learn the four basic math operations using whole numbers and will identify and use all basic math symbols. They will use computational tasks related to life roles i.e. understanding payroll stubs. Mandatory P/NC grading. Credits depend upon student entry into program.

**LEARNING CENTER NORTH 032****Reading and Writing for Life 3 (5)**

Students will read with understanding by determining reading purpose, selecting appropriate reading strategies, analyzing information, and integrating information with prior knowledge. Students will write several connected paragraphs with correct mechanics, usage, and varied sentence structure. Student option grading. Credits depend upon student entry into program.

**LEARNING CENTER NORTH 033****Math Skills for Life 3 (5)**

Students perform all four basic math operations with whole numbers and fractions, choose correct math operations to solve story problems, and convert fractions to decimals. Students apply these skills to authentic materials, e.g. balancing a budget. Credits depend upon student entry into program.

**LEARNING CENTER NORTH 042****Reading and Writing for Life 4 (5)**

Students read for understanding by determining purpose, selecting strategies, monitoring comprehension, analyzing information, and integrating it with previous knowledge in subject specific areas. Students write connected paragraphs in essay format while using academic English conventions. Mandatory P/NC grading. Credits depend upon student entry into program.

**LEARNING CENTER NORTH 043****Math Skills for Life 4 (5)**

Students apply, in various situations, mathematical concepts and procedures to estimate, solve problems, and/or carry out tasks involving whole numbers, decimals, fractions, ratio and proportion, percents, measurements, and tables and graphs. Mandatory P/NC grading. Credits depend upon student entry into program.

**LEARNING CENTER NORTH 085****Special Topics In Learning Center North (5)**

Classes focusing on specific issues and/or topics of interest in LCN.

**LEARNING CENTER NORTH 095****Advanced Special Topics In Learning Center North (5)**

Classes focusing on advanced specific issues and/or topics of interest in LCN.

**LIBRARY 290****Special Topics In Library (0)****LIBRARY 297****Individual Projects In Library (1)**

Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**LIBRARY 298****Individual Projects In Library (2)**

Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**LIBRARY 299****Individual Projects In Library (3)**

Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MANUFACTURING TECHNOLOGY 091****Fundamental Personal Skills In Mfgt-1lot (2)**

This course introduces fundamental skills required to effectively function in a manufacturing environment: Listening-following simple spoken instructions, Observation-following clearly demonstrated instructions, and Teamwork-solving basic manufacturing problems in groups. Prerequisites: Placement at ENGL 080 or ESL 098. Mandatory P/NC grading.

**MANUFACTURING TECHNOLOGY 092****Personal Skills-Mfgt-2lot (2)**

This course introduces fundamental skills

required to effectively function in a manufacturing environment: Listening-following simple spoken instructions, Observation-following clearly demonstrated instructions, and Teamwork-solving basic manufacturing problems in groups. Prerequisites: Successful completion of MFGT 091. Mandatory P/NC grading.

**MANUFACTURING TECHNOLOGY 093****Fundamental Personal Skills In Mfgt-1rwm (2)**

This course provides fundamental skills required to function effectively in a manufacturing environment: Reading-comprehending simple manufacturing materials, Writing-writing simple manufacturing instructions, and Mathematics-performing simple operations. Prerequisites: Placement at ENGL 080 or ESL 098, and placement at MATH 070. Mandatory P/NC grading.

**MANUFACTURING TECHNOLOGY 095****Technology In Manufacturing (2)**

This course introduces the different types of technology used in Manufacturing, including personal computers, business management systems, ERP/MRP (enterprise resource planning)/material planning systems, data collection and analysis systems, and (CNC) computer numerical controlled or automated equipment. Prerequisites: Placement at ENGL 080 or ESL 098. Mandatory P/NC grading.

**MANUFACTURING TECHNOLOGY 102****Print Reading In Manufacturing (1)**

This course provides the fundamentals of mechanical print reading, including different types of mechanical drawings and components of each drawing type. Students will read and interpret drawings as well as sketch their own. Prerequisites: Placement at ENGL 080 or ESL 098 or the successful completion or concurrent enrollment in MFGT 090 and MFGT 095. Mandatory P/NC grading.

**MANUFACTURING TECHNOLOGY 105****Basic Manufacturing (20)**

This course is an introduction to machining using lecture, online and hands-on classroom experience. It is first in a two quarter certificate. Prerequisite: Placement into ENGL 080 or ESL 050, and MATH 070. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 106****Intermediate Manufacturing (20)**

This BEGINNING program prepares individuals as CNC Machinists. Instruction covers programming, set-up and operation of Okuma CNC machining and turning centers, blueprint reading, math, machine tool theory, CMM inspection, surface plate techniques, and Lean Mfg. Permission of instructor required. Prerequisite: Successful completion of MFGT 105.

**MANUFACTURING TECHNOLOGY 113****Certificate In Basic Manufacturing (21)**

This course introduces students to concepts concerning manufacturing techniques. Topics covered include safety, print reading, and precision measurement. A capstone project incorporating manufacturing skill sets working in a modern manufacturing lab creating a final product meeting necessary quality standards. Prerequisite: ENGL 080 or ESL 050, and MATH 070. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 120****Manufacturing Technology Applications (20)**

This INTERMEDIATE program prepares individuals as CNC Machinists. Instruction covers programming, set-up and operation of Okuma CNC machining and turning centers, blueprint reading, math, machine tool theory, CMM inspection, surface plate techniques, and Lean Mfg. Prerequisite: Successful completion of MFGT 106 with a 2.0 or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 155****Quality Assurance Fundamentals (5)**

This course provides a fundamental overview and awareness of the concepts, theory, and practice of quality as it relates to today's machining environment. Prerequisite: Successful completion of MFGT 120, or Instructor permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 156****Certified Quality Inspector Preparation (5)**

This course adds depth to the fundamental overview of the concepts, theory, and practice of quality as presented in MFGT 155, with the goal of preparing students for quality inspection certificates such as the American Society for Quality Certified Quality Inspector. Prerequisite: Successful completion of MFGT 155, or instructor permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 157****Team Dynamics In Mfgt (3)**

This course provides a fundamental overview of teams in manufacturing including different team types, functions, team of development, team stages, and team management. Prerequisite: Successful completion of MFGT 155 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 166****Quality Audits (5)**

This course provides an overview of Quality auditing and discusses the various types of audits and the elements and application of each of those types of audits. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 GPA or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 167****Inspection and Test (5)**

This course provides a foundation and discusses the application of processes and techniques used in the manufacturing industry, including blueprint reading, sampling, inspection techniques, and testing methods. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 GPA or better.

**MANUFACTURING TECHNOLOGY 169****Preventive and Corrective Action (3)**

This course provides the foundation that enables the implementation of preventing and corrective action systems in manufacturing processes. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 170****Quality Systems and Standards (5)**

This course provides a fundamental overview and



provides details and applications of the different quality systems and standards used in the manufacturing industry. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 GPA or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 196**  
**Manufacturing Internship (9)**

This course is a cooperative work experience with local industry. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to their level of education. Prerequisite: Successful completion of MFGT 120 with a 2.0 GPA or better. Student option grading.

**MANUFACTURING TECHNOLOGY 215**  
**Manufacturing Technology Programming (6)**

This course presents the introductory concepts of numerically controlled machining technology as it affects part design, part programming, and part production. Prerequisite: MFGT 120 with a 2.0 or better or instructor approval. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 220**  
**Computer Aided Manufacturing (CAM) (6)**

This course provides the fundamental knowledge and skills to properly use Computer Aided Manufacturing software to transition products from design to manufacturing. Prerequisite: MFGT 215 with a 2.0 or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 225**  
**Introduction to Additive Manufacturing (3)**

This course provides a fundamental overview of 3D printing and rapid prototyping, including the processing of suitable CAD models to eliminate problems, secondary processing, and the impact of 3D printing on society. Prerequisite: Completion of MFGT 215 or ENGR 205 with a 2.0 or better, or instructor's permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 227**  
**Advanced CAD/CAM Programming (5)**

This course provides knowledge and skills to use CAD/CAM software to develop program code that will be performed on rotary axis CNC machining and turning centers. Prerequisite: MFGT 220 with a 2.0 or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 230**  
**Measurement Systems (5)**

This course provides the basic foundation of measurement systems and measurement system applications used in manufacturing. Prerequisite: Successful completion of MFGT 155, MFGT 156 with a 2.0 GPA or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 235**  
**Calibration Systems (5)**

This course describes the calibration process used in manufacturing to ensure measurements are accurate and traceable to national and international standards. Previously MFGT 232. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 236**  
**Statistical Techniques (5)**

This course provides the fundamental statistical

concepts and methodologies and how they are used in industry to control manufacturing and business processes. Previously MFGT 233. Prerequisite: Successful completion of MFGT 167, MFGT 195, MFGT 230, MFGT 234, MFGT 235 with 2.0 GPA or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 244**  
**Preventative Maintenance (3)**

This course provides an overview of Preventive Maintenance practices, including: safety, plan development and implementation, technical documents, machine systems, measurement, alignment, coolants and lubricants, conduct and documentation of periodic checks, inspection, troubleshooting, and monitoring of machine operation. Prerequisite: Successful completion of MFGT 120 or instructor permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 245**  
**10-Hour OSHA (1)**

This course is intended to raise the safety awareness and hazard identification knowledge of those working in the manufacturing field, and to lead to OSHA 10-Hour General Industry Safety Certification. Prerequisite: Successful completion of MFGT 120, or Instructor Permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 246**  
**Mechanical Maintenance (5)**

Course provides basic knowledge of machine maintenance as applied to mechanical components and systems. Topics include safety, documentation, mechanics, systems, setup, troubleshooting, and performance of maintenance. This course develops skills in alignment with NIMS Levels II and III Machine Building and Maintenance certifications. Prerequisite: Successful completion of MFGT 120 or Instructor Permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 247**  
**Motive Maintenance (5)**

This course provides basic knowledge of machine maintenance as applied to motive components and systems. Topics include safety, documentation, setup and maintenance of pumps, motors, and mechanical and fluid power systems. This course develops skills in alignment with MIMS Levels II and II Machine Building and Maintenance certifications. Prerequisite: Successful completion of MFGT 120, or Instructor Permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 248**  
**Control Maintenance (5)**

This course provides basic knowledge of machine maintenance as applied to electrical components and electronic control systems. Topics include safety, documentation, electrical fundamentals, and industrial electronics. This course develops skills in alignment with NIMS Levels II and III Machine Building and Maintenance certifications. Prerequisite: MFGT 120 with grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 255**  
**Smartcam Programming for Milling Centers (3)**

CAM programming applied to milling and machining centers. Previously MFGT 252. Corequisite or prerequisite: MFGT 250 or permission. Prerequisite INDUS 103 or

MACHT 171 or instructor permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 256**  
**CAM Turning Lab (2)**

CAM programming applied to turning centers. Previously MFGT 253. Corequisite or prerequisite: MFGT 250 or permission. Prerequisite: INDUS 103 or MACHT 171 or permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 264**  
**CAD/CAM Punching (2)**

CAD/CAM programming applied to CNC punch presses. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 254 or permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 265**  
**CAD/CAM Milling Lab (2)**

CAD/CAM Programming applied to CNC Milling. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 255 or permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 266**  
**CAD/CAM Turning Lab (2)**

CAD/CAM Programming applied to CNC Turning. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 256 or permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 267**  
**CAD/CAM Survey Lab (2)**

A survey of CAD/CAM Programming Applied to Punching, Turning and Milling. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 257 or permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 280**  
**Robot Certification (5)**

This course provides an opportunity to learn how to setup, program, and operate industrial robots in both the virtual and real worlds. Prerequisite: Completion of MFGT 120 with a grade of 2.0 or better, in Instructor Permission. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 290**  
**Quality Internship (9)**

This course is a cooperative work experience option for qualified students. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study. Prerequisite: Successful completion of MFGT 166, 169, 170, 233 with a 2.0 GPA or better. Mandatory decimal grading.

**MANUFACTURING TECHNOLOGY 296**  
**CAM Internship (9)**

This course provides work experience with local industry. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to their level of education. Prerequisite: Successful completion of MFGT 215, 220, 225 with a 2.0 or better. Student option grading.

**MANUFACTURING TECHNOLOGY 298**  
**Individual Projects In Manufacturing Technology (2)**

Individual project in a specific area of Manufacturing Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**MANUFACTURING TECHNOLOGY 299**

Individual Projects In Manufacturing Technology (3)

Individual project in a specific area of Manufacturing Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**MATHEMATICS 007**

Self-Paced Mathematics Review (2)

On-campus, computer-delivered. Intended for students who want to improve their math placement, or who want a review before beginning a math course. Students work with an instructor to design and complete an individual plan of study. Students work independently to review mathematics topics. Mandatory P/NC Grading.

**MATHEMATICS 060**

Basic Math (5)

Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals. Also includes an introduction to percentages, ratio and proportion, estimation and narrative problems. Student option grading.

**MATHEMATICS 070**

Introduction to Algebra (5)

An introduction to fundamental algebraic skills needed for Intermediate Algebra I. Course includes a review of arithmetic and an introduction to graphing, simplifying algebraic expressions, exponents, and solving linear equations. Prerequisites: MATH 060 (2.0 or better), or a score of 35 or higher on the Pre-Algebra COMPASS test. Student option grading.

**MATHEMATICS 080**

Intermediate Algebra I (5)

Fundamentals and applications of algebra including solving linear equations and inequalities, lines, solving systems of equations, functions, graphing functions, rational exponents, exponential functions, logarithms. Prerequisite: MATH 070 (2.0 or better), or a

score of 25 or higher on the Algebra COMPASS test. Student option grading.

**MATHEMATICS 081**

Elementary Algebra, Individualized - Module 1 (1)

On-campus computer-based instruction. Simplifying expressions, solving linear equations in one variable, using formulas, solving applied problems. This is the 1st in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Mandatory P/NC grading.

**MATHEMATICS 082**

Elementary Algebra, Individualized - Module 2 (1)

On-campus computer-based instruction. Graphing lines; interpreting slope; finding equations of lines; creating and solving problems with linear models. This is the 2nd in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 081 is required. Mandatory P/NC grading.

**MATHEMATICS 083**

Elementary Algebra, Individualized - Module 3 (1)

On-campus computer-based instruction. Linear systems in 2 variables solved by graphing, substitution, and elimination; applications. Integer exponents. This is the 3rd in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 082 is required. Mandatory P/NC grading.

**MATHEMATICS 084**

Elementary Algebra, Individualized - Module 4 (1)

On-campus computer-based instruction. Adding, subtracting, multiplying, and factoring polynomials. This is the 4th in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 083 is required. Mandatory P/NC grading.

**MATHEMATICS 085**

Elementary Algebra, Individualized - Module 5 (1)

On-campus computer-based instruction. Solving quadratic and polynomial equations by factoring with applications, simplifying rational expressions. This is the 5th in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 084 is required. Mandatory P/NC grading.

**MATHEMATICS 086**

Elementary Algebra, Individualized - Modules (5)

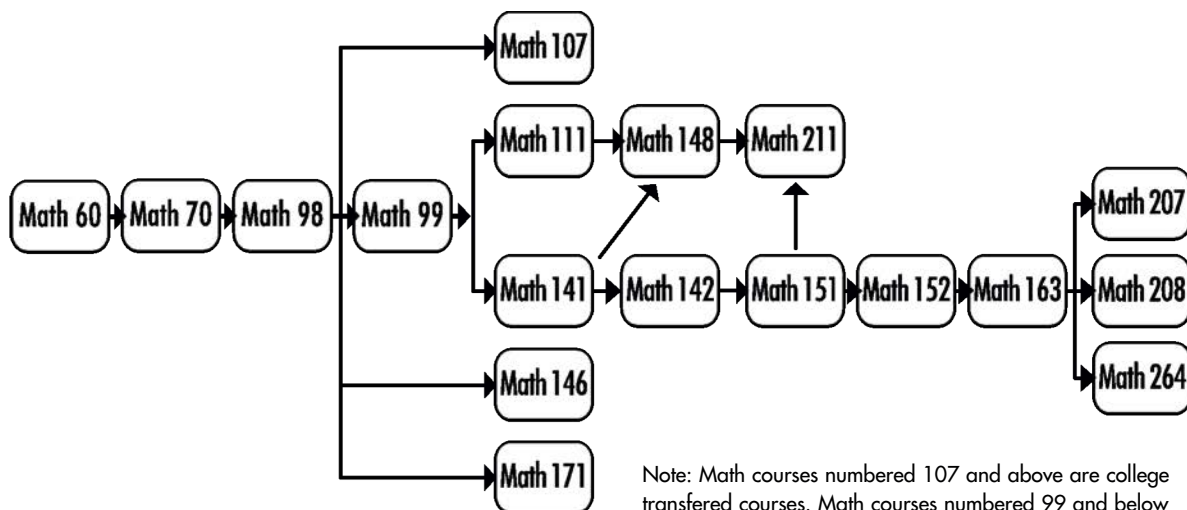
On-campus computer-based sequence of 1-credit self-paced modules, MATH 081-085. Linear equations in one and two variables, graphing, polynomials, factoring, solving quadratic equations, simplifying rational expressions. MATH 081-085 and MATH 091-095 together are equivalent to MATH 080 and MATH 099. Must be completed within one year. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Mandatory P/NC grading.

**MATHEMATICS 087**

Mathematics Success Strategies (2)

Students learn organizational and time management skills, skills for independent

## Mathematics Curriculum Flowchart





learning, problem-solving approaches, test-taking strategies, and techniques that promote confidence and success in mathematics. Prerequisite: MATH 060 (2.0 or better), or a score of 35 or higher on the Pre-Algebra COMPASS test (or equivalent score on SAT, ACT or ASSET). Concurrent enrollment in MATH 070, 080, 081, 085, 091-095, or 099 required. Mandatory P/NC grading.

### **MATHEMATICS 090**

#### **Independent Study Basic Mathematics (3)**

Students in MATH 099 and below or BUS 102 study mathematics individually or in small groups using Math Learning Center resources: learning assistants, textbooks, answer books, calculators, computers, and online resources. Prerequisite: Concurrent enrollment in MATH 060, 070, 080, 081 - 085, 091 - 095, 099, or BUS 102 required. Mandatory P/NC grading.

### **MATHEMATICS 091**

#### **Intermediate Algebra, Individualized - Module 1 (1)**

On-campus computer-based instruction. Simplifying and evaluating rational expressions, solving equations involving rational expressions, applications. This is the 1st in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Mandatory P/NC grading.

### **MATHEMATICS 092**

#### **Intermediate Algebra, Individualized - Module 2 (1)**

On-campus computer-based instruction. Functions, linear models and graphs, solving linear inequalities, solving absolute value equations and inequalities. The 2nd in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 091 is required. Mandatory P/NC grading.

### **MATHEMATICS 093**

#### **Intermediate Algebra, Individualized - Module 3 (1)**

On-campus computer-based instruction. Using rational exponents, simplifying radical expressions, and solving radical equations. This is the 3rd in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 092 is required. Mandatory P/NC grading.

### **MATHEMATICS 094**

#### **Intermediate Algebra, Individualized - Module 4 (1)**

On-campus computer-based instruction. Solving quadratic equations by completing the square & the quadratic formula, graphing quadratic functions, applications. The 4th in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 093 is required. Mandatory P/NC grading.

### **MATHEMATICS 095**

#### **Intermediate Algebra, Individualized - Module 5 (1)**

On-campus computer-based instruction. Evaluating exponential and logarithmic expressions, solving these types of equations. This is the 5th in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Previous credit for or concurrent enrollment in MATH 094 is required. Mandatory P/NC grading.

### **MATHEMATICS 096**

#### **Intermediate Algebra, Individualized - Modules (5)**

On-campus computer-based sequence of 1-credit self-paced modules. MATH 091-095. Rational, radical, and quadratic expressions and equations. Introduction to functions: linear, quadratic, exponential, and logarithmic. MATH 081-085 and MATH 091-095 together are equivalent to MATH 080 and MATH 099. Must be completed within one year. Prerequisite: MATH 080 (2.0 or better), MATH 084 and MATH 085 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Mandatory P/NC grading.

### **MATHEMATICS 098**

#### **Intermediate Algebra I (5)**

Fundamentals and applications of algebra including solving linear equations and inequalities, lines, solving systems of equations, functions, graphing functions, rational exponents, exponential functions, logarithms. Prerequisite: MATH 070 (2.0 or better), or a score of 25 or higher on the Algebra COMPASS test. Student option grading.

### **MATHEMATICS 099**

#### **Intermediate Algebra II (5)**

Simplifying and evaluating linear, quadratic, polynomial, radical, rational, exponential, and logarithmic expressions. Solving these same types of equations and inequalities with graphs and applications to real world modeling and investigating functions. Prerequisite: MATH 098 (2.0 or better), or a score of 51 or higher on the Algebra COMPASS test, or a score of 28 or higher on the College Algebra COMPASS test. Student option grading.

### **MATHEMATICS 100**

#### **Independent Study In College Math (3)**

Students in MATH& 107 and above study mathematics individually or in small groups with Math Learning Center resources: learning assistants, textbooks, answer books, graphic calculators, computers, and online resources. Prerequisite: Concurrent enrollment in MATH& 107 or higher. Mandatory P/NC grading.

### **MATHEMATICS & 107**

#### **Math In Society (5)**

Practical applications of mathematics as they arise in everyday life. Includes finance math, probability & statistics, and a selection of other topics. Designed for students who are not preparing for calculus. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), MATH 095 (2.0 or better), or a score of 69 or higher on the Algebra COMPASS test or a score of 35 or higher on the College Algebra COMPASS test. Student option grading.

### **MATHEMATICS 111**

#### **Elements of Pre-Calculus (5)**

Algebra topics including mathematical modeling, graphing & problem solving w/ polynomial, rational, exponential & logarithmic functions. Applications. Topics from mathematics of finance. Intended for students in business, social sciences & some biological sciences. Prerequisite: MATH 099 (2.0 or better), or MATH 094 and MATH 095 (2.0 or better), or a score of 75 or higher on the Algebra COMPASS test, or a score of 35 or higher on the College Algebra COMPASS test. Student option grading.

### **MATHEMATICS & 141**

#### **Precalculus I (5)**

The elementary functions and their graphs, with applications to mathematical modeling. Examples include linear, quadratic, polynomial, rational, exponential and logarithmic functions, composite functions, inverse functions and transformation of graphs. Prerequisite: MATH 099 (2.0 or better), or MATH 094 and MATH 095 (2.0 or better), or a score of 75 or higher on the Algebra COMPASS test, or a score of 35 or higher on the College Algebra COMPASS test. Student option grading.

### **MATHEMATICS & 142**

#### **Precalculus II (5)**

Triangle trigonometry, circular and inverse trigonometric functions, trigonometric identities, solving trigonometric equations, applications of trigonometry. Polar coordinates and parametric equations. Prerequisite: MATH& 141 (2.0 or better) or a score of 70 or higher on the College Algebra COMPASS test. Student option grading.

### **MATHEMATICS & 146**

#### **Introduction to Stats (5)**

Analysis of data through graphical and numerical methods, linear regression, the Normal distribution, data collection, elementary probability, confidence intervals and hypothesis testing. Emphasis on applications. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), MATH 095 (2.0 or better), or a score of 69 or higher on the Algebra COMPASS test or a score of 35 or higher on the College Algebra COMPASS test, AND placement in ENGL 099 or EAP 099. Student option grading.

**MATHEMATICS & 148****Business Calculus (5)**

Differential and Integral Calculus of elementary functions with an emphasis on business and social science applications. Designed for students who want a brief course in Calculus. (No credit given to those who have completed MATH& 151.) Prerequisite: MATH 111 preferred (2.0 or better) or MATH& 141 (2.0 or better), or a score of 70 or higher on the College Algebra COMPASS test. Student option grading.

**MATHEMATICS & 151****Calculus I (5)**

Definition, interpretation and applications of the derivative. Derivatives of algebraic and transcendental functions. Prerequisite: MATH& 142 (2.0 or better), or a score of 70 or higher on both the College Algebra and Trigonometry COMPASS Tests. Student option grading.

**MATHEMATICS & 152****Calculus II (5)**

Definition, interpretation, and application of the definite integral. The Fundamental Theorem of Calculus, techniques of integration, definite integrals involving curves described parametrically, and introduction to separable differential equations. Prerequisite: MATH& 151 (2.0 or better.) Student option grading.

**MATHEMATICS & 163****Calculus 3 (5)**

Infinite series & the calculus of vector-valued functions and functions of several variables. Sequences, series, Taylor series, vector products, lines, planes, space curves, level curves & surfaces, partial derivatives, chain rules, tangent planes, gradient & directional derivatives. Prerequisite: MATH& 152 (2.0 or better.) Student option grading.

**MATHEMATICS & 171****Math for Elem Ed I (5)**

Fundamental concepts of numbers and operations related to topics taught at the K-8 level. Topics include problem solving, algebraic thinking, numeration, and arithmetic with rational numbers. Recommended for future elementary teachers. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), or MATH 095 (2.0 or better), or a score of 69 or higher on the Algebra COMPASS test or a score of 35 or higher on the College Algebra COMPASS test, AND placement into ENGL 099 or EAP 099. Student option grading.

**MATHEMATICS 207****Elements of Differential Equations (5)**

Linear and non-linear ordinary differential equations and applications. Graphical, numerical, analytical and qualitative methods. Prerequisite: MATH& 163 (2.0 or better) or instructor permission. Student option grading.

**MATHEMATICS 208****Linear Algebra (5)**

Matrix operations, determinants, systems of equations, abstract vector spaces, linear transformations, eigenvalues and eigenvectors. Prerequisites: MATH& 163 (2.0 or better) or instructor permission. Student option grading.

**MATHEMATICS 211****Elements of Statistical Method (5)**

Principles of data analysis, linear regression, data

collection, elementary probability, random variables, probability distributions and statistical inference. Emphasis on practical applications and the interpretations of results. Prerequisites: MATH& 148 (2.0 or better) or MATH& 151 (2.0 or better) AND placement into ENGL 099 or EAP 099. Student option grading.

**MATHEMATICS & 264****Calculus 4 (5)**

Continuation of the MATH& 151-152-163 Calculus sequence. Optimization, multiple integrals, vector fields, divergence, curl, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Prerequisite: MATH& 163 (2.0 or better) or permission. Student option grading.

**MATHEMATICS 292****Special Topics In Mathematics (2)**

Classes focusing on specific issues and/or topics of interest in mathematics.

**MATHEMATICS 293****Special Topics In Mathematics (3)**

Classes focusing on specific issues and/or topics of interest in mathematics.

**MATHEMATICS 295****Special Topics In Mathematics (5)**

Classes focusing on specific issues and/or topics of interest in mathematics.

**MATHEMATICS 297****Individual Project In Mathematics (1)**

Individual project in a specific area of mathematics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**MATHEMATICS 298****Individual Project In Mathematics (2)**

Individual project in a specific area of mathematics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**MATHEMATICS 299****Individual Project In Mathematics (3)**

Individual project in a specific area of mathematics, by arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**MEDICAL LAB TECHNOLOGY 121****Essentials of Phlebotomy (3)**

A lecture and laboratory class includes the role of the phlebotomist, safety, infection control, phlebotomy technique, equipment, and specimen processing. Practice performing capillary and venipuncture techniques. Prerequisite: ENGL 099 or equivalent, COMPASS test above ENGL 099. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 122****Phlebotomy Laboratory Basics (3)**

Lecture & Laboratory phlebotomy program course includes laboratory computer information systems, safety practices, specimen processing, and point of care testing. Customer service and patient confidentiality emphasized. Prerequisite: Acceptance into the Phlebotomy or MLT Program, or instructor permission. ENGL 099

or equivalent, or COMPASS test above ENGL 099. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 123****AIDS & HIV Education for Health Care Workers (1)**

Introduction to AIDS & HIV. Topics include exposure risk, infection control measures, symptoms of illness, opportunistic infections & blood borne pathogens. HIV testing reviewed. Outside class activities assigned. Meets the Washington State requirement for HIV/AIDS education for healthcare workers. Prerequisite: Successful completion of ENGL 099 or equivalent, or COMPASS test above ENGL 099. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 132****Phlebotomy Practicum (6)**

Phlebotomy training (40-160 hrs) in a health care facility per program requirement. Some online content. Health insurance, Hepatitis B and other vaccinations, PPD and Criminal History Background Check. Prerequisite: ENGL 099 or equivalent recommended. MLT 121 or 200 required with grade of 2.0 or higher, and instructor permission. Admission to Phleb. or MLT Program. Mandatory P/NC Grading.

**MEDICAL LAB TECHNOLOGY 181****Introduction to Medical Lab Procedures (4)**

Course includes lecture & seminar introducing theory of clinical laboratory procedure, laboratory safety, specimen collection, quality control and urinalysis. Concurrent enrollment in MLT 182 recommended. Prerequisite: BIOL& 170 and BIOL& 211. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 182****Lab: Med. Lab Procedures (2)**

An introduction to procedures used in the clinical or biological laboratory. Emphasis on laboratory safety, test measurement, specimen collection, quality control procedures, basic laboratory testing and instrumentation and urinalysis. Concurrent enrollment in MLT 181 recommended. Prerequisite: BIOL& 170 and BIOL& 211. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 200****MLT Phlebotomy Skills Lab (1)**

Laboratory class to give MLT students basic phlebotomy skills and techniques using a variety of equipment. Student will draw blood specimens on classmates, process samples and use laboratory information system to order a laboratory test. Prerequisite: Acceptance into the MLT Program and/or instructor permission. Mandatory P/NC grading.

**MEDICAL LAB TECHNOLOGY 221****Hematology Lecture (6)**

Basic theory of clinical hematology and coagulation. Theory of blood cell development, diagnostic test procedures, and correlation of test results with disease state. Diagnostic tests performed to detect coagulopathies. Previously MLT 220. Instructor permission required. Prerequisite: Admission into the MLT Program. Mandatory decimal grading.

**MEDICAL LAB TECHNOLOGY 222****Clinical Chemistry Lecture (6)**

The theoretical and practical concepts associated with testing procedures, including fundamentals of instrumentation, methodology, quality, control, and biochemistry related to substances tested in the clinical chemistry

laboratory. Prerequisite: Admission to the MLT Program. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 223**

#### **Parasitology and Mycology Lecture (3)**

Basic theory and clinical procedures used to isolate and identify intestinal, blood and tissue parasites; dermatophytes, systemic and subcutaneous fungi. Instructor permission required. Prerequisite: Admission into the MLT Program and BIOL& 260. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 224**

#### **Clinical Microbiology Lecture (5)**

Basic theory of clinical microbiology including disease states, isolation and identification of bacterial organisms. Emphasis is placed on media selection and interpretation of result diagnostic tests. Prerequisites: BIOL& 260 with a grade of 2.0 or better; admission into the MLT program. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 225**

#### **Clinical Immunology Lecture (4)**

Basic theory and diagnostic procedures in clinical immunology. Nature of immunoglobulins, antigen-antibody reactions, natural and acquired immunity, introduction to genetics, immunologic diseases and infectious diseases including AIDS and Hepatitis. Prerequisite: Admission to MLT Program or instructor permission. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 231**

#### **Hematology Laboratory (3)**

Basic application of clinical hematology including normal and abnormal development of cellular components of blood as manifested in disease, diagnostic hematologic tests performed, and theory of coagulation and diagnostic tests performed. Prerequisite: Admission to MLT Program or instructor permission. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 232**

#### **Clinical Chemistry Lab (3)**

Application of theoretical techniques used in the clinical chemistry laboratory including sample preparation, manual & automated testing, quality control and associated disease states. Emphasis placed on performing routine clinical chemistry procedures, controls and evaluating results. Prerequisite: Admission into the MLT Program. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 233**

#### **Parasitology & Mycology Lab (1)**

Basic parasitology and mycology lab covers collection, processing, & direct examinations. Emphasis on microscopic identification of parasites. Review of staining techniques and culture identification of fungus & yeast. Prerequisite: Admission to the MLT Program or BIOL& 260 and instructor permission. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 234**

#### **Clinical Microbiology Laboratory (3)**

Isolate and identify clinically significant microorganisms from specimen cultures. Emphasis placed on sterile technique, safety, quality control, isolation techniques, quality assurance and identification of microorganisms. Prerequisite: BIOL& 260 with a grade of 2.0 or better and admission into the MLT Program. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 235**

#### **Clinical Immunology Laboratory (2)**

Basic immunology techniques and procedures used in a clinical laboratory. Qualitative and semi-quantitative tests for antibodies and antigens. Safety, quality control, pipette technique and dilutions are emphasized. Prerequisite: Admission to MLT Program or instructor permission. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 241**

#### **Hematology Practicum (6)**

Practical experience in clinical laboratory, 40 hours per week for 4 weeks. Perform routine laboratory procedures using hematology, coagulation, and urinalysis instrumentation and lab computer system. Prerequisite: Admission to the MLT Program, MLT 221 and 231. Mandatory P/NC grading.

### **MEDICAL LAB TECHNOLOGY 242**

#### **Chemistry Practicum (6)**

Practical experience in clinical laboratory, 40 hours per week for 4 weeks. Perform routine laboratory procedures using clinical chemistry instrumentation and lab computer system. Prerequisite: Admission to the MLT Program, MLT 222 and MLT 232. Mandatory P/NC grading.

### **MEDICAL LAB TECHNOLOGY 244**

#### **Microbiology Practicum (6)**

Practical experience in clinical laboratories, 40 hours per week for 4 weeks. Perform routine laboratory procedures using laboratory equipment and instrumentation in microbiology, parasitology, & mycology testing. Prerequisite: Admission to the MLT Program, MLT 224 and MLT 234. Mandatory P/NC grading.

### **MEDICAL LAB TECHNOLOGY 245**

#### **Integrated Immuno-hematology (10)**

A concentrated blood bank lecture/lab and clinical problem-solving course. Theory and practical application include: blood group serology, compatibility testing, antibody identification, QC, preparation/storage of donor units and blood components, and incompatibility resolution. Prerequisite: Admission into the MLT Program, and MLT 221, 231, 225 and 235. Mandatory decimal grading.

### **MEDICAL LAB TECHNOLOGY 291**

#### **Special Topics In Medical Lab Technology (1)**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Permission.

### **MEDICAL LAB TECHNOLOGY 292**

#### **Special Topics In Medical Lab Technology (2)**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Permission.

### **MEDICAL LAB TECHNOLOGY 293**

#### **Special Topics In Medical Lab Technology (3)**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Permission.

### **MEDICAL LAB TECHNOLOGY 297**

#### **Individual Project In Medical Lab Technology (1)**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

### **MEDICAL LAB TECHNOLOGY 298**

#### **Individual Project In Medical Lab Technology (2)**

Individual project in a specific area of Medical

Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

### **MEDICAL LAB TECHNOLOGY 299**

#### **Individual Project In Medical Lab Technology (3)**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

### **MULTICULTURAL STUDIES 105**

#### **Introduction to Multicultural Studies (5)**

Students will develop a personal and historical understanding of issues related to race, social class, gender, sexual orientation, disabilities & culture; and how these issues are used in the distribution of power and privilege in the U.S. Prerequisite: Successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

### **MULTICULTURAL STUDIES 205**

#### **Seminar In Social Justice (5)**

We will engage in an extended analysis of complex problems in social justice using a comparative approach. We will begin our analysis in the U.S., and compare issues of social justice with other nations around the globe. We will examine proven solutions to social issues in detail. Prerequisite: Eligible for admission to ENGL& 101 and successful completion of core course in Multicultural Understanding. Student option grading.

### **MULTICULTURAL STUDIES 210**

#### **African Studies (5)**

Survey of various ancient and modern peoples of Africa. We will examine specific pre- and post-colonial societies, institutions and social movements, with a focus on past and present contributions of Africans to World Culture. Prerequisite: Eligible for placement into ENGL& 101. Mandatory decimal grading.

### **MULTICULTURAL STUDIES 238**

#### **Environmental Justice (5)**

Environmental Justice is an interdisciplinary, problem-solving approach that identifies and examines how inequalities arise in an environmental context. We will examine the historical, scientific, socioeconomic, legal, cultural, and political complexities of the relationship between people and the environment. Mandatory decimal grading.

### **MULTICULTURAL STUDIES 250**

#### **Fundamentalism Among the Children of Abraham (5)**

This course seeks to investigate religious fundamentalism, within the Abrahamic religions of Judaism, Christianity, and Islam, with specific emphasis on the impact of contemporary Islamic fundamentalism and progressive Islamic doctrine. Prerequisite: Eligible for placement into ENGL& 101. Mandatory decimal grading.

### **MULTICULTURAL STUDIES 291**

#### **Special Topics In Multicultural Studies (1)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.



**MULTICULTURAL STUDIES 292****Special Topics In Multicultural Studies (2)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 293****Special Topics In Multicultural Studies (3)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 294****Special Topics In Multicultural Studies (4)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 295****Special Topics In Multicultural Studies (5)**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MULTICULTURAL STUDIES 297****Individual Project In Multicultural Studies (1)**

Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MULTICULTURAL STUDIES 298****Individual Project In Multicultural Studies (2)**

Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MULTICULTURAL STUDIES 299****Individual Project In Multicultural Studies (3)**

Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MUSIC 100****Introduction to Music Theory (5)**

An introduction to reading and writing music. Topics include standard music notation, meter, rhythm, scales and key signatures. May be used in preparation for MUSC& 141. Prerequisite: Concurrent enrollment in MUSC 120 required for music and music technology majors. Mandatory decimal grading.

**MUSIC & 105****Music Appreciation (5)**

Why does music affect us the way it does? There is no escaping music in our society; it's everywhere. Together we will discover how and why music has impacted our culture through the centuries. We will explore music's history, its basic elements, and its power to alter entire societies. Prerequisite: Successful completion of ENGL 099 (or equivalent) or test placement into ENGL& 101. Student option grading.

**MUSIC 106****Music In American Culture (5)**

Explore musical traditions from diverse American cultures through guided listening and analysis of songs, styles, genres and musicians, with emphasis on the role of race, class, gender and sexual-orientation. Dual listed with AES

106. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**MUSIC 108****Music In World Cultures (5)**

Experience the diversity of music from around the world by examining selected musics in their broad cultural contexts: religious, historical and social. Emphasis on listening skills, music aesthetics, styles, genres, transmission and sociocultural backgrounds of musicians. Prerequisite: Successful completion of ENGL 099 or test placement into ENGL& 101. Student option grading.

**MUSIC 109****American Popular Music (5)**

Explore American popular music from the 19th century to today including Ragtime, Tin Pan Alley, Jazz, Rock, Country, Blues, Punk, Alternative, and Rap. Student option grading.

**MUSIC 114****Class Instruction-Guitar I (2)**

This course is intended for students with little or no background in guitar performance. It presents basic skills and techniques needed to enjoy playing the guitar. Students must supply their own acoustic guitar. Student option grading.

**MUSIC 115****Class Instruction Electric Bass (2)**

Basic skills for the electric bass including reading bass clef, scales and modes, improving technical proficiency. For beginning to intermediate players. Students must provide own instrument. Course may be taken up to six times. Student option grading.

**MUSIC 118****Class Instruction-Guitar II (2)**

This course is intended for intermediate level guitarists. It builds on skills learned in Guitar I and presents more advanced techniques for improved acoustic guitar performance. Students must supply their own acoustic guitar. Prerequisites: MUSC 114-Guitar I, or permission of instructor. Student option grading.

**MUSIC 119****Class Piano for General Students (2)**

Students with little or no piano background learn basic piano skills and techniques. Student option grading.

**MUSIC 120****Class Piano for Music 100 Students (2)**

Students learn basic skills needed in music reading, music theory and piano performance. Prerequisite: Concurrent enrollment in MUSC 100 is required. Mandatory decimal grading.

**MUSIC 135****Shoreline Singers (2)**

This advanced a cappella ensemble performs a variety of challenging vocal music including classical, world music, modern music, and jazz. The group tours annually and schedules multiple performances each quarter. Prerequisite: Audition required. Also requires concurrent registration in Chorale or special permission of instructor. Mandatory decimal grading.

**MUSIC 136****Jazz Ensemble (2)**

The Jazz Ensemble rehearses and performs music in a variety of contemporary jazz styles.

Sight reading, jazz interpretation, phrasing and improvisation are stressed. Students present several concerts each quarter and participate in a yearly concert tour, usually in Spring. Prerequisite: Membership in the Jazz Ensemble is by audition. Student option grading.

**MUSIC 139****Sibelius Music Notation Software (3)**

A fully online course introducing students to the creation of music using music notation software. Basic understanding of music notation is required. Prerequisite: MUSC 100 or instructor permission. Student option grading.

**MUSIC 140****Symphonic Band (2)**

Shoreline's Concert Band performs quarterly concerts that include traditional music, contemporary band works, orchestral transcriptions, solo features, Broadway musicals and marches. Rehearses on Monday evenings fall, winter, spring quarters. Prerequisite: ability to play a band instrument. Mandatory decimal grading.

**MUSIC & 141****Music Theory I: First-Year Music Theory (5)**

The course includes sight singing, keyboard training, and the theories and fundamentals of musical structure. Concurrent enrollment in MUSC 151 required. Mandatory decimal grading.

**MUSIC & 142****Music Theory II: First-Year Music Theory (5)**

This course continues the study of music fundamentals and structure. Sight singing, keyboard assignments, melodic and elementary dictation are integrated into the class. Course is intended primarily for music majors. Concurrent enrollment in MUSC 152 (Class Piano) is required. Prerequisite: MUSC& 141 with a grade of 2.0 or higher. Mandatory decimal grading.

**MUSIC & 143****Music Theory III: First-Year Music Theory (5)**

This course continues the study of theories and fundamentals of music structure. Sight singing and melodic and harmonic dictation are integrated into the class. This course is intended primarily for music majors. Concurrent enrollment in MUSC 153 (class piano) is required. Prerequisite: MUSC& 142 with a grade of 2.0 or higher. Mandatory decimal grading.

**MUSIC 144****Funkgroove (2)**

Funkgroove is a performance troupe which provides opportunities for students to perform and record song compositions and arrangements in styles typical of commercial radio airplay from the 1970's to the present. Registration requires instructor permission. Student option grading.

**MUSIC 146****Orchestra (2)**

This course is intended for string students who join an approved off-campus community orchestra which rehearses once a week, works on standard orchestral literature and performs in a public concert at least once per quarter. Prerequisites: Ability to play a string instrument, permission of a music faculty advisor & the community orchestra conductor. Mandatory decimal grading.

**MUSIC 147****Small Ensemble Performance (4)**

Designed for intermediate to advanced

musicians and singers: Weekly rehearsals focus on small group performance skill. May be repeated 6 times for credit. Ensembles include: Chamber Wind, Vocal, Guitar, Sax, Piano, Studio Musicianship, Percussion, Bluegrass, Strings, iPad, Repertoire Jazz, Creative Music and Brass. Student option grading.

### **MUSIC 150**

#### **History of Bluegrass (2)**

Bluegrass blends various musical styles, including fiddle tunes, blues, country, old-time string bands and jazz to form a uniquely American art form. This class examines the history and development of the music through reading, listening and online discussion. Prerequisite: Successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

### **MUSIC 151**

#### **Class Piano for Music Theory I Students (2)**

Music students with little or no piano background learn basic skills required of all music majors. Prerequisite: Concurrent enrollment in MUSC& 141 is required. Mandatory decimal grading.

### **MUSIC 152**

#### **Class Piano for Music Theory II Students (2)**

Music theory students learn basic piano skills and techniques required of music majors. Prerequisite: Concurrent enrollment in MUSC& 142 is required. Mandatory decimal grading.

### **MUSIC 153**

#### **Class Piano for Music Theory III Students (2)**

Music theory students learn basic piano skills and techniques required of music majors. Prerequisite: Concurrent enrollment in MUSC& 143 is required. Mandatory decimal grading.

### **MUSIC 154**

#### **Opera Workshop (1)**

Students perform a minor role in a one-act opera and opera scenes in full production in English or the original language. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

### **MUSIC 155**

#### **Opera Workshop (2)**

Students perform a secondary role in a one-act opera and opera scenes in full production in English or the original language. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

### **MUSIC 156**

#### **Opera Workshop (3)**

Students perform a major role in a one-act opera and opera scenes in full production in English or the original language. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

### **MUSIC 161**

#### **Class Voice Instruction - Beginning (2)**

Beginning voice students learn the fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Student option grading.

### **MUSIC 162**

#### **Class Voice Instruction - Intermediate (2)**

Intermediate voice students learn the

fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Prerequisites: Completion of MUSC 161 or permission of instructor. Student option grading.

### **MUSIC 163**

#### **Class Voice Instruction - Advanced (2)**

Advanced voice students learn the fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Prerequisites: Completion of MUSC 162 or permission of instructor. Student option grading.

### **MUSIC 164**

#### **Musical Theater Performance (1)**

Students perform a minor musical theater role in full production, accompanied by orchestra. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

### **MUSIC 165**

#### **Musical Theater Performance (2)**

Students perform a secondary musical theater role in full production, accompanied by orchestra. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

### **MUSIC 166**

#### **Musical Theater Performance (3)**

Students perform a major musical theater role in full production, accompanied by orchestra. Prerequisite: Permission of instructor after audition. Mandatory decimal grading.

### **MUSIC 167**

#### **Voice-Dance Performance Techniques 1 (2)**

Students develop the ability to sing and move simultaneously in preparation for performing on stage in musical roles. Student option grading.

### **MUSIC 170**

#### **Private Instruction - Classical Voice 1 (1)**

Students sing in a variety of languages, prepare for and give public performances. Students receive one-on-one mentoring to nurture artistic goals and improve vocal technique. This course enables the vocal music major to transfer two years of applied study to universities, colleges, and conservatories. Prerequisite: Placement by audition and enrollment in SCC choral ensemble. Instructor approval required. Mandatory decimal grading.

### **MUSIC 175**

#### **Chamber Chorale (2)**

Mixed voice ensemble that performs choral music in several concerts each quarter. Usually tours during the year. Membership by audition. For information call the Humanities Division or the Music Department. Mandatory decimal grading.

### **MUSIC 180**

#### **Individual Instruction - Classical Piano I (1)**

Individual instruction on technique and classical piano literature from various periods of time. Prerequisite: Reading knowledge of piano music. Permission of instructor. Mandatory decimal grading.

### **MUSIC 184**

#### **Private Instruction Popular Voice I (1)**

Students are coached to sing in a variety of popular music styles preparing them to give

public performances. Students receive one-on-one mentoring to nurture artistic goals and improve technique. Vocal exercises safely increase stamina and range while developing stylistic skills matching their genre of choice. Student option grading.

### **MUSIC 196**

#### **Individual Instruction Instrumental (1)**

Individual instruction on string, woodwind, brass and percussion instruments. Instructor permission required. Mandatory decimal grading.

### **MUSIC 204**

#### **Improvisation I (2)**

Improvisation I covers the basic elements of jazz improvisation, exploring various styles and idioms, and is open to all instrumentalists interested in playing jazz. Mandatory decimal grading.

### **MUSIC 205**

#### **Improvisation II (2)**

Improvisation II covers intermediate elements of jazz improvisation while exploring various styles and idioms. The class is open to all instrumentalists and vocalists interested in playing jazz. Prerequisite: MUSC 204 or instructor permission. Mandatory decimal grading.

### **MUSIC 206**

#### **Jazz History (5)**

Examine the history and development of jazz in the U.S. as well as its key historical figures, including Louis Armstrong, Duke Ellington, Charlie Parker, Miles Davis and others. Includes the study of issues that parallel the growth of jazz music in American society from 1900 to the present day. Student option grading.

### **MUSIC 207**

#### **The Craft of Songwriting (2)**

Students examine the craft of writing a song and investigate how structure, melody, and lyrics function together to create a well-written song. The history of songwriting and the classic work of great songwriters are used to explore the process of songwriting. Student option grading.

### **MUSIC 210**

#### **Songwriting Workshop (2)**

Explore songwriting techniques in a supportive community with other songwriters. Hone lyrics, sharpen melodies and polish song structure. Students will write and workshop numerous original works and develop their individual voices as songwriters. Prerequisite: MUSC 207 or instructor permission. Student option grading.

### **MUSIC 211**

#### **Diction for Singers-Italian/German (3)**

Students perform musical compositions from the past three hundred years in both Italian and German. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Prerequisite: MUSC 161 or instructor permission. Mandatory decimal grading.

### **MUSIC 212**

#### **Diction for Singers-French/English (3)**

Students perform musical compositions from the past 300 years in both French and English. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Prerequisite: MUSC 211 or instructor permission. Student option grading.



**MUSIC 224****Survey of Piano Literature (2)**

Students learn essential characteristics of piano compositions from the Baroque through the 20th Century. Prerequisite: Intermediate reading level of piano music is recommended. Student option grading.

**MUSIC 225****Collaborative Piano (2)**

Pianists learn the skills and techniques of collaborating with vocal and instrumental soloists and ensembles. Intermediate or above reading level of piano music. Instructor permission required. Mandatory decimal grading.

**MUSIC 226****Piano Pedagogy (2)**

Students will learn repertoire/methods for teaching piano students in individual and group settings. Prerequisite: Intermediate reading level of piano music required. Student option grading.

**MUSIC & 241****Second-Year Music Theory (5)**

This course continues the study of traditional harmony with emphasis on modulation, mode mixture, formal analysis and the Neapolitan sixth. Advanced melodic and harmonic dictation, sight singing and keyboard assignments are included. Prerequisite: MUSC& 143 or equivalent with instructor permission. Mandatory decimal grading.

**MUSIC & 242****Second-Year Music Theory (5)**

This course continues the advanced study of traditional harmony. Topics include augmented sixth chords, enharmonic reinterpretation, chromatic modulation techniques. Advanced melodic and harmonic dictation, sight singing and keyboard assignments. Prerequisite: MUSC& 241 or permission of instructor. Mandatory decimal grading.

**MUSIC & 243****Second-Year Music Theory (5)**

Late 19th and 20th-century harmonic practice including, chromatic sequence, modes and synthetic scales, serialism and polytonality as well as 20th-century rhythmic techniques. Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Prerequisite: MUSC& 242 or permission of instructor. Mandatory decimal grading.

**MUSIC 251****Class Piano for Music Theory IV Students (2)**

Music theory students continue to learn piano skills and techniques required of music majors. Concurrent enrollment in MUSC& 241 is required. Mandatory decimal grading.

**MUSIC 252****Class Piano for Music Theory V Students (2)**

Music theory students continue to learn piano skills and techniques required of music majors. Concurrent enrollment in MUSC& 242 is required. Mandatory decimal grading.

**MUSIC 253****Class Piano for Music Theory VI Students (2)**

Music theory students continue to learn piano skills and techniques required of music majors. Concurrent enrollment in MUSC& 243 is required. Mandatory decimal grading.

**MUSIC 264****Conducting (2)**

A beginning class in conducting with emphasis on beat patterns, beat styles, score reading and preparation for conducting vocal and instrumental ensembles. Includes an overview of the history of the art of conducting. Prerequisite: Completion of First Year Theory sequence or instructor approval required. Mandatory decimal grading.

**MUSIC 268****Voice-Dance Performance Techniques 2 (2)**

Students develop further skills in moving and singing simultaneously, including part singing and complex dance combinations. This course is a continuation of MUSC 167 for the more advanced student. Prerequisite: Completion of MUSC 167 or instructor permission. Student option grading.

**MUSIC 270****Private Instruction - Classical Voice 2 (1)**

Students sing in a variety of languages, give public performances, and continue to receive one-on-one mentoring to nurture artistic goals and improve vocal technique. This course enables the vocal music major to transfer two years of applied study to universities, colleges, and conservatories. Placement by audition. Instructor approval required. Mandatory decimal grading.

**MUSIC 280****Individual Instruction - Classical Piano II (1)**

Individual instruction on advanced technique and classical piano literature. Prerequisite: Intermediate reading knowledge of piano music. Permission of instructor. Mandatory decimal grading.

**MUSIC 284****Private Instruction Popular Voice II (1)**

Students build on their ability to sing in a variety of popular music styles improving their ability to give public performances. Second-year students continue to receive one-on-one mentoring to nurture artistic goals and improve technique. Vocal exercises safely develop stylistic skills matching their areas of specialization. Student option grading.

**MUSIC 291****Special Topics In Music (1)**

Classes focus on specific issues and/or topics of interest in music.

**MUSIC 292****Special Topics In Music (2)**

Classes focus on specific issues and/or topics of interest in music.

**MUSIC 293****Special Topics In Music (3)**

Classes focus on specific issues and/or topics of interest in music.

**MUSIC 294****Special Topics In Music (4)**

Classes focus on specific issues and/or topics of interest in music.

**MUSIC 295****Special Topics In Music (5)**

Classes focus on specific issues and/or topics of interest in music.

**MUSIC 296****Private Instruction Instrumental (1)**

Individual instruction on string, brass,

woodwind and percussion instruments.

Prerequisite: MUSC 196 or instructor permission. Mandatory decimal grading.

**MUSIC 297****Individual Project In Music (1)**

Individual project in a specific area of music. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSIC 298****Individual Project In Music (2)**

Individual project in a specific area of music. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSIC 299****Individual Project In Music (3)**

Individual project in a specific area of music. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSIC TECHNOLOGY 100****Career Development (2)**

A seminar to assist students in the exploration and development of a career in the music industry. Factual information is presented by professionals working in a variety of music-related careers. Student option grading.

**MUSIC TECHNOLOGY 101****Survey of Music Recording/Publishing Business (2)**

Students learn techniques for successful operation of businesses focusing in the area of music recording and publishing. Cash flow is tracked and evaluated throughout the industry. The course details income generated by studio ownership, artist royalties, broadcast royalties and contract negotiation. Student option grading.

**MUSIC TECHNOLOGY 102****Rights and Methods In Multimedia (2)**

Students learn techniques for the development and marketing of various multimedia products. They will be introduced to legal issues relating to content including copyrighting, trademark law, publicity and privacy rights, unions and other related organizations. Student option grading.

**MUSIC TECHNOLOGY 106****Acoustics of Music (5)**

Students are introduced to the acoustical properties of sound and music. The course begins with an introduction to simple vibrating systems, wave and wave propagation and progress and goes through the reception of sound, frequency and pitch to auditorium and room acoustics. Prerequisite: Successful completion of MATH 080 (2.0 or better) or a score of 60 or higher on the Algebra COMPASS test. Student option grading.

**MUSIC TECHNOLOGY 121****First-Year Audio Recording 1 (3)**

Students gain a working knowledge of signal flow in a modern multi-track recording facility through the study and application of acoustics, decibels and microphones. This course is the first of a structured three-course sequence. Student option grading.

**MUSIC TECHNOLOGY 122****First-Year Audio Recording 2 (3)**

Students gain a deeper understanding of signal flow in a modern multi-track recording facility through the study and usage of recording consoles and signal processing. This course is the second of a structured three-course sequence. Student option grading.

**MUSIC TECHNOLOGY 123****First-Year Audio Recording 3 (3)**

Students gain a deeper understanding of signal flow in a modern multi-track recording facility through the study and usage of audio recorders, amplifiers and speakers. This course is the third of a structured three-course sequence. Prerequisite: MUSTC 122 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 131****Digital Audio Production 1 (3)**

Introduction to ProTools. Manipulate the two main windows in ProTools and learn basic work flows. First in a series of three courses. Prerequisite: VCT 124 Mac Basics prior or simultaneously. Student option grading.

**MUSIC TECHNOLOGY 132****Digital Audio Production 2 (3)**

Intermediate ProTools. Manipulate audio and MIDI components of the software and study more complex production work flow. Second in series of three courses. Prerequisite: MUSTC 131 or equivalent with permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 133****Digital Audio Production 3 (3)**

Sound design for static and dynamic applications and video games. Third course of 3 in series. Prerequisite: MUSTC 132 or equivalent with permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 143****Introduction to Pop & Commercial Music Theory I (3)**

This course begins a process of study in ear training, harmony, rhythm, melody, nomenclature, and production skills necessary for success in pop and commercial music styles. Prerequisite: MUSC& 142 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 151****Introduction to MIDI (2)**

Course introduces students to MIDI music production using synthesizers, sequencers, samplers, drum machines, personal computers and electronic control devices. The history, transmission, and protocol of the MIDI data stream are examined. Instruction is balanced between demonstration and hands-on learning opportunities. Prerequisite: VCT 124 (may be taken concurrently) or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 152****MIDI Sequencing I (2)**

This course introduces students to MIDI sequencing technology using the Macintosh computer. Students learn basic MIDI production skills including real and step-time entry, quantization, looping, transposition, editing, and sound selection. The course features both demonstration and hands-on learning opportunities. Prerequisite: MUSTC 151. Student option grading.

**MUSIC TECHNOLOGY 153****MIDI Sequencing II (2)**

This course develops advanced skill in MIDI sequencing technology. Students learn MIDI functions including data manipulation in various editing environments, synchronization, humanization, and the use of plug-ins and virtual instruments. The course features a balance of demonstration and hands-on learning opportunities. Prerequisite: MUSTC 151, MUSTC 152. Student option grading.

**MUSIC TECHNOLOGY 154****Synthesizers: Modular, FM, Physical Modeling (4)**

Introducing creative sound design using a modular synthesis construction program to demonstrate underlying theory. Subtractive, modular and FM synths will be explained, using oscillators, EGs, filters and dynamic modulation controls. Prerequisite: Intro to Music Technology 101 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 155****Synthesizers: Sampling, Wavetable, Granular (4)**

Learn the fundamental processes associated with sampling (looping, keyboard mapping, velocity layers, instrument building, and beat creation) and introduces other related methods of synthesis wavetable and granular synthesis. Uses a modular synth construction software application for analysis of concepts. Prerequisite: MUSTC 151 - Intro to MIDI or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 163****MIDI Drum Programming (2)**

Students learn to program drumbeats using available MIDI devices. A variety of styles and approaches are presented to develop skill in both real-time and step entry programming. Instruction is balanced between demonstration and hands-on learning. Prerequisite: MUSTC 151 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 171****Dig. Audio Workstation I: Musical Digital Audio (5)**

Students learn the Digital Performer or Apple Logic application with an emphasis on the digital audio component of the application software. Students demonstrate and develop projects simulating a commercial recording studio environment. First in series of three courses. Student option grading.

**MUSIC TECHNOLOGY 172****Dig. Audio Workstation II: Static Sound Design (5)**

Students learn the Digital Performer or Apple Logic application as it applies to audio post-production of static sound design elements such as software graphical-user-interface (GUI), on-line audio and books-on-tape, simulating a commercial recording studio environment. Second in series of three courses. Prerequisite: MUSTC 171. Student option grading.

**MUSIC TECHNOLOGY 173****Dig Audio Workstn III: Film & Video Sound Design (5)**

Logic or Digital Performer video post-production simulating a commercial environment. Third in series of three courses. Prerequisite: MUSTC 172. Student option grading.

**MUSIC TECHNOLOGY 200****Navigating the New Music Business (3)**

As conventional models in the music business crumble, we investigate new revenue streams and emerging businesses on the web, incorporating social media into P.R. and how to network effectively. Explore new ways of creating, financing, promoting and distributing music. Student option grading.

**MUSIC TECHNOLOGY 201****Masters and Mentors (2)**

Students interact weekly with a different guest speaker from the local music community, including managers, label owners, studio owners, booking agents, entertainment lawyers and DIY musicians who bring real world credentials and expertise to the classroom. Student option grading.

**MUSIC TECHNOLOGY 221****Multitrack Music Production 1 (3)**

Students learn the operation of a multitrack recording studio while working as engineers on mixing and basic recording projects. This course is the first of a structured three-course sequence. Prerequisite: MUSTC 123 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 222****Multitrack Music Production 2 (3)**

Students exercise intermediate skills in multitrack music production while working as engineers and producers on recording projects. Emphasis is on the development of a student recording portfolio. This course is the second of a structured three-course sequence. Prerequisite: MUSTC 221 or equivalent with permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 223****Multitrack Music Production 3 (3)**

Students exercise advanced skills in multitrack music production while working as engineers and producers on recording projects. Emphasis is on the development of a student recording portfolio. This course is the third of a structured three-course sequence. Prerequisite: MUSTC 222 or equivalent with permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 231****Audio Post-I Digital Music Production (5)**

Provides students with a working understanding of advanced non-linear digital production of music using digital audio workstations in a recording studio environment. Portfolio materials demonstrate music recording, mixing and mastering techniques. First in series of three courses. Prerequisite: MUSTC 133 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 232****Audio Post II - Digital Radio Production (5)**

Advanced radio broadcast-oriented commercial, public service, short-and long-form programming non-linear digital production using digital audio workstations in a recording studio environment, based on a broadcast paradigm (quick turnaround, high-volume production of time-sensitive audio content.) 2nd in series. Prerequisite: MUSTC 131, MUSTC 132, MUSTC 133, MUSTC 231 and VCT 124, or Instructor Permission. Student option grading.

**MUSIC TECHNOLOGY 233****Audio Post III - Digital Audio for Video (5)**

Design music, sound effects, and other creative audio components for existing video material, using advanced production techniques on a non-linear digital audio workstation. Learn standards and practices used in the post-production industry in a recording studio environment. 3rd in series of 3. Prerequisite: MUSTC 133, MUSTC 232 or instructor permission. Student option grading.

**MUSIC TECHNOLOGY 241****Pop and Commercial Music Theory I (5)**

Basic music theory concepts as applied to pop and commercial music. Includes ear training and basic harmonic, rhythmic, and melodic applications in popular styles. Techniques for creating four-part harmony typical of horn and string accompaniments in commercial music. Prerequisite: MUSTC 143 or permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 242****Pop and Commercial Music Theory II (5)**

Music theory concepts to develop skills for analysis and construction of pop and commercial music. Harmonic, rhythmic, and melodic applications used in the industry. Creation of string and horn accompaniments to enhance the rhythm section. Prerequisite: MUSTC 241. Student option grading.

**MUSIC TECHNOLOGY 243****Pop and Commercial Music Theory III (5)**

Application of music theory concepts to create commercially viable pop music. Advanced ear training, arranging, production techniques, chord substitution, progressions in non-diatonic function. Counterpoint technique in pop music. Individualized creative projects accumulate techniques acquired in 3-quarter sequence. Prerequisite: MUSTC 242 or equivalent with permission of instructor. Student option grading.

**MUSIC TECHNOLOGY 250****Class Piano for Popular and Commercial Music (2)**

MUSTC 250 focuses on rhythmic and melodic improvisation techniques for performers, arrangers, and composers. Students play along with pre-recorded rhythm tracks using common chord progressions. Skills in reading standard music notation are NOT essential for success in the course. Prerequisite: MUSC 151 with a grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**MUSIC TECHNOLOGY 271****Advanced Electronic Music Production I (4)**

Students gain advanced techniques in the creation of new musical timbres through advanced synthesis-patch and sample-patch design. Students learn to use these sounds through practical application within their own MIDI-based musical compositions. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173 or instructor permission. Mandatory decimal grading.

**MUSIC TECHNOLOGY 272****Advanced Electronic Music Production II (4)**

Students acquire techniques for producing realistic sounding emulations of acoustic instruments through the use of sequencers, synthesizers and samplers. Students also learn to

incorporate recorded, acoustic instruments into their electronic music sequences. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173, MUSTC 264 or instructor permission. Mandatory decimal grading.

**MUSIC TECHNOLOGY 273****Advanced Electronic Music Production III (4)**

Students acquire techniques in composing music for other media and will compose and produce music for film scores, video games, and other media. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173, MUSTC 264, MUSTC 265 or instructor permission. Mandatory decimal grading.

**MUSIC TECHNOLOGY 274****Music Technology Portfolio Development (2)**

Create a professional portfolio which includes samples of student's work and is tailored to each student. Prerequisite: Second-year standing and completion of advanced Music Technology courses, or with instructor permission. Student option grading.

**MUSIC TECHNOLOGY 290****Internship In Music Business (5)**

Application of music business techniques and theories in an off-campus environment. Site approval must be obtained by student. This variable credit course may be repeated. Prerequisite: Completion of at least 45 credits in Entertainment Business program and instructor's permission. Student option grading.

**MUSIC TECHNOLOGY 291****Special Topics In Music Technology (1)**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSIC TECHNOLOGY 292****Special Topics In Music Technology (2)**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSIC TECHNOLOGY 293****Special Topics In Music Technology (3)**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSIC TECHNOLOGY 294****Special Topics In Music Technology (4)**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSIC TECHNOLOGY 295****Special Topics In Music Technology (5)**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSIC TECHNOLOGY 297****Individual Project In Music Technology (1)**

Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSIC TECHNOLOGY 298****Individual Project In Music Technology (2)**

Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work

experience. Mandatory decimal grading.

**MUSIC TECHNOLOGY 299****Individual Project In Music Technology (3)**

Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**NURSING 067****Fundamentals of Caregiving (2.5)**

This course meets the Washington State requirements for 'Fundamentals of Care Giving' certificate in order to be employed in community care giving settings. Mandatory P/NC grading.

**NURSING 068****Receiving Nurse Delegation (1)**

This course prepares the student to receive delegation of selected nursing tasks under the Washington State Nurse Delegation regulations. Mandatory P/NC grading.

**NURSING 069****Nursing Assistant Training (6.5)**

This course prepares the student to be a nursing assistant. Federal and state requirements for taking the Nursing Assistant Certification Examination will be included. Mandatory P/NC grading.

**NURSING 070****Comprehensive Nursing Assistant Training (15)**

This course prepares the student to be a nursing assistant for the care of residents of community and long term care facilities. Requirements for 'Fundamentals of Care Giving,' 'Nurse Delegation,' and federal and state requirements for taking the Nursing Assistant Certification examination will be included. Mandatory P/NC grading.

**NURSING 094****Success Strategies for Nursing Students (2)**

Support for academic success in nursing. Includes reading, study, and test-taking skills, working in culturally diverse groups, drug dosage computation, and campus support services. An optional course recommended for those interested in improving academic skills or for whom English is not the native language. Prerequisite: Admission to the Nursing program. Concurrent enrollment in NURS 121 or permission required. Mandatory P/NC grading.

**NURSING 095****Critical Thinking In the Nursing Process (2)**

An optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Advanced placement LPN student or concurrent enrollment in NURS 152 or permission. Mandatory P/NC grading.

**NURSING 121****Communication In Nursing (3)**

Application of basic princ. of communication and human relations to health care settings. Identification of problems in relationships and techniques for working with people of diverse backgrounds in health care environments. Equiv. to NURSE 121. Prerequisite: Admission to the Nursing Program. Concurrently with NURS 131. Mandatory decimal grading.



**NURSING 131****Skills Practice Laboratory for Communication (1)**

Practice of communication skills including diverse clients with varying preferences, values, and needs. Includes professionalism, self-awareness and impact on communication, group process, and interpersonal relationships. Prerequisite: Admission to the Nursing program. Mandatory P/NC grading.

**NURSING 141****Foundations of Nursing Practice (3)**

Describes organizing framework foundational to the nursing program. Concepts include: critical thinking, nursing process, patient-centered care, homeostasis, and environment with emphasis on human needs and lifespan regarding the older adult. Socialization into the nursing profession is emphasized. Prerequisite: Admission to the Nursing Program. Concurrent with NURS 151 and 161. Mandatory decimal grading.

**NURSING 142****Nursing Practice and Common Health Disturbances (5)**

Nursing care for persons with common health disturbances related to: immobility, malnutrition, infection, inflammation, healing, pain, perioperative care, unconsciousness, dementia, diabetes, integumentary and musculoskeletal disorders and end of life issues. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 152 & 162. Mandatory decimal grading.

**NURSING 143****Nursing Practice & Complex Health Disturbances I (6)**

Third course in the nursing sequence with emphasis on hospitalized patients with complex health disturbances. Focus is on the surgical experience, fluid, electrolyte and acid-base balance, respiratory, cardiac, neurological, immunological, cancer, gastrointestinal, endocrine, and sensory disturbances. Prerequisite: NURS 142, 152 and 162 with 2.0 or higher or advanced placement LPN entry. Mandatory decimal grading.

**NURSING 151****Nursing Foundations Practicum (4)**

Provides opportunity for student to apply the nursing process, communication techniques, and basic nursing skills in a long-term care setting. Equiv. to NURSE 142. Prerequisite: Admission to the Nursing Program. Concurrently with NURS 141 and 161. Mandatory P/NC grading.

**NURSING 152****Common Health Disturbances Practicum (4)**

Provides the opportunity to expand the use of nursing process and technical skills when caring for hospitalized persons. Emphasizes medication administration, health teaching and interpersonal communication. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 142, 162. Mandatory P/NC grading.

**NURSING 153****Complex Health Disturbances I Practicum (5)**

Students provide care for hospitalized individuals with complex health disturbances. Emphasis on persons undergoing surgery and intravenous management. Prerequisite: NURS 142, 152, and 162 with 2.0 or higher. Mandatory P/NC grading.

**NURSING 161****Skills Practice Laboratory I (1)**

Provides on-campus experience practicing basic nursing skills. Equiv. to NURSE 132. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 141 and 151. Mandatory P/NC grading.

**NURSING 162****Skills Practice Laboratory II (1)**

Provides progression in the practice of nursing skills in an on-campus laboratory setting. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 142 and 152. Mandatory P/NC grading.

**NURSING 163****Skills Practice Laboratory III (1)**

Third course in the nursing skills lab sequence. Students practice and demonstrate nursing skills in an on-campus laboratory setting. Prerequisite: NURS 142, 152, and 162 with 2.0 or higher, or advanced placement LPN entry. Mandatory P/NC grading.

**NURSING 221****Nurs Practice and Complex Health Disturbances II (2.5)**

Fourth course in the nursing sequence, with emphasis on care of the person with complex health disturbances. Focuses on neurological, biliary, genitourinary, renal and reproductive system dysfunctions. Nursing role with toxic agent exposure and disaster management is included. Prerequisite: NURS 143 completed with 2.0 or above and 153, 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 231. Mandatory decimal grading.

**NURSING 222****Nursing Practice and the Childbearing Family (3)**

Provides knowledge related to physiological and psychological changes occurring during the childbearing experience. Major focus is homeostasis for mother, newborn, and family unit. Explores cultural implications and diverse approaches and attitudes regarding childbearing. Taken concurrently with NURS 232. Prerequisite: NURS 221, 231, 241, 251. Mandatory decimal grading.

**NURSING 223****Nurs Practice & Complex Health Disturbances III (3)**

Final course in the nursing sequence focusing on nursing care of persons throughout the life-span with complex health disorders related to hematopoietic disorders; acute renal, cardiac, and respiratory disorders, trauma, severe burns and the hospitalized child. Pharmacology is integrated. Prerequisite: NURS 222, 232, 242, 252. Mandatory decimal grading.

**NURSING 231****Complex Health Disturbances II Practicum (5)**

Students provide care for hospitalized individuals with complex health disturbances. Prerequisite: NURS 143 completed with 2.0 or above, NURS 153 & 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 221. Mandatory P/NC grading.

**NURSING 232****Nursing and Childbearing Family Practicum (4)**

Expands use of the nursing process and

advanced skills to the care of the childbearing family unit with emphasis on antepartal, intrapartal and postpartal care of mothers and newborns in both acute care and community settings. Taken concurrently with NURS 222. Prerequisite: NURS 221, 231, 241, and 251. Mandatory P/NC grading.

**NURSING 233****Complex Health Disturbances III Practicum (4)**

Clinical nursing practice in an acute care setting in which students are to apply theory attained in all previous levels as well as theory of Nursing 223. Focuses on transition to registered nurse role. Taken concurrently with NURS 223. Prerequisite: NURS 222, 232, 242, 252. Mandatory P/NC grading.

**NURSING 241****Nursing Practice and Psychosocial Disturbance (2.5)**

Concepts of mental health, psychopathology, treatment modalities, psychopharmacology and the effect of culture and development on mental health status, and the mental health system and its effects on individuals are explored. Principles of psychosocial nursing and work with the interdisciplinary team are emphasized. Prerequisite: NURS 143 with 2.0 or above, NURS 153 & 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 251. Mandatory decimal grading.

**NURSING 242****Nursing Practice and Health Promotion (3.5)**

Provides knowledge related to maintaining and promoting optimal health for individuals and families. Discusses health disparity as it relates to power/privilege. Emphasis is on supporting client self-determination and self care in the home and community. Prerequisites: NURS 221, 231, 241, 251. Mandatory decimal grading.

**NURSING 243****Managing Nursing Care In the Health Care System (3)**

Presents basic management theory applied to nursing & the management of patient/client care. Explores the challenges, issues, & trends affecting the nursing profession and the health care system of today. Provides information relative to legal issues surrounding nursing practice. Prerequisites: NURS 220, 221, 231, 252, or permission. Mandatory decimal grading.

**NURSING 251****Psychosocial Disturbance Practicum (2)**

Provision of care for persons with psychiatric disturbances in a variety of settings. Working with interdisciplinary team is emphasized. Prerequisite: NURS 143 completed with 2.0 or higher and NURS 153 & 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 241. Mandatory P/NC grading.

**NURSING 252****Nursing and Health Promotion Practicum (1.5)**

Clinical practice in ambulatory and community settings. The major focus is on use of nursing process and promoting health and self determination with consideration of underserved populations. Prerequisite: NURS 221, 231, 241, 251 or instructor's permission. Mandatory P/NC grading.

**NURSING 253****Managing Nursing Care Practicum (2)**

Basic management theory and nursing theory from entire program applied to the management of patient/client care. Emphasis on moving into the registered nursing role. Concurrent enrollment in NURS 243. Prerequisites: NURS 222, 232, 242, 252. Mandatory P/NC grading.

**NURSING 266****Cardiac Monitoring (2)**

Optional nursing course. Fundamentals of bedside cardiac monitoring and dysrhythmia interpretation. Prerequisite: Enrollment in second year of registered nursing program or current nursing licensure. Mandatory P/NC grading.

**NURSING 267****Intravenous Therapy (2)**

Optional nursing course. Concepts include: Intravenous fluid types, equipment, indications for therapy, site selection, compatibility, drip titration, dosage and rate calculation, site maintenance, and complications. Live IV insertion practice is not included. Prerequisite: Currently enrolled in second year of nursing program or licensure as a nurse. Mandatory P/NC grading.

**NURSING 290****Leadership Experience In Nursing (1)**

An elective course that focuses on support for students in leadership positions in organizations. Emphasizes developing skills for group leading, recruitment of others into the organization's programs, organizing and planning events, fund raising, and managing conflict within organizations. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in other nursing courses or permission is required. Mandatory P/NC grading.

**NURSING 291****Special Topics In Nursing (1)**

Classes focusing on specific issues and/or topics of interest in nursing.

**NURSING 292****Special Topics In Nursing (2)**

Classes focusing on specific issues and/or topics of interest in nursing.

**NURSING 293****Special Topics In Nursing (3)**

Classes focusing on specific issues and/or topics of interest in nursing.

**NURSING 294****Special Topics In Nursing (4)**

Classes focusing on specific issues and/or topics of interest in nursing.

**NURSING 295****Special Topics In Nursing (5)**

Classes focusing on specific issues and/or topics of interest in nursing.

**NURSING 297****Individual Project In Nursing (1)**

Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**NURSING 298****Individual Project In Nursing (2)**

Individual project in a specific area of nursing.

By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**NURSING 299****Individual Project In Nursing (3)**

Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**NURSING 10-QTR 095****Success Strategies I - 10 Qtr (1)**

Support for academic success in nursing. Includes reading, study, and test-taking skills, working in culturally diverse groups and campus support services. An optional course recommended for students interested in improving academic skills or who are non-native English speakers. Prerequisite: Current enrollment in 10 Quarter Nursing Program. Mandatory P/NC Grading.

**NURSING 10-QTR 096****Success Strategies II - 10 Qtr (1)**

Support for academic success in nursing. Includes reading, study, drug dosage computation, working in culturally diverse groups, & campus support services. An optional course recommended for students interested in improving academic skills or who are non-native English speakers. Prerequisite: Current enrollment in 10 Quarter Nursing Program. Mandatory P/NC grading.

**NURSING 10-QTR 097****Critical Thinking In the Nsg Process I - 10 Qtr (1)**

An optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Current enrollment in 10-Quarter Nursing Program. Mandatory Pass/NC grading.

**NURSING 10-QTR 098****Critical Thinking In the Nsg Process II - 10-Qtr (1)**

Continuation of an optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Current enrollment in 10 Quarter Nursing Program. Mandatory P/NC grading.

**NURSING 10-QTR 121****Communication In Nursing - 10 Qtr (3)**

Students apply basic principles of communication and human relations to health care settings. Includes identification of problems in human relationships and techniques for working successfully with clients, families, co-workers, and others of diverse backgrounds in the health care environment. Equiv. to NURS 121. Prerequisite: Admission to the 10 quarter option of the nursing program. Mandatory decimal grading.

**NURSING 10-QTR 122****Found. of Nursing Practice - 10 Qtr (3)**

Organizing framework foundational to the nursing program. Concepts include critical thinking, nursing process, total person, homeostasis, environment, human needs, lifespan development of the older adult, and responsibilities of the RN. Equiv to NURS 141. Prerequisite: NURSE 121 and 131. Concurrent with NURSE 132 and 142. Mandatory decimal grading.

**NURSING 10-QTR 123****Nsg Practice & Common Health Disturbances- 10-Qtr (7)**

Nsg care for persons with common health disturbances related to immobility, malnutrition, infection, inflammation, healing, pain, peri-operative care, unconsciousness, diabetes, musculoskeletal disorders, & end-of-life issues across the life span. Includes nsg skills practice labs and clinical practicum to care for hospitalized persons. Prerequisites: NURSE 121, 131, 122, 132, 142. Mandatory decimal grading.

**NURSING 10-QTR 124****Nsg Prac & Complex Health Disturbances I - 10-Qtr (6.5)**

First course in nursing sequence that focuses on nursing care for persons with complex health disturbances. Emphasis on electrolyte and acid-base imbalances and respiratory conditions. Includes nsg skills practice labs and clinical practicum to care for complex hospitalized individuals, primarily those individuals undergoing surgery. Prerequisite: NURSE 123. Mandatory decimal grading.

**NURSING 10-QTR 125****Nsg Prac & Complex Health Disturbances II - 10-Qtr (6)**

Second course in sequence that focuses on nursing care for persons with complex health disturbances. Emphasis on cardiovascular, shock, neurological, immunological, cancer, gastrointestinal, endocrine, sensory, and integumentary problems. Includes nsg skills practice labs. Prerequisite: NURSE 124. Mandatory decimal grading.

**NURSING 10-QTR 131****Communication Skills Lab - 10 Qtr (1)**

Practice of communication skills including communicating within the health care team and with clients; group process; and responding to individuals with varying needs, ages, and problems. Techniques for managing personal stress in health care settings are explored. Instructor approval required. Equiv. to NURS 131. Prerequisite: Admission to the 10 quarter option of the Nursing Program. Mandatory P/NC grading.

**NURSING 10-QTR 132****Skills Practice Lab - 10 Qtr (1)**

Provides on-campus experience practicing basic nursing skills. Equiv. to NURS 161. Prerequisite: NURSE 121 and 131. Concurrent enrollment in NURSE 122 and 142. Mandatory P/NC grading.

**NURSING 10-QTR 142****Nursing Foundations Practicum - 10 Qtr (4)**

Provides opportunity for student to apply the nursing process, communication techniques, and basic nursing skills in a long-term care setting. Equiv. to NURS 151. Prerequisite: NURSE 121 and 131. Concurrently with NURSE 122 and 132. Mandatory P/NC grading.

**NURSING 10-QTR 221****Nsg Prac & Complex Health Disturb III - 10-Qtr (2.5)**

Third course in four course series of nursing care for patients with complex health disturbances with emphasis on care of persons with conditions of the neurological, hepato-biliary, genitourinary, renal and reproductive systems. Nursing role with toxins and bioterrorism is included. Equiv. to NURS 221. Prerequisite: NURSE 125. Mandatory decimal grading.



**NURSING 10-QTR 222**

**Nursing Practice and Health Promotion - 10-Qtr (3.5)**

Provides knowledge related to maintaining and promoting optimal health for individuals and families. Discusses health disparity as it relates to power/privilege. Emphasis is on supporting client self-determination and self care in the home and community. Equiv. to NURS 242. Prerequisite: NURSE 221 & 231. Mandatory decimal grading.

**NURSING 10-QTR 223**

**Nursing Prac & the Childbearing Family - 10-Qtr (3)**

Provides knowledge related to physiological and psychological changes occurring during the childbearing experience. Major focus is homeostasis for mother, newborn, and family unit. Explores cultural implications and diverse approaches and attitudes regarding childbearing. Equiv. to NURS 222. Prerequisite: NURSE 222 & 232. Mandatory decimal grading.

**NURSING 10-QTR 224**

**Mngng Nsg Care in the Health Care System- 10-Qtr (3)**

Presents basic management theory applied to nursing and the management of patient/client care. Explores the challenges, issues, and trends affecting the nursing profession and the health care system of today. Provides information relative to legal issues surrounding nursing practice. Equiv. to NURS 243. Prerequisite: NURSE 223, 233, and 243. Mandatory decimal grading.

**NURSING 10-QTR 225**

**Nursing Prac & Complex Health Disturb IV- 10-Qtr (3)**

Final course in the nursing sequence focusing on nursing care of persons throughout the life-span with complex health disorders related to hematopoietic disorders; acute renal, cardiac, and respiratory disorders, trauma, severe burns and the hospitalized child. Pharmacology is integrated. Equiv. to NURS 223. Prerequisite: NURSE 224 and 234. Mandatory decimal grading.

**NURSING 10-QTR 231**

**Complex Health Disturbances Practicum I - 10-Qtr (6.5)**

Clinical practicum where students apply theoretical concepts from NURSE 221 in providing care to hospitalized individuals with complex health disturbances. Prerequisite: NURSE 125. Mandatory P/NC grading.

**NURSING 10-QTR 232**

**Nursing and Health Promotion Practicum - 10-Qtr (1.5)**

Clinical practice in ambulatory and community settings. The major focus is on use of nursing process and promoting health and self determination with consideration of underserved populations. Equiv. to NURS 252. Prerequisite: NURSE 221 & 231. Mandatory P/NC grading.

**NURSING 10-QTR 233**

**Nursing and Childbearing Family Practicum- 10-Qtr (4)**

Expands use of the nursing process and advanced skills to the care of the childbearing family unit with emphasis on antepartal, intrapartal and postpartal care of mothers and newborns in both acute care and community settings. Equiv. to NURS 232. Prerequisite: NURSE 222 & 232. Mandatory P/NC grading.

**NURSING 10-QTR 234**

**Managing Nursing Care Practicum - 10-Qtr (2)**

Clinical practicum where basic management theory and nursing theory from entire program are applied to the management of patient/client care. Emphasis on moving into the registered nursing role. Equiv. to NURS 253. Prerequisite: NURSE 223, 233, and 243. Mandatory P/NC grading.

**NURSING 10-QTR 235**

**Complex Health Disturbances Practicum II - 10-Qtr (4)**

Clinical nursing practice in an acute care setting in which students are to apply theory attained in all previous levels as well as theory of NURSE 225. Focuses on transition to registered nurse role. Equiv. to NURS 233. Prerequisite: NURSE 224 AND 234. Mandatory P/NC grading.

**NURSING 10-QTR 242**

**Nsg Pract and Psychosocial Disturbance - 10-Qtr (2.5)**

Concepts of mental health; psychopathology; treatment modalities; psychopharmacology and the effect of culture and development on mental health status; and the mental health system and its effect on individuals are explored. Principles of psychosocial nursing and work with the interdisciplinary team are emphasized. Equiv. to NURS 241. Prerequisite: NURSE 121, 131, 221, and 231. Mandatory decimal grading.

**NURSING 10-QTR 243**

**Psychosocial Disturbances Practicum - 10-Qtr (2)**

Clinical practicum providing care to individuals with psychiatric disturbances in a variety of settings. Working with an interdisciplinary team is emphasized. Equiv. to NURS 251. Prerequisite: NURSE 242. Mandatory P/NC grading.

**NUTRITION & 101**

**Nutrition (5)**

A general study of nutrients in food, its digestion, absorption and metabolism. Course also deals with energy balance, weight control, nutritional assessment and improvement of general well-being. Prerequisite: Recommended completion of MATH 070 and ENGL 099 or EAP 099. Student option grading.

**NUTRITION & 101W**

**Nutrition (5)**

A general study of nutrients in food, its digestion, absorption and metabolism. Course also deals with energy balance, weight control, nutritional assessment and improvement of general well-being. Prerequisite: Recommended completion of MATH 070 and ENGL 099 or EAP 099. Student option grading.

**NUTRITION 188**

**Nutrition and Fitness (3)**

This course is designed for anyone wanting to improve their health through nutrition and fitness, from recreational exercisers to serious athletes. Included are discussions of fitness goals and guidelines, nutrients and energy systems, weight maintenance, eating disorders, nutrition misinformation, and supplement use. Dual listed with PE 188. Prerequisites: Recommended completion of MATH 070 and ENGL 099 or EAP 099.

**NUTRITION 293**

**Special Topics In Nutrition (3)**

Classes focusing on specific issues and/or topics on interest in nutrition. Student option grading.

**NUTRITION 297**

**Individual Project In Nutrition (1)**

Individual project in a specific area of nutrition. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational & work experience. Student option grading.

**NUTRITION 298**

**Individual Project In Nutrition (2)**

Individual project in a specific area of nutrition. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational & work experience. Student option grading.

**NUTRITION 299**

**Individual Project In Nutrition (3)**

Individual project in a specific area of nutrition. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational & work experience. Student option grading.

**OCEANOGRAPHY & 101**

**Introduction to Oceanography (5)**

Study of the sea floor features, the earth's interior, ancient sea levels and climates, pollutants, nutrients, ocean currents, waves, beaches, tides and habitats. Labs on rocks, charts and navigation, sea water and organisms of the sea. Prerequisite: ENGL& 101 and MATH 080 with 2.0 or better. Student option grading.

**OCEANOGRAPHY 297**

**Individual Project In Oceanography (1)**

Individual project in a specific area of oceanography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**OCEANOGRAPHY 298**

**Individual Project In Oceanography (2)**

Individual project in a specific area of oceanography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**OCEANOGRAPHY 299**

**Individual Project In Oceanography (3)**

Individual project in a specific area of oceanography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**PARENT EDUCATION 114**

**Parent Cooperative Preschool 1: 0-1, 1-Day (2)**

Lecture/lab for parents of birth to one year olds; PARED 114/115/116 together cover parenting the infant: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

Lecture/lab for parents of 5-6 year olds; PARED 157/158/159 together cover parenting the 5-6 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/N/C grading.

**PARENT EDUCATION 159****Parent Cooperative Preschool 3:5-6, 3-Day (3)**

Lecture/lab for parents of 5-6 year olds; PARED 157/158/159 together cover parenting the 5-6 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARENT EDUCATION 164****Parent Cooperative Preschool 1:3-5, 2-Day (2)**

Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 165****Parent Cooperative Preschool 2:3-5, 2-Day (2)**

Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 166****Parent Cooperative Preschool 3:3-5, 2-Day (2)**

Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 167****Parent Cooperative Preschool 1:3-5, 3-Day (3)**

Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 168****Parent Cooperative Preschool 2:3-5, 3-Day (3)**

Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 169****Parent Cooperative Preschool 3:3-5, 3-Day (3)**

Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 174****Parent Cooperative Preschool 1: 1-4, 1-Day (2)**

Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Prerequisite: None. Instructor permission required. Mandatory P/NC grading.

**PARENT EDUCATION 175****Parent Cooperative Preschool 2: 1-4, 1-Day (2)**

Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Prerequisite: None. Instructor permission required. Mandatory P/NC grading.

**PARENT EDUCATION 176****Parent Cooperative Preschool 3: 1-4, 1-Day (2)**

Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Prerequisite: None. Instructor permission required. Mandatory P/NC grading.

**PARENT EDUCATION 177****Parent Cooperative Preschool 1:1-4, 2-Day (2)**

Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 178****Parent Cooperative Preschool 2:1-4, 2-Day (2)**

Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 179****Parent Cooperative Preschool 3:1-4, 2-Day (2)**

Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Mandatory P/NC grading.

**PARENT EDUCATION 184****Parent Cooperative Preschool 1: 0-5 (1)**

Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.

**PARENT EDUCATION 185****Parent Cooperative Preschool 2: 0-5 (1)**

Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.

**PARENT EDUCATION 186****Parent Cooperative Preschool 3: 0-5 (1)**

Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.

**PARENT EDUCATION 191****Special Topics In Pared (1)**

Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191,192,193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARENT EDUCATION 192****Special Topics In Pared (2)**

Lecture course for parents that explores concepts and theories of selected parenting

issues. PARED 191, 192, 193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARENT EDUCATION 193****Special Topics In Pared (3)**

Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191, 192, 193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARENT EDUCATION 291****Special Topics In Parent Education (1)**

Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

**PARENT EDUCATION 292****Special Topics In Parent Education (2)**

Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

**PARENT EDUCATION 293****Special Topics In Parent Education (3)**

Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

**PARENT EDUCATION 297****Individual Project In Parent Education (1)**

Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PARENT EDUCATION 298****Individual Project In Parent Education (2)**

Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PARENT EDUCATION 299****Individual Project In Parent Education (3)**

Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHILOSOPHY & 101****Introduction to Philosophy (5)**

Examination and discussion of important philosophical arguments pertaining to the classic questions of philosophy, including: Does God exist? What is truth? How does knowledge differ from opinion? What is consciousness? Do we have free will? What is justice? Prerequisite: Recommend successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.



**PHILOSOPHY 102****Contemporary Moral Problems (5)**

Students examine a variety of different ethical standpoints and theories which they apply to moral issues such as war, human trafficking, capital punishment, human rights, animal rights, euthanasia, the environment, abortion, racial and ethnic discrimination, social justice, and issues of gender and sexuality. Prerequisite: Recommend successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

**PHILOSOPHY & 115****Critical Thinking (5)**

An informal, non-symbolic introduction to logic and critical thinking emphasizing real-life examples, natural language applications, and the informal logical fallacies. Student option grading.

**PHILOSOPHY & 120****Symbolic Logic (5)**

Students translate reasoning into symbolic language and then test it for validity using algorithms and proof procedures similar to those used in math and computer science. Prerequisite: MATH 098 (2.0 or better), or MATH 099 (2.0 or better), or a score of 69 or higher on the Algebra COMPASS test or a score of 35 or higher on the College Algebra COMPASS test. Student option grading.

**PHILOSOPHY 210****Comparative Religion (5)**

A comparative survey of the history, beliefs and practices of major religions and religious traditions around the world. Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Jainism, Shintoism, Native American traditions and traditions of other indigenous peoples, Witchcraft, and so forth. Student option grading.

**PHILOSOPHY 240****Introduction to Ethics (5)**

What is the basis of human rights? Which rights, if any, should be universal? What, if anything, is truly good in itself? What is social justice? Join this course for lively philosophical discussions on these and other big questions pertaining to the nature of right and wrong, good and bad. Prerequisite: ENGL& 101 or equivalent recommended. Student option grading.

**PHILOSOPHY 248****Ethical Issues In Criminal Justice (5)**

Critical discussion of the philosophical, psychological, ethical underpinnings of human behavior in the Criminal Justice system, including ethical challenges and issues of multiculturalism within the Criminal Justice system. Mandatory decimal grading.

**PHILOSOPHY 265****Philosophy Through Film (5)**

This course will examine a variety of philosophical arguments through the medium of film. It will consist of screenings, readings and lectures, and lively discussion. Students will engage a wide range of exciting thinkers, issues, and movies with the goal of understanding both how our world is and how we want it to be. Prerequisite: Recommended placement into ENGL& 101. Mandatory decimal grading.

**PHILOSOPHY 267****Introduction to Philosophy of Religion (5)**

Does God exist? Do we have an immaterial

soul? Is there life after death? What is faith? Has science proven there is no God? Is it ever reasonable to believe a miracle occurred? Why does the world contain evil? Join this class to engage in lively philosophical discussions concerning these and other big questions pertaining to religion. Student option grading.

**PHILOSOPHY 295****Special Topics In Philosophy (5)**

Classes focusing on specific issues and/or topics of interest in philosophy. Student option grading.

**PHILOSOPHY 297****Individual Project In Philosophy (1)**

Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHILOSOPHY 298****Individual Project In Philosophy (2)**

Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHILOSOPHY 299****Individual Project In Philosophy (3)**

Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHYSICAL EDUCATION 105****Badminton I (2)**

Introduction to the rules, techniques, physical skills, and strategies of the game of badminton. Students will learn origins and rules, develop individual skills and reinforce their skill through competitive games and tournament experiences. Student option grading.

**PHYSICAL EDUCATION 116****Tai Chi I (2)**

Introduction to the art of Tai Chi and its basis in Chinese philosophy as it relates to the development of the individual. Students will develop basic Tai Chi moves and learn a form of exercise based on soft, fluid movements. Previously PE 133. Student option grading.

**PHYSICAL EDUCATION 117****Yoga I (2)**

Introductory class where the focus is from the inside out. Gain better balance, strength, flexibility and stability from the body's core. Will blend energizing effort with relaxing, while quieting the mind, toning the body and inspiring personal confidence. Student option grading.

**PHYSICAL EDUCATION 126****Yoga/Pilates Fusion I (2)**

Introduction to the flexibility, balance, and breathing aspects of Yoga combined with the strengthening properties of Pilates for a complete body workout; toning the body, reducing stress, and building self-confidence. Mandatory decimal grading.

**PHYSICAL EDUCATION 136****Weight Training & Cardio Fitness (2)**

A complete muscular strength and cardiovascular fitness training experience centered around individual machine techniques.

Allows the student to develop and experience their own personal fitness program. Student option grading.

**PHYSICAL EDUCATION 139****Core Strength Conditioning I (2)**

Develop and understand the importance of core body strength through a variety of activities including yoga, Pilates, the exercise ball and resistance exercises. Focus will be on the development of the core muscle groups while developing over all body strength and flexibility. Student option grading.

**PHYSICAL EDUCATION 154****Soccer I (2)**

Introduction to techniques, physical skills, & strategies of soccer. Learn origins & rules, develop individual skills through a series of demonstrations, drills & individual performance tasks & reinforce those skills through competitive games. Student option grading.

**PHYSICAL EDUCATION 155****Basketball I (2)**

Introduction to basketball skills and conditioning. Includes passing, shooting, ball movement, individual and team strategy, skills and techniques, rules of the game, scoring procedures and officiating. Student option grading.

**PHYSICAL EDUCATION 188****Nutrition and Fitness (3)**

This course is designed for anyone wanting to improve their health through nutrition and fitness, from recreational exercisers to serious athletes. Included are discussions of fitness goals and guidelines, nutrients and energy systems, weight maintenance, eating disorders, nutrition misinformation, and supplement use. Dual listed with NUTR 188. Prerequisites: Recommended completion of MATH 070 & ENGL 099 or EAP 099. Student option grading.

**PHYSICAL EDUCATION 200****Fitness Lab (3)**

Pursue your fitness goals in an informal supervised setting while earning college credit. Gain practical experience while participating in your personal fitness program. Prerequisites: PE 101, or any of the following PE 127, PE 128, PE 129, PE 227, PE 228, PE 229. Mandatory P/NC grading.

**PHYSICAL EDUCATION 205****Badminton II (2)**

Advanced study of the rules, techniques, physical skills, and strategies of the game of badminton. Drills, individual performance tasks and reinforcement of skill through competitive games and tournament experiences. Prerequisite: PE 105 or instructor permission. Student option grading.

**PHYSICAL EDUCATION 216****Tai Chi II (2)**

Advanced level class. Builds on and focuses on mastery of basic skills, techniques and philosophy of Tai Chi, as expressed in Chinese culture. Introduction to advanced skills and movements. Prerequisite: PE 116 or instructor permission. Student option grading.

**PHYSICAL EDUCATION 217****Yoga II (2)**

Advanced class. Increase your balance, strength, flexibility and stability from the body's core with refined yoga techniques. Blend energizing effort with relaxing; inhaling with exhaling, quieting, toning the body, and inspiring personal confidence. Prerequisite: PE 117 or permission. Student option grading.

**PHYSICAL EDUCATION 226****Yoga/Pilates Fusion II (2)**

Advanced study of Yoga and Pilates as an integrated combination designed to provide a complete body workout which will improve flexibility, balance, breathing, core strengthening, stress reduction and self-confidence. Prerequisite: PE 126 or instructor permission. Mandatory decimal grading.

**PHYSICAL EDUCATION 236****Weight Training and Cardio Fitness II (2)**

Advanced muscular and cardiovascular strength and endurance training. Student will be expected to know the elements of fitness and principles of overall body condition, and be able to develop and execute several training regimens. Prerequisite: PE 136 or instructor permission. Student option grading.

**PHYSICAL EDUCATION 239****Core Strength Conditioning II (2)**

Advanced core fitness training using a variety of exercise forms including yoga, pilates, BOSU, exercise ball and light weights. Develop an understanding of core strength development and its relationship to health and fitness. Prerequisite: PE 139 or instructor permission. Student option grading.

**PHYSICAL EDUCATION 254****Soccer II (2)**

Advanced conditioning, skills, and strategies for highly skilled, experienced players. Advanced individual and team strategies. Prerequisite: PE 154 or instructor's permission. Student option grading.

**PHYSICAL EDUCATION 255****Basketball II (2)**

Advanced study of the rules, techniques, physical skills and strategies of the game of basketball. Skills refined through games and related drills. Introduction to advanced technically demanding skills and team offensive and defensive systems. Previously PE 208. Prerequisite: PE 155 or instructor permission. Student option grading.

**PHYSICAL EDUCATION 260****Fitness Participation (1)**

Fitness experience designed for the student who already has knowledge in a team or individual sport, or lifetime fitness activity and is interested in continuing participation in that activity. Grade based on attendance and participation only. No written assignments. Prerequisite: 100 or 200 level of the specific activity course required. Mandatory P/NC grading.

**PHYSICAL EDUCATION 270****Basketball Strategies (3)**

Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive conditioning and competition. Student option grading.

**PHYSICAL EDUCATION 274****Baseball Strategies (3)**

Off-season conditioning, skills, and individual and team strategies for the highly-skilled athlete. Includes intensive conditioning and competitive experiences. Student option grading.

**PHYSICAL EDUCATION 276****Volleyball Strategies (3)**

Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive competitive and conditioning experiences. Student option grading.

**PHYSICAL EDUCATION 277****Soccer Strategies (3)**

Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive conditioning and competition experiences. Student option grading.

**PHYSICAL EDUCATION 278****Softball Strategies (3)**

Off-season conditioning, skills, and individual and team strategies for the highly-skilled athlete. Intensive conditioning and competitive experiences. Student option grading.

**PHYSICAL EDUCATION 280****Cardio-Pulmonary Resuscitation (1)**

CPR for the Professional Rescuer. Includes adult, infant and child rescue breathing, choking and CPR, as well as two-person CPR, pocket mask and bag-valve mask skills. Student option grading.

**PHYSICAL EDUCATION 290****Special Topics In Physical Education (0.5)**

Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PHYSICAL EDUCATION 291****Special Topics In Physical Education (1)**

Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PHYSICAL EDUCATION 292****Special Topics In PE (2)**

Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PHYSICAL EDUCATION 293****Special Topics In Physical Education (3)**

Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PHYSICAL EDUCATION 294****Special Topics In Physical Education (4)**

Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PHYSICAL EDUCATION 295****Special Topics In Physical Education (5)**

Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PHYSICAL EDUCATION 297****Individual Project In Physical Education (1)**

Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on

evaluation of student's educational and work experience. Student option grading.

**PHYSICAL EDUCATION 298****Individual Project In Physical Education (2)**

Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**PHYSICAL EDUCATION 299****Individual Project In Physical Education (3)**

Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**PHYSICS 090****Physics/Engineering Learning Center (1)**

A learning and tutorial center for students enrolled in PHYS& 121, 122, 123 and PHYS& 221, 222, 223 as well as ENGR 115 and all 200-level ENGR courses. Provides individual and small group tutorial assistance for those enrolled in those courses. Prerequisite: Must be enrolled in Physics or Engineering course. Mandatory P/NC grading.

**PHYSICS 110****Concepts of the Physical World (5)**

Introduction to selected physics concepts and theories. Intended for liberal arts and other non-science majors. Prerequisite: MATH 099 (2.0 or better). Student option grading.

**PHYSICS & 114****General Phys I W/Lab (5)**

Algebra-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies Newtonian mechanics. Prerequisite: MATH& 142 with a grade of 2.0 or better. Mandatory decimal grading.

**PHYSICS & 115****General Phys II W/Lab (5)**

Algebra-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies electricity and magnetism. Prerequisite: PHYS& 114 and MATH& 142 with grades of 2.0 or better. Mandatory decimal grading.

**PHYSICS & 116****General Phys III W/Lab (5)**

Algebra-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies waves, heat and light. Prerequisite: PHYS& 115 and MATH& 142 with grades of 2.0 or better. Mandatory decimal grading.

**PHYSICS & 221****Engineering Physics I W/Lab: Mechanics (5.5)**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies Newtonian mechanics. Includes laboratory. Prerequisite: MATH& 151 with grade of 2.0 or better. Mandatory decimal grading.



**PHYSICS & 222****Engineering Physics II W/Lab: Electromagnetism (5.5)**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies electricity and magnetism. Includes laboratory. Prerequisite: PHYS& 221 and MATH& 163 with grades of 2.0 or better. Mandatory decimal grading.

**PHYSICS & 223****Engr Physics III W/Lab: Waves, Heat & Light (5.5)**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies fluids, waves, sound, thermodynamics and light. Includes laboratory. Prerequisite: PHYS& 221 and MATH& 152 with grades of 2.0 or better. Mandatory decimal grading.

**PHYSICS 297****Individual Project In Physics (1)**

Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**PHYSICS 298****Individual Project In Physics (2)**

Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**PHYSICS 299****Individual Project In Physics (3)**

Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**POLITICAL SCIENCE & 101****Introduction to Political Science (5)**

This course provides a general overview of the major political movements, ideologies, and regimes that have shaped the contemporary world. Examines the nature, purpose, and practice of politics in both its democratic and non-democratic forms. Emphasis on explaining political change and stability. Student option grading.

**POLITICAL SCIENCE & 202****Introduction to American Government and Politics (5)**

This course provides an introduction to the U.S. political system. Students examine how the political process in the United States addresses significant public problems and conflicts in American society. Student option grading.

**POLITICAL SCIENCE & 203****International Relations (5)**

This class examines how nations interact in a globalized world. World views, national interests, power, war and peace, international organizations and law, trade and development, human rights, the environment, and alternate strategies for resolving global problems will be discussed. Prerequisite: ENGL& 101 is recommended. Student option grading.

**POLITICAL SCIENCE 221****American Foreign Policy (5)**

This course introduces students to the subject of American foreign policy. The focus is on (1) the evolution of policy, its values, circumstances and priorities, especially since 1945, and (2) the institutions and processes through which policy is made and carried out. Prerequisite: ENGL& 101 recommended. Student option grading.

**POLITICAL SCIENCE 291****Special Topics In Political Science (1)**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLITICAL SCIENCE 292****Special Topics In Political Science (2)**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLITICAL SCIENCE 293****Special Topics In Political Science (3)**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLITICAL SCIENCE 294****Special Topics In Political Science (4)**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLITICAL SCIENCE 295****Special Topics In Political Science (5)**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLITICAL SCIENCE 295W****Special Topics In Political Science (5)**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLITICAL SCIENCE 297****Individual Project In Political Science (1)**

Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**POLITICAL SCIENCE 298****Individual Project In Political Science (2)**

Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**POLITICAL SCIENCE 299****Individual Project In Political Science (3)**

Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PSYCHOLOGY & 100****General Psychology (5)**

Course provides an introduction to the scientific study of the biological, mental, and

social factors that influence human behavior. Topics covered include: personality, learning, memory, critical thinking, intelligence, psychological disorders, and treatments. Mandatory decimal grading.

**PSYCHOLOGY & 200****Lifespan Psychology (5)**

A survey of human development from conception through death. Physical, emotional, cognitive and psychosocial development will be explored. Mandatory decimal grading.

**PSYCHOLOGY 202****Biopsychology (5)**

How does our biology influence how we think, feel, and act? How does our behavior impact the way our biology is expressed? This course examines these two questions and explores the interaction between biology and behavior. Topics include: memory, sex, drugs, and mental illness. Prerequisite for UW psychology majors. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

**PSYCHOLOGY 207****The Psychology of Excellence (5)**

This course focuses on the application of psychological theories & research to enhancing performance in a variety of life settings. Topics include: self-regulation, goal setting, visualization, stress management, attention control, time management, effective communication, & conflict resolution. Mandatory decimal grading.

**PSYCHOLOGY 208****Adulthood, Aging and Development (5)**

A study of the basic concepts and issues in adult aging and development. Exploration of the developmental patterns and problems characteristic of the adult years from a cultural perspective. Mandatory decimal grading.

**PSYCHOLOGY 209****Fundamentals of Psychological Research (5)**

This course covers the key themes and concepts of psychological research and is a foundation course for students planning to take additional courses in psychology. Students will also learn how to critically evaluate scientific findings and claims made by the popular press. A prerequisite for UW psychology majors. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

**PSYCHOLOGY 210****Psychology of Sexuality & Relationships (5)**

Survey of social, psychological and biological influences on patterns of human sexual behavior. Sexual dysfunction and therapy, contraception, and venereal disease will also be considered. Mandatory decimal grading.

**PSYCHOLOGY & 220****Abnormal Psychology (5)**

Introduction to the field of psychopathology. A survey of the symptoms, causes and treatment of psychological disorders will be considered. Prerequisite: PSYC& 100, or equivalent with instructor permission. Mandatory decimal grading.

**PSYCHOLOGY 225****Drugs and Behavior (5)**

This course surveys the popular recreational

drugs in terms of their pharmacological, physiological (health) and psychological impact on the individual. In addition, we will examine issues related to drug use and abuse, addiction, treatment, drug regulation and enforcement, as well as other topical issues. Student option grading.

### **PSYCHOLOGY 236**

#### **Introduction to Personality (5)**

Introduction to the scientific study of personality, including personality theories and theorists, personality assessment, and personality constructs. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

### **PSYCHOLOGY 245**

#### **Social Psychology (5)**

An introduction to the scientific study of relations between individuals and groups and the effects of contextual variables such as: race, ethnicity, culture, and gender. Some of the topics included are: group function, self-concept, conflict, aggression, and discrimination. Mandatory decimal grading.

### **PSYCHOLOGY 293**

#### **Special Topics In Psychology (3)**

Classes focusing on specific issues and/or topics of interest in psychology. Student option grading.

### **PSYCHOLOGY 295**

#### **Special Topics In Psychology (5)**

Classes focusing on specific issues and/or topics of interest in psychology. Student option grading.

### **PSYCHOLOGY 297**

#### **Individual Project In Psychology (1)**

Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

### **PSYCHOLOGY 298**

#### **Individual Project In Psychology (2)**

Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

### **PSYCHOLOGY 299**

#### **Individual Project In Psychology (3)**

Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

### **SOCIOLOGY & 101**

#### **Introduction to Sociology (5)**

Introduces the major perspectives and methods in sociology to explain the principles of society, culture and sociocultural relationships. Topics include socialization, social interaction and structure, groups, organizations, deviance, stratification, inequality, institutions and social change. Mandatory decimal grading.

### **SOCIOLOGY 102**

#### **Child Maltreatment & Advocacy (5)**

This introductory course for Child Advocacy Studies covers the history, perspectives, legal framework and responses to child maltreatment. It is approached from a variety of diverse professional perspectives. The course is designed for students interested in gaining knowledge of child maltreatment. Dual listed as CAST 102. Mandatory decimal grading.

### **SOCIOLOGY 112**

#### **Introduction to Criminology (5)**

An introduction to Criminology as an academic discipline and as a science. Discussions include Crime theory, measuring crime, impact of crime and treatment of offenders and victims. Mandatory decimal grading.

### **SOCIOLOGY & 201**

#### **Social Problems (5)**

Analysis of the process of social and personal disorganization and reorganization as related to selected social problems such as crime, delinquency, drug abuse, poverty, race relations and over population. Mandatory decimal grading.

### **SOCIOLOGY 202**

#### **Professional and Systemic Responses (5)**

This course focuses on the responses of professionals and the system to allegations of child maltreatment. Designed for students entering fields in which knowledge of child maltreatment investigation and advocacy are necessary. Dual listed as CAST 202. Mandatory decimal grading.

### **SOCIOLOGY 250**

#### **Sociology of Families (5)**

Examines the institution of the family in various cultures in the United States and globally. Current issues, debates and public policies that affect the family will also be examined. Mandatory decimal grading.

### **SOCIOLOGY 288**

#### **Sociology of Minority Groups (5)**

Within a sociological context, examine current and historical issues confronting United States minority groups. Explore the influence of culture and social structure on intergroup relations within the U.S. to include topics such as prejudice, discrimination, power, privilege and group identity. Mandatory decimal grading.

### **SOCIOLOGY 295**

#### **Special Topics In Sociology (5)**

Classes focusing on specific issues and/or topics of interest in Sociology. Student option grading.

### **SOCIOLOGY 297**

#### **Individual Project In Sociology (1)**

Individual project in a specific area of sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

### **SOCIOLOGY 298**

#### **Individual Project In Sociology (2)**

Individual project in a specific area of Sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

### **SOCIOLOGY 299**

#### **Individual Project In Sociology (3)**

Individual project in a specific area of Sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

### **SPANISH & 121**

#### **Spanish I (5)**

Fast-paced beginning course in Spanish: listening, speaking, reading and writing. Topics include greetings, family, and leisure activities vocabulary and the present tense. Cultural studies include social amenities and exposure to Hispanic art, music and history. Student option grading.

### **SPANISH & 122**

#### **Spanish II (5)**

Fast-paced course in Spanish: listening, speaking, reading and writing. Topics include past tenses, commands, direct/indirect object pronouns, clothing and food vocabulary. Cultural studies continue with exposure to Hispanic art, music and history. Prerequisite: SPAN& 121 or equivalent with instructor's permission. Student option grading.

### **SPANISH & 123**

#### **Spanish III (5)**

Fast-paced course in Spanish: listening, speaking, reading and writing. Topics include subjunctive, future, conditional and work vocabulary. Cultural studies continue with exposure to Hispanic art, music and history. Prerequisite: SPAN& 122 or equivalent with instructor permission. Student option grading.

### **SPANISH & 221**

#### **Spanish IV (5)**

Class conducted in Spanish. Major emphasis on increased vocabulary and review of grammatical structures. Development of ability to create imaginative dialogue. Weekly conversation groups. Introduction to the study of literature through poems and short stories. Prerequisite: SPAN& 123 or equivalent with instructor's permission. Student option grading.

### **SPANISH & 222**

#### **Spanish V (5)**

Class conducted in Spanish. Continues review of grammar, development of practical vocabulary and discussion of poems and short stories. Weekly conversation groups. Prerequisite: SPAN& 221 or equivalent with instructor's permission. Student option grading.

### **SPANISH & 223**

#### **Spanish VI (5)**

Class conducted in Spanish. Conversation class for advanced-intermediate students. Integration of skills developed in previous quarters. Emphasis on group work and conversational skills/techniques. Presentations in Spanish and weekly conversation groups. Prerequisite: SPAN& 222 or equivalent with instructor's permission. Student option grading.

### **SPANISH 297**

#### **Individual Project In Spanish (1)**

Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SPANISH 298****Individual Project In Spanish (2)**

Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SPANISH 299****Individual Project In Spanish (3)**

Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SPORTS CLINICS 010****Volleyball All-Skills Clinic I (0)**

The volleyball clinic features fundamental skill-building such as passing, setting, spiking, hitting, serving, blocking, etc. Clinic activities include games, game strategies, tournaments, and teamwork. Fees pay for clinic expenses (participant's t-shirt, insurance, instructor salaries, etc.) and also support SCC Athletics/Varsity Sports (which may include the following: student-athlete scholarships, coaches' salaries, equipment, team banquets, team travel expenses, etc.) Ages 8-11.

**SPORTS CLINICS 020****Volleyball All-Skills Clinic II (0)**

The volleyball clinic features fundamental skill-building such as passing, setting, spiking, hitting, serving, blocking, etc. Clinic activities include games, game strategies, tournaments, and teamwork. Fees pay for clinic expenses (participant's t-shirt, insurance, instructor salaries, etc.) and also support SCC Athletics/Varsity Sports (which may include the following: student-athlete scholarships, coaches' salaries, equipment, team banquets, team travel expenses, etc.) Ages 12-14.

**SPORTS CLINICS 030****Softball All-Skills Clinic I (0)**

For ages 9-12. A general girls' softball development clinic for all-around skills; includes hitting, throwing, catching & pitching. Features team play, infield fundamentals, outfield play, bunt coverage, relays & team defense; & offensive skills including hitting, slapping, bunting, base running, & sliding. Pitcher & catcher development.

**SPORTS CLINICS 035****Softball All-Skills Clinic II (0)**

For ages 13-18. A general girls' softball development clinic for all-around skills; includes hitting, throwing, catching & pitching. Features team play, infield fundamentals, outfield play, bunt coverage, relays & team defense; & offensive skills including hitting, slapping, bunting, base running, & sliding. Pitcher & catcher development.

**SPORTS CLINICS 040****Coaches' Clinic: the Fast Break System (0)****SPORTS CLINICS 045****Women's Soccer ID Clinic (0)**

Designed for players with serious interest in playing soccer in college. Instruction by SCC Women's Soccer coaching staff during two field sessions that mirror typical college training sessions and the demands and speed associated with them. Emphasis on technical and tactical elements of daily training.

**STUDY SKILLS 099****College Study Skills Seminar (2)**

Students learn techniques for studying successfully in their college courses. Techniques may include time management, reading and writing methods, note-taking, test-taking and memorization skills. Students practice these skills using materials from other classes during the quarter. Mandatory P/NC grading.

**STUDY SKILLS 100****Academic Success Strategies (5)**

Students learn techniques for studying successfully in their college classes. Techniques may include reading strategies, information-gathering, note-taking, writing-to-learn and improving memory. Students will practice these skills using materials from their other classes. Prerequisite: COMPASS scores of 61 in Reading, 28 in Writing, or completion of ENGL 080 or equivalent with a 2.0 better, or instructor permission. Student option grading.

**STUDY SKILLS 297****Individual Project In Study Skills (1)****VISUAL COMMUNICATIONS TECH 101****Graphic Design 1 (5)**

Course introduces Graphic Design with emphasis on typography, including type origins, anatomy, attributes, categories and usage. Course includes projects with critique and analysis, a survey of graphic design history, an exploration of gestalt laws, grid systems, layout fundamentals and use of color. Student option grading.

**VISUAL COMMUNICATIONS TECH 102****Graphic Design 2 (5)**

Introduces Graphic Design concepts and methods used in page layout for print and web. Explores marketing principles and strategies, ad layout models, art direction, campaign development and production issues. Prerequisite: VCT 101 (2.0 minimum), or instructors permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 103****Graphic Design 3 (5)**

Course continues the study of principles and theories of design concept development with emphasis on visual identity. Logo design is introduced as the visual distillation of the message. Other topics include figure/ground relationships, recognition, color schemes and production issues. Prerequisite: VCT 101 (2.0 minimum), VCT 102 (2.0 minimum), VCT 128 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 112****Visual Communications Survey (5)**

A survey of the visual design industry and production processes for print, web, video, animation, multimedia and game design. Student option grading.

**VISUAL COMMUNICATIONS TECH 124****Basic Macintosh Systems Operations (2)**

An introductory course in the fundamental operations and uses of the Macintosh computer. Students learn how to efficiently use the current operating system as related to visual communications design and production. (Call 206.546.4671 to test out of this class.) Student option grading.

**VISUAL COMMUNICATIONS TECH 125****Intro to Image Construction, Editing & Output (3)**

Introduces current information, tools and techniques used to create digital materials for a variety of visual communications applications. Highlights digital image attributes including: resolution, color modes, editing, file formats and output. Prerequisites: Students completing any AAAS degree in the VCT program are required to maintain a minimum grade of 2.0 in each VCT or ART course in order to progress to the next class. May repeat class or obtain advisor's waiver. Student option grading.

**VISUAL COMMUNICATIONS TECH 128****Adobe: Page Layout W/InDesign (5)**

Introduction to digital page layout design, concepts and skills with emphasis on typical industry documents. Projects include single and multiple-page and multiple-panel layouts such as letterhead and brochure design. Basic graphic design principles, software integration and preparation for output are addressed. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. (VCT 101 suggested.) Student option grading.

**VISUAL COMMUNICATIONS TECH 134****Adobe: Illustrator (Vector Graphics) (5)**

This course introduces digital illustration for print, web, and multimedia, using vector-based software. Students will develop problem-solving skills related to illustration techniques and software by producing industry-level projects. Prerequisite: VCT 124 (2.0 minimum) and 125 (2.0 minimum), or instructors permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 135****Adobe: Animation/Interactive Media (5)**

This course introduces practice and theory in creating 2D animation projects. Students develop skills using industry software and interactive media. Prerequisite: VCT 124 (2.0 minimum), VCT 125 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. (VCT 134 suggested) Student option grading.

**VISUAL COMMUNICATIONS TECH 136****Adobe: Raster Graphics W/Photoshop (5)**

This course introduces bitmap image editing, illustration and compositing using industry standard software to create content for print, web, 2D, 3D and multimedia. Non-destructive digital imaging techniques and workflows emphasize layers, masks and adjustments. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 155****Digital Production (5)**

This course explores current digital output processes such as aqueous, solvent-based inkjet and toner-based printing. Topics include display graphics, banners, apparel graphics, vehicle wraps and on-demand printing. Prerequisite: VCT 112 (2.0 minimum), 124 (2.0 minimum), 125 (2.0 minimum) and 136 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 156****Creative Project Management (5)**

Course focuses on the skills needed to efficiently manage all phases of creative design



and production workflow, including scheduling, budgeting, pricing, client presentation, job tracking and invoicing. Student option grading.

**VISUAL COMMUNICATIONS TECH 170**  
**Adobe: Interactive/Web Design (5)**

This course introduces web design, HTML, and CSS as well as topics such as usability, grids and web standards. Students apply standard design principles in the creation of interactive web page layouts. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. (VCT 136 recommended.) Student option grading.

**VISUAL COMMUNICATIONS TECH 176**  
**Introduction to 3D Modeling and Animation (5)**

This course introduces students to the world of 3D with entry-level software. Students will learn the basics of 3D modeling and animation without the steep learning curve that exists with some high-end 3D authoring tools. Foundational concepts and skills taught in this course are transferable to all 3D software programs. Student option grading.

**VISUAL COMMUNICATIONS TECH 190**  
**Internship In Visual Communications (5)**

Application of visual communication techniques and theories in an off-campus production environment. Site approval must be obtained by student. Course may be repeated. Prerequisite: Completion of at least 45 credits in ART/VCT and instructor's permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 199**  
**Visual Communications Study Center (5)**

Students complete supplemental study projects for Visual Communications to support their progress in the VCT program. This course may be taken multiple times for credit. Continuous enrollment is allowed for this class. Previously VCT 099. Prerequisites: VCT 124 or equivalent and VCT 125 or equivalent. Instructor permission required. Student option grading.

**VISUAL COMMUNICATIONS TECH 204**  
**Graphic Design 4: Packaging & Event Graphics (5)**

Explores graphic design principles used in product packaging, environmental graphics, point of purchase displays and event booth signage with an adherence to a standardized design process. Prerequisite: VCT 103 (2.0 minimum), VCT 134 (2.0 minimum) and VCT 136 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 205**  
**Specialization: Design Studio/Portfolio 5 (4)**

Students explore portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 204 (minimum 2.0) or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 206**  
**Specialization: Design Studio/Portfolio 6 (4)**

Students continue exploring portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 205 (minimum 2.0) or

instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 207**  
**Specialization: Design Studio/Portfolio 7 (4)**

Students continue exploring portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 206 (minimum 2.0) or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 215**  
**Specialization: Adobe Studio/Portfolio 1 (4)**

Students explore visual design software as they pursue an individual direction, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 216**  
**Specialization: Adobe Studio/Portfolio 2 (4)**

Students continue exploration and skills development as they pursue an individual direction, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 217**  
**Specialization: Adobe Studio/Portfolio 3 (4)**

Students complete their exploration and skills development in this final course in the sequence, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 225**  
**Specialization: Interactive Web/Studio 1 (4)**

Students explore web/interactive design as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 226**  
**Specialization: Interactive Web/Studio 2 (4)**

Students continue exploration and skills development as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 227**  
**Specialization: Interactive Web/Studio 1 (4)**

Students complete exploration of interactive design as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), VCT

176 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 230**  
**History of Visual Media (5)**

This course begins with the foundational history of visual media, then branches out to specific areas of study including the history of graphic design, animation, multimedia and game art. Student option grading.

**VISUAL COMMUNICATIONS TECH 235**  
**Specialization: Autodesk/3D Studio/Game Design 1 (4)**

Students explore and develop skills as they pursue an individual direction, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 236**  
**Specialization: Autodesk/3D Studio/Game Design 2 (4)**

Students continue exploration and skills development as they pursue an individual direction, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 237**  
**Specialization: Autodesk/3D Studio/Game Design 3 (4)**

Students complete their exploration and skills development in this final course in the sequence, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 245**  
**Specialization: Video/Visual Effects Studio 1 (4)**

Students explore an individual direction using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 267 (2.0 minimum) or VCT 268 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 246**  
**Specialization: Video/Visual Effects Studio 2 (4)**

Students continue exploration of an individual direction, using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 245 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 247**  
**Specialization: Video/Visual Effects Studio 3 (4)**

Students complete exploration of an individual direction, using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 246 (2.0 minimum), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 251****Introduction to Game Design Theory (5)**

Course explores the process and theory of game design and interactive experience design. Students learn and practice an industry-standard design process to produce hand-crafted, physical prototypes of games focusing on the conceptual development of interactive content. Student option grading.

**VISUAL COMMUNICATIONS TECH 252****Introduction to Game Art (5)**

Course provides the foundation for understanding the essential vocabularies, principles and concepts in game art. Students practice workflow skills for conceptual game art development. Course covers game art styles, hand-and digital-rendering skills, lighting and perspective in creating game characters, backgrounds and props. Student option grading.

**VISUAL COMMUNICATIONS TECH 253****Introduction to Game Development (5)**

Course focuses on the construction of interactive 3D game levels by combining 3D models, sound, animations and scripts in a game engine application. Various genres of games are analyzed, including first-person shooter, strategy, racing and hidden object games. Prerequisite: VCT 251 (minimum 2.0) and VCT 252 (minimum 2.0), or instructor permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 267****Editing II: Avid Media Composer Lab (3)**

Intensive video editing lab with Avid Media Composer. Second course in the video editing sequence. Prerequisite: FILM 265 or FILM 266 or instructor's permission. Student option grading.

**VISUAL COMMUNICATIONS TECH 268****Editing Software Lab (3)**

Intensive video editing lab with Media Composer, Final Cut Pro or Premiere (depending on quarter). To be taken after completion of FILM 265 to gain experience with a second or third editing platform. Course may be repeated. Prerequisite: FILM 265. Student option grading.

**VISUAL COMMUNICATIONS TECH 270****Web Design II With Dreamweaver (4)**

An intermediate course addressing concept, design and usability issues for web development. Current technologies for web applications are explored through lecture and hands-on projects that involve the exploration of human/computer interaction through dynamic graphics elements and structure. Previously VCT 238. Prerequisite: VCT 170. Student option grading.

**VISUAL COMMUNICATIONS TECH 274****Flash II: Interface Design (4)**

This course introduces students to user-interface screen design for rich-media applications such as CD, DVD, web, kiosk and handheld devices. Students gain experience with animation technologies and software while focusing on visual communications concepts and project development. Previously VCT 174. Prerequisites: VCT 124 (or equivalent) and 125 (or equivalent) and 134 and 135, or portfolio review. Instructor permission required. Student option grading.

**VISUAL COMMUNICATIONS TECH 276****3D Modeling & Animation With Maya (5)**

Course covers the extensive capabilities of Maya as the art and entertainment industry standard for 3D digital content creation. Students learn modeling techniques using polygons and NURBS. Texturing, animation and rendering are also highlighted. Prerequisite: VCT 134 (2.0 minimum), VCT 136 (2.0 minimum) and VCT 176 (2.0 minimum) or instructor permission with portfolio review. Student option grading.

**VISUAL COMMUNICATIONS TECH 277****3D Animation With Maya (4)**

This course focuses on planning and producing high-quality 3D animation for use in multimedia, web, kiosk, mobile devices and video applications. Students use a variety of animation techniques to create realistic movement. Previously VCT 275. Prerequisite: VCT 276 and instructor signature, or instructor permission with portfolio review. Student option grading.

**VISUAL COMMUNICATIONS TECH 278****Compositing With After Effects (4)**

Course provides theory and practice in using After Effects for post production work in compositing, animation and motion effects. Topics include composition, effects, alpha channels, color correction, tweening, motion paths, importing and exporting. Prerequisites: VCT 134 and VCT 135 and VCT 136, and VCT 267 or 268, or instructor approval. Student option grading.

**VISUAL COMMUNICATIONS TECH 291****Special Topics In VCT (1)**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VISUAL COMMUNICATIONS TECH 292****Special Topics In VCT (2)**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VISUAL COMMUNICATIONS TECH 293****Special Topics In VCT (3)**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VISUAL COMMUNICATIONS TECH 294****Special Topics In VCT (4)**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VISUAL COMMUNICATIONS TECH 295****Special Topics In VCT (5)**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VISUAL COMMUNICATIONS TECH 297****Individual Project VCT (1)**

Individual project in a specific area of VCT. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**VISUAL COMMUNICATIONS TECH 298****Individual Project-VCT (2)**

Individual project in a specific area of VCT. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**VISUAL COMMUNICATIONS TECH 299****Individual Project-VCT (3)**

Individual project in a specific area of VCT. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.



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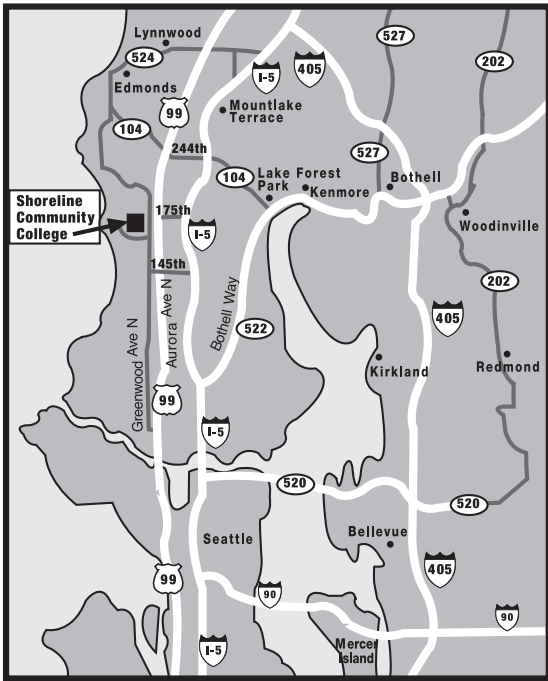
Lawrence A. Clarke

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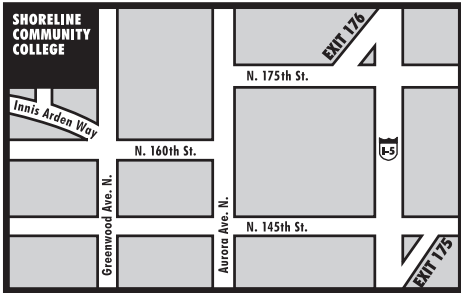
Claire E. Fant  
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Alan J. Yates

## WORLD LANGUAGES

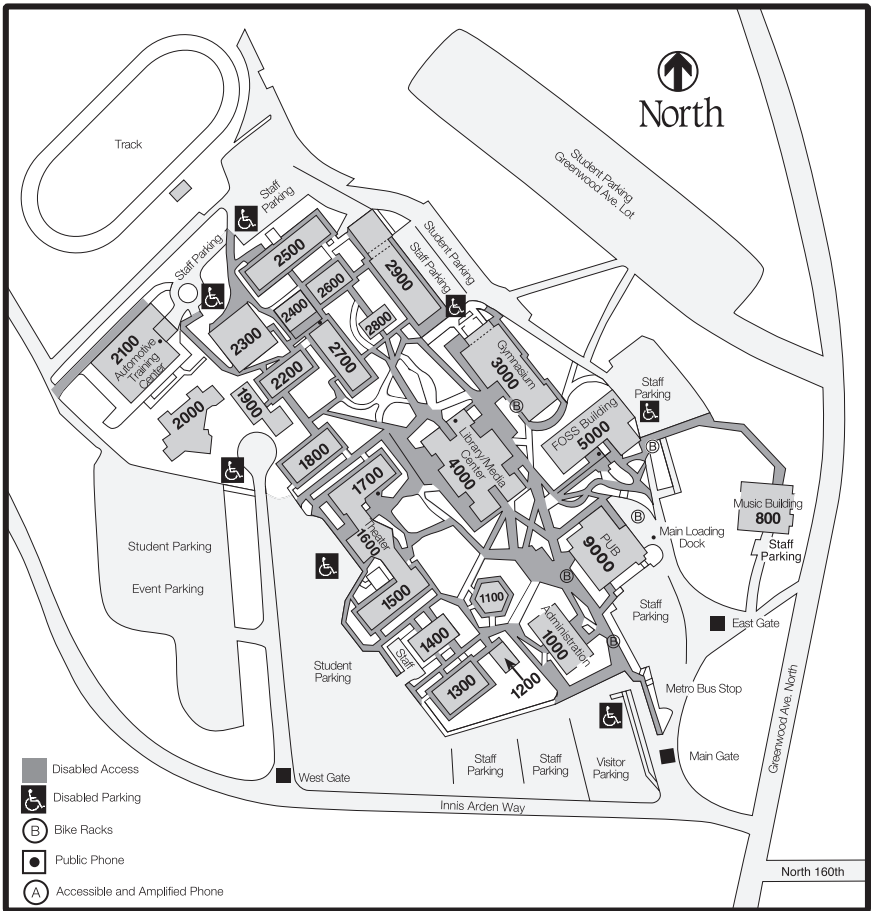
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Location of Shoreline Community College main campus



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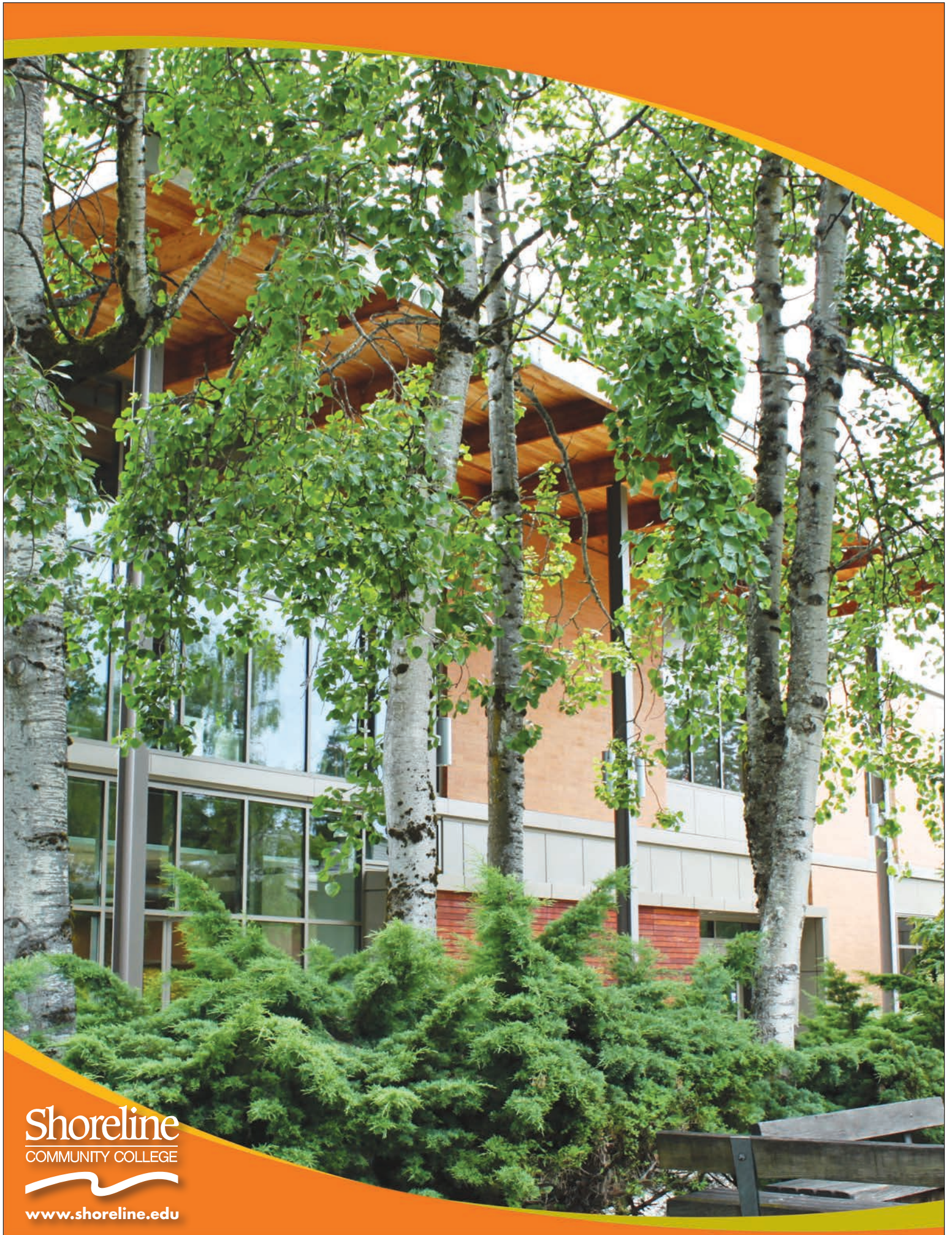


Administration .....	1000	Job Connections Center .....	5000
Admissions and Records .....	5000	Lecture Halls .....	1100, 2925
Advising and Counseling .....	5000	Library, Media & Tech. Center .....	4000
Automotive Training Center .....	2100	Machine Shop .....	2500
Biology Lab .....	2600	Math Learning Center .....	4213
Biotechnology Lab .....	2930	Media Center .....	4000
Bookstore .....	9100	Metal Fabrication Lab .....	2900
Business Admin/Computer Labs .....	1300	Multicultural/Women's Center .....	9000
Business Admin Division .....	1400	Music Building .....	800
Cafeteria .....	9000	Nursing .....	2300
Career Education Options .....	5000	Parent-Child Center .....	1900
Cashier .....	5000	Physical Education Division .....	2300
Chemistry Lab .....	2700	Physics Lab .....	2924
Community Integration Program .....	2900	President of College .....	1000
Counseling Center .....	5000	PUB (Pagoda Union Building) .....	9000
Dean of Students .....	5000	Registration .....	5000
Dental Hygiene Clinic .....	2500	Safety and Security .....	5000
Engineering .....	2517	Science Division .....	2800
eLearning .....	1200	Social Sciences Division .....	5000
ESL-GED Tech Center .....	1700	Student Body Association .....	9000
ESL Program .....	5000	Student Lounge .....	9000
Facilities .....	5100	TDD .....	5000
Financial Aid .....	5000	Theater .....	1600
FOSS Building .....	5000	Transcripts/Records .....	5000
Geology Lab .....	2920	Visual Arts Center .....	2000
Gymnasium .....	3000	VP for Academic & Student Affairs .....	1000
Health Occupations Division .....	2300	VP for Human Resources .....	1000
Humanities Division .....	5000	WorkSource .....	5000
Human Resources .....	1000	Workforce Education .....	5000
Information Desk .....	1000	Writing & Learning Studio .....	4237
International Education .....	9303		

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