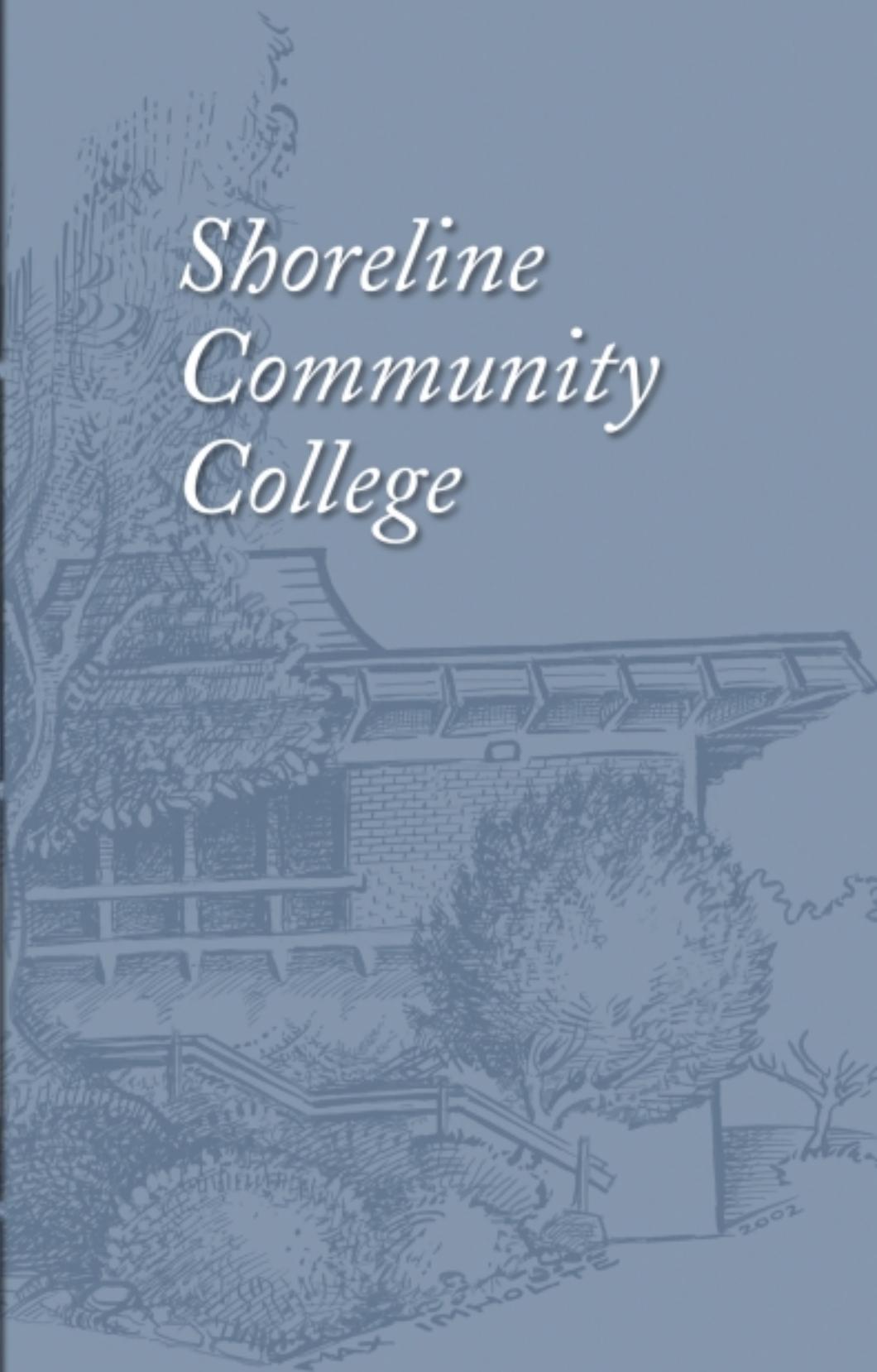


Shoreline Community College



CATALOG 2003 - 2004



Grace Kimm, University Transfer Student

Korean American student Grace Kimm, 20, is one of two 2003 SCC Commencement speakers. She is a graduate of Shorewood High School, is Vice President of Student Government and is a member of Phi Theta Kappa. Grace has enjoyed SCC because of the personal contacts she has made with her professors. "The smaller campus affords more opportunities to get involved," comments Grace. She will attend the University of Washington and major in Women's Studies and hopes to attend law school or interior design school in the future.



Lassaad Fridhi, Pre-law Student, Washington State All-Academic Team

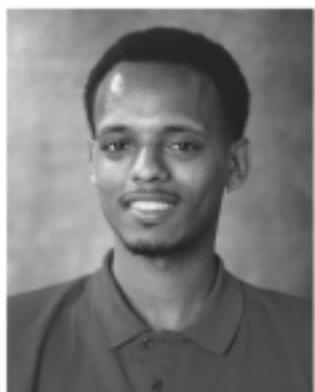
Lassaad Fridhi, 30, emigrated from Tunisia. He earned a 3.96 GPA, placing him on the President's List and earning him a place on the 2003 Washington State All-Academic Team as one of two representatives from SCC. Lassaad is the Public Relations Officer of Phi Theta Kappa, is Student Government's Student Advocate, and is a member of the Student Success Committee and the political-economy club, the Wordly Philosophers' and Dismal Scientists Society. He is also a founding member of the college's African Student Association and volunteers as an assistant youth soccer coach. He hopes to earn a doctorate in jurisprudence and to be a lawyer.



Laura Giamoyris, Running Start Student

Washington State All-Academic Team

Laura Giamoyris, 17, GPA 3.84, was selected as one of two SCC representatives for the 2003 Washington State All-Academic Team. She is extremely active as the SCC Student Body Secretary and is Vice President of Phi Theta Kappa. Laura is also a member of Delta Epsilon Chi (the marketing club) and the Curriculum Governance Committee. As the VP of Phi Theta Kappa, she founded and coordinated the After School Tutoring Program at Highland Terrace Elementary. Laura competed at the International DECA (marketing and business) Conference with a fellow student and was awarded a first place in her category. Next year Laura will attend Seattle University and hopes to earn a master's degree in marketing.



Solomon Rustom, Automotive Student

Solomon Rustom, 24, was born and raised in Eritrea and graduated from high school in Canada. He just completed the two-year Toyota T-TEN Program at SCC and hopes to be a Toyota Master Technician in the future. Solomon appreciates the hands-on training he has experienced at both the dealership where he interned and in his classes at SCC. "You even get paid while you're learning," he says about the internship. Solomon is a member of the College's African Student Cub.

Shoreline Community College

C A T A L O G 2 0 0 3 - 2 0 0 4

This catalog is provided courtesy of the Shoreline Community College Bookstore.

Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sexual orientation or disability.

This publication is available in alternate formats by contacting the Services for Students With Disabilities Office at (206) 546-5832 or (206) 546-4520 (TTY).

A MESSAGE FROM THE PRESIDENT

At Shoreline, every student counts...

Dear Students:

A college education can open the door to a brighter future. For almost 40 years, Shoreline Community College has helped students make decisions about their futures. We give them education to move into the workplace or on to a four-year university with the confidence and skills they need to succeed.



The college has worked hard to develop one of the most successful university transfer programs in the state. Each year, graduates of Shoreline Community College transfer smoothly to public and private four-year colleges and universities. What's more, our graduates generally perform as well as the students who begin their college careers in the four-year schools.

Our professional/technical students graduate with the skills most in demand in today's workplace. Their job placement rate is well over 90 percent. The average entry-level salary is \$16 per hour, with many graduates earning much more.

SCC @ Lake Forest Park offers the area's widest array of high-tech vendor certification programs, including Microsoft Network Engineers as well as programs in Oracle, Certified Software Testing, Network+, Cisco Networking and more.

Shoreline provides students with a technology-rich environment with a completely renovated library and 100-seat computer lab. We use technology to provide students with web registration, an online bookstore, and many new distance learning options.

This past year, we saw the economy produce many dislocated workers who began new careers by enrolling at SCC. Many others are preparing to enter the workforce for the first time. To help students prepare for college-level work, the college provides a rich program in basic skills, developmental education and English as a Second Language.

In the friendly, active and diverse environment of Shoreline Community College, every student counts. We invite you to visit our beautifully landscaped campus and learn more about the many exciting opportunities that await you.

With best wishes for your success,

A handwritten signature in black ink that reads "Holly Moore". The signature is written in a cursive, flowing style.

Dr. Holly Moore
President

2003 – 2004 College Calendar

FALL QUARTER 2003

Orientation and Registration by Appointment for New Students	July 22-August 15 September 2-18
Instruction Begins	September 22
Veteran's Day – Holiday	November 11
Winter Quarter Former and Continuing Students Registration by Appointment	November 17-25
Thanksgiving Day – Holiday	November 27-28
Instruction Ends	December 3
Prep Day (No Classes)	December 4
Winter Quarter Registration by Appointment for New Students	December 5, 8, 9, & 30
Exam Days	December 5, 8, 9

WINTER QUARTER 2004

Instruction Begins	January 5
Martin Luther King Day – Holiday	January 19
President's Day – Holiday	February 16
Spring Quarter Former & Continuing Students Registration by Appointment	March 1-9
Instruction Ends	March 15
Prep Day (No Classes)	March 16
Spring Quarter Registration by Appointment for New Students	March 17, 18, 19 & 25
Exam Days	March 17-19

SPRING QUARTER 2004

Instruction Begins	March 29
Summer Quarter Former & Continuing Students Registration by Appointment	May 17-24
Memorial Day – Holiday	May 31
Fall Quarter Former & Continuing Students Registration by Appointment	May 17-24
Commencement	June 6
Instruction Ends	June 7
Prep Day (No Classes)	June 8
Exam Days	June 9-11

SUMMER QUARTER 2004

Registration for New Students	June 9-11
Instruction Begins	June 21
Independence Day – Holiday	July 5
Fall Quarter Registration for New Students Begins	July 20
Instruction and Exams End	August 12

2004–2005 College Calendar*

FALL QUARTER 2004

Orientation and Registration by Appointment for New Students	TBA TBA
Instruction Begins	September 20
Veteran's Day – Holiday	November 11
Winter Quarter Former and Continuing Students Registration by Appointment	November 15-24
Thanksgiving Day – Holiday	November 25-26
Instruction Ends	December 1
Prep Day (No Classes)	December 2
Winter Quarter Registration by Appointment for New Students	TBA
Exam Days	December 3, 6, 7

WINTER QUARTER 2005

Instruction Begins	January 3
Martin Luther King Day – Holiday	January 17
President's Day – Holiday	February 21
Spring Quarter Former & Continuing Students Registration by Appointment	March 1-10
Instruction Ends	March 14
Prep Day (No Classes)	March 15
Spring Quarter Registration by Appointment for New Students	TBA
Exam Days	March 16, 17, 18

SPRING QUARTER 2005

Instruction Begins	March 28
Summer Quarter Former & Continuing Students Registration by Appointment	May 23 - June 2
Memorial Day – Holiday	May 30
Fall Quarter Former & Continuing Students Registration by Appointment	May 23 - June 2
Commencement	TBA
Instruction Ends	June 6
Prep Day (No Classes)	June 7
Exam Days	June 8, 9, 10

SUMMER QUARTER 2005

Registration for New Students	June 8 - 10
Instruction Begins	June 20
Independence Day – Holiday	July 4
Fall Quarter Registration for New Students Begins	TBA
Instruction and Exams End	August 11

*The 2004-2005 college calendar is tentative.



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Vision, Mission and Strategic Plan



VISION

Shoreline will be recognized in the Puget Sound region, in the state of Washington, across the nation and internationally as an outstanding community college. Shoreline will be a dynamic center for the cultural enrichment of the community.

MISSION

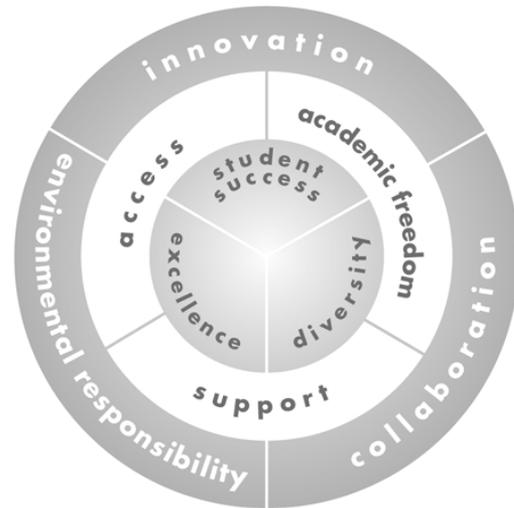
Shoreline Community College demonstrates dedication to student success by providing rich opportunities to learn, excellence in teaching and comprehensive support services, in close collaboration with its diverse community. Shoreline serves the community's lifelong educational and cultural needs.

STRATEGIC PLANNING

Shoreline employs a comprehensive strategic planning process in which the campus and community regularly review the college's vision, mission and core values and anticipate the future environment in which the college will operate. Based on this, Shoreline establishes and updates general strategic directions to guide the college's future and specific strategies for implementing the strategic directions. Annual reports are published to show the college's progress in accomplishing its strategic plan. To participate in the planning process or to receive a copy of the strategic plan or annual report, please contact the President's Office.

Core Values

Shoreline Community College holds certain values that guide the college and endure through the changing environment in which it operates:



ACADEMIC FREEDOM

Shoreline Community College values vigorous intellectual inquiry rooted in academic freedom and built on an open exchange of ideas and the development of knowledge.

ACCESS

As a community college, Shoreline values open admission for all students regardless of their educational and socio-economic backgrounds.

COLLABORATION

Shoreline values cooperative partnerships and collaboration in decision making to improve the quality of decisions and to secure broad commitment to them.

DIVERSITY

Shoreline values the dignity and worth of all persons and the respectful treatment of the diverse individuals who learn and work at the college.

ENVIRONMENTAL RESPONSIBILITY

Shoreline values the conservation of natural resources, improvement of the natural environment and creation of environmentally sustainable practices.

EXCELLENCE

Shoreline values excellence in all its endeavors.

INNOVATION

Shoreline values creative solutions and continuously seeks new, flexible and responsive ways to achieve its mission.

STUDENT SUCCESS

Shoreline places high value on the lifelong academic and personal success of its students in and out of the classroom.

SUPPORT

Shoreline values a supportive environment for students and employees.

General Information

COLLEGE WEB SITE: www.shoreline.ctc.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 Community College Trustees.

Shoreline's satellite campus, SCC at Lake Forest Park, provides academic transfer courses and computer certificate programs as well as customized training. The Center, located in Lake Forest Park Towne Centre, features state-of-the-art technology labs and newly furnished classrooms.

SCC AT LAKE FOREST PARK

Lake Forest Park Towne Centre

17171 Bothell Way NE, Suite A220

Lake Forest Park, WA

Shoreline Community College also offers new educational opportunities to the local community with its satellite campus, the Shoreline Community College @ Lake Forest Park. SCC@ LFP is located in the Lake Forest Park Towne Centre and was established in 1990 to serve the eastern portion of the College's district. The extension campus, formerly known as the Northshore Center,

consists of six classrooms and computer labs, a testing center, a conference room, and office space.

Shoreline Community College at Lake Forest Park's mission is to meet the lifelong learning and workforce development needs of its diverse community. As such, SCC@LFP offers a variety of credit classes, continuing education and high technology computer certification classes, community service classes, and customized training. In addition, the Work Skills Assessment Center provides state-of-the art testing and training programs for area businesses, individuals and organizations. SCC@LFP's vast library of training programs and testing services are aimed at developing the skills of the local workforce.

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 newly renovated building provides a variety of individual and group study areas including a state-of-the-art information and research classroom/lab and a 100+ seat open computer lab. The various service areas and reading rooms house a collection of more than 70,000 books, periodicals, videos, DVD/CDs and other non-print media. All new equipment, furnishings and study areas will provide students with a building well suited for research and learning in the 21st century.

Technology is featured on the first of the building's three floors. The student open computer lab is open seven days a week during the fall, winter and spring quarters and contains current versions of standard and specialized software installed on new computers and scanners. A television/ITV studio is also available for video production and editing. The interactive television service provides a two-way, full motion video/audio capability that enables the college to be linked to other colleges, government agencies and businesses in the United States and around the world. A video editing lab for students is adjacent to the television/ITV studio.

The second and third floors of the Library/Technology Center house library and media collections and services. The Library features an online catalog with many full text periodical and reference databases, and a home page (<http://oscar.ctc.edu/library/>) with reviewed web sites, online reference services, research

tutorials, links to other libraries and distance learning services. In addition to quiet, comfortable reading/study areas, there is an information/research and media classroom, 24 public access computer terminals, copy machines, group study rooms equipped with media playback units and distributed data jacks for connection to the campus network. There are also high-end multimedia computers available for playback or video production purposes on the second floor.

Friendly faculty and staff are available throughout the building to assist you with your research, information and technology questions. Our librarians and media coordinator provide both general and subject-specific information as well as research and media literacy instruction for students and faculty. Look for courses offered by this division under Library in the course description section of this catalog. Information about the various services and collections of the Library/Technology Center may be obtained by calling (206) 546-4556.

SCC WEBSITE

The official website address of the College is www.Shoreline.ctc.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:

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

Specific programs are accredited by the National League for Nursing Accrediting Commission, the American Dental Association, the American Dietetic Association, and the Commission on Accreditation of Allied Health Education Programs in collaboration with the American Health Information Management Association 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 is dedicated to meeting the post-secondary educational needs of its community. The college serves more than 8,000 credit students per quarter. Individuals may take, on a credit or an audit basis, any class for which they meet the requirements.

The college is here to serve its community and regularly offers continuing education classes to more than 1,200 people each quarter. Suggestions for workshops and classes are welcome at (206) 546-4562. Schedules listing continuing education classes are issued quarterly.

INSTRUCTIONAL DIVISIONS

Shoreline Community College is organized into the following instructional divisions: Business Administration, Automotive and Manufacturing Technology; Health Occupations and Physical Education; Humanities; Intra-American Studies and Social Sciences; and Science. Continuing Education constitutes another division, which offers primarily non-credit courses. 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 four weeks prior to the start of registration.

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.

The college offers courses in the following areas:

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.

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, located in the Career/Employment Services One-stop Center, provides excellent opportunities for skills upgrades or career retraining for dislocated workers and displaced homemakers.

The WorkFirst Program

The WorkFirst Program provides free job training as well as free tuition and books for parents who are receiving government cash assistance (TANF) or are considered low-income. Currently, the program offers a variety of options and services including a Customized Jobs Skills Training, which prepares participants for employment with an employer partner. The College, through partnerships with local industry, develops short-term (22 weeks or less) training programs designed to give students specific job skills. In addition, WorkFirst Financial Aid allows people who are working 20 or more hours per week the opportunity to continue their education in SCC's professional/technical programs. For more information, please call (206) 546-6927.

Study Abroad

(206) 546-4627

Shoreline Community College is a regional leader in providing short and long-term study abroad programs for two-year college students. In addition to three-month (one academic quarter) programs sponsored in conjunction with the Washington State Community College Consortium for Study Abroad (WCCCSA), Shoreline offers unique three- and four-week International Summer Institute study abroad programs around the world. Recent opportunities have included programs in Costa Rica, England, France, Guatemala, Italy, Japan, Kenya and Mexico.

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.

Please contact International Programs to learn more about current study-abroad offerings at (206) 546-6940.

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 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 141, 142 and 150, 151, 152. All of these are college credit courses. Up to 6 credits of Parent Education courses may be accepted towards degree requirements at transfer institutions.

Topics explored in these courses include:

Child Development

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

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

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 corporation, with responsibility for the financing and operation of their cooperative preschool. The college provides the instructors for the parent education courses. The nine 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.

State Training and Registry System (S.T.A.R.S)

(206) 546-4565

Shoreline Community College provides training and professional development opportunities for family childcare providers, childcare center staff, school-age directors and staff, program supervisors, site supervisors and lead teachers. This training and instructional development is in accordance with the Department of Social and Health Services' licensure requirements. In addition, the curriculum is based on the guidelines of the Washington Association of Education of Young Children (W.A.E.Y.C.). Instructors who conduct this training have been approved as S.T.A.R.S. trainers.

Childcare providers can acquire the required 20 hours of basic training during the first six months of DSHS licensing or the first six months of employment in child-

care by enrolling in EDU 282. The additional 10 hours of training that is required annually by DSHS can be acquired by enrolling in EDU 281. These courses are offered on a quarterly basis through our Education program and students earn college credit for these courses. Tuition costs for this required training is reimbursed through W.A.E.Y.C.

HIGH SCHOOL PROGRAMS

High School Completion Program

Shoreline's High School Completion Program helps students earn a high school diploma. Adults age 18 or older may be able to earn a high school diploma from the college by attending evening high school completion classes. Full-time high school students may be able to earn a high school diploma from a high school by attending evening high school completion or elective classes at the college and transferring the credits to that high school. For more information, call (206) 546-4591.

GED Program

Shoreline Community College offers a General Education Development (GED) preparation course to help students preparing to take the GED test. Successful completion of the test results in the awarding of a General Educational Development Certificate. Areas of instruction include math, spelling, punctuation, grammar and vocabulary. In addition, the course concentrates on reading skills in social studies, natural sciences and literary interpretation. The GED test is given at various times during fall, winter and spring quarters. For additional information about GED classes, call (206) 546-4788. For information on GED testing, please call (206) 546-4608.

Career Education Options (CEO)

The Career Education Options (CEO) Program offers 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.

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 or drop by the CEO office, Rm. 5222 in the 5000 (FOSS) Building.

Running Start

High school juniors and seniors may qualify to participate 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 take the ASSET placement test and qualify for English 101. Students must qualify for Math 110 if they wish to take any math courses or any science courses for which math is a prerequisite.

To receive a free ASSET/COMPASS testing appointment, submit an admission application and an official copy of your high school transcript directly to the Running Start Office in the 5000 (FOSS) Building. For additional information on the Running Start Program, call (206) 546-6906.

Tech Prep

The Tech Prep Program offers high school students the opportunity to prepare for Professional/Technical degree 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, you will get a solid start on a community/technical college certificate or degree, earning college credit while completing your high school requirement.

Student who complete a Tech Prep class while attending high school with a grade of "B" or better and have submitted a Tech Prep application to the North East Tech Prep Consortium will receive a college transcript from either Shoreline Community College or another North East Tech Prep Consortium member college: Bellevue CC, Cascadia CC, Edmonds CC and Lake Washington Technical College.

COMMUNITY EDUCATION PROGRAMS

Adult Basic Education (ABE)

Courses in reading, writing, study skills and mathematics are designed to help students improve their skills and prepare to enter degree programs or professional/technical 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.

English as a Second Language (ESL)

Classes are offered free of charge to students in need of improving their English skills in speaking, listening, reading, writing and grammar. These classes are offered as intensive day programs (17 hours/week) and part-time

evening programs (5 hours/week) at various locations at the main campus, SCC at Lake Forest Park, and local community venues.

Continuing Education and Personal Development

The Continuing Education Department sponsors a wide variety of professional development and personal enrichment courses designed to upgrade and strengthen job skills. These courses may include computer technology, management, biotechnology and education. Courses on foreign language, dance, exercise, art, music, writing and other areas of interest are also offered. Most courses are held evenings or on Saturdays. Credits are granted for some Continuing Education classes meeting the requirements of employers and funding agencies supporting skill development activities. These credits are all below the 100 level and are not considered to be college-level. They are not intended by SCC as transferable credits, although some receiving institutions may accept them at their discretion. Continuing Education courses and workshops are offered on the main campus, at SCC@Lake Forest Park and at Shoreline School District locations. For additional information, call (206) 533-6700.

Contract Training

In addition to classes listed each quarter in the college class schedule, customized professional training is available to businesses and organizations to meet specific workforce needs. This skill training can be offered at our site or yours. Call 206-533-6700 for more information.

DISTANCE LEARNING

Shoreline Community College is committed to providing quality education at times and places most convenient to students. To accomplish this, the college has developed distance education courses that offer several options to students who cannot attend traditional on-campus courses. These options include telecourses, online courses (computer based/ Internet) and interactive television (ITV) courses. For further information, please call (206) 546-6966 or visit <http://elmo.shore.ctc.edu/distance/> on the Web. The Northwest Association of Schools and Colleges accredits Shoreline's distance learning program.

Telecourses

Telecourses make use of videocassettes, textbooks and study guides to deliver content. Cassettes may be rented as a set for the quarter or checked out individually from the Media Center. Students may be required to attend one or more on-campus sessions with the faculty member teaching the course. Telecourses offer flexibility, convenience and challenge in a quality video- and print-based course format.

Online (Internet)

Online courses have start and stop dates, regular assignments and project due dates, but because the classroom is online and asynchronous, work can be done at a time and place most convenient for the student. They have been developed with the same learning outcomes as regular on-campus courses. Because online courses are delivered at a distance, they are reading-, writing- and research-intensive. Even though attendance is not required at a specific time, students will need to spend time in the virtual classroom five out of every seven days and plan on 12 to 15 hours of class work each week for each course. 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, list-serv or threaded discussions from their home or work place. Students may be required to attend an on-campus or online orientation with the faculty member teaching the class. Students may also be required to test on campus or arrange to have an exam proctored several times during the quarter.

Interactive Television (ITV)

Shoreline Community College, in cooperation with 32 community college sites in Washington, participates in the K-20 network. The network makes it possible to offer high-quality interactive TV courses. Students in ITV courses are required to attend class at the designated time at one of the designated sites.

Washington Online

Washington Online courses are developed and shared by the Washington State Community and Technical Colleges and offered as Shoreline courses. These asynchronous virtual courses are conducted completely online. WAOL courses have start and stop dates, regular assignments and project due dates, but students can work at the time and place most convenient to them. These features make Washington Online courses more convenient than conventional courses, but they are not necessarily easier. Students must be admitted and enrolled at Shoreline Community College in order to enroll in these courses. Grading and content for these courses are the responsibility of the instructor's home college. Payment and refunds of tuition and fees are Shoreline's responsibility.

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. The benefits of these studies include having you:

- Join a community of learners, students and instructors together.
- Work collaboratively around a common theme.
- Gain a deeper understanding of subjects by exploring the connections between them.
- Solve more complex problems.
- Turn ideas into action and social change.

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. Below are some examples of various forms and courses we have offered.

15-18 Credit course with three instructors

Thinking Green: Green Money Versus Green Nature

ENVSC 201 (Environmental Science)
ECON 200 (Microeconomics)
ENG 101 or 271 (Composition)

How do businesses and households impact the environment? How does the government protect the needs of the economy, the environment and future generations? In this course, you will explore critical environmental issues through group projects, videos, field trips to old growth forests and watersheds, and community service projects.

10 Credit course with two instructors

Dreams and Nightmares, Imagined and Real

PSYCH100 (General Psychology)
ENG 101 or 271 (Composition)

In this Interdisciplinary Studies course, we will take concepts in introductory psychology and explore them in greater depth by applying them to fiction and film through the process of writing. Through traditional and untraditional sources, we will examine the mind through dream analysis; we will also explore the role our society plays in shaping our behavior through obedience and other social factors; we will integrate these approaches to examine the nature of mental disorders.

8 Credit course with two instructors

Sex and Sweat

PSYCH 210 (Human Sexuality)
PE 238 (Physical Education)

This Interdisciplinary Studies course will focus on sexual function, dysfunction, orientation, sexually transmitted diseases, and reproductive health. To promote a healthier lifestyle, students will engage in cardiovascular exercise, resistance training, and contemporary movement to music. Students will explore issues concerning body

image, eating disorders, lifestyle choices and appropriate goal setting.

5 Credit course with multiple faculty

Jihad, Capitalism and Conflict

INTST 285 (Global Issues)

This Interdisciplinary Studies course will examine the evolving relationship between the West and Islam. The focus will be on the historical events that led to the attack on the World Trade Center and its consequences. Professors from the Humanities, Social Sciences and Sciences will contribute their expertise in an attempt to understand the sometimes volatile relationship between these world views.

SPECIAL PROJECTS

Guidelines for Special Projects

Special 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 special projects with an appropriate faculty member. Students planning to participate in special project credits must have completed a basic course in the relevant discipline.

Special 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 special project credits.

Special project credits:

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.

Faculty offering special 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.

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.

Policies for Students

Shoreline Community College is in compliance with Title IX of the Educational Amendments of 1972. This regulation prohibits discrimination on the basis of sex in employment, educational opportunities and program participation. The college also recognizes that sex discrimination in the form of sexual harassment — defined as the use of one's authority and power to coerce another individual into sexual relations, or to punish the other for his/her refusal — is also a violation of 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 Vice President for Student Services, (206) 546-4641, 5000 (FOSS) Building, or any administrative unit head.

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 Vice President for Student Services, (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 vice president for student services. Any student wishing to have information withheld when inquiries are received must notify the Vice President for Student Services 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 VP of Academic Affairs and VP of Student Services or via the college website.

Fair Grades

Students are protected by College policy through orderly procedures against arbitrary or 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

It is College policy that illegal discrimination, including sexual harassment of students and by students will not be tolerated. Sexual harassment is defined as unwelcome sexual advances. (College Policy 4113 – Sexual Harassment) If you believe you have been discriminated against because of your race, ethnicity, gender, age, or marital status, please contact the SCCSBA Student Advocate, the Vice President of Student Services, or the Vice President of Human Resources.

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)

Credit by Examination

Students currently enrolled at Shoreline may obtain credit for certain courses by satisfactorily passing comprehensive examinations provided the student has never received college credit for the challenged course or for 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)

SUMMARY OF STUDENT 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.

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 or 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 Vice President of Student Services for additional disciplinary action(s).

Student Services

ADMISSION

Admission Information:

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

Phone: (206) 546-4621
Fax: (206) 546-5835
E-mail: sccadmis@ctc.edu
Web: www.shoreline.ctc.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 mail. Application forms can be obtained at any Washington state high school or at any Washington state two-year college.

Web Admissions

To apply to Shoreline Community College via the Web, access the online admissions application at our college Web site: www.shoreline.ctc.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 Admissions Office.

1. Assessment Results

Evidence of placement level is required before registration in English composition, reading, math, or "W" courses. Assessment test results are used to assist students with placement in appropriate levels of these classes. They are not used to determine whether a student will be admitted to Shoreline Community College.

Students may submit SAT, ACT, Compass or ASSET test scores dated within five years, or take the ASSET assessment test at Shoreline by appointment. Before the student's registration date, the college will send instructions on how to make a test appointment. Test results



will be sent automatically to the Admissions Office.

(See Assessment Testing later in this section for more information.)

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 Association of Schools and Colleges 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 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.

3. High School Transcripts

Students are encouraged to submit final 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 must 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 tuition-free. 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 Registrar's Office at (206) 546-4613 for more information.

AUDIT STUDENTS

An audit student must be registered and have paid tuition and fees for a course but may participate in class work only 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 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 Programs 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 Information Technology, 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 Association of Schools and Colleges or other regional accrediting agencies are accepted by Shoreline Community College.

REGISTRATION

(206) 546-4611

The registration procedure allows 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.

Appointment dates for registration are assigned to new and continuing students by mail each quarter. In-person registration may be by proxy if a student is unable to report at the scheduled time.

Students are required to obtain their advisor's signature for courses to be taken each quarter if they have completed fewer than 15 credits at Shoreline Community College. An advisor's signature is not required, however, for a student who has completed 15 Shoreline credits and:

1. is not enrolled in an English as a Second Language program;
2. is not an international student; or
3. is not enrolled in a selected professional/technical program.

Touchtone Registration

Students who have completed at least 15 credits at Shoreline Community College can register by telephone on or after their scheduled appointment time via our Touchtone system. Call (206) 542-3236. Registration by Touchtone is available from 7:30 a.m. to 8:00 p.m. Saturday through Thursday and from 8 a.m. to 4 p.m. on Fridays. For credit card payment, please call (206) 546-7850 during business hours.

Web Registration

Students who have completed at least 15 credits 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.ctc.edu. See the quarterly Class Schedule for deadlines for tuition payments. Web registration is available the same days and hours as Touchtone. Credit card payment is available online.

CHANGE OF REGISTRATION

Touchtone and Web registration are not available once the quarter begins. It is the student's responsibility to confirm any schedule changes by adding or dropping classes with the Registration 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**¹ of a quarter must fill out a class schedule change form and take it to the Registration Office. No signatures are required except in the case of special-permission classes as indicated in the class schedule.

Changes during the **sixth through the 10th day**² are made on the same form and require the signature of the instructor.

From the **11th day through the end of the fourth week**³, 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**⁴ of the quarter. The schedule change form is used for drops only from the **second day of the seventh week**⁵ **until the end of the quarter** and requires the signature of the instructor(s). From the second day of the seventh week, the instructor will assign the proper grade on the form (see Grading System section of this catalog). No "W" grades will be issued after the **first day of the seventh week**⁶. Although advisors' signatures are not required for these changes, students are encouraged to see advisors for assistance.

EARLY EXIT PROCEDURES (FROM CLASS OR COLLEGE)

From the eleventh day of the quarter through the **first day of the seventh week**⁶ of the quarter, the procedure for withdrawing from a class is as follows:

Students should fill out an official class schedule change form, obtain the instructor's signature on the form for each class to be dropped and take the completed form to the Registration Office. During this period, the grade given will be an automatic "W."

Starting the **second day of the seventh week**⁵ through the remainder of the quarter, any student withdrawing from a class may be given an "I" if the situation is in accordance with the policy for Incomplete grades (and the student and faculty person submit an Incomplete Grade Contract to the Registrar's Office), or a "Z" at the discretion of the instructor. The procedure to be followed is the same as above with the addition of the proper grade by the instructor on the form. No "W" grade will be issued after the end of the **first day of the seventh week**⁶.

Anyone who fails to follow the early exit procedures will receive a grade of "V."

DROP FOR NONPAYMENT

Students who fail to pay their tuition in full by the tuition payment deadline will 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.

DROP FOR NON-ATTENDANCE

During the first week of the quarter, it is important that students attend all classes in which they are registered. In those courses that have an established waiting list a student who does not attend the first two class sessions in the quarter and who has not made prior arrangements with the course instructor, may be dropped from the class at the discretion of the instructor. Students withdrawn by the College during the first week under this policy will receive a refund of tuition and fees, if due.

The College does not always withdraw the student for non-attendance. It is the student's responsibility to determine if he/she has been withdrawn by the College. A student who is not officially withdrawn by the College or does not officially withdraw himself/herself may be issued a failing grade by the course instructor based on non-attendance.

1. Summer Quarter: end of the third day
2. Summer Quarter: fourth through the sixth day
3. Summer Quarter: seventh day through the end of the third week
4. Summer Quarter: end of the third week
5. Summer Quarter: 23rd day of instruction
6. Summer Quarter: 22nd day of instruction

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. In response to inquiries about students, the policy of Shoreline Community College is to confirm only dates of enrollment, credits earned and degrees earned, unless the student provides an original signed authorization addressed to Shoreline Community College to release other specific information to a specific party. A student at Shoreline may have all personal information held confidential. The office of the vice president for student services can provide this special service. For more information, call (206) 546-4641.

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 HOPE Scholarship tax credit, employment in any position at Shoreline including work study, and workforce or unemployment 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.

TRANSCRIPT REQUESTS

An official transcript of academic achievement at Shoreline is available for a fee of \$5.00 each, plus \$1.00 for each additional copy per order. Requests may be made in person, by mail or by fax at (206) 546-5835. The Transcript Request form is available on the second floor of the 5000 building, or on Shoreline's web site: www.shoreline.ctc.edu. Faxed requests must include a Visa or MasterCard number, expiration date, and signature. For more information, phone (206) 546-4614. Allow 72 hours for processing after the college receives your request.

OBTAINING INFORMATION

Information kiosks are located in Enrollment Services (5000 Building), Shoreline Bookstore, and the library, where students may view and print an unofficial copy of their records free of charge. This information can also be accessed via the Web at www.shoreline.ctc.edu.

HOLDS ON STUDENT RECORDS

Students who have been placed on academic suspension or 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, library fines or instructional materials overdue) will not be allowed to register or make program changes until these have been cleared. Likewise, 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.

SCHEDULE OF TUITION AND FEES

Please see quarterly class schedules for tuition payment deadlines. The college reserves the right to change any fees without notice to comply with state or college regulations and policies.

RESIDENCY REQUIREMENTS

Non-resident tuition is required of students whose legal residence is outside of Washington state. For tuition purposes, a state resident is one who is a U.S. citizen or who has permanent resident immigrant status, refugee-parolee status or conditional entrant status, and

- 1) has established domicile (residence) in the state of Washington primarily for purposes other than educational for the period of one year immediately prior to the first day of the quarter and was financially independent from parents or legally appointed guardians for the calendar year prior to and the calendar year during which college enrollment begins, or
- 2) is a financially dependent student, one or both of whose parents or legal guardians have maintained domicile in the state of Washington for at least one year immediately prior to the first day of the quarter.

NOTE: Typically, state residents document their legal residence in Washington by showing that for the entire 12 months immediately preceding the beginning of the quarter, they have done any or all of the following: a) held a Washington driver's license or identification card, b) had their vehicle registered in the state of Washington, and c) been registered to vote in Washington.

Exemption from non-resident tuition is granted to students who:

- a) are employed by a public university, college or community college within the state of Washington and
- b) hold a graduate service appointment (involving not less than 20 hours per week) designated as such by an institution, or
- c) are employed by an academic department (involving not less than 20 hours per week) in support of the instructional or research programs, or
- d) are faculty members, classified staff members or administratively exempt employees holding not less than a half-time appointment, or spouses or dependent children of such persons.

TUITION AND FEE INFORMATION (a)

		Resident	Non-Resident	S.E. Asia (b) Veterans	Persian Gulf (c) Veterans
PART TIME	1 credit(d)	\$62.55	\$234.25	\$8.40	28.90
	2 credits	125.10	468.50	16.80	57.80
	3 credits	187.65	702.75	25.20	86.70
	4 credits	250.02	937.00	33.60	115.60
	5 credits	312.75	1,171.25	42.00	144.50
	6 credits	375.30	1,405.50	50.40	173.40
	7 credits	437.85	1,639.75	58.80	202.30
	8 credits	500.40	1,874.00	67.20	231.20
	9 credits	562.95	2,108.25	75.60	260.10
FULL TIME (e)	10 credits	625.50	2,342.50	84.00	289.00
(f)	11 credits	631.55	2,352.35	84.00	289.00
	12 credits	637.60	2,362.20	84.00	289.00
	13 credits	643.65	2,372.05	84.00	289.00
	14 credits	649.70	2,381.90	84.00	289.00
	15 credits	655.75	2,391.75	84.00	289.00
	16 credits	661.80	2,401.60	84.00	289.00
	17 credits	667.85	2,411.45	84.00	315.50
	18 credits	673.90	2,421.30	84.00	342.00

(a) Subject to change and approval by Legislative or Board of Trustees' action. Some courses may have additional fees for supplies or other charges.

(b) Reduced tuition for Southeast Asia veterans will be honored only if student is a state resident, served in Vietnam between August 5, 1964, and May 5, 1975, and has provided appropriate documentation of such service. Under current law eligible veterans must have been enrolled in a public Washington state institution of higher education on or before May 7, 1990, in order to maintain eligibility for the Vietnam veteran tuition rates.

(c) Persian Gulf War veterans should contact the Shoreline Veterans' Office for information regarding a tuition waiver.

(d) The additional operating fee of \$49.20 and \$209.80 per credit hour over eighteen (18) for resident and non-resident students, respectively, is subject to waiver for required vocational courses.

(e) Active duty military personnel, and their dependants, are charged resident rate of tuition. (Documentation required.)

(f) Vocational Credit Waiver Program: If credits above 18 credit hours apply to vocational program, a charge of \$9 per credit hour for Washington state residents and \$26.50 per credit hour for non-residents is charged.

A student wishing to change his or her residency classification must petition the college by completing the residency questionnaire form (obtainable in Enrollment Services) and by providing necessary documentation. This should be completed before registration.

STUDENT FEES (a)

Audit Fee

Same as for credit above.

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 audit only. 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

\$3.10 per credit up to a maximum of \$31 per quarter.

Technology Fee

\$2.58 per credit up to a maximum of \$25.80 per quarter.

Transcript Fee

\$5.00 each, plus \$1.00 for each additional copy per order. There is a 72-hour processing period.

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 classes: 80 percent of refundable fees. (Summer Quarter: during the first three days.) Withdrawal is not reflected on student transcript.

Second week of classes: 50 percent of refundable fees. (Summer Quarter: fifth through eighth days.) Withdrawal is not reflected on student transcript.

Third and fourth weeks of classes: 50 percent of refundable fees. (Summer Quarter: ninth day through fourth week equivalent.) Withdrawal appears as a “W” on student transcript.

After the fourth week of classes: No refund will be issued. (Summer Quarter: equivalent.) Signature of the instructor is necessary to withdraw. Instructor may assign a “V” (failing grade) or “Z” (hardship withdrawal) or “NC” as a grade, which will appear on student transcript.

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 an 80-percent refund. The college retains 20 percent of the tuition paid.

Example 2: Student B withdraws halfway through the fourth week of the quarter. The student is eligible for a 50-percent refund of tuition; the college retains 50 percent.

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.

Student Development

ADVISING

Advising provides students with the necessary information to make sound academic decisions and educational plans. Advisors assist students with information about admission and graduation requirements, course placement and selection, transcript evaluation and registration. Through advising, students make the connection between academic interests, degree requirements and career opportunities.

All full-time faculty and some staff assume responsibility for advising students. During New Student Orientation, students are assigned an advisor based upon their academic or career goals. Counselors are available to work with students who are undecided and in need of career or personal counseling. Students may request a change of advisor at any time at the Information Desk in the 5000 (FOSS) Building.

Planning guides, course equivalency guides, transfer manuals and many college catalogs are available for reference in the Student Development Center, Room 5229 (FOSS) Building. The Student Development Center is open from 8 a.m. to 5 p.m. on Monday, Tuesday, and Thursday; from 8 a.m. to 8 p.m. on Wednesday; and from 8 a.m. to 4:30 p.m. on Friday.

RESOURCES FOR STUDENTS

ON SITE COUNSELORS

(206) 546-4559

Counseling Services are located in the Student Development Center. Grounded in human development theories, counselors offer a range of services to help students identify and achieve their personal, academic and career goals. Through personal, educational or career counseling, counselors work closely with students in an effort to promote a positive learning environment and educational experience.

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

Shoreline offers short-term personal counseling to



help students overcome difficulties that present barriers to success. Issues that may impede academic progress can be addressed through counseling services. Counselors are experienced in handling complex situations that may result in a need for crisis intervention. They also serve as a campus and community referral resource for students, faculty and staff. Counselors are professionally educated, trained and experienced in counseling, psychology and social work. Information shared during the course of personal counseling is confidential.

Professionally educated, trained faculty teaches an array of human development courses such as Career Exploration and Life Planning, Stress Management, Improving Relationships, College Orientation and Student Success. Counselors also lead orientation programs, provide advising assistance, help students in their transition to other institutions and meet new and prospective students to assist with access to college programs and services.

WEB ADVISING

Shoreline Community College is dedicated to increasing access to important student services and information. To this end, the Student Development Center maintains a Web site providing comprehensive advising resources to all students and to the general public at:

<http://elmo.shore.ctc.edu/advising>. Features of the Web site

include a GPA calculator, career information, student success strategies, links to baccalaureate institutions and answers to frequently asked advising questions. Students can also get personalized answers to most advising questions via e-mail by visiting "Ask Alberta" on our advising Web site.

CAREER/EMPLOYMENT SERVICES CENTER

(206) 546-4610

The Career/Employment Services Center, located on the second floor of the 5000 (Foss) building, provides students and the community with resources to find all types of 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 may also look through job binders and use the E-Recruiting software - a customized database of local jobs and internships. The Center sponsors an annual career fair for students and the community.

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. Students can learn more about the job search, resume writing, and interviewing by viewing videos or reading books in the Center's library.

The Career/Employment Services Center also houses the Co-operative Education Program, the Worker Retraining Program, and the Employment Security representative.

For information on services, email shorecareers@ctc.edu or call:

Job Posting and Information(206) 546-4610
 Worker Retraining/WorkFirst Programs(206) 546-6961
 Cooperative Education Internship Program . .(206) 546-7843
 Employment Security co-location(206) 546-7842

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 Career/Employment Services One-Stop Center and is available Monday-Friday 8:30 a.m.-5 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 Telecenter in resolving issues and problems regarding Unemployment Insurance Benefits
- Current Unemployment Insurance information on campus

Employment Information and Job Referral

- Access to Employment Security web site for job listings and job referral: go2worksource.com
- Job boards with printed job announcements
- Individual counseling, résumé assistance, labor market information, and job referrals

MULTICULTURAL/DIVERSITY EDUCATION CENTER

(206) 546-4584

Center Hours: Monday - Thursday 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 4:30 p.m.

The Multicultural/Diversity Education Center (MCDEC) is a place for all people to meet, explore their cultural origins and work toward understanding, respect and appreciation for the diversity within our campus community and society.

MCDEC staff is dedicated to student academic success and provides support services such as advising, counseling, mentoring, educational programs and financial aid assistance to eligible students.

Books and other resources are available to assist faculty and staff of the college with their efforts to integrate multicultural theory and perspectives into the curriculum. MCDEC staff also offers diversity workshops that focus on developing multicultural awareness, knowledge, skills and social action.

PARENT-CHILD CENTER

The Parent-Child Center on campus provides quality childcare and educational experiences for children between the ages of 3 months and kindergarten. The center also functions as an instructional laboratory, serving as an observational and practicum site for students in Education and Human Services and other vocational and academic programs.

The Center is also a Parent Education Cooperative Program with required laboratory experiences for parents in the preschool, as well as course requirements. A parent

in each family is required to enroll in a 1-credit Parent Education course each quarter. Classes are offered on Saturdays and are taught by a college faculty member. Courses provide a support network and opportunity for group discussions on parenting topics. Parents must also spend 2 hours per quarter volunteering in the classroom.

Information on fees is available at the center. All students paying tuition and student activity fees receive a reduced rate. The hours of the Parent-Child Center are 7 a.m. to 10 p.m. Monday through Friday. Saturday hours are 8:00 a.m. to 6 p.m.. Evening and weekend hours are subject to change. The center is closed on state holidays, between the end of Summer Quarter and the beginning of Fall Quarter, and the last two weeks of December. Summer Quarter hours and requirements may differ from those of the academic year.

SCC FOUNDATION

(206) 546-4755

The Shoreline Community College Foundation directly assists students by providing emergency aid and scholarships to those in need. Because of generous donations, the Foundation can help students with such necessities as partial tuition, books, utility bills, child care, and bus passes. High school scholarships, returning student grants and transfer student scholarships are also awarded through the Foundation. The goal of the Foundation is to make the difference that allows students to stay in school.

SERVICES FOR STUDENTS WITH DISABILITIES

(206) 546-5832

The Services for Students with Disabilities (SSD) Program is housed in the Student Development Center (5000 Building). 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 SSD program. Students with questions about qualification should contact the program office for an appointment.

It is the mission of the SSD program to insure that these mandates are followed and that all students have access to educational programs, campus services and activities. SSD 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.

Examples of possible accommodations include testing accommodation, note-taking assistance and referral for tutoring. Other services include personal counseling, academic advising, career assessment, referral to resources on and off campus and other assistance as appropriate.

Students requesting accommodation should call the SSD program office at (206) 546-5832 or (TTY) (206) 546-4520 for information on specific accommodations or to make an appointment with the SSD coordinator.

VETERANS OFFICE

(206) 546-4645 or (206) 546-4559

Shoreline Community College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. Only selected academic programs of study are approved by the HECB/SAA. Veterans or other students who are planning to attend Shoreline Community College under benefits offered by the Veterans Administration and who have any questions about applications, credit load requirements, courses acceptable in specific programs, changes of educational goals, etc., must check with the veterans coordinator in the Veteran's Office (FOSS Bldg., Room 5246) or the veterans counselor in the Student Development Center (FOSS Building, Room 5229). Vietnam and Persian Gulf veterans should check with the Veterans Affairs Office before registration regarding their eligibility for fee waivers. V.A. application deadlines are extremely important, and it is recommended that contact with the college Veterans Office be made as soon as possible.

Many benefits and services are available to veterans at Shoreline Community College. Those who have any difficulties with either the questions about the V.A. or the college program should contact the Veterans Counselor or the Veterans Coordinator.

All persons receiving Veterans benefits are subject to "Standards of Progress" and "Standards of Conduct," statements required by the Veterans Administration. The "Standards of Progress" statement requires maintaining a minimum of 1.75 grade-point average, reporting changes in attendance or progress to the college promptly and completing a course of study in the length of time approved by the Veterans Administration. Any V.A. beneficiary who fails to meet these standards will be placed on probationary status for Veterans benefits for the following quarter.

Students who are placed on probation must complete all subjects for which they are registered with at least a 2.0 GPA, in addition to the requirements listed above. Students who fail to meet the standards for the proba-

tionary period will have their certification for Veterans benefits terminated for lack of sufficient progress and will be required to complete counseling before they are allowed to have their benefits reinstated. For further information, see the Veterans Counselor in the Advising and Counseling Center or the Veterans Coordinator in the Records Office.

The "Standards of Conduct" statement for veterans is the same as for all students at Shoreline Community College, as indicated under the Student Life section in this catalog.

WOMEN'S CENTER

(206) 546-4715, (206) 546-4716

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.

Located in the Pagoda Union Building, the Women's Center is a comfortable place for meeting informally, sharing information and learning about college and community resources. The Center 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. The Women's Center also has reference materials on topics related to women's lives and experiences. Information about scholarship application processes is available. Students may apply to the Women's Center Emergency Fund for assistance in financial emergencies.

Learning Opportunities

Lectures, performances and exhibits are held each quarter to increase awareness of different issues and perspectives. An array of presenters – educators, artists, writers, performers – is highlighted.

Workshops, special topics groups, and classes are organized in response to students' interests and needs. These sessions may include life transitions, personal safety and self-defense, ways of knowing, and managing personal finances.

The Women's Center arranges special events on campus, including Women's History Month celebrations and the Expanding Your Horizons Conference for high school women to explore careers in math, science and technology fields.

LEARNING ASSISTANCE CENTERS

Academic Skills Center

(206) 546-4308

The Academic Skills Center (ASC) provides opportunities for students to learn study techniques and improve reading and/or writing skills in a lab environment. Students learn through a variety of media, including computer programs, audio and video lessons, and traditional text materials. The Center's director develops an individualized program of study and provides feedback to students. Learning assistants are available for one-on-one instruction. Students may also receive individual assistance on a walk-in basis with assignments from other classes in which they are enrolled. The ASC is located in Room 1501.

Math Learning Center

(206) 546-5825

The Math Learning Center (MLC), located in the 2200 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. BUSINESS computer study center Located in Room 1304, students can receive learning assistance in Business Technology or Computer Information Systems (CIS).

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.

INTERNATIONAL PROGRAMS

(206) 546-4697

(206) 546-7854 - Fax

Website: www.international.shoreline.ctc.edu

Shoreline Community College currently serves more than 400 international students from over 40 different countries. Our International Student Office provides comprehensive services to each of our students. International students are a valued part of our campus community and significantly contribute to Shoreline's multicultural environment.

International students choose Shoreline Community College for many reasons its close proximity to downtown Seattle, ease of transfer to a university to obtain a bachelor's degree, and the quality of the education at an affordable cost.

Shoreline offers a comprehensive ESL program that allows international students to take college classes while completing the higher levels of their ESL training.

TUTORING

(206) 546-7852

The Carl Perkins Support Services program manager and staff are available to assist and advocate for students with special needs who are members of special populations such as single parents, re-entry students, limited-English-speaking students, students receiving financial aid and students with disabilities. Services provided may include, but are not limited to, providing access and referral to tutoring, counseling, guidance and other educational services on campus. The staff also advocates on behalf of students who receive supplemental assistance from community and governmental agencies such as Division of Vocational Rehabilitation, Department of Social and Health Services and Employment Security.

NEW STUDENT ORIENTATION

Shoreline offers a comprehensive orientation and registration program for new students, which includes a packet of orientation materials, a multimedia presentation, small-group discussions and individual advising assistance.

At orientation students are provided with information about Shoreline's programs, services and degrees. Students are given assistance in selecting courses, building schedules and registering for classes. Advisors help students understand and interpret placement test scores in order to select courses and to promote academic success. Copies of placement test scores and evaluated transcripts are normally made available to students, provided official transcripts are on file in the Admissions Office before the orientation appointment. Transfer students who need a transcript evaluation after their initial registration should fill out a request form at the Information Desk in the 5000 (FOSS) Building.

Upon completion of the application, students make an appointment for new student orientation and registration. New students who have already earned a bachelor's degree and do not need advising may go ahead and register at their scheduled time.

Continuing students have first priority in completing their registration based on the total number of completed credits identified on all official college transcripts that are submitted to the Admissions Office. Advising and an advisor's signature is not required for a continuing student who has completed 15 Shoreline credits and:

1. is not enrolled in an English as a Second Language program;
2. is not an international student; or
3. is not enrolled in a selected professional/technical program.

It is strongly recommended, however, that students seek advising services before registration to ensure progress toward degree and certificate requirements.

ASSESSMENT TESTING/ COURSE PLACEMENT

(206) 546-4608

Shoreline conducts the ASSET and COMPASS placement tests to help students identify their skill levels in reading, writing and math. Test scores are used to help ensure accurate placement in English and math courses. Students who have taken either the SAT or ACT test within the previous three years may submit these scores in lieu of the ASSET or COMPASS test. Information about the assessment program will be provided to new students when they apply for admission and when they receive instructions regarding the registration process. These tests also determine the ability of a student to benefit from instruction at Shoreline Community College. Placement based on ASSET, COMPASS, SAT or ACT scores is required for the following students:

1. students who declare an intent to pursue a college degree or certificate.
2. students who plan to enroll in a math, English or a 'W' designated course or any course with math or English prerequisite. 'W' courses include extra writing requirements and are identified in the quarterly class schedule.

Placement testing is waived for transfer students who submit official college transcripts showing successful completion of both college-level math and English composition with a grade of 2.0 (C) or better.

Note: All students who are non-native speakers of English and who have been in the United States less than four years will have their English skills assessed, according to the policies and procedures of the English as a Second Language (ESL) program described elsewhere in this catalog.

FINANCIAL AID

(206) 546-4762

Shoreline offers financial assistance available to all 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 application forms. Students might receive aid in the form of grants, employment or student loans. Students are encouraged to complete the federal FAFSA form as soon as possible after January 1 for the following academic year which starts at Shoreline in summer quarter. Financial aid files complete by April 30, with all the required documents, will be given priority consideration for available funds.

To apply for aid, students must:

1. Complete the FAFSA (Free Application for Federal Student Aid) and submit it to the federal processor. Students may apply using either the paper form or on the Internet. Applications are available in the Financial Aid Office, 5000 Building, and are available at high schools and public libraries. The web application can be located at www.fafsa.ed.gov; students and parents can request a financial aid PIN at www.pin.ed.gov to use to electronically "sign" the FAFSA and for other electronic federal financial aid processes.
2. Complete the Financial Aid Data Sheet for Shoreline
3. Have academic transcripts from prior colleges submitted to the Admissions Office and evaluated for credits that can transfer to Shoreline; and
4. Submit all additional documents as requested by the Financial Aid Office.

After a file is complete, eligibility for aid will be determined, and students will be notified by mail. Student loans require an additional application. The Data Sheet and other forms are available on Shoreline's Financial Aid office web site:

<http://elmo.shore.ctc.edu/financialaid/>

General Eligibility Requirements

To receive financial aid, federal regulations require that students must:

- be eligible according to federal calculations based on the FAFSA;
- have a high school diploma or GED; or submit a copy of passing scores on the ASSET or COMPASS placement tests for math (numerical), reading, and writing;
- be enrolled in an eligible degree or certificate program;
- be a U.S. citizen or eligible non-citizen;
- have a valid Social Security Number;
- make satisfactory academic progress;
- sign the FAFSA statement certifying that they will use

financial aid only for educational purposes;

- certify that they are not in default on a federal student loan and do not owe a repayment of a federal grant; and
- be registered with the Selective Service, if required.

Additional eligibility notes:

- Students generally must be enrolled for at least half time (6 credits) to receive aid; students enrolled for less than half time might be eligible for a limited amount of federal Pell grant assistance.
- A student must be an undergraduate to receive grants. Students who have received a bachelor's degree or its equivalent or a first professional degree are not eligible for grants, but they are eligible for student loans. As required by federal regulations, this includes unaccredited or foreign schools and schools not accepted or recognized by Shoreline.
- 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.

THE COOPERATIVE EDUCATION INTERNSHIP PROGRAM

(206) 546-7843

The Co-operative Education Program provides students the opportunity to utilize skills learned in the classroom and to gain relevant work experience while receiving college credit. Students participating in a Co-operative Education internship work closely with a faculty advisor to ensure that the internship is a valuable learning experience.

Although several professional-technical departments run their own internship programs, many departments utilize the Co-operative Education program. Located in the Career/Employment Center on the second floor of the Foss Building, Co-op staff can assist students with finding and setting up an internship, writing a resume, interviewing, and processing the Co-op Ed paperwork.

For more information, talk to your faculty advisor or call (206) 546-7843.

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 \$4,000* for the 2003-04 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 \$4,000 for the year. Priority is given to students with the greatest need who meet the priority deadlines.

Washington State Need Grants

These are available for state residents enrolled for at least 6 credits. Students must meet other criteria established by the state.

Worker Retraining Grants

The Washington State Worker Retraining and Work-based Learning Tuition Assistance programs offer grants that can sometimes also pay for books, supplies, and other expenses. The Washington State Worker Retraining and Work-based Learning Tuition Assistance programs offer grants that can sometimes also pay for books, supplies, and other expenses. The Financial Aid Office has a staff member whose primary responsibilities include assisting students with these aid programs. The Office of Career Employment Services, room 5228 (on the same floor of the 5000 Building as the Financial Aid Office), is also staffed to provide information and assistance for the Worker Retraining and Work-based Learning Tuition Assistance Programs.

Shoreline Grant, Tuition and Fee Waivers

These are available for state residents enrolled for at least 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.

EMPLOYMENT

Federal and State Work-Study

Work Study is a program in which students are employed and earn money to help pay for their educational expenses. Paychecks are received twice each month for the hours worked. The earnings are partially subsidized by federal and state funding. Jobs are available on and off campus.

WorkFirst Grants

Tuition and book assistance is available to those receiving government cash assistance (TANF) with limited funds for low-income working parents. Tuition grants can be used to pay for vocational courses, essential skills classes, ESL, high school completion, etc. It can also be used for your first quarter in a professional/technical certificate or

degree program until your federal financial aid is processed, or if your financial aid is less than what is needed to cover tuition, fees and books. For additional information about eligibility call (206) 546-5867.

STUDENT LOANS

Shoreline Community College participates in federal loan programs including the federal Direct Loan (subsidized and unsubsidized), parent PLUS loan and Nursing Loans. Students are encouraged to borrow as little as possible, as cumulative debt by the end of college can be financially difficult.

More information about the federal Direct Loan program is available in the Financial Aid Office and on the Internet at www.dlserver.ed.gov.

Subsidized Direct Loans

The maximum loan is \$2,625 per academic year for first-year students and \$3,500 for second-year students (must have completed 45 credits in their program of study). Eligibility for the subsidized Direct Loan is based on financial need as determined using the federal FAFSA application and the credits completed in their degree program.

Unsubsidized Direct Loans

Unsubsidized Direct Loans are not based on financial need. First-year dependent students may borrow up to a combined maximum of \$2,625 in subsidized and unsubsidized Direct Loans. Second-year dependent students with at least 45 credits completed in their degree program may borrow up to a combined maximum of \$3,500. Independent students may borrow up to \$4,000 in unsubsidized Direct Loans in addition to the maximum subsidized amounts, depending on need and the cost of attendance (see Estimated Costs of Attendance below).

The interest rate on these loans is variable, not to exceed 8.25 percent.** Although application is made through the college, the loan is granted through a bank or other lender, requiring the student to complete an application process in addition to the FAFSA. Further, loan counseling is required of all first-time borrowers, and exit interviews are required of all borrowers when they leave the college.

**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.

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.

Student loan checks are available for each quarter of enrollment in the academic year. The checks are available at the Cashier's window after the start of the quarter. For first-time borrowers, in their first year, the first loan check will not be available until 30 days after the first quarter begins.

Nursing Loans

Loans up to \$2,500 a year may be made 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 and new students who have taken the ASSET test who have financial need may apply for a loan. A co-signer may be required.

Conditions of the loan: Loans are granted for resident tuition, books, supplies 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. Loans are not made between quarters or for Summer Quarter.

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 Financial Aid Office. The application may require additional documentation. (See also Educational Opportunity Program — Financial Assistance.)

WORK BASED ASSISTANCE

Worker Retraining Program

The Worker Retraining Program, located in the Career/Employment Services One-stop Center, provides excellent opportunities for skills upgrades or career retraining for dislocated workers and displaced homemakers.

Students can select any one of over 50 professional/technical programs - from a one-quarter skills upgrade to a two-year certificate program. Students receive one quarter of free tuition from the college, plus referrals to on-site 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, ASSET testing, and living expenses may also be available.

The program targets people who are currently receiving unemployment insurance or who have been on unemployment insurance in the past 24 months. Displaced homemakers may also qualify for the program.

At the Career/Employment Services Center, students have access to on-site representatives from Employment Security and various 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 weekly. To find out about the next orientation session, call (206) 546-4610, email shorecareers@ctc.edu or visit the Career/Employment Services Center.

WorkFirst

The WorkFirst Program provides job-related training and free tuition and books for clients who are disadvantaged and of low income. For eligibility requirements, call (206) 546-4695.

Available Services Include:

- financial aid and assessment for tuition, books, supplies; limited money for childcare and transportation;
- career interest tests;
- ASSET test for math and English placement;
- career placement assistance;
- internships;
- career and job opportunities — part-time, full-time and seasonal;
- employment preparation — the resume, the interview, job search strategies;
- employer interviews on campus; and
- Internet career assistance.

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 is mailed with each initial notification of financial aid.

Academic performance 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 1.75 grade point average (GPA). After enrolling for 36 credits or by the end of the second year of study at Shoreline, 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, I, N, V, W, H and Z do not count toward completed credits. At the end of each quarter, full-time students who complete less than 12 credits and at least 6 credits are on financial aid probation. Students

on probation must complete all credits for which they enroll (at least 6) with a GPA of 2.0 or higher. If they fail to make progress during a probationary quarter, financial aid is canceled until they have reinstated their eligibility. Students may reinstate eligibility by completing all credits for which they enroll (at least 6) with at least a 2.0 GPA, without financial aid. Aid is normally available for 150 percent of the number of credits required for the program of study.

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 must 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 2003-2004 academic year. The tuition and fee amounts are determined primarily by the State Legislature; the other expenses are estimated averages.

	Living with parents/relatives	Living away from parents/relatives
Tuition/Fees	\$2,181	\$ 2,181
Books/Supplies	738	738
Board/Room	2,214	5,688
Transportation	1,290	1,290
Personal*	<u>1,932</u>	<u>2,058</u>
Total	\$ 8,355	\$ 11,955

*includes medical

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

The following courses are 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. Classes acceptable for financial aid will be funded to a maximum of three (3) quarters or 45 credits. (Tutorial and audit classes are not acceptable.) All other provisions of the Satisfactory Academic Progress Policy must be met by financial aid recipients.

BioSc 090	Eng 089	ESL 090	Math 070
Chem 090	Eng 090	ESL 095	Math 080
Eng 080	Eng 091	ESL 098	Math 090
Eng 081	Eng 092	ESL 099	SpCmu 095A
Eng 082	Eng 095	ESL 100A	Stysk 099
Eng 085	Eng 096	ESL 100B	
Eng 087	Math 060		

Adult Basic Education/English as a Second Language courses (050-089) are not eligible for financial aid. Also courses eligible for tuition waivers

are not fundable if the waiver requires that the course or student is not in an eligible program.

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 information 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 or guardians, 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 mailed 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;
- 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); and
- starting each quarter with their own money to pay for their initial expenses, as financial aid checks are not available until after the first day of the quarter.

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, either by picking up a check or by having tuition or other charges paid electronically, 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 also might have to return some financial aid funds to federal or state programs.

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 SFA 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 the State Need Grant and for the Shoreline Grant, Shoreline's Institutional 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.

State funds used for institutional charges will be returned after federal Title IV aid funds. The federal and state aid funds will be returned in the following allocation order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, FFEL PLUS loan, Federal Pell Grant, FSEOG, State Need Grant, and Shoreline Grant (state 3% funds).

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.

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. They can receive aid only for the number of credits for which they are registered at that college.

OTHER STUDENT SERVICES

BOOKSTORE

(206) 546-4732

The College Bookstore, on the lower level of the 5000 (FOSS) Building, stocks textbooks, class required supplies and materials. In addition, the bookstore stocks art, photography and office supplies, software, snacks, gifts, and Shoreline logo clothing. The bookstore is an authorized Apple Store and maintains an online site for Apple computers, which can be purchased by enrolled students at an educational discount.

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

The bookstore is a self-supported operation that, though state owned, receives no support from student fees, tax revenues or funding from the college.

Fall, winter and spring quarter normal hours are 7:15 am to 6:00 pm, Monday through Thursday, and 7:15 am to 4:00 pm Friday.

The bookstore is open extended hours the week before the quarter begins, and the first and second weeks of the quarter. Hours vary for summer quarter and the time period between the end of summer quarter and Labor Day. The bookstore remains open during quarter breaks. Open hours are posted, and in addition, are available on the information phone line: (206)546-4731.

Textbook Buyback

At the end of each quarter during exam week, the bookstore invites a used book wholesaler to conduct a textbook buyback. 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 the 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.

Virtual Bookstore (Online)

Students are encouraged to take advantage of the Virtual Bookstore, which allows for purchasing of required textbooks online. The Virtual Bookstore is "open" from the beginning of registration until approximately two weeks before the quarter begins.

Students may purchase their required books at the time of registration or log back on at another time to purchase books. Books purchased via the Virtual Bookstore can be shipped directly to your home or bundled for pickup at the bookstore. Virtual Bookstore purchases must be paid with a MasterCard or Visa.

The Virtual Bookstore and web registration address is: <http://www.shore.ctc.edu/wts>

CAMPUS SALON

The SCC Campus Salon operated by the faculty and students of the Cosmetology Program and is located in Building 2900. The Cosmetology students are supervised at all times by full- and part-time Cosmetology faculty. Services are offered to students, faculty and staff, and the general public and include haircuts with air-forming style, color, foils, perms, facials, pedicures and manicures. Fees charged for services are very affordable.

Call (206) 546-4631 to schedule an appointment. The Salon is open Monday, Tuesday, and Friday from 8:45 am - 3:30 pm; Wednesday and Thursday from Noon-8:00 pm.

CAMPUS SECURITY

The Shoreline Community College Safety and Security Department provides security 7 days a week, 24 hours a day. The Safety and Security office manages traffic safety, parking, emergency preparedness and response and crime prevention. This office works closely with Shoreline Fire and Police Departments.

The Safety and Security Office is located in the Pagoda Union Building (Building 900) in room 968. The business line for the office is 206/546-4633. For emergencies and/or after hours and weekends, a security officer can be reached by dialing 4499 from any campus or blue light 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 Office 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.

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) 546-4644

Food services are provided in Shoreline's student center (PUB, Building 900). Hours are 7 a.m. to 7 p.m. on Monday through Thursday, and from 7 a.m. to 4 p.m. Friday during instruction and finals week of each quarter. Emphasis is placed on providing a variety of foods to meet special dietary requirements and diverse tastes. Customized service is available for meetings, banquets and other special occasions.

In an effort to provide better access to food service, two espresso stands are operated on campus, located in the courtyard outside the PUB, operate from 7 a.m. to 2 p.m. Monday through Friday during instruction, and The Java Shack, next to the 2400 building, from 7 a.m. to 7:45 p.m. Monday through Thursday, and from 7 a.m. to 2 p.m. Friday during instruction.

Food service needs for persons with disabilities should be addressed to the college Americans with Disabilities Act compliance officer, located in the Human Resources Office of Building 1000.

HOUSING

Shoreline Community College is designed to serve students who commute to the campus. The college maintains no dormitories or other housing, and assumes no responsibility for independent housing facilities used by students.

As a convenience to students and local citizens, a bulletin board in the Pagoda Union Building near the Women's Center is designated for posting rental listings available to Shoreline students. Rental units listed on the bulletin board must be available to all students, regardless of race, creed or national origin. Rental conditions and agreements are between the student and landlord.

INSURANCE

Student accident/health insurance is available at reasonable rates and may be purchased at the Cashier's Office in the 5000 (FOSS) Building. International students and study abroad students are required to have accident/health insurance coverage. Students in certain health occupations may be required to purchase malpractice insurance.

Shoreline Community College is designed to serve students who commute to the campus. The college maintains no dormitories or other housing, and assumes no responsibility for independent housing facilities used by students.

As a convenience to students and local citizens, a bulletin board in the Pagoda Union Building near the Women's Center is designated for posting rental listings available to Shoreline students. Rental units listed on the bulletin board must be available to all students, regardless of race, creed or national origin. Rental conditions and agreements are between the student and landlord.

PARKING AND TRANSPORTATION

Shoreline Community College is designed to serve students who commute to the campus. Parking permits or day passes are required for ALL parking areas at Shoreline's main campus and in the Sears shuttle parking lot. Quarterly permits may be purchased at the Cashier's Office in the FOSS Building. Permits may be purchased at the time of registration. If you do not wish to purchase a quarterly permit, a day or evening permit may be purchased at one of the gates.

For vehicles transporting two or more students, carpool permits are available at the Safety and Security Office. Carpool lots are reserved for carpool only parking from 7 a.m. until 1 p.m.

A shuttle bus service is available from the Sears lot (off 160th) and the Greenwood lot to the main campus. For information other transit service to the college, please call Metro at (206) 553-3000 or visit

<http://transit.metrokc.gov/bus/bus.htm>

Parking fees are subject to change.

Parking permits must be affixed to the vehicle's windshield/window as instructions indicate to be valid. Parking areas will be marked and it illegal at all times to park in roadways, fire lanes, bus zones, loading zones, service driveways, on sidewalks, on landscape, in zones with red curbs and "No parking" signs. Parking is not allowed in a reserved space without the appropriate permit or authorization.

Parking in illegal areas will result in fines or having your vehicle impounded. Vehicles will be impounded without warning for blocking a roadway so as to impede

the flow of traffic, blocking a fire hydrant or fire lane, creating a safety hazard, blocking another legally parked vehicle, parking in a marked tow away zone, or for outstanding unpaid parking citations.

Campus Safety and Security Officers patrol the campus (including the Sears lot). Officers may initiate vehicle stops for violations of traffic laws, which are applicable on all campus properties. Enforcement action may include a disciplinary referral to the Vice President of Student Services or citation and arrest depending on the specific violation, incident and totality of the circumstances.

Enforcement action may be taken to enforce state traffic laws including, but not limited to, speeding, negligent or reckless driving, failing to obey a traffic control device (stop sign), failing to yield to pedestrians, and all other traffic laws. If stopped by an officer, you are required to identify yourself. Failure to do so can result in disciplinary action and/or arrest, and impoundment of your vehicle.

Individuals may be cited for parking without a permit, parking in an unauthorized area, blocking a roadway, speeding, etc. If a fine is not paid, the college may delay a student's registration, place a hold on his/her transcripts and/or financial aid, impound the vehicle or turn the fine over to a collection agency.

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 Office (968).

Appeals must be filed 5 working days after the date on the ticket; after that time you are required to pay the fine and may not appeal.

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.
- Parking permits may be purchased at the Cashier's Office in the 5000 (FOSS) Building.

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.

Shoreline Community College expects students to exercise good judgment when using buildings, equipment or campus grounds, when participating in classroom discussions, assignments or tests, and when interacting with other members of our campus community. A complete list of student standards of conduct, as well as campus rules and procedures, is printed in the college Policy Manual, which is available in the Ray W. Howard Library/Media Center, the Student Programs Office, the Student Government Office, and other administrative offices. College Policy 5030, the Student Code of Conduct and Discipline, outlines general expectations for student behavior and procedures for resolving issues of student conduct and discipline. College Policy 5033, Dishonesty in Academics, describes behavior that is unacceptable in the classroom and procedures for resolving situations involving academic dishonesty. College Policy 5035, Student Grievance Procedures-Academic Evaluation, provides procedures for resolving disputes that arise between students and faculty members regarding grades. (See page 9 for more details.)



STUDENT PROGRAMS OFFICE

Pagoda Union Building, Room 952

(206) 546-4654 or 546-5862 or 546-5821

Shoreline Community College offers students unique educational opportunities for student leadership, co-curricular learning, service learning, social interaction, cultural expression, and recreational experiences. Activities include a variety of 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 many others are developed in response to student interest. The Student Guide, available at no charge through the Student Programs Office, provides a description of the more than 70 clubs and organizations available on campus, with contact information on how to become involved. Students are encouraged to join organizations on campus in the belief that this participation can build lasting friendships, provide unique educational experiences, and establish support systems of peers, faculty and staff advisors.

Many activities provide students with the opportunity to develop leadership skills, including learning how to manage meetings, how to recruit members and develop organizations, how to manage events, how to communicate with diverse groups, how to manage budgets, and how to promote programs. The Student Leadership program offers formal leadership training, with a credit option for club officers and members. Internships are also available through the Student Leadership program to plan major events. The Ambassadors Program offers students an opportunity to provide campus tours and other community outreach activities. The CAPS (Campus Ambassador Program) program provides a means for students to involve other students in campus activities. The Arts and Entertainment Board develops the college's Artist & Lecture Series.

There are many opportunities for students to perform as part of the outstanding music department groups, drama, film and video programs available on campus. Students also receive significant discounts on tickets to attend the Artist & Lecture Series performances and intercollegiate athletics available on campus.

Listed on the next page are the organizations currently active on campus. Contact information for club advisors and descriptions of club activities and events are available in the Student Programs Office.

STUDENT GOVERNMENT

Pagoda Union Building, Room 950

(206) 546-4541

The Student Body Association 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 they deem important. They serve on faculty appointment review committees and 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/Diversity Education Center, the creation of the Student Technology Fee (to fund computer labs), and the renovation of the Pagoda Union Building (PUB).

The Student Senate is composed of nine volunteer representatives, all of whom are elected during Spring Quarter. The Senate manages the Student Services and Activities Fee Budget, the Student Technology Fee Budget, and the PUB Renovation Fee Budget. The Senate also provides recognition of new student clubs and organizations, and serves as a forum for student issues and concerns. Responsibilities of the Senate, including the structure of standing committees on Budget and Finance, Constitution and Bylaws, and Publicity, are outlined in the Student Body Association Constitution, available in the Student Government Office.

The Student Executive Board is composed of six paid members, each having specific responsibilities outlined in the Student Body Association Constitution. All Executive Board positions are selected during Spring Quarter, with three elected (president, treasurer and legislative director), and three appointed (vice president, secretary, and student advocate).

The Student Body Association (SBA) president appoints student representatives to campus governance committees and to faculty Appointment Review Committees. Students are encouraged to apply for these jobs, as well as to fill vacancies on the Senate and Executive Board. The Student Advocate receives any student complaints and serves as a referral source for resolving these issues. Students are encouraged to visit Room 950 in the Pagoda Union Building to inquire about leadership opportunities available through Student Government.

Campus Organizations

Organization Advisor Phone*

African Student Club	Tigist Stangohr7853
American Sign Language	Missy Gietz4540
Archery, Men & Women	Phyllis Harris5874
Art Club	Natalie Niblack4244
Arts & Entertainment	Scott Saunders5821
Asian Pacific Islanders	Dr. Robert Hayden4716
	Cathy Chun4716
Baseball, Men	Matt Barker4740
Basketball, Men	Jeff Menday4649/4682
Basketball, Women	Petra Jackson533-6654
Black Student Union	Ernest Johnson4582
Blue Grass	Thomas Moran4774
Cause Chaos Improv Club	Tony Doupe5829
Campus Ambassador Program	Michelle Cruver5862
Choral Club	Robert Bigley5899
Clay Club	Bruce Amstutz5822
Colbert Lecture Series	Michael LaRoche4590
Concert Band	Ken Noreen4759
Dance Club	Carol Dyksterhuis5817
	Steve Eskridge4649
Dead Poets	Patricia McDonald4253
Delta Epsilon Chi	David Starr4725
Dental Hygiene	Ona Canfield4426/4711
Ebbtide, The	Karen Rathe4730 & 5877
Engineering Club	Eleanor Christensen4504
Environmental Club	Matt Loper4683
	Brian Saunders4543
Fencing Club	Movakel Sargizi6994
Film Club	Jane Winslow4772 & 6983
	Sean Rody6983
First Nations	Ken LaFontaine4571
French Club	Valerie Goudarzi4718
Friends Parent/Child Center	Lisa Trichler4690
General Activities Expense	Lisa Smith4654
General Athletics, Men	Ken Burrus4553
General Athletics, Women	Ken Burrus4553
Global Conversation Club	Elizabeth Hanson4555
Golf Club	Tony Costa7852
Hip Hop Club	Sonny Masso4660
Hong Kong Students	Kathleen Lynch4648
Indonesian Fellowship Club	Lauren Wilson6985
Instrumntl. Music/Jazz Ensemble	Doug Reid4759



Organization Advisor Phone*

International Club	Mari Ishiguro4627
	Troy Wolff4765
Intra/Extramural Sports	Movakel Sargizi6994
Japanese Club	vince Barnes5887
Jazz Improv Club	Steve Kim4759
Korean American Assoc.	Judy Yu4634
Mi Grupo	Linda Sue Nelson4548
	Esther Pineiro-Hall533-6618
Muslim Student Association	Ernest Johnson4582
Nutrition & Dietetic Tech.	Alison Leahy/Jan Bittenbender5891
Opera Workshop/Musicals	Susan Dolacky4617/4687
Persian Club	Movakel Sargizi6994
Phi Theta Kappa	Diana Knauf4656
Plays/Videos/Films	Chris Fisher4640
PUB Improvements	Scott Saunders5821
Rainbow Club	Rachel David/4760
	Chris Fisher4640
Russian Club	Aleksey Koval6907
SCCANS Nursing	Linda Barnes4500
	Sharon Stewart4429
Shoreline Studnts. Against War	Linda Warren6987
Ski Club	Movakel Sargizi6994
Soccer, Men	George Dremousis4522
Soccer, Women	Mark Szabo4521
Softball, Women	Chip Romain4525
Sonic Arts	Luke Painter4607
Spindrift Magazine	Gary Parks4785
String Club	Doug Reid4759
Student Executive Board	Scott Saunders/Michelle Cruver5821
Student Guide	Michelle Cruver5862
Student Theater Tech.	Chris Fisher4640
	Ron Owens4728
Student Leadership Team	Michelle Cruver5862
Student Tutoring Program	Student Programs4590
Tennis, Men/Women	Larry Luke4746
Vietnamese Club	Jennifer Cauffman4563
Vine, The	Robert Bigley5899
Visual Communications Tech	Dick Davis5806
Volleyball, Women	Mark & Raquel West533-6633
Women's Programs	Cathy Chun & Tizzy Asher4716
Worldly Philosophers & Dismal Scientists Club	Tim Payne4706
	Kenneth Lawson4691



* If calling from off campus, please use the extension 546-. If calling from outside the Seattle area, please use area code (206).

INTERCOLLEGIATE ATHLETICS

(206) 546-4746

The College offers a complete program of high-level intercollegiate competition for both women and men. Shoreline is a member of the Northwest Athletic Association of Community Colleges (NWAACC), which includes 36 colleges in Washington, Oregon, Idaho, and British Columbia.

Program offerings for women include soccer, volleyball, basketball, softball, and tennis. Program offerings for men include soccer, basketball, baseball, and tennis. Teams routinely travel as far as Coos Bay, Oregon and Coeur d'Alene, Idaho for league competition. Scholar athletes and league all-stars are honored each spring at the annual All Sports and Alumni banquet. The Department has an excellent coaching staff that includes a world champion volleyball player and a tennis coach with 25 years of college coaching experience. Coaches are allowed to award partial tuition scholarships. For more information, please call 206-546-4746.

INTRAMURAL AND EXTRAMURAL PROGRAMS

(206) 546-4746

The Shoreline Community College Intramural Department encourages all students to participate in a wide variety of recreational activities. The program features leagues, tournaments, clubs and specialty programs. League and tournament activities are geared towards men and women of all ages and skill levels. Beginners are welcome! Basketball, soccer, racquetball, 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. Ski Club, Backpacking Club, Fencing Club, and Archery Club are a few examples. Specialty programs include both individual events and year long activities. The annual river rafting trip and the annual spring break ski trip are examples of individual events, while the swimming, yoga, and aerobics programs are examples of year-long activities.

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 206-546-4746.

ARTS & ENTERTAINMENT BOARD

The Arts & Entertainment Board provides a diverse schedule of music performances, lectures, comedy and special events for students and the community. At the same time, the Board provides employment opportunities and training for students to learn entertainment booking, contract negotiation, promotion and concert staging. The Board functions as a production team, with two special events coordinators responsible for auditioning and hiring entertainers and promoting events, two graphic arts coordinators responsible for designing promotional materials, a lecture series coordinator to oversee the operation of the Robert E. Colbert Lecture Series of eminent speakers, and two stage managers to operate sound and lighting equipment at events. The Arts & Entertainment Board announces the schedule of big name performances in an Artist & Lecture Series flier distributed each September. Numerous other events are scheduled for daytime performances on campus.

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 - 0.0, I, NC, P, V, Z

2. Time Frame for Assignment of Summer Quarter Grades

The Registrar's Office will publish the time frame for summer quarter.

3. Grading System

Instructors may report grades from 4.0 to 0.7 in 0.1 increments, and the grade of 0.0. Grades in the range of 0.6 to 0.1 may not be assigned. Numerical grades may be considered equivalent to letter grades as follows:

4.0 - 3.9	A
3.8 - 3.5	A-
3.4 - 3.2	B+
3.1 - 2.9	B
2.8 - 2.5	B-
2.4 - 2.2	C+
2.1 - 1.9	C
1.8 - 1.5	C-
1.4 - 1.2	D+
1.1 - 0.9	D
0.8 - 0.7	D-
0.0	F



H: Course in Progress - With the approval of the Vice President for Academic Affairs, instructors teaching courses that extend beyond the end of a quarter will award an H grade to all students at the time when grades are normally due. 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 is unable to complete the requirements of the course during the eleven-week quarter but can successfully complete the course work with no additional instruction.

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

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 – To audit a course, a student must register for the course and pay the required tuition and fees. Class participation will be at the instructor's

discretion. Students may change their registration status to or from audit by completing the appropriate form in the registration office no later than the first class day of the seventh week of the quarter. Ns will appear on the student's class schedule and on the transcript but are not counted in the GPA computation.

NC: No Credit – This grade is used when a student does not successfully complete a course offering with a Pass/No Credit (P/NC) option. This grade will not be considered in the GPA calculation.

P: Pass – 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. Students wishing to be graded on the Pass/0.0 or Pass/NC system, in courses offering such an option, 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. For most classes, this will be the end of the fifth week. 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 option will receive an NC grade. A maximum of 30 P credits may apply to any Shoreline degree (with the exception of Nursing and Health Care Information Programs).

V: Unofficial Withdrawal – This is to be awarded when a student attends briefly, rarely or not at all and does not withdraw with a W grade. This grade will be considered to be a 0.0 in GPA calculations.

W: Official Withdrawal – A W grade will be granted only from the first day of the third week through the first class day of the seventh week of the quarter (or the equivalent date 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 the GPA computation.

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

Z: Hardship Withdrawal – This grade may be given at the student's written request and the instructor's agreement that a crisis and/or unusual, extreme circumstance which has interfered or interrupted the student's ability to attend class and perform course work for the current quarter has occurred. This grade will not be considered in GPA calculations.

***:** No valid grade submitted by the instructor before the deadline. Students should contact the instructor or the Division Office for more information.

4. Repeating a Course

Students may repeat any course. The student should inform the registration office at the time of registration that a course is being repeated; the higher grade for the course will be used in computing GPA. The lower grade remains on the transcript and is designated with an "R" to indicate the course has been repeated. An exception is those courses for which students are permitted to reregister in order to obtain additional credits and grade points.

5. 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 by the total number of credits attempted in those courses. I, N, NC, P, W, and Z grades are not assigned points and are not used in computing GPA. When a student transfers credits 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.

6. Grading Systems

- a. **Mandatory Numerical Grade:** Students will be awarded grades from 4.0 to 0.7 in 0.1 increments, 0.0, I, V, W, or Z.
- b. **Mandatory and Optional Pass/No Credit Systems:** Division 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 to the division dean two weeks prior to the submission of the next quarter's class schedule to the registrar's office.
 - (1) **Grading in Mandatory Pass/No Credit Courses.** The instructor will give only a 0.0, I, NC, P, V, W, or Z grade as defined in section 3.
 - (2) **Grading in Optional 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, I, 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.

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

Effective Spring Quarter 2002, grade reports will not be mailed to students. Students may check grades for the most recent three quarters using Touchtone telephone inquiry by calling (206) 542-3236. Students may view or print an unofficial transcript of their final grades from Shoreline's web site: www.shoreline.ctc.edu.

GRADE CHANGES

Instructors must submit a signed grade change form to the Records Desk in Enrollment 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 after one quarter. Contact the Registrar's Office at (206) 546-4613 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. Contact the Registrar's Office at (206) 546-4613 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 maintain a cumulative grade-point average of 3.9 to 4.0 shall be designated President's Scholars at graduation.

** Mandatory P/Z/O 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 at graduation.

** Mandatory P/Z/O 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 maintain 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/Z/O courses 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 10 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.

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)

Students currently enrolled at Shoreline may obtain credit for certain courses by satisfactorily passing comprehensive examinations, provided the student has never received college credit for the challenged course or for another course which assumes knowledge of the course being challenged. The dean of the appropriate instructional division, in consultation with faculty members, will determine whether a particular course is open to challenge.

Arrangements for challenge examinations are to be made in the appropriate division office. The division dean, with concurrence from the faculty member involved, will appoint the faculty member to administer and grade the examination. A fee of \$10 per credit hour must be paid before the examination.

Challenge examinations will be graded on a P/Z basis and will be recorded on the student's transcript. A student who challenges a course may not challenge it again.

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

ADVANCED PLACEMENT

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

Advanced Placement scores range from a high of 5 to a low of 1. The various academic areas that offer A.P. credit or placement or both have adopted the same qualifying scores as the corresponding departments at the University of Washington. Where appropriate, A.P. credit may apply toward the general or distribution requirements for the Associate of Arts and Sciences degree (Option A).

The following chart outlines the current Advanced Placement practices of the college:

Art History

- AP-5 Art History (10 credits)
- AP-4 Art History (5 credits)

Biology

- AP-5 See biology advisor for credit and placement.
- AP-4 A minimum of 5 credits awarded after conference with advisor; up to 10 credits possible. "Biol X" A.P. credit may be counted toward natural science distribution.

Chemistry

- No credit will be given.
- AP-5 Exemption from Chem 140, Chem 150, Chem 151, Chem 160 granted upon successful completion of Chem 231; consult Chemistry advisor.
- AP-4 Exemption from Chem 140, Chem 150, Chem 151 granted upon successful completion of Chem 160; consult Chemistry advisor.
- AP-3 Exemption from Chem 140 granted upon successful completion of Chem 150; consult Chemistry advisor.

Computer Science

- AP-5 Compu X (5 credits); credits may not be counted toward requirements for a degree in computer science except as electives.
- AP-4
- AP-3

English

- AP-5 Eng 101 (5 credits) only if scores are on the language and composition examination
- AP-4
- AP-3

German

- LANGUAGE:
- AP-5 Germ 201, Germ 202, Germ 203 (15 credits)
- AP-4 Germ 201, Germ 202 (10 credits)
- AP-3 Germ 201 (5 credits)

History

- AMERICAN:
- AP-5 Hist 241 or Hist 242 (max. 5 credits)
- AP-4

EUROPEAN HISTORY:

AP-5 Hist 231 or Hist 232 (max. 5 credits)
AP-4

Mathematics

AB Exam:

AP-5 Math 124, Math 125 (10 credits)
AP-4 Math 124 (5 credits)

AP-3

BC Exam:

AP-5 Math 124, Math 125 (10 credits)
AP-4

AP-3 Math 124 (5 credits)

Statistics Exam:

AP-5 Math 108 or Math 211 (max. 5 credits)
AP-4 Math 108 or Math 211 (max. 5 credits)

Music

Appreciation: See department advisor for placement and possible credit.

Theory: No credit; see department advisor for placement.

Physics

AP-5 No credit; exemption from Phys 121, Phys 122 for Physics C exam, or from Phys 114, Phys 115, Phys 116 for Physics B exam.

Romance Languages

LANGUAGE:

AP-5 French or Spanish 201, 202, 203 (15 credits)
AP-4 French or Spanish 201, 202 (10 credits)

AP-3 French or Spanish 201 (5 credits)

See department advisor.

Additional information may be obtained from the Advising and Counseling Center in the 5000 (FOSS) Building, (206) 546-4559.

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 in the Quarterly Class Schedule 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 copy of the student's academic record. 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. There is a charge of \$5.00 for the first copy, and \$1.00 for each additional copy on the same order.

GRADUATION REGULATIONS

To receive a degree or certificate from Shoreline Community College, a student must:

1. Satisfy all specific program and general college requirements as stated in the college catalog that was printed for the academic year that the student began that specific degree/certificate program at Shoreline, provided that the catalog used is not more than 10 years old at the time of the student's graduation. However, for programs that have selective admission (e.g., Dental Hygiene, Nursing and Automotive), students must satisfy both the prerequisite and program requirements in effect at the time they first attended Shoreline Community College, provided that was within the past 10 years.
2. Achieve a minimum 2.0 grade-point average for all Shoreline Community College course work and all courses accepted in transfer from other colleges which are used to satisfy degree requirements. The grades from these transfer credits will not be averaged with the Shoreline Community College GPA, and therefore, transfer credits must also average 2.0. An exception is that the Certificate of General Studies has an overall grade-point average requirement of 1.75.
3. Earn from Shoreline at least 25 of the credits being applied toward the degree or certificate.
4. Submit an official transcript to the Shoreline Admissions Office for each college from which transfer credit is to be applied to the Shoreline degree.
5. For a degree, earn at least 60 credits (63 for the AAS Option A Degree) with numerical grades rather than "P" (Pass) grades.
6. Be in attendance at Shoreline at the time final credits toward graduation are earned. However, students who are short no more than 10 credits toward a degree or certificate after leaving Shoreline Community College may be able to arrange, on a case-by-case basis, to transfer those credits back to Shoreline from another accredited institution. Contact the credentials evaluator in Records at (206) 546-5841 for more information.

7. 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.
8. File an application for a degree or certificate in the Registrar's Office.

Students who are eligible for a degree may submit a graduation application during their last quarter or the quarter preceding. 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 graduation ceremony, along with all applicants for spring and summer quarter graduation. In order to be included in the ceremony, applications for spring and summer must be received by the second week of April.

General Education

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: 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 and Sciences or Associate in Science degree. 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 professional/technical programs.

LISTING OF DEGREES AND CERTIFICATES

Provided here are general descriptions of the degrees and certificates available through Shoreline Community College. Detailed course lists and graduation requirements are provided in the Degree Programs sections of this catalog.

ASSOCIATE IN ARTS AND SCIENCES ACADEMIC TRANSFER (AAS)

Candidates for this degree may pursue either the Option A or the Option B plan.

Students pursuing either Option A or Option B must maintain a minimum 2.0 cumulative grade-point average to be eligible to receive this degree.

It is not necessary to complete a degree at Shoreline to be eligible to transfer, but most universities or programs within a university give admission preference to transfer students who have completed the Associate in Arts and Sciences degree or the Associate in Science.

Option A

This degree is designed for those students who are interested in earning a general two-year academic degree. This degree is the designated “Direct Transfer Degree” at SCC as it meets the requirements for transfer under the Washington State Direct Transfer Agreement. This 93-credit degree is most often an appropriate goal for students who intend to transfer within Washington to one of the following institutions: Central Washington University, Eastern Washington University, Western Washington University, Washington State University, The Evergreen State College, Pacific Lutheran University, Seattle Pacific University, Seattle University, Northwest College, Whitworth College and the University of Washington branch campuses. The Option A degree transfers as a “package” to the colleges indicated, fulfilling most of their General Education requirements and providing junior status. It does not, however, guarantee admission to a specific major.

This degree may also be a goal for the student planning to transfer to the University of Washington main campus even though this institution has additional admission requirements beyond those of the Option A degree (see your advisor). It is also the degree of choice for students who intend to transfer but who are undecided about which baccalaureate institution they will attend. The degree provides strong academic study and may in itself provide excellent employment preparation for many careers. Requirements for this degree are shown under the Degree Programs: Academic Transfer section of this catalog.

Planning guides are available in the Student Development Center in the 5000 (FOSS) Building.

Option B

This degree is called the “pre-professional/specific major” degree and is designed primarily for those students who are planning to transfer to a four-year institution that does not accept the Option A “package.” It is also recommended for students transferring to the University of Washington or for students majoring in the arts.

Ninety credit hours in courses numbered 100 or above that satisfy 13 of the Shoreline Community College General Education Core Requirements as well as some of the general university and major requirements of a specific four-year institution are required to complete this degree. Some Option B planning guides are available in the Student Development Center.

Students intending to complete the Option B AAS

degree should consult the graduation requirements of their intended university and work carefully with their advisor to satisfy both Shoreline and intended transfer institution requirements. For more information, see the Degree Programs: Academic Transfer section of this catalog.

ASSOCIATE IN SCIENCE (AS)

This degree is intended for transfer students who wish to pursue a bachelor’s degree in science, computer science or engineering at another college or university after completing their studies at Shoreline. The Associate in Science (AS) degree offers two tracks, one for students who plan to major in astronomy, atmospheric sciences, computer science, engineering or physics, and the other for students planning to major in biological sciences, chemistry, geology, earth science, environmental science or oceanography. The focus of this program is on introductory mathematics and science courses, providing the AS graduate with a solid preparation for their future majors. This degree requires a minimum of 90 credits.

Both tracks of the Associate in Science are included in the Associate in Science Transfer Agreement, which applies to all public universities and several private colleges and universities in Washington State. This agreement provides students with some priority for admission at their intended transfer institution, and helps ease transferability of AS courses towards major and general education requirements for the bachelors degree at the receiving transfer institution.

APPLIED ASSOCIATE IN ARTS AND SCIENCES (AAAS)

Shoreline offers more than 50 specialized programs under the Applied Associate in Arts and Sciences (AAAS) degree. The primary purpose of the AAAS is to provide students with professional skills that will allow them to gain employment in a specific field of work. The minimum number of credits varies for each specialized program, but must be at least 90 credits.

Shoreline regularly updates and revises its curriculum and degrees in these applied areas, working closely with local advisory committees to ensure that students are receiving the skills and knowledge currently in demand by employers in the field.

ASSOCIATE IN APPLIED SCIENCE – TRANSFER (AAS-T)

As this catalog goes to press, Shoreline Community College is planning to add a new degree: the Associate in Applied Science – Transfer degree (AAS-T). This degree is intended to provide possible transfer options for students whose immediate goal is professional/ technical preparation for employment, but who may later wish to complete a bachelor's degree related to their technical field of study. Programs currently considering offering this degree include: Biotechnology, Criminal Justice and Music Technology. For updated information about the status and requirements of this new degree, ask for a planning guide at the Student Development Center in the 5000 (FOSS) Building.

CERTIFICATE OF PROFICIENCY OR COMPLETION

A Certificate of Proficiency or a Certificate of Completion is awarded for the following programs to students who complete the requirements: Accounting, Business Technology, Childcare Management, CNC Precision Metal Fabrication, Computer Applications, Cosmetology, Drafting, Graphic/Print Production, Human Development/Serving Senior Citizens, In-Home Care Provider, Instructional Aide Special Education, Machinist Training, Management, Medical Coding Specialist, Medical Reimbursement Specialist, Purchasing and Web Developer, Pro Tools I, II, and III.

Other programs may offer certificates; please check with faculty advisors.

TRANSFER OF CREDITS

Shoreline Community College endorses the Policy on Inter-College Transfer among Washington colleges and universities approved by the Higher Education Coordinating Board in February 1986.

Copies of this document are available through all public post-secondary institutions in the state of Washington and in the Registrar's Office at Shoreline. Transfer students encountering difficulties are encouraged to contact the Registrar's Office.

Students who plan to transfer from Shoreline Community College to a baccalaureate college or university are advised to study the following information.

Transferring students will be expected to meet the admission requirements of the baccalaureate institution at the time they transfer. Transferability of courses taken at Shoreline Community College is determined by the institution to which the student transfers. Most Shoreline courses that are designed for transfer do in fact transfer without problems. However, certain institutions may limit the number of credits earned in a Pass system

(P/0.0 or P/Z), or may have limits on certain classes.

In general, those courses whose titles contain the word "technical" or "technology" are not transferable to all institutions, but they may transfer to some selected programs at four-year schools. Students should work closely with advisors before attempting to transfer courses that are specialized components of a two-year professional/ technical program.

Students may earn a total of more than 90 academic hours of credit at Shoreline Community College, but the total number of hours accepted for transfer is determined by the institution to which they transfer. Usually a minimum of 90 additional credits is required at the senior institution to earn a degree.

An institution to which an official transcript is sent may recompute the grade-point average of the student in accordance with its own requirements and policies.

A student should follow the given procedures given to transfer satisfactorily to a baccalaureate institution.

1. Obtain a current catalog of the institution to which the student wishes to transfer and study its admission requirements and its suggested freshman and sophomore-level courses in the major field of interest. Institutions differ in treatment of credits received.
2. Confer with a Shoreline Community College advisor about transfer issues. Many curriculum planning guides for transfer to baccalaureate institutions are supplied by the college.
3. Confer, by letter or personal interview, with an admissions officer at the baccalaureate institution for further information about curriculum and transfer regulations.
4. Check carefully a quarter or two before transfer to be sure that all requirements will be met and all regulations observed to the satisfaction of the baccalaureate institution.

Last-minute changes in students' major fields of study or in their choice of baccalaureate institution may cause Shoreline's credits to transfer in different ways. Changes should be evaluated so that consequences are understood.

APPLIED DEGREE TRANSFER PROGRAM

Shoreline Community College has articulation agreements that allow a student to complete an Associate of Applied Arts and Sciences Degree in some technical areas, transfer to selected four-year institutions and earn a B.S. degree. Shoreline is also planning to add a new applied transfer degree, the AAS-T. For further information regarding applied transfer degrees, call the dean of Professional/ Technical Programs at (206) 546-4595, or check with your program advisor.

NON-TRANSFERABLE COURSES

The following courses will **not** transfer to most four-year colleges:

1. Courses numbered below 100.
2. Certain courses numbered 100 or above, such as Parent Education, Continuing Education and English as a Second Language. (These are not normally transferable; consult with your advisor for more information.)
3. Courses that are listed in the Restricted Transfer Course List (see Degree Programs: Academic Transfer) beyond the 15-credit limit.

Degree Programs

ASSOCIATE IN ARTS AND SCIENCES(AAS): OPTION A

A minimum of 93 quarter hours of college credit are required. Students who have completed the requirements for Option A and have met the required admission standards will have completed the General Education Requirements and will be accepted at the junior level at the following institutions:

Central Washington University
 Eastern Washington University
 Evergreen State College
 Gonzaga University
 Northwest College
 Pacific Lutheran University
 Saint Martins College
 Seattle Pacific University
 Seattle University
 The Evergreen State College
 Washington State University
 Western Washington University
 Whitworth College

The University of Washington (*Note: The UW has additional requirements beyond those of the Option A.*)

Students graduating under Option A who choose to transfer to other institutions should not experience difficulty in transferring. However, the above institutions have signed agreements with Shoreline Community College that guarantee, with possible minor exceptions, the completion of general education requirements and admission at the junior level.

Shoreline's General Education Core Curriculum requirements are Communications Skills, Quantitative Reasoning, Physical Education and Multicultural Education, as shown below under "General Requirements."

General and distribution course requirements follow.

GENERAL REQUIREMENTS

Communication Skills – 10 credit hours: English 101, 102

Quantitative Reasoning – 5 credit hours: Chemistry 140, 141, 150, 151, 160, 161, Computer Science 131, 142, Economics 200, Mathematics 107, 108, 110, 111, 112, 120, 121, 124, 125, 126, 207, 208, 209, 211, 224, Philosophy 120, or Physics 110, 114, 115, 116, 121, 122, 123.



Physical Education – 3 credit hours: See the list of approved courses under Physical Education in the elective section on page 44.

Multicultural Education – 3-5 credit hours: Anthropology 202; Intra-American Studies 102, 103, 201, 202; Geography 277; Sociology 288; Speech Communication 102, 103; all three of either of these sets of courses: French 201, 202, 203; or 202, 203, 297.

Shoreline has recently revised its General Education Outcomes and will be revising its General Education Curriculum. As revisions and additional alternative courses are approved, they will be added to the "Approved List of General Education Core Requirements" available from the Student Development Center, advisors and division offices.

DISTRIBUTION REQUIREMENTS

Humanities	15
Intra-American Studies	5
Natural Sciences	15
Social Sciences	15
	50

A total of 50 credit hours from Humanities, Intra-American Studies, Natural Sciences and Social Sciences is required.

Electives

A minimum of 22 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 list. A maximum of 15 credits are allowed from the Restricted Transfer course list.

“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, many degrees at the University of Washington require 10 credits of “W” courses, which students can take at Shoreline.

HUMANITIES: 15 CREDIT HOURS

1. Select 5 credits from each of two disciplines.
2. No more than 5 credits may be included from those courses designated as performance/skills, applied theory or lecture/studio courses.
3. No more than 5 credits in foreign language at the 100 level may be included.
4. See the list that follows for courses eligible for Humanities distribution courses.

HUMANITIES – GENERAL

American Sign Language 103
Art 111, 129
Art History 201, 202, 203
Chinese 113
Cinema 201
Communications 200, 202, 203
Drama 101
English 201, 202, 231, 234, 257, 258, 259, 264, 265, 266, 267, 268, 269, 274, 275, 277, 278, 281, 282, 283
French 103, 201, 202, 203
German 103
Humanities 111, 112, 113, 116, 151, 160, 250
Japanese 113, 211, 212, 213
Music 100, 101, 102, 103, 107, 108, 109, 200, 201, 202, 203, 206
Philosophy 100, 102, 115, 210, 230, 240, 248, 267, 280
Spanish 103, 201, 202, 203
Speech Communication 101, 102, 103, 105, 140, 220, 230, 249

HUMANITIES PERFORMANCE/ SKILLS, APPLIED THEORY, LECTURE/STUDIO

A maximum of five (5) credits from the following list can be used as Humanities distribution requirements.

American Sign Language 101, 102
Art 100, 102, 103, 105, 106, 107, 109, 110, 115, 120, 201, 202, 203, 205, 206, 207, 253, 254, 255, 256, 257, 258, 265, 272, 273, 274, 291, 292
Chinese 111, 112
Communications 211, 212, 221, 225, 261, 262, 263, 264, 282, 285, 291
Drama 146-148, 150, 151, 152, 153, 155, 156, 157, 162, 163, 164, 165, 166, 200, 201, 202, 203, 207, 208, 209, 210, 211, 212, 213, 214, 215, 217, 218, 219, 220, 221, 222, 230, 231, 295
English 270, 271, 272
French 101, 102
German 101, 102
Humanities 161, 162
Japanese 111, 112
Music 110, 111, 112, 113, 114, 115, 116, 117, 131, 136, 137, 138, 139, 140, 141, 142, 144, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 162, 163, 165, 166, 167, 168, 204, 205, 207
Spanish 101, 102
Speech Communication 198, 201, 202, 203, 290

INTRA-AMERICAN STUDIES: 5 CREDIT HOURS

Select 5 credits from the following list of Intra-American courses.

Intra-American Studies 103*, 109, 115, 200, 201, 202, 206, 210, 211, 212, 220, 234, 245, 254, 255, 256, 270, 274, 282, 283, 284, 285

*Note: Students may **not** count BOTH IAS 103 and IAS 102/SPCMU 102 toward their degree requirements.

NATURAL SCIENCES: 15 CREDIT HOURS

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 (underlined).
4. See list below for courses eligible for Natural Science distribution credit.

LABORATORY SCIENCE

Astronomy 101
Biology Science 100, 102, 123, 126, 143, 201, 202, 203, 210, 211, 215, 230, 243, 251, 260, 265
Chemistry 101, 140-141, 150-151, 160-161, 220, 241-242
Environmental Science 201, 202
Geography 205, 206
Geology 101, 103, 120, 201, 208
Oceanography 101
Physics 110, 114-116, 121-123

NON-LABORATORY SCIENCE

Anthropology [201](#)
 Biological Science [103](#), [108](#), [140](#), [150](#), [250](#)
 Chemistry [237-239](#)
 Environmental Science [101](#)
 Geology [100](#), [107](#)
 Math [107](#), [108](#), [110](#), [111](#), [112](#), [120](#), [121](#), [124](#), [125](#), [126](#),
[207](#), [208](#), [209](#), [211](#), [224](#)
 Nutrition [110](#)
 Philosophy [115](#), [120](#)

SOCIAL SCIENCES: 15 CREDIT HOURS

1. Select from at least two different disciplines.
2. Philosophy courses (except Philosophy 120) may be used for either Humanities or Social Sciences distribution.
3. See list which follows for courses eligible for Social Sciences distribution credit.

Anthropology [100](#), [202](#), [203](#), [205](#)
Communications [203](#)
East Asia [210](#), [211](#), [212](#), [213](#)
Economics [100](#), [200](#), [201](#), [215](#), [260](#), [272](#), [273](#), [281](#), [282](#),
[283](#), [284](#), [285](#)
Geography [100](#), [200](#), [277](#), [285](#)
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[282](#), [283](#), [284](#), [285](#)
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Philosophy [100](#), [102](#), [115](#), [210](#), [230](#), [240](#), [248](#), [267](#), [280](#),
[285](#)
Political Science [101](#), [202](#), [203](#), [221](#), [272](#), [273](#), [276](#), [281](#),
[282](#), [283](#), [284](#), [285](#)
Psychology [100](#), [204](#), [205](#), [206](#), [208](#), [210](#), [236](#), [245](#),
[285](#)
Social Science [100](#)
Sociology [110](#), [252](#), [260](#), [270](#), [280](#), [285](#), [288](#)
Women's Studies [282](#), [283](#), [284](#), [285](#)

ELECTIVES COURSES

A minimum of 22 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 Transfer courses may be included.

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Criminal Justice [131](#), [297](#), [298](#), [299](#)
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East Asia [297](#), [298](#), [299](#)
Economics [297](#), [298](#), [299](#)
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Engineering [100](#), [101](#), [102](#), [103](#), [111](#), [121](#), [170](#), [200](#), [201](#),
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Environmental Science [297](#), [298](#), [299](#)
French [297](#), [298](#), [299](#)
Geography [297](#), [298](#), [299](#)
Geology [297](#), [298](#), [299](#)
German [297](#), [298](#), [299](#)
History [297](#), [298](#), [299](#)
Humanities [297](#), [298](#), [299](#)
International Studies [297](#), [298](#), [299](#)
Intra-American Studies [297](#), [298](#), [299](#)
Mathematics [114](#), [297](#), [298](#), [299](#)
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Political Science [297](#), [298](#), [299](#)
Psychology [297](#), [298](#), [299](#)
Sociology [297](#), [298](#), [299](#)
Social Science [297](#), [298](#), [299](#)
Spanish [297](#), [298](#), [299](#)
Speech Communication [297](#), [298](#), [299](#)
Women's Studies [297](#), [298](#), [299](#)

RESTRICTED TRANSFER COURSES

A maximum of 15 credits from these courses may be used toward the AAS Option A degree. A maximum of 15 credits from these courses may be used toward the University of Washington degree. A maximum of 5 credits from these courses may be used towards the AS degree.

Accounting [101](#), [102](#), [103](#), [104](#), [170](#), [180](#), [206](#)
Automotive Sales [160](#), [161](#), [163](#), [164](#), [165](#), [166](#), [167](#), [168](#),
[180](#)
Automotive Service Mid-management [101](#), [102](#), [103](#), [104](#),
[105](#), [106](#), [107](#), [108](#), [109](#), [110](#)
Automotive Technology [250](#), [251](#), [252](#)

Business Administration 110, 112, 120, 130, 135, 150, 152, 155, 170, 175, 190, 191, 192, 195, 200, 201, 215, 220, 221, 230, 232, 234, 240, 252, 281, 282, 283, 284, 285, 297, 298, 299

Business Technology 100, 101, 103, 104, 128, 129, 135, 150, 160, 170, 180, 190, 214, 270, 281, 282, 283, 284, 285, 297, 298, 299

CNC Operator Training 170, 171, 172

CNC Metal Fabrication 130, 131, 132, 180, 181, 182

Chemistry Technology 190, 191, 192

Computer Information Systems 102, 105, 106, 110, 112, 114, 116, 120, 121, 140, 151, 152, 153, 162, 163, 172, 173, 190, 192, 194, 196, 211, 214, 216, 217, 218, 219, 221, 222, 223, 236, 240, 254, 264, 274, 275, 276, 281, 282, 283, 284, 285, 287, 290, 291, 292, 293, 294, 295, 297, 298, 299 Some CIS Programming classes have been accepted for direct transfer to specific institutions. See program advisor.

Cosmetology 101, 102, 103, 148, 149, 150, 151, 152, 201, 251, 252, 253, 260, 265, 281, 282, 283, 284, 285, 290, 291, 292, 293

Criminal Justice 111, 112, 113, 132, 135, 137, 165, 240, 241, 242, 243, 246, 247, 252, 255, 265, 266, 273

The following Criminal Justice courses are transfer courses for Criminal Justice majors only. Baccalaureate institutions with degree programs in criminal justice will accept the following courses as direct transfers into the program: **Criminal Justice** 131, 134, 138, 238, 248, 249, 251, 153, 154

Dental Hygiene 100, 101, 102, 103, 104, 110, 111, 112, 120, 121, 130, 131, 132, 140, 141, 142, 143, 150, 151, 152, 160, 161, 162, 170, 171, 172, 180, 181, 182, 183, 190, 191, 200, 220, 221, 222, 230, 240, 241, 242, 243, 244, 245, 250, 251, 260, 261, 262, 263, 270, 271, 272, 273, 281, 282, 290, 291, 292, 297

Economics 297, 298, 299

Education 115, 121, 122, 123, 140, 150, 160, 215, 220, 260, 281, 282, 283, 284, 285

Engineering Technology 154, 159, 163, 170, 180, 255, 266, 283, 285, 287, 288, 289, 297, 298, 299

English 100

Environmental Technology 200, 201, 202, 290

ESL 100

Health Care Information 120, 121, 122, 132, 151, 152, 210, 214, 215, 220, 221, 222, 223, 224, 225, 226, 227, 231, 232, 281, 282, 283

Human Development 105, 130, 281, 282, 283, 297, 298, 299

Industrial Technology 102, 103, 115, 116, 130, 131, 132, 160, 270, 271, 272

Library 150, 190

Machinist Training 170, 171, 172

Manufacturing Technology 240, 250, 251, 252, 253, 254, 260, 261, 262, 263, 264, 298

Medical Laboratory Technology 197, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233

Music Technology 100, 104, 105, 206, 215, 216, 217, 220, 221, 222, 223, 224, 225, 226, 227, 228, 230, 231, 232, 233, 234, 236, 237, 238, 241, 242, 243, 244, 246, 247, 248, 249, 251, 261, 262, 263

Nursing 130, 131, 132, 133, 134, 140, 141, 142, 150, 152, 153, 200, 208, 210, 230, 231, 232, 233, 240, 241, 242, 243, 270, 271, 272, 273

Nutrition, Dietetics, Foods 103, 104, 105, 106, 110, 180, 200, 210, 220, 221, 231, 240, 241

Parent Education 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 141, 142, 150, 151, 152, 190, 191, 192, 281, 282

Spanish 100, 105

Speech Language Pathology 100, 101, 110, 150, 210, 211, 212, 213, 220, 225, 250, 251, 266, 267, 268

Study Skills 100

Visual Communication Technology 101, 102, 103, 111, 112, 113, 121, 122, 123, 124, 125, 131, 132, 133, 138, 139, 201, 202, 203, 207, 208, 211, 212, 213, 222, 229, 264, 265, 289

ASSOCIATE IN ARTS AND SCIENCES:

OPTION A – FINE ARTS CONCENTRATION

The Option A degree can be tailored to meet the academic needs of the Fine Arts student. A student successfully completing the college's General Education requirements and an area of concentration OR specialization (see below) may be awarded an Associate in Arts and Sciences with a concentration in Fine Arts from Shoreline Community College.

General Education Requirements

(See Degree Programs: Academic Transfer for acceptable courses.)

English 101 & 102	10 credits
Quant./Symbolic Reasoning:	5 credits
P.E.:	3 credits
Multicultural Issues:	SpCmu 102
Humanities distribution:	Art and Art History courses: 15 credits
Social Science distribution:	15 credits
Science distribution:	15 credits including one lab science
Intra-American Studies:	5 credits

Fine Arts Core Requirements:*

Art 105, 106, 107 (Drawing sequence)

Art History 201, 202, 203

Art 109, 110 (2-D & 3-D design sequence)

*Note: Core requirements provide 35 credits beyond what is required for the AA degree. Fifteen credits from the core requirements may be applied to the Humanities distribution requirements for Option A.

Areas of Concentration:

Students seeking the Associate in Arts and Sciences with a Fine Arts Concentration must also select and complete one of the sequences of concentration listed below after satisfying necessary core prerequisites:

Two-Dimensional Studio Arts:

Complete at least 15 credits from the following:

Art 100, 102, 103 (photography)

Art 205, 206, 207 (graphic arts)

Art 256, 257, 258 (painting)

– Or –

Three-Dimensional Studio Arts:

Complete 15 credits from the following:

Art 201, 202, 203 (ceramics)

Art 253, 254, 255 (design & materials)

Art 272, 273, 274 (sculpture)

– Or –

Areas of Specialization:*

Complete one of these sequences:

Photography: Art 100, 102, 103, 292 (11 credits)

Design & Materials: Art 253, 254, 255 (12 credits)

Ceramics: Art 201, 202 & 203 (12 credits)

Painting: Art 256, 257 & 258 (12 credits)

Graphic Design: Art 205, 206 & 207 (15 credits)

Sculpture: Art 272, 273 & 274 (12 credits)

ASSOCIATE IN ARTS AND SCIENCES(AAS): OPTION B

This degree is called the “pre-professional/specific major” degree and is designed primarily for those students who are planning to transfer to a four-year institution that does not accept the Option A “package” concept or to complete a degree in a profession such as Engineering, Pharmacy, Architecture or Music.

Students planning to transfer to a specific institution in fields such as Engineering or Health Sciences may find Option B more flexible to allow for course preparation in a specific program or major; check with your advisor. The Associate in Arts and Sciences degree Option B is awarded to the student who has completed 77 or more credits transferable to a specific baccalaureate institution, and 13 credit hours of the Shoreline Community College General Education Core Requirements:

Communication Skills – 5 credits English 101 (or other English course as specified by transfer institution)

Quantitative Reasoning – 5 credits Chemistry 140, 141, 150, 151, 160, 161, Computer Science 131, 142, Economics 200, Mathematics 107, 108, 110, 111, 112, 120, 121, 124, 125, 126, 207, 208, 209, 211, 224, Philosophy 120, or Physics 110, 114, 115, 116, 121, 122, 123

Multicultural Education – 3 credits Anthropology 202, Intra-American Studies 102, Speech Communication 102; Intra-American Studies 103; Speech Communication 103; Intra-

American Studies 201, Geography 277; Intra-American Studies 202, Sociology 288; Intra-American Studies 220; French 201 and 202 and 203 (All three courses must be taken.)

(By careful course selection and educational planning, students may satisfy requirements of their intended baccalaureate institution while also satisfying the above General Education Core Requirements.)

The baccalaureate requirements usually include pre-requisites for the intended major and/or fulfill general graduation requirements for the transfer institution. Students may learn about these requirements by reading the catalog of the specific four-year institution and enrolling for equivalent classes at Shoreline Community College.

Planning guides have been prepared for many programs and institutions. These planning guides are available in the Student Development Center. Students intending to complete an Option B AAS degree for an institution for which a planning sheet has not been prepared should consult with their advisor or staff in the Student Development Center.

ASSOCIATE IN SCIENCE(AS): TRACK 1 AND TRACK 2

Track 1 is designed for students entering the fields of Biological Sciences, Chemistry, Geology and Earth Sciences, Environmental Sciences and Oceanography. Track 2 is designed for students entering the fields of Astronomy and Atmospheric Sciences, Computer Science, Engineering and Physics.

A minimum of 90 quarter hours of college credit and a minimum 2.0 Grade Point Average are required. The Associate in Science degrees are accepted as part of the Associate in Science Transfer Agreement at all public universities in Washington state, as well as a number of private colleges and universities. These include:

- Central Washington University
- Eastern Washington University
- The Evergreen State College
- University of Washington
- University of Washington – Bothell Campus
- University of Washington – Tacoma Campus
- Washington State University
- Western Washington University

The Associate in Science Transfer Agreement gives students the same priority consideration for admission to baccalaureate institutions as they would receive for completing the Direct Transfer Agreement Degree (At Shoreline Community College, this is AAS, Option A). It also ensures that students will be given junior status by

the receiving institution. As is true for the Direct Transfer Agreement, this admission priority does not guarantee admission to any particular department.

The Associate in Science Transfer Agreement differs from the Direct Transfer Agreement in that most course requirements are major/program prerequisites, and the degree includes few General Education course requirements. Therefore, the Associate in Science Transfer Agreement does not stipulate that students will have met the General Education Requirements for their transfer university. On the contrary, students are expected to complete further General Education Requirements after transfer.

TRACK 1

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

GENERAL REQUIREMENTS

Communication Skills – 8-10 credit hours: English 101, 102 or 270 or Speech Communication 101

Quantitative Reasoning – 5 credit hours: Mathematics 124

Multicultural Education – 5 credit hours: Anthropology 202; Intra-American Studies 103, 201 or 202; Geography 277; Sociology 288; all three of either of these sets of courses: French 201, 202, 203 or 202, 203, 297, Speech Communication 103

DISTRIBUTION REQUIREMENTS

Humanities – 5 credit hours: See list for Associate in Arts and Sciences, Option A

Social Sciences – 5 credit hours: See list for Associate in Arts and Sciences, Option A

Humanities or Social Sciences – 5 credit hours: See list for Associate in Arts and Sciences, Option A

PRE-MAJOR PROGRAM

Science – 19 credit hours: Chemistry 140/141 and 150/151 and 160/161

Additional Mathematics – 10 credit hours: Mathematics 125; and 126 or 211

One of the following sequences – 15-16.5 credit hours: Biological Sciences 201 and 202 and 203; or Physics 114 and 115 and 116; or Physics 121 or 122 or 123

Major sequence and/or supporting science courses – 10-15 credit hours: 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. The Associate in Science Transfer Agreement allows a maximum of 5 credits for restricted transfer/vocational course work.

TRACK 2

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

GENERAL REQUIREMENTS

Communication Skills – 8-10 credit hours: English 101, 102 or 270 or Speech Communication 101

Quantitative Reasoning – 5 credit hours: Mathematics 124

Multicultural Education – 5 credit hours: Anthropology 202; Intra-American Studies 103, 201 or 202; Geography 277; Sociology 288; all three of either of these sets of courses: French 201, 202, 203 or 202, 203, 297, Speech Communication 103

DISTRIBUTION REQUIREMENTS

Humanities – 5 credit hours: See list for Associate in Arts and Sciences, Option A

Social Sciences – 5 credit hours: See list for Associate in Arts and Sciences, Option A

PRE-MAJOR PROGRAM

Science – 15-16.5 credit hours: Physics 121 and 122 and 123 (required for most Bachelor's Degrees); or Physics 114 and 115 and 116

Additional Mathematics – 10 credit hours: Mathematics 125; and 126 or 211 (Almost all students need 126 for their major.)

Additional Science – 5 credit hours: See Math/Science list for the Associate in Arts and Sciences, but this course must be outside of mathematics, physics and computer science departments. Engineering majors almost always require Chemistry 140/141.

Computer Programming – 5 credit hours: Several courses are available. Many degree programs require Computer Science 142.

PROGRAM SPECIFIC COURSE AND ELECTIVES (24-26 CREDIT HOURS)

Elective courses are taken as needed to reach the minimum of 90 credit hours. The Associate in Science Transfer Agreement allows a maximum of 5 credits for restricted transfer/vocational course work.

This section of the degree is designed for students to take the additional prerequisite courses needed to enter their major's junior year. It may also include additional general education or elective courses. Thus, required and recommended courses vary by major, and there is also some variation by college/university. It is important for students to stay in close contact with their SCC advisor as well as their intended receiving institution, including the department in which they wish to major, as they plan their elective program.

ASSOCIATE IN APPLIED SCIENCES-TRANSFER (AAS-T)

Specific requirements for this new degree will be determined for each program area in which the AAS-T degree is offered. For information about AAS-T offerings in your field of interest, ask for a planning guide at the Student Development Center in the 5000 (FOSS) Building. Minimum requirements for all AAS-T degrees will be to complete required applied courses for the equivalent Associate in Applied Arts and Sciences (AAAS) degree, plus the following general education coursework, selected from the list of Approved Courses provided in this catalog for the Associate in Arts and Sciences degree, Option A:

- 5 credits in Communication
- 5 credits in Quantitative Skills
- 10 credits in Science, Social Science, or Humanities.

Students who complete this degree will not have fulfilled their General Education Requirements for their receiving transfer institution. Students who transfer into a baccalaureate program with the AAS-T are expected to complete by far the great majority of their general education and distribution requirements after transfer.

ASSOCIATE IN APPLIED ARTS AND SCIENCES (AAAS)

Professional/Technical programs lead to Associate in Applied Arts and Sciences (AAAS) degrees and certificates and are designed for those students who are primarily interested in college work leading directly to employment. Several programs also offer certificates of completion for short-term training.

Details of the professional/technical programs available at Shoreline Community College are given in this section of the catalog. It is especially important that students work closely with program advisors when registering for courses in professional/technical programs. Planning sheets are available in the Student Development Center for all programs, as well as in the Professional-Technical Advising Handbook which is circulated to all faculty, program directors, and administrators.

Professional/Technical programs include specific vocational course work as well as required general education core courses in communication, quantitative reasoning, multicultural education and human relations. Related instruction supports programs of study for some applied or specialized associate degrees, and these degrees contain a recognizable body of instruction in the program related areas of 1) communication, 2) computation and 3) human relations.

If a specific general education course is not required by a professional/technical program, students may, as an option, choose classes from the list of transfer general education courses in communication (English 101), quantitative reasoning and multicultural education. However, in some certificate and AAAS degree programs, the following courses may also satisfy requirements: Communication: BusAd 252 or Eng 100; Quantitative Reasoning: BusAd 175 or CIS 105. The Human Relations requirement can be satisfied with BusAd 110, 112; or Speech Communications 101, or in some cases by instruction embedded within program-specific courses. Students must get written approval for any substitution from the program advisor. Students should check with program advisors, individual program planning sheets, or this section of the catalog for specific program requirements.

The opportunities to transfer these degree programs towards a baccalaureate program are expanding. The College is currently negotiating articulation agreements with Seattle Pacific University, University of Phoenix, City University, the University of Washington - Tacoma, and Cogswell College. Currently, articulation agreements exist with the University of Washington - Bothell, Eastern Washington University, Western Washington University, Cogswell College, Evergreen State College and Central Washington University for students presenting some professional technical degrees. Check with these institutions for further information. Some of the courses required in occupational programs, however, may individually transfer to a baccalaureate program. Students should check with department faculty or the Student Development Advising and Counseling Center for specific information, and should also inquire about the availability of an Associate in Applied Science-Transfer (AAS-T) degree in their chosen fields.

Lists of advisory committee members for each of the professional/technical programs are available online and in both the Office of the Director of Professional/Technical Education and in the Office of Instruction.

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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 will 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, business and personal income tax 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.

AAAS DEGREE

ASSUMED KNOWLEDGE: Keyboarding and 10-Key skills. If you do not possess these skills, Shoreline Community College offers courses in these areas.

A minimum grade of 2.0 for each Accounting course is required for credit towards the degree or certificate.

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	252	Prof. Communications	5
CIS	105	Computer Applications	5
BusAd	110	Human Relations in Business	5
Multicultural Education: See Approved List			3-5
BusAd	100	Business: An Introductory Analysis	5
Physical Education			3

CORE REQUIREMENTS Cr.

Acctg	101	Practical Accounting I	5
Acctg	102	Practical Accounting II	5
Acctg	103	Practical Acctg - Managerial	5
Acctg	104	Payroll & Business Tax	5
Acctg	170	Fundamentals of Federal Income Tax: Ind. & Bus.	5
Acctg	206	Computer Accounting	5
Acctg	208	Not-for-Profit & Governmental Acctg.	5
BusAd	152	Fundamentals of Business Communications	5
BusTc	170	Access 2002 or	
CIS	120	Database Applications and Concepts	5
BusAd	250	Introduction to Law	5
BusAd	175	Business Math	5
SpCmu	101	Speech Communication or	
SpCmu	-	Other Approved Speech	5
Select one or more to complete credit requirements 4-5 credits.			
BusTc	128	Word 2002, Level 1	5
BusTc	129	Word 2002, Level 2	5
BusAd	224	Marketing.com	5
Internship-Acctng 297, 298, 299			1-3
Total Credits Required			90-94

ACCOUNTING PROGRAM (CONT.)

(206) 546-4665

**Please note: Econ 100 or Econ 200 required if ASSET math placement is above Math 099.*

CERTIFICATE OF PROFICIENCY

The certificate will be awarded upon completion of the course outlined below. All of these courses apply toward the Accounting AAAS degree.

A minimum grade of 2.0 for each Acctg-designated course is required for credit toward the degree or certificate.

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	252	Prof. Communications	5
CIS	105	Computer Applications	5
BusAd	110	Human Relations in Business	5

CORE REQUIREMENTS Cr.

Acctg	101	Practical Accounting I	5
Acctg	102	Practical Accounting II	5
Acctg	103	Practical Acctg - Mgmt	5
Acctg	104	Payroll & Business Tax	5
Acctg	206	Computer Accounting	5
BusAd	152	Fundamentals of Business Communications	5
BusAd	175	Business Mathematics	5
BusTc	170	Access 2000 —or—	
CIS	120	Database Applications and Concepts	5
Total Credits Required			55

CERTIFICATE 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.

Accounting Clerk

PROGRAM REQUIREMENTS Cr.

Acctg	101	Practical Accounting I	5
CIS	105	Computer Applications	5
Acctg	206	Computer Accounting	5
Total Credits Required			15

Accounts Receivable/Payable Clerk

PROGRAM REQUIREMENTS Cr.

Acctg	101	Practical Accounting I	5
Acctg	102	Practical Accounting II	5
CIS	105	Computer Applications	5
Acctg	206	Computer Accounting	5
Total Credits Required			20

Payroll Clerk

PROGRAM REQUIREMENTS Cr.

Acctg	101	Practical Accounting I	5
Acctg	104	Payroll & Business Tax Accounting	5
CIS	105	Computer Applications	5
Acctg	206	Computer Accounting	5
Total Credits Required			20

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. Students must be sponsored in a General Motors dealership before they are admitted to the program.

DAIMLERCHRYSLER COLLEGE AUTOMOTIVE PROGRAM (CAP) – DaimlerChrysler

The DaimlerChrysler College Automotive Program is a two-year cooperative program. The student spends alternating quarters in class and working in a sponsoring Chrysler dealership. Students must be sponsored in a Chrysler dealership before they are admitted to the program.

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. Students must be sponsored in a Honda or Acura dealership before they are admitted to the program.

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. Students must be sponsored in a Toyota or Lexus dealership before they are admitted to the program.

Following is the recommended course of study for the three 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 will 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**PROGRAM PREREQUISITES:**

Minimum ASSET Test Scores for Numerical Skills (34-45), Writing (45-54), Reading (44-53) or ESL test placement in English 101

Sponsorship in appropriate dealership (GM, Toyota, etc.)

Automotive Skills Test

Valid Driver's License

Proof of Insurability

Some dealers require drug testing

Instructor Interview

PLEASE SEE THE FOLLOWING PAGES FOR THE AAAS DEGREE OPTIONS.

AUTOMOTIVE PROGRAMS (CONT.)

(206) 546-5851

*DaimlerChrysler College Automotive Program (CAP)***FRESHMAN YEAR**

Fall Quarter		Cr.
BusAd 252*	Prof. Communications	.5
BusAd 175*	Bus. Mathematics – <u>or</u> –	
Math 099*	Intermediate Algebra	.5
BusAd 112*	Human Relations	.2
PE 292*	First Aid & Safety	.3
Winter Quarter		Cr.
AutoT 160	Auto Service Training	.9
AutoT 163	Brakes, Suspension & Alignment	.9
*Multicultural Issues: See Approved List		.3-5
Spring Quarter		Cr.
AutoT 250	Dealership Experience	.20
Summer Quarter		Cr.
AutoT 161	Engine Repair	.9
AutoT 165	Engine Mgt. & Emissions Systems	.9

SOPHOMORE YEAR

Fall Quarter		Cr.
AutoT 251	Dealership Experience	.20
Winter Quarter		Cr.
AutoT 164	Manual Gear Trains & Transaxles	.9
AutoT 167	Automatic Transmission	.9
Spring Quarter		Cr.
AutoT 252	Dealership Experience	.20
Summer Quarter		Cr.
AutoT 166	Electrical Systems	.9
AutoT 168	Heating and Air Cond.	.9
Total Credits Required		.150-152

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

*General Motors Automotive Service Educational Program (ASEP)***FRESHMAN YEAR**

Winter Quarter		Cr.
AutoT 160	Fund. of Auto Service Training	.9
AutoT 163	Brakes, Suspension & Alignment	.9
BusAd 175*	Bus. Mathematics – <u>or</u> –	
Math 099*	Intermediate Algebra	.5
Spring Quarter		Cr.
AutoT 250	Dealership Experience	.20
PE 292*	First Aid & Safety	.3
Summer Quarter		Cr.
AutoT 161	Engine Repair	.9
AutoT 164	Manual Gear Trains & Transaxles	.9
Eng 101	Composition and Expository Prose – <u>or</u> –	
BusAd 252	Professional Communications	.5
Fall Quarter		Cr.
AutoT 251	Dealership Experience	.20

SOPHOMORE YEAR

Winter Quarter		Cr.
AutoT 165	Engine Mgt. & Emissions Systems	.9
AutoT 166	Electrical	.9
Human Relations: See Approved List		.2-5
Spring Quarter		Cr.
AutoT 252	Dealership Experience	.20
Summer Quarter		Cr.
AutoT 167	Automatic Transmissions & Transaxles	.9
AutoT 168	Heating and Air Conditioning	.9
*Multicultural Education See Approved List		.3-5
Total Credits Required		.150-152

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

AUTOMOTIVE PROGRAMS (CONT.)

(206) 546-5851

Honda PACT Program

FRESHMAN YEAR

Fall Quarter		Cr.
AutoT 160	Fund. of Auto Service Training	.9
AutoT 163	Brakes, Suspension & Alignment	.9
BusAd 252*	Professional Communications	- or -
Eng 101	Composition	.5
Winter Quarter		Cr.
AutoT 250	Dealership Experience	.20
PE 292*	First Aid & Personal Safety	.3
Spring Quarter		Cr.
AutoT 166	Electrical Systems	.9
AutoT 168	Heating & Air Conditioning	.9
BusAd 175	Business Mathematics	- or -
Math 099	Intermediate Algebra	.5
Summer Quarter		Cr.
AutoT 251	Dealership Experience	.20

SOPHOMORE YEAR

Fall Quarter		Cr.
AutoT 165	Engine Mgt. & Emissions Systems	.9
AutoT 161	Engine Repair	.9
Human Relations: See Approved List		.2-5
Winter Quarter		Cr.
AutoT 252	Dealership Experience	.20
Spring Quarter		Cr.
AutoT 167	Automatic Transmissions & Transaxles	.9
AutoT 164	Manual Gear Trains & Transaxles	.9
*Multicultural Education See Approved List		.3-5
Total Credits Required		.150-155

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

Toyota T-TEN Program

FRESHMAN YEAR

Fall Quarter		Cr.
AutoT 160	Fund. of Auto Service Training	.9
AutoT 161	Engine Repair	.9
BusAd 175*	Business Mathematics	- or -
Math 099	Intermediate Algebra	.5
Winter Quarter		Cr.
AutoT 250	Dealership Experience	.20
PE 292*	First Aid & Safety	.3
Spring Quarter		Cr.
AutoT 165	Engine Mgt. & Emissions Systems	.9
AutoT 166	Electrical Systems	.9
BusAd 252*	Professional Communications	- or -
Eng 101	Composition and Expository Prose	.5
Summer Quarter		Cr.
AutoT 251	Dealership Experience	.20

SOPHOMORE YEAR

Fall Quarter		Course	Cr.
AutoT 163	Brakes, Suspension & Alignment		.9
AutoT 164	Manual Gear Trains & Transaxles		.9
Human Relations: See Approved List			.2-5
Winter Quarter		Cr.	
AutoT 252	Dealership Experience	.20	
Spring Quarter		Cr.	
AutoT 167	Automatic Transmissions & Transaxles	.9	
AutoT 168	Heating & Air Conditioning	.9	
*Multicultural Education See Approved List		.3-5	
Total Credits Required		.150-155	

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

AUTOMOTIVE BUSINESS OPERATIONS

(206) 546-5851

DESCRIPTION

Shoreline Community College offers a Certificate of Proficiency for students who are interested in entering the automotive dealership environment. The Automotive Business Operations Program provides students with the fundamental skills to succeed in the workplace along with hands-on experience in the auto dealership industry. Students spend time in classroom instruction, job shadowing and paid dealership training.

Students develop skills in human relations, business communications, computer fundamentals, management, customer service, business mathematics, and fundamentals of auto service. As students progress through the curriculum, they learn about the function and operation of the parts and service side of a new-car dealership. In their internship, students work under the guidance of a parts and service manager. The internship gives students the opportunity to integrate their learning and further develop their skills in service technology.

NOTE

The Advisory Committee for this program recommends that students enroll in the Service Advisory Training class. This is a one-day, two-evening course offered through the division of Continuing Education.

OUTCOMES

Students who successfully complete this program will be able to:

1. Understand the organizational structure and business side of a new-car dealership.
2. Apply general business skills to the parts and service side of an automobile dealership.
3. Accurately complete and process a service workorder.
4. Apply business mathematics to analyze data and solve parts and service business problems.
5. Apply knowledge of word-processing, database and spreadsheet computer applications to the industry.
6. Understand business management as it relates to daily operations, personnel issues, finance, profit-loss analysis and decision-making.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES:

Minimum ASSET or SAT score for placement in Math 070 (BusAd 175) and English 101 (BusAd 252) or ESL test placement in English 101

Valid driver's license

Proof of insurability

Many dealers require drug testing

Instructor interview

The Advisory Committee for this program recommends that students enroll in the Service Advisor Training class. This is a one-day, two-evening course offered through the Division of Continuing Education. (cost is approximately \$300).

PROGRAM REQUIREMENTS

Fall Quarter		Cr.
BusAd 130	Salesmanship5
BusAd 175*	Business Mathematics5
AutoT 101	Introduction to Automotive3
AutoT 298	Special Projects: Job Shadowing2
Winter Quarter		Cr.
BusAd 110*	Human Relations in Business5
BusAd 150	Retail Marketing5
BusAd 252*	Prof Communications5
IASTU 102	Multicultural Issues3
Spring Quarter		Cr.
Acctg 101	Practical Accounting 15
CIS 105	Computer Applications5
BusAd 135	Customer Service3
BusAd 200	Essentials of Supervision5
Summer Quarter		Cr.
AutoT 251	Dealership Experience20
Total credits required71

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

BEAUTY SALON MANAGEMENT

(206) 546-7845 or (206) 546-7856

DESCRIPTION

The Beauty Salon Management program offers students who complete the Cosmetology program an opportunity to earn an Associate degree (AAAS) by completing additional requirements in marketing and/or management (10 credits) and general education (29 credits.) The Beauty Salon Management program is designed to prepare students to successfully own, operate or manage a beauty salon. Students can elect courses in management, supervision, marketing, salesmanship, advertising, and retailing.

Through the general education curriculum students build their communication and interpersonal skills. Admission to the Certificate and Degree program is by waiting list. All interested students should call (206) 546-4631 to request a brochure be mailed to them. Next, interested students will need to attend an information session. Session dates and times are listed in the brochure.

OUTCOMES

Students who successfully complete this program will be able to:

1. Successfully interact with customers and build a clientele.
2. Perform hair care and styling services such as permanent waving, hair coloring and lightening, chemical relaxing, scalp treatments, shampooing, cutting, shaping, setting and combing techniques.
3. Perform nail and skin care services such as manicuring and pedicuring, skin analysis, make-up application, facials and superfluous hair removal.
4. Perform appropriate safety and sanitation procedures related to all hair, skin and nail services.
5. Conduct typical business transactions such as making appointments, cashiering and inventory.
6. Manage daily salon operations, purchase supplies, supervise staff, and effectively promote products and services.

AAAS DEGREE**GENERAL EDUCATION REQUIREMENTS Cr.**

Eng	101	Composition and Expository Prose – <u>or</u> –	
BusAd	252	Professional Communications	5
BusAd	175	Business Mathematics	5
Cos	154	Human Relationship Skills	3
PE	292	First Aid & Safety	3
Multicultural Education: See Approved List			3-5

CORE REQUIREMENTS Cr.

Cos	101	Theory of Cosmetology 1	5
Cos	102	Theory of Cosmetology 2	5
Cos	103	Theory of Cosmetology 3	5
Cos	151	Clinical Practice I	23.5
Cos	152	Clinical Practice II	14
Cos	201	Salon Business Operations	5
Cos	251	Clinical Practice III	14
Cos	252	Clinical Practice IV	11.5
Cos	265	Board Preparation	4
Cos	260	Advanced Haircutting & Styling	2

If you attended part-time your first three quarters, you need to complete the following core requirements instead of Cos 151, 152:

Cos	148	Clinical Practice Ia	12
Cos	149	Clinical Practice IIb	8
Cos	150	Clinical Practice IIIc	12

ELECTIVES Cr.

Choose a minimum of 10 credits from the following courses:

Acctg	101	Practical Accounting I	5
BusAd	100	Bus. Intro Analysis	5
BusAd	152	Fundamentals of Business Communications	5
BusAd	200	Essentials of Supervision	5
BusAd	250	Introduction to Law	5
BusAd	120	Principles of Marketing	5
BusAd	130	Salesmanship	5
BusAd	150	Retail Marketing	5
BusAd	230	Advertising	5
BusAd	135	Customer Service	3
BusTc	100	Beginning Keyboarding	5
CIS	105	Computer Applications	5
SpCmu	101	Speech Communication	5

Total credits required118

Attendance in the Summer Quarter is mandatory for all students in the Cosmetology program. Cosmetology quarters are 12 weeks in length. Please see Quarterly Class Schedule for starting and ending dates.

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.

OUTCOMES

Students who successfully complete this program will 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, and graphical display.
5. Manage laboratory activities including record keeping, ordering supplies and preparing reports.

Note: Optional 3-credit course offered to provide overview of current Biotechnology topics: BioSc 110 Biotechnology, Science, Applications and Implications

AAAS DEGREE

PROGRAM PREREQUISITES:

College level mathematics (Math 099 Intermediate Algebra) is a prerequisite for Math 108.

FIRST YEAR**Fall Quarter Cr.**

Eng	101*	Composition and Expository Prose	-or-	
BusAd	252*	Prof. Communications		.5
Chem	101	General Chemistry		.5
IASu	102*/			
SpCmu	102	Multicultural Issues		.3

Winter Quarter Cr.

BioSc	201	Principles of Biology		.5
BioSc	102*	Survey of Plant & Animal Kingdoms	- or -	
BioSc	108	Anatomy & Physiology		.5
PE	292*	First Aid & Personal Safety		.3
CIS	105	Computer Applications		.5

Spring Quarter Cr.

Chem	220	Basic Organic Chemistry		.5
Math	108	Intro to Probability & Statistics		.5
BioSc	215	Topics in Microbiology		.5
BusAd	112*	Human Relations		.2

Summer Quarter Cr.

BioSc	285	Solution and Media Preparation.		.4
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SECOND YEAR**Fall Quarter Cr.**

ChemT	190	Gravimetric and Volumetric Methods		.8
BioSc	250/	Molecular Biology		.3
	251	Molecular Biology Lab		.3

Winter Quarter Cr.

ChemT	191	Electrical, Optical and Chromatographic Methods.		.8
BioSc	265	Recombinant DNA Techniques		.6
BioSc	295	Biotechnology Seminar		.1

Spring Quarter Cr.

ChemT	192	Electrical, Optical and Chromatographic Methods.		.8
BioSc	270	Immunology		.5
BioSc	275	Biotechnology Techniques		.3

Summer Quarter Cr.

BioSc	260	Tissue Culture & Stain		.4
BioSc	290	Internship		.1-2

Total Credits Required102-103

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

BUSINESS ADMINISTRATION PROGRAM

(206) 546-4665

DESCRIPTION

The Business Administration Program offers concentrations in:

- Entrepreneurship
- Marketing
- General Business
- Retail Management

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 either a specific area of concentration in one of the five areas listed or he/she can plan an individualized course of study to meet specific career needs by completing 25 credits of advisor-approved electives. (General Business area of concentration).

AAAS Degrees

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 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

PROGRAM PREREQUISITES:

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd 252	Prof. Communications5
BusAd 175	Business Math5
BusAd 110	Human Relations in Bus.5
Multicultural Ed: See Approved List	3-5
PE: Wellness/First Aid/Activities	3

CORE REQUIREMENTS Cr.

Acctg 101	Practical Accounting I	- or -	
Acctg 210	Financial Accounting I5	
Acctg 102	Practical Accounting II	- or -	
Acctg 220	Financial Accounting II5	
BusAd 100	Business: An Introductory Analysis5	
CIS 105	Computer Applications5	
BusAd 120	Principles of Marketing5	
BusAd 155	Management Seminar5	
BusAd 200	Essentials of Supervision5	
BusAd 201	Introduction to International Business	...5	
BusAd 250	Introduction to Law5	
Econ 100	Principles of Economics5	
(No credit if Econ 200 or Econ 201 are taken)			
- or -			
Econ 200	Microeconomics5	
BusAd 285	Special Topics: Entrepreneurship5	

ELECTIVES Cr.

Choose 15 credits from the following courses:

BusAd 130	Salesmanship5
BusAd 135	Customer Service5
BusAd 224	Marketing.com5
BusAd 226	eProcurement5
BusAd 260	Commercial Law5
BusAd 285	Spcl Topics: E-Business5
Econ 201*	Intro to Macroeconomics5

* Students planning to take Econ 201 should see the catalog for course requirements.

APPROVED COURSE SUBSTITUTIONS

Eng 101 Composition and Expository Prose for BusAd 252 Professional Communications (5 cr.)

Math 099 Intermediate Algebra for BusAd 175 Business Mathematics (5 cr.)

Total Credits Required91-93

BUSINESS ADMINISTRATION (CONT.)

(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 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

PROGRAM PREREQUISITES:

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	252	Professional Communications5
BusAd	175	Business Mathematics5
BusAd	110	Human Relations in Business5
		Multicultural Ed: See Approved List	3-5
		PE: Wellness/First Aid/Activities3

CORE REQUIREMENTS Cr.

Acctg	101	Practical Accounting I	- or -	
Acctg	210	Financial Accounting I5
Acctg	102	Practical Accounting II	- or -	
Acctg	220	Financial Accounting II5
BusAd	100	Business: An Introductory Analysis5

(General Business Core Requirements, Continued)

CIS	105	Computer Applications5
BusAd	120	Principles of Marketing5
BusAd	155	Management Seminar5
BusAd	200	Essentials of Supervision5
BusAd	201	Introduction to International Business5
BusAd	250	Introduction to Law5
BusAd	285	Special Topics: eBusiness5
Econ	100	Principles of Economics5
(No credit if Econ 200 or Econ 201 are taken)				
- or -				
Econ	200	Microeconomics		
- or -				
Econ	201	Macroeconomics*		

CERTIFICATES

Cr.

E-BUSINESS

BusAd	224	Marketing.com5
BusAd	226	eProcurement5
BusAd	285	Special Topics: eBusiness5

INTERNATIONAL TRADE

BusAd	170	Fundamentals of Logistics & Transport.3
BusAd	201	Introduction to International Business5
BusAd	285	Special Topics: Entrepreneurship5
Electives	-	3-5

MARKETING

BusAd	130	Salesmanship5
BusAd	150	Retail Marketing and Management5
BusAd	170	Fundamentals of Logistics & Transport3
BusAd	230	Advertising & Sales Promotion5

RETAIL MANAGEMENT

BusAd	135	Customer Service3
BusAd	150	Retail Marketing and Management5
BusAd	230	Advertising. & Sales Promotion5
BusAd	240	Retail Buying & Mgmt.5

Total Credits Required 91-96

APPROVED COURSE SUBSTITUTIONS

Eng 101 Composition and Expository Prose for BusAd 252 Communications (5 cr.)

Math 099 Intermediate Algebra for BusAd 175 Business Mathematics (5cr.)

* Students planning to complete Econ 201 should see catalog for course requirements.

BUSINESS ADMINISTRATION (CONT.)

(206) 546-4665

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 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

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or satisfactory ASSET test score for Eng 101 or ESL 100

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd 252	Professional Communications	5
BusAd 175	Business Mathematics	5
BusAd 110	Human Relations in Business	5
Multicultural Ed:	See Approved List	3-5
PE: Wellness/First Aid/Activities		3

CORE REQUIREMENTS Cr.

Acctg 101	Practical Accounting I – <u>or</u> –	5
Acctg 210	Financial Accounting I	5
Acctg 102	Practical Accounting II – <u>or</u> –	5
Acctg 220	Financial Accounting II	5
BusAd 100	Business: An Introductory Analysis	5
CIS 105	Computer Applications	5
BusAd 155	Management Seminar	5
BusAd 120	Principles of Marketing	5
BusAd 200	Essentials of Supervision	5
BusAd 201	Introduction to International Business	5
BusAd 250	Introduction to Law	5
BusAd 285	Special Topics: Entrepreneurship	5
Marketing Option Core Requirements, Continued		
Econ 100	Principles of Economics	5
<i>(no credit if Econ 200 or Econ 201 are taken)</i>		
– <u>or</u> –		
Econ 200	Microeconomics	
– <u>or</u> –		
Econ 201	Macroeconomics	

* Students planning to take Econ 201 should see the catalog for course requirements.

ELECTIVES Cr.

Choose 15 credits from courses listed below:

BusAd 130	Salesmanship	5
BusAd 135	Customer Service	3
BusAd 150	Retail Marketing and Management	5
BusAd 170	Fundamentals of Transportation	3
BusAd 224	Marketing.com	5
BusAd 230	Advertising & Sales Promotion	5
SpCmu 220	Public Speaking	5

Total Credits Required91-93

APPROVED COURSE SUBSTITUTIONS

Eng 101 Composition and Expository Prose
for BusAd 252 Professional Communications (5 cr.)

Math 099 Intermediate Algebra
for BusAd 175 Business Mathematics (5 cr.)

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 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

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or satisfactory ASSET test score for Eng 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	252	Professional Communications5
BusAd	175	Business Mathematics5
BusAd	110	Human Relations5
Multicultural Ed: See Approved List3-5
PE		Wellness/First Aid/Activities3

CORE REQUIREMENTS Cr.

Acctg	101	Practical Accounting I – <u>or</u> –	
Acctg	210	Financial Accounting I5
Acctg	102	Practical Accounting II – <u>or</u> –	
Acctg	220	Financial Accounting II5
BusAd	100	Business: An Introductory Analysis5
CIS	105	Business Computer Applications5
BusAd	120	Principles of Marketing5
BusAd	155	Management Seminar5
BusAd	200	Supervision5
BusAd	201	Introduction to International Business5
BusAd	250	Introduction to Law5
Econ	100	Principles of Economics5
<i>(no credit if Econ 200 or Econ 201 is taken)</i>			
– <u>or</u> –			
Econ	200	Microeconomics	
– <u>or</u> –			
Econ	201	Macroeconomics	
BusAd	285	Special Topics: Entrepreneurship5

* Students planning to take Econ 201 should see the catalog for course requirements.

ELECTIVE OPTIONS Cr.

Choose 15 credits from the courses listed below:

BusAd	130	Salesmanship5
BusAd	135	Customer Service3
BusAd	150	Retail Marketing and Management5
BusAd	224	Marketing.com5
BusAd	230	Advertising & Sales Promotion5
BusAd	240	Retail Buying & Management5
BusAd	260	Commercial Law5

APPROVED COURSE SUBSTITUTIONS

Eng 101 Composition and Expository Prose
for BusAd 252 Professional Communications (5 cr.)

Math 099 Intermediate Algebra
for BusAd 175 Business Mathematics (5 cr.)

Total Credits Required 91-93

BUSINESS ADMINISTRATION (CONT.)

(206) 546-4665

Certificate 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

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	252	Prof. Communications	5
BusAd	175	Business Math	5
BusAd	110	Human Relations in Business	5

CORE REQUIREMENTS Cr.

Acctg	101	Practical Accounting I – <u>or</u> –	
Acctg	210	Financial Accounting I	5
Acctg	102	Practical Accounting II – <u>or</u> –	
Acctg	220	Financial Accounting II	5
Acctg	220	Financial Acctg. II	5
CIS	105	Computer Applications	5
BusAd	201	Introduction to International Business	5
BusAd	200	Essentials of Supervision	5
BusAd	224	Marketing.com – <u>or</u> –	
BusAd	120	Principles of Marketing	5
BusAd	250	Intro. to Law	5

Total credits required 50

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 will 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

PROGRAM PREREQUISITES or ASSUMED KNOWLEDGE

BusTc 100 Beginning Keyboarding or equivalent

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd 252	Prof. Communications	.5
BusAd 175	Business Mathematics	.5
BusAd 112	Essentials of Human Relations (2) or	
BusAd 110	Human Relations in Business (5)	.2-5
	Multicultural Ed: See Approved List	.3-5
	Physical Education	.3

CORE REQUIREMENTS Cr.

BusAd 135	Customer Service	.3
BusAd 152	Business Communication	.5
BusTc 180*	Front Page	.5
BusTc 103	Speed Keyboarding I	.4

(Business Technology Core Requirement, Continued)

BusTc 104	Speed Keyboarding II or 50 wpm verified rate	.4
BusTc 128	Word 2002 Level 1	.5
BusTc 129	Word 2002 Level 2	.5
BusTc 135	Applied Word Processing	.4
BusTc 150	Excel 2002	.5
BusTc 160	PowerPoint 2002	.4
BusTc 170	Access 2002	.5
BusTc 190	Electronic/Ten Key Calculator	.2
BusTc 214	Filing	.2
BusTc 270*	Office Procedures	.5
BusTc 299	Special Project: Work Experience	.3

*offered Spring Quarter only

AREA OF CONCENTRATION Cr.

Pick one area of concentration plus advisor - approved electives to total at least 90 credits.

ACCOUNTING

Acctg 101	Practical Accounting	.5
Acctg 102	Practical Accounting II	.5
Acctg 206	Computer Accounting	.5

COMPUTER INFORMATION SYSTEMS

CIS 106	Intro to Information Tech	.5
CIS 112	Intro to PC Hardware	.5
CIS 192	Lab for PC Hardware	.2
CIS 110	Operating Systems`	.5
CIS 190	Lab for Operating Systems	.1

INTEGRATED BUSINESS OR INTERDISCIPLINARY

BusTc Advisor Approved Credits	.6-15
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DESKTOP PUBLISHING

VCT 124	Basic Macintosh Systems Operations	.2
VCT 125	Intro to Image Const., Editing & Output	.2
VCT 131	Computer Graphics: Desktop Publishing I	.3

Total Credits Required 90

BUSINESS TECHNOLOGY PROGRAM (CONT.)

(206) 546-4665

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 will have:

1. A working knowledge of current computer software.
2. A knowledge of current business practice and office technologies.
3. An ability to prioritize, organize, and plan office work.
4. The communication and interpersonal skills necessary to work effectively with others.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES or ASSUMED KNOWLEDGE

BusTc 100 Beginning Keyboarding or equivalent

PROGRAM REQUIREMENTS

Core Requirements		Cr.
BusAd 152	Business Communications	5
BusAd 175	Business Mathematics	5
BusAd 112	Essentials of Human Relations	2
-or-		
BusAd 110	Human Relations in Business	5
BusTc 103	Speed Keyboarding I	4
BusTc 128	Word 2002 Level 1	5
BusTc 129	Word 2002 Level 2	5
BusTc 135	Applied Word Processing	4
BusTc 150	Excel 2002	5
BusTc 160	PowerPoint 2002	4
BusTc 214	Filing	2
BusTc 270*	Office Procedures	5

*offered Spring Quarter only

Total credits required 46-49

Certificates of Completion

DESCRIPTION

These programs are 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 are ready to work in entry-level office settings.

PROGRAM PREREQUISITES

Entry-level skills in word processing or have passed BusTc 100 Business Keyboarding.

Business Software Applications

CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS **Cr.**

Students choose four of the following courses.

BusTc 128	Word 2002, Level 1	5
BusTc 129	Word 2002, Level 2	5
BusTc 150	Excel 2002	5
BusTc 160	PowerPoint 2002	4
BusTc 170	Access 2002	5

Total Credits Required 19-20

Microsoft Software Applications

CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS **Cr.**

BusTc 128	Word 2002, Level 1	5
BusTc 150	Excel 2002	5
BusTc 160	PowerPoint 2002	4
BusTc 170	Access 2002	5

Total Credits Required 19

Word Processing

CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS **Cr.**

BusTc 103	Speed Keyboarding I or 50 wpm	4
BusTc 128	Word 2002, Level 1	5
BusTc 129	Word 2002, Level 2	5
BusTc 135	Applied Word Processing	4

Total Credits Required 18

COMPUTER INFORMATION SYSTEMS

(206) 546-4665

DESCRIPTION

The Computer Information Systems (CIS) program offers a well-balanced course of study designed to prepare graduates for a career in microcomputer or Internet support or sales. Students gain technical expertise on microcomputers and learn good communication skills. The core curriculum focuses on various aspects of microcomputer support including these areas: operating systems, data communications, local area networks, systems analysis and design, web support, database and programming languages. Students work with state-of-the-art business computers and software. Class instruction and computer labs provide many opportunities for developing "hands-on" skills. Students may also elect to complete a Computer Information Systems certificate program.

OUTCOMES

Students who successfully complete this program should be able to:

1. Work in desktop computer operating systems including Windows.
2. Understand and apply data communications (hardware and software) concepts and terminology.
3. Understand and apply basic concepts of computer systems design and analysis.
4. Select, install and maintain computer equipment.
5. Communicate effectively in business settings.
6. Provide additional support in one (or more) of these areas: database, networking, programming or web development.

AAAS DEGREE**PROGRAM PREREQUISITES**

Eng 100 (Analytical Reading and Writing) or BusAd 152 (Fundamentals of Business Communications); Math 80 and CIS 105.

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	252	Professional Communications5
CIS	106	Introduction to Information Technology5
BusAd	112	Essentials of Human Relations2
Multicultural Ed:		See Approved List3
PE		Physical Education/Wellness/First Aid3

PROGRAM CORE Cr.*Hardware, Operating Systems and Networks*

CIS110/190	Operating Systems/Lab5/1
CIS112/192	PC Hardware/Lab5/2
CIS114/194	Data Communications/Lab5/1
CIS116/196	Local Area Networks5/2

Database Systems

CIS	120	Database Applications & Concepts5
CIS	121	Database Design5
CIS	287	Systems Analysis/Design5

Programming

CIS	152	Visual Basic I	—or—	
CIS	162	C++ I	—or—	
CIS	172	Java I5

Communication & Customer Service

BusAd	135	Customer Service3
Eng	270	Technical Report Writing3
CIS	299	Internship3

STUDENTS MUST CHOOSE ONE DEGREE OPTION FROM THE LIST ON THE FOLLOWING PAGE.

COMPUTER INFORMATION SYSTEMS (CONT.)

(206) 546-4665

DEGREE OPTIONS (CHOOSE ONE)

Database Management/Design (45 credits)

Acctg	210	Financial Accounting5
BusAd	100	Business: An Introductory Analysis5
Math	108	Introduction to Statistics5
Phil	120	Introduction to Logic5
CIS	153	Visual Basic II -or-	
CIS	163	C++ II -or-	
CIS	173	Java II5
CIS	211	UNIX Fund. & Sys. Adm.5
CIS	221	Intro SQL/Oracle PL/SQL5
CIS	222	Database Architecture -- Oracle5
CIS	223	Adv. DB Apps./Mgmt.5

Networks (23-25 credits)

BusAd	100	Business: An Introductory Analysis5
CIS	214/290	Windows and Lab6
CIS	216/291	Windows Server and Lab7
CIS	2xx	Add'l. 200-level CIS5/6/7

Web Developer (42 credits)

VCT	124	Basic Mac Sys. Ops.2
VCT	125	Intro Image Construction2
VCT	138	Intro to Internet Web Design3
VCT	129	Photoshop3
CIS	140	The Internet and HTML5
CIS	240	JavaScript and Advanced HTML5
MusTc	105	Rights/Methods/Multi.2
Eng	272	Writing for the Web5
BusAd	224	Marketing.com5

PLUS: Additional 10 credits from Web Certificate areas of specialization.

Total Credits Required96-118

Certificates of Proficiency

PC Tech Support

The Computer Information Systems (CIS) certificate program offers a well-balanced course of study designed to introduce students to various aspects of microcomputer support including these areas: operating systems, data communications, local area networks, systems analysis and design, web support, database and programming languages. This program also provides working professionals with an opportunity to enhance their computer skills and gain confidence -- essential elements for advancing in today's job market. In addition, students gain technical expertise on microcomputers and build good communication skills. Students develop hands-on skills in class labs where they work with state-of-the-art business computers and software. Students may also elect to complete a Computer Information Systems degree.

OUTCOMES

- Students who successfully complete this program should be able to:
1. Work in desktop computer operating systems including Windows.
 2. Understand and apply data communications (hardware and software) concepts and terminology.
 3. Select, install and maintain computer equipment.
 4. Communicate effectively in business settings.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or BusAd 152 (Fundamentals of Business Communications) or satisfactory ASSET test or ESL placement test score for Eng 101. See Program Advisors for details, exceptions and additional information regarding prerequisites and program requirements.

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	252	Professional Communications5
CIS	106	Introduction Information Technology5
BusAd	112	Essentials of Human Relations (2) -or-	
BusAd	110	Human Relations in Business(5)2-5
Multicultural Ed:		See Approved List3-5
PE		Physical Education/Wellness/First Aid3

CERTIFICATE REQUIREMENTS Cr.

CIS	110/190	Operating Systems/Lab6
CIS	112/192	Introduction to PC Hardware/Lab7
CIS	114/194	Data Communications/Lab6
CIS	116/196	Local Area Networks/Lab7
BusAd	135	Customer Service3

Total Credits Required47-50

COMPUTER INFORMATION SYSTEMS (CONT.)

(206) 546-4665

Web Developer

Companies are investing more resources in creating a dynamic presence on the World Wide Web for communication, advertising, and commerce. As a result, skilled Web programmers, Web designers, and Web writers are in demand. Developed by a team of faculty and industry representatives, the Web Developer program integrates coursework and degree/certification tracks in the areas of Web programming, Web design, and Web writing.

OUTCOMES

Students who successfully complete this program should be able to:

1. Apply visual design principles and elements in creating Web pages and sites.
2. Write effective code using HTML and JavaScript.
3. Incorporate appropriate multimedia for the Web.
4. Use PCs and Macs in designing pages and sites.
5. Write effective text for publication on Web sites, intranets and interactive kiosks.
6. Understand and apply basic data communications concepts and terminology.
7. Apply marketing principles in developing Web pages.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES

ENG 100 (Analytical Reading and Writing) or BusAd 152 (Fundamentals of Business Communications) or satisfactory ASSET test score for ENG 101. See Program Advisors for details, exceptions and additional information regarding prerequisites and program requirements.

PROGRAM REQUIREMENTS**Cr.***Computer Basics*

CIS	106	Introduction Information Technology5
VCT	124	Basic Macintosh Systems Operation2
VCT	125	Intro to Image Const., Editing & Output . .2

(Web Developer Certificate of Proficiency Program requirements, Continued)

Web Programming

CIS	140	The Internet & HTML5
CIS	240	JavaScript & Adv HTML5

Web Design

VCT	129	Intro to Photoshop.3
VCT	138	Introduction to Internet Web Design3
MusTc	105	Rights and Methods in Multimedia2

Web Writing

Eng	272	Writing for the Web5
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Marketing

BusAd	224	Marketing.com5
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General Education Requirements

BusAd	252*	Professional Communications5
BusAd	112*	Essentials of Human Relations (2) – or –
BusAd	110	Human Relations in Business (5)2-5
Total	44-47

ONE SPECIALIZATION REQUIRED:*Web Programmer*

CIS	120	Database Applications and Concepts5
CIS	233	Web Database5

Web Design

VCT	131	Computer Graphics: Desktop Publishing I . . .3
VCT	132	Computer Illustration3
VCT	101	Graphic Design I5
Art	109	Design4
VCT	283	Advanced Web Design3

Web Writing

Eng	270	Technical Report Writing5
Eng	101	Composition and Expository Prose – or –
Eng	271	Expository Writing5
Eng	274	Poetry & Lyric Writing I – or –
Eng	275	Poetry & Lyric Writing II – or –
Eng	277	Beginning Short Story Writing I – or –
Eng	278	Beginning Short Story Writing II5

*General Education Requirements

COMPUTER INFORMATION SYSTEMS (CONT.)

(206) 546-4665

*Certificates of Completion
PC Service Tech*

This course is designed to prepare students to understand PC hardware and operating systems based on A+ certification.

OUTCOMES

Students who successfully complete this program will understand the basic components of data communications, LAN operating systems, and associated technology.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES		Cr.
CIS 106	Introduction to Information Technology	.5

CERTIFICATE REQUIREMENTS		Cr.
CIS 110	Operating Systems (with lab)	.5
CIS 112	Introduction to PC Hardware	.5
CIS 190	Operating Systems Lab	.1
CIS 192	Intro to PC Hardware Lab	.2
Total Credits Required		13

Network

This program is designed to prepare students to set up and manage networks. The curriculum includes topics based upon Network + certification requirements.

OUTCOMES

Students who successfully complete this program will understand the basic components of data communications, LAN operating systems, and associated technology.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES		Cr.
CIS 106	Introduction to Information Technology	.5
CIS 110	Operating Systems	.5
CIS 112	Introduction to PC Hardware	.5
CIS 190	Operating Systems Lab	.1
CIS 192	Intro to PC Hardware Lab	.2

CERTIFICATE REQUIREMENTS		Cr.
CIS 114	Data Communications	.5
CIS 116	Local Area Networks	.5
CIS 194	Data Communications Lab	.1
CIS 196	Local Area Networks Lab	.2
Total Credits Required		13

*Web Development with emphasis in
Web E-commerce*

Students will acquire an overview of e-commerce, categorize it, and examine its application to business. The program lays a foundation for employment in emerging web-based business positions.

OUTCOMES

This short-term certificate is offered to those business managers who would like to update their knowledge in the expanding field of e-commerce. This specialization is also part of the Web Development certificate program and may be applied to a one-year certificate of proficiency.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES		Cr.
CIS 105	Computer Applications	.5
VCT 124	Basic Macintosh Systems Operations	.2
VCT 125	Intro to Image Const. & Output	.2
CIS 140	The Internet and HTML	.5
CIS 240	JavaScript and Advanced HTML	.5
VCT 129	Intro to Photoshop	.3
VCT 138	Introduction to Internet Web Design	.3
MusTc 105	Rights and Methods in Multimedia	.2
ENG 272	Writing for the Web	.5
BusAd 110	Human Relations in Business (5) –or–	
BusAd 112	Essentials of Human Relations (2)	.2-5
BusAd 252	Professional Communications –or–	
Eng 101	Composition and Expository Prose	.5

CERTIFICATE REQUIREMENTS		Cr.
BusAd 284	Special Topics: E-Procurement	.4
BusAd 285	Special Topics: E-Business	.5
BusAd 285	Special Topics: Internet Law	.5
BusAd 224	Marketing.com	.5
Total Credits Required		19

COMPUTER INFORMATION SYSTEMS (CONT.)

(206) 546-4665

Web Development with emphasis in Web Programming

Students will acquire the skills in current web technologies to develop and manage web sites. This program lays the foundation for employment in positions such as web-content writers, assistant producers, information engineers, interactive data programmers, other emerging web-related positions.

OUTCOMES

This short-term certificate is offered to those programmers and information technology workers who would like to update their knowledge in the expanding field of web programming. This specialization is also part of the Web Development certificate program and may be applied to a one-year certificate of proficiency.

CERTIFICATE OF COMPLETION**PROGRAM PREREQUISITES**

			Cr.
CIS	105	Computer Applications	.5
VCT	124	Basic Macintosh Systems Operations	.2
VCT	125	Intro to Image Const. & Output	.2
CIS	140	The Internet and HTML	.5
CIS	240	JavaScript and Advanced HTML	.5
VCT	129	Intro to Photoshop	.3
VCT	138	Introduction to Internet Web Design	.3
MusTc	105	Rights and Methods in Multimedia	.2
ENG	272	Writing for the Web	.5
BusAd	224	Marketing.com	.5
BusAd	110	Human Relations in Business (5) -or-	
BusAd	112	Essentials of Human Relations (2)	.2-5
BusAd	252	Professional Communications (5) -or-	
Eng	101	Composition and Expository Prose	.5

CERTIFICATE REQUIREMENTS

			Cr.
CIS	120	Database Applications and Concepts	.5
CIS	233	Web Database	.5
Total Credits Required			10

Web Development with emphasis in Web Writer

Students will acquire the skills to write effective text for publication on websites, intranets, interactive kiosks, etc.

OUTCOMES

Students who successfully complete this program will acquire the skills to write effective text for publication on websites, intranets, and interactive kiosks.

CERTIFICATE OF COMPLETION**PROGRAM PREREQUISITES**

			Cr.
CIS	105	Computer Applications	.5
VCT	124	Basic Macintosh Systems Operations	.2
VCT	125	Intro to Image Const. & Output	.2
CIS	140	The Internet and HTML	.5
CIS	240	JavaScript and Advanced HTML	.5
VCT	129	Intro to Photoshop	.3
VCT	138	Introduction to Internet Web Design	.3
MusTc	105	Rights and Methods in Multimedia	.2
ENG	272	Writing for the Web	.5
BusAd	224	Marketing.com	.5
BusAd	110	Human Relations in Business (5) -or-	
BusAd	112	Essentials of Human Relations (2)	.2-5

CERTIFICATE REQUIREMENTS

			Cr.
ENG	270	Technical Report Writing	.3
ENG	101	Composition & Expository Prose (5) -or-	
ENG	271	Expository Writing (5)	.5
ENG	274	Beginning Poetry Writing I (5) -or-	
ENG	275	Beginning Poetry Writing II (5) -or-	
ENG	277	Beginning Short Story Writing I (5) -or-	
ENG	278	Beginning Short Story Writing II (5)	.5

Total Credits Required 13

COSMETOLOGY PROGRAM

(206) 546-7845 or (206) 546-7856

DESCRIPTION

The Cosmetology curriculum teaches the art and science of cosmetology as well as basic business and interpersonal skills. Students learn hair, skin and nail care along with health and safety procedures. Building upon a foundation of cosmetology theory, students gain hands-on experience in beauty culture practice. Students work in the classroom and under actual salon conditions. Course work prepares graduates for the Washington State Cosmetology Licensing Examination. Students completing the Cosmetology program receive a Certificate of Proficiency. Admission to the Certificate program is by waiting list. All interested students should call (206) 546-4631 to request a brochure be mailed to them. Next, interested students will need to attend an information session. Session dates and times are listed in the brochure.

OUTCOMES

Students who successfully complete this program should be able to:

1. Successfully interact with customers and build a clientele.
2. Perform hair care and styling services such as scalp treatments, shampooing, cutting, shaping, setting and combing techniques, as well as chemical treatments including permanent waving, hair coloring and lightening, and chemical relaxing.
3. Perform nail care services such as manicuring and pedicuring.
4. Perform skin care services including skin analysis, make-up application and basic facial treatments, and superfluous hair removal.
5. Perform appropriate safety and sanitation procedures related to all hair, skin and nail services.
6. Conduct typical business operations such as making appointments, cashiering and inventory.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES

Applicants must be at least sixteen years of age and comply with established College entrance testing

GENERAL EDUCATION REQUIREMENTS Cr.

BusAd	152	Fundamentals of Business Communications	5
Cos	154	Human Relationships	3

FOR FULL-TIME STUDENTS Cr.

Cos	151*	Clinical Practice I	23.5
Cos	152*	Clinical Practice II	14

FOR PART-TIME STUDENTS Cr.

Cos	148*	Clinical Practice Ia	12
Cos	149	Clinical Practice IIb	8
Cos	150*	Clinical Practice IIIc	12

FOR ALL STUDENTS Cr.

Cos	101	Theory of Cosmetology 1	5
Cos	102	Theory of Cosmetology 2	5
Cos	103	Theory of Cosmetology 3	5
Cos	201*	Salon Bus. Operations	5
Cos	251*	Clinical Practice III	14
Cos	252*	Clinical Practice IV	11.5
Cos	260	Adv Haircut & Styling	2
Cos	265	Board Preparation	4

Total Credits Required .91-97

**The Quantitative Reasoning requirements are embedded in these courses.*

Classes for part-time students meet Monday through Friday from 12 to 4:30 pm during the first, second and third quarters. The remaining quarters, the fourth through sixth quarters, require full-time enrollment.

Attendance in the Summer Quarter is mandatory for all students in the Cosmetology program.

Cosmetology quarters are 12 weeks in length. Please see Quarterly Class Schedule for starting and ending dates.

Cosmetology Instructor Trainee Program

The Cosmetology Instructor Trainee Program is designed to provide those licensed cosmetologists who wish to become additionally licensed as a cosmetology instructor an opportunity to complete the required 500-hour curriculum using facilities on the Shoreline campus.

Cos	290	Instructor Methods I	5
Cos	291	Clinic Supervisor I	1-10
Cos	292	Instructor Methods II	5
Cos	293	Clinic Supervisor II	1-10

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 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**GENERAL EDUCATION REQUIREMENTS Cr.**

Eng	101	Composition and Expository Prose	– or –	
BusAd	252	Professional Communications		.5
CIS	105	Computer Applications	–or–	
		Choose from Approved Quantitative Reasoning List		.5
		Multicultural Ed: See Approved List		.3-5
PE	292	First Aid & Personal Safety		.3

Human Relation requirement is embedded in CrimJ131 & 134.

NON-CRIMINAL JUSTICE**CORE REQUIREMENTS Cr.**

SpCmu	101	Speech Communications		.5
Psych	100	General Psychology		.5
Soc	110	Intro to Sociology		.5
PolSci	276	Am. Gov't & Politics	–or–	
PolSci	202	State/Local Gov't.		.5

RECOMMENDED COURSE OF STUDY**CORE REQUIREMENTS Cr.****First Quarter**

Crimj	131	Introduction to Criminal Justice5
Phil	248	Ethical Issues in Criminal Justice5

Second Quarter

CrimJ	133	Criminal Law5
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Third Quarter

CrimJ	134	Administration of Justice5
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Fourth Quarter

CrimJ	238	Crim.Evidence & Const Law5
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Fifth Quarter*

CrimJ	241	Crim. Investigations I5
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Sixth Quarter*

CrimJ	249	Police Operations5
CrimJ	273*	Internship5

PROFESSIONAL ELECTIVES (SELECT 8 CREDITS) Cr.

Crimj	132	Police Records and Report Writing4
Crimj	135	Crime Prevention2
Crimj	137	Investigative Interviewing3
Crimj	138	Juvenile Procedures5
Crimj	240	Forensic Science5
Crimj	242	Criminal Investigations II5
Crimj	243	Defensive Tactics5
Crimj	281-285	Special Topics1-5
Crimj	297	Criminal Justice – Special Projects1
Crimj	298	Criminal Justice – Special Projects2
Crimj	299	Criminal Justice – Special Projects3
Soc	280	Introduction to Criminology5

ACADEMIC ELECTIVES (SELECT 10 CREDITS) Cr.

BusTc	100	Beginning Keyboarding5
Art	100	Basic Photography5
Art	105, 106, 107:	Drawing4
Art	102, 120, 291, 292:	Photography3
Eng	102	Reasoning Research and Writing5
IAStu	202	Sociology of Minority Groups5
IAStu	270	Asian American Survey5
IAStu/ Women	282	Gender, Violence and Social Change5
BioSc	201	Principles of Biology5
Chem	101	Basic Chemistry5
Anthro	201	Physical Anthropology5
Geog	205	Earth Science5
Geog	206	Physical Geography5

Total Credits Required 94-96

**Internship is recommended for either 5th or 6th quarter. It is only offered winter and spring quarters.*

CRIMINAL JUSTICE PROGRAM (CONT.)

(206) 546-4549

Public Safety Communications

DESCRIPTION

The Public Safety Communications course (PSC) is part of Shoreline's Criminal Justice Program. It includes some of the same core course work included in the Criminal Justice A.A.A.S. However, the course then focuses on the specific skills and techniques required for those interested in a career working specifically in the Public Safety Communications arena where value is placed on technical expertise with computers and keyboarding, critical thinking, problem solving, a calm demeanor, and the ability to multi-task. The program focuses on computer related technical skills, cultural awareness, human relations, relevant ethical and social issues, communications, and criminal justice education. In the second year, students will take successive Public Safety Communication* courses, concluding with a one-quarter-long lab designed to train them to work in a 9-1-1 dispatch center. Students with previous course work may qualify to take only specific portions of the PSC course.

**Students should not enroll in CrimJ 210,211 and 212 as stand-alone classes without pursuing either the AAAS degree or the Certificate of Proficiency. Any questions in this regard should be directed to the instructor teaching the course or the Criminal Justice Program Director.*

OUTCOMES

Students who successfully complete this program should be able to:

1. Apply basic theories of police operations and organization.
2. Communicate effectively within the criminal justice system using current 9-1-1 communications technology
3. Communicate effectively with the public in high stress situations using current 9-1-1 communications technology

AAAS DEGREE

PROGRAM PREREQUISITES:

High School Diploma or GED English 100 or ASSET test at that level

GENERAL EDUCATION REQUIREMENTS Cr.

Eng	101	Composition	5
CIS	105	Computer Applications	5
IAStu	202	Soc. Of Minority Groups	5
IAStu	282	Gender/Viol/Soc. Change	5
PE	292	First Aid & Safety	3

NON-CRIMINAL JUSTICE

CORE REQUIREMENTS Cr.

SpCmu	101	Speech Communication	5
Psych	100	General Psychology	5
BusTC	100	Beg. Keyboarding	5
BusTC	103	Speed Keyboarding	4
BusAd	112	Essentials of Human Relations	2
HumDv	130	Stress Management	2

RECCOMENDED COURSE OF STUDY

POLICE COMMUNICATIONS COURSE

CORE REQUIREMENTS Cr.

First Quarter

CrimJ	131	Intro to Criminal Justice	5
Phil	248	Ethical Issues in Crim.Just.	5

Second Quarter

Crimj	132	Police Records and Report Writing	4
CrimJ	133	Criminal Law	5

Third Quarter

CrimJ	249	Police Operations	5
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Fourth Quarter

CrimJ	210	PSC I – Intro to Operations Systems and Technology	5
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Fifth Quarter

CrimJ	211	PSC II – 911 & Emergency Call Screening	5
CrimJ	138	Juvenile Justice	5

Sixth Quarter

CrimJ	212	PSC III – Call Processing Techniques and Lab	5
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Total Credits Required 90

CRIMINAL JUSTICE PROGRAM (CONT.)

(206) 546-4549

Certificate of Proficiency

Public Safety Communications

The Public Safety Communications certificate of proficiency course (PSC) is part of Shoreline’s Criminal Justice Program. It is similar to the A.A.A.S. degree in Public Safety Communications, but focuses on the technical skills and techniques required for working in the Public Safety Communications arena where value is placed on technical expertise with computers and keyboarding, critical thinking, problem solving, a calm demeanor, and the ability to multi-task. The program focuses on computer related technical skills, human relations, and stress management. The course includes three successive Public Safety Communication* courses, concluding with a one-quarter-long lab designed to students to work in a 9-1-1 dispatch center. Students with previous course work in the criminal justice program could combine that course work and this certificate program into an A.A.A.S. degree.

**Students should not enroll in CrimJ 210, 211, or 212 as stand-alone classes without pursuing either the A.A.A.S. degree or the Certificate of Proficiency. Any questions in this regard should be directed to the instructor teaching the course or the Criminal Justice Program Director.*

OUTCOMES

Students who successfully complete this program should be able to:

1. Communicate effectively within the criminal justice system using current 9-1-1 communications technology
2. Communicate effectively with the public in high stress situations using current 9-1-1 communications technology

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES:

High School Diploma or GED English 100 or ASSET test at that level

NON-CRIMINAL JUSTICE

CORE REQUIREMENTS		Cr.
BusTc	100	Beginning Keyboarding5
BusTc	103	Speed Keyboarding4
BusAd	112	Essentials of Human Relations5
PE	292	First Aid & Safety3
CIS	105	Computer Applications5
HumDv	130	Stress Management2
Psych	100	Into to Psychology5

POLICE COMMUNICATIONS COURSE

CORE REQUIREMENTS		Cr.
Crimj	132	Police Records and Report Writing4
CrimJ	210	PSC I – Intro to Operations Systems and Technology5
CrimJ	211	PSC II – 911 & Emergency Call Screening 5
CrimJ	212	PSC III – Call Processing Techniques and Lab5
Total Credits Required		48

DENTAL HYGIENE PROGRAM

(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.

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 in the Dental Hygiene Program brochure. Applicants must obtain this brochure from either the Dental Hygiene Program (206-546-4711), or the SCC website for the year they are applying.

GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION

Quantitative Reasoning
See list of approved courses5

Multicultural Education
See list of approved courses3-5

Human Relations
BusAd 112 Essentials of Human Relations (2) ~~or~~
BusAd 110 Human Relations (5)2-5

PROGRAM PREREQUISITES

Eng	101	Composition and Expository Prose5
BioSc	201	Principles of Biology5
Chem	101	Basic General Chemistry5
PE	292	First Aid and Personal Safety3
Chem	220	Basic Organic Chemistry/Biochemistry5
BioSc	210	Human Anatomy5
BioSc	211	Human Physiology5
BioSc	215	Topics in Microbiology5
NDF	110	Nutrition5
SpCmu	101	Basic Speech Communication or
SpCmu	220	Introduction to Public Speaking5
Psych	100	General Psychology5

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 an updated copy of the Dental Hygiene Program brochure from the Dental Hygiene Program 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.

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)

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.

CONTINUED NEXT PAGE

DENTAL HYGIENE PROGRAM (CONT.)

(206) 546-4711

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**FIRST YEAR**

Fall Quarter		Cr.
DH 100	Head & Neck Anatomy2
DH 101	Histology/Embryology3
DH 102	General Pathology2
DH 110	Dental Radiology2
DH 150	Clinical Dental Hygiene Lab3
DH 151	Dental Hygiene Fundamentals I5
DH 152	Procedures Seminar I1
Winter Quarter		Cr.
DH 111	Dental Radiology3
DH 112	Anatomy & Morphology2
DH 131	Medical Emergencies2
DH 132	Pain Control I3
DH 160	Clinical Dental Hygiene4
DH 161	Dental Hygiene Fundamentals II2
DH 162	Procedures Seminar II1
DH 190	Patient Records I1
Spring Quarter		Cr.
DH 103	Periodontology I1
DH 114	Oral Pathology2
DH 130	Pharmacology3
DH 140	Restorative Dentistry I3
DH 170	Clinical Dental Hygiene4
DH 171	Dental Hygiene Fundamentals III2
DH 172	Procedures Seminar III1
DH 191	Patient Records II1

Summer Quarter		Cr.
DH 104	Periodontology II2
DH 120	Community Education1
DH 121	Ethics & Jurisprudence3
DH 141	Restorative Dentistry II1
DH 180	Clinical Dental Hygiene3
DH 181	Dental Hygiene Fundamentals IV2
DH 182	Procedures Seminar IV1

SECOND YEAR

Fall Quarter		Cr.
DH 183	Dental Gerontology1
DH 204	Periodontology III1
DH 230	Special Needs Patients1
DH 240	Restorative Dentistry III2
DH 241	Restorative Preclinic3
DH 250	Clinical Dental Hygiene6
DH 251	Dental Hygiene Fundamentals V2
DH 252	Procedures Seminar V1
DH 290	Patient Records III1

Winter Quarter		Cr.
DH 220	Public Health2
DH 242	Restorative Clinic2
DH 232	Pain Control II2
DH 260	Clinical Dental Hygiene6
DH 261	Dental Hygiene Fundamentals VI2
DH 262	Procedures Seminar VI2
DH 263	Extramural Clinic I1
DH 291	Patient Records IV1

Spring Quarter		Cr.
DH 221	Community Project1
DH 222	Professional Issues1
DH 244	Restorative Clinic2
DH 270	Clinical Dental Hygiene6
DH 271	Dental Hygiene Fundamentals VII2
DH 272	Procedures Seminar VII1
DH 273	Extramural Clinic II1
DH 292	Patient Records V1

Total Credits Required 117

DIETETIC TECHNOLOGY PROGRAM

(206) 546-4673

DESCRIPTION

Dietitians, Nutritionists and Dietetic Technicians focus on ways to promote health and prevent disease through good eating habits. They may work directly with clients to evaluate eating habits and make dietary recommendations, develop menus, or supervise food service operations in health care institutions. Dietetic Technicians also work in community health agencies, school nutrition programs, fitness and wellness organizations, and specialty clinics.

The Dietetic Technology program is designed to prepare students to work in nutritional services in a variety of settings. Students develop a firm foundation in patient education, basic and clinical nutrition, menu writing, supervisory and management skills related to nutritional services and institutional food production. Students learn and practice nutritional assessment skills along with techniques for screening and educating clients and patients. Students integrate classroom learning and gain valuable experience through clinical preceptorships.

The program places emphasis on nutritional care and is approved by the American Dietetic Association. Graduates may join the professional organization as voting members. A national registration examination must be successfully written by graduates who wish to earn the title "Dietetic Technician, Registered." This examination is taken after graduation and is administered through the ADA.

OUTCOMES

Students who successfully complete this program should be able to:

1. Effectively interview and communicate with clients and patients.
2. Use basic tools and strategies for data collection, assessment and patient education.
3. Prepare nutritional care plans for clients at various stages in the life-cycle and from diverse cultural and social backgrounds.
4. Apply knowledge of nutrition, anatomy and human physiology to assist clients with energy balance, weight control and improvement of general good health and well-being.
5. Apply knowledge of food safety and sanitation procedures, menu planning, purchasing, inventory and quality control and other aspects of food service operations.
6. Apply principles of clinical nutrition and food service administration including planning, decision making, leadership, and management of financial and human resources.
7. Work effectively with both institutionalized and home-based clients.
8. Demonstrate a general understanding of the role and professional responsibility of dietetic technicians at various private and public health care delivery systems and regulatory agencies.

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DIETETIC TECHNOLOGY PROGRAM (CONT.)

(206) 546-4673

AAAS DEGREE

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

FRESHMAN YEAR

Fall Quarter		Cr.
Eng	101	Composition and Expository Prose5
NDF	180	Dietetics in Health Care5
NDF	200	Food Science & Meal Management.5
Winter Quarter		Cr.
NDF	110	Nutrition5
NDF	103	Food Systems Management I5
NDF	104	Food Systems Preceptorship I2
CIS	105	Computer Applications5
Spring Quarter		Cr.
NDF	210	Advanced Nutrition5
NDF	105	Food Systems Management II5
NDF	106	Food Systems Preceptorship II3

SOPHOMORE YEAR

Fall Quarter		Cr.
NDF	220	Nutrition/Diet Therapy I5
NDF	221	Clinical Preceptorship I3
BioSc	108	Anatomy & Physiology5
Winter Quarter		Cr.
NDF	230	Nutrition/Diet Therapy II5
NDF	231	Clinical Preceptorship II3
IAStu	102	Multicultural Issues (3) —or—
IAStu	103	Introduction to Multicultural Studies (5) 3-5
Spring Quarter		Cr.
NDF	240	Community Nutrition5
NDF	241	Community Nutrition Preceptorship.3
NDF	281	Seminar1
PE	292	First Aid & Personal Safety3
Total Credits Required91-93

In addition to the above courses, students will be required to take 10 extra credits to meet graduation requirements. Please see the Dietetic Technology Program director for a list of suggested courses.

IMPORTANT: A minimum of 450 clock hours of food systems management and clinical preceptorships in various food management and health care facilities is required to allow students to put into practice skills learned in the classroom. Students participating in preceptorships must provide their own transportation, health and liability insurance, laboratory coats and name plates as required by the institutions. A health assessment including immunizations and a food handler's permit is required of each student. A Washington State Patrol background check will be conducted on each student. Any student who cannot participate in patient or client care based on the background check and/or serious health problems will not be able to attend clinical preceptorships.

EDUCATION

(206) 546-4787

DESCRIPTION

The Education Programs are designed to provide students with the knowledge and skills necessary for employment in a variety of social and educational agencies. Based on personal and career interests, students may select one of three AAAS degree options: Early Childhood Education, Special Education and Bilingual/Bicultural Education. These programs are designed to meet endorsement requirements set by the Office of the Superintendent of Public Instruction (OSPI). Shoreline also offers two Certificates of Proficiency programs: In-Home Care Provider and Instructional Aide/Paraeducator.

Students learn about the social, emotional, physical and intellectual development of children as well as specific strategies for encouraging healthy development. Students also learn how to develop group activities, plan a curriculum, positively guide an individual child and groups of children, and effectively communicate with children, parents and co-workers. Internships provide students with an opportunity to integrate classroom learning, increase confidence and gain valuable experience. All courses are taught from a multicultural perspective.

OUTCOMES

Students who successfully complete this program 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.

AAAS Degrees

Bilingual/Bicultural Education Option

AAAS DEGREE

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

First Quarter		Cr.
Edu	100*	Intro to Education5
Edu	101	Child Growth and Development5
Eng	101	Composition and Expository Prose5
Second Quarter		Cr.
Edu	105	Language & Literacy5
Edu	115*	Culturally Relevant Anti Bias Strategies5
Math	170	Math for Elementary School Teachers I5
Third Quarter		Cr.
Edu	121	Strategies and Methods: Bilingual/Bicultural Education5
Edu	125*	Intro to Special Education5
IAStu	103	Intro to Multicultural Studies – <u>or</u> – other approved Multicultural course5
Fourth Quarter		Cr.
Edu	123*	Multi-ethnic Children and Families5
Edu	215*	Family Systems5
IAStu/ Women	282	Gender, Violence and Social Change5
Fifth Quarter		Cr.
Edu	122	Educational Context of Linguistics5
Edu	250	Child Guidance and Classroom Mgmt5
Edu	260*	Internship I5
PE	292	First Aid and Safety3
Sixth Quarter		Cr.
Edu	261*	Internship II5
Edu	265	Issues & Trends in ECE5
EnvSc	201	Environmental Science – <u>or</u> – or other approved science course5
Total Credits Required		93

* The Human Relations requirement is embedded in these courses.

EDUCATION (CONT.)

(206) 546-4787

*Early Childhood Education Option***AAAS DEGREE**

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

First Quarter		Cr.
Edu	100*	Intro to Education5
Edu	101	Child Growth and Development5
Eng	101	Composition and Expository Prose5
Second Quarter		Cr.
Edu	105	Language & Literacy5
Edu	140**	Instructional Methods K-3 – <u>or</u> –
Edu	150**	Early Childhood Curriculum Develop.5
Math	170	Math for Elementary School Teachers I5
Third Quarter		Cr.
Edu	115*	Culturally Relevant Anti Bias Strategies5
Edu	125*	Intro to Special Educ.5
Edu	160**	Programs for Infants and Toddlers – <u>or</u> – Curriculum Course Listed in 2nd Qtr5
PE	292	First Aid and Safety3
Fourth Quarter		Cr.
Edu	215*	Family Systems5
Edu	250	Child Guidance and Classroom Mgmt5
IAStu	103	Intro to Multicultural Studies – <u>or</u> – other approved Multicultural course5
Fifth Quarter		Cr.
Edu	260*	Internship I5
Edu	220	Administration and Supervision5
EnvSc	201	Environmental Science – <u>or</u> – or other approved science course5
Sixth Quarter		Cr.
Edu	261*	Internship II5
Edu	265	Issues & Trends in ECE5
IAStu/ Women	282	Gender, Violence and Social Change5
Total Credits Required		93

* The Human Relations requirement is embedded in these courses.

** Choose two curriculum courses.

*Special Education Option***AAAS DEGREE**

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

First Quarter		Cr.
Edu	100*	Intro to Education5
Edu	101	Child Growth and Development5
Eng	101	Composition and Expository Prose5
Second Quarter		Cr.
Edu	105	Language & Literacy5
Edu	115*	Culturally Relevant Anti Bias Strategies5
Math	170	Math for Elementary School Teachers I5
Third Quarter		Cr.
Edu	160	Programs for Infants and Toddlers5
Edu	125*	Intro to Special Education5
IAStu	103	Intro to Multicultural Studies – <u>or</u> – other approved Multicultural course5
Fourth Quarter		Cr.
Edu	210	Best Practice in Special Education5
Edu	215*	Family Systems – <u>or</u> –
Edu	123*	Multiethnic Children and Families5
IAStu/ Women	282	Gender, Violence and Social Change5
PE	292	First Aid and Safety3
Fifth Quarter		Cr.
Edu	150	Early Childhood Curriculum Development5
Edu	250	Child Guidance and Classroom Mgmt5
Edu	260*	Internship I5
Sixth Quarter		Cr.
Edu	261*	Internship II5
Edu	265	Issues & Trends in ECE5
EnvSc	201	Environmental Science – <u>or</u> – or other approved science course5
Total Credits Required		93

* The Human Relations requirement is embedded in these courses.

EDUCATION (CONT.)

(206) 546-4787

In-Home Care Provider

The Certificate of Proficiency for In-Home Care Providers prepares graduates for work as a nanny or in-home care provider. Students gain an understanding of human growth and development along with a working knowledge of developmentally appropriate practices and activities. In addition, students learn practical skills such as first aid, safety, healthy food preparation and effective communication. Internships and field placements provide students with an opportunity to integrate classroom learning and gain valuable "hands-on" experience. The program can usually be completed in three or four quarters.

OUTCOMES

Students who successfully complete this program should be able to:

1. Understand the basic and developmental needs of infants, toddlers and preschool children.
2. Plan and prepare developmentally appropriate and culturally sensitive activities for young children.
3. Communicate effectively with parents and children.
4. Understand the principles of healthy nutrition and safe food handling and preparation.
5. Apply knowledge of safety and prevention techniques as well as perform basic first aid.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS/RELATED INSTRUCTION

	Cr.
Eng 101 Composition and Expository Prose	5
BusAd 175 Business Math or	
Other Quantitative Reasoning from Approved List	5

PROGRAM REQUIREMENTS

	Cr.
Edu 101 Child Growth and Development	5
Edu 150 Early Childhood Curriculum Development	5
Edu 215* Family Systems	5
Edu 260* Internship I	5
Edu 261* Internship II	5
NDF 110 Nutrition	5
PE 292 First Aid & Safety	3

ELECTIVES

	Cr.
Choose 5 credits from the following courses:	
Edu 105 Language and Literacy	5
Edu 125* Intro to Special Education	5
Edu 160 Programs for Infants and Toddlers	5
Edu 210 Best Practices in Special Education	5
Soc 252 Sociology of the Family	5
Psych 204 Lifespan Development	5
IAStu/ Women 282 Gender, Violence and Social Change	5
IAStu 103 Intro to Multicultural Studies	5

Total Credits Required 51

* *The Human Relations requirement is embedded in these courses.*

EDUCATION (CONT.)

(206) 546-4787

Instructional Aide/Paraeducator

The Certificate of Proficiency for Instructional Aides prepares graduates for employment as assistant teachers in public and private schools. Students learn about the social, emotional and intellectual development of young children as well as specific strategies for encouraging healthy development. Students also learn how to develop group activities, plan a curriculum and manage a classroom. Internships provide students with an opportunity to integrate classroom learning and gain valuable "hands-on" experience. In addition, students learn effective strategies for communicating with children and parents as well as ways to integrate computer technology into the classroom. The program can usually be completed in three or four quarters.

OUTCOMES

Students who successfully complete this program should be able to:

1. Assist early education teachers in the classrooms of public and private schools
2. Work positively with young children fostering their development, creativity and self-esteem.
3. Plan group activities and effectively manage a classroom.
4. Work with children developing normally as well as those with special needs in an age appropriate and culturally sensitive way.
5. Effectively communicate with children, parents, colleagues and educational administrators.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

**GENERAL EDUCATION REQUIREMENTS/
RELATED INSTRUCTION**

			Cr.
Eng	101	Composition and Expository Prose	5
BusAd	175	Quantitative Reasoning from Approved List 5	

PROGRAM REQUIREMENTS

			Cr.
Edu	100*	Intro to Education	5
Edu	101	Child Growth and Development	5
Edu	105	Language & Literacy	5
Edu	125*	Intro to Special Education	5
Edu	260*	Internship I	5
Edu	140	Instructional Meth: K-3	5
EDHS	150	Early Childhood Curriculum Development 5	
CIS	105	Computer Applications	5
IASTU	103	Intro to Multicultural Studies	5

ELECTIVES

			Cr.
Choose 5 credits from the following courses:			
Drama	231	Children's Theater	5
ASL	101	Sign Language I	5
ASL	102	Sign Language II	5
ASL	103	Sign Language III	5
Edu	210	Best Practices/Special Education	5
Edu	215	Family Systems	5
Edu	261*	Internship II	5
Psych	206	Child Psychology	5
Edu	115	Culturally Relevant Anti-Bias Strategies . . .	5
Edu	121	Strategies and Methods in Bilingual/Bicultural Education	5

*The Human Relations requirement is embedded in these courses.

ENGINEERING TECHNOLOGY PROGRAM

(206) 546-4574 or (206) 546-4504

CAD/Drafting and Design Technology

Drafters work with engineers and other designers 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. 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. Computer Aided Drafting (CAD) systems allow drafters to create and revise most of their drawings on a video screen. The CAD/Drafting program prepares students to become drafters, detailers or technical illustrators in construction, engineering or manufacturing.

OUTCOMES

Students who successfully complete this program should be able to:

1. Utilize CAD/Drafting 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.
5. Understand basic principles of general physics and the science of materials.
6. Apply basic principles of mechanics and mechanical detailing including stress-strain, torsion and precision tolerances.
7. Prepare logical, concise and effective technical reports.

AAAS DEGREE

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

FRESHMAN YEAR

Fall Quarter		Cr.
Engr	101	Engineering Graphics5
EngrT	159*	Technical Orientation5
Math	099*	Intermediate Algebra5
CIS	105*	Computer Applications5

Winter Quarter		Cr.
Engr	102	Engineering Graphics5
Engr	200	Introduction to CAD5
EngrT	154	Statics5
Math	110	Pre-Calculus I5

Spring Quarter		Cr.
Engr	103	Descriptive Geometry5
EngrT	255	Strength of Materials5
Math	120	Pre-Calculus II5
Engr	284	Special Topic: Solid Works4

SOPHOMORE YEAR

Fall Quarter		Cr.
Engr	201	Advanced CAD5
EngrT	288	Geometric Tolerancing3
EngrT	170	Cartography5
EngrT	266	Basic Hydraulics5

Winter Quarter		Cr.
Phys	114	General Physics5
EngrT	163	Properties of Materials4
EngrT	287	Technical Illustration5
EngrT	283	Special Topic: GIS ArcView3

Spring Quarter		Cr.
EngrT	289	Mechanical Detailing5
IAStu/		
SpCmu	102*	Multicultural Issues3
PE	292*	First Aid & Safety3
Eng	101*	Composition and Expository Prose5

Total Credits Required 110

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

Other recommended classes: Math 120, Physics 115 & 116. Tech electives include internship and Engr course approved by advisor.

ENGINEERING TECHNOLOGY PROGRAM (CONT.)

(206) 546-4574 or (206) 546-4504

*(CAD/Drafting and Design Technology, Continued)***CERTIFICATE OF PROFICIENCY**

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

Fall Quarter		Cr.
Engr	101	Engineering Graphics5
EngrT	159*	Technical Orientation5
CIS	105*	Computer Applications.5
Math	099*	Intermediate Algebra5
Winter Quarter		Cr.
Engr	102	Engineer. Graphics5
Engr	200	Intro to CAD5
Math	110	Pre-Calculus I5
Eng	101*	Composition and Expository Prose5
Spring Quarter		Cr.
Engr	103	Descriptive Geometry5
EngrT	289	Mechanical Detailing5
Engr	201	Advanced CAD5
Engr	284	Special Topic: Solid Works4
Total Credits Required		59

Other recommended classes: EngrT 170, Engr 121, Math 192, Eng 270, Physics 114, 115, 116.

Civil Engineering Technology

The Civil Engineering Technology program is designed to provide a comprehensive, well-balanced study in applied and related science concerning the engineering construction industry. This course prepares students in the basic fundamentals of construction techniques, materials testing, surveying, estimating and quantity take-off, plan reading, drafting (manual and computer aided), office and business procedures, planning of construction work, and computer-aided design. Upon completion, graduates will be qualified for employment in survey, inspecting, material testing, drafting, related construction work and computer drafting and design.

OUTCOMES

Students who successfully complete this program should be able to:

1. Assist architects, engineers or contractors by performing entry-level tasks in the field of civil engineering technology.
2. Prepare plans and specifications for construction of buildings, bridges, highways, etc.
3. Work as a surveying technician on land and highway surveys including operating surveying instruments.
4. Compile material lists and cost estimates and do scheduling for construction projects.
5. Inspect projects under construction for compliance with plans and specifications.
6. Perform tests on construction materials such as aggregates, concrete, soil, asphalt, etc.
7. Apply knowledge of building materials, construction equipment and engineering services.
8. Have knowledge and abilities involving computer programming and operation of computer-aided drafting and design systems.

Students interested in transferring to a four-year degree program should contact the Program Advisor or the Advising and Counseling Center.

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

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ENGINEERING TECHNOLOGY PROGRAM (CONT.)

(206) 546-4574 or (206) 546-4504

*(Civil Engineering Technology, Continued)***AAAS DEGREE**

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

FIRST YEAR

Fall Quarter		Cr.
Engr	101 Engineering Graphics I5
EngrT	159 Technical Orientation5
Math	099* Intermediate Algebra5
CIS	105* Computer Applications5
Winter Quarter		Cr.
Engr	102 Engineering Graphics II5
EngrT	154 Statics5
Engr	200 Introduction to CAD5
Math	110 PreCalculus I5
Spring Quarter		Cr.
Engr	103 Descriptive Geometry5
EngrT	255 Strength of Materials5
Engr	121 Plane Surveying5
Math	120 PreCalculus II5

Other recommended courses: Physics 115 and 116, EngrT 175/176/177, EngrT 180-Internship and Engr xxx (advisor approved).

SECOND YEAR

Fall Quarter		Cr.
EngrT	170 Cartography5
Engr	201 Advanced CAD5
EngrT	288 Geometric Tolerancing3
EngrT	266 Basic Hydraulics5
Winter Quarter		Cr.
EngrT	283 Special Topic: GIS ArcView3
EngrT	163 Properties of Materials4
EngrT	287 Technical Illustration5
Phys	114 General Physics5
Spring Quarter		Cr.
EngrT	285 Structural Detailing5
Eng	101 Composition and Expository Prose5
IAStu/		
SpCmu	102* Multicultural Issues3
PE	292* First Aid & Personal Safety3
	Tech. Elective3
Total Credits Required		114

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

Mechanical Engineering Technology

Mechanical Engineering is a broad engineering discipline focused primarily upon the creation and adaptation of machines, tools, engines, robotics, industrial production, and cooling and heating systems. Engineers apply principles of the physical sciences and mathematics to design mechanical equipment or solve mechanical problems.

The Mechanical Engineering Technology program prepares students for careers in a wide variety of disciplines in the engineering technology field including mechanical testing, production planning or machine design.

Students study mathematical principles and applied mathematics including algebra, geometry, trigonometry and pre-calculus. In addition, students learn about general physics, properties and strength of materials, and engineering technology. The program provides hands-on experience with computer-assisted design software and programming, and machine tool technology. The curriculum also develops other job-related skills such as business communications, human relations and technical report writing. Credits earned at Shoreline can be applied toward the first two years of a four-year bachelor's degree in industrial engineering technology or manufacturing.

OUTCOMES

Students who successfully complete this program should be able to:

1. Assist mechanical engineers or contractors by performing entry-level tasks in the field of mechanical engineering technology.
2. Apply basic technical procedures and techniques for solving engineering problems.
3. Apply knowledge of engineering such as static forces including shear stresses, stress-strain relationships, tension and compression.
4. Use graphical methods to visualize and solve engineering problems.
5. Setup, use and program graphics-based software for computer assisted drafting (CAD), computer numerically controlled (CNC) machine tools, and their basic application in manufacturing.
6. Apply knowledge of precision machine technology and mechanical detailing to complete basic layout, design and production planning tasks.

ENGINEERING TECHNOLOGY PROGRAM (CONT.)

(206) 546-4574 or (206) 546-4504

AAAS DEGREE

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

FRESHMAN YEAR

Fall Quarter		Cr.
Engr	101	Engineering Graphics I5
EngrT	159	Technical Orientation5
Math	099*	Intermediate Algebra5
CIS	105*	Computer Applications5
Winter Quarter		Cr.
Engr	102	Engineering Graphics II5
Engr	200	Intro. to CAD5
EngrT	154	Statics5
Math	110	Pre-Calculus I5
Spring Quarter		Cr.
Engr	103	Applied Descriptive Geometry5
EngrT	255	Strength of Materials5
Math	120	Pre-Calculus II5
Engr	284	Special Topic: Solid Works4

Tech Electives include internship and Engr course approved by advisor. Other recommended classes: Engr T 170, 283, Physics 115, 116.

SOPHOMORE YEAR

Fall Quarter		Cr.
Engr	201	Adv. CAD5
EngrT	288	Geometric Tolerancing3
EngrT	266	Basic Hydraulics5
Winter Quarter		Cr.
EngrT	163	Properties of Materials4
EngrT	287	Technical Illustration5
—	—	Tech elective3
Phys	114	General Physics5
Eng	101	Composition and Expository Prose5
Spring Quarter		Cr.
EngrT	289	Mechanical Detailing5
IAStu/		
SpCmu	102*	Multicultural Issues3
PE	292*	First Aid & Personal Safety3
Total Credits Required		105

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

Many of these courses will transfer to universities offering a four-year degree in engineering technology including the programs at Western Washington University and Central Washington University.

ENGINEERING PROGRAM

(206) 546-4504 or (206) 546-4574

Shoreline Community College offers programs for:

- The complete first two years of a four-year engineering degree,
- Two-year AAAS Degree in Engineering Technology (CAD/Drafting Technology, Civil Engineering Technology and Mechanical Engineering Technology).

For more information, please call the numbers above.

HEALTH CARE INFORMATION PROGRAMS

(206) 546-4757

ADMISSION PROCEDURE FOR ALL HEALTH CARE INFORMATION 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 Care Information Programs (HCI), the following procedures must be followed:

Application Process for Entry into the Medical Reimbursement and Medical Coding Specialist Certificate Programs and First Year of the Health Information Technology Program

1. Complete the Shoreline Community College Application Form and send to the Shoreline Admission Office
2. Complete the Health Care Information Programs Application Form (form A)
3. Complete the Health Care Information Programs Coursework to be Evaluated Form (form B)
4. Send two official transcripts for each college attended prior to entrance into the HCI Program: One sent to Shoreline's Admission Office, and one provided to the HCI Program. For coursework taken at Shoreline Community College, provide a printout of the transcript and printout for the current registration form if currently attending Shoreline.
5. Results of Asset/Compass tests showing placement recommendations for English, Reading and Mathematics (or college course work showing readiness for English 101 and Math 099 or higher). ESL students with limited English proficiency need to attach the results of the ESL assessment showing readiness for English 101.
6. Attend an HCI Informational Session.

Please contact the Health Care Information Program for information on prerequisites.

For information, call Donna Wilde, MPA, RHIA at (206) 546-4757 or Gloria Anderson, RHIA, CCS, at (206) 546-4707.

PREREQUISITE CLASSES/SKILLS FOR ENTRANCE INTO ALL HCI PROGRAMS

English: Students must have completed English 100 or ESL 100 with a grade of 2.0 or higher, or have placement results on an Asset test indicating readiness for English 101. ESL students with limited English proficiency will be required to complete all levels of the ESL curriculum prior to entry into any HCI program. ESL students not completing all levels of the curriculum must be assessed by the ESL program advisors to determine their readiness for English 101.

Mathematics: Students must have completed Math 80 Elementary Algebra or higher level math with a grade of 2.0 or higher, or have placement results on Asset or Compass tests showing placement at Math 099 Intermediate Algebra or higher.

Computer Applications: Students must be computer literate, at least at the basic level. They must have key-boarding skills at a minimum of 30 words per minute. Students must have completed CIS 105 with a grade of 2.0 or higher, or, as an alternate, they must provide evidence 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**

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 HCI Program director.

HEALTH CARE INFORMATION (CONT.)

(206) 546-4757

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.

ACCREDITATION

The Health Information Technology program at Shoreline Community College is accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the American Health Information Management Association.

COURSE FORMAT

Theory is presented in lectures and web lessons. Laboratory projects reinforce lectures and provide hands-on experiences simulating on-the-job activities. Clinical experiences are provided in which the student is assigned to one or more clinical sites.

CLINICAL ASSIGNMENTS

The first experience at a clinical site is a total of 32 hours and offered in the summer between the first and second years of the program. Students are eligible for placement in HCI 122, Clinical Practicum I, only after formal application for entry into the second year of the HIT program and acceptance by the HCI Program Director. Please refer to the course description and written HCI program policies for additional information. **If there are not enough clinical sites available for the number of students requesting assignment, priority placement will be given according to written program policy.**

The second-year clinical practicum is a total of 120 hours, normally completed winter term. Students are eligible for placement in HCI 231, Clinical Practicum II, only if HCI 122 has been completed and only if the student has received formal admission into the second year of the Health Information Technology Program. Refer to written program policies regarding eligibility for placement into HCI 231. If there are not enough clinical sites available, priority assignment for Clinical Practicum II will be according to written program policy.

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 a TB test. Some sites may require a criminal background check, current immunizations and a physical examination. 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 should be anticipated.

HCI 232, Management Practicum, (spring term, second year) is project-oriented and does not require placement at a specific site. The students will be expected to spend between 9 and 12 hours per week on the management assignment and will be required to work in student groups. Please refer to the course description for eligibility requirements.

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 for Research and Education (F.O.R.E.) are available through the American Health Information Management Association for qualified students. One Sister Peter Oliviant Scholarship Award is given yearly to a health information technician student 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.

HEALTH CARE INFORMATION (CONT.)

(206) 546-4757

OUTCOMES

Students who successfully complete this program will have a working knowledge of:

1. Medical terminology, anatomy and physiology, human diseases, and pharmacology.
2. Patient clinical record content and health information systems for hospitals, long term 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) 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/dental offices, and other outpatient clinics: International Classification of Diseases (ICD-9-CM), Current Procedural Terminology (CPT/HCPCS), and Current Dental Terminology (CDT).
6. Diagnostic related groups (DRG's), Resource Based Relative Value Scale (RBRVS), Ambulatory Patient Groups (APG's), Ambulatory Payment Classifications (APC's), 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 HCFA Form 1500.
8. Personal computer software programs: MS Word, Excel, Access, PowerPoint, Visio flowcharting, Internet use in health care, introduction to computer applications in health care.
9. Collection and analysis of health care statistics, cancer and other disease-based registries, quality improvement processes in health care.
10. Supervisory principles for the health information manager.

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 qualified to write the AHIMA's Certified Coding Associate (CCA) or the American Academy of Professional Coders Certified Professional Coding (CPC) examinations, both considered as testing entry-level coding practice. After several years of coding experience, graduates are qualified to write the AHIMA Certified Coding Specialist-Physician's Office (CCS-P) and the Certified Coding Specialist (CCS)(hospital inpatient and outpatient) examinations. Both the CCS and CCS-P test advanced level coding practice.

CLINICAL FACILITIES FOR THE HEALTH INFORMATION TECHNICIAN PROGRAM**Hospitals**

Affiliated Health Services, Mount Vernon
 Children's Hospital and Medical Center, Seattle
 Evergreen Hospital Medical Center, Redmond
 Group Health Hospitals, Central and Eastside, Seattle and Redmond
 Harborview Medical Center, Seattle
 Northwest Hospital, Seattle
 Overlake Hospital, Bellevue
 Stevens Hospital, Edmonds
 Swedish Hospital, First Hill Campus, Seattle
 Swedish Hospital, Ballard Campus, Seattle
 Swedish Hospital, Providence Campus, Seattle
 University of Washington Medical Center, Seattle
 Valley General Hospital, Monroe
 Veterans Administration Hospital, Seattle
 Virginia Mason Medical Center, Seattle
 Whidbey General Hospital, Coupeville

Long-Term Care Facilities

Bessie Burton Sullivan Skilled Nursing, Seattle
 Corwin Center at Emerald Heights, Redmond
 Forest View Transitional Healthcare Center, Everett
 Ida Culver House, Seattle

Other Non-acute Care Sites

CodeCorrect.Com
 Everett Clinic, Seattle
 Evergreen Surgical Center, Redmond
 Fred Hutchinson Cancer Research Center – Cancer Surveillance System Registry, Seattle
 Pac Med Clinics, Seattle
 Seattle Cancer Care Alliance, Seattle
 Special Offenders Unit, Monroe
 Summit Cardiology Clinic, Seattle and Edmonds
 TLC Northwest Eye, Seattle and Arlington
 Twin Rivers Correctional Unit, Monroe
 University of Washington Physicians, Seattle
 Washington State Reformatory Unit, Monroe

HEALTH CARE INFORMATION (CONT.)

(206) 546-4757

*Health Information Technology***AAAS DEGREE**

PROGRAM PREREQUISITES

See page 85 for prerequisite information.

PROGRAM REQUIREMENTS*Please note: This curriculum is subject to change. Please contact program advisor for possible revisions.***GENERAL EDUCATION REQUIREMENTS Cr.**

Eng	101	Composition and Expository Prose	5
CIS	105	Computer Applications	5
		Physical Education	3
		Multicultural Education: See Approved List	3-5
		Human Relations: HCI 224 fulfills requirement	5

OTHER NON-HEALTH INFORMATION**TECHNOLOGY REQUIREMENTS Cr.**

BioSci	108	Anatomy & Physiology	5
BusTc	170	Access 2002 or	
CIS	120	Database Applications and Concepts	5

HEALTH INFORMATION TECHNOLOGY**REQUIREMENTS Cr.**

HCI	120	Survey of Health Care Delivery	4
HCI	121	Hospital and Clinic Records	5
HCI	122	Clinical Practice I	1
HCI	132	Medical Terminology	5
HCI	151	Medical Reimbursement I	4
HCI	210	Legal Aspects of Health Care	4
HCI	214	Pharmacology	3
HCI	215	Human Diseases	5
HCI	220	Quality Improvement in Health Care	3
HCI	221	Basic ICD-9-CM Coding	5
HCI	222	Intermediate ICD-9-CM Coding	3
HCI	223	Statistics in Health Care	4
HCI	224	Management for Health Info Supervisors	5
HCI	225	Computers in Health Care	3
HCI	226	Alternate Care Records	3
HCI	227	Ambulatory Coding (CPT)	4
HCI	231	Clinical Practice II	4
HCI	232	Management Practicum	4

Total Credits Required95-103

*Certificates of Proficiency**Medical Reimbursement Specialist*

The Medical Reimbursement Specialist program will prepare individuals for positions as ambulatory care coders (ICD-9-CM and CPT/HCPCS), billers, patient account representatives, and other support positions in medical/dental offices and billing departments in other health care facilities. Graduates will be able to code and bill accurately, ethically and assertively to optimize provider reimbursement. This program will give the graduate the tools to be a valuable resource in researching and explaining coverage to patients and families. Additionally, the specialist will be able to handle all components of claims processing including management of disputed, rejected and delayed claims.

CONTINUED NEXT PAGE

HEALTH CARE INFORMATION (CONT.)

(206) 546-4757

OUTCOMES

Students who successfully complete this program will have a working knowledge of:

1. Medical terminology, anatomy and physiology, human diseases, and pharmacology.
2. Patient clinical record content and health information systems for hospitals and medical/dental offices.
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) requirements for privacy and security of health/billing data.
5. Intensive instruction and medical record practice in coding and classification systems used in physician/dental offices: International Classification of Diseases (ICD-9-CM), Current Procedural Terminology (CPT/HCPCS), and Current Dental Terminology (CDT). Basic level of hospital coding.
6. Diagnostic related groups (DRGs), Resource Based Relative Value Scale (RBRVS), Ambulatory Patient Groups (APGs), Ambulatory Payment Classifications (APCs), 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 HCFA Form 1500 and UB-92. Emphasis is on hospital, physician/dental office, and ambulatory surgery center claims processing.
8. Personal computer software programs: MS Word, Excel, Access, PowerPoint, Visio flowcharting. Internet use in health care. Introduction to computer applications in health care.
9. Basics of manual and automated accounting systems and electronic claims transmission.

CODING CERTIFICATIONS

Graduates are eligible to write the American Health Information Management Association's (AHIMA) Certified Coding Association (CCA) or the American Academy of Professional Coders Certified Professional Coding (CPC) examinations, both considered as testing entry-level coding practice. After several years of coding experience, graduates are qualified to write the advanced-level AHIMA Certified Coding Specialist-Physician's Office (CCS-P) examination.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES:

See page 85 for prerequisite information.

GENERAL EDUCATION REQUIREMENTS Cr.

Eng	101	Composition and Expository Prose	5
CIS	105	Computer Applications	5
BusAd	112	Essentials of Human Relations (2) <u>-or-</u>	
BusAd	110	Human Relations (5) <u>-or-</u>	
HCI	224	Management for Health Info. Superv (5) 2-5	

OTHER MEDICAL REIMBURSEMENT SPECIALIST PROGRAM REQUIREMENTS Cr.

BioSci	108	Anatomy & Physiology	5
Acctg	101	Accounting Principles	5

MEDICAL REIMBURSEMENT SPECIALIST PROGRAM REQUIREMENTS Cr.

HCI	120	Survey of Health Care Delivery	4
HCI	121	Hospital and Clinic Records	5
HCI	132	Medical Terminology	5
HCI	151	Medical Reimbursement I	4
HCI	152	Medical Reimbursement II	5
HCI	210	Legal Aspects of Health Care	4
HCI	221	Basic ICD-9-CM Coding	5
HCI	225	Computers in Health Care	3
HCI	227	Ambulatory Coding (CPT)	4

Total Credits Required66-69

HEALTH CARE INFORMATION (CONT.)

(206) 546-4757

Medical Coding Specialist

The medical coding specialist reads and interprets the medical records of patients in physician's offices, clinics, and hospitals to obtain detailed information regarding their diseases, injuries, surgical operations and other procedures. This specialist then assigns codes using the two systems most commonly used in the United States today: ICD-9-CM (International Classification of Diseases - 9th Revision - Clinical Modification) and CPT (Current Procedural Terminology). Some coding specialists also code CDT (Current Dental Terminology) when working in dental offices.

CURRICULUM APPROVAL

The Medical Coding Specialist program has received the formal approval status from the American Health Information Management Association (AHIMA), which is awarded to those coding programs which meet strict requirements for curriculum content and instructor qualifications.

OUTCOMES

Students who successfully complete this program should have a working knowledge of:

1. The content of the medical record in order to be able to locate information to support or provide specificity for coding.
2. Medical terminology, anatomy and physiology of the human body, disease processes, and pharmacology in order to understand the etiology, pathology, symptoms, signs, diagnostic studies, treatment modalities, and prognosis of diseases and procedures to be coded. Simply locating diagnostic and procedural phrases in the coding books without applying knowledge of disease processes and procedural techniques leads to coding errors.
3. ICD-9-CM, CPT/HCPCS and CDT diagnostic and procedural coding systems, common coding errors, and their impact on claims processing.
4. Basics of medical and dental reimbursement requirements and systems.
5. Basic computer literacy.

CODING CERTIFICATIONS

Graduates are eligible to write the American Health Information Management Association's (AHIMA) Certified Coding Association (CCA) or the American Academy of Professional Coders Certified Professional Coding (CPC) examinations, both considered as testing entry-level coding practice. After several years of coding experience, graduates are qualified to write the AHIMA Certified Coding Specialist-Physician's Office (CCS-P) and the Certified Coding Specialist (CCS) hospital inpatient and outpatient examinations. Both the CCS and CCS-P test advanced level coding practice.

CERTIFICATE OF PROFICIENCY

PROGRAM PREREQUISITES:

See page 85 for prerequisite information.

GENERAL EDUCATION REQUIREMENTS Cr.

Eng	101	Composition and Expository Prose	5
CIS	105	Computer Applications	5
BusAd	112	Essentials of Human Relations (2) or	
BusAd	110	Human Relations (5) or	
HCI	224	Management for Health Info. Superv (5) 2-5	

OTHER MEDICAL CODING SPECIALIST PROGRAM REQUIREMENTS Cr.

BioSci	108	Anatomy & Physiology	5
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MEDICAL CODING SPECIALIST PROGRAM REQUIREMENTS Cr.

HCI	121	Hospital and Clinic Records	5
HCI	132	Medical Terminology	5
HCI	151	Medical Reimbursement I	4
HCI	214	Pharmacology	3
HCI	215	Human Diseases	5
HCI	221	Basic ICD-9-CM Coding	5
HCI	222	Intermediate ICD-9-CM Coding*	3
HCI	227	Ambulatory Coding (CPT)	4

Total Credits Required 49-54

*HCI 222 is not required for those wishing the Medical Coding Specialist – Physician's Office certificate only.

INDUSTRIAL TECHNOLOGY PROGRAM

(206) 546-4573

DESCRIPTION

Industrial Engineers apply management and engineering principles to improve the efficiency and quality of production. They are concerned with plant location, layout and design, as well as information and management control systems, cost analysis, occupational safety, and the utilization of human resources. Industrial Engineers and Technicians bridge the gap between management and skilled workers. The Industrial Technology program is designed to prepare students to enter industry working in these types of positions. In Shoreline's Industrial Technology Program, students gain a broad background in different manufacturing processes, along with Micro and Macroeconomics. Students study applied mathematics, physics, chemistry, machine tool fundamentals, welding, foundry, Computer Numerical Control (CNC) and Computer Assisted Manufacturing (CAM) programming and engineering graphics.

OUTCOMES

Students who successfully complete this program should be able to:

1. Understand and apply fundamentals, including theory and operation of machine tool technology.
2. Program, setup and operate CNC lathes and mills.
3. Use basic drafting skills to develop and accurately interpret engineering graphics and technical instructions related to detail and assembly of steel structures.
4. Demonstrate an understanding of fundamental theory and basic skills required to safely operate welding and foundry equipment.
5. Apply knowledge of the physical, electrical and mechanical properties of materials including metals, ceramics, polymer and composite.
6. Apply basic knowledge of DC/AC and analogue electronic theory.
7. Use basic math, science and technical skills to understand, develop and evaluate the various issues which affect industrial safety, quality and productivity.
8. Apply basic business and economic theory to effectively analyze supply and demand issues, improve resource allocation, develop budgets and make fiscal decisions which enhance business performance.

*General Industrial Technology Option***AAAS DEGREE**

PROGRAM PREREQUISITES:

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

FRESHMAN YEAR

Fall Quarter		Cr.
Engr	101	Engineering Graphics3
Indus	102	Machine Tool Fund.6
Eng	101*	Composition and Expository Prose5
Math	080	Elementary Algebra – or –
Math	099*	Intermediate Algebra5

Winter Quarter		Cr.
Indus	103	CNC & CAM Programming.6
IAStu	102/	
SpCmu	102*	Multicultural Issues3
Math	110	College Algebra and Trigonometry5

Spring Quarter		Cr.
Engr	102	Engineering Graphics II3
Engr	200	Introduction to Computer Aided Drafting .5
Math	120	Pre-calculus II5

SOPHOMORE YEAR

Fall Quarter		Cr.
Math	124	Calculus5
Human Relations	See Approved List2-5
Phys	114	General Physics5

Winter Quarter		Cr.
EngrT	288	Geometric Tolerancing3
EngrT	163	Properties of Materials3
Chem	101	General Chemistry5
Econ	200	Microeconomics5

Spring Quarter		Cr.
Compu	131	Intro to Programming Using Visual BASIC5
Econ	201	Macroeconomics5
PE	292*	First Aid & Safety3

Total Credits Required94-95

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

INDUSTRIAL TECHNOLOGY PROGRAM (CONT.)

(206) 546-4573

Manufacturing Engineering Option

Manufacturing Engineering Technology is an especially exciting field today. Foreign competition and new technological advancements have combined to create a demand for highly trained individuals in the manufacturing environment. The use of new technologies like computer-integrated manufacturing (CIM), flexible manufacturing, robotics and lasers will continue to create a stimulating and rewarding environment. The MET Program at Shoreline transfers directly to Western Washington University and was created in response to this need for a competent, well-trained work force in the state.

OUTCOMES

Students who successfully complete this program should be able to:

1. Perform entry-level tasks as a manufacturing engineer.
2. Use mathematics skills to solve basic engineering problems.
3. Program basic CNC machine tools to perform routine machining functions.
4. Apply knowledge of physics, properties of materials, labor and management, teamwork, inspection and SPC to manufacturing problems.
5. Use current software for computer assisted drafting.

AAAS DEGREE

PROGRAM PREREQUISITES:

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

FRESHMAN YEAR

Fall		Cr.
Math	120 Pre-Calculus II	5
Indus	102 Machine Tool Fundamentals	6
Engr	100 Intro to Engineering and Design	4
Engr	101 Engineering Graphics	3
Winter		Cr.
Chem	101 Basic General Chemistry	5
Indus	103 CNC & CAM Programming	6
Math	124* Calculus (first quarter)	5
Spring		Cr.
Eng	101 Composition & Expository Prose	5
Eng	270 Technical Report Writing	3
Engr	102 Engineering Graphics	3
Math	125 Calculus (second quarter)	5

SOPHOMORE YEAR

Fall		Cr.
Engr	200 Intro to CAD	5
Phys	114 General Physics	5
Econ	200 Principles of Microeconomics	5
Multicultural Education: See approved list		3-5
Winter		Cr.
EngrT	154 Statics	5
Phys	115 General Physics	5
EngrT	163 Properties of Materials	3
Compu	131 Intro to Programming Using Visual BASIC	5
Spring		Cr.
Phys	116 General Physics	5
EngrT	255 Strength of Materials	3
Human Relations: See approved list		2-5
PE	292 First Aid & Personal Safety	3
Total Credits Required		102-107

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 pursue career opportunities in clinical, research industrial or veterinary labs or in medical sales.

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 2.0 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 expected 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.

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 and an evaluation of certain personal attributes. 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 2.5. These academic requirements include:

1. BioSc 201, 108, 215
2. Chem 101 and 220
3. MLT 197
4. Quantitative Reasoning (CIS 105 or approved alternate)
5. Eng 101
6. PE 292 or three credits of Physical Education and possession of current Red Cross First Aid & Adult CPR cards
7. IAStu 102/SpCmu 102 Multicultural Issues
8. BusAd 110 or BusAd 112

Students entering the MLT program will be expected to enroll in and satisfactorily complete MLT 197 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.)

(206) 546-4743

OUTCOMES

Students who successfully complete this program 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 Science (NAACLS)
8410 W. Bryn Mawr Ave., Suite 670
Chicago, IL 60631-3415 • (773) 714-8880

Medical Director: Richard Patton, M.D.
Northwest Hospital, Seattle

AAAS DEGREE**PROGRAM REQUIREMENTS****FRESHMAN YEAR**

General Education Requirements		Cr.
Eng	101	Composition and Expository Prose5
CIS	105	Computer Applications5
IAStu/		
SpCmu	102	Multicultural Issues: – <u>or</u> – approved alternate3-5
BusAd	110	Human Relations – <u>or</u> – Approved Alternate2-5
PE	292	First Aid & Personal Safety3
Core Requirements		Cr.
BioSc	201	Principles of Biology5
BioSc	108	Anatomy & Physiology5
BioSc	215	Microbiology5
Chem	101	General Chemistry5
Chem	220	Basic Organic Chemistry5

Selection to the second year of the MLT Program is based on successful completion of the academic requirements of the first year and certain personal attributes. Students must have completed the first year academic requirements with a grade point average of at least 2.5 and may participate in an interview to assess courses, grades, ability to communicate, motivation, sound physical and mental health. Students accepted into the program must submit to a health assessment with their physician at their own expense. Positions may be limited by the number of clinical spaces.

Spring Before Professional Year		Cr.
MLT	197	Intro: Medical Lab Procedures.5
MLT	224	Parasitology and Mycology Lecture3
MLT	225	Parasitology and Mycology Lab1

PROFESSIONAL YEAR*

Fall Quarter		Cr.
MLT	220	Hematology Lecture6
MLT	221	Hematology Lab3
MLT	222	Immunology Lecture3
MLT	223	Immunology Lab2
Winter Quarter		Cr.
MLT	226	Clinical Chemistry Lecture6
MLT	227	Clinical Chemistry Lab3
MLT	228	Microbiology Lecture5
MLT	229	Microbiology Lab3
Spring Quarter		Cr.
MLT	230	Hematology Practicum6
MLT	231	Chemistry Practicum.6
MLT	232	Microbiology Practicum6
Summer Quarter		Cr.
MLT	233	Integrated Immunohematology (Combined Lecture & Lab)11
Total Credits Required		112-117

*MLT 215 Phlebotomy Practicum is required for students with no phlebotomy experience. This class is completed during the professional year.

Clinical Facilities Used: MLT and Phlebotomy classes

Dynacare NW Inc.
The Everett Clinic
Group Health Cooperative of Puget Sound
Highline Hospital
Minor and James Medical
Northwest Clinical Laboratory
Overlake Hospital Medical Center
Puget Sound Blood Center
Stevens Memorial Hospital
Swedish Medical Center, Providence Campus, Seattle
Veterans Puget Sound Health Care System
Virginia Mason Medical Center
Washington State Public Health Laboratory

MEDICAL LABORATORY TECHNOLOGY: REGIONAL PROGRAM

(206) 546-4743

DESCRIPTION

Students completing course requirements at colleges other than Shoreline should contact Linda Breiwick or Molly Morse for assistance in selecting coursework that will satisfy Shoreline Community College General Education requirements.

Students interested in Medical Laboratory Technology may take their pre-Medical Laboratory Technology courses at the community colleges listed elsewhere in this section. Upon satisfactory completion of these courses (see academic requirements for Medical Laboratory Technician), students may apply for admission into the second year of the MLT program. Positions may be limited by the number of clinical spaces. Having successfully completed the second year of the program with a GPA of 2.0 or better, the student will receive an Associate in Applied Arts and Sciences Degree in Medical Laboratory Technology from Shoreline Community College, and will be eligible to write national examinations for Medical Laboratory Technicians and Clinical Laboratory Technicians. All students accepted into the 2nd year of the Medical Laboratory Technology program will be required at the time of registration to purchase malpractice insurance for each quarter that they are in the practicum setting.

OUTCOMES

Please see the outcomes listed under Medical Laboratory Technology, on page 95.

ACCREDITATION

National Accrediting Agency for Clinical Laboratory Science (NAACLS)
 8410 W. Bryn Mawr Ave., Suite 670
 Chicago, IL 60631-3415 • (773) 714-8880

Medical Director: Richard Patton, M.D.
 Northwest Hospital, Seattle

AAAS DEGREE

FRESHMAN YEAR

Course numbers will vary depending on the community college. See the advisor listed for current curriculum.

**GENERAL EDUCATION REQUIREMENTS/
 RELATED INSTRUCTION**

Cr.

Communication Skills	
Eng 101: Composition and Expository Prose	5
Quantitative Reasoning	
CIS 105: Computer Applications	5
(or approved alternate)	
Multicultural Education	
IAStu/SpCmu 102: Multicultural Issues	3
(or approved alternate)	
Human Relations	
BusAd 110: Human Relations in Business	5
(or approved alternate)	
Physical Education	
PE 292: First Aid and Personal Safety	3

PROGRAM REQUIREMENTS

FRESHMAN YEAR

BioSc	201	Principles of Biology	5
BioSc	108	Intro Human Anatomy & Physiology	5
BioSc	215	Topics in Microbiology	5
Chem	101	Basic General Chemistry	5
Chem	220	Basic Organic/BioChem	5

Spring Before Professional Year (at Shoreline C.C.)

MLT	197	Introduction to Medical Procedures	5
MLT	224	Parasitology and Mycology Lecture	3
MLT	225	Parasitology and Mycology Lab	1

CONTINUED NEXT PAGE

MEDICAL LABORATORY TECHNOLOGY (CONT.)

(206) 546-4743

PROFESSIONAL YEAR*

These courses are available with permission only. The summer quarter will be a combined lecture, laboratory and clinical course in Immunohematology in Seattle.

Fall

MLT	220	Hematology Lecture6
MLT	221	Hematology Laboratory3
MLT	222	Immunology Lecture3
MLT	223	Immunology Laboratory2

Winter

MLT	226	Clinical Chemistry Lecture6
MLT	227	Clinical Chemistry Laboratory3
MLT	228	Clinical Microbiology Lecture5
MLT	229	Clinical Microbiology Laboratory3

Spring

MLT	230	Hematology Practicum6
MLT	231	Chemistry Practicum6
MLT	232	Microbiology Practicum6

Summer

MLT	233	Integrated Immunohematology (Combined Lecture, Lab, Clinic)11
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Total Credits Required112-117

*MLT 215 Phlebotomy Practicum is required for students with no phlebotomy experience. This class is completed during the professional year.

Community Colleges Presently Participating in the Regional Programs:

Centralia Community College – Greg Garman
Pierce College – Sandy Lewis, M.Ed., M.T. (ASCP)
Grays Harbor Community College – Russell Jones
Lower Columbia Community College – A. Kurtz Carpenter, Ph.D.
Olympic College – Judi Brown, M.S.
Peninsula College – Kathy Murphy-Carey, M.A.
Skagit Valley Community College – Sheila Siebert, R.N.
Shoreline Community College – Linda Breiwick, CLS (NCA)
Whatcom Community College – Rick Stewart, Ph.D.

Clinical Facilities Used: Regional Program

Dynacare NW, Inc., Mount Vernon, WA
Good Samaritan Hospital, Puyallup, WA
Naval Hospital, Oak Harbor, WA
Naval Hospital, Bremerton, WA
Olympic Memorial Hospital, Port Angeles, WA
Providence Hospital, Centralia, WA

*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**PROGRAM REQUIREMENTS**

			Cr.
MLT	214	Essentials of Phlebotomy3
MLT	215	Phlebotomy Practicum*2
MLT	216	AIDS & HIV Education for Healthcare Workers1

*To participate in MLT 215, Phlebotomy Practicum, students must:

1. Complete MLT 214 with a grade of 2.0 or better.
2. Show proof of health insurance to Shoreline Community College faculty arranging the off-campus practicum training in a healthcare facility.
3. Pay an additional \$5.50 Washington State liability fee which is included with the 2-credit tuition.

ADDITIONAL CLASSES

Additional Classes to enhance a student's background might include:

HCI	132	Medical Terminology (5) – <u>or</u> –	
HCI	135	Intro to Medical Terminology (3)3-5
BIOSC	108	Intro to Human Anatomy and Physiology5

A computer class is also recommended.

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 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.

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

AAAS DEGREE

PROGRAM PREREQUISITES:

Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 110 or Music 200 & 112 before taking Music 101. Students completing ANY A.A.A.S. Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course in order to progress to the next class.

PROGRAM REQUIREMENTS

Cr.

Core Curriculum & General Education Requirements

Eng	101*	Composition and Expository Prose	5
CIS	105*	Computer Applications.	5
SpCmu	102*	Multicultural Issues	3
BusAd	112*	Essentials of Human Relations	2
VCT	124	Basic Macintosh Systems Operation	2
PE	292*	First Aid & Personal Safety	3

Music/Music Tech Requirements

MusTc	100	Vocational Seminar	2
Music	101	First-Year Theory I	5
Music	102	First-Year Theory II	5
Music	103	First-Year Theory II	5
MusTc	104	Music Recording/Publishing	2
MusTc	105	Rights and Methods in Multimedia	2
Music	111	Class Piano	2
MusTc	215**	Pop & Commercial Music Theory I	4
MusTc	216**	Pop & Commercial Music Theory II	4
MusTc	217**	Pop & Commercial Music Theory III	4
MusTc	220	First-Year Audio Recording I	3
MusTc	221	First-Year Audio Recording II	3
MusTc	222	First-Year Audio Recording III	3
MusTc	223	Multitrack Music Production I	3
MusTc	224	Multitrack Music Production II	3
MusTc	225	Multitrack Music Production III	3
MusTc	226	Digital Audio I	3
MusTc	227	Digital Audio II	3
MusTc	228	Digital Audio III	3
MusTc	230	Intro to MIDI	2
MusTc	246	Audio Post I Digital Music	5
MusTc	247	Audio Post II Digital Radio	5
MusTc	248	Audio Post III Digital/Audio	5
MusTc	249	MIDI Portfolio Development	2

***Music 201, 202, 203 may be substituted for MusTc 215, 216, 217.*

MUSIC TECHNOLOGY (CONT.)

(206) 546-4662

*(Digital Audio Engineering Option, Continued)***SAMPLE SCHEDULE – FIRST YEAR**

Fall Quarter		Cr.
MusTc 100	Vocational Seminar	2
Music 101	First-Year Theory I	5
Music 111	Class Piano	2
VCT 124	Mac Computer Basics	2
MusTc 220	First Year Audio Recording I	3
MusTc 226	Digital Audio I	3

Winter Quarter		Cr.
Music 102	First-Year Theory II	5
MusTc 104	Publishing & Recording	2
MusTc 221	First-Year Audio Recording II	3
MusTc 227	Digital Audio II	3
CIS 105	Computer Applications	5

Spring Quarter		Cr.
Music 103	First-Year Theory III	5
MusTc 105	Rights and Methods in Multimedia	2
BusAd 112	Human Relations	2
SpCmu 102	Multicultural Issues	3
MusTc 222	First-Year Audio Recording III	3
MusTc 228	Digital Audio III	3

SAMPLE SCHEDULE – SECOND YEAR

Fall Quarter		Cr.
MusTc 215	Pop & Commercial Music Theory I	4
MusTc 223	Multitrack Music Production I	3
Music 246	Audio Post I Digital Music Production	5
PE 292	First Aid & Personal Safety	3
MusTc 230	Introduction to MIDI	2
MusTc 231	MIDI Sequencing I	2

Winter Quarter		Cr.
Eng 101	Composition and Expository Prose	5
MusTc 216**	Pop & Commercial Music Theory II	4
MusTc 224	Multitrack Music Production II	3
MusTc 247	Audio Post II Digital Radio	5

Spring Quarter		Cr.
MusTc 217**	Pop & Commercial Music Theory III	4
MusTc 225	Multitrack Music Production III	3
MusTc 248	Audio Post III Digital Audio for Video	5
MusTc 249	MIDI Portfolio Development	2

Total Credits Required103

MIDI Music Production Option

The Music Technology 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 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 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.

MUSIC TECHNOLOGY (CONT.)

(206) 546-4662

*(Midi Music Production Option, Continued)**Courses marked with an * are the General Education/Related Instruction requirements for this program.***AAAS DEGREE**

PROGRAM PREREQUISITES:

Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 110 or Music 200 & 112 before taking Music 101. Students completing ANY A.A.A.S. Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course in order to progress to the next class.

PROGRAM REQUIREMENTS**Cr.****Core Curriculum & General Education Requirements**

Eng	101*	Composition and Expository Prose	5
CIS	105*	Computer Applications	5
SpCmu	102*	Multicultural Issues	3
BusAd	112*	Essentials of Human Relations	2
PE	292*	First Aid & Personal Safety	3
VCT	124	Basic Macintosh Systems Operation	2

Music Requirements

MusTc	100	Vocational Seminar	2
MusTc	101	First Year Music Theory	5
MusTc	102	First-Year Music Theory	5
MusTc	103	First-Year Music Theory	5
MusTc	104	Music Recording/Publ.	2
MusTc	105	Rights/Meth. Multimedia	2
MusTc	111	Class Piano	2
MusTc	207	The Craft of Songwriting	2
MusTc	215**	Pop & Comm. Theory I	4
MusTc	216**	Pop & Comm. Theory II	4
MusTc	217**	Pop & Comm. Theory III	4
MusTc	220	1st Yr. Audio Record. I	3
MusTc	221	1st Yr. Audio Record. II	3
MusTc	222	1st Yr. Audio Record. III	3
MusTc	236	Digital Performer I	5
MusTc	237	Digital Performer II	5
MusTc	238	Digital Performer III	5
MusTc	230	Introduction to MIDI	2
MusTc	231	MIDI Sequencing I	2
MusTc	241	MIDI Sequencing II	2
MusTc	251	MIDI Sequencing III	2
MusTc	261	MIDI Sequencing IV	2
MusTc	234	MIDI Drum Program. I	2
MusTc	244	MIDI Drum Program. II	2
MusTc	232	MIDI Sampling	2
MusTc	233	MIDI Synthesis	2
MusTc	249	MIDI Portfolio Dvlpmnt	2

**Music 201, 202, 203 may be substituted for MusTc 215, 216, 217.

See the Electives Listing on page 110 for MIDI electives.

SAMPLE SCHEDULE

Fall Quarter		Cr.	
MusTc	100	Vocational Seminar	2
MusTc	101	First Year Music Theory I	5
MusTc	111	Class: Piano	2
MusTc	230	Introuduction to MIDI	2
MusTc	231	MIDI Sequencing I	2
MusTc	234	MIDI Drum Programming	2
VCT	124	Basic Macintosh Systems Operation.	2
Winter Quarter		Cr.	
MusTc	102	First-Year Theory II	5
MusTc	104	Music Recording/Publishing	2
CIS	105*	Computer Applications	5
MusTc	241	MIDI Sequencing II	2
MusTc	244	MIDI Drug Program II	2
BusAd	112	Essentials of Human Relations	2
Spring Quarter		Cr.	
MusTc	103	First Year Music Theory III	5
MusTc	105	Rights/Methods in Multimedia	2
MusTc	207	The Craft of Songwriting	2
MusTc	233	MIDI Synthesis	2
MusTc	251	MIDI Sequencing III	2
MusTc	261	MIDI Sequencing IV	2
PE	292	First Aid & Personal Safety	3
Fall Quarter		Cr.	
MusTc	215**	Pop & Commercial Theory I	4
MusTc	220	1st Year Audio Recording	3
MusTc	236	Digital Performer I	5
MusTc	243	Advanced Synthesis	2
SpCmu	102*	Multicultural Issues	3
Winter Quarter		Cr.	
MusTc	216**	Pop & Commercial Theory II	4
MusTc	221	1st Year Audio Recording	3
MusTc	237	Digital Performer II	5
MusTc	232	MIDI Sampling	2
Eng	101*	Composition & Exp. Prose	5
Spring Quarter		Cr.	
MusTc	217**	Pop & Commercial Theory III	4
MusTc	222	1st Yr. Audio Recording	3
MusTc	238	Digital Performer III	5
MusTc	242	Advanced Sampling	2
MusTc	249	MIDI Portfolio Dvlpmnt.	2
Total Credits Required		105	

MUSIC TECHNOLOGY (CONT.)

(206) 546-4662

Music Merchandising Option

The Music Technology Merchandising program option is designed to prepare students for a career in music merchandising and related occupations. 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. Depending upon personal interests and career interests, students also choose from a wide variety of electives in music performance, business management, contract administration, commercial law, MIDI, radio and television production, and audio recording.

OUTCOMES

Students who successfully complete this 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. Communicate effectively in the workplace both verbally and in writing.
4. Apply basic business math skills and accounting principles to plan and evaluate merchandising strategies.
5. Explain the basic principles of music theory.
6. Apply principles of applied music and performance in a selected area of interest -- vocal or instrumental.
7. Use basic business computer software applications.

*Courses marked with an * are the General Education/Related Instruction requirements for this program.*

AAAS DEGREE

PROGRAM PREREQUISITES:

Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 110 or Music 200 & 112 before taking Music 101. Students completing ANY A.A.A.S. Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course in order to progress to the next class.

PROGRAM REQUIREMENTS**Cr.****Core Curriculum & General Education Requirements**

Eng	101*	Composition and Expository Prose	5
BusAd	175	Business Mathematics	5
(or other applied Quantitative Reasoning course.)			
SpCmu	102*	Multicultural Issues	3
BusAd	112*	Essentials of Human Relations	2
PE	292*	First Aid and Personal Safety	3

Music Requirements

MusTc	100	Vocational Seminar	2
Music	101	First-Year Theory I	5
Music	102	First-Year Theory II	5
Music	103	First-Year Theory III	5
MusTc	104	Music Recording/Publishing	2
MusTc	105	Rights and Methods in Multimedia	2
Music	111	Class Piano	2
MusTc	249	MIDI Portfolio Development	2

Business Requirements

Acctg	101	Practical Accounting I	5
BusAd	120	Principles of Marketing	5
BusAd	130	Salesmanship	5
BusAd	250	Introduction to Law	5
BusAd	252	Professional Communications	5

MUSIC AND PERFORMANCE ELECTIVES

Select 18 credits from the list of approved electives on page 106.

OTHER ELECTIVES

Select 10 credits from the list of approved electives on page 106.

(Music Merchandising Option, Continued)

MUSIC TECHNOLOGY (CONT.)

(206) 546-4662

SAMPLE SCHEDULE

Fall Quarter			Cr.
MusTc	100	Vocational Seminar2
Music	101	First-Year Theory I5
Music	111	Class Piano2
Eng	101	Composition and Expository Prose5
Music & Performance Elective2
Winter Quarter			Cr.
Music	102	First-Year Theory II5
MusTc	104	Music Recording/Publishing2
SpCmu	102	Multicultural Issues3
Quantitative Reasoning (see approved list)5
Music & Performance Elective2
Spring Quarter			Cr.
Music	103	First-Year Theory III5
MusTc	105	Rights and Methods in Multimedia2
BusAd	112	Human Relations2
BusAd	175	Business Math5
Music & Performance Elective2
Fall Quarter			Cr.
Acctg	101	Practical Accounting I5
BusAd	120	Principles of Marketing5
PE	292	First Aid & Personal Safety3
Music & Performance Elective4
Winter Quarter			Cr.
BusAd	130	Salesmanship5
BusAd	250	Introduction to Law5
BusAd	252	Professional Communications5
Music & Performance Elective2
Spring Quarter			Cr.
Merchandising Electives (see your advisor)10
MusTc	249	MIDI Portfolio Development2
Music & Performance Elective4
Total Credits Required96

Performance Option

The Music Technology Performance program option is designed to prepare students for a career in music performance and related occupations. The 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 upon their personal and career interests, students may choose from a variety of electives in television production, digital audio recording, MIDI music production, music appreciation and commercial music in theory and practice.

OUTCOMES

Students who successfully complete this program should be able to:

1. Demonstrate an understanding of the principles of music performance.
2. Explain and apply the fundamental principles of music theory.
3. Demonstrate a proficiency in some area of musical performance either vocal or instrumental.
4. Create and adapt music for performance.
5. Identify current trends and industry standards affecting the field of music performance today.
6. Relate to others and communicate effectively in the workplace.
7. Use basic business computer software applications.

MUSIC TECHNOLOGY (CONT.)

(206) 546-4662

*(Performance Option, Continued)**Courses marked with an * are the General Education/Related Instruction requirements for this program.***AAAS DEGREE**

PROGRAM PREREQUISITES:

Students without secure knowledge of music fundamentals and keyboard ability should take Music 100 & 110 or Music 200 & 112 before taking Music 101. Students completing ANY A.A.A.S. Degree in Music Technology are required to maintain a final grade of 2.0 in each music theory course and each digital audio course in order to progress to the next class.

PROGRAM REQUIREMENTS**Cr.****Core Curriculum & General Education Requirements**

Eng	101*	Composition and Expository Prose	.5
CIS	105*	Computer Applications	.5
SpCmu	102*	Multicultural Issues	.3
BusAd	112*	Essentials of Human Relations	.2
PE	292*	First Aid & Personal Safety	.3

Music Requirements

MusTc	100	Vocational Seminar	.2
Music	101	First-Year Theory I	.5
Music	102	First-Year Theory II	.5
Music	103	First-Year Theory III	.5
MusTc	104	Music Recording/Publishing	.2
MusTc	105	Rights and Methods in Multimedia	.2
Music	107	Experiencing Music	.5
Music	109	American Popular Music	.5
Music	111	Class Piano	.2
MusTc	215**	Pop and Commercial Music Theory I	.4
MusTc	216**	Pop and Commercial Music Theory II	.4
MusTc	217**	Pop and Commercial Music Theory III	.4
Music	211	History of Jazz	.5
MusTc	231	MIDI Sequencing I	.2
MusTc	249	MIDI Portfolio Development	.2

**Music 201, 202, 203 may be substituted for MusTc 215, 216, 217.

MUSIC ELECTIVES

Select 26 credits from the list of approved electives on page 106.

SAMPLE SCHEDULE

Fall Quarter			Cr.
MusTc	100	Vocational Seminar	.2
Music	101	First-Year Theory I	.5
Music	111	Class Piano	.2
Eng	101	Composition and Expository Prose	.5
Approved Electives			.4
Winter Quarter			Cr.
Music	102	First-Year Theory II	.5
MusTc	104	Music Recording/Publishing	.2
CIS	105	Computer Applications	.5
Approved Electives			.4
Spring Quarter			Cr.
Music	103	First-Year Theory III	.5
MusTc	105	Rights and Methods in Multimedia	.2
Music	109	American Popular Music	.5
Approved Electives			.4
Fall Quarter			Cr.
Music	107	Experiencing Music	.5
Music	211	History of Jazz	.5
MusTc	215**	Pop & Commercial Music Theory I	.4
MusTc	231	MIDI Sequencing I	.2
Approved Electives			.4
Winter Quarter			Cr.
MusTc	216**	Pop & Commercial Music Theory II	.4
SpCmu	102	Multicultural Issues	.3
PE	292	First Aid and Personal Safety	.3
Approved Electives			.4
Spring Quarter			Cr.
MusTc	217**	Pop & Commercial Music Theory III	.4
MusTc	249	MIDI Portfolio Development	.2
BusAd	112	Essentials of Human Relations	.2
Approved Electives			.4
Total Credits Required			.98

MUSIC TECHNOLOGY (CONT.)

(206) 546-4662

APPROVED ELECTIVES FOR MERCHANDISING AND PERFORMANCE OPTIONS

Music 100	Introduction to Music Theory	5	MusTc 206	Live Sound Reinforcement	3
Music 108	Music in World Cultures	5	MusTc 215	Pop and Commercial Music Theory I	4
Music 110	Class Piano for Music 100 Students	2	MusTc 216	Pop and Commercial Music Theory II	4
Music 111	Class Piano for Music	2	MusTc 217	Pop and Commercial Music Theory III	4
Music 112	Class Piano for General Student	2	MusTc 220	First-Year Audio Recording I	3
Music 113	Rock Ensemble	2	MusTc 221	First-Year Audio Recording II	3
Music 114	Class Instruction - Guitar	2	MusTc 222	First-Year Audio Recording III	3
Music 115	Class Instruction - Electric Bass Guitar	2	MusTc 223	Multitrack Music Production 1	3
Music 116	Rhythm Section Techniques	2	MusTc 224	Multitrack Music Production 2	3
Music 117	Electric Guitar	2	MusTc 225	Multitrack Music Production 3	3
Music 131	Shoreline Singers	2	MusTc 226	Digital Audio Production I	3
Music 136	Jazz Ensemble	2	MusTc 227	Digital Audio Production II	3
Music 137	Class Voice Instruction - Beginning	2	MusTc 228	Digital Audio Production III	3
Music 138	Class Voice Instruction - Intermediate	2	MusTc 230	Introduction to MIDI	2
Music 139	Class Voice instruction - Advanced	2	MusTc 231	MIDI Sequencing I	2
Music 140	Symphonic Band	2	MusTc 232	MIDI Sampling, I	2
Music 141	Choral Union	2	MusTc 233	MIDI Synthesis	2
Music 142	Evening Concert Choir/Choir of the Sound 2	2	MusTc 234	MIDI Drum Programming I	2
Music 144	Funkngroove	2	MusTc 236	Digital Performer I	5
Music 146	Orchestra	2	MusTc 237	Digital Performer II	5
Music 151	Guitar Ensemble	1	MusTc 238	Digital Performer III	5
Music 152	Bluegrass Band	1	MusTc 241	MIDI Sequencing II	2
Music 153	Chamber Chorale	1	MusTc 242	Advanced Sampling	2
Music 154	Saxophone Ensemble	1	MusTc 243	Advanced Synthesis	2
Music 155	String Ensemble	1	MusTc 244	MIDI Drum Programming II	2
Music 156	Piano Ensemble	1	MusTc 246	Audio Post I Digital Music	5
Music 157	Repertoire Jazz Group	1	MusTc 247	Audio Post II Digital Radio	5
Music 158	Re-Bop Brass Band	1	MusTc 248	Audio Post III Digital/Audio	5
Music 159	Brass Ensemble	1	MusTc 249	MIDI Portfolio Development	2
Music 160	Percussion Ensemble	1	MusTc 251	MIDI Sequencing III	2
Music 162	Opera Workshop	2	MusTc 261	MIDI Sequencing IV	2
Music 163	Opera Workshop	2	MusTc 262	Basic Studio and Sound Maintenance	2
Music 165	Musical Theater Performance	2	MusTc 263	Advanced Studio & Sound Maintenance	2
Music 166	Musical Theater Performance	3	MusTc 297	Special Projects (1 Credit)	1
Music 167	Voice/Dance Performance Techniques I	2	MusTc 298	Special Projects (2 Credits)	2
Music 168	Voice/Dance Performance Techniques II	2	MusTc 299	Special Projects (3 Credits)	3
Music 170-195	Applied Music Instruction (see advisor)	2	BusAd 195	Contract Administration	4
Music 200	Fundamentals of Music	3	BusAd 200	Essentials of Supervision	5
Music 201	Second-Year Theory I	5	BusAd 260	Commercial Law	5
Music 202	Second-Year Theory II	5	Cmu 261	Basic Video Production	3
Music 203	Second-Year Theory III	5	Cmu 262	Television Studio	5
Music 204	Improvisation I	2	Cmu 263	TV: Electronic Field Production	5
Music 205	Improvisation II	2	Cmu 264	Introduction to Multi-Image	4
Music 207	The Craft of Songwriting	2	Eng 102	Reasoning, Research & Writing	5
Music 208	Diction for Singers: Italian/German	3	Phil 120	Introduction to Logic	5
Music 209	Diction for Singers: French/English	3	SpCmu 101	Basic Speech Communication	5
Music 270-295	Applied Music Instruction (see advisor)	2	VCT 131	Computer Graphics Desktop Publishing	3

NURSING PROGRAM

(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 Arts and Sciences in Nursing. 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, nursing homes, 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 Commission and is nationally accredited by the National League for Nursing Accrediting Commission at 61 Broadway, New York, NY 10006 (212-363-5555).

OUTCOMES

Students who complete this program will:

1. Value nursing as a profession and support the health and well-being of individuals and society.
2. Value and maintain ethical, legal and professional standards of nursing practice.
3. Value caring as an approach to the nursing profession and serve as a role model of caring for others.
4. Value self awareness that leads to continued learning, self development in nursing and development of the nursing profession.
5. Value critical thinking and judgment 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 nursing care through technical skills, communication and health teaching.
10. Evaluate nursing care, re-analyze and re-plan based on this evaluation.
11. Lead a group of nursing personnel in the care of a group of clients.
12. Communicate and collaborate effectively with other members of the health care team.
13. Use technology and both human and material resources in a cost-effective and appropriate manner.

PREREQUISITES FOR ADMISSION

In order to be considered for admission, every applicant must meet the following minimum prerequisites.

1. Satisfactory overall grade point level:
2.5 in high school level work OR
2.0 in college level work
2. English Competence: Eligible to enter English 101 Composition and Expository Prose. 4 years of high school English is recommended to prepare for this level. Must be demonstrated by score on the ASSET test or by transcript showing college writing course work.
3. Mathematics Competence: Completion of Mathematics 099 Intermediate Algebra. Three years of high school mathematics recommended to prepare for this level. Must be demonstrated by score on the ASSET test or by transcript showing college

mathematics course work.

4. Biology Competence: 1 year of high school biology or a five credit college level introductory biology course within the last 10 years. Grade must be 2.0 or better.
5. Chemistry Competence: One year of high school chemistry or a 5-credit college-level introductory inorganic chemistry within the last 10 years. Grade must be 2.0 or better.

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. 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.

Students are admitted to the Nursing Program each fall, winter and spring quarter. No nursing courses are taught during the summer quarter. Nursing Program application periods are: Fall class — January 15-April 10; Winter class — June 15-October 10; Spring class — October 15-January 10.

Application packets for the Nursing Program are available in the Health Occupations office. The forms in the packet must be submitted along with all transcripts, recommendations, and ASSET test results to the Nursing Department. 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 to obtain a schedule for information sessions, a detailed brochure, or an application packet: (206) 546-4743.

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, contact the Health Occupations office: (206) 546-4743.

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 condition. 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 Washington State Patrol background check is required by clinical

NURSING PROGRAM (CONT.)

(206) 546-4743

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 drug convictions. Further information may be obtained from the Washington State Nursing Commission, P.O. Box 1099, Olympia, Washington.

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.

AAAS DEGREE

PROGRAM REQUIREMENTS

General Education Requirements

Eng	101	Composition and Expository Prose5
Quantitative Reasoning: See Gen Ed Approved List5
Multicultural Issues: See Gen Ed Approved List			3-5
Psych	204	Lifespan Development5
PE		Physical Education3

Human Relations: N272 fulfills requirement

Other Non-Nursing Requirements

Biosc	210	Human Anatomy5
Biosc	211	Human Physiology5
Biosc	215	Microbiology5
Psych	204	Lifespan Development5
NDF	110	Nutrition5

(A 3-credit Nutrition transfer course may be substituted)

NURSING COURSES

First Quarter			Cr.
Nurs	130	Communication in Nursing2
Nurs	131	Skills Practice Lab for Communications1
Nurs	132	Foundations of Nursing Practice3
Nurs	133	Skills Practice Laboratory I1
Nurs	134	Foundations Practicum (in care setting) . .	.4
Second Quarter			Cr.
Nurs	140	Nursing Practice & Common Health Disturbances5
Nurs	141	Skills Practice Laboratory II1
Nurs	142	Common Health Disturbances Practicum (in care setting)4
Third Quarter			Cr.
Nurs	150	Nursing Practice & Complex Health Disturbances I6
Nurs	152	Skills Practice Laboratory III1
Nurs	153	Complex Health Disturbances I Practicum (in care setting)5

Fourth Quarter			Cr.
Nurs	230	Nursing Practice & Complex Health Disturbances II2.5
Nurs	231	Complex Health Disturbances Practicum II (in care setting)5
Nurs	232	Nursing Practice and Psychosocial Disturbances2.5
Nurs	233	Psychosocial Disturbances Practicum (in care setting)2
Fifth Quarter			Cr.
Nurs	240	Nursing Practice & The Child Bearing Family3
Nurs	241	Nursing and the Child Bearing Family Practicum (in care setting)4
Nurs	242	Nursing Practice and Health Promotion . .	.2
Nurs	243	Health Promotion Practicum (in care setting).3
Sixth Quarter			Cr.
Nurs	270	Nursing Practice & Complex Health Disturbances III2
Nurs	271	Complex Health Disturbances III Practicum (in care setting)4
Nurs	272	Managing Nursing in the Health System . .	.3
Nurs	273	Managing Nursing Care Practicum.3
Total Credits Required			108-112

CLINICAL FACILITIES FOR THE NURSING PROGRAM

- Hospitals**
 Harborview Hospital, Seattle
 Northwest Hospital, Seattle
 Stevens Memorial Hospital, Edmonds, Wash.
 Swedish Medical Center, Seattle branch, Seattle
 Swedish Medical Center, Ballard branch, Seattle
 University of Washington Hospital
 Virginia Mason Hospital, Seattle
 West Seattle Psychiatric Hospital

- Nursing Homes**
 Anderson House, Shoreline, Wash.
 Bayview Manor, Seattle
 Cascade Vista, Redmond, Wash.
 Columbia Lutheran, Seattle
 Crista Senior Community, Shoreline, Wash.
 Foss Home, Seattle
 The Hearthstone, Seattle
 Horizon House, Seattle
 Ida Culver House - Broadview, Seattle
 Mercer Island Care Center, Mercer Island
 Parkshore Nursing Center, Seattle

- Community Agencies**
 45th Street Clinic, Seattle
 Group Health Cooperative Clinics
 International District Clinic, Seattle
 King County Health Dept. Clinics
 Medalia Clinics
 Pacific Medical Clinics
 Polyclinic, Seattle
 Shoreline Public Schools, Shoreline
 Veterans Administration Health Clinics, Seattle

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 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 analyses 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

PROGRAM PREREQUISITES

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

PROGRAM REQUIREMENTS

General Education Requirements		Cr.
BusAd 252	Professional Communications	.5
CIS 105	Computer Applications	.5
BusAd 110	Human Relations in Business	.5
Multicultural Education: See approved list		.3-5

PE: Wellness/First Aid/Activities3

Core Requirements **Cr.**

Acctg 210, 220, 230 OR Acctg 101, 103

Acctg 210	Financial Accounting I	.5
Acctg 220	Financial Accounting II	.5
Acctg 230	Managerial Accounting	.5
Acctg 101	Practical Accounting I	.5
Acctg 103	Prac. Acctg.-Managerial	.5
BusAd 120	Principles of Marketing	.5
BusAd 170	Logis. & Transp. Fund	.3
BusAd 190	Purchasing and Supply Management	.5
BusAd 191	Sourcing and Supplier Relations	.5
BusAd 192	Materials Management	.4
BusAd 195	Contract Dev. & Mgmt.	.4
BusAd 201	Introduction to International Business	.5
BusAd 226	eProcurement	.5
BusAd 250	Intro to Law	.5
BusAd 260	Commercial Law	.5

(Spring, evening)*

Econ 200	Intro. to Microeconomics	.5
Math 211	Elements of Statistical Methods	.5

*The academic year that BusAd 260 is not offered, students may substitute Econ 200.

Electives **Cr.**

Choose 5 credits from the courses listed below:

BusAd 152	Fundamentals of Business Communications	5
BusAd 175	Business Math.	.5
BusAd 200	Essentials of Supervision	.5
BusAd 285	Special Topic: Entrepreneurship	.5
Econ 201	Macroeconomics	.5

Total credits required93-99

CERTIFICATE OF PROFICIENCY

PROGRAM REQUIREMENTS

General Education Requirements **Cr.**

BusAd 152	Fundamentals of Business Communications	
-or-		
BusAd 252	Prof. Communications	.5
CIS 105	Computer Applications	.5
BusAd 110	Human Relations in Bus.	.5

Core Requirements **Cr.**

Acctg 101	Practical Accounting 1	- or -
Acctg 210	Financial Accounting 1	.5
BusAd 190	Purchasing and Supply Management	.5
BusAd 191	Sourcing and Supplier Relations	.4
BusAd 192	Materials Mgmt.	.4
BusAd 195	Contract Dev. & Mgmt.	.4
BusAd 226	eProcurement	.5
BusAd 250	Intro. to Law	.5
Econ 100	Introduction to Economics	-or-
Econ 200	Intro. to Microeconomics	-or-
BusAd 201	Introduction to International Business	.5

Total Credits Required53

SPEECH-LANGUAGE PATHOLOGY ASSISTANT PROGRAM

(206) 546-4676

DESCRIPTION

The Speech-Language Pathology Assistant (SLPA) Program provides students with knowledge, skills, and abilities for successful employment in either private or public agencies that provide speech-language pathology services. The SLPA works under the supervision of a Speech-Language Pathologist. SLPAs work with individuals from birth through adulthood, conducting screenings and assisting with assessment for language, voice, fluency, articulation, and hearing impairment disorders. They follow documented treatment plans or protocols under the supervision of the SLP, perform checks and maintenance of equipment, and participate in research projects.

OUTCOMES

Students who successfully complete this program will be able to:

1. Distinguish between normal and delayed communication development.
2. Distinguish between correct and incorrect responses during communication activities.
3. Work cooperatively with other professionals and paraprofessionals to implement and support communication activities across different settings.
4. Implement specific activities to remediate or develop speech and language skills under supervision of an SLP.
5. Facilitate behavior management in children and adults to keep them on task.
6. Maximize and enhance opportunities for clients to practice new communication skills.
7. Record and manage required documentation to show progress toward communication goals.

AAAS DEGREE

PREREQUISITES:

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS Cr.

Eng	101	Composition and Expository Prose	5
Math	107	Mathematics: A Practical Art	5
IAStu	103	Intro to Multicultural Studies	5
Psych	100	Intro to Psychology (5) —or—	
Soc	110	Intro to Sociology	5

CORE REQUIREMENTS Cr.

BioSc	108	Intro to Anatomy and Physiology	5
CIS	105	Computer Applications	5
EDU	101	Child Growth and Development	5
EDU	125	Intro. To Special Ed.	5
PE	292	First Aid & Safety	3

SPEECH-LANGUAGE PATHOLOGY PROGRAM CONCENTRATION REQUIREMENTS Cr.

SLP	100	Normal Comm. Across the Life Span	3
SLP	101	Overview of Comm Disorders	3
SLP	110	Auditory Discrim. & Phonetics	3
SLP	150	Computer Skills for SLPA	3
SLP	210	Therapeutic Methods For Articulation	3
SLP	211	Therapy Proc. for Dev. Lang. Disability	3
SLP	212	SLPA's Role in Acquired Lang Disorders	3
SLP	213	Behavioral Analysis & Management	3
SLP	220	Audiology & Therapy For Hearing Loss	3
SLP	225	Ethics & Scope of Practice for SLPA	3
SLP	250	Intro to Assistive Tech	3
SLP	251	Augmentative & Alternative Comm	3
SLP	266	SLPA Internship Preparation	4
SLP	267	SLPA Internship In Schools/Clinics	4-7
SLP	268	SLPA Prof Dev. Sem	3

Total Credits Required 90-93

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 in their second year select a specialization within the following options:

- Graphic Design
- Offset Printing
- Digital Photography and Digital Video
- Interactive Media
- Marketing.

Some of the specializations within these options include:

- Web Design
- Computer Animation and Illustration
- Multimedia Authoring
- Digital Audio
- Electronic Prepress.

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. Please note that courses indicated as Art XXX or VCT XXX are currently being developed, and that some changes to course titles and descriptions

are pending. 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.

AAAS DEGREE**PREREQUISITES:**

Eng 100 (Analytical Reading and Writing) or ESL 100 (Academic ESL) or satisfactory ASSET test score or ESL placement test score for English 101

Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099

GENERAL EDUCATION REQUIREMENTS

Recommended Selections — see advisor for other choices.

Communication Skills**Cr.**

BusAd	252	Professional Communications – or –	
EnG	101	Composition & Expository Prose	5

Quantitative Reasoning

CIS	105	Business Applications	5
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Human Relations

BusAd	112	Essentials of Human Relations	2
SpCmu	101	Speech Communication	5

Multicultural Education

SpCmu	102	Multicultural Issues(3) – or –	
SpCmu	103	Communication Across Differences (5)	3-5

Physical Education

PE	292	First Aid and Personal Safety	3
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VISUAL COMMUNICATION TECHNOLOGY (CONT.)

(206) 546-4671

VCT FOUNDATION REQUIREMENTS

The following are required for all students:

Business and Communications	Cr.
BusAd 120 Marketing	5
MusTc 105 Rights and Methods in Multimedia	2

Art / Design	
ART 109 Design	4
VCT 101 Graphic Design I: Typographic Design	5
Art 100 Beginning Photography	5

Computer Graphics	
VCT 124 Basic Macintosh Systems Operation	2
VCT 125 Intro to Image Const., Editing & Output	2
VCT 131 Computer Graphics: Desktop Publishing I	3
VCT 132 Computer Graphics: Illustration and Design	3
VCT 129 Introduction to Photoshop	3

Media	
VCT 111 Offset Printing Procedures I	4
ART 115 Introduction to Multimedia Design/Authoring	3
CIS 140 The Internet and HTML	5

Students selecting options in print media (options A, B, C—Digital Photo emphasis or E-Print emphasis), should take the following two courses:

VCT 112 Offset Printing II	4
VCT 122 Electronic Pre-Press I	4

Students selecting options in multimedia areas (options A, B, C—Digital Video emphasis or E-Multimedia emphasis), should take the following two courses:

Cmu 261 or 262 or 263 TV and Video Production	3
Music 230 Introduction to MIDI	2

VCT DEGREE OPTION REQUIREMENTS

Students complete all courses in one or more selected specializations in the option of their choice. See advisor to add additional specializations from other options.

Option A: Graphic Design

The Graphic Design option is structured for students with a primary interest in understanding the fundamentals of design in the graphic arts industries. Graphic designers are expected to use creativity, artistic ability and knowledge of design theory to serve the communication and design needs of business, industry and government. Graphic designers develop marketing, advertising, merchandising and communication graphics which support and promote the activities of a wide variety of employers.

OUTCOMES

Students who successfully complete this program will 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.
3. Effectively use art elements such as line, shape, color, value, texture and form in the development of visual images.
4. Demonstrate knowledge of offset printing and print production including negative assembly, small press and bindery operations, automated systems, lithographic cameras, multicolor and special effects.
5. Use Macintosh computer software applications for desktop publishing, graphic design, illustration, electronic paste-up, scanning and manipulation of images, multimedia and prepress operations.
6. Apply knowledge of photography fundamentals including camera operations, image composition, lab procedures, film development, electronic image capture and manipulation.
7. Apply principles of audience and market analysis, and conduct research and develop resources in the production of visuals.

Graphic Design Specialization

ART 105 Drawing	4
ARTH 201, 202 or 203 Western Art History	5
VCT 102 Graphic Design II	5
VCT 103 Graphic Design III	5
VCT 201 Graphic Design IV	4
VCT 202 Graphic Design V	4
VCT 203 Graphic Design VI	4

Total Credits Required101-109

VISUAL COMMUNICATION TECHNOLOGY (CONT.)

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Option B: Offset Printing

The Offset Printing option is designed for students with a primary interest in offset printing and electronic prepress operations. Offset printing workers use a variety of photographic, mechanical, electronic and computer processes to prepare and produce printed materials. Students learn offset printing techniques including line photography, negative assembly, multi-color, small and large press, and bindery operations. Students develop hands-on skills in the development of production-ready art, electronic prepress and desktop publishing. They also gain customer service and management skills such as cost estimating, job planning and inventory controls.

OUTCOMES

Students who successfully complete this program will be able to:

1. Effectively use concept development procedures in visual communication problem solving.
2. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images.
3. Create, use, manipulate and scan photographic images for use in printed materials.
4. Understand mechanical aspects related to development of camera-ready art, paste-up and printing.
5. Use Macintosh computer software applications for desktop publishing, graphic design, illustration, electronic paste-up, scanning and manipulation of images, multimedia and prepress operations.
6. Identify knowledge of offset printing and print production including negative assembly, small press and bindery operations, automated systems, lithographic cameras, multicolor and special effects.
7. Effectively communicate with clients to evaluate their printing needs, select appropriate materials and production processes, establish schedules and provide cost estimates.

Offset Printing Specialization	Cr.
EnvSc 201 Environmental Science5
VCT 211 Offset Printing Procedures IV4
VCT 212 Internship to Visual Productions4
VCT 213 Offset/Graphic Production Portfolio4

Electronic Prepress Specialization	
EnvSc 201 Environmental Science5
VCT 123 Electronic Pre-Press II3
ART 292 Color Photography3
VCT 212 Internship4
VCT 213 Offset/Graphic Production Portfolio4
Total Credits Required87-95

Option C: Digital Photography/Video

The Digital Photography and Video option is designed for students with an interest in creating visual images using photographic and video equipment. Students study elements of design and composition as well as developing hands-on skill in camera operation, film development, television studio and field production, and electronic image manipulation. Students use visual images to communicate and interpret information. In addition, students learn new technologies in desktop publishing, computer graphics, multimedia communication and offset printing techniques.

OUTCOMES

Students who successfully complete this program will be able to:

1. Effectively use design elements and technical skill to create effective visual images.
2. Use a variety of still, video, television and digital camera equipment including small, medium and large format cameras.
3. Develop black and white photographs using a variety of basic, advanced and special techniques.
4. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images in a structured environment.
5. Use computer software to create, use, scan and manipulate photographic images for use in printed materials as well as in video and multimedia productions.
6. Demonstrate knowledge of values associated with commercial, documentary and artistic photography.
7. Demonstrate knowledge of offset printing and print production including negative assembly, small press and bindery operations, automated systems, lithographic cameras, multicolor printing and special effects.

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VISUAL COMMUNICATION TECHNOLOGY (CONT.)

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*Option C: Digital Photography/Video (cont.)***Digital Photography Specialization**

ARTH 201, 202 or 203 Western Art History	.5
ART 102 Intermediate B & W Photography	.3
ART 103 Adv. Black and White Photography	.3
ART 119 Studio/Color/Electronic Imaging	.3
VCT 229 Advanced Photoshop	.3
ART 291 Documentary Photography	.3
ART 292 Color Photography	.3
VCT 222 Portfolio & Resume Production	.2-4

Digital Video Specialization

ARTH 201, 202 or 203 Western Art History	.5
ART 102 Intermediate Photography	.3
ART 292 Color Photography	.3
CMU 263 Video Field Production	.5
VCT 264 Desktop Video Production I	.3
VCT 265 Desktop Video Production II	.3
VCT 222 Portfolio & Resume Production	.2-4

Total Credits Required .93-104

Option D: Digital Interactive Media

The Digital Interactive Media Option is designed for students with a primary interest in creating, organizing and developing material for use in multimedia productions. Through this program students develop skills in photography, basic audio and television production, graphic and typographic design, computer technology, marketing theory and salesmanship. Students learn fundamental theory and current production values and develop their skills through hands-on experience.

OUTCOMES

Students who successfully complete this program will be able to:

1. Identify and use concept development procedures in visual communication problem solving.
2. Apply sound principles of esthetic and communication design to the selection and organization of the elements of multimedia presentation.
3. Use computer applications for the creation, acquisition, manipulation and presentation of the elements of multimedia production.
4. Identify and apply principles of audience analysis and marketing in the design and preparation of multimedia communication.
5. Explain and apply principles of hypermedia communication and scripting as well as the character of the electronic organization of information as it impacts multimedia design and production.

*Option D: Digital Interactive Media (cont.)***Computer Illustration/Animation Specialization**

ART 105 Drawing	.4
VCT 102 Graphic Design II	.5
ART 110 3D Design: A Foundation	.4
VCT 134 3D Imaging & Rendering I	.3
VCT 135 3D Imaging & Animation I	.3
VCT 229 Advanced Photoshop	.3
VCT 222 Portfolio & Resume Production	.2-4

Multimedia Authoring Specialization

VCT 102 Graphic Design II	.5
VCT 139 Multimedia: Interface Design	.3
VCT 207 Interactive Multimedia Design/Authoring	.3
VCT 208 Instructional Multimedia Design	.3
VCT 222 Portfolio & Resume Production	.2-4

Web Design Specialization

VCT 102 Graphic Design II	.5
CIS 240 Java Script & Adv. HTML	.5
VCT 138 Intro to Internet Web Design	.3
VCT 283 Special Topic: Adv. Web Design	.3
ENG 272 Writing for the Web	.5
CIS 120 Database Appl. & Concepts	.5
VCT 222 Portfolio & Resume Production	.2-4

Digital Audio Specialization

VCT 102 Graphic Design II	.5
MusTc 220 First Year Audio Recording	.3
MusTc 226 Digital Audio Produc. 1	.3
MusTc 227 Digital Audio Produc. 2	.3
MusTc 228 Digital Audio Produc. 3	.3
MusTc 231 MIDI Sequencing 1	.2

Choose:

MusTc 232 MIDI to Sampling – or –	
MusTc 233 MIDI to Synthesis	.2

Total Credits Required .90-107

VISUAL COMMUNICATION TECHNOLOGY (CONT.)

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*Option E: Marketing**

The Marketing option is designed for students who want to pursue sales and marketing in the field of Visual Communication Technology. Students learn the basics of visual communication technology including design elements, photography, drawing, offset printing, graphic design and computer graphics. The program also covers fundamentals of business and marketing. The curriculum includes courses in business math, human relations, economics, salesmanship, advertising, public speaking and computer applications.

OUTCOMES

Students who successfully complete this program will 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. Understand mechanical aspects related to development of production-ready art, printing and multimedia.
7. Appropriately select production techniques for specific design projects.

Marketing Specialization

ArtH	201, 202 or 203	Western Art History	5
BusAd	100	Business: An Introduction to Analysis	5
BusAd	130	Salesmanship	5
BusAd	230	Advertising & Sales Promotion	5
Econ	100	Principles of Economics	5
SpCmu	220	Intro to Public Speaking	5

Total Credits Required 99-107

** Students pursuing Marketing Option may select print media or multimedia choices for VCT Foundation Requirements — see advisor.*

*Certificate of Proficiency**Graphic/Print Production*

In the Graphic Print Production Certificate Program, students study the fundamentals of graphic design and offset printing including line photography, negative assembly, multi-color, small and large press, and bindery operations. Students gain hands-on experience in computer basics and software for desktop publishing, design, illustration and other visual communication technology. Students develop customer service skills and strengthen production, cost estimating, job planning skills to industry standards.

OUTCOMES

Students who successfully complete this program will be able to:

1. Effectively use concept development procedures in visual communication problem solving.
2. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images.
3. Use computer software applications for desktop publishing, graphic design, illustration, electronic paste-up, and to scan or manipulate visual images.
4. Understand mechanical aspects related to development of camera-ready art, paste-up and printing.
5. Explain knowledge of offset printing and print production including negative assembly, small press and bindery operations, automated systems, lithographic cameras, multicolor and special effects.
6. Effectively communicate with clients to evaluate their printing needs, select appropriate materials and production processes, establish schedules and provide cost estimates.

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VISUAL COMMUNICATION TECHNOLOGY (CONT.)

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*(Graphic/Print Production Certificate, Cont.)***CERTIFICATE OF PROFICIENCY****GENERAL EDUCATION REQUIREMENTS** Cr.**Communication Skills**

ENG 100 Analytical Reading and Writing – *or* –
 ENG 101 Composition and Expository Prose5

Quantitative Reasoning

BusAd 175 Business Math – *or* –
 CIS 105 Computer Applications5

Human Relations

BusAd 112 Essentials of Human Relations2

Multicultural Issues

SpCmu 102 Multicultural Issues – *or* –
 Iastu 102 Multicultural Issues3

CORE REQUIREMENTS Cr.

VCT 101 Type and Typographic Design5
 VCT 111 Offset Printing Procedures I4
 VCT 112 Offset Printing Procedures II4
 VCT 122 Production Art II4
 VCT 123 Production Art III4
 VCT 124 Macintosh Computer Basics2
 VCT 125 Digital Image Construction2
 VCT 131 Computer Graphics: Desktop Publishing I3
 VCT 132 Computer Graphics: Design/Illustration3
 VCT 133 Computer Graphics: Desktop Publishing II3
 VCT 212 Offset/Graphic Production Internship5
 VCT 213 Offset/Graphic Production Portfolio4

Total Credits Required. 99-107

*Certificates of Completion**Art and Design Foundations*

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 Web Development.

OUTCOMES

This program prepares students for entry-level positions and course studies in information technology for visual design principles.

CERTIFICATE OF COMPLETION

NOTE: These classes should not be completed in one quarter. Please see your advisor.

PROGRAM REQUIREMENTS Cr.

ART 100 Beginning Photography5
 ART 105 Drawing4
 ART 109 Design4
 VCT 101 Graphic Design I5

Total credits required 18

Computer Foundations

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 technology.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES

Entry-level skills in word processing or CIS 102.

NOTE: These classes should not be completed in one quarter. Please see your advisor.

PROGRAM REQUIREMENTS Cr.

CIS 105 Computer Applications5
 CIS 140 The Internet and HTML5
 VCT 124 Basic Macintosh Systems Operations2
 VCT 125 Intro to Image Construction, Editing and Output 2

Total credits required 14

VISUAL COMMUNICATION TECHNOLOGY (CONT.)

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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**PROGRAM PREREQUISITES****Cr.**

Completion of or competency of VCT Computer Foundations as outlined below:

CIS 105	Computer Applications	5
CIS 140	The Internet and HTML	5
VCT 124	Basic Macintosh Systems Operations	2
VCT 125	Intro to Image Construction, Editing and Output	2

PROGRAM REQUIREMENTS**Cr.**

NOTE: These classes should not be completed in one quarter. Please see your advisor.

VCT 131	Computer Graphics: Desktop Publishing	3
VCT 132	Computer Graphics: Design/Illustration	3
VCT 129	Intro to Photoshop	3
MusTc 105	Rights and Methods in Multimedia	2

Total credits required 11

Print-on-Demand Training/Offset Printing

Students learn about digital printing technology and print-on-demand services. Production techniques to create visual output on the Xerox Docutech and Digipath productions systems are covered. Course discusses digital interfacing and file preparation, copy acquisition, prepress and printing paper terminology. Laboratory emphasizes printing, assembly and finishing procedures used in the print-on-demand industry. Lecture, seminar, and hands-on experience are included. Entry-level operator skills are emphasized. The first five weeks of the quarter covers theory, and the second five weeks of the quarter includes an internship.

OUTCOMES

Students may complete one quarter of study and be certified through Xerox. Students may continue study to complete a one-year Certificate of Proficiency.

CERTIFICATE OF COMPLETION

PROGRAM PREREQUISITES

Entry-level skills in word processing or CIS 102. Completion of CIS 105 is recommended.

PROGRAM REQUIREMENTS**Cr.**

VCT 116	On Demand Print IV	4
VCT 111	Offset Printing Procedures I	4
VCT 212	Internship in Visual Communications	2-5

Total credits required 11

VISUAL COMMUNICATION TECHNOLOGY (CONT.)

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Web Design Introduction

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 for the Internet. 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 graphic design, illustration, electronic presentation and to scan or manipulate visual images for traditional and new media.

CERTIFICATE OF COMPLETION**PROGRAM PREREQUISITES****Cr.**

Completion of competency in Certificates in VCT Computer Foundations and VCT Computer Graphics Foundation as outlined below:

CIS 105	Computer Applications	5
CIS 140	The Internet and HTML	5
VCT 124	Basic Macintosh Systems Operations	2
VCT 125	Intro to Image Construction, Editing and Output 2	
VCT 131	Computer Graphics: Desktop Publishing	3
VCT 132	Computer Graphics: Design/Illustration	3
VCT 129	Intro to Photoshop	3
MusTc 105	Rights and Methods in Multimedia	2

PROGRAM REQUIREMENTS**Cr.**

NOTE: These classes should not be completed in one quarter, please see advisor.

ART 115	Introduction to Design/Authoring	3
VCT 101	Graphic Design I	5
ART 109	Design	4
VCT 138	Introduction to Internet Web Design	3
CIS 240	JavaScript and Advanced HTML	5

Total credits required 20

Web Development with emphasis in Web Design

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 for the Internet.

OUTCOMES

This is the fourth level of certificates in a series and prepares students for entry-level positions and course studies for graphic design, illustration, electronic presentation and to scan or manipulate visual images for traditional and new media.

CERTIFICATE OF COMPLETION**PROGRAM PREREQUISITES****Cr.**

Proficiency Certificate requires the completion or competency in the Certificates in VCT Computer Foundations and VCT Computer Graphics Foundation, VCT Art and Design Foundation and VCT Web Design Introduction as outlined by individual classes below:

CIS 105	Computer Applications	5
CIS 140	The Internet and HTML	5
VCT 124	Basic Macintosh Systems Operations	2
VCT 125	Intro to Image Construction, Editing and Output 2	
VCT 131	Computer Graphics: Desktop Publishing	3
VCT 132	Computer Graphics: Design/Illustration	3
VCT 129	Intro to Photoshop	3
MusTc 105	Rights and Methods in Multimedia	2
ART 100	Beginning Photography	5
ART 105	Drawing	4
ART 109	Design	4
VCT 101	Graphic Design I	5
ART 115	Introduction to Design/Authoring	3
VCT 138	Introduction to Internet Web Design	3
CIS 240	JavaScript and Advanced HTML	5

PROGRAM REQUIREMENTS**Cr.**

VCT 283	Advanced Web Design	3
ENG 272	Writing for the Web	5
BusAd 120	Principles of Marketing – <u>or</u> –	
BusAd 224	Marketing.com	5
BusAd 110	Human Relations in Business – <u>or</u> –	
BusAd 112	Essentials of Human Relations	2
BusAd 252	Professional Communications – <u>or</u> –	
ENG 101	Composition and Expository Prose	5

Total credits required 20-23

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 the two 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 work force.



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. ASSET placement at the English 101 level or completion of necessary developmental English or ESL courses in preparation for English 101 is required for registration in a “W” course. The Quarterly Class Schedule identifies the “W” courses offered.

ACCOUNTING 100**Survey of Accounting (5)**

Provide basic accounting skills in deriving information for personal and organizational decisions and understanding business entities for non-accounting majors. Prerequisite: BusAd 175 or equivalent is recommended. Mandatory decimal grading.

ACCOUNTING 101**Practical Accounting I (5)**

Designed to provide practical applications of accounting. Course covers the accounting cycle, accounting for merchandising operations and special purpose journals. Course includes computerized practice sets with data export into spreadsheets. Mandatory decimal grading.

ACCOUNTING 102**Practical Accounting II**

A continuation of Accounting 101. The course includes accounting for corporations, partnership, inventories, depreciation and liabilities. Course work includes computerized general ledger software and spreadsheets. Prerequisites: Accounting 101. Mandatory decimal grading.

ACCOUNTING 103**Practical Accounting III (5)**

This course is a practical application of methods for aiding managers in making business decisions. It covers job order costing, process costing, cost behavior, standard costs, cost-volume-profit analysis, contribution approach to costing, relevant costs for decision making, profit planning and capital budgeting. Course includes computerized spreadsheets. Prerequisites: Accounting 101,102. Mandatory decimal grading.

ACCOUNTING 104**Payroll Accounting (5)**

A course designed to provide information and study regarding benefits, employee and employer taxes, payroll deductions, and employment accounting records incidental to the social security and other payroll tax programs. Computer-assisted practice problems are required. Prerequisites: Accounting 101 and math skills equivalent to or higher than Math 70 or BusAd 175, or permission of instructor based on evaluation of student's educational and work experience. 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 206**Computer Accounting (5)**

Introduction to PC based computerized accounting using commercial accounting software designed for small business applications. Topics include setup of an accounting system, sales and purchasing, cash receipts and disbursements, adjusting, closing and financial statement generation. Prerequisites: CIS 105 and ACCTG 101. Mandatory decimal grading.

ACCOUNTING 208**Not-for-Profit and Governmental Accounting (5)**

A framework for accounting and financial reporting 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: ACCTG 101 and 102 or equivalent. Mandatory decimal grading.

ACCOUNTING 210**Financial Accounting (5)**

Basic principles, theories and procedures for reporting business transactions; analysis and presentation of financial information, integrated with computer applications.

ACCOUNTING 220**Financial 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 application. Prerequisites: Accounting 210. Mandatory decimal grading.

ACCOUNTING 230**Managerial Accounting (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. Prerequisites: Accounting 210. Mandatory decimal grading.

ACCOUNTING 281,**282, 283, 284, 285****Special Topics (1,2,3,4,5)****ACCOUNTING 297, 298, 299****Special Project (1,2,3)**

Special tutorial project. Prerequisite: Instructor permission based on evaluation of student's education and work experience. Student option grading.

ADULT BASIC EDUCATION 005**Basic Life Skills (5)**

Prepares developmentally-challenged students to live and work more independently by studying personal/home management, communication, computation, reading, writing and life skills. Prerequisite: This course is for developmentally-challenged students. Asset not required, but a combined reading-writing score between 0-35 places a student in this class. Recommendation of instructor or advisor. Mandatory P/NC grading.

ADULT BASIC EDUCATION 022**Reading and Writing for Life 2 (1-5)**

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 convey ideas in writing for family needs, job situations, or community roles. Mandatory P/NC grading.

ADULT BASIC EDUCATION 023**Math Skills for Life 2 (1-5)**

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.

ADULT BASIC EDUCATION 032**Reading and Writing for Life 3 (1-5)**

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. Mandatory P/NC grading.

ADULT BASIC EDUCATION 033**Math Skills for Life 3 (1-5)**

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. Mandatory P/NC grading.

ADULT BASIC EDUCATION 042**Reading and Writing for Life 4 (5)**

Students read for understanding and prepare for GED exams 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.

ADULT BASIC EDUCATION 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.

ADULT BASIC EDUCATION 055**Workplace Basics I (1-10)**

Students continue to develop literacy skills in reading, writing, speaking/listening, and math through the content of workplace basics. Students gain skills specifically required to re-enter, transition or enhance employment opportunities. Included in the coursework are career planning, goal-setting, job search, and personal/interpersonal skills needed to help the student be successful in the workplace. Prerequisites: Minimum placement at ESL level 2. Mandatory P/NC grading.

ADULT BASIC EDUCATION 081,**082, 083, 084, 085****Special Topics (1,2,3,4,5)****AMERICAN SIGN LANGUAGE 101****American Sign Language I (5)**

American Sign Language (ASL) is the study of the fundamentals of the language. Students learn 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 102**American Sign Language II (5)**

Second in a series of ASL courses, ASL II stresses the continuous development of basic conversational skills with emphasis on expanding vocabulary, grammatical understanding and expressive skills. Functional applications of the language, understanding and appreciation for the Deaf Culture and Community are acquired. Prerequisite: ASL 101 or permission of the instructor. Student option grading.

AMERICAN SIGN LANGUAGE 103**American Sign Language III (5)**

To build on ASL 102 skills, students incorporate proper phrasing and pausing in ASL utterances, use descriptive-locative classifiers, apply numbering systems and use possessive forms correctly. Students improve storytelling skills, use of classifiers and expand linguistic-grammatical features into longer monologues. Prerequisite: ASL 102. Student option grading.

AMERICAN SIGN LANGUAGE 281, 282, 283**Special Topics (1,2,3)****AMERICAN SIGN LANGUAGE 297, 298, 299****Special Project (1,2,3)****ANTHROPOLOGY 100****Introduction to Anthropology (5)**

Survey of the subfields of archaeology, linguistics, physical anthropology and sociocultural anthropology through the examination of selected problems in human adaptation. Student option grading.

ANTHROPOLOGY 201**Principles of Physical Anthropology (5)**

An introduction to the evolutionary biology of human beings. Evolutionary theory, genetics, primate anatomy and behavior and the fossil record will be examined to gain a better understanding of human origins and contemporary biological diversity. Student option grading.

ANTHROPOLOGY 202**Principles of Sociocultural Anthropology (5)**

Examination of various cultures throughout the world. The cross-cultural perspective of anthropology is employed to gain a better understanding of the human family; economic, religious, and political systems; and human adaptation to various environments. Student option grading.

ANTHROPOLOGY 203**Introduction to Linguistic Anthropology (5)**

The study of language in its sociocultural setting, relating language structure and language evolution to human cognition and social behavior. The linguistic database will be both historical and cross-cultural. Student option grading.

ANTHROPOLOGY 205**Principles of Archeology (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 also discussed. Student option grading.

ANTHROPOLOGY 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in 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**Beginning Photography (5)**

Course concentrates on the basics of 35mm camera operation, B&W film development and lab procedures. Introduction to the language of visual dialog and how the photographer can provide a means of interpretation for the viewer. Assignments will be technical and visual in nature. Some cameras available for check-out. Students purchase film and additional supplies. Student option grading.

ART 102**Intermediate****Black and White Photography (3)**

Course emphasizes gaining creative control through techniques such as the zone system, print toning, handcoloring, solarization and electronic imaging using Photoshop. Medium format camera introduced. Print quality stressed. Assignments are technical and visual in nature. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: Art 100. Student option grading.

ART 103**Advanced Black and White Photography (3)**

Course introduces the photographer to alternate techniques of photographic imagery. Gum Bichromate, Liquid Light, Kodolith, digital imaging through Photoshop. Large format cameras stressed. Portfolio required as quarter project. Assignments are visual and technical in nature. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: Art 100, 102 or instructor permission. Student option grading.

ART 105**Drawing (4)**

First-year drawing series, beginning course. No academic experience required. Introduction to organizing and developing the drawing surface. Pencil and charcoal are the major tools; liquid and color media are also introduced. Student option grading.

ART 106**Drawing (4)**

Continuation of first-year drawing series. Builds on the understanding and skills acquired in Art 105. Composition, light and dark, and perspective. Media include pencil, charcoal, liquid and color. Prerequisite: Art 105. Student option grading.

ART 107**Drawing (4)**

Third quarter of first-year drawing series stresses growth in control and creativity. Areas of light and shade, composition, and perspective are emphasized. Prerequisite: Art 106. Student option grading.

ART 109**Design (4)**

Beginning studio work in 2-dimensional art structure. Introduction to concepts of line, shape, color, value, texture, form and space. Student option grading.

ART 110**3-Dimensional Design: A Foundation Course (4)**

Design fundamentals for 3-dimensional space are the focus of Art 110. Lecture, demonstration, research, readings and studio work are integrated to develop problem-solving skills. Projects are both functional and non-functional in nature. Prerequisites: Art 109 or Instructor permission. Student option grading.

ART 111/111W**Design: Light and Color (5)**

Overview of the physics of light as applied to art: transmission, reflection, refraction, diffraction, diffusion, polarization, transduction, additive/subtractive color theories and basics of 2D/3D design. Students create art products and write abstracts. Dual listed as Humanities 116W. Student option grading.

ART 115**Introduction to Multimedia Design/Authoring (3)**

Introduction to multimedia design/development, target audience analysis, purpose, goals, objectives, content outline, flowchart, storyboard and testing. Introduction to client relations, copyright, software applications, file formats, screen design, image and audio editing, digital photography, scanning and commercial image/audio files as applicable. Prerequisite: VCT 124/125 or instructor approval. Mandatory decimal grading.

ART 119**Studio/Color/Electronic Imaging (3)**

Introduction to studio lighting with emphasis on the medium and large format cameras and digital imaging through Photoshop. Introduction to the use of color as an intricate element of design and interpretive presentation. Student option grading.

ART 120**Commercial Photography (3)**

Application of photographic techniques to solve problems in visual presentations. Advertising, commercial and industrial still photography. Chemistry provided. Students supply film, paper, supplies. Dual listed as VCT 120. Prerequisite: Art 102 or equivalent with instructor permission. Student option grading.

ART 129**Appreciation of Design (2)**

Illustrated lecture/discussions on design fundamentals. Topics include design in paintings, pottery, textiles, architecture, consumer goods. Choice of written or studio project. For non-majors as well as majors, and all first-year students in Art. Student option grading.

ART 201**Ceramic Art (4)**

Beginning course in the creation and appreciation of the ceramic vessel. Focus is on hand-building and wheel throwing processes as well as glazes and glazing. Student option grading.

ART 202**Ceramic Art (4)**

Second quarter in Ceramic art. Building on processes, skills and understandings acquired in Art 201. A greater emphasis on individual development, creativity and problem solving is fostered. Prerequisite: Art 201 or equivalent with instructor permission. Student option grading.

ART 203**Ceramic Art (4)**

Third quarter of study in Ceramic Art. Building on processes, skills and understandings acquired in previous two quarters. Emphasis is on individual development, creativity and problem solving in the design and creation of ceramic forms. Prerequisite: Art 202 or equivalent with instructor permission. Student option grading.

ART 205**Type and Typographic Design (5)**

Concept development procedures in visual communication problem solving involving letter forms, illustrative material, typography and general graphic design. Basic principles of selection, organization, and production techniques are introduced. Dual listed as VCT 101. Prerequisite: Art 109 and Art 110, or VCT major, or equivalent with instructor permission. Student option grading.

ART 206**Advertising Design (5)**

Continued study of concept development procedures in visual communication problem solving including letter forms, illustrative material, typography and general graphic design. Stresses principles of selection, organization, production techniques and introduction to mechanical art requirements. Dual listed as VCT 102. Prerequisite: Art 205 or equivalent with instructor permission. Student option grading.

ART 207 (5)**Graphic Design: Advertising/Illustration**

Procedures in visual communication problem solving. Topics include letter forms, illustrative matter, market analysis and general graphics. Principles of selection, organization and production are stressed. Course is demanding in both time and quality of product. Dual listed as VCT 103. Prerequisite: Art 206 or VCT 102 or instructor's permission. Student option grading.

ART 253**Design and Materials (4)**

Wood and plaster as factors of design. Class experimentation and research. Student option grading.

ART 254**Design and Materials (4)**

Metal, glass and plastics as factors of design. Class experimentation and research. Student option grading.

ART 255**Design and Materials (4)**

Textiles as a factor of design. Class experimentation and research. Student option grading.

ART 256**Painting (4)**

A foundation course emphasizing color, composition and the properties of one of these painting media: oil, acrylic or water color. Student option grading.

ART 257**Painting (4)**

Continuation of studio activities of Art 256 with emphasis on color, composition and the properties of one of these painting media: oil, acrylic or water color. Prerequisite: Art 256 or instructor permission. Student option grading.

ART 258**Painting (4)**

Continuation of studio activities of Art 257. A greater emphasis upon individual development and creativity is fostered. Prerequisite: Art 257 or instructor permission. Student option grading.

ART 265**Intermediate Drawing (4)**

For students who have completed basic drawing series Art 105, 106, 107 and who want to continue to draw with supervision and criticism. May be taken up to three times. Series includes still life, landscape, figure, and fantasy drawings. Prerequisite: Art 107. Student option grading.

ART 272**Sculpture (4)**

Beginning course. Work in clay, plaster, wood. Student option grading.

ART 273**Sculpture (4)**

Second-quarter in basic sculpture series. Continued work in clay, plaster, wood. Prerequisite: Art 272. Student option grading.

ART 274**Sculpture (4)**

Third quarter in basic sculpture series. Work in clay, plaster, wood, metal. Prerequisite: Art 273. Student option grading.

ART 281, 284, 285**Special Topics (1,4,5)****ART 291****Documentary Photography (3)**

Course presents theory and study of the photograph to interpret, comment on or record the events of humanity. Visual language of sequencing and structure are explored. Scanning and Photoshop will be used. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: Art 100, 102, or instructor approval. Student option grading. Dual listed as CMU 291.

ART 292**Color Photography (3)**

Beginning course in basic color photography. Experience in materials, techniques, processing, production. Production of high quality prints and transparencies suitable for exhibition. Digital imaging, scanning, manipulation with Photoshop-chemistry provided. Students provide paper, film and supplies. Prerequisite: Art 102 or equivalent with instructor permission. Student option grading.

ART 297, 298, 299**Special Project (1,2,3)**

Fifteen-hour project proposed by the student and accepted by the art instructor who will supervise the project. Student option grading. Student must have instructor's permission.

ART HISTORY 201/201W**Survey of Western Art-Ancient (5)**

Major achievements in painting, sculpture, architecture and the decorative arts in Europe, the Near East and North Africa from prehistoric times to the beginning of Christianity. Student option grading.

ART HISTORY 202/202W**Survey of Western Art-Medieval and Renaissance (5)**

The arts of the Byzantine Empire, Islam and Western Christendom through the 16th Century. Student option grading.

ART HISTORY 203/203W**Survey of Western Art-Modern (5)**

Western art from the 16th Century through the first half of the 20th Century. Student option grading.

ASTRONOMY 101**Survey of Astronomy (5)**

How did the planets form? Could other planets support life? Why do some stars explode violently? Will our sun be one of them? How big is the universe? Is time travel possible? Learn the answers and learn to use a telescope. Prerequisites: Math 099. Student option grading.

ASTRONOMY 297, 298**Special Projects (1,2)****AUTO 101****Dealer and Manufacturer Policy and Procedure (5)**

This course examines the view points of both the dealership and the manufacturer in the application of general business practices. Also addressed are issues relating to governmental regulated concerns in the automobile service industry. Mandatory decimal grading.

AUTO 104**Daily Departmental Operations (5)**

Students are introduced to management's position on the concerns of day-to-day service operations, from employee attendance to housekeeping. A review of different telephone communication and computer skills, as they apply to the service operation, will be discussed and covered. Mandatory decimal grading.

AUTO 105**Physical Facility Management (5)**

This course examines concerns toward the most efficient use of dealership facilities and equipment. Analysis of "the best use of space." Traffic flow, both people and vehicles, parking and storage, tool care and inventory plus planning for the future in the shop area. Mandatory decimal grading.

AUTO 106**Merchandising and Marketing (5)**

Students will analyze merchandizing requirements and marketing methods, identify needs, formulate an advertising plan, study implementing a plan and evaluating results. Mandatory decimal grading.

AUTO 107**Service****Department Business Management (5)**

This course studies the relationships of the Service, Business, and Parts Departments within the dealership and addresses the uniqueness of each one. Financial account concerns as well as general business practices in the industry are viewed from a real-world position.

AUTO 109**Personal Maintenance (5)**

This course addresses the issues of keeping oneself together in the retail service industry. Explored are communication skills, decision making and problem solving, the art of delegation, plus maintaining health and well being.

AUTO TECHNOLOGY 101**Introduction to Automotive: Careers, Industry & Technology (3)**

This course is for students interested in the automobile from a business, technical, and/or consumer perspective. A broad range of subjects will be covered in this class to include automotive career exploration, consumer information, minor maintenance and safety inspection, and an introduction to technical systems. Automotive history and current social issues associated with the automobile will also be discussed. Prerequisites: Recommended at least English 090. Mandatory decimal grading.

AUTO 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.

AUTO 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.

AUTO 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.

AUTO 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 will also be covered. Steering, suspension, and wheel alignment includes diagnosis, inspection, repair, and maintenance. Additionally, tire service and wheel balance will be covered. Permission. Mandatory decimal grading.

AUTO 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.

AUTO 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.

AUTO 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.

AUTO 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.

AUTO TECHNOLOGY 168**Heating and Air Conditioning (9)**

The theory, operation, diagnosis, and service practices of manual and automatic heating, ventilation and air conditioning systems. Identification, recovery, recycling, and recharging of both R12 and R134. Heating, ventilation, air condition (HVAC) controls and diagnosis will also be covered. Use and application of diagnostic equipment. Recovery certification will be offered. Permission. Mandatory decimal grading.

AUTO TECHNOLOGY 250**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. Permission. Mandatory decimal grading.

AUTO TECHNOLOGY 251**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. Prerequisite: AUTOT 250. Permission. Mandatory decimal grading. Dealership sponsor required.

AUTO TECHNOLOGY 252**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. Prerequisite: Auto T 251. Permission. Mandatory decimal grading. Dealership sponsor required.

AUTO TECHNOLOGY 298**Special Project (2)****BIOLOGICAL SCIENCE 090****Biology Special Lab (1)**

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 is available. Mandatory P/0.0 or P/Z grading.

BIOLOGICAL SCIENCE 100**Survey of Biological Concepts (5)**

A lab course intended for non-majors and science majors without previous biology. Basic ideas essential to the understanding of biology in checking the scientific methods, evolution and processes common to life. Prerequisites: Placement into English 101; or Instructor permission. Student option grading.

BIOLOGICAL SCIENCE 102**Biological Kingdoms (5)**

A survey of the kingdoms of living things. An introduction to the diversity of living things, their special adaptations, ecological relationships and evolutionary origin. Prerequisites: Placement into English 101; or Instructor permission. Student option grading.

BIOLOGICAL SCIENCE 108**Introduction to Human Anatomy and Physiology (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.

BIOLOGICAL SCIENCE 110**Biotechnology: Science, Applications and 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. Prerequisites: High School Biology, Chemistry and English suggested. Placement at or above Eng 100 level required. Student option grading.

BIOLOGICAL SCIENCE 123/123W**Northwest Flora (5)**

Introduction to plant classification, field study and laboratory identification of the common plant families of the Pacific Northwest. Student option grading.

BIOLOGICAL SCIENCE 126**An Introduction to Horticulture (5)**

An introduction to cultivation of common house and garden plants. Cultivation, landscaping, use of fertilizers and green house management selection and care of plant material for the home and home garden. Student option grading.

BIOLOGICAL SCIENCE 140**Environmental Concepts and Problems (5)**

Problems created by man's interaction with the basic earth-ecosystem. Explores attitudes and actions necessary to restore and maintain a healthy man-environment relationship. Student option grading.

BIOLOGICAL SCIENCE 143**Marine Ecology (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. BioSc 143 and BioSc 243 are taught concurrently. BioSc 143 is designed for non-science majors. Student option grading.

BIOLOGICAL SCIENCE 150W**Epidemics and Culture (5)**

Epidemic disease from multiple perspectives: scientific, political, economic and religious and artistic. Individual and cultural responses to epidemics using Bubonic Plague of the Middle Ages as a paradigm from which other historical and contemporary epidemics may be studied. Prerequisites: English 101. Student option grading.

BIOLOGICAL SCIENCE 201**Principles of Biology (5)**

Examines the cell as the basic unit of life. Topics covered include: Cellular activities, reproduction, development, as well as the genetics of individuals and populations. For life science majors and allied health students. High school chemistry or Chem 101 recommended. Laboratory. Student option grading.

BIOLOGICAL SCIENCE 202**General Zoology (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. Prerequisites: BioSc 201. Student option grading.

BIOLOGICAL SCIENCE 203**Introduction to Botany (5)**

Survey of major groups of kingdoms: fungi, protista and plantae. Study of group's morphology, physiology and reproductive patterns and the theories of evolutionary relationships. Development of ecosystems, succession through climax vegetation and features of the major terrestrial biomes. Prerequisite: BioSc 201 or permission.

BIOLOGICAL SCIENCE 210**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. Prerequisite: BioSc 201. Student option grading.

BIOLOGICAL SCIENCE 211**Human Physiology (5)**

A systems approach to the study of the functions of the human body. Includes the nervous, muscular, circulatory, endocrine, respiratory, digestive and urinogenital systems. Prerequisite: BioSc 201 and BioSc 210 or permission. Student option grading.

BIOLOGICAL SCIENCE 215**Topics in Microbiology (5)**

Survey of microorganisms with focus on health-care 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: BioSc 201 required. Chemistry 101 recommended. Student option grading.

BIOLOGICAL SCIENCE 243**Marine Ecology for Technicians (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. BioSc 143 and BioSc 243 are taught concurrently. Prerequisite: BioSc 201. Student option grading.

BIOLOGICAL SCIENCE 250**Molecular Biology (3)**

This course will focus on DNA replication and translational, and regulatory mechanisms in prokaryotic and eukaryotic systems. Prerequisite: BioSc 201. Recommended Chem 220. Student option grading.

BIOLOGICAL SCIENCE 251**Molecular Biology Laboratory (3)**

Laboratory emphasis will be on molecular biological techniques utilized in modern research laboratories. Techniques include gene cloning, DNA and protein electrophoresis, protein purification and enzymatic and immunological assays. Prerequisite: BioSc 201. Chem 220 recommended. Student option grading.

BIOLOGICAL SCIENCE 260**Tissue Culture and Staining (4)**

Introductory course in the theory and concepts of animal cell and tissue culturing. Course will teach the fundamentals in tissue culture techniques, subculturing and maintenance of cell lines. Skills also include: cell viability testing, cell counting, feeding of cell lines and quality control. Aseptic technique is emphasized, along with media preparation. Prerequisite: BioSc 201. Student option grading.

BIOLOGICAL SCIENCE 265**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 bacteriophage and plasmid vectors, growth and maintenance of *E. coli*, extraction and purification of DNA, polymerase chain reaction, southern blots, probe preparation, hybridization methods, and DNA sequencing. The lab will focus on "hands on" techniques. Prerequisite: BioSc 250 or permission. Student option grading.

BIOLOGICAL SCIENCE 270**Immunology (5)**

Concepts and laboratory procedures necessary to understand basic immunology which includes antigen and antibody structure and function, the genetic basis of antibody production, humoral and cellular based immunity, role of the major histocompatibility complex, control mechanisms, autoimmunity, innate and acquired immunity. Laboratory includes immunoassays using dot blots and ELISA (Enzyme Linked Immunosorbent Assay) and immunoaffinity purification. Prerequisite: BioSc 250 or permission. Student option grading.

BIOLOGICAL SCIENCE 275**Biotechnology Techniques (3)**

A laboratory course which will focus on the techniques currently prevalent in the manufacturing and production aspect of the biotechnology industry. Course will focus on the isolation and purification of proteins. This will include cation-anion exchange chromatography, selective binding using hydrophobic interactions, ultrafiltration, isoelectric focusing and high performance liquid chromatography (HPLC). There will also be exposure to good manufacturing practices (GMP), quality control procedures (QC), biological potency assays, radioisotope use and handling, FDA regulations and clinical trials. Prerequisite: BioSc 250 or permission. Student option grading.

BIOLOGICAL SCIENCE 285**Solution and Media****Preparation for Biotechnology (4)**

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. MSDS, calculations, lab safety and lab notebooks. Prerequisites: High school Biology and Chemistry. Student option grading.

BIOLOGICAL SCIENCE 290**Internship (2)**

This course is a cooperative education experience that provides students with work experience in the biotechnology industry. Prerequisite: BioSc 201 plus completion of at least 10 additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program. Mandatory P/NC grading.

BIOLOGICAL SCIENCE 295**Seminar in Biotechnology (1)**

Will include speakers from the biotechnology industry, field trips to biotechnology laboratories, special topics such as radiation safety, quality control, resume writing and interviewing and discussion and presentation of journal articles. Prerequisite: BioSc 201 plus completion of at least ten additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program or permission.

BIOLOGICAL SCIENCE**297, 298, 299****Special Project (1,2,3)**

Project work under the supervision of an instructor in specific areas of biology. Permission of the instructor involved with the project. Student option grading.

BUSINESS ADMINISTRATION 100**Business: An Introductory Analysis (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 problems. Dual listed as SocSc 100. Mandatory decimal grading.

BUSINESS ADMINISTRATION 110**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 the work situation, discussion and case studies in problem solving and organizational behavior. Mandatory decimal grading.

BUSINESS ADMINISTRATION 112**Essentials of Human Relations (2)**

A survey course in the study of human relations. Consideration is given to contemporary issues of human behavior and motivation, interpersonal communication, leadership and management styles, understanding and appreciation for cultural diversity in the work force, stress management, and labor-management relations. Satisfies the general education requirement for human relations in vocational programs only. Prerequisite: Students must have the ability to communicate in English and be willing to participate in class discussions. Mandatory decimal grading.

BUSINESS ADMINISTRATION 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 ADMINISTRATION 130**Salesmanship (5)**

Designed to develop or extend selling skills. Topics include duties and qualifications of a professional salesperson, knowledge and skill requirements, determining customer needs, planning and delivering effective sales presentations and building customer goodwill. An oral sales project is usually assigned. Mandatory decimal grading.

BUSINESS ADMINISTRATION 135**Customer Service (3)**

Develop skills in client and customer relations. The focus is on efficient and dynamic ways to deliver quality service to clients and customers. The course will cover personal and cross-cultural communication skills; projecting a professional image; instructing clients in the use of the company's services/products; making a company "customer focused"; and how to develop customer loyalty. Mandatory decimal grading.

BUSINESS ADMINISTRATION 150**Retail Marketing and Management (5)**

Students develop integrated marketing skills to plan and operate a retail business. This interactive class explores buyer behavior, retail strategies, site analysis, inventory planning, retail buying, merchandising, staffing, and sales promotion strategies. Mandatory decimal grading.

BUSINESS ADMINISTRATION 152**Fundamentals****of Business Communications (5)**

Write business correspondence, a resume, and cover letter using Standard English. Review of vocabulary, punctuation, grammar and current formats of business correspondence. Use Microsoft Word to create documents. Research topics using web technology and standard references to prepare an oral presentation. Recommended: Use of Word and Internet experience. Prerequisites: Writing ASSET score of at least 37 or English 90 or ESL 99. Mandatory decimal grading.

BUSINESS ADMINISTRATION 155**Management Seminar (5)**

Assists the student in career development through discussion of on-the-job problems as well as work research projects. Topics differ for each seminar and relate to areas of career development. Students receive full credit upon the completion of 60 hours of work related to their career objective. Mandatory decimal grading.

BUSINESS ADMINISTRATION 160**Employment Prep Seminar (2)**

Assist students with preparation for obtaining employment after graduation. Topics: SCANS skills (skills needed for the new global workplace), resume writing, information and job interviewing; internship development; human relations in the work-setting. Emphasis placed on learning how to manage your own career life. Prerequisite: Written and oral English skills equivalent to Eng 101 or BusAd 252. Mandatory P/NC grading.

BUSINESS ADMINISTRATION 170**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. Student option grading.

BUSINESS ADMINISTRATION 175**Business Mathematics (5)**

A business math course to prepare students for business classes. The course covers the concepts of ratio-proportion, percent, estimating, basic algebra skills, graphics, trade/cash discounts, mathematics of merchandising, inventory, simple/compound interest and consumer credit. The course contains significant elements of reading, written communication, critical thinking and problem solving. Reviews basic arithmetic. Prerequisite: Math 060 or score of 34 on ASSET placement test. Mandatory decimal grading.

BUSINESS ADMINISTRATION 190**Purchasing****and 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. Offered fall quarter in the classroom and on WAOL during fall, winter and spring. Student option grading.

BUSINESS ADMINISTRATION 191**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 purchasing and sourcing concepts, including supplier selection, development and evaluation, supplier quality, and global sourcing. Offered winter quarter (evenings) and on WAOL. Student option grading.

BUSINESS ADMINISTRATION 192**Materials Management (4)**

Materials management principles, concepts and activities, including purchasing, inventory control, traffic, store-keeping, receiving, inspection, production control and the disposal of surplus. Student option grading.

BUSINESS ADMINISTRATION 195**Contract Administration (4)**

Formation, classification, interpretation, discharge, and administration of industrial and government contracts. Case-study, seminar approach to industrial and institutional contract administration is used. Prerequisite: BusAd 192. Mandatory decimal grading.

BUSINESS ADMINISTRATION 200**Essentials of Supervision (5)**

This course looks at the first level of supervision in organizations which includes an interactive environment involving the students in study, discussion and functions of the operating level of management. Prerequisite: BusAd 110 or instructor permission, based on evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS ADMINISTRATION 201**Introduction to International Business (5)**

This course provides an overview of international trade theory and an introduction to the field of international business and trade. The interrelationships among culture, law, material and economic environments of global business will be explored. Prerequisite: BusAd 100 or permission. Dual listed as Econ 215. Mandatory decimal grading.

BUSINESS ADMINISTRATION 210**International Finance (3)**

This course explores the impact of international financial problems and operations on domestic and international business including foreign exchange, devaluation decisions, lending and the World Bank, the International Monetary Fund, and other related areas. Prerequisite: BusAd 165 or permission. Mandatory decimal grading.

BUSINESS ADMINISTRATION 215**International Marketing and Import/Export Management (5)**

This course focuses on the application of marketing principles on a transnational basis and in particular on the legal, economic and political aspects of importing and exporting products, including necessary documentation. Prerequisite: BusAd 120 or permission. Mandatory decimal grading.

BUSINESS ADMINISTRATION 220**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; basic management problems. Recommended: BusAd 110 or BusAd 200. Mandatory decimal grading.

BUSINESS ADMINISTRATION 221**International Management (5)**

This course focuses on the leadership and functional skills required in managing a company's international business activities. Emphasis is placed on the interplay between the basic management functions and culture, in particular American and Japanese culture and the process of accomplishing the global objectives of international business. Mandatory decimal grading.

BUSINESS ADMINISTRATION 224**Marketing.com (5)**

Learn how to coordinate and integrate Web technology and marketing strategy. Explore the development of specific technical skills necessary to position eCommerce Web site. Acquire an understanding of the application of marketing skills to attract people to the Web site. The integrated approach of this class will provide both instruction and on-line analysis of eCommerce Web sites. Prior understanding of Internet structure and use as a communication/research tool is recommended. Mandatory decimal grading.

BUSINESS ADMINISTRATION 226**eProcurement (5)**

Business-to-business procurement strategies, options, methods, and solutions used to automate procurement, supplier management, and other supply chain activities are examined. Prerequisites: English 100 (Analytical Reading and Writing) or ESL 100 or satisfactory ASSET test score for English 101; Math 070 (Preparation for Algebra) or satisfactory ASSET test score for Math 080 or 099. Student option grading.

BUSINESS ADMINISTRATION 230**Advertising and Sales Promotion (5)**

Students explore the dynamic field of advertising, including the impact of advertising, how advertising is planned and created, selecting media, negotiating costs of media, regulating advertising, and pursuing advertising careers. A contemporary advertising campaign project is a focal point for this class. Mandatory decimal grading.

BUSINESS ADMINISTRATION 232**Sales Management (5)**

Management of the sales function in business. Topics include selling, sales, programs, sales analysis, budgets, expense forms, and leadership and training aspects. A sales management project is usually assigned. Prerequisite: BusAd 130 or instructor permission, based on evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS ADMINISTRATION 240**Retail Buying and Management (5)**

This course covers the analysis of the role of the retail buyer and manager, as well as techniques for inventory planning, selecting merchandise, and merchandising strategies and merchandising control. Vendor relationships and human resources management are also emphasized. Mandatory decimal grading.

BUSINESS ADMINISTRATION 250**Introduction to Law (5)**

This course examines the nature and origin of the law, law as a legal system of social thought and behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Prerequisite: sophomore standing or instructor permission, based upon evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS ADMINISTRATION 252**Professional Communications (5)**

Learn to write a variety of business letters, memos, e-mail messages and short reports using Microsoft Word. Use the Internet and Shoreline library databases to research various topics. Prepare a presentation and work in groups on case studies. Recommended: Word and Internet experience. Fulfills General Education requirement for technical students. Prerequisites: Writing ASSET score of at least 45 or English 100 or ESL 100 or BUSAD 152. Mandatory decimal grading.

BUSINESS ADMINISTRATION 260**Commercial Law (5)**

This course covers the Uniform Commercial Code; the law of bailment and sales; commercial paper; secured transactions, debtors and creditors; business organizations. Prerequisite: BusAd 250 or instructor permission, based on evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS ADMINISTRATION**281, 282, 283, 284, 285**

Special Topics (1,2,3,4,5)

BUSINESS ADMINISTRATION**297, 298, 299****Special Project (1,2,3)**

Special tutorial project. Prerequisite: Instructor permission, based on evaluation of student's education and work experience. Mandatory decimal grading.

BUSINESS TECHNOLOGY 097**Business Computer Study Center (1)**

A learning center for students enrolled in Business Technology (BusTc) or Computer Information Systems (CIS) classes. Students get supervised help with their classroom assignments from a Business faculty. A minimum of 20 hours is required. Students may also register for BusTc 098. Mandatory P/NC grading.

BUSINESS TECHNOLOGY 098**Business Computer Study Center (2)**

A learning center for students enrolled in Business Technology (BusTc) or Computer Information Systems (CIS) classes. Students get supervised help with their classroom assignments from a Business faculty. A minimum of 40 hours is required. Students may also register for BusTc 097. Mandatory P/NC grading.

BUSINESS TECHNOLOGY 100**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, reports, and tables. Student option grading.

BUSINESS TECHNOLOGY 103**Speed Keyboarding I (4)**

Speed, accuracy, and technique drills on a personal computer. Designed for students who are keyboarding at various speeds. Prerequisites: BusTc 100 or equivalent and 20 wpm keyboarding by touch. Student option grading.

BUSINESS TECHNOLOGY 104**Speed Keyboarding II (4)**

Speed, accuracy, and technique drills on a personal computer. Continuation of BusTc 103, Speed Keyboarding I. Prerequisite: BusTc 103. Student option grading.

BUSINESS TECHNOLOGY 128**Word 2002, Level I (5)**

Introduction to Microsoft Word. Learn the core features of Word to create business documents. Features include create, edit, format, save, and retrieve documents; use file management, merge, multiple windows, and graphics; create headers and footers, footnotes, tables, and charts. Prerequisites: Recommended: BusTc 100 or equivalent, 25 wpm keyboarding. Student option grading.

BUSINESS TECHNOLOGY 129**Word 2002, Level 2 (5)**

Learn advanced features along with desktop publishing features and concepts. Topics include formatting with special features, macros, and styles; using WordArt and sort; drawing objects; creating outlines, forms, tables, indexes, newsletters, business cards, and web pages. Prerequisites: BusTc 128 or equivalent. Student option grading.

BUSINESS TECHNOLOGY 135**Applied Word Processing (4)**

This course is designed for students who have learned the intermediate to advanced level features of Word. Students will apply previously learned 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 2002 (5)**

Designed for the beginning spreadsheet user. Learn to build spreadsheets using formulas, spell check, find/replace, toolbars, printing, formatting of text and numbers, fonts and borders, functions, charts, range names, macros, pivot tables, workbooks, and linking and embedding. Prerequisites: Recommended: Prior experience using a computer with Windows. Student option grading.

BUSINESS TECHNOLOGY 160**PowerPoint 2002 (4)**

PowerPoint is a presentation graphics program. Students will learn to organize information and create professional-looking presentations using a personal computer. Students will learn the basic, intermediate, and advanced features of PowerPoint. Student option grading.

BUSINESS TECHNOLOGY 170**Access 2002 (5)**

Designed for the beginning Access user who already has basic skills in other Windows programs. Topics include creating tables; creating and using relationships; creating forms, reports, mailing labels, and charts; importing and exporting data; and creating web pages for databases. Student option grading.

BUSINESS TECHNOLOGY 180**FrontPage (5)**

Learn to create and manage a World Wide Web site using FrontPage. Use FrontPage to create Web pages with interactive functionality. Use FrontPage to create, view, and manage Web sites. Learn and apply the principles of quality Web site design and structure. This course is designed for the experienced Windows and Internet user. Prerequisites: CIS 105 Business Computer Applications or BusTc 129 Word Level 2 or instructor permission. Student Option grading.

BUSINESS TECHNOLOGY 190**Electronic Ten-Key Calculator (2)**

Introduction to the electronic/ten-key calculator. Covers the basic math operations of addition, subtraction, multiplication and division. Touch method taught. Student option grading.

BUSINESS TECHNOLOGY 214**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 270**Office Procedures (5)**

A capstone course for Business Technology majors that considers the role of the administrative assistant and current technology as it affects today's offices; visits to area industries and guest speakers; group and individual projects; organizing reports, making travel arrangements, using references, applying computer skills; information on the CPS Examination. Prerequisite: 55 wpm keyboarding speed. Mandatory decimal grading.

BUSINESS TECHNOLOGY**281, 282, 283, 284, 285****Special Topics (1,2,3,4,5)****BUSINESS TECHNOLOGY****297, 298, 299****Special Project (1,2,3)**

Special tutorial project. Prerequisite: Instructor permission, based on evaluation of student's education and work experience. Mandatory decimal grading.

CAREER EDUCATION OPTIONS 100**Preparation for Work and Career (5)**

Course offers integrative training which assists students in development of industry-acceptable 1) master employment applications, 2) resumes, 3) cover letters and 4) interviewing skills. Students will engage in both individual and group projects. Emphasis will be placed on thinking skills and personal qualities identified in the SCANS three-part foundation. 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, time management, problem solving, goal setting and career exploration. Students will learn to think critically and reflectively by looking into themselves to assess personal strengths and outward to access support systems. Prerequisites: enrollment in Career Education Options Program, instructor permission. Decimal or P/Z grading.

CHEMISTRY 090**Chemistry Special Laboratory (1)**

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/0.0 or P/NC grading.

CHEMISTRY 101**Basic General Chemistry (5)**

Basic chemistry for those deficient in high school chemistry or for non-science majors. Designed to provide a basic knowledge of concepts and calculations relating to the field of chemistry. A mandatory two hour lab is taken concurrently. Prerequisite: Math 099 with a 2.0 grade point or better and Placement into English 100 or ESL 100; or Instructor permission. Student option grading.

CHEMISTRY 140**General Inorganic Chemistry I (4)**

This course is the first of three quarters of general college chemistry for science and engineering majors. Fundamental laws and basics concepts of modern chemistry are covered as applied to the structure and behavior of matter. Course includes lecture and seminar, and Chem 141 must be taken concurrently. Prerequisites: Recent high school chemistry or Chem 101 with a 2.0 or better and Placement into English 101 and Placement into Math 110; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 141**General Inorganic Chemistry I (Lecture-Lab) (2.5)**

This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in Chem 140. 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. Prerequisites: Concurrent enrollment in Chem 140. Cannot be taken separately from Chem 140 unless student has already passed 140. Mandatory decimal grading.

CHEMISTRY 150**General Inorganic Chemistry II (4)**

This course is the second of three quarters of general college chemistry for science and engineering majors. Fundamental laws and basic concepts of modern chemistry are covered as applied to the structure and behavior of matter. Course includes lecture and seminar, and Chem 151 must be taken concurrently. Prerequisite: Chem 140/141 with grades of 2.0 or better and Placement into English 101 and Placement into Math 110; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 151**General Inorganic Chemistry II (Lecture Lab) (2.5)**

This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in Chem 150. A separate lecture period is required to explain the lab theory, techniques, and safety. Due to the dangers involved in chemical experimentation, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in Chem 150. Cannot be taken separate from Chem 150 unless student has already passed Chem 150. Mandatory decimal grading.

CHEMISTRY 160**General Inorganic Chemistry III (4)**

This course is the third of three quarters of general college chemistry for science and engineering majors. Fundamental laws and basic concepts of modern chemistry are covered as applied to the structure and behavior of matter. Course includes lecture and seminar, and Chem 161 must be taken concurrently. Prerequisite: Chem 150/151 with grades of 2.0 or better and Placement into English 101 and Placement into Math 110; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 161**General Inorganic Chemistry III (Lecture-Lab) (2.5)**

This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in Chem 160. 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. Prerequisites: Concurrent enrollment in Chem 160. Cannot be taken separately from Chem 160 unless student has already passed 160. Mandatory decimal grading.

CHEMISTRY 220**Basic Organic Chemistry (5)**

Emphasis on chemical systems and processes as they influence living systems. Study of organic compounds: properties and reactions of functional groups, lipids, proteins and carbohydrates. Introduction to enzymes and neurotransmitters. The weekly lab focuses on exploring reactions of hydrocarbons, alcohols, acids, and amines. Prerequisites: Chemistry 101 with a minimum grade of 2.0 and Placement into English 101. Mandatory decimal grading.

CHEMISTRY 221**Quantitative Analysis (5)**

This course covers gravimetric and volumetric analysis with analytical instrumentation and transfers to the University of Washington as the 300-level Quantitative Analysis. Prerequisites: Chem 160, Chem 161, Math 120 and English 101 with grades of 2.0 or better; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 237**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 241 must be taken concurrently. Prerequisites: Chemistry 160/161 and English 101 with minimum grades of 2.0; or Instructor Permission. Mandatory decimal grading.

CHEMISTRY 238**Organic Chemistry II (4)**

Second 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. Course requires a lab component and Chem 241 must be taken concurrently. Satisfies the requirement for those needing two quarters of organic lab. Prerequisite: Chem 237/241 and English 101 with a minimum grades of 2.0; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 239**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. Prerequisite: Chem 238/242 and English 101 with a minimum grades of 2.0; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 241**Organic Chemistry I Laboratory (3)**

First course of the lab component 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. Concurrent enrollment in Chem 237. Prerequisites: Chemistry 160/161 and English 101 with minimum grades of 2.0; or Instructor Permission. Mandatory decimal grading.

CHEMISTRY 242**Organic Chemistry II Laboratory (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 238. Prerequisite: Chem 237/241 and English 101 with minimum grades of 2.0; or Instructor permission. Mandatory decimal grading.

CHEMISTRY 297, 298, 299**Special Project (1,2,3)**

Special independent projects supervised by the instructor. Permission of instructor. Student option grading.

CHEMISTRY TECHNOLOGY 190**Gravimetric and Volumetric Methods (8)**

An introduction to basic laboratory practices with emphasis on weighing, measuring volumes, sample preparations, solution concentration, statistical treatment of data and error analysis. Prerequisite: Chem 220 and Math 110 with grades of 2.0 or better and Placement into English 101; or Instructor permission. Mandatory decimal grading.

CHEMISTRY TECHNOLOGY 191**Electrical, Optical and Chromatographic Methods (8)**

An introduction to basic instrumental analysis. Use of optical instruments, including IR, UV, visible and emission spectrophotometer. Study of all chromatographic techniques and use of latest instrumentation. Use of electronic measuring instrumentation and devices. Prerequisite: ChemT 190 or Chem 220, and Math 110 with grades of 2.0 or better and Placement into English 101; Instructor permission. Mandatory decimal grading.

CHEMISTRY TECHNOLOGY 192**Electrical, Optical and Chromatographic Methods (8)**

A continuation of ChemT 191. Further instrumental analysis using chromatography, spectrophotometry, and electrochemistry. Prerequisite: ChemT 191, Chem 220, and math 110 with minimum grades of 2.0 and Placement into English 101; or Instructor permission. Mandatory decimal grading.

CHINESE 111**First-Year Chinese (5)**

Listening, speaking, reading and writing Mandarin Chinese (the official Chinese language). Pin-yin system is taught. Emphasis on pronunciation, vocabulary development and sentence structure. No previous knowledge of the language is required. Student option grading.

CHINESE 112**First-Year Chinese (5)**

A continuation of Chin 111 with more vocabulary, more complicated sentence structure. Prerequisite: Chin 111 or equivalent with instructor permission. Student option grading.

CHINESE 113**First-Year Chinese (5)**

A continuation of Chin 112 introducing more vocabulary and grammar. Development of reading comprehension. Prerequisite: Chin 112 or equivalent with instructor permission. Student option grading.

CHINESE 297, 298, 299**Special Project (1,2,3)****CINEMA 201/201W****Introduction to Cinema (5)**

Introduction to cinema through the study of motion picture techniques and the development of cinema as an art form. Student option grading

CINEMA 285**Special Topics in Film (5)****CINEMA 297, 298, 299****Special Project (1,2,3)****COMMUNICATION 200****Communications Today (2)**

A study of the use of language in mass communications, including politics and advertising, the way that language relates to reality, the influence of language on our values and beliefs and the ways that language impels competition and cooperation. Student option grading.

COMMUNICATION 202/202W**The Phenomena of Communication (5)**

Communicating in progressively more complex situations, with emphasis on mass media. Student option grading.

COMMUNICATION 203/203W**Mass Media and Society (5)**

Students learn the history, technologies and processes of mass communication systems including the printing press, periodicals, books, radio, sound recordings, television, film, and Internet. They explore the cultural impacts, theories, related ethics and laws of mass communications. Students must be able to type or word-process. Completion of English 101 with a grade of 2.0 or better, or minimum scores of 45 on language usage/writing and 44 on the reading skills portion of the ASSET/COMPASS test. Student option grading.

COMMUNICATION 211/211W**Newswriting (1-3)**

Students explore one or more aspects of print journalism, with a focus on reporting, news gathering and writing. The course covers connections to public relations, advertising and electronic journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit.

COMMUNICATION 212/212W**Student Newspaper (1-3)**

Students receive hands-on experience in one or more aspects of the college newspaper, including reporting, writing, editing, photography, production or advertising. The class is arranged by contract and may be taken again for credit.

COMMUNICATION 221/221W**Journalistic Writing (4)**

Students learn the fundamentals of journalistic techniques and write news articles, features, columns, editorials and reviews. The course covers connections to public relations, advertising and electronic journalism as well as ethical and legal concerns. Photojournalism, design and production are introduced.

COMMUNICATION 225**Copy Editing (3)**

Techniques of editing and rewriting news copy. Experience in headline writing, newspaper makeup, cutlines and captions. Prerequisite: CMU 211 or 221 or permission of instructor. Student option grading.

COMMUNICATION 261**Basic Video Production (3)**

Students produce video programs, focusing on both field and multi-camera studio work. By working on their own and other students' projects, basic proficiency on camera, lighting, audio, and control room equipment is developed. Student option grading.

COMMUNICATION 262**Television Studio Production (5)**

Using studio cameras, lighting, audio, and editing equipment, students direct and produce their own projects to prepare for a career in the video and film industry. They will also work as crew on other projects. Emerging technologies will also be explored. This class is open to students with all levels of experience. Student option grading.

COMMUNICATION 263**Video Field Production (5)**

Techniques and skills in film-style single-camera production, field lighting and audio, directing/producing, editing and post-production, and emerging media technologies are developed. Students create their own video programs as well as crew on other students' projects. Open to students with all levels of experience. Student option grading.

COMMUNICATION 264**Introduction to Multi-Image (4)**

Processes and techniques in programming to live music and on audio tape. Programs created by students. Instruction in photography, slide duplication, audio, graphics, and other aspects of multi-media. Prerequisite: music or photography or VCT. Student option grading.

COMMUNICATION 282**Special Topics (2)**

Film production, providing hands-on experience working with cameras, lights and sets, script writing for stage and film. (Specific topics vary from quarter to quarter.) Student option grading.

COMMUNICATION 285**Special Topics (5)**

Film production, providing hands-on experience with cameras, lights, and sets; script writing for stage and film. (Specific topics vary from quarter to quarter.) Student option grading.

COMMUNICATION 287**The Documentary (5)**

Analysis of film and video productions intended to be seen as factual presentations of historical, political, or social events. Student option grading.

COMMUNICATION 291**Documentary News Photography (3)**

Theory and techniques of documentary photography. Photographic process used to analyze, interpret and comment on aspects of society. Final product: documenting subject of student's choice in prints of publication quality. Students provide film, paper, supplies. Prerequisite: Art 102 or equivalent with instructor permission. Dual listed as Art 291. Student option grading.

COMMUNICATION 297, 298, 299**Special Project (1,2,3)**

Specific tutorial projects in communications. Projects include writing for the Ebbtide. Permission of the instructor. Student option grading.

COMPUTER INFORMATION**SYSTEMS 102****Computer Preparation (2)**

Designed for the computer novice, this course prepares the student for CIS 105 Business Computer Applications. Students will learn the basics of computers, including hardware components, terminology, and software. This hands-on course includes an introduction to a Windows operating system, file management, and other applications. Mandatory P/NC grading.

COMPUTER INFORMATION**SYSTEMS 105****Computer Application (5)**

Excellent introduction to business and personal desktop computing. Students learn Microsoft Office applications such as Word and Excel, Internet tools, and file management skills. Prerequisites: Asset reading score of 40 and Math 080 or equivalent or instructor permission. Student option grading.

COMPUTER INFORMATION**SYSTEMS 106****Introduction to Information Technology (5)**

Survey course to introduce aspects of Information Technology. Includes topics such as computer hardware technology, application and system software, information processing cycle, data communication and networks, the Internet, programming, careers, ethics, and security issues. Prerequisites: CIS 105 Computer Applications or equivalent or instructor permission. Student option grading.

COMPUTER INFORMATION**SYSTEMS 110****Operating Systems (5)**

Examine contemporary client operating systems. Learn how to install, configure, upgrade, troubleshoot and repair Operating Systems designed for a microcomputer. Will examine such topics as memory management, partitioning, formatting, viruses, and customer support. Course curriculum is modeled on A+ certification requirements. Prerequisites: CIS 106 Introduction to Information Technology or instructor's permission. Student option grading.

COMPUTER INFORMATION**SYSTEMS 112****Introduction to PC Hardware (5)**

Basic troubleshooting, safety procedures, maintenance, recognizing, selecting, installing, configuring components (power supplies, memory, disk drives, modems, network cards); understanding hardware specifications; and standard PC tools. Course curriculum is modeled on A+ certification requirements. Prerequisites: CIS 106 Intro to Information Technology or instructor's permission. Student option grading.

COMPUTER INFORMATION**SYSTEMS 114****Data Communication (5)**

Focus on Networking Essentials, concepts and terminology. Topics include OSI 7-layer model, protocols, LAN, WAN, and network design. Course curriculum is modeled on Network+ certification requirements. Prerequisites: CIS 110 (was 205) Operating Systems & CIS 112 (was 225) PC Hardware or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 116**Local Area Networks (5)**

Focus on TCP/IP and LAN technology. Topics include TCP/IP fundamentals and utilities as well as subnet masks. Lab experience and theory will be balanced with study of wiring, installation requirements and trouble-shooting. Course curriculum is modeled on Network+ certification requirements. Prerequisites: CIS 110 (was 205) Operating Systems & CIS 112 (was 225) PC Hardware or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 120**Database Applications and Concepts (5)**

Practical issues involved in designing, setting up and using relational database applications. Microsoft Access taught to reinforce database concepts. The student needs to have basic Windows file management skills. Prerequisites: CIS 106 Introduction to Information Technology or CIS 105 Business Computer Applications or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 121**Database Design (5)**

Introduction to database design with emphasis on the relational model. Topics include: data modeling, normalization, SQL, networked environment, and accessing the database server. Prerequisites: CIS 120 Database Applications or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 140**The Internet and HTML (5)**

Build web pages using HTML. Internet architecture, Internet connection options, FTP, Telnet, business issues, network protocols and addressing. Prerequisites: CIS 105 Computer Applications or VCT 124 Macintosh or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 151**Programming Fundamentals (5)**

Programming foundation for students with no prior computer programming experience. Establish skills and confidence for success in Level I programming classes. Prerequisites: CIS 106 Intro to Information Technology and Math 99 or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 152**Visual Basic I (5)**

A Level I class in computer programming. Learn concepts of problem solving and program design. Compare this language to other popular programming languages. Topics include variables, intrinsic data types and arrays, structure, syntax, modularization, development environment, documentation. Prerequisites: CIS 151 Programming Fundamentals or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 153**Visual Basic II-Data Structures (5)**

Continuation of Level I Programming course emphasizing design, algorithms, abstraction and analysis. Topics include classes, data structures, dynamic memory management and data file processing, as well as use of standard libraries to create interactive, event-driven solutions with enhanced GUIs. Prerequisites: CIS 152 Visual Basic I or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 162**C++ I (5)**

A Level I class in computer programming. Learn concepts of problem solving and program design. Compare this language to other popular programming languages. Topics include: variables, intrinsic data types and arrays, structure, syntax, modularization, development environment, documentation. Prerequisites: CIS 151 Programming Fundamentals or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 163**C++ II Data Structures (5)**

Continuation of Level I Programming course emphasizing design, algorithms, abstraction and analysis. Topics include classes, data structures, dynamic memory management and data file processing, as well as use of standard libraries to create interactive, event driven solutions with enhanced GUIs. Prerequisites: CIS 162 C++ I or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 172**JAVA I (5)**

A Level I class in computer programming. Learn concepts of problem solving and program design. Compare this language to other popular programming languages. Topics include: variables, intrinsic data types and arrays, structure, syntax, modularization, development environment, documentation. Prerequisites: CIS 151 Programming Fundamentals or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 173**JAVA II - Data Structures (5)**

Continuation of Level I Programming course emphasizing design, algorithms, abstraction and analysis. Topics include classes, data structures, dynamic memory management and data file processing, as well as use of standard libraries to create interactive, event-driven solutions with enhanced GUIs. Prerequisites: CIS 172 Java I or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 190**Operating Systems Laboratory (1)**

Hands-on exercises essential to understanding Operating Systems. Prerequisites: Concurrent enrollment in CIS 110 Operating Systems. Student Option grading.

COMPUTER INFORMATION SYSTEMS 192**Introduction to PC Hardware Laboratory (2)**

Hands-on exercises essential to understanding PC Hardware. Prerequisites: Concurrent enrollment in CIS 112 Introduction to PC Hardware. Student option grading.

COMPUTER INFORMATION SYSTEMS 194**Data Communication Laboratory (1)**

Hands-on exercises essential to understanding Data Communications. Prerequisites: Concurrent enrollment in CIS 114 Data Communications. Student option grading.

COMPUTER INFORMATION SYSTEMS 196**Local Area Networks Laboratory (2)**

Hands-on exercises and presentations essential to understanding Local Area Networks. Prerequisites: Concurrent enrollment in CIS 116 Local Area Networks. Student option grading.

COMPUTER INFORMATION SYSTEMS 211**UNIX Fundamentals and System Administration (5)**

Introduces UNIX operating system and system administration in the UNIX environment. Topics include: command interpretation, directories and files, permissions, configuring and managing a UNIX system and performing day-to-day system management. Prerequisites: CIS 110 Operating Systems or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 214**Windows (5)**

A survey of fundamental concepts and techniques. Will install, configure, troubleshoot and explore the security issues of the Windows based client. This course provides a sound foundation for Windows users and majors in the Computer Information program. Course based on MCSE Professional exam. Prerequisites: CIS 110 Operating Systems and CIS 112 (was 225) PC Hardware. Student option grading.

COMPUTER INFORMATION SYSTEMS 216**Windows Server (5)**

Concentrates on network issues of setup, directory services, security, remote access, printing, performance tuning, protocols, and disaster recovery planning. Students will install, configure, and troubleshoot a Windows based Server. Prerequisites: CIS 214 (was 235) Windows completion or concurrent enrollment. Student option grading.

COMPUTER INFORMATION SYSTEMS 217**Windows Network Infrastructure (5)**

Concentrates on installing, maintaining, monitoring, configuration and troubleshooting of DNS, DHCP, Remote Access, Network Protocols, IP Routing and WINS. Prerequisites: CIS 216 (was 285) Windows Server or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 218**Windows Directory Services (5)**

Concentrates on installing, maintaining, monitoring, configuring and troubleshooting of Windows Directory Services. Students will also learn how to backup and restore directory services, directory service security, and to optimize the desktop environment. Prerequisites: CIS 216 (was 285) Windows Server or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 219**Designing Directory Services (5)**

Designing the Windows directory services. Students will analyze the business requirements and design a Directory Service architecture to match the business requirements. Prerequisites: CIS 216 (was 285) Windows Server and BusAd 100 or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 221**Introduction SQL/Oracle PL/SQL (5)**

Introduction to Structured Query Language. Topics include syntax to create data structures and objects, select, store, retrieve, manipulate data, and detailed coverage of the Oracle-specific PL/SQL procedural extension. Prerequisites: CIS 121 Database Design, CIS 211 UNIX Fundamentals, Programming I (CIS 152, 162, or 172). Student option grading.

COMPUTER INFORMATION SYSTEMS 222**Database Architecture Oracle (5)**

Provides skills in basic database administration tasks. Focus on set up, maintain, and troubleshoot an Oracle database. Use administration tools to startup and shutdown a database, create a database, manage file and database storage, and manage users and privileges. Organize the database and move data into and between databases, under different environments. Prerequisites: CIS 221 Introduction to SQL/Oracle PL/SQL. Student option grading.

COMPUTER INFORMATION SYSTEMS 223**Advanced Database Applications and Management (5)**

Follows CIS 222 Database Architecture. Project-oriented class. Topics include backup and recovery techniques, performance issues and tuning steps. Provides an overview for an Oracle network configuration and connections and GUI tools used to setup and manage the environment. Prerequisites: CIS 222 Database Architecture or instructor permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 233**Web Database (5)**

Building upon skills in database and web scripting, students will learn to apply web database server technology for Internet development. Students will build and maintain databases for the Internet, create interactive user interfaces to extract information from database and display it on a web page. Other topics include common technologies, such as Active Server Pages, selecting SQL Server data, and presenting dynamic content over the Internet. Prerequisites: CIS 240 and CIS 120 or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 236**Microsoft SQL Server (5)**

Students will learn how to install, manage, monitor, secure and troubleshoot a Microsoft SQL server. The student will also learn to extract and manipulate data stored in a SQL server database. Database server security will also be addressed. Prerequisites: CIS 221 Database Design & CIS 216 Windows Server or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 240**JavaScript and Advanced HTML (5)**

Enhance web pages with JavaScript. Fundamental programming concepts such as loops, conditional expressions, arrays, and functions. Use the JavaScript objects model, event handlers, forms, and advanced HTML constructs such as cascading style sheets and XML. Prerequisites: CIS 140 Internet and HTML or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 254**Visual Basic III (5)**

Continuation of Level II Programming course, emphasizing objects and use of professional tools and standard libraries for software development. Prerequisites: CIS 153 Visual Basic II or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 264**C++ III (5)**

Continuation of Level II Programming course, emphasizing objects and use of professional tools and foundation classes (standard libraries) for software development. Prerequisites: CIS 163 C++ II or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 274**JAVA III (5)**

Continuation of Level II Programming course, emphasizing objects and use of professional tools and foundation classes (standard libraries) for software development. Prerequisites: CIS 173 Java II or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 275**Programming IV-Database (5)**

Continuation of Level II Programming course, emphasizing the use of databases as components of a system. Development of several database-driven applications. Prerequisites: Level II Programming (CIS 153, 163, 173) or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 276**Programming V-Project (5)**

Design, develop and present a substantial group programming project. Prerequisites: Systems Analysis (CIS 287) and Level III or IV Programming (CIS 254, 264, 274, or 275) or instructor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 281, 282, 283, 284, 285 Special Topics (1,2,3,4,5)

Classes focusing on specific software applications or topics of interest to business computer users and managers are offered each quarter.

COMPUTER INFORMATION SYSTEMS 287**Systems Analysis and Design (5)**

Introduces the Systems Development Life Cycle (SDLC), techniques, tools, and project management methods for developing Information Technology systems. Students complete a group project oriented to the analysis and design of a system solution to a business problem. Prerequisites: 30 CIS core credits or advisor's permission. Student option grading.

COMPUTER INFORMATION SYSTEMS 290**Windows Lab (1)**

Hands-on exercises essential to understanding Windows. Prerequisites: Concurrent enrollment in CIS 214 Windows. Student Option grading.

COMPUTER INFORMATION SYSTEMS 291**Windows Server Lab (2)**

Hands-on exercises essential to understanding Windows Server. Prerequisites: Concurrent enrollment in CIS 216 Windows Server. Student Option grading.

COMPUTER INFORMATION SYSTEMS 292**Windows Network Infrastructure Lab (1)**

Hands-on exercises essential to understanding Windows Network Infrastructure. Prerequisites: Concurrent enrollment in CIS 217. Student option grading.

COMPUTER INFORMATION SYSTEMS 293**Windows Directory Services Lab (2)**

Hands-on exercises essential to understanding Windows Directory Services. Prerequisites: Concurrent enrollment in CIS 218. Student option grading.

COMPUTER INFORMATION SYSTEMS 294

Designing Directory Services Lab (2)
Hands-on exercises essential to understanding Designing Directory Services. Prerequisites: Concurrent enrollment in CIS 219. Student option grading.

COMPUTER INFORMATION SYSTEMS 295

Microsoft SQL Server Lab (1)
Hands-on exercises essential to understanding the SQL Server. Prerequisites: concurrent enrollment in CIS 236. Student option grading.

COMPUTER INFORMATION SYSTEMS 297, 298, 299

Special Project (1,2,3)
Special tutorial projects. Prerequisite: Instructor permission, based on evaluation of student's education and work experience. Student option grading.

COMPUTER SCIENCE 131

Introduction to Programming Using Visual Basic (5)
Variable assignment, loops, branches, subroutines, arrays. Introduction to algorithms. Event-driven programming. Programs will be written in Visual Basic. Prerequisites: Math 099 (2.0 or better) or one and one half years of high school algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or permission. Student Option Grading.

COMPUTER SCIENCE 142

Introduction to Computer Programming with Java (5)
Computer programming directed at solving problems. Topics include data types, classes, objects, methods, inheritance, exceptions, arrays, control structures, sorting, and searching. Emphasis is on program design, algorithms, and abstraction. Students learn Java and gain skills using programming tools. Credit transfers to UW. Prerequisites: Math 110 or Math 111 (2.0 or better), or instructor permission. Prior programming experience recommended. Mandatory Decimal Grading.

COMPUTER SCIENCE 201

Intermediate Computer Programming with C++ (5)
Fundamental concepts essential to the study of computers, including abstraction, representation, data structures, control structures, algorithms, complexity analysis, dynamic memory management, functions, recursion, arrays, and streams. Students learn C++ and gain experience developing multi-file projects. Prerequisites: Math 124 or Math 112 (2.0 or better), and Compu 142 (2.0 or better), or instructor permission. Mandatory decimal grading.

COMPUTER SCIENCE 297, 298, 299

Special Project (1,2,3)
Special individual computer projects in computer science. Instructor permission required. Student Option Grading.

COSMETOLOGY 101

Theory of Cosmetology 1 (5)
Theory 101 provides cosmetology students an introduction to the study of hair, skin, and nails, their structure, functions, and characteristics, diseases and disorders as well as the care and treatment of a variety of conditions. Special emphasis is placed on principles and methods of sterilization and sanitation. Prerequisite: Permission of instructor. Mandatory decimal grading.

COSMETOLOGY 102

Theory of Cosmetology 2 (5)
Theory 102 is a course on the processes of hair coloring, permanent waving, and hair straightening services. Detailed information is provided on the concepts, categories and chemistry with special emphasis on safety and procedure. Prerequisite: Permission of instructor. Mandatory decimal grading.

COSMETOLOGY 103

Theory of Cosmetology 3 (5)
This course provides cosmetology students with a basic background into the chemical theories, processes and product ingredients found in the practice of Cosmetology. Special emphasis on OSHA chemical hazard information and the mechanical operation and functions of electrical equipment used in salons. Prerequisite: Permission of instructor. Mandatory decimal grading.

COSMETOLOGY 148

Clinical Practice Ia (12)
Class practice in the art of cosmetology. Students will perform basic Cosmetology skills in class and clinic situations. Related practice in hygiene, sanitation, shampooing, scalp treatment, nail care, styling, haircutting, permanent waving, and associated math concepts. Prerequisite: permission of instructor, selection into the High School Cosmetology program. Mandatory decimal grading.

COSMETOLOGY 149

Clinical Practice IIb (8)
Class practice in the art of cosmetology. Actual performance of beauty salon services in the college clinic. Prerequisite: Successful completion of COS 148 and instructor permission. Mandatory decimal grading.

COSMETOLOGY 150

Clinical Practice IIIc (12)
Class practice in the art of cosmetology. Students will perform basic cosmetology skills in class and clinic situations. Related practices in hair coloring and lightening, styling, nail and skin care, hair removal, chemical hair relaxing and associated math concepts. Prerequisite: Successful completion of COS 148, 149 and instructor permission. Mandatory decimal grading.

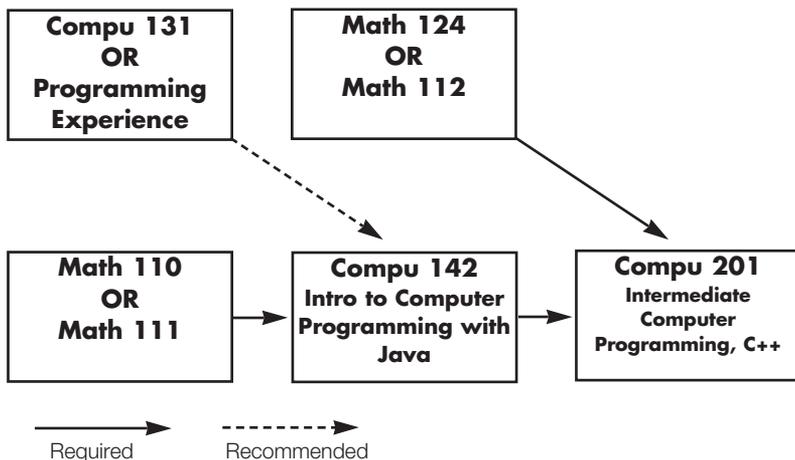
COSMETOLOGY 151

Clinical Practice I (23.5)
This course provides practical experience for students under guidance and supervision in class and clinic situations. This course provides experience in scalp treatment, styling, hair cutting, hair coloring, permanent waving, chemical relaxing, nail and skin care and associated math concepts. Students will be introduced to dispensary and desk procedures. Prerequisite: Instructor permission. Mandatory decimal grading.

COSMETOLOGY 152

Clinical Practice II (14)
This course provides hands-on experience in a clinic setting, performing basic level cosmetology procedures under close supervision. Emphasis is placed on following in-house procedures, accuracy and timing, safety and sanitation regulations and practicing associated math concepts. Students will perform dispensary and desk responsibilities. Prerequisite: successful completion of Cos 151 and permission. Mandatory decimal grading.

Sequence of Computer Science Courses



COSMETOLOGY 154**Human Relationship Skills (3)**

Designed to help students develop self-management skills; learn a system for relating to people in the workplace; build clientele and increase service and retail selling skills. It will provide theory on interpersonal skill development and a laboratory setting for experimentation, role playing and tracking of results. Prerequisites: Permission of instructor.

COSMETOLOGY 201**Salon Business Operations (5)**

Course is designed to give students a basic overview of salon business operations including marketing strategies, financial control, factors affecting salon culture, insurance, business laws and health regulations. Special emphasis placed on examining a variety of salons in the area. Prerequisite: Permission of instructor. Mandatory decimal grading.

COSMETOLOGY 251**Clinical Practice III (14)**

This course provides hands on experience in a salon-like setting, performing intermediate level cosmetology procedures under moderate supervision. Emphasis is placed on following in-house procedures, accuracy and timing, safety and sanitation regulations and practicing associated math concepts. Students will perform dispensary and desk responsibilities. Prerequisite: Successful completion of Cos 152 and permission of instructor. Mandatory decimal grading.

COSMETOLOGY 252**Clinical Practice IV (11.5)**

This course is designed to give students hands-on experience in a salon-like setting putting into practice theory and advanced level cosmetology procedures. Students perform services on clients and mannequins under minimal supervision. Emphasis is placed on creativity and independence while continuing to follow in-house procedures, timing, accuracy and adherence to safety measures and sanitation standards. In addition students prepare for State Licensing Examination. Prerequisites: Successful completion of COS 251 and instructor permission. Mandatory decimal grading.

COSMETOLOGY 253**Clinical Practice V (14)**

For students unable to complete program within recommended time frame. Apply theory and advanced procedures by performing services on clients and mannequins under minimal supervision. Adherence to in-house procedures, accuracy, timing, safety measures, and sanitation standards. Prepare for State Licensing Examination. Mandatory decimal grading. Instructor permission required. Prerequisites: COS 101,102,103,201,252.

COSMETOLOGY 260**Advanced Haircutting and Styling (2)**

This class is designed to review haircutting fundamentals, help students advance their skills, add new concepts and systems, and select cuts suitable to client features, body types and profiles. Prerequisite: Permission of instructor. Mandatory decimal grading.

COSMETOLOGY 265**Board Preparation (4)**

This course provides students with a theoretical and practical review of all basic cosmetology services in preparation for in-house theory and practical exams before applying for state board examinations. Prerequisite: Permission of instructor. Mandatory decimal grading.

COSMETOLOGY**281, 282, 283, 284, 285****Special Topics (1,2,3,4,5)****COSMETOLOGY 290****Cosmetology****Instructor Trainee Methodology I (5)**

Teaching principles and methodologies for licensed cosmetologists wishing to obtain a cosmetology instructor's license. Prerequisite: Cosmetology license and permission. Mandatory decimal grading.

COSMETOLOGY 291**Cosmetology****Instructor Trainee Clinic Supervisor I (10)**

Clinical teaching and evaluation of practical skills for licensed cosmetologists wishing to obtain a cosmetology instructor's license. Prerequisite: Cosmetology license and permission. Mandatory decimal grading.

COSMETOLOGY 292**Cosmetology****Instructor Trainee Methodology II (5)**

Teaching principles and methodologies for licensed cosmetologist wishing to obtain a cosmetology instructor's license. Prerequisite: Cosmetology license, COS 290 and permission.

COSMETOLOGY 293**Cosmetology Instructor Training Clinic II (10)**

Clinical teaching and evaluation of practical skills for the licensed cosmetologist wishing to obtain a cosmetology instructor's license. Prerequisite: Cosmetology license, COS 291 and permission. Mandatory decimal grading.

COSMETOLOGY 297, 298, 299**Special Project (1,2,3)****CRIMINAL JUSTICE 131****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 132**Police Records and Report Writing (4)**

Procedure of field notetaking, crime scene recording and correct preliminary investigation method of writing reports; fundamentals of police record systems. Mandatory decimal grading.

CRIMINAL JUSTICE 133**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. This course covers both common law and statutory law with specific application of titles 9, 9A and 10 of the Revised Code of Washington. Mandatory decimal grading.

CRIMINAL JUSTICE 134**Administration of Justice (5)**

A study of the structure and processes of the federal and state courts in America, their organization and jurisdiction and the impact of the Constitution upon them, as well as an examination of the roles of judges, attorneys, and law enforcement when citizens are charged with crimes. Mandatory decimal grading.

CRIMINAL JUSTICE 135**Crime Prevention (2)**

An in-depth study of the fundamentals of achieving security and safety. This course will give the student an understanding of what crime prevention is and how it is carried out. The student will know how crime prevention procedures affect businesses, individuals and law enforcement. This class is for criminal justice and non-criminal justice majors. Mandatory decimal grading.

CRIMINAL JUSTICE 137**Essentials of Investigative Interviewing (3)**

A study of the techniques and procedures for conducting interviews of witnesses and the interviewing of suspects. Procedures for taking statements and obtaining confessions. Mandatory decimal grading.

CRIMINAL JUSTICE 138**Juvenile Procedures (5)**

An in-depth study of the Juvenile Justice System, its theories related to juvenile laws, causation of juvenile behavior, the proper procedure for dealing with juveniles and juvenile corrections. Mandatory decimal grading.

CRIMINAL JUSTICE 165**First Level****Supervision of Law Enforcement (5)**

An in-depth study in the fundamentals of leadership, command and direction for first line law enforcement supervisors. Develops an assessment process for personnel. Creates an understanding of group dynamics and leadership styles. Teaches techniques for prioritizing and solving problems. This class is transferable to the Washington State Criminal Justice Training Commissions Training Records as a prerequisite for the Law Enforcement Command College. Mandatory decimal grading.

CRIMINAL JUSTICE 210**Public Safety Communications (5)**

An examination of the nature, operations, systems, and technology of public safety communications, the history of 9-1-1 and radio communications and the application of this process to the provision of effective emergency call-taking and dispatch services to citizens and responding field personnel. Prerequisites: English 100. 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 administration of the criminal law. The course views Constitution from a law enforcement perspective. Students will discover and critically read Supreme Court decisions which have affected evidence and its admissibility.

CRIMINAL JUSTICE 240**Forensic Science (5)**

An overview of the scientific evaluation of physical evidence. Firearms, chemicals, serology, trace, fingerprints and documents will be treated. In-class assignments will give each student the opportunity to apply principles learned. Students will understand the value of physical evidence and guidelines for collection and preservation. Mandatory decimal grading.

CRIMINAL JUSTICE 241**Principles of Investigation I (5)**

An in-depth study of the fundamentals. Functions and elements of criminal investigation. It includes a history of the development of conducting investigations with law enforcement agencies. It is a discussion of some of the problems and procedures for the successful investigation of crimes leading to arrest and conviction of criminals. Mandatory decimal grading.

CRIMINAL JUSTICE 242**Principles of Investigation II (5)**

An in-depth study of the fundamentals, functions and elements of criminal investigation in particular types of crimes. Hands-on lab in the processing of crime scenes, the gathering and packaging of evidence and the assembling of a finished case file that would be presented to a prosecutor for the charging of a suspect. Prerequisite: CrimJ 241 or instructor permission. Mandatory decimal grading.

CRIMINAL JUSTICE 243**Theory of Defensive & Control Tactics (5)**

This class explores the theories and application of physical and verbal force in the control and apprehension of violent and potentially violent offenders. The use of Force continuum will be used as the base for the application of control and takedown holds as well as in handcuffing and the use of the baton and other defensive weapons. Prerequisite: Criminal Justice major or instructors permission. Mandatory decimal grading.

CRIMINAL JUSTICE 249**Police Operations (5)**

A study of the organizational culture, organizational 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 273**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 the tasks performed by a part of the criminal justice system. Mandatory decimal grading.

CRIMINAL JUSTICE**281, 282, 283, 284, 285****Special Topics (1,2,3,4,5)**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

CRIMINAL JUSTICE 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in specific areas 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**Principles 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 103**Periodontology I (1)**

The recognition and etiology of diseases of the periodontium. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

DENTAL HYGIENE 104**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 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: Admission to the Dental Hygiene Program or permission of instructor. 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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 120**Community Dental Health Education (1)**

Lectures covering methodologies for community group education including teaching methods, analysis of special group characteristics, formulation of lesson plans and development of visual aids. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 121**Ethics and Jurisprudence (3)**

Lectures and discussions regarding ethics and jurisprudence 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 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 131**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 132**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 140**Restorative Dentistry I (3)**

An introduction to restorative dentistry procedures, including rubber dam application, alginate impressions, study models, sealants, mercury hygiene, matrix and wedge application, amalgam carving and local anesthetic. The 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 141**Restorative Dentistry II (1)**

Preclinical laboratory exercises in placement and finishing of amalgam restorations.

Prerequisite: Admission to the program or permission of the instructor. Mandatory P/NC grading.

DENTAL HYGIENE 150**Clinical Dental Hygiene Lab (3)**

Introduction to clinic procedures and patient examination techniques. Prerequisite:

Admission to Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 151**Dental Hygiene Fundamentals I (5)**

Lecture and discussion pertinent to clinical skills and related subjects that will be applied in dental hygiene preclinic and clinic.

Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 152**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 bloodborne 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 160**Clinical Dental Hygiene (4)**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 161**Dental Hygiene Fundamentals II (2)**

Lecture and discussion 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 162**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 170**Clinical Dental Hygiene (4)**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 171**Dental Hygiene Fundamentals III (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 172**Procedures Seminar III (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 180**Clinical Dental Hygiene (3)**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 181**Dental Hygiene Fundamentals IV (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 182**Procedures Seminar IV (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 183**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 190**Patient Records I (1)**

Weekly discussion sessions for first-year students with special 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. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 191**Patient Records II (1)**

Weekly discussion sessions for first-year students with special 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. Includes screening exams on patients. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 204**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 220**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 221**Special Community Dental Health Project (1)**

Advanced study areas in community dental health with community projects to be arranged on an individual basis with the instructor.

Prerequisite: Denhy 120 and Denhy 220 or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 222**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 230**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 232**Pain Control II (2)**

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 240**Restorative Dentistry III (2)**

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 241**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 242**Restorative Clinic (2)**

Clinical experience in restorative dentistry procedures. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 244**Restorative Clinic (2)**

Clinical experience in restorative dentistry procedures. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 250**Clinical Dental Hygiene (6)**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 251**Dental Hygiene Fundamentals V (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 252**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 Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 260**Clinical Dental Hygiene (6)**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 261**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 262**Procedures Seminar VI (2)**

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 Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 263**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 Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 270**Clinical Dental Hygiene (6)**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 271**Dental Hygiene Fundamentals VII (2)**

Lectures and discussions relating to entry into the dental hygiene profession and presentation of disease control project. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

DENTAL HYGIENE 272**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. Occasional guest lectures are included. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory P/0.0 or P/NC grading.

DENTAL HYGIENE 273**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 281, 282**Special Topics (1,2)****DENTAL HYGIENE 290****Patient Records III (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 291**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 292**Patient Records V (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 297, 298, 299**Special Project (1,2,3)**

Independent project for students to perform individualized patient care experiences in traditional dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/0.0 or P/NC grading.

DRAMA 101/101W**Introduction to Drama (5)**

Students learn about dramatic traditions throughout history by reading plays from ancient to contemporary times. Students will be able to analyze works of drama using the historical, political, cultural and social context as well as the elements of dramatic literature and presentation. Dual listed as Eng 259/Eng 259W.

DRAMA 146 (3)**Theatre Voice and Speech**

Uses developmental exercises for actors and speakers. Designed to enhance vocal quality, projection and effective interpretive variation. Presentation of dramatic monologues selected from modern and classical drama. Student option grading.

DRAMA 147**Theatre Voice and Speech (3)**

Uses developmental exercises for actors and speakers designed to enhance vocal quality, projection and effective interpretive variation. Presentation of dramatic monologues selected from modern and classical drama. Student option grading.

DRAMA 148**Theatre Voice and Speech (3)**

Concentration on the presentation of scenes from classical dramatic literature, including Greek, Elizabethan, Restoration. Student option grading.

DRAMA 150**Contemporary Dance (1)**

Basic modern dance techniques with studies in rhythm, design, motivation, and expression in dance movements. Student option grading.

DRAMA 151**Acting (5)**

This is a creatively rigorous introduction to the craft of acting. Through exercises, rehearsals and games, students will learn the theory and practice of acting fundamentals and improve their ability to concentrate, relax, listen and observe and practice empathy. Essential for students who wish to pursue a film, TV or stage career, this class is open to students with all levels of experience.

DRAMA 152**Acting (5)**

Students practice acting, learn its theory, and improve their abilities to concentrate, relax, listen, observe, imagine and practice empathy. They develop a deep understanding of the elements of characterization in relation to cultural, historical and economic background through observing others and developing their own characters in writing and improvisation.

DRAMA 153**Acting (5)**

Students continue to practice acting, learn its theory, and improve their abilities to concentrate, relax, listen, observe, imagine and practice empathy. Students improve character and story development abilities through observing, improvising, writing and script reading. Students also read, analyze and write about plays and performances. No prerequisites.

DRAMA 155**Acting for Television and Film (3)**

Acting for video or film camera. Dramatic acting for work in commercials. Student option grading.

DRAMA 156**Acting, Writing, Directing for the Camera I (5)**

A fast-paced introduction to the key elements used to create film and video productions. Students learn the fundamentals of studio protocol and the use of the camera. Analysis and discussion of film history as well as cinematic and acting styles, exploration of screenplay structure, exercises in acting and directing will culminate in the writing and filming of original productions. Student option grading.

DRAMA 157**Acting, Writing, Directing for the Camera II (5)**

Continues the work begun in Drama 156. Reviews the elements used to create a film or video program. Students select one area for a project focus. Prerequisite: Drama 156. Student option grading.

DRAMA 162**Opera Workshop (2)**

Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and usually in English. This course is dual listed as Music 162. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

DRAMA 163**Opera Workshop (3)**

Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and performed in English. This course is dual listed as Music 163. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

DRAMA 165**Musical Theatre Performance (2)**

Singers and actors have the opportunity to perform musical theater in full production, accompanied by orchestra and presented in Shoreline's Campus Theater. This course is dual listed as Music 165. Prerequisites: Permission of instructor after audition. Mandatory decimal grading.

DRAMA 166**Musical Theatre Performance (3)**

Singers and actors have the opportunity to perform musical theater in full production accompanied by orchestra and presented in Shoreline's Campus Theater. This course is dual listed as Music 166. Prerequisites: Permission of instructor after audition. Mandatory decimal grading.

DRAMA 200**Make-up (3)**

Theory and practice in theatrical make-up. Student option grading.

DRAMA 201**Experimental Theatre (3)**

Faculty-directed new play scripts or scripts done from an experimental point of view. Prerequisite: Admission by permission of instructor after audition. Student option grading.

DRAMA 202**Experimental Theatre (3)**

Student-directed and/or written plays and faculty-directed short plays or advanced acting scenes, faculty-directed reader's theater and advanced acting scenes. Prerequisite: Admission by permission of instructor after audition. Student option grading.

DRAMA 203**Experimental Theatre (3)**

Faculty-directed play. Admission by audition and instructor permission at beginning of quarter. Student option grading.

DRAMA 207**Theatrical Production (1)**

Laboratory for students participating in stage and video/film productions: acting, directing or technical. Prerequisite: Permission of drama instructor. Student option grading.

DRAMA 208**Theatrical Production (2)**

Laboratory for students participating in stage and video/film productions: acting, directing or technical. Prerequisite: Permission from instructor. Student option grading.

DRAMA 209**Theatrical Production (3)**

Laboratory for students participating in stage and video/film productions: acting, directing or technical. Prerequisite: Permission of drama instructor. Student option grading.

DRAMA 210**Stage Technology (5)**

Lecture-laboratory in basic theories, techniques and equipment used for stage scenery, sound and lighting. Student option grading.

DRAMA 211**Beginning Stage Lighting (5)**

Lecture-laboratory 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 212**Beginning Stage Design (5)**

Lecture-laboratory in the theories and drafting techniques used in designing stage settings. Student option grading.

DRAMA 213**Special Project: Scene Design (3)**

A project proposed by the student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

DRAMA 214**Special Project: Costume Design (3)**

A project proposed by a student and approved by a member of the drama staff who will act as an advisor. Permission. Student option grading.

DRAMA 215**Special Project: Lighting (3)**

A project proposed by a student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

DRAMA 217**Special Project: Playwriting (3)**

Seminar class meeting once a week with instructor. Purpose to work with playwrights on their own specific projects. Prerequisite: Permission of instructor. Student option grading.

DRAMA 218**Special Project: Directing (3)**

A project proposed by a student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

DRAMA 219**Special Project: Advanced Acting (3)**

A project proposed by a student and approved by a member of the drama staff who will act as advisor. Permission. Student option grading.

DRAMA 220**Special Project: Movement (3)**

A project proposed by a student and approved by a member of the drama staff who will act as advisor. Prerequisite: Permission of instructor. Student option grading.

DRAMA 221**Theater Career Planning and Auditioning (2)**

Study of career opportunities in theater, film, video and the process of selection and application to programs and schools through interviews, resumes, application and audition. Field trips and special speakers. Student option grading.

DRAMA 222**Directing (5)**

Theory and practice in directing for stage productions. Attention given to all aspects from selection to actual production. Student option grading.

DRAMA 231**Children's Theater Production (5)**

Theory and practice of development and production of theater for children. Involves production with performances for children and adult audiences. Student option grading.

DRAMA 285**Special Topics (5)****DRAMA 295****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 296**Theater Production (1)**

Laboratory for students participating in productions. Permission of drama instructor. Student option grading.

DRAMA 297, 298, 299**Special Project (1,2,3)**

A project proposed by a student and approved by a member of the drama staff who will act as advisor to the project. Permission of instructor. Student option grading.

EAST ASIA 210**East Asia in the Modern World (5)**

History of East Asia in modern times. A general survey of modern Asian History from the end of the eighteenth century to the present. The Asian response to western technology, the rise of nationalism, imperialism and Japan as a world power, World War I and II, the rise of Communist China, the Korean conflict and the South Eastern Conflict. A particular emphasis will be placed on the Asian philosophy, culture, society, nationalism and communism. Mandatory decimal grading.

EAST ASIA 211**Introduction to Chinese Civilization (5)**

Survey of Chinese history, including the social, cultural, political and institutional development from early times to the present. Confucianism both in thought and social practice, dynastic cycles. China's response to Western influence, nationalist revolution, the rise and triumph of the Chinese Communist Party and Maoism and the two Chinas since 1945 will be the major areas of emphasis. Mandatory decimal grading.

EAST ASIA 212**Introduction to Contemporary China (5)**

Introduction to post-1949 China designed for students with little or no background in China. A basic knowledge of the people, their history, culture, political and social systems, economics, education and world view will be presented. Mandatory decimal grading.

EAST ASIA 213**Introduction to Japanese Civilization (5)**

Survey of Japanese history, including the social, cultural, political and institutional development from early times to the present. The divine nature of the imperial institution, the rise and fall of feudal aristocracy, the Meiji Restoration, the modernization, industrialization, rise and decline of Japanese militarism will be the major areas of emphasis. Mandatory decimal grading.

EAST ASIA 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in specific areas of East Asian studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

ECONOMICS 100**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. Prerequisites: Placement in English 100 or higher. Mandatory decimal grading.

ECONOMICS 200**Introduction to Microeconomics (5)**

How do societies allocate resources to fulfill their wants through competitive markets, prices, and government intervention? Issues include: monopoly power, income inequality and the environment. Prerequisites: Math 099 (2.0 or higher) or one and one half years of high school algebra (C or better and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or permission. Mandatory decimal grading.

ECONOMICS 201**Introduction to Macroeconomics (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. Prerequisites: ECON 200 (Introduction to Microeconomics) or equivalent with instructor permission. Mandatory decimal grading.

ECONOMICS 215**International Business:****Environments and Operations (5)**

The inter-relationships between culture, law, material and economic environments of the global business community will be explored. Emphasis will be placed on the key characteristics of international trade such a direct investment, joint ventures and licensing. Particular attention will be given to the international integration of Africa, Asia and Latin America. Dual listed as BusAd 201. Mandatory decimal grading.

ECONOMICS 260**American Economic History (5)**

An analysis of American economic growth and change interpreted as part of the general expansion of the North Atlantic economy. Stresses the historical background to contemporary American economic problems. Mandatory decimal grading.

ECONOMICS 272**Budget Forum (2)**

How are government budget decisions made? In a game/simulation format, students debate the tradeoffs that citizens and policy makers face in meeting budget constraints and priorities. Student groups will actively simulate the spending and tax decisions using real-world data that face elected officials. Mandatory decimal grading. Dual listed as PolSc 272.

ECONOMICS 273**Budget Forum (3)**

How are government budget decisions made? In a game/simulation format, students debate the tradeoffs that citizens and policy makers face in meeting budget constraints and priorities. Student groups will actively simulate the spending and tax decisions using real-world data that face elected officials. Mandatory decimal grading. Dual listed as PolSc 273.

ECONOMICS**281, 282, 283, 284, 285****Issues in Problem Solving in Economics (1,2,3,4,5)**

A series of courses designed to be an introduction to selected sub-specialties within the discipline of economics. Each course will focus on a single issue area and/or topic and will employ the techniques and concepts used by economists. Mandatory decimal grading.

ECONOMICS 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in specific areas of economics. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

EDUCATION 100**Introduction to Education (5)**

Explore how you may fit into the teaching profession. This introductory course examines the complex role of American education in the global economy of the 21st century. We will analyze current trends in education to provide background on issues that affect today's teachers from preschool through high school. Student option grading.

EDUCATION 101**Child Growth and Development (5)**

Course explores the stages of development from the prenatal period through eight years of age, based on current research. Development is approached from a multicultural perspective, with an emphasis on observation, family interview, literature review and developmental assessment to learn about infants and young children. Student option grading.

EDUCATION 105**Language and Literacy (5)**

This course utilizes a family literacy approach to explore the process of reading. We will examine a broad variety of literacy materials and activities from birth through early childhood, highlighting the parent/caregiver role, and explore the multicultural resources for language and literacy development. Student option grading.

EDUCATION 115**Culturally Relevant Anti-Bias Strategies (5)**

This course will examine the impact of racial, cultural, linguistic, gender, age, heterosexist and economic bias on children and their families. We will develop strategies to assist children and families in resisting rejection and becoming advocates and participants in confronting and undoing bias. Student option grading.

EDUCATION 121**Strategies and Methods:
Bilingual/Bicultural Education (5)**

Designed for teachers in early childhood education, this course is an introduction to the fundamental principles of education for second language learners. Course content will include effects of culture on language development and effective bilingual strategies for first and second language acquisition. Student option grading.

EDUCATION 122**The Educational Context of Linguistics (5)**

For teachers of young children, this course will focus on the development of language as one of the most powerful transmitters of culture. We will examine the role of language as a tool for social domination or liberation. Particular emphasis will be placed on issues of bilingualism, language development process, and literacy. Student option grading.

EDUCATION 123**Multi Ethnic Children and Families (5)**

This class will focus on an overview of current trends and literature issues facing diverse families. We will explore culture and cognition, bilingualism, the biculturation process, bilingual/bicultural child development, and cultural psychological dynamics as they relate to personality development and racial/ethnic identity development. Student Option grading.

EDUCATION 125**Introduction to Special Education (5)**

This course provides information on techniques for working with individuals with special needs. The history, current research, best practices, social and political issues for individuals with disabilities will be addressed. Future goals in both special education and vocational training for exceptional populations will be discussed. Student option grading.

EDUCATION 140**Instructional Methods: K-3 (5)**

Course examines concepts, materials and methods in education. Emphasis will be on best practices for teaching reading, writing, math, science and social studies to young children in early elementary years. The methods and techniques will be presented from a multicultural perspective that supports the learning styles of individual children. Student option grading.

EDUCATION 150**Early Childhood
Curriculum Development (5)**

In this course students will examine theories and models of curriculum in early childhood education. Students will explore methods used in the early childhood field to meet culturally relevant needs of groups and individuals. Students will practice developing curricula in early childhood settings. Student option grading.

EDUCATION 160**Programs for Infants and Toddlers (5)**

This course will focus on the educational requirements and early intervention services for normally developing and "at risk" infants and toddlers. Topics will include developmentally appropriate practices in programs for infants and toddlers. Students will develop program models and instructional materials for use with this age. Student option grading.

EDUCATION 210**Best Practices in Special Education (5)**

This course will explore the systems and instructional methods used to teach exceptional students in regular and special education. We will develop strategies for collaboration between professionals and parents. Student option grading.

EDUCATION 215**Family Systems (5)**

This course examines family, school, and community as it relates to family structures and dynamics, interpersonal communication, parent-professional partnerships and resource coordination. Student option grading.

EDUCATION 220**Administration and Supervision (5)**

This course will survey current state and federal laws, rules and regulations impacting early childhood development programs. Focus on the theoretical framework of management, management principles and task, budget development, environmental design, culturally relevant practices, leadership, professional ethics and advocacy. Student option grading.

EDUCATION 250**Child Guidance
and Classroom Management (5)**

This course features a practicum experience, providing students concrete examples of the role of environment, adults' behavior and interactions, and the early childhood curriculum play in guiding individual children's behavior and managing large and small groups of children. Student option grading.

EDUCATION 260**Student Internship I (5)**

Students are placed in a classroom setting to apply skills in classroom management, curriculum design, material development, and developmentally appropriate teaching practices. Each student is placed in a classroom and is expected to work as a team member in an educational setting, and demonstrate professional skills. Students develop a portfolio and attend a weekly seminar to debrief with other interns. Prerequisites: EDU 140 or 150 or 160 and EDU 250 and/or Instructor's permission. Student option grading.

EDUCATION 261**Student Internship II (5)**

This course is the advanced level of the student internship sequence. Students are placed in a classroom setting to apply skills in classroom management, curriculum design, material development and developmentally appropriate teaching practices. Each student is expected to work as a team member and demonstrate professional skills at an advanced level. Students attend a seminar to debrief with other interns. Prerequisite: EDU 260 and instructor permission. Student option grading.

EDUCATION 265**Issues
and Trends in Childhood Education (5)**

This course will examine, analyze and interpret issues and trends in Early Childhood Education within the context of a rapidly changing society. Topics will include educational reform, student assessment, teacher training, inclusion, multiculturalism and diversity, curriculum innovations, education technology.

EDUCATION**281, 282, 283, 284, 285****Special Topics (1,2,3,4,5)**

Course designed to reflect current research and special interest topics. Each seminar will focus on a single area as defined by the selected title. Student option grading.

EDUCATION 297, 298, 299**Special Project (1,2,3)****EDUCATION 199****Tutor Training Experience (1-3)**

Orientation to tutoring skills and supervised tutoring experience in a lab/learning center assisting Shoreline students with writing, studying, reading and math. Periodic seminars with lab manager to discuss common concerns and tutoring issues. Prerequisite: for math tutoring, Math 120 with minimum grade of 3.2 in last two math courses; for English tutoring, minimum grade of 3.4 in English 101. Both require interview with instructor. Student option grading.

ENGINEERING 100**Introduction to Engineering and Design (4)**

Introduction to the engineering profession and the engineering 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 101

Engineering Graphics (5)

Use of instruments, scales, techniques of lettering and line work. Fundamentals of orthographic projection including sections; isometric drawing; auxiliary views; dimensioning; simple rectilinear graphs, and introduction to CAD. Mandatory decimal grading.

ENGINEERING 102

Engineering Graphics (5)

Orthographic projection continued, including secondary auxiliary views, detail and assembly drawings. Standards, tolerances, notes, dimensions and symbols used on machine, welding and structural steel drawings. Graphic procedures. Design project. Drawings may be done in CAD if Engr 200 completed. Prerequisite: Engr 101. Mandatory decimal grading.

ENGINEERING 103

Applied Descriptive Geometry (5)

The solution of engineering problems using graphical methods. Includes point, line and plane problems, intersections and developments, and forces in space. Drawings may be done in CAD if Engr 200 completed. Prerequisite: Engr 101. Mandatory decimal grading.

ENGINEERING 111

Introduction to Statics and Engineering Problem Solving (5)

Introduction to fundamental engineering principles including dimensional analysis, vector algebra, statistics, and selected engineering topics. Designed to develop ability to analyze and solve engineering problems in a clear systematic manner. Prerequisite: Engr 101 and Math 120. (Math 120 may be taken concurrently.) Mandatory decimal grading.

ENGINEERING 121

Plane Surveying (5)

Plane surveying methods, use of engineer's level, transit and tape; computation of bearings, plane coordinates, areas; use of stadia surveying and study of the public land system and topographic mapping. Prerequisite: trigonometry and Drafting. Engr 101, Engr 111 or Engr 159 or permission. Mandatory decimal grading.

ENGINEERING 170

Fundamentals of Material Science (5)

Study the fundamental properties of engineering materials related to atomic, molecular and crystalline structures. The mechanical and physical properties of metals, ceramics, polymers, and composites will be studied. Prerequisite: Chem 140 or permission. Mandatory decimal grading.

ENGINEERING 200

Introduction to Computer Aided Drafting (5)

Basic commands; coordinate systems; data input; editing; layers; dimensioning; text commands; filing and plotting two dimensional construction; introduction to 3D modeling. Prerequisite: Engr 101 and trigonometry or permission. Mandatory decimal grading.

ENGINEERING 201

Advanced Computer Aided Drafting (5)

Advanced applications of AutoCAD including: use of attributes; work with WBLOCK command; create sub-directories, menus and use of some DOS and Windows commands; 3D wire frames, surface and solid modeling. Prerequisite: Engr 200 or permission. 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 101 and MATH 099 with a 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. Prerequisites: ENGR 205 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

ENGINEERING 210

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: Engr 101, Engr 111 and Math 124. Math 124 may be taken concurrently. Mandatory decimal grading.

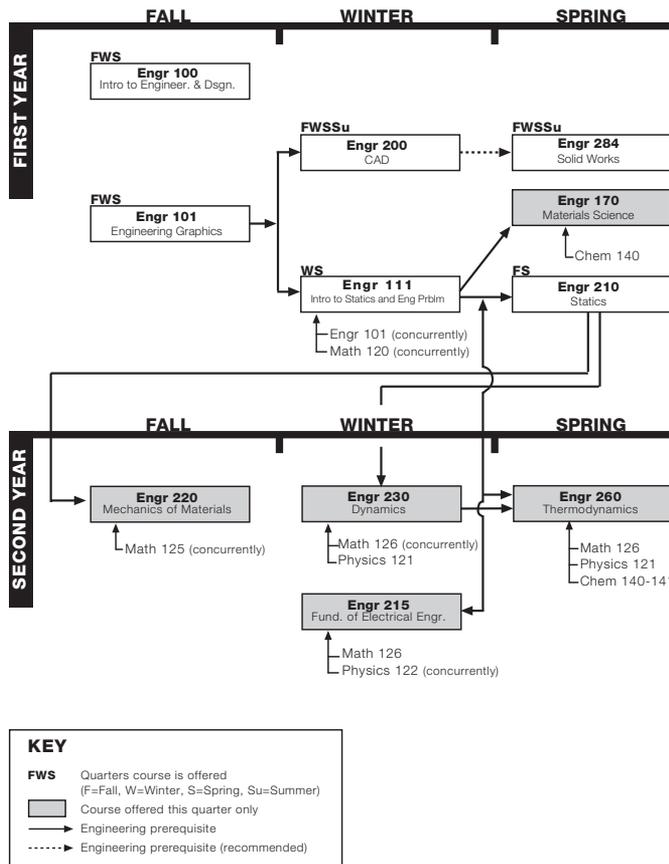
ENGINEERING 215

Fundamentals of Electrical Engineering (5)

Introduction to electrical engineering. Basic circuit and systems concepts, mathematical models of components. Kirchoff's Laws. Resistors, sources, capacitors, inductors and operational amplifiers. Solution of first and second order linear differential equations associated with basic circuit forms. Prerequisite: Phys 122 may be taken concurrently and Math 126 must be completed. (Math 207 recommended). Mandatory decimal grading.

**Engineering Prerequisites and Schedule
PLAN YOUR PROGRAM**

Check with your advisor for specific requirements.



ENGINEERING 220**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 210 and Math 125 (Math 125 may be taken concurrently.) Mandatory decimal grading.

ENGINEERING 230**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 and Euler's equations of motion.

Prerequisite: Phys 121, Engr 210 and Math 126 (Math 126 may be taken concurrently.) Mandatory decimal grading.

ENGINEERING 260**Thermodynamics (5)**

Introduction to the basic principles of thermodynamics, from a predominantly macroscopic point of view. Development of the basic laws of thermodynamics, together with their illustration by application to energy transformations and state changes in engineering problems.

Prerequisites: Math 126, Chem 140, Phys 121. Mandatory decimal grading.

ENGINEERING 284**Special Topics:****Solid Works and Parametric Modeling (4)**

An introduction to creating 3D CAD models using a feature-based, parametric solid-modeling design. Topics include base, boss and cut feature creation using extruded, revolved, simple swept or simple lofted shapes; sketching techniques for capturing design intent using automatic or user-defined geometric and dimensional constraints; building assemblies from created parts; and detail and assembly drawing creating and bill of material insertion.

Prerequisites: ENGR 200.

ENGINEERING 297, 298, 299**Special Project (1,2,3)****ENGINEERING TECHNOLOGY 154****Statics (5)**

Study forces acting on bodies at rest or unaccelerated motion, including: concurrent coplanar, non-concurrent coplanar and three-dimensional force systems, analysis of structures and friction. Prerequisite: Engr 101, EngrT 159 or permission. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 159**Technical Orientation (5)**

Introduction to the techniques and procedures for solving engineering problems. Basic geometry, trigonometric functions, vectors, unit systems and dimensional analysis. NOTE: Must have completed or be currently enrolled in Math 080 or Math 099. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 163**Properties of Materials (4)**

Introduction to the science of materials.

Compare the atomic structure, microstructure and phases present in a material to the mechanical, physical, physical and electrical properties of metals, ceramics, polymer, and composites. Study basic tests used in a quality control lab. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 170**Cartography (5)**

A study of map use (reading, analysis and interpretation) with emphasis on topographic maps. Subject material includes horizontal position - Earth's grid system and state coordinate system, vertical position, and map projections.

Prerequisite: Engr 101 or high school technical drawing. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 180**Internship/Field Work Experience (1-8)**

Field experience in the technical area of the student's program. Arrangements and registration must be completed prior to the start of the quarter. Prerequisite: Permission only.

ENGINEERING TECHNOLOGY 255**Strength of Materials (5)**

A continuation of statics, study of beams and columns, shear stresses, bending moments, torsion derived curves, stress-strain relationships, tension, and compression stresses.

Prerequisites: EngrT 154. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 266**Basic Hydraulics (5)**

Study of basic hydraulic principles.

Prerequisite: Phys 114 or permission. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 283**Special Topics (3)**

This class will deal with concepts and applications of Geographic Information Systems. Students will learn how to access and process data in remote labs and then retrieve the data for analysis and desktop display on their own computer. The course will teach how to interface a database building system (ARC INFO) with less expensive desktop software (ArcView). Students will become familiar with cartographic principles, topological data structures, grid and vector data models and networks. Students without computer experience will have to attend a special session at the first of the quarter.

ENGINEERING TECHNOLOGY 285**Structural Detailing (5)**

Preparation of engineering drawings, shop drawings, and placing drawings using the standards of the Amer. Inst. of Steel Construction, and the American Concrete Inst. Elem. connection design, bills of materials, bending details in reinforcing steel, bar lists, etc. Prerequisite: Engr 101, Engr 200 and EngrT 154 (EngrT 255 is a desired prerequisite). Mandatory decimal grading.

ENGINEERING TECHNOLOGY 287**Technical Illustration (5)**

Isometric and dimetric drawing. Cutaway section views and exploded illustrations.

Prerequisite: Engr 101 and Engr 201 or permission. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 288**Geometric Tolerancing (3)**

This class is designed to meet the needs of students who are entering the manufacturing world as machinists, drafters, or engineers. Studies will be to the latest ANSII14.5M standard. Emphasis will be given to the functional relationship of precision machined parts.

Prerequisite Engr 102 or permission. Mandatory decimal grading.

ENGINEERING TECHNOLOGY 289**Mechanical Detailing (5)**

Preparation of industrial production drawings for mechanical components and devices that use seals, bearings, welded fabrications, castings and precision tolerances. Prerequisite: Engr 102 or equivalent and Engr 200. Mandatory decimal grading.

ENGINEERING TECHNOLOGY**297, 298, 299****Special Project (1,2,3)****ENGLISH 080****Critical Thinking in College and Life (10)**

Students learn to think critically and reflectively by looking into themselves and out at their family, college, work and civic communities. Strategies for reading, writing, problem-solving, self-reflection, group process, time management, goal-setting and involvement are learned in the context of their own college and life interests. Prerequisite: Students need ASSET scores of 29 in Reading and 31 in Language Usage to take this class. Registration requires the signature of an approved advisor. Student option grading.

ENGLISH 081**Developmental Reading I (5)**

Comprehension of short literature, textbook and magazine selections: main ideas, details, vocabulary. May include lab. Prerequisite: Placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 082**Developmental Reading II (5)**

Literal and interpretive comprehension of longer fiction and non-fiction selections: paragraph organization, inferences. Textbook and recreational reading. May include lab. Prerequisite: Eng 081 or placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 085**Vocabulary Improvement (2)**

Two-week seminar plus individualized instruction. Vocabulary building: Greek and Latin roots, prefixes and suffixes, figurative language, dictionary skills, spelling patterns, context, and word memory. Class and lab. Prerequisite: Eng 081 or higher reading placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 087**Speed Reading Comprehension (2)**

Two-week seminar plus individualized instruction to work on the sophisticated skills of comprehension, retention, rapid reading, skimming and scanning. Prerequisite: Eng 082 or higher reading placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 089**Reading Center (1-3)**

Individualized, self-paced instruction in reading comprehension, rate, study skills and/or vocabulary development. Does not replace Eng 081 or Eng 082. Useful for native speakers of English at all levels. Prerequisite: Non-native speakers of English must have completed or be enrolled in ESL Level IV. Mandatory P/NC grading.

ENGLISH 090**Reading and Writing in the Academic Subjects (5)**

Offered only in combination with StySk 100 for a total of 10 credits. Students learn about the various academic subjects and improve their reading, writing and critical thinking abilities in the subjects. The course helps students explore and understand their academic and career interests. Prerequisite: Students need ASSET scores of 35 in Reading and 33 in Language Usage or have passed English 080 to take this class. Registration requires the signature of an approved advisor. Student option grading.

ENGLISH 091**Developmental Writing I (5)**

Writing fluency with increasing control of mechanics. Includes topic sentence, development of supporting details and focus in building 100-word paragraphs and short essays. May include lab. Prerequisite: Writing placement recommendation. Must show instructor placement results at first class. Student option grading.

ENGLISH 092**Developmental Writing II (5)**

Continues English 091. Focus on supporting a clear focus and point of view in a 200-350 word paper. May include lab. Prerequisite: Eng 091 or writing placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 095**Punctuation Review (1)**

Two-week seminar for increased understanding and use of punctuation. Discussion and practice. Prerequisite: Eng 091 or higher writing placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 096**Grammar Review (1)**

Two-week seminar for increased understanding of grammar basics, including parts of speech and sentence patterns. Prerequisites: Eng 091 or higher writing placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 097**Spelling Improvement (1)**

Two-week seminar to analyze strengths and weaknesses in spelling and to develop spelling skills using word sounds, word patterns and spelling rules. Prerequisite: Eng 091 or higher writing placement recommendation. Must show instructor placement results first class. Student option grading.

ENGLISH 098**English Express (2)**

A fast-paced, intensive reading and writing course designed to review and strengthen the communication skills and study strategies needed for English 101. Content focuses on critical analysis of college-level reading and on producing clear, coherent academic writing. Prerequisite: To qualify for English 098, students must have Language Usage scores above 37 and Reading scores above 40 on the ASSET test. Mandatory P/NC grading.

ENGLISH 099**Writing Center (1-3)**

Individualized, self-paced instruction in writing process, focusing on paragraph and essay-writing skills. May also include instruction on summaries, research writing, resumes, cover letters, book reports, spelling, punctuation and grammar. Does not replace Eng 091 or Eng 092. Useful for native speakers of English at all levels. Prerequisite: Non-native speakers of English must have completed or be enrolled in ESL Level IV. Mandatory P/NC grading.

ENGLISH 100**Analytical Reading and Writing (5)**

Develop academic skills in critical reading, writing, and thinking that students need to perform college-level work. Readings may cross disciplines, genres, and cultures. Students will write essays that conform to college standards for development, organization, and mechanics. Prerequisites: Eng 100 or higher reading/writing placement with recommendation or equivalent with instructor's permission. Must show placement results for first class. Student option grading.

ENGLISH 101**Composition and Expository Prose (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: Satisfactory ASSET test score or successful completion of English 100, or equivalent with instructor permission. Student option grading.

ENGLISH 102**Reasoning, Research, and Writing (5)**

Focus on the process of research and writing related to particular topics or themes that will vary among sections of the course. Students will improve their skills as critical thinkers and researchers, who use both traditional and new information technologies, and writers of documented analysis and argumentation. Check the online English page (address available in printed class schedule) for the topics of individual sections each quarter. Prerequisites: Completion of English 101 or equivalent with instructor permission. Student option grading.

ENGLISH 132**Technical Writing for the Health Sciences (3)**

Principles of composition applied to the health sciences: case studies, documentation forms, policy statements, memoranda. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 201/201W**Introduction to Literature (5)**

Introduction to the major genres of imaginative literature, including poetry, drama, short story and novel. Prerequisite: Eng 101 or equivalent with instructor permission. Student option grading.

ENGLISH 202/202W**Literature by Topic (5)**

Intensive study of key topics in imaginative literature. Analysis and discussion of poetry, drama, short stories, essays and novels selected according to special concerns. Offerings will vary from quarter to quarter. See the time schedule for the current listing. Each section constitutes a separate class. A student may take more than one section of Eng 202. Prerequisite: Eng 101 or equivalent with instructor permission. Student option grading.

ENGLISH 208/208W**Literature of the American West (5)**

Course considers the question: What can great writers tell us about the places we live and about our own lives? Focus on contemporary writing about the American West, in which landscape and climate are important elements. Also considered are earliest writings and the mythological Western. Prerequisite: Eng 101 or equivalent with instructor permission. Student option grading.

ENGLISH 211**Physics and Literature (5)**

An introduction to the evolution of the philosophy of Western science, especially physics, from the Classical period to the present, showing its influence on the literature of each historical period, with primary emphasis on the 20th century. Prerequisite: English 101, or equivalent with instructor permission. Student option grading.

ENGLISH 215W**Canadian Literature (5)**

Focus on the study of Canadian literature, including poetry, short stories and novels. Course includes contemporary Canadian authors such as Margaret Atwood, Mordecai Richler and Robertson Davies. Student option grading.

ENGLISH 231/231W**Survey of Shakespeare (5)**

In-depth survey of seven Shakespeare plays, which may include *The Taming of the Shrew*, *A Midsummer Night's Dream*, *Othello*, *Hamlet*, *Macbeth*, *Richard III*, and *Henry V*. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 234/234W**Latin American Literature in Translation (5)**

Latin American literature in translation with a particular emphasis on short stories and poetry. Specific authors studied will include Jorge Luis Borges, Octavio Paz, Sor Juana Inez de la Cruz, Julio Cortazar, Gabriel Garcia Marquez, Pablo Neruda, Juan Rulfo, and others. Prerequisites: Eng 101, or equivalent with instructor permission. Dual listed as IASTu 234/234W.

ENGLISH 257/257W**Introduction to Poetry (5)**

Poetic techniques with emphasis on the 19th and 20th century American poets from Walt Whitman to Sylvia Plath. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 258/258W**Introduction to Fiction (5)**

Techniques of fiction; analysis of short stories and novels. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 259/259W**Introduction to Drama (5)**

Students learn about dramatic traditions throughout history by reading plays from ancient to contemporary times. Students will be able to analyze works of drama using the historical, political, cultural and social context as well as the elements of dramatic literature and presentation. Dual listed as Drama 101/101W.

ENGLISH 264/264W**English Literature (5)**

Medieval through Shakespeare: Readings in principal works and authors with examples of romances, lyrics, epics and drama. Authors and works may include *Beowulf*, the Gawain poet, Middle English Lyrics, Chaucer, Spenser, Marlowe, Shakespeare and others. Emphasis on linguistic diversity, cultural and historical influences on language and evolution of genres. Prerequisite: Eng 101 or equivalent with instructor permission. Student option grading.

ENGLISH 265/265W**English Literature (5)**

Donne through Blake: Authors may include Milton, Marvell, Dryden, Swift, Montagu, Wollstonecraft and others. The course emphasizes the close connection between the literature and politics, especially the decline of the monarchy, rise of Parliament and the religious reform of Anglo-Catholicism. Prerequisite: Eng 101 or equivalent with instructor permission. Student option grading.

ENGLISH 266/266W**English Literature (5)**

Romantic through early 20th century: Authors may include Blake, Shelley, Keats, Byron, Wordsworth, Coleridge, Tennyson, Browning, the Brontes, Dickens, Eliot, Woolf and others. Emphasis is on literary movements and the influence of social developments on literature. Prerequisite: Eng 101 or equivalent with instructor permission. Student option grading.

ENGLISH 267/267W**American Literature (5)**

Beginnings to 1860. May include Meetings of New and Old World People, Puritanism, Enlightenment, Transcendentalism and Romanticism studied through diaries, letters, essays, slave narratives and oratory, as well as fiction and poetry. Authors may include Bradford, Bradstreet, Edwards, Franklin, Douglass, Hawthorne, Emerson, Thoreau, Melville and others. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 268/268W**American Literature (5)**

1860 to 1914. Trends and periods may include Regionalism, Naturalism and emerging Ethnic and Feminist Voices. Poetry, fiction, diaries, autobiographies and essays represent the diversity of voices of American literary culture. Authors may include Dickinson, Whitman, Twain, James, Chopin, Gilman, Washington, DuBois, Robinson and others. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 269/269W**American Literature (5)**

1914 to the present. May include modernism and the Avant-Garde, Harlem Renaissance, New Drama, Existentialism, The Absurd, Pluralism and Diversity studied through poetry, fiction, drama, autobiography and the nonfiction novel. Authors may include Frost, Eliot, Fitzgerald, Faulkner, O'Connor, Moore, Plath, Baldwin, Kingston, Hughes, Hurston, Walker, Porter, Welty, Wright, Ginsberg, Rich, Silko, and others. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 270**Technical Report Writing (3)**

Fundamental principles of logical, concise and effective presentations of technical materials. Audience analysis and report structure are emphasized. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 271**Expository Writing (5)**

Practice in writing information and opinion papers to develop easy and effective expression. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 272/272W**Writing for the Web (5)**

Students learn the principles and practices of creating hypertext content. They explore types of Web sites, site hierarchy, online content writing and editing, and audience analysis. Students develop a Web site or Web content for a "client." They write Web project documentation. Prerequisites: English 101, Asset placement at Eng 101 level or writing portfolio with instructor permission. Basic familiarity with computers, the Internet and World Wide Web (WWW), and word-processing software. Student option grading.

ENGLISH 274**Beginning Poetry Writing I (5)**

English 274 introduces students to the pleasure craft of writing poetry. Students read poems in a variety of styles and voices, as well as texts on poetic theory. In addition, students write their own poems, bearing in mind Robert Frost's remark that "a poem begins in delight and ends in wisdom." Prerequisites: English 101, or equivalent with instructor permission. Student option grading.

ENGLISH 275**Beginning Poetry Writing II (5)**

Students expand their verse-writing skills by further exploring such poetic techniques as traditional or "closed" form, free verse, syllabics and the prose poem. Students learn how to read their poems aloud, how to get the most out of workshop and how to format and submit manuscripts for publication. Prerequisites: English 274 or instructor permission. Student option grading.

ENGLISH 277**Beginning Short Story Writing I (5)**

Narrative techniques focused mainly on the short story. Students analyze fiction by examining plot, characters, atmosphere, point of view, metaphor and theme before writing their own works. Prerequisite: Eng 101. Student option grading.

ENGLISH 278**Beginning Short Story Writing II (5)**

Continues the work of Eng 277: narrative techniques of the short story. Students analyze fiction by examining plot, characters, atmosphere, point of view, metaphor and theme before writing their own works. Prerequisite: Eng 277. Student option grading.

ENGLISH 281/281W**European Literature: Greeks and Romans (5)**

Early European Masterpieces: A survey of some classical Greek and Roman authors of epic, dramatic and lyric poetry which may include Aeschylus, Sophocles, Euripides, Sappho, Mimmermus, Pindar, Virgil, Horace, Catullus, Seneca and others. Greek and Roman mythology, institutions, mores and art forms will complement the course. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 282/282W**European Literature:**

Middle Ages through the Renaissance (5)
European Masterpieces: A survey of the early Middle Ages to the Enlightenment. May include Hildegard Von Bingen, Wolfram, Christine De Pisan, Rabelais, Marie De France, Cervantes, Dante, Petrarch, Boccaccio, Machiavelli, Voltaire and others. Christianity, the rebirth of classical learning, nationalism, the imperium of reason, art and music and progress of science will complement the literature. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH 283/283W**European Literature:****Modern and Contemporary (5)**

European Masterpieces: A survey of 19th and 20th century authors from various countries which may include Goethe, Dostoevsky, Tolstoy, Chekov, Ahkmatova, Nietzsche, Aichinger, Kafka, Moravia, Pirandello, Ionesco, Weil, Gide, Sartre, Camus, Marcel, Borges and others. The impact of technology, war and existential philosophy on art, literature and social structures will complement the course. Prerequisite: Eng 101, or equivalent with instructor permission. Student option grading.

ENGLISH**285, 292, 293, 294/294W**

Special Topics (5,2,3,5)

ENGLISH 295**Successful Tutoring (1-4)**

For those interested in tutoring in the Reading and Writing Lab. Orientation to skills courses and methods of tutoring reading and writing on an individualized basis. Prerequisite: Minimum grade of 3.4 in English 101 and interview with instructor. Student option grading.

ENGLISH 296**Tutoring Practicum (3)**

Students receive credit for tutoring in the Reading/Writing Learning Center. Weekly seminar to discuss tutoring topics, issues and tutor concerns. Prerequisite: EDUC 199 and permission of instructor. Student option grading.

ENGLISH 297, 298, 299

Special Project (1,2,3)

ENGLISH COMMUNICATION 100**Human Communication I (3)**

Communication theory applied to on-the-job speaking, audience analysis, and listening skills; lays the foundation required for strong written and oral communication at work. Listening, speaking, reading and writing assignments applied to Human Relations topics and specific technical course work the student is currently studying. Prerequisite: combined ASSET reading and writing scores of 46-75. Student option grading.

ENGLISH COMMUNICATION 101**Human Communication II (2)**

Continues the work begun in EngCm 100. Overview of communication theory applied to on-the-job speaking, audience analysis, job preparation and interviewing skills which lay the foundation required for strong written and oral communication at work. Prerequisite: Combined ASSET reading and writing scores of 46-75 or above. Student option grading.

ENGLISH AS A**SECOND LANGUAGE 051****Communicating in English 1 (5)**

The night ESL program is designed primarily for adult ESL students who hold daytime jobs and whose ESL goals are largely non-academic. The classes attempt to meet the special needs of students in a concentrated course of study which emphasizes the practical application of class material and its relevance to the students' lives. Students are helped to strengthen their skills in four basic areas: speaking, listening, reading, writing. Grammar topics are often student generated and are addressed as a means of gaining confidence in being able to communicate clearly and effectively. Prerequisite: Appropriate placement on Shoreline's ESL placement test. Mandatory P/NC grading.

ENGLISH AS A**SECOND LANGUAGE 052****Continuing English 2 (5)**

Continuing English 2 is a basic course for speakers who know little English. Students practice listening, speaking and writing English. Course based on Washington State Core Competencies. Prepares students for entry into ESL Level 1 classes. Adult Basic Education. Open only to non-native speakers of English. Prerequisite: Appropriate placement on Shoreline's ESL placement test. Mandatory P/0.0 grading.

ENGLISH AS A**SECOND LANGUAGE 094****TOEFL Preparation (3)**

Designed for high intermediate or advanced students of English who plan to enter undergraduate or graduate programs in the U.S. and who need to take the Test of English As A Foreign Language (TOEFL). Class focus is on TOEFL test-taking strategies, review of essentials of the English Language; refinement of skills in listening, writing, and reading. Prerequisite: TOEFL test of 475 or above, completion of ESL 100 with 2.0. Mandatory P/0.0 or P/NC grading.

ENGLISH AS A**SECOND LANGUAGE 095****Advanced 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 live and recorded 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 as required by ESL faculty for students who have completed ESLAB Level 4 (ESLAB 040/045) or as recommended by faculty for students enrolled in ESLAB Level 5 or ESL 098. Student option grading.

ENGLISH AS A**SECOND LANGUAGE 096****ESL College Reading (1-5)**

Online class to help ESL students improve their academic reading. Students learn strategies to improve vocabulary, comprehension, speed and effective translating. Course will also include strategies for setting reading goals, using college textbooks, and reading tables and graphs. Prerequisites: ESL reading placement test score from 46% to 56% and/or referral from level 5 instructor or student advisor. Student option grading.

ENGLISH AS A**SECOND LANGUAGE 098****Academic ESL 1 (10)**

ESL 098 is an integrated reading, writing, grammar and study skills course designed to assist students in the transition to ESL 099 and regular college classes, with emphasis on writing in an academic format and reading authentic, pre-college level materials. Prerequisites: successful completion of ESLAB 050 or appropriate placement on the advanced SCC ESL placement test. Student option grading.

ENGLISH AS A**SECOND LANGUAGE 099****Academic ESL 2 (10)**

ESL 099 is intended to prepare students for ESL 100 and further academic coursework. Emphasis is on content-based reading and writing for academic purposes, including appropriate grammar and vocabulary skills. Students read pre-college to introductory college level materials from a variety of sources. Prerequisites: successful completion of ESL 098 or appropriate placement on the advanced ESL placement test. Student option grading.

ENGLISH AS A**SECOND LANGUAGE 100****Academic ESL 3 (5)**

ESL 100 prepares students for English 101 and further academic coursework, continuing and refining the skills covered in ESL 099. Emphasis is on content-based reading and writing for academic purposes. Students study more complex grammar and vocabulary and read increasingly complex pre-college to college level materials. Prerequisites: successful completion of ESL 099 or appropriate placement on the Advanced ESL Placement test. Student option grading.

ENGLISH AS A SECOND LANGUAGE/**ADULT BASIC EDUCATION 0005, 001, 005**

Special Topics in ESLAB (.5,1,5)

ENGLISH AS A SECOND LANGUAGE/**ADULT BASIC EDUCATION 010****Integrated Skills in English 1 (10)**

ESLAB 010 is the beginning level ESL class. It emphasizes reading, writing and grammar in life skills contexts such as providing personal information, describing daily events, identifying coins, currency and their value, telling time, and identifying jobs and work-related abilities. Prerequisites: appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 011**

ESL Level 1A: Evening Program (5)

This beginning level course emphasizes reading, writing, grammar, listening, and speaking in life-skills contexts such as basic classroom actions including items and rituals, personal information and family information.

Prerequisites: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 012**

ESL Level 1B: Evening Program (5)

This class emphasizes reading, writing, grammar, listening, and speaking in life-skills context such as providing personal information, describing daily events, and identifying coins, currency, and their value. Course content includes the weather, shopping, personal routines with time, days, months, and dates.

Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 013**

ESL Level 1C: Evening Program (5)

This class emphasizes reading, writing, listening, and speaking in life-skills contexts such as providing personal information and describing daily events, currency, jobs and work-related abilities. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 015**

Listening and Speaking in English 1 (5)

This beginning level class emphasizes listening and speaking for students to communicate within a variety of life skill contexts such as providing personal information, describing daily events, identifying coins, currency and their value, telling time, and identifying jobs and work related abilities. Prerequisites: appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 020**

Integrated Skills in English 2 (10)

This second level emphasizes improvement in reading, writing and grammar for home, work and community contexts, such as describing daily-life events, requesting help with problems, and successfully reading, writing and speaking about familiar topics. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 021**

ESL Level 2A: Evening Program

This class emphasizes reading, writing, speaking and listening for daily life events in home, work and community contexts. Students describe family members, request help with problems, and express greetings and partings, wants, likes, dislikes, opinions and future plans.

Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 022**

ESL Level 2B: Evening Program

Students improve reading, writing, speaking, and listening in the contexts of the home, work and community. The emphasis is on describing daily-life events and family members, requesting help, banking and health including the names of body parts, illness and reporting injuries. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 023**

ESL Level 2C: Evening Program

This class emphasizes continued work in reading, writing, listening and speaking skills in the context of the home, work, and community. Specific topics include foods, recipes, units of measure, interpreting maps, giving directions, and asking for assistance in directions.

Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 025**

Listening and Speaking in English 2 (5)

This level emphasizes listening and speaking, enabling students to function within school, daily-life, and work contexts. Students will also learn conversational strategies such as requesting, confirming and clarifying information.

Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 030**

Integrated Skills in English 3 (10)

This low intermediate class emphasizes reading a variety of texts on familiar subjects. Students write simple, developed paragraphs on familiar topics by combining expanded vocabulary and grammar structures. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 031**

ESL Level 3A: Evening Program

Students improve listening and speaking skills, read short passages, and write well-organized paragraphs. They expand vocabulary and grammar usage. Topics include education, family, and culture. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test.

Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 032**

ESL Level 3B: Evening Program

Students continue to develop skills in reading short passages, writing well-organized paragraphs, developing vocabulary and grammar skills, and speaking and listening. Emphasis is on the topics of education, family, culture, leisure activities, filling out applications and participating in interviews. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 033**

ESL Level 3C: Evening Program

Students continue to develop skills in reading short passages, writing well-organized paragraphs, developing vocabulary and grammar, and listening and speaking. Topics include education, accidents, injuries, emergencies, and personal, career and educational goals.

Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 035**

Listening and Speaking in English 3 (5)

This level emphasizes more complex listening and speaking activities within job, life-skill and social situations. Students acquire basic conversational skills and speak clearly enough to be understood by others. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 040**

Integrated Skills in English 4 (10)

At this intermediate level, students read more complex material and write well-organized, detailed paragraphs through developing vocabulary and acquiring more advanced grammar. Students will continue to develop life skills, eg. completing job applications. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 041****ESL Level 4A: Evening Program (5)**

At this intermediate level, students read more complex material, write well-organized, detailed paragraphs, listen to and discuss a variety of topics using more advanced vocabulary and grammar. Students develop life skills in contexts relating to education, family, and culture. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 042****ESL Level 4B: Evening Program (5)**

Students listen to and discuss a variety of topics, read more complex material and write well-organized paragraphs using more advanced vocabulary and grammar. Emphasis is on work place skills. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 043****ESL Level 4C: Evening Program (5)**

Students read more complex material, write well-organized, detailed paragraphs, listen to and discuss a wide variety of topics using more complex grammar and expanded vocabulary. Emphasis is on completing accident and hospitalization reports, reporting hazards and emergencies. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 045****Listening and Speaking in English 4 (5)**

This course continues to emphasize listening and speaking at an increasingly complex level. Students improve listening skills relevant for everyday life as well as college preparation, and speak clearly enough to be understood by others. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 047****ESL Medical Terminology (5)**

This course helps prepare ESL students for health occupations classes. Reading, writing, listening and speaking skills are integrated with medical word elements, an overview of basic anatomy, and selected diseases, symptoms, tests, procedures, and health professions. It is co-taught by health and ESL professionals. Prerequisites: Successful completion of ESL Level 3 or ESL Placement into Level 4. Student option grading.

ENGLISH AS A SECOND LANGUAGE/**ADULT BASIC EDUCATION 050****Integrated Skills in English 5 (10)**

This class emphasizes reading a variety of pre-college materials, writing well-developed paragraphs, listening to and speaking effectively with others, and transitioning to academic ESL classes. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 051****ESL Level 5A: Evening Program**

Students are introduced to reading a variety of pre-college materials, writing well-developed paragraphs, listening to and speaking effectively with others on a variety of topics such as politics and government. Emphasis is on transitioning to academic ESL classes. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 052****ESL Level 5B: Evening Program**

Students read a variety of pre-college materials, write well-developed paragraphs, and listen and speak effectively with others. Context areas include the community and technical college, university, and job training in various careers. Transitioning to academic ESL classes is emphasized. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ENGLISH AS A SECOND LANGUAGE/
ADULT BASIC EDUCATION 053****ESL Level 5C: Evening Program**

Students read a variety of more complex pre-college materials, compose well-developed paragraphs, listen to and discuss in small groups topics on the environment, technology and science, health and health care. The emphasis is on transitioning to academic ESL classes. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

ENVIRONMENTAL SCIENCE 101**Race to Save the Planet (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**201/201W****Environmental Science (6)**

Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and resources. The effects on us and our environment from economic, political and scientific decisions. 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. Prerequisites: ENVSC 201, equivalent, or instructor permission. Student Option grading.

ENVIRONMENTAL SCIENCE**297, 298, 299****Special Project (1,2,3)****ENVIRONMENTAL
TECHNOLOGY 200****Steam monitoring
and Aquatic Habitat Assessment (3)**

An introduction to the methods used in assessing aquatic ecosystems with an emphasis on freshwater systems. Physical techniques for studying stream and lake parameters, including flow and sediment transport. Chemical methods for analyzing water quality. Principles of aquatic habitat assessment. Students perform an assessment of selected parameters on a local stream. Instruction includes field trips to a local watershed. Instructor permission.

**ENVIRONMENTAL
TECHNOLOGY 201****Assess Wildlife Habitat, Vegetation
Analysis/Air Photo Interpretation (3)**

Covers the methods used in habitat assessment of terrestrial ecosystems, including techniques for vegetation analysis, map and aerial photo interpretation, concepts of forest ecology and wildlife biology, and an introduction to GIS analysis. Instruction includes field trips and participation in a habitat assessment project for a local watershed. Instructor permission.

**ENVIRONMENTAL
TECHNOLOGY 202****Wetland Delineation (4)**

Provides students with a working understanding of wetland ecology and its application to wetland delineation. Topics include: soils, hydrology, vegetation, field sampling and delineation techniques, interpretation of aerial imagery, and wetland regulations. Field trips focus on sampling and wetland delineation techniques. Prerequisite: EnvSc 201 or equivalent or instructor permission. Student option grading.

**ENVIRONMENTAL
TECHNOLOGY 297, 298, 299****Special Project (1,2,3)****FRENCH 101****Elementary French (5)**

Fast-paced interactive approach to learning French. Topics: pronunciation, basic sentence patterns, present tense, agreement. Vocabulary themes: identification, greetings, likes and dislikes, family. Student option grading.

FRENCH 102**Elementary French (5)**

Continuation of French 101. Topics: present perfect, object pronouns, imperative. Vocabulary themes: relating past events, travel, food, purchases, directions. Prerequisite: Frnch 101 or equivalent with instructor's permission. Student option grading.

FRENCH 103**Elementary French (5)**

Continuation of French 102. Topics: imperfect, comparison, reflexive verbs, object pronouns, other tenses. Vocabulary themes: past narrations, requests, daily activities. Prerequisite: Frnch 102 or equivalent with instructor permission. Student option grading.

FRENCH 201**Intermediate French (5)**

Basic review of French in a multicultural context. Emphasis on listening and speaking. Cultural themes as they relate to the French-speaking world. Completion of the second year sequence, Frnch 201, 202, 203, meets multicultural requirement for Associate Degree. Prerequisite: Frnch 103 or three to four years high school French or equivalent with instructor permission. Student option grading.

FRENCH 202**Intermediate French (5)**

Basic review of French in a multicultural context. Continuation of 201 with emphasis on listening and speaking. Cultural themes as they relate to the French-speaking world. Completion of the second-year sequence, French 201, 202, 203, meets multicultural requirement for Associate Degree. Prerequisite: Frnch 201 or four-years high school French or equivalent or instructor permission. Student option grading.

FRENCH 203**Intermediate French (5)**

Basic review of French in a multicultural context. Continuation of 202 with emphasis on listening and speaking. Cultural themes as they relate to the French-speaking world. Completion of the second-year sequence, French 201, 202, 203, meets multicultural requirement for Associate Degree. Student option grading.

FRENCH 283, 285**Special Topic in French Literature (3,5)**

Special topics in French literature. Course conducted in French. Student option grading.

FRENCH 297, 298, 299**Special Project (1,2,3)**

Multicultural topics. Taken with Frnch 202 and 203, course meets multicultural requirement for Associate degree. Student option grading.

GENERAL EDUCATION**DEVELOPMENT 001****GED Preparation 1 (1-10)**

Students read for understanding to complete some of the GED exams and write five connected paragraphs in essay format using academic English rules. Students solve a variety of math problems including whole numbers, decimals, fractions, ratios/proportions, percents, geometry and algebra. Mandatory P/NC grading.

GEOGRAPHY 100**Introduction to Geography (5)**

An introduction to the large, diverse and internally interdisciplinary field of Geography. Emphasis on the nature and complexity of the human imprint on the earth's surface, or the landscape. Course provides basis for understanding the origin and evolution of the spatial problems of today; therefore, the course will have a decidedly human and cultural orientation. Student option grading.

GEOGRAPHY 200**Introduction to Human Geography (5)**

Survey of noneconomic components of patterns and systems of human occupancy of the world. Emphasis on cultural processes, dynamic change, functional relations and networks. Student option grading.

GEOGRAPHY 205**Physical Geography/Earth Science Cartography, Landforms (5)**

An examination of cartography, grid systems, earth motions and the dynamic aspects of landforms and landform processes. Attention will be given to the human significance of different natural environments, as well as human-altered landforms. NOTE: Students will be required to spend at least one additional hour of lab per week by arrangement with their instructor. A lab science distribution credit. Student option grading.

GEOGRAPHY 206**Physical Geography/Earth Science: Weather, Climate (5)**

An investigation of the dynamic aspects of the atmosphere, vegetation, and soils. Attention will be given to the interaction of these physical factors and will focus on the human significance of different natural materials, as well as human-altered environments. NOTE: Students will be required to spend at least one additional hour of lab per week by arrangement with the instructor. A lab science distribution credit. Student option grading.

GEOGRAPHY 277**Introduction to Cities (5)**

Investigation of all aspects of the urban city environment. Examines gender, class and minority group issues in the urban setting. Utilizes principles of spatial organization to study the impact of services in cities to the identified group residents. Internal population patterns, land utilization, field research on applied urban problems will be explored. Dual listed as IASu 201. Student option grading.

GEOGRAPHY 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in specific areas of geography. Prerequisite: Geog 100 or equivalent. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

GEOLOGY 100/100W**Encounters with Vanished Lives (5)**

Enclosed in the rocks of our planet are the remains of lives whose stories ended long before ours began. These fossils have revealed to mankind stories of fantastic worlds. This course examines the history of life and the story of man's discovery and confrontation with ancient life and its meaning. Student option grading. Internet option allows student to complete assignments while using and learning about Internet resources.

GEOLOGY 101**Physical Geology (5)**

An introductory-level geology course exploring the Earth's materials and major geologic processes including plate tectonics, earthquakes, volcanism and mountain building. Student option grading.

GEOLOGY 103**Historical Geology (5)**

Reconstructs the paleogeographies, tectonic events and life forms (including studying fossils) that make up the geologic history of the earth. Prerequisite: Geol 101. Student option grading.

GEOLOGY 107W**Geologic Hazards (5)**

An in-depth examination of the geologic hazards of the Pacific Northwest. Topics will include: earthquakes, volcanoes and landslides both globally and regionally. Emphasis will be on the science of these phenomena, effects on human populations, prediction, preparation and mitigation of the risk, and case studies. Class is recommended for students who have taken ENG 101. Student option grading.

GEOLOGY 120**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 generally include one overnight week-end field trip to a National Park of Washington State. Prerequisites: Placement in English 100 or ESL or instructor's permission. Student option grading.

GEOLOGY 201**Geological Study Tour (10)**

Provides opportunities to visit and study the geology of near and distant lands, such as SW U.S., Canadian Rockies, Turkey, Tunisia, etc. Student option grading.

GEOLOGY 208**Geology of the Northwest (5)**

Examines geological history of the Pacific Northwest. Includes classroom study of the rocks and structures of the Northwest provinces and four weekend field trips to examine the most important areas first hand. Prerequisite: Geol 101 and permission. Student option grading.

GEOLOGY 285**Special Topics (5)****GEOLOGY 297, 298, 299****Special Project (1,2,3)**

GERMAN 101**Elementary German (5)**

Beginning German with emphasis on listening comprehension, speaking, reading and writing. Topics include personal information, housing, family, friends, time, shopping. Grammar in context. Study of cultures of the German-speaking countries of Germany, Austria, Switzerland. Includes tape program and film series. Student option grading.

GERMAN 102**Elementary German (5)**

Continuation of German 101 with increased emphasis on speaking, reading, writing skills. Supplementary library publications included. Prerequisite: Germn 101 or equivalent with instructor permission. Student option grading.

GERMAN 103**Elementary German (5)**

Continuation of German 102. Completes a survey of language structure and contemporary culture. Topics include work, student life, public opinion, media, money. Grammar in context. Oral proficiency emphasized. Student option grading.

GERMAN 201**Intermediate German (5)**

Continuation of German 103. Special emphasis on speaking, reading, writing. Contemporary German short stories and essays provide a basis for discussing history and current events. Extensive use of films, library materials, newsreels. Prerequisite: Germn 103 or equivalent with instructor permission. Student option grading.

GERMAN 202**Intermediate German (5)**

Continuation of in-depth study of German language structure and culture. Prerequisite: Germn 201 or equivalent with instructor permission. Student option grading.

GERMAN 203**Conversation and Advanced Reading (5)**

Special attention to oral fluency. Discussion of wide variety of general topics. Contemporary German plays and poetry complete the second-year program. Films and library materials. Prerequisite: Germn 202 or equivalent with instructor permission. Student option grading.

GERMAN 297, 298, 299**Special Project (1,2,3)**

Student designs and submits for approval an individual project of particular interest. Requires permission by arrangement with instructor. Student option grading.

HEALTH CARE INFORMATION 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. Mandatory decimal grading.

HEALTH CARE INFORMATION 121**Hospital and Clinic Patient Records (5)**

Uses, content, forms, evaluation, processing of hospital medical records. Numbering/filing systems, retention, controls. Secondary records. Relationship of the health information department to other departments. Use of micrographics, optical disk technology and computers for primary and secondary health records. Mandatory decimal grading.

HEALTH CARE INFORMATION 122**Clinical Practicum I (1)**

Experience in a hospital setting applying theory acquired in the first year of the Health Information Technician program. Filing, record retrieval, assembling records, performing discharge analysis, observing Admitting Office activities, evaluating and preparing release of information requests. Prerequisite: Formal acceptance into second year of Health Information Technology Program. Completion with a grade of 2.0 or higher or concurrent enrollment in HCI 121, 132, 221, 210, 214, 215, BioSci 108, CIS 105, English 101, Math 80 (if required based on ASSET Scores). Instructor consent is required prior to enrollment. Mandatory P/0.0 grading.

HEALTH CARE INFORMATION 132**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 abbreviations. Accurate spelling, meaning of terms and word elements, and pronunciation. Mandatory decimal grading.

HEALTH CARE INFORMATION 151**Medical/Dental Reimbursement Systems I (4)**

Federal, state, private health insurance plans including managed care systems. Processing cycle of health insurance claims, health insurance terminology, reimbursement methodologies for professional services, proper completion of the 1500 billing form, legal and coding issues related to reimbursement processing. Prerequisites: Completion with a grade of 2.0 or higher HCI 132 and BioSci 108. HCI 227 or concurrent enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 152**Medical/Dental Reimbursement Systems II (5)**

Overview of hospital and nursing home billing systems including proper submission of UB-92 billing forms. Definition of data items and edits to support facility billing practices. Examination of billing system management reports. Review of DRG and APG requirements. Prerequisites: Completion with a grade of 2.0 or higher HCI 132 and BioSci 108. HCI 221 or concurrent enrollment, or instructor permission. Mandatory decimal grading.

HEALTH CARE INFORMATION 210**Legal Aspects of Health Care (4)**

Introduction to legal concepts, court functions, and practices related to health care practitioners. Confidentiality/release of information standards with practice. Prerequisite: HCI 121 or concurrent enrollment or permission. Mandatory decimal grading.

HEALTH CARE INFORMATION 214**Pharmacology (3)**

Terminology for medication ordering, dosing, administration. Effective use of drug references. Classes of drugs as they relate to body functions. Desired effects, side effects, contraindications, drug-drug interactions. Common drugs of each class. Controlled substances. Common drug regimens. Herbal medicine. Prerequisites: HCI 132 Medical Terminology and BioSci 108 Anatomy and Physiology or instructor permission. Mandatory decimal grading.

HEALTH CARE INFORMATION 215**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. The rationale for common therapies, laboratory tests and drugs for selected diseases. Prerequisites: Completion with a grade of 2.0 or higher HCI 132 and BioSci 108. Mandatory decimal grading.

HEALTH CARE INFORMATION 220**Quality Improvement in Healthcare (3)**

Concepts and practices in utilization review, quality improvement, risk management; governing legal principles; Lab practice. Prerequisite: Formal acceptance into the second year of the Health Information Technology Program, and completion with a grade of 2.0 or higher HCI 222, 223, and 225. Mandatory decimal grading.

HEALTH CARE INFORMATION 221**Basic ICD-9-CM Coding (5)**

Instruction in, and practice with, the coding systems used in health care with emphasis on ICD-9-CM (International Classification of Diseases, 9th Edition, Clinical Modification). Implications of diagnostic related groups (DRGs) and their relationship to coding assignment and financing of hospital care. Prerequisite: Completion with a grade of 2.0 or higher HCI 132 and BioSci 108. HCI 214 and 215 or concurrent enrollment or instructor permission. Instructor consent needed prior to enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 222**Intermediate ICD-9-CM Coding (3)**

Hospital diagnosis and procedure coding using ICD-9CM. Coding and abstracting hospital patient records and entering data into computerized encoder/grouper/abstracting system. Implications of diagnostic related groups (DRGs). Fraud and abuse in coding/billing, compliance issues, use of coded data, data quality. Prerequisite: Completion with a grade of 2.0 or higher HCI 121, 132, 214, 215, 221, BioSci 108. Instructor consent required prior to enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 223**Health Care Statistics (4)**

Basic mathematical functions, measures of central tendency and variability. Manual and computer graphic display. Inpatient census and discharged patient statistical calculations and reports, including commonly computed averages and rates. Prerequisites: Formal acceptance into the second year of the Health Information Technology program. Completion with a grade of 2.0 or higher Math 80 or Asset test showing equivalent knowledge. Mandatory decimal grading.

HEALTH CARE INFORMATION 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. Prerequisite: Formal acceptance into the second year of the Health Information Technology program and completion with a grade of 2.0 or higher or concurrent enrollment in all HCI courses required in the HIT program. Mandatory decimal grading.

HEALTH CARE INFORMATION 225**Computers in Health Care (3)**

Computer applications in health care, components of health care databases, overview of local/wide area networking, internet, security and implementation issues in a health information setting. Electronic health records, optical disk systems. Legal aspects of computerized records. Part of this course is web-based. Prerequisite: CIS 105 Business Computer Applications and HCI 121 Hospital and Clinical Records or permission. Mandatory decimal grading.

HEALTH CARE INFORMATION 226**Alternative Care Record Systems (3)**

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. Prerequisites: Formal acceptance into the second year of the Health Information Technology program, completion with a grade of 2.0 or higher of HCI 222, 223, 225, 227 and concurrent enrollment in HCI 231. Mandatory decimal grading.

HEALTH CARE INFORMATION 227**Ambulatory Care Coding (4)**

Coding theory and practice in outpatient care emphasizing Health Care Financing Common Procedure Coding System (HCPCS) Level I-Current Procedural Terminology (CPT), HCPCS Level II. Ethical and legal coding practices stressed. Reimbursement methodologies related to APC's and RBRVS. Prerequisite: Completion with a grade of 2.0 or higher of HCI 132 and BioSci 108. HCI 214 and HCI 215 or concurrent enrollment or instructor permission. Instructor consent needed prior to enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 231**Clinical Practicum II (4)**

Practice in coding, abstracting, utilization review, statistics, tumor registry, release of patient information, computer entry/data retrieval, analysis for documentation deficiencies, and filing in a variety of clinical sites: hospitals, long term care facilities, clinics, home health agencies, etc. Prerequisites: Formal acceptance into the second year of the Health Information Technology Program, and completion with a grade of 2.0 or higher HCI 222, 223, 225. HCI 220, 226, 227 or concurrent enrollment. Instructor consent is required prior to enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION 232**Management Practicum (4)**

Capstone course. Students work in teams to research and present a written plan for a new health information department for a physicians' clinic. Investigate, select and present department functions, job descriptions, supplies and equipment lists, justifications, procedures, layout and an annual automated budget. Prerequisite: Formal acceptance into the second year of the Health Information Technology Program, and completion with a grade of 2.0 or higher or concurrent enrollment in all courses required in the HIT program. Instructor consent is required prior to enrollment. Mandatory decimal grading.

HEALTH CARE INFORMATION**281, 282, 283****Special Topics (1,2,3)**

Permission only.

HEALTH CARE INFORMATION**297, 298, 299****Special Project (1,2,3)****HISTORY 101****Survey of the History of the United States (5)**

Survey of United States historical and cultural development. Objective is to make the student aware of the Nation's heritage and more intelligently conscious of the present. Mandatory decimal grading.

HISTORY 111**Ancient and Medieval World: Early Civilization (5)**

Survey of western civilization's origins in the ancient Near East, Greece, Rome, Medieval Europe, Byzantium and Islam. An examination of social, political and intellectual traditions including, major religious and political institutions, medieval society, and urban culture to the Black Death. Mandatory decimal grading.

HISTORY 112**The Early Modern World: The Age of Ideas (5)**

This course surveys 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. Mandatory decimal grading.

HISTORY 113**The Modern World: The Capitalist Era (5)**

A survey of the modern era examining the Industrial Revolution, the development of modern ideologies and imperialism, the World Wars, the Cold War and contemporary global economic, social and political institutions. Mandatory decimal grading.

HISTORY 201**Ancient History (5)**

A survey of political, economic, and social institutions and activities coupled with a description of religious life and cultural achievements from the beginnings of organized society through the ancient Mediterranean civilizations. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Mandatory decimal grading.

HISTORY 202**Medieval European History (5)**

Europe from the disintegration of the Roman Empire to 1300. The evolution of basic values and institutions of Western Civilization. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Mandatory decimal grading.

HISTORY 231**Early Modern European History (5)**

This course traces the political, social, economic and culture history of Europe from 1600 to 1815. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Mandatory decimal grading.

HISTORY 232**Modern European History (5)**

Political, social, economic, cultural history of Europe from 1815 to 1919. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Formerly Hist 203. Mandatory decimal grading.

HISTORY 233**Contemporary European History (5)**

Political, social, economic, and cultural history of Europe from the Treaty of Versailles to the present. In this class we take an interdisciplinary approach to subject learning. We also emphasize cultural diversity and multiple national influences in Europe and its reflections on a global world. Formerly Hist 204. Mandatory decimal grading.

HISTORY 241**History of the United States to 1877 (5)**

A chronological and thematic study of U.S. history from Native America to Reconstruction with emphasis on its cultural, diplomatic, economic, political, and social elements. Mandatory decimal grading.

HISTORY 242

History of the United States Since 1877 (5)
A chronological and thematic study of U.S. history from the end of Reconstruction to the present with emphasis on its cultural, diplomatic, economic, political, and social elements. Mandatory decimal grading.

HISTORY 245

History of American Immigration
Survey 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 United States, as well as reaction to immigrants by native-born Americans. Focus includes Asia, European, Latin American, and contemporary African immigrants. Dual listed as IASTU 245. Prerequisites: Either concurrent or successful completion of ENG 101 is recommended. Mandatory decimal grading.

HISTORY 254

Native American History: East Coast (5)
Survey of East Coast American Indian tribes, their culture and civilization. Dual listed as IASTu 254. Mandatory decimal grading.

HISTORY 255

American Indian History: Plain (5)
Survey of the American Indian history, culture and civilization from the opening of the Great Plains to non-Indians in 1850 to Wounded Knee Massacre of 1890. Dual listed as IASTu 255. Mandatory decimal grading.

HISTORY 256

Native American History: Northwest (5)
History of the Indians of the Oregon Territory (Washington, Oregon, Idaho and Montana to the Continental Divide), British Columbia, Alberta and Alaska. Includes history, culture, treaties and contemporary events from an Indian point of view. Dual listed as IASTu 256. Mandatory decimal grading.

HISTORY 260

The Contemporary Middle East (5)
Course will trace the history of the Middle East from World War I to the present. Historically the area has been labeled the Orient, the East, the Levant, or the Near East; at present the most widely used term is the Middle East. Mandatory decimal grading.

HISTORY 267

Pacific Northwest History (5)
A chronological and thematic approach to Pacific Northwest history (focused on Washington and Oregon but including areas from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). It will emphasize cultural, economic, environmental, ethnic, political, and social topics. This course replaces History 264 and 265. Student option grading.

HISTORY 270

African-American History: Ancient Africa to Reconstruction (5)
Survey of African Americans from the ancient African past to Reconstruction (1877). Emphasis on this people as an integral part of the growth and development of America. Focus on the heritage, struggles, social/political contributions and achievements. Dual listed as IASTu 211. Mandatory decimal grading.

HISTORY 271

African-American History: Post Civil War to Present (5)
Historical experience of African Americans, post Civil War to present day. Especially pertinent to the subject, the Civil Rights movement will be a major focal point in review. Dual listed as IASTu 212. Mandatory decimal grading.

HISTORY 274

U.S. and Vietnam (5)
Examines Vietnam's history and America's involvement, policies and objectives in Vietnam; includes the effect of the Vietnam War on the United States. Dual listed as IASTu 274. Mandatory decimal grading.

HISTORY 285

Historical Issues and Methods (5)
Introduction to selected sub-specialties within the discipline. Each course will focus on a single issue area and/or topic and will employ techniques and concepts of history.

HISTORY 297, 298, 299

Special Project (1,2,3)
Special tutorial projects in specific areas of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

HUMANITIES 111/111W

Exploring Culture: The Ancient World (5)
Explores development of cultures from prehistoric time to Middle Ages. Examines how religion, music, art and literature shape and are shaped by social/historical contexts. Begins with ancient civilizations such as Mesopotamia, Anatolia, Egypt, moves to development of Western culture/thought in Greece and Rome, and ends with development of Christianity and its cultural impact through Middle Ages. Mandatory decimal grading.

HUMANITIES 112/112W

Exploring Culture: Medieval Europe to 1790 (5)
Explores development of Western culture/thought, focusing on religion, art, music and literature in social/historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Particular focus on periods of social/historical transition which result in clear intellectual/cultural shifts in perception. Mandatory decimal grading.

HUMANITIES 113/113W

Exploring Culture: Changing World Order (5)
Explores changes in art, music, literature and religion as Western cultures move through major social/historical changes throughout 19th and 20th centuries. Focuses on search for individual and social identity in the collision of science, technology, relativism, increasing internationalism, political polarization and new philosophies regarding human nature and personal responsibility. Mandatory decimal grading.

HUMANITIES 116W

Design: Light and Color (5)
Overview of the physics of light applied to art: transmission, reflection, refraction, diffraction, diffusion, polarization, transduction, additive/subtractive color theories and basics of 2D/3D design. Students create art products and write abstracts. Dual listed as Art 111W. Student option grading.

HUMANITIES 150

Critical Thinking Seminar (2)
Interdisciplinary seminar focuses on development of student academic thinking processes. These thinking processes include skills and attitudes needed to induce, create, deduce, test, apply knowledge. Student option grading.

HUMANITIES 151/151W

Perspectives on Dying (5)
Interdisciplinary course exploring attitudes about death, both societal and personal. Needs and concerns of persons in life-threatening situations. Guidelines to interaction. Legal, religious, medical, ethical issues. Student option grading.

HUMANITIES 160/160W

Culture and Science (5)
The distinctive culture of the West evolved from a series of physical explanations of the universe. Each new explanation brought unsettling changes in culture. This class studies the impact of eight such decisive changes. Student option grading.

HUMANITIES 161

World Dance: Pacific Rim (3)
Explore various world cultures through the medium of dance. Lecture, demonstration and film followed by the physical experience of learning dances from around the world. Dynamic learning through a combination of intellectual and experiential activities. Placement in English 100 or higher. Dual listed as PE 161. Student option grading.

HUMANITIES 162

World Dance: Europe and Africa (3)
Class will explore various world cultures through the medium of dance. Two hours of lecture, demonstration and film viewing will be followed by the physical experience of learning dances from around the world. It will provide a dynamic learning experience through a combination of intellectual and experiential activities. Dual listed as PE 162.

HUMANITIES 281W, 282W, 283W

Special Topics (1,2,3)

HUMANITIES

281, 282, 283, 284, 285

Special Topics (1,2,3,4,5)

HUMANITIES 297, 298, 299

Special Project (1,2,3)
Individual tutorial projects in specific areas of the humanities. Permission of instructor. Student option grading.

HUMAN DEVELOPMENT 101**College Orientation and Success (2)**

This course focuses on building skills for student success at Shoreline Community College. Students will be introduced to resources necessary for academic and career decision making, and to many skills, which are necessary to succeed in college. Focus is on academic and career planning, goal setting, enhancing research and study skills, time management and mental health issues as they relate to wellness. Mandatory P/NC grading

HUMAN DEVELOPMENT 105**Career Exploration and Life Planning (2)**

For students who want to increase their awareness of their educational and vocational choices: take and analyze interest and personality tests; examine labor market projections; explore your "self" and the world of work. Take charge of your life planning and career choices! Mandatory P/NC grading.

HUMAN DEVELOPMENT 130**Stress Management (2)**

Provides students with an understanding of the effects of stress on health, happiness and performance. Also examines personal stressors and stress reduction skills. Mandatory P/NC grading.

HUMAN DEVELOPMENT 140**Improving Relationships (2)**

Designed to help students communicate effectively with those closest to them. We will explore communication skills that enrich relationships. Mandatory P/NC grading.

HUMAN DEVELOPMENT**280, 281, 282, 283, 284, 285****Special Topics (.5,1,2,3,4,5)****HUMAN DEVELOPMENT****297, 298, 299****Special Project (1,2,3)****INDUSTRIAL TECHNOLOGY 102****Machine Tool Fundamentals (6)**

Provides the fundamentals of machine tool technology. A lab/lecture format covering theory and operation of lathe, drill, milling machine, grinder, surface grinder, power band saw, and measuring instruments. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 103**CNC and CAM Programming (6)**

Topics cover part programming, set-up, and operation of CNC machine tools. EIA/ISO format and Smart CAM software will be covered. CNC machine tools include: Bridgeport Boss 5; Mazak Machining and Okuma Turning center. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 104**CNC Programming (6)**

Students will be given an introduction to the application of graphics-based software as it relates to computer numerically controlled machine tools. Study will focus around an apple network utilizing Geo-Stat Ver II software. Students will gain knowledge in the creation of skeleton programs, the application of post processors to convert computer language to machine tool language, tape preparation and proofing programs on the machine. Students will also be given a brief overview of computer-aided manufacturing (CAM) as related to the MAZAK machining and turning center.

INDUSTRIAL TECHNOLOGY 130**Engine Lathe Theory and Practice (6)**

Study of the engine lathe and its application to industry. Lab time will be devoted to familiarizing the student with the following: turning between centers, boring, threading, soft jaw chuck work, taper turning and related production techniques. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 131**Milling Machine Theory and Practice (6)**

Study of the milling machine and its application to industry. Lab time devoted to familiarizing student with the following types of milling operations: set-up, squaring work piece, vise work, use of HSS and carbide tooling, and related production work. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 132**Drilling, Grinding Theory and Practice (6)**

Study of drill press, grinding operations and abrasive machining. Lab time will cover familiarizing student with the following operations: sensitive drill press, radial arm drill, surface grinding, cylindrical grinding, tool and cutter grinding. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 160**Small Engines (6)**

Theory, repair, troubleshooting, and maintenance of engines, motors, and generators. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 190**Computer Numerical Control and computer-Aided Manufacturing (15)**

Programming and operation of N/C, CNC and CAM equipment. Course will be lecture/lab combination, with operation of Bridgeport Series I CNC, Mazak VQC 20/40 Machining Center, and Mazak Quick Turn 10 Turning Center. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 270**Work Experience (18)**

The second year of the Machinist Training program is spent in industry; a cooperative agreement between industry and Shoreline. Student spends 40 hours/week in industry, receives college credit and also a salary from the cooperating industry. Permission of instructor. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 271**Work Experience (18)**

The second year of the Machinist Training Program is spent in industry; a cooperative agreement between industry and Shoreline. Student spends 40 hours/week in industry, receives college credit and also a salary from the cooperating industry. Permission of instructor. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 272**CNC Operator's Training Internship (18)**

The second year of the Machinist Training Program is spent in industry; a cooperative agreement between industry and Shoreline. Student spends 40 hours/week in industry. Receives college credit and also a salary from the cooperating industry. Permission of instructor. Mandatory decimal grading.

INDUSTRIAL TECHNOLOGY 283**Special Topics (3)****INDUSTRIAL TECHNOLOGY****297, 298, 299****Special Project (1,2,3)****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 English 100 or higher. Mandatory decimal grading.

INTERNATIONAL STUDIES 200 (5)**States and Capitalism:
The Origins of the Modern World**

Origins of the modern state system, and of world market in Europe. Analysis of interacting forces of politics and economics world-wide from 1500 to World War II. Mandatory decimal grading.

INTERNATIONAL STUDIES 201**Introduction****to International Political Economy (5)**

International political economy in the post World War II era. Analysis of the interaction of modern nation-states (politics) and world markets (economics); examination of the new international economic and political order and its crises in the 1970's and 1980's, including East and West rivalry and relations between more developed and less developed countries. Mandatory decimal grading.

INTERNATIONAL STUDIES 202**Cultural Interactions****in an Interdependent World (5)**

This course explores the significance of culture in international affairs. It will examine the meaning of culture and world view using the tools of Western sociologists and anthropologists. Students will use these tools to study the interactions among two or three selected societies and cultures. Will examine American society and the impact of its cultural values on its citizens and the rest of the world. Intellectual, cultural, political, social and artistic aspects as well as historical factors will be explored. Mandatory decimal grading.

INTERNATIONAL STUDIES 285

Special Topics (5)

INTERNATIONAL STUDIES**297, 298, 299**

Special Project (1,2,3)

Additional independent study and research on an approved topic. Permission of instructor required. Mandatory decimal grading.

INTRA-AMERICAN STUDIES 102

Multicultural Issues: Culture, Communication, Change (3)

A course designed to develop an understanding of cultural and gender differences in American society, to identify personal values and to recognize the implications of interdependency among diverse societies so that students are prepared to communicate effectively within and across cultures in a multicultural society. Credit for both IAStu/SpCmu 102 and 103 will not be granted towards the degree. Dual listed as SpCmu 102. Student option grading.

INTRA-AMERICAN STUDIES 103

Introduction to Multicultural Studies (5)

This course is designed to help students develop an 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. Prerequisites: Successful completion of Eng 100 or placement into Eng 101. Credit for both IAStu/SpCmu 102 and IAStu 103 will not be granted towards the degree. Student option grading.

INTRA-AMERICAN STUDIES 109

American Popular Music (5)

Historical, cultural, social and stylistic study of American popular idioms from their African and European roots to the present. Focus on contemporary styles such as early Rock and Roll from its roots, Folk, Blue Grass, Country-Western, Blues, Heavy Metal, Rap and Jazz. Key artists contributing to the various periods of development will be discussed. Various facets of the music industry will be examined to gauge its influence on musical taste and style. Dual listed as Music 109. Student option grading.

INTRA-AMERICAN STUDIES 115

Contemporary Filipino-American History/Culture (5)

A course designed to develop an understanding of the contemporary Filipino-American history, values, social kinships, problems and survival strategies and recognize the contributions of Filipino-American in the development of U.S. society. Student option grading.

INTRA-AMERICAN STUDIES**182, 183, 184**

Special Topics (2,3,4)

Course designed to reflect current research and emphasis on a specific topic. Each seminar will focus on areas as defined by selected title. Student option grading.

INTRA-AMERICAN STUDIES 200

Introduction

to Gender and Ethnic Studies (5)

Multicultural and multiracial research and scholarship designed to provide knowledge in the study of ethnicity, gender and class in America. A study and analysis of relationships among groups; specifically, Euro-American, African, Asian, Native American, Latino/(a) groups and gender. Focus on interdisciplinary, ethnic specific, comparative concepts, theories and methods of inquiry which shape the character of these communities and their relationship to the concept of pluralism. Exploration of the nature and scope of the relationship between minority groups, including women and the dominant group in the U.S. Emphasis on social institutions, histories, cultural diffusion, racial conflict, etc., from the minority viewpoint. Student option grading.

INTRA-AMERICAN STUDIES 201

Ethnic Urban Patterns (5)

Investigation of all aspects of the urban city environment. Examines gender, class and minority group issues in the urban setting. Utilizes principles of spatial organization to study the impact of services in cities to the identified group residents. Internal population patterns, land utilization, field research on applied urban problems will be explored. Dual listed as Geog 277. Student option grading.

INTRA-AMERICAN STUDIES 202

Sociology of Minority Groups (5)

Use of sociological theories and research to examine the current and historical issues confronting American ethnic and racial minority groups. The course evaluates the socio-cultural context of group environments. Explores both the history and sociological concepts of culture and mores unique to various groups. Course focuses on the assimilation of certain groups, on religious beliefs, status, biases, stereotypes, discrimination, prejudice, gender, class and minority and majority group relations past and present. Dual listed as Soc 288. Student option grading.

INTRA-AMERICAN STUDIES 203

Arab American Survey (5)

An introductory survey course on the study of the historical and geographical origins of the Arab-American immigrants. Focus on the divisions, sects and dimensions of their religious identifications, their common geographical locations, career choices and socio-economic status. The course analyzes population growth and social development of the Arab as an ethnic group member in America and their contributions to the American culture. Emphasis on the cultural mores, customs, arts, traditions, literature, political ties to the Middle East and the political motivations of this group as they adapt and assimilate to both the American culture and International life. Student option grading.

INTRA-AMERICAN STUDIES 206

History of Jazz (5)

Historical, Cultural, Social and Stylistic study of Jazz History from their African and European roots to the present. Focus on its beginnings in New Orleans to the present day avant-garde artist. Emphasis on form, structure, social background and the contribution of Jazz to music in America. Student option grading.

INTRA-AMERICAN STUDIES 210

African Cultures (5)

Survey of ancient, medieval and modern peoples of Africa. Emphasis on social, religious, political institutions and contributions of Africans to World Culture. Student option grading.

INTRA-AMERICAN STUDIES 211

African-American History: Ancient Africa to Reconstruction (5)

Survey of African Americans from the ancient African past to Reconstruction (1877). Emphasis on this people as an integral part of the growth and development of America. Focus on the heritage, struggles, social/political contributions and achievements. Dual listed as Hist 270. Student option grading.

INTRA-AMERICAN STUDIES 212

African-American History: Post Civil War to Present (5)

Historical experience of African Americans, post Civil War to present day. Especially pertinent to the subject, the Civil Rights movement will be a major focal point in review. Dual listed as Hist 271. Student option grading.

INTRA-AMERICAN STUDIES 220

Minority Literature (5)

Survey of American literature. Focus on major ethnic groups: Africans, Hispanics, Asian, American Indians. Course traces evolutions of the unique ethnic experiences which gave rise to the various forms of 20th century literature. Student option grading.

INTRA-AMERICAN STUDIES**234/234W**

Latin America Literature in Translation (5)

Latin American literature in translation with a particular emphasis on short stories and poetry. Specific authors studied will include Jorge Luis Borges, Octavio Paz, Sor Juana Inez de la Cruz, Julio Cortazar, Gabriel Garcia Marquez, Pablo Neruda, Juan Rulfo, and others. Prerequisites: Eng 101, or equivalent with instructor permission. Dual listed as ENG 234/234W.

INTRA-AMERICAN STUDIES 245

History of American Immigration (5)

Survey 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 United States, as well as reaction to immigrants by native-born Americans. Focus includes Asia, European, Latin American, and contemporary African immigrants. Dual listed as HIST 245. Prerequisites: Either concurrent or successful completion of ENG 101 is recommended. Mandatory decimal grading.

INTRA-AMERICAN STUDIES 254

Native American History: East Coast (5)

Survey of East Coast American Indian tribes, their culture and civilization. Dual listed as HIST 254. Student option grading.

INTRA-AMERICAN STUDIES 255

American Indian History: Plains (5)

Survey of the American Indian history, culture and civilization from the opening of the Great Plains to non-Indians in 1850 to Wounded Knee Massacre of 1890. Dual listed as HIST 255. Student option grading.

INTRA-AMERICAN STUDIES 256**Native American History: Northwest (5)**

History of the Indians of the Oregon Territory (Washington, Oregon, Idaho and Montana to the Continental Divide), British Columbia, Alberta and Alaska. Includes history, culture, treaties and contemporary events from an Indian point of view. Dual listed as HIST 256. Student option grading.

INTRA-AMERICAN STUDIES 270**Asian American Survey (5)**

The study of Asian Americans in the United States from historical, cultural, economic, and sociological perspective. The emphasis will be on analyses of Asian American ethnic communities (primarily Japanese, Chinese, Filipinos, Korean, Vietnamese, and Pacific Islanders) and their social institutions, activities, and problems.

INTRA-AMERICAN STUDIES 274**U.S. and Vietnam (5)**

Examines Vietnam's history and America's involvement, policies and objectives in Vietnam; includes the effect of the Vietnam War on the United States. Dual listed as HIST 274. Student option grading.

INTRA-AMERICAN STUDIES 282**Gender, Violence and Social Change (5)**

Study of current research and issues on the social, psychological, legal and political implications of gendered abuse, and instances when women are the majority of victims. Areas of study include child abuse, rape, domestic violence, and sexual harassment. Dual listed as Women 282. Formerly Women and Abuse. Prerequisites: Recommended English 101. Student option grading.

INTRA-AMERICAN STUDIES 283**Women of Power (5)**

Students will study the relationship between women and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power. Students will research several powerful women. Emphasis is on class discussion and collaboration. Open to women and men. Dual listed as WOMEN 283. Prerequisites: Recommend ENG 101. Student option grading.

INTRA-AMERICAN STUDIES 284**Gender, Race and Class (5)**

Integrated study of sexism, racism and classism within the U.S. Explores various ways in which race, class and gender influence the determination of economic realities of women's lives in comparison to men's lives. Terms will be defined; the constitutional amendments, laws, the statistical portrait of economics, and the consequences of inequality will be studied. Focus on women from racial groups; specifically, African, Latino, Hispanic, Asian, Native American/Alaskan and Caucasian. Dual listed as Women 284. Student option grading.

INTRA-AMERICAN STUDIES 285**Special Topic (5)**

The course is designed to reflect current research and emphasis on special topics

INTRA-AMERICAN STUDIES**297, 298, 299****Special Project (1,2,3)**

Additional independent study and research on an approved topic. Permission of the instructor required. Student option grading.

JAPANESE 111**First-Year Japanese (5)**

Introduction to modern Japanese conversation and grammar taught in communicative approach. Listening, speaking, reading and writing Japanese. Hiragana characters introduced. Topics: self-introduction, greetings, shopping and daily activities. No previous knowledge of the language required. Student option grading.

JAPANESE 112**First-Year Japanese (5)**

Continuation of Japanese 111. Sino-Japanese characters introduced. Prerequisite: Japan 111 or equivalent with instructor permission. This course is not recommended for auditors or for those students who have successfully completed a more advanced level of Japanese. Student option grading.

JAPANESE 113**First-Year Japanese (5)**

A continuation of Japanese 112 with more vocabulary, more complicated sentence structure, continued work on script including Kanji characters. Prerequisite: Japan 112 or equivalent with instructor's permission. This course not recommended for auditors or for those students who have successfully completed a more advanced level of Japanese. Student option grading.

JAPANESE 211**Second-Year Japanese (5)**

Review of Japanese in a cultural context using the communicative approach. Topics: various speech styles, basic sentence patterns, scanning authentic materials. Communication themes: health, hospital, personal relationships, social life, family life, shopping, department store, fashion, aesthetics and geography. Prerequisite: Japan 113 or 3-4 years of high school Japanese or equivalent with instructor permission. Student option grading.

JAPANESE 212**Second-Year Japanese (5)**

Review of Japanese in a cultural context. Continuation of 211. Topics: transitive and intransitive verbs, conjunctions, relative clauses, reading and writing using authentic materials. Communication themes: bookstores, public transportation, directions, coffee shops, hobbies, traveling, Japanese houses, expressing apology, excuses, modesty, accepting an offer. Prerequisite: Japan 211 or four years of high school Japanese or equivalent with instructor permission. Student option grading.

JAPANESE 213**Second-Year Japanese (5)**

Review of Japanese in a cultural context. Continuation of 212. Topics: potentials, imperatives, giving and receiving, volitional form, reading and writing using authentic materials. Communication themes: lost and found office, university libraries, taxi, life and career. Introduction to the Japanese novel and folk tales. Prerequisite: Japan 212 or four years of high school Japanese or equivalent with instructor permission. Student option grading.

JAPANESE 285**Special Topics (5)****JAPANESE 297, 298, 299****Special Project (1,2,3)****LEARNING CENTER NORTH 001****GED Basics (10)**

Students read for understanding and prepare for GED exams, write connected paragraphs in essay format, apply mathematical concepts and procedures to solve problems, etc. Mandatory P/NC grading.

LEARNING CENTER NORTH 002**GED Advanced (10)**

Students read for understanding and prepare for GED exams, write connected paragraphs in essay format, apply mathematical concepts and procedures to solve problems, etc. Mandatory P/NC grading.

LIBRARY 150**Research in the Information Age (2-5)**

Examines strategies for locating, evaluating, and using information resources in the research process with attention to information policy issues. Emphasizes proficiency in using electronic resources, including those available on the library's databases, online catalog and Internet, and other standard research tools. Mandatory decimal grading.

LIBRARY 190**Introduction to Digital Media (5)**

Overview of basic digital media concepts, with emphasis on digital imaging using scanner, digital camera/camcorder, and consumer-grade PC based video editing system. Students design and produce simple digital media projects suitable for email or the Internet. Familiarity with Windows environment helpful but not required. Student option grading.

LIBRARY 297, 298, 299**Special Project (1,2,3)****MACHINIST TRAINING 170****Machinist Training (20)**

Students in class 30 hours/week. Study includes machining on the engine lathe, milling machine, drill press and layout. Emphasis is placed on shop mathematics, blueprint reading and shop theory. Permission of instructor. Mandatory decimal grading.

MACHINIST TRAINING 171**CNC Operators Training (20)**

Students in class 30 hours/week. Study includes an introduction to CNC machining, programming, set-up and operation, blueprint reading, shop mathematics and shop theory. Permission of instructor. Mandatory decimal grading.

MACHINIST TRAINING 172**CNC Operators Training (20)**

Students in class 30 hours/week. Study includes advanced conventional machining, CAM programming, set-up and operation, inspection and layout, shop mathematics, blueprint reading, shop theory and geometric tolerancing. Special emphasis placed on production machining. Permission of instructor. Mandatory decimal grading.

MACHINIST TRAINING 181**Precision Measuring Level I (3)**

A competency-based curriculum designed to introduce the student to precision measuring. This course presents the introductory concepts of measuring systems, and focuses on the selection, use and care of measuring tools usually associated with the precision machining industry. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 182**Blueprint Reading Level I (3)**

A competency-based introduction to blueprint reading. Students will learn the essential content of blueprints, including drawing types, drawing content, theory of projection, dimensioning systems, revision blocks, and all associated nomenclature. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 183**Applied Mathematics Level I (3)**

A competency-based applied mathematics curriculum designed to introduce the student to industry applications for mathematics. Topics covered will include fractions, decimals, combined operations, powers and roots of numbers, elementary applications for algebra, plane geometry and right angle trigonometry. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 184**Theory of CNC Machining (3)**

A competency-based curriculum designed to introduce the student to CNC machining. This course presents the introductory concepts of numerically controlled machining technology. Additional studies will focus on cutting tools, tool offsets, how they are used by the machine, quadrant systems, letter codes, fixed cycles, and simple part programming. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 185**CNC Turning and Milling Lab (12)**

This lab-oriented program emphasizes the hands on side of CNC machining. Students will concentrate on the set-up and operation of CNC turning and machining centers. Because this class is mostly lab, it is best suited to those who have already mastered blueprint reading, precision measuring, and shop mathematics. Prerequisites: Permission of the instructor. Students must pass an entrance examination. Mandatory decimal grading.

MACHINIST TRAINING 186**CNC Operators Training (21)**

Designed with the help of industry experts, the 300-hour, competency-based curriculum is conducted in the Okuma Regional Training Center at Shoreline. Instruction focuses on set-up and operation of CNC machines, blueprint reading, shop mathematics, precision measuring, and cutting tool theory. Permission of instructor. Mandatory decimal grading.

MACHINIST TRAINING 191**Precision Measuring and Inspection (3)**

Working as a member of an inspection team, students will receive instruction in first article inspection, production inspection, production documentation, and statistical process control, (SPC). Working under the direction of the instructor the student will gain an understanding of the application and use of computer-assisted measuring tools. Prerequisites: Macht 181 or equivalent industry experience. Instructor permission. Mandatory decimal grading.

MACHINIST TRAINING 192**Aerospace Blueprint Reading/Geometric Tolerances (3)**

Second in the series, a competency-based curriculum designed to introduce the student to aerospace blueprints and applications for geometric tolerancing. Studies will cover the application of datums, primary and secondary auxiliary views, dimensioning plans, revisions, and automated parts list. Prerequisites: Macht 182, permission of instructor. Mandatory decimal grading.

MACHINIST TRAINING 193**Applied Mathematics Level II (3)**

Second in the series, this class focuses on advanced industry applications of applied mathematics. Topics covered will include algebraic formulas, plane geometry, right angle trigonometry and compound trigonometry. Prerequisites: Macht 181 or equivalent experience. Instructor permission. Mandatory decimal grading.

MACHINIST TRAINING 194**Cutting Tools and Machine-Ability of Materials (3)**

Utilizing industry experts, this competency-based curriculum explores the many factors involved in the selection and use of carbide inserted cutting tools. Additional studies will focus on the physical and mechanical characteristics of common materials, their machine-ability and how it can be changed by heat-treating. Instructor permission required. Mandatory decimal grading.

MACHINIST TRAINING 195**CNC Turning and Milling Lab (12)**

This lab-oriented program emphasizes the hands on side of CNC machining. Students will concentrate on the set-up and operation of CNC turning and machining centers while using time saving devices. Because this class is mostly lab, it is best suited to those who have already attended Macht 185 or have equivalent industry experience. Prerequisites: Students must pass an entrance examination. Permission of the instructor. Mandatory decimal grading.

MACHINIST TRAINING 196**CNC Operator Training (21)**

300-hour competency-based curriculum, builds on the skills students learned during initial training. Instruction focuses on set-up and operation of CNC machining and turning centers utilizing time saving accessories. Additionally, aerospace blueprint reading, applied mathematics, precision measuring and inspection, cutting tools and machine-ability of materials. Permission of instructor required. Mandatory decimal grading.

MANUFACTURING 240**CAD for Manufacturing (6)**

An introduction to computer-aided drafting with emphasis on applications in manufacturing. Content includes DOS commands and all groupings of basic commands such as: Draw, Display, Edit, Layers, Settings, Dimension, Text, Block, File Management, Plotting and Printing. Prerequisite: EngrT 101 or MachT 170 or MetFa 180 or equivalent experience. Permission. Mandatory decimal grading.

MANUFACTURING 241**Machine Maintenance Level I (22)**

330-hour competency-based curriculum, conducted in the Okuma Regional Training Center. Students will learn the maintenance requirements for coolant tanks, filtration and recovery systems, state and local requirements for handling and disposal of coolants and cutting oils. Additionally, studies will include, developing and scheduling periodic maintenance, ordering and inventory control of parts, machine nomenclature, machine set-up, electrical and hydraulic blueprint reading, industry mathematics, team building and communication skills. Prerequisites: Because of the technical nature of this program, English communication skills must meet or exceed a minimal level requirement of ESL 3. Pre-program interview with instructor or program coordinator. Instructor permission required. Mandatory decimal grading.

MANUFACTURING 250**Computer-Aided Manufacturing Lecture (4)**

An introduction to CAM. Content includes necessary DOS commands, CAM job planning, geometry description, editing, tool path, macro functions, file management, utilities and code generators. The student will choose one lab, to be taken concurrently with this lecture from one of the following: Corequisite: MFGT 251 Lab, or 252 Lab, or 253 Lab, or 254 Lab. Prerequisite: Indus 103 or MetFa 188 or MachT 171 or MetFa 181. Mandatory decimal grading.

MANUFACTURING 251**CAM Punching Lab (2)**

CAM programming applied to CNC punch presses. Corequisite or prerequisite: MFGT 250 Lecture. Prerequisite: MetFa 188 or MetFa 181. Mandatory decimal grading.

MANUFACTURING 253**CAM Turning (2)**

CAM programming applied to turning centers. Corequisite or Prerequisite: MFGT 250 lecture or permission. Prerequisite: Indus 103 or MachT 171 or permission. Mandatory decimal grading.

MANUFACTURING 254

CAM Survey Lab (2)

A survey of CAM Programming applied to Punching, Milling and Turning. Corequisite: MFGT 250 lecture or permission. Prerequisite: Indus 103 or MetFa 188 or permission. Mandatory decimal grading.

MANUFACTURING 260

CAD/CAM Lecture (4)

Programming CAD/CAM - the linkage of Computer-Aided Drafting with Computer-Aided Mfg. The student will choose one lab to be taken concurrently with this lecture from the following options. Corequisite: MFGT 261 Lab or 262 Lab or 263 Lab or 264 Lab. Prerequisite: MFGT 250 Lecture-Lab or permission. Mandatory decimal grading.

MANUFACTURING 261

CAD/CAM Punching (2)

CAD/CAM programming applied to CNC punch presses. Corequisite or prerequisite: MFGT 260 lecture or permission. Prerequisite: MFGT 250 lecture-lab or permission. Mandatory decimal grading.

MANUFACTURING 262

CAD/CAM Milling (2)

CAD/CAM Programming applied to CNC Milling. Corequisite or prerequisite: MFGT 260 lecture or permission. Prerequisite: MFGT 250 lecture-lab or permission. Mandatory decimal grading.

MANUFACTURING 263

CAD/CAM Turning (2)

CAD/CAM Programming applied to CNC Turning. Corequisite or prerequisite: MFGT 260 lecture or permission. Prerequisite: MFGT 250 lecture-lab 253 or permission. Mandatory decimal grading.

MANUFACTURING 264

CAD/CAM Survey (2)

A survey of CAD/CAM Programming Applied to Punching, Turning and Milling. Corequisite or prerequisite: MFGT 260 lecture-lab 254 or permission.

MANUFACTURING 298, 299

Special Project (2,3)

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, estimations, and narrative problems. Prerequisites: A score of 23 or higher on the Numerical Skills ASSET Test (or equivalent) or permission. Student option grading.

MATHEMATICS 070

Preparation for Algebra (5)

An introduction to fundamental algebraic skills needed for Elementary Algebra. Course includes a review of arithmetic and an introduction to graphing, simplifying algebraic expressions, and solving linear equations. Prerequisites: Math 060 (2.0 or better), or a score of 34 or higher on the Numerical Skills ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS 080

Elementary Algebra (5)

Fundamentals of algebra including simplifying algebraic expressions, solving algebraic equations in one and two variables, plotting points and graphing lines, exponents and their properties, operations on polynomials, factoring polynomials, simplifying radical expressions, solving and graphing quadratic equations. Prerequisites: Math 070 (2.0 or better), or 1 year of high school pre-algebra (including a study of fractions, decimals, and signed numbers, C or better) and a score of 23 or higher on the Elementary Algebra ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS 090

Math Learning Center Lab (1)

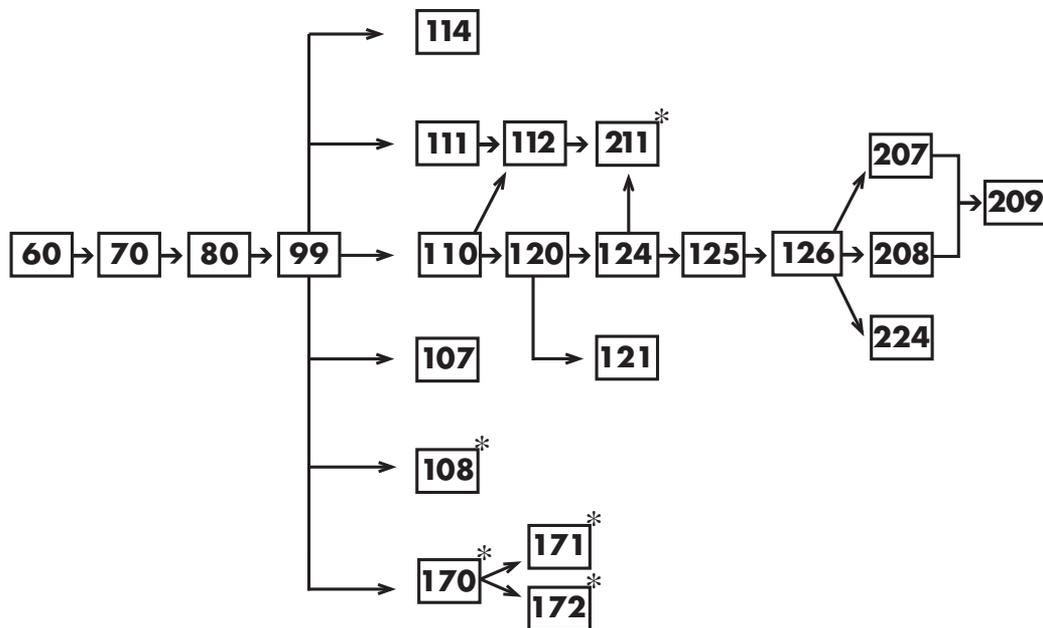
Students in Math 060, 070, 080, 099 or BusAd 175 study mathematics individually or in small groups using Math Learning Center resources: learning assistants, handouts, answer books, sample tests, video tapes, graphing calculators, computers, and library. Mandatory P/NC grading.

MATHEMATICS 099

Intermediate Algebra (5)

Simplifying and evaluating linear, quadratic, exponential, radical, and rational expressions. Solving these same type of equations with applications to real world modeling. Graphing linear and quadratic equations. Serves as a prerequisite for many of the quantitative reasoning courses. Prerequisites: Math 080 (2.0 or better), or 1 year of high school algebra (including a study of linear and quadratic equations and factoring, C or better) and a score of 34 or higher on the Intermediate Algebra ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS CURRICULUM



NON-TRANSFERABLE COURSES

COLLEGE TRANSFER COURSES

*Courses marked with * have additional prerequisites.*

MATHEMATICS 100**Math Learning Center Lab (1)**

Students in Math 107, 110, 111, 112, 124, 125, and 126 study mathematics individually or in small groups using Math Learning Center resources: learning assistants, handouts, answer books, sample tests, video tapes, graphing calculators, and library. Mandatory P/NC grading.

MATHEMATICS 107**Math: A Practical Art (5)**

A college-level coverage of the practical applications of mathematics as they arise in everyday life. Topics may include finance math, probability, statistics, logic, geometry, and voting theory. Designed to help students who are not preparing for calculus develop an appreciation for mathematics and its practical uses.

Prerequisites: Math 099 (2.0 or better) or one and a half years of high school algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS 108**Introduction to Probability and Statistics (5)**

Analysis of data through graphical and numerical methods, the normal distribution, data collection, elementary probability, and hypothesis testing with emphasis on applications.

Prerequisites: Math 099 (2.0 or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or instructor permission; placement into English 100 or ESL 100. Student option grading.

MATHEMATICS 110**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 transformations of graphs. Use of the graphing calculator. Prerequisites: Math 099 (2.0 or better), or one and a half years of high school algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS 111**Elements of Precalculus (5)**

Algebra topics including graphing and problem solving with polynomial, rational, exponential and logarithmic functions. Selected topics from linear algebra, combinatorics, mathematical modeling, probability and mathematics of finance. Intended primarily for students in business, social sciences and some biological sciences. Prerequisites: Math 099 (2.0 or better) or one and a half years of high school algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS 112**Elements of 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 to those who have completed Math 124). Prerequisites: Math 111 (preferred) or Math 120 (2.0 or better), or permission. Student option grading.

MATHEMATICS 114**Trigonometry (2)**

For students who lack only the trigonometry preparation for Calculus, and for others wanting an overview of trigonometry. Topics covered include, plane geometry, triangle trigonometry, and an introduction to the circular and inverse-circular functions. Prerequisites: Math 099 (2.0 or better) or one and a half years of high school algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS 120**Precalculus II (5)**

Triangle trigonometry, circular and inverse trigonometric functions, trigonometric identities, solving trigonometric equations, applications of trigonometry. Polar coordinates and parametric equations. Conic sections. Use of the graphing calculator. Prerequisites: Math 110 (2.0 or better) or high school algebra (including a study of exponential and logarithmic functions, C or better) and a score of 47 or higher on the College Algebra ASSET test (or equivalent), or permission. Student option grading.

MATHEMATICS 121**Discrete Mathematics (5)**

Finite and infinite non-continuous phenomena. Boolean algebras (logic, set theory), recursion and recursive reasoning, combinatorics, number theory, graph theory (networks, trees), polygons and polyhedra, finite difference methods, algorithms. Prerequisites: Math 120 (2.0 or better) or permission. Student option grading.

MATHEMATICS 124**Calculus First Quarter (5)**

Definition, interpretation and applications of the derivative. Derivatives of algebraic and transcendental functions. Parametric curves and their derivatives. Definition of the definite integral and the Fundamental Theorem of Calculus. Prerequisites: Math 120 (2.0 or better), or Math Analysis or Calculus (C or better) in high school, or permission. Student option grading.

MATHEMATICS 125**Calculus Second Quarter (5)**

Definition, interpretation and application of the definite integral. The Fundamental Theorem of Calculus, techniques of integration, separable differential equations, polar coordinates, parametric equations, and vectors. Prerequisites: Math 124 (2.0 or better) or permission. Student option grading.

MATHEMATICS 126**Calculus Third Quarter (5)**

Calculus of vector-valued functions and functions of several variables. Topics will include velocity, acceleration, curvature, partial derivatives, chain rules, directional derivatives, gradient and multiple integrals. Introduction to sequences, series and Taylor series. Prerequisites: Math 125 (2.0 or better) or permission. Student option grading.

MATHEMATICS 170**Math for Elementary School Teachers I (5)**

Basic concepts of numbers and operations related to topics taught at the K-8 level. Topics include problem solving, set theory, algebraic thinking, number theory, numeration systems, and arithmetic with integers and rational numbers. Recommended for prospective and practicing elementary school teachers. Prerequisites: Math 099 (2.0 or better) or one and a half years of high school algebra (C or better) and a score of 33 or higher on the College Algebra ASSET test (or equivalent), or instructor permission; placement into English 100 or ESL 100. Student option grading.

MATHEMATICS 171**Math for Elementary School Teachers II (5)**

Basic concepts of geometry related to topics taught at the K-8 level. Topics include problem solving, Euclidean plane geometry, non-Euclidean geometry, solid geometry, tessellations, measurement, and fractals. Recommended for prospective and practicing elementary school teachers. Prerequisites: Math 170 (2.0 or better), or instructor permission; placement into English 100 or ESL 100. Student option grading.

MATHEMATICS 172**Math for Elementary School Teachers III (5)**

Basic concepts of probability and statistics related to topics taught at the K-8 level. Topics include probability, expected value, simulation, combinatorics, graphical and numerical presentation of data, data collection and sources of bias. Recommended for prospective and practicing elementary school teachers. Prerequisites: Math 170 (2.0 or better), or instructor permission; placement into English 100 or ESL 100. Student option grading.

MATHEMATICS 207**Elements of Differential Equations (5)**

Linear and non-linear ordinary differential equations and systems. Graphical, numerical, analytical and qualitative methods. Prerequisite: Math 126 (2.0 or better) or permission. Student option grading.

MATHEMATICS 208**Linear Algebra (5)**

Matrix operations, determinants, systems of equations, vector spaces, linear transformations, eigenvalues and eigenvectors. Prerequisites: Math 126 (2.0 or better) or permission. Student option grading.

MATHEMATICS 209**Linear Analysis (5)**

Systems of linear and non-linear differential equations, abstract vector spaces, eigenvalues, eigenvectors, and phase planes. Prerequisites: Math 207 and Math 208 (2.0 or better) or 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 124 or 112 (2.0 or better), or instructor permission; placement into English 100 or ESL 100. Student option grading.

MATHEMATICS 224**Intermediate Analysis (5)**

Vector analysis, including gradient, divergence, curl, line and surface integrals. Divergence theorem and Stokes' theorem. Topics in advanced calculus and foundations of calculus.

Prerequisite: Math 126 (2.0 or better) or permission. Student option grading.

MATHEMATICS**297, 298, 299****Special Project (1,2,3)**

Special individual projects in mathematics.

Instructor permission required. Student Option Grading.

MEDICAL LABORATORY**TECHNOLOGY 197****Introduction to Medical Lab Procedures (5)**

An introduction to procedures used in the clinical or biological laboratory. Emphasis on laboratory safety, measurement, specimen collection, quality control procedures, basic laboratory theory and instruments. Theory and clinical procedures in urinalysis. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 214****Essentials of Phlebotomy (3)**

A lecture and laboratory class that includes basic phlebotomy to include the role of the phlebotomist, safety and infection control, equipment, specimen processing, and practice with classmates performing capillary and venipuncture techniques. Prerequisites: ESL, Level 4, ASSET English 80. Recommend HCI 135/ESL 002 for non-native speakers. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 215****Phlebotomy Practicum (2)**

Forty hours of clinical practicum phlebotomy training in a health care facility. Additional hours will be spent preparing for the practicum via orientation and lecture sessions, and meeting with instructor to assess outcomes. Students must show proof of health insurance before training can begin in the practicum setting. Admission to MLT Program, concurrent enrollment in MLT 214 or successful completion of MLT 214. Mandatory P/0.0 grading option.

MEDICAL LABORATORY**TECHNOLOGY 216****AIDS and HIV Education for Health Care Workers (1)**

An introduction to AIDS and HIV for health care workers. Topics include HIV risk exposure, recommended infection control measures, symptoms of the disease process, opportunistic infections and Bloodborne pathogens, HIV laboratory test procedures will be reviewed. Outside class activities will be assigned. Meets the Washington State requirements for HIV/AIDS education for health care workers. Prerequisites: Successful completion of English 090. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 220****Hematology Lecture (6)**

Basic theory of clinical hematology including normal and abnormal development of cellular components of blood as manifested in disease, diagnostic hematologic tests performed, & theory of coagulation, and diagnostic tests performed for detecting coagulopathies.

Instructor permission required. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 221****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. Prerequisites: Admission to MLT Program or instructor permission. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 222****Immunology Lecture (3)**

Basic theory and diagnostic procedures in clinical immunology and serology. Nature and production of immunoglobulins, antigen-antibody reactions, natural and acquired immunity, introduction to genetics, introduction to immunologic diseases with particular emphasis on Acquired Immune Deficiency Syndrome (AIDS). Prerequisites: Admission to MLT Program or instructor permission. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 223****Immunology Laboratory (2)**

Basic techniques and procedures used in the immunology/serology laboratory. Qualitative and quantitative direct and indirect tests for antibodies and antigens. Safety, Quality control and pipetting. Prerequisites: Admission to MLT Program or instructor permission. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 224****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 approval required. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 225****Parasitology and Mycology Laboratory (1)**

Basic techniques and procedures used in parasitology and mycology laboratories. Collection, processing, direct examinations and concentration techniques. Microscopic identification of organisms, review of staining techniques, quality control, wet mounts and culture identification. Emphasis is placed on organism identification in parasitology. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 226****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. Prerequisites: MLT 197 and CHEM 220 with a grade of 2.0 or better; admission into MLT program. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 227****Clinical Chemistry Laboratory (3)**

Application of theoretical techniques used in the clinical chemistry laboratory. Manual testing, sample preparation, automated testing, quality control and disease states. Emphasis placed on obtaining a strong understanding of the variables associated with chemical procedures and their control, and the theories behind chemistry tests. Prerequisites: MLT 197 and CHEM 220 with a grade of 2.0 or better; admission to the MLT program. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 228****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: BioSc 215 with a grade of 2.0 or better; admission into the MLT Program. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 229****Clinical Microbiology Lecture (5)**

Isolate and identify clinically significant microorganisms from specimens and cultures. Emphasis placed on sterile technique, safety, quality control, isolation techniques, quality assurance and identification of microorganisms. Prerequisites: BioSc 215 with a grade of 2.0 or better and admission into the MLT Program. Mandatory decimal grading.

MEDICAL LABORATORY**TECHNOLOGY 230****Hematology Practicum (6)**

Practical experience in clinical laboratories, 40 hours per week for 4 weeks. The student will become proficient in performing laboratory procedures and utilization of laboratory equipment in hematology, coagulation, urinalysis and body fluids. Prereq: Admission to MLT program or instructor permission. Mandatory P/NC grading.

MEDICAL LABORATORY**TECHNOLOGY 231****Chemistry Practicum (6)**

Practical experience in clinical laboratories, 40 hours per week for 4 weeks. The student will become proficient in performing laboratory procedures and utilization of laboratory equipment in clinical chemistry. Prereq: admission to MLT program or instructor permission. Mandatory P/NC grading.

MEDICAL LABORATORY TECHNOLOGY 232**Microbiology Practicum (6)**

Practical experience in clinical laboratories, 40 hours per week for 4 weeks. The student will become proficient in performing laboratory procedures and utilization of laboratory equipment in microbiology, parasitology, mycology, and serology. Prereq: Admissions to MLT program or instructor permission. Mandatory P/NC grading.

MEDICAL LABORATORY TECHNOLOGY 233**Integrated Immunohematology (11)**

An integrated combination of lecture/lab, and clinical problem-solving experience in immunohematology and blood banking. This course is a concentrated four, 40 hour, week experience covering the theoretical and practical application of blood group serology, compatibility testing, antibody identification, quality control, preparation and storage of donor units and blood components, assuring a safe blood supply and incompatibility resolution. Prerequisites: Permission or acceptance into the MLT Program. Mandatory decimal grading.

MEDICAL LABORATORY TECHNOLOGY 281, 282, 283
Special Topics (1,2,3)**MEDICAL LABORATORY TECHNOLOGY 297, 298, 299**
Special Project (1,2,3)**METAL FABRICATION 130****Orientation to Precision Metal Fabrication (4)**

An intense study of work in the precision metal fabrication industry including: general safety, tool and equipment safety, processes, human relations. Prerequisite: Permission by instructor. Mandatory decimal grading.

METAL FABRICATION 131**Cooperative Work Experience I (16)**

The first of two quarters of the internship training component of the Certificate and AAAS Degree in CNC Precision Metal Fabrication. The student will spend 11 weeks working in a CNC precision metal fabrication company as a metal fabrication technician. This will be a cooperative experience between the student, the company and Shoreline Community College. The student will be paid by the company during this 11-week period. Prerequisite: Permission by instructor. Mandatory decimal grading.

METAL FABRICATION 132**Cooperative Work Experience II (16)**

The second of two quarters of the internship training component of the Certificate and AAAS Degree in CNC Precision Metal Fabrication. The student will spend 11 weeks working in a CNC precision metal fabrication company as a metal fabrication technician. This will be a cooperative experience between the student, the company and Shoreline Community College. The student will be paid by the company during this 11-week period. Prerequisite: Permission by instructor. Mandatory decimal grading.

METAL FABRICATION 180**Beginning CNC Precision Metal Fabrication (15)**

Prepares students for careers in precision light gauge metal manufacturing (such as computer chassis manufacture). Areas of study include: beginning technical math, blueprint reading, layout, and operation of CNC punches and shears. Permission. Corequisite: MetFa 185. Mandatory decimal grading.

METAL FABRICATION 181**Intermediate CNC Precision Metal Fabrication (15)**

Second course in series. Intermediate study of technical math, dimensional tolerancing, flat pattern development, beginning CNC programming of punches and press brakes and quality control applications. Prerequisite: MetFa 180, 184, 185 or permission. Corequisite: MetFa 186, 188. Mandatory decimal grading.

METAL FABRICATION 182**Advanced CNC Precision Metal Fabrication (15)**

Advanced studies in the following: technical math, flat pattern development, blueprint reading, CNC programming, and machine operation. Includes activities in production scheduling, quality control and employment resumes. Prerequisite: MetFa 181, 186, 188. Corequisite: MetFa 189 and Mfgt 240. Mandatory decimal grading.

METAL FABRICATION 183**Production Documents (3)**

Interpretation of work orders and blueprints with emphasis on quality and production flow. Mandatory decimal grading.

METAL FABRICATION 184**Introduction to CNC Precision Metal Fabrication (6)**

Study and practice of production concepts and operations. Includes: production planning, productivity, quality control, blueprint reading, pattern development, shearing, CNC punching and press brake forming. Mandatory decimal grading.

METAL FABRICATION 185**Blueprint Reading, Layout and Math I (6)**

First of two courses designed to prepare the student with the basic blueprint reading, flat pattern development and math skills needed in the CNC precision metal fabrication industry. Mandatory decimal grading.

METAL FABRICATION 186**Blueprint, Layout and Math II (6)**

Second of two courses in blueprint reading, layout and development and mathematics related to the CNC Precision Metal Fabrication Industry. Students will study advanced aspects of these subject areas. Prerequisites: MetFa 185 or knowledge of the equipment, permission. Mandatory decimal grading.

METAL FABRICATION 187**Shear and Press Brake (6)**

Students will study and practice safety, maintenance, set up, operation and efficient production of shears and press brakes. Programming of CNC press brakes is also covered. Prerequisite: MetFa 184 and MetFa 185 or equivalent experience. Permission. Mandatory decimal grading.

METAL FABRICATION 188**CNC Punch Operation and Programming (6)**

Students will learn safety, machine maintenance, tooling maintenance, machine set up and operation as well as various aspects of preparing and producing programs for NC and CNC Punch Presses. Prerequisites: MetFa 184, MetFa 185, MetFa 186 or equivalent experience, permission. Mandatory decimal grading.

METAL FABRICATION 189**Production Practices (6)**

Instruction will cover various production support aspects of the CNC precision metal fabrication industry including: production planning, quality control, product materials, finishing and assembly techniques. Mandatory decimal grading.

METAL FABRICATION 283, 298**Special Topics (3,2)****MUSIC 100****Introduction to Music Theory (5)**

This course covers music notation, meter, rhythm, scales, key signatures and intervals in preparation for Music 101. Concurrent enrollment in Music 110 required. Mandatory Decimal grading.

MUSIC 101**First-Year Music Theory (5)**

The course includes sight singing, keyboard training, and the theories and fundamentals of musical structure. Concurrent enrollment in Music 111 (Class Piano) required. Mandatory decimal grading.

MUSIC 102**First Year Music Theory (5)**

Sight-singing, keyboard assignments, melodic and elementary harmonic dictation. Theories and fundamentals of structure. Primarily for music majors. Students without secure knowledge of music fundamentals and keyboard ability should take Music 111 concurrently. Music 102 is required for Music 103. Prerequisite: Music 101 or equivalent with permission of instructor for Music 102. Mandatory decimal grading.

MUSIC 103**First Year Music Theory (5)**

Sight-singing, keyboard assignments, melodic and elementary harmonic dictation. Theories and fundamentals of structure. Primarily for music majors. Students without secure knowledge of music fundamentals and keyboard ability should take Music 111 concurrently. Music 103 is required for Music 201. Prerequisite: Music 101 or equivalent with permission of instructor for Music 102; Music 102 or equivalent with permission of instructor for Music 103. Mandatory decimal grading.

MUSIC 107/107W**Experiencing Music (5)**

Why does music affect us the way it does? How can just a few familiar notes make us cry or set our feet to dancing? 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. Prerequisites: Successful completion of Eng 100 (or equivalent) or ASSET placement of Eng 101. Student Option grading.

MUSIC 108**Music in World Cultures (5)**

Students experience the diversity of music from around the world by examining selected musics in their broad cultural contexts: religions, historical, and social. The class emphasizes listening skills, music aesthetics, styles, genres, transmission, and sociocultural backgrounds of the musicians. Student option grading.

MUSIC 109/109W**American Popular Music (5)**

Historical, cultural, social and stylistic study of American Popular idioms from their African and European roots to the present. Most attention to contemporary styles (early Rock and Roll from its beginning roots, Folk, Blue Grass, Country-Western, Blues, Heavy Metal, Rap, Jazz). Key artists contributing to the periods of development will be discussed. Various facets of the music industry will be examined to gauge its influence on musical taste and style. Dual listed as IAStu 109. Student option grading.

MUSIC 110**Class Piano for Music 100 Students (2)**

Students meet three times a week in the electronic piano lab to learn basic skills and techniques needed in music reading, music theory and piano performance. This class is required of all MUSIC 100 students. Prerequisites: Concurrent enrollment in Music 100. Mandatory decimal grading.

MUSIC 111**Class Piano for Music Theory Students (2)**

Music theory students with little or no piano background meet in the electronic piano lab to learn basic skills and techniques needed in piano performance. The course covers materials needed to pass the piano proficiency exam given to music theory students and may be repeated up to six quarters. Prerequisites: Concurrent enrollment in Music 101, 102, 103, 201, 202, or 203. Mandatory decimal grading.

MUSIC 112**Class Piano for General Students (2)**

This class presents the basic skills and techniques needed in piano performance. The class meets in the electronic piano lab and may be repeated up to six quarters. It is intended for students who have little or no background in piano technique. Student option grading.

MUSIC 113**Rock Ensemble (2)**

The Rock Ensemble rehearses and performs music in a variety of rock and popular music styles. Several concerts per quarter are presented on and off campus. Class is intended primarily for guitar, bass, drums, keyboards and singers. Instructor approval required. Student option grading.

MUSIC 114**Class Instruction-Guitar (2)**

This course is intended for students with little or no background in guitar performance. It presents basic skills and techniques needed to play the guitar. Students must supply their own ACOUSTIC guitar. Student option grading.

MUSIC 115**Class Instruction Electric Bass Guitar (2)**

Training in basic skills and technique for the electric bass guitar including reading bass clef, learning scales and modes in twelve keys and developing and improving technical proficiency. Intended for beginning to intermediate players. Students must provide own instrument. Course may be taken up to six times. Student option grading.

MUSIC 116**Rhythm Section Techniques (2)**

Rhythm Section Techniques is designed to improve the playing, reading and rehearsal skills in jazz, rock, country, and other popular music styles. Pianists, guitarist, drummers and bass players concentrate on the functions of their instrument in the rhythm section and the relationship of each instrument to the other components of the group. Student option grading.

MUSIC 117**Electric Guitar (2)**

Training in basic skills and technique for the electric guitar including reading treble clef, learning scales and chords in twelve keys and developing and improving technical proficiency. Intended for beginning and intermediate players. Students must provide own instrument. Course may be taken up to six times. Student option grading. Student option grading.

MUSIC 118**Acoustic Guitar Class-Intermediate (2)**

Intended for intermediate level guitarists, this course presents more challenging skills and techniques necessary for improved acoustic guitar performance. Students supply their own ACOUSTIC guitar. Prerequisites: Music 114-Class Guitar, or permission of instructor. Student option grading.

MUSIC 131**Shoreline Singers (2)**

This advanced a cappella ensemble performs a variety of challenging vocal music including jazz, classical, world music, modern music, and more. The group tours annually and schedules multiple performances each quarter. Membership is by audition only. 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. Prerequisites: Membership in the Jazz Ensemble is by audition. Mandatory decimal grading.

MUSIC 137**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 138**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 Music 137 or permission of instructor. Student option grading.

MUSIC 139**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 Music 138 or permission of instructor. 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. Quarterly concerts are scheduled. The Shoreline Concert Band rehearses and performs on Monday evenings from September to May. Prerequisites: ability to play a band instrument. Mandatory decimal grading.

MUSIC 142**Evening Concert Choir-
Choir of the Sound (2)**

Shoreline's community choir performs three major concert series each year in venues throughout the community. The choir's dynamic repertoire ranges from popular music with rhythm section accompaniment and choreography to large major works with full orchestra. Membership is by audition. Instructor approval required. Mandatory decimal grading.

MUSIC 144**Funkngroove (2)**

Funkngroove is a performance troupe which provides opportunities for students to perform and record song compositions and arrangements in styles typical of commercial radio air-play from the 1970's to 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 and the community orchestra conductor. Mandatory decimal grading.

MUSIC 151**Guitar Ensemble (1)**

High energy performance ensemble for primarily jazz and fusion music. Instrumentation includes five guitars and full rhythm section. Includes sight-reading, practice, and performance of guitar ensemble literature. Mandatory decimal grading.

MUSIC 152**Bluegrass Band (1)**

Regular meetings provide an opportunity to play bluegrass in an ensemble setting. Students develop repertoire and improve playing techniques in addition to practicing and performing classic tunes from the genre. Student option grading.

MUSIC 153**Chamber Chorale (2)**

Advanced ensemble of mixed voices that performs various styles of complex literature 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 154**Saxophone Ensemble (1)**

Designed for the experienced music student. Literature includes classical as well as jazz and contemporary styles with full rhythm section. Includes sight-reading, practice, and performance of saxophone ensemble literature. Mandatory decimal grading.

MUSIC 155**String Ensemble (1)**

Weekly rehearsals of string literature based on performance level of students. An excellent opportunity for development of string duo, trio and quartet techniques. Includes sight-reading, practice, and performance of string ensemble literature. Mandatory decimal grading.

MUSIC 156**Piano Ensemble (1)**

Intermediate and advanced pianists study duo piano, piano four hands, and piano ensemble literature and techniques. This course includes sight-reading, practice, and performance ensemble literature. Prerequisites: Intermediate or above reading level of piano music. Mandatory decimal grading.

MUSIC 157**Repertoire Jazz Group (1)**

The Repertoire Jazz Group is a performance ensemble that provides students with an opportunity to play a focused style of jazz literature. Each quarter the course focus will change to include different composers, musicians and cultural styles. May be taken a maximum of five quarters. Mandatory decimal grading.

MUSIC 159**Brass Ensemble (1)**

Weekly rehearsals of brass ensemble literature. An excellent opportunity for the study of brass ensemble literature and rehearsal techniques. Includes sight-reading, practice, and performance of brass ensemble literature. Mandatory decimal grading.

MUSIC 160**Percussion Ensemble (1)**

Weekly rehearsals of percussion ensemble literature. An excellent opportunity for the study of percussion ensemble literature and rehearsal techniques. Includes sight-reading, practice, and performance of percussion ensemble literature. Mandatory Decimal grading.

MUSIC 162**Opera Workshop (2)**

Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and usually in English. This course is dual listed as Drama 162. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 163**Opera Workshop (3)**

Students perform one-act operas and opera scenes from familiar and unfamiliar operas and operettas in full production and performed in English. This course is dual listed as Drama 163. Prerequisites: Instructor permission based on student audition. Mandatory decimal grading.

MUSIC 165**Musical Theater Performance (2)**

Singers and actors have the opportunity to perform musical theater in full production, accompanied by orchestra and presented in Shoreline's Campus Theater. This course is dual listed as Drama 165. Prerequisites: Permission of instructor after audition. Mandatory decimal grading.

MUSIC 166**Musical Theater Performance (3)**

Singers and actors have the opportunity to perform musical theater in full production, accompanied by orchestra and presented in Shoreline's Campus Theater. This course is dual listed as Drama 166. Prerequisites: 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 while preparing them to perform on stage in musical roles. This course is dual listed as PE 167. Student option grading.

MUSIC 168**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 Music 167 or PE 167 for the more advanced student and is dual listed as PE 168. Prerequisites: Completion of Music 167, PE 167 or equivalent with instructor's permission. Student option grading.

MUSIC 172**Private Classical Piano (2)**

Students receive one-on-one instruction on piano technique and piano literature from the Baroque, Classical, Romantic and Contemporary periods. Students prepare for and give public performances. Prerequisites: Reading knowledge of piano music. Permission of instructor. Mandatory decimal grading.

MUSIC 170-190; 270-294**Private Instruction (2)**

Individual applied instruction in the following areas: (Mandatory decimal grading.)

MUSIC 170, 270-CLASSICAL VOICE**MUSIC 171, 271-ORGAN****MUSIC 173, 273-CLASSICAL GUITAR****MUSIC 174, 274-FLUTE****MUSIC 175, 275-CLARINET****MUSIC 176, 276-SAXOPHONE****MUSIC 177, 277-OBOE****MUSIC 178, 278-BASSOON****MUSIC 179, 279-TRUMPET****MUSIC 180, 280-HORN****MUSIC 181, 281-TROMBONE****MUSIC 182, 282-BARITONE****MUSIC 183, 283-TUBA****MUSIC 184, 284-PERCUSSION****MUSIC 185, 285-VIOLIN****MUSIC 186, 286-VIOLA****MUSIC 187, 287-CELLO****MUSIC 188, 288-CLASSICAL BASS****MUSIC 189, 289-HARP****MUSIC 190, 290-POPULAR VOICE****MUSIC 192, 292-POPULAR KEYBOARD****MUSIC 193, 293-POPULAR GUITAR****MUSIC 194, 294-POPULAR BASS****MUSIC 170-194 FRESHMAN LEVEL****MUSIC 270-294****SOPHOMORE LEVEL**

Prerequisite: Permission of instructor. Audition for appropriate instructor may be required. Mandatory decimal grading.

MUSIC 200**Fundamentals of Music (3)**

Designed for students with little or no background in music. Especially useful for those who plan to be elementary school teachers. Covers basic concepts of music notation, rhythm, scales, intervals, and chord structure. Student option grading.

MUSIC 201**Second-Year Theory (5)**

Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Advanced theory and structure. Prerequisite: Music 103 or equivalent with instructor permission. Mandatory decimal grading.

MUSIC 202**Second-Year Theory (5)**

Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Advanced theory and structure. Prerequisite: Music 201 or permission of instructor. Mandatory decimal grading.

MUSIC 203**Second-Year Theory (5)**

Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Advanced theory and structure. Students may be required to pass a piano proficiency examination to receive credit for 203. Prerequisite: Music 202 or permission of instructor. 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 instrumentalist interested in playing jazz. Prerequisites: Music 204 or instructor permission. Mandatory decimal grading.

MUSIC 206**History of Jazz (5)**

Historical, Cultural, Social and Stylistic study of Jazz History from their African and European roots to the present. Focus on it's beginnings in New Orleans to the present day avant-garde artist. Emphasis on form, structure, social background and the contribution of Jazz to music in America. Formerly Music 211. 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 208**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. Prerequisites: Music 137 or equivalent with instructor permission. Student option grading.

MUSIC 209**Diction for Singers-French/English (3)**

Students perform musical compositions from the past three hundred years in both French and English. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Prerequisites: Music 137 or equivalent with instructor permission. Student option grading.

MUSIC 264, 265**Special Topics (2,3)****MUSIC 272****Private Classical Piano (2)**

Students continue to receive one-on-one instruction on piano technique and piano literature from the Baroque, Classical, Romantic and Contemporary periods. Students prepare for and give public performances. Prerequisites: Intermediate reading knowledge of piano music. Permission of instructor. Mandatory decimal grading.

MUSIC 291**Conducting (2)**

A beginning/intermediate 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. Prerequisites: Completion of First Year Theory sequence. Instructor approval required. Mandatory decimal grading.

MUSIC 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in specific areas of music. Permission of instructor. Mandatory decimal grading.

MUSIC TECHNOLOGY 100**Vocational Music Seminar (2)**

A seminar to assist the student in career exploration and development. Factual information is presented by professional people working in all areas of music-related careers. Student option grading.

MUSIC TECHNOLOGY 104**Survey of Music Recording/Publishing in Business (2)**

Course provides techniques for successful operation of businesses focusing in the area of music recording and publishing. Cash flow is tracked and evaluated throughout the industry. Course details the primary sources of income including artist royalties, broadcast royalties and contract negotiation. Operating procedures for successful recording studio ownership are highlighted.

MUSIC TECHNOLOGY 105**Rights and Methods in Multimedia (2)**

Overview of development and marketing of a variety of multimedia products. Introduction to legal issues relating to content including copyrighting, trademark law, publicity and privacy rights, unions and other related organizations. Student option grading.

MUSIC TECHNOLOGY 206**Live Sound Reinforcement (3)**

Students learn the concepts, techniques, and vocabulary needed to set up and operate sound reinforcement systems. Examine basics of assembling a system and securing employment in the live sound industry. Prerequisite: MusTc 220 and 221 or instructor permission. Student option grading.

MUSIC TECHNOLOGY 215**Pop and Commercial Music Theory I (4)**

Application of music theory concepts to "real-life" situations of pop and commercial music. Basic ear training, harmony, rhythm, melody, arranging, and production techniques examined. Designed primarily for students enrolled in Music Technology Program. Prerequisites: Music 103 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 216**Pop and Commercial Music Theory II (4)**

Application of music theory concepts to "real-life" situations of pop and commercial music. Intermediate ear training, harmony, rhythm, melody, arranging, and production techniques examined. Designed primarily for students enrolled in Music Technology Program. Prerequisites: Music 215 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 217**Pop and Commercial Music Theory III (4)**

Application of music theory concepts to "real-life" situations of pop and commercial music. Advanced ear training, harmony, rhythm, melody, arranging, and production techniques examined. Designed primarily for students enrolled in Music Technology Program. Prerequisites: Music 216 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 220**First-Year Audio Recording (3)**

Signal flow is traced throughout a modern multi-track recording facility. Lectures and demonstrations on equipment and procedures are presented in the order they are encountered. While not mandatory, it is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 221**First-Year Audio Recording (3)**

Signal flow is traced throughout a modern multi-track recording facility. Lectures and demonstrations on equipment are presented in the order they are encountered. While not mandatory, it is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 222**First-Year Audio Recording (3)**

Signal flow is traced throughout a modern multi-track recording facility. Lectures and demonstrations on equipment and procedures are presented in the order they are encountered. While not mandatory, it is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 223**Multitrack Music Production 1 (3)**

Students learn the operation of a multitrack recording studio and work as engineers on a variety of projects. Instruction combines demonstration and hands-on learning opportunities.

MUSIC TECHNOLOGY 224**Multitrack Music Production 2 (3)**

Students expand their understanding of the multitrack recording process from the initial recording to production. Emphasis is on the development of a student recording portfolio. Instruction is balanced between demonstration and hands-on learning opportunities. Prerequisites: Music 223 or equivalent with permission of instructor.

MUSIC TECHNOLOGY 225**Multitrack Music Production 3 (3)**

Students study advanced topics in multitrack production. Emphasis is on the development of an expanded student portfolio. Instruction combines demonstration and hands-on learning opportunities. Prerequisites: Music 224 or equivalent with permission of instructor.

MUSIC TECHNOLOGY 226**Digital Audio Production I (3)**

Provides students with a working understanding of basic digital audio production technology. Topics include sampling, laser theory, compact disc production, video and film applications, satellite broadcast, and digital signal processing. Student option grading.

MUSIC TECHNOLOGY 227**Digital Production II (3)**

Provides students with a basis in multitrack digital audio production as it relates to the Pro Tools III digital audio workstation. Topics covered include multitrack audio recording, editing, signal processing and mixing in a random-access, hard disk recording environment. Prerequisites: Music 225 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 228**Digital Audio Production III (3)**

A continuation of topics discussed in Music 227, with an emphasis on application of digital audio technologies as used in audio post-production environments, multimedia production and an integrated analog/digital multitrack studio. Prerequisites: Music 227 or equivalent with permission of instructor. Student option grading.

MUSIC TECHNOLOGY 230**Introduction to MIDI (2)**

This course introduces the student to MIDI music production using synthesizers, sequencers, drum machines, samplers, personal computers and various controllers. Instruction is balanced between demonstration and hands-on learning opportunities. Student option grading.

MUSIC TECHNOLOGY 231**MIDI Sequencing I (2)**

Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn's "Performer" sequencing software provides the core of the coursework. It is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 232**MIDI Sampling (2)**

Sampling technology is presented in a demonstration/hands-on course covering introductory to advanced techniques. Prerequisite: MusTc 230 and/or instructor permission. Student option grading.

MUSIC TECHNOLOGY 233**MIDI Synthesis (2)**

Synthesis technology is presented in a demonstration/hands-on course covering introductory to advanced techniques. Prerequisite: MusTc 230 and/or instructor permission. Student option grading.

MUSIC TECHNOLOGY 234**MIDI Drum Programming (2)**

Demonstration/hands-on instruction in MIDI drum programming covering hardware and software based technology. Instruction moves through equipment operation into successful programming in various musical styles. MusTc 230 and/or instructor permission. Student option grading.

MUSIC TECHNOLOGY 236**Digital Performer I: Beginning Digital Audio (5)**

Students learn the Digital Performer application with an emphasis on the digital audio component of the application software. Students will demonstrate and develop projects simulating a commercial recording studio environment. Student option grading.

MUSIC TECHNOLOGY 237**Digital Performer II: Static Sound Design (5)**

Students learn the Digital Performer 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. Prerequisites: MusTC 236. Student option grading.

MUSIC TECHNOLOGY 238**Digital Performer III: Film/Video Sound Design (5)**

Students learn the Digital Performer application as it applies to audio post-production of film and video sound design elements such as dialog, sound effects and sound tracks simulating a commercial recording studio environment. Prerequisites: MusTc 237, MusTc 251 or 261 (MIDI Sequencing III or IV), which may be taken concurrently. Student option grading.

MUSIC TECHNOLOGY 241**MIDI Sequencing II (2)**

Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn's "Performer" sequencing software provides the core of the coursework. It is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 242**Advanced Sampling (2)**

Advanced sampling topics including keygroup assignments, looping, velocity cross-fade and envelope construction. Hands-on/lecture format. Sample and program editing will be accomplished via software based editing using the Atari 1040 ST Computer and the Akai S900 Sampler. Prerequisite: MusTc 232 or equivalent with instructor permission. Student option grading.

MUSIC TECHNOLOGY 243**Advanced Synthesis (2)**

Course covers advanced concepts necessary for successful MIDI synthesizer programming in a lecture/hands-on format. Advanced topics will include amplitude modulation, LFO function, the Yamaha operator system, various ratio rules and algorithms as well as they apply to FM, phase distortion and linear arithmetic synthesis. Prerequisite: Music 233 or equivalent with instructor permission. Student option grading.

MUSIC TECHNOLOGY 244**MIDI Drum Programming (2)**

Demonstration/hands-on instruction in MIDI drum programming covering hardware and software based technology. Instruction moves through equipment operation into successful programming in various musical styles. MusTc 230 and/or instructor permission. Student option grading.

MUSIC TECHNOLOGY 246**Audio Post-I Digital Music Production (5)**

Course provides students with a working understanding of advanced non-linear digital production of music using digital audio workstations in a recording studio environment. Students will prepare portfolio materials demonstrating recording and mastering techniques in solo piano, solo guitar, small acoustic group, and amplified group. Prerequisites: MusTc 226, MusTc 227, MusTc 228 and VCT 130 or Instructor Permission Student Option Grading

MUSIC TECHNOLOGY 247**Audio Post II-Digital Radio Production (5)**

Course provides students with a working understanding of advanced radio broadcast-oriented commercial, public service, short- and long-form programming and "Industrial" non-linear digital production using digital audio workstations in a recording studio environment, based upon a broadcast paradigm (quick turnaround, high-volume production of time sensitive audio content). Prerequisites: MusTc 226, MusTc 227, MusTc 228, MusTc 246 and VCT 130, or Instructor Permission. Student Option grading.

MUSIC TECHNOLOGY 248**Audio Post III-Digital Audio for Video (5)**

Course provides students the opportunity to design and develop music, sound effects, and other creative audio components for existing video material, taken from video tape or film-transfer, using advanced production techniques on a non-linear digital audio workstation. Students learn standards and practices used in the media post-production industry in a recording studio environment. Prerequisites: MusTc 226, MusTc 227, MusTc 228, MusTc 246, MusTc 247, and VCT 130, or Instructor Permission. Student Option Grading.

MUSIC TECHNOLOGY 249**MIDI Portfolio Development (2)**

Creation and compilation of a professional demo package which will include 1/4 inch 15 ips master tapes of the student's own compositions and productions. Portfolio materials will demonstrate student work on a wide variety of equipment and musical styles and will be tailored to the specific vocationally related ambitions of each student. Prerequisite: Second year standing; completion of advanced MIDI courses, or equivalent with instructor permission. Student option grading.

MUSIC TECHNOLOGY 251**MIDI Sequencing III (2)**

Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn's "Performer" sequencing software provides the core of the coursework. It is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 261**MIDI Sequencing IV (2)**

Demonstration/hands-on instruction in modern MIDI sequencing using the Macintosh computer. Detailed exploration of Mark of the Unicorn's "Performer" sequencing software provides the core of the coursework. It is recommended the courses are taken sequentially. Student option grading.

MUSIC TECHNOLOGY 262**Basic Studio and Sound Maintenance (2)**

Common techniques and procedures for isolating the proximate cause of aberrant audio system behavior. Successful completion of the course will enable students to understand and recognize common failure modes of various types of equipment used in the history. Student option grading.

MUSIC TECHNOLOGY 263**Advanced Studio and Sound Maintenance (2)**

The purpose of this course is to enable the student to resolve audio equipment problems and to execute routine maintenance of equipment. The student will gain familiarity with the necessary tools and test equipment needed to perform many rudimentary maintenance tasks. Student option grading.

MUSIC TECHNOLOGY**297, 298, 299****Special Project (1,2,3)****NURSING 067****Fundamentals of Caregiving (2.5)**

This course meets the Washington State requirement for "Fundamentals of Care Giving" certificate in order to be employed in community care giving settings. Mandatory P/NC grading.

NURSING 068**Receiving Nursing Delegation (1)**

This course meets 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 (10)**

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 130**Communication in Nursing (2)**

Provides the student with the opportunity to apply basic principles of communication and human relations to health care situations. Includes identification of problems in human relationships and techniques for working successfully with clients, families, co-workers, and others in the health care environment. Prerequisites: Admission to the Nursing program. Instructor approval required. Mandatory decimal grading.

NURSING 131**Skills Practice Laboratory for Communication (1)**

On-campus practice of communication skills including communicating within the health care team, techniques to use with clients, group process, and responding to individuals with varying needs, ages, and problems. Techniques for managing personal stress in the health care setting are explored. Instructor approval required. Mandatory P/NC grading.

NURSING 132**Foundations of Nursing Practice (3)**

Presents the organizing framework foundational to the nursing program. Concepts include: critical thinking, nursing process, total person, homeostasis, and environment. Human needs and lifespan content regarding the older adult are explored. Roles and responsibilities of the registered nurse are emphasized. Prerequisites: Admission to the nursing program. Mandatory decimal grading.

NURSING 133**Skills Practice Laboratory I (1)**

Taken concurrently with Nurs 134, provides on-campus experience practicing basic nursing skills. Prerequisite: Admission to the Nursing program. Mandatory P/NC grading.

NURSING 134**Nursing Foundations Practicum (4)**

Taken concurrently with Nurs 132, provides opportunity for student to apply the nursing process, communication abilities, and basic nursing skills in a long-term care setting. Prerequisite: Admission to the Nursing program. Mandatory P/NC grading.

NURSING 140**Nursing Practice and Common Health Disturbances (5)**

Nursing care related to common disturbances of homeostasis: immobility, malnutrition, infection, inflammation, healing, pain, shock, post-operative care, unconsciousness, grief, body image, dementia, diabetes, integumentary and musculoskeletal disorders. Critical thinking and cultural needs integrated. Prerequisites: NURS 130, 131, 132, 133, 134. Mandatory decimal grading.

NURSING 141**Skills Practice Laboratory II (1)**

Provides progression in the practice of nursing skills in an on-campus laboratory setting. Taken concurrently with NURS 140 and 142. Prerequisites: NURS 130, 131, 132, 133, 134. Mandatory P/NC grading.

NURSING 142**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. Taken concurrently with NURS 140, 141. Prerequisites: NURS 130, 131, 132, 133, 134. Mandatory P/NC grading.

NURSING 150**Nursing Practices and Complex Health Disturbances (6)**

Third level in the Nursing sequence, with emphasis on hospitalized patients with complex health disturbances across the life-span. Focus is on the surgical experience, fluid, electrolyte, and acid-base balance, respiratory, cardiac, immune, cancer, gastrointestinal, endocrine, eye and ear problems. Prerequisites: Nursing 130, 131, 140, 141, 142. Mandatory decimal grading.

NURSING 151**Perspectives on Dying (5)**

Interdisciplinary course exploring attitudes about death, both societal and personal. Needs and concerns of persons in life-threatening situations. Guidelines to interaction. Legal, religious, medical, ethical issues. Student option grading.

NURSING 152**Skills Practice Laboratory III (1)**

Third level in the Nursing sequence where students practice and demonstrate complex nursing skills in an on-campus laboratory setting. Prerequisites: Nursing 140, 141, 142 or Permission. Mandatory P/NC grading.

NURSING 153**Complex Health Disturbances I Practicum (5)**

Students provide care for hospitalized individuals with complex health disturbances with special emphasis on those related to fluid, electrolyte, and acid-base imbalance, cancer, immune, gastrointestinal, respiratory, cardiovascular, endocrine, and eye and ear dysfunction and on individuals undergoing surgery. Concurrent enrollment in Nursing 150 required. Mandatory P/NC grading.

NURSING 230**Nursing Practice and Complex Health Disturbances II Practicum (2.5)**

More advanced nursing theory with emphasis on care of the person with complex health disturbances and interrelated psychosocial disorders. Includes special emphasis on neurological, liver organ system, reproductive system dysfunction, and the effects of toxic agents on the body. Prerequisites: Nursing 130, 131, 150, 152, 153. Mandatory decimal grading.

NURSING 231**Complex Health Disturbances II Practicum (5)**

Students provide care for hospitalized individuals with complex health disturbances with special emphasis on those related to neurological, liver organ system, reproductive system dysfunction and disorders related to the effects of toxic agents on the body while integrating understanding of psychosocial disorders. Prerequisites: Nursing 130, 131, 150, 152, 153. Mandatory P/NC grading.

NURSING 232**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 effect on individuals are explored. Principles of psychosocial nursing and work with the interdisciplinary team are emphasized. Prerequisites: NURS 150, 152, 153. Mandatory P/NC grading.

NURSING 233**Psychosocial Disturbance Practicum (2)**

Provision of care for individuals with psychiatric disturbances in a variety of settings. Working with interdisciplinary team is emphasized. Concurrent enrollment in NURS 232 required. Prerequisites: NURS 150, 152, 153. Mandatory P/NC grading.

NURSING 240**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 241. Instructor's permission required. Mandatory decimal grading.

NURSING 241**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 240. Instructor's permission required. Mandatory P/NC grading.

NURSING 242**Nursing Practice and Health Promotion (3)**

Provides knowledge related to maintaining and promoting optimal health for individuals and families. Emphasis is on supporting client self-determination and self care in the home and community. Prerequisites: NURS 230, NURS 231, NURS 232, NURS 233 or instructor's permission. Mandatory decimal grading.

NURSING 243**Nursing and Health Promotion Practicum (2)**

Clinical practice in ambulatory and community settings. The major focus is on use of nursing process and promoting health and self determination. Prerequisites: NURS 230, NURS 231, NURS 232, NURS 233 or instructor's permission. Mandatory P/NC grading.

NURSING 270**Nursing Practice and Complex Health Disturbances III (2)**

Focuses on nursing care of persons throughout the life span who have complex health disturbances related to hematopoietic disorders, renal disorders, trauma, severe burns, multisystem failure, and the hospitalized and dying child. Nutrition and pharmacology are integrated. Concurrent enrollment with Nurs 271. Prerequisites: Nursing 240, 241, 242, 243. Instructor permission required. Mandatory decimal grading.

NURSING 271**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 270. Focuses on transition to registered nurse role. Concurrent enrollment with Nursing 270. Prerequisites: NURS 240, NURS 241, NURS 242, NURS 243. Mandatory P/NC grading.

NURSING 272**Managing Nursing Care in the Health Care System (3)**

Presents basic management theory applied to nursing and the management of patient/client care and working with the health care team. Explores the challenges, issues, and trends affecting the nursing profession and the health care system of today. Provides information relative to legal issues surrounding licensure. Prerequisites: NURS 240, NURS 241, NURS 242, NURS 243. Mandatory decimal grading.

NURSING 273**Managing Nursing Care Practicum (3)**

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 272. Prerequisites: NURS 240, NURS 241, NURS 242, NURS 243. Mandatory P/NC grading.

NURSING 281, 282, 283, 284, 285
Special Topics (1,2,3,4, 5)**NURSING 290****Leadership Experience in Nursing (2)**

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. Mandatory P/NC grading.

NURSING 297, 298, 299**Special Project (1,2,3)****NUTRITION, DIETETICS, FOODS 103****Food Systems Management I (5)**

A study of the basic principles of management. Includes planning, decision making, leadership, communications and financial and human resources as they relate to clinical nutrition management. Student option grading.

NUTRITION, DIETETICS, FOODS 104**Food Systems Preceptorship I (2)**

Students will be assigned to various health care facilities to observe and put into practice theories learned in the classroom. Prerequisite: Concurrent enrollment in NDF 103. Student option grading.

NUTRITION, DIETETICS, FOODS 105**Food Systems Management II (5)**

A study of the basic skills in the day to day operation of food service departments in health care institutions. Includes safety and sanitation procedures, menu-planning, purchasing, inventory control and food quality assurance. Prerequisite: completion of NDF 103 or equivalent with instructor permission. Student option grading.

NUTRITION, DIETETICS, FOODS 106**Food Systems Preceptorship II (3)**

Students will gain an exposure to the administrative aspects of nutrition and dietetics. An understanding of the relationships between patient and food service and delivery of nutritional care is strongly emphasized. Prerequisite: concurrent enrollment in NDF 105. Student option grading.

NUTRITION, DIETETICS, FOODS**110/110W****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. Student option grading.

NUTRITION, DIETETICS, FOODS 180**Introduction: Dietetics and Health Care Delivery System (5)**

A general orientation to nutrition and dietetics and how it relates to health care delivery. Acquaints the student with health care activities in various health institutions and how dietetics integrates with total health care. Discusses health care delivery systems and the roles of the state, federal and world health agencies. Student option grading.

NUTRITION, DIETETICS, FOODS 200**Food Science and Meal Management (5)**

A study of the principles of quantity food preparation, food selection, nutritional value of foods and quality assurance in food service. Menu planning and techniques of recipe development and standardization is emphasized. Student option grading.

NUTRITION, DIETETICS, FOODS 210**Advanced Nutrition (5)**

A advanced level nutrition course that focuses on assessing nutritional needs of all age groups throughout the life-cycle, psychological and socioeconomic factors influencing food habits of individuals and groups. Prerequisite: NDF 110 or equivalent with instructor permission. Student option grading.

NUTRITION, DIETETICS, FOODS 220**Nutrition and Diet Therapy I (5)**

Covers nutritional implications of various diseases. Techniques in patient interviewing and education and utilization of nutritional assessment tools are emphasized. Involves a classroom review of case studies and preparation of nutritional care plans. Prerequisite: NDF 210 or equivalent with instructor's permission. Student option grading.

NUTRITION, DIETETICS, FOODS 221**Clinical Nutrition Preceptorship I (3)**

Clinical experience in a hospital/health care institution under the supervision of a registered dietitian, nutritionist, or dietetic technician. Learning experiences include hands-on practice of knowledge, skills and techniques learned in the classroom. Prerequisite: Concurrent enrollment in NDF 220. Student option grading.

NUTRITION, DIETETICS, FOODS 230**Nutrition and Diet Therapy II (5)**

Involves further skill development in patient interviewing, data gathering, nutrition assessment and communications. Involves case study review, problem analysis and development of nutritional care plans. Prerequisite: NDF 220 or equivalent with instructor permission. Student option grading.

NUTRITION, DIETETICS, FOODS 231**Clinical Nutrition Preceptorship II (3)**

Clinical experience in health care facilities under the supervision of a registered dietitian, nutritionist or dietetic technician. Learning experiences include hands-on practice of knowledge, skills and techniques learned in the classroom. Prerequisite: Concurrent enrollment in NDF 230. Student option grading.

NUTRITION, DIETETICS, FOODS 240**Community Nutrition (5)**

A study of the different public health programs as they relate to individual communities with a particular focus on nutrition and dietetics. The course familiarizes the student with various federal, state and county agencies and their roles in the delivery of nutritional care. Prerequisite: NDF 220, NDF 230 or equivalent with instructor permission. Student option grading.

NUTRITION, DIETETICS, FOODS 241**Community Nutrition Preceptorship (3)**

Students explore the different private and public health agencies in the state and county and how these agencies deliver nutritional care. They learn the differences in the nutritional management and care of institutionalized and home based patients. Prerequisite: concurrent enrollment in NDF 240. Student option grading.

NUTRITION, DIETETICS, FOODS 281**Dietetic Seminar (1)**

Review of the following: the role of the dietetic services in health care, responsibilities and functions of the dietetic technician, professional conduct and ethics, the role of a dietetic technician as a member of the American Dietetic Association. Students are taught how to research the job market, write resumes and applications and properly interview for a job. Student option grading.

NUTRITION, DIETETICS, FOODS 283**Special Topics (3)****NUTRITION, DIETETICS, FOODS 297, 298, 299****Special Project (1,2,3)****OCEANOGRAPHY 101****Survey of Oceanography (6)**

Study of the sea floor features 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. Optional field trips. Student option grading.

OCEANOGRAPHY 297, 298, 299**Special Project (1,2,3)****PARENT EDUCATION 110****Parent Cooperative Preschool (2)**

Lecture/lab for parents of birth to one year olds; ParEd 110, 111, 112 together cover parenting the 0-1 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/Z grading.

PARENT EDUCATION 111**Parent Cooperative Preschool (2)**

Lecture/lab for parents of birth to one year olds; ParEd 110, 111, 112 together cover parenting the 0-1 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/Z grading.

PARENT EDUCATION 112**Parent Cooperative Preschool (2)**

Lecture/lab for parents of birth to one year olds; ParEd 110, 111, 112 together cover parenting the 0-1 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/Z grading.

PARENT EDUCATION 120**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 1-2 year olds; ParEd 120, 121, 122 together cover parenting the 1-2 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/Z grading.

PARENT EDUCATION 121**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 1-2 year olds; ParEd 120, 121, 122 together cover parenting the 1-2 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/Z grading.

PARENT EDUCATION 122**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 1-2 year olds; ParEd 120, 121, 122 together cover parenting the 1-2 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/Z grading.

PARENT EDUCATION 125**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 2-3 year olds; 1-day/week option to accommodate child or family needs. ParEd 125, 126, 127 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 126**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 2-3 year olds: 1-day/week option to accommodate child or family needs. ParEd 125, 126, 127 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 127**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 2-3 year olds; 1-day/week option to accommodate child or family needs. ParEd 125, 126, 127 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 130**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 2-3 year olds; 2-day/week option to accommodate child or family needs. ParEd 130, 131, 132 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 131**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 2-3 year olds; 2-day/week option to accommodate child or family needs. ParEd 130, 131, 132 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 132**Parent Cooperative Preschool (2)**

Lecture/lab for parents of 2-3 year olds; 2-day/week option to accommodate child or family needs. ParEd 130, 131, 132 together cover parenting the 2-3 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/Z grading.

PARENT EDUCATION 140**Parent Cooperative Preschool (3)**

Lecture/lab for parents of 3-4 year olds; ParEd 140, 141, 142 together cover parenting the 3-4 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/Z grading.

PARENT EDUCATION 141**Parent Cooperative Preschool (3)**

Lecture/lab for parents of 3-4 year olds; ParEd 140, 141, 142 together cover parenting the 3-4 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/Z grading.

PARENT EDUCATION 142**Parent Cooperative Preschool (3)**

Lecture/lab for parents of 3-4 year olds; ParEd 140, 141, 142 together cover parenting the 3-4 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/Z grading.

PARENT EDUCATION 150**Parent Cooperative Preschool (3)**

Lecture/lab for parents of 4-5 year olds; ParEd 150, 151, 152 together cover parenting the 4-5 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/Z grading.

PARENT EDUCATION 151**Parent Cooperative Preschool (3)**

Lecture/lab for parents of 4-5 year olds; ParEd 150, 151, 152 together cover parenting the 4-5 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/Z grading.

PARENT EDUCATION 152**Parent Cooperative Preschool (3)**

Lecture/lab for parents of 4-5 year olds; ParEd 150, 151, 152 together cover parenting the 4-5 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/Z grading.

PARENT EDUCATION 281, 282, 283
Special Topics (1,2,3)**PARENT EDUCATION 297, 298, 299**
Special Project (1,2,3)

Additional independent study and research on an approved topic. Permission of the instructor required. Student option grading.

PHILOSOPHY 100**Introduction to Philosophy (5)**

Major philosophical concepts addressed are metaphysics, ontology (what is really real), epistemology (issues regarding how we know), and concepts related to political and ethical theories. Both classical (Plato and Aristotle) and contemporary philosophers are examined in an historical context. Prerequisites: Recommend successful completion of Eng 100 or placement into Eng 101. Student option grading.

PHILOSOPHY 102**Contemporary Moral Problems (5)**

Students will use basic ethical theory methods of diverse cultures to investigate and critically examine such contemporary moral issues as capital punishment, war and violence, animal rights, environmental degradation, abortion, racial and ethnic discrimination, and injustices related to gender and sexuality. Student option grading.

PHILOSOPHY 115**Critical Thinking (5)**

In this course, students learn the concept of an argument, learn how to distinguish arguments from non-arguments, and study different patterns of argumentation. Students also learn how to critically evaluate arguments and how to construct arguments of their own. Student option grading.

PHILOSOPHY 120**Introduction to Logic (5)**

An introduction to symbolic logic. Students learn an artificial symbolic language which is designed to clarify the logical structure of an argument. The course investigates both the theoretical properties of this language and its use within philosophy. Prerequisite: Math 099. Student option grading.

PHILOSOPHY 210**Comparative Religion (5)**

A survey course in the history of world religions which analyzes the beliefs and practices of the major religions embraced by humanity. Student option grading.

PHILOSOPHY 230**Philosophic Issues in World Affairs (5)**

Topics will include issues of affluence, impoverishment, hunger, global environmental degradation, violence and non-violence. The views of philosophers from Latin America, Africa, and Asia will be analyzed and interpreted, in relation to shifts in the international order. (Formerly Philosophy 167.) Prerequisites: Recommend successful completion of English 100 or placement into English 101. Student option grading.

PHILOSOPHY 240**Introduction to Ethics (5)**

An historical review and topical analysis of the distinction between good and evil, right and wrong. The appeals to custom, theology, reason, human nature and happiness as standards for solution of moral problems. Readings in Plato, Hume, Kant, Bentham, Mill and other major philosophers, including texts on contemporary medieval and social problems. Student option grading.

PHILOSOPHY 248**Ethical Issues in Criminal Justice (5)**

Discussion of the philosophical, psychological, moral and ethical underpinnings of human behavior in the criminal justice system. To look at ethical concerns regarding the police courts, punishment and corrections. To determine how ethical decisions are made. Prerequisite: Permission of the instructor. Mandatory decimal grading.

PHILOSOPHY 267**Introduction to Philosophy of Religion (5)**

Study of and philosophical reflection upon major world and indigenous religions' myths, rituals, values, and practices. Addresses issues raised when human beings experience religion, such as the problem of evil, creation, faith, and the attributes of God. Prerequisites: Recommend successful completion of Eng 100 or placement into Eng 101. Student option grading.

PHILOSOPHY 280**Philosophy of Existentialism (5)**

The course will examine the importance of Existentialism in our times. It will discuss its sources, diffusion and message. The concept of freedom versus determinism, individualism versus solipsism, the self and society will be examined. Readings will include Marx, Kierkegaard, Goethe, Nietzsche, Jaspers, Camus, Sartre and others. Student option grading.

PHILOSOPHY 285

Special Topics (5)

PHILOSOPHY 297, 298, 299

Special Project (1,2,3)

Special tutorial projects in specific areas of philosophy. Arrangement with instructor.

Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

PHYSICAL EDUCATION 101

Fitness Assessment and Prescription (2)

Designed to assist students in evaluation of current fitness levels, setting realistic goals and developing a fitness program. Includes fitness and lifestyle assessments. Student option grading.

PHYSICAL EDUCATION 102, 202

Soccer I, II (2)

Fundamental rules, skills and strategies for soccer. Student option grading.

PHYSICAL EDUCATION 104, 204

Target Archery I, II (2)

History, terminology, safety, shooting techniques, understanding and correcting errors, selection, care and correct use of archery equipment. Student option grading.

PHYSICAL EDUCATION 105, 205

Badminton I, II (2)

History, skills, strategy and rules for the beginner. Participation required in both singles and doubles competition. Student option grading.

PHYSICAL EDUCATION 106

Basketball Officiating I (2)

Introduction to the fundamentals of basketball officiating including rules, mechanics, movement, professionalism, judgment and career applications. Includes game experience. Successful completion of course satisfies Association apprenticeship requirements. Student option grading.

PHYSICAL EDUCATION 107, 207

Pickleball I, II (1)

Played on a badminton court with the net three-feet high. Short paddle and whiffle ball make up equipment. Emphasis on conditioning, speed, agility, coordination and timing. Mandatory P/0.0 or P/NC grading.

PHYSICAL EDUCATION 108

Basketball I (2)

This course is an introduction to conditioning and basic skills (passing, shooting, ball handling and rebounding) as they relate to basketball. It also includes individual and team strategy, skills and techniques, rules of the game, scoring procedures and officiating. Evaluation includes skills and written test. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 110, 210

Racquetball I, II (1)

Fundamental skills, techniques, rules and scoring. Student option grading.

PHYSICAL EDUCATION 111, 211

Jogging for Fitness and Leisure I, II (2)

Body mechanics, running fundamentals, equipment selection, training programs, diet, weight control, conditioning exercises and psychological factors. Student option grading.

PHYSICAL EDUCATION 112

Softball I (2)

This course is an introduction to conditioning and basic skills (throwing, catching, fielding, batting, base running and bunting) as they relate to both fast and slow pitch softball. It also includes individual and team strategy, skills and techniques, rules of the game, scoring procedures and umpiring. Evaluation includes skills and written test. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 113, 213

Fencing I, II (2)

An introduction to basic footwork and foil technique based on the USAFA Basic Foil syllabus. The concepts of "Distance" and "Line" will be introduced and elementary strategy and tactics explored. The rules of foil will be explained and applied. Student option grading.

PHYSICAL EDUCATION 114, 214

Golf I, II (2)

Designed for beginning or part-time golfer. Covers full swing, short game, strategy and advanced play. Video taping. Student option grading.

PHYSICAL EDUCATION 115

Introduction to Wilderness Recreation (3)

A lecture based course designed to provide an overview of the many aspects involved in a wilderness/hiking experience. Includes units on clothing, equipment, cooking, land navigation, environmental issues, shelter, first aid, back-country leisure activities and conditioning.

PHYSICAL EDUCATION 116, 216

Baseball I, II (2)

Conditioning, basic skills, rules, individual and team strategy for baseball. Student option grading.

PHYSICAL EDUCATION 117, 217

Mountain Biking I, II (2)

An activity-based course for those who would like to learn how to ride a mountain bike over various types of terrain and surfaces. Includes proper techniques, individualized goals, and training exercises. Student option grading.

PHYSICAL EDUCATION 119, 219

Jazz Dance I, II (2)

Co-ed class designed to encourage students to express themselves physically through the use of popular dance music combined with jazz/funk movements. Includes isolations, active warm-up, strengthening exercises, stretching and dance.

PHYSICAL EDUCATION 120, 220

Modern Dance I, II (2)

Emphasis on basic skills, conditioning and improvisation. Student learns to choreograph and perform. Student option grading.

PHYSICAL EDUCATION 121, 221

Aerobic Dance I, II (2)

Co-ed class designed for the development of cardiovascular fitness using aerobic dance. Sections on types of aerobic workouts, components of aerobic dance, body toning, stretching, nutrition, and body composition.

PHYSICAL EDUCATION 122

Tennis I (2)

An introduction to the rules, techniques, physical skills and strategies in the game of tennis. Students will be introduced to the historical and technical perspectives, learn the rules and basic strategies, develop individual skill, single and doubles strategies and reinforce these through competition. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 123, 223

Step Aerobics I, II (2)

A co-ed class designed for the development of cardiovascular fitness using bench/step training, the most popular trend of this decade. Uses 4 - 10" step bench.

PHYSICAL EDUCATION 124, 224

Water Aerobics I, II (2)

Understanding, developing and maintaining fitness with emphasis on cardiovascular development through water aerobics. No swimming skill required. Student option grading.

PHYSICAL EDUCATION 125, 225

Skiing: Down Hill I, II (2)

All skill levels. Student option grading.

PHYSICAL EDUCATION 126 226

Volleyball I (2)

This course is an introduction to conditioning and basic skills (passing, setting, serving, spiking and blocking) as they relate to volleyball. It will also include individual and team strategy, skills and techniques; rules of the game and scoring procedures. Evaluation includes skills and written test. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 127

Weight Training and Cardio Fitness I (2)

A combination of strength and cardiovascular training techniques allowing the student to develop and experience a personal well-balanced fitness program. Student option grading.

PHYSICAL EDUCATION 128

Aerobic Cross Training I (2)

This course is an introduction to cardiovascular fitness training, physical conditioning, and relaxation and fitness program development. Student will be introduced to several training regimens, the elements of fitness and principles of overall body conditioning using a variety of aerobic machines. Student option grading.

PHYSICAL EDUCATION 129

Weight Training I (2)

Understanding, developing and maintaining muscular fitness through participation in an individual program utilizing a variety of strength and endurance exercises. Student option grading.

PHYSICAL EDUCATION 130, 230

Karate I, II (2)

Introduction of fundamentals; acquaints student with basic self-defense. Student option grading.

PHYSICAL EDUCATION 131, 231

Body Conditioning/Resistance Training I, II (2)

This course is designed to improve musculoskeletal fitness levels through resistance exercise, using lightweight equipment and the body as forms of resistance, and through stretching exercise. These activities will promote improvements in muscular strength and endurance, flexibility and body composition. Proper exercise mechanics, nutrition, weight control will be discussed. Student option grading.

PHYSICAL EDUCATION 132

Sea Kayaking (2)

Overview of equipment, safety, conditioning, navigation, basic paddling strokes and braces, deep water rescues and trip planning. Classroom and on-water experiences. No equipment required. Student option grading.

PHYSICAL EDUCATION 133, 233

Tai Chi I, II (2)

An introduction to the art of Tai Chi and its basis in Chinese philosophy as it relates to the development of health, fitness, strength, and power. Students will develop basic Tai Chi moves and learn a form of exercise based on soft fluid movements. Student option grading.

PHYSICAL EDUCATION 135, 235

Swimming I, II (2)

All skill levels. Emphasis on technique and aerobic conditioning. Students may meet requirements for Red Cross cards. Student option grading.

PHYSICAL EDUCATION 140

Scuba Diving (3)

In this beginning class, students may meet requirements for N.A.U.I. certification. Open water dive scheduled for those who qualify and elect to participate. Equipment required provided by student (mask, fins, snorkel, boots, gloves, dive tables, dive logs, and textbook). Approximate cost for equipment is \$275.00). Intermediate swimming ability required.

PHYSICAL EDUCATION 145

Cross Country Skiing I (2)

This course is an introduction to conditioning and basic skill techniques as they relate to cross country skiing. Materials covered in this course will include: winter survival, equipment and style of dress, map and compass work, avalanche dangers, the classic cross skill, uphill skills, and alpine technique, telemak and touring. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 155, 255

Snowboarding I, II (2)

An activity based course for those who would like to learn how to snowboard. Includes sections on technique and individualized goals and training. Student option grading.

PHYSICAL EDUCATION 161

World Dance: Pacific Rim (3)

Explore various world cultures through the medium of dance. Lecture, demonstration and film followed by the physical experience of learning dances from around the world. Dynamic learning experience through a combination of intellectual and experiential activities. Placement in English 100 or completion of prerequisites for English 101. Dual listed as Human 161.

PHYSICAL EDUCATION 162

World Dance: Europe and Africa (3)

Class will explore various world cultures through the medium of dance. Two hours of lecture, demonstration and film viewing will be followed by the physical experience of learning dances from around the world. It will provide a dynamic learning experience through a combination of intellectual and experiential activities. Dual listed as Human 162.

PHYSICAL EDUCATION 167

Voice-Dance Performance Techniques 1 (2)

Students develop the ability to sing and move simultaneously while preparing them to perform on stage in musical roles. This course is dual listed as Music 167. Student option grading.

PHYSICAL EDUCATION 168

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 Music 167 or PE 167 for the more advanced student and is dual listed as Music 168. Prerequisites: Completion of Music 167, PE 167 or equivalent with instructor's permission. Student option grading.

PHYSICAL EDUCATION 191

Cardio-Pulmonary Resuscitation (1)

CPR for the Professional Rescuer/Health Care Provider. 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 200

Wellness (3)

Evaluation of life styles. Review of health issues: Stress, drugs, exercise, overweight, nutrition, cancer, cardiovascular health, sexually transmitted diseases, AIDS, aging and death and dying. An emphasis on self assessment, taking action and behavior change. Student option grading.

PHYSICAL EDUCATION 206

Advanced Handball (2)

Level II of skills, individual and doubles strategy for handball. Student option grading.

PHYSICAL EDUCATION 208

Basketball II (2)

This course is an advanced study of the rules, techniques physical skills and offensive and defensive strategies of the game of basketball. Basic physical skills are refined through games related drills and students are introduced to the more advanced and technically demanding skills, offensive and defensive systems. Prerequisites: PE 108 or permission. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 212

Softball II (2)

This course is an advanced study of the rules, techniques physical skills and offensive and defensive strategies of the games of slow and fast pitch softball. Basic physical skills are refined through games related drills and students are introduced to the more advanced and technically demanding skills, and offensive and defensive systems. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 215

Alpine Hiking (2)

An activity based course for those who would like to explore the basics of human-powered backcountry travel while they hike. Includes sections on clothing, equipment, physical requirements, techniques, the natural environment, and safety strategies.

PHYSICAL EDUCATION 222

Tennis II (2)

An introduction to advanced tennis. Students will learn the game from the technical perspective in a variety of areas including advanced skill development; singles and doubles strategies; the rules of the game; and will reinforce each in competition. Prerequisites: PE 122 or permission. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 226

Volleyball II (2)

This course is an advanced study of the rules, techniques, physical skills and offensive and defensive strategies of the game of volleyball. Basic physical skills are refined through games related drills and students are introduced to the more advanced and technically demanding skills, multiple hitting attack and variable defensive systems. Prerequisites: PE 126 or permission. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 227

Weight Training and Cardio Fitness II (2)

This course is an advanced study of cardiovascular and strength training and physical condition. Student will be expected to know the elements of fitness and principles of overall body condition, and develop and execute several training regimens. Demonstration of an approved level of fitness is an expectation of this course. Prerequisite: PE 127 or permission. Student option grading.

PHYSICAL EDUCATION 228

Aerobic Cross Training II (2)

This course is an advanced study of cardiovascular fitness training, physical conditioning, relaxation and fitness program development. Student will be expected to know the elements of fitness and principles of overall body conditioning and develop and execute several training regimens. Demonstration of an improved level of fitness is an expectation of this course. Prerequisites: PE 128 or permission. Student option grading.

PHYSICAL EDUCATION 229

Weight Training II (2)

Level II of developing and maintaining muscular fitness through participation in an individual program utilizing a variety of strength and endurance exercises. Prerequisites: PE 129 or permission. Student option grading.

PHYSICAL EDUCATION 232

Total Body Training (3)

Students will engage in cardiovascular exercise, resistance training, flexibility training and contemporary movement to music, in order to promote a healthier lifestyle. Issues concerning nutrition, body image, eating disorders, acceptance of self and others, the components of fitness, and appropriate goal setting will be introduced. Student option grading.

PHYSICAL EDUCATION 245**Cross Country Skiing II (2)**

This course is an advanced study of conditioning and basic skill techniques as they relate to cross country skiing. Materials covered in this course will include: winter survival, equipment and style of dress, map and compass work, avalanche dangers, the classic cross skill, uphill skills, and alpine technique, skating and racing, telemark and backcountry touring. Prerequisites: PE 145 or permission. Mandatory P/0.0 grading.

PHYSICAL EDUCATION 251**Basketball Strategies (3)**

For the highly skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisites: PE 108, PE 208 or instructor's permission. Student option grading.

PHYSICAL EDUCATION 252**Baseball Strategies (3)**

For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 116, PE 216 or instructor's permission. Student option grading.

PHYSICAL EDUCATION 253**Tennis Strategies (3)**

For the highly-skilled athlete. Individual and doubles strategies. Advanced conditioning. Prerequisite: PE 122, PE 222 or instructor's permission. Student option grading.

PHYSICAL EDUCATION 257**Volleyball Strategies (3)**

For the highly skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 126, PE 226 or instructor's permission. Student option grading.

PHYSICAL EDUCATION 258**Soccer Strategies (3)**

For the highly skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 102, PE 202 or instructor's permission. Student option grading.

PHYSICAL EDUCATION 259**Softball Strategies (3)**

For the highly-skilled athlete. Individual and team strategies. Advanced conditioning. Prerequisite: PE 112, PE 212 or instructor's permission. Student option grading.

PHYSICAL EDUCATION 260**Fitness Participation (1)**

This class is designed for the student who is interested in continuing participation in a team or individual sport, or lifetime fitness activity. Students will participate in only the physical activity portion of the class. Prerequisites: 100 or 200 level of the specific activity course required.

PHYSICAL EDUCATION 261**Athletic First Aid I (3)**

Prevention, evaluation, management and rehabilitation of athletic injuries. Emergency care of life threatening situations. Standard first aid and CPR for the Health Care provider certification is available. Prerequisites: BIOSC 108 recommended. Student option grading.

PHYSICAL EDUCATION 262**Care and Prevention of Athletic Injuries I (3)**

A joint by joint review of anatomy, mechanics of injury and evaluation techniques. Practical application. Prerequisite: PE 261 or permission. Student option grading.

PHYSICAL EDUCATION 266**Internship-Physical Education, I, R & A (5)**

Field experience in physical education, intramurals, recreation or athletics with local agencies. An opportunity for various types of leadership experiences while exploring the profession. Prerequisite: Instructor permission, based on evaluation of student's education and work experience. Student option grading.

PHYSICAL EDUCATION 274**Archery Instructor Certification (3)**

This class teaches intermediate and advanced archers how to instruct a beginning archery class. Topics include history of archery; archery safety; shooting techniques, problem identification and correction; equipment selection, set-up, tuning and maintenance; tournament rules; and basic teaching pedagogy. Class includes lecture, demonstration, and a practical teaching experience with beginning archers. Upon successful completion of this class a National Archery Assoc. Level II Archery Instructor Certification will be awarded. Instructor permission and NAA membership required. Prerequisites: instructor approval required. Student option grading.

PHYSICAL EDUCATION 275**Ski Instructor Training (2)**

Prepares the advanced level skier to teach all ability levels. Prerequisite: PE 125, PE 225 or instructor permission. Student option grading.

PHYSICAL EDUCATION**281, 282, 283, 284, 285****Special Topics (1,2,3,4,5)****PHYSICAL EDUCATION 292****First Aid and Personal Safety (3)**

Comprehensive review of the knowledge and skills required by the non-professional emergency responder. Successful completion may earn first aid and CPR acknowledgment. Student option grading.

PHYSICAL EDUCATION**297, 298, 299****Special Project (1,2,3)**

Special tutorial projects in specific areas of physical education, intramurals and athletics. Prerequisite: Instructor permission, based on evaluation of student's education and work experience. Student option grading.

PHYSICS 100**Physics/Engineering Learning Center (1)**

A learning and tutorial center for students enrolled in PHYS 114-5-6 and 121-2-3 as well as ENGR 111 and all 200-level ENGR courses. Provides individual and small group tutorial assistance for those enrolled in those courses. Prerequisites: Must be enrolled in a Physics or Engineering course. Mandatory P/NC grading.

PHYSICS 110**Physics of Current Issues (5)**

What is nuclear fission? What is radiation and how does it affect you? What makes a bomb explode? How does light behave? Find the answers to these and other questions. Prerequisite: Math 099. Student option grading.

PHYSICS 111**Physics and Literature (5)**

An introduction to the evolution of the philosophy of Western science, especially physics, from the Classical Greek period to the present, showing its influence on the literature of each historical period, with primary emphasis on the 20th century. Dual listed as Eng 211.

PHYSICS 114**General Physics (5)**

The first term of a three-term sequence for majors in pre-medicine, pre-dentistry, nursing, architecture, vocational and technical programs, other majors not requiring calculus. Studies Newtonian mechanics. Prerequisite: Math 099. Mandatory decimal grading.

PHYSICS 115**General Physics (5)**

The second term of a three-term sequence for majors in pre-medicine, pre-dentistry, nursing, architecture, vocational and technical programs, other majors not requiring calculus. Studies electricity and magnetism. Prerequisite: Phys 114 and Math 099. Mandatory decimal grading.

PHYSICS 116**General Physics (5)**

The third term of a three-term sequence for majors in pre-medicine, pre-dentistry, nursing, architecture, vocational and technical programs, other majors not requiring calculus. Studies sound, geometrical and physical optics, atomic and nuclear physics. Prerequisite: Phys 115 and Math 099. Mandatory decimal grading.

PHYSICS 121**Mechanics (5.5)**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies Newtonian mechanics. Prerequisite: Math 124. Mandatory decimal grading.

PHYSICS 122**Waves, Sound and Light (5.5)**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies oscillation wave, sound, light and physical optics. Prerequisite: Phys 121 and Math 125. Mandatory decimal grading.

PHYSICS 123**Electromagnetism and Oscillatory Motion (5.5)**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies electricity and magnetism. Prerequisite: Phys 121 and Math 126. Mandatory decimal grading.

PHYSICS 281, 283**Special Topics (1,3)****PHYSICS 297, 298, 299****Special Project (1,2,3)**

POLITICAL SCIENCE 101**Introduction to Political Science (5)**

Key concepts, principles and theories of political science are explored. Emphasis is upon understanding the nature, purpose, process and practice of politics in both its democratic and non-democratic forms. An interdisciplinary approach will be used, as well as stressing multi-cultural and multi-national global issues. Formerly PolSc 201. Mandatory decimal grading.

POLITICAL SCIENCE 202**Introduction to American Government and Politics (5)**

An examination of the processes of American government. Analysis of its structure, functions and policies. The format combines lectures, a variety of paperback readings, and feature films. Mandatory decimal grading.

POLITICAL SCIENCE 203**International Relations (5)**

Study of power politics as it applies to the relations of nations. Other subjects discussed include law, international government, arms, disarmament, diplomacy, and the Cold War. Mandatory decimal grading.

POLITICAL SCIENCE 221**American Foreign Policy (5)**

Study of the evolution of American foreign policy with concern for its legal bounds, principal creators, and cold war developments. Mandatory decimal grading.

POLITICAL SCIENCE 272**Budget Forum (2)**

How are government budget decisions made? In a game/simulation format, students debate the tradeoffs that citizens and policy makers face in meeting budget constraints and priorities. Student groups will actively simulate the spending and tax decisions using real-world data that face elected officials. Mandatory decimal grading.

POLITICAL SCIENCE 273**Budget Forum (4)**

How are government budget decisions made? In a game/simulation format, students debate the tradeoffs that citizens and policy makers face in meeting budget constraints and priorities. Student groups will actively simulate the spending and tax decisions using real-world data that face elected officials. Mandatory decimal grading.

POLITICAL SCIENCE 276**State and Local Government and Administration (5)**

History, structure, functions and procedures of state and local governments with special reference to the State of Washington and its units of local government. Focuses on political behavior through simulated exercises in the government process. One required field trip to Olympia on a Saturday. Mandatory decimal grading.

POLITICAL SCIENCE**281, 282, 283, 284, 285****Political Science Issues and Methods (1,2,3,4,5)**

Introduction to selected sub-specialties within the discipline. Each course will focus on a single issue area and/or topic and will employ the techniques and concepts of political science. Mandatory decimal grading.

POLITICAL SCIENCE 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in specific areas of political science. Arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

PSYCHOLOGY 100**General Psychology (5)**

Introduction to the scientific study and understanding of human behavior in a variety of settings. Physical and biological, as well as social perspectives will be presented. Mandatory decimal grading.

PSYCHOLOGY 202**Biopsychology (5)**

This course explores the basic question: How does our biology influence how we think, feel, and act? Topics include: the nervous system, sensation, learning, memory, sex, drugs, language, mental illness, and practical factors affecting brain development and functioning. A prerequisite for UW psychology majors. Prerequisite: Psychology 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 204**Lifespan Development (5)**

A survey of human development from conception through late adulthood. Physical, emotional, cognitive and psychosocial development will be explored. Mandatory decimal grading.

PSYCHOLOGY 205**Abnormal Psychology (5)**

Introduction to the field of psychopathology. A survey of the symptoms, causes and treatment of deviant behaviors will be considered. Prerequisite: Psych 100, or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 206**Developmental Psychology (5)**

An analysis of psychological development of the child in relation to biological, physical and sociological antecedent conditions from infancy through adolescence. Prerequisite: Psych 100 or equivalent with instructor permission. 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. Formerly EDHS 103 and HMDEV 103. 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 finding and claims made by the popular press. A prerequisite for UW psychology majors. Prerequisite: Psychology 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 210**Human Sexuality (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 236**Introduction to Personality (5)**

Introduction to the psychology of personality, including personality theories and theorists, personality assessment, and personality constructs. Prerequisites: Psych 100 or equivalent with instructor permission. Mandatory decimal grading.

PSYCHOLOGY 245**Social Psychology (5)**

Introduction to the scientific study of individual human beings acting in a social setting regulated by culture. Social psychology brings something distinctive to the basic questions of life: empirical and especially experimental evidence. Mandatory decimal grading.

PSYCHOLOGY 285**Special Topics (5)****PSYCHOLOGY 297, 298, 299****Special Project (1,2,3)**

Special tutorial projects in specific areas of psychology. Arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

SOCIAL SCIENCE 100**Business, Government and Society (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 problems. Dual listed as BusAd 100. Mandatory decimal grading.

SOCIAL SCIENCE 282**Special Topics (2)****SOCIAL SCIENCE 297, 298, 299****Special Project (1,2,3)**

Special tutorial projects in specific areas of the social sciences. Arrangement with instructor.

SOCIOLOGY 110**Introduction to Sociology (5)**

Description and explanation of the basic principles of sociocultural relationships. Emphasis upon human beings as products of society and culture. Course content may vary according to instructor. Mandatory decimal grading.

SOCIOLOGY 252**Sociology of Families (5)**

Examines the institution of the family in various cultures in the United States and globally. Explore evolution of families in relation to changes in the larger social structure over time, its dynamics, and development of relationships. Current issues, debates and crises that apply to public policy will be examined. Student option grading.

SOCIOLOGY 260**Development of Positive Personal Identity and Social Interaction (2)**

Exploring attitudes, values and beliefs to develop positive human and community potentials; group interaction and skills to increase self concepts and encourage open communication. Student option grading.

SOCIOLOGY 270**Social Problems (5)**

Analysis of the processes of social and personal disorganization and reorganization of selected social problem areas such as crime, delinquency, alcoholism, minority group relations, and population problems. Student option decimal grading.

SOCIOLOGY 280**Introduction to Criminology (5)**

Analysis of the criminal justice system. Discussion of its strengths, weaknesses and its effects on crime and delinquency. Study and discussion of the cause and reaction to criminal behavior. Mandatory decimal grading.

SOCIOLOGY 288**Sociology of Minority Groups (5)**

Use of sociological theories and research to examine the current and historical issues confronting American ethnic and racial minority groups. The course evaluates the socio-cultural context of group environments. Explores the concepts of culture, mores, biases, religious beliefs, stereotypes, discrimination, prejudice, gerontology, gender, class and minority and majority group relations past and present. Dual listed as IAStu 202. Mandatory decimal grading.

SOCIOLOGY 297, 298, 299**Special Project (1,2,3)**

Special tutorial projects in specific areas of sociology. Arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

SPANISH 100**Practical Spanish for Law Enforcement (3)**

Fast-paced beginning Spanish course. Students will learn a practical vocabulary. Focus on police survival topics - arrest and legal phraseology, anatomy, wounds and fractures, First Aid, missing persons reports, narcotics. Outreach Community resources, tapes and simulated presentations. Does not replace Spanish 101. Student option grading.

SPANISH 101**Elementary Spanish (5)**

Fast-paced beginning course in Spanish; listening, speaking, reading and writing. Topics include greetings, family, food and clothing vocabulary and the present tense. Cultural studies include social amenities, proverbs and exposure to Hispanic art, music and history.

SPANISH 102**Elementary Spanish (5)**

Continuation of Spanish 101. Fast-paced course. Topics include both past tenses, direct and indirect object pronouns and reflexive verbs. Cultural studies continue. Prerequisite: Span 101 or equivalent with instructor's permission. Student option grading.

SPANISH 103**Elementary Spanish (5)**

Continuation of Spanish 102. Fast-paced course. Topics include the subjunctive mood, commands, conditional and future tenses. Cultural studies continue. Continued development of oral skills. Prerequisite: Span 102 or equivalent with instructor permission. Student option grading.

SPANISH 105**Spanish for Health Care Delivery Personnel (5)**

Fast paced beginning Spanish course. Students are immersed in learning a practical vocabulary for health care providers working with Spanish-speaking patients. Focus on language and cultural information related to health care in Spanish speaking cultures. Not a health care or a certified interpreting course. Previous study of Spanish helpful, but not required. Student option grading.

SPANISH 201**Intermediate Spanish (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 articles and short stories. Prerequisite: Span 103 or equivalent with instructor's permission. Student option grading.

SPANISH 202**Intermediate Spanish (5)**

Continuation of Spanish 201. Class conducted in Spanish. Continues review of grammar, development of practical vocabulary and discussion of articles/short stories. Weekly conversation groups. Prerequisite: Span 201 or equivalent with instructor's permission. Student option grading.

SPANISH 203**Intermediate Spanish (5)**

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. Prerequisite: Spanish 202 or equivalent with instructor's permission. Student option grading.

SPANISH 297, 298, 299**Special Project (1,2,3)**

Specific tutorial project. Content determined in consultation with instructor. Requires permission of instructor supervising project. Student option grading.

SPEECH COMMUNICATION 101**Basic Speech Communication (5)**

Students discover verbal, nonverbal and listening skills essential to effective everyday living. Students become competent communicators by applying interpersonal, small group, public speaking, and cross-cultural communication theories to a variety of contexts including their workplace, communities, and families. Prerequisites: Successful completion of ESL 100/English 100 or higher. Student option grading.

SPEECH COMMUNICATION 102**Multicultural Issues: Culture, Communication and Change (3)**

Students develop an understanding of cultural and gender differences in American society personal values, and the implications of interdependence among diverse cultures. Students learn to communicate effectively within and across cultures in a multicultural society. Credit for both IASTu/SpCmu 102 and 103 will not be granted towards the degree. Dual listed as IAStu 102. Student option grading.

SPEECH COMMUNICATION 103**Communication Across Differences (5)**

Successful participation in increasingly diverse communities requires specific communication strategies. Through personal stories, communication theory and intercultural communication skills, you will explore your relationship to culture, race, class and gender resulting in improved communication across differences. Prerequisites: Successful completion of English 100 required or placement into English 101. Student option grading.

SPEECH COMMUNICATION 140**The Art of Storytelling (5)**

We use stories to enliven a workplace presentation, to lull a child to sleep, to celebrate and grieve, to build communities and discover ourselves. Learn to perform your own personal stories and folktales, poetry and prose of a variety of cultures. Education majors, parents, and adventure-seekers are encouraged.

SPEECH COMMUNICATION 198**Topics in Speech Communication (5)**

Aspects of interpersonal communication studied in Speech Communication 101 as they affect interactions in a multi-cultural world. Topics include message-centered and nonverbal communication, factors affecting perception. Individual projects. Student option grading.

SPEECH COMMUNICATION 201**Topics in Speech Communication (1)**

Ten-hour workshop on listening for information at work, in class, conversation, meetings. Theory and specific, personalized listening projects. Student option grading.

SPEECH COMMUNICATION 202**Topics in Speech Communication (2)**

Listening for information in lectures, conversations, interviews, meetings. Theory and practice of effective listening. Identifying personal listening habits. Setting and attaining specific personal listening goals. Student option grading.

SPEECH COMMUNICATION 203**Topics in Speech Communication (3)**

Effective listening - theory and practice. Class and individual diagnosis and corrective assignments. Listening skills to learn, practice, and use in any situation. Student option grading.

SPEECH COMMUNICATION 220**Introduction to Public Speaking (5)**

Overcome fear and build confidence in all areas of your life. Learn to influence others by critically listening to and crafting organized persuasive speeches. Conduct responsible research on appropriate topics for your audience, use sound reasoning and strong delivery to achieve effective presentation skills.

SPEECH COMMUNICATION 225**Organizational Communication (5)**

Role of communication in organizations: interpersonal skills in listening, using language responsibly, interpreting nonverbal cues sensitively; shared leadership skills for effective groups; negotiation skills for conflict resolution; presentation skills for speeches within and on behalf of organizations. Student option grading.

SPEECH COMMUNICATION 230**Essentials of Argument (5)**

Theory and practice of argument as a tool to investigate social problems. Student speeches use and analyze evidence, proof, refutation, persuasion. Student option grading.

SPEECH COMMUNICATION 249**Reader's Theatre (3)**

Ensemble performance of selected readings. Dual listed as Drama 202. Student option grading.

SPEECH COMMUNICATION 285**Special Topics (5)****SPEECH COMMUNICATION 290****Methods of Group Discussion (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.

SPEECH COMMUNICATION**297, 298, 299****Special Project (1,2,3)**

Directed study toward a special project requiring ten hours to complete. Focus of the study is to be determined and arrangements made with member of the Speech Communication faculty before registering for a special project. Student option grading. Requires instructor's permission.

SPEECH-LANGUAGE**PATHOLOGY 100****Normal Communication Across the Life Span (3)**

This class is the foundation course in the Speech-Language Pathology Assistant program. Normal development of communication including speech, language and hearing is presented. The major focus is the rapid development of communication skills from birth through age 60 months. Student option grading.

SPEECH-LANGUAGE**PATHOLOGY 101****Overview of Communication Disorders (3)**

This course introduces students to speech, language fluency, and voice disorders. Students will learn to distinguish between normal and disordered communication. This course includes study of the oral and vocal mechanism and the neurological system related to speech and language. Prerequisites: SLP 100, or permission of the instructor. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 110****Auditory Discrimination and Phonetics (3)**

This course introduces students to the International Phonetic Alphabet. Students learn to distinguish individual speech sounds and transcribe normal and disordered spontaneous speech. Prerequisites: SLP 101, or permission of the instructor. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 150****Computer Skills for SLPA (3)**

This course will prepare the student to identify and use appropriate hardware and software that are routinely employed in speech pathology activities. Both administrative and therapeutic activities will be covered. Prerequisites: CIS 105, or permission of the instructor. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 210****Therapeutic Methods for Articulation (3)**

Students learn techniques to correct oral-motor speech disorders. Data collection, reporting progress and management of the therapy interaction will be introduced. Prerequisites: SLP 101. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 211****Therapy Procedures for Developmental Language Disability (3)**

In this course students will learn the etiology of developmental language disorders. Students will acquire therapy techniques appropriate for language delays for children at the preschool, elementary and secondary level. Prerequisites: SLP 210. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 212****SLPA's Role in Acquired Language Disorders (3)**

This course explores the SLPA role in rehabilitative communication therapy. Stroke, traumatic brain injury, degenerative neurological conditions and disease can negatively affect communication. Specific therapy techniques appropriate for these acquired language disorders will be explored. Prerequisites: SLP 101, or permission of the instructor. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 213****Behavioral Analysis and Management (3)**

Students will learn normal and disordered behaviors that are common among individuals with disabilities. Methods of modifying behavior will be presented. Data collection and charting methods used in speech pathology activities will be presented. Prerequisites: SLP 101 or permission of the instructor. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 220****Audiology and Therapy for Hearing Loss (3)**

This course will provide an overview of the communication and educational impact of a hearing loss in children and adults. Discussion will include audiometric testing and types of hearing loss. Instructional strategies effective with individuals with hearing loss will also be presented. Prerequisites: Normal Communication Across the Life Span, SLP 100; Introduction to Special Education, EDU 125; Overview of Communication Disorders, SLP 101. Registration requires instructor approval. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 225****Ethics and Scope of Practice for SLPA (3)**

This course explores the code of ethics and the many laws and regulations that dictate the scope of practice for the SLP Assistant. A major focus is the many state and federal regulations that affect speech pathology services offered in the public schools. Prerequisites: completion of 15 credits in courses required in the SLP Assistant program. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 250****Introduction to Assistive Technology (3)**

Students will learn to use computer hardware and software that has been adapted for disabled individuals. Technology that allows the disabled to be mobile, to use computers and to communicate will be explored. Prerequisites: SLP 101, SLP 150, or permission of the instructor. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 251****Augmentative and Alternate Communication (3)**

Students will learn to use low-tech and high-tech communication systems to increase the expressive communication of individuals of all ages with limited or no oral speech. This course includes background theory and hands-on experience with AAC systems. Prerequisites: SLP 101, SLP 150, or permission of the instructor. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 266****SLPA Internship Preparation (4)**

Students will observe speech pathologists working in various settings with a variety of communication disordered individuals. Classroom discussion will focus on reports from student observations covering all aspects of speech pathology activities. Prerequisites: 30 credits from SLPA AA degree requirements. Mandatory decimal grading.

SPEECH-LANGUAGE**PATHOLOGY 267****SLPA Internship in Schools/Clinic (4-7)**

This course is the culmination of the SLPA program. Students spend a minimum of 12 hours per week working with a supervising speech-language pathologist. The student will assist with diagnostic and therapeutic activities, with individuals who have a variety of communication disabilities. Prerequisites: Completion of 30 credits in the SLP Assistant program and completion of courses "SLP Pre-Internship Preparation." Instructor approval required. Mandatory P/NC grading.

SPEECH-LANGUAGE**PATHOLOGY 268****SLPA Professional Development Seminar (3)**

Self-evaluation of skills, job hunting, resume and interview skills will all be addressed in this course. Students will meet with practicing SLPs and SLPAs and peers completing the training program to discuss professional issues. Prerequisites: To be taken concurrently, or after SLPA Internship in Schools of Clinic. Registration require instructor approval. Mandatory decimal grading.

STUDY SKILLS 099**College Study Skills (1)**

Information and skills related to college study: positive learning attitudes, study environment, learning styles, time management, concentration, memory, vocabulary, textbook reading, listening, notetaking and passing exams. Mandatory P/NC grading.

STUDY SKILLS 100**Academic Success Strategies (5)**

Students learn techniques for studying successfully in their college classes: how to learn from textbooks, lectures and technology. Strategies of reading, information-gathering, note-taking, writing-to-learn and improving memory are taught. The emotional aspects of learning are also covered. Students will practice these skills in part using materials from other classes they are taking at the same time. Prerequisites: Students need Asset scores of 35 in Reading and 33 in Language Usage or have passed English 080 to take this class. Registration requires the signature of an approved advisor. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 101****Graphic Design I (5)**

Concept development procedures in visual communication problem solving involving letter forms, illustrative material, typography and general graphic design. Basic principles of selection, organization, and production techniques are introduced. Dual listed as Art 205. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 102****Graphic Design II (5)**

Continued study of concept development procedures in visual communication problem solving including letter forms, illustrative material, typography and general graphic design. Stresses principles of selection, organization, production techniques and introduction to mechanical art requirements. Dual listed as Art 206. Prerequisite: VCT 101, Art 205 or equivalent with instructor's permission. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 103****Graphic Design III (5)**

Procedures in visual communication problem solving; topics are letter forms, illustrative matter, market analysis and general graphics. Principles of selection, organization and production are stressed. Course is demanding in both time and quality of product. Dual listed as Art 207. Prerequisite: Art 206 or VCT 102, or instructor permission. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 107****AB Dick Duplicator (3)**

Short intensive course with a focus on basic one- and two-color print production using the 360 AB Dick Duplicator.

VISUAL COMMUNICATION**TECHNOLOGY 108****Ryobi Offset Duplicator (3)**

Short intensive course with a focus on basic one- and two-color print production using the Ryobi Offset Duplicator.

VISUAL COMMUNICATION**TECHNOLOGY 109****Multilith Press (3)**

Short intensive course with a focus on basic one- and two-color print production using the 1650 T-Head Multilith Press.

VISUAL COMMUNICATION**TECHNOLOGY 111****Offset Printing Procedures I (4)**

This course incorporates various digital and one-color printing projects to demonstrate process camera photography, negative assembly, plating, digital printers, offset presses, and simple bindery operations. Issues in halftone and process techniques and printing paper decisions are addressed. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 112****Offset Printing Procedures II (4)**

This advanced course gives students an expanded view of digital duplicating and offset printing processes. Close register and multi-colored work is emphasized. Instruction includes screening, trapping, process printing and their applications to the industrial print process. Prerequisites: VCT 111 or equivalent with instructor's permission. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 113****Print Production III (5)**

Technical printing skills approach commercial industry standards in material, time, quality, usage. Students select area of concentration in lithographic camera, electronic pre-press, automated systems, small press, quick copy, negative assembly, large press, or desktop publishing. Management skills of cost estimating, job planning and inventory controls introduced. Students complete projects with minimal supervision. Prerequisite: VCT 112, or equivalent with instructor's permission. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 116****On Demand Print IV (4)**

Students learn production techniques for On Demand digital printers. File and copy acquisition and preparation are stressed. Students use digital software to manipulate, enhance, and output digital files. Terminologies for pre-press, paper, and finishing are emphasized. Prerequisites: Concurrent enrollment in VCT 124 or CIS 105. Student option grading.

VISUAL COMMUNICATION**TECHNOLOGY 119****Studio/Color/Electronic Imaging (3)**

Introduction to studio lighting with emphasis on the medium, large format cameras. Introduction to the use of color as intricate element of design and interpretive presentation. Students import form scanner for digital image creation as creative control. Assignments visual and technical in nature. Some cameras available for check-out. Students purchase film and supplies. Prerequisite: Art 102 or equivalent and instructor permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 120****Commercial Photography (3)**

Application of photographic techniques to solve problems in visual presentations. Advertising, commercial and industrial still photography. Chemistry provided. Students supply film, paper, supplies. Dual listed as VCT 120. Prerequisite: Art 102 or equivalent with instructor permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 121****Production Art I (4)**

Introduces the execution of mechanical camera-ready artwork in traditional and desktop publishing pasteup, as well as the printer's concern for camera-ready multi-color artwork. Students complete projects using dry transfers, acetate overlays, photo blockout materials and electronically produced camera ready artwork. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 122****Electronic Prepress and Production Art II (4)**

Student prepare camera-ready art and digital files for print. Multiple-page, multiple-signature formats are used for digital and mechanical copy. The course also addresses customer relations, time management, materials selection, workflow, file preparation, and print coordination. Prerequisites: Completion of VCT 101, VCT 111, VCT 129, VCT 131 and instructor signature or instructor permission with portfolio review.

**VISUAL COMMUNICATION
TECHNOLOGY 123****Electronic Prepress and Production Art III (4)**

Students learn digital file preparation for On Demand and Offset printing. The course covers prepress, post-print bindery and finishing as well as skills for refining of trapping, imposition, and pagination. Troubleshooting file formats for digital output and workflow management is addressed. Prerequisites: VCT 122 and instructor signature or instructor permission with portfolio review.

**VISUAL COMMUNICATION
TECHNOLOGY 124****Basic Macintosh Systems Operations (2)**

Introductory course in the fundamental operations and uses of the Macintosh computer, operating systems, file formats as related to visual communications design and production. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 125****Intro to Image
Construction, Editing and Output (2)**

Introductory course in the fundamentals of image construction, storage, retrieval and output. The course is focused on applications suitable for photography, multimedia, web design and print. Instructor approval required. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 126****Electronic Prepress using Pagemaker (3)**

Short intensive course with a focus on the use of the Pagemaker Application to structure documents for use in electronic pre-press or offset printing. Macintosh-based platform.

**VISUAL COMMUNICATION
TECHNOLOGY 127****Electronic Prepress Using Freehand (3)**

Short intensive course with a focus on the use of the Freehand Application as a drawing tool for use in electronic pre-press or offset printing. Macintosh-based platform.

**VISUAL COMMUNICATION
TECHNOLOGY 128****Electronic Prepress Using Quark Xpress (3)**

Short intensive course with a focus on the use of the Quark Express Application to structure documents for use in electronic pre-press or offset printing. Macintosh-based platform.

**VISUAL COMMUNICATION
TECHNOLOGY 129****Photoshop Introduction (3)**

Photoshop for commercial, fine art and photo applications. Includes Image acquisition, file preparation, importing as well as the alteration, manipulation and enhancement of images. Emphasis is on image construction for concept development including strategies for use with web, multimedia, print and video production. Prerequisites: VCT 124 and VCT 125 or skills test. Instructor permission required. Mandatory decimal grading.

**VISUAL COMMUNICATION
TECHNOLOGY 131****Computer Graphics: Desktop Publishing I (3)**

This is an intro to desktop publishing design, concepts and skills using page-layout programs. Projects include single and multiple page layouts such as letterhead and brochure design. Issues involving basic graphic design principles, software integration, and preparation for offset printing will be addressed. Prerequisites: VCT 124/125 or instructor approval. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 132****Computer Graphics: Design/Illustration (3)**

This course develops a fundamental understanding of the design and creation of computer graphics for press, web, and multimedia, using vector-based applications. Problem-solving skills related to illustration techniques, software usage/compatibilities and related concerns will also be addressed. Prerequisites: VCT 124/125 or instructor approval. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 133****Computer Graphics:
Desktop Publishing II (3)**

This intermediate desktop publishing course incorporates design, image acquisition and electronic assembly and manipulation of text and graphics in creating multiple-page documents. Issues involving design principles, concept development, software integration, and preparation for offset printing will be emphasized. Prerequisites: VCT 101, 121, 131 and permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 134****3D Imaging
and Rendering Fundamentals I (3)**

An entry-level course in construction, illustration and rendering of 3D images. The course addresses organization of resources and applied procedures to produce high quality 3D images of publication as multimedia, web and video. The course introduces the use of the 3D modeling and rendering software 3D Studio Max. Prerequisite VCT 124 and 125, VCT 129 and VCT 131 or instructor permission with portfolio review.

**VISUAL COMMUNICATION
TECHNOLOGY 135****3D Imaging
and Animation Fundamentals I (3)**

This entry-level course focuses on the application of 3D images to a conceptualized and planned high quality animation for use in multimedia, web and video applications. Motion, camera and lighting are applied in project development using the 3D modeling and rendering software 3D Studio Max. Prerequisites: VCT 134, instructor signature or instructor permission with portfolio review.

**VISUAL COMMUNICATION
TECHNOLOGY 138****Introduction to Internet Web Design (3)**

Introduction to interactive design in internet publishing. Addresses site creation, management and interface design. Covers concept development, resolution, color theory, layout, fonts, file format, server interaction, Web browser plug-ins and multimedia applications. Prerequisites: VCT 124 and VCT 125, VCT 129 recommended or portfolio review. Instructor permission required. Mandatory decimal grading.

**VISUAL COMMUNICATION
TECHNOLOGY 139****Multimedia Interface Design (3)**

An introduction to effective interactive screen creation for communication presentations, emphasizing consistency, balance, composition. The principles of user interface design are focused on using design theory and visual communication concepts. Prerequisites: VCT 124/VCT 125, Art 115, VCT 129, or portfolio review. Instructor permission required. Mandatory decimal or student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 201****Graphic Design IV (4)**

Student work on individual portfolios showing visual communication problem solving. Undertakes critical analysis of design solutions using art elements and principles. Teaches developmental strategies, small group design team concepts, research techniques and resource development for the selection, organization, development and production of visuals. Rigid project deadlines approximating commercial deadlines used. Prerequisite: Completion of VCT 103 or equivalent education and experience with instructor permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 202****Graphic Design V (4)**

Individual portfolio development. Features audience and market analysis, continues instruction in research techniques and resource development for the selection, organization, development and production of visuals. Project deadlines approximate commercial deadlines. Media orientation remains general. Prerequisite: Completion of VCT 201 or equivalent with instructor's permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 203****Graphic Design VI (5)**

Continued instruction in research techniques and resource development for the selection, organization, development and production of visuals. Project deadlines simulate commercial deadlines. Media specialization is individual. A personal portfolio presentation and formal display of no less than fifteen pieces of exemplary work, a resume and personal business cabinet of papers required. Prerequisite: Completion of VCT 202 or equivalent with instructor's permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 207****Interactive****Multimedia Design and Authoring (3)**

This course focuses on development of multiple levels of user/audience interactivity in multimedia. It includes the design and development of interactive multimedia, an introduction to the use of scripting, functions, variables, and the ideation, planning, development, production and testing of product. Prerequisites: VCT 139, VCT 129 or instructor permission with portfolio review.

**VISUAL COMMUNICATION
TECHNOLOGY 208****Instructional Multimedia Design (4)**

An advanced course in the design and production of instructional multimedia courseware using a high level programming language. This course incorporates an exploration of various design and instructional techniques for building, editing and producing complex interactive instructional multimedia presentations. Prerequisites: VCT 207 or instructor permission with portfolio review.

**VISUAL COMMUNICATION
TECHNOLOGY 211****Offset Printing Procedures IV (4)**

This course simulates the work experience of a commercial printing concern. Students work independent of the instructional staff on routine skill accomplishments. Production skills and cost estimation skills are strengthened to industrial standards. Completion of tasks are practiced by student interns under limited supervision. Course may be repeated three times. Prerequisite: VCT 112 or equivalent with instructor's permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 212****Internship in Visual Communications (5)**

Students apply skills in a commercial work environment. Interpersonal communication skills, cost awareness, time management and quality assurance are seminar topics. Specializations in graphic design, production art, photography, prepress, web and offset printing. Site approval must be obtained by student. Course may be repeated for credit. Variable credit (2-5 cr.) Prerequisite: See instructor for registration. Additional hours to be arranged. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 213****Offset/Graphic Production Portfolio (4)**

Offset printing and prepress production students are instructed in job search skills, resume preparation, personal presentation and interview techniques. Portfolio presentation includes student sample work, a resume and a business cabinet. Work is displayed as both realia and slide format. Prerequisite: VCT 112. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 222****Portfolio and Resume Preparation (4)**

The advanced VCT student will design, develop and produce a portfolio which represents developed skills and abilities using media appropriate to the developer's areas of expertise. The student will design, develop and produce a comprehensive resume for presentation. This course may be repeated for credit. Prerequisites: Completion of VCT foundation curriculum and area of specialization. Ability to design and develop a portfolio in appropriate format for area of specialization. Instructor permission required. Mandatory decimal grading.

**VISUAL COMMUNICATION
TECHNOLOGY 229****Advanced Photoshop (3)**

Continuation of VCT 129. Complex image construction using Photoshop. Advanced production techniques used to create images for use in multimedia, print media and web design. Prerequisites: VCT 129 or equivalent with instructor permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 264****Desktop Video Production I (3)**

Introduction to Adobe Premiere, video and audio editing software for tape, CD ROM, the Web or Digital Video Disk. "Hands on" class to learn the basic features of Premiere through completion of tutorials and assigned projects. Readings on communication theory and viewing selected films provide a basic context for the critical analysis of motion media. Prerequisites: VCT 124/125, VCT 129, instructor permission. Student option grading.

**VISUAL COMMUNICATION
TECHNOLOGY 265****Desktop Video Production II (3)**

Course builds on skills learned in Desktop Video Production I. Students use Premiere and Radius Telecast to propose, shoot and edit independent video projects. Prerequisite: Completion of VCT 264 and permission of instructor.

**VISUAL COMMUNICATION
TECHNOLOGY 281, 282, 283****Special Topics (1,2,3)****VISUAL COMMUNICATION
TECHNOLOGY 297, 298, 299****Special Project (1,2,3)**

Choose and have approved project requiring 30 hours to complete 1 credit. Permission of instructor required. Student option grading.

WOMEN'S STUDIES**181, 182, 183, 184**

Special Topics (1,2,3,4)

WOMEN'S STUDIES 282**Gender, Violence and Social Change (5)**

Study of current research and issues on the social, psychological, legal and political implications of gendered abuse, and instances when women are the majority of victims. Areas of study include child abuse, rape, domestic violence, and sexual harassment. Dual listed as Women 282. Formerly Women and Abuse. Prerequisites: Recommended English 101. Student option grading.

WOMEN'S STUDIES 283**Women of Power (5)**

Students will study the relationship between women and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power. Students will research several powerful women. Emphasis is on class discussion and collaboration. Open to women and men. Dual listed as IAStu 283. Prerequisites: Recommend ENG 101. Student option grading.

WOMEN'S STUDIES 284**Gender, Race and Class (5)**

Integrated study of sexism, racism and classism within the U.S. Explores various ways in which race, class and gender influence the determination of economic realities of women's status in comparison to men. Terms will be defined, the constitutional amendments, laws, the statistical portrait of economics, and the consequences of inequality will be studied. Course focus on women from racial groups specifically, African, Hispanic, Latino, Asian, Native American and Caucasian. Dual listed as IAStu 284. Student option grading.

WOMEN'S STUDIES 285

Special Topics (5)

WOMEN'S STUDIES 297, 298, 299

Special Project (1,2,3)

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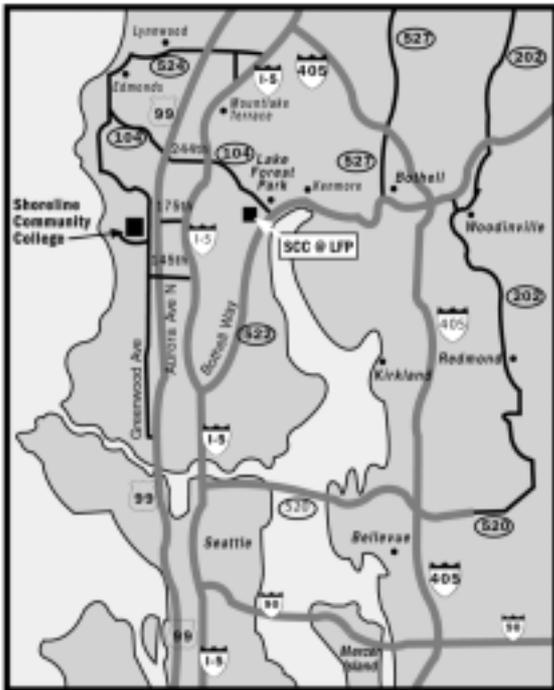
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Location of Shoreline Community College main campus



Location of Shoreline Community College Lake Forest Park Campus



Information Desk	1000, 5000
Academic Skills Center	1500
Administration	1000
Admissions and Records	5000
Advising and Counseling	5000
Automotive Training Center	2100
Biology lab	2600
Bookstore	5000
Business Admin/Computer Labs	1300
Business Admin Division	1400
Business Office, Budgeting	1200
Colleteria	900
Coshair	5000
Chemistry lab	2700
Community Involvement Prog	5000
Continuing Education	Lake Forest Park
Cosmetology/Salon	2900
Counseling Center	5000
Dental Hygiene Clinic	2500
Educational Opportunity Prog	5000
Electronics Lab	2900
Employer Services	5000
Engineering	2900
English lab	1300
ESI/GED Tech-Center	1700
Financial Aid	5000
FOSS Building	5000
Geology lab	2900
Gymnasium	3000
Health Occupations Division	2300
Humanities Division	5000
Inter-American Studies & Social Sciences Division	5000

Lecture Halls	1100
Library, Media & Tech. Center	4000
Machine Shop	2500
Math Learning Center	2200
Media Center	4000
Metal Fabrication lab	2900
Multicultural/Diversity Ed Ctr	900
Music Building	800
Nursing	2300
Oceanography lab	2900
Parent-Child Center	1900
Personnel Office	1000
Physical Education Division	3000
Physics Lab	2900
Plant Operations	900
President of College	1000
PUB (Pagoda Union Building)	900
Puget Sound Auto Dealers Assn	2100
Purchasing	1200
Registration	5000
Science Division	2800
Safety and Security	900
Student Body Association	900
Student Lounge	5000
TDD	5000
Theater	1600
Transcripts/Records	5000
VP for Academic Affairs	1000
VP for Business	1000
VP for Student Services	5000
Visual Communication Tech	2000
Women's Programs	900
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A detailed line drawing illustration of a traditional Japanese building with a tiled roof and a veranda, surrounded by large, leafy trees. The scene is framed by a stone wall in the foreground. The entire illustration is rendered in a light blue color on a darker blue background.

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