Transfer Rights and Responsibilities

Student Rights and Responsibilities

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

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

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

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

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

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

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

College and University Rights and Responsibilities

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

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

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

Wenatchee Valley College is accredited by the Northwest Commission on Colleges and Universities (8060 165th Avenue NE, Suite 100, Redmond, WA 98052, www.nwccu.org), an institutional accrediting body recognized by the U.S. Department of Education.

The medical laboratory technology program at Wenatchee Valley College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, a specialized accrediting board recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The nursing program at Wenatchee Valley College is accredited by the National League for Nursing Accrediting Commission, a specialized accrediting board recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The Wenatchee Valley College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The automotive technology program at Wenatchee Valley College is accredited by the National Institute for Automotive Service Excellence, a nonprofit organization established by the automotive industry to improve the quality of vehicle repair and service.

Approved for:
Associate of Arts and Sciences Degree
Associate in Applied Science–Transfer Degree
Associate of Science–Transfer Degree
Associate of Technical Science Degree
Associate of Business–Transfer Degree
Associate of General Studies Degree
Certificate of Completion

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

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

Web Address ......................................................................................................................... www.wvc.edu
Wenatchee Campus ............................................................................................................. 509.682.6800
Omak Campus .................................................................................................................... 509.422.7800
Toll-free (in Washington state) ............................................................................................ 877.982.4968

### Wenatchee Campus

- Adult Basic Skills (ABS/ESL/GED classes)................................................................. 682.6790
- Admissions ..................................................................................................................... 682.6806
- Agriculture ..................................................................................................................... 682.6610
- Allied Health ................................................................................................................ 682.6660
- Athletics ......................................................................................................................... 682.6880
- Bookstore ..................................................................................................................... 682.6530
- Business Office ........................................................................................................... 682.6500
- CAMP (College Assistance Migrant Program)......................................................... 682.6973
- Career Center ............................................................................................................. 682.6858
- Cashier ......................................................................................................................... 682.6500
- Central Services ......................................................................................................... 682.6543
- Central Washington University .................................................................................... 682.6500
- Classes—Credit ............................................................................................................ 682.6600
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- Lost and Found ............................................................................................................. 682.6860
- Maintenance ................................................................................................................ 682.6450
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- Veterans ......................................................................................................................... 682.6817
- Worker Retraining ....................................................................................................... 682.6613

### Omak Campus

- General Information ..................................................................................................... 422.7803
- Allied Health ................................................................................................................ 422.7952
- Basic Skills (ABE/ESL) ............................................................................................... 422.7953
- Bookstore (David Rodstol Inc.) .................................................................................. 826.5804
- Foundation – Omak ..................................................................................................... 422.7835
- Library ........................................................................................................................... 422.7830
- Maintenance ................................................................................................................ 422.7820
- Room Scheduling ....................................................................................................... 422.7806
- Placement Testing ....................................................................................................... 422.7810
## WVC 2011-2012 Calendar

### FALL QUARTER 2011
- **Tuition due for fall quarter classes**: September 12
- **WashingtonOnline classes begin**: September 22
- **Classes begin**: September 26
- **Last day to register (without instructor permission)**: September 27
- **Last day to withdraw or change to audit**: November 4
- **Advising for continuing/former students**: November 7
- **Veterans Day (Holiday) (No classes)**: November 11
- **Registration for continuing/former students**: November 14-16
- **Professional Day (No classes)**: November 23
- **Thanksgiving (Holiday) (No classes)**: November 23-25
- **Advising and registration for new students begins**: November 28
- **WashingtonOnline classes end**: November 30
- **Last day to apply for fall quarter graduation**: December 1
- **Final exams**: December 13-15
- **Winter vacation**: December 16-Jan 3
- **Grades available online**: December 20

### WINTER QUARTER 2012
- **Tuition due for winter quarter classes**: December 21
- **Classes begin**: January 4
- **Last day to register (without instructor permission)**: January 5
- **WashingtonOnline classes begin**: January 5
- **Martin Luther King Day (Holiday) (No classes)**: January 16
- **Last day to withdraw or change to audit**: February 15
- **Advising for continuing/former students (No day classes)**: February 17
- **Presidents’ Day (Holiday) (No classes)**: February 20
- **Registration for continuing/former students**: February 21-23
- **Advising and registration for new students begins**: February 27
- **Last day to apply for winter quarter graduation**: March 1
- **WashingtonOnline classes end**: March 14
- **Final exams**: March 19-21
- **Spring vacation**: March 22-Apr 1
- **Grades available online**: March 27

### SPRING QUARTER 2012
- **Tuition due for spring quarter classes**: March 19
- **WashingtonOnline classes begin**: March 29
- **Classes begin**: April 2
- **Last day to register (without instructor permission)**: April 3
- **Last day to apply for spring quarter graduation**: May 1
- **Advising for continuing/former students summer/fall (No day classes)**: May 11
- **Last day to withdraw or change to audit**: May 14
- **Registration for continuing/former students summer/fall**: May 21-23
- **Memorial Day (Holiday) (No classes)**: May 28
- **Advising and registration for new students for summer/fall begins**: May 29
- **WashingtonOnline classes end**: June 6
- **Final exams**: June 13-15
- **Graduation (Wenatchee Campus)**: June 15
- **Graduation (Omak Campus)**: June 16
- **Grades available online**: June 19

### SUMMER QUARTER 2012
- **Tuition due for summer quarter classes**: June 18
- **Classes begin**: July 2
- **Last day to register (without instructor permission)**: July 3
- **Independence Day (Holiday) (No classes)**: July 4
- **WashingtonOnline classes begin**: July 5
- **Last day to apply for summer quarter graduation**: August 1
- **Last day to withdraw or change to audit**: August 3
- **End of quarter**: August 24
- **Grades available online**: August 28
- **WashingtonOnline classes end**: August 29
Welcome to Wenatchee Valley College

Message from the President

Welcome to Wenatchee Valley College. We are pleased to assist you on your educational path and encourage you to explore your many educational and cultural opportunities at WVC.

We continue to offer the most comprehensive class schedule possible even through these difficult economic times. Students remain the heart of our institution, and we are here to help you reach your goals—whether it is to earn your first two years of a baccalaureate degree and transfer to a four-year college or university, train for a new career, or learn new skills to advance in your current work.

Our large district is strengthened by its diversity—from rich cultural heritages to varied geography to creative ideas and interests. Activities both inside and outside the classroom at our Wenatchee and Omak campuses will expand your knowledge.

The stories from our alumni remind us of the value of our small classes, dedicated faculty and staff, and outstanding student services and activities. They tell us how our instructional programs provided an essential step in fulfilling their dreams. WVC alumni shine in our communities.

We enjoy celebrating the successes of our students and alumni, and we continually rededicate ourselves to our vision of educating people, enriching communities and transforming lives. Best wishes on your adventures with us.

Dr. James C. Richardson
President

Wenatchee Valley College Mission

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

Our Core Themes:

• Educational Achievement
• Support for Learning
• Responsiveness to Local Needs
• Diversity and Cultural Enrichment

About Wenatchee Valley College

Wenatchee Valley College is one of the oldest of 34 community and technical colleges in Washington state. It opened as a private institution in 1939 and was made part of the state’s public education system two years later. In 1967, Community College District 15 was formed, expanding WVC’s service area to include Chelan, Douglas and Okanogan counties. WVC at Omak was established in the early 1970s to better serve the educational needs of the people of Okanogan County.

WVC offers courses and programs to meet a variety of student needs. Whether you plan to transfer to a bachelor’s degree-granting institution, seek education that leads directly to employment, need to develop basic academic skills, or want opportunities to enhance knowledge and skills through professional or personal development, the college has programs to assist you in reaching your goals.

WVC offerings follow a quarterly schedule with day, evening, weekend and distance learning classes.
The basic procedures for admission and registration at Wenatchee Valley College are provided below. See our website at www.wvc.edu for detailed information.

**Note:** Students interested in financial aid should contact the financial aid office early in the application process.

<table>
<thead>
<tr>
<th>New Students/Transfer Students</th>
<th>Former WVC Students</th>
<th>Currently Enrolled Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit a completed application form and high school/college transcripts to the admissions/registration office.</td>
<td>Submit a completed application form to the admissions/registration office.</td>
<td></td>
</tr>
<tr>
<td>New students and transfer students who have not had math and/or English in college need to take a placement test in the testing center. Transfer students who have had math and/or English in college should submit transcripts and fill out a credit evaluation request form.</td>
<td>Submit any official transcripts that are not on file to the admissions/registration office.</td>
<td>If needed, submit test results, or take the placement test.</td>
</tr>
<tr>
<td>Meet with an educational planner. Review placement results and/or transcripts during advising session to discuss educational goals and plan a course of study.</td>
<td>Meet with an educational planner or your faculty adviser. Review placement results. Review transcripts. Plan course of study.</td>
<td>Meet with your faculty adviser. Review educational goals and confirm course of study at WVC. Check on graduation. Plan course of study or other goals beyond WVC.</td>
</tr>
<tr>
<td>Register for classes.</td>
<td>Register for classes. Registration time is assigned by admissions/registration office.</td>
<td>Register for classes. Registration time is assigned by admissions/registration office.</td>
</tr>
<tr>
<td>Pay tuition and fees and buy books.</td>
<td>Pay tuition and fees and buy books.</td>
<td>Pay tuition and fees and buy books.</td>
</tr>
</tbody>
</table>
Admissions and Registration

Wenatchee Valley College maintains an open enrollment policy for all students who are high school graduates, have earned a General Education Development (GED) certificate or are at least 18 years of age. Otherwise, you may apply for special admissions.

Some instructional programs, including allied health, Running Start, high school completion and international programs, have special application procedures which must be met before you can be accepted.

See Admissions on our website at www.wvc.edu for more details, or contact the admissions/registration office at 509.682.6806 (Wenatchee) or 509.422.7803 (Omak).

For allied health admissions information, see our website or call 509.682.6844 (Wenatchee) or 509.422.7952 (Omak). For Running Start, see our website or call 509.682.6848.

If you are a new student to WVC you will meet with an educational planner. A faculty adviser will be assigned for you in the following quarters.

Your registration time will be posted in each building on campus and is available through the WVC website. You must meet with your faculty adviser before your registration time. You are responsible for contacting your adviser for an advising appointment.

Both admission and registration can be accomplished through our website (www.wvc.edu) or in person. You may also register for up to six credits by mail. You must have an application on file in order to register in person or through the Web for seven credits or more.

General Admissions

Admission to WVC entitles you to enroll in college classes. Some instructional programs have special application procedures which must be met before you can be accepted into that program.

If you are applying for an allied health program or participating in intercollegiate athletics, you must submit an official high school transcript.

Assessment is required if you are seeking a college degree or certificate or if you are taking math or English in college for the first time. Contact the student testing center to sign up for assessment at 509.682.6830 (Wenatchee) or 509.422.7800 (Omak).

You are not required to submit an application for admissions if you are taking six or fewer credits at WVC, though you won’t receive a registration appointment or be able to register online if we do not have a current application on file.

Returning Students

Students returning to WVC after an absence of a quarter or more (excluding summer) are required to submit a new application for admissions in order to be able to register for classes.

Admissions Options

You can complete the application for admissions to WVC in the following ways:

Apply Online - You can apply online through the WVC website (www.wvc.edu). You can save the application at any time and return later to complete it, so long as you remember your user ID and password you will create when using the online application process. Once you have completed the application, you will be able to send it to us immediately. If you are a returning student, you will need to create a new account to file the required application.

Apply By Mail - You may also print a WVC application for admission from the college website and apply via U.S. mail or fax. Applications should be sent to the admissions office located on either the Wenatchee or Omak campus, depending on which one you attend.

Apply In Person - You can complete the application in person at the admissions office. A student development staff member will be available to answer your questions about enrolling.

Student Identification numbers (SID) and Personal Identification Numbers (PIN)

Each student who attends WVC will be assigned a Student Identification number, or SID. Your SID is your unique identifier while attending WVC. You will also be assigned a Personal Identification Number, or PIN. The SID and PIN can be used together to access your records through the WVC website, so we strongly advise that you keep them private. You have the option of changing your PIN through the WVC Student Kiosk page.

Please note that due to privacy regulations WVC staff are not allowed to give out SID or PIN information over the phone or e-mail. You can look up your SID through the Student Kiosk with your Social Security number and birthdate. If you forget your number(s), you will need to come into the admissions office and present picture ID.
Registration
Please check the academic calendar on the website for registration start dates.

Mail-in or Walk-in Registration
Mail-in or walk-in registration is available only to those students who are enrolling in six or fewer credits.

Please fill out ALL of the blanks on the registration form. Incomplete forms will be returned. You can print a form from the registration page on the WVC website, www.wvc.edu. If your class requires an instructor’s signature as a prerequisite, you must have the instructor sign your enrollment form. Mail your completed registration form along with your check (made out to “Wenatchee Valley College” for the exact amount) or credit card information to the WVC Admissions/Registration office.

Mail-in or walk-in registrations are not processed until continuing and former WVC students have been allowed to register.

Online Registration
Registration through the WVC website is available to any student with a current application on file. If you have not attended WVC for more than a quarter (excluding summer), you will need to submit a new application to access Web registration. The following students, however, will need to register in person:

- Students taking ABE, ESL or GED classes
- Students registering on a space-available tuition waiver

To access online registration, you will need your Student Identification number (SID) and your Personal Identification Number (PIN).

Registration Times
For continuing and former students use the Student Kiosk to find out your registration time. You can also find hard copies of the list located at various points across campus. You may register at your appointment time or any time thereafter.

Note for former students: If you have not attended college for more than one quarter (excluding summer) you need to re-apply to WVC in order to have a new registration appointment activated for your account. Contact admissions if you have questions.

Registration times are normally established in the following manner: continuing students register first, along with former students who have submitted a new application. Times are based on the number of credits earned while at WVC.

New students have advising and registration times assigned to them once they have met with an educational planner.

Mail-in or walk-in students who want to take six or fewer credits and have not seen an adviser can register the day after continuing and former students.

These procedures are subject to change at any time. Please refer to the student calendar for specific dates for each quarter.

Continuing Education
You may register any time for continuing education classes by mail, by phone (with a debit or credit card), in person or online. Please see the continuing education website at ced.wvc.edu for more details.

Senior Citizens
After the fifth instructional day of the quarter, but before the 10th day, anyone over 60 years of age may register for most credit classes for a special tuition rate of $5 per class. Registration is on a space-available basis for a maximum of two classes per quarter.

Note: There will be no transcript record for classes taken on a space-available basis. These classes do not qualify for transfer.

High School Programs
WVC offers several program options for high school students.

Running Start
Running Start is an educational partnership between WVC and the high schools. Running Start was created by the Washington state legislature to expand educational options for high school students. Running Start students may have to pay for some credits depending on their course load. See the Running Start website for details.

Note: WVC recommends that those students entering the Running Start program use the application form designed for this program. The online application process does not have a way to designate you as a Running Start student and applying online could cause a delay in processing your application.
**College in the High School**

High school juniors and seniors (those with 11 or more high school credits earned) with a cumulative GPA of 2.25 or higher are eligible to participate in the WVC College in the High School program (CHS). Qualified faculty members at local high schools teach CHS classes (the availability of classes varies by location). Community members may also be able to enroll in CHS classes. To be eligible and enrolled in the CHS program, you must follow all regular WVC policies and regulations regarding student performance, behavior and course prerequisites. Students who complete CHS classes earn WVC college credit and those courses also count toward the student’s high school diploma. If you are a high school student, ask your school counselor about these courses.

**Tech Prep**

High schools within the WVC district have articulated course competencies and determined that certain high school classes meet the requirements of comparable college courses. This means that students could receive both high school credit and transferable WVC credit at the same time for certain courses. If you are a high school student, ask your school counselor or teachers about these courses.

**Adult High School Completion (HSC) Program**

The program enables adults (age 21 and over at the start of their first quarter at WVC) who have already completed at least 15 high school credits toward their high school diploma to take the necessary classes needed to obtain a high school diploma if they were unable to complete high school. Even if you already have a GED, you can still work to obtain your high school diploma (you cannot be working on your GED at the same time as your high school diploma).

The WVC Adult High School Completion Diploma is a bona fide high school diploma issued from the State of Washington through WVC. Our diploma meets the Washington state high school graduation requirements. The classes you take toward HSC might also count toward a future college degree or certificate.

How do I enter the program?

1. Obtain an official, sealed copy of your high school transcript.
2. Call 509.682.6850 to schedule an appointment to meet with the HSC counselor and have your official high school and/or other applicable transcripts evaluated.
3. The HSC counselor will make a determination regarding the number of credits required for a diploma. If an evaluation of your transcript(s) indicates that you already have enough credits for a diploma, you will still be required to complete WVC’s residency credits (minimum of 10 WVC credits plus a 3-credit career and life planning class) before a diploma will be issued. Credit classes previously completed at WVC may meet this requirement.
4. Apply for admissions to WVC and take the COMPASS placement test. Depending on your placement test scores, you may need to take additional writing and reading classes before you can begin working on your HSC classes.
5. Meet with the HSC counselor to register for classes.

For any classes you take toward HSC, you will receive a tuition waiver so you will not need to pay the full cost of tuition. Currently the waiver allows students to pay $13 per credit. You are responsible for any additional class fees and books (estimate $80-100 per class for books). Visit the Wenatchee campus bookstore for book rental options on some books. If you chose to take classes that don’t fulfill HSC diploma requirements you will need to pay full tuition. Usually students need a high school diploma or GED to qualify for financial aid, but if you are an HSC student receiving financial aid, you will not receive the tuition waiver.

**Full-Time Student Status**

The number of credits that you must attempt in a quarter to be considered a full-time student varies according to your student status (i.e., veteran, student athlete, financial aid recipient or international student). Consult the appropriate college officials to see if you qualify as a full-time student.

The state of Washington sets 10 credits as the minimum for full-time tuition. For financial aid purposes, however, 12 credits is required for full-time status. Fifteen credits a quarter is a typical full-time class load. Professional/technical students, however, are often required to take more than 15 credits.
Nontraditional Credit

Nontraditional education (NTE) credit programs allow you to earn credit outside the classroom setting. The following general guidelines apply to all NTE credits:

- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- You must earn at least 15 credits at WVC and be currently enrolled before NTE credit can be applied to your transcript.
- The cost of NTE credit varies according to the type of credit earned. Check with your adviser and any intended transfer school before paying to transcript NTE credit.
- NTE credit does not apply to WVC residency regulations.
- Most NTE credit is not graded and does not affect your GPA.
- Not all colleges accept NTE credits for transfer. If you plan to continue your education at another college, check with that college regarding transferability before taking NTE course work.

Auditing Classes

You may choose to audit a class unless you are a Running Start student. An audit exempts you from examinations, but the instructor may require reasonable attendance and class participation. No college credit is received for an audited class. Regular tuition charges will apply. Financial aid will not be awarded for audited classes. Changing a class from audit to credit is permitted only through the 10th day of the quarter. Changing from credit to audit is permitted until the end of the 30th day. The instructor’s written approval is required to change to an audit after the second day of instruction.

Adding Classes

You may add classes through the first 10 days of each quarter. After the second day, the instructor’s written approval is required.

More Information

More information about admissions and registration, as well as forms and instructions, are available on our website at www.wvc.edu or from the admissions/registration office at 509.682.6806. This includes information on late registration, adding classes, dropping classes, withdrawing from college, auditing classes, grade reports and transcripts.

Nontraditional Credit

Nontraditional education (NTE) credit programs allow you to earn credit outside the classroom setting. The following general guidelines apply to all NTE credits:

- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- You must earn at least 15 credits at WVC and be currently enrolled before NTE credit can be applied to your transcript.
- The cost of NTE credit varies according to the type of credit earned. Check with your adviser and any intended transfer school before paying to transcript NTE credit.
- NTE credit does not apply to WVC residency regulations.
- Most NTE credit is not graded and does not affect your GPA.
- Not all colleges accept NTE credits for transfer. If you plan to continue your education at another college, check with that college regarding transferability before taking NTE course work.

The following are types of NTE credit accepted at WVC. Each category has certain criteria and limitations. For specific information, see Nontraditional Education (NTE) Credits under the Site Directory of our website, www.wvc.edu, or contact your adviser.

College-Level Examination Program (CLEP)

You may earn credit by demonstrating competency in a broad subject area or a specific course through a nationally standardized exam. Credit is awarded according to the following guidelines:

- The CLEP score must be at the 50th percentile or above.
- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- No more than 10 CLEP credits can apply to a distribution area (maximum of five credits in world languages).
A maximum of five CLEP credits can be used to meet the writing skills requirement for a degree. CLEP credit will not fulfill the writing requirement for advanced English composition.

- CLEP credit is not allowed if credit has been received for a more advanced class.
- CLEP exams may not be repeated for credit.
- CLEP credit is ungraded and will not affect the GPA.
- There is a $10 fee for each CLEP credit earned.
- At least 15 credits must be earned at WVC before CLEP credit is transcripted.

**College Board Advanced Placement (AP)**
The College Entrance Examination Board Advanced Placement Program allows high school students to earn college credit for high school work. Students usually take a high school honors course to prepare for the national AP exams each May. Advanced placement exams are offered in a number of academic disciplines. Credit for these exams is granted under the following conditions:

- Credits awarded are based on the type of test taken and the score received. For English composition tests, WVC accepts only scores of a 4 or 5.
- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- A maximum of 10 AP credits can be earned in a distribution area (maximum of five credits in world languages).
- No more than five AP credits can be used to meet the writing skills requirement for a degree. AP credit will not fulfill the writing requirement for advanced English composition.
- AP credit is ungraded and will not affect the GPA.
- At least 15 credits must be completed at WVC before AP credit will be transcripted.

**Cooperative Work Experience (CWE)**
Cooperative work experience is a way to earn college credit through on-the-job experience in your chosen field. The program offers you a way to combine classroom study at WVC with related work experience under the supervision of an employer. Work experience, paid or unpaid, must be related to your educational and career objectives. You must meet with the CWE coordinator to determine eligibility and then complete the enrollment process.

Credit requirements:
- Course credit may be earned for work experience if the work is related to either your major or vocational goal.
- One CWE credit requires 50 hours of work experience.
- Regular registration policies and tuition rates apply to CWE credits.
- Credit will be awarded on a pass/fail basis and will not affect GPA.
- The CWE coordinator will meet with you and your employer on the job site as part of the evaluation process for CWE credits.
- No more than 10 CWE credits may be applied to any WVC degree.

**Course Challenge**
Challenge credit is earned by demonstrating proficiency in course requirements. The appropriate department determines the method of demonstrating proficiency, usually a comprehensive exam. A list of courses that may be challenged is available in the admissions office. The following guidelines apply:

- Challenge exams may not be repeated for additional credit.
- Challenge credit is disallowed if credit has been earned for a more advanced course.
- A maximum of 15 credits of challenge work may be applied toward a WVC degree.
- A maximum of 10 challenge credits can be earned in a distribution area.
- No more than five challenge credits can be used to meet the writing skills requirement for a WVC degree. Challenge credits will not fulfill the writing requirement for advanced English composition.
- Challenge credit is ungraded and will not affect the GPA.
- A $10 fee is charged for each credit earned by course challenge, and $25 is charged for taking a course-challenge exam.
- Course-challenge credit from other institutions will be accepted by WVC in accordance with policy guidelines.
- At least 15 credits must be completed at WVC before course-challenge credit will be transcripted.

**Credit for Military Experience**
WVC follows the American Council on Education (ACE) guide to the Evaluation of Educational Experiences in the Armed Services when awarding credit for military experiences. The following guidelines apply:

- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- Credit is given only for experiences which have equivalent courses taught at WVC; the amount of credit awarded cannot exceed the amount which
could be earned by taking the courses at WVC.

• A small fee may be charged for each military credit.
• Military exams may not be repeated for additional credit.
• Credit for military experience will not affect the GPA.
• Military experience for baccalaureate credit is not accepted at WVC.
• At least 15 credits must be earned at WVC before military credit is transcripted.
• NTE credit is always the last entry on your transcript.
• Check with your adviser and any intended transfer school before paying to transcript military credit.

Tech Prep
Tech Prep is a nationwide program that allows high school students to begin preparation for a specific professional/technical field while in high school and then continue with the program at WVC without losing credit or duplicating courses. WVC has Tech Prep articulation agreements with several high schools in the community college district.

The following guidelines apply:
• Tech Prep college credit and high school credit are earned simultaneously.
• Tech Prep credit is first transcripted at the high school, then later entered on the college transcript.
• The number of credits awarded is dependent upon the high school Tech Prep articulated program.
• A one-time $15 fee will be charged for Tech Prep credits.
• Tech Prep credits are not intended to be transfer credits. It is the student’s responsibility to check with the intended transfer school about the transferability of these credits.

Independent Projects
With the approval of the appropriate administrator and the instructor, you may do independent projects such as research, reading and writing under the supervision of a sponsoring instructor.

This agreement is subject to the following stipulations:
• To be eligible, you must have completed 45 credits with a minimum cumulative GPA of 2.5 at WVC.
• The appropriate administrator must approve any waivers of the requirement.
• A maximum of five independent project credits can be earned in one quarter.
• Regular admissions policies and tuition costs apply to credit for independent projects.
• Each independent project credit requires you to work 30 hours under supervision of an instructor.
• After approvals are obtained, copies of the contract must be distributed to the admissions/registration office, the instruction office and the instructor.
• The application process for independent projects must be completed by the end of the fifth week of the quarter.

Academic Advising/Educational Planning
Wenatchee Valley College believes that academic advising is an essential component of our mission. The fundamental element of the advising process is to assist you in understanding and maximizing the educational opportunities available to you. We are committed to ensuring this practice is effective and accessible to all students.

Through advising, we strive to:
• Ensure that you, as a student, have access to dependable counseling and advising services.
• Provide you with relevant, current and accurate information that allows you to make educated decisions.
• Assist you to better understand the correlation between educational choices and career goals.
• Assist you in developing an educational plan that is efficient and practical.
• Assist you in developing accountability in assessing and meeting your educational goals.
• Provide you with information on college policies, procedures, programs and activities to make you aware of the benefits and opportunities in your educational experience.

Role of the Faculty Adviser
Student-faculty relationships have always been viewed as a key component of higher education. Faculty advisers have a special knowledge in their disciplines and are aware of specific courses within their divisions, and in educational and career opportunities in their areas of concentration. The faculty adviser can:
• Assist you with academic planning, course selection and scheduling.
• Assist you with developing, clarifying and evaluating educational plans and goals.
Role of the Educational Planner

Educational planners’ roles primarily focus on providing academic and support services for first-time students. Educational planners are knowledgeable about the broad range of programs of study available at WVC. They are very helpful to first-time students and are skilled in making appropriate referrals. The educational planner:

- Interprets placement test results and recommends appropriate classes.
- Assists you with academic planning, course selection and scheduling your first quarter at WVC.
- Assists you in planning strategies or approaches to successful goal achievement.
- Assists you in gaining an understanding of the complete requirements of a program.
- Refers you, as needed, to counseling services for educational, personal or emotional support.
- Assists you in the development of functional educational plans.

Role of the Counselor

Many WVC students have multiple issues that accompany them when attending classes, making learning difficult. The pressures from school and outside sources can be overwhelming and cause students to drop out and not experience the best that college life can offer. Expertise in personal and career counseling, along with knowledge of academic program requirements, allows WVC counselors to effectively work with you to enhance your success. The counselor can:

- Assist you in clarifying educational goals.
- Help you become aware of the wide range of educational and career options available to you.
- Assist you with academic planning, course selections and scheduling.
- Assist you in dealing with issues that adversely affect you in attaining your goals.

Role of the Student

The role you play in your educational plan must be dynamic. Being proactive to maximize the advising process will provide a solid foundation for your educational experience. Advising is a shared responsibility, and builds on the strengths of your faculty adviser and your willingness to be involved. As a student, it is your responsibility to:

- Read the college catalog and all student policies on the college website and in the student handbook.
- Have all transcripts from other institutions evaluated by the transcript evaluator, with classes noted that relate to the certificate or degree.
- Develop a current student plan and bring that to the quarterly advising meeting with your adviser.
- Know what placement tests have been taken and include the results in the student plan.
- Know deadlines and dates as they pertain to advising, registration and graduation.
- Learn the transfer entrance requirements at potential transfer institutions.
- Set and keep quarterly advising appointments with your faculty adviser.
Paying for College

Tuition and Fees
All fees may be changed at any time by the state legislature or the Wenatchee Valley College Board of Trustees. Current tuition and fee schedules can be found under Tuition and Fees in the Site Index on the college website, www.wvc.edu, or by contacting the WVC Business Office at 509.682.6500 (Wenatchee) or 509.422.7803 (Omak). Typical tuition and fees for a resident student in fall 2011 for 15 credits were $1,180.

Tuition due dates and payment options are on the WVC website, www.wvc.edu. Tuition is normally due two weeks before the first day of the quarter. Payment plans are available.

Refund Policy
A refund of tuition and fees, exclusive of any registration fee, will be made in compliance with the following policy, except where federal regulations supercede, when you withdraw from college or class(es). You should apply for any refund through the admissions office. This policy is subject to change without notice by the WVC Board of Trustees.

For classes that begin the first week of the quarter:

100% refund
Withdrawal before 5 p.m. on or before the fifth instructional day of the quarter.

50% refund (fall, winter, spring quarters)
Withdrawal after 5 p.m. on the fifth day and before 5 p.m. through the 20th instructional day of the quarter.

50% refund (summer quarter)
Tuition and fees will be refunded from the sixth instructional day through the sixteenth business day for summer quarter only.

100% refund
Classes or programs cancelled by WVC.

100% refund
Withdrawal from a continuing education course before class begins.

Note: After a continuing education class begins, any requests for a refund must be made in writing to the continuing education director.

Classes with irregular instructional starting days
Refunds will be based on the published starting date of the class and follow the schedule outlined above.

Refund Payments
Once the refund has been calculated, and if you paid with check or cash, you can choose to receive a check for the amount or have it credited to your WVC account. If you paid by credit card, the refund will be credited back to that card.

Please note that WVC will not print refund checks for less than $25. Any refund under $25 will automatically be credited to your WVC account.

If it is determined that you have outstanding charges with WVC (tuition, library fines, etc.), the amount can be deducted from any refund you may receive.

If your tuition was paid by financial aid, the type of aid you received will determine how any refunds are processed. Please contact the financial aid office at 682.6810 if you have any questions.

Insurance Fees
• A 100% refund is available through the first week of the quarter.
• No refund will be made after the first week.
• No refund is available if an insurance claim has been filed.

Financial Aid
WVC participates in a broad range of federal and state aid programs designed to assist students who are unable to pay their college expenses. Financial assistance through grants, work study and subsidized loans require determination of financial need. Unsubsidized student loans are available for students that do not qualify for need-based financial aid. Information and applications for both merit- and need-based scholarships are available online at the WVC Financial Aid Web page under Scholarships. Financial aid and most need-based scholarships require a student to complete the Free Application for Federal Student Aid (FAFSA).

The college also offers programs such as Work-Based Learning Tuition Assistance, WorkFirst and Worker Retraining funding.

You may contact the WVC Financial Aid Office for financial aid eligibility requirements, visit the WVC
Veterans

If you are a veteran seeking your educational benefits at WVC, contact the veterans coordinator in the financial aid office at 509.682.6817. Selected WVC programs of study are approved by the Washington State Higher Education Coordinating Board’s State Approving Agency. WVC programs are approved for benefits under the following Veterans Administration regulations: 30 (Montgomery Bill), Chapter 31 (Vocational Rehabilitation), 32 (VEAP), 33 (Post 9-11 GI Bill), 35 (Survivors and Dependents Education Assistance), 1606 (Reserves) and 1607 (Reap) of Title 38, U.S. Code.

You are responsible for providing the veterans coordinator with your class schedule each quarter. Any schedule changes during the quarter must also be reported.

Reduced tuition and fee waivers are available for eligible veterans. You may contact either the financial aid office or the registration office for more information.

Residency Requirements

Residency Requirements for Tuition Paying Purposes

To be classified as a Washington resident for educational purposes and to qualify for resident tuition rates, you are required by state law to be either:

1. Financially Independent Student:
   - Have established a bona fide domicile in the state of Washington primarily for purposes other than education for a period of one year immediately before the first day of the quarter for which you have registered at any institution and be financially independent.

2. Financially Dependent Student:
   - Be a dependent student with one or both of your parents or legal guardians having maintained a bona fide domicile in the state of Washington for at least one year immediately before the first day of the quarter for which you have registered at any institution.

3. Active Duty Military and Washington National Guard:
   - active duty military stationed in Washington, your spouse and dependents; Washington National Guard members; and spouse or dependent of National Guard if residence is in Washington, are eligible to pay resident tuition. Must submit copy of orders to Washington and military ID.

To apply for residency reclassification, you must submit the residency questionnaire and provide the
required documentation to student development. Residency questionnaires are available online or at the admissions/registration office.

Proof of residency is your responsibility. Reclassification will take place in the quarter the change is approved, provided the updated residency questionnaire is submitted within 30 calendar days following the first day of the quarter. Acceptable evidence of Washington state residency for one year before enrollment can include:
- Valid Washington state driver’s license
- Voter registration card
- Washington registration of motor vehicles
- Purchase of property in Washington
- Rent receipts
- Verification of not having received financial aid from another state

International students attending WVC who have been granted an I-20 are classified as nonresident regardless of their length of residency in Washington state.

Nonresident waiver for United States citizens and INS Permanent Residents
The Washington State Board for Community and Technical Colleges has authorized the colleges to waive a portion of the nonresident tuition rate for United States citizens and INS permanent residents who have not met the above criteria for in-state residency. WVC honors this automatic waiver at the time the students apply.

Resident Tuition for Washington High School Graduates Who Are Not U.S. Citizens
Effective July 1, 2003, Washington state law was changed (House Bill 1079) to make certain students who are not permanent residents or citizens of the United States eligible to pay resident tuition rates when they attend public colleges and universities in this state. To qualify for resident tuition rate, you must complete an affidavit/declaration/certification if you are not a permanent resident or citizen of the United States, but have met the following conditions:

- Resided in Washington state for the three years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school,

OR

- Completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma,

AND

- Continuously resided in the state since earning the high school diploma or its equivalent.

If you meet the above criteria, once you have an application for admission on file, submit a signed affidavit to admissions/registration. Please note that only affidavits with an original signature can be accepted. Do not fax or e-mail a copy to WVC. We may request an official copy of your high school transcripts to process your residency status.

Policies

Academic and student policies are published on the college website at www.wvc.edu. Look for Policies under the Site Index. It is your responsibility as a student to read and know these policies.

Financial aid eligibility and veterans benefits may be affected by the application of some of these policies (such as class attendance, withdrawal from class, incomplete grade, auditing a class, etc.). Please contact the financial aid office and your adviser if you are considering a change in your class schedule.

Nondiscrimination and Harassment
WVC is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, in accordance with state and federal laws. Harassment is a form of discrimination.

Racial harassment is defined as physical or verbal conduct that is maliciously intended to harass, intimidate or humiliate a person or persons on account of race, color or national origin and that causes severe emotional distress, physical injury, or damages or destroys the property of another, or threatens and places a specific person or group of persons in reasonable fear of harm.

Sexual harassment is a form of sex discrimination which involves the inappropriate introduction into the work or learning situation of sexual activities or comments that demean or otherwise diminish one’s self worth on the basis of gender or sexual preference.

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained from the vice president of student development at 509.682.6805, a representative of the Omak campus at 509.422.7850, the director of human resources at 509.682.6445, or on our website at www.wvc.edu.
If you feel that you are being harassed, you should report it to the vice president of student development, the administration office of the Omak campus or the director of human resources. Resolution options may include mediation through a liaison between parties, a face-to-face meeting between parties, or filing a formal complaint with the vice president of student development or the director of human resources. Information on the formal complaint process is available from either of these administrators.

**Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

FERPA has specifically identified certain information known as directory information that may be disclosed without student consent. WVC has designated the following information as directory information and will release this upon request, unless the student has submitted a request for non-disclosure:

- Student name
- Major field of study
- Quarters of attendance (including current enrollment)
- Degrees and awards received
- Extracurricular activities, height/weight of athletic team members, awards received, most recent previous educational agency or institution attended.

WVC does not publish a student directory. However, in compliance with the Solomon Amendment, WVC is required to supply student names, addresses, phone listings, date/places of birth, levels of education, and degrees received to military recruiters if properly requested.

One exception of permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is described as follows:

- A person employed by WVC in an administrative, supervisory, academic, research, or support staff position.
- A person or company with whom the College has contracted, such as an attorney, auditor, or collection agent.
- A person serving on the board of trustees or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Upon request, WVC discloses education records without consent to officials of another school in which a student intends to enroll.

**Restricting Release of Directory Information**

According to FERPA, you can request that the institution not release any directory information about you. Institutions must comply with this request, once received, if you are still enrolled.

If you wish to restrict directory information, you should realize that your name would not appear in the commencement bulletin and other college publications. Also, employers, loan agencies, scholarship committees and the like will be denied any of your directory information and will be informed that we have no information available about such a person at WVC.

If you wish to block the release of your directory information, you may do so by providing a written authorization to the registrar’s office. Forms are available in the admissions/registration office. This authorization will remain in effect for only one year from the time it is signed. You must provide WVC with a new authorization form each year you are enrolled if you wish to continue the block on your directory information.

**Students Rights Under FERPA**

FERPA affords you certain rights with respect to your education records. They are as follows:

- The right to inspect and review your record within 45 days of the date that your request for access is received. Submit your written request to the registrar, identifying the record you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the record may be inspected. If the registrar does not maintain the record you wish to inspect or review, you will be advised of the correct official to whom the request should be addressed.

**Financial holds**

- The right to inspect the contents of your student folder, regardless of your financial status with the institution. However, an institution is NOT REQUIRED to release an official transcript if you have a past due account.
• The right to request an amendment of your educational record if you believe it is inaccurate or misleading. You may ask WVC to amend a record that you believe is inaccurate or misleading. Write to the registrar clearly identifying the part of the record to change and specifying why it is inaccurate or misleading. If WVC decides not to amend the record as requested, you will be notified of the decision in writing and advised of your right to a hearing to consider the request for amendment. Additional information regarding the hearing procedure will be provided to you when notified of the right to a hearing.

• The right to consent to disclosure of personally identifiable information contained in your education record, except to the extent that FERPA authorizes disclosure without consent. This refers to your right to allow others access to all or part of your educational record that would normally not be allowed under FERPA. You can specify who is to receive the information and what portions of your educational record WVC is authorized to release. This authorization would remain in effect until you notify the office of admissions and registration.

• The right to file a complaint with the U.S. Department of Education concerning alleged failure by WVC to comply with the requirements of FERPA. The Family Compliance Office will investigate each timely complaint. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Crisis Situations/Emergencies
If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is “necessary to protect the health or safety of the student or other individuals.” Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency.

Academic Policies

Low Grade Set Aside
You may petition to set aside a grade of “C minus” or lower for the purpose of GPA calculations. Only petitions to set aside all grades in a particular quarter are considered. This option is not available for singular courses within a quarter. For details on setting aside low grades, including what is allowed and cautions about what this means for financial aid and when transferring to other colleges, see our website at www.wvc.edu, Site Index, Records and Grades.

Student Records and Grades

Changes to Address, Phone Number or E-mail
Changes to your address, phone number(s), or e-mail address can be made either by completing a Records Change form or through the Student Kiosk on the WVC website. You will need your SID and PIN to use the Student Kiosk. The Records Change form must be signed and can be mailed, faxed or brought in to the admissions counter. Name changes must be done in person with picture ID.

Grades and Grade Policy
WVC does not mail out grades to students at the end of each quarter. To access your grades, use the Unofficial Transcript function on the Student Kiosk.

Note: Financial aid eligibility and veterans’ benefits may be affected by the application of some of these policies (e.g., withdrawal from class, incomplete grade, auditing a class, etc.). Please contact the financial aid office and your adviser if you are considering a change in your class schedule.

Grades used in computing grade point average are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.7</td>
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<tr>
<td>B</td>
<td>3.3</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
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<tr>
<td>C+</td>
<td>2.7</td>
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<td>C</td>
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<td>C-</td>
<td>2.0</td>
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<tr>
<td>D+</td>
<td>1.7</td>
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<td>D</td>
<td>1.3</td>
</tr>
<tr>
<td>D-</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Grades not used in computing grade point average are:

- P ...................................................... Pass
- Y ....................................................... Work in Progress
- W ...................................................... Withdrawal
- N ........................................................... Audit
- I .............................................................. Incomplete
- NP .......................................................... No Pass
- * .......................................................... Removed Grade

“Pass” definition: a grade of “C” or higher earns a pass; a lower grade earns a no pass, provisional pass or an F.

**Calculating Your GPA**

Your GPA is calculated by dividing the total number of grade points earned by the total number of credit hours completed. Here’s an example:

- **Class #1** 5 credits. Grade is an A (value of 4.0). 
  Gradepoints = 5x4 = 20

- **Class #2** 4 credits. Grade is a B (value of 3.0). 
  Gradepoints = 4x3 = 12

- **Class #3** 5 credits. Grade is a C (value of 2.0). 
  Gradepoints = 5x2 = 10

This gives you a total of 14 credits and 42 grade points. Therefore, your GPA would be: 42 grade points/14 credits = 3.0

**Pass/Fail**

Students may enroll in classes on a pass/fail basis by submitting a written request to the admissions/registration office by the 10th day of the quarter. Students who complete these courses satisfactorily receive a “P” on their transcripts. Students who fail to complete the courses satisfactorily receive an “F.”

Students are cautioned against taking courses in their major or minor on a pass/fail basis. In most cases, a maximum of 10 pass/fail credits may be applied toward degree requirements at WVC.

**Grade Change**

A change of grade must be executed within two quarters, excluding summer, after the grade is earned. Initiating a grade change is your responsibility. The course may still be repeated for a different grade after the deadline for grade changes has passed. Contact the course instructor to discuss the process for grade changes.

**Work in Progress**

The “Y” designation indicates that a you are registered in an ongoing class. It may be used where the pace of work is largely dependent on you in courses such as independent project classes or open laboratory/clinic classes. If you do not complete the class within one year, you must re-enroll if you want credit.

**Withdrawal**

A “W” designation indicates that you have dropped a class. The last day of each quarter to withdraw from classes is specified on the official Academic Calendar. Complete information on withdrawing from a class is available in the admissions/registration office. Instructors have the authority to administratively withdraw a student who does not attend class during the first two days that the class meets. You are responsible for withdrawing from classes. Failure to formally withdraw from class will normally result in a failing grade. You can withdraw through the Web Registration function on the Student Kiosk. You can also submit a Course Change form, available in the admissions/registration office.

**Military Withdrawal**

Students submitting proof of being called into military service may receive credit and/or refund of fees as follows:

- A full refund will be made upon receipt of call-up notification letter and a “W” grade will be handscripted,

**OR:**

- You may receive an “I” or “Y” with approval from the instructor(s) and no refund will be made or the chief student services officer may grant a degree prior to induction into the armed forces. No refund will be made.

**Audit**

The “N” designation indicates that you have elected to take a class with the understanding that no credit will be earned and no grade given. If you choose to audit a class you do not have to take the tests, but the instructor may require reasonable attendance and class participation. Full tuition and fees are charged for classes taken on an audit basis. Changes from credit to audit are permitted until the end of the 30th day of instruction. The instructor’s written approval is required after the fifth day of instruction. You will need to turn in a completed Course Change form, with the instructor’s signature, into the admissions office to change a class to an audit status.

**Incomplete**

The “I” designation indicates that you have been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by you and the instructor. It is your responsibility to initiate this contract. Contract forms are available in the admissions office. The maximum length of a contract is two quarters, excluding summer. An “I” grade is changed to an “F” if the terms of the contract are not met within the time specified.
Pass/No Pass
The “P” or “NP” designation may be given in developmental classes. A “C” grade or higher earns a “pass”; anything lower earns a grade of “no pass.”

Student Record Retention
Records pertaining to student activities related to admissions and registration (i.e., WVC transcripts and grades, schedule changes, graduation, etc.) are to be maintained per the General Retention Schedule supplied by the Washington State Board for Community and Technical Colleges. In many cases WVC’s practice for record retention exceeds the minimum requirements set forth in this state Retention Schedule.

Setting Aside of Low Grades for GPA Calculations
This provision permits you to remove poor academic records that no longer reflect your current academic performance. Only petitions to set aside all grades in a particular quarter will be considered. This option is not available for singular courses within a quarter. Grades that are set aside are not removed from your transcript. Rather, an “*” notation is placed next to the grade which indicates that the course will no longer be used when calculating a new cumulative grade point average. Credits that are set aside cannot be used to fulfill any requirements for graduation. Please note that federal financial aid regulations do not recognize grade “set-asides.” You may only petition for a set-aside provision twice during your time at WVC. Two consecutive quarters of full-time class work with a GPA of 2.0 or better is required as evidence of your changed scholastic performance. Part-time students can qualify for low-grade removal by completing 30 consecutive college-level credits with at least a 2.0 GPA. At least two calendar years must pass before a grade(s) can be changed under this provision. Exceptions to these procedures can be made by petition to the Academic Regulations Committee. Only grades earned at WVC can be set aside under this policy. Petition forms are available in the student development offices. Completed petition forms should be returned to the vice president of student development.

Caution: Although WVC makes provisions for setting aside past grades for the purposes of GPA calculation, do not assume that other colleges you transfer to will compute your GPA in the same manner. They may accept the credits and use the set aside grades for their calculations. WVC can only set-aside grades earned at WVC. WVC cannot set aside grades from other colleges.

Repeating a Course
You may repeat any course. Only the credit and grade earned in the last attempt are calculated in your GPA, unless the course description in the WVC Catalog specifically states you can repeat the course for credit. Courses repeated for credit, however, do not normally count toward the completion of a degree or certificate. Repeated courses will be designated with an “R” next to the grade on the transcript.

This only applies to courses taken at WVC. Courses taken at other colleges cannot be used to repeat a class on your WVC transcript.

Honors
A president’s list and a dean’s list are compiled at the end of each quarter to recognize outstanding student achievement. Honorees are announced publicly. In order to qualify, you must meet the following criteria:
- Earn at least 12 credits in courses numbered 100 or above. (“I,” “P,” “NP” and “Y” designations do not count toward the 12-credit minimum.)
- Earn a 4.0 GPA for the president’s list.
- Earn a 3.5 - 3.99 GPA for the dean’s list.

Honors are listed at graduation for students with a cumulative GPA of 3.5 or higher.

If you carry at least 12 credit hours and have a cumulative GPA of 3.2 or higher, you are eligible to join the local chapter of Phi Theta Kappa, the national community college honor society. Phi Theta Kappa encourages scholarship, leadership and service. Members of Eta Rho (Wenatchee campus) and Alpha Kappa Eta (Omak campus) are active at the local, state, regional and international levels.

Emergency Messages
A message will be delivered to a student during a class in case of a medical emergency. The delivery of more routine messages of a non-emergency nature cannot be accommodated. Requests to deliver an emergency message should be made to the admissions/registration office.

Academic Standards Procedure
The Academic Standards Procedure at WVC has been established to ensure that the college resources are used in the best interest of all current and future students. The procedure helps to ensure that students with academic difficulties are made aware of the many educational resources available to them. You are encouraged to assume responsibility for your own academic progress.
The three levels of unsatisfactory academic performance are Warning, Probation and Suspension.

**Academic Warning**
A student attempting six (6) or more graded credits will be placed on Academic Warning when his or her cumulative GPA falls below 2.0. Students on Warning status will receive a letter advising them of their academic standing. The transcript will be endorsed “Academic Warning.” Students will remain on this status until their cumulative GPA is 2.0 or higher.

**Academic Probation**
If a student who is on Academic Warning attempts six (6) or more graded credits for a second time, and his or her quarterly GPA falls below 2.0, they will be placed on Academic Probation. Students on Academic Probation will receive a letter informing them of their academic standing, and their transcript will be endorsed “Academic Probation.” Students will remain on Probation status until their cumulative GPA is 2.0 or higher.

**Academic Suspension** (revised December 2010)
If a student on Academic Probation attempts six (6) or more graded credits, and his or her quarterly GPA falls below 2.0, they will be placed on Academic Suspension. Students on Academic Suspension will receive a letter informing them of their academic status, and their transcript will be endorsed “Academic Suspension.” Suspended students will be dropped from any classes they are enrolled in for the upcoming academic quarter(s). Students returning from Academic Suspension will be required to complete the following:

1. Submit a completed petition for readmission form to the student development office.
2. Complete a readmission interview with a counselor. During the interview, you should be prepared to:
   • Identify the reasons for poor academic performance.
   • Present a plan for eliminating the factors contributing to poor academic performance.
   • Review your educational goals.
   • Present an educational plan that includes proposed course schedules for the next one to three quarters and how those courses relate to an educational goal.
3. Be reinstated by the college.

**Academic Forgiveness**
If you stop attending WVC while on Academic Warning, Probation or Suspension status, you will remain at that level for a period of at least three years (or 12 academic quarters). If during that time you have not returned to WVC, your student records will be updated to remove you from your previous academic deficiency status.

**Academic Regulations Committee (ARC)**
The WVC Academic Regulations Committee reviews students’ petitions for waiver of college policies. The committee makes recommendations on petitions and refers them to the appropriate administrator for action. Your appeals may include, but are not limited to, petitions for:

- Re-admission after academic suspension/dismissal.
- Substitution of graduation requirements.
- Removal of low grades.
- Late changes in class status (i.e., credit to audit).

All petitions must be in writing. Petitioners may appear in person before the committee but are not required to do so.

Contact the student development office, 509.682.6850, for more information on this committee.

**Plagiarism**
Matters of academic dishonesty such as cheating or plagiarism are referred to the academic regulations committee. More information on disruptive behavior and the WVC Discipline Code is detailed in the student handbook that is available through the student programs office and online at www.wvc.edu.

**Transcripts**

**Official Transcript**
An official transcript is a copy of your permanent academic record. It is signed by the registrar. Your transcript will be released only on your written request, accompanied by your signature.

The Transcript Request form is available in the admissions/registration office or it can be downloaded from the WVC website. When requesting a transcript, please complete all lines on the form, include either your WVC SID number or your social security number, and be sure to sign the form. We cannot process your request without your signature. An incomplete form may be returned and can delay processing your request.

The transcript may be withheld if you have not met all financial obligations to WVC. Picture ID is required if you are picking up your transcript at the admissions/registration office.

Transcripts cannot be released to a third party unless we have written permission from you. For more information, please call 509.682.6836.
Unofficial Transcripts
You can access your unofficial transcript through the Student Kiosk. You will need your SID and PIN to get this information. This is the way you would view your grades received at WVC.

Transcript Evaluations
You may request an evaluation of your transcripts at any time. It is important to do so to verify how far along you are to earning your degree or certificate and what classes you have left to take. To request an evaluation, complete the evaluation request form and return it to the admissions/registration office. Please be sure to include your SID or SSN on the form and remember to sign it. We can’t process the request without your signature.

When an evaluation is being done, credits from WVC will be evaluated first, then any transfer credits from other colleges (if accepted), and then any non-traditional (non-graded) credits. If you have attended another college, it is important to have had official copies of those transcripts sent to WVC before requesting an evaluation.

WVC can do an evaluation with unofficial transcripts for advising purposes, but you must have an official copy of these transcripts on file if you want to use credits from other colleges toward a degree at WVC.

Student development will process evaluations for academic degrees only (both transfer and non-transfer). Evaluations for technical degrees or certificates will be sent to the vocational dean.

Transfer Credits
A maximum of 60 credits from regionally accredited colleges and universities may be applied toward a WVC degree, meeting either requirements or electives, at the discretion of the credential evaluator, dean or program adviser. The following is a list of those organizations that grant regional accreditation in the United States:

Middle States Association of Colleges & Schools
Middle States Commission on Higher Education
New England Association of Schools & Colleges
Commission on Institutions of Higher Education
New England Association of Schools & Colleges
Commission on Technical & Career Institutions
North Central Association of Colleges & Schools
The Higher Learning Commission
Northwest Commission on Colleges & Universities
Southern Association of Colleges & Schools Commission on Colleges
Western Association of Schools & Colleges Accrediting Commission for Community Colleges
Western Association of Schools & Colleges Accrediting Commission for Senior Universities

Up to 15 credits of restricted elective may be accepted from schools whose curriculum has been evaluated by the American Council on Education (ACE).

Transfer credit is not awarded for the following types of coursework: (1) courses taken at colleges that are not regionally accredited, (2) non-credit courses and workshops, (3) remedial or college preparatory courses (i.e.-student orientation classes), (4) sectarian religious studies.

Transfer courses with less than a “D” grade (or 1.0) cannot be used to satisfy a graduation requirement.

Upper division courses (usually numbered 300-400) will only be applied toward a degree distribution area if a similar course exists at Wenatchee Valley College. The credit evaluator may allow some other upper division courses to be used as restricted electives, depending on the nature of the course work.

Credits from semester schools are multiplied by 1.5 to convert them to quarter credits. For example, 2 semester credits = 3 quarter credits, and 3 semester credits = 4.5 quarter credits.

If you have attended colleges and/or universities outside of the U.S., you must provide your transcripts and an evaluation of those transcripts by a qualified evaluation agency. You should request a course-by-course evaluation to maximize the credit that may be transferred to WVC. A list of foreign education credentials services is available through student development.

Nontraditional Credit
General Guidelines
• The maximum award for Nontraditional (NTE) credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
• You must earn at least 15 credits at WVC and be currently enrolled before NTE credit can be applied to your transcript.
• The cost of NTE credit varies according to the type of credit earned. Check with your adviser and any intended transfer school before paying to transcript NTE credit.
• NTE credit does not apply to WVC residency regulations.
Most NTE credit is ungraded and does not affect your GPA.
Not all colleges accept NTE credits for transfer. If you plan to continue your education at another college, check with that college regarding transferability before taking NTE course work.

More on this policy and information on the following policies are available under Policies (see Site Index) on the WVC website at www.wvc.edu or from the student development department:

- Academic Regulations Committee
- Class Attendance
- Emergency Messages
- Final Examinations
- Full-time Student Status
- Honors
- Plagiarism
- Repeating a Course
- Residency Requirements
- Transcripts

Other Policies

- Drug-Free Workplace
- Equal Opportunity
- Financial Aid
- Freedom of Inquiry and Expression
- Military Withdrawal
- Nondiscrimination
- Racial Harassment
- Refunds
- Sexual Harassment/General Harassment
- Student Records (FERPA)
- Student Right to Know

General Information

Student Services

Information about Wenatchee Valley College services available to you can be found on our website, www.wvc.edu. Web pages on the following topics can be accessed through the Site Index (pages listed alphabetically) and through various links throughout the site.

If you do not have access to our website or need personal assistance, student services staff members are available to help you.

- Bookstores

The bookstore on the Wenatchee campus is located in Van Tassell Center. On the Omak campus, you can purchase books at David Rodstol Inc. in downtown Omak. You may sell your textbooks back to the bookstore at the end of each quarter. The Wenatchee campus bookstore offers a book rental option for some classes. Phone: Wenatchee, 509.682.6530, or Omak, 509.826.5804.

- Cafeteria

The cafeteria in Van Tassell Center on the Wenatchee campus features an outdoor dining area, great menu selections and a comfortable space for students to gather.

- Career Services

WVC’s career center in Wenatche Hall offers a broad range of information and assistance for jobs/careers, education/training requirements, job hunting techniques, employment opportunities, internships, mentorships, cooperative work experience and career assessments. Make an appointment in Wenatchee by calling 509.682.6858 or drop in to the center. Call 509.422.7812 for the Omak campus.

- Child Care

Through a partnership between WVC and the Wenatchee School District, affordable child-care services are available at the WestSide Early Learning Center, located at 1521 Ninth Street. The program provides quality, licensed child care to children from one month through five years of age while you attend class, study and work. Phone: Wenatchee, 509.682.6633.
- **Counseling**

WVC’s professional counselors can help by providing a safe, confidential place where you can explore your concerns and discover new strengths, insights and ways of coping. Counseling services include academic counseling, readmission petitions, career counseling and personal counseling. Phone: Wenatchee, 509.682.6850, or Omak, 509.682.7814.

- **Disability Services/Special Populations**

If you are a student with documented disabilities who requires special accommodations or services, contact the special populations coordinator in Wenatchi Hall at 509.682.6854 in Wenatchee or 509.422.7812 in Omak. Disabilities phones are located in Van Tassell Center and Brown Library.

- **International Student Program**

Wenatchee Valley College encourages students from abroad to study on the Wenatchee campus. International students may work with the international student coordinator to arrange class schedules, find student housing, coordinate travel arrangements for school attendance and help answer questions that may arise during the registration process. The international student coordinator works closely with the multicultural affairs office and student programs to provide a well-rounded college experience for visiting students. Phone: 509.682.6864; website: www.wvc.edu/international.

- **Library**

Full-service library/media centers are located on both the Wenatchee and Omak campuses. See Library under Quick Jump on the WVC home page, www.wvc.edu, for their extensive services. Phone: Wenatchee, 509.682.6710, or Omak, 509.422.7830.

- **Multicultural Affairs**

A variety of support services are available through the college’s multicultural affairs office, including assistance to achieve academic success and opportunities for leadership development. The offices also promote appreciation and awareness of cultural heritage. Phone: Wenatchee, 509.682.6868, or Omak, 509.682.7814.

- **Placement Testing**

The COMPASS test is a series of short tests in math, reading and writing. The scores are used to determine placement in math and English courses. All degree-seeking students who have not taken college-level math or English classes need to take the placement test before registering for classes. If you have received credit for college-level math and/or English at another college, you need to provide your transcript to the registration office. Phone: Wenatchee, 509.682.6830, or Omak, 509.422.7810.

- **Tutoring Services**

Tutoring services are available free of charge during fall, winter and spring quarters to all enrolled students on both campuses. The Wenatchee campus tutor center is located on the second floor of the library; the English WriteLab is located in Sexton Hall, room 6004; and the Omak tutor center is in the student resource center. Hours of operation are posted each quarter and are available on the website at www.wvc.edu/library/departmentstutoring. Phone: Wenatchee, 509.682.6863, WriteLab, 509.682.6586, or Omak, 509.422.7810.

**Campus Life**

As a student at WVC, you have many opportunities to participate in programs and activities outside the classroom, including student government, clubs, organizations and athletics. For more information on what is available, see Student Programs under the Site Index at www.wvc.edu or contact the WVC Student Programs office in Van Tassell Center at 509.682.6860 or in the student resource center in Omak at 509.422.7810. Athletic events may be found at www.wvc.edu/athletics or www.gowvc.com.

**Faculty**

WVC follows the Washington State Community and Technical College Personnel Standards for hiring faculty. This includes master’s degrees in their major teaching areas for full-time academic faculty and valid vocational-technical education certificates for full-time occupational/technical faculty.

Full-time faculty members are listed on the college website at www.wvc.edu. This information is also available from the WVC Human Resources Office, 509.682.6440.
Degrees and Programs

Learning That Lasts

Educational Programs

Wenatchee Valley College is a comprehensive community college that provides transfer, liberal arts, technical/professional, basic skills and continuing education classes and programs.

Degree and Certificate Programs

The following pages summarize degrees and certificates offered at Wenatchee Valley College.

- Associate of Arts and Sciences Degree, pages 27-28
- Associate in Applied Science - Transfer Degree, page 27
- Associate of Science–Transfer Degree, page 29
- Associate of Business–Direct Transfer Degree, page 30
- Associate of General Studies Degree, page 32
- Associate of Technical Science Degree, pages 33
- Certificate of Completion, page 33

Basic Skills and College Transitional Programs

We offer a wide range of educational opportunities designed to prepare students for college-level classes. These include adult basic education, English as a second language, English for academic purposes, general educational development (GED) and developmental education. More information about these can be found on our website under Programs of Study or from the Site Index listing.

Continuing Education

We offer a variety of classes, workshops, seminars and customized-training opportunities for personal enrichment and professional development.

Classes are offered at locations throughout the college district, often during evening hours. Open enrollment classes are listed each quarter on our website at ced.wvc.edu.

Customized training is tailored to meet the specific needs of area employers and can take place at the work site or on one of the college’s campuses.

For current offerings and contacts, see Continuing Education under Programs of Study on our website or call 509.682.6900.

General Education Outcomes and Abilities

Every program of study at WVC gives you the opportunity to develop abilities that will carry through to future learning or vocational application. The purpose of this general education is for you to master competencies for independent learning and to develop an awareness of the fundamental areas of knowledge. What degree and certificate holders know and can do reflects on our students and on our integrity as an institution. We specifically build these general education outcomes into all of our programs of study that lead to degrees and certificates in both transfer and professional/technical areas.

At a minimum, students who complete a transfer degree will be able to communicate effectively and will be introduced to the content and methodology of the major areas of knowledge – the humanities and fine arts, the natural sciences, mathematics, and the social sciences. Students in professional/technical programs will have completed a body of instruction in communication, computation and human relations in addition to acquiring their technical competencies.

At WVC, however, we intend to go well beyond the minimum.

The vision statement of WVC says, in part, that we are engaged in “transforming lives.” Therefore, the faculty has developed curriculum that gives you opportunities to acquire life-changing abilities. Learning that lasts transcends discipline and program specific skills, competencies and knowledge.

We expect all degree and certificate holders to be able to demonstrate the abilities to think critically; communicate skillfully; locate, use and analyze information; act responsibly as an individual and team member; seek knowledge, information and diverse viewpoints; and clarify and apply a personal set of values and ethics.

Wenatchee Valley College embeds learning toward achieving these abilities in all of our courses so that students have repeated practice that will produce deep, lasting learning.

We are committed to continually assessing both what our students know and can do, and how we can improve their college experience.
The Wenatchee Valley College Abilities Outcomes:

Through the course of pursuing degrees and certificates from WVC, successful students will be able to:

- Think critically (analyze, synthesize, evaluate and apply, problem solve, reason qualitatively and quantitatively).
- Communicate skillfully in diverse ways and in diverse situations.
- Locate, use and analyze information and technology resources.
- Act responsibly as individuals and as members of a team or group.
- Seek knowledge, information and diverse viewpoints.
- Clarify and apply a personal set of values/ethics.

WVC Degree Requirements

- Your degree must have a minimum of 90 credits.
- You must earn a minimum of 30 credits of your degree at WVC.
- After leaving WVC, you may apply a maximum of 15 credits earned from another school toward a WVC degree.
- If degree requirements change, you have three years from the time of the change to complete the previous requirements.
- You must earn a cumulative grade point average (GPA) of 2.0 or above for all degrees/certificates.
- You must satisfy all financial obligations before a WVC degree will be awarded.
- You must submit an application for graduation to the admissions office. Applications for fall-quarter graduation are due by December 1; for winter quarter by March 1; and for spring quarter by May 1. Forms are available in the admissions office and online at www.wvc.edu. Look for “Graduation” on the Site Index.
- You are responsible for knowing your graduation requirements. You may submit written requests for credit evaluations to the transcript evaluator, who will summarize what requirements need to be completed. Evaluation request forms are available in the admissions office.

Transfer Degree Options

Wenatchee Valley College offers a wide variety of classes leading to the two-year associate of arts and sciences degree and the associate of science transfer degree, both of which earn you junior standing at 18 baccalaureate institutions in Washington state.

Associate of Arts and Sciences Degree-Direct Transfer Agreement

With careful planning, you can transfer to most four-year institutions with your general education requirements and premajor course work completed. The associate of arts and sciences direct transfer agreement (AAS-DTA) degree is designed to transfer with junior standing to the participating colleges and universities in Washington state. This option fulfills most, if not all, general education requirements at any institution that recognizes the DTA developed by the Intercollege Relations Commission (ICRC). Whenever possible, you should include courses required for your major as you complete the AAS-DTA degree.

If you cannot attend during the day, WVC offers evening classes leading to an AAS-DTA degree over a two- and three-year cycle. The college also offers a variety of online and televised courses that apply to this degree. You should realize that neither the evening nor the distance degree offerings can accommodate all specific majors. Only on campus during the day can you specialize in most specific majors through WVC.

Associate in Business—Direct Transfer Degree

The associate in business direct transfer degree (Business DTA) is designed for students transferring in business. This degree is not the same as the associate of arts and sciences direct transfer agreement (AAS-DTA) degree described above. The Business DTA is the best choice if you have not yet decided on your school of choice, but want to meet the entrance requirements for all four-year schools. If you know which four-year school you will attend, the AAS-DTA degree may be a better option.

Associate of Science—Transfer Degree

The associate of science-transfer (AS-T) degree is designed for students who want to concentrate on courses required for acceptance into specific majors in science and engineering. This degree is not the same as the associate of arts and sciences direct transfer agreement (AAS-DTA) degree described above. It does not satisfy general education requirements nor does it guarantee
admission to a specific major. This degree allows you to take more courses required for your major than you could take by earning the AAS-DTA degree. Students interested in pursuing this degree should have an adviser with expertise in the natural sciences, engineering or computer sciences.

Associate in Applied Science-Transfer Degree (AAS-T)

The associate in applied science-transfer degree (AAS-T) is designed to build upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. In general, technical degree programs are not designed for transfer to other colleges and universities. However, several four-year colleges and universities have specific bachelor’s degree programs that accept AAS-T degrees. WVC currently offers AAS-T degrees in Early Childhood Education and in Business Computer Technology.

Students seeking to transfer into degree programs other than those specifically designed for the AAS-T are urged to consider the associate of arts and sciences direct transfer agreement (AAS-DTA) or the associate of science-transfer (AS-T) in preparation for transfer. Majors outside the specifically designed degrees listed above will likely accept very few of the credits in the AAS-T degree (English composition, college-level math, and other general education courses will transfer.)

General Education Requirements

This section contains the graduation requirements and approved courses for the Wenatchee Valley College transfer degrees. The last page of the catalog contains a blank planning sheet for checking off graduation requirements as you complete them. The degree requirements are also shown on the inside back cover of the catalog. As you are planning your education, please be aware that the associate of arts and sciences direct transfer agreement (AAS-DTA) is designed for transfer with junior standing to a four-year college. If you pursue this degree, you should plan your WVC schedule in accordance with the requirements of the college to which you plan to transfer. The following guidelines apply to the AAS-DTA degree:

- The college reserves the right to add or delete courses or change the quarter in which courses are offered.
- Courses taken to satisfy one requirement of the AAS-DTA degree may not be used to satisfy another requirement of the degree.
- Courses accepted by transfer institutions within a completed AAS-DTA degree will not necessarily be accepted without the AAS-DTA degree.
- If you request any waiver of graduation requirements, you must submit a written petition to the Academic Regulations Committee. Petition forms are available in the office of the vice president of student development.
- You may take a maximum of 10 credits on a pass/fail basis.
- The WVC Academic Regulations Committee may approve courses not found in this catalog for use in satisfying AAS-DTA degree requirements. Petition forms are available in the office of the vice president of student development.

See WVC Degree Requirements on page 26.

General Education Requirements 18 credits

If more than 18 general education credits are earned, the excess credits may be used to meet other graduation requirements.

WRITING SKILLS ............ 10 credits

   English 101 required
   Select five credits from English 201, 202 or 203
   A grade of 2.0 or higher (“C” grade) in ENGL 201, 202 or 203 is required for graduation.

QUANTITATIVE SKILLS .... 5 credits

To meet this requirement, proficiency in intermediate algebra must be demonstrated by:

- Earning a 2.0 (“C” grade) or better in second-year high school (intermediate) algebra within the past five years.
- Obtaining appropriate scores on a placement examination; or
- Passing a 5-credit intermediate algebra course (such as MATH 097) in college.

Students must also successfully complete one of the following:

   Math: 105 or higher
   Computer Science: 201, 202, 203

You should be aware that some baccalaureate institutions require that the intermediate algebra be transcripted.

LIFE SKILLS ..................... 3 credits

The life skills requirement is met by taking either transfer (general elective) or nontransfer (restricted elective) courses from the following list. Important considerations when fulfilling this requirement include:

- A maximum of 15 credits of restricted electives are allowed in this degree.
- A maximum of five P.E. activity credits are allowed in this degree. The first three credits earned are allowed as life
skills or general elective credit; the last two credits earned are allowed as restricted electives.

Students must successfully complete three credits from the following:

General Electives
- Physical Education Professional Courses: 180, 181, 183, 283, 284, 285, 287
- Physical Education Activity Courses: 101-162, 218-262,
  OR

Restricted Electives
- Business Computer Technology: 105
- Library: 101, 105
- Reading: 176
- Student Development Skills: 101, 105, 106, 110

Distribution Requirements  
45 credits
If more than 45 general education credits are earned, the excess credit may be used to meet general elective requirements.

HUMANITIES  
15 credits
Courses must be from three different subject areas. Subject areas appear below in bold type.

Group A—Lecture (Minimum 10 credits)
- Art: 100, 201, 202, 203
- Classics: 100
- Communications: 101, 210, 220, 240
- Drama: 101
- Humanities: 101, 141, 200, 201, 202, 203, 206
- Journalism: 101
- Philosophy: 101, 106, 210, 211, 275
- World Languages: (maximum 5 credits)
  - American Sign Language 121, 122
  - German 121, 122, 123
  - Japanese 121, 122, 123, 221, 222, 223
  - Latin 101, 102, 103
  - Native American Languages 101, 102, 103, 111, 112, 113, 121, 122, 123, 204, 205, 206, 214, 215, 216, 224, 225, 226
  - Spanish 121, 122, 221, 222, 223

Group B—Performance Courses (Maximum 10 credits)
- Music: 110, 111, 112, 120, 121, 122, 123, 125, 161, 170, 173, 174, 175, 177, 210, 211, 212, 220, 221, 261, 270, 273, 274, 275, 277
- Theater Arts: 165, 180, 265, 280

NATURAL SCIENCES  
15 credits
Courses must be from three different subject areas, and five credits must be a lab course. Subject areas appear below in bold type.

Group A—Lab Courses (Minimum 5 credits)
- Anthropology: 205
- Astronomy: 101
- Biology (General): 100, 126, 211, 218, 260
- Botany - Biology: 212, 216, 230
- Chemistry: 110, 121, 131, 161, 162, 163, 261, 262, 263
- Environmental - Biology: 125, 127, 225, 226, 227
- Geology: 101, 208
- Meteorology: 210
- Physics: 121, 122, 123, 221, 222, 223
- Zoology - Biology: 213, 217, 241, 242

Group B—Nonlab Courses (Maximum 10 credits; only 5 credits allowed from Math/Computer Science)
- Chemistry: 106
- Environmental - Biology: 221; Oceanography: 101
- Geology: 110, 218
- Math/Computer Science: MATH 108, 141, 142, 146, 148, 151, 152, 153, 171, 172, 200, 211, 238, 254; CSC 201, 202, 203
- Meteorology: 110
- Physical Education: 286, 288
- Physics: 100

SOCIAL SCIENCES  
15 credits
Courses must be from three different subject areas. Subject areas appear below in bold type.

Group A—Lecture (Minimum 10 credits)
- Anthropology: 100, 204, 206, 217, 220
- Economics: 101, 201, 202
- Geography: 101, 201, 202
- History: 116, 117, 118, 146, 147, 148, 174, 175, 214, 230, 271, 274, 275
- Political Science: 101, 202, 203, 206
- Psychology: 100, 102, 200, 245
- Sociology: 101, 110, 135, 151, 201, 203

Additional Elective Requirements  
27 credits minimum

General Electives: General electives are normally accepted at institutions that grant bachelor’s degrees whether or not an AAS degree is earned. All courses listed in the sections of general education, humanities, social science and natural science distribution requirements may be used as electives.

The following additional courses may be used as general electives:
- Accounting: 201, 202, 203
- Art: 120
- Business: 101, 204, 240, 241
- Chemical Dependency Studies: 101
- Education: 115, 200, 204
- Latin: 110, 220
- Music: 145, 146
- Physical Education (Professional): 168, 169, 171, 174, 175, 180, 181, 182, 183, 184, 185, 189, 283, 284, 285, 287, 289
- Physical Education (Activities): 101-162, 218-262
- Political Science: 201
- Sociology: 225

A maximum of five P.E. activity credits are allowed in this degree. The first three credits are allowed as life skills or general elective credit; the last two credits earned are allowed as restricted electives.

Restricted Electives (maximum of 15 credits including life skills credit):

These are courses numbered 100 or higher that do not normally transfer to institutions that grant bachelor’s degrees. These courses are normally accepted only when included in the AAS degree.
**Associate of Science-Transfer (AS-T) Requirements**

You must be careful to follow the catalog of the receiving institution in order for the program to be most successful. Working closely with a faculty adviser who is familiar with the major is highly recommended.

The intent is that you will take as many prerequisites to the major as possible and attain the GPA needed for entrance into the university and the major. It is highly recommended that sequences in math and science be completed entirely at one institution instead of breaking up sequences between institutions.

This degree does not satisfy the general university requirements. Instead, it allows you to enroll in courses required for acceptance into specific majors in science, engineering and computer science and still earn the priority admissions consideration granted by the associate of arts and sciences direct transfer agreement. This degree does not guarantee admittance to any specific major or school, nor does it necessarily meet all of the prerequisites of a particular major. Mathematics majors are referred to the regular direct transfer associate degree.

To be eligible for the AS-T degree, you must have a minimum of 40 credits directly related to the major area. A maximum of five credits in the restricted elective category is allowed.

The following courses must be part of the 90 transferable credits:

**General education required for all (35 credits)**
- **English**: 101 ................................................................. 5 credits
- **English**: 201 or 203 ........................................................ 5 credits
- **Mathematics**: 151, 152 .................................................. 10 credits
- **Humanities/Social Science**: ........................................... 15 credits

Humanities 5-10 credits and Social Science 5-10 credits.

**Option 1: For premajors in biology, chemistry, geology, environmental/resource, earth sciences**

**Specific Major Requirements (35 credits)**
- **Chemistry**: 161, 162, 163 .................................................. 15 credits
- **Math**: 146 or 153 .......................................................... 15 credits
- **Biology**: 211, 212, 213
- **Physics**: 121, 122, 123, or 221, 222, 223 ......................... 15 credits

**Added Requirements (20 credits)**
- Additional math/science requirements* .................. 10-15 credits
- Remaining elective credits specific to the major* ....... 10 credits

**Total** .............................................................. 90 credits

*Math/science requirement* (with advising, choose from):
- Biology 221
- Geology 101, 208, 218
- Math 146, 151, 152, 153, 200, 211, 238
- Physics 121, 122, 123 or Physics 221, 222, 223

*Electives* (with advising, choose from):
- Math 141, 142, 146, 151, 152, 153, 200, 211, 238, 254
- Additional humanities courses
- Additional social science courses
- May also use science courses not already used to meet degree requirements
- ENGL 201 or 203 (if not already used for communication requirement)

**Option 2: For premajors in engineering, computer science, physics and atmospheric sciences**

**Specific Major Requirements (25 credits)**
- **Physics**: 121, 122, 123, or 221, 222, 223 ......................... 15 credits
- **Chemistry****: 161 or other required science .................... 5 credits
- **Math**: 146 or 153 .......................................................... 5 credits

**Remaining elective credits specific to the major** ........... 30 credits

**Total** .............................................................. 90 credits

*Chemistry/science requirement*:
- Chemistry 161 for engineering majors; others select 5 credits of science based on advising

*Electives* (with advising, choose from):
- Computer science (CSC) 201 to 203
- Math 141, 142, 146, 151, 152, 153, 200, 211, 238, 254
- Additional humanities courses
- Additional social science course
- ENGR 102, 105, 106, 211, 212
- May also use science courses not already used to meet degree requirements.
- ENGL 201 or 203 (if not already used for communication requirement.)

See WVC Degree Requirements on page 26.
Business Transfer Options

Business schools in Washington state vary in their entry requirements. There are two ways that you can transfer from WVC to a four-year school and major in business:

1. Receive an associate of arts and sciences (AAS-DTA) and include the required prerequisite business courses at your intended school of transfer. **You need to work closely with your academic adviser to ensure proper course sequencing.**

2. Receive a direct transfer degree in business (Business DTA). **You need to work closely with your academic adviser to ensure proper course sequencing.**

**AAS (emphasizing business)**

*Generally accepted and/or required at all Washington state business schools:*

- ACCT& 201 Principles of Accounting I (WVC elective)  
  (formerly BUSA 251, Financial Accounting I)
- ACCT& 202 Principles of Accounting II (WVC elective)  
  (formerly BUSA 252, Financial Accounting II)
- ACCT& 203 Principles of Accounting III (WVC elective)  
  (formerly BUSA 253, Managerial Accounting)
- BUS 204 Introduction to Law (WVC elective)
- ECON& 201 Micro Economics  
  (formerly ECON 201, Introduction to Microeconomics)
- ECON& 202 Macro Economics (may use one economics class as WVC social science and one as WVC elective)  
  (formerly ECON 202, Introduction to Macroeconomics)
- MATH 105 College Algebra*  
  MATH& 141 Precalculus I (WVC quantitative skills)  
  (formerly MATH 120, Precalculus I: Algebra)
- MATH& 146 Introduction to Statistics (WVC natural science)  
  (formerly MATH 201, Statistical Analysis)

*Recommended and/or required at selected Washington state schools of business (see adviser):*

- MATH& 148 Business Calculus (UW, WSU, WWU)  
  (formerly MATH 115, Elements of Calculus)
- MATH 200 Finite Math (WSU, EWU, CWU)

*Students who do not meet course requirements should take a prerequisite class or classes based on placement scores.*

**Associate in Business – DTA**

Wenatchee Valley College

**Writing Skills ................................................10 credits**

Required: ENGL& 101  
Select one: ENGL 201, 202 or 203

**Quantitative Skills ........................................... 10 credits**

MATH& 148  
MATH 200  
• You must meet published math prerequisites

**Humanities .................................................... 15 credits**

Required: No more than 10 credits per discipline area, 5 credits maximum in world languages. No more than 5 credits of performance/skills classes are allowed.  
• WSU requires CMST& 220  
• The general rule for all universities is as follows, but each institution has its own requirements so you must check with the university of your choice to verify the requirement:  
  • Two years of high school foreign language is required  
  • Two quarters of college foreign language required

**Natural Sciences ........................................... 15 credits**

Required: MATH& 146 and 10 credits in physical, biological and/or earth science, including at least one lab course.

**Social Sciences .............................................. 15 credits**

Required: ECON& 201, 202 and 5 credits in an additional social science course.  
• WSU requires POLS& 202

**Business Specific Courses .............................. 20 credits**

Required: ACCT& 201, 202, 203, BUS 204  
Additional Electives ........................................... 5 credits  
• WSU requires BIT 105

---

If you are interested in either business degree option, contact your potential transfer institutions early regarding specific course choices in humanities, social sciences, business law or introduction to law, and in certain electives. You should be aware of the potential transfer institution’s requirements for overall minimum GPA, a higher GPA in selected subsets of courses, or a specific minimum grade in one or more courses, such as math or English.
General Transfer Information

When Considering a Transfer:

- Understand that the receiving college or university decides what credits transfer and whether or not those credits meet its degree requirements.
- Realize that the accreditation of both the originating and the receiving institutions can affect the transfer of credits you earn.
- Understand that chosen courses need not only transfer, but, more important, meet requirements for your major at the baccalaureate institution. Baccalaureate degree programs usually count credits in three categories: general education, departmental requirements and electives. A change in your career goal or major will probably increase the number of credits you must take to graduate.
- Visit your chosen transfer college if possible. You will learn more about a school by visiting. While you are there, talk to everybody you can: students, admissions officers, financial aid staff, counselors and instructors.
- Call or e-mail your transfer college to get answers to your questions. Your chosen school is your best source of information. Keep copies of e-mail or written responses.
- Request that all the written information your transfer school has to offer, such as catalogs, brochures, applications and departmental publications, be sent to you. Do this as early as possible in your academic career.

The Final Step: Applying for Transfer Admission

- Apply as early as possible before deadlines.
- Remember to enclose the necessary application fees.
- Request that official transcripts be sent from every institution you have attended. Check to see if high-school transcripts or GED test scores are required.
- Check to make sure all necessary application materials have been received.
- Recheck with your transfer school regarding your application status if you have not heard from them in a month.
- Request a written evaluation of transfer credit as soon as possible. Transfer-credit evaluations are usually available once you have been accepted for admission.

Associate of General Studies Degree

The associate of general studies (AGS) degree allows you the flexibility to design your own degree. This degree is not designed for transfer. It can include either transfer or professional/technical courses, but must total 90 credits numbered 101 or above (or 85 credits numbered 101 or above plus MATH 097). ENGL& 101 must be completed with a “C” grade (2.0) or higher. Courses in the following categories must be included in the AGS degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>Humanities</td>
<td>5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>5</td>
</tr>
<tr>
<td>Natural Sciences with laboratory</td>
<td>5</td>
</tr>
<tr>
<td>Quantitative Skills (MATH 097 or higher)</td>
<td>5</td>
</tr>
<tr>
<td>Electives</td>
<td>65</td>
</tr>
</tbody>
</table>

The 65 elective credits can be chosen from any program of study. A minimum cumulative grade point average of 2.0 (“C” grade) is required for the AGS degree.
University Centers

CENTRAL WASHINGTON UNIVERSITY

CWU-Wenatchee Center

Located on the WVC Wenatchee Campus
Call 509.665.2600
E-mail cwu_wenatchee@cwu.edu
www.cwu.edu/wenatchee
Check us out on Facebook: www.facebook.com/cwu.wenatchee

Program and Course Offerings

At the CWU-Wenatchee Center students can take courses toward a bachelor’s degree on the Wenatchee Valley College Wenatchee campus. The university offers convenient classes that are taught online, in the classroom and through interactive television (ITV). With a direct transfer degree (DTA) from WVC, students can make a smooth transition into CWU’s programs. Visit CWU-Wenatchee to learn about all preadmission and application requirements specific to each program.

- BAS Information Technology Administrative Management-online
- BAEd Elementary Education
- BS Interdisciplinary Studies-Social Sciences
- Courses leading to BS Accounting
- Courses leading to BS Business Administration
- Courses leading to Teaching Certification
- Master of Education-Master Teacher

WASHINGTON STATE UNIVERSITY

WVC graduates can continue their education through distance learning degrees offered through Washington State University.

Call 1.800.222.4978
Website at online.wsu.edu
You may earn an associate of technical science degree in the following majors:

- Accounting
- Agriculture
- Automotive Technology
- Business, General
- Business Computer Technology
- Chemical Dependency Studies
- Computer Technology - Network Administration
- Criminal Justice
- Early Childhood Education
- Environmental Systems and Refrigeration Technology
- Industrial Technology - Electronics
- Medical Laboratory Technology
- Natural Resources
- Radiologic Technology
- Registered Nursing

See page 26 for general WVC Degree Requirements.

Associate in Applied Science-Transfer

The associate in applied science-transfer (AAS-T) degree is designed to build upon the technical courses required for job preparation but also includes a college-level general education component. In general, technical degree programs are not designed for transfer to other colleges and universities. However, several four-year colleges and universities have specific bachelor’s degree programs that accept AAS-T degrees.

You may earn an associate in applied science-transfer degree in the following majors:

- Business Computer Technology
- Early Childhood Education

Tech Prep

Tech Prep allows high school students to begin preparation for a specific professional/technical field by earning college credit for taking approved high school courses. See Tech Prep under the Site Index of our website, www.wvc.edu.

Certificate of Completion

The certificate of completion indicates that a program of specific professional/technical training was satisfactorily completed. Some certificates of completion may be completed in one year or less.

Minimum requirements for the certificate of completion are outlined under each professional/technical program description, pages 35-73.

Certificates of completion can be earned in:

- Accounting Technician
- Automotive Technology
- Business, General
- Business Computer Technology
- Computer Technician
- Criminal Justice/Corrections
- Digital Design
- Early Childhood Education
- Energy Technology
- Environmental Systems and Refrigeration Technology
- Hispanic Orchard Employee Education
Some stand-alone certificate programs are not eligible for federal financial aid but may qualify for other workforce student funding resources. For more information, refer to http://commons.wvc.edu/wfeg/Wiki%20Pages/Home.aspx or contact Kristi Hills at 509.682.6613 in Wenatchee or Vicki Turner in Omak at 509.422.7812.

Apprenticeships

WVC cooperates with apprenticeship and training councils by providing training for registered apprentices in selected fields. For information, call 509.682.6647.

WVC professional/technical degree and certificate programs are described in detail on the following pages.

Wenatchee Campus

Accounting, page 35

Agriculture: Sustainable Agriculture and Resource Systems Overview, page 36
  General Agriculture Pathway – Transfer and Non-Transfer, page 37
  Agricultural Technology – Non-transfer, page 39
  Hispanic Orchard Employee Education Program, page 36
  Horticulture Tree Fruit Production Emphasis, page 38
  Sustainable and Organic Agriculture Pathway, page 38

Allied Health and Safety Programs Overview, page 40

Automotive Technology, page 41

Business, General, page 42

Business Computer Technology, pages 43-46

Chemical Dependency Studies, pages 47-48

Criminal Justice, page 50

Early Childhood Education, pages 53-55

Medical Laboratory Technology, pages 61-62

Medical Assistant, pages 59-60

Nursing, pages 66-69

Radiologic Technology, pages 70-71

To meet specific, identified needs, other professional/technical programs may be offered at the Omak campus or in other North Central Washington communities.

In recent years, such offerings have included orchard business management, environmental systems and refrigeration technology, and building technology.

Omak Campus

Accounting, page 35

Allied Health and Safety Programs Overview, page 40

Business, General, page 42

Business Computer Technology, pages 43-46

Chemical Dependency Studies, pages 47-48

Criminal Justice, page 50

Early Childhood Education, pages 53-55

Medical Laboratory Technology, pages 61-62

Nursing, pages 66-69

Tribal Gaming Management, page 72

For more information on outcomes for our professional/technical certificate programs, please visit our website at www.wvc.edu/directory/departments/employmentdisclosure/default.asp

Short-term Training

Short-term training for nursing assistants and other allied health professionals is scheduled as needed. Courses in agriculture, refrigeration, engine repair, welding and other specific skill areas are scheduled based on student demand.

Professional/Technical Financial Assistance

Financial assistance is available for several training programs through WVC, such as Worker Retraining, Opportunity Grant and WorkFirst. Student eligibility for each of these programs is very specific. For additional program information or eligibility criteria, call 509.682.6613 in Wenatchee or 509.422.7812 in Omak or visit http://commons.wvc.edu/wfegwvc.edu/wfeg.
Accounting

- Associate of Technical Science Degree
- Certificate of Completion

This two-year associate of technical science (ATS) degree program provides students with a foundation in accounting, business and computer applications. Many of the courses required for this degree transfer to baccalaureate institutions. Students must work closely with their advisers to ensure proper course sequencing and choice.

Note: This degree option is for students who intend to work in the bookkeeping/accounting profession after two years of study, or for those currently employed who seek additional training. Students with the immediate goal of completing a four-year degree in accounting should seek the business transfer (associate of arts and sciences) option. See pages 26 and 30.

To be eligible for the associate degree or certificate, students must earn at least a “C” grade (2.0) in all core program courses and a cumulative 2.0 grade point average. Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in those subjects. See course descriptions for details.

Required Courses: Associate of Technical Science Degree Program

Offered at Wenatchee and Omak campuses

Prerequisites for the ATS degree option: ENGL 097, MATH 097 or qualifying placement scores.

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 130 Spreadsheets I</td>
<td>5</td>
</tr>
<tr>
<td>BCT 105 Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 102 Practical Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 103 Practical Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 105 Payroll and Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 165 Computerized Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 146 Business Ethics or BUS&amp; 101 Introduction to Business</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 201 Principles of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 202 Principles of Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210 Interpersonal Communications or CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201 Micro Economics or ECON&amp; 202 Macro Economics</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>53</td>
</tr>
</tbody>
</table>

General Requirements

ENGL& 101 Composition: General | 5 |
MATH 105 College Algebra or higher | 5 |
Natural Science (choose one) | 5 |
Humanities (choose one) | 5 |
Social Science (choose one) | 5 |
Business Electives* | 15 |
Total | 40 |
Total Credits for Degree | 93 |

*See your business adviser for approved electives. Electives in business, accounting or business computer technology are recommended.

Required Courses: Certificate of Completion

Offered at Wenatchee and Omak campuses

Prerequisites for certificate program: ENGL 097, MATH 096 or qualifying placement scores.

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS&amp; 101 Introduction to Business or BUS 146 Business Ethics</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 102 Practical Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 103 Practical Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 105 Payroll and Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BCT 105 Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>BCT 130 Spreadsheets I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 165 Computerized Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BCT 205 Business Communications</td>
<td>5</td>
</tr>
<tr>
<td>MATH 097 Intermediate Algebra or higher</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101 Composition: General</td>
<td>5</td>
</tr>
<tr>
<td>Total Credits for Certificate</td>
<td>48</td>
</tr>
</tbody>
</table>
Agriculture: Sustainable Agriculture and Resource Systems

- General Agriculture Pathway – page 27
- Horticulture and Tree Fruit Production Pathway – page 28
- Sustainable and Organic Agriculture Pathway – page 29
- Agriculture Technology Pathway – page

Wenatchee Valley College’s Sustainable Agriculture and Resource System program offers a transfer degree in general agriculture and a non-transfer associate of technical science degree (ATS) in several pathways. Interested students should work closely with agriculture advisers in order to plan their studies to reach their individual goals in an expeditious manner.

- The ATS degree prepares students for employment in agriculture and related fields. The pathways are general agriculture, horticulture/tree fruit production, sustainable and organic agriculture, and agriculture technology.
- The transfer degree option in general agriculture prepares students to continue their education at Washington State University through an articulation agreement between the two institutions. Additional transfer options with WSU are pending for the pathways of horticulture/tree fruit production and sustainable and organic agriculture. For the most current information on this new option, contact an agriculture adviser.

The Sustainable Agriculture and Resource System (SARS) program builds educational pathways for students using core courses and electives to design a program to fit each student’s emphasis area and intended educational outcome. Faculty advisers work closely with students to determine courses that will best meet their unique educational needs.

Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in those subjects. See the course descriptions for details.

SARS also offers certificate programs designed for Latinos working in agriculture. The Hispanic Orchard Employee Education Programs (HOEEP) are designed to increase the professional abilities and technical knowledge of agricultural employees. The programs are taught mostly in Spanish, but students should have basic reading and writing skills in Spanish and basic English. All programs include instruction in applied English, mathematics, computer applications, and everyday life situations. These programs are:

- HOEEP I/Introduction to Horticulture: introduces tree fruit production and management practices
- HOEEP II/Advanced Horticulture: builds on the introductory class, focusing on a production system approach
- HOEEP III/Integrated Pest Management Technician: prepares students as pest management scouts and assistants for apple, pear and cherry IPM projects
- HOEEP IV/Farm Management: introduces the principles and practices of farm management
- HOEEP V/Introduction to Viticulture: introduces the production and management of wine and juice grape vineyards
- HOEEP VI/Advanced Viticulture: builds on the introductory class, focusing on a production system approach
# Pathway for General Agriculture

## Associate of Technical Science - Transfer

<table>
<thead>
<tr>
<th>Tech Prep courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 101  Ag Survey</td>
<td></td>
</tr>
<tr>
<td>AGRI 108  Introduction to Horticulture</td>
<td></td>
</tr>
<tr>
<td>AGRI 105  Ag Mechanics</td>
<td></td>
</tr>
</tbody>
</table>

### Introductory courses

| AGRI 161  Introduction Plant Science | 2 |
| AGRI 162  Introduction to Soils     | 3 |

### Core courses

| AGRI 254  Integrated Pest Mgt       | 5 |
| AGRI 261  Plant Science             | 5 |
| AGRI 263  Soil Science              | 5 |

### Work Experience and GER courses

| AGRI 196/296 Cooperative Work Experience | 5 |
| BIOL& 211  Majors Cellular              | 5 |
| CHEM& 121  Chemistry                    | 5 |
| CHEM& 131  Organic/Biochemistry         | 5 |
| ECON& 201  Micro Economics              | 5 |
| ENGL& 101*  Composition: General       | 5 |
| ENGL 201  READING ELECTIVES            | 5 |

### Humanities Electives

<table>
<thead>
<tr>
<th>15</th>
</tr>
</thead>
</table>

### MATH 105*  College Algebra

| 5 |

### MATH 246  Introduction to Statistics

| 5 |

### PE/Health

| PE/Health electives | 3 |

### Social Science Electives

| 10 |

### Degree Total

| 96 |

---

## Associate of Technical Science - Non-Transfer

<table>
<thead>
<tr>
<th>Tech Prep courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 101  Ag Survey</td>
<td></td>
</tr>
<tr>
<td>AGRI 108  Introduction to Horticulture</td>
<td></td>
</tr>
<tr>
<td>AGRI 105  Ag Mechanics</td>
<td></td>
</tr>
</tbody>
</table>

### Introductory courses

| AGRI 161  Introduction to Plant Science | 2 |
| AGRI 162  Introduction to Soils        | 3 |

### Core courses

| AGRI 254  Integrated Pest Mgt       | 5 |
| AGRI 261  Plant Science             | 5 |
| AGRI 263  Soil Science              | 5 |

### Elective courses

| AGRI 196  Cooperative Work Experience | 5 |
| AGRI 296  Cooperative Work Experience | 5 |
| AGRI 241  Farm and Ranch Management  | 5 |

200-level courses in pathway

| 20 |

### GER courses

| ENGL 100*  Writing in the Workplace | 5 |
| MATH 100T*  Technical Math          | 5 |
| READ 100*  Technical Reading        | 5 |
| BUS& 101  Introduction to Business  | 5 |
| BIOL& 100  Survey of Biology        | 5 |
| BCT 105  Computer Applications      | 5 |
| CMST& 220  Public Speaking          | 5 |

### Degree Total

| 93 |

---

*Assessment score required.
### Pathway for Horticulture and Tree Fruit Production

**Transfer**
If you wish to transfer into a baccalaureate agriculture program, work closely with an agriculture adviser to plan electives and general education courses.

**Associate in Technical Science**
- not intended for transfer

<table>
<thead>
<tr>
<th>Tech Prep courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 101</td>
<td>Ag Survey or</td>
</tr>
<tr>
<td>AGRI 108</td>
<td>Introduction to Horticulture or</td>
</tr>
<tr>
<td>AGRI 105</td>
<td>Agriculture Mechanics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Introductory courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 161</td>
<td>Introduction to Plant Science</td>
</tr>
<tr>
<td>AGRI 162</td>
<td>Introduction to Soils</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 254</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td>AGRI 261</td>
<td>Plant Science</td>
</tr>
<tr>
<td>AGRI 263</td>
<td>Soils</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 196/296</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>AGRI 296</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>AGRI 241</td>
<td>Farm and Ranch Management</td>
</tr>
<tr>
<td>AGRI 262</td>
<td>Introduction to Pomology</td>
</tr>
<tr>
<td>AGRI 264</td>
<td>Post Harvest Technology</td>
</tr>
<tr>
<td>AGRI 265</td>
<td>Crop Growth and Development</td>
</tr>
<tr>
<td>AGRI 266</td>
<td>Crop Production Management</td>
</tr>
<tr>
<td>AGRI elective</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>GER courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100*</td>
<td>Writing in the Workplace</td>
</tr>
<tr>
<td>MATH 100T*</td>
<td>Technical Math</td>
</tr>
<tr>
<td>READ 100*</td>
<td>Technical Reading</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BIOL&amp; 100</td>
<td>Survey of Biology</td>
</tr>
<tr>
<td>BCT 105</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

**Degree total** 98

---

### Pathway for Sustainable and Organic Agriculture

**Transfer**
If you wish to transfer into a baccalaureate agriculture program, work closely with an agriculture adviser to plan electives and general education courses.

**Associate in Technical Science**
- not intended for transfer

<table>
<thead>
<tr>
<th>Tech Prep courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 101</td>
<td>Ag Survey or</td>
</tr>
<tr>
<td>AGRI 108</td>
<td>Introduction to Horticulture or</td>
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<td>Agriculture Mechanics</td>
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</table>

<table>
<thead>
<tr>
<th>Introductory courses</th>
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<tbody>
<tr>
<td>AGRI 161</td>
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<td>AGRI 162</td>
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</tbody>
</table>

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<tr>
<th>Core courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 254</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td>AGRI 261</td>
<td>Plant Science</td>
</tr>
<tr>
<td>AGRI 263</td>
<td>Soils</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 255</td>
<td>Orchard Integrated Pest Management</td>
</tr>
<tr>
<td>AGRI 289</td>
<td>Sustainable Ag and Food Systems</td>
</tr>
<tr>
<td>200-level Organic Ag courses</td>
<td>10</td>
</tr>
<tr>
<td>200-level electives</td>
<td>20</td>
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</table>

<table>
<thead>
<tr>
<th>GER courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100*</td>
<td>Writing in the Workplace</td>
</tr>
<tr>
<td>MATH 100T*</td>
<td>Technical Math</td>
</tr>
<tr>
<td>READ 100*</td>
<td>Technical Reading</td>
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<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BIOL&amp; 100</td>
<td>Survey of Biology</td>
</tr>
<tr>
<td>BCT 105</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

**Degree total** 98

---

*Assessment score required.*
Pathway for Agriculture Technology

**Transfer**
If you wish to transfer into a baccalaureate agriculture program, work closely with an agriculture adviser to plan electives and general education courses.

**Associate in Technical Science**
- not intended for transfer

<table>
<thead>
<tr>
<th>Tech Prep courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 105 Agriculture Mechanics or WELD 128 Basic Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Introductory courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 161 Introduction to Plant Science</td>
<td>2</td>
</tr>
<tr>
<td>AGRI 162 Introduction to Soils or AGRI 130 Agriculture Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose courses from AGRI, AUTO, ELEC, ELTRO, ESRT, INDT, WELD</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved 200-level electives</td>
<td>35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100* Writing in the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>MATH 100T* Technical Math</td>
<td>5</td>
</tr>
<tr>
<td>READ 100* Technical Reading</td>
<td>5</td>
</tr>
<tr>
<td>BCT 105 Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 100 Survey of Biology</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101 Introduction to Business</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td><strong>Degree Total</strong></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

*Assessment score required.*
**Allied Health Programs**

WVC offers the following allied health programs:

- **Chemical Dependency Studies**, page 47
- **Medical Assistant**, page 59
- **Medical Laboratory Technology**, page 61
- **Nursing (RN)**, page 66
- **Practical Nursing (LPN)**, page 68
- **Nursing Assistant**, page 69
- **Radiologic Technology**, page 70

**Admission Requirements**

Qualified applicants who have met the prerequisites for the allied health program of their choice are considered of equal merit and equally qualified to be accepted into a limited-enrollment program. However, if the number of qualified applicants exceeds the number of available spaces in a program, admission will be competitive and based on an estimate of the student’s potential to succeed.

Students applying to an allied health program must attend an allied health program information session prior to submitting a supplemental application for a program. The information sessions will describe the requirements of the programs, the application processes, the selection criteria and the occupation under consideration. Application materials are available on the website: www.wvc.edu. The schedule of information sessions is available in the allied health office, in the student development department and on the college website.

To be considered for an allied health program, it is your responsibility to:

- Submit a complete application package consisting of:
  - WVC Application for Admission.
  - Supplemental Application for Admission to WVC Allied Health program of choice.
  - Official high school transcript (showing graduation date) or GED certificate.
  - Official college transcripts from all colleges attended.
- Complete all prerequisite coursework with a grade of “C” (2.0) or better, verified by transcript.
- Achieve a GPA of at least 2.5 from high school or college. If 15 or more credits were earned in college, the college GPA will be used to determine eligibility.
- Meet any other specific program requirements as outlined on the WVC website.
- Be 18 years of age or older prior to entering clinical experience.

The application deadline for specific programs will be posted in the student development department and on the college website. Call the WVC Allied Health Educational Planner for more information, 509.682.6844.

*An interview may be required for applicants in the medical laboratory technology regional program.*

**Student Responsibilities**

Once accepted into an allied health program, you must fulfill the following requirements prior to starting the program:

- Provide a current Health-Care Provider CPR card. Must include but not limited to first aid/CPR/AED for adults, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for health-care providers.
- Provide copy of seven-contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the Magnus Immunization Tracker Portal, www.magnushealth.com (for a complete list go to www.wvc.edu and visit the allied health pages).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier’s station or at www.summitamerican-ins.com.
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be within the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.
- Provide results of a five-panel drug test from a certified lab.
- Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

*Note: Required documents are to be submitted to the www.magnushealth.com immunization tracker.*

**NOTE:** Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the health field. A criminal record check is required prior to any clinical education experience. Students with criminal records are required to meet with the associate dean of allied health to determine if the criminal history would prevent access to a health-care facility.

For more information about allied health admissions, contact the allied health educational planner at 509.682.6844.
Automotive Technology

- **Associate of Technical Science Degree**
- **Certificate of Completion**

The automotive technology program is designed to prepare you for a career in the automotive repair field. It combines theory classes with practical shop work to properly train you for entry-level into the automotive industry.

Automotive Service Excellence (ASE) certification through National Automotive Technicians Education Foundation (NATEF) evaluation ensures that certified training programs meet or exceed industry-recognized, uniform standards of excellence. Graduates of the program will have achieved competencies based on ASE tasks. Your achievement will be based upon demonstrated performance ability and testing in all required areas, which promotes individualized instruction.

Prior to enrollment in the automotive technology program, you must achieve appropriate scores on the placement test that will qualify you for MATH 096 or higher (or have completed MATH 090), READ 100 and ENGL 100. Additionally, you must have a valid driver’s license and a qualifying interview with one of the automotive program instructors during which you will also take a mechanical aptitude test. Students must pass each automotive course and supporting courses with a grade of “C” (2.0) or better to remain in the program and to be eligible to receive the associate of technical sciences degree.

You may elect to use a set of tools provided by WVC (for a $75 deposit) while you acquire your own set of tools. Safety glasses and coveralls are required for all students.

Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in those subjects. See course descriptions for details.

**Suggested Course Sequence: Associate of Technical Science Degree and Certificate Program**

*Offered at Wenatchee campus*

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 100</td>
<td>Shop Procedures</td>
</tr>
<tr>
<td>AUTO 110</td>
<td>Electrical Systems</td>
</tr>
<tr>
<td>AUTO 112</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AUTO 113</td>
<td>Engine Performance</td>
</tr>
<tr>
<td>READ 100*</td>
<td>Technical Reading</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 114</td>
<td>Automatic Transmissions</td>
</tr>
<tr>
<td>AUTO 115</td>
<td>Manual Drive Trains/Axles</td>
</tr>
<tr>
<td>AUTO 116</td>
<td>Suspension and Steering</td>
</tr>
<tr>
<td>ENGL 100*</td>
<td>Writing in the Workplace or higher</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 117</td>
<td>Brakes</td>
</tr>
<tr>
<td>AUTO 118</td>
<td>Heating and Air Conditioning</td>
</tr>
<tr>
<td>BIT 116</td>
<td>Professional Work Relations</td>
</tr>
<tr>
<td>HLTH 051</td>
<td>Basic First Aid</td>
</tr>
<tr>
<td>MATH 096*</td>
<td>Elementary Algebra or higher</td>
</tr>
<tr>
<td><strong>Total Credits for Certificate</strong></td>
<td>51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 210</td>
<td>Advanced Electrical Systems</td>
</tr>
<tr>
<td>AUTO 213</td>
<td>Advanced Engine Performance</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 212</td>
<td>Advanced Engine Repair</td>
</tr>
<tr>
<td>AUTO 217</td>
<td>ABS/Brakes/Scanners</td>
</tr>
<tr>
<td>AUTO 219</td>
<td>Engine Driveability</td>
</tr>
<tr>
<td>AUTO 296**</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>AUTO 220***</td>
<td>Advanced Technical Practices</td>
</tr>
<tr>
<td>WELD 128</td>
<td>Basic Welding</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>49</td>
</tr>
<tr>
<td><strong>Total Credits for Degree</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

*Assessment score required.

**Cooperative Work Experience can be taken any quarter with instructor’s permission.

***More in-depth training (study) in any offered automotive area to satisfy AUTO 220.*
## Business, General

- **Associate of Technical Science Degree**
- **Certificate of Completion**

WVC also offers business options leading to an associate of arts and sciences (transfer) or an associate in business transfer degree which is designed for transfer toward a bachelor's degree in business at a four-year college or university. See pages 26 and 30.

Business is the driving force behind economic growth and decision-making across the globe. To succeed in the competitive world of today and tomorrow, people in all fields of endeavor can benefit from an understanding of the principles and practices that govern free enterprise. Whether you are interested in a business career targeted toward employment within the fields of communications, finance, marketing, management or accounting; intend to pursue further education in the field of business; or are seeking the knowledge and skills necessary to advance along a different career path, the business programs at WVC have been designed to inform, instruct and inspire you to attain your goals.

This two-year associate of technical science (ATS) degree program will provide you with a foundation in the business concepts of marketing, management, accounting/finance and communications/human relations, plus basic competency in computer applications. Many of the courses in this degree transfer to baccalaureate institutions. Students must work closely with their adviser to ensure proper course sequencing and choice.

To be eligible for the associate degree or certificate, students must earn at least a “C” (2.0) grade in all core program courses and a cumulative 2.0 grade point average. Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in those subjects. See course descriptions for details.

### Required Courses: Associate of Technical Science Degree Program

*Offered at Wenatchee and Omak campuses*

Prerequisites for the ATS degree option are ENGL 097 and MATH 097 or qualifying placement scores.

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 105 Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>BCT 130 Spreadsheets I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240 Principles of Management</td>
<td>5</td>
</tr>
<tr>
<td>BUS 241 Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 245 Small Business Management</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 201 Principles of Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 146 Business Ethics</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210 Interpersonal Communications or CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201 Micro Economics or ECON&amp; 202 Macro Economics</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

**General Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 Composition: General</td>
<td>5</td>
</tr>
<tr>
<td>MATH 105 College Algebra or higher</td>
<td>5</td>
</tr>
<tr>
<td>Natural Science (choose one)</td>
<td>5</td>
</tr>
<tr>
<td>Humanities (choose one)</td>
<td>5</td>
</tr>
<tr>
<td>Social Science (choose one)</td>
<td>5</td>
</tr>
<tr>
<td>Business Electives*</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

**Total Credits for Degree** **90**

### Required Courses: Certificate of Completion

*Offered at Wenatchee and Omak campuses*

Prerequisites for the certificate option are ENGL 097 and MATH 097 or qualifying placement scores.

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 105 Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>BCT 130 Spreadsheets I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240 Principles of Management or BUS 245 Small Business Management</td>
<td>5</td>
</tr>
<tr>
<td>BUS 241 Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 201 Principles of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 146 Business Ethics</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 210 Interpersonal Communications or CMST&amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201 Micro Economics</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101 Composition: General or MATH 097 Intermediate Algebra or higher</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

Business schools in Washington state vary in their entry requirements. The business ATS is not designed as a transfer degree. For more information on the business transfer degree, see pages 26 and 30.

*See business adviser for approved electives. Electives in accounting, business or business computer technology are recommended.*
Business Computer Technology (BCT) (formerly BIT)

- **Associate of Technical Science Degree**
- **Associate in Applied Science - Transfer**, page 44
- **Certificate Programs**
  - Accounting Clerk*, page 44
  - Administrative Assistant*, page 45
  - Computer Application Specialist*, page 45
  - Office Skills (Omak), page 46
  - Word Processing, page 46
  - BCT Certificate of Accomplishment, page 46

*Short-term certificate available

The business computer technology field is growing faster than other sections of the economy. Excellent opportunities exist with both large and small companies and in the public sector. The business computer technology program was designed with input from industry representatives to include the skills needed for successful employment in today’s business environment. Critical business skills such as introduction to computer hardware, business communications and problem-solving skills are interwoven throughout the program.

Certificate and degree pathways use core courses and electives to custom design a program to meet each student’s emphasis area. Students can easily transition from a certificate program into either an associate of technical science (ATS) degree pathway that is not intended for transfer or an associate in applied science-transfer (AAS-T) pathway. Graduates of the BCT program demonstrate advanced proficiency in word processing, accounting, technical software applications or document design.

To be eligible for the ATS or AAS-T degree or BCT certificates, you must earn a grade of “C” (2.0) or better in all required program courses and maintain a cumulative 2.0 grade point average. Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework on those subjects. See course descriptions for details.

**Suggested Course Sequence: Associate of Technical Science Degree Program**

*Offered at Wenatchee campus*

Prerequisites for ATS degree option: BCT 100 or 102, ENGL 097 and MATH 097 or appropriate assessment score.

**First Year**

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 105</td>
<td>5</td>
</tr>
<tr>
<td>BCT 128</td>
<td>5</td>
</tr>
<tr>
<td>BCT 120</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 125</td>
<td>2</td>
</tr>
<tr>
<td>BCT 210</td>
<td>5</td>
</tr>
<tr>
<td>BCT 116</td>
<td>5</td>
</tr>
<tr>
<td>BCT 118:</td>
<td></td>
</tr>
<tr>
<td>BUS 146:</td>
<td>3-5</td>
</tr>
<tr>
<td>BCT 130</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 150</td>
<td>5</td>
</tr>
<tr>
<td>BCT 160</td>
<td>3</td>
</tr>
<tr>
<td>BCT 200</td>
<td>5</td>
</tr>
<tr>
<td>BCT 100-level electives:</td>
<td></td>
</tr>
<tr>
<td>BCT 102, 111, 112, 115, 196** or BUS course</td>
<td>5</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 102</td>
<td>5</td>
</tr>
<tr>
<td>CTS 120</td>
<td>5</td>
</tr>
<tr>
<td>CSC 201:</td>
<td>5</td>
</tr>
<tr>
<td>BCT 170</td>
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</tr>
<tr>
<td>BCT 205</td>
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<table>
<thead>
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<th>Second Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 220</td>
<td>5</td>
</tr>
<tr>
<td>BCT 230</td>
<td>5</td>
</tr>
<tr>
<td>BCT 251</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 165</td>
<td>5</td>
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</table>

<table>
<thead>
<tr>
<th>Third Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 250</td>
<td>3</td>
</tr>
<tr>
<td>BCT 240</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 105</td>
<td>3</td>
</tr>
<tr>
<td>BCT 200-level electives:</td>
<td></td>
</tr>
<tr>
<td>BCT 255, 260, 270, 275 or BUS course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits for Degree 94-96**

*It is important for students to discuss program electives with a BCT adviser.*

**A maximum of three credits in BCT 196/296 can be used for electives in the ATS degree.*

*Note: Omak campus may offer other specialized certificates.*

* Assessment score required.
### Business Computer Technology (BCT) (formerly BIT)

**Required Courses: Associate in Applied Science - Transfer**

*Offered at Wenatchee campus*

Prerequisites: MATH 097 or placement score equivalent; ENGL 097 or placement score equivalent; BCT 100 or 102 or keyboarding skills.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
<th>First Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 105</td>
<td>5</td>
<td>Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>MATH 105</td>
<td>5</td>
<td>College Algebra (or higher)*</td>
<td>5</td>
</tr>
<tr>
<td>BCT 120</td>
<td>5</td>
<td>Word Processing 1</td>
<td>5</td>
</tr>
<tr>
<td><strong>Second Quarter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCT 125</td>
<td>2</td>
<td>Internet Use</td>
<td>2</td>
</tr>
<tr>
<td>BCT 210</td>
<td>5</td>
<td>Word Processing 2</td>
<td>5</td>
</tr>
<tr>
<td>BCT 130</td>
<td>5</td>
<td>Spreadsheets 1</td>
<td>5</td>
</tr>
<tr>
<td><strong>Third Quarter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCT 150</td>
<td>5</td>
<td>Database 1</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
<td>Composition: General*</td>
<td>5</td>
</tr>
<tr>
<td>BCT 160</td>
<td>3</td>
<td>Presentation Graphics</td>
<td>3</td>
</tr>
<tr>
<td>BCT 200</td>
<td>5</td>
<td>Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td>9</td>
<td><strong>Total: 31 Credits</strong></td>
<td>31 Credits</td>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
<th>First Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 102</td>
<td>5</td>
<td>Practical Accounting 1</td>
<td>5</td>
</tr>
<tr>
<td>BCT 170</td>
<td>2</td>
<td>Microsoft Outlook</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
<td>Social Science</td>
<td>5</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
<td>Natural Science or Humanities</td>
<td>5</td>
</tr>
<tr>
<td><strong>Second Quarter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCT 220</td>
<td>5</td>
<td>Spreadsheets 2</td>
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</tr>
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<td>BCT 230</td>
<td>5</td>
<td>Database 2 or 200-level elective</td>
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<tr>
<td>BCT 251</td>
<td>3</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 165</td>
<td>5</td>
<td>Computerized Accounting</td>
<td>5</td>
</tr>
<tr>
<td><strong>Third Quarter</strong></td>
<td></td>
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<tr>
<td>BCT 250</td>
<td>3</td>
<td>Desktop Publishing</td>
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</tr>
<tr>
<td>BCT 240</td>
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<td>Microsoft Publisher</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 105</td>
<td>3</td>
<td>Payroll &amp; Tax Accounting</td>
<td>3</td>
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<tr>
<td>BCT 200-level elective:</td>
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<td>BCT 255, 260, 270, 275 or BUS course</td>
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---

### Required Courses: Accounting Clerk – Certificate of Accomplishment

*This certificate can be completed online.*

Prerequisite: MATH 096: Elementary Algebra or higher

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Credits</th>
<th>First Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Keyboarding Series</td>
<td>1</td>
</tr>
<tr>
<td>BCT 105</td>
<td>5</td>
<td>Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>BCT 120</td>
<td>5</td>
<td>Word Processing 1</td>
<td>5</td>
</tr>
<tr>
<td><strong>Second Quarter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCT 128</td>
<td>5</td>
<td>Business Math*</td>
<td>5</td>
</tr>
<tr>
<td>BCT 130</td>
<td>5</td>
<td>Spreadsheets 1</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>5</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td><strong>Third Quarter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 165</td>
<td>5</td>
<td>Computerized Accounting</td>
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### Required Courses: Accounting Clerk – Certificate of Completion

*This certificate can be completed online.*

Prerequisite: MATH 096: Elementary Algebra or higher

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<tr>
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<th>Credits</th>
<th>First Quarter</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BCT 102</td>
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<td>Keyboarding Series</td>
<td>1</td>
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<tr>
<td>BCT 105</td>
<td>5</td>
<td>Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>BCT 125</td>
<td>5</td>
<td>Internet Use</td>
<td>5</td>
</tr>
<tr>
<td>BCT 128</td>
<td>5</td>
<td>Business Math*</td>
<td>5</td>
</tr>
<tr>
<td><strong>Second Quarter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCT 130</td>
<td>5</td>
<td>Spreadsheets 1</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>5</td>
<td>Practical Accounting 1</td>
<td>5</td>
</tr>
<tr>
<td>BCT 205</td>
<td>5</td>
<td>Business Communications*</td>
<td>5</td>
</tr>
<tr>
<td><strong>Third Quarter</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 165</td>
<td>5</td>
<td>Computerized Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BCT 118</td>
<td>5</td>
<td>Customer Service</td>
<td>5</td>
</tr>
<tr>
<td>BCT 275</td>
<td>3</td>
<td>Integrations</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
<td>(see BCT adviser)</td>
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<td>46 Credits</td>
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* Assessment score required.
## Business Computer Technology (BCT) (formerly BIT)

### Required Courses: Administrative Assistant – Certificate of Accomplishment

*This certificate can be completed online.*

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 102</td>
<td>Keyboarding Series ................................ 1</td>
</tr>
<tr>
<td>BCT 105</td>
<td>Computer Applications ................................ 5</td>
</tr>
<tr>
<td>BCT 125</td>
<td>Internet Use ........................................... 2</td>
</tr>
<tr>
<td>BCT 120</td>
<td>Word Processing I ...................................... 5</td>
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</table>

<table>
<thead>
<tr>
<th>Second Quarter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCT 130</td>
<td>Spreadsheets I ........................................ 5</td>
</tr>
<tr>
<td>BCT 150</td>
<td>Database I ................................................ 5</td>
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</tbody>
</table>

Approved Electives (see BCT adviser) ........................................ 5

**Total for Certificate 28**

### Required Courses: Administrative Assistant – Certificate of Completion

*This certificate can be completed online.*

Prerequisite: MATH 096: Elementary Algebra or higher

<table>
<thead>
<tr>
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<th>Credits</th>
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<tbody>
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<td>BCT 102</td>
<td>Keyboarding Series ................................ 1</td>
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<tr>
<td>BCT 105</td>
<td>Computer Applications ................................ 5</td>
</tr>
<tr>
<td>BCT 125</td>
<td>Internet Use ........................................... 2</td>
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<tr>
<td>BCT 120</td>
<td>Word Processing I ...................................... 5</td>
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<table>
<thead>
<tr>
<th>Second Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 130</td>
<td>Spreadsheets I ........................................ 5</td>
</tr>
<tr>
<td>BCT 205</td>
<td>Business Communication* ................................ 5</td>
</tr>
<tr>
<td>BCT 118</td>
<td>Customer Service ....................................... 5</td>
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</table>

**Total for Certificate 46**

### Required Courses: Computer Applications – Certificate of Accomplishment

*This certificate can be completed online.*

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCT 102</td>
<td>Keyboarding Series ................................ 1</td>
</tr>
<tr>
<td>BCT 105</td>
<td>Computer Applications ................................ 5</td>
</tr>
<tr>
<td>BCT 125</td>
<td>Internet Use ........................................... 2</td>
</tr>
<tr>
<td>BCT 120</td>
<td>Word Processing I ...................................... 5</td>
</tr>
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<table>
<thead>
<tr>
<th>Second Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 130</td>
<td>Spreadsheets I ........................................ 5</td>
</tr>
<tr>
<td>BCT 150</td>
<td>Database I ................................................ 5</td>
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</table>

Approved electives (see BCT adviser) ........................................ 5

**Total for Certificate 28**

### Required Courses: Computer Applications – Certificate of Completion

*This certificate can be completed online.*

Prerequisite: MATH 096: Elementary Algebra or higher

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 102</td>
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<tr>
<td>BCT 105</td>
<td>Computer Applications ................................ 5</td>
</tr>
<tr>
<td>BCT 125</td>
<td>Internet Use ........................................... 2</td>
</tr>
<tr>
<td>BCT 120</td>
<td>Word Processing I ...................................... 5</td>
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<tr>
<td>BCT 160</td>
<td>Presentation Graphics ................................... 3</td>
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<table>
<thead>
<tr>
<th>Second Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCT 130</td>
<td>Spreadsheets I ........................................ 5</td>
</tr>
<tr>
<td>BCT 150</td>
<td>Database I ................................................ 5</td>
</tr>
<tr>
<td>BCT 205</td>
<td>Business Communication* ................................ 5</td>
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<table>
<thead>
<tr>
<th>Third Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCT 240</td>
<td>Microsoft Publisher ................................... 2</td>
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<td>BCT 118</td>
<td>Customer Service ....................................... 5</td>
</tr>
<tr>
<td>BCT 251</td>
<td>Web Publishing .......................................... 3</td>
</tr>
<tr>
<td>BCT 275</td>
<td>Integrations ............................................. 3</td>
</tr>
<tr>
<td>BCT 196</td>
<td>Work Experience ......................................... 1</td>
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</table>

**Total for Certificate 45**

* Assessment score required.
## Business Computer Technology (BCT) (formerly BIT)

### Required Courses: Office Skills

**Certificate of Completion**

*Offered at the Omak campus only*

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td>BCT 100</td>
<td>2</td>
</tr>
<tr>
<td>BCT 105</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ACCT 102</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BCT 116</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Quarter</td>
<td>BUS&amp; 101</td>
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<tr>
<td>BCT 120</td>
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</table>

**Electives:**
- BCT, BUS, CTS, CSC, ECON or CMST& 220

### Second Quarter

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>BCT 130</td>
<td>5</td>
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### Third Quarter

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BCT 205</td>
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### Fourth Quarter

<table>
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<tbody>
<tr>
<td>BCT 275</td>
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<tr>
<td>BCT 196</td>
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**Total for Certificate 48**

---

### Required Courses: Word Processing

**Certificate of Completion**

*Offered at the Wenatchee campus*

**Prerequisite:** MATH 096 or higher.

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<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
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<td>BCT 100</td>
<td>2</td>
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<tr>
<td>BCT 105</td>
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<tr>
<td>BCT 120</td>
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<table>
<thead>
<tr>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Second Quarter</td>
<td>BCT 115</td>
<td>2</td>
</tr>
<tr>
<td>BCT 125</td>
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<tr>
<td>BCT 116</td>
<td>3</td>
<td></td>
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<tr>
<td>BCT 210</td>
<td>5</td>
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<tr>
<td>BCT 251</td>
<td>3</td>
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</table>

**Electives:**
- BCT 205-level electives*

**Total for Certificate 45**

---

### Required Courses: Business Computer Technology

**Certificate of Accomplishment**

*Offered at Wenatchee and Omak campuses*

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Quarter</td>
<td>BCT 100</td>
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<tr>
<td>BCT 105</td>
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<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>BCT 130</td>
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<tr>
<td>BCT 125</td>
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</table>

**Electives (See BCT Adviser)*

**Total for Certificate 30**

---

*Electives can be taken any quarter.

**Assessment score required.
Upon completion of the WVC Chemical Dependency Studies (CDS) Program, you will have completed the education requirements for a chemical dependency treatment service provider per WAC 246-811-030. To meet those WAC requirements, you must have a two-year degree or its equivalent from an accredited college or university in addition to a 2,500-hour internship. Upon completion of those requirements, you must pass a certification test to be a state-qualified chemical dependency professional (CDP). This program offers the first critical step in that process.

The WVC CDS program is designed for those already working with alcoholism and drug abuse, those aspiring to become chemical dependency professionals, and those who desire this education to enhance other areas of human services such as educators, social workers, school counselors and mental health workers.

You must provide a completed Application for Admission for Wenatchee Valley College and provide high school, GED certificate and/or other college transcripts.

You must be eligible to enroll in the following courses to be accepted into the CDS program:

- CMST & 210: Interpersonal Communications (formerly COMM 105)
- ENGL & 101: Composition: General (formerly ENGL 101)
- MATH 100A: Technical Math for Allied Health

Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the health. A criminal background check is required prior to any clinical training experience or clinical field trips. If you have a criminal record, you should meet with the director of the CDS program to determine if the criminal history would prevent access to health-care facilities.
### Chemical Dependency Studies

*Offered at Wenatchee and Omak campuses*

#### First Year

<table>
<thead>
<tr>
<th>Quarters</th>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
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<tr>
<td>CDS 100</td>
<td>Survey of Chemical Dependency</td>
<td>5</td>
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<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication</td>
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</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>Composition: General</td>
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</tr>
<tr>
<td>PEH 180</td>
<td>Personal Wellness</td>
<td>3</td>
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<tr>
<td><strong>Winter Quarter</strong></td>
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<td></td>
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<tr>
<td>CDS 101</td>
<td>Physiological Action of Alcohol and Other Drugs</td>
<td>5</td>
</tr>
<tr>
<td>CDS 110</td>
<td>Cultural Diversity Counseling</td>
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<tr>
<td>MATH 100A</td>
<td>Technical Math</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
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<tr>
<td><strong>Spring Quarter</strong></td>
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</tr>
<tr>
<td>CDS 106</td>
<td>Case Management of the Chemically Dependent Patient</td>
<td>5</td>
</tr>
<tr>
<td>CDS 140</td>
<td>Chemical Dependency Relapse Prevention</td>
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<tr>
<td>CDS 150</td>
<td>Adolescent Treatment Plan</td>
<td>3</td>
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<td>PSYC 102</td>
<td>Psychology of Adjustment</td>
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<td><strong>Total</strong></td>
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#### Second Year

<table>
<thead>
<tr>
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<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
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<tr>
<td>CDS 204</td>
<td>Group Process in Chemical Dependency Treatment</td>
<td>4</td>
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<tr>
<td>CDS 205</td>
<td>Issues of Chemical Dependent</td>
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<tr>
<td>CDS 295</td>
<td>Behaviors and the Family</td>
<td>4</td>
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<td>HCA 113</td>
<td>Field Experience</td>
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<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
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<td><strong>Winter Quarter</strong></td>
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<tr>
<td>BIT 116</td>
<td>Professional Work Relations</td>
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<td>CDS 207</td>
<td>Ethics for Chemical Dependency Counselors</td>
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<td>CDS 208</td>
<td>Chemical Dependency and the Law</td>
<td>2</td>
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<tr>
<td>CDS 295</td>
<td>Field Experience</td>
<td>2</td>
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<tr>
<td>PEH</td>
<td>Activity*</td>
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<td>Elective**</td>
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<tr>
<td><strong>Spring Quarter</strong></td>
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<tr>
<td>CDS 210</td>
<td>Community Prevention</td>
<td>3</td>
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<tr>
<td>CDS 202</td>
<td>Chemical Dependency Counseling and Treatment</td>
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<td>CDS 295</td>
<td>Field Experience</td>
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<tr>
<td>HLTH 051</td>
<td>First Aid</td>
<td>1</td>
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<tr>
<td><strong>Total Credits for Degree</strong></td>
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</table>

*Any physical education activity course numbered 101-162 or 226-262 will satisfy this requirement.

**Any course from the following list of electives will satisfy this requirement:**

- SOC& 201: Social Problems *(formerly SOC 105)*
- SOC 110: Introduction to Social Work
- SOC 225: Sociology of the Family
- SOC 151: Sociology of Race and Ethnic Groups
- BCT 105: Computer Applications
- SDS 101: Study Skills
Computer Technology

- **Associate of Technical Science Degree in Network Administration**
- **Computer Technician Certificate - (Help Desk - IT Support)**

The computer technology department of Wenatchee Valley College offers training programs for computer support technicians, security specialists, network administrators and network engineers. By completing coursework in the computer technology series, you can prepare for several industry-recognized certifications including CompTIA A+, Comp TIA Network+, Linux and Microsoft Certified Systems Administrator (MCSA). Computer programming classes are offered in Java, Javascript, HTML, PHP and MySQL.

The WVC Computer Technology Center is located in Sexton Hall. The computer labs feature up-to-date equipment that is configured to allow students to perform a variety of programming and networking exercises such as configuring a domain controller, network security, routing or setting up a Web server.

Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment score or acceptable preparatory coursework on those subjects. See course description for details.

### Suggested Course Sequence: Associate of Technical Science Degree in Computer Technology - Network Administration

*Offered on the Wenatchee campus*

<table>
<thead>
<tr>
<th>First Year – Computer Technician Certificate</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
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</tr>
<tr>
<td>CTS 110 Computer Hardware</td>
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</tr>
<tr>
<td>CTS 115 Computer Software</td>
<td>5</td>
</tr>
<tr>
<td>CTS 120 Introduction to Networking</td>
<td>5</td>
</tr>
<tr>
<td>Support Course*</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>CTS 130 Client Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td>CTS 140 Server Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td>Support Course*</td>
<td>5</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>CTS 150 Network Infrastructure</td>
<td>5</td>
</tr>
<tr>
<td>CTS 160 Active Directory</td>
<td>5</td>
</tr>
<tr>
<td>Support Course*</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>48-50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>CTS 222 Security Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CSC 201 Programming Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>CTS 221 Introduction to Linux</td>
<td>5</td>
</tr>
<tr>
<td>CTS 232 Network Design</td>
<td>5</td>
</tr>
<tr>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>CTS 225 Web Server Management</td>
<td>5</td>
</tr>
<tr>
<td>CTS 235 Managing Mail and News Servers</td>
<td>5</td>
</tr>
<tr>
<td>Elective (may use CTS 196/Internship)</td>
<td>5</td>
</tr>
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<td><strong>Total</strong></td>
<td>45</td>
</tr>
<tr>
<td><strong>Total Credits for Degree</strong></td>
<td>93-95</td>
</tr>
</tbody>
</table>

*Support Courses - These classes need to be completed in order to qualify for computer technician certificate or two-year degree: ENGL& 101 (formerly ENGL 101), MATH 097, CMST& 220 (formerly COMM 220) or CMST& 210 (formerly COMM 105) or BCT 116

Additional computer technology information is available on the Web at www.wvc.edu.
Criminal Justice

- **Associate of Technical Science Degree**
- **Corrections Certificate**

The criminal justice program provides students with an understanding of the adult and juvenile criminal justice processes, its agencies, personnel and historical foundations. The program emphasizes the key components of the criminal justice system, police, corrections, juvenile justice and judicial systems. Realistic, practical exercises, mock scenes and modern technical and scientific applications will be used to teach modern day American police practices. Students will study crime prevention and tactical crime and intelligence analysis and its importance to investigation and patrol divisions. Students will also study the psychology of victims, crisis de-escalation and intervention and identification of social services available in the community. Computer literacy skills are required. At the end of the first year, students will have finished the certificate program in corrections in which specific emphasis will be placed on the application of this education toward institutional and community supervision within the criminal correctional field.

Criminal convictions may eliminate a candidate from consideration for certain types of employment in the field. Prospective students may wish to meet with the criminal justice program coordinator to determine the ramifications of their criminal record.

Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in those subjects. See course descriptions for details.

Note: employment typically requires a candidate to be at least 21 years of age.

*Suggested Course Sequence: Associate of Technical Science Degree*

*Offered on the Wenatchee and Omak campuses*

<table>
<thead>
<tr>
<th>First Year (Corrections Certificate)</th>
<th>Credits</th>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td></td>
<td>Fall Quarter</td>
<td></td>
</tr>
<tr>
<td>CJ 101 Introduction to Criminal Justice</td>
<td>5</td>
<td>CJ 201 Criminal Investigations</td>
<td>5</td>
</tr>
<tr>
<td>CJ 210 Introduction to Corrections Support Course</td>
<td>5</td>
<td>CJ 110 Police Organization and Administration Support Course</td>
<td>5</td>
</tr>
<tr>
<td>** Support Course</td>
<td>5</td>
<td>** Support Course</td>
<td>5</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td></td>
<td>Winter Quarter</td>
<td></td>
</tr>
<tr>
<td>CJ 120 Introduction to Criminal Law</td>
<td>5</td>
<td>CJ 220 Crime Scene Investigations</td>
<td>5</td>
</tr>
<tr>
<td>CJ 130 Introduction to Juvenile Justice Support Course</td>
<td>5</td>
<td>CJ 230 Crisis Intervention Support Course</td>
<td>5</td>
</tr>
<tr>
<td>** Support Course</td>
<td>5</td>
<td>** Support Course</td>
<td>5</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td></td>
<td>Spring Quarter</td>
<td></td>
</tr>
<tr>
<td>CJ 140 Criminal Justice Report Writing</td>
<td>5</td>
<td>CJ 240 Introduction to Traffic Investigations</td>
<td>5</td>
</tr>
<tr>
<td>CJ 150 Laws of Arrest, Search and Seizure Support Course</td>
<td>5</td>
<td>CJ 250 Professional Development Support Course</td>
<td>5</td>
</tr>
<tr>
<td>** Support Course</td>
<td>5</td>
<td>** Support Course</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>45</td>
<td>Total for degree</td>
<td>90</td>
</tr>
</tbody>
</table>

** Support Courses

These classes need to be completed in order to qualify for the corrections certificate or two-year degree:

ENGL 097*: Composition: Paragraph or higher
MATH 096*: Elementary Algebra or higher
CMST&210: Interpersonal Communication or CJ 262 Criminal Justice Interpersonal Communication Skills

In addition for the degree: PSYC& 100 General Psychology

Approved Electives: CJ 260, 261, 262, 270; CMST& 101, 220; PSYC 102, 245; SOC& 101, 201; SOC 110, 151; PEH 103, 104, 161, 162, 261, 262. Other courses may be approved by the program coordinator and dean.

*Assessment score required.
Digital Design

• Certificate of Completion

The digital design program provides students with a strong fine art and technical foundation in both 2D and 3D design. With an emphasis on computer graphics with multiple software platforms, graduates will be equipped for entry-level positions in entertainment design, and for visualization positions in architecture, engineering, and the medical fields. These positions include 3D modeler, texture artist, production artist, digital graphics specialist or CAD assistant. Using the guiding artistic concepts and principles learned, students will culminate their studies by creating a professional portfolio. The program is also designed as a gateway to further education and/or specialization in art, architecture and engineering.

Students should work closely with their adviser for proper sequencing of classes in order to complete the program in an expeditious manner. Also take careful notice of course prerequisites.

Required courses

Offered at Wenatchee campus

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 106</td>
<td>Two-Dimensional Design</td>
<td>5</td>
</tr>
<tr>
<td>ART 107</td>
<td>Three-Dimensional Design</td>
<td>5</td>
</tr>
<tr>
<td>ART 110</td>
<td>Drawing 1</td>
<td>5</td>
</tr>
<tr>
<td>ART 111</td>
<td>Figure Drawing</td>
<td>5</td>
</tr>
<tr>
<td>ART 130</td>
<td>Graphic Technology 1</td>
<td>5</td>
</tr>
<tr>
<td>ART 131</td>
<td>Graphic Technology 2</td>
<td>5</td>
</tr>
<tr>
<td>ART 132</td>
<td>3D Digital Design 1</td>
<td>5</td>
</tr>
<tr>
<td>ART 133</td>
<td>3D Digital Design 2</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 105</td>
<td>Computer-Aided Drafting</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 106</td>
<td>Advanced AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>BCT 116</td>
<td>Professional Work Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL&amp; 101*</td>
<td>Composition: General</td>
<td>5</td>
</tr>
<tr>
<td>MATH 100T*</td>
<td>Technical Math or higher</td>
<td>5</td>
</tr>
<tr>
<td>INDT 276</td>
<td>Digital Design Capstone</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>65</strong></td>
</tr>
</tbody>
</table>

*Assessment score required.
Drafting Technology (Industrial Technology - Drafting)

- **Certificate of Completion**

The Wenatchee Valley College Drafting Technology certificate program provides training for individuals seeking employment as drafting technicians for architects, construction companies, contractors, utilities and engineering firms.

Before entering the drafting technology program, students are strongly advised to complete one year of high school algebra or its equivalent. Keyboarding and computer literacy are recommended. Course work in basic drawing or drafting such as *ENGR 102: Engineering Graphics is also beneficial and recommended before entering the program.

For more industrial technology program options see pages 58 and 73 of the catalog.

**Program Course Sequence**

**First Quarter (Winter)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 105*</td>
<td>5</td>
</tr>
<tr>
<td>ART 132</td>
<td>5</td>
</tr>
</tbody>
</table>

**Second Quarter (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 106</td>
<td>4</td>
</tr>
<tr>
<td>ART 133</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits** 19

*One or more of these courses may be taken in high school for Tech Prep credit if your school has an articulation agreement.
Early Childhood Education

- **Associate of Technical Science Degree**
- **Associate in Applied Science - Transfer Degree**
- **Certificate of Completion**
- **Child Development Associate (CDA) Credential Preparation Certificate**

WVC prepares students in the early childhood education (ECE) program for careers that focus on young children from birth to five years and their families. This program provides an understanding of a child’s social, emotional, physical and cognitive development. It emphasizes practices that are developmentally appropriate and embrace both family and community.

The ECE program is designed to develop skilled professionals who understand and apply the principles of early childhood development to a broad spectrum of careers, advocate the early childhood education profession, and respond to community and workplace needs. Students and community members will also find the courses useful in helping them become knowledgeable and confident parents.

The WVC Early Childhood Education program has an agreement with Eastern Washington University (EWU) to transfer the associate in applied science -transfer (AAS-T) degree directly into the EWU Bachelor of Arts in Children’s Studies program. Students wishing to pursue this pathway should work closely with the WVC ECE program adviser who will help with course choices and the preparations for transfer. For more information, contact the adviser at 509.682.6633. Information about the EWU program can be found at [www.ewu.edu/CSBSSW/Programs/Childrens-Studies.xml](http://www.ewu.edu/CSBSSW/Programs/Childrens-Studies.xml).

The early childhood education program at WVC is an evening program, allowing you to complete the certificate and associate of technical science (ATS) degree requirements in seven quarters. Completion of the AAS-T degree may require online or daytime classes, depending on the quarter you plan to take them. Please note that computer literacy is important in this career field.

To be eligible for a degree or certificate, students must earn at least a “C” grade (2.0) in all ECE core courses and a cumulative 2.0 grade point average. Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in those subjects. See the course descriptions for details.
Early Childhood Education

Suggested Course Sequence: Associate of Technical Science Degree and Certificate Program

Offered at Wenatchee and Omak campuses

Prerequisites for ATS degree and certificate options: ENGL 090, ENGL 092, MATH 090 or qualifying placement, and computer literacy skills.

To be eligible for either of the associate degrees or the certificate, students must earn at least a “C” grade (2.0) in all ECE core courses and a cumulative 2.0 grade point average.

Required Courses: Early Childhood Education Associate of Technical Science Degree

<table>
<thead>
<tr>
<th>First Year****</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ECE 101*</td>
<td>Introduction to ECE</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>Child Development</td>
</tr>
<tr>
<td>ECE 119</td>
<td>Cornerstone</td>
</tr>
<tr>
<td>ECE 131*</td>
<td>Field Experience I</td>
</tr>
<tr>
<td>*Note: concurrent enrollment in ECE 101 and ECE 131 required</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 097**</td>
<td>Composition: Paragraph (or higher)</td>
</tr>
<tr>
<td>ECE 212*</td>
<td>Observation and Assessment</td>
</tr>
<tr>
<td>ECE 113</td>
<td>Child Guidance</td>
</tr>
<tr>
<td>ECE 132*</td>
<td>Field Experience II</td>
</tr>
<tr>
<td>*Note: concurrent enrollment in ECE 212 and ECE 132 required</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>BCT 116</td>
<td>Professional Work Relations or CMST&amp; 101, 210 or 220***</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Health, Safety, Nutrition</td>
</tr>
<tr>
<td>ECE 116*</td>
<td>Working with Families</td>
</tr>
<tr>
<td>ECE 117</td>
<td>Diversity</td>
</tr>
<tr>
<td>ECE 133*</td>
<td>Field Experience III</td>
</tr>
<tr>
<td>*Note: concurrent enrollment in ECE 116 and ECE 133 required</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 096**</td>
<td>Elementary Algebra or higher</td>
</tr>
<tr>
<td>EDUC&amp; 204</td>
<td>Exceptional Child</td>
</tr>
<tr>
<td>Total</td>
<td>50-52</td>
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</table>

Second Year

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
</tr>
<tr>
<td>ECE 206</td>
</tr>
<tr>
<td>ECE 216</td>
</tr>
<tr>
<td>ECE 220*</td>
</tr>
<tr>
<td>ECE 221</td>
</tr>
<tr>
<td>ECE 231*</td>
</tr>
<tr>
<td>*Note: concurrent enrollment in ECE 220 and ECE 231 required</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
</tr>
<tr>
<td>ECE 215</td>
</tr>
<tr>
<td>ECE 219</td>
</tr>
<tr>
<td>ECE 222*</td>
</tr>
<tr>
<td>ECE 232*</td>
</tr>
<tr>
<td>*Note: concurrent enrollment in ECE 222 and ECE 232 required</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
</tr>
<tr>
<td>ECE 265</td>
</tr>
<tr>
<td>ECE 260</td>
</tr>
<tr>
<td>ECE 290</td>
</tr>
<tr>
<td>CMST&amp; 101, 210 or 220 or BCT 116***</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Total Credits for Degree</td>
</tr>
</tbody>
</table>

**Assessment score required.

***Note: the combination of the two communications courses required for the degree must total 8-10 credits.

****Note: at the end of the first year students are eligible for an early childhood education certificate.
Required Courses: Early Childhood Education Associate in Applied Science - Transfer Degree

Offered at Wenatchee and Omak campuses

Prerequisites for AAS-T degree: ENGL 090, ENGL 092, ENGL 097, MATH 090, MATH 096, and MATH 097 or qualifying placement.

To be eligible for either of the associate degrees or the certificate, students must earn at least a “C” grade (2.0) in all ECE core courses and a cumulative 2.0 grade point average.

**First Year**

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101* Introduction to ECE</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 115 Child Development</td>
<td>5</td>
</tr>
<tr>
<td>ECE 119 Cornerstone</td>
<td>1</td>
</tr>
<tr>
<td>ECE 131* Field Experience I</td>
<td>2</td>
</tr>
</tbody>
</table>

*Note: concurrent enrollment in ECE 101 and ECE 131 required

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101** Composition: General</td>
<td>5</td>
</tr>
<tr>
<td>ECE 212* Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECE 113 Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>ECE 132* Field Experience II</td>
<td>2</td>
</tr>
</tbody>
</table>

*Note: concurrent enrollment in ECE 212 and ECE 132 required

<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CMST&amp; 101, 210 or 220</td>
<td>5</td>
</tr>
<tr>
<td>ECE 108 Health, Safety, Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECE 116 Working with Families</td>
<td>3</td>
</tr>
<tr>
<td>ECE 117 Diversity</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Summer Quarter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 108** Mathematical Reasoning</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 204 Exceptional Child</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total** 50

**Second Year**

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 206 Sharing Literature with Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 216 School-Age Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 220* Math and Science in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 221 Movement and Motor Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 231* Field Experience IV</td>
<td>2</td>
</tr>
</tbody>
</table>

*Note: concurrent enrollment in ECE 220 and ECE 231 required

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 215 Infants/Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECE 219 Language and Literacy Development</td>
<td>5</td>
</tr>
<tr>
<td>ECE 222 Arts and Creative Process</td>
<td>3</td>
</tr>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 265 Program Management</td>
<td>3</td>
</tr>
<tr>
<td>ECE 260 ECE Capstone</td>
<td>1</td>
</tr>
<tr>
<td>ECE 290 Practicum</td>
<td>4</td>
</tr>
<tr>
<td>SOC&amp; 101 Introduction to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total** 43

**Total Credits for Degree** 93

**WVC CDA Credential Preparation Certificate**

Students successfully completing the following courses will be able to test for the national Child Development Associate (CDA) credential and enter the workforce as a skilled worker:

**ECE 101 Introduction to ECE (5 credits)**

Overview of early childhood philosophies with respect to learning environments and their relationships to growth and development in all areas; developmentally appropriate practice in child guidance, professional development; strategies for ensuring a well-run program; and productive relationships with families. (Provides 50 clock hours toward CDA certification.)

**EDUC& 115 Child Development** (formerly ECE 102) (5 credits)

Child development in all areas including physical, social, emotional, communication and cognitive. Looks at patterns and sequences as well as individual development. Will consider the impact of community, family, cultures, disabilities and other external forces on development. (Provides 50 clock hours toward CDA certification.)

**ECE 140 CDA Capstone** (2 credits)

Assists students in final preparation for CDA Assessment. Students develop CDA professional resource file, distribute parent questionnaires and review CDA competency goals/functional areas. (Provides 20 clock hours toward CDA certification.)

See www.wvc.edu for more information.
The energy technology program is designed for students who are planning for a career in the power generation industry—such as power plant operators, maintenance and repair workers, electrical power line repairers and installers, and first-line supervisors and managers. Because of a large number of retirees, a 45-percent decrease in the workforce is expected over the next five to eight years. Graduates of this program will be more competitive when applying for highly sought-after apprenticeship positions with local public utility districts, municipal and private utilities, and federal power-generating facilities.

Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework on those subjects. See course description for details.

This program is currently undergoing revision.
Environmental Systems and Refrigeration Technology

- **Associate of Technical Science Degree**  
  (requires completion of first and second year courses)
- **Certificate of Completion:**
  - Basic HVACR and Controls (entire first year)
  - Commercial/Industrial HVACR and DDR Controls  
    (entire first year plus ENGL 100, MATH 100T, BCT 116)

The environmental systems and refrigeration technology (ESRT) program at WVC offers a high level of instruction and prepares graduates to seek a wide variety of entry-level jobs. These include service technicians, mechanics, maintenance personnel, application engineers, electronic temperature controls specialists and environmental systems designers. Positions may be available in agricultural storage facilities, office buildings, shopping malls, schools, industrial plants and many other facilities around the world.

The ESRT program blends traditional classroom instruction with practical, hands-on lab work. Classes include refrigeration principles, applied electricity, air conditioning, heating systems, control fundamentals, DDC and PLC controls, boiler systems, and basic welding. Additional course work emphasizing energy efficiency includes efficient HVAC systems, energy load calculations, commissioning and TAB (Test, Adjust and Balancing). It is recommended that students start the program in fall quarter.

The second year of the program is designed to allow students to work full time while in the program, by taking courses at night and short seminars offered on Thursdays/Fridays and/or evenings. The final quarter of the program includes an internship and an independent capstone project emphasizing your career aspirations. With permission, some on-the-job training internships may be substituted for lab work.

Before entering the ESRT program, you are strongly advised to complete one year of high school algebra or its equivalent. Course work in computers, basic electricity/electronics and welding are also beneficial prior to entering the program. Prior to entry into the program, documentation of computer literacy is required. If you complete the ESRT associate of technical science (ATS) degree, you can earn electrical hours toward the Washington State Labor & Industry (06A) Electrical HVAC Specialty License. Upon graduation, you are also expected to have the OSHA 10 HVAC Safety card, the EPA 608 Refrigerant Handling Universal License, the ICE or ESCO National Competency Certificate, the RETA CARO industrial refrigeration assistant operator certificate, and a current first aid card with CPR.

**Suggested Course Sequence:**  
**Associate of Technical Science Degree (requires all first- and second-year courses)**

*Offered at Wenatchee campus*

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ELEC 115</td>
<td>Applied Electricity</td>
</tr>
<tr>
<td>ELTRO 102</td>
<td>OSHA 10 HVACR Principles (Web)</td>
</tr>
<tr>
<td>ESRT 110</td>
<td>Refrigeration Principles</td>
</tr>
<tr>
<td>ESRT 114</td>
<td>Refrigeration Recovery/Recycle</td>
</tr>
<tr>
<td>ESRT 136</td>
<td>Indoor Air Quality</td>
</tr>
<tr>
<td>BCT 116</td>
<td>Professional Work Relations</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ELEC 125</td>
<td>Wiring Diagrams and Schematics</td>
</tr>
<tr>
<td>ELTRO 120</td>
<td>Heating Systems</td>
</tr>
<tr>
<td>ESRT 210</td>
<td>Boiler Systems</td>
</tr>
<tr>
<td>ENGL 100*</td>
<td>Writing for the Workplace</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ELTRO 132</td>
<td>Introduction to Computer Controls and PLCs</td>
</tr>
<tr>
<td>ESRT 130</td>
<td>Air Conditioning and Heat Pumps</td>
</tr>
<tr>
<td>MATH 100T*</td>
<td>Technical Math</td>
</tr>
<tr>
<td>WELD 128*</td>
<td>Basic Welding</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53</strong></td>
</tr>
</tbody>
</table>

*Assessment score required.*

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ELTRO 202</td>
<td>Introduction to NEC</td>
</tr>
<tr>
<td>ELTRO 210</td>
<td>Program Software for PLCs</td>
</tr>
<tr>
<td>ESRT 200</td>
<td>Commercial HVAC Equipment</td>
</tr>
<tr>
<td>ESRT 205</td>
<td>Blueprint Reading</td>
</tr>
<tr>
<td>ESRT 215</td>
<td>Commercial DDC HVAC Controls</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ELEC 225</td>
<td>Industrial Electricity/Controls</td>
</tr>
<tr>
<td>ESRT 220</td>
<td>Industrial Refrigeration Systems</td>
</tr>
<tr>
<td>ESRT 222</td>
<td>Industrial Project Lab or</td>
</tr>
<tr>
<td>ESRT 296</td>
<td>Work Experience</td>
</tr>
<tr>
<td>ESRT 223</td>
<td>Design and Load Computer Applications</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>ESRT 230</td>
<td>Industrial Refrigeration PSM/RMP</td>
</tr>
<tr>
<td>ESRT 238</td>
<td>Commissions, LEED &amp; TAB</td>
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<tr>
<td>ESRT 296</td>
<td>Work Experience</td>
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<tr>
<td>ESRT 298</td>
<td>Capstone HVACR Independent Project</td>
</tr>
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<td><strong>Total</strong></td>
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</table>

**Total Credits for Degree** **96**
Industrial Technology - Electronics

• **Associate of Technical Science Degree**

The industrial technology - electronics program provides training for maintenance electricians and electronics technicians within industrial facilities such as wood processing plants, agricultural food storage and processing warehouses, manufacturing plants, and hydroelectric power facilities. It also provides advanced-level training and skill improvement for plant electricians and other employees seeking to improve their work classification within their company on modern electronic circuits, programmable logic controllers (PLCs) and control systems.

Before entering the industrial technology - electronics program, you are strongly advised to complete one year of high school algebra or its equivalent. Prior to entry into the program, documentation of computer literacy, or BCT 105 Computer Applications, or instructor permission is required. A current first aid card with CPR is required upon graduation. Coursework in computers and basic electricity/electronics is also beneficial prior to entering the program. If you desire to transfer your electronics courses to a four-year institution upon graduation from WVC, at a minimum you are encouraged to take MATH 105 and ENGL& 101. If you complete the industrial technology - electronics associate of technical science (ATS) degree, you can earn electrical hours toward the Washington State Labor & Industry (07) Nonresidential Maintenance Specialty Electrical License.

For more industrial technology program options see pages 52 and 73 of the catalog.

**Suggested Course Sequence:**

*Associate of Technical Science Degree*

Offered at Wenatchee campus

**First Year**

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ELTRO 101 DC Electronics I</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 102 Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>BCT 116 Professional Work Relations</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 125 Wiring Diagrams and Schematics</td>
<td>5</td>
</tr>
</tbody>
</table>

**Winter Quarter**

| ENGL 100* Writing for the Workplace | 5         |
| ENGR 105 Computer Aided Drafting (CAD) | 5       |
| ELEC 115 Applied Electricity       | 5       |
| ELTRO 121 Digital Electronics     | 5       |

**Spring Quarter**

| MATH 100T* Technical Math       | 5       |
| OCED 130 Industrial Safety      | 4       |
| ELTRO 132 Introduction to Computer | 4     |
| ELEC 135 Control Fundamentals  | 3       |

**Total** 54

**Second Year**

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CTS 110 A+ Computer Hardware</td>
<td>5</td>
</tr>
<tr>
<td>ELTRO 202 Introduction to the NEC</td>
<td>2</td>
</tr>
<tr>
<td>ELTRO 210 Programming Software for PLCs</td>
<td>5</td>
</tr>
<tr>
<td>ELTRO 221 Graphic Interface Programs for PLCs</td>
<td>4</td>
</tr>
</tbody>
</table>

**Winter Quarter**

| WELD 128 Basic Welding         | 3       |
| ELTRO 220 Control Devices and Motor Drives | 3   |
| ELTRO 223 TAG Based PLC Programming | 3     |
| ELEC 225 Industrial Electricity and Controls | 5  |

**Spring Quarter**

| CSC 151 Web Content Development | 5       |
| ELTRO 230 PLC Networking         | 5       |
| ELTRO 231 Troubleshooting Electronic | 5     |
| ELTRO 240 PLC Control Systems    | 5       |
| ELEC 245 Hydraulics and Pneumatics | 5     |

**Total** 50

**Total Credits for Degree** 104

*Assessment score required.*
Medical Assistant

• Certificate of Completion

The medical assistant program is a four-quarter, limited-enrollment program that prepares you to support health-care professionals in a variety of health-care settings. The medical assistant performs duties in both direct patient care (assisting with patient examinations and treatments, administering medication and monitoring patient response) and administrative procedures (maintaining medical records, reception, scheduling appointments, and handling insurance and billing procedures). Upon successfully completing the medical assistant program, you will be awarded a certificate of completion and be eligible to take the national AAMA certification examination. Information is available at http://www.aama-ntl.org/.

The Wenatchee Valley College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org, 1361 Park Street, Clearwater, FL 33756, Phone: 727.210.2350) upon the recommendation of the Curriculum Review Board of the Medical Assisting Education Review Board (MAERB).

Entry requirements include:

• A completed Wenatchee Valley College Application for Admissions.
• A completed Supplemental Application for Admissions to the WVC Medical Assistant Program.
• Official high school transcript (showing graduation date) or GED certificate.
• Cumulative grade point average of at least 2.5 from high school or college. If 15 or more credits were earned in college, the college GPA will be used to determine eligibility.
• Verification of current Health-Care Provider CPR training (copy of HCP card) and verification of current first aid training (copy of card). CPR cards must be renewed annually.
• ENGL 097 Composition: Paragraph or higher or one year of high school English with a grade of “C” (2.0) or higher.
• MATH 090 Basic Mathematics or higher or one year of high school algebra with grade of “C” (2.0) or higher.
• BCT 105 Computer Applications or documentation of computer literacy in MS Office or WVC ENGL& 101 (formerly ENGL 101, taken since 1996).
• PSYC& 100 General Psychology (formerly PSYC 101 Introduction to Psychology) with a grade of “C” (2.0) or higher.

Clinical courses require your attendance during evenings and on Saturdays. The fourth-quarter externship is an unpaid, supervised, on-the-job work experience of 160 hours, which will require some daytime hours. You must furnish your own transportation.

Note: Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the health-care field. A criminal record check is required prior to any clinical training experience or clinical field trips. If you have a criminal record, you should meet with the associate dean of allied health to determine if the criminal history would prevent access to a health-care facility.

You must fulfill the following requirements to start in the medical assistant program:

• Provide a current Health-Care Provider CPR card. Must include but not limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for health care providers.
• Provide copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
• Provide documentation of immunizations to the Magnus Immunization Tracker Portal, www.magnushealth.com (for a complete list go to www.wvc.edu and visit the allied health pages).
• Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier’s station or at www.summitamerican-ins.com.
• Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.
• Provide results of a five-panel drug test from a certified lab.
Medical Assistant

- Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

Note: Required documents are to be submitted to the www.magnushealth.com immunization tracker.

Suggested Course Sequence: Certificate Program

Offered at the Wenatchee campus

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 110</td>
<td>Medical Office I ................................ 5</td>
</tr>
<tr>
<td>HCA 113*</td>
<td>HIV/AIDS Education ................................ 1</td>
</tr>
<tr>
<td>HCA 115</td>
<td>Clinical Procedures I ........................... 7</td>
</tr>
<tr>
<td>HCA 118</td>
<td>Medical Law and Ethics ........................... 2</td>
</tr>
<tr>
<td>HLTH 123**</td>
<td>Medical Terminology ............................... 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 111</td>
</tr>
<tr>
<td>HCA 120</td>
</tr>
<tr>
<td>HCA 125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 116</td>
</tr>
<tr>
<td>HCA 112</td>
</tr>
<tr>
<td>HCA 116</td>
</tr>
<tr>
<td>HCA 135</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 260</td>
</tr>
<tr>
<td>HCA 265</td>
</tr>
</tbody>
</table>

Total Credits for Certificate 63

*Meets the requirement for all allied health HIV/AIDS training.

** HLTH 123 Medical Terminology is high recommended before entering the medical assistant program.
Many opportunities await those choosing careers in medicine and science. One of the most rewarding is medical laboratory technology. As members of the medical team, technicians work side-by-side with medical technologists and pathologists and often have contact with patients. Medical laboratory technicians (MLTs) perform a great variety of scientific laboratory procedures that aid in the detection, diagnosis and treatment of disease. This program is accredited by the prestigious National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

In addition to employment in medical laboratories, graduates pursue positions in research, industry or veterinary laboratories, and as medical supply and equipment sales specialists.

The MLT program is usually completed in eight quarters, but may be completed sooner if you have a strong academic background. Entry into the second year is on a competitive basis. You will be considered for the second year of the MLT program during the third (spring) quarter of the first year. During the first year, you will take general education courses and specialized medical laboratory courses designed to provide a solid base for the second year of on-the-job training. The second year consists mostly of on-site training in medical laboratories, plus theory courses. Travel to distant training facilities may be required, and work on a variety of shifts may be necessary; therefore, the use of an automobile is required. You must maintain a GPA of 2.0 ("C") or better in all MLT program courses.

As a result of completing the MLT program, you will obtain a background in general college courses, especially the sciences, and develop the important employable skills required to perform medical laboratory testing.

The regional program includes training at distant sites through agreements with the Community Colleges of Spokane, Walla Walla Community College and Blue Mountain Community College. See the Wenatchee Valley College Medical Laboratory Technology information, available on the college Web pages (www.wvc.edu/go/mlt), for the suggested course sequence at each regional site.

**Selection to the fourth quarter of the first year of the program:**

Selection to the fourth quarter of the first year of the program occurs during spring quarter. You must either have completed or be currently enrolled in all of the courses required in the first three quarters of the program with a GPA of 2.0 or greater in each course (as listed on the following page or in the aforementioned regional Web pages) in order to be considered for this selection process. You must successfully complete the fourth quarter before being permitted to continue with the second year of the program. An interview may be a part of the acceptance criteria. The number of positions available in the fourth quarter is dependent on the number of clinical training sites available.

**Prerequisites:**

- All prerequisite courses must be completed with a grade of “C” (2.0) or higher.
- High school transcripts (showing graduation date) or GED certificate.
- MATH 096 Elementary Algebra or equivalent or appropriate assessment score required prerequisite for CHEM& 121.
- BIO& 211 Majors Cellular (formerly BIOL 121) [Prerequisite: CHEM& 121 (formerly CHEM 110) is strongly recommended]

**Note:** Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future employment in health-care. A criminal record check is required prior to any clinical training experience or clinical field trips. If you have a criminal record, you should meet with the associate dean of allied health to determine if the criminal history would prevent access to a health-care facility.

Immediately following acceptance to an allied health program you must fulfill the following requirements:

- Provide a current Health-Care Provider CPR card. Must include but not limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for health-care providers.
- Provide copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the Magnus Immunization Tracker Portal, www.magnushealth.com (for a complete list go to www.wvc.edu and visit the allied health pages).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier’s station or at www.summitamerican-ins.com.
• Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be within the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.

• Provide results of a five-panel drug test from a certified lab.

• Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.

• Liability insurance is calculated into tuition and fees annually at the time of registration.

• Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

Note: Required documents are to be submitted to the www.magnushealth.com immunization tracker.

Regional MLT Program

The entire two years of the program need not be taken on the Wenatchee campus; some courses can be taken through Wenatchee Valley College at Omak, Big Bend Community College (Moses Lake) (first year only), Spokane Community College or Spokane Falls Community College, Walla Walla Community College, Blue Mountain Community College (Pendleton, Oregon), and others. During the second year of the program, students from Okanogan must join with all the Wenatchee students and take MLT 150 and 151 on the Wenatchee campus. Other areas are able to take all required courses totally within your regional area and are not required to take any courses in Wenatchee. Clinical training during the second year is available in medical laboratories in the areas surrounding each area where the program is available. The lectures (MLT 213, 223 and 233) and labs (MLT 214, 224 and 234) during the second year are taught by the use of either videotapes and audiovisual materials or in live interactive TV classrooms. (If you are a Moses Lake- or Omak-area student, you will train in both Moses Lake or Omak and Wenatchee during the second year.) Registration for the final five quarters is only through Wenatchee Valley College. At the conclusion of the program you will be qualified to take a national certifying examination (ASCP or BOC).

For specific courses offered at each location, log on to the college website at www.wvc.edu/go/mlt. Specific information regarding application to the program is available at this site as well.

First Year—On Campus

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL&amp; 241 Human A and P I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 121 Introduction to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MLT 100 Introduction to Medical Lab Technology</td>
<td>1</td>
</tr>
<tr>
<td>HCA 113* HIV/AIDS Education</td>
<td>1</td>
</tr>
<tr>
<td>HLTH 123 Medical Terminology</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 242 Human A and P II</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 101, 210 or 220** Communications</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101 Composition: General^</td>
<td>5</td>
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<tr>
<td>MLT 101 Introductory Seminar</td>
<td>1</td>
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<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 260 Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 131** Introduction to Organic Biochemistry</td>
<td>5</td>
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<tr>
<td>MLT 102 Intermediate Seminar</td>
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<td>PSYC&amp; 100 General Psychology or PSYC 102 Psychology of Adjustment</td>
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<table>
<thead>
<tr>
<th>Summer Quarter (Wenatchee campus)</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MLT 150 Basic Laboratory Theory</td>
<td>4</td>
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<tr>
<td>MLT 151 Basic Laboratory Practice</td>
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<tr>
<td>Elective*** Optional</td>
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| Total | 54-59 |

Second Year—On and Off Campus

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MLT 210 Clinical Experience I</td>
<td>12</td>
</tr>
<tr>
<td>MLT 213 Hematology</td>
<td>7</td>
</tr>
<tr>
<td>MLT 214 Hematology Lab</td>
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</table>

<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 220 Clinical Experience II</td>
<td>12</td>
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<tr>
<td>MLT 223 Clinical Microbiology</td>
<td>7</td>
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<tr>
<td>MLT 224 Clinical Microbiology Lab</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 230 Clinical Experience III</td>
<td>12</td>
</tr>
<tr>
<td>MLT 233 Clinical Chemistry and Urinalysis</td>
<td>7</td>
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<tr>
<td>MLT 234 Clinical Chemistry and Urinalysis Lab</td>
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<table>
<thead>
<tr>
<th>Summer Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 240 Clinical Experience IV</td>
<td>12</td>
</tr>
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</table>

| Total | 78 |
| Total Credits for Degree | 132-137 |

^Prerequisite required.
*HCA 113 qualifies as the Washington state-mandated seven hours of training in HIV/AIDS education. This is not required if you have completed this training and can verify with a certificate of completion.

**WVC at Omak only: switch CMST& 210 to spring quarter and CHEM& 131 to winter quarter.

***The following courses are recommended as electives: BCT 101, BCT 105.
Multi-Occupational Trades

- Associate of Technical Science Degree (Apprentice Degree)

The primary function of the multi-occupational trades associate of technical science program is to provide journey-level workers with additional related education designed to prepare them for advancement and management-level positions in their chosen field. Candidates will have accomplished the stringent requirements of each individual trade prior to entry into the program. When you graduate from this program, you will have attained your degree through a combination of technical skills obtained in an approved apprenticeship program (a minimum of 6,000 clock hours), theory and practical applications learned in apprenticeship-related courses (at least 432 clock hours), and instruction received in related education and elective courses at WVC.

Program Requirements: Associate of Technical Science Degree

Offered at the Wenatchee campus

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 100</td>
<td>Technical Math (or higher) .............. 5</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Technical Writing (or higher) .......... 5</td>
</tr>
<tr>
<td>BCT 115</td>
<td>Professional Work Relations ............ 3</td>
</tr>
<tr>
<td>BCT 105</td>
<td>Computer Applications .................. 5</td>
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</table>

Electives—Choose from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCT 102</td>
<td>Keyboarding Series ..................... 1</td>
</tr>
<tr>
<td>BCT 115</td>
<td>Resume and Interview .................... 2</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business .............. 5</td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td>Introduction to Communications .......... 5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statistics ............. 5</td>
</tr>
<tr>
<td>PSYC 102</td>
<td>Psychology of Adjustment .............. 5</td>
</tr>
<tr>
<td>READ 100</td>
<td>Technical Reading ..................... 5</td>
</tr>
<tr>
<td>SDS 101</td>
<td>Study Skills ............................ 5</td>
</tr>
<tr>
<td>SDS 105</td>
<td>Effective Leadership .................... 3</td>
</tr>
<tr>
<td>SDS 106</td>
<td>Career and Life Planning ................ 2</td>
</tr>
<tr>
<td>SDS 110</td>
<td>Critical Thinking ....................... 2</td>
</tr>
</tbody>
</table>

Total Credits for ATS Degree 30
Natural Resources

- **Associate of Technical Science Degree**
- **Certificate of Completion (pg. 65)**

The natural resources program consists of a one-year certificate and a two-year associate of technical science (ATS) degree pathway. The technician certificate program and ATS degree train you in the basic understanding of ecosystems, safe and accurate measurement techniques, and natural resource management, and focuses on training you to work as seasonal or permanent technicians in agencies such as the U.S. Forest Service, Washington Department of Natural Resources, Washington Department of Ecology, Washington Fish and Wildlife Department, Chelan County PUD, Nature Conservancy, and Chelan Douglas County Land Trust. Job tasks with these agencies might include identifying plants or animals, testing water quality, counting and tagging animals, building trails, measuring trees, and navigating to a site using maps and global positioning. The courses emphasize field application of learned information and techniques and a basic understanding of aquatic and terrestrial ecosystems, safe and accurate measurement techniques, and the social context of natural resource management. All programs were developed in conjunction with local natural resource agencies and organizations.

Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in these subjects. See course descriptions for details. A “C” grade (2.0) or better is expected in the natural resource program courses to be successful in a career in natural resources. Students interested in transferring for a university degree should work closely with the program adviser.

**Suggested Course Sequence: Associate of Technical Science Degree**

*Offered at the Wenatchee campus*

**First Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 108</td>
<td>Exploring Natural Resources .............</td>
</tr>
<tr>
<td>NATR 113</td>
<td>NCW Plant Identification .................</td>
</tr>
<tr>
<td>NATR 114</td>
<td>NCW Animal Identification ...............</td>
</tr>
<tr>
<td>NATR 103</td>
<td>Field Safety and ATH 100 Preparedness ...</td>
</tr>
<tr>
<td>BCT 105</td>
<td>Computer Applications ...................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 097**</td>
<td>Intermediate Algebra ...................</td>
</tr>
<tr>
<td>ENGL&amp; 101**</td>
<td>Composition: General ...................</td>
</tr>
<tr>
<td>CHEM&amp; 110</td>
<td>Chemical Concepts .....................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 116</td>
<td>Professional Work Relations ...........</td>
</tr>
<tr>
<td>NATR 115</td>
<td>Natural Resource Field Survey: Plants of NCW</td>
</tr>
<tr>
<td>NATR 116</td>
<td>Natural Resource Field Survey: Animals of NCW</td>
</tr>
<tr>
<td>NATR 102</td>
<td>Maps and Navigation ...................</td>
</tr>
<tr>
<td>BIOL&amp; 211</td>
<td>Majors Cellular .......................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 196</td>
<td>Natural Resources Occupational Experience*</td>
</tr>
<tr>
<td>OCED 110</td>
<td>Career Assessment .....................</td>
</tr>
</tbody>
</table>

**First Year Total** 52-56

**Second Year**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecology</td>
<td>(UI REM 221 online or other option)</td>
</tr>
<tr>
<td>ECON&amp; 201</td>
<td>MicroEconomics .........................</td>
</tr>
<tr>
<td>MATH 105</td>
<td>College Algebra .......................</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Winter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 263</td>
<td>Soils ..................................</td>
</tr>
<tr>
<td>MATH&amp;146</td>
<td>Introduction to Statistics .............</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC/NATR 235</td>
<td>Society and Natural Resources ..........</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>Composition: Technical Writing or .....</td>
</tr>
<tr>
<td>ENGL 201, 202, 203</td>
<td>........................................</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking .......................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 210</td>
<td>Natural Resource Portfolio and Final Project</td>
</tr>
</tbody>
</table>

**Total** 45

**Total for Degree** 97-101

*May be completed in any quarter.

**Assessment score required.**
Natural Resources Technician

Suggested Course Sequence: Certificate Program

Offered at the Wenatchee campus

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 108 Exploring Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>NATR 113 NCW Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>NATR 114 NCW Animal Identification</td>
<td>3</td>
</tr>
<tr>
<td>NATR 103 Field Safety and Preparedness</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 090** Basic Mathematics (or higher)</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 100** Writing in the Workplace (or higher)</td>
<td>5</td>
</tr>
<tr>
<td>BCT 105 Computer Applications</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 116 Professional Work Relations</td>
<td>3</td>
</tr>
<tr>
<td>NATR 115 Natural Resource Field Survey: Plants of NCW</td>
<td>3</td>
</tr>
<tr>
<td>NATR 116 Natural Resource Field Survey: Animals of NCW</td>
<td>3</td>
</tr>
<tr>
<td>NATR 102 Maps and Navigation</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR 196 Natural Resources Occupational Experience*</td>
<td>1-5</td>
</tr>
<tr>
<td>OCED 110 Career Assessment</td>
<td>2</td>
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<tr>
<td>Elective credits</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td>47-51</td>
</tr>
</tbody>
</table>

*May be completed in any quarter.
**Assessment score required.
Nursing

- **Practical Nursing Certificate of Completion**
  Successful completion of the first year of the associate-degree program (four quarters) entitles you to take the licensure examination (NCLEX-PN®) for practical nursing. You may opt to exit the nursing program at this level.

- **Associate Degree Nursing, Associate of Technical Science**
  Completion of the two-year program (seven quarters) entitles you to take the licensure examination (NCLEX-RN®) for registered nursing.

Wenatchee Valley College offers the nursing program as a career ladder with curriculum designed as an associate degree program. The nursing faculty of WVC view nurses as knowledgeable workers who possess unique skills and specific competencies. The nursing curriculum enables students in the program to achieve the knowledge and competencies that will lead to successful careers in the ever-changing health-care system of the United States.

The WVC Nursing Program is accredited by the Washington State Nursing Care Quality Assurance Commission and the National League for Nursing Accrediting Commission (www.nlnac.org. 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 409.975.5000).

The nursing program is a limited-enrollment program and is subject to special admission requirements and procedures for both the first and second year.

**Entry requirements for the first year of the program include:**
- A completed Wenatchee Valley College Application for Admission.
- A completed Supplemental Application for Admission to the WVC Nursing Program.
- High school transcript (showing graduation date) or GED certificate.
- Passing score for Test of Essential Academic Skills (TEAS®) entrance exam.
- Cumulative grade point average of at least 2.5 from college.

**All prerequisite courses must be completed with a grade of “C” (2.0) or higher.**
- ENGL& 101 Composition: General
- MATH 100A Technical Math for Allied Health, MATH&105 College Algebra, or placement score into MATH 105 or higher
- HLTH 123 Medical Terminology or qualifying score on the Medical Terminology Competency Exam
- BCT 105 Computer Applications or documentation of computer literacy in MS Office or WVC ENGL& 101 (formerly ENGL 101) taken since 1996
- NURS 090 Nursing Assistant: Basic Patient Care or certification of completion from state-accredited Certified Nursing Assistant (CNA) training course
- BIOL& 241 A and P I [Prerequisite: BIOL& 211 or BIOL 121; also CHEM& 121 or CHEM 110 is strongly recommended]
- BIOL& 242 Human A and P II [Prerequisite: BIOL& 241 (formerly BIOL 221)]
- BIOL& 260 Microbiology [Prerequisite: BIOL& 211 (formerly BIOL 121); also CHEM& 121 (formerly CHEM 110) is strongly recommended]

**Entry requirements for the second year of the program include:**
- A completed Supplemental Application for Admission to the WVC Nursing Program.
- Documentation of completion of a practical nursing (professional/technical) program with a 2.0 GPA or higher.
- Current Washington LPN license.
- Interview with administrator of WVC Nursing Program.
- Completion of required prerequisites for first-year entry at WVC.
- Completion of the following corequisite courses for the first-year program at WVC with a grade of “C” or higher: PSYC& 100, 200 or PSYC 101, 201; PCOL 110; NUTR 115.
- Completion of NURS 190 (LPN Transition) except for first-year WVC nursing students who return to the program within one academic year of exit.
- Transcript evaluation with WVC Allied Health Educational Planner.
Nursing

The nursing program is one of several limited-enrollment programs at WVC and as such adheres to specific entrance criteria. Please access the nursing program’s website at www.wvc.edu for the latest information regarding entry. The website contains up-to-date application dates and vital information about admission packets. You may also call a WVC Allied Health Educational Planner for information on entering the program, 509.682.6844. Clinical courses in the nursing program require attendance during day and evening shifts and some weekends. You are also given out-of-town assignments for short periods of time, and are responsible for living expenses and transportation to all clinical sites. If you leave the program for any reason, you must submit a new application for reentry into the program when seats are available. In some cases, a qualifying interview with the nursing program administrator may be required. If you exit the program, you may apply for readmission one time only. Only those students who have earned a passing clinical grade may reenter the nursing program.

Note: Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in health care. A criminal record check is required prior to any clinical training experience or clinical field trips. If you have a criminal record, you should meet with the nursing program administrator to determine if the criminal history would prevent access to a health-care facility.

You must fulfill the following requirements immediately following acceptance into the WVC Nursing Program:

• Provide a current Health-Care Provider CPR card. Must include but not limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for health-care providers.
• Provide copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
• Provide documentation of immunizations to the Magnus Immunization Tracker Portal, www.magnushealth.com (for a complete list go to www.wvc.edu and visit the allied health pages).
• Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier’s station or at www.summitamerican-ins.com.
• Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.
• Provide results of a five-panel drug test from a certified lab.
• Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
• Liability insurance is calculated into tuition and fees annually at the time of registration.
• Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

Note: Required documents are to be submitted to the www.magnushealth.com immunization tracker. Completion of the nursing program does not guarantee certification or licensing. You should expect to carry a heavy class schedule. Nursing students must earn a 2.0 GPA or better in each nursing course and corequisite courses to remain in the program.
Nursing

Course Sequence: *Associate of Technical Science Degree Program*

Offered at Wenatchee and Omak campuses

<table>
<thead>
<tr>
<th>First Year and Certificate Program*</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 100  Introduction to the Discipline of Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NURS 101  Nursing Lab I</td>
<td>5</td>
</tr>
<tr>
<td>NUTR 115  Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC&amp; 100** General Psychology</td>
<td>5</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 102  Universal Self-Care of the Adult/Aging Adult</td>
<td>7</td>
</tr>
<tr>
<td>NURS 103  Nursing Lab II</td>
<td>6</td>
</tr>
<tr>
<td>PSYC&amp; 200** Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 104  Universal Self-Care of the Childbearing Family</td>
<td>7</td>
</tr>
<tr>
<td>NURS 105  Nursing Lab III</td>
<td>6</td>
</tr>
<tr>
<td>PCOL 110  Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Summer Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 106  Universal Self-Care of the Client with Acute Health Deviation</td>
<td>6</td>
</tr>
<tr>
<td>NURS 107  Nursing Lab IV</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>64</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 200  Client in Community and RN Role</td>
<td>5</td>
</tr>
<tr>
<td>NURS 201  Nursing Lab V</td>
<td>6</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 202  Client in Secondary and Tertiary Care</td>
<td>7</td>
</tr>
<tr>
<td>NURS 203  Nursing Lab VI</td>
<td>6</td>
</tr>
<tr>
<td>Elective** Humanities or Social Science</td>
<td>5</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 204  Holistic Care Across the Life Span</td>
<td>6</td>
</tr>
<tr>
<td>NURS 205  Nursing Lab VII</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>41</td>
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</tbody>
</table>

**Total Credits for Degree** 105

*Practical Nursing Certificate of Completion.

**Courses may be taken before being accepted into the nursing program.

***Interactive Television (ITV) may be used as an alternative method of instruction.
Nursing Assistant

The nursing assistant program at WVC provides the basics in caregiving skills for entry-level employment in health care. The certificate program is offered as an eight- to ten-week course during the academic year. Upon completion, you are eligible to take the certification examination for nursing assistants, have current Health-Care Provider CPR card and seven-hour Washington State HIV/AIDS certificate. This course, or its equivalent, is a prerequisite to the nursing program.

Note: Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in health care. A criminal record check is required prior to any clinical training experience or clinical field trips. Students with criminal records are required to meet with the associate dean of allied health to determine if the criminal history would prevent access to a health-care facility.

Students will be required to fulfill the following requirements prior to enrolling in the nursing assistant program to enter a clinical education setting:

- Provide documentation of a two-step PPD (two separate tuberculin skin tests placed one to three weeks apart) and Hepatitis B vaccination. Both must include lot numbers.
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance (approximately $45 per quarter). Obtain a brochure at the cashier’s station on the Wenatchee campus or at www.summitamerica-ins.com.
- Provide national background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back six years and be done before application will be accepted.
- Provide results of a five-panel negative drug screen.
- Complete the nursing assistant application which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees at the time of registration.

Note: Required documents are to be submitted to the allied health office on the Wenatchee or Omak campus.
Radiologic Technology

• Associate of Technical Science Degree

The WVC Radiologic Technology Program is accredited by the Northwest Commission of Colleges and Universities.

Radiologic technologists are important members of the modern health-care team. Their special skills serve a key function in the medical specialty of radiology, which is characterized by new and exciting advances in the prevention, diagnosis and treatment of diseases.

The WVC Radiologic Technology Program is a limited-enrollment program and is subject to special requirements and procedures. See the WVC website at www.wvc.edu for further information. The website contains up-to-date application dates and other important information. You may also call the WVC Allied Health Educational Planner at 509.682.6844 for information on enrolling in the program. The program requires intensive study and you are encouraged to take required general education courses marked with an asterisk (*) prior to entering the program. No advanced standing is granted. If you leave the program for any reason, you must submit a new application for reentry into the program. If you exit the program, you may apply for readmission only one time.

The first year of the program starts each spring quarter. Radiologic technology requires eight consecutive quarters, including summer quarters, for completion. The first year is in the classroom, online and in the energized laboratory, where you receive practical instruction before being assigned to clinical instruction. You will need computer and e-mail access. The second year is dedicated to instruction under professional supervision in the affiliated clinical facilities. Clinical assignments require day, evening and weekend shifts. You must maintain a “C” (2.0) grade point average or better in each allied health program course.

Out-of-town clinical assignments may be drawn. You must furnish your own transportation, housing and living expenses.

To be considered for the radiologic technology program, it is your responsibility to:

- Submit a complete application package consisting of:
  - A completed Wenatchee Valley College Application for Admission.
  - A completed Supplemental Application for Admission to the WVC Radiologic Technology Program.
  - High school transcripts (showing graduation date) or GED certificate.
  - Cumulative grade point average of at least 2.5 from college. If 15 or more credits were earned in college, the college GPA will be used to determine eligibility.
- Meet any other specific program requirements as outlined on the website.
- Be 18 years of age or older prior to entering clinical experience.

The application deadline will be posted in the student development department and on the college website.

All prerequisite courses must be completed with a grade of “C” (2.0) or higher.

Entry requirements for the first year of the program include:

- ENGL 097 Composition: Paragraph or higher or two years of high school English.
- MATH 097 Intermediate Algebra or placement score into MATH 105 College Algebra or higher.
- HLTH 123 Medical Terminology or qualifying score on the Medical Terminology Competency Exam.
- BCT 105 Computer Applications or documentation of computer literacy in MS Office or WVC ENGL& 101 (or ENGL 101 taken since 1996).
- BIOL& 241 Human A and P I [Prerequisite: BIOL& 211 (formerly BIOL 121); also CHEM& 121 (formerly CHEM 110) is strongly recommended].
- BIOL& 242 Human A and P II [Prerequisite: BIOL& 241 (formerly BIOL 221)].

Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the health field. A criminal record check is required prior to any clinical education experience or clinical field trip. If you have a criminal record, you should meet with the associate dean of allied health to determine if the criminal history would prevent access to a health-care facility. To determine if the criminal record would prevent eligibility to take the national exam, you can go to the ARRT website at www.arrt.org and download information from the “ethics” section.
Radiologic Technology

Student Responsibilities:

Once accepted into the radiologic technology program, you must fulfill the following requirements prior to entering a clinical educational setting:

- Pay an acceptance fee by the designated deadline.
- Provide a current Health-Care Provider CPR card. Must include but not limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for health-care providers.
- Provide copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the Magnus Immunization Tracker Portal, www.magnushealth.com (for a complete list go to www.wvc.edu and visit the allied health pages).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier’s station or at www.summitamerican-ins.com.
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be within the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.
- Provide results of a five-panel drug test from a certified lab.
- Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

Note: Required documents are to be submitted to the www.magnushealth.com immunization tracker.

At the completion of the program, you will be eligible to apply to take the national examination given by the American Registry of Radiologic Technologists.

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at Wenatchee campus

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter</td>
<td></td>
</tr>
<tr>
<td>RADT 101</td>
<td>Introduction to Radiologic Technology</td>
</tr>
<tr>
<td>RADT 111</td>
<td>Radiation Physics</td>
</tr>
<tr>
<td>RADT 121</td>
<td>Principles of Exposure I</td>
</tr>
<tr>
<td>RADT 131</td>
<td>Radiographic Positioning I</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td></td>
</tr>
<tr>
<td>PSYC&amp; 100*</td>
<td>General Psychology</td>
</tr>
<tr>
<td>ENGL&amp; 101*</td>
<td>Composition: General</td>
</tr>
<tr>
<td>RADT 132</td>
<td>Radiographic Positioning II</td>
</tr>
<tr>
<td>RADT 151</td>
<td>Imaging Modalities</td>
</tr>
<tr>
<td>RADT 181</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td></td>
</tr>
<tr>
<td>RADT 122</td>
<td>Principles of Exposure II</td>
</tr>
<tr>
<td>RADT 133</td>
<td>Radiographic Positioning III</td>
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<td>RADT 141</td>
<td>Radiation Biology and Protection</td>
</tr>
<tr>
<td>RADT 152</td>
<td>Patient Care</td>
</tr>
<tr>
<td>Winter Quarter</td>
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<tr>
<td>RADT 134</td>
<td>Radiographic Positioning IV</td>
</tr>
<tr>
<td>RADT 161</td>
<td>Special Procedures</td>
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<tr>
<td>RADT 162</td>
<td>Clinical Observation</td>
</tr>
<tr>
<td>RADT 171</td>
<td>Radiographic Pathology</td>
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<td>RADT 191</td>
<td>Sectional Anatomy</td>
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<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter</td>
<td></td>
</tr>
<tr>
<td>RADT 231</td>
<td>Clinical Education I</td>
</tr>
<tr>
<td>RADT 241</td>
<td>Radiographic Seminar I</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td></td>
</tr>
<tr>
<td>RADT 232</td>
<td>Clinical Education II</td>
</tr>
<tr>
<td>RADT 242</td>
<td>Radiographic Seminar II</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td></td>
</tr>
<tr>
<td>RADT 233</td>
<td>Clinical Education III</td>
</tr>
<tr>
<td>RADT 243</td>
<td>Radiographic Seminar III</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td></td>
</tr>
<tr>
<td>RADT 234</td>
<td>Clinical Education IV</td>
</tr>
<tr>
<td>RADT 244</td>
<td>Radiographic Seminar IV</td>
</tr>
<tr>
<td>Total</td>
<td>52</td>
</tr>
<tr>
<td>Total Credits for Degree</td>
<td>107</td>
</tr>
</tbody>
</table>

*Course may be taken before being accepted into the radiologic technology program.
**Tribal Gaming Management**

- **Certificate of Completion**

This is a one-year certificate program that is designed to prepare individuals for a management career in the regulatory sector of the tribal gaming industry. The regulatory/compliance sector of the tribal gaming industry is charged with providing the oversight, security and regulation of the industry as mandated by federal, state, local and tribal laws. The program’s skill-set blends business applications of math and English, computer proficiency, basic business principles and special topics related to tribal law and jurisdictional issues. A graduate of the program will have potential employment opportunities within Wenatchee Valley College’s district with the Colville Confederated Tribes’ casinos and gaming enterprises and with other gaming and casino operations throughout the state. Students must earn a cumulative 2.0 grade point average. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework.

**Prerequisites:**  
Keyboarding Skills  
ENGL 097 Composition: Paragraph  
MATH 097 Intermediate Algebra  
or appropriate placement scores.

**Required Courses:** **Certificate of Completion**

*Offered at the Omak campus*

**Core Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 105</td>
<td>5</td>
</tr>
<tr>
<td>BCT 116</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp;101</td>
<td>5</td>
</tr>
<tr>
<td>BCT 205</td>
<td>5</td>
</tr>
<tr>
<td>BUS 146</td>
<td>5</td>
</tr>
<tr>
<td>BCT 128</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>5</td>
</tr>
<tr>
<td>BUS 204</td>
<td>5</td>
</tr>
<tr>
<td>TGM 150</td>
<td>3</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>5</td>
</tr>
<tr>
<td>ECON 101</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 202</td>
<td>5</td>
</tr>
<tr>
<td>TGM 160</td>
<td>3</td>
</tr>
<tr>
<td>BUS 196/296</td>
<td>3</td>
</tr>
<tr>
<td>BUS 240</td>
<td>1-5</td>
</tr>
</tbody>
</table>

**Total Credits for Certificate** 45-49

*See business adviser for sequencing of classes and to know when courses will be offered.*
Welding and Fabrication - (Industrial Tech. - Welding and Fabrication)

• Certificate of Completion

WVC’s Industrial Technology program offers a welding and fabrication certificate. This training provides individuals with skills to perform welding duties in construction, repair, maintenance and fabrication employment fields. The program consists of four core welding technique classes that include: Oxyacetylene Welding (Gas Welding), Shielded Metal Arch Welding (Arc or Stick Welding), Gas Metal Arc Welding (Wire Feed or MIG Welding) and Gas Tungsten Arc Welding (TIG Welding). The certificate also includes two courses in metal fabrication and a WABO (Washington Association of Building Officials) testing preparatory course. This certificate program is desirable for either a home metal-worker or for those individuals that want to enter the welding job market.

WVC is an approved Washington Association of Building Officials (WABO) testing site. Call 509.682.6900 for more information.

For more industrial technology degree options see pages 52 and 58 of the catalog.

Required Courses: Certificate of Completion
Offered at the Wenatchee campus

<table>
<thead>
<tr>
<th>Required courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 128 Basic Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 131 Gas Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 132 Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WELD 220 Welding Certification Prep</td>
<td>2</td>
</tr>
<tr>
<td>INDT 135* Metal Fabrication I</td>
<td>5</td>
</tr>
<tr>
<td>INDT 136** Metal Fabrication II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total for Certificate</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

*INDT 135 is offered winter quarter. WELD 128 may be taken concurrently.
**INDT 136 is offered spring quarter.
Course Descriptions

Course descriptions are listed on the following pages. The specific courses offered each academic year, including telecourses and online classes, are listed in official class schedules issued before the beginning of each quarter. Course offerings may be changed without prior notice.

Course Numbers and Credit Hours

Generally, one credit hour is allowed for each hour of lecture, each two hours of lab, or each three hours of clinical experience per week. However, some courses vary from this pattern.

Courses numbered below 100 are developmental and not intended for transfer credit. Courses numbered above 100 will generally transfer to four-year colleges or universities, although there are limits to the number of technical credits that can be included in a transfer degree.

If you plan to transfer to a four-year school, be sure to consult that school’s catalog to verify transferability of Wenatchee Valley College courses. Questions regarding the transferability of any course should be directed to the student development department or the admissions/registration office at WVC.

Generally, 200-level courses are more advanced than 100-level courses. If the prerequisite does not specifically require sophomore standing, a freshman student may enroll in a 200-level course.

Distance Learning Courses

Distance learning courses offer a flexible alternative to on-campus classes. Whereas on-campus classes require you to be in a specific classroom at a specific time on specific days, distance learning allows you the convenience of scheduling your coursework around job, family or other circumstances that conflict with traditional class scheduling. Course content and college credit are equivalent to on-campus courses, and distance learning courses transfer to other institutions the same as on-campus classes. It is possible to earn your associate of arts and sciences degree through distance learning.

Telecourses

To take a telecourse, you must have access to a TV/VCR. Guided by a syllabus, you will view video lessons and work independently on assignments, meeting on-site or via the Internet for supporting lectures, labs and exams. Telecourse tape sets are available for checkout from participating sites.

Online Courses

Online courses enable you to take classes and communicate with your instructor and classmates via computer and the Internet. To be successful in an online course, you should be able to create, save and manage computer files; know how to send and receive e-mail and e-mail attachments; and know how to download and install software on a computer, if needed. Also, because online courses are writing intensive, you should have good writing skills (ENGL& 101, formerly ENGL 101 is recommended) and average keyboarding and word processing skills. For more information about online courses and technical requirements, visit the WVC website, www.wvc.edu.

Interactive Television (K-20)

Interactive television (ITV) courses are regularly scheduled on-campus courses. A live video signal, transmitted via the K-20 video network, enables one instructor to teach students in two or more classrooms.

Cooperative Work Experience (CWE)

Cooperative work experience (CWE 196 and 296) is a way to earn college credit through on-the-job experience in your chosen field. The program offers you a way to combine classroom study at WVC with related work experience under the supervision of an employer. Work experience, paid or unpaid, must be related to your educational and career objectives. You must meet with the cooperative work experience coordinator to determine eligibility, then complete the enrollment process. One CWE credit requires 50 hours of work experience. Credit will be awarded on a pass/fail basis and will not affect GPA. The CWE coordinator will meet with you and your employer on the job site as part of the evaluation process for CWE credits.

Special Topics

Special topics courses, 197 and 297 (one to five credits each), are designed to deal with unique subjects or timely topics. They are taught by WVC faculty and are conducted as traditional classroom courses.
Independent Projects

Independent projects, 198 and 298 (one to five credits each), allow you to pursue enhancement in areas of study not generally available in the established curriculum, such as research, reading and writing. To be eligible, you must have completed 45 credit hours with a minimum cumulative GPA of 2.5 at WVC. A maximum of five independent project credits can be earned in one quarter. Each independent project credit requires 30 hours of work by the student under the supervision of an instructor. A contractual agreement that outlines the terms of the project is arranged between you and the instructor before registration. The application process for independent projects must be completed by the end of the fifth week of the quarter. Independent project forms are available in the admissions/registration office, instruction office and online.

Directed Study

Directed study allows you, if you have at least 45 credits and a GPA of 2.5 at WVC, to complete an established WVC course through independent study rather than in the classroom. This is a benefit if you need a class that isn’t offered during a particular term or at a time when attendance is impossible. It is expected that the course will cover the same objectives and will produce the same learning outcomes as if you had attended a regularly scheduled class. A contractual agreement to fulfill course objectives is arranged between you and the instructor before registration. Directed study forms are available in the admissions/registration office, instruction office and online.

Looking for some different or interesting options?

- Try distance learning—you can earn your associate of arts and sciences degree through a combination of online and telecourses. You can always mix in day and evening classes taught on both the Wenatchee and Omak campuses.
- Try evening classes—you can earn your associate of arts and sciences degree by taking classes during the evening. You can also mix in some distance learning classes.
- Try Native languages—at our Omak campus, Native languages are taught through a partnership with the Colville Confederated Tribes.
- Try short-term technical programs to assist in career development.
- Try a learning community—watch for offerings of Northwest Nature Writing and Form and Function: Integrating Art and Ornithology. These are 10-credit classes that combine English composition and art with studies of Northwest environments.
- Discover music with state-of-the-art technology—our music majors use PDAs and laptop computers with professional industry software.
Common Course Numbering

In an effort to make it easier for Washington state community college students to transfer between and among the 34 technical colleges, the state has introduced the Common Course Numbering Project. Through common course numbering the same courses at all community and technical colleges will be titled and numbered in a similar way.

Common courses are identified with an “&” following the department or class name. Transfer courses that are not listed as common will still transfer under the direct transfer agreement outlined in the catalog and on the college website: wv.wlv.edu. If you have questions regarding this change, please visit the Washington State Board for Community & Technical College’s website located at www.sbctc.cte.edu.
**Accounting**

**ACCT 102 5 credits**

**Practical Accounting I**
This course covers a sole proprietorship service business. Topics include assets, liabilities, owner’s equity, revenue, expenses, worksheets, financial statements, adjusting entries, closing entries, cash funds and payroll.

**ACCT 103 5 credits**

**Practical Accounting II**
This course covers a sole proprietorship merchandising business. Topics include notes payable and receivable, work sheets, financial statements, adjusting and reversing entries, special journals, inventory valuation, and depreciation. Prerequisite: ACCT 102.

**ACCT 105 3 credits**

**Payroll and Tax Accounting**
Covers payroll and selected business tax procedures. Designed for the ATS accounting degree major as well as for those in the community who want to upgrade their knowledge of payroll and business tax accounting. Prerequisite: ACCT 102 or equivalent.

**ACCT 164 3 credits**

**Practical Accounting Applications: QuickBooks Pro**
Hands-on computer experience using QuickBooks Pro to further develop accounting skills. Using a sole proprietor merchandising business, the course familiarizes the student with creating a chart of accounts, recording transactions, accounting for inventory and processing payroll. Reports necessary for Washington state payroll and excise taxes are covered. Prerequisites: ACCT 102, ACCT 103, ACCT 105, BCT 105, BCT 202 or relevant experience.

**ACCT 165 5 credits**

**Computerized Accounting**
A comprehensive study of computerized accounting systems in both service and merchandising environments. Realistic business simulations are analyzed by using a variety of companies and projects. Commercial Windows accounting software demonstrates the use of fully integrated accounting systems. Students will set up a computerized system for manual conversion. Prerequisites: BCT 105, ACCT 102 or instructor’s signature. May be repeated with different software.

**ACCT& 201 5 credits**

**Principles of Accounting I**
Covers current generally accepted accounting principles, theories and procedures used in financial accounting and reporting. Key topics covered include an introduction to preparing and using financial statements, corporate annual reports, the accounting cycle for service and merchandising businesses, cash, financial assets, inventory, plant and equipment, and other long-term assets. Prerequisite: sophomore standing recommended.

**ACCT& 202 5 credits**

**Principles of Accounting II**
Second in the series on accounting theory. Continuation of current generally accepted accounting principles, theories and procedures used in financial accounting and reporting with emphasis on corporate accounting and reporting. Includes current and long-term liabilities, time value of money, stockholders’ equity, cash flow statements, financial statement analysis and international accounting. Prerequisites: ACCT& 201 or instructor’s signature.

**ACCT& 203 5 credits**

**Principles of Accounting III**
Covers topics and concepts related to internal decision-making for business, to help managers use accounting information to make decisions and achieve control. Topics include an introduction to management theory and concepts, cost terminology, costing techniques, cost behavior, cost-volume-profit considerations, segment analysis, budget analysis, pricing, incremental analysis, and capital budgeting. Prerequisite: ACCT& 201 or instructor’s signature.

**Adult Basic Education**

**ABE 007 5 credits**

**Basic Computer Skills**
 Raises reading and writing skills through introduction to basic computer usage. Focuses on computer terminology, computer functions and elementary program terminology in building basic English literacy levels. Prerequisites: enrolled in another ABE or ESL course.

**ABE 030 1-10 credits**

**Reading I**
Beginning readers will use phonics, language patterns and the context of written material to begin to read. Prerequisite: CASAS placement.

**ABE 031 1-10 credits**

**Reading II**
Increase basic skills through application of vocabulary and language patterns to understand and recognize words. Emphasizes recognizing the main idea, reading and interpreting signs, labels and forms, retelling information, following written directions, and building dictionary skills. Prerequisites: ABE 030 or appropriate assessment score.

**ABE 032 1-10 credits**

**Reading III**
Includes the development of basic reading skills using context clues and structural analysis. Students will increase their skills in comprehending a variety of reading materials. Prerequisites: ABE 031 or appropriate assessment score.

**ABE 033 1-10 credits**

**Reading IV**
Includes further development of the skills presented in Reading III. Fiction and nonfiction reading skills that include inference and judgment will be emphasized. Prerequisites: ABE 032 or appropriate assessment score.

**ABE 035 5 credits**

**Reading Level I**
Students will increase basic skills through application of vocabulary and language patterns to understand and recognize words. Emphasizes recognizing the main idea; reading and interpreting signs, labels and forms; retelling information; following written directions; and building dictionary skills. Prerequisite: CASAS placement.

**ABE 036 5 credits**

**Reading Level II**
Increase basic skills through application of vocabulary and language patterns to understand and recognize words. Emphasize reading texts for real life purposes, recognize most high frequency, personally relevant words found in the environment, and read regularly a range of easy connected texts, inside and outside of class. Prerequisite: CASAS placement.

**ABE 037 5 credits**

**Reading Level III**
Students will increase intermediate skills through application of vocabulary and language patterns to understand and recognize words. Emphasizes reading texts for real life purposes, recognizes most high frequency, personally relevant words found in the environment, and read regularly a range of easy connected texts, inside and outside of class. Prerequisite: CASAS placement.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 038</td>
<td>5</td>
<td>Reading Level IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students will increase intermediate skills through application of vocabulary and language patterns to understand and recognize words. Emphasizes reading texts for real life purposes, recognizes most high frequency, personally relevant words found in the environment, and read regularly a range of easy connected texts, inside and outside of class. Prerequisite: CASAS placement.</td>
</tr>
<tr>
<td>ABE 040</td>
<td>1-10</td>
<td>Math I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes counting, identifying, ordering, adding and subtracting whole numbers. Prerequisites: CASAS placement.</td>
</tr>
<tr>
<td>ABE 041</td>
<td>1-10</td>
<td>Math II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes identification of place value, use of whole number operations, solving whole number problems and understanding basic money problems. Prerequisites: ABE 040 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 042</td>
<td>1-10</td>
<td>Math III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Covers reading, writing, interpreting and solving fractions and decimal problems, solving a variety of word problems, learning to apply the principles of budgeting and comparative shopping. Prerequisites: ABE 041 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 043</td>
<td>1-10</td>
<td>Math IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify and use percents, equivalent fractions and decimals, including calculating discounts and tax. Covers simple interest problems, graphs and tables, ratios, proportional equations, and measurements. Includes simple geometry problems and algebraic terms and simple equations. Prerequisites: ABE 042 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 045</td>
<td>5</td>
<td>Math I</td>
</tr>
<tr>
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<td></td>
<td>Covers reading, writing, interpreting and solving fractions and decimal problems, solving a variety of word problems, learning to apply the principles of budgeting, and comparative shopping. Prerequisites: ABE 044 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 046</td>
<td>5</td>
<td>Math II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify and use percents, equivalent fractions and decimals, including calculating discounts and tax. Covers simple interest problems, graphs and tables, ratios, proportional equations, and measurements. Includes simple geometry problems and algebraic terms and simple equations. Prerequisites: ABE 045 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 047</td>
<td>5</td>
<td>Math III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Covers reading, writing, interpreting and solving fractions and decimal problems, solving a variety of word problems, learning to apply the principles of budgeting, and comparative shopping. Prerequisites: ABE 046 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 048</td>
<td>5</td>
<td>Math IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify and use percents, equivalent fractions and decimals, including calculating discounts and tax. Covers simple interest problems, graphs and tables, ratios, proportional equations, and measurements. Includes simple geometry problems and algebraic terms and simple equations. Prerequisites: ABE 047 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 049</td>
<td>5</td>
<td>Math V</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes identification of place value, use of whole number operations, solving whole number problems and understanding basic money problems. Prerequisites: ABE 048 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 050</td>
<td>1-10</td>
<td>Writing I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For the beginning writer who needs to write for basic survival needs and for personal communication.</td>
</tr>
<tr>
<td>ABE 051</td>
<td>1-10</td>
<td>Writing II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic sentence structure, capitalization and punctuation. Covers completing forms and writing memos. Prerequisites: ABE 050 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 052</td>
<td>1-10</td>
<td>Writing III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Developing complex sentence structure and mechanics through writing sentences and paragraphs and composing letters. Stresses grammar, dictionary skills and editing for correct usage. Prerequisites: ABE 051 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 053</td>
<td>1-4</td>
<td>Writing Level IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing techniques and concepts, writing paragraphs using correct punctuation, capitalization, usage and spelling, composing a variety of letters, organizing, outlining and editing written essays, and analyzing various written materials. Prerequisites: ABE 052 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 054</td>
<td>5</td>
<td>Writing IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic sentence structure, capitalization and punctuation. Covers completing forms and writing memos. Prerequisites: ABE 053 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 055</td>
<td>5</td>
<td>Writing V</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For the beginning writer who needs to write for basic survival needs and for personal communication.</td>
</tr>
<tr>
<td>ABE 056</td>
<td>5</td>
<td>Writing VI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic sentence structure, capitalization and punctuation. Covers completing forms and writing memos. Prerequisites: ABE 055 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 057</td>
<td>5</td>
<td>Writing III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Developing complex sentence structure and mechanics through writing sentences and paragraphs and composing letters. Stresses grammar, dictionary skills and editing for correct usage. Prerequisites: ABE 056 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 058</td>
<td>5</td>
<td>Writing IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing techniques and concepts, writing paragraphs using correct punctuation, capitalization, usage and spelling, composing a variety of letters, organizing, outlining and editing written essays, and analyzing various written materials. Prerequisites: ABE 057 or appropriate assessment score.</td>
</tr>
<tr>
<td>ABE 059</td>
<td>5</td>
<td>Writing V</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For the beginning writer who needs to write for basic survival needs and for personal communication.</td>
</tr>
<tr>
<td>ABE 060</td>
<td>5</td>
<td>Writing VI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic sentence structure, capitalization and punctuation. Covers completing forms and writing memos. Prerequisites: ABE 059 or appropriate assessment score.</td>
</tr>
</tbody>
</table>

**Agriculture**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 005</td>
<td>19</td>
<td>Hispanic Orchard Employee Education Program I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designed for Latino orchard employees at a supervisory level. Includes basic instruction in Spanish emphasizing technical terminology in English in many facets of tree fruit production; basic math, practice in reading, writing, speaking and listening in English based in horticultural topics; and presentations of subjects concerning everyday life and citizenship.</td>
</tr>
<tr>
<td>AGRI 006</td>
<td>19</td>
<td>Hispanic Orchard Employee Education Program II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designed for Latino employees who have satisfied all the requirements of the first-year program (AGRI 005). Offers in-depth instruction in tree fruit production, applied English terminology and math. Includes presentations of subjects concerning everyday life and citizenship.</td>
</tr>
</tbody>
</table>
AGRI 015  19 credits
Hispanic Orchard Employee Education Program III/Integrated Pest Management Technician
Intensive IPM program prepares Latino orchard employees as pest management scouts. Instruction, mostly in Spanish, emphasizes English terminology. Includes study of pests, field sampling techniques, pest management basics and record keeping. Includes basic math, reading, writing, speaking and listening in English, and discussion of everyday life and citizenship.

AGRI 016  19 credits
Hispanic Orchard Education Level IV/Farm Management
Taught in Spanish, this course introduces the principles and practices of farm management, including goal setting, developing a record-keeping system, cash flow, farm financial statements, balance sheets, budgets, personnel management, laws and regulations, legal forms, and food safety. Prerequisites: basic command of the English language.

AGRI 017  19 credits
Hispanic Orchard Education Level V/Intro Viticulture
Taught in Spanish, this course introduces the production and management of wine grapes and their juices. Includes plant physiology, canopy management, soils, irrigation, plant nutrition, thinning, harvest, storage, marketing and vineyard financial management. Prerequisites: basic command of English language.

AGRI 018  19 credits
Hispanic Orchard Employee Education Program VI/Adv Viticulture
Taught in Spanish. Offers more in-depth information about the production systems and management of wine grapes and their juices. Includes site selection and vineyard establishment, soils, pests and irrigation management, human resources, vineyard business plan, marketing and whole farm ecosystems. Prerequisites: basic command of English language.

AGRI 030  1 credit
Private Applicator Certification in Spanish
Step-by-step instruction in Spanish in preparation for the USDA Private Applicator’s Exam. Designed for agricultural employees or agricultural land owners who want to obtain their private applicator pesticide licenses.

AGRI 070  0.5 credit
Forklift Operation Safety
Provides forklift operation safety training for an agricultural, construction or industrial setting. Topics covered: forklift physics, safety, loading techniques, inspection, maintenance, fueling and recharging. The course consists of lecture and lab practice. Students who successfully pass the course evaluation will be prepared for OSHA testing for certification.

AGRI 101  3 credits
Survey of Agriculture
Profiles American agriculture and details challenges facing contemporary agriculture. Topics include food production, processing, resource management, global food supply, and agricultural economics. Students discover rewarding agricultural career possibilities using career assessment and planning tools, such as educational portfolio development, to create a strategy for their professional future.

AGRI 105  3 credits
Agricultural Mechanics
Introduction and exploration of the theory and practice of safe operation, maintenance, service and repair of most small engines for agricultural applications. Instruction will also include employment and careers in agricultural mechanics.

AGRI 108  3 credits
Introduction to Horticulture
Provides a comprehensive introduction to the horticultural industry. Focuses on careers and occupations in this complex industry, including horticultural sciences, biotechnology and food science, pomology, viticulture, landscape design, and many related industries.

AGRI 130  3 credits
Agricultural Technologies
Explores the significant aspects of modern agricultural systems, mechanization and sustainable technology industries. Instruction will include such topics as cropping and food processing, power and delivery, mechanics, maintenance and repair, soil, water, air conservation and employment and careers in agricultural technologies and related industries.

AGRI 161  2 credits
Introduction to Plant Science
Provides a comprehensive introduction to the agricultural disciplines of the plant science world. Instruction includes plant classification, plant anatomy, physiology, and propagation; the interactions of soil, water and temperature; and dynamic plant science subjects such as genetic engineering and biotechnology.

AGRI 162  3 credits
Introduction to Soils
This course is designed to introduce students to soil science, the formation of soils, its classification, physical and chemical properties, soil fertility, life in the soil and plant nutrition. Instruction will introduce students to the impact healthy soils have on plant and animal communities and the ecosystems of our state.

AGRI 189  1-5 credits
Agriculture Leadership
Schedule and participate in industry-related activities that enhance leadership capabilities. With guidance from an instructor, develop a written plan outlining the anticipated leadership experiences and complete a portfolio detailing the completed experiences with a self-assessment of the leadership qualities gained. Out-of-pocket fees/expenses may be required. Prerequisites: instructor’s permission.

AGRI 196  1-5 credits
Cooperative Work Experience
Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. A summary portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Prerequisites: instructor’s permission.

AGRI 254  5 credits
Integrated Pest Management
Classification, morphology, anatomy, growth and development, ecology and management of arthropod, weed, disease and vertebrate pests and their natural enemies. History of pest management that includes development of IPM strategies and tactics and how they are utilized in ecologically-based pest management programs.

AGRI 255  5 credits
Orchard Integrated Pest Management
Lecture and lab-oriented class emphasizing the use of integrated pest management (IPM) in deciduous fruit orchards of the Pacific Northwest. Identification and biology of insect, mite, disease and weed pests that affect fruits. Hands-on experience with current methods for monitoring and managing major pests.
AGRI 261 5 credits
Plant Science
Develops an understanding of basic plant morphology and physiology emphasizing horticultural science and fruit tree crops. Topics include form and function of plants, plant metabolism, plant growth and development, reproduction, techniques of fruit tree improvement, and plant/environment interaction.

AGRI 262 5 credits
Introduction to Pomology
Introduction to the horticultural principles and practices used in deciduous tree fruit production and orchard management. Topics include cultivars, root stocks, climate and environment, orchard systems, orchard establishment, pruning and training, flowering, pollination, fruit set, fruit growth and thinning, fruit maturation, harvest and storage, hardiness, and acclimation.

AGRI 263 5 credits
Soils
Introduction to basic concepts of soil science, plant nutrition and water management. Topics include soil formation and development, soil structure and composition, physical properties of soils, soils mineralogy, soil chemistry, soil fertility, fertilizers, and irrigation management, and plant, soil and water relationships.

AGRI 264 5 credits
Post Harvest Technology
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest, including: fruit maturation and ripening, indexes of maturity, harvesting, fruit tree acclimation, hardiness, fruit anatomy, cultivar identification, root control, and orchard floor management. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 265 5 credits
Crop Growth & Development
Principles and practices of deciduous tree fruit production in the Northwest, including pruning, formation and renovation of bearing trees, care of non-bearing trees, rootstocks, inter-stems, dwarf fruit trees, tree structure, growth, orchard systems, orchard establishment in new and old sites. Laboratory includes extensive field work in demonstration orchards.

AGRI 266 5 credits
Crop Production Management
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest. Includes flower bud initiation and development, pollination, fertilization, pollinizers, fruit set and development, thinning and alternate bearing, frost control, fruit tree propagation, and summer pruning. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 268 5 credits
Organic Agricultural Production
In this course, learn to grow and harvest vegetables, fruits and herbs organically. Learn to prepare and sell produce to local organic markets. Prerequisites: AGRI 261 and AGRI 263 recommended.

AGRI 269 5 credits
Organic Plant Nutrition
In-depth study of organic plant nutrition. Emphasis will be on how essential nutrients affect plant growth and development and food production, including the inter-relationships between organic nutrients and soil fertility. Composting and soil building practices will be emphasized. Prerequisites: AGRI 261 recommended.

AGRI 278 5 credits
Sustainable Agriculture and Food Systems
Examination of social, economical and ecological consequences of the modern, industrial agriculture paradigm. Topics include history of agriculture, worldviews, the sustainability concept, alternative agriculture systems, world food systems, agroecology, ecological economics, biotechnology, local food systems and the geography of hunger.

AGRI 296 1-5 credits
Cooperative Work Experience II
The second level of Cooperative Work Experience is intended to continue providing authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. An expanded portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Prerequisites: instructor’s permission.

AGRI 297 5 credits
Crop Production Management
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest. Includes flower bud initiation and development, pollination, fertilization, pollinizers, fruit set and development, thinning and alternate bearing, frost control, fruit tree propagation, and summer pruning. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 298 5 credits
Post Harvest Technology
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest, including: fruit maturation and ripening, indexes of maturity, harvesting, fruit tree acclimation, hardiness, fruit anatomy, cultivar identification, root control, and orchard floor management. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 299 5 credits
Crop Growth & Development
Principles and practices of deciduous tree fruit production in the Northwest, including pruning, formation and renovation of bearing trees, care of non-bearing trees, rootstocks, inter-stems, dwarf fruit trees, tree structure, growth, orchard systems, orchard establishment in new and old sites. Laboratory includes extensive field work in demonstration orchards.

AGRI 300 5 credits
Crop Production Management
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest. Includes flower bud initiation and development, pollination, fertilization, pollinizers, fruit set and development, thinning and alternate bearing, frost control, fruit tree propagation, and summer pruning. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 301 5 credits
Post Harvest Technology
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest, including: fruit maturation and ripening, indexes of maturity, harvesting, fruit tree acclimation, hardiness, fruit anatomy, cultivar identification, root control, and orchard floor management. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 302 5 credits
Crop Growth & Development
Principles and practices of deciduous tree fruit production in the Northwest, including pruning, formation and renovation of bearing trees, care of non-bearing trees, rootstocks, inter-stems, dwarf fruit trees, tree structure, growth, orchard systems, orchard establishment in new and old sites. Laboratory includes extensive field work in demonstration orchards.

AGRI 303 5 credits
Crop Production Management
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest. Includes flower bud initiation and development, pollination, fertilization, pollinizers, fruit set and development, thinning and alternate bearing, frost control, fruit tree propagation, and summer pruning. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 304 5 credits
Post Harvest Technology
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest, including: fruit maturation and ripening, indexes of maturity, harvesting, fruit tree acclimation, hardiness, fruit anatomy, cultivar identification, root control, and orchard floor management. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 305 5 credits
Crop Growth & Development
Principles and practices of deciduous tree fruit production in the Northwest, including pruning, formation and renovation of bearing trees, care of non-bearing trees, rootstocks, inter-stems, dwarf fruit trees, tree structure, growth, orchard systems, orchard establishment in new and old sites. Laboratory includes extensive field work in demonstration orchards.

AGRI 306 5 credits
Crop Production Management
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest. Includes flower bud initiation and development, pollination, fertilization, pollinizers, fruit set and development, thinning and alternate bearing, frost control, fruit tree propagation, and summer pruning. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 307 5 credits
Post Harvest Technology
In-depth studies of principles and practices of deciduous tree fruit production in the Northwest, including: fruit maturation and ripening, indexes of maturity, harvesting, fruit tree acclimation, hardiness, fruit anatomy, cultivar identification, root control, and orchard floor management. Laboratory includes extensive field work in teaching and demonstration orchards.

AGRI 308 5 credits
Crop Growth & Development
Principles and practices of deciduous tree fruit production in the Northwest, including pruning, formation and renovation of bearing trees, care of non-bearing trees, rootstocks, inter-stems, dwarf fruit trees, tree structure, growth, orchard systems, orchard establishment in new and old sites. Laboratory includes extensive field work in demonstration orchards.

American Sign Language

ASL& 121 5 credits
American Sign Language I
Basic manual skills for communicating with severely hearing-impaired individuals. Provides an understanding of the conceptual aspects of the language. Includes the American manual alphabet and approximately 550 basic signs. Incorporates body language and facial expression.

ASL& 122 5 credits
American Sign Language II
Intermediate signing for communication using ASL. Introduction of broader vocabulary. Development and practice of conversational skills. Additional information regarding the history/culture of ASL and the deaf is explored. Prerequisite: ASL& 121 or instructor’s signature.

Anthropology

ANTH& 100 5 credits
Survey of Anthropology
A general introduction to the four fields of anthropology: biological anthropology, archaeology, anthropological linguistics and sociocultural anthropology. The approach will be scientific and evolutionary, the focus will be the order Primates, and the emphasis will be on the relationship between the biological and cultural aspects of being human.

ANTH& 204 5 credits
Archaeology
Introduction to human cultural evolution as revealed by the interpretations of the material remains of our cultural past. Includes a critical look at the history of archaeology, its methodology and the accompanying analysis of data that focuses on cultural change.

ANTH& 205 5 credits
Biological Anthropology
Study of the origins and adaptations of the human species with a focus on human diversity. Includes the scientific investigation of the primate fossil record and living populations of monkeys, apes and humans. Includes laboratory.

ANTH& 206 5 credits
Cultural Anthropology
Introduction to basic methods and theories used by sociocultural anthropologists in the field, with a focus on the dynamic nature of culture. Social and cultural variations of humankind will be analyzed by comparing the world views of various Western and non-Western peoples.
## Art

### ART& 100 5 credits
**Art Appreciation**
Appreciation of various visual art forms with emphasis on the history, materials and aesthetics of art (not a studio course).

### ART 106 5 credits
**Design: 2-Dimensional Composition and Color**
Introduction to the elements and principles of two-dimensional composition. Emphasis on planar structure, depth illusions and figure-ground relationships.

### ART 107 5 credits
**3D Design: Introduction to Sculpture**
Introduction to the elements and principles of sculpture and three-dimensional composition through a variety of processes and materials. Emphasis on spatial structure, basic volumes, and relationships of form and space.

### ART 110 5 credits
**Drawing I**
Introduction to the principles of drawing from observation. Investigation of proportion, modeling and perspective with various drawing media. Prerequisite: ART 106 recommended.

### ART 111 5 credits
**Figure Drawing I**
Introduction to the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models.

### ART 113 5 credits
**Drawing II**
Continuation of study of the principles of drawing from observation, with investigation of proportion, modeling and perspective in various drawing media. Prerequisite: ART 110.

### ART 116 5 credits
**Drawing: Figure II**
Continuation of study of the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models. Prerequisite: ART 111.

### ART 117 5 credits
**Drawing: Figure III**
Continuation of study of the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models. Prerequisite: ART 116.

### ART 130 5 credits
**Graphic Design Technology I**
An introductory, comprehensive step-by-step instruction and explanation of the “how” and “why” behind the industry standard software skills of Adobe Creative Suite, including InDesign, Photoshop and Illustrator. Students will be introduced to each feature as they work through information, including projects, reviews and step-by-step tutorials. Prerequisites: basic computer skills required or instructor’s signature.

### ART 131 5 credits
**Graphic Design Technology II**
Study of industry-standard software and how to integrate these programs into seamless communication, while producing works that conform to design principles and client expectations. Learn essential graphic-design terminology and continue developing knowledge and skills through advanced, hands-on projects implementing vector illustrations, page layouts, image manipulation and typography. Prerequisites: ART 130 required or instructor’s signature.

### ART 132 5 credits
**3D Digital Design 1: Intro to 3D Computer Aided Model**
Provides an introduction to computer-aided three-dimensional modeling technology used by designers in various disciplines including industrial design, graphic design, Web design, game design, sculpture and animation.

### ART 133 5 credits
**3D Digital Design 2: Advanced Model, Rendering and Pres**
Provides further development of skills in the computer-aided three-dimensional modeling technology used by designers in various disciplines including industrial design, graphic design, Web design, game design, sculpture and animation. Focus is on developing advanced skills in rendering and presentation.

### ART 134 5 credits
**Introduction to Graphic Design**
Introductory studio inquiry into graphic communication, including concepts and practical applications of traditional and contemporary visual art. Covers symbols, typography, information design, visual concepts and three-dimensional graphic design. Lectures, readings, demonstrations, slide presentations and group exercises are applied to visual problem solving, using digital hardware and software tools. Prerequisites: ART 130 (may be taken concurrently) or instructor’s signature.

### ART 135 5 credits
**Graphic Design I**
Covers foundations of two-dimensional visual graphic design, using basic computer skills, techniques and technology. Classic design elements of balance, harmony, variety and other design principles are explored and employed toward projects covering line and shape, type combinations, typography as design elements, color composition, drawing, photo, and collage. Prerequisites: ART 130, ART 131 (may be taken concurrently), or instructor’s signature.

### ART 136 5 credits
**Publication Design Layout and Typography**
This foundation class for graphic designers identifies issues specific to publications and ways in which design principles and techniques are applied to solve them. Topics include effectively organizing content, using type and color, understanding the development of functional and visually engaging compositions, understanding visual and informational hierarchy, and typography. Prerequisites: ART 135 or instructor’s permission.

### ART 138 5 credits
**Digital Photography**
An introduction to fundamentals of digital photography. Topics include learning to use and understand digital cameras, shooting techniques, lenses, correct exposure, lighting, composition, creative image enhancement and manipulation. Includes instruction on skills useful for graphic design. Prerequisites: ART 130 recommended.
ART 141 5 credits
Illustration I
Introduction to the study of techniques and methods used in illustration. Concentrated practice in working with available media and techniques, with emphasis on the use of design elements in creating effective graphics for visual advertising and journalistic communications.

ART 150 5 credits
Ceramics I
Introduction to the history, methods, materials, skills and equipment for creating ceramic design. Work in hand methods, wheel throwing, glazing and firing.

ART 151 5 credits
Ceramics II
Continued study and work in the methods and skills for creating ceramics. Prerequisite: ART 150.

ART 152 5 credits
Ceramics III
Continued study and work in the methods and skills for creating ceramics. Prerequisite: ART 151.

ART 154 5 credits
Sculpture I
Sculpture 1 follows 3D Design as a further investigation of three-dimensional form in art, including experience with subtractive, additive, modeling and casting processes. This project-based course focuses on developing the skills to work with traditional and non-traditional sculpture materials. Prerequisites: ART 107.

ART 201 5 credits
Art History Survey: Ancient to Medieval
Introduction to the history of art. Survey of the art and architecture of Western Civilization from prehistoric through Gothic periods.

ART 202 5 credits
Art History Survey: Renaissance
Introduction to the history of art. Survey of the art and architecture of Western Civilization from Renaissance through Neoclassical periods.

ART 203 5 credits
Art History Survey: Modern
Introduction to the history of art. Survey of the art and architecture of Western Civilization from Romantic through Modern periods.

ART 206 5 credits
Printmaking: Intaglio
Studio problems and individual development in intaglio printmaking. Includes drypoint, line etching and aquatint using traditional copperplate processes. Prerequisites: ART 106 recommended.

ART 208 5 credits
Printmaking: Relief
Studio problems and individual development in relief printmaking. Includes black and white, color, subtractive, and multiphase processes. Prerequisite: ART 106 recommended.

ART 210 5 credits
Painting I
Introduction to the principles and processes of oil and/or acrylic painting. Investigation of color and composition with various studio subjects. Prerequisite: ART 106 or ART 110 recommended.

ART 211 5 credits
Painting II
Continued study of the principles and processes of oil and/or acrylic painting. Prerequisite: ART 210.

ART 212 5 credits
Painting III
Continued study of the principles and processes of painting. Prerequisite: ART 211.

ART 213 5 credits
Watercolor I
Introduction to the principles and processes of transparent watercolor painting. Investigation of color and composition with various studio and outdoor subjects. Prerequisites: ART 106 or 110 recommended.

ART 217 5 credits
Native American Beading I
Introduction to basic materials, cultural styles and techniques of Native American beading. Three-color Peyote stitch and two-needle flatwork articles will be created.

ART 218 5 credits
Native American Beading II
Continued study in the materials, cultural styles and techniques of Native American beading. Seven colors for Peyote stitch and flatwork with student-researched designs. Prerequisite: ART 217.

ART 219 5 credits
Native American Beading III
Advanced study of the materials, cultural styles, and techniques of Native American beading, including beading onto leather and completion of a large project. Prerequisites: ART 218.

ART 220 5 credits
Painting: Advanced
Advanced study of the principles and processes of oil and/or acrylic painting. Emphasis on development of individual approaches to form and media. May be repeated. Prerequisite: ART 212.

ART 222 5 credits
Drawing: Advanced
Advanced study of the theory and practice of drawing. Emphasis on the development of individual approaches to form and media. Prerequisite: ART 113.

ART 223 5 credits
Printmaking: Advanced
Advanced study of the theory and practice of printmaking. Emphasis on the development of individual approaches to form and media. Prerequisites: ART 206 or 208.

ART 234 5 credits
Graphic Design II
Studio course covering the process and purpose of graphic design. Projects include developing graphic design solutions for logos, branding, book jackets, packaging, posters and advertising. Components of the design process including typography, layout, two-dimensional design principles, the job search and student portfolios will be covered. Prerequisites: ART 136 or instructor’s permission.

ART 235 5 credits
Web Graphic Design
Introduction to Web Graphic Design stressing fundamental principles and their application to the Web. Good Web design is not about mastering the technical details of software. The starting point of any great website is understanding color, type, layout—the building blocks of great design—essential to developing professional Web design skills. Prerequisites: ART 234 or instructor’s permission.

ART 236 5 credits
Graphic Design Branding
Capstone class investigates each phase of the branding process through comprehensive coverage of key brand applications in graphic design and advertising. Gain insight into the art of designing individual brand applications—brand identity, promotional design, identification graphics, websites and advertising. Develops strategies for generating ideas and creating brands. Prerequisites: ART 235 or instructor’s permission.
ART 250  5 credits
Ceramics: Advanced
Advanced study of the theory and practice of ceramics. Emphasis on the development of individual approaches to form and media. May be repeated. Prerequisite: ART 152.

Astronomy

ASTR& 101  5 credits
Introduction to Astronomy
Explore the universe through the images and ideas of modern astronomy while practicing basic observing techniques in the laboratory and outdoors. Includes the history of astronomy, the nature of light, the night sky, the solar system, star formation, galaxies and the expansion of the universe. Includes laboratory. Prerequisite: MATH 097 or recent algebra class.

Automotive Technology

AUTO 100  1 credit
Shop Procedures
Includes use and maintenance of special tools and equipment, service and repair record keeping, use of technical reference materials, and regulations governing the automotive repair industry. Special emphasis placed on development of a positive attitude toward personal safety, a safe workplace and treatment of hazardous materials. Prerequisites: instructor’s signature.

AUTO 110  4 credits
Electrical Systems
Modular, self-paced course presenting fundamental principles and terminology. Ohm’s Law, wiring diagrams, diagnostic and test instruments. Diagnosis and repair of batteries, starting systems, charging systems, lighting systems, operator information systems, and on-board body, computer control systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor’s signature.

AUTO 112  3 credits
Advanced Engine Repair
Modular, self-paced course covering internal combustion engine mechanical systems, components and operation. Diagnosis of component systems malfunctions. Practical application in cylinder head reconditioning and repair. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor’s signature.

AUTO 113  4 credits
Engine Performance
Modular, self-paced instructor-guided course encompassing spark-system management, fuel-system management, emissions control, computerized engine control systems sensors and actuators, and use of diagnostic equipment. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor’s signature.

AUTO 114  4 credits
Automatic Transmission/Transaxle
Modular self-paced course of study of theory, application, diagnosis and repair of fluid power, hydraulics, power transmission and final drive units as applied to automatic transmissions and transaxles. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor’s signature.

AUTO 115  4 credits
Manual Drivetrains
Modular, self-paced course of study in theory, diagnosis, adjustment and repair of manual drivetrain components including clutch, transmission, driveline and axles. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor’s signature.

AUTO 116  4 credits
Suspension Steering and Alignment Laboratory
Study and application of automotive suspension and steering systems. Studies include two-wheel and four-wheel alignment, diagnosis, adjustment, and repair of systems and system components. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor’s signature.

AUTO 117  4 credits
Brake Systems
Modular course covering theory, diagnosis, adjustment and repair of automotive brake systems including brake hydraulic systems, drum-brake and disc-brake systems, brake power boosters, parking brake systems and anti-skid brake systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor’s signature.

AUTO 118  4 credits
Auto Heating and Air Conditioning
Modular self-paced course on automotive heating and air conditioning systems, including diagnosis, service and repair of system components, theory of operation, and system controls. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor’s signature.

AUTO 210  4 credits
Advanced Electrical Systems
Modular, self-paced course presenting fundamental principles and terminology. Ohm’s Law, wiring diagrams, diagnostic and test instruments. Diagnosis and repair of batteries, starting systems, charging systems, lighting systems, operator information systems, and on-board body, computer control systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor’s signature.

AUTO 212  4 credits
Advanced Engine Repair
Modular, self-paced course covering internal combustion engine mechanical systems, components and operation. Diagnosis of component systems malfunctions. Practical application in cylinder head reconditioning and repair. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 112, or instructor’s signature.

AUTO 213  8 credits
Advanced Engine Performance
Modular, self-paced instructor-guided course encompassing spark-system management, fuel-system management, emissions control, computerized engine control systems sensors and actuators, and use of diagnostic equipment. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 113, or instructor’s signature.

AUTO 217  4 credits
A.B.S. Brakes/Scanners
Course covering theory and the use of scan tools in the diagnosis, adjustment and repair of automotive brake systems including brake hydraulic systems, drum and disc-brake systems, brake power boosters, parking brake systems and anti-skid brake systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 117, or instructor’s signature.
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<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>AUTO 219</td>
<td>Engine Drivability</td>
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<td>AUTO 220</td>
<td>Advanced Technical Practices</td>
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<td>AUTO 296</td>
<td>Cooperative Work Experience</td>
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<tr>
<td>BIOL 100</td>
<td>Survey of Biology</td>
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<td>BIOL 125</td>
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<td>BIOL 126</td>
<td>Life Continuity</td>
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<td>BIOL 127</td>
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<td>BIOL 211</td>
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<td>BIOL 214</td>
<td>Majors Ecology Lab</td>
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<td>BIOL 215</td>
<td>Environmental Science I</td>
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<td>BIOL 216</td>
<td>Plant Classification</td>
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<td>BIOL 217</td>
<td>Introduction to Ornithology</td>
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<tr>
<td>BIOL 218</td>
<td>Insect Classification</td>
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**BIOL 100 Survey of Biology**
Covers the basic biological principles and processes for the nonscience major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory.

**BIOL 125 Environmental Science**
An introductory ecologically-oriented biological sciences laboratory course studying, from an interdisciplinary perspective, the environmental problems confronting humanity. An understanding of the nature of the ecological crisis and their global implications will be emphasized. Includes laboratory.

**BIOL 126 Life Continuity**
Investigation into the continuity of life, including Mendelian genetics, reproduction, population genetics, evolutionary processes, and environmental influences on individuals and populations. Emphasis is on human congenital conditions, reproduction and evolution. Prerequisite: recent college-level biology course or instructor’s signature.

**BIOL 127 Northwest Environments**
Field-oriented course exploring the animal life and vegetation of the Pacific Northwest. Local forests, rivers, lakes and deserts examined with emphasis on ecology and plant and animal identification. Includes extensive field work. Prerequisites: interest in our local flora and fauna.

**BIOL 211 Majors Cellular**
Covers the structure and function of cells, metabolism, photosynthesis, cell reproduction, and Mendelian and molecular genetics. Recommended for science majors, preprofessional students and allied health majors. Includes laboratory. Recent college-level chemistry class CHEM& 121 strongly recommended.

**BIOL 212 Majors Plants**
Covers the structure and function of plants: plant anatomy, plant physiology, plant morphology, plant systematics and plant ecology. Plant evolution and diversity integrated throughout. Recommended for science majors and pre-professional students. Includes laboratory. Prerequisite: BIOL& 211.

**BIOL 213 Majors Animals**
Covers the structure and function of animals. Evolution and ecology of animals introduced in the beginning, then integrated throughout in a survey of the major animal systems. Animal anatomy, physiology, ecology and evolution emphasized. Recommended for science majors, especially biology and pre-professional majors. Prerequisite: BIOL& 211 highly recommended.

**BIOL 214 Plant Classification**
Identification, classification and natural history of native plants in classification and nomenclature will be introduced while studying the local native flora of the area. Includes laboratory and field study. Prerequisites: recent college-level biology course or instructor’s signature.

**BIOL 215 Environmental Science I**
Comprehensive study of environmental science with an emphasis on Pacific Northwest ecosystems. A rigorous, field-based examination of the scientific method, data collection and analysis, ecosystem analysis, biogeography, biodiversity, succession, restoration, and human populations. Prerequisites: recent college-level biology course or instructor’s signature.

**BIOL 216 Plant Classification**
Identification, classification and natural history of native plants in classification and nomenclature will be introduced while studying the local native flora of the area. Includes laboratory and field study. Prerequisites: recent college-level biology course or instructor’s signature.

**BIOL 217 Introduction to Ornithology**
Study of birds: flight, classification, behavior (migration, breeding, communication), habitats and distribution, and populations and conservation. Lab emphasizes observation and identification skills. Includes laboratory and field work. Prerequisite: an interest in birds.

**BIOL 218 Insect Classification**
Identification, classification and biology of adult insects represented in our local fauna. Includes basic insect biology, external anatomy, keying, sight identification, and collecting and preserving skills. Includes lecture, lab and field work.

**BIOL 221 Majors Ecology**
Major topics include the physical environment, how organisms interact with each other and their environment, evolutionary processes, population dynamics, communities, energy flow and ecosystems, human influences on ecosystems, and the integration and scaling of ecological processes through systems ecology. Prerequisites: one majors biology course such as BIOL& 211, 212 or 213.

**BIOL 221L Majors Ecology Lab**
Ecology lab to accompany Majors Ecology for those needing the lab component to Ecology. Hands-on, field-based ecology exercises, including terrestrial and aquatic insect sampling, restoration ecology work, bird capturing and marking, forestry hike, edge-effect exercise, and exercises in the WVC-constructed aquatic lab. Prerequisites: one majors biology course such as BIOL 211, 212 or 213.

**BIOL 225 Environmental Science II**
Comprehensive study of environmental science with an emphasis on Pacific Northwest ecosystems. A rigorous, field-based study of sustainability in agriculture and natural resources, soils, forestry, wildlife management, fisheries, water and wetland resources, climate, and global warming. Prerequisites: recent college-level biology course or instructor’s signature.
BIOL 227 5 credits
Environmental Science III
Comprehensive study of environmental science with an emphasis on Pacific Northwest ecosystems. A rigorous, field-based examination of energy production and use, alternative energy, water pollution, air pollution, ozone depletion, waste management, environmental economics, and environmental planning. Prerequisites: recent college-level biology course or instructor’s signature.

BIOL 230 5 credits
Ethnobotany
Survey of native plants of the Okanogan and their cultural, medicinal, and ecological importance to the First People and ecosystems of the Plateau Region.

BIOL& 241 5 credits
Human Anatomy & Physiology 1
Includes study of cells, tissues, and the skeletal, muscular, integumentary and nervous systems. Designed primarily for allied health majors. Prerequisite: BIOL& 211 or equivalent. Recent college-level chemistry class (CHEM& 121) with a “C” grade or better or equivalent strongly recommended.

BIOL 242 5 credits
Human Anatomy & Physiology 2
Continuation of BIOL 241. Systematic treatment of special senses and endocrine, circulatory, respiratory, digestive, urinary and reproductive systems. Includes laboratory. Designed primarily for allied health majors. Prerequisites: BIOL& 241 or equivalent.

BIOL& 260 5 credits
Microbiology
Introduction to the biology of microorganisms. Emphasis on the relationship of microbes to disease, including prevention, immunology and treatment. Designed primarily for allied health majors. Includes laboratory. Prerequisite: BIOL& 211 or equivalent. Recent college-level chemistry class (CHEM& 121) with a “C” grade or better or equivalent strongly recommended.

BUS 101 5 credits
Introduction to Business
Introduction to the basic principles of business. Surveys the stock market, economics, and principles of capitalism, global business, ethics, social responsibility, small business, management, organization theory, labor relations, marketing, and finance. Emphasis placed on current events, using Web resources, and activities related to business and economics. Prerequisites: none, but ENGL& 101 or ENGL 101 (or current enrollment) preferred.

BUS 146 5 credits
Business Ethics
An in-depth view of the many ethical dilemmas encountered in today’s organizational environment. A case-study approach is used to gain an understanding of the complex forces that shape the morals and values which are used in ethical decision-making.

BUS 177 5 credits
Business Leadership Development
Leadership development and training emphasizing leadership theory, team building, and practical application through simulations. Additionally, students will understand their individual leadership style strengths and weaknesses.

BUS 204 5 credits
Introduction to Law
Introduction to legal institutions, processes and legal reasoning. Includes the law of contracts, torts, agency, sales, bailments, negotiable instruments and personal property. Emphasis on legal reasoning, legal theory and practical applications of legal issues as they relate to business.

BUS 230 5 credits
Introduction to Entrepreneurship
Introduction to the elements of successful entrepreneurship, business opportunity identification and assessment, economic development strategies, and development of an effective business plan.

BUS 240 5 credits
Principles of Management
Study of management theory and concepts to provide students with practical tools for planning, leading, organizing, staffing and controlling within a dynamic organizational environment. Decision-making techniques for developing competitive advantages based on cost, quality, innovation and speed are emphasized. Develop a comprehensive, industry-specific management project.

BUS 241 5 credits
Principles of Marketing
Problems and practices relating to the marketing exchange process. Emphasis on planning marketing strategies for product, price, promotion and distribution issues. Gain understanding of Integrated Marketing Communications systems approach, how to apply IMC concepts to both profit and nonprofit organizations. Develop a comprehensive, industry-specific marketing plan.

BUS 245 5 credits
Small Business Management
Major focus is developing a business plan for a new or existing business, including market analyses and financial forecasts. Additional topics are human resource management, forms of ownership, operational planning, and establishing and maintaining competitive advantages.

Business Computer Technology

BCT 100 2 credits
Basic Computer Keyboarding
For students with little or no keyboarding experience and not majoring in business computer technology. Basic computer operations. Alphabet, number and symbol keyboarding and basic numeric keypad. Emphasis on techniques, accuracy and speed development. Formerly BIT 100.

BCT 101 5 credits
Beginning Keyboarding/Formatting
For students with little or no keyboarding experience who wish to learn touch keyboarding for business applications, including the numeric keypad. Basic computer technology. Basic computer operations; emphasis on touch keyboarding accuracy and speed; development of proofreading skills; basic formatting of business documents – memos, letters, reports and tables. Formerly BIT 101.

BCT 102 1 credit
Keyboarding Series
Develops and reinforces touch-type keyboarding skills through a variety of speed and accuracy drills, writings and games. Complete “real-life” simulations as well as instruction on the numeric 10-key pad. Strive to reach the industry standard of 50 wpm in a 5-minute writing. Prerequisites: computer skills.
BCT 103 1 credit  
**Computer Hardware Overview**

Introductory exploration of computer hardware - what is in the box? Includes discussion of relationships between processor speed, memory and hard-drive space as well as current storage options. This course provides the basic information to make a computer purchase decision. Part 1 of BCT 105 equivalency. Formerly BIT 103. Prerequisites: keyboarding skills. BCT 100, 101, 102 or instructor’s signature.

BCT 104 1 credit  
**Operating Systems Overview**

Use the basic functions in Windows to display files and computer status information, organize drives, files or folders efficiently, use the help function and locate information. Discussions will include variations found on Mac and Linux systems as well as expectations for new systems. Part 2 of BCT 105 equivalency. Formerly BIT 104. Prerequisites: BCT 101 and BCT 103 or instructor’s signature.

BCT 105 5 credits  
**Computer Applications**

Survey course introduces the operation and basic applications of microcomputers using Windows software. Basic concepts of hardware, software, operating systems, the Internet, word processing, spreadsheets and database applications are included. Prerequisites: keyboarding skills, BCT 100, 101 or 102 or instructor’s signature.

BCT 106 1 credit  
**Getting Started with Word Processing**

Use basic Word functions to enter, edit, cut, copy, paste and reorganize text. Documents will be enhanced with graphics and tables. Use Word tools including spell checker, grammar checker, page layout and references. Flyers, letters, template resume and research papers will be produced. Part 3 of BCT 105 equivalency. Formerly BIT 106. Prerequisites: BCT 101 and BCT 104 or instructor’s signature.

BCT 107 1 credit  
**Getting Started with Spreadsheets**

Use basic Excel functions to enter, edit, cut, copy, paste and reorganize text and data and create simple formula. Spreadsheets will be enhanced with formatting and charts. Part 4 of BCT 105 equivalency. Formerly BIT 107. Prerequisites: BCT 101 and BCT 106 or instructor’s signature.

BCT 108 1 credit  
**Getting Started with Database**

Use Microsoft Access to create a database and add basic elements such as tables, queries, forms and reports. Examine the features of built-in wizards. Either this course or BCT 109 is Part 5 of BCT 105 equivalency. Formerly BIT 108. Prerequisites: BCT 101 and BCT 107 or instructor’s signature.

BCT 109 1 credit  
**Getting Started with Presentation Graphics**

Use presentation graphics software to create and view presentations. Enhance the presentation with pictures, shapes, SmartArt, tables and charts. Apply transitions. Either this course or BCT 108 is Part 5 of BCT 105 equivalency. Formerly BIT 112. Prerequisites: BCT 101 and BCT 106 or instructor’s signature.

BCT 111 5 credits  
**Business English**

Designed to improve English-usage skills in business including sentence structure, spelling, grammar, punctuation, vocabulary, editing, proofreading and use of reference materials. Formerly BIT 111. Prerequisites: appropriate assessment score or successful completion of ENGL 097.

BCT 112 2 credits  
**Records Management**

Records management emphasizes principles and practices of effective management for both manual indexing and automated records systems. The manual indexing systems concept covers all standard indexing rules published by the Association of Records Managers and Administrators. Automated records systems provide the opportunity to work with computer databases encountered in business. Formerly BIT 171/CEC 106. Prerequisites: basic keyboarding skills.

BCT 115 2 credits  
**Resume and Interview**

Designed to promote student success in obtaining employment. Includes preparation of job search documents and participation in individual and group interviews. Formerly BIT 115. Prerequisites: highly recommended that students enrolling in this class have basic computer and word processing skills.

BCT 116 3 credits  
**Professional Work Relations**

Study of technical and interpersonal skills desired in a changing workplace environment, including leadership, teamwork, and employers’ expectations. The focus is on real-world tools for problem solving in a simulated workplace. Formerly BIT 116.

BCT 118 5 credits  
**Customer Service**

Apply office and customer service skills during a 75-hour practicum at an area business. Learn skills in verbal and nonverbal communication, positive attitudes, listening, professional telephone techniques and conflict management. Learn and apply standard office procedures and the use of office machines. Formerly BIT 102/CEC 108.

BCT 120 5 credits  
**Word Processing**

Uses a full-featured Windows word processing program to create personal and professional documents. Editing concepts and formatting techniques are used to create office documents such as memos, letters, reports and tables. May be repeated with different software. Formerly BIT 110/CEC 107. Prerequisites: keyboarding skills, BCT 100, 101, 102 and BCT 105 or instructor’s signature.

BCT 125 2 credits  
**Internet Use**

Introduction to Internet basics, Web vocabulary, use of major search engines, evaluate websites and develop research skills. Designed to prepare students to research e-topics and conduct business activities. Discover how to search for specialized databases, resources and libraries. Look at current trends. Formerly BIT 125/CEC 105. Prerequisites: BCT 105 or instructor’s signature.

BCT 128 5 credits  
**Business Math**

Practical applications in the various fields of business, including a review of basic math fundamentals. Financial calculations, buying and selling goods, simple and compound interest, taxes, lending and problem solving strategies are presented. Formerly BIT 109/CEC 114. Prerequisites: MATH 097 or equivalent.

BCT 130 5 credits  
**Spreadsheets**

A Windows spreadsheet program is used to organize and analyze data, perform numerical calculations, and illustrate relationships in numerical data with charts. Formulas, functions, graphics, 3-D References, auditing tools, consolidating and linking workbooks, and what-if analysis. May be repeated with different software. Formerly BIT 120/CEC 113. Prerequisites: MATH 097, BCT 105 or instructor’s signature.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 150</td>
<td>5</td>
<td>Database 1</td>
<td>Presents theory and application in the basic concepts and terminology of relational database management. Plan, design, build, modify and organize databases, tables, forms and reports. May be repeated with different software. Formerly BIT 205/CEC 130. Prerequisites: BCT 105, MATH 097 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 160</td>
<td>3</td>
<td>Presentation Graphics</td>
<td>Use Windows presentation graphics software to create, present and collaborate on presentations; use enhanced multimedia capabilities to deliver presentations with more impact; search reference materials, Internet services and other sources while working in presentation graphics software. May be repeated with different software. Formerly BIT 117/CEC 135. Prerequisites: BCT 105 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 170</td>
<td>2</td>
<td>Microsoft Outlook</td>
<td>Use Microsoft Outlook to store, track and organize business and personal information. Topics include managing e-mail, calendar, tasks, notes, address book, message templates, mail merge, help, customizing Outlook and Web/Outlook integration. May be repeated with different software. Formerly BIT 118. Prerequisites: BCT 105 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 190</td>
<td>1-5</td>
<td>Work Experience I</td>
<td>Designed to provide on-the-job practical field experience related to business computer technology. One credit is earned for each five hours of work experience per week. Prerequisite: permission of instructor.</td>
</tr>
<tr>
<td>BCT 200</td>
<td>5</td>
<td>Operating Systems</td>
<td>Fundamentals of Windows operating system, computer hardware and software concepts. Windows desktop, Start menu, and file system to start Windows, run programs, organize files, and for system customization and maintenance. Windows Aero, Sidebar, Mail, Search, Photo Gallery, Mobility Center, Defender, Command Prompt are included. May be repeated with different software. Formerly BIT 200. Prerequisites: BCT 105 or equivalent.</td>
</tr>
<tr>
<td>BCT 205</td>
<td>5</td>
<td>Business Communication</td>
<td>Provides learning and reinforcement in the art of communicating effectively in the business world. This is accomplished through planning, composing and evaluating written and/or oral communication and report writing. Current theories of communication, perception and cultural contexts will be used. Prerequisites: BCT 120 and ENGL 097 or placement score equivalent.</td>
</tr>
<tr>
<td>BCT 210</td>
<td>5</td>
<td>Word Processing II</td>
<td>This course is designed for experienced Word users. It provides instruction in advanced word processing. Integrative learning is emphasized. Topics include advanced features of formatting and organizing content, collaborating on documents and customizing word processing software. May be repeated with different software. Formerly BIT 210. Prerequisites: keyboarding, BIT 120 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 220</td>
<td>5</td>
<td>Spreadsheets II</td>
<td>Create, format and audit workbooks at an advanced level using database functions, macros, templates, Web tools, multiple workbooks, workgroups, imported/exported data, data tables, scenario management, Solver and VBA. May be repeated with different software. Formerly BIT 220. Prerequisites: BCT 130 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 230</td>
<td>5</td>
<td>Database II</td>
<td>Advanced instruction in the theories and technical skills of database management systems; integrative learning is emphasized. Build relational databases and use advanced features and commands including VBA. May be repeated with different software. Formerly BIT 215. Prerequisites: BCT 205 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 240</td>
<td>2</td>
<td>Microsoft Publisher</td>
<td>Basic publishing skills for creating newsletters, brochures, business cards, postcards, flyers for print, e-mail and the Web. Create a publication from scratch or use available business or personal designs software. Create, manage, revise, and distribute publications and use digital technology to enhance work. Formerly CEC 135. Prerequisites: BCT 105, BCT 120.</td>
</tr>
<tr>
<td>BCT 250</td>
<td>3</td>
<td>Desktop Publishing</td>
<td>General desktop publishing concepts including basic typography, graphics, and classic design concepts will be applied to the planning and creation a variety of small single- and multiple-page publications. This class extends concepts presented in BCT 240 Microsoft Publisher. May be repeated with different software. Formerly BIT 250. Prerequisites: BCT 240 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 251</td>
<td>3</td>
<td>Web Publishing</td>
<td>Provides an introduction to Web-editing software Logic and layout for beginning Web page designers. Provides all the information necessary to plan effective and attractive Web pages. Included are helpful tips on how to make professional-looking Web pages. May be repeated with different software. Formerly BIT 225/CEC 140. Prerequisites: BCT 105 and BCT 125 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 255</td>
<td>5</td>
<td>Adobe Illustrator</td>
<td>Industry-standard computer illustration software will be used to produce graphic designs for business and artistic applications. Creative design strategies, arrangement of graphic elements and effective use of typography will be incorporated into print, Web and multimedia presentations. May be repeated with different software. Formerly BIT 251. Prerequisites: BCT 105 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 260</td>
<td>5</td>
<td>Adobe Photoshop</td>
<td>Transform simple snapshots into works of art through software manipulation such as cropping, color management and re-touching. Create dramatic special effects. Transport images from camera and scanners to printed photos ready for a frame. May be repeated with different software. Formerly BIT 252. Prerequisites: BCT 105 or instructor’s signature.</td>
</tr>
<tr>
<td>BCT 270</td>
<td>5</td>
<td>Microsoft Project</td>
<td>Introduction to project management using Microsoft Project. Topics include creating a plan, scheduling tasks and resources, establishing relationships and constraints, resolving conflicts and tracking progress. Projects will be created from scratch in addition to modifying existing plans. Project data will be filtered for reports. Prerequisites: BCT 130 or instructor’s signature.</td>
</tr>
</tbody>
</table>
BCT 275  
Software Integrations  
This project-oriented course will prepare students to utilize spreadsheet, database, presentation, publishing and word-processing software to perform integrated tasks and functions. Complete projects and simulations that require integrating shared data and information between those programs. Prerequisites: BCT 105, 120, 130, 150, 160 or instructor’s signature.

BCT 296  
Work Experience II  
Designed to continue providing students with on-the-job practical field experience related to business computer technology. One credit is earned for each five hours of work experience per week. Formerly BIT 296. Prerequisite: permission of instructor.

Chemical Dependency Studies

CDS 100  
Survey of Chemical Dependency  
Overview of historical and current definitions of chemical dependency and abuse. The effects of abuse on behavior, health, youth, family, special populations and society. Focus on the nature of addictions, causality, progression, assessment, scope, intervention, treatment and prevention.

CDS 101  
Physiological Action of Alcohol and Other Drugs  
The human body’s physical and behavioral response to alcohol and other drugs; current research findings; basic information and terminology essential for working on treatment teams with physicians and nurses, and for communicating with patients and with patients and families. Prerequisites: CDS 100, PEH 180.

CDS 106  
Case Management of Chemical Dependency Client  
Counselor skill training in case planning and case management of the substance-abusing client. Overview of federal, state and agency policies and procedures, assessments, treatment, and discharge planning. Prerequisites: CDS 100, 101 or instructor’s signature.

CDS 110  
Cultural Diversity Counseling for Chemical Dependency Studies  
A course of study designed to improve knowledge and skills of the chemical dependency counselor while working with clients/patients with different cultural backgrounds. Prerequisites: CDS 100.

CDS 140  
Chemical Dependency Relapse Prevention  
Course will discuss the phenomena of post acute withdrawal as well as ensuing issues of relapse as they pertain to the disease of addiction, and the reuse of drugs after treatment as a separate and distinct episode not associated with treatment failure. Materials discussed are the work of T. Gorski. Prerequisites: CDS 100, 101 or instructor’s signature.

CDS 150  
Counseling the Addicted Adolescent  
An overview class covering the needs of the addicted adolescent. Covers many developmental, cognitive and physiological issues that are complicated by an adolescent’s use of alcohol or other drugs. Prerequisites: CDS 100, CDS 101 or instructor’s permission.

CDS 202  
Counseling Theory and Techniques  
Overview of communication skills theories and techniques used in developing a common understanding of addictive behavior. Comprehensive review of how people behave and an introduction to counseling methods to facilitate change in working with chemically dependent patients. Prerequisites: CDS 100, CDS 101 or instructor permission. Concurrent enrollment in CDS 207 required.

CDS 204  
Group Process in Chemical Dependency Treatment  
Theoretical foundation of group counseling as applied to alcohol/drug treatment. Use of groups in inpatient and outpatient treatment. Use of information in groups to foster change and growth. Dynamics of group interaction/group composition; goal setting; managing tasks, roles and normative boundaries; skill practice. Prerequisite: CDS 100, 101, or instructor’s permission.

CDS 205  
Chemical Dependency and the Family  
Models of family therapy and overview of structural, functional and systems approaches as applied to the chemically dependent family. Treatment issues related to family, stages of adaptation to chemical dependency, family roles, co-dependency, children of alcoholics, and adult children of alcoholics. Prerequisites: CDS 100, 101 or instructor’s permission.

CDS 207  
Law and Ethics in Chemical Dependency Counseling  
This course focuses on contemporary legal and ethical issues in the field of chemical dependency counseling including professional and peer relationships, boundaries, NADAAC code of ethics, multiple relationships and values in the counseling relationship and laws surrounding counseling including confidentiality and HIPPA regulations. Prerequisites: CDS 100, CDS 101 or instructor permission.

CDS 208  
Chemical Dependency and the Law  
A review of pertinent state and federal laws pertaining to the counseling field. A special emphasis on WACs and RCWs specific to chemical dependency counseling. Focus on contemporary legal issues in the field of chemical dependency training, services and client-counselor relationships. Prerequisites: CDS 100, CDS 101 or instructor permission.

CDS 210  
Community Prevention  
Focuses on prevention of alcohol and other drug abuse among children and adolescents. Discusses the history of prevention, current research, community needs assessments and best/promising practices in the field of prevention, and how to design and evaluate an effective prevention program.

CDS 295  
Field Experience in Chemical Dependency  
Supervised work experience in a chemical dependency treatment agency approved by college faculty. Prerequisite: instructor’s permission.
Chemistry

CHEM 106 5 credits
Drugs in Society
Explores the basis of drug action, major categories of drugs, as well as risks and benefits of drug use from an individual, social, and economic viewpoint. Other topics include historical perspective and ethno pharmacology; delivery, absorption, distribution, metabolism and elimination of drugs; modern drug development and regulation. Prerequisites: ENGL& 101 (Recommended: MATH 097).

CHEM 110 5 credits
Chemical Concepts
Chemical concepts course for the nonscience student. Basic chemical principles and laboratory techniques are applied to contemporary topics such as nuclear chemistry, energy use and pollution. While not intended for students planning to take additional chemistry classes, course may be helpful for students with limited chemistry background. Includes laboratory.

CHEM 121 5 credits
Introduction to Chemistry
Inorganic chemistry for allied health and agriculture program students or for individuals needing additional background in chemistry before enrolling in CHEM& 161. Includes laboratory. Prerequisites: CHEM& 121 or equivalent.

CHEM 131 5 credits
Introduction to Organic/Biochemistry
General survey course satisfying allied health and agriculture program requirements. Study of reactions and nomenclature and their applications to living systems. Includes laboratory. Prerequisites: CHEM& 121 or equivalent.

CHEM 161 5 credits
General Chemistry I w/lab
Study of states of matter, molecular structure, thermodynamics and reactions. For science majors, engineers and other student requiring a year or more of college chemistry. Includes laboratory. Prerequisites: high school chemistry or CHEM& 121, MATH 097 or equivalent, or appropriate math assessment score.

CHEM 162 5 credits
General Chemistry II w/lab
Study of periodic trends, solutions, chemical bonding, kinetics, equilibrium and acid base chemistry. Includes laboratory. Prerequisites: CHEM& 161.

CHEM 163 6 credits
General Chemistry III w/lab
Descriptive chemistry of metals, aqueous chemistry, equilibria related to solubility and thermodynamics, and electrochemistry. Discussion and measurement of the qualitative and quantitative chemistry of common cations and anions. Includes two laboratories per week. Prerequisite: CHEM& 162.

CHEM 261 6 credits
Organic Chemistry I
The first of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. Topics include structure, nomenclature, physical properties, reactions and synthesis of the main types of organic compounds. Lab included. Prerequisites: CHEM& 163 with lab.

CHEM 262 6 credits
Organic Chemistry II
The second of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. CHEM& 262 furthers the development of the properties, transformations and identification of organic molecules. Lab included. Prerequisites: CHEM& 261: Organic Chemistry I w/Lab.

CHEM 263 6 credits
Organic Chemistry III
The third of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. CHEM& 263 furthers discussion of the properties, transformations and identification of organic molecules, including biomolecules. Lab included. Prerequisites: CHEM& 262: Organic Chemistry II w/Lab.

Communications

CMST& 101 5 credits
Introduction to Communication
Introduction to basic theory and practice of effective communication in interpersonal, small group, public and mass communication contexts. Emphasizes self-concept, listening, verbal and nonverbal communication, small-group interaction, public speaking presentation techniques, and mass communication analysis.

CMST& 210 5 credits
Interpersonal Communication
Introduction to basic theory and practice of understanding the variables affecting communication in interpersonal relationships. Emphasizes personal perception, self-concept, and verbal and nonverbal language. Focus is on informal communication settings.

CMST 220 5 credits
Public Speaking
Preparation and delivery of speeches to an audience. Emphasizes choice and organization of material, development of personal assurance, audience analysis, and the improvement of vocal and physical skills.

Computer Science

CSC 101 5 credits
Introduction to Programming
Introduction to computer programming. Intended for non-science majors. Explores the basics of computer programming using the BASIC language. Topics include console I/O, variables, expressions, decisions, arrays, repetition, console graphics, file I/O and functions. Prerequisites: MATH 096, word processing competency.

CSC 151 5 credits
Web Design I
Introduction to Web content development using HTML and a variety of Web development tools. Prerequisite: familiarity with Windows Operating System.

CSC 152 5 credits
Web Design II
Web design and development using PHP and MySQL as well as graphics and dynamic content, such as Javascript, Flash animations, etc. Prerequisites: CSC 151 or instructor’s permission.

CSC 154 5 credits
Macromedia Flash
Introduces the Macromedia Flash multimedia authoring platform. Students will use Macromedia Flash to integrate images, drawing, audio, video and text into multimedia applications that can be published to an Internet website.

CSC 201 5 credits
Programming Fundamentals
Introduces programming fundamentals using a procedural, object-oriented language. Topics include expressions, simple I/O, data storage, variable usage, decision and repetition control structures, functions and parameter passing, design principles, and problem solving strategies. Prerequisites: MATH 097, word processing competency.
CTS 202 5 credits
Intermediate Programming
Introduces the concept of object-oriented programming to students with a background in the procedural paradigm. Topics include project management, classes, APIs, instantiation of objects, references, lists, file I/O of records, inheritance, composition, polymorphism, interfaces, exception handling, computer graphics and basic GUI programming. Prerequisites: CSC 201.

CTS 203 5 credits
Data Structures and Algorithms
Introduces the fundamental concepts of classic data structures with associated algorithms. Topics include recursion, searching and sorting lists (arrays, linked lists, stacks, queues, vectors), algorithmic analysis, big O notation, expression parsing, binary search operations, heaps, priority queues, other types of trees, Huffman encoding, toolbars, hash tables, and graphs. Prerequisites: CSC 202.

CSC 241 5 credits
SQL Database Development
Explores the use of SQL to create, populate and maintain databases. Topics include entity relations, normalization, referential integrity, join types, selections, insertions, updates, deletes, constraints, views, indexing, stored procedures, triggers, cursors, ER modeling and database design. Prerequisite: CSC 202.

Computer Technology

CTS 105 3 credits
Survey of Networking
Networking for non-CTS majors or students seeking additional background on networking. Introduces the basics of networking, such as peer-to-peer, LANs, and WANs. Discover the history behind networking and how people use networking in the real world. Understand how computers share information. Learn the vocabulary of networking—understand the terms, abbreviations and acronyms.

CTS 110 5 credits
Computer Hardware
Computer hardware troubleshooting. Designed to help prepare students for industry certifications as well as provide practical hands-on experience.

CTS 115 5 credits
Computer Software
Fundamentals of supporting and troubleshooting computer operating systems. Prepare to pass CompTIA’s A+ OS certification exam. Covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting and troubleshooting the different Windows operating systems.

CTS 120 5 credits
Introduction to Networking
Beginning course in data networks. Emphasis is placed on the OSI model and discovery of modern data network design. Learn the functions and appropriate use of network hardware, software and protocols. Helps prepare students to pass CompTIA’s Network+ certification exam.

CTS 130 5 credits
Client Operating Systems
Familiarizes students with client operating systems (Windows, Linux, Mac OS platforms) with emphasis on connectivity, troubleshooting and architectural models. Gain hands-on experience in the process of installing and configuring network clients.

CTS 140 5 credits
Server Operating Systems
Introduces the fundamentals of planning, implementing, managing and troubleshooting network servers in a modern LAN environment. Topics include connectivity, security, maintenance and disaster planning/recovery. Install and configure Windows server.

CTS 150 5 credits
Network Infrastructure
Prepares students for industry certification exams. Learn to manage and maintain a Windows server environment. Provides an overview of networking, IP addressing basics, configuring a network interface, implementing Dynamic Host Configuration Protocol (DHCP), monitoring and managing DHCP and DNS. Prerequisites: CTS 140 or instructor’s permission.

CTS 195 2 credits
Technology Seminar
Regularly scheduled seminar covering contemporary news and issues dealing with technology. May be repeated with different topics.

CTS 221 5 credits
Introduction to Linux
Provides a comprehensive overview of the Linux operating system. Become familiar with the Linux command-line environment, utilities and applications, as well as the graphical X Window environment.

CTS 222 5 credits
Security Fundamentals
In this introductory course in network security, learn security fundamentals. Includes identification of security issues in modern networks and how to design a network to avoid security problems. Helps students prepare for the CompTIA Security+ Certificate.

CTS 225 5 credits
Web Server Management
Training in setting up, managing, securing and troubleshooting Web servers in both Windows and Linux environments. Prerequisites: CTS 140 or instructor’s permission.

CTS 222 5 credits
Network Design
Advanced course that covers LAN/WAN design and installation. Topics include networking theory, network design issues. Prerequisites: CTS 140 or instructor’s permission.

CTS 235 5 credits
Managing Mail and News Servers
Covers a wide range of material about e-mail servers, from installation, configuration, administration, troubleshooting and maintenance. Prerequisites: CTS 140 or instructor’s permission.

CTS 295 2 credits
Technology Seminar
Regularly scheduled seminar covering contemporary news and issues dealing with technology. May be repeated with different topics.
Cooperative Work Experience

CWE 195  1-5 credits  Workplace Experience and Practicum
Provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with on-the-job training. Students must participate in 11 hours of seminars on campus.

CWE 196/296  1-5 credits  Cooperative Work Experience
Provides on-the-job practical field experience while offering college credit. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be appropriately related to the educational and career objectives of the student. Prerequisite: approved application.

Criminal Justice

CJ 101  5 credits  Introduction to Criminal Justice
Overview of the scope of the law enforcement officer’s role. Jurisdiction of local, state and federal agencies, career opportunities, and qualifications for recruitment are emphasized. Includes administration of justice concepts.

CJ 110  5 credits  Police Organization and Administration
Introduces principles, concepts and theories relating to a police organization and administration within line and staff functions in the uniformed and investigative units.

CJ 120  5 credits  Introduction to Criminal Law
Basic concepts of Titles 9 and 9A of the Revised Code of Washington are presented in this course. Elements, purposes and functions of criminal law are emphasized.

CJ 130  5 credits  Introduction to Juvenile Justice
Course covers the elements, functions and purpose of juvenile law. Arrest, detention, petition, records, interviewing and interrogation, overview of contributing factors to delinquency and the officer’s role in prevention are emphasized.

CJ 140  5 credits  Criminal Justice Report Writing
Presents technical writing content specific to the criminal justice system including standard grammar/punctuation and basic composition skills. Content includes forms such as traffic citations, traffic accidents or evidence tags, and a variety of technical reports for which information may be obtained from investigations, interrogations or other written reports.

CJ 150  5 credits  Laws of Arrest, Search and Seizure
Concepts of how to conduct a lawful arrest; search and seizure of suspects and evidence; and practicalities of conducting a search of persons, cars and houses are emphasized in this course.

CJ 201  5 credits  Criminal Investigations
Origins and development of criminal investigation. Emphasis on the scientific method, interrelationship of criminal investigations with criminalistics; recognition, documentation and collection of physical evidence; rules of evidence including admissibility, chain of custody and hearsay. Case studies will be used to illustrate the methodology of criminal investigation.

CJ 210  5 credits  Introduction to Corrections
Principles and practices of the corrections field are explored in this course. Objectives of probation and parole with an overview of rehabilitation methods and institutional settings are emphasized.

CJ 220  5 credits  Crime Scene Investigations
All aspects of crime scene investigations. Areas of emphasis include fundamentals and techniques of investigations; crime scene search; field applications in the development, collection and preservation of physical evidence. Classification and rules of evidence, admissibility, weight and value of evidence, witnesses, and presentation of evidence in court also are included.

CJ 230  5 credits  Crisis Intervention
Theories of perception, emotion, motivation, personality and nonverbal communication used as tools by police officers in everyday contacts. Understanding and predicting human behavior in common police situations. Develop objective approaches to human relations problems and the ability to exercise skills in personal power and nonjudgmental communication.

CJ 240  5 credits  Introduction to Traffic Investigations
Gain basic skills and knowledge in traffic accident investigation. Practical applications and techniques required to conduct a field investigation are emphasized. Basics of traffic control and traffic laws also are presented.

CJ 250  5 credits  Professional Development
Self-development activities are provided to assist students in gaining employment after graduation. Activities include civil service examinations, both written and oral, and exercises in professional conduct. Each student will go through initial physical assessments, physical training and final physical assessment in preparation for hiring standards and academy level testing standards.

CJ 260  5 credits  Introduction to White Collar Crime
Examines concepts, extent and costs of white-collar and organized crime. "Upperclass" offenders are described/contrasted to the common "street" criminals. Individual/organizational forms of white-collar crime are reviewed and assessed. Special attention is paid to the use of criminal law in the control of what was once a civil arena.

CJ 261  5 credits  Law Enforcement Research Methods
Introduces concepts, approaches and methods for conducting and analyzing empirical research for criminal justice settings. Topics covered include: quantitative and qualitative research for criminal justice settings. Topics include regression analysis, surveying, sampling, data tabulation and assessing how to choose the appropriate method for specific law enforcement situations.

CJ 262  5 credits  Criminal Justice Interpersonal Communication Skills
Interpersonal communication skills and with practical applications for criminal justice settings. Topics include: effective listening, techniques for diffusing emotionally charged situations, recognizing criminal behavior dynamics, effective confrontation strategies and identifying problematic behaviors. Designed to increase observation and articulation skills used in emotionally charged situations common in criminal justice environments.
**CJ 196** 1-5 credits
Cooperative Work Experience
Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor’s permission.

**CJ 296** 1-5 credits
Second level of Cooperative Work Experience is intended to continue providing authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor’s permission.

**Early Childhood Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>5</td>
<td>Introduction to Early Childhood Education</td>
<td>Overview of early childhood philosophies with respect to learning environments and their relationships to growth and development in all areas; developmentally appropriate practice in child guidance, professional development; strategies for ensuring a well-run program; and productive relationships with families. (Provides 50 clock hours toward CDA certification.) Prerequisite: concurrent enrollment in ECE 131 required.</td>
</tr>
<tr>
<td>ECE 108</td>
<td>3</td>
<td>Health, Safety and Nutrition</td>
<td>Study of health, safety and nutrition guidelines that promote quality in an early childhood setting. Examination of the relationship between a healthy and safe environment, the family, and a child’s growth and development. Community resources available to ECE programs and parents of young children will be identified.</td>
</tr>
<tr>
<td>ECE 113</td>
<td>3</td>
<td>Child Guidance</td>
<td>Introduction to the dynamics that affect children’s social growth, including age, teacher, parent, care giving, environment, genetic factors, traumas and losses. Developmentally appropriate and inappropriate guidance techniques will be examined along with current guidance theories. Community resources available to ECE programs and parents of young children will be identified.</td>
</tr>
<tr>
<td>ECE 116</td>
<td>3</td>
<td>Working with Families</td>
<td>Covers knowledge and skills needed to establish positive and productive relationships with families. Ideas to help support each child’s relationship within the family and ways to encourage family involvement in the program will be included. Concurrent enrollment in ECE 133 required for students pursuing ECE one-year certificate or ATS degree.</td>
</tr>
<tr>
<td>ECE 117</td>
<td>3</td>
<td>Diversity</td>
<td>Introduction to incorporating cultural, ethnic, racial, gender and physical diversity into the early childhood setting. Includes recognizing and resisting stereotypical and discriminatory behavior and working with parents and communities to create a supportive environment for diversity.</td>
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<tr>
<td>ECE 118</td>
<td>3</td>
<td>Early Childhood Environments</td>
<td>Addresses the impact of indoor and outdoor environments on learning and social climate in early childhood settings. The influence of environment on each developmental area, creativity, problem solving and social relationships will be stressed.</td>
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**Culinary Arts**

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<tr>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CULI 101</td>
<td>7</td>
<td>Basic Culinary Skills</td>
<td>Training for career opportunities in the institutional food service industry. Learn and practice safety and sanitation procedures, use and maintain commercial food service equipment, learn basic cooking and baking methods, plate presentation and service, technical math for food service employees, and train for dining room management. Prerequisites: food handlers’ permit, ABE Math III or appropriate assessment score.</td>
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**Custom Job Skill Training**

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<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJST 076</td>
<td>1-5</td>
<td>Intensive GD - WorkFirst</td>
<td>WorkFirst students will increase advanced skills appropriate for success on the GED tests. Emphasis on application of vocabulary and language patterns to understand and recognize words, on math processes, and on essay writing and grammar. Prerequisites: CASAS placement.</td>
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**Drama**

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<th>Course Code</th>
<th>Credits</th>
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<tr>
<td>DRMA&amp; 101</td>
<td>5</td>
<td>Introduction to Theater</td>
<td>A study of theater as an art form. Emphasis on Western dramatic literature analysis from Sophocles to Shepard; theatrical history and the roles of the various theater artists/playwrights, actors, directors and designers in the production of plays.</td>
</tr>
<tr>
<td>ECE 119</td>
<td>1</td>
<td>ECE Cornerstone</td>
<td>Provides an overview of the early childhood education program expectations and philosophy. Students will gain knowledge and skills in collecting work samples for the professional portfolio which they are required to develop in ECE 260.</td>
</tr>
<tr>
<td>ECE 120</td>
<td>1</td>
<td>Understand Behaviors and Bldg Relations/Children</td>
<td>In this course students will learn about relationship-based care, influences on children’s behavior, goals of mistaken behavior and temperament. (Students who successfully complete ECE 121, 122 and 123 meet the ECE degree requirement of ECE 113.)</td>
</tr>
<tr>
<td>ECE 121</td>
<td>1</td>
<td>The Encouraging Classroom</td>
<td>Focuses on using the environment to support children’s positive behavior, developmentally appropriate guidance practices, guidance vs. punishment and involving families to support children’s social and emotional growth. (Students who successfully complete ECE 121, 122 and 123 meet the ECE degree requirement of ECE 113.)</td>
</tr>
<tr>
<td>ECE 122</td>
<td>1</td>
<td>Positive Guidance</td>
<td>Focuses on positive communication and direct guidance techniques to support children’s social/emotional development and strategies for specific challenging behaviors. (Students who successfully complete ECE 121, 122 and 123 meet the ECE degree requirement of ECE 113.)</td>
</tr>
<tr>
<td>ECE 123</td>
<td>1</td>
<td>CDA Field Experience-IBEST</td>
<td>Under the direct supervision of a qualified early childhood professional, take on the role of the lead teacher to demonstrate proficiency in the skills needed to acquire a CDA credential. The ECE instructor will observe the student using the CDA classroom observation tool to assess the student’s competency. Prerequisite: concurrent enrollment in ECE 141.</td>
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<td>Course Code</td>
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<td>ECE 131</td>
<td>2</td>
<td>Field Experience I</td>
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<td>Complete 15 hours of field experience in each of the following four approved</td>
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<td>early childhood education settings: family home child care program, child care</td>
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<td>center or privately owned preschool, Head Start/ ECEAP program, and</td>
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<td>kindergarten through third-grade classroom (60 hours total). Concurrent</td>
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<td>enrollment in ECE 101 required.</td>
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<td>ECE 132</td>
<td>2</td>
<td>Field Experience II</td>
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<td>Complete 15 hours of field experience in each of the following four approved</td>
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<td>early childhood education settings: infant/toddler program, preschool program,</td>
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<td></td>
<td>kindergarten or first-grade classroom, and second- or third-grade classroom</td>
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<td>(60 hours total). Concurrent enrollment in ECE 132 required.</td>
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<td>ECE 133</td>
<td>2</td>
<td>ECE Field Experience III</td>
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<td>Complete 66 hours of field experience in an approved early childhood setting</td>
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<td>with a qualified teacher. Apply classroom theory from ECE 116 to actual</td>
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<td>practice of technical skills per Washington Skill Standards. Concurrent</td>
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<td>enrollment in ECE 116 required for students who are pursuing ECE certificate</td>
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<td>or ATS degree.</td>
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<td>ECE 140</td>
<td>2</td>
<td>CDA Capstone</td>
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<td>Course assists students in final preparation for CDA assessment. Develop CDA</td>
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<td>professional resource file, distribute parent questionnaires and review CDA</td>
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<td>competency goals/functional areas. Formal observation not included - students</td>
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<td>must contract with an independent adviser to fulfill the formal observation</td>
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<td>requirement. (CDA assessment fee is NOT included in the cost of this course.)</td>
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<td>Prerequisites: ECE 101, ECE 102, first aid/CPR training, blood-borne pathogen</td>
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<td>education, and have at least 480 hours of experience working with preschool</td>
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<td>children within the past five years.</td>
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<td>ECE 141</td>
<td>4</td>
<td>CDA Capstone IBEST</td>
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<td>Assists students in final preparation for CDA assessment. Develop CDA</td>
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<td>professional resources files, distribute parent questionnaires and review CDA</td>
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<td>competency goals/functional areas. Integrates technical early childhood</td>
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<td>education and adult basic skills instruction. Prerequisites: ECE 101,</td>
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<td>102, first aid/CPR and bloodborne pathogens education, and at least 480 hours</td>
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<td>of experience working with children, five years of age or younger, within the</td>
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<td>past five years.</td>
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<td>ECE 206</td>
<td>3</td>
<td>Sharing Literature with Children</td>
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<td></td>
<td>Develop competence in selecting various types of literature for young</td>
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<td>children. Methods of providing literacy experiences, such as storytelling,</td>
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<td>flannel board and dramatic play, will be explored. Strategies for</td>
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<td>incorporating family and community resources included.</td>
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<td>ECE 212</td>
<td>3</td>
<td>Observation &amp; Assessment</td>
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<td>Provides students with the knowledge and skills necessary in observing and</td>
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<td>recording behaviors of young children in a variety of early childhood</td>
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<td>settings. Select screening and assessment tools appropriate for the needs of</td>
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<td>the child and determine curricular direction based on the data collection.</td>
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<td>Concurrent enrollment in ECE 212 required.</td>
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<td>ECE 215</td>
<td>3</td>
<td>Curriculum and Program</td>
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<td></td>
<td></td>
<td>Development for Infants and Toddler</td>
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<td>Investigation of the requirements of quality developmental programs specific</td>
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<td>to infants and toddlers ages birth to three years. Includes understanding of</td>
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<td>general and individual child development; respect for family culture and</td>
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<td>partnerships; a safe, healthy environment that stimulates and nurtures;</td>
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<td>hands-on child directed experiences; and respectful and caring interactions.</td>
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<td>Prerequisites: ECE 101, EDUC&amp; 115, ECE 108, 113, 116, 117, 119, EDUC&amp; 204,</td>
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<td>131, 132, 133, 212.</td>
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<td>ECE 216</td>
<td>3</td>
<td>Curriculum/Program</td>
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<td>Development: School-Age Children</td>
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<td>Investigation of the requirements of quality programs specific to children</td>
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<td>ages five to 15. Includes general and individual development during the</td>
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<td>school-age years; providing a safe, healthy environment that is active and</td>
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<td>age-appropriate; guidance and discipline issues and techniques; and the</td>
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<td>importance of respecting and working with all families.</td>
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<td>ECE 219</td>
<td>5</td>
<td>Language and Literacy Development</td>
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<td></td>
<td>Covers the fundamental concepts of how language is acquired and literacy</td>
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<td>experiences in children from birth through eight years. Methods of</td>
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<td>enhancing language development, listening skills, and emergent reading and</td>
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<td>writing skills in the early childhood setting and family environment will be</td>
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<td>explored. Prerequisites: ECE 101, EDUC&amp; 115, ECE 108, 113, 116, 117, 119,</td>
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<td>EDUC&amp; 204, 131, 132, 133, 212.</td>
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<td>ECE 220</td>
<td>3</td>
<td>Math and Science in Early Childhood</td>
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<td>Methods, materials and vocabulary to use in individualized and developmentally</td>
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<td>appropriate math and science experiences in early childhood and family</td>
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<td>environments. Role of technology will be explored. Concurrent enrollment in</td>
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<td>ECE 231 required. Prerequisites: ECE 101, EDUC&amp; 115, ECE 108, 113, 116, 117,</td>
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<td>119, EDUC&amp; 204, ECE 131, 132, 133, 212.</td>
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<td>ECE 221</td>
<td>3</td>
<td>Movement/Motor Development in Early Childhood</td>
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<td>Learn to select, create and use activities to foster development of muscle</td>
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<td>coordination and strength, body awareness, movement, balance, and endurance.</td>
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<td>Individual areas of physical and creative activities will be explored, as</td>
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<td>will family and community influences. Prerequisites: ECE 101, EDUC&amp; 115, ECE</td>
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<td>ECE 222</td>
<td>3</td>
<td>Arts and the Creative Process</td>
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<td>Provides students with skills to plan and implement creative experiences in</td>
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<td>art, music, drama and literature. Community resources will be identified.</td>
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<td>The relationship of the creative domain to other developmental domains is a</td>
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<td>focus. Concurrent enrollment in ECE 232 required for students pursuing an ECE</td>
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<td>certificate or ATS degree. Prerequisites: all first-year ECE classes must be</td>
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<td>completed before enrolling in this course.</td>
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<td>ECE 225</td>
<td>1</td>
<td>Literacy and Young Children</td>
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<td>Identify literacy behaviors and discuss the value of early literacy learning.</td>
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<td>Children’s literature will be examined, including a study of genre.</td>
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<td>Participants will discuss criteria for book selection, including the use of</td>
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<td>multicultural books. Literacy will be defined through the interrelated areas</td>
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<td>of speaking, listening, writing and reading.</td>
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<td>ECE 226</td>
<td>1</td>
<td>Environment, Curriculum and Literacy</td>
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<td>Focuses on both the importance of a language-rich physical environment and</td>
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<td>the role of adults in promoting literacy skills. Learn the importance of</td>
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<td>talking, singing and telling stories. Read-aloud strategies, including dialogic</td>
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<td>techniques, are demonstrated. Learn to use assessment and share strategies</td>
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<td>for documenting progress.</td>
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ECE 227 1 credit
Developing a Literacy Program
Practice how to integrate reading, writing, listening and speaking into activity plans. Strategies for how to recognize language delays, where to refer for assessment, how to individualize instruction and how to use reflective learning to identify personal teaching goals in the area of language and literacy for children.

ECE 231 2 credits
Field Experience IV
Complete 60 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from ECE 220 to actual practice of technical skills as defined in the Washington Skill Standards for Early Childhood Professionals. Concurrent enrollment in ECE 220 required. Prerequisites: all first-year ECE classes must be completed before enrolling in this course.

ECE 232 2 credits
ECE Field Experience V
Complete 66 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from ECE 222 to actual practice of technical skills per Washington Skill Standards. Concurrent enrollment in ECE 222 required for students pursuing ECE certificate or ATS degree. Prerequisites: all first-year ECE classes must be completed before enrolling in this course.

ECE 251 1 credit
Supporting Healthy Social and Emotional Development
Early care and education professionals will learn about the emerging language of the young child, fostering secure caregiver-child relationships and the importance of culturally responsive partnerships with families. (Students who successfully complete ECE 251, 252 and 253 meet the ECE degree requirement of ECE 215.)

ECE 252 1 credit
Infant-Toddler: Encouraging Healthy Physical Development
Focuses on infant/toddler care-giving practices to support healthy and safe environments for sensorimotor exploration. Explore ways to partner with families about sleeping issues and feeding interactions to support the healthy development. (Students who successfully complete ECE 251, 252 and 253 meet the ECE degree requirement of ECE 215.)

ECE 253 1 credit
Infant-Toddler Caregiving: Responsive Learning Environment
Explore how to create safe, nurturing and engaging environments to support culturally responsive early learning, brain and language development in the earliest years. (Students who successfully complete ECE 251, 252 and 253 meet the ECE degree requirement of ECE 215.)

ECE 260 1 credit
ECE Capstone
Provides the knowledge and skills needed to develop and maintain a professional portfolio to use in job searches and other career endeavors. Prerequisites: ECE 101, EDUC& 115, ECE 108, 113, 116, 117, 119, EDUC& 204, ECE 131, 132, 133, 212.

ECE 261 1 credit
Program Administration
This course emphasizes the technical knowledge necessary to develop and maintain a quality early care and education program. Focuses on planning, developing and managing a center, and meeting licensing, accreditation regulations, and guidelines. (Students who successfully complete ECE 261, 262 and 263 meet the ECE degree requirement of ECE 265.)

ECE 262 1 credit
Operation of Children’s Programs
Focuses on the operation of children’s programs in early learning centers. Addresses the grouping of children, creating developmentally appropriate curriculum that is relevant for children from birth through age eight, and implementing a food program. (Students who successfully complete ECE 261, 262 and 263 meet the ECE degree requirement of ECE 265.)

ECE 263 1 credit
Staffing and Professional Development
Addresses staff recruitment, retention, support and supervision, which will lay a foundation for positive personnel management. Professional responsibilities such as cultural responsiveness and reflective practice are examined. (Students who successfully complete ECE 261, 262 and 263 meet the ECE degree requirement of ECE 265.)

ECE 265 3 credits
Program Management
Focuses on the knowledge and skills necessary to open, operate and manage an early childhood program. Topics include licensing, accreditation, budgeting, personnel management, curriculum development, learning environments and professionalism. Prerequisites: ECE 101, EDUC& 115, ECE 108, 113, 116, 117, 119, EDUC& 204, ECE 131, 132, 133, 212.

ECE 266 1 credit
Creating Community Among Adults in Early Care Setting
Emphasizes technical knowledge needed to understand the importance of adult relationships in early learning settings. Focuses on why relationships matter, how adult relationships impact children, relationship-based practices, and positive relationships between staff and management. Instruction in English or Spanish. (Students who successfully complete ECE 266, 267 and 268 meet the ECE degree requirement of ECE 116.) Prerequisite: by permission of program coordinator.

ECE 267 1 credit
Building a Caring Community with Children
Introductory concepts of relationship-based care, caregiver’s role in building and supporting relationships with young children, learning through organizing thoughts around relationships, impact relationships have on thinking and language development of young children. Instruction in English or Spanish (ECE 266, 267 and 263 meet requirement of ECE 116). Prerequisites: by permission of program coordinator.

ECE 268 1 credit
Bldg Quality Relationships with Parents and Families
Understanding the needs families have when children are placed in early learning programs. Cultural impacts on relationships between caregivers, children and parents. Making parents feel welcomed, accepted and valued. In English or Spanish. (ECE 266, 267 and 268 meet the requirement of ECE 116.) Prerequisites: by permission of program coordinator.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 290</td>
<td>4</td>
<td>Early Childhood Education Practicum</td>
<td>Complete 90 hours of field experience in an approved early childhood setting. Under the direct supervision of a qualified early childhood professional, take on the role of lead teacher to demonstrate skills in curriculum planning and implementation, child guidance, environmental design, and communication with families and program staff. Meet once a week with course instructor to discuss practicum experiences. Prerequisite: completion of all ECE classes except ECE 205 and 260.</td>
</tr>
<tr>
<td>ECE 295</td>
<td>3</td>
<td>Practicum II</td>
<td>Build on skills and knowledge gained in second-year coursework through participating in practical field experience in an approved early childhood education setting with a qualified teacher. Develop and implement lesson plans, lead individual and group activities, and practice classroom management and behavior guidance techniques. Prerequisite: program director’s signature.</td>
</tr>
<tr>
<td>ECON 101</td>
<td>5</td>
<td>Introduction to Economics</td>
<td>Study of the organization and operation of the U.S. economic system including the roles of consumers, businesses and government. Investigation of the problems and policies associated with economic growth, environmental pollution, inflation, unemployment, poverty, energy and international trade.</td>
</tr>
<tr>
<td>ECON&amp; 201</td>
<td>5</td>
<td>Micro Economics</td>
<td>Study of consumer behavior and the revenue concepts, firm behavior and the cost concepts, price and employment theory, industrial organization, labor, agricultural and international economics.</td>
</tr>
<tr>
<td>ECON&amp; 202</td>
<td>5</td>
<td>Macro Economics</td>
<td>Study of the structure and operation of the U.S. economic system, including economic institutions, resources, price mechanisms, public finance, economic fluctuations, national income accounting, macroeconomic theory, fiscal policy, the banking system, monetary policy and economic growth. Prerequisite: ECON&amp; 201 recommended.</td>
</tr>
<tr>
<td>EDUC 130</td>
<td>2</td>
<td>Tutor Training I</td>
<td>Presents basic orientation to tutoring program policies and procedures, tutoring methods and interpersonal relationship skills for tutors. Prerequisites: college-level writing skills and acceptance in an established tutoring program or permission of instructor.</td>
</tr>
<tr>
<td>EDUC 131</td>
<td>2</td>
<td>Tutor Training II</td>
<td>Presents tutor center management, advanced tutoring methods and interpersonal relationship skills for tutoring. Prerequisites: college-level writing skills and one year’s experience in a tutoring program or permission of instructor.</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>5</td>
<td>Introduction to Education</td>
<td>Introduction to the opportunities of education as a professional career. Study of the role, preparation and certification of teachers. Discussion of the responsibilities, organization, control and financing of schools in America. Prerequisites: ENGL 101 or equivalent, or instructor’s permission.</td>
</tr>
<tr>
<td>EDUC&amp; 115</td>
<td>5</td>
<td>Child Development</td>
<td>Child development in all areas including physical, social, emotional, communication and cognitive. Looks at patterns and sequences as well as individual development. Will consider the impact of community, family, cultures, disabilities and other external forces on development. Provides 30 clock hours toward CDA certification.</td>
</tr>
<tr>
<td>EDUC&amp; 204</td>
<td>5</td>
<td>Exceptional Child</td>
<td>Introduction to the field of special education. Includes various categories of disabilities and special needs, legal and historical perspectives for special education services, roles and responsibilities of special education team members, and instructional strategies for teaching in a special education environment. (Covers the 14 core competencies for special education paraeducators.)</td>
</tr>
<tr>
<td>ELEC 115</td>
<td>5</td>
<td>Applied Electricity</td>
<td>An introduction to applied electricity in the industrial trades, this course discusses basic alternating (AC) and direct (DC) current, transformers, motors, relays, reactance, electrical power generation and power distribution systems. Prerequisites: MATH 096 or instructor’s signature.</td>
</tr>
<tr>
<td>ELEC 125</td>
<td>5</td>
<td>Wiring Diagrams and Schematics</td>
<td>In-depth study of ladder and pictorial wiring diagrams and schematics as applied to various industrial applications specifically in electronics, manufacturing, industrial food processing, refrigeration and industrial equipment manufacturers’ circuits. Prerequisites: ELEC 115 or instructor’s signature.</td>
</tr>
<tr>
<td>ELEC 135</td>
<td>3</td>
<td>Control Fundamentals</td>
<td>Basic introductory course for understanding control theory and principles of automatic controls used for residential, commercial and industrial equipment. Includes application, service and installation procedures for electrical, electronic and mechanical control systems. Prerequisites: ELEC 125 or instructor’s signature.</td>
</tr>
<tr>
<td>ELEC 225</td>
<td>5</td>
<td>Industrial Electricity and Controls</td>
<td>Review of industrial electricity to include discussion on generation, power distribution, wiring, electrical code, transformers, solid-state motor starters, AC and DC motors, power-factor correction, speed controllers and schematics. Prerequisite: ELEC 115.</td>
</tr>
<tr>
<td>EAP 065</td>
<td>5</td>
<td>English Pronunciation</td>
<td>Learn the correct pronunciation of English words through phonetic exercises with emphasis on vowel and consonant syllable use. Tongue and mouth placement will be stressed with visuals. There will be homework practice.</td>
</tr>
<tr>
<td>EAP 066</td>
<td>5</td>
<td>Pronunciation II</td>
<td>Perfect English pronunciation intermediate level through advanced level by practicing stressed syllables in words and stressed words in sentences, intonation, contractions, rhythm and timing, compound words, word pairs, past tense verbs, possessives, consonant clusters, and much more. Prerequisite: EAP 065.</td>
</tr>
<tr>
<td>EAP 075</td>
<td>5</td>
<td>Conversational English</td>
<td>Provides international students with the concepts to be able to communicate with English speakers, function in college life and the community, and understand spoken language.</td>
</tr>
</tbody>
</table>
EAP 076 5 credits
Oral Communication in Academic Setting
Intended for non-native speakers to achieve oral skills (speaking and listening) in the academic environment. Prerequisite: ENGL 075, completion of ESL level 5, 6, or equivalent, and/or instructor’s signature.

EAP 077 5 credits
Oral Communication in Academic Settings II
Intended for international students and non-native speakers to refine oral skills (speaking and listening) in the academic environment. Prerequisites: EAP 076, completion of ESL level 5, 6, or equivalent, and/or instructor’s signature.

EAP 085 5 credits
Writing for Transition
Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and sentence to paragraph structure.

EAP 086 5 credits
Writing for Transition II
Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and paragraph to short composition structure. Prerequisites: EAP 085 or instructor’s signature.

EAP 090 5 credits
EAP Beginning Reading
Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.

EAP 091 5 credits
EAP Reading
Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.

EAP 092 5 credits
Reading for the TOEFL
Intended for international students and non-native speakers to refine reading skills in preparation for the TOEFL. Prerequisites: EAP 076, completion of ESL level 5, 6, or equivalent, and/or instructor’s signature.

ENGR 102 4 credits
Engineering Graphics
This introductory course in graphical drawing and blueprint interpretation includes orthographic projections, pictorials, lettering, scales, basic dimensioning, blueprint reading plus interpretation of documents related to blueprints such as construction contract documents, specifications and addendum, emphasizing commercial and industrial building construction. Laboratory time includes practice with basic drafting techniques.

ENGR 105 4 credits
Computer-Aided Drafting
Provides familiarization with computer-aided drafting techniques using an interactive microcomputer CAD system. Create, edit and store basic drawings using a tablet digitizer and/or screen menu consisting of geometric forms and alphanumeric characters. Laboratory included. Prerequisites: basic computer knowledge strongly recommended.

ENGR 106 4 credits
Advanced AutoCAD
Provides a continuation of the topics introduced in ENGR 105 with an emphasis on basic customization. Topics include configuration profiles, script files, user-created menus, slide files, attribute creation and extraction, 3-D construction, and solid modeling. Laboratory included. Prerequisites: ENGR 105 or equivalent.

ENGL 090 5 credits
Basic English Structure
Designed to improve writing skills. Course topics emphasize grammar and sentence structure. Students must earn a minimum grade of “C” (2.0) or better to progress to English 097. Prerequisites: appropriate assessment scores or completion of ABE writing level four.

ENGL 092 5 credits
Reading Concepts
Designed to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Begin to appreciate cultural diversity through assigned readings and classroom interactions. Students must earn a minimum grade of “C” (2.0) or better to progress to English 097. Prerequisites: ABE level IV, appropriate assessment score or permission of instructor.

ENGL 097 5 credits
Composition: Paragraph
Development of written composition skills using correct and appropriate mechanical and organizational skills to produce effective paragraphs appropriate for diverse adult audiences. Prerequisites: COMPASS placement into ENGL 097 or a minimum grade of “C” (2.0) in ENGL 090 and/or ENGL 092 as determined by placement testing. Keyboarding skills recommended.

ENGL 100 5 credits
Writing in the Workplace
Introduces writing skills needed in the workplace with emphasis in technical writing. Practice specific skills as a single effort and a collaborative effort both in and out of class. Prerequisites: COMPASS placement into ENGL 097 or a minimum grade of “C” (2.0) in ENGL 090 and/or ENGL 092 as determined by placement testing. Keyboarding skills recommended.

ENGL 101 5 credits
Composition: General
Development of written composition skills: emphasis on both rhetorical and mechanical skills. Practice in the process of writing—prewriting, drafting, revision/rewriting, editing—through a variety of organizational formats. Students must earn a minimum grade of “C” (2.0) or better in this course to progress to a 200-level composition course. Prerequisites: appropriate assessment scores in language usage and reading or a grade of “C” in ENGL 097. Keyboard/word-processing skills recommended.

ENGL& 111 5 credits
Introduction to Literature
Introduction to the principle literary forms of fiction, poetry and drama. Readings, discussions and lectures focusing on established authors to help develop awareness and understanding of literature. Terminology and techniques for this course can be applied to other literary works.
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<tr>
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<th>Course Title</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 112</td>
<td>5 credits</td>
<td>Introduction to Fiction (Contemporary Fiction)</td>
<td>An introduction to the analysis of traditional and contemporary themes and styles in fiction, emphasizing a variety of literary approaches.</td>
</tr>
<tr>
<td>ENGL&amp; 113</td>
<td>5 credits</td>
<td>Introduction to Poetry</td>
<td>The basic elements of poetry. Through class discussion and writing assignments, students analyze, interpret and evaluate poems which are broadly representative of a variety of historical periods and poetic techniques.</td>
</tr>
<tr>
<td>ENGL 135</td>
<td>5 credits</td>
<td>Creative Writing</td>
<td>Writing and revising stories and poems. Reading and evaluating other students' works. May be repeated for a total of fifteen credits.</td>
</tr>
<tr>
<td>ENGL 201</td>
<td>5 credits</td>
<td>Composition: Advanced Essay</td>
<td>Extend skills development in expository, essay and nonfiction writing for a variety of applications. Emphasis on analytical and critical thinking, purpose-driven organization and development, syntax and word choice. Students must earn a grade of &quot;C&quot; (2.0) or better to apply this course to the Writing Skills requirement for an AAS degree. Prerequisite: a grade of &quot;C&quot; (2.0) or better is required to progress from ENGL&amp; 101 to ENGL 201.</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>5 credits</td>
<td>Composition: Critical Analysis</td>
<td>Continues process of planning, revising and editing essays begun in ENGL&amp; 101. Writing expository/argumentative responses to professional publications. Learning research methods and appropriate documentation styles, avoidance of plagiarism. Students must earn a grade of &quot;C&quot; (2.0) or better to apply this course to the Writing Skills requirement for an AAS or AS-T degree. Prerequisite: ENGL&amp; 101 with a grade of &quot;C&quot; (2.0) or better.</td>
</tr>
<tr>
<td>ENGL 203</td>
<td>5 credits</td>
<td>Composition: Research</td>
<td>Continues process of planning, revising and editing essays begun in ENGL&amp; 101. Writing research papers. Emphasizes topic selection, use of print and electronic sources, note taking, credibility, fact and opinion, logic, avoidance of plagiarism, and documenting sources. Students must earn a grade of &quot;C&quot; (2.0) or better to apply this course to the Writing Skills requirement for AAS or AS-T degree. Prerequisites: ENGL&amp; 101 with a grade of &quot;C&quot; (2.0) or better.</td>
</tr>
<tr>
<td>ENGL 215</td>
<td>5 credits</td>
<td>Fantasy Fiction</td>
<td>Study of fantasy, magical realism and speculative fiction as literary forms with emphasis on the analysis of theme, symbolism, structure and character.</td>
</tr>
<tr>
<td>ENGL 226</td>
<td>5 credits</td>
<td>British Literature</td>
<td>A survey course of selected British authors and works of literature from Old English, Middle Ages, Renaissance, Neo-Classical, Romantic, Victorian and Modern periods.</td>
</tr>
<tr>
<td>ENGL 235</td>
<td>5 credits</td>
<td>Composition: Technical Writing</td>
<td>Expands the writing process begun in ENGL&amp; 101 through technical and professional writing. Emphasizes using print and electronic sources, note taking, logic, avoiding plagiarism, documenting sources, and addressing multiple audiences. Students must earn a grade of &quot;C&quot; (2.0) or better to apply this course to the Writing Skills requirement for AAS, AS-T or DTA. Prerequisites: ENGL&amp; 101 with 2.0 or better.</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>5 credits</td>
<td>Survey of World Literature</td>
<td>A survey course which examines major works of literature, both ancient and modern, from various languages and diverse cultures—western and non-western.</td>
</tr>
<tr>
<td>ENGL 245</td>
<td>5 credits</td>
<td>20th Century World Literature</td>
<td>20th century literary selections from a wide variety of the world's cultures. Covers literary genre, critical methodologies, research and critical thinking. See WAOL official course outline.</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>5 credits</td>
<td>Survey of American Literature</td>
<td>Survey of American literature from the sixteenth century through the twentieth century. Emphasizes the historical, political and cultural basis for the American myth, the American hero and the diversity of American literary genres, stressing the relation between societies/cultures and the works of American writers.</td>
</tr>
<tr>
<td>ESL 007</td>
<td>5 credits</td>
<td>Basic Computer Skills</td>
<td>Raises reading and writing skills through introduction to basic computer usage. Focuses on computer terminology, computer functions and elementary program terminology in building basic English literacy levels. Prerequisites: concurrent enrollment in other ABE or ESL class.</td>
</tr>
<tr>
<td>ESL 020</td>
<td>1-10 credits</td>
<td>ESL Level I</td>
<td>Designed for the non-English speaking student. Focus is on speaking skills important in everyday life, including the English alphabet, pronouncing and spelling simple words, stating basic needs, and following directions. Prerequisites: CASAS placement test.</td>
</tr>
<tr>
<td>ESL 021</td>
<td>1-10 credits</td>
<td>ESL Level II</td>
<td>Designed for non-English speaking students. Focus is on improving verbal skills, understanding instructions, building English vocabulary and beginning written sentence structure. Prerequisites: ESL 020/ESL 1 or appropriate assessment score.</td>
</tr>
<tr>
<td>ESL 022</td>
<td>1-10 credits</td>
<td>ESL Level III</td>
<td>Use practical vocabulary building words and phrases in speaking, reading and writing. Emphasis is on reading simple paragraphs, understanding main ideas and writing sentences. Prerequisites: ESL 021/ESL 2 or appropriate assessment score.</td>
</tr>
<tr>
<td>ESL 023</td>
<td>1-10 credits</td>
<td>ESL Level IV</td>
<td>Designed to improve basic reading, writing, listening and speaking skills. Emphasis is on writing complete sentences and combining them into paragraphs. Vocabulary development and ease in speaking are emphasized. Prerequisites: ESL 022/ESL 3 or appropriate assessment score.</td>
</tr>
<tr>
<td>ESL 024</td>
<td>1-10 credits</td>
<td>ESL Level V</td>
<td>Continuation of ESL 23’s emphasis on reading, writing, listening and speaking skills. Writing concentrates on correct sentences and combination into paragraphs. Emphasis on vocabulary development and more fluid speaking. Prerequisites: ESL 023/ESL 4 or appropriate assessment score.</td>
</tr>
<tr>
<td>ESL 025</td>
<td>5 credits</td>
<td>ESL Level I</td>
<td>Designed for the non-English speaking student. Focus is on speaking skills important in everyday life, including the English alphabet, pronouncing and spelling simple words, stating basic needs, and following directions. Prerequisites: CASAS placement test.</td>
</tr>
<tr>
<td>ESL 026</td>
<td>5 credits</td>
<td>ESL Level II</td>
<td>Designed for the non-English speaking student. Focus is on improving verbal skills, understanding instructions, building English vocabulary and beginning written sentence structure. Prerequisites: ESL 020/ESL 1 or appropriate assessment score.</td>
</tr>
</tbody>
</table>
ESRT 110 5 credits
Refrigerant Recovery/Recycle
Introduction to proper handling of CFC/HCFC refrigerants and non-CFC replacements, including recovery, recycle and reclaiming processes. Global issues, regulations and legislation discussion will prepare students for national certification. Prerequisites: ESRT 110 or concurrent enrollment.

ESRT 120 5 credits
Heating Systems
Introduction to heating systems, emphasizing electric, gas, oil, solar systems, hot water and steam boiler systems. Includes lab experience troubleshooting, practicing repair procedures and combustion analysis. Proper use of tools, instruments and tests to perform efficiency measurements included. Prerequisites: ESRT 110 or instructor’s signature.

ESRT 130 5 credits
Air Conditioning and Heat Pumps
Principles of the air conditioning and heat pump processes, including mechanical components, ventilation, filtration, psychrometrics and relative humidity. Emphasis will be toward residential applications and tools for service and troubleshooting. Laboratory experience includes repairing and servicing residential and light commercial air conditioning and heat pump equipment. Prerequisites: ESRT 110 or instructor’s signature.

ESRT 136 2 credits
Indoor Air Quality
Learn the techniques used to recognize the signs of IAQ problems, investigate for potential pollutants and their sources, determine the levels of common pollutants in indoor air, and propose solutions to the problem. Provides information, hands-on experience, and practical guidance in conducting inspections and evaluating the performance of mechanical ventilation systems.

ESRT 200 5 credits
Commercial HVACR Equipment
Study of systems and components used in commercial HVACR applications. Emphasis on proper installation and diagnostic procedures. Ice machines, walk-ins, display cases, compressors, condensers, evaporators, valves, piping, service techniques and test equipment to be highlighted. Packaged rooftop HVAC units will also be covered. Prerequisites: ESRT 110 or instructor’s permission.

ESRT 205 2 credits
Blueprint Reading
In-depth study of construction blueprints for residential, commercial and industrial facilities emphasizing interpretation as it applies to energy and HVAC industries. Additional information will include interpretation of contract documents, specifications and addendums emphasizing building components.

ESRT 210 3 credits
Boiler Systems
Advanced study of commercial and industrial boiler applications commonly found in larger facilities. Includes low-pressure hot water and steam boilers, high pressure steam boilers, boiler fittings, feed water accessories, combustion accessories, draft control and water treatment. Operations, maintenance, energy efficiency and boiler room safety are emphasized. Prerequisites: ESRT 110 or instructor’s permission.

ESRT 215 3 credits
Commercial DDC HVAC Controls
Course on DDC - Direct Digital Controls for HVAC (heating, ventilation and air conditioning) controls used in commercial building systems. Includes information on electrical, pneumatic, DDC electronic controls and associated equipment. Course work emphasizes generic approach while studying specific manufacturer’s specifications and data sheets. Prerequisites: ELTRO 132 or instructor’s permission.

ESRT 220 3 credits
Industrial Refrigeration Systems
Principles of industrial refrigeration systems and equipment as applied to industrial warehouses and buildings. Includes information for direct expansion, flooded and overfeed systems. Discussion of ammonia and halocarbon (freon) compressor types, condensers, evaporators, metering devices, pumps, defrost methods, vessels and related devices. Prerequisites: ESRT 110 or instructor’s signature.

ESRT 222 3 credits
Industrial Refrigeration Lab
Industrial refrigeration laboratory experience becoming familiar with machinery, electricity and controls associated with industrial refrigeration equipment including compressors, valves, motors, controls, pumps, boilers and associated components. Prerequisites: concurrent enrollment in ESRT 220 or instructor’s permission.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ESRT 223</td>
<td>3</td>
<td>Design and Load Applications</td>
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<tr>
<td></td>
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<td>Application engineering and design course for</td>
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<td></td>
<td>calculating air conditioning and heating</td>
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<td></td>
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<td>equipment. Includes computerized design</td>
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<td>of heat loads and heat gains, duct sizing</td>
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<td>and equipment selection. Design energy</td>
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<tr>
<td></td>
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<td>efficient HVAC equipment for heating and</td>
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<td></td>
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<td>air conditioning systems used in residential</td>
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<td>and light commercial buildings. Prerequisites:</td>
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<td></td>
<td>ESRT 110 or instructor’s permission.</td>
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<tr>
<td>ESRT 230</td>
<td>2</td>
<td>Industrial Refrigeration Maintenance and Safety</td>
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<tr>
<td></td>
<td></td>
<td>Continuation of ESRT 220, with emphasis on</td>
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<td>maintenance, operation and safety. Information</td>
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<td>will include scheduling, preventive maintenance,</td>
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<td>water treatment, troubleshooting, repair</td>
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<td>procedures, energy conservation, process safety</td>
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<td>management (PSM) programs and risk management</td>
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<td>programs (RMP). Prerequisites: ESRT 220 or</td>
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<td>instructor’s permission.</td>
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<tr>
<td>ESRT 232</td>
<td>3</td>
<td>Industrial II Refrigeration Lab</td>
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<td></td>
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<td>Hands-on experience working with advanced</td>
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<td>industrial refrigeration equipment, applying</td>
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<td>process safety management and risk management</td>
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<td>principles. Additional lab work will include</td>
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<td>working on equipment for commercial and industrial</td>
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<td>buildings and facilities. Software, hardware,</td>
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<tr>
<td></td>
<td></td>
<td>service, interpreting blueprints and</td>
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<td></td>
<td></td>
<td>troubleshooting control systems will be</td>
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<td></td>
<td></td>
<td>emphasized. Prerequisites: concurrent enrollment</td>
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<tr>
<td></td>
<td></td>
<td>in ESRT 230 or instructor’s permission.</td>
</tr>
<tr>
<td>ESRT 238</td>
<td>3</td>
<td>HVAC Commissioning, LEED and TAB Testing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reviews HVAC TAB (Test, Adjust and Balancing)</td>
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<tr>
<td></td>
<td></td>
<td>process, including the process of</td>
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<tr>
<td></td>
<td></td>
<td>commissioning of various types of building</td>
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<tr>
<td></td>
<td></td>
<td>HVAC energy management and control systems, and</td>
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<tr>
<td></td>
<td></td>
<td>how the LEED (Leadership in Energy and</td>
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<tr>
<td></td>
<td></td>
<td>Environmental Design) certification process is</td>
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<tr>
<td></td>
<td></td>
<td>implemented and steps to arrive at certification.</td>
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<td></td>
<td></td>
<td>Documentation requirements are covered to</td>
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<td></td>
<td></td>
<td>become a certified TAB and LEED individual for</td>
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<tr>
<td></td>
<td></td>
<td>students to take the national exam. Prerequisites:</td>
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<tr>
<td></td>
<td></td>
<td>ESRT 110, ESRT 223.</td>
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<tr>
<td>ESRT 295</td>
<td>2</td>
<td>Capstone HVACR Project</td>
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<tr>
<td></td>
<td></td>
<td>Provides the second-year student the</td>
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<td></td>
<td></td>
<td>opportunity to advance their skills through an</td>
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<tr>
<td></td>
<td></td>
<td>applied project in their field of interest or</td>
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<td></td>
<td></td>
<td>specialization within the HVACR industries.</td>
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<tr>
<td>ESRT 296</td>
<td>1-5</td>
<td>Work Experience</td>
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<tr>
<td></td>
<td></td>
<td>Designed to provide students with on-the-job</td>
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<td></td>
<td></td>
<td>practical field experience. One credit for each</td>
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<tr>
<td></td>
<td></td>
<td>five hours of work experience per week.</td>
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<td></td>
<td>Prerequisite: instructor’s signature.</td>
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<tr>
<td>EXLE 091</td>
<td>1</td>
<td>Wealth Accumulation Strategies for Retirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provides information for the pre-retired</td>
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<tr>
<td></td>
<td></td>
<td>individual related to wealth accumulation</td>
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<tr>
<td></td>
<td></td>
<td>strategies and preparations for retirement.</td>
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<tr>
<td></td>
<td></td>
<td>Topics covered include: different investment</td>
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<tr>
<td></td>
<td></td>
<td>products and options, investment strategies</td>
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<tr>
<td></td>
<td></td>
<td>and the relationship between the market and the</td>
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<td></td>
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<td>economy, planning for school expenses, tax</td>
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<td></td>
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<td>impacts, risk management, estate planning,</td>
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<td></td>
<td></td>
<td>budgeting and cash flows.</td>
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<tr>
<td>EXLE 092</td>
<td>1</td>
<td>Financial Retirement Planning</td>
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<tr>
<td></td>
<td></td>
<td>Provides information related to financial</td>
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<td></td>
<td></td>
<td>issues and strategies that will assist</td>
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<td></td>
<td></td>
<td>individuals who are in retirement or about to</td>
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<tr>
<td></td>
<td></td>
<td>enter retirement. The topics surveyed include</td>
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<tr>
<td></td>
<td></td>
<td>the basics of investments, budgeting, cash</td>
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<td></td>
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<td>flows, retirement plans, health insurance</td>
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<tr>
<td></td>
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<td>options and estate planning.</td>
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<tr>
<td>GEOG 101</td>
<td>5</td>
<td>Introduction to Geography</td>
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<tr>
<td></td>
<td></td>
<td>Introduction to the study of human geography</td>
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<tr>
<td></td>
<td></td>
<td>and the major themes of the discipline. Topics</td>
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<td></td>
<td></td>
<td>include human-environment interaction, population</td>
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<td></td>
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<td>and migration, cultural diffusion, patterns of</td>
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<td></td>
<td></td>
<td>health and nutrition, industrialization, economic</td>
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<td></td>
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<td>development, and political geography. These will</td>
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<td></td>
<td></td>
<td>be approached in the context of regional</td>
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<td>difference and globalization.</td>
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<td>GEOG 201</td>
<td>5</td>
<td>Economic Geography</td>
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<tr>
<td></td>
<td></td>
<td>Survey of the field of economic geography,</td>
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<td></td>
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<td>including globalization, economic development,</td>
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<tr>
<td></td>
<td></td>
<td>location analysis, rural and urban land use.</td>
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<tr>
<td></td>
<td></td>
<td>Economic debates and alternative theories examined</td>
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<td></td>
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<td>in historical and current context. Global,</td>
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<tr>
<td></td>
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<td>regional and local scales employed to explore</td>
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<tr>
<td></td>
<td></td>
<td>how production, distribution and consumption of</td>
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<tr>
<td></td>
<td></td>
<td>goods and services are geographically organized.</td>
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<tr>
<td>GEOG 202</td>
<td>5</td>
<td>World Regional Geography</td>
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<td></td>
<td></td>
<td>Examines the diversity of the world’s human and</td>
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<td></td>
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<td>physical landscapes using a regional approach.</td>
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<td>Geographic concepts and the dynamics of</td>
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<td>development are discussed within the context of 10</td>
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<tr>
<td></td>
<td></td>
<td>major geographic realms. Regional disparities</td>
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<tr>
<td></td>
<td></td>
<td>and interdependencies provide an important focus</td>
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<td>for understanding the global complexity of social</td>
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<td>systems.</td>
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<tr>
<td>GEOL 101</td>
<td>5</td>
<td>Introduction to Physical Geology</td>
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<tr>
<td></td>
<td></td>
<td>Study the geologic processes that shape the</td>
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<td>earth. Learn to use and apply geologic</td>
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<tr>
<td></td>
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<td>principles to develop a scientific</td>
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<td>understanding of our home planet. Topics</td>
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<tr>
<td></td>
<td></td>
<td>include plate tectonics, earthquakes, volcanoes,</td>
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<td></td>
<td></td>
<td>rocks and minerals, faults and folds, geologic</td>
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<td></td>
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<td>age determination, map reading, mountain</td>
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<td></td>
<td></td>
<td>building, terrane accretion, glaciations, rivers,</td>
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<tr>
<td></td>
<td></td>
<td>and floods. May require field trip(s). Includes</td>
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<td>laboratory.</td>
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<td>GEOL 218</td>
<td>5</td>
<td>Environmental Geology</td>
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<tr>
<td></td>
<td></td>
<td>Explores the Earth as an environment. Examines</td>
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<td></td>
<td></td>
<td>how Earth’s lithosphere, water and atmosphere</td>
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<td>affect life and how humans alter the earth.</td>
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<td></td>
<td></td>
<td>Topics include earthquakes, volcanic eruptions,</td>
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<tr>
<td></td>
<td></td>
<td>landslides, floods, energy, minerals, rocks,</td>
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<tr>
<td></td>
<td></td>
<td>water, and soil, sustainable use of resources,</td>
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<tr>
<td></td>
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<td>pollution and climate change.</td>
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<tr>
<td>GERM&amp; 121</td>
<td>5</td>
<td>German I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elements of German phonetics and orthography.</td>
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<tr>
<td></td>
<td></td>
<td>Introduction to German grammar and</td>
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<td></td>
<td></td>
<td>conversational usage. Background in English</td>
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<td></td>
<td></td>
<td>grammatical terminology is recommended.</td>
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<tr>
<td>GERM&amp; 122</td>
<td>5</td>
<td>German II</td>
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<tr>
<td></td>
<td></td>
<td>Continuation of German I. Increased use of</td>
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<tr>
<td></td>
<td></td>
<td>German as the language of instruction.</td>
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<tr>
<td></td>
<td></td>
<td>Background in grammatical terminology is</td>
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<td></td>
<td></td>
<td>recommended. Courses should be taken in</td>
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<tr>
<td></td>
<td></td>
<td>sequence. Prerequisite: GERM&amp; 121.</td>
</tr>
</tbody>
</table>
GERM& 123  5 credits
German III
Continuation of German II. Increased use of German as the language of instruction. Background in grammatical terminology is recommended. Courses should be taken in sequence. Prerequisite: GERM& 122.

Health

HLTH 051  1 credit
First Aid & CPR
The standard first aid and CPR skills a person needs to know as the first link in the emergency medical services system. The focus is to prepare the participants to respond correctly in emergencies.

HLTH 110  9 credits
Emergency Medical Technician
Study and practice in the techniques of advanced emergency medical care required by emergency medical technicians. Consists of 66 classroom hours and 66 emergency laboratory hours.

HLTH 123  3 credits
Medical Terminology
Prepares students for beginning studies in allied health careers. Includes study of terms in anatomy, physiology and pathology through word analysis with emphasis on word parts: prefix, root and suffix. Also covered are medical abbreviations and pathologic terms used for common medical diagnoses, diagnostic tests and operative procedures. Prerequisites: basic English grammar and spelling skills required.

History

HIST& 118  5 credits
Western Civilization III
Survey of the modernization of the West, from the French Revolution until the present. The political, economic, industrial, cultural and social aspects of the era as they relate to our own society will be stressed.

HIST& 146  5 credits
US History I
Study of United States history from the first settlements through the War of 1812. The events leading to the American War for Independence are emphasized. The economic and political institutions which emerged after the war are investigated.

HIST& 147  5 credits
US History II
Study of United States history from 1815 to the end of the 19th century with the Civil War as the major focus. The economic and political causes and consequences of the conflict are emphasized. Territorial expansion, economic growth and development are addressed.

HIST 174  5 credits
Western World History-Latin America
A broad survey of Latin American history from the birth of New World civilizations until the 20th century. The purpose of this course is to describe the diverse societies and cultures that have shaped the Latin American world, as well as detail the unique historical experiences of this region of the world.

HIST 214  5 credits
Pacific NW History
Survey of the historical, economic and political developments of the Pacific Northwest region. Course meets Washington state requirements for certification of teachers.

HIST 230  5 credits
History/First Peoples of the Plateau Region
Survey of the political, economic, social and spiritual changes affecting the 12 diverse nations of the Confederated Tribes on the Colville Reservation.

HIST 271  5 credits
Eastern World History-Southeast Asia
An introduction to the history of Southeast Asia from the earliest civilizations until the 20th century. Emphasis is placed on understanding the development of Southeast Asian cultures and societies, as well as charting the emergence of the modern countries that are found in the region.

HIST 274  5 credits
Eastern World History-East Asia
A general survey of the history of East Asia from prehistoric times until the 20th century. This course seeks to help students understand the development of modern China, Korea and Japan from their ancient origins and traditions. The class will stress the emergence of these three distinct cultures and societies, as well as emphasizing the diversity found within each country.

HIST 275  5 credits
Eastern World History-South Asia
An overview of the history of South Asia from the earliest civilizations until the 20th century. A particular emphasis will be given to describing the development of unique societies and cultures in South Asia. The course will focus primarily upon the peoples and cultures of modern India and Pakistan, but attention will also be given to Nepal, Bhutan and Afghanistan.

Humanities

HUM& 101  5 credits
Introduction to Humanities
An introduction to the critical thinking, arts and philosophical ideas that enrich human experience. Formerly HUMN 101.

HUMN 141  5 credits
Film and Culture
Explores the elements of film structure and content for analysis and understanding of the human experience. Through critical viewing, thinking and writing, students will gain a basis for understanding how cultural themes and values are expressed in film.

HUMN 200  5 credits
Ancient Greece
Probes the Ancient Greek history, government, science, philosophy, art, architecture and literature - both epic poetry and tragedy.

HUMN 201  5 credits
Humanities in Western Civilization I
A survey of the humanities from ancient Greece through the Italian Renaissance.

HUMN 202  5 credits
Humanities in Western Civilization II
A survey of the humanities from the Renaissance through the 20th century.

HUMN 206  5 credits
Symbolism and Mythology
A study of the meaning, value and scope of symbolism and myth.
### Industrial Electronics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ELTRO 101</td>
<td>5</td>
<td>Basic DC-1</td>
</tr>
<tr>
<td>ELTRO 121</td>
<td>5</td>
<td>Digital Electronics</td>
</tr>
<tr>
<td>ELTRO 132</td>
<td>5</td>
<td>Intro to Computerized Controls and PLCs</td>
</tr>
<tr>
<td>ELTRO 196</td>
<td>1-5</td>
<td>Work Experience I</td>
</tr>
<tr>
<td>ELTRO 202</td>
<td>2</td>
<td>Intro to National Electric Code (NEC)</td>
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<tr>
<td>ELTRO 210</td>
<td>5</td>
<td>Programming Software for PLCs</td>
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<tr>
<td>ELTRO 220</td>
<td>3</td>
<td>Control Devices and Motor Drives</td>
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<tr>
<td>ELTRO 221</td>
<td>5</td>
<td>Graphic Interface Programs for PLCs</td>
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<tr>
<td>ELTRO 223</td>
<td>3</td>
<td>Programming Software for Tag-Based PLCs</td>
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<tr>
<td>ELTRO 230</td>
<td>5</td>
<td>Programmable Logic Controller Networks</td>
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<tr>
<td>ELTRO 231</td>
<td>5</td>
<td>Troubleshooting Electronic PLC Control Systems</td>
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<tr>
<td>ELTRO 240</td>
<td>5</td>
<td>Industrial Hydraulics and Pneumatics</td>
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<tr>
<td>ELTRO 296</td>
<td>1-5</td>
<td>Work Experience II</td>
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</table>

### Industrial Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>INDT 135</td>
<td>5</td>
<td>Metal Fabrication I</td>
</tr>
<tr>
<td>INDT 136</td>
<td>3</td>
<td>Metal Fabrication II</td>
</tr>
</tbody>
</table>

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**Industrial Hydraulics and Pneumatics**

Introduction to hydraulic and pneumatic systems, fluids, pumps, sensors, control devices, control valves, hydraulic cylinders, and receiver controllers. Includes system energy requirements, hydraulic and pneumatic logic, and the requirements and examples for interfacing into electronic Programmable Logic Controllers (PLC) automation controllers.

**Troubleshooting Electronic PLC Control Systems**

Learn procedures for isolating and safely correcting problems in an industrial electricity/electronics system. Includes editing, uploading, downloading, saving and restoring PLC programs, and interpreting basic ladder logic instructions. Hands-on practice uses actual electronic controls and PLC system workstations.

**Metal Fabrication II**

Designed to introduce commonly used metal fabrication techniques, including but not limited to: measuring instrumentation, metal preparation, welding, machines (drills, saws, grinders, mills and lathes) and metal bending devices. Emphasis placed on the safe use of tooling, pre-planning and fabrication of structurally sound projects.
**INDT 140** 2 credits
Plant Tours
Bi-monthly power plant or production facility tours to introduce specific working environments. Mechanical and electrical operational principles, workplace safety, OSHA/WISHA compliance, Personal Protective Equipment, apprenticeship opportunities, wages, and individual employment responsibilities will be addressed. Employee handbooks, accident investigations and safety materials will be discussed in lecture.

**INDT 196** 1-5 credits
Cooperative Work Experience
Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor’s permission.

**INDT 276** 3 credits
Digital Design Capstone
Provides a capstone experience for the digital design program, including practical application of the design and computer skills learned within the degree, portfolio development, and industry familiarity. Prerequisites: capstone of program sequence, taken in the last quarter.

**INDT 296** 1-5 credits
Cooperative Work Experience
The second level of Cooperative Work Experience is intended to continue providing authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor’s permission.

**Japanese**

**JAPN& 121** 5 credits
Japanese I
To develop students’ communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level.

**JAPN& 122** 5 credits
Japanese II
Continuation of Japanese I. Develop communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level. Prerequisite: JAPN& 121.

**JAPN& 123** 5 credits
Japanese III
Continuation of Japanese II. This course deals with more grammatical aspects of Japanese language than Japanese II. However, the primary objective is still to develop communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level. Prerequisite: JAPN& 122 or equivalent.

**Journalism**

**JOUR 101** 5 credits
Introduction to Journalism
An introduction to American journalism emphasizing reporting, interviewing and writing, and journalism history, law and ethics. Lectures, class discussions and guest speakers introduce students to the fundamentals of journalism. Prerequisites: assessment scores for ENGL 101 level.

**JOUR 112** 1-5 credits
Newspaper Production Lab I
Experience in production of the college student newspaper, including news reporting, word processing, layout, cartooning and photography. Choose one or more specialties. Prerequisites: JOUR 101 with grade of “B” or higher, or concurrent enrollment, or instructor’s signature.

**JOUR 113** 1-5 credits
Newspaper Production Lab II
Experience in production of the college student newspaper, including news reporting, word processing, layout, cartooning and photography. Choose one or more specialties. Prerequisites: JOUR 101 with grade of “B” or higher, or instructor’s signature.

**JOUR 114** 1-5 credits
Newspaper Production Lab III
Experience in production of the college student newspaper, including news reporting, word processing, layout, cartooning and photography. Choose one or more specialties. Prerequisites: JOUR 101 with grade of “B” or higher, or instructor’s signature.

**JOUR 212** 1-5 credits
Newspaper Production Lab IV
Advanced course in newspaper production incorporating news writing, editing and layout. Intended for second-year students involved in the management of the college student newsletter. Prerequisite: JOUR 112 or instructor’s signature.

**Latin**

**LATN 101** 5 credits
Latin I
Introduction to the most fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student’s request.

**LATN 102** 5 credits
Latin II
Continued study of the fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student’s request. Prerequisite: LATN 101 or equivalent.

**LATN 103** 5 credits
Latin III
Conclusion of study of the fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student’s request. Prerequisite: LATN 102 or equivalent.

**LATN 110** 1-4 credits
Conversational Latin Workshop
An immersive, activity-based workshop in Latin conversation. Spend a minimum of two and a maximum of 10 and a half days speaking and engaging in a wide variety of both specialized and common daily activities in Latin. Prerequisite: one year of Latin and instructor’s signature.
LATN 220  1-4 credits
Conversational Latin Workshop
An immersive, activity-based workshop in Latin conversation. Spend a minimum of two and a maximum of 10 and a half days speaking and engaging in a wide variety of both specialized and common daily activities in Latin. Prerequisite: two or more years of Latin and instructor’s signature.

LIBRARY

LIBR 101  2 credits
Computer Research Skills
Covers the basic skills necessary to acquire and use information from a variety of electronic sources. Students will survey the types of information available via the WVC library computer network and the Internet with an emphasis on practical research skills. Prerequisite: basic computer skills are recommended.

LIBR 105  5 credits
Learning for the 21st Century
Develops a framework for online research and builds skills for successful online learning. Through quarter-long research projects, examine strategies for locating, evaluating, and applying information resources in the research process and explore information issues such as censorship, intellectual property and freedom of information. Independent library field trip required. Prerequisites: eligibility for ENGL& 101 and basic computer skills.

Mathematics

MATH 090  5 credits
Basic Mathematics
Covers basic operations of adding, subtracting, multiplying, dividing; powers and roots with whole, fractional and decimal numbers. Introduces adding, subtracting, multiplying and dividing with signed numbers. Covers ratios/proportions and percents. For students who need a firm foundation in math before pursuing academic objectives and/or higher level math. Prerequisites: appropriate ABE or assessment score.

MATH 095  5 credits
Thinking with Math
Investigates the main ideas of algebra and geometry with an emphasis on building math self-confidence and problem-solving ability through active experimentation and application. Prerequisites: MATH 090 or appropriate assessment score.

MATH 096  5 credits
Elementary Algebra
Topics include simplifying polynomials; unit conversions; and graphing, solving and basic modeling with first-degree algebraic expressions in one variable, linear equations in two variables, systems of two linear equations, and factorable quadratics. Prerequisites: MATH 090 with a grade of “C” (2.0) or better or appropriate assessment score.

MATH 096A  3 credits
Elementary Algebra Part I
Includes variables, formulas, simplifying expressions and solving linear equations. Prerequisites: MATH 090 with a grade of “C” (2.0), appropriate assessment score or evaluation by math faculty member.

MATH 096B  3 credits
Elementary Algebra Part II
Includes polynomials, quadratic equations and factoring. Prerequisites: MATH 096A with a score of “C” (2.0) or better, appropriate assessment score or evaluation by math faculty member.

MATH 097  5 credits
Intermediate Algebra
Topics include simplifying, solving and intermediate modeling with rational expressions, absolute value expressions, linear inequalities, radical expressions, and quadratics. Prerequisite: a “C” (2.0) or better in MATH 096 or MATH 096B or appropriate placement recommendation.

MATH 100A  5 credits
Technical Math for Allied Health
Applied mathematics course for allied health students. Learn the mathematics necessary for interpreting and computing dosages. Topics include fractions, percentages, measurement systems, unit conversions, oral, parenteral, IV and pediatric dosages. Topics from statistics may also be included. Not intended for students planning to transfer to a four-year college. Prerequisites: MATH 096 with a “C” (2.0) or better or appropriate assessment score.

MATH 100T  5 credits
Technical Math for Industrial Fields
Applied course in mathematics for industrial fields. Topics include proportions, formulas, conversions, geometry and basic trigonometry and their applications to industry. Not intended for the student planning to transfer to a four-year college. Prerequisites: MATH 096 with a “C” (2.0) or better or appropriate assessment score.

MATH 105  5 credits
College Algebra
Includes fundamental operations, factoring, linear and higher equations, functions and their graphs, inequalities, systems of equations, exponential and logarithmic functions and their relationship to the social and natural sciences. Prerequisite: MATH 097 with a grade “C” (2.0) or better or appropriate assessment score.

MATH 108  5 credits
Mathematical Reasoning
Emphasizes the mathematical reasoning process. Explores problem solving, sets and their properties, symbolic logic, and geometry. Additional topics can include counting techniques, probability, consumer math or other topics in the text. Course is for students seeking to broaden their appreciation of math. Prerequisite: MATH 097 with a grade of “C” (2.0) or better or appropriate assessment score. Evidence of competency in MATH 097 is required for this course to transfer.

MATH& 141  5 credits
Precalculus I
Functions and their graphs (including elementary, exponential and logarithmic functions, and the conic sections) and their inverses in the context in which they are used in calculus. Work with graphing calculators will be integrated into the course. Prerequisites: MATH 105 with a grade of “C” (2.0) or better or appropriate assessment score.

MATH& 142  5 credits
Precalculus II
Introduction to trigonometric functions as they relate to the unit circle and right triangle. Graphs of the functions, applications, problem solving, identities, inverse functions, complex numbers, vectors and analytic geometry including polar coordinates and parametric equations. The basic concepts of sequences and series will be covered. Prerequisites: MATH& 141 with a grade of “C” (2.0) or better or appropriate assessment score.

MATH& 146  5 credits
Introduction to Stats
Fundamental concepts and applications of descriptive and inferential statistics. Includes measures of central tendency and variability, statistical graphs, probability, the normal distribution, hypothesis testing, confidence intervals, and regression analysis. Graphing calculator techniques are used throughout the course. Prerequisite: MATH 105 with a grade of “C” (2.0) or better or appropriate assessment score or instructor’s signature.
MATH& 148  5 credits
Business Calculus
Differential and integral calculus designed for students majoring in business administration, social sciences and other programs requiring a short course in calculus. Work with graphing calculators will be integrated into the course. Prerequisite: MATH 105 with a “C” (2.0) or better or appropriate assessment score.

MATH& 151  5 credits
Calculus I
Introduction to limits, derivatives, higher-order derivatives and implicit differentiation. Applications involving maximums and minimums, and related-rates. Analysis of graphs of functions. Prerequisite: MATH& 142 with a “C” (2.0) or better or appropriate assessment score.

MATH& 152  5 credits
Calculus II
Definite and indefinite integrals, techniques of integration. Application of the integral to areas, volumes and work problems. Derivatives and antiderivatives of the transcendental functions. Prerequisite: MATH& 151 with a “C” (2.0) or better.

MATH& 153  5 credits
Calculus III
More techniques and applications of integration. Parametric equations and polar coordinates, vectors and vector-valued functions, infinite series and sequences. Prerequisite: MATH& 152 with a grade of “C” (2.0) or better.

MATH& 171  5 credits
Math for Elementary Educators I
First of three math courses intended for elementary educators. Topics include number theory, mathematical problem solving, logic, real number systems, arithmetic operations and functions. Other topics related to math instruction at the K-8 level will be included. Hands-on activities are incorporated. Prerequisites: MATH& 171 with a grade of “C” (2.0) or better.

MATH& 172  5 credits
Math for Elementary Educators II
Second of three math courses intended for elementary educators. Topics include two-dimensional geometric shapes and their properties, angle measures, areas and perimeters, three-dimensional figures, geometric construction, similar triangles, graphing in the coordinate system, trigonometric functions and tessellations. Hands-on activities are incorporated. Prerequisites: MATH& 171 with a grade of “C” (2.0) or better.

MATH& 173  5 credits
Math for Elementary Educators III
Third of three math courses intended for elementary educators. Topics include arithmetic operations of real numbers as decimals and rational numbers; number theory; proportions; percents and their applications; probability; counting; data analysis and statistics. Hands-on activities are incorporated. Prerequisites: MATH& 171 with a grade of “C” (2.0) or better or instructor permission.

MATH 200  5 credits
Finite Mathematics
Survey of the essential quantitative ideas and mathematical techniques used in decision making in a diversity of disciplines. Includes systems of equations and matrices, linear programming, finance, probability and its uses. Additional topics from Precalculus I may be included. Graphing calculators will be integrated into the course. Prerequisites: MATH 097 with a grade of “C” (2.0) or better or appropriate assessment score.

MATH 211  5 credits
Linear Algebra
Studies matrices, determinants, systems of equations, vector spaces including row, column, null and nullspace of the transpose, orthogonality, inner product spaces, least square solutions, eigenvalues/eigenvectors, transformation matrices, dynamical systems and diagonalization. Geometrical understanding will be emphasized. Applications in business, computer science and engineering and an introduction to proofs. Prerequisites: MATH& 152 or instructor permission.

MATH 238  5 credits
Linear Algebra
Studies matrices, determinants, systems of equations, vector spaces including row, column, null and nullspace of the transpose, orthogonality, inner product spaces, least square solutions, eigenvalues/eigenvectors, transformation matrices, dynamical systems and diagonalization. Geometrical understanding will be emphasized. Applications in business, computer science and engineering and an introduction to proofs. Prerequisites: MATH& 152 or instructor permission.

MATH 239  5 credits
Differential Equations
Modeling with and solving of first- and higher-order ordinary differential equations, systems of linear equations, Laplace Transforms and series solutions of linear differential equations. Methods include numerical, qualitative and analytic approaches. The course will include modeling applications in engineering, chemistry and population studies. Prerequisites: MATH& 152 or instructor permission.

MATH 248  5 credits
Calculus IV
Multivariable calculus, vector functions, vector fields, gradients, functions of several variables, double and triple integrals in rectangular, polar, cylindrical and spherical coordinate systems; line and surface integrals, Green’s Theorem, curl and divergence, Divergence Theorem, Stokes’ Theorem. Prerequisite: MATH& 153 with a “C” (2.0) or better.

HCA 108  1 credit
Basic Computer Concepts
Basic computer skills and overview of computer terminology. Introduction to word processing, presentation software, and the Internet. Prerequisite: MATH 105 or instructor permission.

HCA 110  5 credits
Medical Office I
Beginning skills for use in a business office, including computer systems, reception, appointment scheduling, office mail, telephone skills and medical filing procedures. Prerequisite: acceptance into the medical assistant program or instructor’s signature.

HCA 111  5 credits
Body Structure and Function
Study of body structure and function of body systems and related diseases commonly associated with each system. Diagnostic and laboratory procedures used for diagnoses are discussed throughout the course. Prerequisite: acceptance into the medical assistant program or instructor’s signature.

HCA 112  5 credits
Pharmacology
Basic concepts of pharmacology, including basic drug categories and use of most commonly prescribed medications in the medical office. Includes a review of math concepts related to medications, dose calculations, administration principles, injection preparation and site choice, and safety practices associated with medication administration. Prerequisite: acceptance into the medical assistant program or instructor’s signature.

HCA 113  1 credit
HIV/AIDS Education
Meets requirements of the AIDS Omnibus Bill passed by the Washington state Legislature regarding HIV/AIDS education for employees working in a health-care setting. OSHA's bloodborne pathogens standard concerning universal precautions is emphasized. Prerequisite: acceptance into the medical assistant program or instructor’s signature.

HCA 115  7 credits
Clinical Procedures I
Introduction to clinical procedures for the medical office, including taking a medical history, exam room preparations, vital signs and measurements, assisting with minor surgery, medical asepsis and infection control, universal precautions for blood and body fluids, principles of rehabilitation and charting. Prerequisite: acceptance into the medical assistant program or instructor’s signature.
HCA 116 Office Communications 3 credits  
Includes integrated computer applications and development of professional written communication skills for use in the medical office, and principles of customer relations. Prerequisite: acceptance into the medical assistant program or instructor’s signature.

HCA 118 Medical Law and Ethics 2 credits  
Study of workplace legalities, including a basic overview of the legal system and legal and ethical considerations for the medical assistant in the medical office. Topics include medical records, management, medical contracts, concepts of health-care reform and workplace responsibilities, including confidentiality, informed consent and patient rights. Prerequisite: acceptance into the medical assistant program or instructor’s signature.

HCA 120 Medical Office II: Advanced Office Skills 5 credits  
Develops advanced skill in the use of computer systems for office billing procedures, including established accounts, accounts receivable and accounts payable, payroll inventory control, collections, and purchasing. Explores the basic types of medical insurance, study of claims processing and third-party reimbursement. Prerequisites: HCA 110 or instructor’s signature.

HCA 125 Clinical Procedures II 7 credits  
Covers the principles of nutrition and dietary modifications as a form of treatment. Students develop clinical skills in the following areas: care of cardiac patients (including EKGs), pediatrics, reproductive health, GI, pulmonary, ortho, neuro and EENT. Prerequisites: acceptance into the medical assistant program and continued good standing in program.

HCA 135 Clinical Procedures III 7 credits  
General introduction to the medical laboratory and use of the microscope. Topics of study include principles of safe specimen collection, handling and testing, phlebotomy; introduction to microbiology and hematology with special attention given to CLIA waived testing, urinalysis, principles of safe medication administration, and care of the diabetic patient. Prerequisites: acceptance into the medical assistant program, continued good standing in program.

HCA 260 Externship for Health Care Assistants 8 credits  
Application of knowledge and skill in an unpaid experience in a medical office (160 hours). Prerequisites: HCA 115, 125, 135.

HCA 265 Externship Seminar 2 credits  
Focus is on the externship experience (HCA/MA 260) and transitioning from student to professional medical assistant. Prerequisite: concurrent enrollment in HCA 260.

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Medical Laboratory Technology

MLT 100 Introduction to Medical Laboratory Technology 1 credit  
Survey of the varied responsibilities connected with the medical and medical technology fields. For students interested in exploring employment opportunities in medical, molecular biology, industrial and research laboratories.

MLT 101 Introduction to MLT 1 credit  
Presentations and discussions designed to help the student understand the important role medical laboratory technicians play in the diagnosis and treatment of disease. Prerequisite: MLT 100 or concurrent enrollment.

MLT 102 Intermediate Seminar 1 credit  
Application of previous course knowledge, medical legal issues, professionalism and use of simulated experiences in furthering students’ understanding of their roles as medical laboratory technicians. Prerequisite: MLT 101 or concurrent enrollment.

MLT 150 Basic Lab Theory 4 credits  
Introduction to the fundamental theories of laboratory practice and safety, including studies in hematology microbiology, clinical chemistry, serology, blood banking, urinalysis and venipuncture. Prerequisites: acceptance into the MLT program, MLT 102 and concurrent enrollment in MLT 151.

MLT 151 Basic Lab Practice 3 credits  
Introduction to the fundamental skills and procedures necessary in the clinical laboratory, including all of the practical laboratory tasks associated with the topics listed for MLT 150. Prerequisites: acceptance into the medical laboratory technology program, MLT 102 and concurrent enrollment in MLT 150.

MLT 210 Clinical Experience I 12 credits  
Practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory’s technologists or technicians. Prerequisites: MLT 150 and 151, or equivalent.

MLT 213 Hematology 7 credits  
In-depth training in the practical and theoretical subjects associated with hematology, hemostasis, immunology, serology and immunochemistry. Prerequisites: BIOL& 242 and concurrent enrollment in MLT 210 and MLT 214.

MLT 214 Hematology Lab 3 credits  
Basic techniques of blood cell recognition and enumeration; typical serological and blood banking procedures are practiced. Blood coagulation studies practiced with results correlated to diagnosis of diseases of the blood. Prerequisites: MLT 151 and concurrent enrollment in MLT 213.

MLT 220 Clinical Experience II 12 credits  
Continuing practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory’s technologists or technicians. Prerequisites: MLT 210 and concurrent enrollment in MLT 223.

MLT 223 Clinical Microbiology 7 credits  
In-depth training in the practical and theoretical subjects associated with clinical bacteriology, parasitology, mycology and virology. Prerequisites: BIOL& 260 and concurrent enrollment in MLT 220 and MLT 224.

MLT 224 Clinical Microbiology Lab 3 credits  
Fundamental practice of diagnostic medical bacteriology, parasitology and mycology with simulated clinical specimens evaluated and the offending microbe identified. Prerequisites: BIOL& 260 and concurrent enrollment in MLT 223.

MLT 230 Clinical Experience III 12 credits  
Continuing practical on-the-job training in different departments. Rotation through the laboratory, practicing test performance under direct supervision of the laboratory’s technologists or technicians. Prerequisites: MLT 220 and concurrent enrollment in MLT 233.
MLT 233 7 credits  
Clinical Chemistry and Urinalysis  
Fundamentals of chemical analysis and urinalysis procedures in the medical laboratory. Emphasis on proper use and care of equipment, safety procedures, recognition of sources of error, and the use of a variety of statistical tools as part of a quality-assurance program. Prerequisites: CHEM& 131, BIOL& 242 and concurrent enrollment in MLT 230 and MLT 234.

MLT 234 3 credits  
Clinical Chemistry Lab  
Practice of chemical analysis and urinalysis procedures in wide use in the medical laboratory, using visual methods, spectrophotometry, potentiometry, reflectance spectrophotometry and kinetic assays. Prerequisites: CHEM&131 and concurrent enrollment in MLT 233.

MLT 240 12 credits  
Clinical Experience IV  
Continuing practical on-the-job training in different departments with some opportunities to return for additional training in those areas where instructors feel it is needed. Rotation through the laboratory departments under direct supervision of the laboratory’s technologists or technicians. Prerequisites: MLT 230.

Meteorology

METR 110 5 credits  
Earth’s Changing Climate  
Introduction to Earth’s climatic systems and how they are shaped by interactions with other Earth systems. Scientific study of factors that determine Earth’s climates, climate change in past times, global warming, the influence of humans on climate and the effects of Earth’s changing climate on the environment.

METR 210 5 credits  
Introduction to Weather and Climate  
Explore Earth’s atmosphere and the factors that determine weather, climate and climate change. Practice measuring and predicting weather and climate. Learn to read weather maps, identify clouds, forecast weather, and understand the causes and consequences of extreme storms. Includes laboratory. Prerequisites: MATH 096 (basic algebra and graphing) or equivalent.

Music

MUS 100 5 credits  
Introduction to Music  
Introduction to music theory. Emphasis on fundamental concepts, including notation, simple and compound meter, rhythm, major and minor scales (three forms), key signatures, simple and compound intervals, triads (major, minor, diminished, augmented), simple keyboard harmony, and sight singing of simple diatonic melodies.

MUSC& 105 5 credits  
Music Appreciation  
Humanities option for the music or non-music major. Lectures, readings, recordings, video presentations, guest artists and live concert attendance with emphasis on guiding students to musical understanding and appreciation of the musical styles and forms of Western music from the late Renaissance through the 20th century.

MUS 110 1-2 credits  
Individual Voice Instruction  
Primarily for music majors and minors. Lessons arranged with qualified off-campus instructors and authorized for credit by college music staff. Fee determined by and paid directly to private instructor. Vocal technique for beginners. Classical literature and performance required. May be repeated. Required participation in quarterly jury exam and music student recital. Prerequisite: instructor’s signature.

MUS 111 1-2 credits  
Individual Piano Instruction  
Primarily for music majors and minors but open to all students. Lessons arranged with qualified off-campus instructors; fee determined and paid directly to private instructor. This is in addition to tuition. Beginning piano technique. Classical literature must be included. Performance at music student recital and quarterly jury exam mandatory. May be repeated for credit. Prerequisite: instructor’s signature.

MUS 112 1-2 credits  
Individual Instrument Instruction  
Primarily for music majors and minors but open to all students. Lessons arranged with qualified off-campus instructors; fee determined and paid directly to private instructor. This is in addition to tuition. Beginning instrumental technique. Classical literature must be included. Performance at music student recital and quarterly jury exam mandatory. May be repeated for credit. Prerequisite: instructor’s signature.

MUS 113 5 credits  
Jazz History  
A non-music major humanities course designed to trace the development of jazz from its roots to its contemporary modern styles.

MUS 114 3 credits  
Survey of Music: History of Rock Music Styles  
A non-music major humanities course designed to trace the development of rock musical styles from roots in American pop music, blues and jazz to modern underground and alternative rock styles in the mid 1990s.

MUS 116 5 credits  
Introduction to the Music/Audio Technology I  
An introduction and overview to industry music/audio technology. Receive theoretical and practical experience in acoustics, MIDI, digital sequencing, non-destructive digital recording and electronic music publishing. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100, basic computer literacy.

MUS 120 1 credit  
Voice Class Instruction  
Introduction to the principles of voice production, vocal literature, techniques and stage presence, including basic preparation for solo performance. Class members may perform in public. Knowledge of notation and rhythm is expected or concurrent enrollment in MUS 121 is suggested. May be repeated for credit.

MUSC& 121 2 credits  
Ear Training 1  
Fundamental ear training includes intervals, major and minor scales, triads, and seventh chords in root and inverted positions, dominant seventh chords in simple, rhythm reading in simple and compound meter. Sight singing includes simple diatonic major and minor melodies. Prerequisites: knowledge of basic music notation or instructor’s signature. Must be taken concurrently with MUSC& 131.

MUSC& 122 2 credits  
Ear Training 2  
Continuation of MUSC& 121 with emphasis on triad and seventh chord inversions, chord progressions in major and minor modes, recognition of plagal and authentic cadences, melodic dictation in major and minor modes, and more advanced rhythmic reading and dictation in simple and compound meters. Prerequisites: MUSC& 121 or instructor’s signature. Must be taken concurrently with MUSC& 132.
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<tr>
<th>Course Code</th>
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<tr>
<td>MUSC&amp; 123</td>
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<td>MUSC&amp; 131</td>
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<td>MUSC&amp; 133</td>
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<td>Woodwind (single reed) Class Instruction</td>
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MUSC& 123 Ear Training 3
Continuation of Ear Training 2 with emphasis on triads and seventh chords in all inversions. Harmonic dictation to include modulations to near-related keys, nonharmonic tones, secondary dominants, altered chords and augmented sixth chords. Melodic dictation to include chromatic tones; rhythmic dictation to include complex examples in simple, compound and mixed meters. Prerequisites: MUSC& 122 or instructor’s signature. Must be taken concurrently with MUSC& 133.

MUSC& 131 Music Theory 1
Develops an understanding of elementary compositional techniques. Emphasis on the structure of tonality, triads in all inversions (doubling and spacing), voice leading, seventh chords, phrase structure and cadences, nonharmonic tones, harmonic progression, and basic techniques of harmonization. Prerequisites: knowledge of basic music notation or instructor’s signature. Must be taken concurrently with MUSC& 121.

MUSC& 132 Music Theory 2
Continuation of MUSC& 131 with emphasis on triad and seventh chord inversions, nonharmonic tones and the harmonization of melodies. Student compositions are performed by a lab choir. Further emphasis on secondary dominants and analysis techniques. Prerequisites: MUSC& 131 or instructor’s signature. Must be taken concurrently with MUSC& 122.

MUSC& 133 Music Theory 3
Continuation of MUSC& 132 with a working knowledge of triads and seventh chords in major and minor modes, modulations to near related keys, nonharmonic tones, and the harmonization of melody. Further emphasis on cadences, secondary dominants, analysis, chromatic harmony, altered chords and augmented sixths. Prerequisites: MUSC& 132 or instructor’s signature. Must be taken concurrently with MUSC& 123.

MUSC& 145 Brass Class Instruction
An introductory master class that covers the principles of brass instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUSC 100.

MUSC& 146 Woodwind (single reed) Class Instruction
An introductory master class that covers the principles of woodwind (single reed) instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUSC 100.

MUS 161 Community Chorus
Choral singing open to all students. No audition required. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary.

MUS 170 Chamber Choir
Select vocal performance ensemble specializing in the performance of vocal chamber literature, inclusive of all styles. The WVC Chamber Choir will serve as the primary recruiting ensemble for the WVC Music Department. Participation will involve numerous performances and varied community outreach activities. Prerequisites: former vocal/choral experience; adequate sight reading skills. Audition required.

MUS 173 Mariachi Music
Traditional Mexican Mariachi music; violin, trumpet, guitar, guitarron, vihuela and voice. Learn traditional techniques and forms including the “son,” ranchera, bolero, huapango and polka. Prerequisites: prior Mariachi performance experience required and instructor’s signature.

MUS 174 Jazz Ensemble
Preparation and performance of jazz ensemble literature. Open to all students. The WVC Jazz Ensemble performs several concerts each term. May be repeated for credit. Prerequisites: prior instrumental and ensemble proficiency required. Students to bring their own instruments.

MUS 175 Instrumental Ensemble
Preparation and performance of varied instrumental literature with the Wenatchee Valley Symphony or other professional or semiprofessional instrumental ensembles in the greater Wenatchee area. This may include the British Brass Band, the Wenatchee Big Band and others. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency required. Students to bring their own instruments. Audition may be required.

MUS 177 Guitar Orchestra
Preparation and performance of music for guitar orchestra. Course will focus on developing ensemble, technical and interpretive skills. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency recommended. Students to bring their own instruments. Audition may be required.

MUS 210 Individual Voice Instruction
Primarily for music majors and minors. Lessons arranged with qualified off-campus instructors and authorized for credit by college music staff. Fee determined by and paid directly to private instructor. Advanced instruction technique. Classical literature and performance required. May be repeated. Required participation in quarterly jury exam and music student recital. Prerequisite: MUS 110 for three quarters or instructor’s signature.

MUS 211 Individual Piano Instruction
Beginning piano technique. Primarily for music majors and minors but open to all students. Lessons arranged with qualified off-campus instructors; fee determined by and paid directly to private instructor. This is in addition to tuition. Classical literature must be included. Performance at music student recital and quarterly jury exam mandatory. Prerequisite: MUS 110 or instructor’s signature.

MUS 212 Individual Instrument Instruction
Beginning instrumental technique. Primarily for music majors and minors but open to all students. Lessons arranged with qualified off-campus instructors; fee determined by and paid directly to private instructor. This is in addition to tuition. Classical literature must be included. Performance at student music recital and quarterly jury exam mandatory. Prerequisite: MUS 111 or instructor’s signature.
MUS 220  1 credit
Voice Class Instruction
Continuation of MUS 120. Intermediate and advanced principles of voice production, techniques and stage presence, preparation for solo performance, and examination of different styles of vocal literature. Class members may perform in public for credit. Knowledge of notation and rhythm is expected. May be repeated for credit. Prerequisite: MUS 120 or instructor’s signature.

MUS 221  1 credit
Piano Class Instruction
Continuation of MUS 125 for those students desiring to learn more advanced playing techniques. May be repeated for credit. Prerequisite: MUS 121 or MUS 125, or the equivalent or instructor’s signature.

MUSC& 241  5 credits
Music Theory IV
The fourth of a six-term course sequence in written and aural music theory. Students learn to analyze, employ, sing and transcribe chromatic music and intermediate forms. Prerequisites: MUSC& 133 and MUSC& 123 or equivalent.

MUSC& 242  5 credits
Music Theory V
The fifth of a six-term course sequence in written and aural music theory. Students learn to analyze, employ, sing and transcribe advanced chromatic music and advanced forms. Prerequisites: MUSC& 241 or equivalent.

MUSC& 243  5 credits
Music Theory VI
The sixth of a six-term course sequence in written and aural music theory. Students learn to analyze, employ, sing and transcribe advanced chromatic music and advanced forms as well as 20th century techniques. Prerequisites: MUSC&242 or equivalent.

MUS 261  1 credit
Community Chorus
Choral singing open to all students. No audition required. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary.

MUS 270  2 credits
Chamber Choir
Select vocal performance ensemble specializing in the performance of vocal chamber literature, inclusive of all styles. The WVC Chamber Choir will serve as the primary recruiting ensemble for the WVC Music Department. Participation will involve numerous performances and varied community outreach activities. Prerequisites: former vocal/choral experience; adequate sight-reading skills. Audition required.

MUS 273  2 credits
Mariachi Music
Traditional Mexican mariachi music; violin, trumpet, guitar, guitarron, vihuela and voice. Learn traditional techniques and forms including the “son,” ranchera, bolero, huapango and polka. Prerequisites: prior mariachi performance experience required, instructor’s signature.

MUS 274  1-2 credits
Jazz Ensemble
Preparation and performance of jazz ensemble literature. Open to all students. The WVC Jazz Ensemble performs several concerts each term. May be repeated for credit. Prerequisites: prior instrumental and ensemble proficiency required. Students to bring their own instruments.

MUS 275  1-2 credits
Instrumental Ensemble
Preparation and performance of varied instrumental literature with the Wenatchee Valley Symphony or other local professional or semiprofessional instrumental ensembles in the greater Wenatchee area. This may include the British Brass Band, the Wenatchee Big Band and others. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency required. Students to bring their own instruments. Audition may be required.

MUS 277  1-2 credits
Guitar Orchestra
Advanced preparation and performance of music for guitar orchestra. Course will focus on advanced ensemble, technical and interpretive skills. May be repeated for credit. Prerequisites: previous performing experience and a minimum of advanced-level technical proficiency recommended. Students to bring their own instruments. Audition may be required.

Native Language

NAL 101  5 credits
Native American Language I: nselxcín
Introduction to nselxcín, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet and vocabulary will be covered. Gain an awareness of the interconnection of language and culture.

NAL 102  5 credits
Native American Language II: nselxcín
Continuation of NAL 101. Some instruction will be in nselxcín, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisites: NAL 101 or instructor’s signature.

NAL 103  5 credits
Native American Language III: nselxcín
Continuation of NAL 102. Moderate use of nselxcín (the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 102 or instructor’s signature.

NAL 111  5 credits
Native American Language I: nimípu
Introduction to nimípu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet, and elementary grammar and vocabulary will be covered. Students will gain an awareness of the interconnection of language and culture.

NAL 112  5 credits
Native American Language II: nimípu
Continuation of NAL 111. Some instruction will be in nimípu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisites: NAL 111 or instructor’s signature.
NAL 113  5 credits  
Native American Language III:  
nimípu  
Continuation of NAL 112. Moderate use of nimípu (the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 112 or instructor’s signature.

NAL 121  5 credits  
Native American Language I:  
nxa’amxcín  
Introduction to nxa’amxcín, the language spoken by the Moses/Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet, and elementary grammar and vocabulary will be covered. Students will gain an awareness of the interconnection of language and culture.

NAL 122  5 credits  
Native American Language II:  
nxa’amxcín  
Continuation of NAL 121. Some instruction will be in nxa’amxcín, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisite: NAL 121 or instructor’s signature.

NAL 123  5 credits  
Native American Language III:  
nxa’amxcín  
Continuation of NAL 122. Moderate use of nxa’amxcín (the language spoken by Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 122 or instructor’s signature.

NAL 204  5 credits  
Native American Language IV:  
nselxcín  
Continuation of NAL 103. Increased use of the nselxcín language for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 103 or instructor’s signature.

NAL 205  5 credits  
Native American Language V:  
nselxcín  
Continuation of NAL 204. Most instruction is in nselxcín, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 204 or instructor’s signature.

NAL 206  5 credits  
Native American Language VI:  
nselxcín  
Continuation of NAL 205. Instruction is in nselxcín, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 205 or instructor’s signature.

NAL 214  5 credits  
Native American Language IV:  
nimípu  
Continuation of NAL 213. Increased use of nimípu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation, for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 213 or instructor’s signature.

NAL 215  5 credits  
Native American Language V:  
nimípu  
Continuation of NAL 214. Most instruction is in nimípu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 214 or instructor’s signature.

NAL 216  5 credits  
Native American Language VI:  
nimípu  
Continuation of NAL 215. Instruction is nimípu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 215 or instructor’s signature.

NAL 224  5 credits  
Native American Language IV:  
nxa’amxcín  
Continuation of NAL 123. Increased use of nxa’amxcín, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation, for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 123 or instructor’s signature.

NAL 225  5 credits  
Native American Language V:  
nxa’amxcín  
Continuation of NAL 224. Most instruction is in nxa’amxcín, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 224 or instructor’s signature.

NAL 226  5 credits  
Native American Language VI:  
nxa’amxcín  
Continuation of NAL 225. Most instruction is in nxa’amxcín, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 225 or instructor’s signature.

Natural Resources

NATR 102  3 credits  
Maps and Navigation  
Learn to navigate accurately and safely in an outdoor workplace and to perform map and field calculations required for effective and safe natural resource field work. Includes field use of maps and GPS (global positioning systems) and a brief introduction to GIS (Geographical Information Systems) in natural resource management.

NATR 103  3 credits  
Field Safety and Preparedness  
Preparation for safe and efficient natural resource field work through understanding of when, where and how to safely use field equipment and tools. Emphasizes awareness of situational safety issues in the human and non-human environment. Includes field application of tools and equipment commonly used in natural resource jobs.
NATR 108  3 credits
Exploring Natural Resources Management
A panoramic view of ecosystems, current topics, primary organizations and professions in modern natural resources management. Lectures, discussions and extensive field activities survey this diverse industry. Use career assessment and planning tools, such as educational portfolio development, to create a strategy for their professional future.

NATR 113  3 credits
North Central Washington Plant Identification
Provides the ability to recognize the dominant plant communities of North Central Washington, identify the common native and introduced plant species and understand their ecological roles in these communities. Includes field study.

NATR 114  3 credits
North Central Washington Animal Identification
Provides the ability to identify the common mammals, reptiles, amphibians, fish, birds and arthropods of North Central Washington; recognize their life histories; and understand their ecological roles in area ecosystems. Includes field study.

NATR 115  3 credits
Field Survey: North Central Washington Plants
Learn to work productively in diverse teams to collect accurate, complete and objective measurements of plants in North Central Washington ecosystems. The focus is on application and discussion of survey methods used by natural resource agencies and organizations in the region. Prerequisite: NATR 113 or similar.

NATR 116  3 credits
Field Survey: North Central Washington Animals
Learn to work productively in diverse teams to collect accurate, complete and objective measurements of animals in North Central Washington ecosystems. The focus is on application and discussion of survey methods used by natural resource agencies and organizations in the region. Prerequisite: NATR 114 or similar.

NATR 150  5 credits
Introduction to Geospatial Analysis
Introduction to geographic information systems (GIS) using ArcView GIS software. Includes database construction and techniques for spatial data manipulation, analysis and display. Gain basic experience with reading maps and finding locations in the real world and using Global Positioning Systems (GPS). Prerequisites: MATH 097 or equivalent; BCT 105 or experience using spreadsheet, database and word-processing software.

NATR 196  1-5 credits
Cooperative Work Experience
Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor’s permission.

NATR 210  5 credits
Natural Resource Portfolio and Final Project
Completion of student professional portfolio and final project. The portfolio contains course projects, work and educational experiences completed while pursuing an AS-T degree or certificate. Final project will be completed by a team of students and will contain culminating activities that demonstrate acquisition of natural resource program student learning outcomes. Prerequisite: completion of one year’s course work in the natural resource program.

NATR 235  5 credits
Society and Natural Resources
From personal to global levels, this course uses a systems approach to examine interaction of social, economic and ecological factors in natural resources management. Identify and explore the consequences of diverse natural resource philosophies and paradigms, and develop skills to direct, mitigate or change human impacts on natural systems. Prerequisite: ENGL& 101.

NATR 296  1-5 credits
Cooperative Work Experience
The second level of cooperative work experience is intended to continue providing authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor’s permission.

Nursing

NURS 090  8 credits
Nursing Assistant: Basic Patient Care
Introduction to the basic skills and knowledge required for competency as a caregiver in accordance to WAC 246-842-100 for nursing assistants. Includes instruction of personal-care skills, roles and responsibilities of nursing assistants, communication skills, safety and emergency procedures. Includes seven hours of HIV/AIDS training required by Washington state. Prerequisites: enrollment in NURS 090 requires immunizations, background check, lifting requirements and mandatory attendance as required by state law. Applications are available online.

NURS 100  5 credits
Introduction to Discipline of Nursing
Introduction of professional nursing focusing on Orem’s nursing model and the nursing process as frameworks. Universal self-care introduced, considering the integrated whole person and developmental self-care through the life span. Nursing systems, the health-illness continuum, gerontological principles, professionalism and basic pharmacology are studied. Prerequisites: acceptance to the WVC Nursing Program, concurrent enrollment in PSYC& 100, NURS 101 and NURS 102. SDS 101 strongly recommended.

NURS 101  5 credits
Nursing Lab I
Learning will take place in the campus lab as well as in community long-term care facilities. Nursing process and holistic assessment are introduced as vehicles for providing client care. Students apply the principles of self-care to themselves and to clients in the health-care environment. Prerequisites: acceptance into the WVC Nursing Program, concurrent enrollment in NURS 100, NURS 105 and PSYC& 100.

NURS 102  7 credits
Universal Self-Care of the Adult/Aging Adult
Universal self-care for the adult and aging client with selected health deviations will be studied within the context of nursing process and the integrity of the whole person. Includes concepts related to specific systems: the internal environment, cardiac, respiratory, musculoskeletal and endocrine. The childbearing family will also be studied. Prerequisites: NURS 100, 101, NATR 115, PSYC& 100 and concurrent enrollment in PSYC& 200, and NURS 103.
NURS 103 6 credits
Nursing Lab II
Implements classroom knowledge in the clinical setting. Assessment and management of the needs for selected adult and aged adult clients are completed during the clinical experience. Use of nursing process is continued during each consecutive day. Prerequisites: NURS 100, 101, NUTR 115, PSYC& 100, and concurrent enrollment in NURS 102 and PSYC& 200.

NURS 104 7 credits
Universal Self-Care of the Childbearing Family
Universal self-care provides focus for study of the childbearing family. Study of mental health concepts. Presentation of wellness and nursing management of common health deviations. Prerequisites: NURS 100, 101, 102, 103; PSYC& 100, 200, and concurrent enrollment in NURS 105 and PCOL 110.

NURS 105 6 credits
Nursing Lab III
Continuity of care will be stressed in the clinical setting. Care is based on assessment and analysis of needs of selected clients, and nursing process is used as a problem-solving vehicle in provision of care. Clinical care will be provided in various health-care settings to childbearing families or to clients experiencing a health deviation. Prerequisites: NURS 102, 103 and concurrent enrollment in NURS 104 and PCOL 110.

NURS 106 6 credits
Universal Self-Care: Client w/ Acute Health Deviation
A selected group of health deviations studied from the perspective of universal self-care. Exploring the LPN role and responsibilities will enhance the successful transition of the student to the workplace. Prerequisites: NURS 104, 105, and concurrent enrollment in NURS 107.

NURS 107 6 credits
Nursing Lab IV
Apply universal self-care and views development of the role of the practical nurse. Implement theoretical content in providing nursing care for clients with health deviation in a variety of clinical settings. Nursing process is used as a vehicle for providing continuity of care. Prerequisites: NURS 104, 105, PCOL 110 and concurrent enrollment in NURS 106.

NURS 112 2 credits
Nursing Success
Designed to integrate study skills and nursing knowledge. Students will learn to use knowledge of their personal learning style to adapt lecture information, reading assignments and methods of study. Includes how to improve academic performance using a variety of resources, practice and application of the nursing process. Prerequisites: concurrent enrollment in NURS 100 or 102.

NURS 113 1 credit
Nursing Success
Designed to integrate hands-on clinical practice and nursing knowledge. Includes how to improve academic and clinical performance using a variety of resources, practice and application of the nursing process. Prerequisites: concurrent enrollment in NURS 102.

NURS 114 1 credit
Nursing Success
Designed to integrate hands-on clinical practice and nursing knowledge. Includes how to improve academic and clinical performance using a variety of resources, practice and application of the nursing process. Prerequisites: concurrent enrollment in NURS 104 or 105.

NURS 190 6 credits
LPN Transition
Theory and clinical portions of selected areas of nursing knowledge and competencies from first-year curriculum for LPNs entering second-year nursing after time away from the classroom. Includes Orem's theoretical framework, nursing process, medication management and selected areas of nursing practice presented to the student to review as a lifelong learner. Prerequisites: ENGL& 101; HS CHEM; MATH 100; BIOL& 241, 242, 260; NUTR 115; PCOL 110; PSYC& 100, 200; LPN accepted as a transitional student.

NURS 200 5 credits
Nursing System: Client in Community and RN Role
Uses the nursing process and principles of universal self-care to explore nursing systems in caring for clients with increasingly complex health deviations. The registered nurse role and responsibility is studied in a variety of community settings. Prerequisites: NURS 106, 107, acceptance into second-year nursing which may include completion of NURS 190; concurrent enrollment in NURS 201.

NURS 201 6 credits
Nursing Lab V
Demonstrate accountability for providing nursing care to clients with more complex illnesses. Assessment and analysis of the integrated whole person is emphasized. Prerequisites: NURS 106, 107 and/or acceptance into second-year nursing which may include completion of NURS 190; concurrent enrollment in NURS 200.

NURS 202 7 credits
Nurs System: Client in Secondary/ Tertiary Care
Broadens the application of nursing process and universal health care, incorporating principles of leadership and management in promoting health. Health deviation in acute neuroendocrine and respiratory systems is studied. Prerequisites: NURS 200, 201 and concurrent enrollment in NURS 203.

NURS 203 6 credits
Nursing Lab VI
Participate in health-care delivery in the prevention and management of health deviations in various settings. Nursing process and the role of the registered nurse as a leader are emphasized. Traditional and nontraditional settings are used to broaden the student’s awareness of health-care provider roles and agency services. Prerequisites: NURS 200, 201 and concurrent enrollment in NURS 202.

NURS 204 6 credits
Univ Self-Care: Holistic Care Across Life Span
Integrates previous learning to apply nursing process to client care at the beginning RN level. Requires students to synthesize, integrate and apply concepts of nursing care across the life span. This family-focused course studies complex health deviations in mental health, complications of childbearing, pediatrics and critical care nursing. Prerequisites: NURS 202, 203 and concurrent enrollment in NURS 205.

NURS 205 6 credits
Nursing Lab VII
Integrates previous learning to apply nursing process to client care at the beginning RN level. Requires students to synthesize, integrate and apply concepts of nursing care across the life span. This family-focused course studies complex health deviations in mental health, complications of childbearing, pediatrics and critical care nursing. Prerequisites: NURS 202, 203 and concurrent enrollment in NURS 205.
NURS 210  
Senior Seminar I
Employs patient-care scenarios to enhance the continued development of critical thinking. The critical thinking activities promote application of holistic concepts, health-care promotion and illness prevention. Course is organized around Orem’s conceptual framework. Prerequisites: concurrent enrollment in NURS 200, 201.

NURS 214  
Senior Seminar II
The seminar prepares the student for entry level into the workforce. It explores issues affecting current nursing practice. Scenarios, role play, discussion and modeling of professionalism will be used. Prerequisites: NURS 202, 203, and concurrent enrollment in NURS 204 and 205.

NUTR 115  
Nutrition for Health Professionals
Introduction to the fundamental concepts of human nutrition. Exploration of the role of nutrition in achieving and maintaining optimal health and disease prevention, as well as identifying the nutritional implications of various acute and chronic medical conditions. Prerequisites: NURS 100 required as a co-requisite or instructor’s signature.

NUTR 116  
Applications of Nutrition in Healthcare
Overview of the theory underlying the clinical application of nutrition science. Prerequisites: previous completion or concurrent enrollment in NUTR 115, or instructor’s signature.

OCED 100  
Essentials for Job Success
A survey of practical skills in how to survive, thrive and be a success on the job. Topics include responsible work habits employers value, how to get along with coworkers and supervisors, critical thinking and problem solving in the workplace, knowing yourself, setting goals and getting ahead.

OCED 110  
Occupational Preparation Assessment
Summary course comparing educational and career accomplishments to objectives established in an occupational survey course or equivalent. Requires completion of a summary project that assesses learning and work accomplishments compared to occupational objectives. Includes organization of a career portfolio that assesses readiness for employment or additional education. Prerequisites: program survey course that includes career planning tools or program tech prep course plus OCED 101.

OCED 130  
Industrial Safety
This course informs students of hazards and related safety procedures in industrial facilities such as mills, smelters, power generation plants and packing facilities. First aid and CPR certifications will be given to successful students. Proper fire extinguishing techniques, MSDS, Lock-out Tag-out procedures, chemical safety, PPE and accident reporting are embedded.

OCED 106  
Introduction to Logic

PHIL 210  
Philosophy of Religion
Examination of the relationship between philosophy and religion. Topics include the nature and knowledge of God, good and evil, and the problems of religious knowledge. Prerequisites: PHIL& 101 or equivalent recommended, or instructor’s signature.

PHIL 211  
Introduction to Ethics
Survey of the ethical perspectives of various philosophers in the context of current ethical issues. How our ideas about freedom, responsibility and values have an impact on ethical and moral decisions. Students are encouraged to develop their own ethical thinking.

PHIL 275  
Comparative World Religions
Survey of major world religions, focusing on the Egyptian, Hebrew, Indian, Japanese and Chinese religions. Other religions are considered as time permits.

OCED 100  
Introduction to Oceanography
Investigation of the marine environment covering the geological, physical, chemical, biological and environmental processes which occur in the ocean. Topics include perspectives of oceanography, the intertidal zones, plate tectonics, islands, plankton and nekton, marine mammals, and pollution.

PCOL 110  
Pharmacology in Nursing
Using a body systems approach, this course explores pharmacodynamics, pharmacokinetics and pharmacotherapeutics of agents used in treating clinical conditions. The nurse’s legal scope of practice related to administration and monitoring of medications will be highlighted. Special considerations of drug administration for pediatric and aged clients will be presented. Prerequisites: concurrent enrollment in NURS 104 or instructor’s signature.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEH 102</td>
<td>2</td>
<td>Body Conditioning: Step Aerobics</td>
<td>Coed, comprehensive aerobic conditioning class designed to increase flexibility, strength and the cardio-respiratory system through the use of routines set to music. Nutrition and diet programs addressed. Prescriptive and descriptive fitness testing administered. Prerequisites: complete physical exam or doctor’s permission for students age 40 and older.</td>
</tr>
<tr>
<td>PEH 103</td>
<td>1</td>
<td>Body Conditioning: Weight Training</td>
<td>Focuses on two areas: basic weight training for learning the proper techniques and safety, and power weight training for students to continue a regular lifting program. Provides an opportunity for rehabilitation of injuries. Prerequisite: orientation.</td>
</tr>
<tr>
<td>PEH 104</td>
<td>2</td>
<td>Body Conditioning: Weight Training</td>
<td>Focuses on two areas: basic weight training for learning the proper techniques and safety, and power weight training for students to continue regular lifting programs. Provides an opportunity for rehabilitation of injuries. Prerequisites: orientation.</td>
</tr>
<tr>
<td>PEH 112</td>
<td>1</td>
<td>Functional Movement Training for the Athlete</td>
<td>Designed as an off-season functional conditioning class for WVC athletes. Course focus will be dictated by the demands of the individual sports.</td>
</tr>
<tr>
<td>PEH 114</td>
<td>1</td>
<td>Bowling</td>
<td>Basic skills and techniques to help provide enjoyment and satisfaction, participating on a recreational or more competitive level.</td>
</tr>
<tr>
<td>PEH 118</td>
<td>1</td>
<td>Beginning Karate</td>
<td>A comprehensive introductory course on traditional Okinawan karate. Designed with diversified subject matter including physical fitness, self-defense and traditional karate emphasizing the mental awareness, history and philosophy of karate-do.</td>
</tr>
<tr>
<td>PEH 119</td>
<td>1</td>
<td>Tai Chi</td>
<td>A low-impact exercise based on the slow, fluid movement of tai chi and the breathing exercises of chi kung. Tai chi is an internal martial art based on Chinese philosophy and medicine. A simple, effective program for relaxation and stress reduction through greater mind-body awareness.</td>
</tr>
<tr>
<td>PEH 120</td>
<td>1</td>
<td>Beginning Fencing</td>
<td>Designed to introduce the basic skills of fencing. Learn footwork, offensive and defensive moves to be utilized in fencing bouts.</td>
</tr>
<tr>
<td>PEH 121</td>
<td>1</td>
<td>Pilates</td>
<td>Designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and core stability through a series of Pilates movements. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere.</td>
</tr>
<tr>
<td>PEH 122</td>
<td>1</td>
<td>Yoga</td>
<td>Designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and stability through a series of poses, or asanas. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere.</td>
</tr>
<tr>
<td>PEH 123</td>
<td>2</td>
<td>Yoga/Pilates</td>
<td>A unique blend of yoga and Pilates designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and stability through a series of poses and Pilates movements. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere.</td>
</tr>
<tr>
<td>PEH 125</td>
<td>1</td>
<td>Golf</td>
<td>Basic skills, knowledge and techniques of golf. Introduces and prepares beginning golfers for a lifetime sport.</td>
</tr>
<tr>
<td>PEH 126</td>
<td>1</td>
<td>Beginning Racquetball</td>
<td>Principle facets of racquetball. Basic foundations of stroke technique and rules interpretation, including game and tournament strategy as well as court safety. Prerequisites: complete physical exam or doctor’s permission for students age 40 and older.</td>
</tr>
<tr>
<td>PEH 144</td>
<td>1</td>
<td>Cross-Country Skiing</td>
<td>Basic to intermediate-level cross-country ski instruction in a weekend format. Skiing techniques for flats, hills, downhill and backcountry will be covered. Techniques such as diagonal stride, skating, uphill running, turning and stopping are incorporated into the session with an emphasis on safety.</td>
</tr>
<tr>
<td>PEH 145</td>
<td>1</td>
<td>Advanced Fencing</td>
<td>Designed to cover the principles of fencing for advanced students. Learn footwork, offensive and defensive moves to be used in fencing bouts. Prerequisite: PEH 120 or instructor’s signature.</td>
</tr>
<tr>
<td>PEH 150</td>
<td>1</td>
<td>Beginning Tennis</td>
<td>Fundamental skills of the game, the rules of play and accepted course etiquette.</td>
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<tr>
<td>Course</td>
<td>Credits</td>
<td>Description</td>
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</tbody>
</table>
| PEH 226      | 2 credits | Advanced Racquetball
Principles of racquetball for advanced players. Detailed instruction on stroke techniques, rules interpretation, including game and tournament strategy, as well as court safety. Aerobic value will be derived by participation and a lifetime sport activity will be the end result. Prerequisites: complete physical exam or doctor’s permission for students age 40 and older. PEH 126 or instructor’s signature. |
| PEH 261      | 1 credit | Fitness Lab
Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age groups. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor’s permission or physical within last year recommended for students age 40 or older. |
| PEH 262      | 2 credits | Fitness Lab
Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age groups. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor’s permission or physical within last year recommended for students age 40 or older. |
| PEH 180      | 3 credits | Personal Wellness
Creating a lifestyle that promotes personal health and well-being. Includes wellness concepts and theory with special emphasis on stress management and relaxation training, nutrition and fitness, addictive behaviors, human sexuality, and the ability to analyze the validity of health news and information sources. |
| PEH 181      | 5 credits | Health and Wellness
Online course emphasizing the relationship between course content and lifestyle choices. Includes physical fitness, nutrition, weight management, stress and emotional health, chemical use and abuse, communicable and noncommunicable disease, health-smart consumerism, the health-care system, aging, death and dying, and environmental health issues. |
| PEH 182      | 5 credits | 1st Aid-Responding to Emergencies
Covers advanced first aid and emergency care procedures, including American Red Cross requirements for certification cards. Lecture and hands-on training including CPR/AED, splinting, bandaging and dealing with sudden illness or injury to the body. Includes Basic Life Support for Health-Care Providers. |
| PEH 189      | 2 credits | Athletic Training Practicum I
Provides a practical application of athletic training knowledge and skills in the training room setting. Students serve as student athletic trainers for WVC men’s and women’s athletic teams. PEH 189 is intended for the first-year student athletic trainer and should be repeated three times for credit (fall, winter and spring quarters). Prerequisite: instructor permission only. |
| PEH 283      | 3 credits | Sports Nutrition
Defines the basic nutritional needs of the human body and how to achieve them for optimum health. Nutrition considerations for sports and exercise will be examined in depth. |
| PEH 284      | 3 credits | Foundations of Fitness
Introduces the essential principles of fitness and exercise science and is intended to be one of the first steps in the preparation of individuals as fitness professionals. Provides the fundamental theories, applications and personal experiences necessary for a comprehensive understanding of fitness as a profession and as a lifestyle. |
| PEH 285      | 3 credits | Introduction to Physical Education and Sport
Designed to provide an introduction to physical education as a profession. This course serves as an introduction to all fields of physical education including teaching, coaching, sports and fitness management, athletic training/sports medicine, and various others. |
| PEH 286      | 5 credits | Exercise Physiology
Investigates the relationship between physical activity and physiological processes. Emphasis will be placed on the body’s adaptation to strength training, cardiovascular endurance and neurological adaptations. |
| PEH 287      | 5 credits | Athletic Training
An introductory course to the field of athletic training. Will introduce prevention and care of athletic injuries and illnesses. Emphasis is placed on managing and preventing injuries common to an active lifestyle, including acute and overuse injuries. |
| PEH 288      | 5 credits | Anatomical Kinesiology
Study of the musculoskeletal structure of the living human body, bones and their articulation, segments and their movements, muscles and their attachments and actions, and systemic nerves and their innervations and function. Special emphasis is placed on musculoskeletal analysis of basic exercises and movement patterns. |
| PEH 289      | 2 credits | Athletic Training Practicum II
Provides a practical application of athletic training knowledge and skills in the training room setting. Students serve as student athletic trainers for WVC men’s and women’s athletic teams. Intended for the second-year student athletic trainer and should be repeated three times for credit (fall, winter and spring quarters). Prerequisite: instructor permission only. |
| PHYS& 100    | 5 credits | Physics for Non-Science Majors
Physics for nonscience majors. Study of the basic fundamentals of physics, including mechanics, heat, light, sound, electricity, magnetism and modern physics. |
| PHYS& 121    | 5 credits | General Physics I
Study of the fundamental principles and applications of mechanics, including vectors, static equilibrium, linear and rotational motion, Newton’s laws, work, energy, and momentum. Includes laboratory. Prerequisites: MATH 097 or equivalent, or instructor’s signature. |
| PHYS& 122    | 5 credits | General Physics II
Study of the basic principles and applications of fluids, heat, sound and light. Includes laboratory. Prerequisite: MATH 097 or equivalent, or instructor’s signature. |
| PHYS& 123    | 5 credits | General Physics III
Study of the basic principles and applications of electricity and magnetism and an introduction to modern physics. Includes laboratory. Prerequisites: MATH 097 or equivalent, or instructor’s signature. |
### Political Science

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>POLS&amp; 101</td>
<td>5</td>
<td>Introduction to Political Science</td>
<td>Exploration of the concepts and methods of political philosophy. Class will draw on both classical and contemporary writers. Topics include liberty, equality, justice, rights and political obligations along with current topical issues.</td>
</tr>
<tr>
<td>POLS&amp; 202</td>
<td>5</td>
<td>American Government</td>
<td>The theory, principles, organization and functions of our national government, stressing the relationships between individuals, groups and the media, and the executive, legislative, and judicial branches of government. Includes a learning activity designed to ensure competence with the basic use of computers.</td>
</tr>
<tr>
<td>POLS&amp; 203</td>
<td>5</td>
<td>International Relations</td>
<td>The study of the interactions among the various actors that participate in international politics, including individuals, states, international organizations, nongovernmental organizations and sub-national entities, and the theories that try to predict their behavior. Includes a learning activity designed to ensure competence with the basic use of computers.</td>
</tr>
<tr>
<td>POLS 206</td>
<td>5</td>
<td>State and Local Government</td>
<td>The study of people, institutions and political forces that shape policymaking and policy outcomes in state and local communities. The role of states’ politics within the context of the Federalist political system established by the United States Constitution.</td>
</tr>
</tbody>
</table>

### Engineering Physics

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</tr>
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<tbody>
<tr>
<td>PHYS&amp; 221</td>
<td>5</td>
<td>Engineering Physics I</td>
<td>The study of kinematics, statics, rotational motion and collisions. Topics include one- and two-dimensional motion for point masses and rigid bodies, conservation laws for momentum and energy, and equilibrium conditions. Laboratory included. Prerequisites: one year high school physics, MATH&amp; 151 or concurrent enrollment.</td>
</tr>
<tr>
<td>PHYS&amp; 222</td>
<td>5</td>
<td>Engineering Physics II</td>
<td>The study of simple harmonic motion, waves, temperature and heat. Topics include the Ideal Gas Laws, the Laws of Thermodynamics, and thermodynamic systems. Electrostatics through Gauss’ law covered. Laboratory included. Prerequisites: one year high school physics, PHYS&amp;221, MATH &amp;152 or concurrent enrollment.</td>
</tr>
<tr>
<td>PHYS&amp; 223</td>
<td>5</td>
<td>Engineering Physics III</td>
<td>The study of electrical and magnetic phenomena, starting with electric potential and continuing on into optics and quantum mechanics. Topics include electrostatics, magnetostatics, DC and AC circuit theory, and geometric ray optics. Laboratory included. Prerequisites: one year high school physics, PHYS&amp; 222, MATH &amp;153 or concurrent enrollment.</td>
</tr>
</tbody>
</table>

### Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>5</td>
<td>General Psychology</td>
<td>This course offers an overview of psychology as a scientific study. Both theories and research findings concerning all major branches of psychology including neuroscience, health psychology, social psychology, psychopathology and therapy, personality, cognitive, and developmental will be examined. Application of and critical thinking about psychology concepts will be emphasized. Prerequisite: college-level reading and study skills.</td>
</tr>
<tr>
<td>PSYC 102</td>
<td>5</td>
<td>Psychology of Adjustment</td>
<td>A study of psychological adjustment, personal growth and personality. These factors are examined from various psychological orientations with applications and insight into one’s own life, relationships and environmental situations. This course is not to be used in place of formal counseling.</td>
</tr>
<tr>
<td>PSYC 200</td>
<td>5</td>
<td>Lifespan Psychology</td>
<td>An examination of the developmental changes occurring throughout the entire life span: conception to death. Particularly emphasized are physical, emotional, cognitive, moral and social development, and application of theories and knowledge to real world applications. Various theories of development will be examined. Prerequisite: PSYC &amp; 100.</td>
</tr>
<tr>
<td>PSYC 245</td>
<td>5</td>
<td>Social Psychology</td>
<td>A theoretical and practical study of the social influence that helps determine human behavior. Small groups, mass media, advertising, propaganda, the role of nature and nurture, cognition, discrimination/prejudice, persuasion, conformity, obedience, aggression, and attraction are among the topics considered. Small-group experiences included. Prerequisite: PSYC &amp; 100.</td>
</tr>
</tbody>
</table>

### Radiologic Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 101</td>
<td>2</td>
<td>Introduction to Radiologic Technology</td>
<td>An orientation to the WVC Radiologic Technology program, history of historical events in radiology, the radiographer’s role in the health-care team, organization of the radiology department and hospital, professional organizations, elements of ethical behavior and medicolegal considerations, professional organizations and regulatory agencies. Prerequisites: enrollment in the radiologic technology program.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Credits</td>
<td>Course Title</td>
<td>Description</td>
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</tr>
<tr>
<td>RADT 105</td>
<td>1</td>
<td>RADT Success</td>
<td>Supplemental laboratory practice designed to reinforce theoretical principles and integrate hands-on practice and radiologic technology knowledge. Skills are developed to improve performance and gain the competency required for entry into the clinical experience phase of the radiologic technology program. Prerequisites: enrollment in the radiologic technology program.</td>
</tr>
<tr>
<td>RADT 111</td>
<td>5</td>
<td>Radiation Physics</td>
<td>An overview to the application of radiation physics; to include basic atomic structure, the nature of radiation, x-ray production and interaction of x-ray photons with matter. An introduction to mathematics for radiology, radiation quantities and units of measure, imaging equipment: x-ray circuitry, generators and x-ray tubes. Prerequisites: enrollment in the radiologic technology program.</td>
</tr>
<tr>
<td>RADT 121</td>
<td>3</td>
<td>Principles of Exposure I</td>
<td>An introduction to the basics of radiation protection and an orientation to radiographic equipment. A detailed analysis of principles related to radiographic image formation and acquisition using film screen and digital based image receptors. Image evaluation and laboratory experiments reinforce theoretical principles. Prerequisites: enrollment in the radiologic technology program.</td>
</tr>
<tr>
<td>RADT 122</td>
<td>3</td>
<td>Principles of Exposure II</td>
<td>A continuation of RADT 121 and analysis of density/brightness, contrast, detail, distortion, permanent radiographic equipment, AEC, fluoroscopy, mobile equipment and systems of technique formation. Image evaluation and laboratory experiments reinforce theoretical principles. Prerequisites: RADT 121.</td>
</tr>
<tr>
<td>RADT 131</td>
<td>4</td>
<td>Radiographic Positioning I</td>
<td>An introduction to positioning terminology and the fundamental theory, principles and practices regarding radiographic examinations of the upper and lower extremities and shoulder girdle. Experience is gained via online positioning lecture and in the energized lab. Practical competency assessments reinforce principles learned in lecture. Prerequisites: enrollment in the radiologic technology program.</td>
</tr>
<tr>
<td>RADT 132</td>
<td>4</td>
<td>Radiographic Positioning II</td>
<td>A continuation of RADT 131: to include radiographic examinations of the hip, pelvis and spine. Experience is gained in the energized lab and practical competency assessments reinforce principles learned in lecture. Prerequisites: RADT 131.</td>
</tr>
<tr>
<td>RADT 133</td>
<td>4</td>
<td>Radiographic Positioning III</td>
<td>A continuation of RADT 132: to include radiographic and/or fluoroscopic examinations of the chest, bony thorax, skull, sinus, facial bones, abdomen, urinary and digestive system. Experience is gained in the energized lab and practical competency assessments reinforce principles learned in lecture. Prerequisites: RADT 132.</td>
</tr>
<tr>
<td>RADT 134</td>
<td>4</td>
<td>Radiographic Positioning IV</td>
<td>A continuation of RADT 133: image critique and introduction to clinical handbook. Introduction to special views of the upper and lower extremities, spine, pelvis, chest, bony thorax, cranium, abdomen, situations of trauma, mobile, pediatric and geriatric populations. Experience is gained in the energized laboratory; competency assessments reinforce principles learned. Prerequisites: RADT 133.</td>
</tr>
<tr>
<td>RADT 141</td>
<td>2</td>
<td>Radiation Biology and Protection</td>
<td>An overview of principles of the interaction of radiation with living systems, radiation effects on living systems, and factors affecting biologic response; responsibilities of the radiographer regarding principles of radiation protection for the radiographer, patient and public; radiation health and safety recommendations and requirements of federal and state agencies. Prerequisites: RADT 111, 121.</td>
</tr>
<tr>
<td>RADT 151</td>
<td>1</td>
<td>Imaging Modalities</td>
<td>A basic overview of the advanced imaging areas to include, but not limited to, vascular, cardiac, interventional radiography, computed tomography, nuclear medicine, magnetic resonance imaging, ultrasonography, mammography, bone densitometry and radiation therapy. Prerequisites: RADT 111, 121.</td>
</tr>
<tr>
<td>RADT 152</td>
<td>3</td>
<td>Patient Care</td>
<td>Basic concepts and procedures of patient care, including consideration for the cultural, physical and psychological needs of various patient ages and their family. Routine and emergency patient care procedures and application of Standard Precautions. Basic concepts of pharmacology, basic theory and practice of venipuncture and administration of diagnostic contrast agents. Prerequisites: RADT 121, 131.</td>
</tr>
<tr>
<td>RADT 161</td>
<td>2</td>
<td>Special Procedures</td>
<td>An introduction to the theory, principles, equipment, contrast media, accessories and practices regarding special radiographic examinations to include but not limited to: surgical, mobile, CNS, GI, urinary, musculoskeletal, circulatory, respiratory, biliary, reproductive and salivary systems. Prerequisites: RADT 133, 152.</td>
</tr>
<tr>
<td>RADT 162</td>
<td>1</td>
<td>Clinical Observation</td>
<td>Under direct supervision at a clinical education setting affiliated with Wenatchee Valley College, the student will obtain orientation to a radiographic department, observe and participate in radiographic examinations. Prerequisites: RADT 133 and 152.</td>
</tr>
<tr>
<td>RADT 171</td>
<td>2</td>
<td>Radiographic Pathology</td>
<td>An introduction to the concepts of disease and the etiology and pathophysiology of disease to body systems. Radiographic exam indicators and common radiographic findings are reviewed and compared to normal radiographic findings. Prerequisites: RADT 122, 152.</td>
</tr>
<tr>
<td>RADT 181</td>
<td>2</td>
<td>Radiography Quality Assurance</td>
<td>An overview of the quality management process and associated government and accreditation standards. Principles, equipment and procedures associated with radiographic quality control testing will be studied. Laboratory exercises will reinforce theoretical principles presented in lecture. Prerequisites: RADT 111, 121.</td>
</tr>
<tr>
<td>RADT 191</td>
<td>3</td>
<td>Sectional Anatomy</td>
<td>The study of structures in the head, neck, thorax, abdomen, pelvis and extremities in the sectional imaging formats of Computed Tomography. The principles of CT including data acquisition methods, systems, selectable scan factors, factors that control image appearance, post processing and radiation protection. Hands-on experience with mobile CT machine. Prerequisites: RADT 133.</td>
</tr>
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<td>Course Code</td>
<td>Credits</td>
<td>Course Title</td>
<td>Description</td>
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<tr>
<td>RADT 231</td>
<td>13 credits</td>
<td>Clinical Education I</td>
<td>Part one of a four-part series. Focus on the clinical application and evaluation of radiography under professional supervision in a clinical education center affiliated with WVC. Apply technical and procedural knowledge through observation and participation in radiographic studies. Clinical 39 hours per week, competency based. Prerequisites: completion of first-year radiologic technology program.</td>
</tr>
<tr>
<td>RADT 232</td>
<td>9 credits</td>
<td>Clinical Education II</td>
<td>Continuation of RADT 231. Continue to gain radiographic experiences under professional supervision in the clinical education center. Continues completing educational objectives and clinical competencies at specified levels of competence and patient care and learn to become a committed, team oriented, employable individual. Prerequisites: RADT 231.</td>
</tr>
<tr>
<td>RADT 233</td>
<td>13 credits</td>
<td>Clinical Education III</td>
<td>Continuation of RADT 232. Transition to the second assigned clinical education center affiliated with WVC. Continue to develop and demonstrate an increasing degree of competence in performance, decision making, efficiency, speed, patient care, problem solving and professionalism. Clinical 39 hours per week, competency based. Prerequisites: RADT 232.</td>
</tr>
<tr>
<td>RADT 234</td>
<td>13 credits</td>
<td>Clinical Education IV</td>
<td>Continuation of RADT 233. Continue to gain experience under professional supervision of the clinical education center. Demonstrate competency related to clinical competency requirements, decision making, efficiency, and problem solving in procedures demonstrated in all previous clinical courses. Clinical 39 hours per week. Prerequisites: RADT 233.</td>
</tr>
<tr>
<td>RADT 241</td>
<td>1 credit</td>
<td>Radiographic Seminar I</td>
<td>Part one of a four-part series. Comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: completion of first-year radiologic technology program.</td>
</tr>
<tr>
<td>RADT 242</td>
<td>1 credit</td>
<td>Radiographic Seminar II</td>
<td>Continuation of RADT 241: comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: RADT 241.</td>
</tr>
<tr>
<td>RADT 243</td>
<td>1 credit</td>
<td>Radiographic Seminar III</td>
<td>Continuation of RADT 242: comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: RADT 242.</td>
</tr>
<tr>
<td>RADT 244</td>
<td>1 credit</td>
<td>Radiographic Seminar IV</td>
<td>Continuation of RADT 243: final comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: RADT 243.</td>
</tr>
<tr>
<td>SOC 135</td>
<td>5 credits</td>
<td>Sociology of Women</td>
<td>Intersection of social institutions and women in American society. Explores research and formal theories on social and institutional pressures that shape women and their roles; confronts myths, misconceptions and stereotypes surrounding a woman’s life, including her history, education, sexuality, politics, economics, religion, family, race, age, self-identity and potential.</td>
</tr>
<tr>
<td>SOC 151</td>
<td>5 credits</td>
<td>Sociology of Race and Ethnic Groups</td>
<td>A historical overview of minority and ethnic relations with an examination of topics and theories related to the diversity of selected groups and intergroup relations. Topics include prejudice and discrimination, dominant/minority relations, and majority and minority groups in American society. Prerequisites: SOC&amp;101 is recommended.</td>
</tr>
<tr>
<td>SOC&amp; 201</td>
<td>5 credits</td>
<td>Social Problems</td>
<td>Investigates social problems of today from a sociological perspective. The course examines important issues of the economy, drug abuse, crime, inequality, family, education, race and ethnic relations, environment, and war and terrorism. The course is structured to promote the critical thinking and problem-solving skills of students by using the sociological imagination.</td>
</tr>
<tr>
<td>SOC 203</td>
<td>5 credits</td>
<td>Sociology of Sport</td>
<td>An examination of the relationship between sport and society from a historical and sociological perspective. Emphasis will be given to sport as an economic enterprise, the relationship between sport and society’s institutions, high school and college sports, and the issues of social class, race, gender, and violence in sports.</td>
</tr>
<tr>
<td>SOC 225</td>
<td>5 credits</td>
<td>Sociology of Family</td>
<td>A comprehensive examination of marriage and family life, including past, current and future trends. The course will help students understand different family patterns and skills for meaningful, long-term, intimate relationships, and is structured to promote the critical thinking and problem-solving skills of students by using the sociological perspective. Prerequisites: SOC&amp;101 is recommended.</td>
</tr>
</tbody>
</table>
Spanish

SPAN& 121 5 credits
Spanish I
Elementary grammar, writing and comprehension of the Spanish language. Instruction partly in Spanish. Background in English grammatical terminology is recommended.

SPAN& 122 5 credits
Spanish II
Continuation of Spanish I. Elementary grammar, writing and comprehension of the Spanish language. Instruction increasingly in Spanish. Background in English grammatical terminology is recommended. Prerequisite: SPAN& 121.

SPAN& 123 5 credits
Spanish III
Continuation of Spanish II. Elementary grammar, oral and written composition. Instruction mostly in Spanish. Background in English grammatical terminology is recommended. Prerequisite: SPAN& 122 or equivalent.

SPAN& 221 5 credits
Spanish IV
Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 123 or equivalent.

SPAN& 222 5 credits
Spanish V
Continuation of Spanish IV. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 221 or equivalent.

SPAN& 223 5 credits
Spanish VI
Continuation of Spanish V. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 222 or equivalent.

Student Development Skills

SDS 096* 3 credits
Keys to College Success
An intensive college orientation class to help increase academic, professional and personal success in college and life.

*This class is not eligible for financial aid. For more information contact the financial aid office at 682.6810.

SDS 101 5 credits
Study Skills
Course covers college-level study skills, including time management, goal setting, classroom etiquette, learning styles, math study skills, note-taking, textbook reading and comprehension, exam preparation and test-taking, basic research skills, and basic presentation skills. Prerequisites: COMPASS score writing placement in ENGL 090 or above.

SDS 104 3 credits
Stress Management
Understanding of the nature of stress, principles of stress management and strategies for "creating, rejuvenating and sustaining" a healthy, balanced lifestyle. Through lecture and experiential learning, learn to reduce anxiety around tests, homework, relationships and more. Prerequisite: ENGL 097.

SDS 105 3 credits
Effective Leadership
Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Prerequisite: appropriate assessment score. College-level reading and writing skills recommended.

SDS 106 3 credits
Career and Life Planning
An opportunity to explore career options that best fit with student's personality, interests, abilities and values. Emphasis is on personal assessment. Prerequisite: placement in ENGL 097 strongly advised.

SDS 107 1 credit
College Navigation Skills 1
Introduces techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in goal setting, critical thinking, decision making and problem solving, time management and stress management. Prerequisites: may require instructor permission.

SDS 108 1 credit
College Navigation Skills 2
Introduces student development techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in financial decision-making strategies, creating a financial plan for higher education, college paper writing requirements, understanding self awareness and motivation as tools for college success. Prerequisites: may require instructor permission.

TGM 150 3 credits
Tribal Law
Examines the roles of the tribal government and provides a broad overview of tribal law issues, including an understanding of tribal governments, tribal constitutions and codes, treaties, tribal court systems, and tribal gaming law.
TGM 160 3 credits
Jurisdiction Issues
Provides a broad overview of tribal jurisdiction issues, including an understanding of criminal and civil jurisdiction, particularly as applied to tribal gaming law.

Welding

WELD 128 3 credits
Basic Welding
Theory, application and practice of arc and oxyacetylene welding and cutting.

WELD 131 3 credits
Gas Welding
Fundamentals and experience in the operation of oxyacetylene welders and cutters in flat, horizontal, vertical and overhead positions, and an introduction to aluminum and stainless steel welding and brazing using TIG welding machines.

WELD 132 3 credits
Arc Welding
Fundamentals and experience in operation of AC and DC welders in flat, horizontal, vertical and overhead positions using a variety of welding electrodes, including low-hydrogen rods. Introduction to MIG (Metallic Inert Gas) or GMAW (Gas Metal Arc Welding) included.

WELD 220 2 credits
Welding Certification Prep Course
Prepares experienced welders for welding examination and certification. Involves out-of-position welding with electric arc 6010 and 7018 electrodes, “flux core” welding wire, and GMAW (MIG) Welders (required during welding certification). Prerequisites: WELD 128 or industry experience.
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We encourage our Omak campus students to park in our lot on Ash and Apple Avenue (next to the Fire Hall) within a block of campus or in our campus lot. This will help leave street parking spaces for our neighbors.
# Student Planner - Checklist

Graduation Requirements for Associate of Arts and Sciences Degree

## Year 1 – 1st-Quarter Classes

<table>
<thead>
<tr>
<th>Course and Number</th>
<th>Cred.</th>
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## Year 1 – 2nd-Quarter Classes

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<th>Course and Number</th>
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## Year 1 – 3rd-Quarter Classes

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<th>Course and Number</th>
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## Minimum Requirements for AAS Degree

*Please note: Official graduation evaluations must be completed by the registrar.*

10 Credits—Writing Skills

Required: English 101

Select one: English 201, 202, 203 or 235

<table>
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<tr>
<th>Have</th>
<th>Need</th>
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5 Credits—Quantitative Skills (See note on page 18)

Intermediate Algebra (See page 18 for prerequisite)

Math 105 or above

Computer Science 201, 202 or 203

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3 Credits—Life Skills (Credits will count in electives)

(Select from approved list on page 18)

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45 Credits—Distribution (See distribution on page 19)

15 Humanities (from three different subject areas)

15 Natural Sciences (from three different subject areas)

15 Social Sciences (from three different subject areas)

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27 Credits—Electives (See page 19 for general electives)

Restricted (maximum 15 credits)

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90 Credits—Minimum Total for Degree

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### Electives

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### Restricted Electives

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### Humanities

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### Natural Sciences

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### Social Sciences

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Associate of Arts and Sciences Degree Requirements: 90 credits

General Education Requirements .......... 18 credits
If more than 18 General Education credits are earned, the excess credit may be used to meet other graduation requirements.

WRITING SKILLS .......... 10 credits
A grade of 2.0 or higher ("C" grade) in ENGL 201, 202, 203 or 235 is required for graduation.

English 101 required
Select five credits from English 201, 202, 203 or 235

QUANTITATIVE SKILLS . 5 credits
To meet this requirement, proficiency in intermediate algebra must be demonstrated. Students must also successfully complete one of the following:

Math: 105 or higher
Computer Science: 201, 202, 203

LIFE SKILLS ................. 3 credits
This requirement is met by taking either general or restricted courses from the following list. You must successfully complete three credits from the following:

General
Physical Education (Professional): 180, 181, 183, 283, 284, 285, 287
Physical Education (Activity)**: 101-162, 218-262

OR
Restricted
Business Information Technology (BIT) or Business Computer Technology (BCT): 105
Library: 101, 105
Read: 176
Student Development Skills: 101, 105, 106, 110

Distribution Requirements ............... 45 credits
If more than 45 Distribution credits are earned, the excess credit may be used to meet general elective requirements.

HUMANITIES ............15 credits
Courses must be from three different subject areas. Subject areas appear below in bold type.

Group A—Lecture (Minimum 10 credits)

Art: 100, 201, 202, 203
Classics: 100
Communications: 101, 210, 220, 240
Drama: 101

Group B—Nonlab Courses (Maximum 5 credits; only 5 credits allowed from Math/Computer Science)

Chemistry: 106
Environment-Biology 221, Oceanography 100, 101
Geology: 110, 218

Group A—Lab Courses (Minimum 5 credits)

Anthropology: 205
Astronomy: 101
Biology (General): 100, 126, 211, 218, 260
Botany-Biology: 212, 216, 230
Chemistry: 110, 121, 131, 161, 162, 163, 261, 262, 263
Environment-Biology: 125, 127, 225, 226, 227
Geology: 101, 208
Meteorology: 210
Physics: 121, 122, 123, 221, 222, 223
Zoology-Biology: 213, 217, 241, 242

World Languages (Maximum 5 credits):
American Sign Language 121, 122
German 121, 122, 123
Latin 101, 102, 103
Japanese 121, 122, 123, 221, 222, 223
Native American Languages 101, 102, 103, 111, 112, 113, 121, 122, 123, 204, 205, 206, 214, 215, 216, 224, 225, 226
Spanish 121, 122, 123, 221, 222, 223
Philosophy: 101, 106, 210, 211, 275
Theater Arts: 170

Theater Arts (Drama): 165, 180, 265, 280

Math/Computer Science: MATH 108, 141, 142, 146, 148, 151, 152, 153, 171, 172, 173, 200, 201, 238, 254; CSC 201, 202, 203
Meteorology: 110
Physical Education: 286, 288
Physics: 100

SOCIAL SCIENCES....15 credits
Courses must be from three different subject areas. Subject areas appear below in bold type.

Anthropology: 100, 204, 206, 217, 220
Economics: 101, 201, 202
Geography: 101, 201, 202
History: 116, 117, 118, 146, 147, 148, 174, 175, 214, 230, 271, 274, 275
Political Science: 101, 202, 203, 206
Psychology: 100, 102, 200, 245
Sociology: 101, 110, 135, 151, 201, 203, 225

ELECTIVE REQUIREMENTS .... 27 credits minimum

General Electives are normally accepted at institutions that grant bachelor’s degrees whether or not an AAS degree is earned.

Restricted Electives are courses numbered 100 or higher that do not normally transfer to institutions that grant bachelor’s degrees. These courses are normally accepted only when included in the AAS degree. A maximum of 15 restricted credits, including any used as Life Skills credit, can be included in the AAS degree.

GENERAL ELECTIVES . 27 credits
In addition to the list below, all courses listed in the sections of general education, humanities, natural sciences and social sciences distribution requirements may be used as general electives.

Accounting: 201, 202, 203
Art: 120
Business Administration: 101, 204, 240, 241
Chemical Dependency Studies: 101
Education: 115, 200, 204
History: 219
Latin: 110, 220
Music: 145, 146
Physical Education (Professional): 168, 169, 171, 174, 175, 180, 181, 182, 183, 184, 185, 189, 283, 284, 285, 287, 289
Physical Education (Activity)**: 101-162, 218-262
Political Science: 201

** A maximum of five P.E. activity credits are allowed in this degree. The first three credits are allowed as Life Skills or General Elective credit; the last two credits earned are allowed as Restricted Electives.
How to Find the Community Learning Center

From Wenatchee Avenue, turn west onto Kittitas Street then turn south on Chelan. The Community Learning Center is located in the former St. Joseph’s Church at 504 S. Chelan Avenue.

Omak Campus
116 West Apple Ave., Omak

We encourage Omak campus students to park in the lot on Ash and Apple Avenue (next to the fire hall) within a block of campus or in the campus lot. This will help leave street parking spaces for our neighbors.

Rooms begin with
A: Administration Building .......... 100
B: Mary Henrie Friendship Hall ........ 200
C: Classroom/Science Lab Building .... 300
D: Student Resource Center .......... 500
E: Heritage House ..................... 900
F: WVC at Omak Foundation
G: Gear-Up House

Parking

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