



# Shoreline Community College

CATALOG 2017 - 2018

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This publication is available in alternate formats by contacting the Office of Special Services  
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Every effort has been made to assure the accuracy of the information contained in this catalog. Students are advised, however, that such information is subject to change without notice, and advisors should, therefore, be consulted on a regular basis for current information. The College and its divisions reserve the right at any time to make changes in any regulations or requirements governing instruction in and graduation from the College and its various divisions. Changes shall take effect whenever the proper authorities determine and shall apply not only to prospective students but also to those who are currently enrolled at the College.

Except as other conditions permit, the College will make every reasonable effort to ensure that students currently enrolled in programs and making normal progress toward completion of any requirements will have the opportunity to complete any program which is to be discontinued.

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

# MESSAGE FROM THE PRESIDENT



**“Welcome to Shoreline Community College!”**

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

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

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

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

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

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

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

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

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

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

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

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

With best wishes for your success,

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

Cheryl Roberts, Ed. D.

President, Shoreline Community College

# 2017-2018 ACADEMIC CALENDAR

	FALL 2017	WINTER 2018	SPRING 2018	SUMMER 2018
New Student Registration Begins	May 22	Nov 20	March 12	May 21
Continuing Student Registration Begins	May 15-19	Nov 13-17	March 5-9	May 14-18
Last Day for 100% Refund	Oct 3	Jan 12	April 10	July 6
First Day of Instruction	Sept 27	Jan 8	April 4	July 2
Automatic Waitlists Turned Off	Sept 29	Jan 10	April 6	July 2
Last Day to Add a Class	Oct 3	Jan 12	April 10	July 6
Last Day to Make Schedule Changes Online	Oct 3	Jan 12	April 10	July 6
Late Enrollment - Requires Instr. & Dean Permission*	Oct 4-10	Jan 16-22	April 11-17	July 6-11
\$15.00 Add/Drop Fee Begins - "W" Begins	Oct 11	Jan 23	April 18	July 12
Last Day for 50% Refund	Oct 17	Jan 29	April 24	July 16
Last Day to Submit Pass Option Forms	Oct 31	Feb 12	May 8	July 26
Last Day "W" Grade is Issued	Nov 8	Feb 21	May 17	Aug 2
Drops Show on Record as "W"	Oct 11-Nov 8	Jan 23-Feb 21	April 18-May 17	July 12-Aug 2
Last Day to Change To/From Audit	Nov 8	Feb 21	May 17	Aug 2
Last Day of Instruction	Dec 8	March 19	June 14	Aug 23
Application for Graduation Due Date	Oct 13	Feb 16	June 15	July 13
Prep Day (No Classes)	Dec 11	March 20	June 15	N/A
Final Exams	Dec 12,13,14	March 21,22,23	June 18,19,20	Aug 16
Grades Available	Dec 20	March 28	June 27	Aug 22
* Late enrollment will be granted only in rare and unusual circumstances				

## HOLIDAY CAMPUS CLOSURES

	FALL 2017	WINTER 2018	SPRING 2018	SUMMER 2018
Labor Day	Sept 4			
Veteran's Day	Nov 10			
Thanksgiving Holiday	Nov 23			
Native American Heritage Day	Nov 24			
Christmas	Dec 25			
New Year's Day		Jan 1		
Martin Luther King Jr Day		Jan 15		
Presidents' Day		Feb 19		
Memorial Day			May 28	
Independence Day				July 4

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# VISION, MISSION, CORE THEMES & STRATEGIC PLAN

## VISION

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

## MISSION

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

## CORE THEMES

### 1. Educational Attainment and Student Success

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

### 2. Program Excellence

The College fosters excellence in its educational program.

### 3. Community Engagement

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

### 4. Access and Diversity

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

### 5. College Stewardship

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

## VALUES

Respect

Inclusion

Student Engagement

## STRATEGIC PLAN

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

### GOAL 1.

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

#### STRATEGIES

A. Develop a robust method for ongoing student learning outcomes assessment at the College.

B. Engage in comprehensive strategic enrollment management, encompassing the entire student experience, from the moment students aspire to attend college to the moment they attain their educational goals.

C. Create physical spaces and employ technologies that enhance student learning.

D. Cultivate intellectual and cultural vitality to invigorate and engage our College and communities.

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

### GOAL 2.

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

#### STRATEGIES

A. Engage in an ongoing, data-informed cycle of academic program review that allows for agile changes in program offerings with a focused, creative mindset.

B. Streamline processes throughout the College with a focus on standardizing routine processes and innovating around processes that add value to the student experience.

C. Invest in professional learning for faculty and staff to support continuous improvement and implementation of this strategic plan.

D. Invest in high-impact teaching practices for student learning.

E. Implement consistent, effective engagement and communications practices.

F. Develop and support innovation that serves our students and communities.

### GOAL 3.

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

#### STRATEGIES

A. Engage in ongoing, deliberate conversation and mindful discovery about our shared purpose and differences as we conduct our daily work.

B. Develop and maintain a framework to ensure that ecological integrity guides our practices.

C. Develop multicultural and global competencies to help us live the principles of social equity in an increasingly interdependent world.

D. Pursue and obtain sufficient resources to fulfill the College's mission, and allocate those resources effectively in order to ensure economic viability in the implementation of this strategic plan.

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

# GENERAL EDUCATION OUTCOMES

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

## • Quantitative and Symbolic Reasoning

Students will demonstrate college-level skills and knowledge in applying the principles of mathematics and logic.

## • Communication Skills

Students will read, write, speak in, and listen to college-level English. Effective communication incorporates awareness of the social nature of communication and the effects of ethnicity, age, culture, gender, sexual orientation, and ability on sending and receiving oral, non-verbal, and written messages.

## • Multicultural Understanding

Students will demonstrate understanding of issues related to race, social class, gender, sexual orientation, disabilities, and culture and the role these issues play in the distribution of power and privilege in the United States.

## • Information Literacy

Students will access, use, and evaluate information in a variety of formats, keeping in mind social, legal, and ethical issues surrounding information access in today's society.

## • General Intellectual Abilities

Students will think critically within a discipline, identify connections and relationships among disciplines, and use an integrated approach to analyze new situations.

## • Global Awareness

Students will demonstrate understanding and awareness of issues related to, and consequences of, the growing global interdependence of diverse societies by integrating knowledge from multiple disciplines. Students will describe how social, cultural, political, and economic values and norms interact.

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



# ABOUT SHORELINE



## THE COLLEGE

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

Located 10 miles north of downtown Seattle, Shoreline Community College is one of the most strikingly beautiful college campuses in Washington. The grounds once served as a special place to the Duwamish Tribe for gathering traditional foods in ways that increased the bounty of the land. Nestled among native evergreens, the campus is a brilliant sea of colors during spring, summer, and fall, when many flowering plants are in bloom. The scenic surrounding area is nationally known for its recreational and cultural opportunities, which richly complement academic life.

Twenty-six buildings constitute the 83-acre campus. These include an award-winning automotive training center, a visual arts building, computer centers, laboratories, a student center, a theater, a well-equipped gymnasium that includes an exercise room and racquetball courts, a childcare center, and the Ray W. Howard Library/Technology Center.

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

## ACCREDITATION

Shoreline Community College is accredited by:  
Northwest Commission on Colleges and Universities  
8060 165th Avenue North East, Suite 100, Redmond, WA 98052

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

## WEBSITE

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

Shoreline Community College uses the website to deliver online classes, post grades, register students, sell books, and more. Announcements regarding changes to policies and programs, publicity for events on campus, and other updates and information are posted on a regular basis.

## ACADEMIC CALENDAR

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

## COMMUNITY STANDARD

Shoreline Community College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued. Shoreline Community College does not tolerate hateful, violent, or discriminatory actions that target any person or group based on their beliefs, customs, identity, or affiliations. When one of us is diminished, all of us are diminished.

# EDUCATIONAL OPTIONS



## PROGRAMS OF STUDY: OVERVIEW

Shoreline Community College provides credit-bearing programs in the following areas:

- **Transfer:** For students who intend to continue their studies at a college or university
- **Professional-Technical:** For students interested in pursuing a certificate or degree that leads to employment
- **High School Programs:** For students seeking high school completion or to complete college credits while in high school
- **Transitional Studies:** For students seeking basic skills, completing a high school degree, and/or preparing for college-level work

## TRANSFER PROGRAMS

Shoreline Community College is fully accredited by the Northwest Commission on Colleges and Universities (NWCCU), as well as by several discipline-related bodies. The College has completed numerous evaluation processes and has been recognized for performance, integrity, and quality. This is important for students who plan to transfer credits to other colleges.

Academic courses will usually be accepted by other institutions offering the same (or similar) courses. However, each institution has its own transfer policy and transferability should never be assumed. Students should be aware that courses with “Pass” grades may not satisfy requirements in their major field. Students are responsible for knowing transfer requirements and policies, and they are urged to consult with the institution to which they plan to transfer.

Many transfer institutions expect students to be “major ready” by the time they transfer. This means that students need to declare their majors shortly after transfer and carefully plan which courses will meet their distribution requirements, as well as meet the admission requirements for a particular field of study. For example, students who wish to major in business will need to include additional math, economics, and accounting sequences in their coursework. Students are strongly encouraged to meet with their community college advisor, as well as an advisor from their transfer institution, to verify their choices.

In most cases, universities will accept 90 credits. Shoreline is a member of the Inter-College Relations Commission (ICRC), and our AA-DTA, AS-T, and MRP degrees comply with ICRC recommendations

for transfer degrees within Washington. Colleges and Universities participating in ICRC use common course numbering. Courses that include an ampersand ‘&’ are considered equivalent and transferable between these schools.

## Transferring to Another Institution

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

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

## Direct Transfer Agreement

An agreement has been developed between Washington State Community and Technical Colleges and participating baccalaureate institutions called the direct transfer agreement (DTA). The DTA Associate degrees are recognized as fulfilling most, if not all, of the general education requirements at the baccalaureate institution. Students who complete a DTA will normally be granted junior standing upon admission. Students should check with their intended transfer institution for further details regarding any additional general education, major prerequisites, and admission requirements.

The baccalaureate (four-year) colleges and universities in Washington State listed below subscribe to the Inter-college Relations Commission’s (ICRC) Guidelines for Direct Transfer Agreement (DTA). This list is subject to change. See your advisor for updated information and details of transfer.

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts

Eastern Washington University  
 Gonzaga University  
 Heritage University  
 Northwest University  
 Pacific Lutheran University  
 Saint Martin's University  
 Seattle Pacific University  
 Seattle University  
 The Evergreen State College  
 University of Washington  
 University of Washington - Bothell  
 University of Washington - Tacoma  
 Washington State University  
 Washington State University - North Puget Sound at Everett  
 Washington State University - Tri-Cities  
 Washington State University - Vancouver  
 Western Washington University  
 Whitworth University

## Major Related Program Agreements

To prepare students for transfer into specific academic majors, community colleges and baccalaureate institutions in Washington State developed Major Related Programs to provide consistency in prerequisite courses required for admission to common majors. Major Related Programs (MRP) follow either the AA-DTA or AS-T guidelines.

Currently, Shoreline Community College recognizes Major Related Programs in Business; Construction Management; Pre-Nursing; Bioengineering and Chemical Engineering; Computer and Electrical Engineering, and; Mechanical/Civil/Aeronautical/Industrial/Material Science Engineering.

## First-Year Experience Seminar

The First-Year Experience Seminar (FYES) engages students in acquiring general skills that will support their success throughout their college career. The outcomes of the Seminar focus on:

- (a) learning how to use college resources effectively;
- (b) gaining skills in self-management such as self-reflection, motivation, organization, time management, and self-care;
- (c) practicing college success strategies to prepare for class, meet course requirements, study effectively, and apply multicultural understanding, and;
- (d) constructing a plan to meet your educational, personal, and career goals.

Currently, the First-Year Experience Seminar can be taken as part of Human Development 101: College Orientation & Success or embedded within certain introductory classes.

In addition, the FYES is incorporated into the Get in Gear Program (GIG), which offers students a way to make progress toward completing general education requirements in a team-taught learning community. GIG classes put two subjects and two faculty together in one 12-credit block class with coordinated assignments.

Course pairings change each quarter, but typically include English 101 and another general education requirement such as Communication Studies 101, Psychology 100, or Anthropology 100. Students can enroll in a GIG class even if they test into English 099.

## Interdisciplinary Studies

Shoreline's Interdisciplinary Studies allow students to discover, explore, and connect, while fulfilling graduation requirements in an alternative way. These courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these Interdisciplinary Studies courses, so students get to explore issues or problems through multiple perspectives. Interdisciplinary Studies courses come in many forms. Some courses may combine three or more disciplines, giving students a full-time load. Other courses may provide students with ten, eight, or five credits.

## The Honors College at Shoreline

TheHonorsCollege@shoreline.edu • 5000 Building (FOSS), Room 53363  
 shoreline.edu/honors

The Honors College at Shoreline Community College offers unique curriculum, opportunities to work directly with faculty on projects of interest, and a community of scholars where students can share ideas. Students will receive additional guidance to prepare for successful transfer to preferred four-year colleges or universities. Students in the program will work with an assigned honors success coach who ensures the student stays on track by taking classes that optimize the chance of admission into the universities of choice. Students will also have the option of participating in a special research track of honors courses that will prepare them to think critically and communicate effectively regarding a special topic of their choosing. Admission to the program is selective and assesses the holistic student, to include previous academic performance, character, and determination. Applications are accepted on an ongoing basis from both new and continuing students. Students interested in applying can do so by filling out a Shoreline Community College application, as well as an Honors application at: shoreline.edu/honors.

## Inter-College Reciprocity Agreement

Washington State Community and Technical Colleges have developed a policy for reciprocity of transfer coursework among colleges. The colleges recognize that students transfer among colleges and it is important to ensure that students are not penalized by the differences in the specific requirements imposed by individual campuses within the general guidelines of the transfer degrees (AA-DTA and AS-T) in the state.

If a student transfers an individual course that meets a Communication Skills, Quantitative Skills, Multicultural Studies, or Distribution requirement at the sending college for a specific transfer degree, that course is considered to have met that requirement at the receiving college for a similar transfer degree, even if this course does not have an exact equivalent and even if the course credit is awarded through prior learning credit.

It is the student's responsibility to initiate the reciprocity process and to gather appropriate documentation as needed. To be eligible for reciprocity, students need to have:

- 1) Applied for admission to Shoreline Community College;
- 2) Completed course work at another institution that meets the Communication Skills, Quantitative Skills, Multicultural Studies, or

Distribution requirement in the AA-DTA or AS-T degree.

- 3) Maintained a cumulative college-level GPA of 2.0 or better at the previous college.
- 4) Met the previous college's residency requirement;
- 5) Continued to pursue a transfer degree (AA-DTA or AS-T) at Shoreline Community College; and
- 6) Provided all necessary documentation to Enrollment Services.

Transcripts from Shoreline will include notation of requirements met by reciprocity. Notations will include the name of the previous institution.

## **Transfer Rights and Responsibilities**

### ***Student Rights and Responsibilities***

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

### ***College and University Rights and Responsibilities***

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing

(electronic or paper).

*\* From the Washington Council for High School College Relations' Intercollege Relations Commission handbook.*

## **PROFESSIONAL-TECHNICAL PROGRAMS**

Shoreline's professional-technical programs are designed for students who intend to gain specialized knowledge and skills to prepare to enter a specific occupational field, or enhance existing skills while already employed.

Although the primary purpose for Shoreline's professional-technical education programs is gainful employment after program completion, some graduates decide to transfer to four-year colleges to continue studying in their chosen fields. Although the transferability of professional-technical credits is limited, the college or university to which the student is transferring will determine if the credits earned in the professional-technical program may be counted toward a baccalaureate degree at that institution.

### **Associate in Applied Science-T (AAS-T)**

The Associate in Applied Science-T (AAS-T) is a professional technical degree with a core of general education courses commonly accepted in transfer. In general, professional-technical degrees are not designed for transfer to other colleges or universities. However, several four-year colleges and universities have specific bachelor's degree programs that accept the Associate in Applied Science-T (AAS-T) degree.

### **Associate in Applied Science (AAS)**

The AAS degree is designed primarily to prepare students for successful employment in a professional or technical area. This degree is not intended to transfer to a four-year college or university, however there are some transfer-eligible AAS degrees. This degree requires a minimum 90 credits and a minimum 2.0 college level GPA. Shoreline offers AAS degrees in a variety of fields.

### **Certificate of Proficiency (CP)**

The college awards a CP to a student who completes a professional-technical education program between 45 and 89 credits. Each program consists of at least three quarters and has specific requirements. Students must achieve a minimum average GPA of 2.0 or better for the entire program, and some programs require a 2.0 GPA in each course.

### **Certificate of Completion (CC)**

The college awards a CC to each student who completes a professional-technical education program requiring between 20 and 44 credits. These programs include between one and three quarters of study and have specific requirements. Some programs require a 2.0 GPA in each course.

### **Short-Term Certificate of Completion (CC-ST)**

Short-term training programs consist of 19 credits or fewer. These programs generally include at least one quarter of study. Students must achieve a GPA of 2.0 or better for the entire program.

## HIGH SCHOOL PROGRAMS

### High School Completion

(206) 546-4559 • 5000 Building (FOSS), Room 5229  
shoreline.edu/high-school-programs

Students who are adults aged 18 or older may be able to earn a high school diploma from the college by completing classes through this program. A Shoreline advisor will evaluate students' high school transcripts and advise them on the classes they need to complete their diploma at the college. Full-time high school students will need a permission letter from their high school to be eligible to transfer college credits back to the high school for a diploma.

### College-Issued High School Diploma

(206) 546-4559 • 5000 Building (FOSS), Room 5229

Students who earn any type of associate degree (transfer or professional-technical) from Shoreline may also receive a high school diploma even if they have not otherwise met the high school graduation requirements. The student must provide the college a written request to receive a high school diploma.

### Career Education Options (CEO)/ Learning Center North (LCN)

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

### Career Education Options (CEO)

(206) 546-7844 • 5000 Building (FOSS), First floor  
shoreline.edu/high-school-programs

Through CEO, students enhance life skills, receive job training, and learn effective job search strategies. While in the program, students may pursue a college degree or certificate in a professional-technical field. Many students also simultaneously work toward a GED (General Education Development) certificate or high school diploma.

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

### Learning Center North (LCN)

(206) 533-6733 • 2900 Annex, Second Floor  
shoreline.edu/high-school-programs

Learning Center North is operated in partnership with the King County Employment and Education Resources. The program serves youth who want to attain their GED and go on to college and/or employment. The program also provides assistance with placement information, internships, and employment. The site has a GED and basic skills classroom, a computer lab, employment services, case management, and career and educational planning. Learning Center North enrolls students on an ongoing basis. Services include individualized instruction, internships, and computer software and hardware skills.

### GED Test Preparation/High School 21+

(206) 546-4602 • 5000 Building (FOSS), Room 5205

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

### Running Start

(206) 546-6964 • 5000 Building (FOSS), Room 5217

High school juniors and seniors may qualify to participate in the Shoreline Community College Running Start program and earn college credit while simultaneously completing their high school graduation requirements.

To qualify for the program, high school students must be eligible for English 101 in both reading and writing. If students would like to take any math courses, or any science courses for which math is a prerequisite, they may need to take a placement test.

Running Start students who satisfactorily meet the College's Associate degree requirements will be awarded a Shoreline Community College degree and, upon written request, may be awarded a Washington State high school diploma from the College.

### Tech Prep

(206) 546-7618 • 5000 Building (FOSS), Room 5101  
techprepcc.org

Tech Prep offers high school students the opportunity to prepare for professional-technical degrees and to complete college equivalent classes while still in high school. An agreement is prepared between the high school and college faculty that ensures that credits taken in high school and college are transferable between programs. Students who enter this program while attending high school will earn college credit towards a community/technology college certificate while completing high school requirements.

Students who complete a Tech Prep class (with a grade of "B" or better) while attending high school, and have submitted a Tech Prep application to the Tech Prep College Connection will receive a college transcript from either Shoreline Community College or another Tech Prep College Connection member college: Bellevue College, Cascadia College, and Lake Washington Institute of Technology.

## TRANSITIONAL STUDIES

### Adult Basic Education (ABE)

(206) 546-4602 • 5000 Building (FOSS), Room 5205

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

## English as a Second Language (ESL)

(206) 546-4602 • 5000 Building (FOSS), Room 5205

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

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

(206) 546-6930 • 5000 Building (FOSS), Room 5101

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

## CONTINUING EDUCATION PROGRAMS

### Bridges to Shoreline Career Builder

(206) 533-6706 • 2100 Building (Automotive), Room 2165

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

## eLEARNING

(206) 546-6966 • 1200 building  
shoreline.edu/virtual-campus

Shoreline Virtual Campus is committed to providing quality education at times and places most convenient to students. To accomplish this, the College has developed eLearning courses that offer several flexible options to students. These options include online courses (computer based/ Internet) and hybrid courses that blend online and on-campus learning. In addition, several degrees and certificates can be obtained completely online. The Northwest Commission on Colleges and Universities accredits Shoreline's online programs.

### Online (Internet) Courses

Online courses have start and stop dates, regular assignments and project due dates, but the classroom is online and most classes are fully asynchronous, meaning work can be done at a time and place most convenient for the student. Online classes have been developed with the same learning outcomes as traditional on-campus courses. Because courses are delivered at a distance in an online learning environment, they are reading-and writing-intensive. Even though attendance is not required at a specific time, students will need to spend time in the online classroom five out of every seven days and plan on a minimum of 10 to 15 hours of class work each week for most 5-credit online classes. Using a computer and the Internet, students receive lessons and assignments and return completed coursework. Students communicate with their instructor and other class members through e-mail and threaded discussions from their home or workplace. Some online courses require synchronous online interaction, which requires

attendance in an online classroom at a specific date and time. Students may be required to arrange to have an exam remotely proctored several times during the quarter.

## Hybrid Courses

Hybrid courses offer students a mixture of on-campus and online learning experiences, with regular on-campus meetings each week. In a hybrid class, students receive face-to-face, personal interaction with their instructor and other students. In addition, students have anytime/anywhere access to the course, on their own computer with Internet access or in Shoreline's computer labs.

## Web-Enhanced Courses

Many face-to-face courses require some Internet content. These courses take place at the college's physical campus. Online resources are used to enhance the on-campus instruction but do not reduce the requirement for on-campus classroom attendance.

## EXPERIENTIAL LEARNING

### Study Abroad

(206) 546-4627 • 9000 Building (PUB), Room 9302  
shoreline.edu/international/study-abroad

Shoreline Community College is a regional leader in providing short-and long-term study abroad programs for two-year college students. In addition to 10-week (one academic quarter) programs sponsored in association with the Washington State Community College Consortium for Study Abroad (WCCCSA), the College offers unique two-to-four-week International Summer Institute study-abroad programs around the world. Recent opportunities have included programs in Argentina, England, France, Guatemala, Italy, Japan, South Africa, Namibia, Mexico, China, Greece, Turkey, Honduras, and Thailand. The College partners with colleges around the globe to give students in professional-technical programs the opportunity to study abroad within their field. The College-sponsored study-abroad programs cover a variety of instructional disciplines and feature credit-bearing courses that are transferable to four-year colleges and universities. Financial aid resources apply to College-sponsored study-abroad programs.

### Service Learning

(206) 546-4736 • shoreline.edu/service-learning

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

Service-learning courses typically bear 5 credits and require students to complete 15 hours of service throughout the quarter in addition to regular course work, although variations on this model may be offered. Course loads in fully-integrated service-learning classes are intentionally adjusted to account for the extra time students must commit to in order to complete their service. A wide range of academically-relevant service-learning opportunities are set up prior to the start of the quarter to ensure that placements are both interesting and accessible to students.

### Internships

(206) 546-6930 • 5000 Building (FOSS), Room 5101

Some programs offer or even require an internship course, in which students apply what they have learned in their courses within a workplace setting. In our automotive cooperative dealership learning

experience, students work as apprenticeship technicians for one quarter. Refer to the program planning guide, or consult with a faculty advisor to learn more about these opportunities. Shoreline's Workforce Education and Job Connections Center can also provide resources for seeking out internship opportunities.

## **Individual Projects**

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

Various locations, contact Division Office staff

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

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

### **Individual project credits**

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

#### **For 3 credits:**

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

#### **For 2 credits:**

Students must complete 66 project hours and enroll before the end of the third week of the quarter.

#### **For 1 credit:**

Students must complete 33 project hours and enroll before the end of the fifth week of the quarter.

# ENROLLING AT SHORELINE

## BECOMING A SHORELINE STUDENT

### Admission Information:

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

Phone: (206) 546-4611

Fax: (206) 546-5835

E-mail: [sccadmis@shoreline.edu](mailto:sccadmis@shoreline.edu)  
[shoreline.edu/apply-and-aid](http://shoreline.edu/apply-and-aid)

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

### Online (Internet) Application

To apply to Shoreline Community College online, students should access online admissions applications at: [shoreline.edu](http://shoreline.edu). Students fill out the online admissions applications on their computers, and then follow submission instructions.

### Admission Eligibility

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

#### 1. College Transcripts

Students who have attended other colleges are required to submit official transcripts from all colleges from which they wish to transfer credit toward their Shoreline Community College degree. The College accepts credits earned at colleges or universities that are recognized by the Northwest Commission on Colleges and Universities or other regionally accredited agencies. Transcripts of course work from other colleges may also be required to provide evidence of placement level before registration in English composition, reading, math or courses with prerequisites.

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

#### 2. High School Transcripts

Students are encouraged to submit final, official high school transcripts to Enrollment Services. High school transcripts may be used to provide evidence of placement level and will assist advisors of students seeking to transfer to meet those institutions' admissions and graduation requirements.

### Students who have not graduated from high school

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

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

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

Students under the age of 16 must meet special requirements in order to enroll at Shoreline. Contact the Enrollment & Financial Aid Services Office at (206) 546-4611 for more information.

### International Students

(206) 546-4697 • 9000 Building (PUB), Third Floor  
[shoreline.edu/international](http://shoreline.edu/international)

International students are eligible to study at Shoreline with an F-1 visa. Shoreline Community College does NOT require international students to submit the results of an English proficiency exam with their application. Instead, each Shoreline student is asked to take an ESL proficiency test upon arrival in the U.S. in order to be placed in the appropriate classes.

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

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

\*Please contact International Education for an application packet.

### Programs with Special Selection Procedures

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

## Audit Students

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

## DETERMINE PLACEMENT

[shoreline.edu/placement](http://shoreline.edu/placement)

Some Shoreline courses require that students demonstrate prior knowledge and abilities to register. Examples of these courses include English, math, and science. Students can demonstrate that they have met the requirement by completing courses at the college or through placement.

Placement is a process by which students find the appropriate level of Math and English courses to support their success. Shoreline uses multiple measures to identify appropriate placement into courses. Some of these include

- credits from another college;
- AP, IB, SAT, ACT, or GED scores;
- high school transcripts;
- Smarter Balanced Assessment scores;
- or a placement exam taken at Shoreline or another college.

Contact an advisor or visit [shoreline.edu/placement](http://shoreline.edu/placement) for more information.

## PROVIDE PREVIOUS CREDITS

### Transfer Credits

[advising@shoreline.edu](mailto:advising@shoreline.edu) • (206) 546-4559  
5000 Building (FOSS), Room 5229  
[shoreline.edu/advising](http://shoreline.edu/advising)

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

While selecting courses, Shoreline Community College advisors can review unofficial college transcript(s) to provide guidance about how credits will transfer. To ensure these credits count toward a Shoreline degree, students need to request official transcript(s) from previous college(s). Students then submit these transcripts along with a Transfer Degree Request for Transcript Evaluation form to Enrollment Services. Please note that it is not necessary to wait for completion of the transcript evaluation to register for classes.

### Academic Credit by Prior Learning Assessment

Shoreline awards credits to students who can demonstrate their prior learning in four general categories:

- **Prior Experiential Learning:** Students work with a faculty subject matter expert to determine whether documentable work experience aligns with learning outcomes for a particular course or courses. Students submit a portfolio, which the faculty subject matter expert reviews to determine whether credit can be awarded.
- **Extra-Institutional Learning:** For some Shoreline courses, specific workplace training (e.g., Police Academy) has been established as equivalent and relevant credit may be awarded.
- **Credit by Testing:** Shoreline awards credit for college-level standardized tests such as Advanced Placement (AP) and International Baccalaureate (IB).

- **Course Challenge:** For some Shoreline courses, students can take an exam developed by Shoreline faculty subject matter experts to demonstrate their prior learning and receive any applicable credit.

There are restrictions on how and when credit by prior learning assessment can be awarded. For more information, see the associated Procedures for Policy 5164.

## APPLY FOR FINANCIAL AID

[finaid@shoreline.edu](mailto:finaid@shoreline.edu) • (206) 546-4729 • 5000 Building (FOSS), Room 5220  
[shoreline.edu/apply-and-aid/financial-aid](http://shoreline.edu/apply-and-aid/financial-aid)

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

To apply for aid, students must:

1. Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) or the WASFA online at [readysetgrad.org/WASFA](http://readysetgrad.org/WASFA). Shoreline Community College's federal school code is 003791.
2. Submit all required documents for file review and eligibility determination. Forms are available online at [www.shoreline.edu/apply-and-aid/financial-aid](http://www.shoreline.edu/apply-and-aid/financial-aid).
3. Submit a Direct Loan Request form if interested in taking out a loan.
4. Submit a Summer Quarter Financial Aid request form if planning to attend summer quarter.

After a file is complete, eligibility for aid will be determined. Students are notified of their aid eligibility via Shoreline Community College's email. Students are encouraged to check their financial aid portal on a regular basis at [shoreline.edu/faportal](http://shoreline.edu/faportal).

### General Eligibility Requirements

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

- meet all eligibility criteria as determined by the U.S. Department of Education, Washington Student Achievement Council, and Shoreline Community College
- have a high school diploma or GED
- be enrolled in an eligible degree or certificate program
- be a U.S. citizen or eligible non-citizen or eligible to complete the WASFA (Washington residents who are not eligible to complete the FAFSA can complete the WASFA because of the Real Hope Act)
- make satisfactory academic progress
- sign the FAFSA or WASFA statement certifying that they will use financial aid only for educational purposes
- not be disqualified based on a conviction for a drug-related offense while receiving aid
- certify that they are not in default on a federal student loan and do not owe a repayment of a federal grant

- be registered with the Selective Service, if required
- not be currently enrolled in high school

Additional eligibility notes:

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

## TYPES OF FINANCIAL AID

### Grants and Waivers

#### **Federal Pell Grants**

This federal grant is available to eligible students enrolled at least part-time. In some cases, limited amounts of Pell Grants may be available to students enrolled for less than 6 credit hours. Grants will be awarded in amounts up to \$5,920\* for the 2017-2018 academic year. Determination of the amount is based on the FAFSA application information submitted by the applicant to the federal processor.

\*subject to change

#### **Supplemental Educational Opportunity Grants (SEOG)**

These federal grants are available to students with exceptional financial need and range from \$100 to \$1,973 quarterly for the 2017-2018 academic year. Priority is given to students with the greatest need who meet the posted priority deadlines.

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

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

#### **Shoreline Grant, Tuition and Fee Waivers**

Shoreline Community College Grants and Tuition and Fee waivers are available for state residents enrolled in at least 3 credits or more. The state permits colleges to award this grant and/or to waive a portion of resident tuition and fees for a limited number of eligible students.

#### **Veteran/Dependent Waiver**

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

### **Federal and State Work-Study**

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

### **Student Loans**

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

#### **Subsidized Direct Loans**

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

#### **Unsubsidized Direct Loans**

Unsubsidized Direct Loans are not based on financial need but are limited by a student's budget.

First-year dependent students may borrow up to a combined maximum of \$5,500 in subsidized and unsubsidized Direct Loans.

Second-year dependent students with at least half of the required credits completed in their degree program may borrow up to a combined maximum of \$6,500.

Independent students may borrow up to \$6,000 in unsubsidized Direct Loans in addition to the maximum subsidized amounts for first-or-second year, depending on need and the cost of attendance (see Estimated Costs of Attendance).

The interest rate on both the Subsidized and Unsubsidized loan is currently 4.5%\*\*.

Interest is paid by taxpayer funds on the subsidized loan while students are enrolled at least half time (6 credits) and during the six-month grace period after graduation. Loan Entrance Counseling is required for first-time borrowers, and Exit Counseling is required for all students when they leave school.

The counseling is completed online at studentloans.gov. To borrow a student loan, students must complete a Master Promissory Note at studentloans.gov and submit the Direct Loan Request form to the Financial Aid Office. The loan request form is available in the Financial Aid Office or online at shoreline.edu/apply-and-aid/financial-aid.

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

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

#### **Parent PLUS Loans**

Parent PLUS Loans are available for parents of students who have first completed the FAFSA and financial aid application process. Parents must complete the Master Promissory Note at www.studentloans.gov and submit

the Parent PLUS Loan Request form to the Financial Aid Office. The PLUS Loan form is available in the office.

### Nursing Loans

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

### Short-Term/Emergency Loans

Continuing students with a 2.0 GPA may borrow a short-term/emergency loan. A cosigner may be required. Loans are granted for resident tuition, books, and emergencies. The maximum amount a student may borrow is the amount needed for the quarter's books, or the amount needed to pay resident tuition, or \$150 for emergencies.

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

Students must apply in person through the Women and Gender Equity Center and Multicultural Center. The application may require additional documentation.

### Shoreline Scholars Program

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

## INFORMATION ABOUT FINANCIAL AID

### Satisfactory Academic Progress for Financial Aid Recipients

Satisfactory Academic Progress toward a degree or certificate must be maintained to be eligible for financial aid. Students must meet the academic standards of the College and the requirements of the financial aid policy for progress. A complete copy of the policy is available in the Financial Aid Office and online at [shoreline.edu/enrollment-services/financial-aid/](http://shoreline.edu/enrollment-services/financial-aid/). Academic progress is evaluated each quarter and on an annual basis, according to the Registrar's grade reports and/or an instructor's report. Each quarter, full-time students are expected to register for and complete a minimum of 12 credits with at least a 2.0 grade point average (GPA). Students must achieve and maintain at least a 2.0 cumulative GPA. Students are also expected to complete at least 67% of all credits they attempt. Grades of 0.0, H, I, N, NC, V, W, Z and audited classes do not count toward completed credits. Please see the Academic Regulations section of this catalog for definitions. At the end of each quarter, students who complete fewer than registered credits are on warning or cancellation status. Students may reinstate eligibility by achieving a cumulative grade point average of at least 2.0 and a 67% completion rate. Aid is normally available for 125% of the number of credits required for the program of study. All credits attempted, including withdrawals, are counted toward the 125% limit. If unusual circumstances prevent a student from making progress, students may submit a written petition to request that their eligibility for aid be reinstated. Students might need to attach supporting documentation to their petition.

## Estimated Average Costs of Attendance for Financial Aid

The following estimated average costs will be used to determine financial aid eligibility for a state resident attending full-time for three quarters (nine months) in the 2017-2018 academic year. The tuition and fee amounts are determined primarily by the State Legislature. Other expenses are estimated averages.

	Living with parents or relatives	Living away from parents or relatives
Tuition & Fees (average FT)	\$4,056	\$4,056
Books & Supplies	\$840	\$840
Rent, Food, Utilities	\$3,210	\$10,260
Transportation	\$1,140	\$1,140
Personal & Miscellaneous	\$1,830	\$2,310
Estimated Total	\$11,076	\$18,606

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

### Qualifying Skill-Building Courses

Courses designed to increase the ability of a student to pursue a course of study leading to a certificate or degree offered by Shoreline Community College may be covered by financial aid. Qualifying skill-building courses acceptable for financial aid will be funded to a maximum of 45 credits. All provisions of the Satisfactory Academic Progress Policy must be met by financial aid recipients. Adult Basic Education (ABE) and English as a Second Language courses (ESLAB) are not eligible for financial aid. Transitional courses including High School Completion, Running Start, CEO, and Parenting Education classes are not eligible for aid.

## RIGHTS AND RESPONSIBILITIES FOR FINANCIAL AID RECIPIENTS

### Rights

All financial aid recipients have the right to review their financial aid file for the accuracy of the information contained therein and submit corrections. Confidential information covered under the Privacy Act may not be reviewed without prior approval of the individual concerned.

### Responsibilities

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

- Knowing when their tuition, fees, and other charges are due
- Understanding when and how financial aid funds will be available to help pay expenses
- Ensuring that they have other funds to pay their remaining expenses if financial aid does not cover all expenses
- Completing all applications clearly and completely, and submitting all additional documentation required by the Financial Aid Office
- Reading and understanding all information sent to them related to financial aid
- Knowing the financial aid requirements for Satisfactory Academic Progress

- Completing all credits each quarter for which they receive financial aid with at least a 2.0 G.P.A
- Informing the Financial Aid Office if they will receive agency funding or a scholarship to help pay their expenses at Shoreline
- Notifying the Financial Aid Office immediately when they officially withdraw from classes (or when they withdraw unofficially by stopping attendance in their classes)

### Withdrawal From Classes

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

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

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

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

The federal calculations generally use a student’s date of official withdrawal or the last documented date of attendance in class to determine the amount of federal financial aid (Title IV FSA program funds) that the student did not “earn” by remaining enrolled. The amount of Title IV aid funds that the student received in excess of the standard costs of attendance for the time in class must be repaid or returned to the student aid programs. For state aid, the Washington Student Achievement Council (WSAC) refund policy is used to determine the amounts that must be returned to these state aid programs, and to determine the amount of non-institutional expenses for the calculation of state aid that must be repaid by students. Federal funds will be returned in the following allocation order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Direct PLUS loan, Federal Pell Grant, and FSEOG.

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

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

### Concurrent Enrollment

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

## WORK-BASED ASSISTANCE

### Worker Retraining Program

(206) 546-6957 • 5000 Building (FOSS), Room 5101

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

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

The Worker Retraining Program, located in the Workforce Education and Job Connections Center, provides opportunities for skills upgrades or career retraining for dislocated workers and displaced homemakers as well as other populations. Students can select any one of over 50 professional-technical programs—from a one-quarter skills upgrade to a two-year degree program. Students can receive at least three quarters of tuition assistance from the College, plus referrals to other funding sources that may provide up to two years of additional funding.

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

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

## OTHER TYPES OF AID

### Shoreline Community College Foundation

(206) 546-4755 • 1000 Building, Room 1005

[shoreline.edu/foundation](http://shoreline.edu/foundation)

The Shoreline Community College Foundation is dedicated to increasing student access and success at the College through raising funds, building partnerships, and advocating for students and the college. The Foundation offers scholarships and also provides emergency financial assistance to eligible students with pressing needs. The Foundation currently manages a variety of accounts and endowments on behalf of generous donors and departments for the benefit of students. A volunteer board of directors composed of representatives of community leaders, business and industry, alumni, and educators governs the Foundation.

### The WorkFirst Program

(206) 533-6754 • 5000 Building (FOSS), Room 5101

The WorkFirst program assists parents receiving TANF/cash assistance from DSHS. Students referred by a DSHS Case Manager may enroll in professional/technical programs leading to a certificate or AAAS degree. Other programs such as GED, English as a Second Language, Adult Basic Education, and/or skills upgrade courses are also available. WorkFirst may provide tuition, books, and fees. DSHS case managers can approve transportation, childcare, and other support services. Assistance is typically available for up to one year, depending on funding resources and ability to create other funding options.

## The Basic Food and Employment Training Program

(206) 546-7843, FOSS 5101

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

## The Opportunity Grant

(206) 546-6961, FOSS 5101

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

## SELECT YOUR COURSES

advising@shoreline.edu • (206) 546-4559  
5000 Building (FOSS), Room 5229  
shoreline.edu/advising

Prior to registration, students should meet with an advisor to plan which courses they will select for the next quarter. Students determine which classes they need by reviewing their degree progress to-date and planning guides for specific educational goals. Planning guides can be found on the college website. Students should make sure they have prerequisites for each course completed, find the right instructors for their learning style, figure out the scheduling of their classes to meet their work and personal needs, and review how their academic choices align with funding guidelines. This planning can be complicated, and it is strongly recommended to seek assistance from an advisor when selecting courses.

## REGISTER FOR COURSES

sccadmis@shoreline.edu • (206) 546-4611 • FOSS 5200  
shoreline.edu/apply-and-aid

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

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

1. Are taking English as a second language classes (ESL);
2. Are non-immigrants attending on a student visa;
3. Are pursuing a vocational degree program which requires a competitive admission process;
4. Are attending Shoreline Community College in the Running Start or High School Completion Program; or
5. Have met a pre-requisite for a course which is verified by an advisor.

## Online Registration

Students at Shoreline Community College can also register online on or after their scheduled appointment date. Online registration is available from the application date through the first week of each quarter.

## Automatic Waitlist

Students can put themselves on a waitlist when they register for a full class or check their position on a waitlist. Registration into a waitlisted class is automatic when space becomes available until the waitlist cutoff date. See the quarterly class schedule for specific dates. The signature of the instructor is required to register for a waitlisted class after cutoff date.

## Change of Registration

Students are encouraged to be enrolled and attending classes on the first day of instruction so they can benefit from participating in a full quarter of class sessions and have the best opportunity to complete their classes successfully.

Students desiring to change their class schedules during the **first five days** of a quarter may do so online, or complete a class schedule change form and take it to Enrollment Services. No signatures are required except in the case of full or special permission classes, as indicated in the class schedule. It is the student's responsibility to confirm any schedule changes with Enrollment Services. The advisor's signature is required if the student wishes to enroll in more than 23 credits in one quarter.

From the **6th through the 10th days** of instruction:

- Adding a class will require that the student submit a petition form to the instructor and dean, explaining the reason for requesting late enrollment. A late enrollment request will be granted only in rare and unusual circumstances, with written approval from the instructor and the dean. Students will not be able to enroll in classes after the 10th instructional day of the quarter.
- Withdrawing from a class is possible without the signature or emailed permission of the instructor.

From the **first day of the third week through the first day of the seventh week** of the quarter, withdrawal from a class requires the signature or emailed permission of the instructor(s). During this time a grade of "W" will be automatically given for dropped classes.

From the **second day of the seventh week** of the quarter, no "W" grades will be issued. The instructor will assign the proper grade on the grade roster (see Grading System section of this catalog).

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

## PAY TUITION

Payment for tuition and fees is due within 5 business days of registering or by the first day of the quarter, whichever happens first. The payment timeline for Fall differs; see the Fall quarter class schedule for information.

## Drop for Nonpayment

Students who fail to pay their tuition in full by the tuition payment deadline may be administratively withdrawn from classes for which no payment was made. After a student is dropped, the College sends an email to a student's Shoreline email account as notification. Students may re-register for courses at this time, but if classes are full, they will be added to the waitlist.

## Schedule of Tuition and Fees

As a Washington state public institution, Shoreline Community College is required to comply with all applicable state laws regarding residency classification. In general, a student is considered a “resident” for tuition and fee purposes under the following conditions:

1. The student is a US citizen, has permanent resident status, or is otherwise permanently residing in the United States under color of law; and
2. The student is financially independent\*\* for the current calendar year and the calendar year prior to that in which the application is made; and
3. The student is in Washington primarily for reasons other than educational and has officially established Washington as his or her true, fixed and permanent home and place of habitation for a period of at least one year prior to the start of the quarter of enrollment.

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

Washington state laws require that new residents of Washington change out-of state driver’s licenses and out-of-state vehicle registrations within 30 days of arrival in this state (references: RCW 46.16.028 and RCW46.20.021). New residents should also change out-of state voter registrations. Students will be initially classified as “resident” or “non-resident” based on the information derived from the application for admission.

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

1. Members/dependents of the US military or Washington National Guard; or
2. Students who are not US citizens and do not have permanent resident immigration status, but attended a Washington state high school for at least 3 years and have graduated, and are eligible for HB1079 and have completed an affidavit for review; or
3. Members of certain American Indian Tribes (reference RCW 28B.15.0131).

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

## TUITION CHART

Please use the following table to compute tuition on college credit classes (whether taking classes for credit or audit)

		Resident	Non-Resident U.S. Citizen	Non-Resident Non-U.S. Citizen	Non-Resident U.S. Citizen, Online Only	
PART TIME (a)	1 credit	\$103.36	\$193.82	\$280.36	\$117.08	
	2 credits	\$206.72	\$387.64	\$560.72	\$234.16	
	3 credits	\$310.08	\$581.46	\$841.08	\$351.24	
	4 credits	\$413.44	\$775.28	\$121.44	\$468.32	
	5 credits	\$516.80	\$969.10	\$1,401.80	\$585.40	
	6 credits	\$620.16	\$1,162.92	\$1,682.16	\$702.48	
	7 credits	\$723.52	\$1,356.74	\$1,962.52	\$819.56	
	8 credits	\$826.88	\$1,550.56	\$2,242.88	\$936.64	
	9 credits	\$930.24	\$1,744.38	\$2,523.24	\$1,053.72	
	10 credits	\$1,033.60	\$1,938.20	\$2,803.60	\$1,170.80	
	11 credits	\$1,082.56	\$1,990.93	\$2,859.76	\$1,220.48	
FULL TIME (b)	12 credits	\$1,131.52	\$2,043.66	\$2,915.92	\$1,270.16	
	13 credits	\$1,180.48	\$2,096.39	\$2,972.08	\$1,319.84	
	14 credits	\$1,229.44	\$2,149.12	\$3,028.24	\$1,369.52	
	15 credits	\$1,278.40	\$2,201.85	\$3,084.40	\$1,419.20	
	16 credits	\$1,327.36	\$2,254.58	\$3,140.56	\$1,468.88	
	17 credits	\$1,376.32	\$2,307.31	\$3,196.72	\$1,518.56	
	(c)	18 credits	\$1,425.28	\$2,360.04	\$3,252.88	\$1,568.24
		Over 18 per credit	\$94.36	\$177.55	\$271.36	\$94.36

### NOTES:

(a) Notice: All fees are subject to change pending proposed fee increases by the Student Body Association and subsequent approval by the Board of Trustees, or further clarification of actions by the Legislature. The tuition prices shown here were accurate as this catalog went to press. Tuition is subject to change by the State Legislature and State Board for Community & Technical Colleges.

(b) For purposes of being considered “full-time” for funding from federal and state financial aid programs, Department of Veterans Affairs, Social Security, and most other outside agencies, a student is required to carry at least 12 credits.

(c) An additional operating fee of \$86.26, \$177.10, \$268.26, and \$48.13 per credit hour over eighteen (18) is charged for resident, non-resident citizen, non-resident non-citizen, and eligible veteran students, respectively, and may be subject to waiver for required vocational courses.

**Payment for tuition and fees are due within 5 business days of registering or by the first day of the quarter, whichever is first.**

## STUDENT FEES

### Audit Fee

Same as credit fee.

### Course Challenge (Credit by Examination)

\$200 per course. Students should contact an academic advisor or the appropriate instructional division office for more information. Nonrefundable.

### Methods of Payment

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

### Prior Experiential Learning (PEL) Fee

Students may be able to petition for course credit for knowledge and skills acquired through previous experience alone. Please see an academic advisor for more information. \$200 per course fee, nonrefundable.

### Senior Citizens (60 or Over)

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

### Special Fees

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

### State Employees

Tuition is waived for up to six college credit classes on a space-available basis for credit or audit. There is a \$20 fee for this service. State employees must pay all applicable college and class fees.

### Student completion fee

An additional \$0.50 per credit, up to 10 credits (\$5 maximum). This fee is calculated into total charges.

### Student Technology Fee

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

### Student Union Renovation Fee

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

### Sustainability and Commuter Option Fee

Approved by student election, this \$34 per quarter fee funds multiple service improvements to the campus such as increased bicycle rack access, parking improvements, and reduced bus pass costs.

### Transcript Fee

First two free in person, \$5 per transcript, \$30 to mail outside of the USA. There is a 3-5 business day processing period. Expedited transcript requests require an additional fee of \$20.

### Refunding of Fees

A refund of fees is made either when a student officially withdraws from the College or when there is a partial withdrawal (reduction in credit hours). Financial aid recipients may be required to repay some or all financial aid upon withdrawal, depending on the type of aid received, the documented last day of attendance, and applicable rules and regulations governing financial aid. For refunds for financial aid recipients, see the Financial Aid section of this catalog.

## REFUND POLICIES

Refunds are made according to the following schedule, (some exceptions apply, see Notes below):

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

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

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

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

**After the third week of the quarter:** No refund will be issued. (Summer Quarter: see class schedule.) Students who withdraw from the College without complying with official withdrawal procedures, and students who are asked to withdraw by the College, do not receive a refund of fees.

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

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

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

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

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

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

## RECORDS

sccadmis@shoreline.edu • (206) 546-4611

shoreline.edu/apply-and-aid

### Confidentiality

Shoreline Community College protects student privacy as required by federal law in the Family Educational Rights and Privacy Act (FERPA) of 1974. A student at the College may have all personal information held confidential. The Enrollment & Financial Aid Services Office can provide this special service.

### Name Changes

Continuing or returning students are required to submit legal documentation for a change of name as it appears on Shoreline records. Acceptable proof would be a marriage certificate or court order or notarized copy thereof. Picture identification is also required. It is possible to make a temporary change to a preferred name. Students should contact Enrollment & Financial Aid Services at sccadmis@shoreline.edu for information about changing to a preferred name.

### Student Identification Number (SID)

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

### Student Identification Cards

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

### Transcript Requests

(206) 546-4614 • 5000 Building (FOSS), Second Floor  
shoreline.edu/transcripts.aspx

Requests may be made in person, by mail, or online. The Transcript Request form is available on the second floor of the 5000 building, or on Shoreline's web site. Online requests must be paid for by credit or debit card.

### Obtaining Information

Information kiosks are located in Enrollment & Financial Aid Services (5000 Building), Shoreline Bookstore, and the library, where students may view and print an unofficial copy of their records.

## **Holds on Student Records**

A hold on a student's record will prevent students from registering and paying online, as well as obtaining an official transcript. Students can have holds placed on their records for various reasons:

- a) Students who are under age 16 must meet with Enrollment Services to have the hold removed.
- b) Students who have outstanding debts to the College, such as parking or library fines, will have the hold until their debt is cleared.
- c) Students who have been placed on academic probation or suspension will have a hold placed on their record until meeting with an advisor and meeting GPA expectations (outlined in Scholastic Warning, Probation and Suspension in this catalog).
- d) Students who are under conduct/disciplinary matters will have the hold per the guidelines outlined by the Conduct Officer.

Enrollment Services requires up to 24 hours to process the release of a hold on a student's record.

# SUPPORT FOR STUDENTS



## ADVISING

advising@shoreline.edu • (206) 546-4559

5000 Building (FOSS), Room 5229  
shoreline.edu/advising

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

### Advisors assist students with:

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

Advising can take place in the instructional divisions, in the Advising Center, or online. Instructional division advisors are contacted through posted office hours or by appointment.

Students may call the Advising Center to schedule an appointment with an advisor. Phone and online advising is also available for students. Drop-in advising is available daily.

## ACADEMIC SUCCESS COACHES

(206) 546-4559 • 5000 Building (FOSS), Room 5229

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

## NEW STUDENT ORIENTATION

(206) 546-4559 • shoreline.edu/advising/NSO

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

New Student Orientation is where students can learn all about life at Shoreline Community College and how to make it work for them. Before each quarter, the Student Life and Advising Services partner to offer sessions where students learn about the services and resources available to enhance their personal and academic success. Students meet faculty, staff, current, and new students. A campus tour is also offered. The College strongly recommends incoming students attend New Student Orientation.

## ASSESSMENT & TESTING SERVICES

(206) 546-4608 • 5000 Building (FOSS), Room 5100  
www.shoreline.edu/testingcenter

Shoreline Community College's Assessment and Testing Center provides a variety of testing services for potential, current, and returning students, as well as for those from other colleges who need proctor services, and those needing to take the GED. A copy of assessment results is available immediately. Students should take copies to orientation and/or advising appointments.

Determination of class placement may be made through transcript review, documentation of previous exam scores, an assessment test, or, in some classes, directed-self placement. Students are encouraged to contact an academic advisor directly to see what type of assessment tests are needed for the classes/programs in which they would like to enroll.

Potential and enrolled students who are non-native English speakers and who have been in the United States less than 4 years should have their English skills assessed, according to the policies and procedures of the English as a Second Language (ESL) program described in this catalog.

## COMMUNITY INTEGRATION AND EMPLOYMENT PROGRAM (CIEP)

(206) 546-5823 • 2900 Building, Room 2910

The Community Integration and Employment Program (CIEP) at Shoreline Community College is a grant-funded program within Student Support Programs. CIEP primarily serves adults with developmental disabilities and provides comprehensive individualized services in support of campus academics/integration and community-based employment. To receive services, students must be eligible for funding through the State of Washington Developmental Disabilities Administration. For those not eligible for this funding, there is a private pay option.

## COUNSELING

(206) 546-4594 • 5000 Building (FOSS), Room 5245  
shoreline.edu/counseling-center

The Counseling Center provides free, confidential, and professional counseling services, resources, and referral to support the academic and personal success, health, and well-being of our students and campus community.

Students often visit the Counseling Center to discuss a wide variety of topics: depression, anxiety, relationship concerns, and stress management; indecision about major or career path; and academic concerns such as failing grades, struggling with a subject, or managing a learning disability. The Center also supports students who may be feeling suicidal or in crisis.

Counselors provide consultation to faculty, staff, parents, or friends who may be concerned about a student and facilitate guided referral to campus and community resources.

Beyond individual services, the Counseling Center offers a variety of workshops, presentations, and activities supporting wellness and health promotion.

Counselors also teach Human Development courses that focus on personal growth and student development and success. Topics include Career and Life Planning, College Success, Stress Management, and Improving Relationships.

## GLOBAL AFFAIRS CENTER

gac@shoreline.edu • (206) 533-6750  
shoreline.edu/gac

### Purpose

The Global Affairs Center (GAC) supports teaching excellence and promotes student success and community engagement. GAC programs encourage critical thinking, dialog and inter-cultural understanding regarding global issues, as well as local issues with global consequences.

### Programs

- **Speakers and Panel Discussions** – Events focused on a particular issue or common theme, such as national identities and worldviews, biotechnology, humanitarian assistance, global health, and the environment (often evening events)
- **Global Eyes** – Daytime events that showcases the international work and experiences of Shoreline faculty, students, staff, and community members. The GAC also organizes campus discussions of breaking news.
- **Great Discussions** – Seminars focusing on current U.S. foreign policy issues.
- **Workshops** – Daylong programs that explore a particular topic.

### Partnerships

The GAC partners with several local organizations to bring programs to Shoreline, including:

- Global Washington
- The Evans School of Public Affairs/UW
- The Henry M. Jackson School of International Affairs/UW
- The Washington Council on International Trade
- The Washington State China Relations Council
- The World Affairs Council of Seattle
- Departments, other programs, and student clubs at the College

## INTERNATIONAL EDUCATION

(206) 546-4697 • (206) 546-7854 - Fax  
9000 Building (PUB), Third Floor  
shoreline.edu/international

Shoreline Community College is committed to global education and engagement. We welcome international students from around the world to study in our university transfer, professional/technical, and English as a Second Language programs. The International Education (IE) department provides services to assist international students with admissions, immigration, college orientation, cultural adaptation, academic advising, and social and leadership activities. International Education engages with local, national, and international partners and organizations, offering programs to advance global awareness, understanding, and cultural exchange.

### Study Abroad

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

## LIBRARY AND LEARNING COMMONS

Ray W. Howard Library • (206) 546-4556 • 4000 Building  
shoreline.edu/library

The Library and Learning Commons, centrally located in the 4000 building, provides instruction and instructional support to students and faculty across all College programs.

The Library and Learning Commons offers a variety of individual and group study areas including a state-of-the-art information and research classroom/lab and open computer access. Library services, tutoring, student learning centers, and an open computer lab are co-located. Recently-updated furnishings and study areas provide students with spaces designed for research and learning in the 21st century.

On the building's lowest floor, Technology Support Services is located in 4122, while the 4100 level also houses servers for the campus computer and internet systems. An Open Student Lab available for all current Shoreline students is found in 4102.

Also on the first floor are faculty offices for Performing Arts and Digital Film Department, alongside a Black Box Theater that serves as a rehearsal and performance space for the department. In addition, 4106 serves as The Honors College Student Lounge.

The second and third floors of the Ray W. Howard Library houses a collection of books, magazines, journals, music, and film. The Library's digital holdings include newspapers, journals, books, encyclopedias, streaming voice, DVD/CDs and other non-print media. To support student academic success, full-text periodical and reference databases are available online via a Library home page ([www.shoreline.edu/library](http://www.shoreline.edu/library)) that features reviewed web sites, online reference services, research tutorials, and links to other libraries.

In addition to quiet, reading and study areas, the second floor includes an information/research and media classroom, computers available for student use, copy machines, and group study rooms equipped with media playback units. Internet connectivity is provided for students through the building's wireless network. Digital cameras and other media equipment are available for student use.

Faculty and staff are on hand throughout the building to assist students with research, information, and technology questions. Librarians and staff provide both general and subject-specific guidance as well as research and information literacy instruction. Tutoring Services, the Math Learning Center, the Biology/Chemistry Learning Center, The Writing and Learning Studio, and other student learning services are co-located with the Library on the second and third levels of the building to provide students with easy central access to academic support.

## MULTICULTURAL CENTER

(206) 533-6618 • 9000 Building (PUB), Room 9309  
shoreline.edu/multicultural

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

The Center provides information and services that support students' academic, personal, and professional success. Students may explore strategies for reaching their educational goals, and receive information about college and community resources. Students are encouraged to share life experiences and learn from one another during social and cultural gatherings.

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

## PARENT CHILD CENTER

(206) 546-4690 • 1900 Building  
shoreline.edu/parentchildcenter

Shoreline Community College's Parent Child Center (PCC) provides child care and early learning services for children of students, College employees, and community members. Children of students and employees receive priority enrollment status. The PCC accepts Working Connections Child Care subsidies and students are eligible for discounted rates. The PCC is supported by funds from the Associated Student Government.

The PCC is licensed by the State of Washington Department of Early Learning. The PCC participates in Early Achievers, the State's Quality Rating and Improvement System (QRIS). The PCC has been rated at a level 3 of 5.

The PCC is located in building 1900. It serves children six weeks to kindergarten age. It is open from 7:00 a.m. - 6:00 p.m. Monday through Friday. The PCC is open year round including between quarters. Part-time and full-time options are available. The program provides breakfast, lunch, and two afternoon snacks, which are prepared on site.

The PCC follows Shoreline Community College's calendar for federal and state holidays. In addition, the PCC is closed for Convocation, for one week in August, and several Friday afternoons for professional development and training of staff. The Parent Child Center serves as a lab school for student interns and works in collaboration with Parenting Education and Early Childhood Education faculty.

## PARENTING EDUCATION PROGRAM

(206) 546-4593  
shoreline.edu/parenting-education

The Parenting Education Program encourages parents to develop child guidance skills and a personal philosophy of family relations. Child development, parenting roles in home and society, and family communications are studied in a supportive environment. Parents enroll in college-level, credit-bearing courses. Up to 6 credits of Parenting Education courses may be used toward the AA-DTA transfer degree.

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

## STUDENT SUPPORT PROGRAMS (SSP)

ssd@shoreline.edu • (206) 546-4545; (206) 546-4520 (TTY)  
5000 Building (FOSS), Room 5226  
shoreline.edu/oss

Programs for students in Student Support Programs (SSP) include Veterans Programs, Services for Students with Disabilities, Assessment & Testing Center, Tutoring and Academic Support, and Community Integration and Employment Program (support for students with disabilities working with outside funding sources such as the Department of Vocational Rehabilitation or Labor & Industries).

## Services for Students with Disabilities

All students who qualify as having a disabling condition under section 504 of the Rehabilitation Act of 1973, the Washington Core Services bill, or the Americans with Disabilities Act, may request accommodation or assistance from Student Support Programs staff. Students with questions about qualification should contact the program office. The SSD program ensures that legal mandates are followed and that all students have access to educational programs, campus services, and activities. Examples of possible accommodations include testing accommodation, note-taking assistance, materials in alternative format, and referral for tutoring. Students requesting accommodation should call the Services for Students with Disabilities office at (206) 546-4545 or (TTY) (206) 546-4520 to make an appointment for assistance. Students who are working with outside funding sources such as the Department of Vocational Rehabilitation or Labor & Industries may also call (206) 546-4645.

## Veterans Programs

Shoreline Community College is a long-time supporter of student veteran success. By implementing new and innovative services and policies geared toward military-connected students and veterans, Shoreline Community College Veterans Programs have earned the distinction of being a “Best for Vets College” and a “Military Friendly College” each year since 2011. Our nationally-recognized Veterans Programs Office takes a hands-on approach to student success. Some of the services we offer include:

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

### Veterans Resource Center (VRC)

5000 Building (FOSS), Room 5225A

Monday - Thursday ..... 8 a.m. - 5:00 p.m.\*

Friday ..... 8 a.m. - 4:30 p.m.\*

\*Hours may differ during Summer quarter

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

Military-connected students and student veterans may be eligible for a tuition waiver based on the Washington Administrative Code (WAC), section 478-160-163. A tuition waiver is offered to eligible dependents and spouses based on the Revised Code of Washington (RCW) 28B.15.621. Please see the “Veteran/Dependent Waiver” section under the Types of Aid section in the Enrolling at Shoreline section of this catalog.

Students do not need to be eligible for GI Bill Education Benefits to use Veterans services. All military-connected students, veterans, and dependents are encouraged to visit the VRC.

## TEACHING AND LEARNING ASSISTANCE CENTERS

### Tutoring Services

pttutors@shoreline.edu • (206) 546-4776  
4000 Building (LIBRARY), Room 4229

Tutoring Services provides free one-on-one tutoring for a majority of the classes taught on campus. Students may apply to receive individualized tutoring support for each class in which they are registered. Tutoring services also hosts a variety of smaller drop-in centers and conversation groups. Students may also find jobs as tutors through Tutoring Services.

### Biology/Chemistry Learning Center (BCLC)

pttutors@shoreline.edu • (206) 546-4776  
4000 Building (LIBRARY), Room 4201

The Biology/Chemistry Learning Center (BCLC) serves students in all Chemistry and Biology courses. This is a drop-in center where tutors and faculty provide assistance. The BCLC has a variety of scientific models, equipment, and texts to use in the Center.

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

(206) 546-6624 • 1700 Building, Room 1721

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

### Math Learning Center (MLC)

(206) 546-5825 • 4000 Building (LIBRARY), Room 4213

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

### The Writing & Learning Studio (TWLS)

(206) 546-4101 ext. 4308 • 4000 Building (LIBRARY), Room 4302

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

## CENTER FOR WOMEN AND GENDER EQUITY

(206) 546-4715 • 9000 Building (PUB), Room 9301

The Center for Women and Gender Equity reflects the College's commitment to student success and educational excellence. It supports women, men, and students of all gender identities who are exploring or pursuing educational opportunities by providing an array of services and initiatives that are grounded in principles of equity and inclusiveness.

The Center for Women and Gender Equity is a comfortable place for sharing information and learning about college and community resources.

Students and community members have access to these services:

### Information and Resources

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

### Learning Opportunities

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

## WORKFORCE EDUCATION AND JOB CONNECTIONS CENTER

shorecareers@shoreline.edu • (206) 546-5882

5000 Building (FOSS), First Floor

The Workforce Education and Job Connections Center provides students and the community with resources to find employment—be it a part-time job during school or a professional career after completion of a training program. The Center posts announcements about current job openings, upcoming job fairs, and companies that are hiring.

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

Staff is available by appointment to help students use the Center's computers to access job banks, career information, and labor market information.

Staff is also available to critique résumés and provide workshops on job search strategies.

The Workforce Education and Job Connections Center also houses the Worker Retraining, Opportunity Grant, Basic Food Employment and Training, and WorkFirst programs. Employment Security, Department of Social and Health Services, and other Community Based Organizations are also represented.

For information on services call:

Front Desk/Information ..... (206) 546-5882

Posting Job Openings ..... (206) 546-7842

Worker Retraining program ..... (206) 546-6957

Employment Security co-location ..... (206) 546-7842

Opportunity Grant program ..... (206) 546-6961

Basic Food Employment & Training program ..... (206) 546-7843

WorkFirst Program ..... (206) 533-6754

## EMPLOYMENT SECURITY CO-LOCATION

Monday - Friday ..... 8 a.m. - 4:30 p.m.

The Washington State Employment Security Department has a representative on campus at Shoreline Community College to save students the time of traveling off campus for service. The co-location representative is located in the Workforce Education and Job Connections Center and offers a full range of support services including, but not limited to:

### Unemployment Insurance Benefits Information and Assistance

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

### Employment Information and Job Referral

- Access to Employment Security web site for job listings and job referral: [www.worksourcecwa.com](http://www.worksourcecwa.com)
- Individual résumé assistance, labor market information, and job referrals

# OTHER COLLEGE SERVICES



## BOOKSTORE

(206) 546-4732 • 9000 Building (PUB), First Floor  
[shoreline.edu/bookstore](http://shoreline.edu/bookstore)

Monday - Thursday ..... 7:30 a.m. - 5 p.m.

Friday ..... 7:30 a.m. - 4:00 p.m.

The bookstore is open extended hours the the first week of the quarter.

Hours vary for summer quarter and the time period between the end of summer quarter and Labor Day.

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

The bookstore also stocks art, photography, and office supplies, as well as gifts, greeting cards, and the College logo clothing. The bookstore has recently expanded food, snack, and beverage offerings, and now offers fresh brewed coffee and many other convenience items. The bookstore accepts cash, MasterCard and Visa, and personal checks with student picture ID.

### Textbook Buyback

At the beginning and end of each quarter a representative from The University Bookstore (UBS) will be available on campus to buy back textbooks. There are two levels of pricing for books; 50% of the new retail price will be paid for books that the bookstore needs for the upcoming quarter. Need is based on the information the bookstore receives from the instructors and the level of bookstore stock. Books that the bookstore does not need are bought back based on current national demand. These books are shipped to the wholesalers warehouse for resale. Wholesale prices are approximately 10-30% of the new retail price. Out-of-print books and old editions are not in national demand and therefore may have no buyback value.

## CAMPUS SAFETY AND SECURITY

5000 Building (FOSS), Room 5102

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

Emergencies during daytime hours ..... ext. 4633 or (206) 546-4633

Office business line ..... (206) 546-4633

After hours (4:30 p.m.) and weekends ..... ext. 4499 or (206) 235-5860

Shoreline Police and Fire Departments ..... 911

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

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

## DENTAL HYGIENE CLINIC

(206) 546-4711 • 2500 Building, Room 2524

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

## FOOD SERVICE

(206) 546-6918 • [shoreline.edu/cafeteria](http://shoreline.edu/cafeteria)

Lancer Hospitality provides food service on campus. Services include cafeteria dining, deli/espresso, catering services, and vending. The majority of these services are provided from the PUB location. Lancer strives to provide a variety of healthy dining options tailored to the diverse college community. Food service needs for persons with disabilities should be addressed to the college Americans with Disabilities Act compliance office, located in the Student Support Programs on the second floor of FOSS (5000 Building).

## HOUSING

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

## INSURANCE

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

## PARKING AND TRANSPORTATION

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

Parking after 3:00 p.m. M-F, and during weekends, holidays, and campus closures is free, and students can park in staff lots during those times.

Quarterly parking permits are required for all students who wish to park on campus during daytime hours. One pre-purchased student permit allows students to park on campus in all student lots. The fee is \$45 plus tax per quarter. Permits can be purchased at the Cashier's Office (2nd floor of the 5000 building), and the Bookstore (1st floor of the 9000 PUB building.) (Price is subject to change.) Purchase of a parking permit does not guarantee a parking space. Student parking permits must hang from the vehicle's rear view mirror facing outward in order to be valid.

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

Motorcycles and bicycles must park in designated areas only. Please obtain a parking lot map at [shoreline.edu/safetyandsecurity](http://shoreline.edu/safetyandsecurity) to locate the appropriate parking area for your cycle. Motorcycles do not need a parking permit.

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

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

Illegal parking will result in fines and/or having a vehicle impounded (towed). It is illegal at all times to park in roadways, fire lanes, bus zones, loading zones, on walkways or pedestrian paths, landscaped areas, curbs zoned with red, areas with "No Parking" signs, or in service driveways. Other violations that may result in a vehicle being impounded include: blocking a fire hydrant, blocking another legally parked car, double parking, parking in a marked tow away zone, or having outstanding unpaid citations at the College. Fines are payable at the Cashier's Office. If there is reason to believe a ticket was unjustified, a citation appeal form can be obtained at campus Safety and Security (5102). Appeals must be filed within 5 working days of the date on the ticket; after that time the fine must be paid and cannot be appealed. For further assistance with parking, citations, appeals, and questions, please contact the Safety and

Security Department at (206) 546-4633 or stop in Room 5102, Mon-Fri, 8:00 a.m. to 4:30 p.m.

## Suggestions for Easier Parking

Due to the high demand for daytime parking, a shuttle bus and van service is available free to students at the rear of the Sears parking lot on N. 160th St and Aurora Ave. (Enter the parking lot off N. 160th St.) The shuttles operate between 8:00 a.m. and 4:00 p.m., Monday-Thursday and 8:00 a.m. and 2:00 p.m. on Fridays. There is no shuttle service during Summer Quarter, quarter breaks, state holidays or other school closures. You do not need an Shoreline Community College parking permit to park at the Sears lot. For further information, please go to:

[shoreline.edu/map](http://shoreline.edu/map)

- The Greenwood Avenue North lower lot usually has parking available throughout the day.

- Consider taking classes in the afternoon and at night, when parking is readily available and free. Please be considerate of our surrounding community by adhering to the speed limits, not parking in residential neighborhoods, and keeping all of our streets free of litter.

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

# STUDENT LIFE



## STUDENT LIFE

(206) 546-5862 • 9000 Building (PUB), Room 9301  
asg.shoreline.edu

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

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

## STUDENT GOVERNMENT

(206) 546-4541 • 9000 Building (PUB), Room 9301

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

The ASG also allocates funds to student clubs and organizations and provides support and advocacy for these groups. The ASG is an active participant in fostering the mission of Shoreline Community College, and it has provided leadership for many innovations on campus, including the creation of the Multicultural Center, the creation of the Student Technology Fee, and the addition of all-gender bathrooms on campus.

The ASG manages the Student Services and Activities Fee, the Student Technology Fee, the PUB Renovation Fee, and the Sustainable Commuting Options Fee. The ASG also provides recognition of new student clubs and organizations, and serves as a forum for student issues and concerns.

The ASG President appoints student representatives to campus governance committees and to faculty Appointment Review Committees.

## INTERCOLLEGIATE ATHLETICS

(206) 546-4746 • 3000 Building (GYM)  
shoreline.edu/athletics

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

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

The Shoreline sport programs also offer partial scholarships for talented athletes in all intercollegiate sports. NWAC rules allow up to 65% of tuition per quarter to be paid by the athletic department for some student-athletes and athletes may work athletic-funded jobs for up to \$1500 per academic year. The NWAC limits the number of scholarships offered and Shoreline's financial resources only allow a certain number of scholarships to be funded so not all scholarships are funded to the maximum limit.

## INTRAMURAL AND WELLNESS PROGRAMS

(206) 546-4553 • 3000 Building (GYM)  
shoreline.edu/athletics/intramurals.aspx

The Shoreline Community College Intramural Department encourages all students to participate in a wide variety of recreational activities. The program features tournaments, clubs and specialty programs. Activities are geared towards men and women of all ages and skill levels. Beginners are welcome! Basketball, soccer, ping-pong, and badminton are some of the more popular activities. Club activities are less competitive or non-competitive in nature. The purpose of these clubs is to allow people with similar interests to get together and participate in their chosen activity. Specialty programs include both individual events and year long activities. The annual ski trip is an example of an individual event, while yoga and Zumba are examples of year long classes. Students are encouraged to become involved and make suggestions for new programs, clubs and events. The Intramural Department works towards providing any activity or program that is of interest to the students of Shoreline Community College.

## SUMMARY OF STUDENT RIGHTS

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

# POLICIES FOR STUDENTS



This section provides summaries of selected policies and procedures that affect students. For complete text and more information, please visit [shoreline.edu/currentstudents/student-policies.aspx](http://shoreline.edu/currentstudents/student-policies.aspx).

## TITLE IX

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

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

Inquiries regarding compliance with any of these regulations or relevant grievance procedures should be directed to the Vice President for Students, Equity and Success.

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

## FREEDOM FROM DISCRIMINATION

Shoreline Community College policy prohibits illegal discrimination in any form including, but not limited to, sexual harassment of or by any student, faculty, administrator, or staff. See College Policy 4111 (Affirmative Action/Equal Opportunity) and 4113 (Discrimination, Harassment and Title IX). If you believe you have been harassed or discriminated against because of your race, ethnicity, gender, age, or marital status, please contact the Vice President for Students, Equity & Success or the Title IX Coordinator.

## ACADEMIC CREDIT BY PRIOR LEARNING ASSESSMENT

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

Credit for prior learning must be related to the current theories, practices, and content of the relevant academic field, as assessed by college faculty with current content expertise. Documentation of learning shall be comprehensive, independently verifiable, authentic, and up-to-date. High academic standards for awarding credit will be applied, and the evaluation of prior learning will be consistent with effective contemporary assessment methodologies in respective fields. Evaluation of prior learning may include portfolio reviews, standardized testing, demonstrations, product creation, interviews, and/or other processes as determined by discipline faculty in academic departments. Specific information is provided below regarding Prior Experiential Learning, Extra-Institutional Learning, Credit by Testing, and Course Challenge.

Students considering academic credit by prior learning will meet with faculty advisors to discuss the feasibility of such credit, the available options, petition process (if applicable) and required documentation. Some colleges and universities may not accept academic credit by prior learning as transferable credit.

Please check with the program or division for a listing of the courses available for Awarding Academic Credit by Prior Learning Assessment (College Policy 5164). Learning outcomes achieved through prior learning must match all the outcomes for college course work for

students to be awarded credit. Students are encouraged to use the Course Challenge examination process for challenging courses, if available. Not all college coursework is available for academic credit by prior learning.

### **Prior Experiential Learning (PEL)**

Prior Experiential Learning refers to knowledge and skills acquired through experience alone, evaluated subjectively by faculty via an evaluation of a compilation of work (i.e., portfolio). Credit awarded by PEL may not exceed 25% of credits required for a program, certificate or degree. PEL may not be available for all courses. Student may need to show experiential learning for relevant prerequisite course outcomes as well as the petitioned course. If challenge exam exists for a course, credit by PEL will not be awarded. Instead, pursue Course Challenge (see below). There will be a fee per course petitioned, whether awarded or not. Procedures are outlined in the Petition for Credit by Prior Experiential Learning.

### **Extra-Institutional Learning (EIL)**

Extra-Institutional Learning refers to knowledge and skills acquired outside the institution and objectively verified through third-party certifications or industry-recognized testing/training. Shoreline has reviewed certain professional programs which are recognized regionally/nationally and established clear criteria for assigning credits for these programs. Certificates or professional training experiences for which clear criteria do not exist may be reviewed for credit through the PEL or Course Challenge. Procedures are outlined in the Petition for Credit by Extra-Institutional Learning. No Fee.

### **Credit by Testing:**

#### **Advanced Placement (AP) and International Baccalaureate (IB)**

Students who complete college-level work in high school can receive appropriate credit or placement or both on the basis of performance in the Advanced Placement Program (AP) of the College Board or the International Baccalaureate® (IB) program.

Request AP test scores be sent to Shoreline Community College by going to the Collegeboard webpage ([collegeboard.org](http://collegeboard.org)). The International Baccalaureate® (IB) provides an official transcript of grades for the Diploma Programme (DP). Request IB transcripts be sent to Shoreline by going to [ibo.org/en/programmes](http://ibo.org/en/programmes). For a complete list of AP and IB scores that can be used for credit, visit [shoreline.edu/placement](http://shoreline.edu/placement). Shoreline does not generally award credit for the College Level Examination Program (CLEP), but exceptions can be made by the appropriate division dean. Relevant courses will be transcribed with a “P” grade at Shoreline Community College for no fee.

### **Course Challenge**

Students currently enrolled at Shoreline Community College may obtain credit for certain courses by satisfactorily passing course challenge examinations. Course challenge examinations are sufficiently comprehensive to determine that students have the same knowledge and skills as those students who enroll in, and successfully complete, the course. A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or ability equivalent to the course completers.

Course challenge exams may be taken only once per course, and once a decision has been rendered and the grade issued, students will not be allowed to repeat the exam(s); however, they may choose to enroll in the course. A student may not take a challenge exam for a course that they have audited or failed. Not all courses offer Course Challenge examinations. Procedures are outlined in the Petition for Credit by

Course Challenge. Fee per course petitioned.

## **COMMUNITY STANDARD**

Shoreline’s community standard reads as follows:

“Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly...” Rev. Martin Luther King, Jr.

Shoreline Community College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued. Shoreline Community College does not tolerate hateful, violent, or discriminatory actions that target any person or group based on their beliefs, customs, identity, or affiliations. When one of us is diminished, all of us are diminished.

In accordance with this standard, it is Shoreline’s policy that all students, employees, vendors, and visitors are expected to treat all students, employees, vendors, and visitors with dignity and respect in their behavior and their communications when they are on campus or involved in a college activity; accept responsibility for the appropriateness of their own conduct; and comply with all laws and contract requirements applicable to workplace and academic behavior.

Students who observe or experience a violation of the community standard are encouraged to:

1. Alert Safety and Security (or law enforcement) if needed
2. Report the incident to the Community Standard email box: [communitystandard@shoreline.edu](mailto:communitystandard@shoreline.edu)
3. Share the incident with an instructor or administrator as needed

Students who engage in behavior that violate the community standard are subject to disciplinary action in accordance with the Student Conduct code (Policy 5030).

## **FREEDOM OF SPEECH**

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

## **USE OF HUMAN SUBJECTS**

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

## REASONABLE ACCOMMODATION OF STUDENTS WITH DISABILITIES

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

## STUDENT CONDUCT

Admission to the College carries with it the expectation that students will conduct themselves as responsible members of the academic community. This includes the expectation that students will obey the law; comply with the rules and regulations of the College; maintain high standards of integrity and honesty; respect the rights, privileges, and property of other members of the College community, and will not interfere with legitimate College operations. Student activity or behavior which violates any provision of the College Conduct Code is not acceptable; yet, an individual who enrolls at the College can rightfully expect that the instructors and administrators will exercise with restraint the power of the College to regulate student behavior, and that rules and regulations will be adopted only when the education process clearly and directly requires such legislation. However, restrictive rules and regulations will not be made without showing relevance to those conditions toward which they apply. The enforcement of these rules and regulations shall be fair and shall be pursued in accordance with regulations governing student conduct. Sanctions, up to and including expulsion from the College, may be imposed for failure to satisfy the expectations stated above. These sanctions will determine whether, and under what conditions, the violator may continue at the College. Violations of the Student Conduct Code will lead to disciplinary action; however, nothing herein will be construed to deny students their legally and/or constitutionally protected right(s) to due process. (College Policy 5030 – Student Conduct and Discipline)

## STUDENT GRIEVANCE

Students have recourse to grieve decisions relating to academic evaluations (i.e., grades) by their instructors through an orderly procedure. (College Policy 5035 – Student Grievances – Academic Evaluation)

1. The first step in the academic grievance procedure is to seek out the involved faculty member(s), state the nature of the grievance, and make a serious attempt to mutually resolve the issue. Support for students throughout this process is available through Student Life.

2. If the meeting with the instructor(s) does not resolve the complaint, the student may request a meeting to discuss the grievance with the division dean. This meeting must take place no later than the 20th instructional day (class day) of the next regular academic quarter, excluding summer quarter.

3. If the meeting with the division dean does not resolve the grievance, the division dean will call a meeting with the student and the involved faculty member(s).

4. If the meeting with the division dean and involved faculty member(s) does not produce a mutually satisfactory solution, the student may present the complaint to the Committee for Resolution of Academic Grievances (CRAG). This committee consists of four faculty members, two students, one administrator, and the Executive Vice President for Student Learning and Success.

Grades will only be changed under the following circumstances:

- a. a mistake was made in the calculation of the grade
- b. the instructor(s) did not follow the grading policy stated in the course syllabus or applied the policy selectively
- c. the grading policy for a course was unclear or incomprehensible
- d. the instructor(s) acted in bad faith or in a fraudulent manner

For more details about this process, please see Policy #5035, Student Grievances – Academic Evaluation, Associate Procedures.

## TITLE IV STUDENT COMPLAINT PROCESS

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

## DISHONESTY IN ACADEMICS

Each student is expected to exhibit academic integrity. Shoreline Community College does not permit any form of academic dishonesty, such as cheating or plagiarism. (Policy 5033)

a. Academic dishonesty occurs when a student provides unauthorized academic benefits to another student or receives academic benefits he/she did not earn through his/her own efforts, by cheating or plagiarizing.

b. Cheating includes, but is not limited to, conferring an unearned benefit to another student, copying another’s work on an exam, preparing for an exam by using test questions from a stolen exam, accessing unauthorized materials, or turning in another person’s work as one’s own.

c. Plagiarism is quoting, paraphrasing, or summarizing portions of another’s work from a published, unpublished, or electronic source without acknowledging that source.

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

## STUDENT RECORDS AND RIGHTS TO PRIVACY

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

1) The right to inspect and review their own student education records within 45 days of the day the college receives a request for access. The student should submit a written request to the Enrollment Services identifying the records(s) they wish to inspect.

2) The right to request the amendment of the student's education records the student believes are inaccurate.

3) The right to authorize disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College will disclose the following information authorized by FERPA on all students:

- Student name(s)
- Major or field of study
- Telephone number
- Dates of attendance
- Degrees and awards received

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

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

4) Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA. The name and address of the Office that administers

FERPA:

Family Policy Compliance Office

US DEPARTMENT OF EDUCATION

400 MARYLAND, 400 AVENUE, SW

WASHINGTON, DC 20202-4605

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

# ACADEMIC REGULATIONS



## GRADING

### PROCEDURAL GUIDELINES

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

WEEK(S)	POSSIBLE GRADES
1 – 2	NONE
3 – FIRST DAY OF SEVENTH WEEK	N OR W— IF EARLY EXIT PROCEDURE IS FOLLOWED.
7 – LAST DAY OF INSTRUCTION	I, NC, P, V, Z— IF EARLY EXIT PROCEDURE IS FOLLOWED.
FINAL EXAM WEEK	4.0 – 0.7, H, I, NC, P, V, Z

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

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

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

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

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

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

#### **H: Hold Grades**

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

#### **I: Incomplete**

At a student's request, a grade of Incomplete may be given when the instructor agrees that the student, for an unavoidable reason, has been unable to complete a specific course requirement during the eleven-week quarter, but can successfully complete the course work with no additional instruction. The instructor must specify what requirements the student must fulfill in order to convert the Incomplete grade to an appropriate grade on a standard Incomplete Contract form. To obtain credit for the course, the student must convert an Incomplete into an appropriate grade by completing the requirements specified in the standard contract within the time limits specified therein, not to exceed one calendar year from the date of the contract.

#### **N: Audit**

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

#### **P/NC: Pass/No Credit & P/0.0: Pass/0.0**

This grade is given when a student successfully completes a course offering a Pass/No Credit (P/NC) or Pass/0.0 option. By assigning a P, the instructor certifies a performance level of at least 2.0. P allows credit for the course, but the grade will not be considered in GPA calculations. In college-level courses (numbered 100 and higher) designated as having a P/0.0 or P/NC option, students who wish to be graded on the Pass/0.0 or P/NC option must submit a Student Option Grading Form signed by their instructor to Enrollment & Financial Aid Services no later than the end of the day which constitutes the mid-point of the course. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction.

Some degrees and programs require all credits be in decimal-graded classes. For those degrees and programs which do allow P credits, no more than 30 credits can be in non-decimal graded classes. Unless a 2.0 performance level is achieved, the student selecting the P/0.0 option will receive no credit and the grade of 0.0, and the students electing the P/NC credit will receive an NC grade. The NC grade will not be considered in the GPA calculation.

#### **V: Unofficial Withdrawal**

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

#### **W: Official Withdrawal**

A W grade will be granted at a student's request only from the first day of the third week through the first class day of the seventh week (or the equivalent for the summer quarter) provided the student follows the early exit procedure. No Ws will be given after the cut off date. Ws remain on the transcript but are not counted in GPA computations. A student may not withdraw to avoid consequences of cheating, plagiarism or other intellectual dishonesty.

#### **Z: Hardship Withdrawal**

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

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

#### **a. Dropping a Class**

(i.) Drop procedures are initiated by the student. When a student drops a class, no grade will be assigned and no record of registration will appear on the transcript

(ii.) Through the tenth class day (or summer equivalent), the student may drop a class without instructor permission.

(iii.) A student may not drop a class to avoid consequences of cheating, plagiarism, or other intellectual dishonesty.

#### **b. Withdrawal from a Class**

(i.) Withdrawal procedures are initiated by the student. When a student withdraws from a class, a grade of W will be assigned and registration is recorded on the transcript.

(ii.) From the eleventh instructional day and through the first class day of the seventh week of a regular quarter (or the summer quarter equivalent), the student may officially withdraw from a class by obtaining the instructor's signature or emailed permission.

(iii.) The student will follow procedures by notifying Enrollment & Financial Aid Services in order to officially withdraw immediately after obtaining instructor permission.

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

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

This may be invoked when early withdrawal procedures in 4.b. cannot be followed.

(i.) If circumstances do not permit completion of the normal withdrawal procedure, the instructor, appropriate division dean, or the Vice President for Students, Equity & Success, if necessary, may sign a Schedule Change form to withdraw the student.

(ii.) In such cases, if the person signing the withdrawal form is not the instructor, the person signing the form shall notify the student's instructor(s) of the circumstances in order that the instructor may award the appropriate grade.

#### **d. Hardship Withdrawal**

(i.) The student completes a Student Written Request to Instructor for Hardship Grade Form and submits it, along with appropriate documentation of the hardship, to the instructor.

(ii.) If, at the instructor's discretion, the request for hardship withdrawal is granted, a grade of Z will be assigned and registration will be recorded on the transcript. This grade will not be considered in GPA calculations.

### **5. Repeating a Course**

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

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

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

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

### **7. Grading Systems**

#### **a. Mandatory Numerical Grade:**

Students will be awarded grades from 4.0 to 0.7 in 0.1 increments, 0.0, H, I, V, W, or Z.

#### **b. Mandatory and Optional Pass/No Credit Systems:**

Divisional faculty, acting in appropriate disciplinary subunits, may designate certain courses as Mandatory or Optional Pass/No Credit. Faculty will report any change in designation through divisional planning committees and the Curriculum Committee, as well as insure that the correct designation then appears in the quarter class schedule.

##### **(i.) Grading in Mandatory Pass/No Credit Courses.**

The instructor will give only an H, I, N, NC, P, V, W, or Z grade as defined in section 3.

##### **(ii.) Grading in Optional Pass/0.0 and Pass/NoCredit Courses.**

Students wishing to be graded on the Pass/0.0 or Pass/NC system must submit a pass option form signed by their instructor to the registration desk no later than the end of the day which constitutes the midpoint of the course. Students selecting this option will receive a 0.0, H, I, N, NC, P, V, W, or Z grade as defined in section 3. Students not qualifying for this optional grading system will receive a numerical grade. Students in pre-college level courses must request the P/NC or P/0.0 grade no later than the last day of instruction. Courses assigned by faculty to mandatory or optional pass/no credit will be marked on each quarter's class schedule. All unmarked courses will use only the numerical grading system.

### **GRADE REPORTS**

Grade reports are not mailed to students. Students may view or print an unofficial transcript of their final grades from the College's web site: shoreline.edu

### **GRADE CHANGES**

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

### **HIGH SCHOLARSHIP**

#### **President's List**

Full-time students (enrolled for at least 12 credits) who have earned at least 30 hours of credit, all of which are used in the computation of the grade-point average\*, and who earn a cumulative grade-point average of 3.9 or higher are named to the President's List. In addition, students who attain a cumulative grade-point average of 3.9 to 4.0 shall be designated President's Scholars at graduation.

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

#### **Elective Vice President's List**

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

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

#### **Honors List**

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

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

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

## Phi Theta Kappa

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

## SCHOLASTIC WARNING, PROBATION, AND SUSPENSION

Procedures from scholastic warning, probation, and suspension are currently under revision and are subject to change. A student who earns a quarterly grade-point average of less than 1.75 is placed on academic warning and receives an electronic notice. A student whose quarterly grade point average is less than 1.75 for a second consecutive quarter receives an academic probation notice. A student who earns a quarterly grade point average of less than 1.75 for the third consecutive quarter receives academic suspension. Students who have been academically suspended by the college may petition for reinstatement by contacting academic advising. Students who have been placed on academic probation or suspension will have a hold placed on their record.

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

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

## FRESH START

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

## CREDIT INFORMATION

### Credit and Credit Loads

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

### Awarding Academic Credit by Prior Learning Assessment

See Policies for Students for more information.

## PLACEMENT RECIPROCITY

Based on placement into English and math pre-college and college level courses at other Washington State community and technical colleges, students can request equivalent placement at Shoreline Community College. The placement recommendation must be in the last 2 years. Please see the College website for Shoreline's current "Placement from another College" practices at [shoreline.edu/placement](http://shoreline.edu/placement).

## COMMON COURSE NUMBERING

Common course numbering (CCN) makes it easier for students to transfer courses between community and technical colleges in Washington because equivalent courses are labeled the same across all colleges. An ampersand ("&") following a course department name, (e.g. ACCT& 201) indicates that the course has a common course number.

## ATTENDANCE

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

## STUDENT CLASSIFICATION

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

## FINAL EXAMINATIONS

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

## OFFICIAL TRANSCRIPTS

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

## GRADUATION REGULATIONS

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

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

1. Achieve at least a 2.0 grade point average for all college-level work used to satisfy degree requirements, including Shoreline Community College course work and courses accepted in transfer from other colleges. Individual courses with grades below 2.0 that are accepted in transfer by the College may not fulfill prerequisite requirements for some Shoreline Community College courses, degrees, and certificates.

NOTE: Certain Shoreline Community College programs may have different grade and graduation requirements. Please consult with a representative of the particular program for details. Institutions to which students transfer after completing their Shoreline degree may calculate G.P.A. differently and may have higher G.P.A. requirements.

2. Earn from Shoreline at least 25 credits or 25% (whichever is lower) of the credits being applied toward the degree or certificate.

3. Submit an official transcript to the Shoreline Enrollment & Financial Aid Services Office for each college from which transfer credit is to be applied to the Shoreline degree. Students are encouraged to meet with an advisor and have transfer credit evaluated as early as possible.

4. Earn at least 60 credits (65 for the AA–DTA) with numerical grades rather than “P” (Pass) grades.

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

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

Graduating students do not need to be in attendance to apply for graduation. After leaving Shoreline Community College, students who are short no more than 10 credits may take the credits at any accredited institution to meet their degree requirements. Contact the credentials evaluator at (206) 546-5841 for more information.

## GRADUATION CEREMONY (COMMENCEMENT)

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

# ASSOCIATE DEGREES

Shoreline Community College offers degrees for students with different goals. Students who intend to transfer to a baccalaureate institution can pursue a University Transfer Degree. Students who intend to gain specialized knowledge and skills to prepare to enter a specific occupational field, or enhance existing skills while already employed, can pursue a Professional-Technical degree or certificate. The following is a list of degrees and certificate programs offered at Shoreline.

## GOAL: UNIVERSITY TRANSFER

DEGREE	MINIMUM CREDITS
Associate in Arts – DTA	90
Associate in Business – DTA/MRP	90
Associate in Construction Management – DTA/MRP	90
Associate in Pre-Nursing – DTA/MRP	90
Associate in Science – Track 1	90
Associate in Science – Track 2	90
Associate in Aeronautical, Civil, Industrial, Manufacturing, Materials Science, Mechanical Engineering, Plastics and Composites – DTA/MRP	90
Associate in Bioengineering and Chemical Engineering – DTA/MRP	90
Associate in Computer and Electrical Engineering – DTA/MRP	90
Associate in Fine Arts - Foundation Studio Arts	90
Associate in Fine Arts - Photography	90
Associate in Music - Classical Piano	90
Associate in Music - Classical Voice	90
Associate in Music - Instrumental Music	90
Associate in Arts – Individual Plan	90
Associate in Applied Arts and Sciences - Transfer	90

## GOAL: PROFESSIONAL - TECHNICAL

DEGREE	DESCRIPTION	CREDITS
Associate in Applied Arts and Sciences		90
Associate in Applied Arts and Sciences - Transfer		90
Certificate of Proficiency		45-89
Certificate of Completion		20-44
Certificate of Completion – Short Term		19 or fewer

## ASSOCIATE IN ARTS - AA-DTA

The AA-DTA, known as the direct transfer degree, is an agreement between Washington state community colleges and baccalaureate institutions. The credits earned in the AA-DTA transfer as a package to most baccalaureate colleges and universities in Washington, generally satisfying all of the lower division general education requirements and granting junior standing; it does not guarantee admission.

### AA-DTA DEGREE REQUIREMENTS

The AA-DTA requires a minimum of 90 quarter credits in college-level courses numbered 100 or above with a cumulative college-level GPA of 2.0 or higher. Each individual course must have a minimum grade of 1.0. There are three categories of requirements: 20 credits of general education core requirements, 45 credits of discipline-specific distribution requirements, and 25 credits of electives. Students select courses to explore academic interests and begin preparing for an academic major within the AA-DTA degree guidelines.

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#### GENERAL EDUCATION | 20 Credits

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COURSE	CREDITS
<b><u>Communication Skills:</u></b>	10 Credits
ENGL& 101      English Composition	
ENGL& 102      English Composition	
<b><u>Multicultural Studies:</u></b>	5 Credits
Multicultural Understanding	
<b><u>Quantitative &amp; Symbolic Reasoning:</u></b>	5 Credits

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#### DISTRIBUTION REQUIREMENTS | 45 CREDITS

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##### **HUMANITIES | 15 CREDITS**

Select from at least two different disciplines (e.g., Art and Drama). Maximum of 5 credits allowed in Performance/Skills courses. No more than 5 credits in a world language at the 100 level.

##### **NATURAL SCIENCES | 15 CREDITS**

Select from at least two different disciplines (e.g. Biology and Physics). At least 10 credits required in Physical, Earth, and/or Biological Sciences, including at least 5 credits of lab science. Maximum 5 credits from Other Science courses.

##### **SOCIAL SCIENCES | 15 CREDITS**

Select from at least two different disciplines (e.g., Psychology and History).

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#### GENERAL ELECTIVES

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##### **ELECTIVES | AT LEAST 25 CREDITS**

Comprised of other college-level courses or unrestricted courses. A maximum of 15 credits allowed for restricted/vocational courses, and a maximum of 3 credits allowed in Physical Education.

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## ASSOCIATE IN BUSINESS DTA/MRP

The Associate in Business Direct Transfer Agreement (DTA)/Major Related Program (MRP) degree is applicable for students planning to study various business majors at universities in Washington. Baccalaureate institutions party to this agreement are: Central Washington University, Eastern Washington University, University of Washington University (all campuses), Washington State University (all campuses), Western Washington University, Gonzaga University, Heritage University, Pacific Lutheran University, St. Martin's University, Seattle University, Walla Walla University, and Whitworth University.

Meeting the minimum requirements does not guarantee Business school admission. Admission for many business schools is competitive, and higher minimum GPAs, a higher GPA in a selected subset of courses, or a specific minimum grade in one or more courses such as math or English may be required.

Certain schools may have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements. It is strongly recommended that students contact the baccalaureate-granting institution early in the Associate in Business DTA/MRP program to be advised about specific course choices and procedures for admission and graduation requirements.

To earn this degree, students must complete a minimum 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with "Pass" grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult the institution to which they plan to transfer.

### AA-DTA MRP DEGREE REQUIREMENTS

#### GENERAL EDUCATION | 25 Credits

COURSE	CREDITS
<b>Communication Skills:</b>	
ENGL& 101      English Composition	10 Credits
ENGL& 102      English Composition	
<b>Multicultural Studies:</b>	
Multicultural Understanding	5 Credits
<b>Quantitative &amp; Symbolic Reasoning:</b>	
<i>Note: Business MRP requires 10 credits in Quant. &amp; Symbolic Reasoning. The AA-DTA requires 5 credits.</i>	
MATH 111	5 Credits
or	
MATH& 141	
or	
MATH& 142	
or	
MATH& 152	
or	
MATH& 163	
<b>AND</b>	
MATH& 148      (preferred)	5 Credits
or	
MATH& 151	

#### DISTRIBUTION REQUIREMENTS

##### **HUMANITIES | 15 CREDITS**

Select from at least two different disciplines (e.g., Art and Drama). Maximum of 5 credits allowed in Performance/Skills courses. No more than 5 credits in a world language at the 100 level. Recommended: CMST& 101, &220, World Language if required by four-year program.

##### **NATURAL SCIENCES | 15 CREDITS**

In addition to required Math course below, select from at least two different disciplines. At least 10 credits required in Physical, Earth, and/or Biological Sciences, including at least 5 credits of lab science. Maximum 5 credits from "Other Science" courses.

Required:  
MATH& 146 5Credits  
or  
MATH& 211      (preferred)  
See list of courses that meet transfer requirements for remaining 10 credits.

##### **SOCIAL SCIENCES | 15 CREDITS**

In addition to required economics courses, below select one additional Social Sciences courses in a different discipline, Recommended: BUS &101 or one course in Political Science, Sociology or Psychology

Required:  
ECON& 201 5Credits  
ECON& 202 5Credits  
See list of courses that meet transfer requirements for remaining 5 credits.

#### BUSINESS REQUIREMENTS | 20 Credits

COURSE	CREDITS
ACCT& 201	5Credits
ACCT& 202	5Credits
ACCT& 203	5Credits
BUS& 201	5Credits

# ASSOCIATE IN CONSTRUCTION MANAGEMENT DTA/MRP

The Associate in Construction Management Direct Transfer Agreement (DTA)/Major Related Program (MRP) degree is applicable for students planning to prepare for American Council for Construction Education accredited majors in Construction Management at Central Washington University, Washington State University, and University of Washington – Seattle. Also students can plan to transfer to Eastern Washington University’s BS in Technology, Construction Management.

Meeting the minimum requirements does not guarantee students admission to the major. Certain schools may have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements. It is strongly recommended that students contact the baccalaureate-granting institution early in the Associate in Construction Management DTA/MRP program to be advised about specific course choices and procedures for admission and graduation requirements.

To earn this degree, students must complete a minimum 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with “Pass” grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult the institution for which they plan to transfer.

## AA-DTA MRP DEGREE REQUIREMENTS

### GENERAL EDUCATION | 20 Credits

COURSE	CREDITS
<b><u>Communication Skills:</u></b>	
ENGL& 101      English Composition	10 Credits
ENGL& 102      English Composition	
<b><u>Multicultural Studies:</u></b>	
Multicultural Understanding	5 Credits
<b><u>Quantitative &amp; Symbolic Reasoning:</u></b>	
	5 Credits

### DISTRIBUTION REQUIREMENTS

#### **HUMANITIES | 15 CREDITS**

Select from at least two different disciplines (e.g., Art and Drama). Maximum of 5 credits allowed in Performance/Skills courses. No more than 5 credits in a world language at the 100 level.

#### **NATURAL SCIENCES | 15 CREDITS**

Select from at least two different disciplines (e.g. Biology and Physics). At least 10 credits required in Physical, Earth, and/or Biological Sciences, including at least 5 credits of lab science. Maximum 5 credits from Other Science courses.

#### **SOCIAL SCIENCES | 15 CREDITS**

Select from at least two different disciplines (e.g., Psychology and History).

Required:

ECON& 201 5 Credits  
or

ECON& 202

**AND**

BUS& 201 5 Credits

See list of courses that meet transfer requirements for remaining 5 credits.

### CONSTRUCTION REQUIREMENTS | 10 CREDITS

ACCT& 201 5 Credits

ACCT& 202 5 Credits

### GENERAL ELECTIVES

#### **ELECTIVES | AT LEAST 15 CREDITS**

Remaining electives outside of Accounting depend on requirements for admissions to the major (see below), which may include up to 15 additional natural science credits as well as specific Construction Management course work. A maximum of 15 credits allowed for restricted/vocational courses, and a maximum of 3 credits allowed in Physical Education.

## ASSOCIATE IN PRE-NURSING DTA/MRP

The Associate in Pre-Nursing Direct Transfer Agreement (DTA)/ Major Related Program (MRP) degree is applicable for students planning to prepare for upper division Bachelor of Science, Nursing (Entry-to-practice/basic BSN pathway) in Washington by completing a broad selection of academic courses. Baccalaureate institutions party to this agreement are: University of Washington, Seattle; Washington State University; Northwest University; Seattle University; Pacific Lutheran University; and Walla Walla University.

Meeting the minimum requirements does not guarantee BSN school admission. Admission for many BSN programs is competitive, and higher minimum GPAs, a higher GPA in a selected subset of courses, or a specific minimum grade in one or more courses such as math or English may be required.

Certain schools may have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements. It is strongly recommended that students contact the baccalaureate-granting institution early in the Associate in Pre-Nursing DTA/MRP program to be advised about specific course choices and procedures for admission and graduation requirements.

To earn this degree, students must complete a minimum 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with "Pass" grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult the catalog of the institution for which they plan to transfer.

### AA-DTA MRP DEGREE REQUIREMENTS

#### GENERAL EDUCATION | 20 Credits

COURSE	CREDITS
<b>Communication Skills:</b>	10 Credits
ENGL& 101      English Composition	
ENGL& 102      English Composition	
<b>Multicultural Studies:</b>	5 Credits
Multicultural Understanding	
<b>Quantitative &amp; Symbolic Reasoning:</b>	5 Credits
MATH& 146	
or	
MATH& 211	

#### DISTRIBUTION REQUIREMENTS

##### HUMANITIES | 15 CREDITS

Select from at least two different disciplines. Maximum of 5 credits allowed in Performance/Skills courses. No more than 5 credits in a world language at the 100 level.

Required:  
CMST& 220      5Credits  
See list of courses that meet transfer requirements for remaining 10 credits.

##### NATURAL SCIENCES | 15 CREDITS

Select from at least two different disciplines (e.g. Biology and Physics). At least 10 credits required in Physical, Earth, and/or Biological Sciences, including at least 5 credits of lab science. Maximum 5 credits from Other Science courses.

##### SOCIAL SCIENCES | 15 CREDITS

Required:  
PSYC& 100      5Credits  
PSYC& 200      5Credits  
SOCIOLOGY COURSE      5Credits  
See list of courses that meet transfer requirements for remaining 5 credits.

#### PRE-NURSING/NATURAL SCIENCES | 35 Credits

CHEM &121 is a prerequisite for BIOL &211 and BIOL &211 is a prerequisite for other BIOL& courses.

COURSE	CREDITS
CHEM& 121	5Credits
CHEM& 131	5Credits
BIOL& 211	5Credits
NUTR& 101	5Credits
BIOL& 241	5Credits
BIOL& 242	5Credits
BIOL& 260	5Credits

#### ELECTIVES | AT LEAST 5 CREDITS

# ASSOCIATE IN SCIENCE - TRACK I

The Associate in Science Transfer (AS-T) Degree - Track I is designed to prepare students for upper division study in the areas of Biological Sciences, Environmental/Resource Sciences, Chemistry, Geology, and Earth Science. Completing the AS-T degree will prepare students for upper division study; it does not guarantee students admission to the major.

Students completing this AS-T will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the Associate in Arts DTA Degree and will be given junior status by the receiving institution. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree. Students need to meet with department advisors at the baccalaureate institution to determine an appropriate educational plan.

To earn this degree, students must complete 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with "Pass" grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult with the institution for which they plan to transfer.

## AS-T DEGREE REQUIREMENTS

### GENERAL EDUCATION | 18-20 Credits

COURSE	CREDITS
ENGL& 101	5 Credits
ENGL& 102	3-5 Credits
or	
ENGL& 230	
or	
CMST& 101	
Multicultural Understanding	5 Credits
<b>Quantitative &amp; Symbolic Reasoning:</b>	5 Credits
Math& 151	

### DISTRIBUTION REQUIREMENTS | 15 Credits

Select 15 credits from list of courses that meet transfer requirements. At least one must be from Humanities and one from Social Sciences.

### PRE-MAJOR PROGRAMS | 55-57 CREDITS

#### SCIENCE | 19.5 CREDITS

CHEM 171/181	(Fall, Winter, Spring, Summer)	6.5 Credits
CHEM 172/182	(Winter, Spring, Summer)	6.5 Credits
CHEM 173/183	(Spring, Summer, Fall)	6.5 Credits

#### ADDITIONAL MATH | 10 CREDITS

MATH& 152	5 Credits
MATH& 163	5 Credits
or	
MATH 211	

### SELECT ONE OF THE FOLLOWING SEQUENCES

Consult an advisor and your major or pathway planning sheet

#### SCIENCE SEQUENCE | 15-16.5 CREDITS

BIOLOGY	ALGEBRA-BASED PHYSICS	CALCULUS-BASED PHYSICS
BIOL& 211	PHYS& 114	PHYS& 221
BIOL& 212	PHYS& 115	PHYS& 222
BIOL& 213	PHYS& 116	PHYS& 223

### MAJOR SEQUENCE AND/OR SUPPORTING CREDITS

Consult an advisor and your major or pathway planning sheet

#### SUPPORTING CREDITS | 10-15 CREDITS

CHEM& 241/CHEM& 271, CHEM& 242/CHEM& 272, CHEM& 243/CHEM& 273

BIO 100 OR 200 LEVEL\*

ENVS& 101, ENVS 202

GEOL& 101, GEOL& 115, GEOL& 208

MATH 207, MATH 208, MATH 211\*, MATH 264

GEOG 203, GEOG 204

OCEA& 101

PHYS& 114/PHYS& 115/PHYS& 116

PHYS& 221/PHYS&222\PHYS&223\*

\*If not already used as a science sequence or general education requirement.

\*\* Sequences should not be broken up between institutions (for example, the three-quarter physics sequence should be taken entirely at Shoreline or entirely at another school).

## ASSOCIATE IN SCIENCE - TRACK 2

The Associate in Science Transfer (AS-T) Degree – Track 2 is designed to prepare students for upper division study in the areas of engineering, computer science, physics, and atmospheric science. Completing the AS-T degree does not guarantee students admission to the major.

Students completing this AS-T will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the Associate in Arts DTA Degree and will be given junior status by the receiving institution. Additional general education requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree. Students need to meet with department advisors at the baccalaureate institution to determine an appropriate educational plan.

To earn this degree, students must complete 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with “Pass” grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult with the institution for which they plan to transfer.

### AS-T DEGREE REQUIREMENTS

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#### GENERAL EDUCATION | 18-20 Credits

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COURSE	CREDITS
ENGL& 101      English Composition	5 Credits
ENGL& 102 or	3-5 Credits
ENGL& 230 or	
CMST& 101 Multicultural Understanding	5 Credits
MATH& 151	5 Credits

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#### PRE-MAJOR PROGRAMS | 30-32.5 Credits

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##### PHYSICS SEQUENCE\*\* | 15-16.5 CREDITS

PHYS& 221	5.5 Credits
PHYS& 222	5.5 Credits
PHYS& 223	5.5 Credits

PHYS& 114, 115, 116 (15 credits) is allowed for the degree, but will meet major requirements for very few students (some computer studies, some engineering technology programs).

##### ADDITIONAL MATH | 10 CREDITS

MATH& 152	5 Credits
MATH& 163 or	5 Credits
MATH& 211	

##### ADDITIONAL SCIENCE | 5-6 CREDITS

At least 5 credits of Chemistry with lab is required for engineering majors.

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#### PROGRAM SPECIFIC COURSES | 27.5-32 CREDITS TO REACH 90 TOTAL

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The AS-T degree allows a maximum of 5 credits for restricted/vocational course work and a maximum of 3 Physical Education credits.

For Program Specific Courses, students can take additional pre-requisite courses needed to enter their major's junior year, additional general education, and/or elective courses. Required and recommended courses vary, so please consult:

- 1) the appropriate Major Preparation Sheet
- 2) a Shoreline advisor for the subject area; and
- 3) the department at your chosen colleges/universities.

\*\* Sequences should not be broken up between institutions (for example, the three-quarter physics sequence should be taken entirely at Shoreline or entirely at another school).

**AS-T MECHANICAL/CIVIL/AERONAUTICAL/INDUSTRIAL MATERIALS SCIENCE ENGINEERING MRP**

The Associate in Science – Track 2 in Mechanical/Civil/Aeronautical/Industrial/ Materials Science Engineering Major Related Program (MRP) degree is designed to prepare students for upper division study in one of these pathways of engineering at universities in Washington. Baccalaureate institutions party to this agreement are: University of Washington Seattle, Washington State University, Eastern Washington University, Gonzaga University, Saint Martin’s University, Seattle Pacific University, Seattle University, and Walla Walla University.

Meeting the minimum requirements does not guarantee students admission to the major. Admission for many engineering schools is competitive, and higher minimum GPAs, a higher GPA in a selected subset of courses, or a specific minimum grade in one or more courses such as math or English may be required.

Certain schools may also have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the degree requirements. It is strongly recommended that students contact the baccalaureate-granting institution early in the The Associate in Science – Track 2 in Mechanical/Civil/Aeronautical/Industrial/ Materials Science Engineering MRP program to be advised about specific course choices and procedures for admission and graduation requirements.

To earn this degree, students must complete a minimum of 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with “Pass” grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult the institution for which they plan to transfer.

**AS-T MRP DEGREE REQUIREMENTS**

**GENERAL EDUCATION | 18-20 Credits**

COURSE	CREDITS
ENGL& 101      English Composition	5 Credits
ENGL& 102 or ENGL& 230 or CMST& 101	3-5 Credits
Multicultural Understanding	5 Credits
MATH& 151	5 Credits

**DISTRIBUTION REQUIREMENTS | 10 Credits**

HUMANITIES	5 Credits
SOCIAL SCIENCES	5 Credits

**PRE-MAJOR PROGRAMS | 79-84.5 Credits**

**PHYSICS | 16.5 CREDITS**

PHYS& 221      (Fall, Winter)	5.5 Credits
PHYS& 222      (Winter, Spring, Summer)	5.5 Credits
PHYS& 223      (Winter, Spring)	5.5 Credits

**MATH | 20 CREDITS**

MATH& 152      (Every quarter)	5 Credits
MATH& 163      (Every quarter)	5 Credits
MATH 207      (Fall, Spring)	5 Credits

MATH 208      (Fall, Winter)	5 Credits
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**CHEMISTRY | 13 CREDITS**

CHEM 171/181      (Every quarter)	6.5 Credits
CHEM 172/182      (Winter, Spring, Summer)	6.5 Credits

**ENGINEERING | 25 CREDITS**

ENGR& 114      (Every quarter)	5 Credits
ENGR 115      (Winter, Spring, Summer)	5 Credits
ENGR& 214      (Spring, Fall)	5 Credits
ENGR& 215      (Winter)	5 Credits
ENGR& 225      (Fall)	5 Credits

**SELECT TWO COURSES BELOW | 6-10 Credits**

**PHYSICS | 16.5 CREDITS**

CS 121      (Every quarter)	
CS& 141      (Every quarter)	
ENGR 100      (Fall, Winter, Spring)	
ENGR 102      (FALL)	
ENGR& 104      (Winter)	
ENGR& 202      (Spring)	
ENGR& 204      (Spring)	
ENGR& 205      (Every Quarter)	
ENGR& 206      (Every Quarter)	
ENGR 204      (Spring)	
MATH& 264      (Spring)	

## AS-T IN BIOENGINEERING & CHEMICAL ENGINEERING MRP

The Associate in Science – Track 2 in Bioengineering and Chemical Engineering Major Related Program (MRP) degree is designed to prepare students for upper division study in one of these pathways of engineering at universities in Washington. Baccalaureate institutions party to this agreement are: University of Washington Seattle, Washington State University, Eastern Washington University, Gonzaga University, Saint Martin’s University, Seattle Pacific University, Seattle University, and Walla Walla University.

Meeting the minimum requirements does not guarantee students admission to the major. Admission for many engineering schools is competitive, and higher minimum GPAs, a higher GPA in a selected subset of courses, or a specific minimum grade in one or more courses such as math or English may be required.

Certain schools may also have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the degree requirements. It is strongly recommended that students contact the baccalaureate-granting institution early in the The Associate in Science – Track 2 in Mechanical/Civil/Aeronautical/Industrial/ Materials Science Engineering MRP program to be advised about specific course choices and procedures for admission and graduation requirements.

To earn this degree, students must complete a minimum of 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with “Pass” grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult the institution for which they plan to transfer.

### AS-T MRP DEGREE REQUIREMENTS

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#### GENERAL EDUCATION | 18-20 Credits

COURSE	CREDITS
ENGL& 101      English Composition	5 Credits
ENGL& 102	3-5 Credits
or	
ENGL& 230	
or	
CMST& 101	
Multicultural Understanding	5 Credits
MATH& 151	5 Credits

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#### DISTRIBUTION REQUIREMENTS | 10 Credits

HUMANITIES	5 Credits
SOCIAL SCIENCES	5 Credits

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#### PRE-MAJOR PROGRAMS | 79-84.5 Credits

##### PHYSICS | 16.5 CREDITS

PHYS& 221      (Fall, Winter)	5.5 Credits
PHYS& 222      (Winter, Spring, Summer)	5.5 Credits
PHYS& 223      (Winter, Spring)	5.5 Credits

##### CHEMISTRY | 13 CREDITS

CHEM 171/181      (Every quarter)	6.5 Credits
CHEM 172/182      (Winter, Spring, Summer)	6.5 Credits
CHEM 173/183      (Fall, Spring, Summer)	6.5 Credits
CHEM& 241/271      (Fall, Winter)	7 Credits

##### ADDITIONAL CHEMISTRY/BIOLOGY | 5-7 CREDITS

CHEM& 242/272      (Winter, Spring)	
or	
BIOL      (Spring, Fall)	5 Credits

##### MATH | 15 CREDITS

MATH& 152      (Every quarter)	
MATH& 163      (Every quarter)	
MATH 207      (Fall, Spring)	

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#### SELECT TWO MAJOR ELECTIVES COURSES BELOW

##### PHYSICS | 16.5 CREDITS

BIOL& 211      (If not taken above)	
BIOL& 212      (Winter, Spring)	
CHEM& 242/272      (If not taken above)	
CS& 141      (Every Quarter)	
ENGL &230      (Fall, Spring - If not taken above)	
ENGR& 240      (Winter)	
ENGR& 214      (Spring, Fall)	
ENGR 240      (Winter)	
MATH& 208      (Fall, Winter)	
MATH& 264      (Spring)	

## AS-T COMPUTER AND ELECTRICAL ENGINEERING MRP

The Associate in Science – Track 2 in Computer and Electrical Engineering Major Related Program (MRP) degree is designed to prepare students for upper division study in one of these pathways of engineering at universities in Washington. Baccalaureate institutions party to this agreement are: University of Washington Seattle, Washington State University, Eastern Washington University, Gonzaga University, Saint Martin’s University, Seattle Pacific University, Seattle University, and Walla Walla University.

Meeting the minimum requirements does not guarantee students admission to the major. Admission for many engineering schools is competitive, and higher minimum GPAs, a higher GPA in a selected subset of courses, or a specific minimum grade in one or more courses such as math or English may be required.

Certain schools may also have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the degree requirements. It is strongly recommended that students contact the baccalaureate-granting institution early in the The Associate in Science – Track 2 in Mechanical/Civil/Aeronautical/Industrial/ Materials Science Engineering MRP program to be advised about specific course choices and procedures for admission and graduation requirements.

To earn this degree, students must complete a minimum of 90-quarter credits in courses numbered 100 or above and meet specific distribution requirements. No more than 25% of credit requirements may be taken on a pass/no credit basis. Students should be aware that courses with “Pass” grades may not satisfy the requirements in their major field. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 25 credits at Shoreline. Students are responsible for knowing transfer requirements and policies, as well as specific course choices and GPA requirements, and are urged to consult the institution for which they plan to transfer.

### AS-T MRP DEGREE REQUIREMENTS

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#### GENERAL EDUCATION | 18-20 Credits

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COURSE	CREDITS
ENGL& 101      English Composition	5 Credits
ENGL& 102 or ENGL& 230 or CMST& 101	3-5 Credits
Multicultural Understanding	5 Credits
MATH& 151	5 Credits

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#### DISTRIBUTION REQUIREMENTS | 10 Credits

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HUMANITIES	5 Credits
SOCIAL SCIENCE	5 Credits

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#### PRE-MAJOR PROGRAMS | 79-84.5 Credits

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##### PHYSICS | 16.5 CREDITS

PHYS& 221      (Fall, Winter)	5.5 Credits
PHYS& 222      (Winter, Spring, Summer)	5.5 Credits
PHYS& 223      (Winter, Spring)	5.5 Credits

##### COMPUTING & ENGINEERING | 10 CREDITS

CS& 141      (Every quarter)	5 Credits
ENGR &204      (Spring)	5 Credits

##### CHEMISTRY | 6.5 CREDITS

CHEM 171/181      (Every quarter)	6.5 Credits
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##### MATH | 20 CREDITS

MATH& 152      (Every quarter)	5 Credits
MATH& 163      (Every quarter)	5 Credits
MATH 207      (Fall, Spring)	5 Credits
MATH 208      (Fall, Winter)	5 Credits

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##### MAJOR ELECTIVES | 22-26 Credits

BIOL& 211      (Every Quarter)	5 Credits
CS 121      (Every Quarter)	5 Credits
CS 143      (Fall, Winter, Spring)	5 Credits
CHEM 172/182      (Winter, Spring, Summer)	6.5 Credits
ENGL &230      (Fall, Spring - If not taken above)	3 Credits
ENGR 100      (Fall, Winter, Spring)	4 Credits
ENGR 102      (Fall)	5 Credits
ENGR& 104      (Winter)	5 Credits
ENGR& 202      (Spring)	5 Credits
ENGR& 214      (Spring, Fall)	5 Credits
ENGR& 215      (Winter, Spring)	5 Credits
ENGR& 224      (Not offered at Shoreline)	5 Credits
ENGR 240      (Winter)	5 Credits
MATH& 264      (Spring)	5 Credits

## FOUNDATION STUDIO ART (AFA)

Studio Art is the study of visual language. Foundation courses focus on compositional design elements such as color, symbols and light—the building blocks of a visual language. These elements are applied to principles of balance, unity, cultural aesthetics and psychological tendencies to form a more compelling visual statement. Specific areas of study require knowledge of media-specific materials and techniques, which further aid in the development of coherent visual statements and the cultivation of a personal artistic voice.

You will complete an Associate of Fine Arts (AFA) at Shoreline. Review the requirements in this planning guide to understand your path in this program.

Once you complete your Shoreline degree, you can choose to transfer to a four-year school to earn a Bachelor's degree or continue to develop as an artist without pursuing a four-year degree.

The Associate in Fine Arts – Foundation Studio Art degree is designed to meet the general education and Associate in Arts, Direct Transfer Agreement (AA-DTA) at Washington state four-year institutions (for more information, see the AA-DTA Degree Planning Guide). This pathway prepares students for baccalaureate majors in Painting, Drawing, Printmaking, Graphic Design, Illustration, Photography, Ceramics, Sculpture and Industrial Design. Portfolio presentation is a key factor in acceptance/placement in a Fine Arts Major, which is strongly developed and emphasized in this degree. This degree also provides a solid foundation for further artistic development and direction for the student who does not plan on transferring for further academic study.

### AFA DEGREE REQUIREMENTS

#### GENERAL EDUCATION | 20 CREDITS

COURSE		CREDITS
ENGL& 101	English Composition	5Credits
ENGL& 102	English Composition	5Credits
	Multicultural Understanding	5Credits
<b>Quantitative &amp; Symbolic Reasoning:</b> _		5Credits

#### DISTRIBUTION REQUIREMENTS | 30 CREDITS

##### SOCIAL SCIENCES | 15 CREDITS

Select from at least two different disciplines (e.g., Psychology and History).

##### NATURAL SCIENCES | 15 CREDITS

Select from at least two different disciplines (e.g. Biology and Physics). At least 10 credits required in Physical, Earth, and/or Biological Sciences, including at least 5 credits of lab science. Maximum 5 credits from Other Science courses.

#### FOUNDATION STUDIO ART | 54-57 CREDITS

##### FINE ARTS CORE | 27 CREDITS

ART 131	Drawing I	5 Credits
ART 132	Drawing 2	5 Credits
ART 132	Drawing 3	5 Credits
ART 109	Two-Dimensional Design	5 Credits
ART 110	Three-Dimensional Design	5 Credits
ART 290	AFA Portfolio	2 Credits

##### ART HISTORY | 15 CREDITS

15 credits of Art History are required for the Foundation Studio Art Core. Choose three of the following for a total of 15 credits: ARTH 204 Survey of Asian Art; ARTH 210 Japanese Art History; ARTH 224 Sur. West Art: Ancient; ARTH 225 Sur. West Art: Med-Baroq; ARTH 226 Sur. West Art: Mod/Post

**CONCENTRATION AREA: 2D OR 3D (CHOOSE ONE) | 12 – 15**  
Credits either in 2D or 3D concentration below, or customized with Art Faculty approval.

##### 2D STUDIO CONCENTRATION | 12-15 CREDITS

PHOTO.	GRAPHIC DESIGN	PAINT / DRAW
ART 144	VCT 101	ART 251
ART 145	VCT 102	ART 525
ART 146	VCT 103	ART 253
ART 244		
ART 246		

##### PRINTMAKING ANIMATION

ART 261	ART 134
ART 262	ART 234

##### 3D STUDIO CONCENTRATION | 12-15 CREDITS

CERAMICS	DESIGN & MATERIALS	SCULPTURE
ART 121	ART 254	ART 271
ART 122	ART 255	ART 272
ART 123	ART 256	ART 273

## PHOTOGRAPHY (AFA)

Photography is the study of light and image creation. Photographers explore the manipulation of light to create images which interpret the physical, cultural and conceptual world around us in order to convey ideas and information and to engage in personal expression. With a foundation in the principles of visual design, composition and art history, students develop technical skills in capturing, developing and printing the photographic image with the goal of both learning to capture what they see and to see more clearly what they would capture.

You will complete an Associate of Fine Arts (AFA) at Shoreline. Review the requirements in this planning guide to understand your path in this program.

Once you complete your Shoreline degree, you can choose to transfer to a four-year school to earn a Bachelor's degree or continue to develop as an artist without pursuing a four-year degree.

### AFA DEGREE REQUIREMENTS

#### **GENERAL EDUCATION | 20 CREDITS**

COURSE		CREDITS
ENGL& 101	English Composition	5 Credits
ENGL& 102	English Composition	5 Credits
	Multicultural Understanding	5 Credits
<b>Quantitative &amp; Symbolic Reasoning:</b>		5 Credits

#### **DISTRIBUTION REQUIREMENTS | 30 CREDITS**

##### **SOCIAL SCIENCES | 15 CREDITS**

Select from at least two different disciplines (e.g., Psychology and History).

##### **NATURAL SCIENCES | 15 CREDITS**

Select from at least two different disciplines (e.g. Biology and Physics). At least 10 credits required in Physical, Earth, and/or Biological Sciences, including at least 5 credits of lab science. Maximum 5 credits from Other Science courses.

#### **PHOTOGRAPHY CORE REQUIREMENTS | 58 CREDITS**

VCT 124	Basic MAC Systems	2 Credits
VCT 125	Intro. to Image Construction	3 Credits
VCT 136	Adobe CS: Raster Graphic w/Photo.	5 Credits
ART 109	Two-Dimensional Design	5 Credits
ART 131	Drawing I	5 Credits
ART 144	Beginning Photography	5 Credits
ART 145	Intermediate Photography	4 Credits
ART 146	Advanced Photography	4 Credits
ART 244	Studio Photography	4 Credits
ART 246	Documentary Photography	4 Credits
ART 290	AFA Photography	2 Credits

##### **ART HISTORY | 15 CREDITS**

15 credits of Art History are required for the Foundation Studio Art Core. Choose three of the following for a total of 15 credits: ARTH 204 Survey of Asian Art; ARTH 210 Japanese Art History; ARTH 224 Sur. West Art: Ancient; ARTH 225 Sur. West Art: Med-Baroq; ARTH 226 Sur. West Art: Mod/Post

## ASSOCIATE IN MUSIC - CLASSICAL PIANO

The Associate in Music degree in Classical Piano requires 93 quarter credits in courses numbered 100 or above and a cumulative grade point average of 2.0 or higher. This degree is suitable for students interested in entering a conservatory or seeking a terminal degree at Shoreline Community College with a music emphasis. For students planning to transfer to a baccalaureate college or university in Washington State, the AA-DTA Music transfer degree is the more appropriate degree option. See the reverse side for a complete listing of courses that fulfill general education and distribution requirements.

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

### AM DEGREE REQUIREMENTS

#### GENERAL EDUCATION | 15 Credits

COURSE	CREDITS
ENGL& 101      English Composition	5 Credits
Multicultural Understanding	5 Credits
Quantitative/Symbolic Reasoning	5 Credits

#### FOUNDATION MUSIC REQUIREMENTS | 68 CREDITS

##### MUSIC THEORY | 30 CREDITS

MUSC& 141	5 Credits
MUSC& 142	5 Credits
MUSC& 143	5 Credits
MUSC& 241	5 Credits
MUSC& 242	5 Credits
MUSC& 243	5 Credits

##### PIANO | 12 CREDITS

MUSC 151 OR TEST OUT	2 Credits
MUSC 152 OR TEST OUT	2 Credits
MUSC 153 OR TEST OUT	2 Credits
MUSC 251	2 Credits
MUSC 252	2 Credits
MUSC 253	2 Credits

##### MAJOR AND SMALL ENSEMBLES | 12 CREDITS

Choose from the following for a total of 12 credits: MUSC 135, 136, 140, 144, 146, 147, 175. These courses may be repeated.

##### PRIVATE PIANO LESSONS | 6 CREDITS

MUSC 180	3 Credits
MUSC 280	3 Credits

##### CORE PIANO COURSES | 6 CREDITS

MUSC 224      Piano Literature	2 Credits
MUSC 225      Collaborative Piano	2 Credits
MUSC 226      Piano Pedagogy	2 Credits

##### GRADUATING RECITAL | 2 CREDITS

MUSC 298*	2 Credits
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*\*Concurrent enrollment in MUSC 280 required*

#### ELECTIVES | 10 CREDITS

A minimum of 10 additional college-level credits numbered 100 or above are required for electives. Developmental courses and courses numbered below 100 may not be used.

## ASSOCIATE IN MUSIC - CLASSICAL VOICE

The Associate in Music degree in Classical Voice requires 93 quarter credits in courses numbered 100 or above and a cumulative grade point average of 2.0 or higher. This degree is suitable for students interested in entering a conservatory or seeking a terminal degree at Shoreline Community College with a music emphasis. For students planning to transfer to a baccalaureate college or university in Washington State, the AA-DTA Music transfer degree is the more appropriate degree option. See the reverse side for a complete listing of courses that fulfill general education and distribution requirements.

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

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

### AM DEGREE REQUIREMENTS

#### GENERAL EDUCATION | 15 Credits

COURSE	CREDITS
ENGL& 101 English Composition	5 Credits
Multicultural Understanding	5 Credits
Quantitative/Symbolic Reasoning	5 Credits

#### FOUNDATION MUSIC REQUIREMENTS | 68 CREDITS

##### MUSIC THEORY | 30 CREDITS

MUSC& 141	5 Credits
MUSC& 142	5 Credits
MUSC& 143	5 Credits
MUSC& 241	5 Credits
MUSC& 242	5 Credits
MUSC& 243	5 Credits

##### PIANO | 12 CREDITS

MUSC 151 OR TEST OUT	2 Credits
MUSC 152 OR TEST OUT	2 Credits
MUSC 153 OR TEST OUT	2 Credits
MUSC 251	2 Credits
MUSC 252	2 Credits
MUSC 253	2 Credits

##### MAJOR ENSEMBLES | 12 CREDITS

This course may be repeated.

MUSC 175	2 Credits
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##### PRIVATE LESSONS | 6 CREDITS

MUSC 170	3 Credits
MUSC 270	3 Credits

##### DICTION | 6 CREDITS

MUSC 211	3 Credits
MUSC 212	3 Credits

##### GRADUATING RECITAL | 2 CREDITS

MUSC 298*	2 Credits
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*\*Graduation Recital (MUSC 298)- concurrent enrollment with MUSC 270 required*

##### VOICE DANCE | 4 CREDITS

MUSC 167, 268	3 Credits
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##### ELECTIVES | 6 CREDITS

*\*Choose from the following - these may be repeated*

MUSC& 105, MUSC 135, MUSC 147, MUSC 155, MUSC 156, MUSC 162, MUS 163, MUSC 166, MUSC 264

## ASSOCIATE IN MUSIC - INSTRUMENTAL MUSIC

The Associate in Music degree in Instrumental Music requires 93 quarter credits in courses numbered 100 or above and a cumulative grade point average of 2.0 or higher. This degree is suitable for students interested in entering a conservatory or seeking a terminal degree at Shoreline Community College with a music emphasis. For students planning to transfer to a baccalaureate college or university in Washington state, the AA-DTA Music transfer degree is the more appropriate degree option. See the reverse side for a complete listing of courses that fulfill general education and distribution requirements.

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

### AM DEGREE REQUIREMENTS

#### GENERAL EDUCATION | 15 Credits

COURSE	CREDITS
ENGL& 101	English Composition 5 Credits
	Multicultural Understanding 5 Credits
	Quantitative/Symbolic Reasoning 5 Credits

#### FOUNDATION MUSIC REQUIREMENTS | 68 CREDITS

##### **MUSIC THEORY | 30 CREDITS**

MUSC& 141	5 Credits
MUSC& 142	5 Credits
MUSC& 143	5 Credits
MUSC& 241	5 Credits
MUSC& 242	5 Credits
MUSC& 243	5 Credits

##### **PIANO | 12 CREDITS**

MUSC 151 or course challenge/placement	2 Credits
MUSC 152 or course challenge/placement	2 Credits
MUSC 153 or course challenge/placement	2 Credits
MUSC 251	2 Credits
MUSC 252	2 Credits
MUSC 253	2 Credits

##### **MAJOR AND SMALL ENSEMBLES | 18 CREDITS**

Choose from the following for a total of 18 credits: MUSC 136, 140, 144, 146, 147, 175 These courses may be repeated.

##### **PRIVATE LESSONS | 6 CREDITS**

MUSC 196	3 Credits
MUSC 296*	3 Credits

##### **GRADUATING RECITAL | 2 CREDITS**

MUSC 298*	2 Credits
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*\*Graduation Recital (MUSC 298)- concurrent enrollment with MUSC 270 required*

##### **ELECTIVES | 10 CREDITS**

A minimum of 10 additional college-level credits numbered 100 or above are required for electives. Developmental courses and courses numbered below 100 may not be used.

## ASSOCIATE IN ARTS - INDIVIDUAL PLAN

The AA-IP allows students to design an individualized academic program. To earn an AA-IP degree, students must complete a total of 90 credits: 15 credits of General Education Core requirements listed below plus 75 additional transferable credits and a cumulative GPA of 2.0 or higher. This degree is a transfer Associates degree, but NOT part of the Direct Transfer Agreement (DTA) with Washington state colleges and universities.

For many students, the Associate in Arts (AA-DTA) or the Associate of Science (AS-T) degrees are recommended because they are a part of the Washington State Transfer Agreements. The AA-Individual Plan is a good fit for students who are ...

- planning to transfer to a specific university and want to follow the general education requirements of that school
- planning to transfer into a specific major with many prerequisites that are required for admission
- entering Shoreline with a lot of college credits and want to graduate in a timely manner
- planning to transfer to an out-of-state college or university with no direct transfer agreement

When planning your academic program, please keep in mind:

- Students must meet the admission requirements of the colleges/universities for which they are applying.
- This AA Individual Plan (AA-IP) degree does not guarantee admission into any university, program, or major.
- Students are responsible for completing all General Education and other program requirements of the baccalaureate institution to graduate

### AA-IP DEGREE REQUIREMENTS

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#### GENERAL EDUCATION | 15 Credits

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COURSE	CREDITS
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**Communication Skills:**

ENGL& 101	English Composition	5 Credits
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**Quantitative & Symbolic Reasoning:**

MATH& 107		5 Credits
MATH& 141		

MATH& 142

MATH& 146

MATH& 148

MATH& 151

MATH& 152

MATH& 163

MATH& 264

MATH 111

MATH 171

MATH 207

MATH 208

MATH 211

or

PHIL& 120

**Multicultural Understanding:**

5 Credits

ART 105

CMST 203

CMST 285

HIST 245

MULTICULTURAL STUDIES 105

or

GWS 284

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#### ELECTIVES | 75 Credits

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The remaining 75 credits can be made of transferable elective credits, with only 15 credits from restricted electives (see Shoreline Community College Catalog for a list of these courses). Students pursuing the AA-IP are strongly encouraged to consult with an advisor in choosing their courses.

# WASHINGTON 45

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

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

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

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

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## I. GENERAL EDUCATION CORE REQUIREMENTS | 20 CREDITS

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### COMMUNICATIONS

— 5 Credits

**English** &101  
**English** &102

### QUANTITATIVE / SYMBOLIC

REASONING — 5 Credits

**Math** &107\*, &148 or &151

\* Students planning to transfer to the University of Washington must consult Math Advising, mathadvising@shoreline.edu

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## II. DISTRIBUTION AREA REQUIREMENTS | 45 CREDITS

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### HUMANITIES

— 10 Credits

(10 credits in two different subject areas or disciplines) (NOTE<sup>2</sup>)

### NATURAL SCIENCES

— 5 Credits

(10 credits in two different subject areas or disciplines)

### SOCIAL SCIENCES

— 5 Credits

(10 credits in two different subject areas or disciplines)

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### HUMANITIES

**Philosophy** &101  
**Music** &105  
**Drama** &101  
**English** &111 or  
**HUM** &101

For colleges that use History as Humanities  
**History** &116- &118, &146, &147, &148

**Biology** &100, &160 with lab  
**Astronomy** &100, &101 with lab  
**Chemistry** &105, &100 with lab, &121 with lab, &161, &162  
**Environmental Science** &100, &101  
**Physics** &121  
**Geology** &101 with lab

**Psychology** &100  
**Sociology** &101,  
**Political Science** &101, &202  
**History** &116- &118, &146- &148,

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## ADDITIONAL CREDITS

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

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

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

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

# COURSES THAT MEET TRANSFER DEGREE REQUIREMENTS

This master list provides courses that can be used to fulfill requirements in Shoreline's transfer and specialized degrees: AA-DTA (including MRPs); AS-T Track 1 and Track 2 (including MRPs); AFA; and AM. The number of credits required for each degree will vary, and some degrees specify certain courses that must be taken to fulfill requirements. Talk with an advisor or consult the information in this catalog and degree planning guides about requirements for each transfer degree. Credits for a specific course may be used only once and may not be applied toward more than one distribution area. Course numbers with an "&" are common course numbers with content that is consistent across Washington state community and technical colleges.

## I. GENERAL EDUCATION CORE REQUIREMENTS

### COMMUNICATIONS

English &101  
English &102

#### For AS-T degrees only,

Communication Studies &101 or English &230  
can be taken instead of English &102

### MULTICULTURAL UNDERSTANDING

Art 105  
Gender and Women's Studies 284  
History 245  
Multicultural Studies 105

### QUANTITATIVE / SYMBOLIC REASONING

Math &107\*, 111, &141, &142, &146\*,  
&148, &151, &152, &163, 207, 208, 211,  
&264  
Philosophy &120\*

\* Students planning to transfer to the University of Washington must consult Math Advising, mathadvising@shoreline.edu

## II. DISTRIBUTION AREA REQUIREMENTS

### HUMANITIES

#### GENERAL HUMANITIES

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

#### Performance Skills /Applied Theory — 5 Credits Max.

Art 109, 110, 121-123, 131-134, 144-146,  
251-256, 260-262, 271-273  
Communication Studies 140, &230, 244,  
245, 247, 292-294  
Drama 144-146, 155-157, 207-209, 224-  
226, 234, 235, 244, 246, 255, 293  
English &230, 279  
Film 255-258, 266, 285, 286, 290, 292-295  
Music 114, 115, 118-120, 135, 136, 140,  
144, 146, 147, 151-156, 161-167, 170, 175,  
180, 184, 196, 204, 205, 207, 210-212, 225,  
226, 251-253, 264, 268, 270, 280, 284, 296  
VCT 267

### NATURAL SCIENCES

#### Physical, Earth, Biological Sciences

*Laboratory Sciences*  
Astronomy &101  
Biology 107, 124, 126, 144, &211-&213,  
&231, &232, &241, &242, 244, 249, &260,  
274, 275, 277  
Chemistry &110, &121, &131, 171/181,  
172/182, 173/183, &241/271, &242/272,  
&243/273  
Environmental Science &101, 202  
Geography 203, 204  
Geology &101, &110, &115, &208  
Oceanography &101  
Physics 110, &114-&116, &221-&223

#### *Non-Laboratory Sciences*

Anthropology &205  
Biology 110, 150, &170, 270, 276  
Chemistry 255  
Environmental Science &100  
Geology 107  
Psychology 202

#### Other Science Courses

5 Credits Max.  
Engineering 205, 206  
Math &107, 111, &141, &142, &146, &148,  
&151, &152, &163, &171, 207, 208, 211,  
&264  
Nutrition &101  
Philosophy &120

### SOCIAL SCIENCES

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Anthropology &100, 130, 140, &204, &206,  
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Child Advocacy Studies 102, 202, 285  
Communication Studies &102  
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Gender and Women's Studies 205, 215,  
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292, 295  
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Philosophy &101, 102, &115, 210, 240, 248,  
265, 267, 295  
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222, 291-295  
Psychology &100, &200, 208- 210, &220,  
225, 236, 245, 295  
Sociology &101, 102, 112, &201, 202, 250,  
288, 295

### III. GENERAL ELECTIVES

Developmental courses and courses numbered below 100 may not be used. Electives may include any course listed in the distribution areas or listed below. A maximum of 15 credits from the Restricted Electives may be included and a maximum of 3 credits in Physical Education can be used to fulfill this requirement.

#### ELECTIVE COURSES (NON-RESTRICTED)

In addition to all courses listed within each distribution area, all of the following courses can be used as general electives.

**Accounting** &201, &202, &203  
**Anthropology** 297–299  
**American Ethnic Studies** 291–295, 297–299  
**American Sign Language** 297–299  
**Art** 290  
**Art History** 292, 293, 295, 297–299  
**Astronomy** 297–299  
**Biology** 292, 297–299  
**Business** &201  
**Chemistry** 297–299  
**Chinese** 297–299  
**Cinema** 295, 297–299  
**Communication Studies** 291, 295, 297–299  
**Computer Science** 121, &141, 143  
**Criminal Justice** &101, &110, 120  
**Drama** 171, 295, 297–299  
**Early Childhood Education** &105, &107, &120, &132, &160, &170, &180, &190  
**Economics** 297–299  
**Education** &115, &130, 150, &202, &204, 290, 296  
**Engineering** 100, &114, 115, 202, &204, &214, &215, &225, 240, 297–299  
**English** 276, 292–295, 297–299  
**Environmental Science** 297–299  
**French** 293, 295, 297–299  
**Gender and Women's Studies** 291–295, 297–299  
**Geography** 297–299  
**Geology** 295, 297–299  
**History** 297–299  
**History/East Asia** 297–299  
**Honors** 250, 292, 293, 295, 298, 299  
**Humanities** 291–295, 297–299  
**International Studies** 297–299  
**Japanese** 295, 297–299  
**Mathematics** 292, 293, 295, 297–299  
**Multicultural Studies** 291–295, 297–299  
**Music** 139, 291–295, 297–299  
**Nutrition** 188, 293, 297–299  
**Oceanography** 297–299  
**Philosophy** 297–299  
**Physics** 297–299  
**Physical Education** (3 credits maximum) 105, 109, 110, 116, 117, 126, 136, 138, 139, 154, 155, 171, 188, 200, 205, 209, 210, 216, 217, 226, 236, 238, 239, 254, 255, 260, 270, 274, 276–278, 280, 290–295, 297–299  
**Political Science** 297–299  
**Psychology** 293, 297–299  
**Sociology** 297–299  
**Spanish** 297–299

#### RESTRICTED ELECTIVES

No more than 15 credits of the following courses can be used as general electives

**Accounting** 104, 170, 206, 208, 271–273, 275, 279, 286, 289, 291–295, 297–299  
**Art** 244, 246, 291–295, 297–299  
**Automotive Technology** 101, 110–116, 121, 122, 151, 152, 156, 160–168, 171H–178H, 180T, 181T, 183T–189T, 190, 291–294, 297, 298  
**Biology** 265, 266, 279, 280, 285–290  
**Business** 102–106, 120, 130, 135, 141–144, 180–182, 203, 205, 207–209, 215, 216, 220, 225, 230, 235, 240, 245, 247, 250, 255, 260, 270, 274, 276, 290–295, 297–299  
**Business Technology** 101, 102, 105, 107, 112, 114, 128, 129, 135, 150, 160, 170, 180, 185, 270, 291–295, 297–299  
**Business Technology Writing** 115, 215  
**Career Education Options** 101  
**Criminal Justice** &106, 130, 135, 137, 238, &240, 241, 242, 245, 249, 290–295, 297–299  
**Dental Hygiene** 100–102, 110–112, 114, 115, 120–124, 130, 140, 141, 142, 151, 152, 161, 162, 171, 181, 182, 215, 221–223, 231–233, 241–243, 250–253, 260, 261, 270–272, 278, 281–284, 288, 291–293, 297–299  
**Drama** 291  
**Education** 117, 118, &150, 210, 291–295, 297–299  
**Education Learning Assistance** 199, 291, 292  
**Engineering** 294  
**Film** 265, 269, 297–299  
**Health Informatics and Information Management** 120, 125, 134, 154, 170–175, 219, 220, 224–226, 228, 234, 235, 291–293, 295, 297–299  
**Human Development** 101, 105, 130, 140, 290–295, 297–299  
**Informatics** 150, 292  
**Library** 297–299  
**Mathematics** 100  
**Manufacturing Technology** 102, 113, 120, 155–157, 166, 167, 169, 170, 196, 215, 220, 225, 230, 235, 236, 244, 246–248, 255, 256, 264–267, 290, 296, 298, 299  
**Medical Laboratory Technology** 121–123, 132, 181, 182, 200, 221–225, 231–235, 241, 242, 244, 245, 291–293, 297–299  
**Music Technology** 100–102, 106, 121–123, 131–133, 143, 151–155, 163, 171–173, 200, 221–223, 231–233, 241–243, 250, 271–274, 290–295, 297–299  
**NRG** 101, 102, 110, 120, 121, 123, 130, 161, 180, 200–202, 220, 223, 225, 290, 298  
**Nursing (6 quarter program)** 121, 131, 141–143, 151–153, 161–163, 221–223, 231–233, 241–243, 251–253, 290  
**Nursing (10 quarter program)** 121–125, 131, 132, 142, 221–225, 231–235, 242, 243  
**Parent Education** 114–116, 124–126, 134–139, 144–146, 154–159, 164–169, 174–179, 184–186, 191–193, 291–293  
**Study Skills** 100  
**Visual Communication Technology** 101–103, 112, 124, 125, 128, 134–136, 155, 156, 170, 176, 190, 199, 204–207, 215–217, 225–227, 235–237, 245–247, 251–253, 268, 270, 274, 276–278, 291–295, 297–299

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# Automotive General Service (GST) Technician - IBEST

*Certificate of Proficiency (45 Credits, 3 quarters)*

## Program Advisor:

**Mark Hankins**

(206) 546-4758 • mhankins@shoreline.edu • Room 2152

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

## DESCRIPTION

The Certificate of Proficiency is designed to prepare students for careers in the automotive service industry. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing additional education opportunities should review industry specific A.A.S. degrees and the Engineering AS transfer degree planning guide.

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

## OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Develop employable skills for success in an entry-level automotive technician position
2. Perform common maintenance and inspection procedures for scheduled services of all automotive systems
3. Demonstrate fundamental principles of the eight automotive systems: Engine, Manual Transmission and Axles, Brakes, Heating and Air Conditioning, Automatic Transmission, Suspension and Steering, Electrical/ Electronic Control, and Engine Performance
4. Identify and apply safe work practices on vehicle systems, tools, equipment, lifts, ventilation, and hazardous waste disposal
5. Utilize service information systems to obtain specifications and proper service and maintenance procedures

## PREREQUISITE

CASAS test score of 220; ESL Level 5 or higher; Instructor interview; permission to register; valid driver's license; proof of insurability, i.e., Dept. of Licensing driving record; some employers require drug testing.

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

## CERTIFICATE OF PROFICIENCY

Automotive General Service (GST) Technician ... 45 Credits

## GENERAL EDUCATION REQUIREMENTS | 45 Credits

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

COURSE		CREDITS
<b>First Quarter</b>		
AUTOT 121	General Service Tech I	18 Credits
<b>Second Quarter</b>		
AUTOT 122	General Service Tech II	18 Credits
<b>Third Quarter</b>		
AUTOT 190	GST Internship	9 Credits

# Mopar College Automotive Program (MoparCAP)

AAAS Degree (167-172 Credits, 8 quarters)

## Program Advisor:

**Rob Allred**

(206) 546-5844 • rallred@shoreline.edu • Room 2108

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

## DESCRIPTION

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills leading to an entry-level position as a MoparCAP Technician. Students interested in advancement are encouraged to pursue a four-year baccalaureate degree using the Engineering Associate in Science (AS) degree planning guide.

Shoreline Community College offers an Associate degree in Applied Arts and Science for students who are interested in entering the automotive service industry. The Mopar College Automotive Program (MoparCAP) provides students with the fundamental skills to succeed in the workplace along with valuable hands-on experience. Students alternate quarters between classroom instruction and paid dealership training. As students progress through the curriculum, they learn about the major automobile components and systems, including brakes, suspension, emissions, transmissions, electrical systems, heating and air conditioning, power trains and engine management systems. Students develop skills in automotive diagnostics, tune-ups and repairs. Students will also develop an understanding of automotive service business principles as they apply to the service technician. In their internship placement, students work under the guidance of a master technician at a sponsoring MoparCAP Dealership. These paid internships give students the opportunity to integrate their learning and further develop their skills in service technology.

## OUTCOMES

Students who successfully complete this program - by achieving a grade of 2.0 or better for each individual course in the program - should be able to:

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

## PREREQUISITE

- A high school diploma or GED
- Instructor Permission
- Automotive Skills Test
- Valid Driver's License
- Proof of Insurability
- Instructor Interview

Note: All dealers require drug testing

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

## AAAS DEGREE

Mopar College Automotive Program ..... 167-172 Credits

## GENERAL EDUCATION REQUIREMENTS | 15-20 Credits

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

COURSE		CREDITS
BTWRT 215*	Business Communications	5 Credits
or		
ENGL& 101*	English Composition	
<b>Multicultural Understanding:</b>		
Bus 103	Multiculturalism in the Workplace	3-5 Credits
or		
MCS 105	Introduction to Multicultural Studies	
<b>Quantitative/Symbolic Reasoning:</b>		
Bus 102*	Business Mathematics	5 Credits
or		
Math 70*	Preparation for Algebra	
<b>Human Relations:</b>		
BUS 104	Human Relations in Business	2-5 Credits
or		
BUS 105	Essentials of Human Relations	
or		
CMST&101	Introduction to Communication	

## CORE REQUIREMENTS | 152 Credits

COURSE		CREDITS
AUTOT 160	Fund of Auto Serv Traing	9 Credits
AUTOT 161	Engine Repair	9 Credits
AUTOT 163	Brakes & Suspension	9 Credits
AUTOT 164	Manu Gear Trains/Transax	9 Credits
AUTOT 165	Engine Management and Emissions Systems	9 Credits
AUTOT 166	Electrical Systems	9 Credits
AUTOT 167	Auto Trans/Transaxles	9 Credits
AUTOT 168	Heating and Air Con	9 Credits
AUTOT 291	Coop Dealer Exper I	20 Credits
AUTOT 292	Coop Dealer Exper II	20 Credits
AUTOT 293	Coop Dealer Exper III	20 Credits
AUTOT 294	Coop Dealer Exp IV	20 Credits

# General Motors Automotive Service Educational Program (ASEP)

AAAS Degree (167-172 Credits, 8 quarters)

## Program Advisor:

**Scott Main**

(206) 546-4784 • smain@shoreline.edu • Room 2153

www.shoreline.edu/auto

## DESCRIPTION

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills leading to an entry-level position as a General Motors Technician. Students interested in advancement are encouraged to pursue a four-year baccalaureate degree using the Engineering Associate in Science (AS) degree planning guide.

Shoreline Community College offers an Associate degree in Applied Arts and Science for students who are interested in entering the automotive service industry. The General Motors Automotive Service Educational Program (ASEP) provides students with the fundamental skills to succeed in the workplace along with valuable hands-on experience. Students alternate quarters between classroom instruction and paid dealership training. As students progress through the curriculum, they learn about the major automobile components and systems, including brakes, suspension, emissions, transmissions, electrical systems, heating and air conditioning, power trains and engine management systems. Students develop skills in automotive diagnostics, tune-ups and repairs. Students will also develop an understanding of automotive service business principles as they apply to the service technician. In their internship placements, students work under the guidance of a master technician at a sponsoring General Motors dealership. These paid internships give students the opportunity to integrate their learning and further develop their skills in service technology.

## OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program- should be able to:

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

## PREREQUISITE

- A high school diploma or GED
- Instructor Permission
- Automotive Skills Test
- Valid Driver's License
- Proof of Insurability
- Instructor Interview

Note: All dealers require drug testing

www.shoreline.edu/planning for a complete planning guide.

## AAAS DEGREE

General Motors Automotive Service Edu ... 167-172 Credits

## GENERAL EDUCATION REQUIREMENTS | 15-20 Credits

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

COURSE		CREDITS
BTWRT 215*	Business Communications	5 Credits
or		
ENGL& 101*	English Composition	
<b>Multicultural Understanding:</b>		
Bus 103	Multiculturalism in the Workplace	3-5 Credits
or		
MCS 105	Introduction to Multicultural Studies	
<b>Human Relations:</b>		
BUS 104	Human Relations in Business	5 Credits
or		
BUS 105	Essentials of Human Relations	
or		
CMST&101	Introduction to Communication	2-5 Credits

## CORE REQUIREMENTS | 152 Credits

COURSE		CREDITS
AUTOT 160	Fund of Auto Serv Traing	9 Credits
AUTOT 161	Engine Repair	9 Credits
AUTOT 163	Brakes & Suspension	9 Credits
AUTOT 164	Manu Gear Trains/Transax	9 Credits
AUTOT 165	Engine Management and Emissions Systems	9 Credits
AUTOT 166	Electrical Systems	9 Credits
AUTOT 167	Auto Trans/Transaxles	9 Credits
AUTOT 168	Heating and Air Con	9 Credits
AUTOT 291	Coop Dealer Exper I	20 Credits
AUTOT 292	Coop Dealer Exper II	20 Credits
AUTOT 293	Coop Dealer Exper III	20 Credits
AUTOT 294	Coop Dealer Exp IV	20 Credits

# Honda Professional Automotive Career Training (PACT)

AAAS Degree (167-172 Credits, 8 quarters)

## Program Advisor:

**Bob Biesiedzinski**

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

## DESCRIPTION

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills leading to an entry-level position as a Honda Technician. Students interested in advancement are encouraged to pursue a four-year baccalaureate degree using the Engineering Associate in Science (AS) degree planning guide.

Shoreline Community College offers an Associate degree in Applied Arts and Science for students who are interested in entering the automotive service industry. American Honda's Professional Automotive Career Training (PACT) Program provides students with the fundamental skills to succeed in the workplace along with hands-on experience. Students alternate quarters between classroom instruction and paid dealership training. As students progress through the curriculum, they learn about the major automobile components and systems, including brakes, suspension, emissions, transmissions, electrical systems, heating and air conditioning, power trains and engine management systems. Students develop skills in automotive diagnostics, tune-ups and repairs. Students will also develop an understanding of automotive service business principles as they apply to the service technician. In their internship placements, students work under the guidance of a master technician at a sponsoring American Honda dealership. These paid internships give students the opportunity to integrate their learning and further develop their skills in service technology.

## OUTCOMES

Students who successfully complete this program by achieving a grade of 2.0 or better in each class of the program should be able to:

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

## PREREQUISITE

- A high school diploma or GED
- Instructor Permission
- Automotive Skills Test
- Valid Driver's License
- Proof of Insurability
- Instructor Interview

Note: All dealers require drug testing

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

## AAAS DEGREE

Honda Professional Automotive Program ... 167-172 Credits

## GENERAL EDUCATION REQUIREMENTS | 15-20 Credits

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

COURSE		CREDITS
BTWRT 215*	Business Communications	5 Credits
or		
ENGL& 101*	English Composition	
<b>Multicultural Understanding (3-5 Credits):</b>		3-5 Credits
Bus 103	Multiculturalism in the Workplace	
or		
MCS 105	Introduction to Multicultural Studies	
<b>Quantitative/Symbolic Reasoning:</b>		5 Credits
BUS 102*	Business Mathematics	
or		
Math 70*	Preparation for Algebra	
<b>Human Relations:</b>		2-5 Credits
BUS 104	Human Relations in Business	
or		
BUS 105	Essentials of Human Relations	
or		
CMST&101	Introduction to Communication	

## CORE REQUIREMENTS | 152 Credits

COURSE		CREDITS
AUTOT 160	Fund of Auto Serv Traing	9 Credits
AUTOT 161	Engine Repair	9 Credits
AUTOT 163	Brakes & Suspension	9 Credits
AUTOT 164	Manu Gear Trains/Transax	9 Credits
AUTOT 165	Engine Management and Emissions Systems	9 Credits
AUTOT 166	Electrical Systems	9 Credits
AUTOT 167	Auto Trans/Transaxles	9 Credits
AUTOT 168	Heating and Air Con	9 Credits
AUTOT 291	Coop Dealer Exper I	20 Credits
AUTOT 292	Coop Dealer Exper II	20 Credits
AUTOT 293	Coop Dealer Exper III	20 Credits
AUTOT 294	Coop Dealer Exp IV	20 Credits

# Toyota Technical Education Network (T-TEN)

AAAS Degree (209-214 credits)

## Program Advisors:

**Jeff Cromwell**

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**Kevin Roner**

(206) 533-6793 • kevin.roner@shoreline.edu • Room 2155

[www.shoreline.edu/auto/toyota.aspx](http://www.shoreline.edu/auto/toyota.aspx)

## DESCRIPTION

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills leading to an entry-level position as a Toyota Technician. Students interested in advancement are encouraged to pursue a four-year baccalaureate degree using the Engineering Associate in Science (AS) degree planning guide.

Shoreline Community College offers an Associate degree in Applied Arts and Science for students who are interested in entering the automotive service industry. Toyota's Technician Training and Education Network (T-TEN) Program provides students with the fundamental skills to succeed in the workplace along with valuable hands-on experience. Students alternate quarters between classroom instruction and paid dealership training. As students progress through the curriculum, they learn about the major automobile components and systems, including brakes, suspension, emissions, transmissions, electrical systems, heating and air conditioning, power trains and engine management systems. Students develop skills in automotive systems, diagnostics, and repairs. Students will also develop an understanding of automotive service business principles as applied to the service technician. In their internship placement, students work under the guidance of a master technician at a sponsoring Toyota or Lexus dealership. These paid internships give students the opportunity to integrate their learning and to further develop their skills in automotive service technology.

## OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program- should be able to:

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

## PREREQUISITE

- Dealership Permission
- A high school diploma or GED
- Instructor Permission
- Valid Driver's License
- DMV Report/ Driving Record
- Instructor Interview

Note: All dealers require drug testing

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

## AAAS DEGREE

Toyota Technical Education Network ..... 209-214 Credits

## GENERAL EDUCATION REQUIREMENTS | 15-20 Credits

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

COURSE		CREDITS
BTWRT 215*	Business Communications	5 Credits
or		
ENGL& 101*	English Composition	
<b>Multicultural Understanding (3-5 Credits):</b>		3-5 Credits
Bus 103	Multiculturalism in the Workplace	
or		
MCS 105	Introduction to Multicultural Studies	
<b>Quantitative/Symbolic Reasoning:</b>		5 Credits
BUS 102*	Business Mathematics	
or		
Math 70*	Preparation for Algebra	
<b>Human Relations:</b>		2-5 Credits
BUS 104	Human Relations in Business	
or		
BUS 105	Essentials of Human Relations	
or		
CMST&101	Introduction to Communication	

## CORE REQUIREMENTS | 193 Credits

COURSE		CREDITS
AUTOT 180T	Fundamentals of Auto Service Training	9 Credits
AUTOT 181T	Engine Repair	11 Credits
AUTOT 183T	Brakes and Suspension	21 Credits
AUTOT 184T	Manual Gear Trains and Transaxles	7 Credits
AUTOT 185T	Engine Control Systems	16 Credits
AUTOT 186T	Electrical Systems	21 Credits
AUTOT 187T	Automatic Transmissions	11 Credits
AUTOT 188T	Heating and Air Conditioning	8 Credits
AUTOT 189T	Engine Emissions Management Systems	9 Credits
AUTOT 291	Cooperative Dealership Experience I	20 Credits
AUTOT 292	Cooperative Dealership Experience II	20 Credits
AUTOT 293	Cooperative Dealership Experience III	20 Credits
AUTOT 294	Cooperative Dealership Experience	16 Credits

## Brakes Specialist

*Certificate of Completion (38-50 Credits)*

### Program Advisor:

See Jacquie Ogilvie for appropriate Program Advisor  
(206) 546-5851 • jogilvie@shoreline.edu • Rm 2160

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

### DESCRIPTION

The Certificate of Completion as a Brakes Specialist is designed to prepare students for careers in the automotive service industry. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing additional education opportunities should review industry specific A.A.A.S. degrees and the Engineering AS transfer degree planning guide.

After completing all 4 automotive certificates, students may pursue manufacturer-specific certification by completing the on-campus classes followed by a qualifying co-op work experience. Each automotive program has specific additional requirements for manufacturer specific certification.

### OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program-should be able to:

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

### PREREQUISITE

- Placement into ENGL& 101
- Sponsorship by a Participating repair facility
- Automotive Skills Test
- Valid Driver's License
- Proof of Insurability
- Some Dealers Require Drug Testing
- Instructor Interview

### CERTIFICATE OF COMPLETION

Drive Train Specialist ..... 38-50 Credits

### CORE REQUIREMENTS | 38-56 Credits

COURSE		CREDITS
AUTOT 160/180T	Fund of Auto Serv Training	8-9 Credits
AUTOT 167/187T	Auto Trans/Transax	9-11 Credits
AUTOT 291 or	Coop Dealer Exper I	20 Credits
AUTOT 292 or	Coop Dealer Exper II	
AUTOT 293 or	Coop Dealer Exper III	
AUTOT 294	Coop Dealer Exp IV	

# Drive Train Specialist

*Certificate of Completion (37-40 Credits)*

## Program Advisor:

See Jacquie Ogilvie for appropriate Program Advisor  
(206) 546-5851 • jogilvie@shoreline.edu • Room 2160

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

## DESCRIPTION

The Certificate of Completion as a Drive Train Specialist is designed to prepare students for careers in the automotive service industry. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing additional education opportunities should review industry specific A.A.A.S. degrees and the Engineering AS transfer degree planning guide.

Shoreline Community College offers four Specialist Certificates of Completion for students who are interested in entering the automotive service industry. These certificates are only available to students in one of the manufacturer specific programs. Those programs include General Motors (ASEP), Toyota (T-TEN), Honda (PACT), or MoparCAP programs. The Automotive Program provides students with the fundamental skills to succeed in the workplace along with valuable hands-on experience. Students alternate quarters between classroom instruction and paid worksite training. As students progress through the curriculum, they learn about the major automobile components and systems, including brakes, suspension, emissions, transmissions, electrical systems, heating and air conditioning, power trains and engine management systems. Students develop skills in automotive diagnostics, tune-ups and repairs. Students will also develop an understanding of automotive service business principles as they apply to the service technician. In their internship placement, students work under the guidance of a master technician at a sponsoring approved repair facility. These paid internships give students the opportunity to integrate their learning and further develop their skills in automotive service technology. Students will have to complete additional requirements in addition to completing all four automotive certificates in order to be awarded manufacturer-specific certification. These additional requirements are specific to the individual programs. This certificate requires that the student complete the on-campus classes followed by a qualifying co-op work experience.

## OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program-should be able to:

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

6. Apply knowledge of the function, construction, operation, troubleshooting and service of front- and rear- wheel drive, manual and automatic transmissions and transaxles.

7. Test, service and repair heating and air-conditioning systems.

## PREREQUISITE

- Placement into ENGL& 101
- Sponsorship by a Participating repair facility
- Automotive Skills Test
- Valid Driver's License
- Proof of Insurability
- Some Dealers Require Drug Testing
- Instructor Interview

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

## CERTIFICATE OF COMPLETION

Drive Train Specialist ..... 37-40 Credits

## CORE REQUIREMENTS | 38-56 Credits

COURSE		CREDITS
AUTOT 164/184T	Manu Gear Trains/Transax	8-9 Credits
AUTOT 167/187T	Auto Trans/Transax	9-11 Credits
AUTOT 291	Coop Dealer Exper I	20 Credits
or		
AUTOT 292	Coop Dealer Exper II	
or		
AUTOT 293	Coop Dealer Exper III	
or		
AUTOT 294	Coop Dealer Exp IV	

## Electrical Specialist

*Certificate of Completion (37-50 Credits)*

### Program Advisor:

See Jacquie Ogilvie for appropriate Program Advisor  
(206) 546-5851 • jogilvie@shoreline.edu • Rm 2160

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

### DESCRIPTION

The Certificate of Completion as an Electrical Specialist is designed to prepare students for careers in the automotive service industry. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing additional education opportunities should review industry specific A.A.A.S. degrees and the Engineering AS transfer degree planning guide.

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

### OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program-should be able to:

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

automatic transmissions and transaxles.

7. Test, service and repair heating and air-conditioning systems.

### PREREQUISITE

- Placement into ENGL& 101
- Sponsorship by a Participating repair facility
- Automotive Skills Test
- Valid Driver's License
- Proof of Insurability
- Some Dealers Require Drug Testing
- Instructor Interview

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

### CERTIFICATE OF COMPLETION

Electrical Specialist ..... 37-50 Credits

### CORE REQUIREMENTS | 37-50 Credits

COURSE		CREDITS
AUTOT 166/186T	Electrical Systems	9-21 Credits
AUTOT 168/188T	Heating and Air Con	8-9 Credits
AUTOT 291 or	Coop Dealer Exper I	20 Credits
AUTOT 292 or	Coop Dealer Exper II	
AUTOT 293 or	Coop Dealer Exper III	
AUTOT 294	Coop Dealer Exp IV	

# Engine Specialist

*Certificate of Completion (38-56 Credits)*

## Program Advisor:

See Jacquie Ogilvie for appropriate Program Advisor  
(206) 546-5851 • jogilvie@shoreline.edu • Room 2160

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

## DESCRIPTION

The Certificate of Completion as an Engine Specialist is designed to prepare students for careers in the automotive service industry. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing additional education opportunities should review industry specific A.A.A.S. degrees and the Engineering AS transfer degree planning guide.

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

## OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program-should be able to:

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

6. Apply knowledge of the function, construction, operation, troubleshooting and service of front- and rear- wheel drive, manual and automatic transmissions and transaxles.

7. Test, service and repair heating and air-conditioning systems.

## PREREQUISITE

- Placement into ENGL& 101
- Sponsorship by a Participating repair facility
- Automotive Skills Test
- Valid Driver's License
- Proof of Insurability
- Some Dealers Require Drug Testing
- Instructor Interview

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

## CERTIFICATE OF COMPLETION

Automotive Engine Specialist ..... 38-56 Credits

## CORE REQUIREMENTS | 38-56 Credits

COURSE		CREDITS
AUTOT 161/181T	Engine Repair	9-11 Credits
AUTOT 165/ (185T + 189T)	Engine Management and Emissions Systems	9-25 Credits
AUTOT 291 or	Coop Dealer Exper I	20 Credits
AUTOT 292 or	Coop Dealer Exper II	
AUTOT 293 or	Coop Dealer Exper III	
AUTOT 294	Coop Dealer Exp IV	

## Biotechnology Lab Specialist

AAAS Degree (92.5-93.5 credits)

AAS-T

### Program Advisors:

**Dina Kovarik**

(206) 546-4747 • dkovarik@shoreline.edu • Room 2814

**Joyce Fagel - First Year Advisor**

(206) 546-4559 • jfagel@shoreline.edu • Room 5241

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

### DESCRIPTION

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills leading to an entry-level laboratory position involved in the production of genetically engineered drugs, gene therapy, microbiology, virology, forensic science, agriculture and environmental science. Students interested in advancement are encouraged to pursue a four-year baccalaureate degree using the Biology Associate in Science (AS) degree planning guide.

The Biotechnology Laboratory Specialist Program prepares students for work in laboratories involved in any aspect of biotechnology processes. The curriculum provides a foundation in a variety of math and science disciplines including algebra, statistics, chemistry, biology, microbiology and computer science. Students gain a working knowledge of molecular biology, recombinant DNA, immunology, protein purification and tissue culture -- both through classroom lectures and extensive "hands-on" laboratory learning experiences.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

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

### PREREQUISITE

Current (within two years) knowledge of Intermediate Algebra 1 (Math 098) or higher and placement into ENGL& 101 is a prerequisite for MATH& 146. Math 099 or higher and placement into ENGL& 101 is a prerequisite for CHEM&121 and CHEM 171.

### APPLICATION REQUIRED

An application is required to enter the four-quarter Core Biotech Sequence of Courses: BIOL 265/266, 270/274, 275, 277, 279, 249 and 280. Please see an advisor for an application form or visit: [shoreline.edu/biotechnology/application.aspx](http://shoreline.edu/biotechnology/application.aspx)

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

### AAAS DEGREE

Biotechnology Lab Specialist ..... 92.5-93.5 Credits

### GENERAL EDUCATION | 17 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
or		
ENGL& 101	English Composition	
MCS 105	Intro to Multicultural Studies	5 Credits
or		
CMST 203	Communication for Social Change	
BUSTC 105	Computer Applications	5 Credits
BUS 105	Essentials of Human Relations	2 Credits

### CORE REQUIREMENTS | 75.5-76.5 Credits

COURSE		CREDITS
BIOL& 211	Majors Cellular Biology	5 Credits
BIOL 249	Tissue Culture/Staining	4 Credits
BIOL& 260	Microbiology	5 Credits
BIOL 265	Media and Solution Prep I	2 Credits
BIOL 266	Media and Solution Prep II	2 Credits
BIOL 270	Molecular Biology	3 Credits
BIOL 274	Molecular Biology Lab	3 Credits
BIOL 275	Recombinant DNA Tech	6 Credits
BIOL 277	Immunology	6 Credits
BIOL 279	Biotechnology Techniques	3 Credits
BIOL 280	Seminar in Biotechnology	1 Credits
BIOL 290	Internship	1-2 Credits
CHEM& 121	Introduction to Chemistry	5 Credits
CHEM& 131	Introduction to Organic/Biochemistry	5 Credits
CHEM 171	General Inorganic Chemistry I	4 Credits
CHEM 181	General Inorganic Chemistry I Lab	2.5 Credits
CHEM 172	General Inorganic Chemistry I	4 Credits
CHEM 182	General Inorganic Chemistry II Lab	2.5 Credits
CHEM 173	General Inorganic Chemistry III	4 Credits
CHEM 183	General Inorganic Chemistry III lab	2.5 Credits
MATH& 146	Introduction to Statistics	5 Credits

## Biotechnology Lab Specialist

*Certificate of Completion (37-38 credits)*

### Program Advisor:

**Dina Kovarik**

(206) 546-4747 • dkovarik@shoreline.edu • Room 2814

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

### DESCRIPTION

Shoreline Community College offers a short-term Biotechnology Lab Specialist Certificate of Completion (CC) to prepare students for an entry-level position in laboratories involved in the production of genetically engineered drugs, gene therapy, microbiology, virology, forensic science, agriculture and environmental science. This program is designed for post-baccalaureate students. Students pursuing a four-year baccalaureate degree should follow the Biology Associate in Science (AS) planning guide.

The Biotechnology Laboratory Specialist Program prepares students for work in laboratories involved in any aspect of biotechnical processes. The curriculum provides a foundation in a variety of math and science disciplines including algebra, statistics, chemistry, biology, microbiology and computer science. Students gain a working knowledge of molecular biology, recombinant DNA, immunology, protein purification, bioinformatics and tissue culture, both through classroom lectures and extensive "hands-on" laboratory learning experiences.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program- should be able to:

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

### PREREQUISITE

Meet with an advisor to identify courses from the Program Prerequisite list below that must be taken before starting the Core Biotech Sequence of classes. Students entering the program must have received at least a 2.0 in each of these classes (or an equivalent course) within the last 5 years. Professional experience will also be considered.

### APPLICATION REQUIRED

An application is required to enter the four-quarter Core Biotech Sequence of classes BIOL 265/266, 270/274, 275, 277, 279, 249, 280 and 290. Please see an advisor for an application form or visit: [shoreline.edu/biotechnology/application.aspx](http://shoreline.edu/biotechnology/application.aspx).

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

### CERTIFICATE OF COMPLETION

Biotechnology Lab Specialist ..... 37-38 Credits

### PROGRAM PREREQUISITES | 35 Credits

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
or		
BTWRT 215	Business Communications	
CHEM& 121	Introduction to Chemistry	5 Credits
BIOL& 211	Majors Cellular Biology	5 Credits
BUSTC 105	Computer Applications	5 Credits
CHEM& 131	Introduction to Organic/Biochem	5 Credits
MATH& 146	Introduction to Stats	5 Credits
BIOL& 260	Microbiology	5 Credits

### CORE BIOTECH SEQUENCE

COURSE		CREDITS
<b>Fall Quarter</b>		
BIOL 270	Molecular Biology	3 Credits
BIOL 274	Molecular Biology Lab	3 Credits
BIOL 265	Media & Solution Prep I	2 Credits
BIOL 285	Bioinformatics	2 Credits
<b>Winter Quarter</b>		
BIOL 275	Recombinant DNA Tech	6 Credits
BIOL 280	Seminar in Biotechnology	1 Credit
BIOL 266	Media & Solution Prep II	2 Credits
BIOL 286	Molecular Diagnostics	2 Credits
<b>Spring Quarter</b>		
BIOL 249	Tissue Culture/Staining	4 Credits
BIOL 277	Immunology	6 Credits
<b>Summer Quarter</b>		
BIOL 279	Biotechnology Techniques	3 Credits
BIOL 288	Flow Cytometry	2 Credits
BIOL 290	Internship	1-2 Credits

## Accounting

AAAS Degree (90-92 credits)

Certificate of Proficiency (55 credits)

### Program Advisors:

#### Dan King

(206) 546-4702 • dking@shoreline.edu

#### Brad Fader

(206) 546-46882 • bfader@shoreline.edu

[www.shoreline.edu/busad/accounting.aspx](http://www.shoreline.edu/busad/accounting.aspx)

### DESCRIPTION

The Accounting Associate in Applied Arts and Sciences degree and Certificate of Proficiency are designed to prepare students for careers in the public and private accounting sector. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Accounting should follow the Business AA-DTA transfer degree planning guide.

Accounting is the recording, reporting and analysis of financial information for a business. Typically, accountants establish, develop and maintain the financial records of an organization. Job duties may include maintaining the accounting information system, preparing financial statements, verifying the accuracy of records and analyzing the output of the accounting system. With the use of accounting software, many of these tasks are now performed and stored in computer files. In the Accounting program, students use current software and develop skills to organize, analyze and interpret financial information that can apply to a variety of accounting occupations.

### OUTCOMES

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

1. Apply basic principles, theories and procedures for recording and reporting financial data.
2. Apply practical accounting practices in a variety of business structures including corporations, partnerships and small businesses.
3. Prepare financial reports and analyze relevant financial data.
4. Provide management support in the budgeting, planning and decision-making processes.
5. Apply knowledge of payroll laws and related procedures.
6. Apply knowledge of individual income tax laws (for A.A.A.S. Degree students only).

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

### AAAS DEGREE

Accounting ..... 90-92 Credits

### GENERAL EDUCATION | 18-20 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
or		
ENGL& 101	English Composition	
BUS 102	Business Mathematics	5 Credits
or		
MATH 099	Intensive Intermediate Algebra	

### Multicultural Understanding: 3-5 Credits

Options: BUS 103, MCS 105, CMST 203/285, GWS 284, HIST 245

### Human Relations:

BUS 104	Human Relations	5 Credits
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### CORE REQUIREMENTS | 67 Credits

COURSE		CREDITS
ACCT 104	Payroll Accounting	5 Credits
ACCT& 201	Financial Accounting I	5 Credits
ACCT& 202	Financial Accounting II	5 Credits
ACCT& 203	Managerial Accounting	5 Credits
ACCT 206	Computer Accounting	5 Credits
ACCT 208	Not-for-Profit/Gov Acctg	5 Credits
BUS& 101	Intro to Business	5 Credits
BUS& 201	Business Law	5 Credits
BUSTC 107	Ten-Key-Calculators	2 Credits
BTWRT 115	Business English	5 Credits
BUSTC 128	Word 2016, Level 1	5 Credits
BUSTC 150	Excel 2016	5 Credits
CMST& 101	Intro to Communications	5 Credits

### CREDIT REQUIREMENTS (ONE OR MORE) | 3-5 Credits

COURSE		CREDITS
BUS 120	Principles of Marketing	5 Credits
BUS 180	Project Management	5 Credits
BUS 270	Entrepreneurship	5 Credits
BUSTC 101	Beginning Keyboarding	5 Credits
BUSTC 129	Word 2016, Level 2	5 Credits
BUSTC 160	PowerPoint 2016	4 Credits
BUSTC 170	Access 2016	5 Credits
ECON& 201	Micro Economics	5 Credits

### Work Experience/Industry Certification

QuickBooks Certification	3 Credits
AIPB Bookkeeper Certification	3 Credits
IRS Registered Tax Return Preparer	3 Credits
Other (approved by advisor)	3 Credits

## Accounting

AAAS Degree (90-92 credits)

Certificate of Proficiency (55 credits)

### Program Advisors:

#### Dan King

(206) 546-4702 • dking@shoreline.edu

#### Brad Fader

(206) 546-46882 • bfader@shoreline.edu

[www.shoreline.edu/busad/accounting.aspx](http://www.shoreline.edu/busad/accounting.aspx)

### DESCRIPTION

The Accounting Associate in Applied Arts and Sciences degree and Certificate of Proficiency are designed to prepare students for careers in the public and private accounting sector. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Accounting should follow the Business AA-DTA transfer degree planning guide.

Accounting is the recording, reporting and analysis of financial information for a business. Typically, accountants establish, develop and maintain the financial records of an organization. Job duties may include maintaining the accounting information system, preparing financial statements, verifying the accuracy of records and analyzing the output of the accounting system. With the use of accounting software, many of these tasks are now performed and stored in computer files. In the Accounting program, students use current software and develop skills to organize, analyze and interpret financial information that can apply to a variety of accounting occupations.

### OUTCOMES

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

1. Apply basic principles, theories and procedures for recording and reporting financial data.
2. Apply practical accounting practices in a variety of business structures including corporations, partnerships and small businesses.
3. Prepare financial reports and analyze relevant financial data.
4. Provide management support in the budgeting, planning and decision-making processes.
5. Apply knowledge of payroll laws and related procedures.
6. Apply knowledge of individual income tax laws (for A.A.A.S. Degree students only).

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

### AAAS DEGREE

Accounting ..... 90-92 Credits

### GENERAL EDUCATION | 18-20 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
or		
ENGL& 101	English Composition	
BUS 102	Business Mathematics	5 Credits
or		
MATH 099	Intensive Intermediate Algebra	

### Multicultural Understanding: 3-5 Credits

Options: BUS 103, MCS 105, CMST 203/285, GWS 284, HIST 245

### Human Relations:

BUS 104	Human Relations	5 Credits
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### CORE REQUIREMENTS | 67 Credits

COURSE		CREDITS
ACCT 104	Payroll Accounting	5 Credits
ACCT& 201	Financial Accounting I	5 Credits
ACCT& 202	Financial Accounting II	5 Credits
ACCT& 203	Managerial Accounting	5 Credits
ACCT 206	Computer Accounting	5 Credits
ACCT 208	Not-for-Profit/Gov Acctg	5 Credits
BUS& 101	Intro to Business	5 Credits
BUS& 201	Business Law	5 Credits
BUSTC 107	Ten-Key-Calculators	2 Credits
BTWRT 115	Business English	5 Credits
BUSTC 128	Word 2016, Level 1	5 Credits
BUSTC 150	Excel 2016	5 Credits
CMST& 101	Intro to Communications	5 Credits

### CREDIT REQUIREMENTS (ONE OR MORE) | 3-5 Credits

COURSE		CREDITS
BUS 120	Principles of Marketing	5 Credits
BUS 180	Project Management	5 Credits
BUS 270	Entrepreneurship	5 Credits
BUSTC 101	Beginning Keyboarding	5 Credits
BUSTC 129	Word 2016, Level 2	5 Credits
BUSTC 160	PowerPoint 2016	4 Credits
BUSTC 170	Access 2016	5 Credits
ECON& 201	Micro Economics	5 Credits

### Work Experience/Industry Certification

QuickBooks Certification	3 Credits
AIPB Bookkeeper Certification	3 Credits
IRS Registered Tax Return Preparer	3 Credits
Other (approved by advisor)	3 Credits

# Business Administration

## CERTIFICATE OF PROFICIENCY

Accounting ..... 55 Credits

### GENERAL EDUCATION | 15 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
or		
ENGL& 101	English Composition	
BUS 102	Business Mathematics	5 Credits
or		
MATH 099	Intensive Intermediate Algebra	
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 40 Credits

COURSE		CREDITS
ACCT 104	Payroll Accounting	5 Credits
ACCT& 201	Financial Accounting I	5 Credits
ACCT& 202	Financial Accounting II	5 Credits
ACCT& 203	Managerial Accounting	5 Credits
ACCT 206	Computer Accounting	5 Credits
BTWRT 115	Business English	5 Credits
BUSTC 128	Word 2016, Level 1	5 Credits
BUSTC 150	Excel 2016	5 Credits

## Accounting Clerk

*Certificate of Completion (15 credits)*

### Program Advisors:

#### Dan King

(206) 546-4702 • [dking@shoreline.edu](mailto:dking@shoreline.edu)

#### Brad Fader

(206) 546-46882 • [bfader@shoreline.edu](mailto:bfader@shoreline.edu)

[www.shoreline.edu/busad/accounting.aspx](http://www.shoreline.edu/busad/accounting.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Accounting Clerk Certificate of Completion (CC) leading to an entry-level position in the accounting field. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates. Students pursuing a four-year baccalaureate degree should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Students study and learn the basics of practical and computer accounting. Students successfully completing this Certification Series are qualified to obtain entry level accounting clerk, book keeper, and accounting assistant positions.

### OUTCOMES

Students who successfully complete this program – by obtaining a grade of 2.0 or better in each accounting course - should have:

1. An understanding of the basic accounting cycle for service and merchandising firms.
2. Basic business computer skills with specific knowledge of commercial accounting software.

### PREREQUISITE

Math 098

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

### CERTIFICATE OF COMPLETION

Accounting Clerk ..... 15 Credits

### PROGRAM REQUIREMENTS | 15 Credits

COURSE		CREDITS
ACCT& 201	Financial Accounting I	5 Credits
BUSTC 150	Excel	5 Credits
ACCT 206	Computer Accounting	5 Credits

## Accounting Receivable Clerk/ Accounts Payable Clerk

*Certificate of Completion (20 credits)*

### Program Advisors:

#### Dan King

(206) 546-4702 • dking@shoreline.edu

#### Brad Fader

(206) 546-46882 • bfader@shoreline.edu

[www.shoreline.edu/busad/accounting.aspx](http://www.shoreline.edu/busad/accounting.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in Accounting Receivable Clerk/Accounts Payable Clerk leading to an entry-level accounting clerk positions. Students interested in advancement are encouraged to enroll in longer courses of study. Students pursuing a four-year baccalaureate degree should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Students study and learn the basics of practical and computer accounting. Students successfully completing this Certification Series are qualified to obtain entry level accounting clerk positions.

### OUTCOMES

Students who successfully complete this program- by obtaining a grade of 2.0 or above in each accounting course- should have:

1. An understanding of the basic account cycle for service and merchandising firms, for sole proprietorships, partnerships, and corporations.
2. Basic business computer skills with specific knowledge of commercial accounting software.

### PREREQUISITE

Math 98

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

### CERTIFICATE OF COMPLETION

Accounting Receivable Clerk /  
Accounts Payable Clerk ..... 20 Credits

### PROGRAM REQUIREMENTS | 15 Credits

COURSE		CREDITS
ACCT& 201	Financial Accounting I	5 Credits
ACCT& 202	Financial Accounting II	5 Credits
BUSTC 150	Excel	5 Credits
ACCT 206	Computer Accounting	5 Credits

## Business

*AAAS Degree (93 credits)*

### Program Advisors:

#### David Starr

(206) 546-4725 • dstarr@shoreline.edu

#### Stephen McCloskey

(206) 546-5871 • smccloskey@shoreline.edu

#### Ailsa Kellam

(206) 546-4657 • akellam@shoreline.edu

[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills in a specific career field to enter the workforce directly upon completion of the degree. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business Administration should follow the Business AA-DTA transfer degree planning guide.

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

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

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

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

# Business Programs

## AAAS DEGREE

Business ..... 93 Credits

### GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
BUS 103	Multiculturalism in the Workplace	3 Credits
BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 75 Credits

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 120	Principles of Marketing*	5Credits
BUS 141	Purchasing/Supply Mgt	5 Credits
BUS& 201	Introduction to Law*	5 Credits
BUS 207	Fund of Sustainable Bus.*	5 Credits
BUS 208	Sustainable Marketing*	5 Credits
BUS 215	Intro. to International Business	5 Credits
BUS 240	Ebusiness*	5 Credits
BUS 270	Entrepreneurship*	5 Credits
ACCT& 201	Principles of Acct I	5 Credits
ACCT& 202	Principles of Acct II	5 Credits
ACCT& 203	Principles of Acct III	5 Credits
BUSTC 105	Computer Applications	5 Credits
ECON& 201	Microeconomics*	5 Credits
ECON& 202	Macroeconomics*	5 Credits

\* Course offered only in quarter(s) specified.

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH&107 Math in Society
BUS 103	Multiculturalism in the Workplace	Approved Multi. Understanding Course**
BTWRT 215	Business Communications	ENGL& 101 English Comp. I

\*\* Approved Multicultural Understanding Courses: CMST 203, GWS 284, HIST 245, MCS 105, EDUC 117

## Entrepreneurship

AAAS Degree (93 credits)

Certificate of Proficiency (45 credits)

### Program Advisors:

**David Starr**

(206) 546-4725 • dstarr@shoreline.edu

**Stephen McCloskey**

(206) 546-5871 • smccloskey@shoreline.edu

**Ailsa Kellam**

(206) 546-4657 • akellam@shoreline.edu

[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree and certificates are designed to provide students with the knowledge and skills in specific career fields to enter the workforce directly upon completion of the degree or certificate. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA transfer degree planning guide.

Entrepreneurship requires leadership and vision to develop new businesses or revitalize existing businesses. The Entrepreneurship program at Shoreline provides an overview of business management theory, standard operating procedures, financial planning and business development techniques—along with strategies for effective management of employees. The core curriculum provides a strong foundation of general business principles to include accounting, marketing and sales, business plan development and legal issues—keys to entrepreneurial success.

### OUTCOMES

Students who successfully complete this program-by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Understand the nature of business operations, business finance, legal issues and decision-making.
2. Understand the principles of managing business products, marketing and sales.
3. Apply theories of motivation and management to foster a productive work environment.
4. Demonstrate effective leadership and supervision skills.
5. Apply business mathematics in order to analyze data and solve business problems.
6. Communicate effectively—both verbally and in writing—within multicultural settings.

### PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications; and placement into MATH 070 Introduction to Algebra or BUS 102 Business Mathematics.

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

# Business Administration

## AAAS DEGREE

Entrepreneurship ..... 93 Credits

### GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
BUS 103	Multiculturalism in the Workplace	3 Credits
BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 75 Credits

COURSE		QTR	CREDITS
ACCT& 201	Principles of Accounting I		5 Credits
ACCT& 203	Principles of Accounting III		5 Credits
BUS& 101	Introduction to Business		5 Credits
BUS 120	Principles of Marketing		5 Credits
BUS135	Retail Marketing*		5 Credits
BUS 180	Project Management*		5 Credits
BUS& 201	Business Law		5 Credits
BUS 215	Introduction to International Business		5 Credits
BUS 220	Advertising & Sales Promotion*		5 Credits
BUS 225	Professional Selling*		5 Credits
BUS 235	Retail Buying and Mgt*		5 Credits
BUS 240	E-Business*		5 Credits
BUS 250	Human Resource Mgt		5 Credits
BUS 270	Entrepreneurship		5 Credits
ECON 100	Economic Principles		5 Credits

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society
BUS 103	Multiculturalism in the Workplace	Approved Multi. Understanding Course
BUS 240	E-Business	BUS 207 Sustainable Bus
BTWRT 215	Business Communications	ENGL& 101 English Comp. I
ECON 100	Economic Principles	ECON& 201 Micro Economics

### RECOMMENDED

COURSE		CREDITS
BUSTC 105	Computer Applications	5 Credits

## CERTIFICATE OF PROFICIENCY

Entrepreneurship ..... 45 Credits

### GENERAL EDUCATION | 10 Credits

COURSE		CREDITS
BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 35 Credits

COURSE		CREDITS
BUS& 101	Intro to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS 240	e-Business*	5 Credits
BUS 220	Advertising & Sales Promo.*	5 Credits
BUS 235	Retail Buying and Mgt.*	5 Credits
BUS 270	Entrepreneurship	5 Credits

\* Course offered once per year, during the quarter listed.

## Entrepreneurship

*Certificate of Completion (30 credits)*

### DESCRIPTION

Shoreline Community College offers a short-term program in leading to a Certificate of Completion (CC) in Entrepreneurship. Students interested in advanced knowledge and skills are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Entrepreneurship. Students pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Entrepreneurs often search for new and innovative business ideas to start new businesses or revitalize existing businesses. The Entrepreneurship certificate program provides a broad background in entrepreneurial activities, strategies and skills with a strong foundation of general business principles to include marketing, advertising and sales, professional communications, business planning, retail buying and management. For advanced study, consider additional certificates, an Associate in Applied Arts and Science (AAAS) degree in Entrepreneurship or transfer to a university.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Identify and evaluate entrepreneurial business opportunities and strategies to promote business success.
2. Write an effective business plan and identify opportunities to initiate plans.
3. Acquire basic business skills in marketing, math, buying, human relations, advertising and sales.

# Business Administration

## PREREQUISITE

Placement into ENGL& 101 English Composition OR BUSTC 215 Professional Communications and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

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

## CERTIFICATE OF COMPLETION

Entrepreneurship ..... 30 Credits

## CORE REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 102	Business Mathematics	5 Credits
BUS 120	Principles of Marketing	5 Credits

## ENTREPRENEURSHIP REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS 135	Retail Marketing*	5 Credits
BUS 235	Retail Buying and Mgmt.	5 Credits
BUS 270	Entrepreneurship	5 Credits

\* Course offered only in quarter(s) specified.

## COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society

## Fashion Merchandising

AAAS Degree (93 credits)

Certificate of Proficiency (45 credits)

### Program Advisors:

**David Starr**

(206) 546-4725 • [dstarr@shoreline.edu](mailto:dstarr@shoreline.edu)

**Stephen McCloskey**

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**Ailsa Kellam**

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[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree and Certificate are designed to provide students with the knowledge and skills in specific career fields to enter the workforce directly upon completion of the degree or certificate. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA degree planning guide.

Fashion is big business and Fashion Merchandising plays an important role in connecting consumers to the latest fashions and trends. Built on a solid foundation of general business courses, the Fashion Merchandising program explores the fashion industry from product design to the retail store, including fashion production, choice of textiles, store layout, merchandise displays, retail buying, consumer research marketing and management.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Demonstrate an understanding of the fashion and merchandising industry;
2. Understand the history of textiles, costumes and designs;
3. Identify fashion and merchandising trends;
4. Develop buying plans and effectively display merchandise;
5. Understand general business operations and principles, including marketing and sales, planning and buying, management and supervision, business law and professional communications.

### PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications; and placement into MATH 070 Introduction to Algebra or BUS 102 Business Mathematics.

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

# Business Administration

## AAAS DEGREE

Fashion Merchandising ..... 93 Credits

### GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
BUS 103	Multiculturalism in the Workplace	3 Credits
BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 75 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
ACCT& 203	Principles of Accounting III	5 Credits
BUS& 101	Introduction to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 130	Introduction to Fashion*	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS& 201	Business Law	5 Credits
BUS 220	Advertising & Sales Prom.*	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 230	History of Fashion*	5 Credits
BUS 235	Retail Buying and Mgmt*	5 Credits
BUS 240	E-Business*	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits
BUS 255	Principles of Mgmt*	5 Credits
ECON 100	Economic Principles	5 Credits

\* Course is offered once a year, consult degree planning guide and class schedule

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society
BUS 103	Multiculturalism in the Workplace	Approved Multi. Understanding Course Sustainable Bus
BTWRT 215	Business Communications	ENGL& 101
ECON 100	Economic Principles	English Comp. I ECON& 201 Micro Economics

### RECOMMENDED

COURSE		CREDITS
BUSTC 105	Computer Applications	5 Credits

## CERTIFICATE OF PROFICIENCY

Fashion Merchandising ..... 45 Credits

### CORE REQUIREMENTS | 35 Credits

COURSE		CREDITS
BUS& 101	Intro to Business	5 Credits
BUS 102	Business Mathematics	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 130	Introduction to Fashion*	5 Credits
BUS 135	Professional Selling*	5 Credits
BUS 225	Advertising & Sales Promo.*	5 Credits
BUS 230	History of Fashion*	5 Credits
BUS 235	Retail Buying and Management*	5 Credits
BUS 250	Human Resource Management*	5 Credits

\* Course offered once per year, consult degree planning guide and class schedule

## Fashion Merchandising

*Certificate of Completion (30 credits)*

### DESCRIPTION

Shoreline Community College offers a short-term program in Business Administration leading to a Certificate of Completion (CC) and an entry level position in the fashion industry. Students interested in advancement are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Fashion Merchandising. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA transfer degree planning guide.

The Fashion Merchandising program is built on a solid foundation of general business courses and knowledge of the fashion industry from design ideas to the retail store, including fashion production, choice of textiles, merchandise displays, retail buying, marketing and management. For advanced study, students can apply credits toward a Certificate of Proficiency or Associate in Applied Arts and Sciences degree in Fashion Merchandising.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Demonstrate an understanding of the fashion and merchandising industry;
2. Understand the history of textiles, costumes and designs;
3. Identify fashion and merchandising trends;
4. Develop buying plans and effectively display merchandise;
5. Understand general business operations and principles, including marketing and sales, planning and buying, management and supervision, business law and professional communications.

**PREREQUISITE**

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications; and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

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

**CERTIFICATE OF COMPLETION**

Fashion Merchandising ..... 30 Credits

**CORE REQUIREMENTS | 15 Credits**

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 102	Business Mathematics	5 Credits
BUS 120	Principles of Marketing	5 Credits

**FASHION MERCHANDISING REQUIREMENTS | 15 Credits**

COURSE		CREDITS
BUS 130	Principles of Fashion*	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS 230	History of Fashion*	5 Credits

\* Course offered only in quarter(s) specified.

**COURSE SUBSTITUTIONS**

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH&107 Math in Society

**General Business Administration**

AAAS Degree (93 credits)

Certificate of Proficiency (45 credits)

**Program Advisors:**

**David Starr**

(206) 546-4725 • [dstarr@shoreline.edu](mailto:dstarr@shoreline.edu)

**Stephen McCloskey**

(206) 546-5871 • [smccloskey@shoreline.edu](mailto:smccloskey@shoreline.edu)

**Ailsa Kellam**

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[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

**DESCRIPTION**

The Associate in Applied Arts and Sciences degree and Certificate are designed to provide students with the knowledge and skills in a specific career field to enter the workforce directly upon completion of the degree. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business Administration should follow the Business AA-DTA transfer degree planning guide.

Business covers a broad spectrum of knowledge and skills to be effective in a variety of business environments. The General Business Administration program provides essential learning of basic business principles to include managerial leadership, marketing and sales, effective supervision, e-business, international business and legal issues related to business. The program integrates and builds critical thinking and problem solving skills to help students be effective and successful in multiple business environments.

**OUTCOMES**

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

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

**PREREQUISITE**

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications; and placement into MATH 070 Introduction to Algebra or BUS 102 Business Mathematics.

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

# Business Administration

## AAAS DEGREE

General Business Administration ..... 93 Credits

### GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits

#### Multicultural Understanding:

BUS 103	Multiculturalism in the Workplace	3 Credits
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#### Quantitative/Symbolic Reasoning:

BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
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#### Human Relations:

BUS 104	Human Relations	5 Credits
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### CORE REQUIREMENTS | 75 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
ACCT& 203	Principles of Accounting III	5 Credits
BUS& 101	Introduction to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS& 201	Business Law	5 Credits
BUS 207	Sustainable Business*	5 Credits
BUS 215	Intro to International Business	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 235	Retail Buying and Mgmt*	5 Credits
BUS 240	E-Business*	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits
BUS 255	Principles of Mgmt*	5 Credits
BUS 270	Entrepreneurship	5 Credits
ECON 100	Economic Principles	5 Credits

\* Course is offered once a year during the quarter listed

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society
BUS 103	Multiculturalism in the Workplace	Approved Multi. Understanding Course
BTWRT 215	Business Communications	ENGL& 101 English Comp. I
ECON 100	Economic Principles	ECON& 201 Micro Economics

### RECOMMENDED

COURSE		CREDITS
BUSTC 105	Computer Applications	5 Credits

## CERTIFICATE OF PROFICIENCY

General Business Administration ..... 45 Credits

### GENERAL EDUCATION | 10 Credits

COURSE		CREDITS
<b><u>Quantitative/Symbolic Reasoning:</u></b>		
BUS 102	Business Mathematics	5 Credits

#### Human Relations:

BUS 104	Human Relations	5 Credits
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### CORE REQUIREMENTS | 35 Credits

COURSE		CREDITS
BUS& 101	Intro to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 235	Retail Buying and Mgt.*	5 Credits
BUS 250	Human Resource Management*	5 Credits
BUS 255	Principles of Management*	5 Credits

\* Course is offered once a year during the quarter listed

## General Business Administration

*Certificate of Completion (30 credits)*

### DESCRIPTION

Shoreline Community College offers a short-term program in General Business Administration leading to a Certificate of Completion (CC) and an entry level position in the business field. Students interested in advancement are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences degree in General Business Administration (AAAS). Those interested in pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) transfer degree planning guide.

The study of Business Administration includes a broad base of knowledge and skills to be effective in many business environments. Students acquire an overview of business principles, marketing and supervision. Students are required to take thirty of general business courses that can be applied toward a Certificate of Completion or an Associate of Applied Arts and Science degree.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program- should be able to understand the basics of business administration: marketing, supervision, finance and professional communications.

### PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications; and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

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

# Business Administration

## CERTIFICATE OF COMPLETION

General Business Administration ..... 30 Credits

### **CORE REQUIREMENTS | 15 Credits**

COURSE		CREDITS
BUS& 101	Introduction to Business	5
Credits		
BUS 102	Business Mathematics	5
Credits		
BUS 120	Principles of Marketing	5 Credits

### **GENERAL BUSINESS REQUIREMENTS | 15 Credits**

COURSE		CREDITS
BUS 135	Retail Marketing*	5 Credits
BUS 235	Retail Buying and Mgmt*	5 Credits
BUS 255	Principles of Mgmt*	5 Credits

*\* Course offered only in quarter(s) specified.*

### **COURSE SUBSTITUTIONS**

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society

## International Trade

*Certificate of Completion (15 credits)*

### **Program Advisors:**

**David Starr**

(206) 546-4725 • dstarr@shoreline.edu

**Stephen McCloskey**

(206) 546-5871 • smccloskey@shoreline.edu

**Ailsa Kellam**

(206) 546-4657 • akellam@shoreline.edu

[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

### **DESCRIPTION**

Shoreline Community College offers a short-term program in International Trade leading to a Certificate of Completion (CC) and an entry level position in the industry. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees.

Students acquire an overview of international trade theory, interrelationships among world cultures, legal systems, and natural and economic environments. Students learn basic principles of exporting and importing. The program prepares graduates for a variety of careers in international trade and business.

### **OUTCOMES**

This short-term certificate is offered to those who would like to update their knowledge of international trade and business and understand the principles of business finance and management on a global scale. A grade point average of 2.0 or better for the entire certificate is needed in order to obtain the certificate.

### **PREREQUISITE**

Placement into ENGL 099 or EAP 099

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

## CERTIFICATE OF COMPLETION

International Trade ..... 15 Credits

### **CORE REQUIREMENTS | 15 Credits**

COURSE		CREDITS
BUS& 101	Introduction to Business	5
Credits		
BUS 215	Intro to International Business	5
Credits		
BUS 240	Introduction to E-Business*	5 Credits

*\*Course offered Fall quarter only.*

# Marketing

AAAS Degree (93 credits)

Certificate of Proficiency (45 credits)

## Program Advisors:

### David Starr

(206) 546-4725 • dstarr@shoreline.edu

### Stephen McCloskey

(206) 546-5871 • smccloskey@shoreline.edu

### Ailsa Kellam

(206) 546-4657 • akellam@shoreline.edu

[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

## DESCRIPTION

The Associate in Applied Arts and Sciences degree and Certificate are designed to provide students with the knowledge and skills in the marketing field to enter the workforce directly upon completion of the degree or certificate. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA transfer degree planning guide.

Business relies heavily on marketing to promote products and services. Marketers study cultural trends, consumer demands and buying habits. They assist with decisions on distribution channels, pricing strategies and product promotion to attract potential and satisfied customers. They also work to enhance the public image of businesses. The Marketing program provides a strong foundation of general business and marketing principles, including retailing, professional selling, advertising, e-business, event marketing and international business.

## OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Understand basic marketing principles, including market research, product development, product promotion, pricing strategies and customer satisfaction.
2. Develop, initiate and analyze sales programs, along with budget and expense reports.
3. Demonstrate professional sales skills—effectively interview clients and gauge consumer needs.
4. Apply advertising strategies to plan, select and produce effective advertising media.
5. Apply principles of retailing to include store management, merchandising and inventory control.
6. Understand business operations to include: buying, selling, marketing, personnel management and finance.
7. Communicate effectively with consumers, business managers and vendors.

## PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications; and placement into MATH 070 Introduction to Algebra or BUS 102 Business Mathematics.

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

## AAAS DEGREE

Marketing ..... 93 Credits

## GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
BUS 103	Multiculturalism in the Workplace	3 Credits
BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

## CORE REQUIREMENTS | 75 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
ACCT& 203	Principles of Accounting III	5 Credits
BUS& 101	Introduction to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS 180	Project Management*	5 Credits
BUS& 201	Business Law	5 Credits
BUS 208	Sustainable Marketing*	5 Credits
BUS 215	Intro to International Business	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 240	E-Business*	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits
BUS 260	Sports and Event Marketing*	5 Credits
ECON 100	Economic Principles	5 Credits

\* Course is offered once a year during the quarter listed

## COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society
BUS 103	Multiculturalism in the Workplace	Approved Multi. Understanding Course
BTWRT 215	Business Communications	ENGL& 101 English Comp. I
ECON 100	Economic Principles	ECON& 201 Micro Economics

## RECOMMENDED

COURSE		CREDITS
BUSTC 105	Computer Applications	5 Credits

# Business Administration

## CERTIFICATE OF PROFICIENCY

Marketing ..... 45 Credits

### GENERAL EDUCATION | 10 Credits

COURSE		CREDITS
BUS 102	<b>Quantitative/Symbolic Reasoning:</b> Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 35 Credits

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS 220	Advertising & Sales Promo.*	5 Credits
BUS 225	Professional Selling	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits
BUS 260	Sports and Event Marketing*	5 Credits

\* Course is offered once a year during the quarter listed

## Marketing

*Certificate of Completion (30 credits)*

### DESCRIPTION

Shoreline Community College offers a short-term program in Marketing leading to a Certificate of Completion (CC) and an entry level position in the business marketing field. Students interested in advancement are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Marketing. Those interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA- DTA transfer degree planning guide.

Students acquire an overview of basic marketing principles, including retail marketing, professional selling, pricing, promotion and advertising. For advanced study, courses can apply toward a Certificate of Proficiency or an Associate of Applied Arts and Science degree in Marketing.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Identify and evaluate entrepreneurial business opportunities and strategies to promote business success.
2. Write an effective business plan and identify opportunities to initiate plans.
3. Acquire basic business skills in marketing, math, buying, human relations, advertising and sales.

### PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

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

## CERTIFICATE OF COMPLETION

Marketing ..... 30 Credits

### CORE REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 102	Business Mathematics	5 Credits
BUS 120	Principles of Marketing	5 Credits

### MARKETING REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS 135	Retail Marketing*	5 Credits
BUS 220	Advertising and Sales Promotion*	5 Credits
BUS 225	Professional Selling*	5 Credits

\* Course offered only in quarter(s) specified.

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society

## Payroll Clerk

*Certificate of Completion (20 credits)*

### Program Advisors:

#### Dan King

(206) 546-4702 • dking@shoreline.edu

#### Brad Fader

(206) 546-46882 • bfader@shoreline.edu

www.shoreline.edu/busad/accounting.aspx

### DESCRIPTION

Shoreline Community College offers a short-term Payroll Clerk Certificate of Completion (CC) leading to an entry-level position in the accounting field. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or Associate Degrees in Accounting. Students pursuing a four-year baccalaureate degree should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Students study and learn the basics of practical and computer accounting. Students successfully completing this Certification are qualified to obtain entry level accounting positions.

### OUTCOMES

Students who successfully complete this program –by achieving a grade of 2.0 or better in each accounting course- should have:

1. An understanding of the basic accounting cycle for service and merchandising firms.
2. Basic business computer skills with specific knowledge of commercial accounting software.
3. Basic understanding of the payroll process and the rules and regulations related to payroll.

### PREREQUISITE

Placement into ENGL 099 or EAP 099, and MATH 098.

www.shoreline.edu/planning for a complete planning guide.

### CERTIFICATE OF COMPLETION

Payroll Clerk ..... 20 Credits

### PROGRAM REQUIREMENTS | 20 Credits

COURSE		CREDITS
ACCT& 201	Financial Accounting I	5 Credits
ACCT 104	Payroll Accounting	5 Credits
BUSTC 150	Excel 2016	5 Credits
ACCT 206	Computer Accounting	5 Credits

## Project Management

*Certificate of Completion (15 credits)*

### Program Advisors:

#### David Starr

(206) 546-4725 • dstarr@shoreline.edu

#### Stephen McCloskey

(206) 546-5871 • smccloskey@shoreline.edu

#### Ailsa Kellam

(206) 546-4657 • akellam@shoreline.edu

### DESCRIPTION

Shoreline Community College offers a short-term program in Project Management leading to a Certificate of Completion (CC) and an entry level position in business. Students interested in advancement are encouraged to enroll in longer programs of study to complete additional certificates or an Associate in Applied Arts and Sciences Degree in General Business or Marketing. Students pursuing a four-year Baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Project management is the planning, organizing, motivating, and controlling resources to achieve specific goals. A project has a defined beginning and end. Projects are usually time-constrained, and often constrained by funding or deliverables. The temporary nature of projects stands in contrast with business as usual (or operations) which are repetitive, permanent activities designed to produce products or services. In practice, the management of these two systems is often quite different, and as such requires the development of distinct technical skills and management strategies.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Understand the role of Business in society and the importance of Project Management.
2. Facilitate the primary constraints of scope, time, quality and budget.
3. Optimize the allocation of necessary inputs and integrate them to meet pre-defined objectives.
4. Develop Project Management assessments and reports for project progress.

### PREREQUISITE

Placement into ENGL& 101 English Composition I OR BTWRT 215 Business Communications and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

### CERTIFICATE OF COMPLETION

Project Management ..... 15 Credits

### PROGRAM REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS 180	Project Management*	5 Credits
BUS 181	Project Planning*	5 Credits
BUS 182	Project Mgmt. Practicum*	5 Credits

\* Course is offered once per year, during the Quarter listed.

## Retail Management

AAAS Degree (93 credits)

Certificate of Proficiency (45 credits)

### Program Advisors:

**David Starr**

(206) 546-4725 • dstarr@shoreline.edu

**Stephen McCloskey**

(206) 546-5871 • smccloskey@shoreline.edu

**Ailsa Kellam**

(206) 546-4657 • akellam@shoreline.edu

[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree and Certificate are designed to provide students with the knowledge and skills in Retail Management to enter the workforce directly upon completion of the degree or certificate. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA transfer degree planning guide.

Retail management is any business activity involved in the selling of goods or services. Depending on the size of the company, retail managers are responsible for operations that often include buying, marketing, merchandising, inventory control, personnel and finance management. The Retail Management program is built on a foundation of general business courses, focusing on retail marketing, merchandising, management and sales to prepare students for positions in the dynamic retail industry. Leadership opportunities exist through Collegiate DECA.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Understand business operations, such as: buying, selling, marketing, financial reporting, personnel management and issues related to policies, regulations and business law.
2. Apply principles of retail buying to plan, select and control merchandise.
3. Apply marketing principles to plan, select and produce effective advertising media.
4. Demonstrate good salesmanship—effectively interview clients and gauge consumer needs.
5. Develop, initiate and analyze sales programs, along with budget and expense reports.
6. Apply business mathematics to analyze data and solve business problems.
7. Communicate effectively—verbally and in writing; build positive consumer, vendor and public relations.

### PREREQUISITE

Placement into ENGL& 101 English Composition I OR BTWRT 215 Business Communications; and placement into MATH 070 Introduction to Algebra or BUS 102 Business Mathematics.

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

### AAAS DEGREE

Retail Management ..... 93 Credits

### GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
BUS 103	Multiculturalism in the Workplace	3 Credits
BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 75 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
ACCT& 203	Principles of Accounting III	5 Credits
BUS& 101	Intro to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS& 201	Business Law	5 Credits
BUS 207	Sustainable Business*	5 Credits
BUS 220	Advertising & Sales Promo*	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 235	Retail Buying & Mgmt*	5 Credits
BUS 240	E-Business*	5 Credits
BUS 255	Principles of Management*	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits
BUS 270	Entrepreneurship	5 Credits
ECON 100	Economic Principles	5 Credits

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society
BUS 103	Multiculturalism in the Workplace	Approved Multi. Understanding Course
BTWRT 215	Business Communications	ENGL& 101 English Comp. I
ECON 100	Economic Principles	ECON& 201 Micro Economics

### RECOMMENDED

COURSE		CREDITS
BUSTC 105	Computer Applications	5 Credits

# Business Administration

## CERTIFICATE OF PROFICIENCY

Retail Management ..... 45 Credits

### GENERAL EDUCATION | 10 Credits

COURSE		CREDITS
BUS 102	Quantitative/Symbolic Reasoning: Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 35 Credits

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing*	5 Credits
BUS 220	Advertising & Sales Promo.*	5 Credits
BUS 225	Professional Selling	5 Credits
BUS 235	Retail Buying and Mgmt.*	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits

\* Course is offered once a year during the quarter listed

## Retail Management

*Certificate of Completion (30 credits)*

### DESCRIPTION

Shoreline Community College offers a short-term program in leading to a Certificate of Completion (CC) in Retail Management. Students interested in advanced knowledge and skills are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Retail Management. Students pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Retail management is any business activity involved in the selling of goods or services. Depending on the size of the company, retail managers are responsible for operations that often include merchandise selection, buying, inventory control, personnel and finance management. The Retail Management certificate program is built on a solid foundation of general business courses to include specific knowledge and skills in retail marketing, retail buying advertising and sales. For advanced study, consider additional certificates, an Associate in Applied Arts and Science (AAAS) degrees in Retail Management or transfer to a university.

### OUTCOMES

Students who successfully complete this program - by achieving a GPA of 2.0 or better for the entire program - should be able to:

1. Acquire an overview of retail management, including merchandise selection, inventory control, employee supervision and professional sales.
2. Apply basic business skills in advertising, marketing, buying and customer service.
3. Develop positive relations with customers and vendors.

### PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

www.shoreline.edu/planning for a complete planning guide.

## CERTIFICATE OF COMPLETION

Retail Management ..... 30 Credits

### CORE REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 102	Business Mathematics	5 Credits
BUS 120	Principles of Marketing	5 Credits

### RETAIL MANAGEMENT REQUIREMENTS | 15 Credits

COURSE		QTR	CREDITS
BUS 135	Retail Marketing*	WIN	5 Credits
BUS 235	Retail Buying and Mgmt*	SPR	5 Credits
BUS 250	Human Resource Mgmt*	SPR	5 Credits

\* Course offered only in quarter(s) specified.

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society

# Sports and Event Marketing

AAAS Degree (93 credits)

Certificate of Proficiency (45 credits)

## Program Advisors:

### David Starr

(206) 546-4725 • dstarr@shoreline.edu

### Stephen McCloskey

(206) 546-5871 • smccloskey@shoreline.edu

### Ailsa Kellam

(206) 546-4657 • akellam@shoreline.edu

[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

## DESCRIPTION

The Associate in Applied Arts and Sciences degree and Certificate are designed to provide students with the knowledge and skills in Sports and Event Marketing to enter the workforce directly upon completion of the degree or certificate. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA transfer degree planning guide.

The sports and entertainment industry relies heavily on marketing to promote sporting and special events, entertainment venues, sports products and team sponsorships. Our program is built on a solid foundation of business and marketing principles, including product promotion, advertising, professional sales, international business, e-business, legal issues and event marketing—all designed to help students develop a successful career in the sports, entertainment and event planning industry.

## OUTCOMES

Students who successfully complete this program-by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Plan events and coordinate the logistics; adopt internal communication techniques and management skills to successfully promote products and events.
2. Demonstrate professional sales skills, effectively interviewing clients and gauging consumer needs.
3. Apply advertising techniques and learn to plan, select and schedule appropriate media.
4. Implement effective marketing, communication and strategies to foster community support.
5. Maximize sales revenue through sponsorships, product and ticket sales.

## PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications; and placement into MATH 070 Introduction to Algebra or BUS 102 Business Mathematics.

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

## AAAS DEGREE

Sports and Event Marketing ..... 93 Credits

## GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits

### Multicultural Understanding:

BUS 103	Multiculturalism in the Workplace	3 Credits
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### Quantitative/Symbolic Reasoning:

BUS 102	Business Mathematics	5 Credits
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### Human Relations:

BUS 104	Human Relations	5 Credits
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## CORE REQUIREMENTS | 75 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
ACCT& 203	Principles of Accounting III	5 Credits
BUS& 101	Intro to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 180	Project Management	5 Credits
BUS& 201	Business Law	5 Credits
BUS 220	Advertising & Sales Promo*	5 Credits
BUS 208	Sustainable Marketing*	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 240	eBusiness*	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits
BUS 255	Principles of Management*	5 Credits
BUS 260	Sports & Event Marketing *	5 Credits
BUS 290	Internship	5 Credits
ECON 100	Economic Principles	5 Credits

## COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society
BUS 103	Multiculturalism in the Workplace	Approved Multi-Understanding Course
BTWRT 215	Business Communications	ENGL& 101 English Comp. I
ECON 100	Economic Principles	ECON& 201 Micro Economics

## RECOMMENDED

COURSE		CREDITS
BUSTC 105	Computer Applications	5 Credits

# Business Administration

## CERTIFICATE OF PROFICIENCY

Sports and Event Marketing ..... 45 Credits

### GENERAL EDUCATION | 10 Credits

COURSE		CREDITS
BUS 102	Business Mathematics	5 Credits
BUS 104	Human Relations	5 Credits

### CORE REQUIREMENTS | 35 Credits

COURSE		CREDITS
BUS& 101	Intro to Business	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 220	Advertising & Sales Promo*	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 250	Human Resource Mgmt*	5 Credits
BUS 260	Sports & Event Marketing *	5 Credits
BUS 290	Business Internship	5 Credits

\* Course offered once a year, during the quarter listed.

## Sports and Event Marketing

*Certificate of Completion (30 credits)*

### DESCRIPTION

Shoreline Community College offers a short-term program in Sports and Event Marketing leading to a Certificate of Completion (CC) and an entry level position in the sports and entertainment industry. Students interested in advancement are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Sports and Event Marketing. Those interested in pursuing a four-year baccalaureate degree in Business should follow the Business AA-DTA transfer degree planning guide.

Students acquire an overview of basic marketing principles, including retail marketing, professional selling, pricing, promotion and advertising. For advanced study, courses can apply toward a Certificate of Proficiency or an Associate of Applied Arts and Science degree in Sports and Event Marketing.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Demonstrate professional sales skills.
2. Apply advertising strategies and techniques.
3. Plan and coordinate events.
4. Implement effective public relations strategies.
5. Maximize sales revenue through sponsorships, product and ticket sales.

### PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

www.shoreline.edu/planning for a complete planning guide.

## CERTIFICATE OF COMPLETION

Sports and Event Marketing ..... 30 Credits

### CORE REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS& 101	Introduction to Business	5 Credits
BUS 102	Business Mathematics	5 Credits
BUS 120	Principles of Marketing	5 Credits

### SPORTS & EVENT MARKETING REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS 220	Advertising & Sales Promo.*	5 Credits
BUS 225	Professional Selling*	5 Credits
BUS 260	Sports & Event Marketing*	5 Credits

\* Course offered only in quarter(s) specified.

### COURSE SUBSTITUTIONS

REQUIRED COURSE		APPROVED SUBSTITUTION
BUS 102	Business Mathematics	MATH& 107 Math in Society

## Sustainable Business Leadership

*Certificate of Completion (15 credits)*

### Program Advisors:

**David Starr**

(206) 546-4725 • dstarr@shoreline.edu

**Stephen McCloskey**

(206) 546-5871 • smccloskey@shoreline.edu

**Ailsa Kellam**

(206) 546-4657 • akellam@shoreline.edu

### DESCRIPTION

Shoreline Community College offers a short-term program in Sustainable Business Leadership leading to a Certificate of Completion (CC) and an entry level position in the industry. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in General Business or other areas of interest. Students pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Sustainable business is a commitment to ecologically sustainable business practices, such as renewing energy, recycling products, building green, investing green and using our resources efficiently. This short-term certificate in Sustainable Business Leadership focuses on sustainable business practices to include marketing and business strategies that promote green business. Courses compliment other advanced degrees or working professionals interested in sustainable business leadership. For advanced study, consider additional certificates, Associate in Applied Arts and Science (AAAS) degrees in General Business or Marketing, or transfer to a university.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Understand the role of Business in society and the importance of sustainable business practices.
2. Identify and describe sustainable business initiatives and marketing practices.
3. Create and diagram sustainable business systems.
4. Develop sustainability assessments and report on sustainability progress.

### PREREQUISITE

Placement into ENGL& 101 English Composition OR BTWRT 215 Business Communications and placement into MATH 070 Preparation for Algebra or BUS 102 Business Mathematics.

### CERTIFICATE OF COMPLETION

Sustainable Business Leadership. .... 15 Credits

### CORE REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS 207	Fund. of Sustainable Bus.*	5 Credits
BUS 208	Sustainable Marketing*	5 Credits
BUS 209	Sustainable Bus Strategies*	5 Credits

\* Only offered once per year, during the quarter listed.

## Tax Preparer

*Certificate of Completion (15 credits)*

### Program Advisors:

**Dan King**

(206) 546-4702 • dking@shoreline.edu

**Brad Fader**

(206) 546-4688 • bfader@shoreline.edu

[www.shoreline.edu/busad/accounting.aspx](http://www.shoreline.edu/busad/accounting.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Tax Preparer Certificate of Completion (CC) leading to an entry-level position in the accounting field. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or Associate Degrees in Accounting. Students pursuing a four-year baccalaureate degree should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Students study and learn the basics of practical accounting and specific training in preparing basic individual and small business federal income taxes. Students successfully completing this certificate are qualified to obtain entry level tax preparer positions.

### OUTCOMES

Students who successfully complete this program – by achieving a grade of 2.0 or better in each accounting course- should have:

1. An understanding of the basic accounting cycle for service and merchandising firms.
2. The ability to prepare basic federal income tax requirements for individuals and small businesses.

### PREREQUISITE

Placement into ENGL 099 or EAP 099, and MATH 098.

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

### CERTIFICATE OF COMPLETION

Tax Preparer ..... 15 Credits

### PROGRAM REQUIREMENTS | 15 Credits

COURSE		CREDITS
ACCT& 201	Financial Acct I	5 Credits
ACCT 170	Federal Income Tax Individuals/Small Business	5 Credits
BUSTC 150	Excel 2016	5 Credits

## Business Technology

AAAS Degree (90 credits)

Certificate of Proficiency (58 credits)

### Program Advisors:

**Gail Dalton**

(206) 546-4773 • gdalton@shoreline.edu

**Ray Spizman**

(206) 546-4539 • rspizman@shoreline.edu

www.shoreline.edu/busad/genbustech01.aspx

### DESCRIPTION

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills in specific career fields to enter the workforce directly upon completion of the 90 credit degree. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in business should follow the Business AA-DTA degree planning guide.

The Business Technology program helps prepare individuals for jobs in today's computerized business environments. Students complete hands-on computer training in current word processing, spreadsheet, database, and presentation, and e-mail/calendar software to develop skills essential in an office environment. In addition, students study human relations, mathematics, and communications—all essential for success in the office workplace.

### OUTCOMES

Students who successfully complete this program—by achieving a 2.0 or better for each BUSTC course completed and an overall GPA of 2.0 for the program—should be able to:

1. Apply business office administrative skills within a variety of workplace environments using critical thinking, ethical decision-making, leadership and teamwork skills, prioritization of tasks, and professionalism.
2. Demonstrate effective verbal and written communication and emotional intelligence (EQ) with customers and coworkers in a professional business environment.
3. Compose business documents in the correct design formats including emails, memos, letters, meeting notes, policies and procedures, and reports—with minimal grammatical/usage errors.
4. Critically apply the use of appropriate and current software skills, (including word processing, spreadsheets, databases, presentations, email, and other correspondence), to achieve business goals.
5. Organize business records by using the appropriate filing procedures to store and retrieve records manually and electronically.
6. Demonstrate the ability to perform basic payroll functions and prepare monthly, quarterly, and yearly tax forms using standardized accounting principles.
7. Identify, evaluate, and use evidence to solve problems in businesses or organizations.

www.shoreline.edu/planning for a complete planning guide.

### AAAS DEGREE

Business Technology ..... 90 Credits

### GENERAL EDUCATION | 18 Credits

COURSE		CREDITS
BTWRT 215	Business Communications*	5 Credits
BUS 102	Business Math	5 Credits
BUS 103	Multiculturalism in the Workplace	3 Credits
BUS 104	Essentials of Human Relations	5 Credits

\*Take after BTWRT 115. Meets ENGL& 101 requirement

### CORE REQUIREMENTS | 66 Credits

COURSE		CREDITS
ACCT 104	Payroll Accounting	5 Credits
BTWRT 115	Business English	5 Credits
BUSTC 101	Beginning Keyboarding*	5 Credits
BUSTC 102	Speed Keyboarding 1	5 Credits
BUSTC 105	Computer Applications	5 Credits
BUSTC 112	Filing	2 Credits
BUSTC 128	Word 2016, Level 1	5 Credits
BUSTC 129	Word 2016, Level 2	5 Credits
BUSTC 135	Applied Word Processing † (Word 2016, Level 3)	4 Credits
BUSTC 150	Excel 2016	5 Credits
BUSTC 160	PowerPoint 2016	4 Credits
BUSTC 170	Access 2016	5 Credits
BUSTC 180	Outlook 2016	3 Credits
BUSTC 270	Office Procedures §	5 Credits
BUSTC 299	Individual Project – work exp.§	3 Credits

\* Students can test out if at 40 NWPM—Contact Instructor

† Take after BUSTC 129

‡ Quantitative/Symbolic Reasoning

§ Capstone Course; to be taken in final quarter w/work exp., BUSTC 299

### ELECTIVES | 6-7 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting	5 Credits
ACCT 206	Computer Accounting	5 Credits
BUS 180	Project Management	5 Credits
BUSTC 107	Computer 10-Key	2 Credits
BUSTC 185	Publisher 2016	4 Credits
VCT 124	Basic Macintosh Systems	2 Credits
VCT 125	Introduction Image Construction, Editing and Output	3 Credits

Other courses as approved by advisor

## Business Technology

### CERTIFICATE OF PROFICIENCY

Business Technology ..... 58 Credits

#### **GENERAL EDUCATION | 12-15 Credits**

COURSE		CREDITS
BTWRT 115	Business English	5 Credits
BUS 102	Business Math	5 Credits
BUS 104	Human Relations in Business	5 Credits

#### **CORE REQUIREMENTS | 45 Credits**

COURSE		CREDITS
BUSTC 102	Speed Keyboarding 1	5 Credits
BUSTC 112	Filing	2 Credits
BUSTC 128	Word 2016, Level 1	5 Credits
BUSTC 129	Word 2016, Level 2	5 Credits
BUSTC 135	Applied Word Processing* (Word 2016, Level 3)	4 Credits
BUSTC 150	Excel 2016 †	5 Credits
BUSTC 160	PowerPoint 2016	4 Credits
BUSTC 180	Outlook 2016	3 Credits
BUSTC 270	Office Procedures ‡	5 Credits

\* Take after BUSTC 129

† Quantitative/Symbolic Reasoning

‡ Capstone Course; to be taken in final quarter

## Microsoft Software Applications

*Certificate of Completion (22 credits)*

### **Program Advisors:**

**Gail Dalton**

(206) 546-4773 • gdalton@shoreline.edu

**Ray Spizman**

(206) 546-4539 • rspizman@shoreline.edu

[www.shoreline.edu/busad/genbustech01.aspx](http://www.shoreline.edu/busad/genbustech01.aspx)

### **DESCRIPTION**

Shoreline Community College offers a short-term Certificate of Completion (CC) in Microsoft Software Applications leading to an entry level position in an office setting. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Business Technology. Students pursuing a four-year baccalaureate degree in business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Many businesses rely on Microsoft software applications for basic word processing and graphic presentations to the creation and maintenance of databases and spreadsheets. This certificate program is designed to train students in the most common Microsoft business software applications for entry-level positions in any business environment. For advanced study, consider a Certificate of Proficiency or an Associate in Applied Arts and Science (AAAS) degree in Business Technology.

### **OUTCOMES**

Students who successfully complete this program—by achieving a grade of 2.0 or better for each individual course in the program—should have:

1. Working knowledge of word processing.
2. Working knowledge of spreadsheets.
3. Working knowledge of databases.
4. Working knowledge of graphic presentations.

### **PREREQUISITE**

Placement into ENGL 099 Analytical Reading and Writing, or successful completion of EAP 099 English for Academic Purposes; and BUSTC 101 Beginning Keyboarding, or 40 NWPM.

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

### **CERTIFICATE OF COMPLETION**

Microsoft Software Applications ..... 22 Credits

#### **CORE REQUIREMENTS | 15 Credits**

COURSE		CREDITS
BUSTC 128	Word 2016, Level I	5 Credits
BUSTC 150	Excel 2016	5 Credits
BUSTC 160	PowerPoint 2016	4 Credits
BUSTC 170	Access 2016	5 Credits
BUSTC 180	Outlook 2016	3 Credits

## Office Assistant/Receptionist

*Certificate of Completion (25 credits)*

### Program Advisors:

**Gail Dalton**

(206) 546-4773 • gdalton@shoreline.edu

**Ray Spizman**

(206) 546-4539 • rspizman@shoreline.edu

[www.shoreline.edu/busad/genbustech01.aspx](http://www.shoreline.edu/busad/genbustech01.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in Office Assistant/Receptionist leading to an entry-level position in an office setting. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Business Technology. Students pursuing a four-year baccalaureate degree in business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Office Assistants and Receptionists facilitate internal and external communication for customers, as well as the flow of business within and between organizations. They greet and assist customers, keep records, file documents, and support supervisors and/or managers. For advanced study, consider a Certificate of Proficiency or an Associate in Applied Arts and Science (AAAS) degree in Business Technology.

### OUTCOMES

Students who successfully complete this program—by achieving a grade of 2.0 or better for each individual course in the program—should have:

1. Working knowledge of word processing.
2. Working knowledge of current business communications.
3. Ability to communicate positively to internal and external customers.
4. Ability to organize office documents.

### PREREQUISITE

Placement into ENGL 099 Analytical Reading and Writing, or successful completion of EAP 099 English for Academic Purposes; and BUSTC 101 Beginning Keyboarding, or 40 NWPM.

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

### CERTIFICATE OF COMPLETION

Office Assistant/Receptionist ..... 35 Credits

### CORE REQUIREMENTS | 17 Credits

COURSE		CREDITS
BUS 104	Human Relations in Business	5 Credits
BTWRT 115	Business English	5 Credits
BUSTC 102	Speed Keyboarding	5 Credits
BUSTC 112	Filing	2 Credits
BUSTC 128	Word 2016, Level 1	5 Credits
BUSTC 180	Outlook 2016	3 Credits

## CAST - Child Advocacy Studies (Online)

*Certificate of Completion (15 credits)*

### Program Advisors:

**Linda Forst**

(206) 546-4781 • lforst@shoreline.edu

**Rachel David**

(206) 546-4760 • rdavid@shoreline.edu

**Betty Peace-Gladstone**

(206) 546-4729 • bpeace-g@shoreline.edu

[www.shoreline.edu/criminaljustice/cast.aspx](http://www.shoreline.edu/criminaljustice/cast.aspx)

### DESCRIPTION

CAST is a certificate program designed for students working with or planning to work with children. It focuses on child protection and safety issues including criteria, identification, reporting, and advocacy for child victims and survivors of child abuse.

The CAST certificate should give students essential information for working with children and enhanced skills for job competition. The program includes studies regarding interdisciplinary, ethical, realistic, and culturally-sensitive issues that provide a focus on child protection and safety. The program should provide students with the ability to identify possible child abuse and neglect, and enable them to know how, when, where, and to whom to report the circumstances.

### OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program- should be able to:

1. Identify the historical trends in child maltreatment and advocacy, including practices related to multicultural and social justice issues.
2. Define the criteria for alleged maltreatment and describe the initial responses by professionals to child maltreatment.
3. Explain the civil and criminal laws involved in child maltreatment and how they impact the effort to protect children.
4. Identify the differences in system responses between civil and criminal proceedings and identify applicable laws, case work process and potential complications.
5. Demonstrate how to work effectively with individuals from different relevant professions and from a multicultural perspective.
6. Describe the investigative process and the roles of other involved professionals and identify the needed support systems for the child and family considering the context of family and child culture.

### PREREQUISITE

High School Diploma or GED and college placement into ENGL 099 or EAP 099/EAPAB 099 English for Academic Purposes.

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

**CERTIFICATE OF COMPLETION**

CAST - Child Advocacy Studies ..... 15 Credits

**CORE CURRICULUM | 15 Credits**

COURSE		CREDITS
CAST 102 or SOC 102	Child Maltreatment & Advocacy	5 Credits
CAST 202 or SOC 202	Prof and System Responses	5 Credits
CAST 285 or GWS 285	Gender, Violence & Social Change	5 Credits

## Clean Energy Technology & Entrepreneurship

AAAS (90 credits)

**Program Advisor:**

**Louise Petruzzella**

(206) 546-4567 • lpetruzzella2@shoreline.edu

[www.shoreline.edu/science/clean-energy-tech-program.aspx](http://www.shoreline.edu/science/clean-energy-tech-program.aspx)

**DESCRIPTION**

The Clean Energy Technology and Entrepreneurship Associate in Applied Arts and Sciences degree prepares graduates with the theoretical and practical knowledge necessary for careers in firms that manage, design, build, market or operate clean energy technologies in the built environment. The program focuses on clean energy technologies and practices that can achieve (or approach) "Net Zero Energy" in buildings. Shoreline works with professional affiliates, advisory committees and accreditation guidelines to ensure students receive the knowledge and skills currently in demand for employment.

The Clean Energy Technology and Entrepreneurship AAAS degree expands on the related technical certificate program. Like the certificate, the AAAS provides students with a background in alternative energy systems, building science, energy efficiency in buildings, and high performing building systems. Specialties include sustainable (green) building and photovoltaic (solar electric) systems design. The AAAS adds to the technical certificate a background of sustainable business practices and entrepreneurship. Emphasis is placed on the practices required to achieve "Net Zero Energy" in the built environment. The program uses an "applications oriented" learning method through realistic design projects and hands-on learning labs.

**OUTCOMES**

Students who successfully complete this program-by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Apply a knowledge of mathematics, building science and electricity to practical problems in the clean energy field.
2. Read, visualize and interpret building plans and models including architectural, structural, mechanical and electrical components that affect building energy requirements.
3. Utilize building energy calculations and economic tools to inform decision making and design for clean energy technologies,
4. Complete an energy analysis of a building including benchmarking, envelope, heating, cooling, ventilating, lighting, service water, plug loads and renewable energy systems.
5. Identify, describe and analyze common solar PV, solar thermal, cooling, heating, lighting and service water processes for commonly applied technologies.
6. Layout, size, model and specify system components to meet design requirements for clean energy technologies.
7. Utilize virtual design and modeling techniques to model, design and create construction documents for clean energy technology systems.
8. Understand the applied code, safety, associated equipment and performance parameters and attributes required for the design, installation and maintenance of clean energy technologies.

# Clean Energy Technology

9. Apply sustainable business practices to clean energy technology business models.

10. Utilize standard accounting practices, project management skills, a knowledge of business law and other business practices to support clean energy technology businesses.

www.shoreline.edu/planning for a complete planning guide.

## AAAS DEGREE

Clean Energy Technology & Entrepreneurship .... 90 Credits

### **GENERAL EDUCATION | 17-20 Credits**

<b>COURSE</b>		<b>CREDITS</b>
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**Communication Skills:**

BTWRT 215	Business Communications	5 Credits
	or	
ENGL& 101	English Composition	

**Quantitative/Symbolic Reasoning:**

BUS 102	Business Mathematics	5 Credits
	or	
MATH 146	Introduction to Statistics	

**Human Relations:**

BUS 104	Human Relations in Business	2-5 Credits
	or	
BUS 105	Essentials of Human Relations	

**Multicultural Understanding:**

BUS 103	Multiculturalism in Workplace	5 Credits
	or	

### **CLEAN ENERGY REQUIREMENTS | 45 Credits**

<b>COURSE</b>		<b>CREDITS</b>
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Choose 45 credits based on your interests

**FOUNDATIONS**

NRG 101	Introduction to Renewable Energy	5 Credits
NRG 110	Intro Energy/Built Environments	5 Credits
NRG 102	Calcs for Energy Technology	3 Credits
NRG 180	Blueprints & Specs for Energy Tech.	3 Credits

**RENEWABLE ENERGY**

NRG 105	Electrical & Job Site Safety	3 Credits
NRG 120	Solar Elec Design & Application	5 Credits
NRG 123	PV Performance Analysis	3 Credits
NRG 220	Advanced PV Design	5 Credits
NRG 223	Battery Based PV System Design	5 Credits

**HIGH PERFORMING BUILDINGS**

NRG 161	Small Building Energy: Tech, Measurements & Methods	4 Credits
NRG 162	Large Building Energy: Building Technologies	4 Credits
NRG 163	Large Building Energy: Measurements & Methods	4 Credits
NRG 200	Net Zero Energy Bldg Design	5 Credits

### **VIRTUAL DESIGN AND ELECTIVES**

<b>COURSE</b>		<b>CREDITS</b>
NRG 181	Virtual Design for Energy Tech.	5 Credits
NRG 201	Design Practicum	3 Credits
NRG 202	Career Seminar in Clean Energy	3 Credits
NRG 225	Intro to Sketchup	5 Credits
NRG 290	Internship	1-5 Credits
NRG 226	Sketchup	5 Credits

### **SUSTAINABLE BUSINESS | 15 Credits**

<b>COURSE</b>		<b>CREDITS</b>
BUS 207	Fundamentals of Sustainable Business	5 Credits
BUS 208	Sustainable Marketing	5 Credits
BUS 209	Sustainable Business Strategies	5 Credits

### **ENTREPRENEURSHIP | 20 Credits**

<b>COURSE</b>		<b>CREDITS</b>
<b><u>Choose FOUR courses:</u></b>		
ACCT& 201	Principles of Accounting	5 Credits
ACCT& 203	Managerial Accounting	5 Credits
BUS 180	Project Management	5 Credits
BUS& 201	Business Law	5 Credits
BUS 270	Entrepreneurship	5 Credits

### **PROGRAM ELECTIVES | 5-10 Credits**

Choose courses depending on your skills and interests

<b>COURSE</b>		<b>CREDITS</b>
<b><u>Computing Skills course choices:</u></b>		
BUSTC 101	Beginning Keyboarding	5 Credits
BUSTC 105	Computer Applications	5 Credits
BUSTC 115	Fund of Business Comm	5 Credits
BUSTC 128	Word	5 Credits
BUSTC 150	Excel	5 Credits
BUSTC 160	PowerPoint	5 Credits

**Additional course choices:**

CMST& 220	Public Speaking	5 Credits
ECON& 201	Micro Economics	5 Credits
ENVSC& 101	Intro Environmental Science	5 Credits
Any listed BUS or NRG courses on guide		
BUS 120	Principles of Marketing	5 Credits
BUS 135	Retail Marketing	5 Credits
BUS 141	Purchasing & Supply Management	5 Credits
BUS 215	Intro to Intern'l Business	5 Credits
BUS 220	Advertising and Sales	5 Credits
BUS 235	Retail Buying and Management	5 Credits
BUS 240	e-Business	5 Credits
BUS 250	Essentials of Supervision	5 Credits

# Clean Energy Technology

## Clean Energy Technology & Entrepreneurship

Certificate of Proficiency (45 credits)

### Program Advisor:

Louise Petruzzella

(206) 546-4567 • lpetruzzella2@shoreline.edu

[www.shoreline.edu/science/clean-energy-tech-program.aspx](http://www.shoreline.edu/science/clean-energy-tech-program.aspx)

### DESCRIPTION

The Clean Energy Technology and Entrepreneurship Certificate of Proficiency prepares graduates with the theoretical and practical knowledge necessary for careers in firms that manage, design, build, market or operate clean energy technologies in the built environment. The program focuses on clean energy technologies and practices that can achieve (or approach) "Net Zero Energy" in buildings. Shoreline works with professional affiliates, advisory committees and accreditation guidelines to ensure students receive the knowledge and skills currently in demand for employment.

The Clean Energy Technology and Entrepreneurship certificate provides students with a technical background in alternative energy systems, building science, energy efficiency in buildings and high performing building systems. Specialties include sustainable (green) building and photovoltaic (solar electric) systems design. Emphasis is placed on the practices required to achieve "Net Zero Energy" in the built environment. The program uses an "applications oriented" learning method through realistic design projects and hands-on learning labs.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Apply a knowledge of mathematics, building science and electricity to practical problems in the clean energy field.
2. Read, visualize and interpret building plans and models including architectural, structural, mechanical and electrical components that affect building energy requirements.
3. Utilize building energy calculations and economic tools to inform decision making and design for clean energy technologies.
4. Complete an energy analysis of a building including benchmarking, envelope, heating, cooling, ventilating, lighting, service water, plug loads and renewable energy systems.
5. Identify, describe and analyze common solar PV, solar thermal, heating, cooling, lighting and service water processes for commonly applied technologies.
6. Layout, size, model and specify system components to meet design requirements for clean energy technologies.
7. Utilize virtual design and modeling techniques to model, design and create construction documents for clean energy technology systems.
8. Understand the applied code, safety, associated equipment and performance parameters and attributes required for the design, installation and maintenance of clean energy technologies.

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

### CERTIFICATE OF PROFICIENCY

Clean Energy Technology & Entrepreneurship .... 45 Credits

### PROGRAM REQUIREMENTS | 15 Credits

COURSE	QTR	CREDITS
<b>Communication Skills (only one class required):</b>		
BTWRT 115	Business English	5 Credits
BTWRT 215	Business Communications	
ENGL 99	Analytical Reading and Writing	
ENGL& 101	English Composition	

### CLEAN ENERGY REQUIREMENTS | 40 Credits

Choose 40 credits from:

COURSE		CREDITS
<b>FOUNDATIONS</b>		
NRG 101	Introduction to Renewable Energy	5 Credits
NRG 110	Intro Energy/Built Environments	5 Credits
NRG 102	Calcs for Energy Technology	3 Credits
NRG 180	Blueprints & Specs for Energy Tech.	3 Credits
<b>RENEWABLE ENERGY</b>		
NRG 105	Electrical & Job Site Safety	3 Credits
NRG 120	Solar Elec Design & Application	5 Credits
NRG 123	PV Performance Analysis	3 Credits
NRG 220	Advanced PV Design	5 Credits
NRG 223	Battery Based PV System Design	5 Credits
<b>HIGH PERFORMING BUILDINGS</b>		
NRG 161	Small Building Energy: Tech, Measurements & Methods	4 Credits
NRG 162	Large Building Energy: Building Technologies	4 Credits
NRG 163	Large Building Energy: Measurements & Methods	4 Credits
NRG 200	Net Zero Energy Bldg Design	5 Credits
<b>VIRTUAL DESIGN AND ELECTIVES</b>		
NRG 160	LEED	4 Credits
NRG 181	Virtual Design for Energy Tech.	5 Credits
NRG 201	Design Practicum	3 Credits
NRG 202	Career Seminar in Clean Energy	3 Credits
NRG 225	Intro to Sketchup	5 Credits
NRG 290	Internship	1-5 Credits
NRG 226	Advanced Sketchup	5 Credits
<b>SUSTAINABLE BUSINESS</b>		
BUS 207	Fundamentals of Sustainable Business	5 Credits
BUS 208	Sustainable Marketing	5 Credits
BUS 209	Sustainable Business Strategies	5 Credits

# Criminal Justice

## Criminal Justice

AAAS (90 credits)

### Program Advisor:

**Linda Forst**

(206) 546-4781 • lforst@shoreline.ed

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

NOTE: Credit may be awarded by the CJ advisory for police academy or in-service police training.

### DESCRIPTION

The Criminal Justice Associate in Applied Arts and Sciences degree is designed to prepare students for careers in law enforcement, corrections, private security as well as some legal/paralegal positions. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Criminal Justice should follow the Criminal Justice AA-DTA transfer degree planning guide.

The Criminal Justice Program offers students an overview of the historical, governmental and administrative structures that have shaped and continue to influence the field of criminal justice. The program explores relevant ethical and social issues and promotes self-awareness. Students develop skills in human relations, leadership, analytical reasoning and communication and learn methods for effective police patrol and strategies for preventing and investigating criminal activities.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Evaluate federal and state constitutions and their respective criminal codes.
2. Apply basic theories of police operations and management.
3. Communicate effectively within the criminal justice system.
4. Effectively communicate with the public and respond to various problems many of which may not be criminal in nature.
5. Fairly enforce the laws which regulate public conduct.
6. Properly identify, collect and preserve evidence.
7. Conduct preliminary traffic and criminal investigations, report findings and testify effectively in court.
8. Promote security through appropriate application of standard patrol practices and police interventions.
9. Understand and apply concepts of community-oriented policing.

### PREREQUISITE

High School Diploma or GED and college-level placement in English and Math

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

### AAAS DEGREE

Criminal Justice ..... 90 Credits

### GENERAL EDUCATION | 15 Credits

COURSE	CREDITS
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ENGL& 101	English Composition I	5 Credits
or		
BTWRT 215	Prof Communications	

Choose from any college level Math 100 level or above from approved Quantitative Symbolic Reasoning List

or		
PHIL& 120	Symbolic Logic	
or		
BUS 102	Business Math	

Choose one course from the approved Multicultural Understanding List (see Planning Guide)

### CORE REQUIREMENTS | 20 Credits

COURSE	CREDITS
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CMST&101	Introduction to Communications	5 Credits
PSYC& 100	General Psychology	5 Credits
SOC& 101	Introduction to Sociology	5 Credits
POLS 101	Introduction to Political Science	5 Credits
or		
POLS& 202	American Government	

### CRIMINAL JUSTICE CORE REQUIREMENTS | 40 Credits

COURSE	CREDITS
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#### First Quarter

CJ& 101	Introduction to Criminal Justice	5 Credits
PHIL 248	Ethical Issues in CJ	5 Credits

#### Second Quarter

CJ& 110	Criminal Law	5 Credits
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#### Third Quarter

CJ 120	Administration of Justice	5 Credits
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#### Fourth Quarter

CJ 238	Crim Evidence/Const Law	5 Credits
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#### Fifth Quarter\*

CJ 241	Principle of Investigation I	5 Credits
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*\*Internship is recommended for either 5th or 6th quarter. It is only offered winter and spring quarters*

#### Sixth Quarter\*

CJ 249	Police Operations	5 Credits
CJ 290*	Internship	5 Credits

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

## Criminal Justice / Dental Hygiene

### CRIMINAL JUSTICE PROFESSIONAL ELECTIVES | 15 Credits

COURSE		CREDITS
CAST 102 or SOC 102	Child Maltreatmt & Advocacy	5 Credits
CAST 202 or SOC 202	Prof and System Responses	5 Credits
CJ 130	Information Gathering	5 Credits
CJ 135	Crime Prevention through Community Partnerships	5 Credits
CJ& 106	Juvenile Justice	5 Credits
CJ 242	Princ of Investigation II	5 Credits
CJ 245	Defensive Tactics	5 Credits
CJ& 112 or SOC 112	Criminology	5 Credits
CJ 291-295	Special Topics in CJ	1-5 Credits
CJ 297	Individual Project-CJ	1 Credit
CJ 298	Individual Project-CJ	2 Credits
CJ 299	Individual Project-CJ	3 Credits
CAST 285 or GWS 285	Gender, Viol & Soc Change	5 Credits

## Dental Hygiene

AAAS Degree (116 credits)

AAS-T

### Program Advisor:

**Maryrose Bellert**

(206) 546-4709 • dentalhygiene@shoreline.edu

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

### DESCRIPTION

The Dental Hygiene Associate in Applied Arts and Sciences degree is designed to prepare students for careers in the Dental industry. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Dentistry should follow the Associate in Science Transfer (AS-T)—Track 1 (Preparing for Dentistry) degree planning guide.

Dental Hygiene is a health profession with a primary focus on preventive care. Dental hygienists examine and clean teeth, take dental x-rays, apply cavity prevention agents such as fluoride and sealants, place and finish fillings, administer local anesthetics and nitrous oxide sedation. They help patients develop and maintain habits which support good oral health. They show patients how to properly brush and floss their teeth and explain the importance of a healthy diet. Shoreline Community College offers one of the most respected dental hygiene programs in the state. Students begin learning dental hygiene skills in a laboratory setting and proceed to supervised clinical practice with patients. Classroom work emphasizes dental sciences. Students graduate from the program prepared to take the national, regional and state licensing examinations.

### OUTCOMES

Students who successfully complete this program –by obtaining a grade point average of 1.5 or better for each individual course- should be able to:

1. Examine patients using appropriate screening procedures.
2. Expose and develop radiographs.
3. Remove calculus and plaque (hard and soft deposits) from teeth.
4. Teach patients how to maintain healthy teeth and gums through proper oral hygiene.
5. Counsel patients concerning the role of good nutrition in oral health maintenance.
6. Apply cavity preventive agents such as fluoride and sealants.
7. Make impressions of patients' teeth for study models used in the evaluation of treatment options.
8. Place and finish dental restorations (fillings.)
9. Administer local anesthetic injections and nitrous oxide sedation.

# Dental Hygiene

## PREREQUISITE

High School Diploma or G.E.D. and satisfactory completion of pre-requisite college coursework: ENGL& 101, CMST& 101 or 220, PSYC& 100, BIOL& 211, 241, 242 & 260, CHEM& 121 and CHEM& 131, NUTR& 101, and General Education Requirements: Multicultural Understanding, Quantitative/Symbolic Reasoning and Human Relations. See approved list of courses that meet General Education Requirements.

## AAAS DEGREE

Dental Hygiene ..... 116 Credits

## DENTAL HYGIENE CORE REQUIREMENTS | FIRST YEAR

### FALL QUARTER

COURSE		CREDITS
DENHY 100	Head & Neck Anatomy	2 Credits
DENHY 101	Histology/Embryology	3 Credits
DENHY 102	Prn Gen Path Syst Diseas	2 Credits
DENHY 110	Dental Radiology	2 Credits
DENHY 121	Clinical Dental Hyg &Fund I	8 Credits
DENHY 141	Procedures Seminar I	1 Credit

### WINTER QUARTER

COURSE		CREDITS
DENHY 111	Dental Radiology	3 Credits
DENHY 112	Dental Anat & Morphology	2 Credits
DENHY 120	Medical Emergencies	2 Credits
DENHY 115	Pain Control I	3 Credits
DENHY 122	Clinical Dental Hyg & Fund II	6 Credits
DENHY 142	Procedures Seminar II	1 Credit
DENHY 151	Patient Records I	1 Credit

### SPRING QUARTER

COURSE		CREDITS
DENHY 161	Patient Records I	2 Credits
DENHY 114	Oral Pathology	2 Credits
DENHY 130	Pharmacology	3 Credits
DENHY 181	Restorative Dentistry	3 Credits
DENHY 123	Clinical Dental Hyg & Fund III	6 Credits
DENHY 152	Patient Records II	1 Credit

### SUMMER QUARTER

COURSE		CREDITS
DENHY 162	Periodontology II	2 Credits
DENHY 171	Comm Dental Health Educ	2 Credits
DENHY 140	Ethics and Jurisprudence	3 Credits
DENHY 182	Restorative Dentistry II	1 Credit
DENHY 124	Clinical Dental Hyg & Fund IV	5 Credits

## DENTAL HYGIENE CORE REQUIREMENTS | SECOND YEAR

### FALL QUARTER

COURSE		CREDITS
DENHY 215	Paint Control II	1 Credit
DENHY 250	Dental Gerontology	1 Credit
DENHY 261	Periodontology III	1 Credits
DENHY 260	Special Needs Patient	3 Credits
DENHY 281	Rest Dentistry III	3 Credits
DENHY 282	Rest Preclinic & Clin	6 Credits
DENHY 221	Clinical Dental Hyg V	2 Credits
DENHY 231	Dental Hygiene Fund V	1 Credit
DENHY 241	Procedures Seminar V	1 Credit
DENHY 2511	Patient Records III	1 Credit

### WINTER QUARTER

COURSE		CREDITS
DENHY 271	Pub & Comm Dent Health	2 Credits
DENHY 283	Restorative Clinic	2 Credits
DENHY 222	Clinical Dental Hyg VI	6 Credits
DENHY 232	Dental Hygiene Fund VI	2 Credits
DENHY 242	Procedures Seminar VI	1 Credit
DENHY 278	Extramural Clinic I	1 Credit
DENHY 252	Patient Records IV	1 Credit

### SPRING QUARTER

COURSE		CREDITS
DENHY 272	Spec Cnty Dent Hlth Proj	1 Credit
DENHY 270	Professional Issues	1 Credit
DENHY 284	Restorative Clinic	2 Credits
DENHY 223	Clinical Dental Hyg VII	6 Credits
DENHY 233	Dental Hygiene Fund VII	2 Credits
DENHY 243	Procedures Seminar VII	1 Credit
DENHY 288	Extramural Clinic II	1 Credit
DENHY 253	Patient Records V	1 Credit

## *Education*

# Early Childhood Educator/ Paraeducator

AAAS (90 credits)

### Program Advisors:

**Betty Peace-Gladstone**

(206) 546-4729 • bpeace-g@shoreline.edu • Room 5384

**Tasleem Qasim**

(206) 546-4787 • tqasim@shoreline.edu

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

### DESCRIPTION

This degree is designed to provide students with the knowledge and skills necessary for employment in a variety of social service and educational agencies that serve young children and their families, such as Head Start, ECEAP, child care centers, preschools and after-school programs.

This degree provides an overview of the social, emotional, language/literacy, and intellectual development of children aged birth to eight years of age, along with specific strategies for fostering healthy development. The core curriculum and internships focus on content and professional workplace skills that include planning curriculum, guiding children, observation and assessment, and effective communication and partnerships with children, parents and co-workers. This program meets the Washington State Department of Early Learning career lattice guidelines and state licensing standards for assistant and lead positions in licensed settings. Many students who complete this degree also find successful employment as assistant teachers in Washington public school settings.

### OUTCOMES

Students who successfully complete this program - by achieving a GPA of 2.0 or better for the entire program - should be able to:

1. Observe, document and assess the behaviors and development of young children in partnership with parents and others to positively influence the development of young children.
2. Use a variety of approaches and strategies to provide rich experiences for young children.
3. Plan and implement curriculum that supports emerging language and literacy, intellectual curiosity, emotional and social development and physical development of young children.
4. Utilize knowledge of child development to guide decisions regarding interaction with and response to young children as individuals and in group settings.
5. Respond to children and families with insight regarding cultural diversity and individual variations in development.
6. Work positively with young children and staff in a group setting.
7. Provide a safe and healthy learning environment for young children.
8. Use ethical guidelines and professional standards related to early childhood practice.

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

### AAAS DEGREE

Early Childhood Educator/Paraeducator ..... 90 Credits

### GENERAL EDUCATION | 25 Credits

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
EDUC 117	Cult Rel Anti-Bias Strat	5 Credits
EDUC 118	Math in Early Education	5 Credits
or		
BUS 102	Business Math	
or		
	Any math class 100 level or higher	5 Credits
NUTR 101	Nutrition	
or		
	other approved science class	
CAST 102	Child Mistreatment & Advocacy	5 Credits
or		
CAST 285	Gender, Violence & Social Change	

### CORE ENERGY REQUIREMENTS | 52 Credits

COURSE		CREDITS
ECED& 105	Intro to Early Childhood Education	5 Credits
ECED& 107	Health, Safety & Nutrition	5 Credits
ECED& 120	Practicum-Nurturing Relationships	2 Credits
EDUC& 115	Child Development*	5 Credits
EDUC& 130	Guiding Behavior*	3 Credits
EDUC& 150	Child, Family & Community	3 Credits
ECED& 160	Curriculum Development	5 Credits
ECED& 170	Environments for Young Children	3 Credits
ECED& 180	Language & Literacy Development	3 Credits
ECED& 190	Observation & Assessment	3 Credits
EDUC& 204	Exceptional Child*	5 Credits
EDUC& 290	Internship* I	5 Credits
EDUC& 296	Internship* II	5 Credits

\*The human relations requirement is embedded in these courses.

### ELECTIVES | 13 Credits (100 LEVEL OR HIGHER)

Recommendations: CAST classes leading to CAST 15 credit certificate; other EDUC or ECED classes. Choose 13 credits from area of interest.

Note: Students must meet with advisor to complete graduation paperwork for this program.

## Special Education

AAAS (90 credits)

### Program Advisors:

**Betty Peace-Gladstone**

(206) 546-4729 • bpeace-g@shoreline.edu • Room 5384

**Tasleem Qaasim**

(206) 546-4787 • tqaasim@shoreline.edu

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

### DESCRIPTION

The Special Education AAAS degree is designed to provide students with the knowledge and skills necessary for employment in a variety of social and educational agencies. Shoreline Community College works closely with state advisory committees to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Education should follow the Education AA-DTA transfer degree planning guide.

The Special Education program provides an overview of the social, emotional, language and intellectual development of children, along with specific strategies for encouraging healthy development, with an added emphasis on working with children with exceptional children and those with special needs. The core curriculum & internships focus on developing group activities, planning curriculum, positively guiding children, and effectively communicating with children, parents, and co-workers.

### OUTCOMES

Students who successfully complete this program- by achieving a GPA of 2.0 or better for the entire program - should be able to:

1. Observe, document and assess the behaviors and development of young children in partnership with parents and others to positively influence the development of young children.
2. Use a variety of approaches and strategies to provide rich experiences for young children.
3. Plan and implement curriculum that supports emerging language and literacy, intellectual curiosity, emotional and social development and physical development of young children.
4. Utilize knowledge of child development to guide decisions regarding interaction with and response to young children as individuals and in group settings.
5. Respond to children and families with insight regarding cultural diversity and individual variations in development.
6. Work positively with young children and staff in a group setting.
7. Provide a safe and healthy learning environment for young children.
8. Use ethical guidelines and professional standards related to early childhood practice.
9. Work appropriately with exceptional children and those with special needs

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

### AAAS DEGREE

Special Education ..... 90 Credits

### CORE CURRICULUM | 25 Credits

**Note: These classes have prerequisites based upon lower level classes or placement in English and Math.**

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
MATH& 107	Math in Society	2 Credits
	or other approved math	
NUTR 101	Nutrition	5 Credits
	or other approved science class	
CAST 102	Child Mistreatment & Advocacy	5 Credits
	or	
CAST 285	Gender, Violence & Social Change	
EDUC 117	Cult Relevant Anti-Bias Strat	5 Credits

### CORE REQUIREMENTS | 52 Credits

COURSE		CREDITS
ECED& 105	Intro to Early Childhood Education	5 Credits
ECED& 107	Health, Safety & Nutrition	5 Credits
ECED& 120	Practicum-Nurturing Relationships	2 Credits
EDUC& 115	Child Development*	5 Credits
EDUC& 130	Guiding Behavior*	3 Credits
EDUC& 150	Child, Family & Community	3 Credits
ECED& 160	Curriculum Development	5 Credits
ECED& 170	Environments for Young Children	3 Credits
ECED& 180	Language & Literacy Development	3 Credits
ECED& 190	Observation & Assessment	3 Credits
EDUC& 204	Exceptional Child*	5 Credits
EDUC& 210	Best Practices in Special Education	5 Credits
EDUC& 290	Internship* I	5 Credits
EDUC& 296	Internship* II	5 Credits

### ELECTIVES | 8 Credits (100 LEVEL OR HIGHER)

*\*The human relations requirement is embedded in these courses.*

### RECOMMENDATIONS

*CAST classes leading to CAST 15 credit certificate; any other EDUC or ECED courses.*

# State Early Childhood Education Certificate of Specialization- General

*Certificate of Completion (20 credits)*

## Program Advisors:

**Betty Peace-Gladstone**

(206) 546-4729 • bpeace-g@shoreline.edu • Room 5384

**Tasleem Qasim**

(206) 546-4787 • tqasim@shoreline.edu

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

## DESCRIPTION

This program is designed to prepare students for various positions in child care, preschool and after-school programs that are licensed in the State of Washington.

This certificate provides evidence that a student has developed an understanding of the physical, intellectual, emotional and social development of children and can apply developmentally appropriate guidance and curriculum methods to meet the individual and group needs of children and their families. This certificate is designed to meet licensing requirements for a variety of positions working with young children. It is designed to meet the Washington State Career Lattice guidelines for programs that are part of the Early Achievers Initiative in Washington. All of the classes in this certificate are also required for completion of more advanced certificates and the AAAS degree in Early Childhood Education.

## OUTCOMES

Students who successfully complete this program - by achieving a GPA of 2.0 or better for the entire program - should be able to:

1. Identify, explain and apply appropriate guidance techniques and theories as an important classroom management tool.
2. Utilize knowledge of child development to guide decisions regarding interaction with and response to children as individuals and in group settings.
3. Respond to children and families with insight regarding cultural diversity and individual variations in development.
4. Work positively with young children and staff in a group setting.
5. Provide a safe and healthy learning environment for young children.
6. Use ethical guidelines and professional standards related to early childhood practice.
7. Identify and employ developmentally appropriate practices when working with children between the ages of birth and eight years.

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

## CERTIFICATE OF COMPLETION

State Early Childhood Education Certificate of Specialization  
- General ..... 20 Credits

## REQUIREMENTS | 20 Credits

Courses can be taken in any order, they need not be taken in sequence according to the course numbering.

COURSE		CREDITS
ECED& 105	Intro to Early Childhood Education	5 Credits
ECED& 107	Health, Safety & Nutrition	5 Credits
EDED& 120	Practicum-Nurturing Relationships	2 Credits
EDUC& 115	Child Development*	5 Credits
EDUC& 130	Guiding Behavior*	3 Credits

# State Early Childhood Education Certificate

*Certificate of Proficiency (47 credits)*

## Program Advisors:

### Betty Peace-Gladstone

(206) 546-4729 • bpeace-g@shoreline.edu • Room 5384

### Tasleem Qasim

(206) 546-4787 • tqasim@shoreline.edu  
www.shoreline.edu/education

## DESCRIPTION

This program is designed to prepare students in caring for and educating children from infancy to age eight in a variety of settings, with a focus on licensed settings in the State of Washington

This certificate provides evidence that a student has an understanding of and skills in working with children eight years of age and younger. Students who complete this program can apply developmentally appropriate practices in planning curriculum, managing behaviors and providing nurturing care for young children. This certificate is designed to meet the Washington State Career Lattice guidelines for programs that are part of the Early Achievers Initiative in Washington. All of the classes in this certificate are also required for completion of more advanced certificates and the AAAS degree in Early Childhood Education.

## OUTCOMES

Students who successfully complete this program - by achieving a GPA of 2.0 or better for the entire program - should be able to:

1. Observe, document and assess the behaviors and development of young children in partnership with parents and others to positively influence the development of young children.
2. Use a variety of approaches and strategies to provide rich experiences for young children.
3. Plan and implement curriculum that supports emerging language and literacy, intellectual curiosity, emotional and social development and physical development of young children.
4. Utilize knowledge of child development to guide decisions regarding interaction with and response to young children as individuals and in group settings.
5. Respond to children and families with insight regarding cultural diversity and individual variations in development.
6. Work positively with young children and staff in a group setting.
7. Provide a safe and healthy learning environment for young children.
8. Use ethical guidelines and professional standards related to early childhood practice.

www.shoreline.edu/planning for a complete planning guide.

## CERTIFICATE OF PROFICIENCY

State Early Childhood Education - Certificate ..... 47 Credits

### GENERAL EDUCATION REQUIREMENTS | 10 Credits

Note: These classes have prerequisites based upon lower level classes or placement in English and Math.

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
EDUC 118	Math in Early Education	5 Credits
or		
BUS 102	Business Math	
or		
	any Math class 100 level or higher	

### CORE COURSES | 37 Credits

COURSE		CREDITS
ECED& 105	Intro to Early Childhood Education	5 Credits
ECED& 107	Health, Safety & Nutrition	5 Credits
ECED& 120	Practicum-Nurturing Relationships	2 Credits
EDUC& 115	Child Development*	5 Credits
EDUC& 130	Guiding Behavior*	3 Credits
or		
ECED& 132	Infant and Toddler Care	5 Credits
EDUC& 150	Child, Family & Community	3 Credits
ECED& 160	Curriculum Development	5 Credits
EDUC& 170	Environments for Young Children	3 Credits

*\*The human relations requirement is embedded in these courses.*

## State Initial Early Childhood Education – Certificate

*Certificate of Completion (12 credits)*

### Program Advisors:

**Betty Peace-Gladstone**

(206) 546-4729 • bpeace-g@shoreline.edu • Room 5384

**Tasleem Qaasim**

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

### DESCRIPTION

This program is designed to prepare students for various positions in child care, preschool and after-school programs that are licensed in the State of Washington.

This certificate provides evidence that a student has learned foundational information in working with young children in a group setting. State Child Care licensing requires a minimum of three classes in Early Childhood Education for many positions. This certificate is designed to meet licensing requirements as well as the Washington State Career Lattice guidelines for programs that are part of the Early Achievers Initiative in Washington. All of the classes in this certificate are also required for completion of more advanced certificates and the AAAS degree in Early Childhood Education.

### OUTCOMES

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

1. Work positively with young children and staff in a group setting.
2. Provide a safe and healthy learning environment for young children.
3. Use ethical guidelines and professional standards related to early childhood practice.
4. Identify and employ developmentally appropriate practices when working with children between the ages of birth and eight years.

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

### CERTIFICATE OF COMPLETION

State Initial Early Childhood Education - Cert. .. 12 Credits

### REQUIREMENTS | 12 Credits

COURSE		CREDITS
ECED& 105	Intro to Early Childhood Education	5 Credits
ECED& 107	Health, Safety & Nutrition	5 Credits
ECED& 120	Practicum-Nurturing Relationships	2 Credits

## State Short Early Childhood Education Certificate of Specialization – Infants & Toddlers

*Certificate of Completion (20 credits)*

### Program Advisors:

**Betty Peace-Gladstone**

(206) 546-4729 • bpeace-g@shoreline.edu • Room 5384

**Tasleem Qaasim**

(206) 546-4787 • tqaasim@shoreline.edu

### DESCRIPTION

This program is designed to prepare students in caring for and educating children from infancy to age three in a variety of settings, with a focus on licensed settings in the State of Washington.

This certificate provides evidence that a student has developed an understanding of the physical, intellectual, emotional and social development of children who are three years of age and younger, and can apply developmentally appropriate practices in their work with children and their families. This certificate is designed to meet licensing requirements for a variety of positions working with young children. It is designed to meet the Washington State Career Lattice guidelines for programs that are part of the Early Achievers Initiative in Washington. All of the classes in this certificate are also required for completion of more advanced certificates and the AAAS degree in Early Childhood Education.

### OUTCOMES

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

1. Identify, explain and apply appropriate practices that support the growth and development of children who are three years of age and younger.
2. Utilize knowledge of child development to guide decisions regarding interaction with and response to very young children as individuals and in group settings.
3. Respond to children and families with insight regarding cultural diversity and individual variations in development.
4. Work positively with young children and staff in a group setting.
5. Provide a safe and healthy learning environment for young children
6. Use ethical guidelines and professionals standards related to early childhood practices.

### CERTIFICATE OF COMPLETION

State Ear. Child. Edu. Cert. of Special.-Inf. & Tod...20 Credits

### REQUIREMENTS | 12 Credits

COURSE		CREDITS
ECED& 105	Intro to Early Childhood Education	5 Credits
ECED& 107	Health, Safety & Nutrition	5 Credits
EDED& 120	Practicum-Nurturing Relationships	2 Credits
EDUC& 115	Child Development*	5 Credits
EDUC& 132	Infant and Toddler Care	3 Credits

\*The human relations requirement is embedded in these courses.

## Leadership Skills

*Certificate of Completion (18 Credits and minimum of 3 years participation in cooperative preschool, plus at least 1 year on preschool board.)*

### Program Advisor:

**Frances Coppa**

(206) 546-4593 • fcoppa@shoreline.edu • Room 5364

[www.shoreline.edu/parenting-education/](http://www.shoreline.edu/parenting-education/)

### DESCRIPTION

The certificate is designed for students who have demonstrated leadership skills in addition to effective parenting skills through participation in a college-affiliated cooperative preschool. This certificate provides training for parents (or parent figures) in a laboratory setting. In addition to parenting skills in child development, family relationships, and related topics that lead to effective parenting, this certificate includes leadership skills. Students earning this certificate take on additional responsibilities as members of the preschool board.

Students who earn this certificate should be able to demonstrate leadership skills that may include organizing and implementing activities/events, delegating tasks, facilitating meetings, keeping records, and problem solving.

### OUTCOMES

Students who successfully complete this certificate should be able to:

1. Work cooperatively with other members of the preschool board and Parenting Education faculty.
2. Communicate effectively with preschool parents, preschool board members, and Parenting Education faculty.
3. Complete tasks in a professional and timely manner.
4. Maintain confidentiality and respect for others.

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

### CERTIFICATE OF COMPLETION

Leadership Skills ..... 18 Credits

### REQUIREMENTS | 18 Credits

COURSE	CREDITS
<b>.5 Credit Courses</b>	
PARED 194	.5 Credits
<b>1 Credit Courses</b>	
PARED 184      Preschool 1: 0 - 5	1 Credit
PARED 185      Preschool 2: 0 - 5	1 Credit
PARED 186      Preschool 3: 0 - 5	1 Credit
<b>2 Credit Courses</b>	
PARED 114      Preschool 1: 0 - 1, 1 Day	2 Credits
PARED 115      Preschool 2: 0 - 1, 1 Day	2 Credits
PARED 116      Preschool 3: 0 - 1, 1 Day	2 Credits
PARED 124      Preschool 1: 1 - 2, 1 Day	2 Credits
PARED 125      Preschool 2: 1 - 2, 1 Day	2 Credits
PARED 126      Preschool 3: 1 - 2, 1 Day	2 Credits
PARED 134      Preschool 1: 2 - 3, 1 Day	2 Credits
PARED 135      Preschool 2: 2 - 3, 1 Day	2 Credits
PARED 136      Preschool 3: 2 - 3, 1 Day	2 Credits
PARED 137      Preschool 1: 2 - 3, 2 Day	2 Credits
PARED 138      Preschool 2: 2 - 3, 2 Day	2 Credits
PARED 139      Preschool 3: 2 - 3, 2 Day	2 Credits
PARED 164      Preschool 1: 3 - 5, 2 Day	2 Credits
PARED 165      Preschool 2: 3 - 5, 2 Day	2 Credits
PARED 166      Preschool 3: 3 - 5, 2 Day	2 Credits
PARED 174      Preschool 1: 1 - 4, 1 Day	2 Credits
PARED 175      Preschool 2: 1 - 4, 1 Day	2 Credits
PARED 176      Preschool 3: 1 - 4, 1 Day	2 Credits
PARED 177      Preschool 1: 1 - 4, 2 Day	2 Credits
PARED 178      Preschool 2: 1 - 4, 2 Day	2 Credits
<b>3 Credit Courses</b>	
PARED 144      Preschool 1: 3 - 4, 3 Day	3 Credits
PARED 145      Preschool 2: 3 - 4, 3 Day	3 Credits
PARED 146      Preschool 3: 3 - 4, 3 Day	3 Credits
PARED 154      Preschool 1: 4 - 5, 3 Day	3 Credits
PARED 155      Preschool 2: 4 - 5, 3 Day	3 Credits
PARED 156      Preschool 3: 4 - 5, 3 Day	3 Credits
PARED 157      Preschool 1: 5 - 6, 3 Day	3 Credits
PARED 158      Preschool 2: 5 - 6, 3 Day	3 Credits
PARED 159      Preschool 3: 5 - 6, 3 Day	3 Credits
PARED 167      Preschool 1: 3 - 5, 3 Day	3 Credits

## *Education*

PARED 168	Preschool 2: 3 - 5, 3 Day	3 Credits
PARED 169	Preschool 3: 3 - 5, 3 Day	3 Credits
<b>Variable Credit Courses</b>		
PARED 191	Special Topics in Pared	1 Credit
PARED 192	Special Topics in Pared	2 Credits
PARED 193	Special Topics in Pared	3 Credits
PARED 297	Individual Project in Pared	1 Credit
PARED 298	Individual Project in Pared	2 Credits

### Parenting Skills

*Certificate of Completion (12 Credits and minimum of 2 years participation in cooperative preschool)*

#### Program Advisor:

**Frances Coppa**

(206) 546-4593 • [fcoppa@shoreline.edu](mailto:fcoppa@shoreline.edu) • Room 5364

[www.shoreline.edu/parenting-education/](http://www.shoreline.edu/parenting-education/)

#### DESCRIPTION

The certificate is designed for students who have demonstrated effective parenting skills through participation in a college-affiliated cooperative preschool. This certificate provides training for parents (or parent figures) in laboratory setting. It enhances skills in child development, family relationships, and related topics that lead to effective parenting.

Students who earn this certificate will be able to demonstrate parenting skills that include knowledge of child development, effective communication with young children, positive guidance techniques, ability to foster socio-emotional and cognitive skills, and creation of a positive environment for early learning.

#### OUTCOMES

Students who successfully complete this certificate should be able to:

1. Describe young children in terms of physical, social, emotional, and cognitive development.
2. Demonstrate cooperative strategies for working with young children and adults in a group setting.
3. Use developmentally appropriate and supportive language when communicating with young children.
4. Evaluate and apply appropriate guidance techniques with young children.
5. Demonstrate an understanding of how children learn through play.
6. Plan and implement curriculum for young children.
7. Identify a variety of viewpoints on parenting and child development issues.
8. Understand the influence of culture, language, gender, birth order, and other factors in child development and parenting practices.
9. Access parenting information and resources from a variety of sources.  
*[www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide.*

### CERTIFICATE OF COMPLETION

Parenting Skills ..... 12 Credits

### REQUIREMENTS | 12 Credits

<b>COURSE</b>	<b>CREDITS</b>
<b>.5 Credit Courses</b>	
PARED 194	.5 Credits
<b>1 Credit Courses</b>	
PARED 184	1 Credit
PARED 185	1 Credit
PARED 186	1 Credit
<b>2 Credit Courses</b>	
PARED 114	2 Credits
PARED 115	2 Credits
PARED 116	2 Credits
PARED 124	2 Credits
PARED 125	2 Credits
PARED 126	2 Credits
PARED 134	2 Credits
PARED 135	2 Credits
PARED 136	2 Credits
PARED 137	2 Credits
PARED 138	2 Credits
PARED 139	2 Credits
PARED 164	2 Credits
PARED 165	2 Credits
PARED 166	2 Credits
PARED 174	2 Credits
PARED 175	2 Credits
PARED 176	2 Credits
PARED 177	2 Credits
PARED 178	2 Credits
PARED 179	2 Credits
<b>3 Credit Courses</b>	
PARED 144	3 Credits
PARED 145	3 Credits
PARED 146	3 Credits
PARED 154	3 Credits
PARED 155	3 Credits
PARED 156	3 Credits
PARED 157	3 Credits
PARED 158	3 Credits

PARED 159	3 Credits
PARED 167	3 Credits
PARED 168	3 Credits
PARED 169	3 Credits

**Variable Credit Courses**

PARED 191
PARED 192
PARED 193
PARED 291
PARED 292
PARED 293
PARED 297
PARED 298
PARED 299

## **Health Information Technology (Online)**

AAAS (92-94 credits)

### **Program Advisors:**

**Ellen Cadwell, RHIA** (advises last names A-L)

(206) 546-4757 • [ecadwell@shoreline.edu](mailto:ecadwell@shoreline.edu)

**Gloria Anderson, Med, RHIA, CCS** (advises last names M-Z)

(206) 546-4707 • [ganderso@shoreline.edu](mailto:ganderso@shoreline.edu)

[www.shoreline.edu/virtual-campus/hiim/](http://www.shoreline.edu/virtual-campus/hiim/)

### **DESCRIPTION**

The Associate in Applied Arts and Sciences degree is designed to provide students with the knowledge and skills in specific career fields to enter the workforce directly upon completion of the degree. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand.

Health Information Technology is the collection of health information and the management of patient records. Technicians monitor the accuracy of records, analyzing for quality of care and proper documentation. They assign numerical codes for diagnoses and medical procedures. They compile data for medical registries and use statistics to prepare clinical reports. Technicians are also responsible for ensuring authorized access to medical records, protecting the confidentiality of patient information. The Health Care Information Technology program is offered only online and is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).

### **OUTCOMES**

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program and program prerequisites - should have a working knowledge of:

1. Medical and clinical terminology, anatomy and physiology, human diseases and pharmacology.
2. Health care delivery and information systems for hospitals and other health care facilities.
3. Patient clinical records contents and current practices in coding and classification systems.
4. Components of fee setting, prospective payment systems and how to optimize insurance reimbursements.
5. Medicare, Medicaid and private insurance requirements and billing procedures for various health care facilities.
6. Computer applications and internet use in health care, electronic health records, and personal computer software programs (MS Word, Excel, Access, PowerPoint, and flowcharting).
7. Legal and ethical issues related to health care information, including the release and security of confidential data.
8. Collection and analysis of health care statistics for research, cancer and other disease based registries.
9. Management principles for the health information supervisor.

## PREREQUISITE

MATH 098 Intermediate Algebra I or equivalent placement test score, ENGL& 101 English Composition, BIOL& 170 Human Biology and computer literacy (basic computer application skills including working in PC Windows environment). A separate initial admissions process is required. Acceptance into Shoreline Community College does not guarantee acceptance into the Health Information Technology program. Early application to the program is advised. Students are required to submit a Criminal and Government Agency Background Check to complete the clinical practicum requirement and work in a health care setting.

## ACADEMIC REQUIREMENTS

Students are required to maintain a grade of 2.0 in ALL courses. Strong English grammar skills are essential for the program and profession. Since courses are not offered every quarter and some courses require prerequisites, students MUST confer with an HIIM Advisor to develop an academic plan. Check program website for advisor information and access to required computer hardware and software.

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

## AAAS DEGREE

Health Information Technology ..... 92-94 Credits

### GENERAL EDUCATION REQUIREMENTS | 13-15 Credits

COURSE		CREDITS
<b>Multicultural Understanding:</b>		
BUS 103	Multiculturalism in Workplace	3 Credits
or		
MCS 105	Introduction to Multicultural Studies	5 Credits
<b>Quantitative/Symbolic Reasoning:</b>		
BUSTC 150	Excel 2016	5 Credits
<b>Human Relations:</b>		
HIIM 224	Mgmt. for Health Info. Supervisors	5 Credits

### CORE REQUIREMENTS | 79 Credits

COURSE		CREDITS
BUSTC 170	Access 2016	5 Credits
HIIM 120	Surv of Health Care Delivery	4 Credits
HIIM 125	Hospital/Clinic Records	5 Credits
HIIM 134	Medical Terminology	5 Credits
HIIM 154	Medical Reimbursement Systems	5 Credits
HIIM 170	Legal Aspects of Health Care	4 Credits
HIIM 171	Basic ICD-10 Coding	5 Credits
HIIM 172	CPT Coding	5 Credits
HIIM 173	Intermediate Medical Coding	5 Credits
HIIM 174	Pharmacology	3 Credits
HIIM 175	Human Diseases	5 Credits
HIIM 219	Health Care Statistics	4 Credits
HIIM 220	Quality Improvement in Health Care	5 Credits
HIIM 225	Computers in Health Care	5 Credits
HIIM 226	Alternative Care Record Systems	4 Credits
HIIM 228	Medical Coding Practicum	2 Credits
HIIM 234	Professional Practice Experience	4 Credits
HIIM 235	Health Info. Tech. Capstone Course	4 Credits

## Medical Coding & Reimbursement Specialist (Online)

*Certificate of Proficiency (60-63 credits)*

### Program Advisors:

**Ellen Cadwell, RHIA** (advises last names A-L)

(206) 546-4757 • [ecadwell@shoreline.edu](mailto:ecadwell@shoreline.edu)

**Gloria Anderson, Med, RHIA, CCS** (advises last names M-Z)

(206) 546-4707 • [ganderso@shoreline.edu](mailto:ganderso@shoreline.edu)

[www.shoreline.edu/virtual-campus/hiim/](http://www.shoreline.edu/virtual-campus/hiim/)

### DESCRIPTION

The Certificate of Proficiency is designed to provide students with basic knowledge and skills in specific career fields to enter the workforce directly upon completion of the certificate or to seek advanced study in the field. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers.

Medical coding and reimbursement involves understanding and interpretation of medical records with detailed information regarding diseases, injuries, surgical operations and other medical procedures. Medical Coding Specialists assign codes using the International Classification of Diseases and current procedural and clinical terminology. They handle all components of claims processing, including management of disputed, rejected and delayed claims. The Medical Coding and Reimbursement Specialist program is offered only online and approved by the American Health Information Management Association (AHIMA).

### OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program and program prerequisites - should be able to:

1. Read and interpret patient medical records.
2. Accurately assign diagnostic and procedural codes according to professional and federal coding guidelines.
3. Complete insurance, Medicare and Medicaid claim forms.
4. Apply privacy and security regulations to protect confidential health care records and billing data.
5. Use manual and computerized encoders and grouping systems to determine prospective payment systems in various healthcare settings.
6. Use computer software programs, including electronic health record software and automated accounting systems.

### PREREQUISITE

MATH 098 Intermediate Algebra or equivalent placement, ENGL& 101 English Composition, BIOL& 170 Human Biology and basic computer application skills, including working in a PC Windows environment. A separate initial admissions process is required. Acceptance into Shoreline Community College does not guarantee acceptance into the Health Informatics and Information Management programs. Early application to the program is advised as space is limited.

## ACADEMIC AND PROGRAM REQUIREMENTS

Students are required to maintain a grade of 2.0 in ALL courses. Strong English grammar skills are essential for the program and profession. Since courses are not offered every quarter and some courses require prerequisites, students MUST confer with an HIIM Advisor to develop an academic plan. Check program website for advisor information and access to required computer hardware and software.

## ADDITIONAL INFORMATION

The final coding course is the Medical Coding Practicum. Students will code 50 - 100 medical charts. Students wishing to continue on to obtain an Associate in Applied Arts and Sciences degree in Health Information Technology must meet with their advisor and apply to the program.

## PROFESSIONAL CERTIFICATIONS

Graduates are eligible to write the certification examination offered by the American Health Information Management Association (AHIMA) for Certified Coding Specialist-Physician's Office (CCS-P), or the entry-level Certified Coding Associate (CCA). They are also eligible to write the American Academy of Professional Coders Certified Professional Coding (CPC, CPC-H) examinations. The AHIMA mastery-level Certified Coding Specialist (CCS) examination for inpatient coding is also available.

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

## CERTIFICATE OF PROFICIENCY

Medical Coding & Reim. Specialist (Online) ..... 60-63 Credits

### GENERAL EDUCATION REQUIREMENTS | 2-5 Credits

COURSE		CREDITS
<b>Human Relations:</b>		
BUS 105	Essentials of Human Relations	2-5 Credits
or		
BUS 104	Human Relations	
or		
HIIM 224	Mgmt for Health Infor. Supervisors (for dual enrollment in MCRS and HIT)	

### CORE REQUIREMENTS | 58 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
HIIM 120	Surv of Health Care Delivery	4 Credits
HIIM 125	Hospital/Clinic Records	5 Credits
HIIM 134	Medical Terminology	5 Credits
HIIM 154	Medical Reimbursement Systems	5 Credits
HIIM 170	Legal Aspects of Health Care	4 Credits
HIIM 171	Basic ICD-10 Coding	5 Credits
HIIM 172	CPT Coding	5 Credits
HIIM 173	Intermediate Medical Coding	5 Credits
HIIM 174	Pharmacology	3 Credits
HIIM 175	Human Diseases	5 Credits
HIIM 225	Computers in Health Care	5 Credits
HIIM 228	Medical Coding Practicum	2 Credits

## Basic Manufacturing

Certificate of Completion (20 credits)

### Program Advisors:

**Ken Smith**

(206) 546-6969 • [ksmith2@shoreline.edu](mailto:ksmith2@shoreline.edu) • Room 2501F

### Program Navigator:

(206) 546-6657 • [manufacturing@shoreline.edu](mailto:manufacturing@shoreline.edu)

### DESCRIPTION

Shoreline Community College offers a one-quarter course of study leading to a Certificate of Completion (CC) in Basic Manufacturing. The program uses the innovative I-BEST approach to instruction, so students learn math for manufacturing with extra help as needed. Students interested in advanced knowledge and skills are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Manufacturing. Students pursuing a four-year baccalaureate degree in Engineering should follow the Engineering Associate in Science (AS) direct transfer degree planning guide.

The Certificate in Basic Manufacturing provides students with entry-level manufacturing skills and a foundation for certificates and two-year degrees in other manufacturing specialty areas. The Certificate in Basic Manufacturing builds on the learning outcomes identified below, which are identified by Washington State employers as important components within the manufacturing industry.

### OUTCOMES

Students who successfully complete this program – by achieving a grade of 2.0 or better – should be able to:

1. Work effectively in a manufacturing environment.
2. Demonstrate knowledge of Statistical Process Control (SPC).
3. Contribute to the maintenance of a safe and healthy work environment.
4. Read blueprints.
5. Demonstrate basic and precision measurement methods.
6. Operate machine and hand powered tools, powered and non-powered.

### PREREQUISITE

Placement into EAP 090 or EAPAB 090. ESL students should be at a level 4 or 5 to enter the program.

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

### CERTIFICATE OF COMPLETION

Basic Manufacturing ..... 20 Credits

### REQUIREMENTS | 12 Credits

COURSE	CREDITS
MFGT 105 Manufacturing Technology (Certificate in Basic Manufacturing)	20 Credits

## Principles of Precision Machining

*Certificate of Completion (40 credits)*

### Program Advisors:

**Keith Smith**

(206) 546-6969 • ksmith2@shoreline.edu •

Room 2501F

### Program Navigator:

(206) 546-6657 • manufacturing@shoreline.edu

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

### DESCRIPTION

The certificate in Principles of Precision Machining is a 40 credit, two-quarter course of study that provides students with entry-level manufacturing skills and a foundation to pursue other certificates and two-year degrees in other manufacturing specialty areas. The program uses the innovative I-BEST approach to instruction, so students learn math for manufacturing with extra help as needed. The certificate in Principles of Precision Machining builds on the nine Learning Outcomes listed below. Each Learning Outcome also represents an important component of the manufacturing industry, as identified by Washington State employers.

This is a two quarter program which trains students for entry level positions as CNC (Computer Numerical Control) Machinists. The skills and knowledge are taught using hands-on, practical techniques.

### OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program-should be able to:

1. Work effectively in a manufacturing environment.
2. Use systems to support the manufacturing business to meet the needs of internal and external customers.
3. Participate and contribute to the effectiveness of teams.
4. Understand Statistical Process Control (SPC).
5. Use fundamental skills in (writing, reading, math, speaking, listening and computing) to meet the needs of the workplace.
6. Gather, interpret and use data consistently and accurately to make decisions and take action.
7. Contribute to the maintenance of a safe and healthy work environment.
8. Read blueprints.
9. Demonstrate basic and precision measurement methods

### PREREQUISITE

Placement into EAP 090 or EAPAB 090.

### CERTIFICATE OF COMPLETION

Principles of Precision Machining ..... 40 Credits

### REQUIREMENTS | 40 Credits

COURSE		CREDITS
MFGT 105	Basic Manufacturing	20 Credits
MFGT 106	Intermediate Manufacturing	20 Credits

SHORELINE COMMUNITY COLLEGE

## Manufacturing/Machinist Technology

*AAAS (96-105 credits)*

*Certificate of Proficiency (60 credits)*

### Program Advisors:

**Keith Smith**

(206) 546-6969 • ksmith2@shoreline.edu • Room

2501F

### Program Navigator:

(206) 546-6657 • manufacturing@shoreline.edu

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

### DESCRIPTION

The Manufacturing/Machinist Associate in Applied Arts and Sciences degree or Certificate of Proficiency is designed to prepare qualified individuals for entry into the job market as a Manufacturing Technician. The program uses the innovative I-BEST approach to instruction, so students learn math for manufacturing with extra help as needed. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Engineering should follow the Engineering AS transfer degree planning guide.

This is an intensive program covering the basic set up and operation of machines, blueprint reading, shop mathematics, machine tool theory, inspection, surface plate techniques, and Statistical Process Control (SPC). Specialist courses include Computer Aided Manufacturing (CAM), Computer Numerical Control Programming (CNC), and Rapid Prototyping. Students will be involved in producing and machining industry parts.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Perform entry-level tasks as a machinist; program basic machine tools to perform routine machining functions.
2. Use mathematics skills to solve basic manufacturing problems.
3. Safely set-up mills and turning tools making tool length and work piece offsets.
4. Apply teamwork, inspection and SPC to manufacturing problems.
5. Utilize properties of materials and establish correct speed of tool rotation and feed rate of forward motion.
6. Interpret mechanical blueprints.
7. Use current software for computer assisted machining.

### PREREQUISITE

AAAS requires completion of the Certificate of Proficiency. Many classes are variable credit and lab time is arranged with the instructor. ESL students should be at level 4 or 5 to enter the program. Please work closely with instructors or program advisors.

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

# Manufacturing

## AAAS DEGREE

Manufacturing/Machinist Technology ..... 96-105 Credits

### GENERAL EDUCATION REQUIREMENTS | 12-15 Credits

COURSE		CREDITS
BTWRT 215 or ENGL& 101	Bus Communications  English Composition 1	5 Credits
BUS 105, BUS 250, BUSTC 114, CMST& 101	Human Relations	2-5 Credits
CMST 203, GWS 284, HIST 245, MCS 105, EDUC 117	Multicultural Education	5 Credits

### REQUIRED CORE COURSES | 60 Credits

COURSE		CREDITS
MFGT 105	Basic Manufacturing	20 Credits
MFGT 106	Intermediate Manufacturing	20 Credits
MFGT 120	Manufacturing Technology Applications	20 Credits

### CHOOSE BETWEEN 24-30 CREDITS:

COURSE		CREDITS
MFGT 155	Quality Assurance	5 Credits
MFGT 156	Quality Assurance II	5 Credits
MFGT 196	Manufacturing Internship	9 Credits
MFGT 215	Mfgt Technology Programming	6 Credits
MFGT 220	Computer Aided Mfgt (CAM)	6 Credits
MFGT 225	Introduction to Additive Mfgt	3 Credits
MFGT 227	Advanced CAD/CAM Programming	5 Credits
MFGT 244	Preventive Maintenance	3 Credits
MFGT 245	10-Hour OSHA	1 Credit
MFGT 246	Mechanical Maintenance	5 Credits
MFGT 247	Motive Maintenance	5 Credits
MFGT 248	Control Maintenance	5 Credits
MFGT 249	Maintenance Internship	9 Credits
MFGT 280	Robotic Certification	5 Credits
MFGT 296	CAM Internship	9 Credits
ENGR 205	SolidWorks	3 Credits

## CERTIFICATE OF PROFICIENCY

Manufacturing/Machinist Technology ..... 60 Credits

### CORE CURRICULUM | 60 Credits

COURSE		CREDITS
MFGT 105	Basic Manufacturing	20 Credits
MFGT 106	Intermediate Manufacturing	20 Credits
MFGT 120	Manufacturing Technology Applications	20 Credits

## Machine Maintenance

*Certificate of Completion (16 credits)*

### Program Advisors:

**Keith Smith**

(206) 546-6969 • ksmith2@shoreline.edu • Room 2501F

### Program Navigator:

(206) 546-6657 • manufacturing@shoreline.edu

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

### DESCRIPTION

The certificate in Machine Maintenance is a sixteen-credit, three-quarter program intended to help meet the needs of the manufacturing industry for machine maintenance personnel by providing workers with the basic knowledge and skills necessary to successfully enter this field. By combining an understanding of fundamental principles with practical skills, the three core courses in this program show how to maintain, troubleshoot, and repair the major systems found in modern manufacturing machines. OSHA 10-Hour General Industry Safety is included as a required course in this program in recognition of the fact that machines are safest when they are operating as intended, but can become more hazardous when being maintained.

Modern manufacturing relies on complex machines whose maintenance requires an understanding of a broad range of topics that includes electricity, pumps, motors, computers, hydraulics, electronics, and power transmission to name just a few. This program provides a fundamental understanding of these topics, along with development of practical skills in troubleshooting and repair.

### OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program-should be able to:

1. Apply all necessary safety measures in the performance of machine maintenance activities.
2. Use technical documents to find information necessary to perform machine maintenance.
3. Discuss the importance of regularly scheduled machine maintenance.
4. Demonstrate an understanding of basic mechanical principals, fluid power, motor theory, electrical fundamentals, and electronic controls as applied to manufacturing machines.
5. Demonstrate a thorough understanding of the major systems of manufacturing machines.
6. Level and align machines.
7. Perform proper lubrication and coolant maintenance.
8. Use basic electrical test equipment.
9. Use machine troubleshooting techniques.
10. Conduct and document maintenance activities, and demonstrate an understanding of the end conditions of a maintenance activity, including how to verify machine operability.
11. Attain the OSHA 10-Hour General Industry Safety Certification.

# Manufacturing

12. Be prepared to take examinations for applicable National Institute for Metalworking Skills (NIMS) Machine Building, Maintenance, Service and Repair Certifications.

## PREREQUISITE

Satisfactory completion of MFGT 120 with a grade of 2.0 or better, or Instructor permission.

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

## CERTIFICATE OF COMPLETION

Machine Maintenance ..... 16 Credits

## REQUIREMENTS | 12 Credits

COURSE		CREDITS
MFGT 245	10-Hour OSHA	1 Credit
MFGT 246	Mechanical Maintenance	5 Credits
MFGT 247	Motive Maintenance	5 Credits
MFGT 248	Control Maintenance	5 Credits

## Quality Assurance

*Certificate of Completion (10 credits)*

### Program Advisors:

**Keith Smith**

(206) 546-6969 • [ksmith2@shoreline.edu](mailto:ksmith2@shoreline.edu) • Room 2501F

### Program Navigator:

(206) 546-6657 • [manufacturing@shoreline.edu](mailto:manufacturing@shoreline.edu)

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

## DESCRIPTION

The certificate in Quality Assurance is a ten-credit two-quarter course of study intended to not only meet the needs of the manufacturing industry for inspectors and quality assurance personnel, but also to provide the field with manufacturing technicians who are better trained in how to make quality parts. In addition to learning practical measurement and inspection techniques that can be applied to verify that the parts they are making meet the customers' needs, students will gain a deeper understanding of process control and what it means to make a quality product.

Quality Assurance is about keeping the customer happy ... and staying in business. This program provides an awareness of the concepts, theories, and practices of quality as they relate to today's manufacturing environment, with the goal of preparing students to achieve national quality inspection certification such as the American Society for Quality Certified Quality Inspector.

## OUTCOMES

Students who successfully complete this program -by achieving a grade of 2.0 or better for each individual course in the program-should be able to:

1. Define quality and discuss its role in manufacturing today, including its impact on cost and the customer.
2. Demonstrate knowledge of basic quality philosophies, concepts, terms and their definitions.
3. Interpret and analyze technical drawings, including Geometric Dimensioning and Tolerancing (GD&T), and apply inspection tools and techniques to verify the acceptability of manufactured parts.
4. Use a wide range of metrology equipment properly.
5. Apply technical mathematics and basic statistics in solving quality inspection problems.
6. Identify non-conforming material and initiate resolution.
7. Apply a variety of quality assurance tools, concepts, and inspection and test methods to solve quality inspection challenges.
8. Show familiarity with requirements found in flight-safety and other standards applicable to machined parts, including the concept of traceability as it applies to materials, calibration, and finished products.
9. Understand the importance of attention to detail, personal integrity, interpersonal skills, and effective communication in quality assurance.
10. Be prepared to take the American Society for Quality (ASQ) Certified Quality Inspector (CQI) examination.

# Manufacturing / Medical Laboratory Technician

## PREREQUISITE

Satisfactory completion of MFGT 120 with a grade of 2.0 or better, or Instructor permission.

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

## CERTIFICATE OF COMPLETION

Quality Assurance ..... 10 Credits

## REQUIREMENTS | 10 Credits

COURSE		CREDITS
MFGT 155	Quality Assurance Fund.	5 Credits
MFGT 156	Quality Inspector Prep.	5 Credits

## Medical Laboratory Technology

AAAS (114 credits)

Certificate of Proficiency (67 credits)

### Program Advisors:

#### MLT Faculty

(206) 546-6947 • Room 2328

#### Sue Seegers:

(206) 546-4710 • [sseegers@shoreline.edu](mailto:sseegers@shoreline.edu)

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

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).

#### NAACLS

5600 N. River Rd, Suite 720

Rosemont IL 60018-5119

phone: (773) 714.8880; fax: (773) 714.8886

email: [info@naacls.org](mailto:info@naacls.org)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree and Certificate are designed to provide students with the knowledge and skills to work in clinical laboratories as a Medical Laboratory Technician (MLT). Upon completion of the degree, graduates are eligible to take the national MLT certification exam. Certification is a requirement for working in the healthcare field. Shoreline Community College works with clinical affiliates, an MLT advisory committee and accreditation guidelines to make sure students receive the knowledge and skills currently in demand for employment.

Medical Laboratory personnel examine, analyze and test clinical specimens such as blood and body fluids to aid in the detection, diagnosis and treatment of disease. Medical Laboratory Technicians perform routine laboratory testing and assigned tasks with quality control and quality assurance. The MLT program provides students with a foundation in general education and science courses required before entrance into the program. The professional year covers areas of routine medical laboratory technology through lecture/symposium, eLearning support and student laboratory classes. Students then complete laboratory practicum training in medical laboratories. MLT program graduates are eligible to take the national certification examinations for Medical Laboratory Technician.

### OUTCOMES

Students who successfully complete this program - by obtaining grade of 2.0 or better for each individual course in this program - should be able to:

1. Perform routine laboratory testing and procedures in a clinical laboratory.
2. Work effectively in a clinical laboratory setting with co-workers, healthcare staff and patients.
3. Recognize and evaluate normal/abnormal test results and take appropriate action.
4. Perform quality control and evaluate results.
5. Operate routine laboratory equipment and analyzers.

# *Medical Laboratory Technician*

6. Recognize and comply with workplace practices and policies, such as safety and patient confidentiality.

7. Demonstrate a professional work ethic.

## **PREREQUISITE**

For the AAAS degree program, placement into English and Math courses is required. Credit in the physical sciences may be applied if earned within the past ten years. Exceptions may be made on an individual basis. For the Certificate of Proficiency, students must have an Associate or Bachelor's degree or higher and meet the MLT prerequisite courses; Proof of current Healthcare Provider (CPR & AED) and ENGL& 101 or equivalent.

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

## **AAAS DEGREE**

Medical Laboratory Technology ..... 114 Credits

### **GENERAL EDUCATION REQUIREMENTS | 13 Credits**

<b>COURSE</b>	<b>CREDITS</b>
ENGL& 101      English Composition I	5 Credits
<u>Quantitative/Symbolic Reasoning:</u>	
MATH 099      Intermediate Algebra	5 Credits
or	
Approved Alternative	
<u>Multicultural Understanding:</u>	
BUS 103      Multiculturalism in the Workplace	3 Credits
or	
Approved Alternative	

### **PROGRAM CORE COURSES | 34 Credits**

<b>COURSE</b>	<b>CREDITS</b>
Human	Relations:
BUS 105      Essentials of Human Relations	2 Credits
or	
Approved Alternative	
BIOL& 170      Human Biology	5 Credits
BIOL& 211      Majors Cellular Biology	5 Credits
BIOL& 260      Microbiology	5 Credits
CHEM& 121      Intro to Chemistry	5 Credits
CHEM& 131      Intro to Organic/Biochem	5 Credits
MLT 123      AIDS Education	1 Credit

#### **Spring Quarter Prior to Professional Year**

MLT 181      Intro to Medical Lab Proc.	4 Credits
MLT 182      Lab: Medical Lab Proc.	2 Credits

Also complete all requirements of the Certificate of Proficiency

## **CERTIFICATE OF PROFICIENCY**

Medical Laboratory Technology ..... 67 Credits

## **DESCRIPTION**

Students who already have an Associate degree or higher can apply to the professional year of the program, provided they have completed the Program Core Requirements listed above including BUS 105 Human Relations and ENGL& 101 English Composition. A minimum 2.0 grade is required in prerequisite courses. If the degree earned is from a college outside of the U.S. and courses were not taken in English, then the ENGL& 101 requirement must be met.

## **PREREQUISITE SEQUENCE**

MLT prerequisite courses MLT 181 and 182 are only offered Spring Quarter.

Recommend no more than two science courses or a science and math course per quarter.

Follow prerequisite course sequence:

English Sequence:

ENGL 90, EAP 99 or ENGL 99, ENGL& 101

Math Sequence:

MATH 60, MATH 70, MATH 98, MATH 99

Science Sequence:

MATH 99, CHEM& 121, BIOL&211 and CHEM& 131, BIOL& 260

## **ADDITIONAL INFORMATION**

MLT Program applications are due May 10th. Selection to the Professional year of the MLT program is based on successful completion of academic prerequisite requirements. Acceptance is limited by the number of clinical spaces for practicum training. Students accepted into the program must be full time students and submit a health assessment form, criminal background check, documentation of vaccinations, health insurance and CPR for Healthcare Providers. The MLT program application can be found at [www.shoreline.edu/MedicalLab01.aspx](http://www.shoreline.edu/MedicalLab01.aspx).

[http://explorehealthcareers.org/en/Career/28/Clinical\\_Laboratory\\_ScientistTechnician](http://explorehealthcareers.org/en/Career/28/Clinical_Laboratory_ScientistTechnician)

[www.bls.gov/ooh/healthcare/medical-and-clinical-laboratory-technologists-and-technicians.htm](http://www.bls.gov/ooh/healthcare/medical-and-clinical-laboratory-technologists-and-technicians.htm)

# Medical Laboratory Technology

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**PROFESSIONAL YEAR | 67 Credits**

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COURSE		CREDITS
<b>Fall Quarter</b>		
MLT 221	Hematology Lecture	6 Credits
MLT 231	Hematology Laboratory	3 Credits
MLT 225	Clinical Immunology Lecture	4 Credits
MLT 235	Clinical Immunology Laboratory	2 Credits
MLT 233	Parasitology & Mycology Lab	1 Credit
<b>Winter Quarter</b>		
MLT 200	Phlebotomy Skills	1 Credit
MLT 222	Clinical Chemistry Lecture	6 Credits
MLT 232	Clinical Chemistry Laboratory	3 Credits
MLT 224	Clinical Microbiology Lecture	5 Credits
MLT 234	Clinical Microbiology Laboratory	3 Credits
<b>Spring or Fall Quarter</b>		
MLT 241	Hematology Practicum	6 Credits
MLT 242	Chemistry Practicum	6 Credits
MLT 244	Microbiology Practicum	6 Credits
MLT 132	Phlebotomy Practicum	2 Credits
<b>Summer Quarter</b>		
MLT 245	Integrated Immunoematology	10 Credits
MLT 223	Parasitology & Mycology Lecture	3 Credits

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## Phlebotomy

*Certificate of Completion (13 credits)*

### Program Advisor:

#### Sue Seegers:

(206) 546-4710 • [sseegers@shoreline.edu](mailto:sseegers@shoreline.edu)  
[www.shoreline.edu/phlebotomy](http://www.shoreline.edu/phlebotomy)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion in Phlebotomy leading to entry level positions in the Phlebotomy field. Students interested in advancement are encouraged to enroll in a longer course of study to complete an Associate in Applied Arts and Science Degree (AAAS) in Medical Laboratory Technology. Students interested in a four-year baccalaureate degree in Medical Technology should follow the Associate in Science Transfer (AS-T) planning guide.

Phlebotomy is the practice of drawing blood for analysis, donation or medical testing. Students in the Phlebotomy program learn the essentials of drawing blood, including blood collection equipment, safety and infection control, and specimen processing. Upon successful completion of didactic and student lab practice, students can register for a practicum training experience.

### OUTCOMES

Students who successfully complete this certificate – by obtaining a grade point average of 2.0 or better for each individual course- should be able to:

1. Understand the role of the phlebotomist in health care settings.
2. Safely collect, process and store blood samples.
3. Communicate and work effectively with a culturally diverse population.

### PREREQUISITE

High school education or equivalent; ENGL 099; Recommend EAP 099 or EAPAB 099 for non-native speakers. Students are required to submit an application. Admission to the Phlebotomy program is required to register for MLT classes.

### CERTIFICATION/WA STATE LICENSE INFORMATION

#### MA-Phlebotomist Certification through WA ST Department of Health:

[www.doh.wa.gov/Portals/1/Documents/Pubs/651007.pdf](http://www.doh.wa.gov/Portals/1/Documents/Pubs/651007.pdf)

#### American Society for Clinical Pathology (ASCP) Certification:

<https://www.ascp.org/content/Board-of-Certification>

### RECOMMENDATIONS

Consider taking additional classes to enhance your knowledge and skills. Courses include:

HIIM 134	Medical Terminology
BIOL& 170	Human Anatomy
BUSTC 101	Beginning Keyboarding
CIS 105	Computer Applications
CIS 102	Computer Preparation
BUS 104	Human Relations
BUS 105	Essentials of Human Relations

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

**CERTIFICATE OF COMPLETION**

Phlebotomy ..... 13 Credits

**REQUIREMENTS | 13 Credits**

COURSE		CREDITS
<b>FIRST QUARTER</b>		
MLT 121	Essentials of Phlebotomy	3 Credits
MLT 123	AIDS & HIV Education for Healthcare Workers	1 Credit
MLT 122	Phlebotomy Lab Basics	3 Credits
<b>SECOND QUARTER</b>		
MLT 132	Phlebotomy Practicum*	6 Credits

*\*MLT 132 Phlebotomy Practicum requires 160 hours in a clinical facility. To participate in the MLT 132 Phlebotomy Practicum, students must:*

1. Complete MLT courses with a 2.0 grade or better;
2. Receive instructor's permission and recommendation for practicum site training;
3. Show proof of health insurance (minimum injury/recommend injury and sickness);
4. Pay a \$6.25 Washington State liability fee (included with the 4 credit tuition fee);
5. Have current Hepatitis B vaccinations, TB skin test and CPR for Healthcare Providers;
6. Be assigned to a training facility; we cannot guarantee training at a specific facility.

**Foundations of Digital Audio – Pro Tools**

*Certificate of Completion (9 credits)*

**Program Advisors:**

**Doug Reid**

(206) 546-4759 • dreid@shoreline.edu • Room 812

**Jim Elenteny:**

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

**Steve Malott:**

(206) 546-4760 • smalott@shoreline.edu • Room 809

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

**DESCRIPTION**

Students study and learn the digital audio capabilities of Avid's Pro Tools software and related hardware.

Students successfully completing this Certification Series are qualified to produce a variety of projects using Pro Tools software. Examples include music, sound design for audio books, computer applications and games, as well as radio and audio for video.

**OUTCOMES**

Students who successfully complete this certificate – by obtaining a grade of 2.0 or better for each individual course- should be able to:

1. Understand the role of the phlebotomist in health care settings.
2. Safely collect, process and store blood samples.
3. Communicate and work effectively with a culturally diverse population.

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

**CERTIFICATE OF COMPLETION**

Foundations of Digital Audio - Pro Tools ..... 9 Credits

**REQUIREMENTS | 9 Credits**

COURSE		QTR	CREDITS
<b>FIRST QUARTER</b>			
MUSTC 131	Digital Audio Production I	FALL	3 Credits
MUSTC 132	Digital Audio Production II	WIN	3 Credits
MUSTC 133	Digital Audio Production III	SPR	3 Credits

# Digital Audio Engineering

AAAS (108 credits)

## Program Advisors:

### Steve Malott:

(206) 546-4760 • smalott@shoreline.edu • Room 809

### Bruce Spitz

(206) 546-4662 • bspitz@shoreline.edu • Room 807

### Jim Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

www.shoreline.edu/music/musictech.aspx

## DESCRIPTION

The Digital Audio Engineering Associate in Applied Arts and Sciences degree is designed to prepare students for careers in linear and non-linear digital applications. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Music should follow the Music AA-DTA transfer degree planning guide. Some schools accept credits from this program toward a more advanced degree.

Audio engineers use hardware and software to record, store and edit musical and non-musical sounds. The program provides students with an overview of music theory, performance, audio recording, digital and analog audio technology, Internet, and multimedia applications. Focus is on Macintosh applications.

## OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Create audio recordings and provide mastering of material for distribution.
2. Create radio commercials as well as educational and instructional industrial products.
3. Create new and enhanced audio for existing video and film transfers.
4. Explain and apply Musical Instrument Digital Interface (MIDI) technology and digital audio technology.
5. Identify current production values, trends and industry standards affecting production today.
6. Demonstrate basic music theory including ear training, sight reading, and keyboard proficiency

## PREREQUISITE

There are no prerequisites to start this program. ENGL& 101 or BTWRT 215 or an equivalent transfer course is a degree requirement; the prerequisite is college English or ENGL 099 or BTWRT 115 or placement at the ENGL& 101 level. Completion of BUSTC 105 or MATH& 148 is a degree requirement; MUSTC 106 Acoustics may be substituted for this math component. The prerequisite for MUSTC 106 is placement into college-level algebra. Students without secure knowledge of music fundamentals and keyboard ability should take MUSC 100 and MUSC 120 before taking MUSC& 141

## AAAS DEGREE

Digital Audio Engineering..... 108 Credits

## CORE CURRICULM | 19 Credits

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
MUSTC 106	Acoustics of Music	5 Credits
CMST 203	Multicultural Communication	5 Credits
or		
MCS 105	Intro to Multicultural Studies	5 Credits
BUS 105	Essentials of Human Relations	2 Credits
VCT 124	Basic Macintosh Systems	2 Credits

## MUSIC TECH/MUSIC REQUIREMENTS | 89 Credits

COURSE		CREDITS
MUSC& 141	Music Theory I	5 Credits
MUSC& 142	Music Theory II	5 Credits
MUSC 139	Intro to Sibelius	3 Credits
MUSC 151	Class Piano/Theory I	2 Credits
MUSC 152	Class Piano/Theory II	2 Credits
MUSTC 100	Career Development	2 Credits
MUSTC 101	Music Recording/Publishg	2 Credits
MUSTC 102	Right/Methods-Mltimedia	2 Credits
MUSTC 121	1st Year Audio Recordg 1	3 Credits
MUSTC 122	1st Year Audio Recordg 2	3 Credits
MUSTC 123	1st Year Audio Recordg 3	3 Credits
MUSTC 131	Digital Audio Prodctn 1	3 Credits
MUSTC 132	Digital Aud cio Prodctn 2	3 Credits
MUSTC 133	Digital Audio Prodctn 3	3 Credits
MUSTC 143	Intro Pop/Com Mus Theory	3 Credits
MUSTC 151	Intro to MIDI	2 Credits
MUSTC 152	MIDI Sequencing 1	2 Credits
MUSTC 221	Multitrack Music Prod 1	3 Credits
MUSTC 222	Multitrack Music Prod 2	3 Credits
MUSTC 223	Multitrack Music Prod 3	3 Credits
MUSTC 231	Audio Post-I Production	5 Credits
MUSTC 232	Audio Post II RadioProd	5 Credits
MUSTC 233	Audio Post III-D Aud/Vid	5 Credits
MUSTC 241	Pop/Com Music Theory I	5 Credits
MUSTC 242	Pop/Com Music Theory II	5 Credits
MUSTC 243	Pop/Com Music Theory III	5 Credits
MUSTC 250	Pop Piano	2 Credits
MUSTC 274	Portfolio Development	2 Credits

# Music Technology

## Electronic/MIDI Music Production

AAAS (118 credits)

### Program Advisors:

#### Steve Malott:

(206) 546-4760 • smalott@shoreline.edu • Room 809

#### Bruce Spitz

(206) 546-4662 • bspitz@shoreline.edu • Room 807

#### Jim Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

[www.shoreline.edu/music/musictech.aspx](http://www.shoreline.edu/music/musictech.aspx)

### DESCRIPTION

The Electronic/MIDI Music Production Associate in Applied Arts and Sciences degree is designed to provide students with a broad base of knowledge in electronic music technology including MIDI music production, sequencing, synthesis and sampling. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Music should follow the Music AA-DTA transfer degree planning guide. Some schools accept credits from this program toward a more advanced degree.

Electronic/MIDI music production technology is used in music, radio, television and audio recording studios for advertising jingle writing/production, multimedia production (CD/DVD/online/video game/mobile) and music composition. This program prepares students for careers in music studio production and related occupations. Students develop "hands-on" skills in modern electronic music technology, as well as how to use electronic instruments to manipulate sound and create music. Focus is on Macintosh applications.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Use and program electronic music equipment to sample, sequence, synthesize and produce music.
2. Explain and apply fundamentals of music theory in the creation, evaluation and interpretation of musical compositions.
3. Apply basic principles of audio production, amplification and recording, and electronic music implementation.
4. Safely and appropriately use and maintain electronic audio equipment.

### PREREQUISITE

Students without secure knowledge of music fundamentals and keyboard ability should take MUSC 100 & MUSC 120 before taking MUSC& 141.

### AAAS DEGREE

Electronic/MIDI Music Production..... 118 Credits

### CORE CURRICULUM | 19 Credits

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
MUSTC 106	Acoustics of Music	5 Credits
CMST 203	Multicultural Communication	5 Credits
or		
MCS 105	Intro to Multicultural Studies	5 Credits
BUS 105	Essentials of Human Relations	2 Credits
VCT 124	Basic Macintosh Systems	2 Credits

### MUSIC TECH/MUSIC REQUIREMENTS | 97 Credits

COURSE		CREDITS
MUSC& 141	Music Theory I	5 Credits
MUSC& 142	Music Theory II	5 Credits
MUSC 139	Intro to Sibelius	3 Credits
MUSC 151	Class Piano/Theory I	2 Credits
MUSC 152	Class Piano/Theory II	2 Credits
MUSTC 100	Career Development	2 Credits
MUSTC 101	Music Recording/Publishg	2 Credits
MUSTC 102	Right/Methods-Mltimedia	2 Credits
MUSTC 121	1st Year Audio Recordg 1	3 Credits
MUSTC 122	1st Year Audio Recordg 2	3 Credits
MUSTC 123	1st Year Audio Recordg 3	3 Credits
MUSTC 143	Intro Pop/Com Mus Theory	3 Credits
MUSTC 151	Intro to MIDI	2 Credits
MUSTC 152	MIDI Sequencing 1	2 Credits
MUSTC 153	MIDI Sequencing 2	2 Credits
MUSTC 154	Synths-Modular, FM, PM	4 Credits
MUSTC 155	Synths-Sampling Tech	4 Credits
MUSTC 163	MIDI Drum Prog	2 Credits
MUSTC 171	Digital Audio Workstation I	5 Credits
MUSTC 172	Digital Audio Workstation 2	5 Credits
MUSTC 173	Digital Audio Workstation 3	5 Credits
MUSC 207	Craft of Songwriting	2 Credits
MUSTC 241	Pop/Comm Music Theory I	5 Credits
MUSTC 242	Pop/Comm Music Theory II	5 Credits
MUSTC 243	Pop/Comm Music Theory III	5 Credits
MUSTC 250	Pop Piano	2 Credits
MUSTC 271	Adv Electronic Music Prod I	4 Credits
MUSTC 272	Adv Electronic Music Prod II	4 Credits
MUSTC 273	Ad Electronic Music Prod III	2 Credits
MUSTC 274	Portfolio Development	2 Credits

## Foundations of Electronic Music

*Certificate of Completion (16 credits)*

### Program Advisors:

#### Doug Reid

(206) 546-4759 • dreid@shoreline.edu • Room 812

#### Jim Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

[www.shoreline.edu/music/musictech.aspx](http://www.shoreline.edu/music/musictech.aspx)

### DESCRIPTION

This certificate provides core concepts and skills necessary for the production of electronic music. It provides students the groundwork for continued study and access to the industry.

These foundational classes are core requirements of the Associate of Applied Arts and Sciences degree in Electronic/MIDI Music Production available at Shoreline Community College.

### OUTCOMES

Students who successfully complete this certificate – by obtaining a GPA of 2.0 or better for the entire program-should be able to:

1. Define and apply terminology common to the study of Electronic Music.
2. Explain and apply fundamentals of music theory in the creation, evaluation and interpretation of musical works.
3. Use electronic music equipment to sample, sequence, synthesize and produce music.
4. Implement electronic music using basic principles of acoustics, audio production, amplification, and recording.
5. Use basic computer software applications.
6. Safely and appropriately use and maintain electronic audio equipment.

### PREREQUISITE

MUSC 100 Introduction to Music Theory  
Placement into ENGL& 101

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

### CERTIFICATE OF COMPLETION

Foundations of Electronic Music ..... 16 Credits

### REQUIREMENTS | 16 Credits

COURSE		CREDITS
MUSTC 151	Intro to MIDI	2 Credits
MUSTC 152	MIDI Sequencing I	2 Credits
MUSTC 153	MIDI Sequencing II	2 Credits
MUSTC 163	MIDI Drum Programming	2 Credits
MUSTC 106	Acoustics	5 Credits
MUSC 139	Intro to Sibelius	3 Credits

## Foundations of Multi-Track Recording

*Certificate of Completion (18 credits)*

### Program Advisors:

#### Doug Reid

(206) 546-4759 • dreid@shoreline.edu • Room 812

#### Jim Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

#### Steve Malott:

(206) 546-4760 • smalott@shoreline.edu • Room 809

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

### DESCRIPTION

The Certificate of Completion in the Foundations of Multi-track Recording provides students with the skills necessary to produce a modern multi-track recording.

This certificate provides various aspects of music production specific to working on a large-format analog recording console. The coursework focuses on many of the specific foundational elements necessary to run a successful recording session with this equipment.

### OUTCOMES

Students who successfully complete this certificate – by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Operate a multi-track audio production studio.
2. Plan, manage, and direct a recording session.
3. Make creative production and engineering decisions.

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

### CERTIFICATE OF COMPLETION

Foundations of Multi-Track Recording ..... 18 Credits

### REQUIREMENTS | 18 Credits

COURSE		CREDITS
MUSTC 121	1st Year Audio Recording 1	3 Credits
MUSTC 122	1st Year Audio Recordg 2	3 Credits
MUSTC 123	1st Year Audio Recordg 3	3 Credits
MUSTC 221	Multi-Track Music Prod. 1	3 Credits
MUSTC 222	Multi-Track Music Prod. 2	3 Credits
MUSTC 223	Multi-Track Music Prod. 3	3 Credits

# Music Technology

## Foundations of Music Business

Certificate of Completion (15 credits)

### Program Advisors:

#### Doug Reid

(206) 546-4759 • dreid@shoreline.edu • Room 812

#### Jim Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

#### Sue Ennis:

(206) 533-6604 • sennis@shoreline.edu • Room 811

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

### DESCRIPTION

The Certificate of Completion in the Foundations of Music Business provides students with an introduction to the skills and pathways necessary to promote and sell musical commodities.

This certificate provides a foundation for success in the rapidly changing music business. This includes the development of artists' careers, sale and promotion of musical services and products such as live performances, music recordings and videos, musical instruments, analog and digital audio equipment, MIDI equipment and sheet music.

### OUTCOMES

Students who successfully complete this program - by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Analyze business concepts unique to the music industry.
2. Apply elements specific to the music business to create successful cash flow.
3. Create business models in typical use in the music industry.

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

### CERTIFICATE OF COMPLETION

Foundations of Music Business ..... 15 Credits

### REQUIREMENTS | 15 Credits

COURSE		CREDITS
MUSTC 100	Career Development	2 Credits
MUSTC 207	The Craft of Songwriting	2 Credits
MUSTC 101	Recording and Publishing	2 Credits
MUSTC 210	Songwriting Workshop	2 Credits
MUSTC 102	Rights and Methods in Multimedia	2 Credits
MUSTC 201	Masters and Mentors	2 Credits
MUSTC 200	Navigating the New Music Bus.	3 Credits

## Logic: Digital Audio

Certificate of Completion (15 credits)

### Program Advisors:

#### Steve Malott:

(206) 546-4760 • smalott@shoreline.edu • Room 809

#### Bruce Spitz

(206) 546-4662 • bspitz@shoreline.edu • Room 807

#### James Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

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

### DESCRIPTION

Students study and learn the digital audio capabilities of Apple's Logic software application and associated hardware.

Students successfully completing this Certification Series are qualified to compose, using Apple's Logic software. Examples include music, sound design for audio books, computer applications and games, as well as radio and television commercials and feature length (and smaller) films and videos.

Students study and learn the digital audio capabilities of Apple's Logic software application and associated hardware.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to work in a project studio or a professional recording facility to create digital audio media for CDs, DVDs, broadcast (radio and television) and films.

### PREREQUISITE

There are no prerequisites for this program; however, the series of classes must be taken sequentially. Prerequisites for ALL music theory and 200 level classes each require a 2.0 grade or instructor permission.

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

### CERTIFICATE OF COMPLETION

Logic: Digital Audio ..... 15 Credits

### REQUIREMENTS | 15 Credits

COURSE		CREDITS
MUSTC 171	Digital Audio Workstation I	5 Credits
MUSTC 172	Digital Audio Workstation 2	5 Credits
MUSTC 173	Digital Audio Workstation 3	5 Credits

# Merchandising

AAAS (95 credits)

## Program Advisors:

### Steve Malott:

(206) 546-4760 • smalott@shoreline.edu • Room 809

### Bruce Spitz

(206) 546-4662 • bspitz@shoreline.edu • Room 807

### James Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

[www.shoreline.edu/music/musictech.aspx](http://www.shoreline.edu/music/musictech.aspx)

## DESCRIPTION

The Merchandising Associate in Applied Arts and Sciences degree is designed to prepare students for careers in music merchandising and related occupations. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Music should follow the Music AA-DTA transfer degree planning guide.

Merchandisers focus on the sale and promotion of musicians, musical products and services such as live performances, music recordings and videos, musical instruments, analog and digital audio equipment, MIDI equipment and sheet music. Students learn the fundamentals of music theory, along with the basic elements of merchandising including marketing, salesmanship, legal issues, business math and practical accounting. In addition, students develop related skills in professional communications and human relations.

## OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Apply principles of marketing and salesmanship in the merchandising of musical products or productions.
2. Create radio commercials as well as educational and instructional industrial productions.
3. Apply basic business math skills and accounting principles to plan and evaluate merchandising strategies.
4. Explain the basic principles of music theory.
5. Apply principles of applied music and performance in a selected area of interest -- vocal or instrumental.

## PREREQUISITE

There are no prerequisites to start this program. ENGL 101 or BTWRT 215 or an equivalent transfer course is a degree requirement; the prerequisite is college English or ENGL 099 or BTWRT 115 or placement into ENGL& 101. Completion of BUSTC 105 or MATH 148 is a degree requirement; MUSTC 105 Acoustics may be substituted for this math component. The prerequisite for MUSTC 106 is successful completion of MATH 080 (2.0 or better) or placement into MATH 099. Students without secure knowledge of music fundamentals and keyboard ability should take MUSC 100 and MUSC 120 before taking MUSC& 141.

## AAAS DEGREE

Merchandising ..... 95 Credits

## CORE CURRICULUM | 17 Credits

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
MUSTC 106	Acoustics of Music	5 Credits
CMST 203	Multicultural Communication	5 Credits
or		
MCS 105	Intro to Multicultural Studies	5 Credits
BUS 105	Essentials of Human Relations	2 Credits

## MUSIC TECH/MUSIC REQUIREMENTS | 25 Credits

COURSE		CREDITS
MUSC& 141	Music Theory I	5 Credits
MUSC& 142	Music Theory II	5 Credits
MUSC 151	Class Piano/Theory I	2 Credits
MUSC 152	Class Piano/Theory II	2 Credits
MUSTC 100	Career Development	2 Credits
MUSTC 101	Music Recording/Publishg	2 Credits
MUSTC 102	Right/Methods-Multimedia	2 Credits
MUSTC 143	Intro Pop/Commercial Music Theory	3 Credits
MUSTC 274	Portfolio Development	2 Credits

## BUSINESS REQUIREMENTS | 25 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 225	Salesmanship	5 Credits
BUS& 201	Business Law	5 Credits
BTWRT 215	Business Communications	5 Credits

## MUSIC & PERFORMANCE ELECTIVES | 18 Credits

Select from Applied Music & Performance Electives

## OTHER ELECTIVES | 10 Credits

Select from other Merchandising Option Electives

# Music Technology

## Performance

AAAS (90-97 credits)

### Program Advisors:

#### Doug Reid

(206) 546-4759 • dreid@shoreline.edu • Room 812

#### Bruce Spitz

(206) 546-4662 • bspitz@shoreline.edu • Room 807

#### James Elenteny:

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

[www.shoreline.edu/music/musictech.aspx](http://www.shoreline.edu/music/musictech.aspx)

### DESCRIPTION

The Performance Associate in Applied Arts and Sciences degree is designed to prepare students for careers in music performance and related occupations. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Music should follow the Music AA-DTA transfer degree planning guide.

This program provides students with a foundation in music theory and applied music including options for participation in concert bands, jazz, choral and bluegrass ensembles, orchestra, opera, musical theater and voice-dance theater. Depending on interests, students may choose from a variety of electives in audio production, digital audio recording, electronic (MIDI) music production, and pop and commercial theory.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program-should be able to:

1. Explain and apply the fundamental principles of music theory
2. Demonstrate a proficiency in vocal or instrumental music performance.
3. Identify current trends and industry standards affecting the field of music performance.

### PREREQUISITE

There are no prerequisites to start this program. Completion of ENGL 099, EAP 099 or placement into ENGL& 101 or or Students without secure knowledge of music fundamentals and keyboard ability should take MUSC 100 and MUSC 120 before taking MUSC& 141.

### AAAS DEGREE

Performance ..... 90-97 Credits

### CORE CURRICULM | 17 Credits

COURSE		CREDITS
ENGL& 101*	English Composition I	5 Credits
MUSTC 106*	Acoustics of Music	5 Credits
CMST 203	Multicultural Communication	5 Credits
or		
MCS 105	Intro to Multicultural Studies	
BUS 105	Essentials of Human Relations	2 Credits

\*Some course substitutions are applicable; cpnslt the planning guide for more details.

### MUSIC REQUIREMENTS | 51 Credits

COURSE		CREDITS
MUSC 100	Intro to Music Theory (or test out)	5 Credits
MUSC 120	Class Piano for Music 100 (or test out)	2 Credits
MUSC& 141	Music Theory I	5 Credits
MUSC& 142	Music Theory II	5 Credits
MUSC 151	Class Piano/Theory I	2 Credits
MUSC 152	Class Piano/Theory II	2 Credits
MUSTC 100	Career Development	2 Credits
MUSTC 101	Music Recording/Publishg	2 Credits
MUSTC 102	Right/Methods-Mltimedia	2 Credits
MUSTC 143	Intro Pop/Com Mus Theory	3 Credits
MUSTC 152	MIDI Sequencing 1	2 Credits
MUSTC 241	Pop/Comm Music Theory I	5 Credits
MUSTC 242	Pop/Comm Music Theory II	5 Credits
MUSTC 243	Pop/Comm Music Theory III	5 Credits
MUSTC 250	Pop Piano	2 Credits
MUSTC 274	Portfolio Development	2 Credits

**APPLIED LESSONS REQUIREMENTS | 6 Credit Min.**

COURSE	CREDITS
MUSC 196 Applied Ind Instruction	
*2 credits required, Instructor approval required for registration.	

**ENSEMBLE PERFOR. REQUIREMENTS | 10 Credit Min.**

Credits. Choose from the courses below – minimum of 6 credits must be in the Large Ensemble Performance category. Courses may be repeated for credit.

COURSE	CREDITS
MUSC 135 Shoreline Singers	2 Credits
MUSC 136 Jazz Ensemble	2 Credits
MUSC 140 Concert Band	2 Credits
MUSC 144 Funkngroove	2 Credits
MUSC 146 Orchestra	2 Credits
MUSC 175 Choir	2 Credits

**SMALL ENSEMBLE PERFORMANCE**

Variable credit, students may choose up to 4 ensembles each quarter.

COURSE	CREDITS
Americana/Bluegrass Ensemble	1 Credit
Brass Ensemble	1 Credit
Flute Ensemble	1 Credit
Guitar Ensemble	1 Credit
Percussion Ensemble	1 Credit
Repertoire Jazz Ensemble	1 Credit
Saxophone Ensemble	1 Credit
String Ensemble	1 Credit
Vocal Ensemble	1 Credit
Woodwind Ensemble	1 Credit

**MUSIC ELECTIVES | 10 Credit Min.**

Choose from the recommended electives listed below, other electives as approved by program advisor.

COURSE	CREDITS
MUSC& 105 Music Appreciation	5 Credits
MUSC 109 American Popular Music	5 Credits
MUSC 139 Intro to Sibelius	3 Credits
MUSC 201 Songwriting Workshop	2 Credits
MUSC 206 Jazz History	5 Credits
MUSC 207 The Craft of Songwriting	2 Credits
MUSC 210 Advanced Songwriting	2 Credits
MUSTC 201 Masters and Mentors	2 Credits

**Pop and Commercial Music Theory**

*Certificate of Completion (17 credits)*

**Program Advisors:**

**Doug Reid**

(206) 546-4759 • dreid@shoreline.edu • Room 812

**Bruce Spitz**

(206) 546-4662 • bspitz@shoreline.edu • Room 807

**Jim Elenteny:**

(206) 546-6669 • jelenteny@shoreline.edu • Room 810

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

**DESCRIPTION**

The Certificate of Completion in Pop and Commercial Music Theory provides students with content specific to theoretical analysis, arranging, and composition in a modern music style.

This certificate provides technique in four-part block and accompaniment style harmony that is typical of music composition that has commercial success in the modern music industry.

**OUTCOMES**

Students who successfully complete this program - by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Analyze modern music compositions for harmonization techniques common to the modern music industry.
2. Create block harmony typical of the style common to today's recording industry.
3. Add background string and horn parts to existing music compositions and recordings.

**PREREQUISITE**

Instructor permission.

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

**CERTIFICATE OF COMPLETION**

Pop and Commercial Music Theory ..... 17 Credits

**REQUIREMENTS | 17 Credits**

COURSE	CREDITS
MUSTC 250 Pop Piano	2 Credits
MUSTC 241 Pop & Comm. Music Theory I	5 Credits
MUSTC 242 Pop & Comm. Music Theory II	5 Credits
MUSTC 243 Pop & Comm. Music Theory III	5 Credits

## Nursing - 6 Quarter Option

AAS-T (115 credits)

### Program Advisor:

Lynn VonSchlieder

(206) 546-4734 • lvonschl@shoreline.edu

www.shoreline.edu/nursing

### DESCRIPTION

The Associate in Applied Sciences-Transfer degree in Nursing is designed to prepare students for careers in public and private health care sectors. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field.

Students interested in pursuing a four-year baccalaureate degree in Nursing should consider an Associate of Arts – Direct Transfer Agreement (AA-DTA) and consult the Pre-Nursing Major Preparation Sheet.

The Nursing Program prepares individuals to become Registered Nurses. The curriculum provides a strong foundation in natural and social sciences and an understanding of patient care in a variety of settings. Throughout the program, students integrate experience caring for patients in acute care hospitals, long-term care facilities and community agencies. Graduates receive an Associate in Applied Sciences-Transfer Degree in Nursing. After graduation, individuals must take and pass the NCLEX RN examination to be licensed by the State as a Registered Nurse. Licensed graduates are qualified for employment as entry level staff nurses in hospitals, long-term care facilities, clinics, doctors' offices and home care agencies and to coordinate patient care provided by a nursing team.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for each individual course in the program- should be able to:

1. Act as an effective member of the discipline of nursing:
  - a) value nursing as a profession,
  - b) value and maintain ethical, legal, and professional standards of nursing practice,
  - c) value caring as an approach to the nursing profession,
  - d) value self-awareness,
  - e) value critical thinking and judgment.
2. Act as a provider of care:
  - a) assess the client as a total person,
  - b) analyze data to identify problems,
  - c) plan appropriate and culturally sensitive nursing care,
  - d) provide safe, effective therapeutic nursing care,
  - e) evaluate nursing care.
3. Act as a manager of care:
  - a) lead a group of nursing personnel,
  - b) communicate and collaborate effectively with the health care team,
  - c) use technology and both human and material resources in a cost-effective and appropriate manner.

### PREREQUISITE

Prerequisites account for 45 credits of the degree.

- Earned grades of at least 2.0 in college level required non-nursing courses
- Placement test scores taken no more than one year prior to the first day of the application period with the following minimum test scores: Math placement above intermediate algebra (MATH 099); English Reading and Writing placement into ENGL& 101
- BIOL& 211 (required if taking biology courses at Shoreline)
- CHEM& 121\* (General Chemistry) - 5 credits, completed within 10 years of application to the program
- ENGL& 101\* (English Composition) - 5 credits
- BIOL& 241\* (Anatomy & Physiology I) - 5 credits, completed within 5 years of application to the program
- BIOL& 242\* (Anatomy & Physiology II) - 5 credits, completed within 5 years of application to the program
- BIOL& 260 (Microbiology) – 5 credits, completed within 5 years of application to the program
- NUTR& 101 (Human Nutrition) – 5 credits, must be completed prior to entering the Nursing Program
- PSYC& 200 (Lifespan Development) – 5 credits
- MATH&146\* (Statistics) – 5 credits

\* These courses must be completed prior to applying to the Nursing Program.

A separate competitive admission process is required. See the nursing website (<http://www.shoreline.edu/nursing>) for a description.

### AAS-T

Nursing - 6 Quarter Option ..... 115 Credits

### REQUIREMENTS | 70 Credits

COURSE		CREDITS
<b>First Quarter</b>		
NURS 121	Communication in Nursing	3 Credits
NURS 131	Skills Pract Lab/Commun	1 Credit
NURS 141	Found of Nursing Pract	3 Credits
NURS 151	Nurs Foundations Practic (in care setting)	4 Credits
NURS 161	Skills Practice Lab I	1 Credit
<b>Second Quarter</b>		
NURS 142	NursPract & Cmn Hlth Dist	5 Credits
NURS 152	Cmn Hlth Disturb Practic (in care setting)	4 Credits
NURS 162	Skills Practice Lab II	1 Credit
<b>Third Quarter</b>		
NURS 143	Nurs Prac/Complex Hlth Distr	6 Credits
NURS 153	Complex Health Disturb I (in care setting)	5 Credits

# Nursing

NURS 163	Skills Practice Lab III	1 Credit
<b>Fourth Quarter</b>		
NURS 221	NursPrac CmplxHlth Dst II	2.5 Credits
NURS 231	CmplxHlth Dst II Pract (in care setting)	5 Credits
NURS 241	Nursg Prac & Psych Soc Dist	2.5 Credits
NURS 251	Psychosocial Dist Practice (in care setting)	2 Credits
<b>Fifth Quarter</b>		
NURS 222	Nurs Prac/Childbrng Famly	3 Credits
NURS 232	Nurs & Chldbrng Fam Prac (in care setting)	4 Credits
NURS 242	NursPrac & Health Promo	3.5 Credits
NURS 252	Nurs & Health Promo Prac (in care setting)	1.5 Credits
<b>Sixth Quarter</b>		
NURS 223	NursPrac CmplxHlth Dst III	3 Credits
NURS 233	Complx Hlth Disturb III P (in care setting)	4 Credits
NURS 243	Mngng Nurs Care/HC Systm	3 Credits
NURS 253	Managing Nursing Care Pr (in care setting)	2 Credits

## Nursing - 10 Quarter Option

AAS-T (114 credits)

### Program Advisor:

**Lynn VonSchlieder**

(206) 546-4734 • [Ivonschl@shoreline.edu](mailto:Ivonschl@shoreline.edu)

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

### DESCRIPTION

The Associate in Applied Sciences-Transfer degree in Nursing is designed to prepare students for careers in public and private health care sectors. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field.

Students interested in pursuing a four-year baccalaureate degree in Nursing should consider an Associate of Arts – Direct Transfer Agreement (AA-DTA) and consult the Pre-Nursing Major Preparation Sheet.

The Nursing Program prepares individuals to become Registered Nurses. The curriculum provides a strong foundation in natural and social sciences and an understanding of patient care in a variety of settings. Throughout the program, students integrate experience caring for patients in acute care hospitals, long-term care facilities and community agencies. Graduates receive an Associate in Applied Sciences- Transfer degree in Nursing. After graduation, individuals must take and pass the NCLEX-RN examination to be licensed by the State as a Registered Nurse. Licensed graduates are qualified for employment as entry level staff nurses in hospitals, long-term care facilities, clinics, doctors' offices and home care agencies and to coordinate patient care provided by a nursing team.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for each individual course in the program- should be able to:

1. Act as an effective member of the discipline of nursing:
  - a) value nursing as a profession,
  - b) value and maintain ethical, legal, and professional standards of nursing practice,
  - c) value caring as an approach to the nursing profession,
  - d) value self-awareness,
  - e) value critical thinking and judgment.
2. Act as a provider of care:
  - a) assess the client as a total person,
  - b) analyze data to identify problems,
  - c) plan appropriate and culturally sensitive nursing care,
  - d) provide safe, effective therapeutic nursing care,
  - e) evaluate nursing care.
3. Act as a manager of care:
  - a) lead a group of nursing personnel,
  - b) communicate and collaborate effectively with the health care team,
  - c) use technology and both human and material resources in a cost-effective and appropriate manner.

# Nursing

## PREREQUISITE

Prerequisites account for 45 credits of the degree.

- Earned grades of at least 2.0 in college level required non-nursing courses
- Placement test scores taken no more than one year prior to the first day of the application period with the following minimum test scores: Math placement above intermediate algebra (MATH 099); English Reading and Writing placement into ENGL& 101
- BIOL& 211 (required if taking biology courses at Shoreline)
- CHEM& 121\* (General Chemistry) - 5 credits, completed within 10 years of application to the program
- ENGL& 101\* (English Composition) - 5 credits
- BIOL& 241\* (Anatomy & Physiology I) - 5 credits, completed within 5 years of application to the program
- BIOL& 242\* (Anatomy & Physiology II) - 5 credits, completed within 5 years of application to the program
- BIOL& 260 (Microbiology) – 5 credits, completed within 5 years of application to the program
- NUTR& 101 (Human Nutrition) – 5 credits, must be completed prior to entering the Nursing Program
- PSYC& 200 (Lifespan Development) – 5 credits
- MATH&146\* (Statistics) – 5 credits

\* These courses must be completed prior to applying to the Nursing Program.

## PREREQUISITE

COURSE		CREDITS
BIOL& 211	Majors Cellular: Biology (Required if taking Biology at Shoreline)	5 Credits
CHEM& 121*	General Chemistry (Required if taking Biology at Shoreline)	5 Credits

A separate competitive admission process is required. See the nursing website (<http://www.shoreline.edu/nursing>) for a description.

## AAS-T

Nursing - 10 Quarter Option ..... 114 Credits

## REQUIREMENTS | 69 Credits

COURSE		CREDITS
<b>First Quarter</b>		
NURSE 121	Comm in Nursing	3 Credits
NURSE 131	Comm Skills Lab	1 Credit
<b>Second Quarter</b>		
NURSE 122	Fnd Nsg Pract	3 Credits
NURSE 132	Skills Pract Lab	1 Credit
NURSE 142	Nsg Found Pract (in care setting)	4 Credits
<b>Third Quarter</b>		
NURSE 123	Nsg Pra & Cmn Hlth Dist (includes practicum in care setting)	7 Credits
<b>Fourth Quarter</b>		
NURSE 124	Nsg Pr/Cmp Hlth Dist (includes practicum in care setting)	7 Credits
<b>Fifth Quarter</b>		
NURSE 125	Nsg&CmpHlthDis II	8 Credits
<b>Sixth Quarter</b>		
NURSE 221	Nsg Pr&Cmpl Dist III	2.5 Credits
NURSE 231	Cmp HlthDisPrac I (in care setting)	5 Credits
<b>Seventh Quarter</b>		
NURSE 222	NursPrac&HlthProm	3.5 Credits
NURSE 232	Nurs&HlthPromPrac (in care setting)	1.5 Credits
NURSE 242	NsgPrac&Psych Dist	2.5 Credits
<b>Eighth Quarter</b>		
NURSE 243	PsychosocDis Prac (in care setting)	2 Credits
NURSE 223	Nurs&Childbrng Fam	3 Credits
NURSE 233	Nsg&ChldbrgFamPrac (in care setting)	4 Credits
<b>Ninth Quarter</b>		
NURSE 225	NsgPrCmpHlthDst IV	3 Credits
NURSE 235	CmpHlthDisPracII (in care setting)	4 Credits
<b>Tenth Quarter</b>		
NURSE 224	MngNsgCare/HC Sys	3 Credits
NURSE 234	Mngng Msg Care Prac (in care setting)	2 Credits

# Nursing Assistant Certified (I-BEST)

*Certificate of Completion (26 credits)*

## Program Advisors:

**Laura Nicholson RN, MN**

(206) 546-4584 • Inicholson@shoreline.edu • Room 2232

**Eve Sternberg (Program Navigator)**

(206) 546-6930 • esternberg@shoreline.edu • Room 5101

[www.shoreline.edu/transitional-programs/ibest/cna.aspx](http://www.shoreline.edu/transitional-programs/ibest/cna.aspx)

## DESCRIPTION

Shoreline Community College offers a 26 credit, two-quarter Nursing Assistant Certified (NAC) certificate of completion to prepare students to take the State CNA exam. The program is approved by the Washington State Nursing Commission as a recognized training program. Students are introduced to nursing theory, master NAC skills in a skills lab, and complete a practicum in a clinical setting. The program uses the I-BEST approach to instruction, with two teachers in the classroom and opportunities for students to strengthen their English and basic skills. Students also develop job search skills and learn about healthcare career options.

Certified nursing assistants (typically called “CNA” or “NAC”), provides direct patient care under the direction of a licensed nurse in hospitals, assisted living facilities and nursing homes. CNAs perform duties such as feeding, bathing, dressing, grooming, changing linens, and helping patients to move. They may take vital signs, and observe and report changes in patients’ condition. Upon successful completion of Shoreline’s NAC course, students are eligible to take the State NAC exam.

## OUTCOMES

Students who successfully complete this program by achieving a grade of 2.0 or better for each course completed in this program should be able to:

1. Understand the role of the nursing assistant and the various members of the health care team.
2. Communicate effectively with clients, family and other health care team members, using competent workplace English and demonstrating cultural awareness in all aspects of care.
3. Perform the basic techniques needed for general health maintained and daily care of clients.
4. Understand the cause and effect of various typical disease processes and interventions needed for safety and care.
5. Create a resume, prepare for job interviews, and plan further healthcare training to advance their career.

## PREREQUISITE

CASAS test score of at least 220 in reading and 210 in math, successful completion of criminal background check (required by healthcare providers), proof of health insurance and immunizations. Shoreline English language learners should complete ESL Level 4.

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

## CERTIFICATE OF COMPLETION

Nursing Assistant Certified (I-BEST) ..... 26 Credits

## REQUIREMENTS | 26 Credits

COURSE		CREDITS
NAC 101	Nursing Assistant (NAC) Theory and Skills Lab I	13 Credits
NAC 102	Nursing Assistant (NAC) Theory and Skills Lab II	10 Credits
NAC 104	Nursing Assistant Clinical Experience	3 Credits

## Acting for Stage and Camera

*Certificate of Proficiency (68-74 Credits)*

### Program Advisor:

**Tony Doupe**

(206) 546-5829 • tdoupe@shoreline.edu • Room 4108

[www.shoreline.edu/parenting-education/](http://www.shoreline.edu/parenting-education/)

### DESCRIPTION

The Acting for Stage & Camera Certificate of Proficiency is a professional training program in the basic skills of auditioning and acting in theater, films, TV and other media. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Business should follow the Cinema AA-DTA transfer degree planning guide.

This program provides basic theory and hands-on experience in all phases of using digital production and post-production equipment. This training includes the use of digital video cameras, lighting equipment, as well as field audio and digital editing equipment. Additionally, there is a special focus on scriptwriting, pre-production planning, working with actors, managing a set and production, and professional studio and film set protocol. Skill with video editing and post-production hardware and software applications (AVID and Final Cut Pro) will be emphasized. Production of video and digital film products, under the supervision of professional producers, directors of photography, directors, and editors is emphasized.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Perform four monologues for stage and camera auditions.
2. Work with actors, writers and directors of varying skill levels and working styles;
3. Analyze a script stating character objectives, subtext, biography, and intentions appropriate to various genres and formats;
4. Memorize on deadlines a full-length stage performance and two short digital film performances.
5. Demonstrate knowledge of professional theater and film set behavior and ethics.
6. Demonstrate a familiarity with Western dramatic literature from the Greeks to contemporary American theater.

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

### CERTIFICATE OF PROFICIENCY

Acting for Stage and Camera ..... 68-74 Credits

### GENERAL EDUCATION REQUIREMENTS | 12-15 Credits

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits

#### Quantitative/Symbolic Reasoning :

BUS 102	Business Mathematics	5 Credits
or		
MATH& 107	Math in Society	5 Credits

#### Human Relations:

BUS 105	Essentials of Human Rel.	2 Credits
or		
CMST& 101	Intro to Communications	5 Credits

### CORE REQUIREMENTS | 51 Credits

COURSE		CREDITS
CINEM 201	Intro to Cinema	5 Credits
DRMA& 101	Intro to Theater	5 Credits
DRMA 144	Acting I	5 Credits
DRMA 145	Acting II	5 Credits
DRMA 146	Acting III	5 Credits
DRMA 155	Acting for Television	3 Credits
DRMA 156	Acting/Writing/Directing I	5 Credits
DRMA 157	Acting/Writing/Directing Camera II	5 Credits
DRMA 235	Experimental Theater	1-6 Credits
&/or		
DRMA 207/208/209 Theatrical Prod		
DRMA 224	Theater Career Planning	2 Credits
DRMA 255	Directing	5 Credits

### ELECTIVES | Choose 5-8 credits

COURSE		CREDITS
VCT 268	Editing Software Lab	5 Credits
DRMA 225	Improvisational Theater	2 Credits
MUSC 167	Voice/Dance Performance I	2 Credits
MUSC 161	Class Voice Instr. Beginning	2 Credits
CMST 140	The Art of Storytelling	5 Credits
CMST 203	Communicating Across Diff	5 Credits

## Digital Film Production

AAAS (93-97 Credits)

### Program Advisors:

#### Tony Doupe

(206) 546-5829 • tdoupe@shoreline.edu • Room 4108

#### Dyugu Monson

(206) 546-4640 • dmonson@shoreline.edu • Room 4109

#### Alicia Zweifach

(206) 546-6639 • azweifac@shoreline.edu • Room 5229

[www.shoreline.edu/dramavideo/default.aspx/focus\\_production.aspx](http://www.shoreline.edu/dramavideo/default.aspx/focus_production.aspx)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree in Digital Film Production is designed to introduce students to the filmmaking process. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree should follow the Cinema AA-DTA transfer degree planning guide.

This program is designed to provide students with knowledge of and experience in the filmmaking process through:

- 1) academic scholarship;
- 2) technical knowledge;
- 3) group collaboration; and
- 4) connections to the regional media industry.

### OUTCOMES

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program- should be able to:

1. Explain the basic history, theory, and aesthetics of film and video production;
2. Produce effective digital video programs in a variety of styles;
3. Use digital cameras, lighting, and audio equipment in field production settings;
4. Plan, script, and direct a program from pre-production through post-production;
5. Collaborate on video productions in multiple crew positions;
6. Use non-linear editing systems and other post-production software to create digital programs;
7. Demonstrate knowledge of professional set behavior, collaboration techniques, and ethics; and
8. Demonstrate familiarity with various filmmaking industry opportunities in the Puget Sound region and beyond.

### PREREQUISITE

Students must satisfy prerequisites or place appropriately before taking a Quantitative/Symbolic Reasoning class. Higher level math courses may also satisfy the Math requirement. VCT 124 & 125 are required for any student who cannot pass the Mac proficiency test. VCT 124 & 125 may apply as "non-cinema electives." FILM 290 is a variable-credit course; you must take a minimum of two credits before completing this degree.

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

### AAAS

Digital Film Production ..... 93-97 Credits

### GENERAL EDUCATION REQUIREMENTS | 20 Credits

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
ENGL& 102	English Composition II	5 Credits

### Quantitative/Symbolic Reasoning :

PHIL& 120	Symbolic Logic	5 Credits
or		
MATH& 107	Math in Society	

### Multicultural Recommended:

GWS 284	Gender, Race, Class	5 Credits
or		
Art 105	Multicult in Visual Arts	

### FOUNDATION REQUIREMENTS | 59-62 Credits

COURSE		CREDITS
CMST 102	Introduction to Mass Media	5 Credits
CMST 203	Communication Social Change	5 Credits
MUSTC 102	Right/Method-Multimedia	2 Credits
ART 246	Documentary Photography	4 Credits
CINEM 201	Introduction to Cinema History	5 Credits
FILM 285	Screenwriting	5 Credits
FILM 265	Editing I	5 Credits
VCT 268	Editing Software Lab	3 Credits
FILM 256	Video Production I	5 Credits
FILM 257	Video Production II	5 Credits
DRMA 156	Acting/Writing/Directing	3 Credits
DRMA 155	Acting for TV & Film	5 Credits
FILM 210	Producing and Marketing for Ind. Film	5 Credits
FILM 290	Industry Experience in Film	2-5 Credits

## *Performance Arts / Digital Filmmaking*

### **ELECTIVES | Choose 14-15 credits**

COURSE		CREDITS
CINEM 202	Language of Cinema	5 Credits
DRMA 144	Acting I	5 Credits
DRMA 157	Actg/Wrtng/Drct Camera II	5 Credits
FILM 258	Cinematography and Sound	5 Credits
FILM 287	Documentary	5 Credits
MUSTC 173	Film/Video Sound Design	5 Credits
VCT 135	Adobe CS: Animation/Inter Media	5 Credits
VCT 136	Adobe CS: Raster Graphics	5 Credits
VCT 278	Compositing w/After Effects	4 Credits

## Writing and Directing for the Camera

*Certificate of Proficiency (67-73 Credits)*

### **Program Advisor:**

**Tony Doupe**

(206) 546-5829 • tdoupe@shoreline.edu • Room 4108

[www.shoreline.edu/dramavideo/default.aspx/focus\\_production.aspx](http://www.shoreline.edu/dramavideo/default.aspx/focus_production.aspx)

### **DESCRIPTION**

The Writing and Directing for the Camera Certificate of Proficiency prepares students to direct and write for films, TV and other digital video programs. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Cinema should follow the Cinema AA-DTA transfer degree planning guide.

This program provides basic theory and hands-on experience in all phases of using digital production and post-production equipment. This training includes the use of digital video cameras, lighting equipment, as well as field audio and digital editing equipment. Additionally, there is a special focus on scriptwriting, pre-production planning, working with actors, managing a set and production, and professional studio and film set protocol. Skill with video editing and post-production hardware and software applications (AVID and Final Cut Pro) will be emphasized. The program includes the production of video and digital film products under the supervision of professional producers, directors of photography, directors, and editors. Additionally, there is outreach to the community for projects and internships.

### **OUTCOMES**

Students who successfully complete this program -by achieving a GPA of 2.0 or better for the entire program and a minimum of 1.0 in each course - should be able to:

1. Write a successful short script;
2. Direct and work with actors from varying skill levels and working styles;

3. Script, plan and direct a cast and crew in a project for pre-production through post-production;
4. Manage the use of digital video cameras, lighting, audio equipment in studio and field production settings.
5. Demonstrate knowledge of professional set behavior and ethics.

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

### **CERTIFICATE OF PROFICIENCY**

Writing and Directing for the Camera ..... 67-73 Credits

### **GENERAL EDUCATION REQUIREMENTS | 12-15 Credits**

COURSE		CREDITS
ENGL& 101	English Composition I	5 Credits
<b><u>Quantitative/Symbolic Reasoning :</u></b>		
BUS 102	Business Mathematics	5 Credits
	or	
MATH& 107	Math in Society	5 Credits
<b><u>Human Relations:</u></b>		
BUS 105	Essentials of Human Rel.	2-5 Credits
	or	
CMST& 101	Intro to Communications	5 Credits

### **CORE REQUIREMENTS | 48 Credits**

COURSE		CREDITS
CINEM 201	Intro to Cinema	5 Credits
DRMA& 101	Intro to Theater	5 Credits
DRMA 144	Acting I	5 Credits
	or	
DRMA 145	Acting II	5 Credits
	or	
DRMA 146	Acting III	5 Credits
DRMA 155	Acting for Television	3 Credits
DRMA 156	Acting/Writing/Directing I	5 Credits
DRMA 157	Acting/Writing/Directing Camera II	5 Credits
DRMA 235	Experimental Theater	1-6 Credits
	&/or	
DRMA 207/208/209	Theatrical Prod	
DRMA 224	Theater Career Planning	2 Credits
DRMA 255	Directing	5 Credits
DRMA 295	Special Topics in Drama	5 Credits
FILM/VIDEO 285	Screenwriting	5 Credits

### **ELECTIVES | Choose 7-10 credits**

COURSE		CREDITS
DRMA 144	Acting I	5 Credits
	or	
DRMA 145	Acting II	5 Credits

DRMA 224	Theater Career Planning	2 Credits
DRMA 225	Improvisational Theater	2 Credits
ART 144	Beginning Photography	5 Credits
<b>Survey of Western Art: (Choose One)</b>		
ARTH 224	Sur Ancient Western Art	5 Credits
ARTH 225	Sur West Art-Med-Baroq	5 Credits
ARTH 225	Sur West Art-Med-Baroq	5 Credits
FILM/VIDEO 255	Basic Video Production	3 Credits
FILM/VIDEO 257	Video Production II	5 Credits
VCT 268	Editing Lab Software	3 Credits
ENGL& 111	Intro to Literature	5 Credits
ENGL& 227	British Literature II	5 Credits
ENGL& 246	American Literature III	5 Credits
ENGL 281	Beg Short Story Writing I	5 Credits

## **Purchasing and Contract Management**

*Certificate of Completion (14 credits)*

### **Program Advisor:**

**Marty Manegold, C.P.M.**

(206) 546-5420 • [mmanegold@shoreline.edu](mailto:mmanegold@shoreline.edu)

[www.shoreline.edu/virtual-campus/purchasing.aspx](http://www.shoreline.edu/virtual-campus/purchasing.aspx)

### **DESCRIPTION**

Shoreline Community College offers a short-term Certificate of Completion in Purchasing and Contract Management leading to entry level positions in the supply chain field. Students interested in advancement are encouraged to enroll in a longer course of study to complete additional certificates and/ or an Associate in Applied Arts and Science Degree (AAAS) in Purchasing and Supply Chain Management. Students pursuing a four-year baccalaureate degree in business should follow the Business Associates in Arts (AA-DTA) direct transfer degree planning guide.

Purchasing and Contract Management certificate focuses on the fundamental aspects of the purchasing including methods to improve how organizations find the materials and services needed to make a product or service and deliver it to customers. Purchasing encompasses management of all activities involved in sourcing, procurement, contract management, and the technology used to facilitate the processes. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

### **OUTCOMES**

Students who successfully complete this program –by achieving a grade of 2.0 or better in each business course completed, and an overall 2.0 or higher GPA - should be able to:

1. Apply the skills necessary to collaborate across the organization, understand and support the organization's policies, and adapt to the ever changing work environment.
2. Utilize supply chain concepts and vocabulary related to sourcing, quality, transportation, storage, and negotiation strategies to effectively procure, move and store goods and services.
3. Apply mathematical concepts to conduct price-cost analyses.
4. Apply principles of materials and contract management.
5. Establish and maintain systems to track, control, and protect materials and information
6. Effectively communicate both verbally and in writing within a variety of business environments.

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

### **CERTIFICATE OF COMPLETION**

Purchasing and Contract Management ..... 14 Credits

### **PROGRAM REQUIREMENTS | 14 Credits**

<b>COURSE</b>	<b>CREDITS</b>
BUS 141 Purchasing/Supply Chain. Mgmt.	5 Credits
BUS 203 Contract Management	5 Credits
BUS 245 E-Procurement	5 Credits

\* Course is offered once per year, during the Quarter listed.

# Purchasing and Supply Chain Management

## Purchasing and Supply Chain Management

AAAS Degree (90-91 credits)

Certificate of Proficiency (51 credits)

### Program Advisor:

**Marty Manegold, C.P.M.**

(206) 546-5420 • mmanegold@shoreline.edu

[www.shoreline.edu/busad/genbusad.aspx](http://www.shoreline.edu/busad/genbusad.aspx)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree and Certificate in Purchasing and Supply Chain Management are designed to provide students with the knowledge and skills to enter the supply chain workforce directly upon completion of the program. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a baccalaureate degree in Business should follow the Business AA-DTA degree planning guide.

Purchasing and Supply Chain Management focuses on the fundamental aspects of the supply chain, including methods to improve how organizations find and manage materials and services needed to make a product or service and deliver it to customers. The Purchasing and Supply Chain Management program provides an in-depth focus of this field, including sourcing, price theory, procurement, production, quality assurance, inventory, warehousing, logistics and customer relations. Students learn related business and accounting practices such as standard policies and operating procedures, negotiation techniques, planning, organization and the legal aspects of purchasing.

### OUTCOMES

Students who successfully complete this program –by achieving a 2.0 or better in each business course completed, and an overall 2.0 or higher GPA- should be able to:

1. Apply the skills necessary to collaborate across the organization, understand and support the organization's policies, and adapt to the ever-changing work environment.
2. Utilize supply chain concepts and vocabulary related to sourcing, production, quality, transportation, storage, and negotiation to effectively procure, move, and store goods and services.
3. Apply mathematical concepts to conduct price/cost analyses and make appropriate supply chain decisions.
4. Apply principles of materials and contract management.
5. Establish and maintain systems to track, control, and protect materials and information.
6. Apply principles of finance, accounting, international business, logistics, business law, and economics to purchasing and supply chain activities.
7. Effectively communicate both verbally and in writing in a variety of business and work environments.

### PREREQUISITES

ENGL 099 Analytical Reading & Writing OR placement into ENGL& 101; MATH 070 Prep for Algebra or placement into MATH 099.

### AAAS DEGREE

Purchasing and Supply Chain Management ..... 90-91 Credits

### GENERAL EDUCATION | 18-20 Credits

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
or		
ENGL& 101	English Composition I*	5 Credits
	Multicultural Understanding**	3-5 Credits
	Quantitative/Symbolic Reasoning:	5 Credits
MATH& 146	Business Mathematics	
or		
MATH 211	Elements of Stat Method	5 Credits
BUS 104	Human Relations	5 Credits

*\*Required for Central Washington University's BAS-ITAM Degree*  
*\*\* Multicultural Understanding Courses: BUS 103, CMST 203, GWS 284, HIST 245, MCS 105*

### CORE REQUIREMENTS | 61-66 Credits

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
ACCT& 202	Principles of Accounting II	5 Credits
ACCT& 203	Principles of Accounting III	5 Credits
BUS& 101	Intro to Business	5 Credits
BUS 141	Purchasing and Supply Mgmt.	5 Credits
BUS 142	Sourcing/Supplier Relations	5 Credits
BUS 143	Materials Management	4 Credits
BUS 144	Logistics/Transportation	3 Credits
BUS& 201	Business Law	5 Credits
BUS 203	Contract Management	4 Credits
BUS 215	Intro to International Bus.	5 Credits
BUS 245	E-Procurement	5 Credits
ECON& 201	Micro Economics OR	5 Credits
ECON 100	Economic Principles	5 Credits

### ELECTIVES | 10 or 12 Credits

COURSE		CREDITS
BUS 102	Business Mathematics	5 Credits
BUS 120	Principles of Marketing	5 Credits
BUS 240	E-Business	5 Credits
BUS 207	Fundamentals of Sustainable Bus.	5 Credits
BUS 208	Sustainable Marketing	5 Credits
BUS 209	Sustainable Bus Strategies	5 Credits
BUS 250	Human Resource Mgmt.	5 Credits
BUS 270	Entrepreneurship	5 Credits
BTWRT 115	Business English	5 Credits
BUS 180	Project Management	5 Credits
CMST& 101	Intro to Communication	5 Credits
ECON& 202	Macro Economics	5 Credits
ENGL& 102	Composition II*	5 Credits
MATH 111	Elements of Pre-Calculus	5 Credits

# Purchasing and Supply Chain Management

MATH& 148	Business Calculus	5 Credits
PHIL& 120	Intro to Logic*	5 Credits

\* Course is offered once a year during the quarter listed

## CERTIFICATE OF PROFICIENCY

Purchasing and Supply Chain Management ..... 51 Credits

### **GENERAL EDUCATION | 15 Credits**

COURSE		CREDITS
BTWRT 215	Business Communications	5 Credits
or		
BTWRT 115	Business English	5 Credits
or		
ENGL& 101	English Composition I	5 Credits
Quantitative/Symbolic Reasoning :		
BUS 102	Business Math	5 Credits
BUS 104	Human Relations	5 Credits

### **CORE REQUIREMENTS | 31 Credits**

COURSE		CREDITS
ACCT& 201	Principles of Accounting I	5 Credits
BUS 141	Purchasing/Supply Mgmt.	5 Credits
BUS 142	Sourcing/Supplier Relations	5 Credits
BUS 143	Materials Management	4 Credits
BUS 144	Logistics/Transportation	3 Credits
BUS 203	Contract Management	4 Credits
BUS 144	Logistics/Transportation	3 Credits
BUS 203	Contract Management	4 Credits
BUS 245	E-Procurement	5 Credits

### **ELECTIVES | 5 Credits**

COURSE		CREDITS
BUS& 201	Business Law	5 Credits
BUS 215	Intro to International Business	5 Credits
ECON 100	Economic Principles	5 Credits
ECON& 201	Micro Economics	5 Credits

## Purchasing and Supply Chain Management

*Certificate of Completion (26 credits)*

### **DESCRIPTION**

Shoreline Community College offers a Certificate of Completion in Purchasing and Supply Chain Management leading to entry level positions in the supply chain field. Students interested in further advancement are encouraged to enroll in a longer course of study to complete additional certificates such as the Certificate of Proficiency or an Associate in Applied Arts and Science Degree (AAAS) in Purchasing and Supply Chain Management. Students pursuing a four-year baccalaureate degree in business should follow the Business Associates in Arts (AA-DTA) direct transfer degree planning guide.

Purchasing and supply chain management focuses on the fundamental aspects of the supply/value chain, including methods to improve how organizations find the materials and services needed to make a product or service and deliver it to customers. Supply chain management encompasses the management of all activities involved in sourcing, procurement, production, logistics and customer relations. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

### **OUTCOMES**

Students who successfully complete this program –by achieving a 2.0 or better in each business course completed, and an overall 2.0 or higher GPA - should be able to:

1. Apply the skills necessary to collaborate across the organization, understand and support the organization's policies, and adapt to the ever changing work environment.
2. Utilize supply chain concepts and vocabulary related to sourcing, production, quality, transportation, storage, and negotiation strategies to effectively procure, move, and store goods and services.
3. Apply mathematical concepts to conduct price/cost analyses.
4. Apply principles of materials and contract management.
5. Establish and maintain systems to track, control, and protect materials and information
6. Effectively communicate both verbally and in writing within a variety of business environments.

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

### **CERTIFICATE OF COMPLETION**

Purchasing and Supply Chain Management ..... 26 Credits

### **PROGRAM REQUIREMENTS | 26 Credits**

COURSE		CREDITS
BUS 141	Purchasing and Supply Chain Management	5 Credits
BUS 142	Sourcing Supplier Relations	5 Credits
BUS 143	Materials Management*	4 Credits
BUS 144	Logistics/Transportation*	3 Credits
BUS 203	Contract Administration*	4 Credits
BUS 245	E-Procurement*	5 Credits

\* Only offered once per year, consult the planning guide and class schedule for more information.

# Purchasing and Supply Chain Management

## Supplier Relations and Logistics

Certificate of Completion (12 credits)

### Program Advisor:

Marty Manegold, C.P.M.

(206) 546-5420 • mmanegold@shoreline.edu

[www.shoreline.edu/virtual-campus/purchasing.aspx](http://www.shoreline.edu/virtual-campus/purchasing.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion in Supplier Relations and Logistics leading to entry level positions in the supply chain field. Students interested in advancement are encouraged to enroll in a longer course of study to complete additional certificates and/or an Associate in Applied Arts and Science Degree (AAAS) in Purchasing and Supply Chain Management. Students pursuing a four-year baccalaureate degree in business should follow the Business Associates in Arts (AA-DTA) direct transfer degree planning guide.

Supplier Relations and Logistics certificate focuses on the fundamental aspects of the supply/value chain, including methods to improve how organizations manage suppliers of the materials and services needed to make a product or service and deliver them to customers. Supplier relations and logistics encompasses the management of all activities involved in sourcing, procurement, production, logistics and customer relations. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

### OUTCOMES

Students who successfully complete this program –by achieving a grade of 2.0 or better in each Business course completed, and an overall 2.0 or higher GPA - should be able to:

1. Apply the skills necessary to collaborate across the organization, understand and support the organization's policies, and adapt to the ever changing work environment.
2. Utilize supply chain concepts and vocabulary related to sourcing, production, quality, transportation, storage, and negotiation strategies to effectively procure, move and store goods and services.
3. Apply principles of materials and supply chain management.
4. Establish and maintain systems to track, control, and protect materials and information.
5. Effectively communicate both verbally and in writing within a variety of business environments.

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

### CERTIFICATE OF COMPLETION

Supplier Relations and Logistics ..... 12 Credits

### PROGRAM REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUS 142	Sourcing/Supplier Relations	5 Credits
BUS 143	Materials Management*	4 Credits
BUS 144	Logistics/Transportation*	3 Credits

\* Only offered once per year, consult the planning guide and class schedule for more information.

## Sustainable Purchasing and Supply Chain Management

Certificate of Completion (41 credits)

### Program Advisor:

Marty Manegold, C.P.M.

(206) 546-5420 • mmanegold@shoreline.edu

[www.shoreline.edu/virtual-campus/purchasing.aspx](http://www.shoreline.edu/virtual-campus/purchasing.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion in Sustainable Purchasing and Supply Chain which defines a body-of-Knowledge needed to effectively develop supply chain strategies, programs, and activities to address industry and government's sustainable challenges. Students are encouraged to enroll in a longer course of study and to complete additional certificates or an Associate in Applied Arts and Science Degree (AAAS) in Purchasing and Supply Chain Management or Business. Students pursuing a four-year baccalaureate degree in business should follow the Business Associates in Arts (AA-DTA) direct transfer degree planning guide.

Supply management professionals are uniquely positioned to influence a firm's sustainability and social responsibility efforts and to monitor the performance of supply base partners. Many recognize the altruistic and commercial benefits of such programs, but struggle with the details of appropriate expectations, implementation, and execution. Corporate Social Responsibility (CSR) functions as a built-in, self-regulating mechanism whereby a business monitors and ensures its active compliance with the spirit of the law, ethical standards, and international norms. CSR goals are to embrace responsibility for the organization's actions and encourage a positive impact through its activities on the environment, consumers, employees, communities, stakeholders and other stakeholders.

### OUTCOMES

Students who successfully complete this program – by achieving a 2.0 or better in each Business course completed, and an overall 2.0 or higher GPA - should be able to:

1. Describe the importance of sustainable business practices.
2. Apply principles of materials and contract management.
3. Establish and maintain systems to track, control, and protect materials and information.
4. Identify and describe sustainable business initiatives and marketing practices.
5. Develop sustainability assessments and report on sustainability progress and results.

### PREREQUISITE

Placement into ENGL 099, Analytical Reading and Writing, or EAP 099/ EAPAB 099 English for Academic Purposes.

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

**CERTIFICATE OF COMPLETION**

Sustainable Purchasing & Supply Chain Mgmt. ... 41 Credits

**CORE REQUIREMENTS | 41 Credits**

COURSE		CREDITS
BUS 141	Pur. & Supply Chain Mgmt.	5 Credits
BUS 142	Sourcing Supplier Relations	5 Credits
BUS 143	Materials Management*	4 Credits
BUS 144	Logistics/Transportation*	3 Credits
BUS 203	Contract Administration*	4 Credits
BUS 245	E-Procurement*	5 Credits
BUS 207	Fund. of Sustainable Bus.*	5 Credits
BUS 208	Sustainable Marketing*	5 Credits
BUS 209	Sustainable Bus Strategies*	5 Credits

\* Only offered once per year, consult the planning guide and class schedule for more information.

**Animation/Video for Multimedia**

AAAS (115-122 Credits)

AAS-T

**Program Advisors:**

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

**DESCRIPTION**

Students will explore creative, multimedia tools and solutions on Mac and PC platforms, using industry-standard software. In addition to General Education requirements, study will take place at three levels: core foundational design training, degree concentration requirements, and as a final capstone, specialization requirements provide the final layer of specialized student in animation or video topics and software. This two-year plus degree articulates with short-term, stackable certificates for add-on skill sets.

Early advising is strongly recommended for this program.

Animators use “the art of storytelling” in working with moving visuals. Interactive environments touch every part of our lives. The Animation and Video for Multimedia degree is designed to provide students with the conceptual thinking skills and foundational technical skills, as well as the specialized training required to be qualified for positions as animators and/or video content producers and editors. Based on personal and career interests, students select either the Animation or the Video Track options. Technical software training is done partly online with leading industry partners. This can be self-paced, allowing students to review lessons repeatedly and establish the self-directed, life-long learner skills that the continually changing industry requires. This learning model also allows for greater focus on development of creative, conceptual skills and team collaboration in the classroom.

**OUTCOMES**

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be able to:

1. Effectively use design elements and technical skills to create effective visual images for animation or video.
2. Create, select and organize design elements including letter forms, illustrations, typography and other graphic images in a structured environment for development in multimedia.
3. Apply principles of audience and market analysis, conduct research and develop resources in the production of visuals in commercial, documentary and artistic animation or video.

# Visual Communications Technology

## AAS-T

Animation/Video for Multimedia ..... 110-121 Credits

### **GENERAL EDUCATION REQUIREMENTS | 15-20 Credits**

COURSE	CREDITS
<b>Quantitative/Symbolic Reasoning: (Choose One)</b> 5 Credits	
BUS 102 Business Mathematics	
BUSTC 150 Excel 2013	
MATH& 107 Math in Society	
MUSTC 106 Acoustics of Music	
<b>Communication Skills (Choose One)</b> 5 Credits	
BTWRT 215 Business Communication	
ENGL& 101 English Composition I	
<b>Human Relations (Choose One)</b> 2-5 Credits	
BUS 105 Essentials of Human Relations	
CMST& 101 Intro to Communications	
<b>Multicultural Understanding (Choose One)</b> 3-5 Credits	
ART 105 Multicultural Studies Through Visual Arts	
CMST 203 Com Across Diff	
BUS 103 Multiculturalism in the Workplace	

### **FOUNDATION REQUIREMENTS | 60 Credits**

COURSE	CREDITS
<b>Studio Foundations</b>	
ART 109 Design	5 Credits
ART 131 Drawing I	5 Credits
ART 144 Beginning Photography	5 Credits
<b>Design/Production Foundations</b>	
VCT 101 Graphic Design I	5 Credits
VCT 112 Visual Communications Survey	5 Credits
VCT 102 Graphic Design 2	5 Credits
<b>Digital Graphics Foundations**</b>	
VCT 124 Basic Macintosh Systems Operations*	2 Credits
VCT 125 Intro to Image Construct/Editing/Out*	3 Credits
VCT 136 Adobe CS: Raster Graphic w/Photoshop	5 Credits
VCT 134 Adobe CS: Illustrator(Vector Graphics)	5 Credits
VCT 176 Intro to 3D Modeling/Animation	5 Credits
VCT 135 Adobe CS: Animation/Interact Media	5 Credits
VCT 170 Adobe CS: Interactive/Web Design	5 Credits

### **DEGREE CONCENTRATION REQUIREMENTS | 23-25 Credits**

COURSE	CREDITS
<b>Media History (Choose One)</b> 5 Credits	
VCT 230 History of Visual Media	
CINEM 201 History of Cinema	
ART 234 History of Animation	
ARTH 224 or 225 or 226 Western Art History	
ARTH 204 Survey of Asian Art	
ARTH 210 Japanese Art History	

### **Track Options (Choose One)**

#### **Option 1: Animation**

ART 134 Drawing for Animation	5 Credits
VCT 251 Intro to Game Design Theory	5 Credits
VCT 252 Intro to Game Art**	5 Credits
VCT 276 3D Modeling & Animation w/Maya	5 Credits

#### **Option 2: Video**

FILM 256 Video Production 1	5 Credits
FILM 265 Editing 1	5 Credits
VCT 268 Editing Software Lab	3 Credits
FILM 285 Screenwriting	5 Credits

### **DEGREE SPECIALIZATION REQUIREMENTS | 12-16 Credits**

Students are required to complete a minimum of 12 credits of specialization coursework. Specialization courses consist of three parts: seminar, collaborative lab sessions, and online specialized software training and/or topic-based training with online industry training partners. A Faculty/Student Advising session is required for placement into this set of courses.

#### **Examples of Specialization Software Training:**

Maya, 3D StudioMax, Mudbox, ZBrush, Soft Image, Blender, Vue, Lightwave, Unity, Unreal Engine, C++, Javascript, iOS Dev, Premiere, Encore, After Effects, etc.

#### **Examples of Topic-Based Training:**

Storyboarding, Matte Painting, Matchmoving, Digital Art, Interface Design, Effects, Compositing, Modeling, Character Rigging, Project Management, etc.

COURSE	SPECIALIZATION	CREDITS
VCT 205, 206, 207	Specialization: Design Studio/Portfolio**	4 Credits
VCT 215, 216, 217	Specialization: AdobeCS Studio/Portfolio**	4 Credits
VCT 225, 226, 227	Specialization: Interactive Studio/Portfolio**	4 Credits
VCT 235, 236, 237	Specialization: Autodesk/3D Studio/Game Design**	4 Credits
VCT 245, 246, 247	Specialization: Video/Visual Effects Studio**	4 Credits

\* Challenge Tests are available to place out of VCT 124 & VCT 125

\*\*Includes self-paced, online technical training component

## Art and Design Foundation

*Certificate of Completion (15 credits)*

### Program Advisors:

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**Alan Yates**

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in VCT Art & Design Foundation leading to an entry-level position in an office setting. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Visual Communication Technology. Students pursuing a four-year baccalaureate degree should follow the Associate in Fine Arts (AFA) degree planning guide.

This program is designed for students needing an introduction to art and Design as a complement to technical production. It is also one certificate in a series of short-term certificates which build towards a one-year certificate of proficiency in Visual Communications Technology VCT and also a two-year degree.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program— should be:  
Prepared for entry-level positions and course studies in information technology for visual design principles.

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

### CERTIFICATE OF COMPLETION

Art and Design Foundation ..... 15 Credits

### REQUIREMENTS | 15 Credits

COURSE	CREDITS
ART 109      Two-Dimensional Design	5 Credits
ART 131      Drawing 1	5 Credits
VCT 101      Graphic Design 1	5 Credits

## Business Foundation

*Certificate of Completion (19 credits)*

### Program Advisors:

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in VCT Business Foundation leading to an entry-level position in the fine, performing or technical arts. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Business or Visual Communication Technology. Students pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

VCT students learn about basic business communications and skills for the workplace in relation to graphics and multimedia. Business communications, both written and verbal, are stressed in relation to interpersonal and human relations and common business/industry practices. Practical skills in marketing and copyright are also introduced.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be:  
Prepared for success in self-employment/freelance opportunities in fine arts, performing or technical arts.

### PREREQUISITE

ESL test placement into EAP 099 or placement into ENGL 099. Entry-level skills in word processing or BUSTC 105 recommended.

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

### CERTIFICATE OF COMPLETION

Business Foundation ..... 19 Credits

### REQUIREMENTS | 19 Credits

COURSE		CREDITS
BUS 105	Essentials of Human Relations	2 Credits
BUS 120	Principles of Marketing	5 Credits
BTWRT 115	Business Writing	5 Credits
MUSTC 102	Rights/Methods-Multimedia	2 Credits
VCT 112	Visual Communications Survey	5 Credits

## Computer Foundation

*Certificate of Completion (15 credits)*

### Program Advisors:

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in VCT Computer Foundation leading to an entry-level position in information and visual technology. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Visual Communication Technology. Students pursuing a four-year baccalaureate degree in Associate in Fine Arts (AFA) degree planning guide.

This program is designed for students needing an introduction to computers, common art and Design software, and equipment operation in the workplace. It is also the first certificate in a series of short-term certificates which build towards a one-year certificate of proficiency in Visual Communications Technology (VCT) and also a two-year degree.

### OUTCOMES

Students who successfully complete this program — by achieving a GPA of 2.0 or better for the entire program — should be:  
Prepared for entry-level positions and course studies in information and visual technology

### PREREQUISITE

Placement into ENGL 099, EAP 099 or EAPAB 099. Entry-level skills in word processing recommended.

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

### CERTIFICATE OF COMPLETION

Computer Foundation ..... 15 Credits

### REQUIREMENTS | 15 Credits

COURSE		CREDITS
BUSTC 105	Computer Applications	5 Credits
VCT 124	Basic Macintosh Systems Operations	2 Credits
VCT 125	Intro to Image Constr./ Editing/Output	3 Credits
VCT 136	Adobe CS Raster Graphics w/Photoshop	5 Credits

## Computer Graphics Foundation

*Certificate of Completion (20 credits)*

### Program Advisors:

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term program in leading to a Certificate of Completion (CC) in VCT Computer Graphics Foundation. Students interested in advanced knowledge and skills are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Visual Communication Technology. Students pursuing a four-year baccalaureate degree should follow the Associate in Fine Arts (AFA) degree planning guide.

This program is designed for students requiring an integrated foundation of knowledge and practice in visual design principles, graphic and typographic design, computer graphic technologies and new imaging techniques. It is also one certificate in a series of short-term certificates which build towards a one-year certificate of proficiency in Visual Communications Technology (VCT) and also a two-year degree.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be:

Prepared for entry-level positions and course studies in desktop publishing, graphic design, illustration, electronic paste-up and in scanning or manipulating visual images.

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

### CERTIFICATE OF COMPLETION

Computer Graphics Foundation ..... 20 Credits

### REQUIREMENTS | 20 Credits

COURSE		CREDITS
VCT 112	Visual Communications Survey	5 Credits
VCT 128	Adobe CS: Page Layout w/InDesign	5 Credits
VCT 134	Adobe CS Illustrator (Vector Graphics)	5 Credits
VCT 136	Adobe CS Raster Graphics W/Photoshop	5 Credits

## Creative Project Management

*AAAS (90-95 credits)*

AAS-T

### Program Advisors:

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

The Associate in Applied Arts and Sciences degree in Creative Project Management is designed to train students to work in the creative industry as project manager. The degree plan balances course work to cover basic design principles and technical skills with an emphasis on production scheduling, management, estimating, entrepreneurship, communication and marketing analytics.

Early advising is strongly recommended for this program.

In a world where digital technologies are converging, professionals from different parts of the creative industry need to work together toward project solutions. Also, not every position in a creative business is directly “design-related.” Equally important skills in the industry include the ability to strategize, communicate and manage people, projects, budgets and time. The creative industry needs people to help strategize, visualize, and plan solutions, create and maintain production schedules and communicate with clients about their needs.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be able to:

1. Identify the basic components of marketing strategies such as identification of market segments, consumer buying behavior, product planning, and promotion of goods and services.
2. Explain and apply advertising strategies for planning, producing and selecting the appropriate media.
3. Demonstrate good sales skills: effectively interview clients, accurately gauge consumer needs, plan and deliver effect.
4. Apply basic art elements in the development of visual communication concepts.
5. Apply basic principles of graphic design in the selection and organization of images and text.
6. Identify mechanical aspects related to development of production-ready art, printing and multimedia.
7. Appropriately select production techniques for specific design projects, give sales presentations, and build customer goodwill.

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

## Visual Communications Technology

### AAAS DEGREE

Creative Project Management ..... 90-95 Credits

#### REQUIREMENTS | 15-20 Credits

COURSE		CREDITS
<b>Quantitative/Symbolic Reasoning: (Choose One)</b> 5 Credits		
BUS 102	Business Mathematics	
BUSTC 150	Excel 2013	
MATH& 107	Math in Society	
MUSTC 106	Acoustics of Music	
<b>Communication Skills (Choose One)</b> 5 Credits		
BTWRT 215	Business Communication	
ENGL& 101	English Composition I	
<b>Human Relations (Choose One)</b> 2-5 Credits		
BUS 105	Essentials of Human Relations	
CMST& 101	Intro to Communications	
<b>Multicultural Understanding (Choose One)</b> 3-5 Credits		
CMST 203	Com Across Diff	
ART 105	Multicultural Studies Through Visual Arts	
BUS 103	Multi Understanding in Wkplc	

#### VCT FOUNDATION REQUIREMENTS | 75 Credits

Students are required to complete all classes to receive a degree.

COURSE		CREDITS
<b>Studio Foundation</b>		
ART 109	2-Dimensional Design	5 Credits
or		
ART 110	3-Dimensional Design	
ART 131	Drawing 1	5 Credits
ART 144	Beginning Photography	5 Credits
<b>Design/Production Foundation</b>		
VCT 101	Graphic Design I	5 Credits
VCT 112	Visual Communication Survey	5 Credits
<b>Digital Graphics Foundation</b>		
VCT 124	Basic Macintosh Systems Operations	2 Credits
VCT 125	Intro to Image Construction/Edit./Output	3 Credits
VCT 128	Adobe CS Page Layout w/InDesign	5 Credits
VCT 134	Adobe CS Illustrator (Vector Graphics)	5 Credits
VCT 135	Adobe CS: Animation/Interactive Media	5 Credits
VCT 136	Adobe CS: Raster Graphics w/Photoshop	5 Credits
VCT 170	Adobe CS: Interactive/Web Design	5 Credits
VCT 176	Introduction to 3D Modeling/Animation	5 Credits
<b>Track Subjects</b>		
VCT 155	Digital Production	5 Credits
VCT 156	Creative Project management	5 Credits
BUS 270	Entrepreneurship	5 Credits

## Digital Illustration/Animation Level II

Certificate of Completion (18 credits)

### Program Advisors:

#### Christine Shafner

(206) 546-4667 • cshafner@shoreline.edu • Room 2055

#### Alan Yates

(206) 533-6771 • ayates@shoreline.edu • Room 2054

#### Claire Fant

(206) 533-6763 • cfant@shoreline.edu • Room 2024

[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in VCT Digital Illustration/Animation Level II for entry-level positions image production environments. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Visual Communication Technology. Students pursuing a four-year baccalaureate degree should follow the Associate of Fine Arts (AFA) degree planning guide.

The certificate is designed for students requiring an accelerated course of study and achievement in graphics production including planning, design and creation of digital 2-D graphics and 3-D animation. Students work in current industry software in both vector-based and pixel-based applications, acquire essential design, illustration and problem-solving skills and learn how to manage graphics projects and understand how to print or output graphics correctly.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be able to:

1. Use concept development procedures and visual communication problem solving in image production environments.
2. Use computer software applications to create illustrations and other graphic materials
3. Demonstrate knowledge of color, perspective, line quality, and other illustrative factors.
4. Explain 3-D concept development, construction, modeling, texture mapping and animation.

### PREREQUISITE

ART 131, VCT 124, VCT 125, VCT 134, VCT 136, VCT 135 or portfolio review

### ADDITIONAL INFORMATION

Please note that courses listed in concentrations have prerequisites that expand the total credits required. However, prerequisites may be waived at the VCT advisor's discretion based on student experience or portfolio presentation. Courses may be substituted or waived by the program faculty advisor.

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

# Visual Communications Technology

## CERTIFICATE OF COMPLETION

Digital Illustration/Animation Level II..... 18 Credits

### REQUIREMENTS | 18 Credits

COURSE		CREDITS
VCT 215	Spec: Adobe Studio/Portfolio 1	4 Credits
VCT 235	Spec: Autodesk/ 3D Studio/Game Design 1	4 Credits
VCT 252	Introduction to Game Art	5 Credits
VCT 276	3-D Modeling & Animation w/Maya	5 Credits

## Digital Photography Level II

*Certificate of Completion (13 credits)*

### Program Advisors:

#### Christine Shafner

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#### Claire Fant

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in VCT Digital Photography level II leading to an entry-level position in photographic image production, image manipulation and management. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Visual Communication Technology. Students pursuing a four-year baccalaureate degree should follow the Associate in Fine Arts (AFA) degree planning guide.

This program is designed for students seeking an expanding application of photography in digital form. It is assumed that students already have fine artist experience/education in photography and wish to expand skills for digital application.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be:

Prepared for positions and course studies in photographic image production, image manipulation and management.

### PREREQUISITE

VCT 124, VCT 125, VCT 136, ART 144, ART 145 or portfolio review.

### ADDITIONAL INFORMATION

Certificates of Completion are designed for students who are adding areas of knowledge to their VCT AAAS Specializations or have intermediate/advanced industry experience. Please note that courses listed in concentrations have prerequisites that expand the total credits required. However, prerequisites may be waived at the VCT advisor's discretion based on student experience or portfolio presentation. Courses may be substituted or waived by the program faculty advisor.

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

## CERTIFICATE OF COMPLETION

Digital Photography Level II ..... 13 Credits

### REQUIREMENTS | 13 Credits

COURSE		CREDITS
ART 244	Studio/Lighting/Digital Imagery	4 Credits
VCT 155	Digital Production	5 Credits
VCT 215	Spec: Adobe Studio/Portfolio 1	4 Credits

# Visual Communications Technology

## Digital Video

Certificate of Completion (15-17 credits)

### Program Advisors:

#### Christine Shafner

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term program in leading to a Certificate of Completion (CC) in VCT Digital Video. Students interested in advanced knowledge and skills are encouraged to enroll in a longer course of study to complete a Certificate of Proficiency (CP) or an Associate in Applied Arts and Sciences (AAAS) degree in Visual Communication Technology. Students pursuing a four-year baccalaureate degree should follow the Associate in Fine Arts (AFA) degree planning guide.

This program is designed for students requiring an integrated foundation of knowledge and practice in visual design principles in pre- and post-production of video.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be:

Prepared for positions and course studies for multimedia and web video applications, graphic design, illustration, and interactive design.

### PREREQUISITE

VCT 124, VCT 125, VCT 136, or portfolio review

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

### CERTIFICATE OF COMPLETION

Digital Video ..... 15-17 Credits

### REQUIREMENTS | 15-17 Credits

COURSE		CREDITS
FILM 256	Video Production I	5 Credits
FILM 265	Editing I	5 Credits
VCT 245	Special: Video/Visual Effects Studio	4 Credits
VCT 286	Editing Software Lab	1-3 Credits

## Foundation

Certificate of Proficiency (61-64 credits)

### Program Advisors:

#### Christine Shafner

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

The Visual Communications Foundation Certificate of Proficiency is designed to provide an introductory level of knowledge and practice in visual design principles; graphic and typographic design; photography and video; computer graphic technologies; and offset printing, pre-press and new imaging technologies. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Art should follow the Associate of Fine Arts (AFA) transfer degree planning guide.

The Visual Communications Technology certificate program is designed to serve the needs of working professionals and students seeking entry level or introductory positions by enhancing skills for employability. For this Certificate of Proficiency, students study a condensed package of fundamentals in communications including design principles, typography, image creation, editing and preparation for final use, and training in specific software utilized in the industry.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be able to:

1. Build their knowledge base in many areas of visual communications, as a foundation for further study and learning.
2. Create, select and organize essential design elements including letter forms, illustrations, typography and other graphic images.
3. Use computer software applications for graphic design, illustration, print and web production and publishing, and image manipulation for multimedia and animation.
4. Be familiar with procedures, processes, and concerns in many types of introductory-level visual communication projects.

### ADDITIONAL INFORMATION

- Substitutions and waivers may be made with faculty approval
  - Check for prerequisites for all of the upper level classes, and plan ahead!
  - Choose a mix of different types of classes for each quarter. For example: lecture, computer/software, studio, general education classes
  - In addition to this 1-year certificate, students may earn a Certificate(s) in a specialized area. Students may also add classes to complete a two-year degree. Call 546-4671 for advising and information
  - Plan one General Education class per quarter
- [www.shoreline.edu/planning](http://www.shoreline.edu/planning) for a complete planning guide.

# Visual Communications Technology

## CERTIFICATE OF PROFICIENCY

Foundation ..... 61-64 Credits

### GENERAL EDUCATION REQUIREMENTS | 12-15 Credits

COURSE	CREDITS
<b><u>Communication Skills: (Choose one)</u></b> <span style="float: right;">5 Credits</span>	
ENGL 099 Analytical Reading & Writing	
ENGL& 101 English Composition I	
BTWRT 115 Business English	
BTWRT 215 Business Communication	
<b><u>Quantitative/Symbolic Reasoning:</u></b> <span style="float: right;">5 Credits</span>	
BUS102 Business Mathematics	
<b><u>Human Relations:</u></b> <span style="float: right;">2-5 Credits</span>	
ART 105 Multicultural Studies Through the Visual Arts	
or	
BUS 105 Essentials of Human Relations	
or	
CMST& 101 Intro to Communications	

### CORE REQUIREMENTS | 49 Credits

COURSE	CREDITS
ART 109 2-Dimensional Design	5 Credits
VCT 101 Graphic Design I	5 Credits
VCT 112 Visual Communication Survey	5 Credits
VCT 124 Basic Macintosh Systems Operations	2 Credits
VCT 125 Intro to Image Construction/Edit./Output	3 Credits
VCT 128 Adobe CS Page Layout w/InDesign	5 Credits
VCT 134 Adobe CS Illustrator (Vector Graphics)	5 Credits
VCT 136 Adobe CS: Raster Graphics w/Photoshop	5 Credits
VCT 170 Adobe CS: Interactive/Web Design	5 Credits
ART 144 Beginning Photography	5 Credits
or	
ART 131 Drawing	
<b><u>Portfolio: (Choose one)</u></b> <span style="float: right;">4 Credits</span>	
VCT 205 Spec: Design Studio/Portfolio 5	
VCT 215 Spec: Adobe Studio/Portfolio 1	
VCT 225 Spec: Interactive Web/Studio 1	
VCT 235 Spec: Autodesk/3D Studio/Game Design 1	
VCT 245 Spec: Video/Visual Effects Studio 1	

## Foundation with Customized Specialization

*Certificate of Proficiency (54-59 credits)*

### Program Advisors:

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**Claire Fant**

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

The Visual Communication Technology Foundation w/Specialization Certificate of Proficiency is designed to provide an introductory level of knowledge and practice in visual design principles; graphic and typographic design; photography and video; computer graphic technologies; and offset printing, pre-press and new imaging technologies. Shoreline Community College works closely with local advisory committees comprised of industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Art should follow the Associate of Fine Arts (AFA) transfer degree planning guide.

The Visual Communication Technology Foundation w/Specialization program focuses on the fundamentals of communications including design principles, typography, image creation, editing and preparation for final use, and will also receive training in specific software utilized in the industry. This one-year course of study provides a condensed foundation in multiple areas with a customizable choice of capstone classes (student choice). Based on personal and career interests, students select an area of concentration in upper-level classes once they have completed the prerequisite requirements.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be able to:

1. Create, select and organize design elements on an introductory level including letterforms, illustrations, typography and other graphic images.
2. Use computer software applications for graphic design, illustration, desktop design/publishing, and scanning or manipulating visual images (and video or 2-d animation if these final classes are chosen).
3. Be familiar with procedures, processes, and concerns in many types of visual communication projects

### ADDITIONAL INFORMATION

- Check for prerequisites for all of the upper level classes, and plan ahead!
- Substitutions and waivers can be made with faculty approval
- Choose a mix of different types of classes for each quarter. For example: lecture, computer/software, studio, general education classes
- In addition to this 1-year certificate, students may earn a Certificate(s) in a specialized area. Students may also add classes to complete a two-year degree. Call 546-4671 for advising and information

# Visual Communications Technology

- Plan 1 General Education and up to 8 cr Specialization/quarter

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

## **CERTIFICATE OF PROFICIENCY**

Foundation with Customized Specialization .... 54-59 Credits

### **GENERAL EDUCATION REQUIREMENTS | 12-15 Credits**

COURSE	CREDITS
<b><u>Communication Skills: (Choose one)</u></b> 5 Credits	
ENGL 099 Analytical Reading & Writing	
ENGL& 101 English Composition I	
BTWRT 115 Business English	
BTWRT 215 Business Communication	
<b><u>Quantitative/Symbolic Reasoning:</u></b> 5 Credits	
BUS102 Business Mathematics	
<b><u>Human Relations: (choose one)</u></b> 2-5 Credits	
ART 105 Multicultural Studies Through the Visual Arts	
or	
BUS 105 Essentials of Human Relations	
or	
CMST& 101 Intro to Communications	

### **CORE REQUIREMENTS | 29 Credits**

COURSE	CREDITS
VCT 101 Graphic Design I	5 Credits
VCT 124 Basic Macintosh Systems Operations	2 Credits
VCT 125 Intro to Image Construction/Edit./Output	3 Credits
VCT 128 Adobe CS Page Layout w/InDesign	5 Credits
VCT 134 Adobe CS Illustrator (Vector Graphics)	5 Credits
VCT 136 Adobe CS: Raster Graphics w/Photoshop	5 Credits
<b><u>Portfolio: (Choose one)</u></b>	
VCT 205 Spec: Design Studio/Portfolio 5	4 Credits
VCT 215 Spec: Adobe Studio/Portfolio 1	
VCT 225 Spec: Interactive Web/Studio 1	
VCT 235 Spec: Autodesk/3D Studio/Game Design 1	
VCT 245 Spec: Video/Visual Effects Studio 1	

### **ELECTIVES | 13-15 Credits**

Choose according to your career goal. You may stay within one category, or choose freely from several.

COURSE	CREDITS
<b>Graphic Design Classes</b>	
ART 109 2-D Design	5 Credits
VCT 102 Graphic Design 2	5 Credits
VCT 103 Graphic Design 3	5 Credits
VCT 112 Visual Communications Survey	5 Credits

VCT 128 Adobe CS: Page Layout w/InDesign	5 Credits
<b>Photoshop/Photography Classes</b>	
ART 144 Beg Photography	5 Credits
ART 145 Intermediate Photography	4 Credits
ART 146 Advanced Photography	4 Credits
VCT 155 Digital Production	5 Credits
VCT 215 Spec: Adobe Studio/Portfolio 1	4 Credits
<b>Flash/Multimedia Classes</b>	
ART 134 Drawing for Animation	5 Credits
VCT 135 Adobe CS: Animation/ Interactive Media	5 Credits
VCT 225 Spec: Interactive Web/Studio 1	4 Credits
VCT 226 Spec: Interactive Web/Studio 2	4 Credits
VCT 227 Spec: Interactive Web/Studio 3	4 Credits
<b>Game Art and Design Intro</b>	
ART 234 History of Animation	5 Credits
VCT 251 Intro to Game Design Theory	5 Credits
VCT 252 Introduction to Game Art	5 Credits
VCT 253 Intro to Game Development	5 Credits
<b>Web Classes</b>	
VCT 135 Adobe CS: Animation/Interactive Media	5 Credits
VCT 170 Adobe CS Interactive/Web Design	5 Credits
VCT 225 Spec: Interactive Web/Studio 1	4 Credits
<b>Illustration Classes</b>	
ART 131 Drawing I	5 Credits
VCT 215 Spec: Adobe Studio/Portfolio 1	4 Credits
VCT 235 Spec: Autodesk/3D Studio/Game Des. 1	4 Credits
VCT 276 3D Modeling & Animation w/Maya	5 Credits
<b>Production Classes</b>	
VCT 112 Visual Communications Survey	5 Credits
VCT 155 Digital Production	5 Credits
VCT 156 Creative Project Management	5 Credits
<b>Video Classes</b>	
CINEMA 201 Introduction to Cinema	5 Credits
FILM 255 Basic Video Production	3 Credits
FILM 256 Video Production I	5 Credits
FILM 265 Editing I	5 Credits
VCT 268 Editing Software Lab	3 Credits
<b>Marketing</b>	
BUS 120 Principles of Marketing	5 Credits
MUSTC 102 Rights & Methods of Multimedia	2 Credits
VCT 112 Visual Communications Survey	5 Credits

# Visual Communications Technology

## Game Art and Design

AAAS (117-126 credits)

AAS-T

### Program Advisors:

#### Christine Shafner

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Students will explore creative, multimedia tools and solutions on Mac and PC platforms, using industry-standard software. In addition to General Education requirements, study will take place at three levels: core foundational design training, concentrated study in game design and software-based and topic-based study in specialized areas. This is not a degree in programming, but students have the opportunities to take introductory courses in industry-standard programming languages.

Early advising is strongly recommended for this program.

The Seattle region has seen significant growth in the game design industry and the future looks promising. Companies are hiring entry-level employees with a broad, integrated foundation of conceptual and technical knowledge, along with specialized skills. This two-year plus Visual Communications Technology degree in Game Art/Design is designed to provide students with the conceptual thinking skills and foundational technical skills, as well as the specialized training required to be qualified for entry level game, animation and related positions. Technical software training is done partly online with leading industry partners. This can be self-paced, allowing students to review lessons repeatedly and establish the self-directed life-long learner skills that the continually changing industry requires. This learning model also allows for greater focus on development of creative, conceptual skills and team collaboration skills in the classroom.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be able to:

1. Develop and apply perceptual skills in creation of 2 D and 3 D game levels using visual design and game development software.
2. Using game development software integrated with design software, demonstrate technical skills, project management and production skills.
3. Conceive, plan, design and produce physical prototypes of games with characters and other assets, level, rules and game strategy.

### ADDITIONAL INFORMATION

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

Note: Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to

change without notice and final career decisions are the responsibility of the student.

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

### AAAS DEGREE

Game Art and Design ..... 117-126 Credits

### REQUIREMENTS | 117-126 Credits

COURSE		CREDITS
<b>Quantitative/Symbolic Reasoning: (Choose One)</b>		
MATH& 107	Math in Society	5 Credits
BUS 102	Business Mathematics	
BUSTC 150	Excel 2013	
MUSTC 106	Acoustics of Music	
<b>Communication Skills (Choose One)</b>		
BTWRT 215	Business Communication	5 Credits
ENGL& 101	English Composition I	
<b>Human Relations (Choose One)</b>		
BUS 105	Essentials of Human Relations	2-5 Credits
CMST& 101	Intro to Communications	
<b>Multicultural Understanding (Choose One)</b>		
CMST 203	Com Across Diff	3-5 Credits
ART 105	Multicultural Studies Through Visual Arts	
BUS 103	Multi Understanding in Wkplc	

### VCT FOUNDATION REQUIREMENTS | 65 Credits

COURSE		CREDITS
<b>Studio/Humanities Foundation*</b>		
ART 109	2-Dimensional Design	5 Credits
ART 110	3-Dimensional Design	5 Credits
ART 131	Drawing 1	5 Credits
<b>Choose one of the following:</b>		
ART 132	Drawing 2 or	5 Credits
ART 251	Painting 1 or	
HUM 140	World Humanities: Quest for Narrative	
<b>Design/Production Foundation</b>		
VCT 101	Graphic Design I	5 Credits
VCT 102	Graphic Design I	5 Credits
VCT 112	Visual Communication Survey	5 Credits
<b>Digital Graphics Foundation**</b>		
VCT 124	Basic Macintosh Systems Operations	2 Credits
VCT 125	Intro to Image Construction/Edit./Output	3 Credits
<b>Challenge Tests are available to place out of VCT 124 &amp; VCT 125</b>		
VCT 134	Adobe CS Illustrator (Vector Graphics)	5 Credits
VCT 135	Adobe CS: Animation/Interactive Media	5 Credits

# Visual Communications Technology

VCT 136	Adobe CS: Raster Graphics w/Photoshop	5 Credits
VCT 170	Adobe CS: Interactive/Web Design	5 Credits
VCT 176	Intro to 3D Modeling/Animation	5 Credits

\* One Studio Arts or Humanities course may be substituted for a specialization course from the following list:

HUM 140	World Humanities: Comparing Global Cultures
ART 132	Drawing 2
ART 133	Drawing 3
ART 145	Intermediate Photography
VCT 103	Graphic Design 2
ART 251	Painting 1
ART 252	Painting 2
ART 271	Sculpture 1
MUSTC 131	Digital Audio Production

### DEGREE CONCENTRAT. REQUIREMENTS | 25 Credits

COURSE		CREDITS
<b>Media History (Choose One)</b>		
VCT 230	History of Visual Media	5 Credits
ARTH 224 or 225 or 226	Western Art History	5 Credits
ARTH 204	Survey of Asian Art	5 Credits
ARTH 210	Japanese Art History	5 Credits
ART 234	History of Animation	5 Credits

#### Track Subjects

VCT 251	Intro to Game Design	5 Credits
VCT 276	3D Modeling and Animation w/Maya	5 Credits
VCT 252	Intro to Game Art**	5 Credits
VCT 253	Intro to Game Dev**	5 Credits

\*\*Includes self-paced, online technical training component

### DEGREE SPECIALIZ. REQUIREMENTS | 12-16 Credits

Students are required to complete a minimum of 12 credits of specialization coursework. Specialization courses consist of three parts: seminar, collaborative lab sessions, and online specialized software training and/or topic-based training with online industry training partners. A Faculty/Student Advising session is required for placement into this set of courses.

#### Examples of Specialization Software Training:

Maya, 3D StudioMax, Mudbox, ZBrush, Soft Image, Blender, Vue, Lightwave, Unity, Unreal Engine, C++, Javascript, iOS Dev, Premiere, Encore, After Effects, etc.

#### Examples of Topic-Based Training:

Storyboarding, Matte Painting, Matchmoving, Digital Art, Interface Design, Effects, Compositing, Modeling, Character Rigging, Project Management, etc

### COURSE

COURSE	CREDITS
<b>Media History (Choose One)</b>	
VCT 205, 206, 207** Specialization: Design Studio/Portfolio	4 Credits
VCT 215, 216, 217** Specialization: AdobeCS Studio/Portfolio	4 Credits
VCT 225, 226, 227** Specialization: Interactive Studio/Portfolio	4 Credits
VCT 235, 236, 237** Specialization: Autodesk Studio/Portfolio	4 Credits
VCT 245, 246, 247** Specialization: Video Studio/Portfolio	4 Credits

\*\*Includes self-paced, online technical training component

# Visual Communications Technology

## Graphic Design

AAAS (112-121 credits)

AAS-T

### Program Advisors:

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[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Students will design creative solutions using industry-standard software. In addition to General Education requirements, study will take place at three levels: core foundational design training, concentrated study in graphic design, and software-based and/or topic based study in specialized areas. Technical software training is done partly online with leading industry partners. This can be self-paced, allowing students to review lessons and establish the self-directed, life-long learner skills that the continually changing industry requires. This learning model also allows for greater focus on development of creative, conceptual skills and team collaboration skills in the classroom. Early advising is strongly recommended for this program.

Graphic Design is all around us. It plays an essential role in our daily lives. In today's world, communication is increasingly visual. Technology brings us capabilities to deliver visual content that is not just printed, but also interactive. This content needs to be organized in useable forms. Graphic designers are needed to create the interfaces, web pages, advertisements, marketing and branding materials, environmental way finding and more. Methods used for visual communication continue to evolve at a fast pace. As students learn to use the latest software tools for design, they must also learn to use the most important tool: their creative minds. The ability to conceptualize and "ideate" is a necessary survival skill in any creative industry.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be able to:

1. Effectively use concept development procedures in visual communication problem solving.
2. Select and organize design elements including letter forms, illustrations, typography and other graphic images and effectively use art elements such as line, shape, color, value, texture and form in the development of visual images for a variety of media.
3. Apply principles of audience and market analysis, conduct research and develop resources in the production of desktop publishing, graphic design, illustration, electronic paste-up, scanning and manipulation of images, and multimedia productions

### ADDITIONAL INFORMATION

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

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

### AAAS DEGREE

Graphic Design ..... 112-121 Credits

### GENERAL EDUCATION REQUIREMENTS | 15-20 Credits

COURSE		CREDITS
<b><u>Quantitative/Symbolic Reasoning: (Choose One)</u></b>		
MATH& 107	Math in Society	5 Credits
BUS 102	Business Mathematics	
BUSTC 150	Excel 2013	
MUSTC 106	Acoustics of Music	
<b><u>Communication Skills (Choose One)</u></b>		
BTWRT 215	Business Communication	5 Credits
ENGL& 101	English Composition I	
<b><u>Human Relations (Choose One)</u></b>		
BUS 105	Essentials of Human Relations	2-5 Credits
CMST& 101	Intro to Communications	
<b><u>Multicultural Understanding (Choose One)</u></b>		
CMST 203	Com Across Diff	3-5 Credits
ART 105	Multicultural Studies Through Visual Arts	
BUS 103	Multi Understanding in Wkplc	

### VCT FOUNDATION REQUIREMENTS | 65 Credits

COURSE		CREDITS
<b><u>Studio Foundations</u></b>		
ART 109	2-Dimensional Design	5 Credits
ART 131	Drawing I	5 Credits
ART 144	Beginning Photography	5 Credits
<b><u>Design/Production Foundations</u></b>		
VCT 101	Graphic Design I	5 Credits
VCT 102	Graphic Design 2	5 Credits
VCT 112	Visual Communications Survey	5 Credits
<b><u>Digital Graphics Foundations**</u></b>		
VCT 124	Basic Macintosh Systems Operations*	2 Credits
VCT 125	Intro to Image Construct/Editing/Out*	3 Credits
VCT 128	AdobeCS: InDesign (Page Layout)	5 Credits
VCT 134	AdobeCS Illustrator(Vector Graphics)	5 Credits
VCT 135	AdobeCS Animation/Interact Media	5 Credits
VCT 136	AdobeCS Raster Graphic w/PhotoSh	5 Credits
VCT 170	AdobeCS: Interactive/Web Design	5 Credits
VCT 176	Intro to 3D Modeling/Animation	5 Credits

## DEGREE CONCENTRATION REQUIREMENTS | 20 Credits

COURSE		CREDITS
<b>Media History (Choose One)</b>		
ARTH 224/225/226	Western Art History	5 Credits
ARTH 204	Survey of Asian Art	5 Credits
ARTH 210	Japanese Art History	5 Credits
VCT 230	History of Visual Media	5 Credits
<b>Track Subjects</b>		
VCT 103	Graphic Design 3**	5 Credits
VCT 204	Graphic Design 4**	5 Credits
VCT 155	Digital Production	5 Credits
or		
VCT 156	Creative Project Management	5 Credits

## DEGREE SPECIALIZ. REQUIREMENTS | 12-16 Credits

Students are required to complete a minimum of 12 credits of specialization coursework. Specialization courses consist of three parts: seminar, collaborative lab sessions, and online specialized software training and/or topic-based training with online industry training partners. A Faculty/Student Advising session is required for placement into this set of courses

### Examples of Specialization Software Training:

Fontographer, Maya, 3D Studio Max, Mudbox, ZBrush, Soft Image, Blender, Vue, Lightwave, Unity, Unreal Engine, C++, Javascript, iOS Dev, Premiere, Encore, After Effects, Fireworks, Joomia, Drupal, etc

### Examples of Topic-Based Training:

Storyboarding, Matte Painting, Matchmoving, Digital Art, Event Design, Packaging, Interface Design, Effects, Compositing, Modeling, Digital Printing, Character Rigging, Project Management, etc

## COURSE

COURSE		CREDITS
<b>Media History (Choose One)</b>		
VCT 205, 206, 207**	Specialization: Design Studio/Portfolio	4 Credits
VCT 215, 216, 217**	Specialization: AdobeCS Studio/Portfolio	4 Credits
VCT 225, 226, 227**	Specialization: Interactive Studio/Portfolio	4 Credits
VCT 235, 236, 237**	Specialization: Autodesk Studio/Portfolio	4 Credits
VCT 245, 246, 247**	Specialization: Video Studio/Portfolio	4 Credits

\* Challenge Tests are available to place out of VCT 124 & VCT 125

\*\*Includes self-paced, online technical training component

## Web Design

*Certificate of Completion (19 credits)*

### Program Advisors:

#### Christine Shafner

(206) 546-4667 • cshafner@shoreline.edu • Room 2055

#### Alan Yates

(206) 533-6771 • ayates@shoreline.edu • Room 2054

#### Claire Fant

(206) 533-6763 • cfant@shoreline.edu • Room 2024

[www.shoreline.edu/vct/default.aspx](http://www.shoreline.edu/vct/default.aspx)

### DESCRIPTION

Shoreline Community College offers a short-term Certificate of Completion (CC) in Web Design leading to an entry-level position in an office setting. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Visual Communication Technology. Students pursuing a four-year baccalaureate degree should follow the Associates in Fine Arts (AFA) degree planning guide.

This program is designed for students requiring an integrated foundation of knowledge and practice in visual design principles, graphic and typographic design, computer graphic technologies and new imaging and display techniques for the Internet.

### OUTCOMES

Students who successfully complete this program—by achieving a GPA of 2.0 or better for the entire program—should be:

Prepared for positions and course studies in web/media design, illustration, electronic presentation, and in manipulating visual images for traditional and new media.

### PREREQUISITE

VCT 124, VCT 125, VCT 136, or portfolio review

### ADDITIONAL INFORMATION

Certificates of Completion are designed for students who are adding areas of knowledge to their VCT AAAS Specializations or have intermediate/advanced industry experience. Please note that courses listed in concentrations have prerequisites that expand the total credits required. Prerequisites may be waived at the VCT advisor's discretion based on student experience or portfolio presentation. Courses may be substituted or waived by the program faculty advisor.

### CERTIFICATE OF COMPLETION

Web Design ..... 19 Credits

### REQUIREMENTS | 15-17 Credits

COURSE		CREDITS
ENGL 279	Writing for New Media	5 Credits
VCT 135	Adobe CS: Animation/ Interactive Media	5 Credits
VCT 170	Adobe CS: Interactive/ Web Design	5 Credits
VCT 225	Spec: Interactive Web/ Studio 1	4 Credits

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## ACCOUNTING

<b>ACCT 104</b>	<b>Payroll Accounting</b>	<b>5 Credits</b>	<b>ACCT 273</b>	<b>Intermediate Accounting III</b>	<b>5 Credits</b>
A course designed to provide information and study of accounting for payroll, payroll taxes and benefits. Computer-assisted practice problems are required. Prerequisites: ACCT& 201 (may be taken concurrently) and math skills equivalent to or higher than MATH 70 or BUS 102, or equivalent math. Mandatory decimal grading.			Principles of financial reporting for enterprises. Investments; revenue recognition; taxes in financial statements; pensions; leases; statement of cash flows; legal and ethical considerations in disclosure. Prerequisites: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.		
<b>ACCT 170</b>	<b>Federal Income Tax Individuals/Small Business</b>	<b>5 Credits</b>	<b>ACCT 275</b>	<b>Accounting Information Systems</b>	<b>5 Credits</b>
This course presents the fundamentals of federal income taxation as it applies to individuals and sole proprietorships. This course will take a practical approach through preparation of individual tax returns including Schedules A, B, C, D. Mandatory decimal grading.			Use of accounting systems to support business processes. Internal control, security, privacy, ethics; revenue and expense cycles; payroll, inventory, and fixed assets; source and output documents; systems planning. Prerequisites: ACCT& 201 or ACCT 101 and BUSTC 105, or instructor permission. Mandatory decimal grading.		
<b>ACCT&amp; 201</b>	<b>Principles of Accounting I</b>	<b>5 Credits</b>	<b>ACCT 279</b>	<b>Federal Income Tax Corporation/Conduits</b>	<b>5 Credits</b>
Basic principles, theories and procedures for reporting business transactions; analysis and presentation of financial information, integrated with computer applications. Mandatory decimal grading.			Theory and practice of federal income taxation for C and S corporations, partnerships, and LLCs. Elements of exempt entities, trusts, estates, tax research and planning. Prerequisites: ACCT& 202 or ACCT 102 and ACCT 170, each with a 2.0 or better, or instructor permission. Mandatory decimal grading.		
<b>ACCT&amp; 202</b>	<b>Principles of Accounting II</b>	<b>5 Credits</b>	<b>ACCT 286</b>	<b>Auditing and Assurance</b>	<b>5 Credits</b>
Accounting for short- and long-term assets and liabilities, corporations, statement of cash flows, financial statement analysis, and generally accepted accounting principles; integrated with computer applications. Prerequisites: Successful completion of ACCT& 201. Mandatory decimal grading.			Principles and practice of attest functions in the accounting profession. Generally accepted auditing standards; fraud and internal control; professional ethics and legal liability of auditors. Prerequisite: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.		
<b>ACCT&amp; 203</b>	<b>Principles of Accounting III</b>	<b>5 Credits</b>	<b>ACCT 289</b>	<b>Cost Accounting</b>	<b>5 Credits</b>
An introduction to job-, process- and activity-based costing, capital budgets, standard costs, cost-volume-profit analysis, and analysis of accounting information for managerial decision-making; integrated with computer applications. Prerequisite: Successful completion of ACCT& 201. Mandatory decimal grading.			Use of cost accounting in the controllership function. Cost behavior, cost tracing & apportionment. Relevant costs, transfer pricing, inventory issues, management control, and information systems. Prerequisite: ACCT& 203 or ACCT 103, with a 2.0 or better, or instructor permission. Mandatory decimal grading.		
<b>ACCT 206</b>	<b>Computer Accounting</b>	<b>5 Credits</b>	<b>ACCT 291</b>	<b>Special Topics In Accounting</b>	<b>1 Credit</b>
An introduction to PC based computerized accounting using QuickBooks software designed for small business applications. Prerequisites: ACCT& 201 or instructor permission. Mandatory decimal grading.			Classes focusing on specific issues and/or topics of interest in Accounting.		
<b>ACCT 208</b>	<b>Not-for Profit and Governmental Accounting</b>	<b>5 Credits</b>	<b>ACCT 292</b>	<b>Special Topics In Accounting</b>	<b>2 Credits</b>
An introduction to accounting for not-for-profit organizations and state and local governments. Topics include general and special fund accounting for state and local governments, hospitals, charities, foundations, colleges and universities. Prerequisites: Successful completion of ACCT& 201 and 202. Mandatory decimal grading.			Classes focusing on specific issues and/or topics of interest in Accounting.		
<b>ACCT 271</b>	<b>Intermediate Accounting I</b>	<b>5 Credits</b>	<b>ACCT 293</b>	<b>Special Topics In Accounting</b>	<b>3 Credits</b>
Principles of financial reporting for enterprises. Standard-setting; FASB conceptual framework; presentation of income statement, balance sheet, and statement of cash flows; cash and cash equivalents; receivables; and inventory valuation. Prerequisites: ACCT& 202 or instructor permission. Mandatory decimal grading.			Classes focusing on specific issues and/or topics of interest in Accounting.		
<b>ACCT 272</b>	<b>Intermediate Accounting II</b>	<b>5 Credits</b>	<b>ACCT 294</b>	<b>Special Topics In Accounting</b>	<b>4 Credits</b>
Principles of financial reporting for enterprises. Tangible and intangible assets; depreciation, impairments, and disposition; current and long-term liabilities; contingencies; stockholders' equity; earnings per share. Prerequisites: ACCT 271 with a 2.0 or better, or instructor permission. Mandatory decimal grading.			Classes focusing on specific issues and/or topics of interest in Accounting.		
			<b>ACCT 295</b>	<b>Special Topics In Accounting</b>	<b>5 Credits</b>
			Classes focusing on specific issues and/or topics of interest in Accounting.		
			<b>ACCT 297</b>	<b>Individual Project In Accounting</b>	<b>1 Credit</b>
			Individual project in a specific area of accounting. By arrangement with instructor. Prerequisites: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.		

**ACCT 298 Individual Project In Accounting 2 Credits**

Individual project in a specific area of accounting. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ACCT 299 Individual Project In Accounting 3 Credits**

Individual project in a specific area of accounting. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ADULT BASIC EDUCATION****ABE 001 Basic Skills Orientation and Assessment 1 Credit**

Students will learn about the ESL, ABE and GED programs and understand how to be successful in their classes. Students' basic skills will be assessed and students will be placed at their appropriate level. Mandatory P/NC grading.

**ABE 012 Reading and Writing 1 1-10 Credits**

Students will read with understanding by locating the topic, main idea, and key details of texts and use strategies to find the meaning of unknown words. Students will use a writing process to draft and edit connected paragraphs with guidance from the instructor. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 013 ABE Math Skills for College and Career 1 1-10 Credits**

Students will learn place value of whole numbers to understand the composition of whole numbers. Students will learn how to add, subtract, multiply, and divide multi-digit whole numbers. Students will distinguish between perimeter and area. Students will apply geometric and operational skills to solve real-world, multi-step problems. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 022 Reading and Writing 2 1-10 Credits**

Students will read with understanding by locating important information in texts, use strategies to find the meaning of unknown words, and identify author's purpose. Students will write connected paragraphs and five-paragraph essays with guidance from instructor. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 023 ABE Math Skills for College and Career 2 1-10 Credits**

Students will learn place value of decimal numbers and rounding with decimal numbers. Students will also learn standard algorithms to perform four basic operations with decimal numbers. Students will apply understanding of decimals to solve real-world problems. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 032 Reading and Writing 3 1-10 Credits**

Students will read with understanding by locating the main idea and key details and identifying author's purpose. Students will write and edit persuasive and expository essays using a writing process. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 033 ABE Math for College and Career 3 1-10 Credits**

Students will learn to identify and represent fractions. They will learn to perform all basic operations with fractions and whole numbers fluently. Students will also apply their knowledge of fractions to data, geometry, and real-world problems. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 042 Reading and Writing 4 1-10 Credits**

Students develop reading comprehension skills by using a reading process and thinking strategies to understand and evaluate texts. Students will use a writing process to develop clear and coherent evidence-based essays. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 043 ABE Math Skills for College and Career 4 1-10 Credits**

Students learn about ratios and proportional reasoning to describe, set up, and solve mathematical and real-world problems involving percents. Students also apply understanding of ratios and proportional reasoning to describe and solve problems involving scale drawings and similar figures. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 046 ESL Math Overview 5 Credits**

ESL Math Overview introduces students to basic math terminology. Students also learn (or review) basic math skills within the context of improving life skills. Students improve their English skills as they work through basic number and word problems. Prerequisite: Successful completion of Level 3 or placement into ESL Level 4 or above or by instructor permission. Mandatory P/NC grading.

**ABE 052 Reading and Writing 5 1-10 Credits**

Students will prepare for GED tests, earn High School 21+ credit, and/or transition to college by demonstrating understanding of texts and analyzing and evaluating arguments. Students will follow a writing process and cite evidence to support arguments. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 053 ABE Math Skills for College and Career 5 1-10 Credits**

Students will perform operations with rational numbers and extend their understanding of rational numbers to real-world problems. Students will identify and simplify algebraic expressions involving polynomials, absolute value, and multiple variables. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 063**      **ABE Math Skills for College and Career 6**      **1-10 Credits**  
 Students will understand, solve, and write one-variable equations and inequalities in mathematical and real-world contexts. Students will learn and apply the properties of exponents to simplify exponential expressions. Students will reason quantitatively to solve multi-step geometric problems. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 073**      **ABE Math Skills for College and Career 7**      **1-10 Credits**  
 Students will learn to interpret, write, and graph linear functions. Students will model quantitative relationships using functions and draw conclusions based on functions. Students will learn to solve and analyze systems of equations. Prerequisite: Appropriate placement according to the SCC ABE placement tests. Mandatory P/NC grading.

**ABE 081**      **Special Topics In Adult Basic Education**      **1 Credit**  
 Classes focus on specific issues and/or topics of interest in ABE.

**ABE 082**      **Special Topics In Adult Basic Education**      **2 Credits**  
 Classes focus on specific issues and/or topics of interest in ABE.

**ABE 083**      **Special Topics In Adult Basic Education**      **3 Credits**  
 Classes focus on specific issues and/or topics of interest in ABE.

**ABE 084**      **Special Topics In Adult Basic Education**      **4 Credits**  
 Classes focus on specific issues and/or topics of interest in ABE.

**ABE 085**      **Special Topics In Adult Basic Education L1**      **5 Credits**  
 Classes focus on specific issues and/or topics of interest in ABE-L1.

**ABE 097**      **Individual Projects In ABE**      **1 Credit**  
 Individual project in a specific area of ABE. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**AMERICAN ETHNIC STUDIES**

**AES 106**      **Music In American Culture**      **5 Credits**  
 Explore musical traditions from diverse American cultures through guided listening and analysis of songs, styles, genres and musicians, with emphasis on the role of race, class, gender and sexual-orientation. Dual listed as MUSC 106. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**AES 119**      **Survey of American Indian Studies**      **5 Credit**  
 This course examines issues in American Indian Studies including native cultures, theories of American Indian origins, demographics, the formation of American Indian stereotypes, the resistance of Native peoples to racism and oppression, and contemporary issues (music, literature, health, etc.) Prerequisite: Concurrent or successful completion of ENGL& 101 recommended. Student option grading.

**AES 215**      **From Rhymes to Reason: the Culture of Hip Hop**      **5 Credits**  
 This course examines the culture of hip hop from its South Bronx (NYC) beginnings in the early 1970's to its globalization. Students explore the musical, visual, spoken word and literary elements of hip hop. Topics include the role of race, class, gender, politics, appropriation and commodification. Student option grading.

**AES 291**      **Special Topics In American Ethnic Studies**      **1 Credit**  
 Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AES 292**      **Special Topics In American Ethnic Studies**      **2 Credits**  
 Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AES 293**      **Special Topics In American Ethnic Studies**      **3 Credits**  
 Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AES 294**      **Special Topics In American Ethnic Studies**      **4 Credits**  
 Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AES 295**      **Special Topics In American Ethnic Studies**      **5 Credits**  
 Classes focusing on specific issues and/or topics of interest in American Ethnic Studies. Student option grading.

**AES 297**      **Individual Project In American Ethnic Studies**      **1 Credit**  
 Individual project in a specific area of American Ethnic Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**AES 298**      **Individual Project In American Ethnic Studies**      **2 Credits**  
 Individual project in a specific area of American Ethnic Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**AES 299**      **Individual Project In American Ethnic Studies**      **3 Credits**  
 Individual project in a specific area of American Ethnic Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

## AMERICAN SIGN LANGUAGE

<p><b>ASL&amp; 121</b>      <b>American Sign Language I</b>      <b>5 Credits</b>                  ASL is the study of the fundamentals of the language, visual/gestural communication, basic information related to deaf culture, expressive and receptive skills, and work on comprehension and grammatical structure. Student option grading.</p> <p><b>ASL&amp; 122</b>      <b>American Sign Language II</b>      <b>5 Credits</b>                  Continuation of ASL&amp; 121 with increased development of communication strategies with emphasis on expanding vocabulary and grammatical understanding. Functional applications of the language and appreciation for the deaf culture and community. Prerequisite: ASL&amp; 121 or equivalent with instructor's permission. Student option grading.</p> <p><b>ASL&amp; 123</b>      <b>American Sign Language III</b>      <b>5 Credits</b>                  Use of ASL&amp; 121 and 122 skills for ASL storytelling and expand linguistic-grammatical features into longer monologues with use of descriptive-locative classifiers. Continue exposure of deaf history, culture, community and ASL. Prerequisite: ASL&amp; 121 and 122 or equivalent with instructor's permission. Student option grading.</p>	<p><b>ASL 297</b>      <b>Individual Project In American Sign Language</b>      <b>1 Credit</b>                  Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.</p> <p><b>ASL 298</b>      <b>Individual Project In American Sign Language</b>      <b>2 Credits</b>                  Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.</p> <p><b>ASL 299</b>      <b>Individual Project In American Sign Language</b>      <b>3 Credits</b>                  Individual project in a specific area of American Sign Language. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.</p>
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## ANTHROPOLOGY

<p><b>ANTH&amp; 100</b>      <b>Survey of Anthropology</b>      <b>5 Credits</b>                  An introduction to the four subfields of anthropology (archaeology, biological anthropology, linguistic anthropology and sociocultural anthropology) with an emphasis on biological and cultural diversity in past and contemporary societies. Mandatory decimal grading.</p> <p><b>ANTH 130</b>      <b>World Cultures</b>      <b>5 Credits</b>                  Exploration of cultural traditions of the world through the concepts of worldview and cultural relativism. Focus on what people think, do, and make in various cultures to examine practices and systems in a comparative framework. Mandatory decimal grading.</p> <p><b>ANTH 140</b>      <b>Applied Social and Cultural Change</b>      <b>5 Credits</b>                  Examines social and cultural change historically and comparatively via anthropological lens. Moves from theory to practice, empowering students to create effective and inspiring change projects. Explores change on individual and structural levels, achieving intrapersonal and interpersonal awareness by practicing life and humanization skills. Mandatory decimal grading.</p> <p><b>ANTH&amp; 204</b>      <b>Archaeology</b>      <b>5 Credits</b>                  Introduction to the tools, principles, and methods of archaeology. Examination of the techniques of field excavation, dating of archaeological remains, reconstruction of human cultures of the past, and exploration of the archaeological record from the earliest human groups to contemporary digs. Mandatory decimal grading.</p> <p><b>ANTH&amp; 205</b>      <b>Biological Anthropology</b>      <b>5 Credits</b>                  The evolutionary biology of human beings is explored by examining the tenets of evolutionary theory, genetics, primate anatomy and behavior, the fossil record, and the range of biological diversity within and between contemporary human populations. Mandatory decimal grading.</p>	<p><b>ANTH&amp; 206</b>      <b>Cultural Anthropology</b>      <b>5 Credits</b>                  Cross-cultural and multicultural understanding of human cultural and social diversity and environmental adaptation as expressed in the formation/maintenance of social groups based on ethnicity, kinship, gender, age, race/racism, power and privilege, politics, economics, psychology, religion, art in the USA and globally. Mandatory decimal grading.</p> <p><b>ANTH&amp; 207</b>      <b>Linguistic Anthropology</b>      <b>5 Credits</b>                  The study of human and nonhuman primate communication. The study of human language and its sociocultural setting, relating the structure and history of language to human cognition and social behavior. Mandatory decimal grading.</p> <p><b>ANTH&amp; 207W</b>      <b>Linguistic Anthropology</b>      <b>5 Credits</b>                  The study of human and nonhuman primate communication. The study of human language and its sociocultural setting, relating the structure and history of language to human cognition and social behavior. Prerequisite: Either concurrent enrollment or successful completion of ENGL&amp; 101 is recommended. Mandatory decimal grading.</p> <p><b>ANTH 215</b>      <b>Intro to Medical Anthropology and Global Health</b>      <b>5 Credits</b>                  Examination of health, culture and medicine in the U.S. and abroad. Exploration of cross-cultural and biomedical perspectives on the human body, birth, death, suffering and healing. Emphasizes interrelationships of biological, political, economic and social factors on health and well-being. Prerequisite: ENGL&amp; 101 preferred. Mandatory decimal grading.</p> <p><b>ANTH 295</b>      <b>Special Topics In Anthropology</b>      <b>5 Credits</b>                  Classes focusing on specific issues and/or topics of interest in Anthropology.</p>
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**ANTH 297 Individual Project In Anthropology 1 Credit**  
 Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ANTH 298 Individual Project In Anthropology 2 Credits**  
 Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ANTH 299 Individual Project In Anthropology 3 Credits**  
 Individual project in a specific area of Anthropology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ART**

**ART& 100 Art Appreciation: the World of Art 5 Credits**  
 Students learn to analyze diverse forms of art from world cultures. Students explore the creative process, visual elements of art, and cultural/political contexts in which art is made. Course may include themes such as birth/death, public vs. private art, the human form, etc. This course is for non-majors. Prerequisite: ENGL 099 or equivalent. Mandatory decimal grading.

**ART 105 Multicultural Studies Through the Visual Arts 5 Credits**  
 Students explore the ways in which gender, race, class and sexual orientation have been represented in and defined by the visual arts. Students deconstruct historical and current images and examine how these images have impacted individuals' access or denial to power, privilege and self-definition. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL&c 101. Mandatory decimal grading.

**ART 109 Two-Dimensional Design 5 Credits**  
 This is an introductory course in two-dimensional design. Students explore basic elements, principles and processes of two-dimensional design. Design fundamentals are investigated and explored through lecture/demonstration, hands-on projects and class critiques/discussion. Student option grading.

**ART 110 Three-Dimensional Design 5 Credits**  
 This is an introductory course in three-dimensional design. Students explore basic elements and principles through demonstrations and hands-on studio work. Projects emphasize problem-solving, concept development and creativity in the transformation of two-dimensional concepts into three-dimensional objects. Recommended: ART 109. Student option grading.

**ART 121 Ceramic Art 1 5 Credits**  
 This is an introductory course in the creation and appreciation of the ceramic vessel. Students learn basic hand-building, wheel-throwing and glazing processes as a foundation for further creative development. This is the first course in a three-course sequence. Student option grading.

**ART 122 Ceramic Art 2 5 Credits**  
 Students build upon skills learned in Ceramic Art 1 and continue their exploration of the processes, techniques and aesthetics of the ceramic vessel. The focus in the second quarter is on development of artistic direction, interests and point of view. Prerequisite: ART 121 or equivalent with instructor permission. Student option grading.

**ART 123 Ceramic Art 3 5 Credits**  
 Students further develop skills learned in Ceramic Art 1 and 2 and continue their exploration of the processes, techniques and aesthetics of the ceramic vessel. The focus in the third quarter is on continued development of artistic direction, interests and point of view. Prerequisite: ART 122 or equivalent with instructor permission. Student option grading.

**ART 131 Drawing 1 5 Credits**  
 This is an introductory course in drawing from observation. Students use a variety of media, including graphite, charcoal and ink, to draw from the still-life and the figure. Basic principles of composition are stressed. This is the first course in a three quarter sequence. No academic experience is required. Student option grading.

**ART 132 Drawing 2 5 Credits**  
 Students continue to work from the still life and the figure in class to build upon drawing skills and understandings acquired in Drawing 1. Additional projects emphasize individual exploration and problem-solving in the development of artistic direction, interests and point of view. Prerequisite: ART 131 or equivalent with instructor permission. Student option grading.

**ART 133 Drawing 3 5 Credits**  
 Students continue to work from the still life and the figure in class to further develop drawing skills acquired in Drawing 1 and 2. Additional projects emphasize further individual exploration and problem-solving. Prerequisite: ART 132 or equivalent with instructor permission. Student option grading.

**ART 134 Drawing for Animation 5 Credits**  
 Students focus on drawing in sequence to create two-dimensional animations. They explore full animation techniques, character animation and storyboard development. Animation drawing formats include zoetrope strips, flip books and paper cels. Prerequisites: ART 131 or instructor permission by portfolio review. Student option grading.

**ART 144 Beginning Photography 5 Credits**  
 Introduction to photographic image creation and expression through traditional film and digital mediums. Composition, aesthetics, history, lighting, darkroom techniques and image editing tools for traditional film and digital mediums will be covered. Limited cameras available for short-term check out. Student option grading.

- ART 145 Intermediate Photography 4 Credits**  
Students continue to work in both traditional film and digital mediums to build upon photographic skills and techniques acquired in Beginning Photography. The course emphasizes conceptual development, artistic direction, and personal expression in photography as an art form. Cameras available for short-term checkout. Prerequisite: ART 144 with a 2.0/Pass or better, or instructor permission. Student option grading.
- ART 146 Advanced Photography 4 Credits**  
Students continue to work in both traditional film and digital mediums to build upon photographic skills and techniques acquired in Intermediate and Beginning Photo. The course emphasizes further conceptual development, artistic direction, personal expression in photography as an art form. Limited cameras available for check-out. Prerequisite: ART 144 and ART 145, each with a 2.0/Pass or better, or instructor permission. Student option grading.
- ART 234 History of Animation 5 Credits**  
This course explores the history and structure of animation. Students study the international development of animation from its origins to present as well as its basic principles, theories and practices. The rise of studio production is contrasted with the role of the independent artist/ animator. Student option grading.
- ART 244 Studio/Lighting/Digital Imaging 4 Credits**  
Introduction to studio photography and studio lighting. Students learn the principles of light control, studio techniques, and post-processing for creative use in portrait, still life, and product photography. Students can work digitally or with traditional film/darkroom. Prerequisite: ART 144 and ART 145 or instructor permission. Student option grading.
- ART 246 Documentary Photography 4 Credits**  
This course presents theory and the philosophy of the photograph to interpret, comment on or record the events of humanity. Visual language of sequencing and structure are explored in digital and film. Limited cameras available for check-out. Prerequisite: ART 144, 145, or instructor permission. Student option grading.
- ART 251 Painting 1 5 Credits**  
This is an introductory course emphasizing color and composition in paint media (watercolor and acrylic or oil). No previous experience is required. This is the first course in a three-quarter series. Student option grading.
- ART 252 Painting 2 5 Credits**  
Students build upon skills learned in Painting 1, with emphasis on color, composition, and a deeper exploration of one paint media: acrylic, watercolor, or oil. The focus in the second quarter level is on developing students' artistic direction, interests, and point of view. Prerequisite: ART 251 or instructor permission. Student option grading.
- ART 253 Painting 3 5 Credits**  
Students further develop skills learned in Painting 2, with emphasis on color and composition, and a deeper exploration of one paint medium: acrylic, watercolor, or oil. The focus in the third quarter level is on further development of artistic direction, interests, and point of view. Prerequisite: ART 252 or instructor permission. Student option grading.
- ART 254 Design and Materials: Wood & Plaster 5 Credits**  
This is an introductory course in the exploration of wood and plaster as mediums for creative problem-solving and expression in three-dimensional design and sculpture. Students investigate and explore these materials through demonstrations and hands-on studio work. Student option grading.
- ART 255 Design & Materials: Glass/Metal/Plastic 5 Credits**  
This is an introductory course in the exploration of glass, metal or plastics as mediums for creative problem-solving and expression in three-dimensional design and sculpture. Students investigate and explore these materials through demonstrations and hands-on studio work. Student option grading.
- ART 256 Design & Materials: Textiles 5 Credits**  
This is an introductory course in the creation and appreciation of textiles as a medium for creative problem-solving and expression in art and design. Students investigate and explore textiles and related materials through demonstrations and hands-on studio work. Student option grading.
- ART 260 Intermediate Studio Projects 5 Credits**  
Students who have completed a basic fine art studio course series work in collaboration with an instructor to build upon the skills and concepts of that specific studio art sequence and to develop individual artistic direction, interests and points of view. May be taken multiple times for credit. Prerequisite: ART 146, 133, 109, 110, 130, 123, 253, or 271 or instructor permission. Mandatory P/NC grading.
- ART 261 Printmaking 1 5 Credits**  
Survey of fine art printmaking including relief, planographic and intaglio printmaking with a focus on design, drawing, techniques and materials used in printmaking. Instruction through lectures, demonstrations, critiques and research. Students create prints in each media. Student option grading.
- ART 262 Printmaking 2 5 Credits**  
Students build upon skills learned in Printmaking 1 with emphasis on further exploration in one or more media and the development of artistic direction, interests and point of view. Prerequisite: ART 261 or instructor permission. Student option grading.
- ART 271 Sculpture 1 5 Credits**  
This is an introductory course in the creation and appreciation of sculpture. Students explore basic sculptural processes, materials and tools as a foundation for creative problem-solving and sculptural expression. Typical materials include clay, plaster and wood. First in a three-course sequence. Student option grading.
- ART 272 Sculpture 2 5 Credits**  
Students build upon skills learned in Sculpture 1 and continue their exploration of sculptural processes, materials and tools. The focus in the second quarter level is on developing students' artistic direction, interests and point of view. Prerequisite: ART 271 or instructor permission. Student option grading.
- ART 273 Sculpture 3 5 Credits**  
Students further develop skills learned in Sculpture 1 and 2 and continue their exploration of sculptural processes, materials and tools. The focus in the third quarter level is on continued development of artistic direction, interests and point of view. Prerequisite: ART 272 or instructor permission. Student option grading.

**ART 290      AFA Portfolio      2 Credits**  
 Students review and assess their artwork and artistic development in order to create and present a portfolio in completion of the AFA degree and in preparation for transfer to college art programs and/or further artistic and professional development. Prerequisite: All required core and concentration art courses in AFA degree. Up to 5 credits of these required courses can be taken concurrently with ART 290. Student option grading.

**ART 291      Special Topics In Art      1 Credit**  
 Classes focus on specific issues and/or topics of interest in Art.

**ART 292      Special Topics In Art      2 Credits**  
 Classes focus on specific issues and/or topics of interest in Art.

**ART 293      Special Topics In Art      3 Credits**  
 Classes focus on specific issues and/or topics of interest in Art.

**ART 294      Special Topics In Art      4 Credits**  
 Classes focus on specific issues and/or topics of interest in Art.

**ART 295      Special Topics In Art      5 Credits**  
 Classes focus on specific issues and/or topics of interest in Art.

**ART 297      Individual Project In Art      1 Credit**  
 Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ART 298      Individual Project In Art      2 Credits**  
 Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ART 299      Individual Project In Art      3 Credits**  
 Individual project in a specific area of art. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

## ART HISTORY

**ARTH 204      Survey of Asian Art      5 Credits**  
 Students are introduced to the art and architecture of India, China, Korea and Japan. This course gives an overview of Asian art with a concentration on individual nations/cultures, specific period styles and representative artists. Prerequisite: Completion or enrollment in ENGL 099 or instructor permission. Student option grading.

**ARTH 210      Japanese Art History      5 Credits**  
 This course offers a comprehensive study into the art, architecture and crafts of Japan. Art and artists of Japan are examined as well as the religion, politics, and economics that shaped their cultural eras. Prerequisite: Completion of ENGL 099, placement in ENGL& 101 or instructor permission. Student option grading.

**ARTH 224      Survey of Western Art: Ancient      5 Credits**  
 Students study and analyze Western art and architecture from prehistory through the Greco/Roman eras and the early Christian periods. This course addresses how art forms have been influenced by significant events, beliefs, and customs. Student option grading.

**ARTH 225      Survey of Western Art: Medieval/Baroque/Rococo      5 Credits**  
 Students study and analyze Western art and architecture from the Early Medieval Period to the 19th century. Students will evaluate how art has been influenced by significant artists, beliefs, and stylistic traditions. Student option grading.

**ARTH 226      Survey of Western Art: Modern/Postmodern      5 Credits**  
 Students study and analyze Western art and architecture from the late 19th century to the 21st century. Works of major artists, plus the development of new art forms in the Postmodern world are introduced. Student option grading.

**ARTH 292      Special Topics In Art History      2 Credits**  
 Classes focus on specific issues and/or topics of interest in Art History.

**ARTH 293      Special Topics In Art History      3 Credits**  
 Classes focus on specific issues and/or topics of interest in Art History.

**ARTH 295      Special Topics In Art History      5 Credits**  
 Classes focus on specific issues and/or topics of interest in Art History. Student option grading.

**ARTH 297      Individual Project In Art History      1 Credit**  
 Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

**ARTH 298      Individual Project In Art History      2 Credits**  
 Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

**ARTH 299      Individual Project In Art History      3 Credits**  
 Individual project in a specific area of art history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Mandatory decimal grading.

## ASTRONOMY

**ASTR& 101 Introduction to Astronomy 5 Credits**

A one-quarter survey course in astronomy, intended for non-science majors. Studies such topics as: the solar system, stellar evolution, galaxies and cosmology. Prerequisites: MATH 099. Student option grading.

**ASTR 297 Individual Project In Astronomy 1Credit**

Individual project in a specific area of ASTR. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ASTR 298 Individual Project In Astronomy 2 Credits**

Individual project in a specific area of ASTR. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ASTR 299 Individual Project In Astronomy 3 Credits**

Individual project in a specific area of ASTR. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

## AUTOMOTIVE TECHNOLOGY

**AUTOT 101 Introduction to Automotive 3 Credits**

For students interested in the automobile from a business, technical, and/or consumer perspective. Subjects covered include automotive career exploration, consumer information, minor maintenance & safety inspection, and an introduction to technical systems. Also automotive history and current social issues associated with the automobile. Prerequisites: Recommended at least ENGL 090. Mandatory decimal grading.

**AUTOT 110 Introduction to Shop Procedures and Safety 4 Credits**

This course introduces the career of auto service technology and its many career ladders. Also, students will learn basic shop safety, and use and care of auto shop tools. Intended primarily for ESL students. Prerequisite: CASAS 220 or higher and ESLAB 040. Mandatory decimal grading.

**AUTOT 111 Electrical Systems 8 Credits**

The fundamental principles of electricity and solutions for electrical problems in autos using Ohm's law. Diagnosis and service for basic auto electrical issues. Intended primarily for ESL students. Prerequisite: CASAS 220 or higher and ESLAB 040. Mandatory decimal grading.

**AUTOT 112 Automotive Engines 4 Credits**

This course covers the following skill areas: engine repair including components, design, construction and theory of the internal combustion engine. Intended primarily for ESL students. Prerequisite: AUTOT 110 Intro to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOT 113 Steering and Suspension Systems 8 Credits**

This course is designed for students entering the automotive service field and covers diagnosis, repair and alignment of 2-, 4-, and all-wheel drive systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOT 114 Brakes 6 Credits**

This course is designed for students entering the automotive service field and covers the following skill areas: inspection, diagnosis, and repair of conventional and ABS braking systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOT 115 Drive Train 4 Credits**

This course is designed for students entering the automotive service field and covers the following skill areas: basic service of manual and automatic transmissions and transaxles. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOT 116 Heating and Air Conditioning Systems 2 Credits**

This course is designed for students entering the automotive service field and covers the diagnosis and service of automotive heating and air conditioning systems. Intended primarily for ESL students. Prerequisite: AUTOT 110 Introduction to Automotive Shop & Personal Safety. Mandatory decimal grading.

**AUTOT 121 General Service Technician I 18 Credits**

For entry-level automotive students. Course provides introduction to fundamentals, maintenance and inspection of the following automotive systems: Engine Design & Performance, Lubrication & Cooling, Electrical, and Air Conditioning. Integrates basic education skills, career exploration, and employability skills development (IBEST). Prerequisite: Instructor Permission. Mandatory decimal grading.

**AUTOT 122 General Service Technician II 18 Credits**

For entry-level automotive students. Course provides introduction to the fundamentals, maintenance, and inspection of the following automotive systems: Brakes, Steering, Suspension, Axle, Differential, Manual and Automatic Transmission, and 4-wheel drive. Integrates basic education skills and employability skill development (IBEST). Prerequisite: Instructor permission. Mandatory decimal grading.

**AUTOT 123 GST III 17 Credits**

This course is part of the GST II Certificate or Degree Program. It will provide diagnostic and repair experience in the following automotive systems: Engine Repair; Engine Performance; Electrical Systems; Heat and Air Conditioning. Prerequisite: AUTOT 121 and AUTOT 122 each with minimum grade of 2.0. Mandatory decimal grading.

**AUTOT 124 GST IV 17 Credits**

This course is part of the GST II Certificate or Degree Program. It will provide diagnostic and repair experience in the following automotive systems: Brakes, Steering, Suspension, Axle, Differential, Manual & Automatic Transmissions, and 4-wheel drive. Prerequisite: Completion of AUTOT 121 and AUTOT 122 each with a minimum grade of 2.0. Mandatory decimal grading.

**AUTOT 130 Toyota Professional Certification 12 Credits**

Professional Certification course for Toyota and/or Lexus Dealership Technicians. Content covers eight (8) of the courses required to be a Toyota Certified Technician or a Lexus Senior Technician. Focus is on components, operation, and the 6-step diagnostic process for Toyota and Lexus vehicle systems. Prerequisite: 1.-Journeyman Technician with 2 years work experience in a new car dealership or Journeyman Technician with 4 years experience in an automotive aftermarket repair facility; 2.-ASE Certifications in at least 2 areas (A1-A8); 3.-Current employment at a Toyota or Lexus Dealership. Mandatory P/NC grading.

**AUTOT 131 Toyota Professional Certification (A) 6 Credits**

Professional Certification course for Toyota and/or Lexus Dealership Technicians. Content covers eight (8) of the courses required to be a Toyota Certified Technician or a Lexus Senior Technician. Focus on components, operation, and the 6-step diagnostic process for Toyota/Lexus vehicle systems. First of a 2-course sequence for the certificate. Prerequisite: 1-Journeyman Technician with 2 years work experience in a new car dealership or Journeyman Technician with 4 years experience in an automotive aftermarket repair facility; 2-ASE Certification in at least 2 areas (A1-A8); 3-Current employment at a Toyota or Lexus Dealership. Mandatory P/NC grading.

**AUTOT 132 Toyota Professional Certification (B) 6 Credits**

Professional Certification course for Toyota and/or Lexus Dealership Technicians. Content covers eight (8) of the courses required to be a Toyota Certified Technician or a Lexus Senior Technician. Focus on components, operation, and the 6-step diagnostic process for Toyota/Lexus vehicle systems. Second of a 2-course sequence for the certificate. Prerequisite: 1-Journeyman Technician with 2 years work experience in a new car dealership or Journeyman Technician with 4 years experience in an automotive aftermarket repair facility; 2-ASE Certification in at least 2 areas (A1-A8); 3-Current employment at a Toyota or Lexus Dealership. Mandatory P/NC grading.

**AUTOT 151 Auto Brakes, Suspension, Transmission Rear Axles 20 Credits**

This three week course will cover the fundamental operations of General Motors automatic transmissions, overhaul repair techniques and diagnostic procedures for the following transmissions, TH 350, TH 400, 125C, 200, 180C, and Torque Converter Clutch Diagnosis. Permission of instructor. Mandatory decimal grading.

**AUTOT 152 Engine Repair, Heating and Air Conditioning 20 Credits**

Engine operation and design with diagnosis and repair emphasis. Course also covers principles of refrigeration and air conditioning, heating systems and air distribution. Permission of instructor. Mandatory decimal grading.

**AUTOT 156 Fundamental Automotive Electricity 5 Credits**

An introductory class in the fundamentals of automotive electrical systems. Voltage, current & resistance theory, proper use of digital volt-ohm meters, electrical wiring diagrams and hands-on skills. Prerequisite: Instructor interview and permission to enroll required. Mandatory P/NC grading.

**AUTOT 160 Fundamentals of Automotive Service Training 9 Credits**

This course introduces students to the automotive industry and presents an overview of systems. Also includes new model/product information, customer satisfaction index (CSI), safety, basic servicing, shop practices, and new/used vehicle inspection. Prerequisites: Instructor permission. Mandatory decimal grading.

**AUTOT 161 Engine Repair 9 Credits**

The components, design, construction, and operation of the internal combustion engine/powerplant will be studied. Engine removal, disassembly, inspection, measurement, repair, and reassembly are covered. Engine diagnostics and testing are performed. Permission. Mandatory decimal grading.

**AUTOT 162 Specialized Electronics Training 9 Credits**

For electrical specialists. Course builds from the electrical principles and concepts through automotive semi-conductors to microprocessors. The use of electrical measurement devices and wire repairing; on-bench and on-car exercises. Permission. Mandatory decimal grading.

**AUTOT 163 Brakes and Suspension 9 Credits**

Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems; including hydraulic, power assist, and parking break systems. Theory, service, and diagnosis of anti-lock systems. Steering, suspension, and wheel alignment includes diagnosis, inspection, repair, and maintenance. Also, tire service and wheel balance. Permission. Mandatory decimal grading.

**AUTOT 164 Manual Gear Trains and Transaxles 9 Credits**

The design, construction, and operation of front, rear, and all-wheel drive systems. Gear train diagnosis, removal, disassembly, inspection, measurement, repair, reassembly, and installation; includes drive axle, hubs, and transfer case service. The use and application of diagnostic equipment will be covered. Permission. Mandatory decimal grading.

**AUTOT 165 Engine Management and Emissions Systems 9 Credits**

Theory, diagnostic testing and repair of ignition, fuel injection, air induction, sensors, actuators, on-board diagnostics, and emission systems. Students learn to use electronic analyzers and diagnostic scanners. Permission. Mandatory decimal grading.

**AUTOT 166 Electrical Systems 9 Credits**

Theory, diagnosis, testing, repairing or replacing automotive electrical system components. Multiplexed and microprocessor-controlled systems included. Emphasis on reading wiring diagrams and using electrical measuring devices and scan tools. Permission. Mandatory decimal grading.

**AUTOT 167 Automatic Transmissions/Transaxles 9 Credits**

Transmission/transaxle mechanical, hydraulic, and electrical operation. Service, overhaul, mechanical/electrical diagnosis procedures will be covered. Use and application of diagnostic equipment. Permission. Mandatory decimal grading.

**AUTOT 168 Heating and Air Conditioning 9 Credits**

Theory, operation, diagnosis, and service practices of manual & automatic heating, ventilation and air conditioning systems. Identification, recovery, recycling, and recharging of R12 and R134. Heating, ventilation, air condition (HVAC) controls and diagnosis. Use/ application of diagnostic equipment. Recovery certification will be offered. Permission. Mandatory decimal grading.

**AUTOT 170H    Fundamentals of Honda    9 Credits**  
**Auto Service Training**

This course introduces students to the automotive industry and presents an overview of vehicle and dealership systems. Includes new model product information, customer satisfaction index (CSI), safety, proper tool usage, basic servicing, shop practices, and new/used vehicle inspection. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 171H    Honda Engine Repair    12 Credits**

The components, design, construction and operation of the internal combustion engine/powerplant will be studied. Engine removal, disassembly, inspection, measurement, repair, and reassembly are covered. Engine diagnostics and testing are performed. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 172H    Honda Brake Systems    12 Credits**

Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems; including hydraulic, power assist, and parking break systems. Theory, service, and diagnosis of anti-lock systems. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 173H    Honda Steering and    12 Credits**  
**Suspension Systems**

Steering, suspension, and wheel alignment includes diagnosis, inspection, repair and maintenance. Also, tire service and wheel balance. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 174H    Honda Manual Gear    8 Credits**  
**Trains and Transaxles**

The design, construction, and operation of front, rear, and all-wheel drive systems. Gear train diagnosis, removal, disassembly, inspection, measurement, repair, reassembly, and installation; includes drive axle, hubs, and transfer case service. The use and application of diagnostic equipment will be covered. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 175H    Honda Engine Management    12 Credits**  
**and Emissions Systems**

Theory, diagnostic testing and repair of ignition, fuel injection, air induction, sensors, actuators, on-board diagnostics, and emission systems. Students learn to use electronic analyzers and diagnostic scanners. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 176H    Honda Electrical Systems    15 Credits**

Theory, diagnosis, testing, repairing or replacing automotive electrical system components. Multiplexed and microprocessor-controlled systems included. Emphasis on reading wiring diagrams and using electrical measuring devices and scan tools. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 177H    Honda Automatic    8 Credits**  
**Transmissions/Transaxles**

Transmission/transaxle mechanical, hydraulic, and electrical operation. Service, overhaul, mechanical/electrical diagnosis procedures will be covered. Use and application of diagnostic equipment. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 178H    Honda Heating and    8 Credits**  
**Air Conditioning**

Theory, operation, diagnosis, and service practices of automotive heating, ventilation and air conditioning systems. Identification, recovery, recycling, and recharging of R134A systems. Heating, ventilation, air conditioning (HVAC) controls and diagnosis. Use/application of diagnostic equipment. Recovery certification will be required. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 180T    Fundamentals of    9 Credits**  
**Auto Service Training**

This course introduces students to the automotive industry and presents an overview of vehicle and dealership systems. Includes new model product information, customer satisfaction index (CSI), safety, basic servicing, shop practices, and new/used vehicle inspection. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 181T    Engine Repair    11 Credits**

Engine Mechanical system components, design, construction, and operation of the internal combustion engine. Includes engine removal, disassembly, inspection, measurement, repair and reassembly. Engine diagnostics and testing are performed. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 183T    Brakes and Suspension    21 Credits**

Brake theory, inspection, diagnosis, repair and adjustment of disc/drum type systems. Includes hydraulic, power assist, parking and anti-lock systems (ABS). Steering and suspension systems inspection, maintenance, diagnosis, and repair. Includes wheel balance and alignment. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 184T    Manual Gear Trains    8 Credits**  
**and Transaxles**

Manual transmission design, construction, operation, inspection, maintenance, diagnosis and repair on front, rear and all-wheel drive systems. Includes drive axles, differentials, hubs, transfer case service, and overhaul procedures. Prerequisite: Instructor permission required. Mandatory decimal grading.

**AUTOT 185T    Engine Control Systems    16 Credits**

Engine control systems theory, design, inspection, testing, diagnosis, and repair. Systems include ignition, fuel injection, air induction, engine control sensors, and engine control actuators. Emphasis is on using the correct diagnostic tools and procedures. Prerequisites: Instructor permission. Mandatory decimal grading.

**AUTOT 186    Electrical Systems    18 Credits**

Theory, diagnosis, testing, repairing or replacing automotive electrical system components. Multiplexed and microprocessor-controlled systems included. Emphasis on reading wiring diagrams and using electrical measuring devices and scan tools. Permission. Mandatory decimal grading.

**AUTOT 186T    Electrical Systems    21 Credits**

Automotive electrical systems theory, construction, components, testing, diagnosis, and repair. Includes non-multiplexed, multiplexed, and microprocessor-controlled systems. Emphasis is on reading wiring diagrams and using electrical diagnostic tools and scan tools. Prerequisite: Instructor permission required. Mandatory decimal grading.



## BIOLOGY

<p><b>BIOL 090</b>      <b>Biology Special Lab</b>      <b>1-3 Credits</b>  This class is an opportunity for tutorial instruction for students in biological subject matter areas where assistance may be needed. No appointments are necessary. Come in when you need help. An instructor/tutor is available. Prerequisites: Registration in a biology class. Mandatory P/NC grading.</p>	<p><b>BIOL 150</b>      <b>Epidemics &amp; Culture</b>      <b>5 Credits</b>  Students will explore epidemic disease from multiple perspectives, including scientific, political, economic, religious, and artistic. The Bubonic Plague of the Middle Ages will serve as a paradigm for studying individual and cultural responses to other historical and modern epidemics. Prerequisite: Completion of ENGL 099 or placement into ENGL&amp; 101. Student option grading.</p>
<p><b>BIOL 091</b>      <b>Biology Success Strategies</b>      <b>1 Credit</b>  Students learn organizational and time management skills, skills for independent learning, problem-solving approaches, test-taking strategies, vocabulary and techniques that promote confidence and success in biology. Concurrent enrollment in any 200-level BIOL course required. Mandatory P/NC grading.</p>	<p><b>BIOL&amp; 170</b>      <b>Human Biology</b>      <b>5 Credits</b>  Introduction to the systems of the human body. Structures and functions of these systems will be stressed along with unifying principles such as nutrition, sex, genetics, environment, exercise and the aging process. Student option grading.</p>
<p><b>BIOL 107</b>      <b>Biology and Society</b>      <b>5 Credits</b>  This non-majors lab course examines the basic biological principles that underlie many of the issues facing our society. Among the topics addressed will be human impact on the environment and biodiversity, genetically modified organisms, gene therapy, stem cells, evolution and natural selection. Student option grading.</p>	<p><b>BIOL&amp; 211</b>      <b>Majors Cellular: Biology</b>      <b>5 Credits</b>  Examines the cell as the basic unit of life. Topics covered include: the function of cell organelles, metabolic processes, cell division signaling, the genetics of individuals and populations. For life science majors and allied health students. Laboratory class. Prerequisite: CHEM&amp; 121 with 2.0 or better. ENGL&amp; 101 recommended. Student option grading.</p>
<p><b>BIOL 110</b>      <b>Biotechnology: Science, Applications/Implications</b>      <b>3 Credits</b>  This overview class will cover current topics in Biotechnology. It will include basic elements of the science, current and expected capabilities and products, the structure of the industry, impact on society and the health care field and social questions. Prerequisite: High School Biology, Chemistry, and English are suggested. Placement at or above ENGL 099 level required. Student option grading.</p>	<p><b>BIOL&amp; 212</b>      <b>Majors Animal: Biology</b>      <b>5 Credits</b>  A survey of animals involving a study of the identification structure and function. Evolution, embryology, and ecology of the kingdom is included. The emphasis is on phylogenetic relationships among animals and the ecological relationships within the kingdom. Laboratory class. Prerequisite: BIOL&amp; 211 with 2.0 or better. Student option grading.</p>
<p><b>BIOL 124</b>      <b>Northwest Flora</b>      <b>5 Credits</b>  Plant classification, field study, and laboratory identification of common Pacific Northwest plant families and investigating the ecology, cultural uses &amp; conservation of plants at the local &amp; global level. Laboratory. Student option grading.</p>	<p><b>BIOL&amp; 213</b>      <b>Majors Plant: Biology</b>      <b>5 Credits</b>  Survey of major taxonomic groups Fungi, Protista and Plantae. Study of morphology, physiology and reproductive patterns and evolutionary relationships. Origins of life, development of ecosystems, succession and features of the major terrestrial biomes. Laboratory class. Prerequisite: Minimum of 2.0 in BIOL&amp; 211, or permission. Student option grading.</p>
<p><b>BIOL 126</b>      <b>Sustainable Gardening/Horticulture</b>      <b>5 Credits</b>  This lab science course teaches environmentally responsible gardening practices and landscaping. Content includes plant identification, plant anatomy, soils, fertilizers/composting, integrated pest management, and water conservation. Student option grading.</p>	<p><b>BIOL&amp; 231</b>      <b>Human Anatomy</b>      <b>5 Credits</b>  Understanding the structure of the human body through the study of the various body systems. Intensive laboratory dissection and lectures are utilized. Laboratory class. Prerequisite: BIOL&amp; 211 with 2.0 or higher. Student option grading.</p>
<p><b>BIOL 140</b>      <b>The Science of Cannabis</b>      <b>3 Credits</b>  Course will investigate the active compounds of cannabis and their various effects on human physiology in contrast with alcohol, nicotine, and morphine. Included are genetics and medical uses of cannabis. Historical perspectives on prohibition/legalization, and modern laws related to testing will be included. Prerequisite: Successful completion of ENGL&amp; 101. Student option grading.</p>	<p><b>BIOL&amp; 232</b>      <b>Human Physiology</b>      <b>5 Credits</b>  A systems approach to the study of the functions of the human body. Includes the nervous, muscular, circulatory, endocrine, respiratory, digestive and urogenital systems. Laboratory class. Prerequisite: BIOL&amp; 211 and BIOL&amp; 231 or permission. Student option grading.</p>
<p><b>BIOL 144</b>      <b>Marine Biology</b>      <b>5 Credits</b>  A study of local marine organisms and the environments in which they live. Laboratory and field work are designed to implement this study. Local field trips are included. BIOL 144 and BIOL 244 are taught concurrently. BIOL 144 is designed for non-science majors. Prerequisite: ENGL 099 and MATH 080 with 2.0 or better. Student option grading.</p>	<p><b>BIOL&amp; 241</b>      <b>Human Anatomy and Physiology I</b>      <b>5 Credits</b>  The first of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers histology and the structure and function of the integumentary, skeletal, muscular, and nervous systems and the special senses. Laboratory includes dissection of animal specimens. Prerequisite: BIOL&amp; 211 with 2.0 or better. Student option grading.</p>

<p><b>BIOL&amp; 242</b>      <b>Human Anatomy and Physiology II</b>      <b>5 Credits</b></p> <p>The second of a two-quarter sequence of human anatomy and physiology intended for students pursuing careers in allied health fields. The course covers structure and function of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory includes dissection of animal specimens. Prerequisite: BIOL&amp; 241 with 2.0 or better. Student option grading.</p>	<p><b>BIOL 275</b>      <b>Recombinant Dna Techniques</b>      <b>6 Credits</b></p> <p>Basic course in the theory and concepts of recombinant DNA techniques. Course will focus on the methods of gene cloning with viral and plasmid vectors, growth and maintenance of E. coli, extraction and purification of DNA, polymerase chain reaction, and protein expression. The lab will focus on 'hands on' techniques. Prerequisite: BIOL 270 with 1.8 or better or permission. Student option grading.</p>
<p><b>BIOL 244</b>      <b>Marine Biology for Science Majors</b>      <b>5 Credits</b></p> <p>A study of local marine organisms and the environments in which they live. Laboratory and field work are designed to implement this study. Local field trips are included. BIOL 144 and BIOL 244 are taught concurrently. Prerequisite: BIOL&amp; 211. Student option grading.</p>	<p><b>BIOL 276</b>      <b>Immunology Lecture</b>      <b>3 Credits</b></p> <p>This course focuses on the concepts necessary to understand the cellular, molecular and genetic basis of the immune system. Emphasis will be placed on antigen and antibody structure and function, antibody production, cellular based immunity, and the major histocompatibility complex. Prerequisite: BIOL 270 or instructor permission. Student option grading.</p>
<p><b>BIOL 249</b>      <b>Tissue Culture and Staining</b>      <b>4 Credits</b></p> <p>Introduction to theory and concepts of animal cell &amp; tissue culturing. Teaches the fundamentals in tissue culture techniques, subculturing &amp; maintenance of cell lines. Skills also include: cell viability testing, cell counting, feeding of cell lines &amp; quality control. Prerequisite: BIOL&amp; 211 with 2.0 or better. Student option grading.</p>	<p><b>BIOL 277</b>      <b>Immunology</b>      <b>6 Credits</b></p> <p>This course focuses on the concepts and laboratory procedures necessary to understand the cellular, molecular and genetic basis of the immune system. Emphasis will be placed on antigen and antibody structure and function, antibody production, cellular based immunity, and the major histocompatibility complex. Prerequisite: BIOL 270 or permission. Student option grading.</p>
<p><b>BIOL&amp; 260</b>      <b>Microbiology</b>      <b>5 Credits</b></p> <p>Survey of microorganisms with focus on healthcare applications. Structure, classification, metabolism and genetics of bacteria and viruses are main themes. Emphasis on disease process, microbial control and immunology. Laboratory techniques include isolation and identification of bacteria. Prerequisites: BIOL&amp; 211 with minimum 2.0. Student option grading.</p>	<p><b>BIOL 279</b>      <b>Biotechnology Techniques</b>      <b>3 Credits</b></p> <p>Students learn basic Biotechnology lab manufacturing and production techniques used to isolate and purify recombinant and/or therapeutic proteins in academic and industrial research laboratories. Prerequisite: BIOL 270, 274 with 2.0 or better or permission. Student option grading.</p>
<p><b>BIOL 265</b>      <b>Solution and Media Preparation</b>      <b>2 Credits</b></p> <p>Preparation of media and solutions commonly used in biotechnology laboratories. Use of basic lab tools such as pipettors, pH meters, scales, centrifuges, autoclaves and spectrophotometers, and lab notebook maintenance. Prerequisite: High school Biology and Chemistry or instructor approval. Student option grading.</p>	<p><b>BIOL 280</b>      <b>Seminar In Biotechnology</b>      <b>1 Credit</b></p> <p>This course will focus on the skills needed to find internships and jobs in biotechnology. It will include speakers from the biotechnology industry, HR experts, and special topics such as cover letter and resume writing as well as interviewing skills. Prerequisite: BIOL&amp; 211 plus completion of at least ten additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program or permission. Mandatory P/NC grading.</p>
<p><b>BIOL 266</b>      <b>Media and Solution Preparation II</b>      <b>2 Credits</b></p> <p>Preparation of media and solutions commonly used in biotechnology laboratories. Use of basic lab tools such as pipettors, pH meters, scales, centrifuges, autoclaves and spectrophotometers. Use of MDS, GLP procedures and lab safety. Prerequisite: High school Biology and Chemistry or instructor approval. Student option grading.</p>	<p><b>BIOL 285</b>      <b>Basics of Bioinformatics</b>      <b>2 Credits</b></p> <p>This course will present the basic principles of genomic and proteomic analysis using public databases. Emphasis will be placed on hands-on training using BLAST searches to analyze protein and DNA sequences, using Entrez to study genomic structures and Cn3D to study protein structure. Prerequisite: BIOL 270 or equivalent experience. Student option grading.</p>
<p><b>BIOL 270</b>      <b>Molecular Biology</b>      <b>3 Credits</b></p> <p>Provides a basic understanding of the molecular mechanisms that underlie cellular processes, such as gene regulation, the secretory pathway, cell signaling, and the cell cycle. Prerequisite: BIOL&amp; 211 with 2.0 or better. Recommended CHEM&amp; 131. Student option grading.</p>	<p><b>BIOL 286</b>      <b>Molecular Lab Techniques In Medical Diagnostics</b>      <b>2 Credits</b></p> <p>Practical experience using molecular techniques, such as PCR and ELISA, for medical diagnostic assays. Emphasis will be placed on understanding theory, experimental design, interpretation of results, and the limitations of these assays. Prerequisite: BIOL&amp; 211, BIOL&amp; 260. Student option grading.</p>
<p><b>BIOL 274</b>      <b>Molecular Biology Lab</b>      <b>3 Credits</b></p> <p>Laboratory course emphasizing hands-on experience with molecular biological techniques utilized in modern research laboratories. Techniques include gene cloning, PCR, DNA and protein electrophoresis, and protein purification. Prerequisite: BIOL&amp; 211 with 2.0 or better and concurrent with BIOL 270. CHEM&amp; 131 recommended. Student option grading.</p>	<p><b>BIOL 288</b>      <b>Basic Principles of Flow Cytometry</b>      <b>2 Credits</b></p> <p>This course will present the theory of flow cytometry as well as provide practical laboratory experience using the instrumentation. Students will receive hands-on training calibrating and troubleshooting a flow cytometer, preparing and staining cells for analysis, data collection and analysis of data. Prerequisite: BIOL 270/274, BIOL 277 or equivalent. Student option grading.</p>

**BIOL 290 Internship 1-2 Credits**  
 This course is a cooperative education experience that provides students with work experience in the biotechnology industry. Prerequisite: BIOL& 211 plus completion of at least 10 additional credits toward the AAAS degree or Certificate of Proficiency in the Biotechnology Laboratory Assistant Program. Instructor permission required. Mandatory P/NC grading.

**BIOL 292 Special Topics In Biology 2 Credits**  
 Classes focusing on specific issues and/or topics of interest in Biology.

**BIOL 297 Individual Project In Biology 1 Credit**  
 Individual project in a specific area of BIOL. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**BIOL 298 Individual Project In Biology 2 Credits**  
 Individual project in a specific area of BIOL. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**BIOL 299 Individual Project In Biology 3 Credits**  
 Individual project in a specific area of BIOL. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**BUSINESS**

**BUS& 101 Introduction to Business 5 Credits**  
 Survey of the role of business in a modern market economy, its growth, influence, and relationship to social responsibility. This course will include, but will not be limited to, a study of business objectives, internal and external functions, and organizational management challenges. Mandatory decimal grading.

**BUS 102 Business Mathematics 5 Credits**  
 Develop analytical skills using estimating, ratio-proportion, percents, graphing, trade/cash discounts, merchandising, simple/compound interest and credit. The course contains elements of communication, critical thinking and problem solving. Prerequisite: MATH 060 or placement into MATH 070 or BUS 102. Mandatory decimal grading.

**BUS 103 Multiculturalism In the Workplace 3 Credits**  
 Explore multicultural understanding in the workplace from a business leadership perspective. Develop a personal and historical understanding of power and privilege to understand how multiculturalism can make businesses successful. Mandatory decimal grading.

**BUS 104 Human Relations In Business 5 Credits**  
 Study of human relations in organizations, the identification and development of factors which tend to create a harmonious environment in work situations, discussion and case studies in problem solving and organizational behavior. Mandatory decimal grading.

**BUS 105 Essentials of Human Relations 2 Credits**  
 This interactive class will cover strategies on effective communication in organizations. It will also discuss human behavior, motivation and leadership styles and provide tools on how to be a better employee, who understands the value of a diverse workforce. Mandatory decimal grading.

**BUS 106 Customer Service 3 Credits**  
 Develop skills in customer service. Topics include developing communication skills; instructing clients to use services/products; and how to develop customer loyalty. Mandatory decimal grading.

**BUS 120 Principles of Marketing 5 Credits**  
 This course examines the role of marketing in a market economy. Topics of study include the functions of marketing, marketing strategies, identifying market segments, consumer buying behavior, product planning, market communication/promotion, marketing of services. Mandatory decimal grading.

**BUS 130 Principles of Fashion 5 Credits**  
 Students will experience the fast changing world of fashion by looking at topics such as trend analysis, design, fashion production, textiles, marketing of fashion and consumer behavior. The course explores fashion from design idea to the retail store. Mandatory decimal grading.

**BUS 135 Retail Marketing 5 Credits**  
 Students develop integrated marketing skills to plan and operate a retail business. Students explore buyer behavior, retail strategies, site analysis, inventory planning, retail buying, merchandising, staffing, & sales promotion strategies. Mandatory decimal grading.

**BUS 141 Purchasing and Supply Management Fundamentals 5 Credits**  
 Introduction to the basic principles of purchasing and supply chain management with emphasis on understanding the purchasing and supply processes, organizational concepts, policy, relationships, and tools and techniques including cost/price analysis, and value analysis. Mandatory decimal grading.

**BUS 142 Sourcing and Supplier Relations Fundamentals 5 Credits**  
 Sourcing concepts, methods and techniques used to manage an organization's supply base are discussed. Emphasis is on strategic sourcing, including supplier selection, development and evaluation, supplier quality, and global sourcing. Mandatory decimal grading.

**BUS 143 Materials Management 4 Credits**  
 A critical examination of materials management principles, concepts and activities, including purchasing, inventory control, traffic, store-keeping, receiving, inspection, production control and the disposal of surplus. Mandatory decimal grading.

<b>BUS 144</b>	<b>Logistics and Transportation Fundamentals</b>	<b>3 Credits</b>	<b>BUS 208</b>	<b>Sustainable Marketing</b>	<b>5 Credits</b>
<p>The course examines logistics principles, concepts and activities, including balancing logistic factors to achieve optimal performance. Topics include pricing analysis, regulatory restrictions, scheduling, protecting, warehousing, information systems, customer service, and shipping. Mandatory decimal grading.</p>			<p>An analysis of an organization's opportunities to develop sustainable business practices related to effective marketing strategies. Sustainable marketing requires a new holistic paradigm with equal emphasis on environmental, social equity and financial concerns. Mandatory decimal grading.</p>		
<b>BUS 180</b>	<b>Project Management</b>	<b>5 Credits</b>	<b>BUS 209</b>	<b>Sustainable Business Strategies</b>	<b>5 Credits</b>
<p>Use project management concepts, tools, techniques and software (Microsoft Project) to plan, track and assess typical projects. Prerequisite: BUSTC 105 or instructor permission. Student option grading.</p>			<p>This course will teach students how to use sustainability as a driver of profit, discuss how to use sustainability principles in all aspects of business and how to implement and measure sustainability initiatives. Mandatory decimal grading.</p>		
<b>BUS 181</b>	<b>Project Planning</b>	<b>5 Credits</b>	<b>BUS 215</b>	<b>Introduction to International Business</b>	<b>5 Credits</b>
<p>The first in a series of two courses; students gain actual experience in project management; develop grant management skills including budgeting, scheduling and success measures. Prerequisite: BUS 180. Mandatory decimal grading.</p>			<p>This course focuses on expanding businesses into overseas markets. Topics include globalization, global production, outsourcing and logistics, legal, cultural and ethical aspects of international business, international trade and investment, and global human resources management. Prerequisite: BUS&amp; 101 or permission. Mandatory decimal grading.</p>		
<b>BUS 182</b>	<b>Project Management Practicum</b>	<b>5 Credits</b>	<b>BUS 216</b>	<b>International Marketing and Import/Export Management</b>	<b>5 Credits</b>
<p>This is the second course in the series. Students gain actual experience in MS Project, coordinating documents, estimating, scheduling activities, assigning resources, tracking performance. These skills will help the student gain real world understanding of how to run a successful project. Prerequisites: BUS 180 and BUS 181. Mandatory decimal grading.</p>			<p>Application of marketing principles on a transnational basis with particular emphasis on the cultural, legal, economic and political aspects of importing and exporting products, including supply chain management, role of the Internet and necessary documentation. Prerequisite: BUS 120 or permission. Mandatory decimal grading.</p>		
<b>BUS&amp; 201</b>	<b>Business Law</b>	<b>5 Credits</b>	<b>BUS 220</b>	<b>Advertising and Sales Promotion</b>	<b>5 Credits</b>
<p>This course examines the nature and origin of law, law as a legal system of social thought &amp; behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Prerequisite: Enrollment in BTWRT 215 or ENGL 099 suggested. Mandatory decimal grading.</p>			<p>Students explore the dynamic field of advertising, including how advertising is planned and created, how media is selected, negotiating costs of media, regulating advertising, and pursuing advertising careers. An advertising campaign project is a focal point for this class. Mandatory decimal grading.</p>		
<b>BUS&amp; 201W</b>	<b>Business Law</b>	<b>5 Credits</b>	<b>BUS 225</b>	<b>Professional Selling</b>	<b>5 Credits</b>
<p>This course examines the nature and origin of law, law as a legal system of social thought &amp; behavior, legal institutions and processes, legal reasoning, law as a process of protecting and facilitating voluntary arrangements in a business society. Prerequisite: Enrollment in BTWRT 215 or ENGL 099 suggested. Mandatory decimal grading.</p>			<p>Designed to develop or extend selling skills. Topics include duties and qualifications of a professional salesperson, determining customer needs, planning &amp; delivering effective sales presentations and building customer goodwill. A sales project is usually assigned. Mandatory decimal grading.</p>		
<b>BUS 203</b>	<b>Contract Management</b>	<b>4 Credits</b>	<b>BUS 230</b>	<b>History of Fashion</b>	<b>5 Credits</b>
<p>The contract planning process, development, management and legal issues related to business agreements are examined. Emphasis is placed on contract development, pricing arrangements, &amp; the Uniform Commercial Code (UCC); includes creating solicitation documents, contract clauses, evaluation and award criteria. Mandatory decimal grading.</p>			<p>Students will learn how fashion and textiles have changed from ancient times to present and how fashion is affected by social, psychological, economic, religious and cultural influences. Mandatory decimal grading.</p>		
<b>BUS 205</b>	<b>Applied Business Law</b>	<b>5 Credits</b>	<b>BUS 235</b>	<b>Retail Buying and Management</b>	<b>5 Credits</b>
<p>Develop legal skills particularly relevant to entrepreneurs, including methods of incorporation, contracts, intellectual property, liabilities, cyberlaw, employment law, ethics, bankruptcy, and social responsibility. Prerequisite: ENGL&amp; 101 or BTWRT 215. Mandatory decimal grading.</p>			<p>This course focuses on the role of the retail buyer and manager, such as techniques for inventory planning, selecting merchandise, and merchandising strategies and merchandise control. Vendor relationships and human resources management are also emphasized. Mandatory decimal grading.</p>		
<b>BUS 207</b>	<b>Fundamentals of Sustainable Business</b>	<b>5 Credits</b>	<b>BUS 240</b>	<b>Introduction to E-Business</b>	<b>5 Credits</b>
<p>This course examines the concept of sustainability and its application in business beyond the basics of simply 'greening' the workplace. The relationship between business, the economy, society and the environment will be explored in depth. Prerequisite: Placement into EAP 099 or ENGL 099.</p>			<p>Examine Internet and electronic technologies as global forces that influence strategic business planning in relationships with customers, suppliers, employees and communities. Analyze case studies and develop e-business plans considering organizational, managerial, marketing and financial perspectives. Mandatory decimal grading.</p>		

**BUS 245            Eprocurement            5 Credits**

Business-to-business procurement strategies, options, methods, and solutions used to automate procurement, supplier management, and other supply chain activities are examined. Mandatory decimal grading.

**BUS 247            Social Media Marketing            5 Credits**

Explore how social media impacts business practices and marketing strategy. Learn best practices for using popular social media platforms to build customer relationships and generate sales. Develop strategies for establishing an effective social media presence for your organization. Prerequisite: Recommend BUS 120 and ENGL 279. Mandatory decimal grading.

**BUS 250            Human Resource Management            5 Credits**

This participative course looks at supervision in organizations. Students will learn how to manage others using motivation techniques, employee training and performance evaluation programs. The class will also look at real world management problems and how to solve them. Mandatory decimal grading.

**BUS 255            Principles of Management            5 Credits**

This course focuses on the organization of management, managerial functions and operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures and basic management problems. Recommended: BUS 104 or BUS 250. Mandatory decimal grading.

**BUS 260            Sports & Event Marketing            5 Credits**

Learn how to market sports and events. Experience a unique combination of study and experience in planning, marketing and managing a sporting event. Mandatory decimal grading.

**BUS 270            Entrepreneurship-Starting a New Business            5 Credits**

Develop the skills to create a comprehensive, professional business plan for a new or existing venture. Conduct a feasibility analysis, determine form of ownership, design finance and marketing plans and examine key aspects of small business management. Mandatory decimal grading.

**BUS 274            Business Leadership Development            2 Credits**

This course will require students to participate in leadership activities which will enhance their public speaking skills and problem solving skills in business settings. Mandatory decimal grading.

**BUS 276            The Big Challenge            3 Credits**

Students join a management team for a simulated business. Teams decide how to use resources to achieve goals and must adapt to a changing environment. Students further develop business skills such as leadership, communication, data analysis, decision making and prioritizing. Mandatory decimal grading.

**BUS 278            Effective Business Career Development            2 Credits**

This class will give students a competitive edge in the job market, providing strategies for pursuing business career options and developing effective self-marketing skills for the job search process. The course is intended to serve students completing a two-year business related degree. Prerequisite: Completion of 60 credits in Business classes. Mandatory P/NC grading.

**BUS 290            Business Internship            1-15 Credits**

Develop business skills working in a local business. Internships are supervised by professionals who coordinate training experiences. Prerequisite: Completion of 45 college-level credits in business related classes. Mandatory P/NC grading.

**BUS 291            Special Topics In Business            1 Credit**

Classes focusing on specific issues and/or topics of interest in Business.

**BUS 292            Special Topics In Business            2 Credits**

Classes focusing on specific issues and/or topics of interest in Business.

**BUS 293            Special Topics In Business            3 Credits**

Classes focusing on specific issues and/or topics of interest in Business.

**BUS 294            Special Topics In Business            4 Credits**

Classes focusing on specific issues and/or topics of interest in Business.

**BUS 295            Special Topics In Business            5 Credits**

Classes focusing on specific issues and/or topics of interest in Business.

**BUS 297            Individual Project In Business            1 Credit**

Individual project in a specific area of Business. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUS 298            Individual Project In Business            2 Credits**

Individual project in a specific area of Business. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUS 299            Individual Project In Business            3 Credits**

Individual project in a specific area of Business. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUSINESS TECHNOLOGY**

**BUSTC 101      Beginning Keyboarding      5 Credits**

Introduces the keyboard and operational parts of the personal computer. Special attention is given to correct techniques and beginning formatting of memorandums, letters, and reports. Student option grading.

**BUSTC 102      Speed Keyboarding 1      5 Credits**

Speed, accuracy, and technique drills on a personal computer. Designed for students who are keyboarding at various speeds. Prerequisite: BUSTC 101 or equivalent and 20 wpm keyboarding by touch. Student option grading.

**BUSTC 105      Computer Applications      5 Credits**

Introduction to computers and application software in a Windows based environment. Topics include: file management, the internet, and MS Office (Word, Excel, PowerPoint). Prerequisite: ENGL 099 or EAP 099 or instructor permission. Student option grading.

**BUSTC 107      Computer 10-Key      2 Credits**

Learn the touch-key method on a computer 10-key pad. Student option grading.

**BUSTC 109      CEO Keyboarding/  
Computer Survival      3 Credits**

This course introduces computer components, operational parts of the computer, computer keyboarding by touch, 10-key pad, e-mail, Internet, file management, and business letters, reports and tables. Prerequisite: For CEO students only. Requires CEO program approval. Student option grading.

**BUSTC 112      Filing      2 Credits**

Filing is the organization and storage of business correspondence. Through a series of instruction and exercises, students apply the fundamental rules of filing. Student option grading.

**BUSTC 114      Human Relations In the Office      2 Credits**

Explore human relations and communications within the office environment. Instructor's permission required. Student option grading.

**BUSTC 128      Word 2016, Level 1      5 Credits**

Introduction to Microsoft Word. Students will learn the basic features to create business documents. Prerequisites: BUSTC 101 or 25 wpm keyboarding. Student option grading.

**BUSTC 129      Word 2016, Level 2      5 Credits**

Learn advanced features of Microsoft Word. Topics include shared documents, footnotes/endnotes, headers/footers, mail merge, sort, styles, macros, tables/indexes, and forms. Prerequisite: BUSTC 128. Student option grading.

**BUSTC 135      Applied Word Processing      4 Credits**

Apply previously learned advanced word processing techniques in the preparation of business documents using Word. Emphasis is on accuracy and mailable copy. Prerequisite: BUSTC 129. Student option grading.

**BUSTC 150      Excel 2016      5 Credits**

Designed for the beginning Excel user. Learn to build spreadsheets using basic and intermediate features of Microsoft Excel. File Management experience recommended. Prerequisite: ENGL 099 or EAP 099 or instructor permission and MATH 098. Student option grading.

**BUSTC 160      Powerpoint 2016      4 Credits**

Learn to organize information and create professional-looking graphic presentations. Learn the basic, intermediate, and advanced features of PowerPoint. Student option grading.

**BUSTC 170      Access 2016      5 Credits**

Designed for the beginning Access user. Introduction to basic and intermediate features of Microsoft Access. File Management experience recommended. Student option grading.

**BUSTC 180      Outlook 2016      3 Credits**

Use and customize Microsoft Outlook to manage email communications, contact lists, calendars, appointments, meetings, and schedules. Organize workflow with folders, tasks, notes, export options, rules, and Quick Steps. Prerequisite: Successful completion of ENGL 099 or equivalent with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**BUSTC 185      Publisher 2016      4 Credits**

Learn to design and create professional quality publications that combine text, graphics, illustrations, and photographs (desktop publishing). Recommended: BUSTC 128 or equivalent, 25 wpm keyboarding. Student option grading.

**BUSTC 270      Office Procedures      5 Credits**

Capstone course for Business Technology majors or others who want to learn about the role of the administrative assistant and current technologies. Prerequisite: Completion of BUSTC 128 Word Level I or equivalent or instructor permission. Mandatory decimal grading.

**BUSTC 291      Special Topics In  
Business Technology      1 Credit**

Classes focusing on specific issues and/or topics of interest in Business Technology.

**BUSTC 292      Special Topics In  
Business Technology      2 Credits**

Classes focusing on specific issues and/or topics of interest in Business Technology.

**BUSTC 293      Special Topics In  
Business Technology      3 Credits**

Classes focusing on specific issues and/or topics of interest in Business Technology.

**BUSTC 294      Special Topics In  
Business Technology      4 Credits**

Classes focusing on specific issues and/or topics of interest in Business Technology.

**BUSTC 295      Special Topics In  
Business Technology      5 Credits**

Classes focusing on specific issues and/or topics of interest in Business Technology.

**BUSTC 297      Individual Project In  
Business Technology      1 Credit**

Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUSTC 298 Individual Project In Business Technology 2 Credits**

Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUSTC 299 Individual Project In Business Technology 3 Credits**

Individual project in a specific area of Business Technology. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**BUSINESS WRITING**

**BTWRT 115 Business English 5 Credits**

Review of vocabulary, punctuation, grammar, and current formats of business correspondence. Write business correspondence, a resume, and cover letter using Standard English. Research topics using web technology and standard references to prepare presentation. Previously BUSTC 115. Prerequisites: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or EAP 090 with a 2.0 or better. Recommended: Microsoft Word and Internet experience. Mandatory decimal grading.

**BTWRT 215 Business Communications 5 Credits**

Focuses on all levels of business communication including writing, teamwork, presentations, and intercultural communications. Learn writing strategies to produce a variety of professional communications such as business letters, memos, e-mail, and a short report. Learn to use the Internet and Shoreline library database to research business topics and present information. Previously BUSTC 215 and BUSTC 252. Placement in ENGL& 101 or successful completion of ENGL 099 or EAP 099 or BTWRT 115 with a 2.0 or better. Mandatory decimal grading.

**CHEMISTRY**

**CHEM 090 Chemistry Special Lab 1-3 Credits**

Tutorial lab for students enrolled in chemistry classes; designed to help with any type of problem concerning the field of chemistry. Prerequisite: Enrollment in any chemistry class. Mandatory P/NC grading.

**CHEM 172 General-Inorganic Chemistry II 4 Credits**

Second course of three quarters of Gen. Chem. for science and engineering majors. Topics include quantum numbers, orbitals, atomic periodicity, bonding theories, molecular shapes/polarity, liquids & solids, properties of solutions, and basic organic. Course includes lecture and seminar. Concurrent enrollment in CHEM 182. Prerequisite: CHEM 171/181 with grades of 2.0 or better and placement into ENGL& 101 and placement into MATH& 141 or instructor permission. Mandatory decimal grading.

**CHEM& 110 Chemical Concepts With Lab 1-5 Credits**

A non-science majors lab course. Presents basic chemical principles and examines contemporary social and environmental role of chemistry. Prerequisite: ENGL 099 or EAP 099 with 2.0 or better, or test placement into ENGL& 101 or instructor permission. Student option grading.

**CHEM 173 General-Inorganic Chemistry III 4 Credits**

Third course of three quarters of Gen. Chem. for science and engineering majors. Topics include kinetics, chemical equilibrium, acids and bases, buffers, solubility and complex ion equilibrium, entropy, Gibbs energy, electrochemistry & transition metals. Course includes lecture and seminar. Concurrent enrollment in CHEM 183. Prerequisite: CHEM 172/182, ENGL& 101 and MATH& 141 with grades of 2.0 or better or Instructor permission. Mandatory decimal grading.

**CHEM& 121 Introduction to Chemistry 5 Credits**

Basic chemistry to supplement/replace high school chemistry for non-science majors. Introduces simplified atomic/molecular theory & the quantitative/qualitative relationships in the chemistry of solutions, gases, liquids, solids & their reactions. Mandatory 2-hour lab is taken concurrently. Prerequisite: MATH 099 with 2.0 or better AND placement into ENGL& 101. Mandatory decimal grading.

**CHEM 181 General-Inorganic Chemistry I (Lecture-Lab) 2.5 Credits**

Laboratory experimentation is used to reinforce the chemical concepts in CHEM 171. A separate lecture period is required to explain the lab theory, techniques and safety. Due to dangers involved in chemical experimentation, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 171 or instructor permission. Mandatory decimal grading.

**CHEM& 131 Intro to Organic/Biochemistry 5 Credits**

Emphasis on chemical systems/processes as they influence living systems. Study of organic compounds: properties/reactions of functional groups, lipids, proteins & carbohydrates. Intro to enzymes & neurotransmitters. Weekly lab explores reactions of hydrocarbons, alcohols, acids, & amines. Prerequisite: CHEM& 121 with a minimum grade of 2.0 and placement into ENGL& 101. Mandatory decimal grading.

**CHEM 171 General-Inorganic Chemistry I 4 Credits**

First course of three quarters of Gen. Chem. for science and engineering majors. Includes scientific measurement, atomic structure, nomenclature, stoichiometry, aqueous solutions and reactions, gas laws and theory, basic thermodynamics and nuclear chem. Course includes lecture and seminar. Concurrent enrollment in CHEM 181 is required. Prerequisite: Recent high school chemistry or CHEM& 121 with a 2.0 or better and ENGL 099, EAP 099, or placement into ENGL& 101 and placement into MATH& 141; or instructor permission. Mandatory decimal grading.

**CHEM 182 General-Inorganic Chemistry II (Lecture-Lab) 2.5 Credits**

This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in CHEM 172. A separate lecture period is required to explain the lab theory, techniques, and safety. Due to dangers involved in chemical experimentation, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 172 or instructor permission. Mandatory decimal grading.

<p><b>CHEM 183</b>      <b>General-Inorganic Chemistry III (Lecture-Lab)</b>      <b>2.5 Credits</b></p> <p>This course utilizes laboratory experimentation to reinforce and enhance the chemical concepts discussed in CHEM 173. A separate lecture period is required to explain the lab theory, techniques, and safety. Due to dangers involved, attendance in lecture is mandatory. Prerequisite: Concurrent enrollment in CHEM 173 or instructor permission. Mandatory decimal grading.</p>	<p><b>CHEM 271</b>      <b>Organic Chemistry I Lab</b>      <b>3 Credits</b></p> <p>First course of the lab component for students planning to take three quarters of organic chemistry with lab. Structure, nomenclature, reactions and synthesis of the main types of organic compounds. Concurrent enrollment in CHEM&amp; 241. Prerequisite: CHEM 173/183 and ENGL&amp; 101 with minimum grades of 2.0 or instructor permission. Mandatory decimal grading.</p>
<p><b>CHEM&amp; 241</b>      <b>Organic Chemistry I</b>      <b>4 Credits</b></p> <p>First course for students planning to take three quarters of organic chemistry with two labs. Structure, nomenclature, reactions, and synthesis of the main types of organic compounds. Course requires a lab component and CHEM 271 must be taken concurrently. Prerequisite: CHEM 173/183 and ENGL&amp; 101 with minimum grades of 2.0; or Instructor Permission. Mandatory decimal grading.</p>	<p><b>CHEM 272</b>      <b>Organic Chemistry II Lab</b>      <b>3 Credits</b></p> <p>Second laboratory course for students planning to take three quarters of organic chemistry with lab. Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. Concurrent enrollment in CHEM&amp; 242. Prerequisite: CHEM&amp; 241/CHEM 271 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.</p>
<p><b>CHEM&amp; 242</b>      <b>Organic Chemistry II</b>      <b>4 Credits</b></p> <p>Second course for students taking three quarters of organic chemistry with lab. Further discussion of physical &amp; chemical properties of organic molecules, especially aromatic and carbonyl compounds. Course requires a lab component and CHEM 272 must be taken concurrently. Prerequisite: CHEM&amp; 241/CHEM 271 with minimum grades of 2.0 or Instructor permission. Mandatory decimal grading.</p>	<p><b>CHEM 273</b>      <b>Organic Chemistry III Lab</b>      <b>3 Credits</b></p> <p>Third laboratory course for students planning to take three quarters of organic chemistry with lab. Multistep syntheses, advanced distillation and purification techniques with instrumentation emphasis. Concurrent enrollment in CHEM&amp; 243. Prerequisite: CHEM&amp; 242/272 with minimum grades of 2.0 or instructor permission. Mandatory decimal grading.</p>
<p><b>CHEM&amp; 243</b>      <b>Organic Chemistry III</b>      <b>4 Credits</b></p> <p>Third course for students planning to take three quarters of organic chemistry. Polyfunctional compounds and natural products, lipids, carbohydrates, amino acids, proteins, and nucleic acids. Course requires a lab component and CHEM 273 must be taken concurrently. Prerequisite: CHEM&amp; 242/CHEM 272 with a minimum grade of 2.0 or Instructor permission. Mandatory decimal grading.</p>	<p><b>CHEM 297</b>      <b>Individual Project In Chemistry</b>      <b>1 Credit</b></p> <p>Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.</p>
<p><b>CHEM 255</b>      <b>Introduction to Biochemistry</b>      <b>3 Credits</b></p> <p>First of a two-quarter series surveying basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Prerequisite: CHEM&amp; 243 (may be taken concurrently) and BIOL&amp; 211 with a 2.0 or higher or instructor permission. Mandatory decimal grading.</p>	<p><b>CHEM 298</b>      <b>Individual Project In Chemistry</b>      <b>2 Credits</b></p> <p>Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.</p>
<p><b>CHEM 256</b>      <b>Introduction to Biochemistry</b>      <b>3 Credits</b></p> <p>Second of a two-quarter series surveying basic principles of biochemistry and molecular biology, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. Prerequisite: CHEM 255 with a 2.0 or higher or instructor permission. Mandatory decimal grading.</p>	<p><b>CHEM 299</b>      <b>Individual Project In Chemistry</b>      <b>3 Credits</b></p> <p>Individual project in a specific area of CHEM. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.</p>

## CHILD ADVOCACY STUDIES

**CAST 102      Child Maltreatment and Advocacy      5 Credits**

This introductory course for Child Advocacy Studies covers the history, perspectives, legal framework and responses to child maltreatment. It is approached from a variety of diverse professional perspectives. The course is designed for students interested in gaining knowledge of child maltreatment. Dual listed as SOC 102. Mandatory decimal grading.

**CAST 202      Professional and Systemic Responses      5 Credits**

This course focuses on the responses of professionals and the system to allegations of child maltreatment. Designed for students entering fields in which knowledge of child maltreatment investigation and advocacy are necessary. Dual listed as SOC 202. Mandatory decimal grading.

**CAST 285      Gender, Violence and Social Change      5 Credits**

Study of gendered violence, its history, current research and contemporary issues. Social, psychological, legal and political implications of abuse are considered. Areas of study include child abuse, rape, domestic violence and sexual harassment. Recommend ENGL& 101. Dual listed with GWS 285. Student option grading.

## CHINESE

**CHIN& 121      Chinese I      5 Credits**

Introduction to Mandarin Chinese. Pronunciation and grammar taught in communicative approach. Listening, speaking, reading and writing Chinese. Simplified Chinese characters and Pinyin are introduced. Topics: self-introduction, greetings, directions and daily routines. No previous knowledge of the language required. Student option grading.

**CHIN& 122      Chinese II      5 Credits**

A continuation of CHIN& 121 with more vocabulary, more complicated sentence structure. Topics: shopping, directions, activities, hobbies, likes and dislikes. Prerequisite: CHIN& 121 or equivalent with instructor permission. Student option grading.

**CHIN& 123      Chinese III      5 Credits**

Continuation of CHIN& 122 with more vocabulary, more complicated sentence structures, continued work on Chinese characters. Prerequisite: CHIN& 122 or equivalent with instructor permission. Student option grading.

**CHIN 297      Individual Project In Chinese      1 Credit**

Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CHIN 298      Individual Project In Chinese      2 Credits**

Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**CHIN 299      Individual Project In Chinese      3 Credits**

Individual project in a specific area of Chinese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

## CINEMA

**CINEM 201      Introduction to Cinema History      5 Credits**

This survey course examines cinema history from pre-motion picture influences to modern day advances. Covers the historical, cultural and artistic impact of film and filmmaking. Prerequisite: Placement in ENGL& 101 or instructor's permission. Student option grading.

**CINEM 201W      Introduction to Cinema History      5 Credits**

This survey course examines cinema history from pre-motion picture influences to modern day advances. Covers the historical, cultural and artistic impact of film and filmmaking. Prerequisite: Placement in ENGL& 101 or instructor's permission. Student option grading.

**CINEM 202      The Language of Cinema      5 Credits**

Introductory course in cinema theory and analysis with a focus on the techniques and elements of cinematic language; including narrative structure, mise-en-scene, cinematography, lighting, editing, sound and production design. Prerequisite: Placement in ENGL& 101 or instructor's permission. Student option grading.

**CINEM 295      Special Topics In Cinema      5 Credits**

Classes focus on specific issues and/or topics of interest in cinema. Previously CINEM 285.

**CINEM 297      Individual Project In Cinema      1 Credit**

Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CINEM 298      Individual Project In Cinema      2 Credits**

Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CINEM 299 Individual Project In Cinema 3 Credits**  
 Individual project in a specific area of cinema. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CLEAN ENERGY TECHNOLOGY**

**NRG 101 Introduction to Renewable Energy 5 Credits**

Survey course on Renewable Energy Systems. This course fulfills the need for a basic understanding of electricity, conservation, and entropy. It includes measuring energy, OHM's Law, and renewable fuel. Student option grading.

**NRG 102 Calculations for Energy Technologies 3 Credits**

Applied mathematics and physics concepts used in building energy technologies. Prerequisite: Completion of BUS 102 OR MATH 070 OR placement into MATH 098 OR Instructor Permission. Student option grading.

**NRG 105 Electricity & Jobsite Safety 3 Credits**

This is a foundation course for Energy System Designers. It includes Jobsite Safety, Electrical Awareness, and Basics of Electricity. After completion of the 10 hour OSHA curriculum, students will receive the OSHA Construction Industry Card. Grading: Optional Pass/NC.

**NRG 110 Introduction Energy/ Sustainability In Built Environment 5 Credits**

Overview of energy issues from multiple perspectives, including resource & species depletion, climate impacts and public energy policy decisions, processes, & strategies. Mandatory decimal grading.

**NRG 115 Introduction to Renewable Resources 5 Credits**

Introduction to design and application of renewable technology including solar, wind, hydro and biomass. Mandatory decimal grading.

**NRG 120 Solar Electric Design and Applications 5 Credits**

Explore the use of sunlight to produce electricity. Practical & economical design of photovoltaic power systems, site analysis, system sizing, equip. specs & component selection, code requirements, economics of PV systems, and energy efficiency and conservation impacts on system design will be covered. Student option grading.

**NRG 121 Energy Audit 1: Residential 4 Credits**

Energy audits for residential and small commercial buildings. Mandatory P/NC grading.

**NRG 122 Energy Audit 2: Commercial 4 Credits**

Energy audits for large commercial buildings. Prerequisite: NRG 121. Mandatory P/NC grading.

**NRG 123 Pv Performance Analysis 3 Credits**

Deals with system performance & commissioning including pre-inspection checkout, startup, troubleshooting, verification, and monitoring. Focus is on a safe and properly installed system with overview of advanced metering tools. Prerequisite: NRG 120. Student option grading.

**NRG 130 Solar Thermal Space/ Hot Water Design & Install 5 Credits**

Learn theory, setting, design, procurement & techniques required to install & maintain a solar hot water system. Examine passive/active, unglazed/glazed, & evacuated tube technologies, optimal designs, alternative space heating, building codes, utility conservation programs, and site & federal incentives. Mandatory decimal grading.

**NRG 160 Leed Green Associate Exam Preparation 4 Credits**

Prepare students to pass the LEED GA examination. Mandatory P/NC grading.

**NRG 161 Energy Audit 1: Residential 4 Credits**

Energy audits for residential and small commercial buildings. Mandatory P/NC grading.

**NRG 162 Large Building Assessment: Building Technology 4 Credits**

Survey of large building assemblies, systems and energy efficiency technologies that affect building energy performance. Prerequisite: Completion of NRG 102 and NRG 180 or Instructor Permission. Mandatory decimal grading.

**NRG 163 Large Building Energy: Methods and Measurements 4 Credits**

Methods and measurements used for large building energy audits and assessments. Prerequisite: Completion of NRG 162 or Instructor Permission. Mandatory decimal grading.

**NRG 180 Blueprint/Specs for Energy Technologies 3 Credits**

Use and interpret technical drawings and specifications depicting building energy technologies. Mandatory decimal grading.

**NRG 181 Virtual Design for Energy Technologies 5 Credits**

Course provides foundational technical skills in the use of Building Information Modeling (BIM) for high performing/renewable energy systems in the built environment. Topics include whole building energy systems modeling for design, analysis, and detailing. The course focuses on Autodesk Revit MEP. Prerequisite: Completion of NRG 180 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**NRG 200 Zero Energy Building Design 5 Credits**

Covers principles behind design & building residential/commercial lowrise structures that approach or exceed net zero energy use over lifecycle. Examines historical/contemp. methods for optimal year-round comfort, reduced energy consumption, air quality improvement & environmental impacts. Prerequisite: NRG 101. Mandatory decimal grading.

**NRG 201      Zero Energy Design Practicum      3 Credits**  
 Students will gain hands-on, practical knowledge of the methods and materials explored in NRG design. Prerequisite: NRG 120, NRG 130, and NRG 200 or instructor permission. Student option grading.

**NRG 202      Career Seminar for Clean Technology      3 Credits**  
 Prepare students for internships and jobs in the Clean Technology industry. Will include networking strategies, cover letters, resume, interviewing skills. Prerequisite: Successful completion of at least 2 NRG classes. Mandatory P/NC grading.

**NRG 220      Advanced Pv Design      5 Credits**  
 Focus in on PV systems compliance with NEC codes & regulations. Emphasis on component selection, string sizing, inverter/module matching, conductor sizing, overload protection, grounding, mounting systems, battery backup. Accurate 3D drawings. Prerequisite: NRG 101 and NRG 120 or permission by instructor. Student option grading.

**NRG 223      Battery Based Pv System Design      5 Credits**  
 Preparation for the complex design requirements of battery based PV systems. Design, code requirements, maintenance, and safety consideration for both utility interactive (grid-tied) and stand-alone (off-grid) battery based PV systems. Prerequisite: NRG 105 and NRG 120 with grades of 2.0 or better, or instructor permission. Mandatory decimal grading.

**NRG 225      Introduction to Sketchup      5 Credits**  
 Introduction to the use of the software for improving and evaluating the design of solar energy projects. Mandatory decimal grading.

**NRG 226      Advanced Sketch-Up      5 Credits**  
 This course reviews Basic SketchUp tools and introduces more complicated modeling techniques with SketchUp Pro and LayOut. Prerequisite: NRG 225 completion with 2.0 grade or better. Student option grading.

**NRG 290      Renewable Energy/ Solar Internship      1-5 Credits**  
 This course provides students with work experience in the Renewable Energy industry. Mandatory decimal grading.

**NRG 292      Special Topics In Zero Energy Technology      2 Credits**  
 Classes focusing on specific issues and/or topics of interest in Zero Energy Technology.

**NRG 297      Individual Project In Zero Energy Technology      1 Credit**

**NRG 298      Individual Project In Zero Energy Technology      2 Credits**

**NRG 299      Individual Project In Zero Energy Technology      3 Credits**

## COMMUNICATION STUDIES

**CMST& 101      Introduction to Communication      5 Credits**  
 Students learn verbal, nonverbal and listening skills essential to effective living and become competent communicators by applying interpersonal, small group, public speaking, and cross-cultural communication theories to a variety of contexts including the workplace, communities, and families. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Student option grading.

**CMST& 102      Introduction to Mass Media      5 Credits**  
 Explore the history, technologies and processes of mass communication systems including newspapers, magazines, books, radio, sound recordings, television, film and Internet. Recognize the cultural impacts, theories, related ethics and laws of mass communications. Prerequisite: Placement into ENGL& 102. Student option grading.

**CMST& 102W      Introduction to Mass Media      5 Credits**  
 Explore the history, technologies and processes of mass communication systems including newspapers, magazines, books, radio, sound recordings, television, film and Internet. Recognize the cultural impacts, theories, related ethics and laws of mass communications. Prerequisite: Placement into ENGL& 102. Student option grading.

**CMST 140      The Art of Storytelling      5 Credits**  
 Storytelling, one of our oldest art forms, varies in forms from entertainment to information transfer, healing, and community building. Discover the excitement and empowerment of performing stories from the personal to folktales of a variety of cultures. Plan, organize and perform in a live storytelling program. Student option grading.

**CMST 203      Communication for Social Change      5 Credits**  
 Engage in reflection, discussion and thought-provoking activities to experience a wide range of cultural perspectives, to think critically, and to build empathy. Explore the ways that power and privilege shape perceptions of race, class, gender, sexuality, age, etc. Learn communication skills to effect social change. Prerequisite: Successful completion of ENGL 099 required or placement into ENGL& 101. Student option grading.

**CMST& 210      Interpersonal Communication      5 Credits**  
 This course is designed to enhance your awareness, knowledge and skills in interpersonal communication in order to assist you in making more thoughtful, ethical choices in life. The focus is on experiences with friends, family, peers, coworkers and significant others. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Student option grading.

**CMST& 220      Public Speaking      5 Credits**  
 Build confidence when speaking with others. Learn to influence others by critically listening to and crafting organized, informative and persuasive speeches. Conduct responsible research on topics appropriate for your audience. Use sound reasoning and strong delivery to achieve effective presentation skills. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Optional P/NC grading.

**CMST& 220H Public Speaking HC 5 Credits**

Build confidence when speaking with others. Learn to influence others by critically listening to and crafting organized, informative and persuasive speeches. Conduct responsible research on topics appropriate for your audience. Use sound reasoning and strong delivery to achieve effective presentation skills. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Mandatory decimal grading.

**CMST& 230 Small Group Communication 5 Credits**

Using real-world situations, explore how roles, leadership, and other factors affect group communication and problem-solving. Examine how the rules of interaction affect group communication and individual experience. Develop skills to effectively communicate in groups. Prerequisite: Successful completion of EAP 099/ENGL 099 or higher. Student option grading.

**CMST 244 News Writing 1-3 Credits**

Explore journalism, with a focus on reporting, news gathering and writing. The course covers links to public relations, advertising and digital journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit. Student option grading.

**CMST 244W News Writing 1-3 Credits**

Explore journalism, with a focus on reporting, news gathering and writing. The course covers links to public relations, advertising and digital journalism as well as ethical and legal concerns. Newspaper production is introduced. The class may be taken again for credit. Student option grading.

**CMST 245 Student Newspaper 1-3 Credits**

Experience hands-on learning in one or more aspects of the college newspaper, including reporting, writing, editing, photography, production or advertising. May be repeated for credit. Student option grading.

**CMST 245W Student Newspaper 1-3 Credits**

Experience hands-on learning in one or more aspects of the college newspaper, including reporting, writing, editing, photography, production or advertising. May be repeated for credit. Student option grading.

**CMST 247 Journalistic Writing 4 Credits**

Learn journalistic principles and practices. Write news articles, features, opinions and arts reviews. Explore ethical questions, legal concerns, and journalism's links to public relations. Photojournalism, design, and online journalism are introduced. Student option grading.

**CMST 247W Journalistic Writing 4 Credits**

Learn journalistic principles and practices. Write news articles, features, opinions and arts reviews. Explore ethical questions, legal concerns, and journalism's links to public relations. Photojournalism, design, and online journalism are introduced. Student option grading.

**CMST 285 Critical Intercultural Communication 5 Credits**

Explore the complexities of intercultural communication in both U.S. and global contexts through an experiential, skill-building framework. Analyze how we are shaped by culture and positions of power and privilege. Develop and apply intercultural skills to affect social change. Note: CMST 285 and CMST 203 have different content. Prerequisite: Successful completion of EAP 099, ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

**CMST 291 Special Topics In Communication Studies 1 Credit**

Classes focus on specific issues and/or topics of interest in communications.

**CMST 292 Special Topics In Communications 2 Credits**

Classes focus on specific issues and/or topics of interest in communications.

**CMST 293 Special Topics In Communications 3 Credits**

Classes focus on specific issues and/or topics of interest in communications.

**CMST 294 Special Topics In Communications 4 Credits**

Classes focus on specific issues and/or topics of interest in communications.

**CMST 295 Special Topics In Communication Studies 5 Credits**

Classes focus on specific issues and/or topics of interest in communications.

**CMST 297 Individual Project In Communication Studies 1 Credit**

Individual project in a specific area of communications. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CMST 298 Individual Project In Communication Studies 2 Credits**

Individual project in a specific area of communications. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CMST 299 Individual Project In Communication Studies 3 Credits**

Individual project in a specific area of communications. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

## COMPUTER SCIENCE

**CS 121 Introduction to Programming 5 Credits**

Use a computer language such as Python to learn programming, problem solving, analysis, modular design & debugging - concepts for all programming languages. No prior programming experience needed. Topics: syntax, classes, data types, control flow, loops, if, procedures, parameters, output & arrays. Prerequisite: Placement into ENGL& 101, and MATH 099 with grade of 2.0 or better, or instructor permission. Student option grading.

**CS& 141 Introduction to Computer Programming With Java 5 Credits**

Design and implement computer solutions using object oriented technology. Data types, algorithms, abstraction, classes, methods, inheritance, exceptions, arrays, control structures, sorting and searching. Prerequisite: ENGL& 101 (may be taken concurrently) and MATH& 141 or MATH 111 with grades of 2.0 or better. CS 121 or ENGR 202 with a grade of 2.0 or better. Mandatory decimal grading.

**CS 143 Computer Science II Data Structures With Java 5 Credits**

Continuation of Level I Programming course emphasizing design, algorithms, abstraction, analysis, classes, data structures, dynamic memory management, file processing, standard libraries, & larger interactive solutions. CS II curriculum. Prerequisite: Successful completion of CS& 141 or instructor's permission. Student option grading.

## CRIMINAL JUSTICE

**CJ& 101 Introduction to Criminal Justice 5 Credits**

An examination of crime, its causes and its impact on American life; the issues and challenges facing the American criminal justice system; the history and structure of the three major components of the justice system; and an introduction to the theories of sentencing and punishment. Mandatory decimal grading.

**CJ& 106 Juvenile Justice 5 Credits**

An in-depth study of the Juvenile Justice System, its history and theories related to juvenile laws, causation of juvenile behavior, the proper methods of dealing with juveniles in the court system, and Washington state law relating to juvenile procedures. Mandatory decimal grading.

**CJ& 110 Criminal Law 5 Credits**

A study of the nature and purpose of the criminal law, its sources, limitations and general principles, defenses and the wide range of criminal conduct covered by the criminal law. The Revised Code of Washington is also studied. Mandatory decimal grading.

**CJ 120 Administration of Justice 5 Credits**

A study of the structure and processes of the federal and state courts in American, their organization and jurisdiction and the impact of the Constitution. We will examine the roles of judges, attorneys, and law enforcement when citizens are charged with crimes. Mandatory decimal grading.

**CJ 130 Information Gathering 5 Credits**

Students will examine the procedure of interviewing, note taking and recording the scene as well as conducting preliminary investigation and the documentation of this information. The fundamentals of police record systems will also be studied. Mandatory decimal grading.

**CJ 135 Crime Prevention Through Community Partnerships 5 Credits**

Students will examine crime prevention from the perspective of individuals, businesses and law enforcement working together to solve problems in the community. Mandatory decimal grading.

**CJ 238 Criminal Evidence and Constitutional Law 5 Credits**

Examines the role played by the U.S. and Washington State Constitutions in the application of criminal law and procedures. Students will analyze U.S. Supreme Court decisions and their effect on the admissibility of evidence. Mandatory decimal grading.

**CJ 241 Principles of Investigation I 5 Credits**

An in-depth study of the fundamentals, functions and elements of criminal investigations including preliminary & follow-up investigations leading to successful prosecutions. Challenges faced in investigations will be discussed. Prerequisite: CJ& 101 or instructor permission. Mandatory decimal grading.

**CJ 245 Theory of Def. & Control Tactics 5 Credits**

Introduces the theories and applications of physical and verbal force based on the 'use of force continuum.' Understand the criminal and civil context of application of force and control tactics. Perform control, defensive and handcuffing techniques. Prerequisite: Previous or concurrent enrollment in other CJ course. Mandatory decimal grading.

**CJ 249 Police Operations 5 Credits**

A study of the organizational culture, organization structures, staffing, and utilization of resources within police departments. The support and staff functions which assist patrol and other line operations in accomplishing the department's mission will be examined. Patrol operations will be emphasized. Mandatory decimal grading.

**CJ 290 Internship 5 Credits**

A program in which the student will work directly with a criminal justice agency in a wide variety of tasks to give the student a better understanding of day to day operation and the tasks performed by a part of the criminal justice system. Mandatory decimal grading.

**CJ 291 Special Topics In Criminal Justice 1 Credit**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CJ 292 Special Topics In Criminal Justice 2 Credits**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CJ 293 Special Topics In Criminal Justice 3 Credits**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CJ 294 Special Topics In Criminal Justice 4 Credits**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CJ 295 Special Topics In Criminal Justice 5 Credits**

Courses for criminal justice personnel desiring emphasis in a particular area relating to the criminal justice system. Mandatory decimal grading.

**CJ 297 Individual Project In Criminal Justice 1 Credit**

Individual project in a specific area of Criminal Justice. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CJ 298 Individual Project In Criminal Justice 2 Credits**

Individual project in a specific area of Criminal Justice. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**CJ 299 Individual Project In Criminal Justice 3 Credits**

Individual project in a specific area of Criminal Justice. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**DENTAL HYGIENE**

**DENHY 100 Head and Neck Anatomy 2 Credits**

The study of the anatomy of the head and neck—specifically the bony structures, blood supply, musculature, and nerve supply. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENHY 101 Histology/Embryology 3 Credits**

The study of the development, histology and function of the tissues in the oral cavity. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENHY 102 Principles of General Pathology and Systemic Disease 2 Credits**

The study of general disease conditions that affect the human body and dental treatment. Introduction to terminology, specific diseases and their causes. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENHY 110 Dental Radiology 2 Credits**

The study of the fundamentals of radiology and radiation hygiene, with demonstration and practice in the exposing and processing of intra-oral radiographs. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 111 Dental Radiology 3 Credits**

Continuation of DENHY 110 with continued emphasis on intra-oral radiographic techniques. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 110 with a 2.5 or above, or permission of the instructor. Mandatory decimal grading.

**DENHY 112 Dental Anatomy and Morphology 2 Credits**

Lecture and laboratory exercises on nomenclature, anatomy, morphology and function of the primary and permanent dentitions. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENHY 114 Oral Pathology 2 Credits**

The recognition and etiology of clinical oral pathologies of the oral/facial area. Introduction to detection, description and evaluation of oral lesions. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 115 Pain Control I 3 Credits**

A study of physiology, pharmacology of local anesthetic drugs, complications, patient evaluation, and techniques utilized in the administration of local anesthetics in dentistry. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 120 Medical Emergencies 2 Credits**

Lectures and clinical exercises preparing the student to prevent, recognize, and respond to medical emergencies in the dental setting. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 121 Clinical Dental Hygiene and Fundamentals I 8 Credits**

Initial course in a series of lecture and discussion associated with clinical skills and related subjects such as: accepted dental terminology, patient assessment and use of the mouth mirror, probe, sickle and explorer integrated with an introduction to clinic procedures and patient examination techniques. Prerequisite: Admission to Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 122 Clinical Dental Hygiene and Fundamentals II 6 Credits**

Second of a series of lecture and discussion and beginning clinical course in a series providing traditional dental hygiene procedures to patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 121 with a grade of 2.0 or higher, or permission of the instructor. Mandatory decimal grading.

**DENHY 123 Clinical Dental Hygiene and Fundamentals III 6 Credits**

Third of a series of lecture and discussion and beginning clinical course in a series providing traditional dental hygiene procedures to patients from the campus and community, with increasing level of competency and speed. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 122 with a 2.0 grade or higher, or permission of the instructor. Mandatory decimal grading.

**DENHY 124 Clinical Dental Hygiene and Fundamentals IV 5 Credits**

Third clinical and fourth lecture course in a series providing dental hygiene procedures at an increasing level of competency and speed on patients from the campus and community. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 123 with a 2.0 grade or higher, or permission of the instructor. Mandatory decimal grading.

**DENHY 130 Pharmacology 3 Credits**

The study of the general pharmacological and therapeutic actions of drugs pertaining to dentistry, including nomenclature, dosage, routes of administration, indications, contraindications, and the legal factors involved in dispensing. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 140 Ethics and Jurisprudence 3 Credits**

Lectures and discussions regarding ethics and jurisprudence, related to the practice of dentistry and dental hygiene. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENHY 141 Procedures Seminar I 1 Credit**

First-year, weekly discussion and lecture sessions with special emphasis on program policies and procedures for lab and clinic operation and WISHA regulations for blood borne pathogen exposure control and hazard control. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory P/NC grading.

**DENHY 142 Procedures Seminar II 1 Credit**

First-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, and policies and procedures for clinical operation. Occasional guest lectures are included. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.

**DENHY 151 Patient Records I 1 Credit**

Weekly discussion sessions for 1st year students with emphasis on patient chart record keeping, patient care planning/referrals, and policies and procedures necessary to fulfill legal duties owed to patients, and maintain positive public relations. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 152 Patient Records II 1 Credit**

Discussion sessions for 1st year students with emphasis on patient chart record keeping, care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients and to maintain positive public relations. Includes screening exams on patients. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 161 Periodontology I 2 Credits**

The recognition and etiology of diseases of the periodontium. This is the first course in a series of three consecutive courses in periodontology, and provides fundamental knowledge in the field of dental hygiene. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 162 Periodontology II 2 Credits**

Continuation of the study of periodontal disease, with increased scope and depth concerning histopathology and etiologies of periodontal disease. Emphasis is placed on non-surgical treatment of the various types of periodontal disease. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory decimal grading.

**DENHY 171 Community and Public Health Dentistry I 2 Credits**

Students work in groups to develop and implement a community based program with an educational component. Lectures cover the ADPIE model for program planning, teaching methods, analysis of special group characteristics, formulation of lesson plans and development of visual aids. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 181 Restorative Dentistry I 3 Credits**

Introduction to restorative dentistry procedures, including rubber dam application, alginate impressions, study models, sealants, mercury hygiene, matrix and wedge application, amalgam carving and L.A. Chemical and physical properties of the materials will also be studied. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 182 Restorative Dentistry II 1 Credit**

Preclinical laboratory exercises in placement and finishing of amalgam restorations. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.

**DENHY 215 Pain Control II 1 Credit**

Lecture, demonstration and clinical application of nitrous oxide analgesia and local anesthesia. Lectures on other pain control modalities used in dentistry. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

**DENHY 221 Clinical Dental Hygiene V 6 Credits**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 124 with a grade of 2.5 or higher, or permission of the instructor. Mandatory decimal grading.

**DENHY 222 Clinical Dental Hygiene VI 6 Credits**

Performance of traditional dental hygiene clinical procedures on patients from the campus and community. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 221 with a 2.5 grade or higher, or permission of the instructor. Mandatory decimal grading.

**DENHY 223 Clinical Dental Hygiene VII 6 Credits**

Continuing performance of traditional dental hygiene clinical procedures on patients from the campus and community with increasing competency and efficiency. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 222 with a 2.5 grade or higher, or permission of the instructor. Mandatory decimal grading.

**DENHY 231 Dental Hygiene Fundamentals V 2 Credits**

Lectures, discussions and practice labs pertinent to clinical skills and related subjects which will be applied in second year dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.

<p><b>DENHY 232     Dental Hygiene Fundamentals VI     2 Credits</b></p> <p>Lectures, discussions, and practice labs pertinent to clinical skills and related subjects which will be applied in dental hygiene clinic. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 231 with a grade of 2.5 or higher or permission of the instructor. Mandatory decimal grading.</p>	<p><b>DENHY 253     Patient Records V     1 Credit</b></p> <p>Discussion sessions for 2nd year students with emphasis on patient chart record keeping, patient care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients. Patient exams/charting performed with minimal instructor assistance. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.</p>
<p><b>DENHY 233     Dental Hygiene Fundamentals VII     2 Credits</b></p> <p>Lectures and discussions relating to entry into the dental hygiene profession and presentation of perio-control project. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 232 with a grade of 2.5 or higher, or permission of the instructor. Mandatory decimal grading.</p>	<p><b>DENHY 260     Care of the Patient With Special Needs     1 Credit</b></p> <p>Educational experiences which will enable each student to recognize the physiological, psychological, psychosocial, medical, and oral aspects of disabling conditions in preparation for clinical management of such patients. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.</p>
<p><b>DENHY 241     Procedures Seminar V     1 Credit</b></p> <p>Second-year weekly discussion and lecture sessions with special emphasis on patient care planning/referrals and policies and procedures for clinical operation. Occasional guest lectures are included. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.</p>	<p><b>DENHY 261     Periodontology III     1 Credit</b></p> <p>Continuation of the study of periodontal disease. Emphasis is placed upon the surgical, reconstructive and maintenance phases of periodontal therapy. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.</p>
<p><b>DENHY 242     Procedures Seminar VI     1 Credit</b></p> <p>Second-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, and policies and procedures for clinical operation, plus Mock Board patient selection criteria. Occasional guest lectures are included. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.</p>	<p><b>DENHY 270     Professional Issues     1 Credit</b></p> <p>Lecture and discussion regarding the practice of dental hygiene including resume development, interviewing techniques, patient scheduling systems, employment contracts and dental staff relations. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.</p>
<p><b>DENHY 243     Procedures Seminar VII     1 Credit</b></p> <p>Second-year, weekly discussion and lecture sessions with special emphasis on patient care planning/referrals, policies and procedures for clinical operation, and preparation for the restorative and written portions of the State and Western Regional Licensing Exams. Prerequisite: Admission to Dental Hygiene Program or permission of instructor.</p>	<p><b>DENHY 271     Public Health/Community Dentistry     2 Credits</b></p> <p>Introduction to the basic principles of public health theory, methods, research, social epidemiology and its impact on dental health education and the dental care delivery system. Limited to students in the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 171 with a grade of 2.5 or higher, or permission of the instructor. Mandatory decimal grading.</p>
<p><b>DENHY 250     Dental Gerontology     1 Credit</b></p> <p>A course dealing with the special knowledge, attitudes, and technical skills required to provide oral health care to older adults. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory decimal grading.</p>	<p><b>DENHY 272     Special Community Dental Health Project     1 Credit</b></p> <p>Advanced study in community dental health with group community projects to be arranged on an individual basis with the instructor. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 171 and 271 with a grade of 2.5 or higher for each course, or permission of the instructor. Mandatory P/NC grading.</p>
<p><b>DENHY 251     Patient Records III     1 Credit</b></p> <p>Discussion sessions for 2nd year students with emphasis on patient chart record keeping, patient care planning/referrals, policies/procedures necessary to fulfill legal duties owed to patients. Patient exams/charting performed with instructor assistance. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.</p>	<p><b>DENHY 278     Extramural Clinic I     1 Credit</b></p> <p>Special clinical rotation for second-year students to attend individualized clinical experiences, with dental hygiene treatment for patients in extramural community clinics. Prerequisite: Admission to the Dental Hygiene Program or permission of the instructor. Mandatory P/NC grading.</p>
<p><b>DENHY 252     Patient Records IV     1 Credit</b></p> <p>Weekly discussion sessions for second-year students with special emphasis on patient chart record-keeping, and policies and procedures necessary to fulfill legal duties owed to patients, and maintain positive public relations. Includes screening exams on patients. Prerequisite: Admission to Dental Hygiene Program or permission of instructor. Mandatory decimal grading.</p>	<p><b>DENHY 281     Restorative Dentistry III     3 Credits</b></p> <p>A study of restorative dentistry procedures and materials including the chemical and physical properties, selection, usage and manipulation. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 182 with a grade of 2.5 or higher, or permission of the instructor. Mandatory decimal grading.</p>

**DENHY 282 Restorative Dentistry Preclinic and Clinic 3 Credits**

Preclinical laboratory exercises in the placement and finishing of amalgam and composite restorations. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 281 with a grade of 2.5 or higher, or permission of the instructor. Mandatory decimal grading.

**DENHY 283 Restorative Clinic I 2 Credits**

Clinical experience in restorative dentistry procedures. Limited to students accepted into the Dental Hygiene Program. Prerequisite: Admission to the Dental Hygiene Program and completion of DENHY 281 and 282 with a grade of 2.5 or higher for each course, or permission of the instructor. Mandatory decimal grading.

**DENHY 284 Restorative Clinic II 2 Credits**

Clinical experience in restorative dentistry procedures. Limited to students accepted into the Dental Hygiene program. Prerequisite: Admission to the Dental Hygiene Program and successful completion of DENHY 283 or permission of the instructor. Mandatory decimal grading.

**DENHY 288 Extramural Clinic II 1 Credit**

Special clinical rotation for second-year students to attend individualized clinical experiences, with dental hygiene treatment for patients in extramural community clinics. Prerequisite: Admission to the Dental Hygiene Program or permission of instructor. Mandatory P/N grading.

**DENHY 291 Special Topics In Denhy 1 Credit**

Classes focusing on specific issues and/or topics of interest in dental hygiene. Prerequisite: Acceptance into the Dental Hygiene program.

**DENHY 292 Special Topics In Dental Hygiene 2 Credits**

Classes focusing on specific issues and/or topics of interest in dental hygiene. Prerequisite: Acceptance into the Dental Hygiene program.

**DENHY 293 Special Topics In Dental Hygiene 3 Credits**

Classes focusing on specific issues and/or topics of interest in dental hygiene. Prerequisite: Acceptance into the Dental Hygiene program.

**DENHY 297 Individual Project In Dental Hygiene 1 Credit**

Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

**DENHY 298 Individual Project In Dental Hygiene 2 Credits**

Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

**DENHY 299 Individual Project In Dental Hygiene 3 Credits**

Individual project in a specific area of dental hygiene. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Mandatory decimal grading.

**DEVELOPMENTAL EDUCATION**

**DEVED 043 Math Skills for Life 4 1-5 Credits**

Students apply, in various situations, mathematical concepts and procedures to estimate, solve problems, and/or carry out tasks involving whole numbers, decimals, fractions, ratio and proportion, percents, measurements, and tables and graphs. Equivalent to ABE 043. Mandatory P/NC grading.

**DEVED 080 Critical Thinking In College and Work 10 Credits**

Students improve their critical and creative thinking skills to become successful in college. Students learn strategies for reading, writing, problem-solving, self-assessment, and navigating college systems in the context of their transfer or professional goals. Equivalent to ENGL 080. Prerequisite: Placement level appropriate to ENGL 080. Registration requires the signature of an approved advisor. Student option grading.

**DEVED 090 Reading/Writing for Academic Career Goals 10 Credits**

Students develop abilities for successful reading, writing and learning in college transfer or prof-tech programs. They learn how knowledge and information are organized and how to improve achievement of educational goals. Students work on academic/career goals. Equivalent to ENGL 090 + STYSK 100. Prerequisite: Completion of DEVED 080 or ENGL 080 with a 2.0 or better, or placement into DEVED 090, or advisor permission. Student option grading.

**DEVED 092 Special Topics In Developmental Education 1-2 Credits**

Classes focus on specific issues and/or topics of interest in DEVED.

**DEVED 100 Analytical Reading and Writing 5 Credits**

Students develop analytical reading, writing, and thinking skills necessary for successful college-level study. The course is sometimes taught in the context of a transfer or professional-technical program. Equivalent to ENGL 099. Prerequisite: Completion of DEVED 090 or ENGL 090 with a 2.0 or better, or placement into DEVED 100, or advisor permission. Student option grading.

## DRAMA

<p><b>DRMA&amp; 101 Introduction to Theatre 5 Credits</b> Students explore dramatic traditions by reading and analyzing plays from ancient to contemporary times. Student option grading.</p> <p><b>DRMA&amp; 101W Introduction to Theatre 5 Credits</b> Students explore dramatic traditions by reading and analyzing plays from ancient to contemporary times. Student option grading.</p> <p><b>DRMA 144 Acting 1 5 Credits</b> An introduction to the craft of acting. Students learn theory and practice of acting through exercises, rehearsals and games, improving their ability to concentrate, relax, listen, observe and practice empathy. Open to all levels of experience. Student option grading.</p> <p><b>DRMA 145 Acting 2 5 Credits</b> A continued practice and introduction to the craft of acting. Students learn the theory and practice of acting through exercises, rehearsals and games, improving their ability to concentrate, relax, listen and observe and practice empathy. Open to all levels of experience. Student option grading.</p> <p><b>DRMA 146 Acting 3 5 Credits</b> A continued practice and introduction to the craft of acting. Students learn the theory and practice of acting through exercises, rehearsals and games, improving their ability to concentrate, relax, listen and observe and practice empathy. Open to all levels of experience. Student option grading.</p> <p><b>DRMA 155 Acting for Television and Film 3 Credits</b> Dramatic and commercial acting for work in film, television and commercials. Learn auditioning styles, acting technique and the marketing skills needed for a successful screen acting career. Student option grading.</p> <p><b>DRMA 156 Acting, Writing, Directing for the Camera I 5 Credits</b> A fast-paced introduction to film and video production. Discussion of films in terms of cinematic styles, acting and screenplay structure along with exercises in acting, directing, writing and filming of original productions. Student option grading.</p> <p><b>DRMA 157 Acting, Writing, Directing for the Camera 2 5 Credits</b> A continued fast-paced introduction to film and video production. Discussion of films in terms of cinematic styles, acting and screenplay structure along with exercises in acting, directing, writing and filming of original productions. Student option grading.</p> <p><b>DRAMA 207 Theatrical Production 1 Credit</b> Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and/or marketing. Student option grading.</p> <p><b>DRMA 208 Theatrical Production 2 Credits</b> Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and marketing. Student option grading.</p> <p><b>DRMA 209 Theatrical Production 3 Credits</b> Laboratory for students participating in theatrical and video/film productions for the viewing public including writing, acting, directing, designing, technical theater and/or marketing. Student option grading.</p>	<p><b>DRMA 224 Theater Career Planning and Auditioning 2 Credits</b> Study of possible career opportunities in theater and film productions and the process of selection and application to programs and schools through interviews, resumes. Student option grading.</p> <p><b>DRMA 225 Improvisational Theater 2 Credits</b> A study of individual and ensemble techniques, the course is concerned with developing the ability to respond creatively and improvisationally to a variety of situations. Student option grading.</p> <p><b>DRMA 226 Children's Theater Production 5 Credits</b> A collaborative, student-driven course in which members write, design, and perform an original theatrical production for children and adults. Student option grading.</p> <p><b>DRMA 234 Experimental Theater: Faculty Directed 1-5 Credits</b> Students explore historical and contemporary non-traditional and experimental theater through the performance of faculty-directed new play scripts. Prerequisite: Admission by permission of instructor after audition. Student option grading.</p> <p><b>DRMA 235 Experimental Theater: Student Directed 1-5 Credits</b> Explore historical and contemporary non-traditional theater through experimental scripts written, directed, and performed by students. Prerequisite: Admission by permission of instructor after audition. Student option grading.</p> <p><b>DRMA 244 Stage Technology 5 Credits</b> Students examine the fundamental theories, principles, and history of the techniques and equipment used for stage scenery, sound, and lighting. Student option grading.</p> <p><b>DRMA 245 Beginning Stage Lighting 5 Credits</b> Immersion in the theories, drafting techniques, and equipment used for stage lighting. Includes instruction in light pilot design and USITT drafting standards. Student option grading.</p> <p><b>DRMA 246 Scenic Stage Design I 1-5 Credits</b> Practicum in the theories, techniques and practices used in scenic design and in creating stage settings. Student option grading.</p> <p><b>DRMA 255 Directing 5 Credits</b> Theory and practice in directing for stage productions. Attention given to all aspects from selection to actual production. Student option grading.</p> <p><b>DRMA 291 Special Topics In Drama 1 Credit</b> Classes focus on specific issues and/or topics of interest in Drama. Student option grading.</p> <p><b>DRMA 292 Special Topics In Drama 2 Credits</b> Classes focus on specific issues and/or topics of interest in drama.</p> <p><b>DRMA 293 Special Topics In Drama 3 Credits</b> Classes focus on specific issues and/or topics of interest in drama.</p> <p><b>DRMA 295 Special Topics In Drama 5 Credits</b> Classes focus on specific issues and/or topics of interest in drama.</p>
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**DRMA 297 Individual Project In Drama 1 Credit**  
 Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**DRMA 298 Individual Project In Drama 2 Credits**  
 Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**DRMA 299 Individual Project In Drama 3 Credits**  
 Individual project in a specific area of drama. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**EARLY CHILDHOOD EDUCATION**

**ECED& 105 Introduction to Early Childhood Education 5 Credits**  
 Overview of the foundations of Early Childhood Education. Examine theories defining the field, issues and trends, best practices and program models. Observe children, professionals and programs in action. Mandatory decimal grading.

**ECED& 107 Health, Safety and Nutrition 5 Credits**  
 This course promotes knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. It examines the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources. Mandatory decimal grading.

**ECED& 120 Practicum-Nurturing Relationships 2 Credits**  
 In an early learning setting, apply best practices to develop engaging and nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development. Mandatory decimal grading.

**ECED& 132 Infants/Toddlers Care 3 Credits**  
 Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. Mandatory decimal grading.

**ECED& 160 Curriculum Development 5 Credits**  
 This class explores learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, socio-emotional, cognitive and creative skills, and growth in young children (birth-age 8). Mandatory decimal grading.

**ECED& 170 Environments for Young Children 3 Credits**  
 Design, evaluate, and improve indoor and outdoor environments that ensure quality learning and nurturing experiences, and optimize the development of the young child. Mandatory decimal grading.

**ECED& 180 Language and Literacy Development 3 Credits**  
 This course explores teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading. Mandatory decimal grading.

**ECED& 190 Observation and Assessment 3 Credits**  
 Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group, and the community. Practice reflection techniques, summarizing conclusions, and communicating findings. Mandatory decimal grading.

**ECONOMICS**

**ECON 100 Survey of Economic Principles 5 Credits**  
 A survey of how capitalism works: how we choose what to buy, where to work, and how businesses and governments affect our lives, the environment, and the world. Not recommended for students seeking a bachelor's degree in economics or business. Prerequisite: Placement in ENGL 099 or higher. Mandatory decimal grading.

**ECON& 201 Micro Economics 5 Credits**  
 How do consumer and producer choices influence social outcomes? Issues include competition and corporate power, wealth and poverty, environmental quality, and role of government in a market economy. Prerequisite: MATH 098 (2.0 or better), or placement into MATH 099. Completion of ENGL 099 (2.0 or better) or EAP 099 (pass) or placement into ENGL& 101. Mandatory decimal grading.

**ECON& 202 Macro Economics 5 Credits**  
 What determines national economic growth and prosperity? What causes booms and busts? What are the effects of government policies regarding taxes, government spending and money supply? Issues include: unemployment, inflation, international trade and globalization. Prerequisite: ECON& 201 Micro Economics or equivalent with instructor permission. Mandatory decimal grading.

**ECON 291 Special Topics In Economics 1 Credit**  
 Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECON 292 Special Topics In Economics 2 Credits**  
 Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECON 293 Special Topics In Economics 3 Credits**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECON 294 Special Topics In Economics 4 Credits**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECON 295 Special Topics In Economics 5 Credits**

Classes focusing on specific issues and/or topics of interest in Economics. Student option grading.

**ECON 297 Individual Project In Economics 1 Credit**

Individual project in a specific area of economics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ECON 298 Individual Project In Economics 2 Credits**

Individual project in a specific area of Economics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**ECON 299 Individual Project In Economics 3 Credits**

Individual project in a specific area of Economics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUCATION**

**EDUC& 115 Child Growth and Development 5 Credits**

Explore the stages of development from pre-natal through elementary school age, with a special emphasis on multicultural perspectives and how to apply developmental principles to education and home settings. Student option grading.

**EDUC 117 Culturally Relevant Anti-Bias Strategies 5 Credits**

Examine the impact of individual & institutional bias upon children and families of under-represented groups in US society. Develop strategies to create anti-bias and culturally sensitive classrooms, support social action, and assist children and families in self-advocacy. Student option grading.

**EDUC 118 Math In Early Education 5 Credits**

Students will learn to integrate effective and developmentally appropriate math content and processes into supporting the learning of pre-K through 2nd grade children. Topics related to understanding and managing testing and IEP practices in early education are included. Prerequisite: MATH 070 or equivalent and one Education course or permission of instructor. Student option grading.

**EDUC& 130 Guiding Behavior 3 Credits**

Examine the principles and theories that promote social competence in young children and create safe learning environments. Develop skills to encourage effective interactions, provide positive individual guidance, and enhance group experiences. Mandatory decimal grading.

**EDUC& 150 Child, Family, Community 3 Credits**

This course integrates the family and community contexts in which a child develops. Explores cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. Mandatory decimal grading.

**EDUC& 202 Introduction to Education 5 Credits**

Explore how you may fit into the teaching profession. This intro course examines the complex role of American education in the global economy of the 21st century. We will analyze current research & trends in education to examine issues that affect teachers from preschool through high school, students and families. Student option grading.

**EDUC& 204 Exceptional Child 5 Credits**

Explore the history, current research, best practices, social and political issues in the provision of support for individuals with disabilities in education settings. Prerequisite: EDUC& 202 recommended. Student option grading.

**EDUC 210 Best Practices In Special Education 5 Credits**

Explore the systems and instructional methods used to teach exceptional students in regular and special education. Develop strategies for collaboration between professionals and parents. Prerequisite: EDUC& 204 recommended. Student option grading.

**EDUC 290 Student Internship I 5 Credits**

This is the introductory level of the student internship sequence. Each student will gain experience in a classroom setting and apply skills in teamwork, classroom management, curriculum development, teaching and professionalism. Develop a portfolio and attend weekly seminars. Prerequisites: Recommended five Education courses or prior work experience with children. Student option grading.

**EDUC 291 Special Topics In Education 1 Credit**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUC 292 Special Topics In Education 2 Credits**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUC 293 Special Topics In Education 3 Credits**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUC 294 Special Topics In Education 4 Credits**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUC 295 Special Topics In Education 5 Credits**

Classes focusing on specific issues and/or topics of interest in Education.

**EDUC 296      Student Internship II      5 Credits**

This is the advanced level of the student internship sequence. Each student is expected to work as a team member and demonstrate professionalism in a supervised education setting. Student will learn skills in classroom management, curriculum design and material development. Continued weekly seminars & portfolio development. Prerequisite: EDUC 290. Student option grading.

**EDUC 297      Individual Project In Education      1 Credit**

Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUC 298      Individual Project In Education      2 Credits**

Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUC 299      Individual Project In Education      3 Credits**

Individual project in a specific area of education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EDUCATION LEARNING ASSISTANCE**

**EDULA 199      Tutoring Writing & Learning: Theory & Practice      3 Credits**

This course combines classroom instruction with supervised practice for students wanting to work as tutors in The Writing & Learning Studio. Topics include writing center theory and practice, learning theory, and tutoring principles and strategies with a focus on helping writers during all stages of the writing process. Prerequisite: Minimum grade of 3.5 in ENGL& 101 and interview with instructor. Student option grading.

**EDULA 291      Special Topics In Education Learning Assistance      1 Credit**

Classes focus on specific issues and/or topics of interest in education learning assistance.

**EDULA 292      Special Topics In Education Learning Assistance      2 Credits**

Classes focus on specific issues and/or topics of interest in education learning assistance.

**ENGINEERING**

**ENGR 100      Introduction to Engineering and Design      4 Credits**

Introduction to the engineering profession and design process. Course includes guest speakers, team activities, and career planning. Communication, creative skills, and teamwork are developed utilizing journals, written reports, poster presentations, and sketching. Mandatory decimal grading.

**ENGR 102      Introduction to Electronics      5 Credits**

Introduction to electronics, test equipment and manufacture of electronic systems using a project based approach. Covers manufacturing techniques, including prototyping, assembly and soldering. Projects will include alternative energy systems characterization, sound modulation and music synthesis. Prerequisite: MATH 099 and ENGL 099 or EAP 099, with grades of 2.0 or better. Mandatory decimal grading.

**ENGR& 104      Introduction to Design: Mechatronics & Robotics      5 Credits**

Introduction to design methodologies using mechatronics and robotics systems as case studies. Students will learn principles of design methods, then use rapid prototyping tools to design and build electronics and mechanical components, assemble these into a robot and program it to accomplish a specific design goal. Prerequisite: ENGR& 114 or ENGR 102 or CS 121 or CS& 141 or ENGR 202 or ENGR 205 or PHYS& 221, with a grade of 2.0 or better. Mandatory decimal grading.

**ENGR& 114      Engineering Graphics      5 Credits**

Development of 2D and 3D visualization skills, fundamentals of orthographic projection, isometric and engineering drawings and dimensioning using hand sketching, AutoCAD, and Solid Works. Prerequisite: ENGL 099 or EAP 099, and MATH 099, with grades of 2.30 or better, or instructor permission. Mandatory decimal grading.

**ENGR 115      Introduction to Statics and Engineering Problems      5 Credits**

Introduction to fundamental engineering principles including dimensional analysis, vector algebra, statics, and selected engineering topics. Designed to develop ability to analyze and solve engineering problems in a clear systematic manner. Prerequisite: ENGR& 114 and MATH& 142 with a grade of 2.0 or better. Mandatory decimal grading.

**ENGR 202      Design of Logic Circuits      5 Credits**

Introduction to the basic components of logic circuits. Design and analysis of combinational and sequential logic circuits using relevant theorems, mathematical models, and hardware description language. Includes exposure to modern methods and design tools. Prerequisite: Prior programming experience and placement into ENGL& 101, and MATH 099 with a grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**ENGR& 204 Electrical Circuits 6 Credits**  
 Introduction to basic circuit and systems concepts. Development of mathematical models of components including resistors, sources, capacitors, inductors, operational amplifiers and transistors. Solution of first and second order linear differential equations associated with circuit forms. Steady state sinusoidal excitation and phasors. Prerequisite: PHYS& 222 or ENGR 102 and MATH 207, with grades of 2.0 or better. Mandatory decimal grading.

**ENGR 205 Solid Works and Parametric Modeling 3 Credits**  
 Introduction to creating 3D CAD models using feature-based, parametric solid-modeling design; base, boss and cut features using extruded, revolved, simple swept and lofted shapes; capturing design intent using automatic or user-defined geometric and dimensional constraints; detail and assembly drawings. Prerequisites: ENGR& 114 or MFGT 120, with grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**ENGR 206 Advanced Solid Works 3 Credits**  
 Advanced 3D CAD models using SolidWorks parametric solid modeling; swept and lofted shapes; assembly interference checking, collision detection, dynamic clearance, physical dynamics and simulation surfaces, use of Photo Works rendering, and Cosmos FEA in linear static, frequency, buckling, and thermal analysis. Prerequisite: ENGR 205 or ENGR& 114 with a grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**ENGR& 214 Statics 5 Credits**  
 Principles of engineering statics, basic concepts, resultants, force-couple relationships, equilibrium diagrams, equilibrium analysis, three-dimensional structures, two-dimensional frames, trusses, beams and friction. Vector algebra used throughout the course. Prerequisite: PHYS& 221 or ENGR 115 with grades of 2.0 or better. MATH& 151 with grade of 2.0 or better (MATH& 151 may be taken concurrently). Mandatory decimal grading.

**ENGR& 215 Dynamics 5 Credits**  
 A general treatment of the dynamics of particles and rigid bodies using vectors; kinematics, kinetics, momentum and energy principles for particles and rigid bodies; use of total acceleration equation. Prerequisite: PHYS& 221, ENGR& 214 and MATH& 163 with grades of 2.0 or better. (MATH& 163 may be taken concurrently). Mandatory decimal grading.

**ENGR& 225 Mechanics of Materials 5 Credits**  
 An introduction to the mechanics of solids, strain and deformation, stress, stress-strain relationships; torsion, stresses due to bending; combined stresses using Mohr's circle. Prerequisite: ENGR& 214 and MATH& 152 with grades of 2.0 or better. (MATH& 152 may be taken concurrently.) Mandatory decimal grading.

**ENGR 240 Applied Numerical Methods 5 Credits**  
 Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation. Prerequisite: CS 121 or CS& 141 or ENGR 202 with 2.0 or better strongly recommended. MATH 207 with 2.0 or better (may be taken concurrently). MATH 208 recommended. Mandatory decimal grading.

**ENGR 294 Special Topics: Engineering 4 Credits**  
 Classes focusing on specific issues and/or topics of interest in engineering.

**ENGR 297 Individual Project In Engineering 1 Credit**  
 Individual project in a specific area of engineering. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ENGR 298 Individual Project In Engineering 2 Credits**  
 Individual project in a specific area of engineering. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ENGR 299 Individual Project In Engineering 3 Credits**  
 Individual project in a specific area of engineering. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ENGLISH**

**ENGL 080 Critical Thinking In College and Life 10 Credits**  
 Students improve their critical and creative thinking skills to become successful in college. Students learn strategies for reading, writing, problem-solving, self-assessment, and navigating college systems in the context of their educational goals and life interests. Prerequisite: Placement into ENGL 080. Registration requires the signature of an approved advisor. Student option grading.

**ENGL 089 Learning Studio 1-3 Credits**  
 Students work on level-appropriate assignments to develop vocabulary, study strategies, and/or reading comprehension using The Writing & Learning Studio resources. Possible topics: memory, note-taking, learning from textbooks, English word study, critical reading skills. For students in all disciplines. 20 hours attendance for each credit. Prerequisite: Non-native English speakers must be above ESL Level 4. Mandatory P/NC grading.

**ENGL 090 Reading and Writing In the Academic Subjects 5 Credits**  
 Students develop abilities for successful reading, writing and learning in college. They learn how knowledge and information are organized in college and how to improve achievement across disciplines. Students explore academic/career goals. Usually offered in conjunction with Study Skills 100 for a total of 10 credits. Prerequisite: Completion of ENGL 080 or equivalent with a 2.0 or better, or placement into ENGL 090, or instructor permission. Student option grading.

**ENGL 098 Writing Studio 1-3 Credits**  
 Students work on level-appropriate writing activities for academic professional, or personal enhancement using The Writing & Learning Studio resources. Possible activities: essays, research papers, resumes, personal statements, grammar, spelling, punctuation. Useful for students in all disciplines. Each credit requires 20 hours attendance. Previously ENGL 099. Prerequisite: Non-native English speakers must be above ESL Level 4. Mandatory P/NC grading.

**ENGL 099 Analytical Reading and Writing 5 Credits**

Students develop analytical reading, writing, and thinking skills necessary for writing college-level essays. Previously ENGL 100. Prerequisite: Completion of ENGL 090 or equivalent with a 2.0 or better, or placement into ENGL 099, or instructor permission. Student option grading.

**ENGL& 101 English Composition I 5 Credits**

Students write essays that display focus, organization, appropriate style, and technical control. They develop skills in critical thinking and close reading of texts and respond in writing and discussion to assigned topics. Prerequisite: Completion of EAP 099, ENGL 099 or equivalent with a 2.0 or better, or placement into ENGL& 101, or instructor permission. Student option grading.

**ENGL& 101H English Composition I HC 5 Credits**

Students write essays that display focus, organization, appropriate style, and technical control. They develop skills in critical thinking and close reading of texts and respond in writing and discussion to assigned topics. Prerequisite: Completion of EAP 099, ENGL 099 or equivalent with a 2.0 or better, or placement into ENGL& 101, or instructor permission. Mandatory decimal grading.

**ENGL& 102 Composition II: Reasoning/Research/Writing 5 Credits**

Students write research essays on various topics. Using both traditional and new information technologies, they develop skills as researchers, critical thinkers and writers of documented analysis and argumentation. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or better. Student option grading. Mandatory decimal grading.

**ENGL& 102H Composition II: Reasoning/Research/Writing HC 5 Credits**

Students write research essays on various topics. Using both traditional and new information technologies, they develop skills as researchers, critical thinkers and writers of documented analysis and argumentation. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or better. Student option grading.

**ENGL& 111 Introduction to Literature 5 Credits**

Students explore poetry, fiction, non-fiction and drama representing multiple perspectives of the human experience. Prerequisite: Completion of ENGL 099 or EAP 099 with 2.0 or higher, or placement into ENGL& 101. Student option grading.

**ENGL& 111W Introduction to Literature 5 Credits**

Students explore poetry, fiction, non-fiction and drama representing multiple perspectives of the human experience. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL& 112 Introduction to Fiction 5 Credits**

Students explore techniques of fiction and analyze fictional genres, including short stories and novels from various cultures and time periods, representing multiple perspectives of the human experience. Prerequisite: Completion of ENGL 099 or EAP 099 with 2.0 or higher, or placement into ENGL& 101. Student option grading.

**ENGL& 112W Introduction to Fiction 5 Credits**

Students explore techniques of fiction and analyze fictional genres, including short stories and novels from various cultures and time periods, representing multiple perspectives of the human experience. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGL& 113 Introduction to Poetry 5 Credits**

Students explore the mystery, magic and music of poetry. Readings focus on poets in English but may include works in translation from other times and cultures. Students examine the forms, styles and themes of poetry, keeping in mind that a poem is always greater than the sum of its parts. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL& 113W Introduction to Poetry 5 Credits**

Students explore the mystery, magic and music of poetry. Readings focus on poets in English but may include works in translation from other times and cultures. Students examine the forms, styles and themes of poetry, keeping in mind that a poem is always greater than the sum of its parts. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 154 Great Works of Asian Literature 5 Credits**

Students explore classic literature of Asian countries such as China, Japan, India, Vietnam & Korea. They will examine how the literature and sense of beauty in each country are influenced by Asian thought: Buddhism, Daoism, Confucianism and Hinduism. Texts may include fiction, plays, film and poetry. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 154W Great Works of Asian Literature 5 Credits**

Students explore classic literature of Asian countries such as China, Japan, India, Vietnam & Korea. They will examine how the literature and sense of beauty in each country are influenced by Asian thought: Buddhism, Daoism, Confucianism and Hinduism. Texts may include fiction, plays, film and poetry. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 200 Survey of World Literature 5 Credits**

Students read a sample of fiction, poetry, drama and other genres from around the world. Students explore the features of these different forms, the role of culture and history in shaping the literature of various nations and various cultures' distinct conceptions of literature. Prerequisite: Completion of ENGL 099 or EAP 099 with 2.0 or higher, or placement into ENGL& 101. Student option grading.

**ENGL 200W Survey of World Literature 5 Credits**

Students read a sample of fiction, poetry, drama and other genres from around the world. Students explore the features of these different forms, the role of culture and history in shaping the literature of various nations and various cultures' distinct conceptions of literature. Prerequisite: Completion of ENGL 099 or EAP 099 with 2.0 or higher, or placement into ENGL& 101. Student option grading.

**ENGL 207 Introduction to Irish Literature 5 Credits**

Students explore Irish culture through myth, fiction, poetry, and plays. Includes works written in English and translated from Gaelic. Periods may include Celtic, medieval, colonial, Irish Renaissance, and contemporary. Authors range from Nobel winners like Yeats, Joyce, and Heaney to regional authors such as Morrissey and Kavanagh. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**ENGL 207W Introduction to Irish Literature 5 Credits**

Students explore Irish culture through myth, fiction, poetry, and plays. Includes works written in English and translated from Gaelic. Periods may include Celtic, medieval, colonial, Irish Renaissance, and contemporary. Authors range from Nobel winners like Yeats, Joyce, and Heaney to regional authors such as Morrissey and Kavanagh. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

<p><b>ENGL&amp; 220 Introduction to Shakespeare 5 Credits</b> Students explore Shakespeare's plays and sonnets for their unforgettable characters, brilliant language and timeless themes. Readings and film viewings may include Hamlet, Othello, A Midsummer Night's Dream, Henry V, and The Tempest. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 220W Introduction to Shakespeare 5 Credits</b> Students explore Shakespeare's plays and sonnets for their unforgettable characters, brilliant language and timeless themes. Readings and film viewings may include Hamlet, Othello, A Midsummer Night's Dream, Henry V, and The Tempest. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 226 British Literature I 5 Credits</b> Students explore English literature from the Middle Ages to the 17th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 226W British Literature I 5 Credits</b> Students explore English literature from the Middle Ages to the 17th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 227 British Literature II 5 Credits</b> Students explore English literature from the 17th century to the late 18th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 227W British Literature II 5 Credits</b> Students explore English literature from the 17th century to the late 18th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres, and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 228 British Literature III 5 Credits</b> Students explore English literature from the 19th to the 20th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 228W British Literature III 5 Credits</b> Students explore English literature from the 19th to the 20th century and how it reflects and shapes literary, political, historical, and cultural developments. Students will examine a variety of texts, genres and perspectives. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p>	<p><b>ENGL 229 Gothic Literature 5 Credits</b> Students explore how Gothic literature challenges conventional views through horror, the irrational, &amp; the supernatural &amp; examines how this literature expresses political, social, and cultural fears. They also trace the genre's transformations through three centuries of British &amp; American literature and film. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL 229W Gothic Literature 5 Credits</b> Students explore how Gothic literature challenges conventional views through horror, the irrational, &amp; the supernatural &amp; examines how this literature expresses political, social, and cultural fears. They also trace the genre's transformations through three centuries of British &amp; American literature and film. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 230 Technical Report Writing 3 Credits</b> Students learn the fundamental principles and practices of effective technical writing in business, non-profit and/or government environments. Writing includes reports, letters, resumes, progress reports, brochures, technical reports, newsletters, executive summaries, surveys, and project documentation. Prerequisite: ENGL&amp; 101 or equivalent with instructor permission. Student option grading.</p> <p><b>ENGL&amp; 244 American Literature I 5 Credits</b> Students explore American literature thematically and examine how it reflects and shapes literary, political, historical, and cultural developments. Each course will focus on a particular theme. Possible themes are: protest, war, the Harlem Renaissance, immigration, or American Dreams. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 244W American Literature I 5 Credits</b> Students explore American literature thematically and examine how it reflects and shapes literary, political, historical, and cultural developments. Each course will focus on a particular theme. Possible themes are: protest, war, the Harlem Renaissance, immigration, or American Dreams. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 245 American Literature II 5 Credits</b> Students explore how literature in a particular time period reflects and shapes literary movements and political, historical, and cultural developments. Each course may focus on a different time period. Possible timelines are: Colonial to 19th-century; 19th-century; 20th-century and 21st-century. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p> <p><b>ENGL&amp; 245W American Literature II 5 Credits</b> Students explore how literature in a particular time period reflects and shapes literary movements and political, historical, and cultural developments. Each course may focus on a different time period. Possible timelines are: Colonial to 19th-century; 19th-century; 20th-century and 21st-century. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL&amp; 101. Student option grading.</p>
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**ENGL& 246 American Literature III 5 Credits**

Students explore American literature through a particular genre or literary movement and examine how it reflects and shapes cultural, political, and historical developments. Genres and movements might include one of the following: Modernism, science fiction, protest literature, Beat poets, or LGBT literature. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL& 246W American Literature III 5 Credits**

Students explore American literature through a particular genre or literary movement and examine how it reflects and shapes cultural, political, and historical developments. Genres and movements might include one of the following: Modernism, science fiction, protest literature, Beat poets, or LGBT literature. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 247 African American Literature 5 Credits**

Students study African-American literature in its social, political, historical and cultural context. We will explore how the literature reflects experiences unique to African-Americans while presenting characters, settings, themes and experiences shared by all: heartbreak, joy, fear, loss, love and death. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 247W African American Literature 5 Credits**

Students study African-American literature in its social, political, historical and cultural context. We will explore how the literature reflects experiences unique to African-Americans while presenting characters, settings, themes and experiences shared by all: heartbreak, joy, fear, loss, love and death. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 248 Modern American Women Writers 5 Credits**

This course examines how modern women writers explore, express, & construct identity and experience through literature. Read literature from multiple perspectives and cultures in the U.S. Authors may include Hurston, Erdrich, Lahiri, Lorde, Morrison, Ozick, Tan, Viramontes, Wharton and Yamamoto. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 248W Modern American Women Writers 5 Credits**

This course examines how modern women writers explore, express, & construct identity and experience through literature. Read literature from multiple perspectives and cultures in the U.S. Authors may include Hurston, Erdrich, Lahiri, Lorde, Morrison, Ozick, Tan, Viramontes, Wharton and Yamamoto. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 257 Literature of Latin America 5 Credits**

Students explore the literature of several Latin American countries through various genres and time periods, with emphasis upon this literature's immense and enduring global popularity since the latter 20th Century. Authors may include Marquez, Borges, Neruda, Cortazar, Fuentes, and Allende. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 257W Literature of Latin America 5 Credits**

Students explore the literature of several Latin American countries through various genres and time periods, with emphasis upon this literature's immense and enduring global popularity since the latter 20th Century. Authors may include Marquez, Borges, Neruda, Cortazar, Fuentes, and Allende. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 265 Experiential Learning Portfolio Design 3 Credits**

Students design portfolios containing essays, resumes, letters of request, and documentation for Credit for Prior Experiential Learning requests. Students gain knowledge of adult learning strategies and skills. Prerequisite: Successful completion of ENGL& 101, BTWRT 215, or ENGL& 101 challenge test. Mandatory P/NC grading.

**ENGL 271 Beginning Poetry Writing I 5 Credits**

Students discover the pleasure and craft of writing poetry in a variety of styles and voices. Students read the works of other poets as models of form and technique and submit drafts of poems for peer feedback in a workshop setting. Prerequisite: Successful completion of ENGL& 101 or equivalent with instructor permission. Student option grading.

**ENGL 272 Beginning Poetry Writing II 5 Credits**

Continues the work of ENGL 271: Students discover the pleasure and craft of writing poetry in a variety of styles and voices. Students read the works of other poets as models of form and technique and submit drafts of poems for peer feedback in a workshop setting. Prerequisite: ENGL 271 or instructor permission. Student option grading.

**ENGL 276 Advanced Expository Writing 5 Credits**

Students build on skills from earlier writing courses and expand their strategies for composing effective non-fiction prose. Writing forms may include argumentation, genre, research, discipline specific, and interdisciplinary. Prerequisite: ENGL& 101, or equivalent with instructor permission. Student option grading.

**ENGL 279 Writing for New Media 5 Credits**

Students write for various purposes in electronic media such as websites, social networking forums, video games, blogs, wikis, webisodes, and others. Students explore organization, style, differences among media, audience analysis, writing for a multimedia environment, and collaborative writing. Specific content varies. Prerequisite: ENGL 099 or EAP 099 or placement into ENGL& 101, or writing portfolio with instructor permission. Basic familiarity with computers, the Internet, and word-processing software. Student option grading.

**ENGL 281 Beginning Short Story Writing I 5 Credits**

Students will explore and write short fiction using plot, character, atmosphere, point of view, symbolism, metaphor, and theme. Using various narrative strategies, they will write and workshop various fictional pieces. They will identify the strengths and limitations of various storytelling media. Prerequisite: ENGL& 101. Student option grading.

**ENGL 282 Beginning Short Story Writing II 5 Credits**

Continues the work of ENGL 281: Students explore and write short fiction using plot, character, atmosphere, point of view, symbolism, metaphor, and theme. Using various narrative strategies, they write and workshop various fictional pieces. They identify the strengths and limitations of various storytelling media. Prerequisite: ENGL 281. Student option grading.

**ENGL 287 European Lit: Masterpieces of Greece and Rome 5 Credits**

Exploring how these works shaped their own cultures and exert a powerful influence upon later cultures, students read the myths, poems, comedies and tragedies of ancient Greece and Rome. Prerequisite: Completion of ENGL 099 or EAP 099 with 2.0 or higher, or placement into ENGL& 101. Student option grading.

**ENGL 287W European Lit: Masterpieces of Greece and Rome (5) 5 Credits**

Exploring how these works shaped their own cultures and exert a powerful influence upon later cultures, students read the myths, poems, comedies and tragedies of ancient Greece and Rome. Prerequisite: ENGL& 101 or equivalent with instructor permission. Student option grading.

**ENGL 288 European Lit: Medieval Through Enlightenment 5 Credits**

Students read works from The Medieval Era through The Age of Enlightenment, considering various genres and countries. Artists may include Dante, Boccaccio, Cervantes, Machiavelli, Goethe, and Voltaire. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 288W European Lit: Medieval Through Enlightenment 5 Credits**

Students read works from The Medieval Era through The Age of Enlightenment, considering various genres and countries. Artists may include Dante, Boccaccio, Cervantes, Machiavelli, Goethe, and Voltaire. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 289 European Lit: Modern to Contemporary 5 Credits**

Students read works from 19th-Century through present-day European literature, considering various genres and countries. Authors may include Dostoevsky, Tolstoy, Kafka, Camus, Ibsen, Collette, Checkov, and Calvino. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 289W European Lit: Modern to Contemporary 5 Credits**

Students read works from 19th-Century through present-day European literature, considering various genres and countries. Authors may include Dostoevsky, Tolstoy, Kafka, Camus, Ibsen, Collette, Checkov, and Calvino. Prerequisite: Successful completion of ENGL 099 or EAP 099, or placement into ENGL& 101. Student option grading.

**ENGL 292 Special Topics In English 2 Credits**  
Classes focus on specific issues and/or topics of interest in English.

**ENGL 293 Special Topics In English 3 Credits**  
Classes focus on specific issues and/or topics of interest in English.

**ENGL 294 Special Topics In English 4 Credits**  
Classes focus on specific issues and/or topics of interest in English.

**ENGL 294W Special Topics In English - W 4 Credits**  
Classes focus on specific issues and/or topics of interest in English.

**ENGL 295 Special Topics In English 5 Credits**  
Classes focus on specific issues and/or topics of interest in English.

**ENGL 295W Special Topics In English-W 5 Credits**  
Classes focus on specific issues and/or topics of interest in English.

**ENGL 297 Individual Project In English 1 Credit**  
Individual project in a specific area of English. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ENGL 298 Individual Project In English 2 Credits**  
Individual project in a specific area of English. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ENGL 299 Individual Project In English 3 Credits**  
Individual project in a specific area of English. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ENGL 299W Individual Project In English 3 Credits**  
Individual project in a specific area of English. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**ENGLISH FOR ACADEMIC PURPOSES - ABE**

**EAPAB 090 English for Academic Purposes B 10 Credits**

Students prepare for academic coursework, with emphasis on content-based reading and writing for academic purposes, including essays, reports, summaries, and short-answer responses. Students read pre-college level materials, with a focus on academic vocabulary. Prerequisite: Completion of ESLAB 060 with Pass or 2.0 or better, or placement on the Shoreline Advanced ESL placement test. Student option grading.

**EAPAB 099 English for Academic Purposes C 5 Credits**

Students prepare for further academic coursework, refining the skills necessary for ENGL& 101 and college courses. Emphasis is on content-based reading and writing for academic purposes. Students study more complex grammar and vocabulary and read increasingly complex introductory college-level materials. Previously ESL 099 and ESL 100. Prerequisite: Completion of EAPAB 090 with Pass or 2.0 or better, or placement on the Shoreline Advanced ESL placement test. Student option grading.

## ENGLISH FOR ACADEMIC PURPOSES

**EAP 080**      **English for Academic Purposes A**      **10 Credits**

Students gain skills necessary for success in college courses. Students progress from paragraph to basic essay writing. Students build skills in academic reading. Prerequisite: Successful completion of ESLAF 070 or appropriate placement on the advanced SCC ESL placement test. Student option grading.

**EAP 090**      **English for Academic Purposes B**      **10 Credits**

Students prepare for academic coursework, with emphasis on content-based reading and writing for academic purposes, including essays, reports, summaries, and short-answer responses. Students read pre-college level materials, with a focus on academic vocabulary. Previously ESL 090. Prerequisite: Successful completion of ESLAF 080, ESLAB 060, EAP 080, or placement on the SCC Advanced ESL Placement test. Student option grading.

**EAP 095**      **Academic Listening and Speaking**      **5 Credits**

ESL students improve their academic listening and speaking skills to help them succeed in college classes. Students listen to and take notes on lectures and use course topics to practice speaking skills required in academic settings. Students also develop a larger academic vocabulary. Prerequisites: Appropriate placement on the Advanced ESL placement test or concurrent enrollment in ESL level 5 or above. Student option grading.

**EAP 099**      **English for Academic Purposes C**      **5 Credits**

Students prepare for further academic coursework, refining the skills necessary for ENGL& 101 and college courses. Emphasis is on content-based reading and writing for academic purposes. Students study more complex grammar and vocabulary and read increasingly complex introductory college-level materials. Previously ESL 099 and ESL 100. Prerequisite: Successful completion of EAP 090 or appropriate placement on the Advanced SCC ESL placement test. Student option grading.

## ENVIRONMENTAL SCIENCE

**ENVS& 100**      **Survey of Environmental Science**      **5 Credits**

A college level telecourse in environmental science which also serves as a resource for courses in biology, ecology, geography, geology and political science. It will utilize written material and television programs and may also serve as a resource for local governments and community action groups in planning and development. Student option grading.

**ENVS& 101**      **Introduction to Environmental Science**      **5 Credits**

Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and natural resources. The effects of economic, political and scientific decisions on us and our environment. Laboratory. Prerequisite: Recommended placement into ENGL& 101. Student option grading.

**ENVS& 101W**      **Introduction to Environmental Science**      **5 Credits**

Examine natural cycles, ecosystems and other basic concepts of ecology. Study the issues of population, pollution and natural resources. The effects of economic, political and scientific decisions on us and our environment. Laboratory. Prerequisite: Recommended placement into ENGL& 101. Student option grading.

**ENVS 202**      **Ecology of Natural Landscapes**      **6 Credits**

A study of the ecology of terrestrial and aquatic ecosystems and the interaction between them. This course examines models of how ecosystem processes operate at the watershed and landscape level, and the management options and environmental regulations which evolve from our understanding of those processes. Prerequisite: ENVS& 101, equivalent, or instructor permission. Student option grading.

**ENVS 297**      **Individual Project In Environmental Science**      **1 Credit**

Individual project in a specific area of environmental science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ENVS 298**      **Individual Project In Environmental Science**      **2 Credits**

Individual project in a specific area of environmental science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**ENVS 299**      **Individual Project In Environmental Science**      **3 Credits**

Individual project in a specific area of environmental science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

## ENGLISH AS A SECOND LANGUAGE

**ESL 005 Special Topics In English As a Second Language 1-5 Credits**

Classes focusing on specific issues and/or topics of interest in English as a Second Language.

**ESL 091 Anatomy and Physiology for ESI Students 5 Credits**

This course prepares ESL students for biology and/or health occupation courses. Reading, writing, listening and speaking skills are integrated with an overview of basic anatomy and physiology and selected diseases. ESL and biology faculty co-teach this course. Prerequisites: Successful completion of ESL Level 5 or ESL Placement into Level 6 or above. Student option grading.

**ESL 094 Toefl Preparation 3 Credits**

Designed for high intermediate or advanced ESL students who need to take the internet-based TOEFL to enter undergraduate and graduate programs. Focus is on question types, test-taking strategies, and listening, reading, writing and speaking skills appropriate for the internet-based TOEFL. Prerequisite: Enrollment in or completion of ESL 098 or equivalent or permission of instructor. Mandatory P/NC grading.

## ESL FOR COLLEGE AND CAREER

**ESLC 010 ESL for College and Career 1 1-10 Credits**

ESLC 010 is the first of six courses that prepare students to use English in college and career by building reading, writing, listening, and speaking skills. Students will be able to provide personal information, describe daily routines, and identify job and job-related abilities. Prerequisite: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLC 020 ESL for College and Career 2 1-10 Credits**

ESLC 020 is the second of six courses that prepare students to use English in college and career by building reading, writing, listening, and speaking skills. Students will be able to communicate about topics related to their everyday lives, and their personal, vocational, and academic goals. Prerequisite: Completion of ESLC 010 with Pass or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLC 030 ESL for College and Career 3 1-10 Credits**

ESLC 030 is the third of six courses that prepare students to use English in college and career by building reading, writing, listening, and speaking skills. Students will be able to communicate effectively about a range of topics related to their personal, vocational, and academic goals. Prerequisite: Completion of ESLC 020 with Pass or placement by SCC ESL test. Mandatory P/NC grading.

**ESLC 040 ESL for College and Career 4 1-10 Credits**

ESLC 040 is the fourth of six courses that prepare students to use English in college and career by building reading, writing, listening, and speaking skills. Students will be able to communicate effectively about topics related to their education, workplace, and community. Prerequisite: Completion of ESLC 030 with Pass or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLC 050 ESL for College and Career 5 1-10 Credits**

ESLC 050 begins to prepare students to advance to pre-college courses and professional/technical training. Students read and listen to a range of texts in order to contribute ideas to discussions, develop opinions, and write paragraphs. Prerequisite: Completion of ESL 040 with Pass or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLC 060 ESL for College and Career 6 1-10 Credits**

ESLC 060 continues to build English skills students need to advance to college courses and professional/technical training. Students read and listen to a range of texts in order to contribute to discussions, develop opinions, and write essays. Prerequisite: Completion of ESLC 050 with Pass or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

## ESL/ABE

**ESLAB 001 Special Topics In ESLAB 1 Credit**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 002 Special Topics In ESLAB 2 Credits**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 003 Special Topics In ESLAB 3 Credits**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 004 Special Topics In ESLAB 4 Credits**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 005 Special Topics In ESLAB 5 Credits**

Classes focus on specific issues and/or topics of interest in ESLAB.

**ESLAB 006 ESL Through Technology I 1-3 Credits**

Students work on level-appropriate language skills in 4 areas -- speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into ESL levels one or two. Mandatory P/NC grading.

**ESLAB 007 ESL Through Technology II 1-3 Credits**

Students work on level-appropriate language skills in 4 areas -- speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into level three, four, or five. Mandatory P/NC grading.

<b>ESLAB 009</b> <b>ESL Language Lab</b> <b>1 Credit</b> A learning center for students enrolled in ESL Level 1 to 5. Students practice language skills under supervision of an ESL instructor. Students must attend 20 hours on a drop in basis. Mandatory P/NC grading.	<b>ESLAB 045</b> <b>Listening and Speaking In English 4</b> <b>5 Credits</b> Students continue to develop listening and speaking skills at an increasingly complex level. Students improve communication skills for everyday life and academic preparation. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.
<b>ESLAB 010</b> <b>Integrated Skills In English 1</b> <b>10 Credits</b> Students will improve reading, writing and grammar in life skills contexts such as providing personal information, describing daily events, and identifying jobs and work-related abilities. Prerequisite: Appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.	<b>ESLAB 047</b> <b>ESL Healthcare Overview</b> <b>5 Credits</b> ESL Healthcare Overview introduces students to careers in healthcare, common cultural differences found in healthcare settings and an overview of basic human anatomy. Listening, speaking and study skills are integrated into course content. Previously ESLAB 048. Prerequisite: Successful completion of ESL level 3 or placement into ESL level 4 or above or by instructor permission. Mandatory P/NC grading.
<b>ESLAB 015</b> <b>Listening and Speaking In English 1</b> <b>5 Credits</b> Students improve listening and speaking to communicate in contexts such as personal information, schedules, jobs, and work-related abilities. Prerequisites: Appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.	<b>ESLAB 050</b> <b>Integrated Skills In English 5</b> <b>10 Credits</b> Students read pre-college materials, build vocabulary, use more advanced grammar and write well-developed and connected paragraphs that combine personal with text-based information. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.
<b>ESLAB 020</b> <b>Integrated Skills In English 2</b> <b>10 Credits</b> Students will improve their reading, writing and grammar for home, school, work and community with an emphasis on well-formed sentences. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.	<b>ESLAB 054</b> <b>Connecting to College and Careers</b> <b>1 Credit</b> This course transitions students into college courses and introduces distance learning. Using technology, students enhance their communication skills while learning vocabulary and basic concepts related to careers and educational options. Prerequisite: Placement into ESL level five or successful completion of ESL level four or equivalent with instructor permission. Mandatory P/NC Grading.
<b>ESLAB 025</b> <b>Listening and Speaking In English 2</b> <b>5 Credits</b> Students practice listening and speaking in the contexts of school, work, health, shopping, and places in the community. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC Grading.	<b>ESLAB 055</b> <b>Listening and Speaking 5</b> <b>5 Credits</b> This course continues to emphasize listening and speaking at an increasingly complex level. Students improve skills relevant for everyday life and college preparation. They take notes on and discuss short lectures and passages of informal speech. Prerequisite: Successful completion of ESL 045, ESL placement into level 5, or instructor's permission. Mandatory P/NC Grading.
<b>ESLAB 030</b> <b>Integrated Skills In English 3</b> <b>10 Credits</b> Students further develop their reading, writing, and grammar skills with an emphasis on writing basic paragraphs. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.	<b>ESLAB 057</b> <b>ESL Medical Terminology</b> <b>1-5 Credits</b> ESL Medical Terminology prepares students for health occupation courses and programs. Students improve their English as they learn medical terms, and an overview of basic anatomy. Medical Terminology and ESL faculty co-teach this course. Prerequisite: Successful completion of ESL level 4 or ESL placement into level 5 or by instructor permission. Mandatory P/NC grading.
<b>ESLAB 035</b> <b>Listening and Speaking In English 3</b> <b>5 Credits</b> Students practice more complex listening and speaking tasks in job, school and daily-life situations. Students acquire basic conversational skills. Prerequisite: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.	<b>ESLAB 058</b> <b>Focus On Writing</b> <b>5 Credits</b> Students practice writing skills to help them succeed in ESL and college classes. Students learn to find and correct errors, review grammar points and mechanics, and write in a variety of contexts. Some emphasis on organization. Course may be repeated for credit. Prerequisite: Successful completion of ESL level 3 or placement into ESL level 4, 5, or 6. Mandatory P/NC grading.
<b>ESLAB 037</b> <b>ESLAB Level 3 I-DEA</b> <b>5 Credits</b> A 5 credit hybrid course providing additional technology, reading, writing, speaking, and listening instruction for students enrolled in ESLAB 030/035. Students develop language and technology skills under supervision of an ESL I-DEA Instructor. Prerequisite: Completion of ESLAB 020/025 or placement into ESLAB 030/035. Mandatory P/NC grading.	<b>ESLAB 059</b> <b>English for the Office</b> <b>5 Credits</b> This course helps prepare ESL students for a career in an office setting. Language and technology skills are integrated with basic computer, software, office terminology, telephone and note-taking skills, basic business document preparation, and job search strategies. Prerequisite: Successful completion of ESL level 4, placement into level 5, or by instructor permission. Mandatory P/NC Grading.
<b>ESLAB 040</b> <b>Integrated Skills In English 4</b> <b>10 Credits</b> Students read about personal, social and cultural issues and write well-organized, detailed paragraphs using more advanced vocabulary and grammar. Students continue to develop life skills. Prerequisites: Successful completion of the previous level or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC grading.	

**ESLAB 060 Integrated Skills In English 6 10 Credits**

In this integrated reading, writing and grammar course, students gain skills necessary to advance to college courses and professional/technical training. Students progress from paragraph to basic essay writing. Reading topics vary depending on textbooks and instructor and/or student choice. Prerequisites: Successful completion of ESL level 5 or appropriate placement on the CASAS and/or SCC ESL placement test. Mandatory P/NC Grading.

**ESLAB 067 Anatomy and Physiology 5 Credits for Esl Students**

ESL Anatomy and Physiology prepares students for biology and/or health occupation courses and programs. Students improve their English skills as they learn basic anatomy, physiology and selected diseases. ESL and Biology faculty co-teach this course. Prerequisite: Successful completion of ESL Level 4 or ESL placement into Level 5 or above or by instructor permission. Mandatory P/NC grading.

**ESLAF - INTERNATIONAL**

**ESLAF 001 Special Topics In ESLAF 1 Credit**

Classes focus on specific issues and/or topics of interest in ESLAF.

**ESLAF 004 Special Topics In ESLAF 4 Credits**

Classes focus on specific issues and/or topics of interest in ESLAF.

**ESLAF 005 Special Topics In ESLAF 5 Credits**

Classes focus on specific issues and/or topics of interest in ESLAF.

**ESLAF 006 ESL Through Technology I-International 1-3 Credits**

Students work on level-appropriate language skills in 4 areas -- speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into ESL levels one or two. Mandatory P/NC grading.

**ESLAF 007 ESL Through Technology II-International 1-3 Credits**

Students work on level-appropriate language skills in 4 areas -- speaking, listening, reading, writing - and learn basic computer-media technology. This class may be repeated for credit. Prerequisite: Placement into level three, four, or five.

**ESLAF 010 Integrated Skills In English 1 -International 10 Credits**

Students will improve reading, writing and grammar in life skills contexts such as providing personal information, describing daily events, free-time activities and hobbies. Prerequisites: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 015 Listening and Speaking In English 1 -International 5 Credits**

Students improve listening and speaking to communicate in contexts such as personal information, schedules, free-time activities and hobbies. Prerequisites: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 020 Integrated Skills In English 2 -International 10 Credits**

Students will improve their reading, writing and grammar for home, school and community with an emphasis on well-formed sentences. Prerequisite: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 025 Listening and Speaking In English 2 -International 5 Credits**

Students practice listening and speaking in the contexts of school, health, shopping, and places in the community. Prerequisites: Successful completion of the previous level or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 050 Foundations In ESL A-Integrated Skills (10) 10 Credits**

Students write simple paragraphs on personal topics by combining basic vocabulary and grammar structures. Students read a variety of texts on personal subjects. Prerequisite: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 051 Foundations In ESL A-Speaking/Listening 5 Credits**

Students practice speaking and listening skills within school, daily life and social situations. Students practice conversing and speaking clearly. Prerequisite: Appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 058 Focus On Math 4 Credits**

Focus on Math introduces international ESL students to basic math terminology within the context of life skills. Students learn (or review) basic math skills (arithmetic). Students improve their English skills as they work through basic number and word problems. Prerequisite: Placement into ESLAB 010, ESLAB 020 or ESLAF 050. Mandatory P/NC grading.

**ESLAF 060 Foundations In ESL B-Integrated Skills 10 Credits**

Students write more complex paragraphs by combining expanded vocabulary and grammar structures. Students read a variety of pre-academic texts and materials. Prerequisite: Successful completion of ESLAF 050 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 061 Foundations In ESL B-Speaking/Listening 5 Credits**

Students practice speaking and listening skills at an increasingly complex level. Students improve listening skills for everyday life as well as for college preparation and speak clearly enough to be understood by others. Prerequisite: Successful completion of ESLAF 051 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 070 Foundations In ESL C-Integrated Skills 10 Credits**

Students read pre-college materials, build vocabulary, use more advanced grammar and write developed paragraphs that combine personal with text-based information. Prerequisite: Successful completion of ESLAF 060 or appropriate placement on the SCC ESL placement test. Mandatory P/NC grading.

**ESLAF 078 Focus On Writing 5 Credits**

Students practice writing skills to help them succeed in ESL and college classes. Students learn to find and correct errors, review grammar points and mechanics, and write in a variety of contexts. Some emphasis on organization. Course may be repeated for credit. Prerequisite: Successful completion of ESLAF level 050 or placement into ESLAF level 060, 070, or 080. Mandatory P/NC grading.

**FILM/VIDEO**

**FILM 210 Prod. and Marketing for Ind. Film 5 Credits**

Intensive introduction to the practical applications of single camera video production techniques. Students work towards basic proficiencies on video camera, lighting, and audio equipment. Student option grading.

**FILM 255 Basic Video Production 3 Credits**

Intensive introduction to the practical applications of single camera video production techniques. Students work towards basic proficiencies on video camera, lighting, and audio equipment. Student option grading.

**FILM 256 Video Production I 5 Credits**

Survey of the principles, theories and techniques of digital filmmaking production and visual storytelling with a focus on single-camera production. Includes an introduction to the production process, storyboarding, lighting, sound capture, and local filmmaking resources. Appropriate for all levels of experience. Prerequisite: CINEM 201/W or CINEM 202 or FILM 255 with a 2.0 or better or instructor's permission. Student option grading.

**FILM 257 Video Production II 5 Credits**

This advanced video production course focuses more intensely on group collaboration, multi-camera digital filmmaking skills, and working with clients in a video production environment. Prior video production experience required. Prerequisite: FILM 255 or 256 with a 2.0 or better or instructor's permission. Student option grading.

**FILM 258 Cinematography and Sound Recording 5 Credits**

An advanced film course focusing on cinematography, lighting and sound. There is an emphasis on directing, grip and gaffing techniques, the aesthetics of camera work and dual-system sound recording. Prerequisite: FILM 255 or 256 or 257 or instructor's permission. Student option grading.

**FILM 265 Editing I 5 Credits**

Introduction to video editing and the post-production process. Explores the historical and artistic development of editing, prevailing theoretical models, current/emerging technology, and techniques. Investigates post-production software (Media Composer, Final Cut Pro or Premiere, depending on quarter). Open to all levels. Course may be repeated. Prerequisite: Completion of MAC OS proficiency test or completion/concurrent enrollment in VCT 124 required or instructor's permission. VCT 125 recommended. Student option grading.

**FILM 266 Editing I: Final Cut Studio 5 Credits**

Introduction to video editing and post-production. Explores the historical and artistic development of editing, prevailing theoretical models, current and emerging technology and techniques. Investigates the post-production spectrum using Final Cut Studio. Prerequisite: VCT 124 and VCT 125 or instructor's permission. Student option grading.

**FILM 269 Editing II 5 Credits**

This course focuses on advanced video editing skills using leading non-linear editing systems. Third course in the editing and post-production sequence. Prerequisite: FILM 265, VCT 268 or instructor permission. Student option grading.

**FILM 285 Screenwriting 5 Credits**

An intensive seminar on the fundamentals of dramatic writing for the screen. This course focuses on key script elements: plot structure, character and scene development. Students will write multiple short screenplays over the course of the quarter. Open to all levels of screenwriting experience. Prerequisite: Placement in ENGL& 101 or instructor permission. Student option grading.

**FILM 286 Film Production Management 4 Credits**

Survey course which explores the legal, financial and logistical aspects of film production. Covers producing and scheduling, insurance, contracts, releases, script breakdowns and preparing bids. Prerequisite: Any other course in Film or instructor's permission. Student option grading.

**FILM 287 The Documentary 5 Credits**

A praxis course focused on the analysis of film and video productions intended to be seen as factual presentations of historical, political or social events as well as introductory documentary production techniques. Course also covers the legal and ethical issues inherent in documentary production and distribution. Prerequisite: CINEM 201/W or CINEM 202 with a 2.0 or better or instructor permission. Student option grading.

**FILM 290 Industry Experience In Film 1-5 Credits**

Application of digital filmmaking techniques and theories in an off-campus production environment. Site approval must be obtained by student. Course may be repeated. Student option grading.

**FILM 291 Special Topics In Film/Video 1 Credit**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM 292 Special Topics In Film/Video 2 Credits**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM 293 Special Topics In Film/Video 3 Credits**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM 294 Special Topics In Film/Video 4 Credits**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM 295 Special Topics In Film/Video 5 Credits**

Classes focus on specific issues and/or topics of interest in film/video.

**FILM 297 Individual Project In Film/Video 1 Credit**

Individual project in a specific area of film/video. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**FILM 298 Individual Project In Film/Video 2 Credits**

Individual project in a specific area of film/video. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**FILM 299 Individual Project In Film/Video 3 Credits**

Individual project in a specific area of film/video. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Mandatory decimal grading.

**FRENCH**

**FRCH& 121 French I 5 Credits**

Fast-paced interactive approach to learning French: listening, speaking, reading and writing. Topics: pronunciation, basic sentence patterns, present tense, agreement. Vocabulary themes: identification, greetings, likes and dislikes, family. Student option grading.

**FRCH& 122 French II 5 Credits**

Continuation of FRCH& 121. Fast-paced interactive approach to learning French. Topics: near future, past tense, imperative, partitive article, prepositions. Vocabulary themes: travel, food, purchases, directions. Cultural studies continued. Prerequisite: FRCH& 121 or equivalent with instructor's permission. Student option grading.

**FRCH& 123 French III 5 Credits**

Continuation of FRCH& 122. Fast-paced interactive approach to learning French. Topics: imperfect, comparison, reflexive verbs, object pronouns, other tenses. Communication themes: past narrations, requests, daily activities, history of France, select Francophone culture. Prerequisite: FRCH& 122 or equivalent with instructor permission. Student option grading.

**FRCH 293 Special Topics In French 3 Credits**

Classes focusing on specific issues and/or topics of interest in French. Student option grading.

**FRCH 295 Special Topics In French 5 Credits**

Classes focusing on specific issues and/or topics of interest in French. Student option grading.

**FRCH 297 Individual Project In French 1 Credit**

Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**FRCH 298 Individual Project In French 2 Credits**

Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**FRCH 299 Individual Project In French 3 Credits**

Individual project in a specific area of French. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GENDER AND WOMEN'S STUDIES**

**GWS 205 Gender and Global Justice 5 Credits**

Explores how globalization affects gender relations and the relative status of women and men in various global contexts. Investigates the institutional status of women in national and international systems of healthcare, justice, economics, politics, family, and development. Dual listed as INTST 205. Prerequisite: Placement in ENGL 099 or higher. Student option grading.

**GWS 215 Women In U.S. History 5 Credits**

Examines US history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape US history. Dual listed with HIST& 215. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**GWS 215W Women In U.S. History 5 Credits**

Examines US history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape US history. Dual listed with HIST& 215W. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.

**GWS 284 Gender, Race and Class 5 Credits**

This course explores the ways in which one's gender, race, class and sexual orientation affect access to, participation in, and treatment by a variety of social institutions. We study the legal system, education, and the media as well as actions to confront systems of oppression in the U.S. Student option grading.

**GWS 285 Gender, Violence and Social Change 5 Credits**

Study of gendered violence, its history, current research and contemporary issues. Social, psychological, legal and political implications of abuse are considered. Areas of study include child abuse, rape, domestic violence and sexual harassment. Recommend ENGL& 101. Dual listed as CAST 285. Student option grading.

**GWS 286 Women of Power 5 Credits**

We will study the relationship between gender and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power, especially for women. Students will research several powerful women. Emphasis is on class discussion and collaboration. Recommend ENGL& 101. Student option grading.

**GWS 286W Women of Power 5 Credits**

We will study the relationship between gender and power. Topics include barriers to acquiring power, strategies for obtaining power, and uses of power, especially for women. Students will research several powerful women. Emphasis is on class discussion and collaboration. Recommend ENGL& 101. Student option grading.

**GWS 288 Introduction to Lgbtiq Studies 5 Credits**

This course will explore the field of Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer Studies. We will focus on gender, sex, sexual orientation, and the body. Students will use the lenses of history, nation, culture, and politics to examine these areas and their interactions with race, class, and ability.

**GWS 291 Special Topics In Gender and Women's Studies 1 Credit**

Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.

**GWS 292 Special Topics In Gender and Women's Studies 2 Credits**

Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.

**GWS 293 Special Topics In Gender and Women's Studies 3 Credits**

Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.

**GWS 294 Special Topics In Gender and Women's Studies 4 Credits**

Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.

**GWS 295 Special Topics In Gender and Women's Studies 5 Credits**

Classes focusing on specific issues and/or topics of interest in Gender & Women's Studies. Student option grading.

**GWS 297 Individual Project In GWS 1 Credit**

Individual project in a specific area of Gender & Women's Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GWS 298 Individual Project In GWS 2 Credits**

Individual project in a specific area of Gender & Women's Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GWS 299 Individual Project In GWS 3 Credits**

Individual project in a specific area of Gender & Women's Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GEOGRAPHY**

**GEOG& 100 Introduction to Geography 5 Credits**

An introduction to the diverse field of geography. Introduction to physical and human geography with an emphasis on the nature and complexity of the human imprint on the Earth's surface. Survey of major topical issues studied by geographers including landforms, climate, population, culture, cities and government. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or EAP 090. Student option grading.

**GEOG& 100H Introduction to Geography HC 5 Credits**

An introduction to the diverse field of geography. Introduction to physical and human geography with an emphasis on the nature and complexity of the human imprint on the Earth's surface. Survey of major topical issues studied by geographers including landforms, climate, population, culture, cities and government. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or EAP 090. Mandatory decimal grading.

**GEOG 123 Introduction to Globalization 5 Credits**

This course considers the dynamic processes and consequences of increasing flows of goods, people, ideas, capital and services that cross traditional political, economic, cultural and geographic boundaries and the challenges that emerge for society, including environmental quality, cultural and political identity and economic opportunity. Dual listed as INTST 123. Prerequisite: Placement into ENGL 099 or EAP 099 or successful completion of ENGL 090. Mandatory decimal grading.

**GEOG& 200 Introduction to Human Geography 5 Credits**

An introduction of the field of human geography. Explores cultural patterns and processes and the geographic expression of society emphasizing the relationship between humans and the physical environment. Survey includes issues such as culture, language, resources and economic activity, population, cities and government. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or ESL 098. Student option grading.

**GEOG 203 Cartography and Landforms 5 Credits**  
 An introduction to map use and landform analysis. Examines the dynamic processes behind Earth's surface features. Emphasizes the recognition of these features and their importance to humans. Topics including global, North American and local (Puget Sound) perspectives. A lab science distribution credit. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or EAP 090. Student option grading.

**GEOG 204 Weather/Climate and Ecosystems 5 Credits**  
 An introduction to Earth's atmosphere and ecosystems. Focus on atmospheric and biological patterns and processes and their measurement and representation. Topics include global, North American and local (Northwest and Puget Sound) perspectives including climate change. A lab science distribution credit. Prerequisite: Placement in ENGL 099 or EAP 099 or successful completion of ENGL 090 or ESL 098. Student option grading.

**GEOG 277 Introduction to Urban Geography 5 Credits**  
 An introduction to the field of urban geography. Investigates the political and socio-economic forces that have shaped North American cities and the historic and contemporary income, gender and minority group issues around urban inequality. Student option grading.

**GEOG 295 Special Topics In Geography 5 Credits**  
 Classes focusing on specific issues and/or topics of interest in Geography.

**GEOG 297 Individual Project In Geography 1 Credit**  
 Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GEOG 298 Individual Project In Geography 2 Credits**  
 Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GEOG 299 Individual Project In Geography 3 Credits**  
 Individual project in a specific area of geography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**GEOLOGY**

**GEOL& 101 Introduction to Physical Geology 5 Credits**  
 An introductory-level geology course with laboratory exploring the Earth's materials and major geologic processes including plate tectonics, earthquakes, volcanism and mountain building. Student option grading.

**GEOL& 101H Introduction to Physical Geology HC 5 Credits**  
 An introductory-level geology course with laboratory exploring the Earth's materials and major geologic processes including plate tectonics, earthquakes, volcanism and mountain building. Mandatory decimal grading.

**GEOL 107 Geologic Hazards 5 Credits**  
 An in-depth examination of the geologic hazards of the Pacific Northwest. Topics include: earthquakes, volcanoes & landslides, both globally and regionally. Emphasis will be on the science of these phenomena, effects on human populations, prediction, preparation & mitigation of the risk, & case studies. Prerequisite: Completion of ESL 099 or ENGL 099 with a 2.0 or better or placement into ENGL& 101. Student option grading.

**GEOL 107W Geologic Hazards 5 Credits**  
 An in-depth examination of the geologic hazards of the Pacific Northwest. Topics include: earthquakes, volcanoes & landslides, both globally and regionally. Emphasis will be on the science of these phenomena, effects on human populations, prediction, preparation & mitigation of the risk, & case studies. Prerequisite: Completion of ESL 099 or ENGL 099 with a 2.0 or better or placement into ENGL& 101. Student option grading.

**GEOL& 110 Environmental Geology 5 Credits**  
 An introductory-level geology course with laboratory exploring the relations between geological processes and human populations including the impacts of human activities on the environment and the impacts of geological processes on human populations. Prerequisite: Completion of EAP 099 or ENGL 099 with a 2.0 or better or placement into ENGL& 101. Student option grading.

**GEOL& 115 Geology of National Parks 5 Credits**  
 An exploration of major geologic processes through the discovery of the origin of the landscapes and the study of the geologic history of America's National Parks. Course will include laboratory and one week-end field trip to a National Park of Washington State. Student option grading.

**GEOL& 208 Geology of the Pacific Northwest 6 Credits**  
 Examines geological history of the Pacific Northwest. Includes laboratory study of the rocks and structures of the Northwest provinces & four weekend field trips to study the most important areas first hand. Prerequisite: GEOL& 101 or permission. Student option grading.

**GEOL 295 Special Topics In Geology 5 Credits**  
 Classes focusing on specific issues and/or topics of interest in geology.

**GEOL 297 Individual Project In Geology 1 Credit**  
 Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**GEOL 298 Individual Project In Geology 2 Credits**  
 Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**GEOL 299 Individual Project In Geology 3 Credits**

Individual project in a specific area of geology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**GET IN GEAR**

**GIG 101 Get In Gear: English and Communication Studies 12 Credits**

ENGL 099/ENGL&101 and CMST& 101: Discover who you are as a college student and your place in a vibrant academic community. Explore the skills and resources you need to empower yourself, and develop critical thinking and communication skills so that you can participate successfully in all your communities. Establish habits of mind to ease and enrich your college experience. Students will take English 099/English& 101 (5 Cr), Communication Studies& 101 (5 Cr), and Study Skills 099 (2 Cr). Addition of MATH 007 (2 Cr) is optional but encouraged. For more information visit our website or contact Kathie Hunt (khunt@shoreline.edu).

**GIG 102 Get In Gear: English and Psychology 12 Credits**

ENGL 099/ENGL&101 and PSYC& 100: Discover who you are as a college student and your place in a vibrant academic community. Explore the skills and resources you need to empower yourself, and develop critical thinking and communication skills so that you can participate successfully in all your communities. Establish habits of mind to ease and enrich your college experience. Students will take English 099/English& 101 (5 Cr), Psychology& 100 (5 Cr), and Study Skills 099 (2 Cr). Addition of MATH 007 is optional but encouraged. For more information visit our website or contact Kathie Hunt (khunt@shoreline.edu).

**GIG 103 Get In Gear: English and Anthropology 12 Credits**

ENGL 099/ENGL&101 and ANTH& 100: Discover who you are as a college student and your place in a vibrant academic community. Explore the skills and resources you need to empower yourself and develop critical thinking and communication skills so that you can participate successfully in all your communities. Establish habits of mind to ease and enrich your college experience. Students will take English 099/English& 101 (5 Cr), Anthropology& 100 (5 Cr) and Study Skills 099 (2 Cr). Addition of MATH 007 (2 Cr) is optional but encouraged. For more information visit our website or contact Kathie Hunt (khunt@shoreline.edu).

**GIG 104 Get In Gear: English and Biology In Society 12 Credits**

ENGL 099/ENGL&101 and Biology 107: Discover who you are as a college student and your place in a vibrant academic community. Explore the skills and resources you need to empower yourself and develop critical thinking and communication skills so that you can participate successfully in all your communities. Establish habits of mind to ease and enrich your college experience. Students will take English 099/English& 101 (5 Cr), Biology 107 (5 Cr) and Study Skills 099 (2 Cr). (2 Cr). For more information visit our website or contact Kathie Hunt (khunt@shoreline.edu).

**HEALTH INFORMATICS/INFORMATION MANAGEMENT**

**HIIM 120 Survey of Health Care Delivery 4 Credits**

Hospital ownership and organization, long term care, home health agencies, hospices, mental health treatment facilities, ambulatory care centers, social service agencies. Medical staff, educational preparation of health care professionals, medical ethics. Roles of government in health care. Health care financing. Prerequisite: Completion of ENGL& 101 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

**HIIM 125 Hospital and Clinic Patient Records 5 Credits**

Uses, content, interpretation, evaluation and basic processing procedures of hospital, physician office, and dental medical records. Overview of paper record storage and access systems. Electronic health records for the hospital setting. Personal health records. Medical identity theft prevention procedures. Prerequisites: HIIM 134 Medical Terminology or BIOL 170 Human Biology. HIIM advisor permission required. Mandatory decimal grading.

**HIIM 134 Medical Terminology 5 Credits**

Study of word elements (prefixes, suffixes and roots), terms in anatomy and physiology, selected diseases, symptoms, procedures, x-ray and laboratory tests in common usage, and commonly used medical abbreviations. Accurate spelling, meaning of terms and word elements, and pronunciation. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Mandatory decimal grading.

**HIIM 154 Medical Reimbursement Systems 5 Credits**

Overview of inpatient/outpatient health insurance plans, revenue cycles, health insurance claims, health insurance terminology, reimbursement methodologies for professional services, completion of billing forms, fraud and abuse/HIPAA issues, processing, various prospective payment systems. Prerequisite: Completion with a grade of 2.0 or higher of HIIM 171 and HIIM 172 or concurrent enrollment. HIIM advisor permission required. Mandatory decimal grading.

**HIIM 170 Legal Aspects of Health Care 4 Credits**

An introduction to legal concepts court functions, and practices. Confidentiality/release of information standards with practice including HIPAA requirements, confidentiality, security of data, and fraud/abuse issues. Prerequisite: Completion of ENGL& 101 and HIIM 125 with a grade of 2.0 or higher. HIIM advisor permission required. Mandatory decimal grading.

**HIIM 171 Basic ICD-10 Coding 5 Credits**

Instruction and practice with ICD-10CM/PCS systems. Introduction to Diagnostic Related Groups (DRGs) and their relationship to coding assignment and financing health care. Prerequisite: Completion with a grade of 2.0 or higher HIIM 125, HIIM 134, HIIM 174 and HIIM 175 or concurrent enrollment. HIIM Advisor permission required. Mandatory decimal grading.



<b>HIIM 293</b>	<b>Special Topics In Health Informatics/Info Mgmt</b>	<b>3 Credits</b>
Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. HIIM advisor permission only.		
<b>HIIM 295</b>	<b>Special Topics In Health Informatics/Info Mgmt</b>	<b>5 Credits</b>
Classes focusing on specific issues and/or topics of interest in Health Informatics & Information Management. HIIM advisor permission only.		
<b>HIIM 297</b>	<b>Individual Project In Health Informatics/Info Mgmt</b>	<b>1 Credit</b>
Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student's educational and work experience		

<b>HIIM 298</b>	<b>Individual Project In Health Informatics/Info Mgmt</b>	<b>2 Credits</b>
Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student's educational and work experience.		
<b>HIIM 299</b>	<b>Individual Project In Health Informatics/Info Mgmt</b>	<b>3 Credits</b>
Individual project in a specific area of Health Informatics & Information Management. By arrangement with instructor. Prerequisite: HIIM advisor permission, based on evaluation of student's educational and work experience.		

**HISTORY**

<b>HIST&amp; 116</b>	<b>Western Civilization I: Ancient/Medieval History</b>	<b>5 Credits</b>
Survey of western civilization's origins in the ancient Near East, Greece, Rome, Medieval Europe, Byzantium and Islam. An examination of social, cultural, political and intellectual traditions, including major religious and political institutions, medieval society, and urban culture to the Black Death. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.		
<b>HIST&amp; 117</b>	<b>Western Civilization II: The Early Modern World</b>	<b>5 Credits</b>
Survey of western civilization from the thirteenth century to early nineteenth century with emphasis on the Renaissance, the Reformation, the rise and fall of absolute monarchs, the Scientific Revolution, the Enlightenment, the French Revolution, and the rise and fall of Napoleon. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.		
<b>HIST&amp; 118</b>	<b>Western Civilization III: The Modern World</b>	<b>5 Credits</b>
Survey of the modern era examining the Industrial Revolution, the development of modern ideologies and imperialism, the World Wars, Cold War, and contemporary global economic, cultural, social, and political institutions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.		
<b>HIST&amp; 136</b>	<b>U.S. History 1: To 1877</b>	<b>5 Credits</b>
A chronological and thematic study of U.S. history from Early America to Reconstruction with emphasis on its cultural, diplomatic, economic, political, and social elements. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended.		
<b>HIST&amp; 137</b>	<b>U.S. History 2: From 1877</b>	<b>5 Credits</b>
A chronological and thematic study of U.S. history from the end of Reconstruction to the present with emphasis on its cultural, diplomatic, economic, political, and social elements. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended.		

<b>HIST&amp; 146</b>	<b>US History I: Early America to 1800</b>	<b>5 Credits</b>
Chronological and thematic study of U.S. history from Early America to 1800 with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: indigenous societies, European conquest and colonization, ethnic and religious diversity, slavery, the American Revolution, the U.S. Constitution, and republicanism. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.		
<b>HIST&amp; 147</b>	<b>US History II: Nineteenth Century</b>	<b>5 Credits</b>
Chronological and thematic study of U.S. History from 1800 to 1900 with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: republicanism, westward expansion, slavery and abolitionism, social and political reform, Civil War, Reconstruction, Indian policy, industrialism, immigration and urbanization. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.		
<b>HIST&amp; 148</b>	<b>Us History III: Twentieth Century</b>	<b>5 Credits</b>
Chronological and thematic study of U.S. History from 1900 to the present with emphasis on its cultural, diplomatic, economic, political, and social elements. Major topics: cultural and technological modernization, First and Second World Wars, economic prosperity and depression, social and political reform, multiculturalism, and globalization. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.		
<b>HIST 207</b>	<b>Introduction to Intellectual History</b>	<b>5 Credits</b>
An introduction to the classics of Western social and political thought from the classical ancient writers to modern theorists. Reading of the classics, from Plato to Lenin and beyond, will be studied in their historical context and also how they relate to our modern social and political conceptions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.		

- HIST& 214 Pacific Northwest History 5 Credits**  
A chronological and thematic study of Pacific Northwest history (focused on Washington and Oregon but including regions from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). Emphasizes cultural, economic, environmental, ethnic, political, and social topics. Prerequisite: Either concurrent enrollment or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST& 214W Pacific Northwest History 5 Credits**  
A chronological and thematic study of Pacific Northwest history (focused on Washington and Oregon but including regions from the Pacific Coast to the Rocky Mountains and from northern California to southern Alaska). Emphasizes cultural, economic, environmental, ethnic, political, and social topics. Prerequisite: Either concurrent enrollment or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST& 215 Women In U.S. History 5 Credits**  
Examines U.S. history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape U.S. history. Dual listed with GWSW 215. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST& 215W Women In U.S. History 5 Credits**  
Examines U.S. history from pre-colonial times to the present from the perspectives of women of various racial, ethnic, religious, and socioeconomic backgrounds, and explores how women helped shape U.S. history. Dual listed with GWS 215. Prerequisite: Either concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 218 American Environmental History 5 Credits**  
This course examines shifting attitudes toward nature during various historical periods by studying how North Americans attached meanings to the physical world and how humans reshaped landscapes and developed environmental policies. Mandatory decimal grading.
- HIST & 219 Native American History 5 Credits**  
This course examines diverse American Indian histories from before European contact to the present. Emphasis is placed on Indian-European cultural interactions, US-Indian policy development, and the roles Natives played to ensure their survival and cultural integrity into the 21st century. Prerequisite: ENGL& 101 and 102 strongly recommended. Student option grading.
- HIST 234 Ancient History 5 Credits**  
An introduction to the history of the ancient Near East, Greece and Rome (Republic and Empire). The course examines political, economic, and social institutions and activities, including religious life and the cultural achievements of the great ancient civilizations. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 235 Medieval European History 5 Credits**  
Examines medieval civilization, from the collapse of Rome to the Black Death, including the rise of political institutions, the development of the medieval church, and the social, economic, and cultural achievements of the middle ages. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 236 Early Modern European History 5 Credits**  
Traces the political, social, economic and cultural history of Europe from 1500 to 1815. Topics include the Renaissance, the Reformation, Scientific Revolution, Enlightenment, and political revolutions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 237 Modern European History 5 Credits**  
Traces the political, social, economic and cultural history of Europe from 1815-1919. Applying an interdisciplinary approach this course emphasizes cultural diversity and multiple national influences in Europe and their reflection on a global world. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 238 Contemporary European History 5 Credits**  
Traces the political, social, economic and cultural history of Europe from the Treaty of Versailles to the present. Applying an interdisciplinary approach this course emphasizes cultural diversity and multiple national influences in Europe and their reflection on a global world. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 245 History of American Immigration 5 Credits**  
Multicultural study of immigration to the United States from the era of colonization to the present. Examination of the process of immigration and adaptation to life in the U.S., as well as reaction to immigrants by native-born Americans. Focus includes Asian, European, Latin American, and African immigrants. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 246 African-Amer Hist 1: Ancient Africa to 1877 5 Credits**  
This course examines the economic and social development beginning in Africa, throughout the diaspora, with specific reference to the slave experience in the United States. Emphasis is upon the cultural, political, and economic development of America from an African American perspective. Prerequisite: ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.
- HIST 247 African-Amer Hist 2: From 1877 5 Credits**  
Historical experiences of African Americans, post Civil War to present day. Emphasis is upon the cultural, political, and economic development of America from an African American perspective. Civil Rights movement will be a major focal point. Prerequisite: ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.
- HIST 275 Reel History: Film As Historical Text 5 Credits**  
Much of what we know about the past has been shaped by the film industry. This course examines multiple film genres as well as different periods of history using films as historical texts. Critical viewing of films, readings from professional historical reviews, and historical sources will provide the basis for class discussions. Prerequisite: Concurrent or successful completion of ENGL& 101 is recommended. Mandatory decimal grading.
- HIST 295 Special Topics In History 5 Credits**  
Classes focusing on specific issues and/or topics of interest in History. Student option grading.
- HIST 295W Special Topics In History 5 Credits**  
Classes focusing on specific issues and/or topics on interest in History. Student option grading.

**HIST 297 Individual Project In History 1 Credit**  
 Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HIST 298 Individual Project In History 2 Credits**  
 Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HIST 299 Individual Project In History 3 Credits**  
 Individual project in a specific area of history. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HISTORY – EAST ASIA**

**EASIA 216 Introduction to East Asian Civilization 5 Credits**  
 This course is a survey of East Asian Civilization in global context through cultural, philosophical, religious, social and political interactions. It focuses on China, Korea, Japan and Taiwan across different eras to understand the complexities of the issues in the Far East and the world both today and tomorrow. Student option grading.

**EASIA 218 Introduction to Japanese Civilization 5 Credits**  
 Survey of Japanese history, including the social, cultural, political and institutional developments from ancient times to the present. Covers theories of national origin and explores the historical roots of modern Japan. Foreign influences on Japan, ways of thinking, and religion and philosophy are also discussed. Student option grading.

**EASIA 297 Individual Project In East Asian History 1 Credit**  
 Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EASIA 298 Individual Project In East Asian History 2 Credits**  
 Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**EASIA 299 Individual Project In East Asian History 3 Credits**  
 Individual project in a specific area of East Asian History. By arrangement with instructor. Prerequisite: Instructor permission, based on an evaluation of students' educational and work experience. Student option grading.

**HONORS**

**HNRS 100 Questions and Methods 5 Credits**  
 Cornerstone class for Honors Program. Students will examine diverse ways of asking and answering the enduring questions of the natural world and human society. Prerequisites: Admission to the Honors College at Shoreline and completion of or concurrent enrollment in ENGL& 102 or instructor permission. Mandatory decimal grading.

**HNRS 101 Honors College Seminar 0 Credits**  
 Developing students' personal leadership visions and complementary skills for success. Class builds the critical skills to become effective students and transfer applicants, in the framework of their leadership visions, to ensure they establish a strong foundation for the future. Prerequisite: Admission to The Honors College at Shoreline. Student option grading.

**HNRS 201 Honors Transfer Seminar 0 Credits**  
 Successfully identify, apply to, and transfer to a four-year college that is a strong academic and financial "fit" for each individual. Development of both non-cognitive and hard skills. A focus on self-knowledge and self-advocacy will compliment lessons that guide participants through key college application milestones. Prerequisite: Admission to the Honors College at Shoreline. Student option grading.

**HNRS 250 Honors Seminar 3 Credits**  
 As the second course of the Honors Program sequence, students will explore their thesis topic with the aid of a faculty mentor with the focus of understanding and evaluating the theories, concepts, statistics or other information as related to their topic. Prerequisite: HNRS 100; ENGL& 102 are strongly recommended. Mandatory decimal grading.

**HNRS 285 Special Topics In Honors 5 Credits**  
 Classes focusing on specific issues and/or topics of interest in Honors.

**HNRS 292 Special Topics In Honors 2 Credits**  
 Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

**HNRS 293 Special Topics In Honors 3 Credits**  
 Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

**HNRS 295 Special Topics In Honors 5 Credits**  
 Classes focusing on specific issues and/or topics of interest in Honors. Student option grading.

**HNRS 296 Honors Capstone 2 Credits**  
 Course designed around a common issue or theme. Students complete and present individual honors thesis projects. Prerequisite: HNRS 250. Mandatory decimal grading.

**HNRS 298 Individual Project In Honors 2 Credits**  
 Individual project in a specific area of Honors. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HNRS 299 Individual Project In Honors 3 Credits**  
 Individual project in a specific area of Honors. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**HUMAN DEVELOPMENT**

**HUMDV 101 College Orientation and Success 2 Credits**  
 Develop skills important to success in college including goal setting, time management, stress reduction, study skills, academic and career planning. Mandatory P/NC grading.

**HUMDV 105 Career Exploration and Life Planning 2 Credits**  
 Identify your unique personality type, interests, values and strengths as related to career development and life planning. Explore various career and educational pathways that match your personal and professional goals. Be the architect of your future. Prerequisite: Placement into ENGL 099 or EAP 099. Mandatory P/NC grading.

**HUMDV 130 Stress Management 2 Credits**  
 Provide students with an understanding of the effects of stress on health, happiness and performance. Examine personal stressors and stress reduction skills. Mandatory P/NC grading.

**HUMDV 140 Improving Relationships 2 Credits**  
 Designed to help students communicate effectively with those close to them. Explore communication skills that enrich relationships. Mandatory P/NC grading.

**HUMANITIES**

**HUM 111 Exploring Culture: The Ancient World 5 Credits**  
 Explore cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Mandatory decimal grading.

**HUM 111W Exploring Culture: The Ancient World 5 Credits**  
 Explore cultures from prehistory to Middle Ages. Examine the forms and functions of religion, music, art, literature, how they are shaped by social, historical contexts. Includes ancient cultures, the development of Western thought in Greece and Rome, and of Christianity and Islam and their impact in Middle Ages. Mandatory decimal grading.

**HUM 112 Exploring Culture: Medieval Europe to 1790 5 Credits**  
 Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Mandatory decimal grading.

**HUM 112W Exploring Culture: Medieval Europe to 1790 5 Credits**  
 Explores development of Western culture and thought, focusing on religion, art, music, and literature in social and historical contexts of Late Middle Ages, Renaissance, Age of Exploration, Baroque/Reformation and Enlightenment. Emphasis on transitions which result in clear intellectual, imaginative, cultural shifts. Mandatory decimal grading.

**HUM 113 Exploring Culture: Changing World Order 5 Credits**  
 Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Mandatory decimal grading.

**HUM 113W Exploring Culture: Changing World Order 5 Credits**  
 Explores art, music, literature, religion as Western cultures move through social/historical changes in the 19th-21st centuries. Searches for individual/social identity in the collision of science/technology, relativism, internationalism, political polarization and new philosophies on human nature/personal responsibility. Mandatory decimal grading.

**HUM 140 World Humanities: Comparing Global Cultures 5 Credits**  
 Students compare several primarily non-Western cultures, using a chosen theme such as sacred space, death/dying, self-identity, etc. Students study the cultures' expressions of the chosen theme through their arts/architecture, rituals, traditions, chanting/music, literature, and/or dance and create their own expressions of the chosen theme. Mandatory decimal grading.

**HUM 275 In Search of the Goddess: Images of Women 5 Credits**

Explores visual/written images of women in Ancient World and Western cultures over the centuries. Examines how these images have changed as the roles of women have changed in literature, art, religion, politics and economics. Analyzes narratives of goddesses/women, their symbols and their paths to resistance and power. Prerequisite: Placement into ENGL& 101 or higher. Mandatory decimal grading.

**HUM 291 Special Topics In Humanities 1 Credit**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 291W Special Topics In Humanities - W 1 Credit**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 292 Special Topics In Humanities 2 Credits**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 292W Special Topics In Humanities - W 2 Credits**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 293 Special Topics In Humanities 3 Credits**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 293W Special Topics In Humanities - W 3 Credits**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 294 Special Topics In Humanities 4 Credits**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 295 Special Topics In Humanities 5 Credits**

Classes focus on specific issues and/or topics of interest in Humanities.

**HUM 297 Individual Project In Humanities 1 Credit**

Individual project in a specific area of Humanities. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Student option grading.

**HUM 298 Individual Project In Humanities 2 Credits**

Individual project in a specific area of Humanities. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Student option grading.

**HUM 299 Individual Project In Humanities 3 Credits**

Individual project in a specific area of Humanities. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of students' educational and work experience. Student option grading.

**INFORMATICS**

**INFORMATICS 150 21st Century Research 2 Credits**

Examines research strategies at an introductory academic level, including understanding how the publication of information works in the internet age, finding and evaluating information, and how to include research into assignments. Pairs strongly with classes that have beginning research requirements. Prerequisite: Placement into ENGL& 101 or its equivalent is strongly recommended. Student option grading.

**INFORMATICS 290 Special Topics In Information Literacy 2 Credits**

Special topics in Information Literacy. By arrangement with instructor. Non-credit.

**INFORMATICS 292 Special Topics In Informatics 2 Credits**

Classes focusing on specific issues and/or topics on interest in library. Previously INFO 282.

**INTERDISCIPLINARY STUDIES**

**IDS 100 Interdisciplinary Studies Program 10 Credits**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**IDS 101 Interdisciplinary Studies Program 8 Credits**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**IDS 102 Interdisciplinary Studies Program 8 Credits**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**IDS 103 Interdisciplinary Studies Program 10 Credits**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**IDS 104 Interdisciplinary Studies Program 10 Credits**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**IDS 105 Interdisciplinary Studies Program 5 Credits**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

**IDS 106 Interdisciplinary Studies Program 15 Credits**

Interdisciplinary Studies courses integrate two or more subjects into one class that focuses on a common theme. Two or more instructors team teach these courses.

## INTERNATIONAL STUDIES

**INTST 101**      **Survey of  
Contemporary Global Issues**      **5 Credits**

A survey of contemporary global issues and their historical origins drawing on knowledge and methodologies from multiple disciplines. Issues presented by faculty members from diverse academic fields will foster awareness of challenges facing different societies in an age of global interdependence. Prerequisites: Placement in ENGL 099 or higher. Mandatory decimal grading.

**INTST 123**      **Introduction to Globalization**      **5 Credits**

This course considers the dynamic processes and consequences of increasing flows of goods, people, ideas, capital and services that cross traditional political, economic, cultural and geographic boundaries and the challenges that emerge for society, including environmental quality, cultural and political identity and economic opportunity. Dual listed as GEOG 123. Prerequisite: Placement into ENGL 099 or EAP 099 or successful completion of ENGL 090. Mandatory decimal grading.

**INTST 200**      **States and Capitalism**      **5 Credits**

Origins of the modern state system, and of the world market in Europe. Analysis of interacting forces of politics and economics world-wide from 1500 to World War II. Prerequisite: ENGL& 101. Mandatory decimal grading.

**INTST 201**      **Introduction to  
International Political Economy**      **5 Credits**

Are you concerned about human rights, world hunger and poverty, terrorism, world environmental degradation, regional conflict, the WTO, economic, political and social globalization? All these issues converge in something called the international political economy. Examine these issues as they evolved in the international arena since WWI. Prerequisite: ENGL& 101 or equivalent test scores. Mandatory decimal grading.

**INTST 205**      **Gender and Global Justice**      **5 Credits**

Explores how globalization affects gender relations and the relative status of women and men in various global contexts. Investigates the institutional status of women in national and international systems of healthcare, justice, economics, politics, family, and development. Dual listed as GWS 205. Prerequisite: Placement in ENGL 099 or higher. Student option grading.

**INTST 292**      **Special Topics In  
International Studies**      **2 Credits**

Classes focusing on specific issues and/or topics of interest in International Studies.

**INTST 295**      **Special Topics In  
International Studies**      **5 Credits**

Classes focusing on specific issues and/or topics of interest in International Studies. Student option grading.

**INTST 297**      **Individual Project In  
International Studies**      **1 Credit**

Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**INTST 298**      **Individual Project In  
International Studies**      **2 Credits**

Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**INTST 299**      **Individual Project  
In International Studies**      **3 Credits**

Individual project in a specific area of International Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

## JAPANESE

**JAPN& 121**      **Japanese I**      **5 Credits**

Introduction to modern Japanese conversation and grammar taught in communicative approach. Listening, speaking, reading and writing Japanese. Hiragana and katakana characters introduced. Topics: self-introduction, greetings, directions and daily routines. No previous knowledge of the language required. Student option grading.

**JAPN& 122**      **Japanese II**      **5 Credits**

Continuation of JAPN& 121 with more vocabulary, more sentence structures, communication strategies. Katakana and kanji characters introduced. Topics: shopping, directions, activities, hobbies, likes and dislikes. Prerequisite: JAPN& 121 or equivalent with instructor's permission. Student option grading.

**JAPN& 123**      **Japanese III**      **5 Credits**

Continuation of JAPN& 122 with more vocabulary, more complicated sentence structures, continued work on Kanji characters. Topics: Japanese food, restaurant, family, weather, seasons, and annual events. Prerequisite: JAPN& 122 or equivalent with instructor's permission. Student option grading.

**JAPN& 221**      **Japanese IV**      **5 Credits**

A continuation of JAPN& 123, taught in communicative approach, continued work on Kanji characters and sentence structures. Topics: rules and regulations, directions, cooking, future plans, climate, geography, traveling, Japanese society and degree of politeness expressed in speech styles and communication behavior. Prerequisite: JAPN& 123 or equivalent with instructor permission. Student option grading.

**JAPN& 222 Japanese V 5 Credits**

A continuation of JAPN& 221, taught in communicative approach, continued work on Kanji characters and sentence structures including transitive and intransitive verbs. Topics: Japanese customs and traditions, rules and regulations, Japanese streets and how to give directions, employment system in Japan and future plans. Prerequisite: JAPN& 221 or equivalent with instructor permission. Student option grading.

**JAPN& 223 Japanese VI 5 Credits**

A continuation of JAPN& 222, taught in communicative approach, continued work on Kanji characters and speech styles based on social status, gender, age, and regional background. Topics: gift exchange, employment in Japan, neighborhood relations, complaints, social expectations, and environmental issues. Prerequisite: JAPN& 222 or equivalent with instructor permission. Student option grading.

**JAPN 295 Special Topics In Japanese 5 Credits**

Classes focusing on specific issues and/or topics of interest in Japanese. Student option grading.

**JAPN 297 Individual Project In Japanese 1 Credit**

Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**JAPN 298 Individual Project In Japanese 2 Credits**

Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**JAPN 299 Individual Project In Japanese 3 Credits**

Individual project in a specific area of Japanese. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**LEARNING CENTER NORTH**

**LCN 001 GED Advanced-Learning Center North 1-10 Credits**

Reading for understanding. Writing five connected paragraphs with standard conventions. Applied math to calculate discounts, interest, measurements of more complex figures. Creation and use of tables/graphs. Basic science and social studies topics/terminology. GED orientation and test taking skills. Focus: passage of GED subject tests. Prerequisite: CASAS Appraisal score of 245 or higher. Mandatory P/NC grading.

**LCN 002 GED Basic - Learning Center North (10) 1-10 Credits**

GED subject test preparation. Writing: writing connected paragraphs emphasizing introduction, body, conclusion. Math: use of fractions, decimals, ratios, proportions, percents, and exponents to solve multi step problems. Science/social studies topics and concepts. Reading: comprehension and conclusions from text. Focus: GED completion. Prerequisite: CASAS Appraisal score of 236 or Higher. Credits depend upon student entry into program. Mandatory P/NC grading.

**LCN 022 Reading and Writing for Life 2 5 Credits**

Students will read with understanding by determining the reading purpose, selecting appropriate reading strategies, monitoring comprehension, analyzing information, and integrating information with prior knowledge. Students will write about family needs, job situations, or community roles. Mandatory P/NC grading.

**LCN 023 Math Skills for Life 2 5 Credits**

Students will learn the four basic math operations using whole numbers and will identify and use all basic math symbols. They will use computational tasks related to life roles i.e. understanding payroll stubs. Mandatory P/NC grading. Credits depend upon student entry into program.

**LCN 032 Reading and Writing for Life 3 5 Credits**

Students will read with understanding by determining reading purpose, selecting appropriate reading strategies, analyzing information, and integrating information with prior knowledge. Students will write several connected paragraphs with correct mechanics, usage, and varied sentence structure. Student option grading. Credits depend upon student entry into program.

**LCN 033 Math Skills for Life 3 5 Credits**

Students perform all four basic math operations with whole numbers and fractions, choose correct math operations to solve story problems, and convert fractions to decimals. Students apply these skills to authentic materials, e.g. balancing a budget. Credits depend upon student entry into program.

**LCN 042 Reading and Writing for Life 4 5 Credits**

Students read for understanding by determining purpose, selecting strategies, monitoring comprehension, analyzing information, and integrating it with previous knowledge in subject specific areas. Students write connected paragraphs in essay format while using academic English conventions. Mandatory P/NC grading. Credits depend upon student entry into program.

**LCN 043 Math Skills for Life 4 5 Credits**

Students apply, in various situations, mathematical concepts and procedures to estimate, solve problems, and/or carry out tasks involving whole numbers, decimals, fractions, ratio and proportion, percents, measurements, and tables and graphs. Mandatory P/NC grading. Credits depend upon student entry into program.

**LCN 085 Special Topics In Learning Center North 5 Credits**

Classes focusing on specific issues and/or topics of interest in LCN.

**LCN 095 Advanced Special Topics In Learning Center North 1-5 Credits**

Classes focusing on advanced specific issues and/or topics of interest in LCN.

**LIBRARY**

**LIBR 290      Special Topics In Library      0 Credits**

**LIBR 297      Individual Projects In Library      1 Credit**

Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**LIBR 298      Individual Projects In Library      2 Credits**

Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**LIBR 299      Individual Projects In Library      3 Credits**

Individual project in a specific area of library. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MANUFACTURING TECHNOLOGY**

**MFGT 091      Fundamental Personal Skills In Manufacturing-1LOT      2 Credits**

This course introduces fundamental skills required to effectively function in a manufacturing environment: Listening-following simple spoken instructions, Observation-following clearly demonstrated instructions, and Teamwork-solving basic manufacturing problems in groups. Prerequisites: Placement at ENGL 080 or ESL 098. Mandatory P/NC grading.

**MFGT 092      Personal Skills-Manufacturing-2LOT      2 Credits**

This course introduces fundamental skills required to effectively function in a manufacturing environment: Listening-following simple spoken instructions, Observation-following clearly demonstrated instructions, and Teamwork-solving basic manufacturing problems in groups. Prerequisites: Successful completion of MFGT 091. Mandatory P/NC grading.

**MFGT 093      Fundamental Personal Skills In Manufacturing-1RWM      2 Credits**

This course provides fundamental skills required to function effectively in a manufacturing environment: Reading-comprehending simple manufacturing materials, Writing-writing simple manufacturing instructions, and Mathematics-performing simple operations. Prerequisites: Placement at ENGL 080 or ESL 098, and placement at MATH 070. Mandatory P/NC grading.

**MFGT 095      Technology In Manufacturing      2 Credits**

This course introduces the different types of technology used in Manufacturing, including personal computers, business management systems, ERP/MRP (enterprise resource planning/materials requirements planning)material planning systems, data collection and analysis systems, and (CNC) computer numerical controlled or automated equipment. Prerequisites: Placement at ENGL 080 or ESL 098. Mandatory P/NC grading.

**MFGT 102      Print Reading In Manufacturing      1 Credit**

This course provides the fundamentals of mechanical print reading, including different types of mechanical drawings and components of each drawing type. Students will read and interpret drawings as well as sketch their own. Prerequisites: Placement at ENGL 080 or ESL 098 or the successful completion or concurrent enrollment in MFGT 090 and MFGT 095. Mandatory P/NC grading.

**MFGT105      Basic Manufacturing      20 Credits**

This course is an introduction to machining using lecture, online and hands-on classroom experience. It is first in a two quarter certificate. Mandatory decimal grading.

**MFGT 106      Intermediate Manufacturing      20 Credits**

This BEGINNING program prepares individuals as CNC Machinists. Instruction covers programming, set-up and operation of Okuma CNC machining and turning centers, blueprint reading, math, machine tool theory, CMM inspection, surface plate techniques, and Lean Mfg. Prerequisite: Successful completion of MFGT 105 with a 2.0 grade or better. Mandatory decimal grading.

**MFGT 113      Certificate In Basic Manufacturing      21 Credits**

This course introduces students to concepts concerning manufacturing techniques. Topics covered include safety, print reading, and precision measurement. A capstone project incorporating manufacturing skill sets working in a modern manufacturing lab creating a final product meeting necessary quality standards. Prerequisite: ENGL 080 or ESL 050, and MATH 070. Mandatory decimal grading.

**MFGT 120      Manufacturing Technology Applications      20 Credits**

This INTERMEDIATE program prepares individuals as CNC Machinists. Instruction covers programming, set-up and operation of Okuma CNC machining and turning centers, blueprint reading, math, machine tool theory, CMM inspection, surface plate techniques, and Lean Mfg. Prerequisite: Successful completion of MFGT 106 with a 2.0 or better. Mandatory decimal grading.

**MFGT 155      Quality Assurance Fundamentals      5 Credits**

This course provides a fundamental overview and awareness of the concepts, theory, and practice of quality as it relates to today's machining environment. Prerequisite: Successful completion of MFGT 120, or Instructor permission. Mandatory decimal grading.

**MFGT 156      Certified Quality Inspector Preparation      5 Credits**

This course adds depth to the fundamental overview of the concepts, theory, and practice of quality as presented in MFGT 155, with the goal of preparing students for quality inspection certificates such as the American Society for Quality Certified Quality Inspector. Prerequisite: Successful completion of MFGT 155, or instructor permission. Mandatory decimal grading.

**MFGT 157 Team Dynamics In Mfgt 3 Credits**

This course provides a fundamental overview of teams in manufacturing including different team types, functions, team of development, team stages, and team management. Prerequisite: Successful completion of MFGT 155 with a 2.0 or better, or instructor permission. Mandatory decimal grading.

**MFGT 166 Quality Audits 5 Credits**

This course provides an overview of Quality auditing and discusses the various types of audits and the elements and application of each of those types of audits. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 GPA or better. Mandatory decimal grading.

**MFGT 167 Inspection and Test 5 Credits**

This course provides a foundation and discusses the application of processes and techniques used in the manufacturing industry, including blueprint reading, sampling, inspection techniques, and testing methods. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 GPA or better.

**MFGT 169 Preventive and Corrective Action 3 Credits**

This course provides the foundation that enables the implementation of preventing and corrective action systems in manufacturing processes. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 or better. Mandatory decimal grading.

**MFGT 170 Quality Systems and Standards 5 Credits**

This course provides a fundamental overview and provides details and applications of the different quality systems and standards used in the manufacturing industry. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157, MFGT 167, MFGT 170, MFGT 175, MFGT 230, MFGT 231, MFGT 232 with a 2.0 GPA or better. Mandatory decimal grading.

**MFGT 196 Manufacturing Internship 9 Credits**

This course is a cooperative work experience with local industry. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to their level of education. Prerequisite: Successful completion of MFGT 120 with a 2.0 GPA or better. Student option grading.

**MFGT 215 Manufacturing Technology Programming 6 Credits**

This course introduces the use of CAD/CAM software to program numerically controlled machines and creation of job planning for part production. Prerequisite: MFGT 120 with a 2.0 or better or instructor approval. Mandatory decimal grading.

**MFGT 220 Computer Aided Manufacturing (CAM) 6 Credits**

This course provides the fundamental knowledge and skills to properly use Computer Aided Manufacturing software to transition products from design to manufacturing. Prerequisite: MFGT 215 with a 2.0 or better. Mandatory decimal grading.

**MFGT 225 Introduction to Additive Manufacturing 3 Credits**

This course provides a fundamental overview of 3D printing and rapid prototyping, including the processing of suitable CAD models to eliminate problems, secondary processing, and the impact of 3D printing on society. Prerequisite: Completion of MFGT 215 or ENGR 205 with a 2.0 or better, or instructor's permission. Mandatory decimal grading.

**MFGT 227 Advanced CAD/CAM Programming 5 Credits**

This course provides knowledge and skills to use CAD/CAM software to develop program code that will be performed on rotary axis CNS machining and turning centers. Prerequisite: MFGT 215 with a 2.0 or better. Mandatory decimal grading.

**MFGT 230 Measurement Systems 5 Credits**

This course provides the basic foundation of measurement systems and measurement system applications used in manufacturing. Prerequisite: Successful completion of MFGT 155, MFGT 156 with a 2.0 GPA or better. Mandatory decimal grading.

**MFGT 235 Calibration Systems 5 Credits**

This course describes the calibration process used in manufacturing to ensure measurements are accurate and traceable to national and international standards. Previously MFGT 232. Prerequisite: Successful completion of MFGT 155, MFGT 156, MFGT 157 with a 2.0 or better. Mandatory decimal grading.

**MFGT 236 Statistical Techniques 5 Credits**

This course provides the fundamental statistical concepts and methodologies and how they are used in industry to control manufacturing and business processes. Previously MFGT 233. Prerequisite: Successful completion of MFGT 167, MFGT 195, MFGT 230, MFGT 234, MFGT 235 with 2.0 GPA or better. Mandatory decimal grading.

**MFGT244 Preventative Maintenance 3 Credits**

This course provides an overview of Preventive Maintenance practices, including: safety, plan development and implementation, technical documents, machine systems, measurement, alignment, coolants and lubricants, conduct and documentation of periodic checks, inspection, troubleshooting, and monitoring of machine operation. Prerequisite: Successful completion of MFGT 120 or instructor permission. Mandatory decimal grading.

**MFGT 245 10-Hour OSHA 1 Credit**

This course is intended to raise the safety awareness and hazard identification knowledge of those working in the manufacturing field, and to lead to OSHA 10-Hour General Industry Safety Certification. Prerequisite: Successful completion of MFGT 120, or Instructor Permission. Mandatory decimal grading.

**MFGT 246 Mechanical Maintenance 5 Credits**

Course provides basic knowledge of machine maintenance as applied to mechanical components and systems. Topics include safety, documentation, mechanics, systems, setup, troubleshooting, and performance of maintenance. This course develops skills in alignment with NIMS Levels II and III Machine Building and Maintenance certifications. Prerequisite: Successful completion of MFGT 120 or Instructor Permission. Mandatory decimal grading.

**MFGT 247 Motive Maintenance 5 Credits**

This course provides basic knowledge of machine maintenance as applied to motive components and systems. Topics include safety, documentation, setup and maintenance of pumps, motors, and mechanical and fluid power systems. This course develops skills in alignment with MIMS Levels II and II Machine Building and Maintenance certifications. Prerequisite: Successful completion of MFGT 120, or Instructor Permission. Mandatory decimal grading.

**MFGT 248 Control Maintenance 5 Credits**

This course provides basic knowledge of machine maintenance as applied to electrical components and electronic control systems. Topics include safety, documentation, electrical fundamentals, and industrial electronics. This course develops skills in alignment with NIMS Levels II and III Machine Building and Maintenance certifications. Prerequisite: MFGT 120 with grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**MFGT 255 Smartcam Programming for Milling Centers 3 Credits**

CAM programming applied to milling and machining centers. Previously MFGT 252. Corequisite or prerequisite: MFGT 250 or permission. Prerequisite: INDUS 103 or MACHT 171 or instructor permission. Mandatory decimal grading.

**MFGT 256 CAM Turning Lab 2 Credits**

CAM programming applied to turning centers. Previously MFGT 253. Corequisite or prerequisite: MFGT 250 or permission. Prerequisite: INDUS 103 or MACHT 171 or permission. Mandatory decimal grading.

**MFGT 264 CAD/CAM Punching 2 Credits**

CAD/CAM programming applied to CNC punch presses. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 254 or permission. Mandatory decimal grading.

**MFGT 265 CAD/CAM Milling Lab 2 Credits**

CAD/CAM Programming applied to CNC Milling. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 255 or permission. Mandatory decimal grading.

**MFGT 266 CAD/CAM Turning Lab 2 Credits**

CAD/CAM Programming applied to CNC Turning. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 256 or permission. Mandatory decimal grading.

**MFGT 267 CAD/CAM Survey Lab 2 Credits**

A survey of CAD/CAM Programming Applied to Punching, Turning and Milling. Corequisite or prerequisite: MFGT 260 or permission. Prerequisite: MFGT 250, 257 or permission. Mandatory decimal grading.

**MFGT 280 Robot Certification 5 Credits**

This course provides an opportunity to learn how to setup, program, and operate industrial robots in both the virtual and real worlds. Prerequisite: Completion of MFGT 120 with a grade of 2.0 or better, or Instructor Permission. Mandatory decimal grading.

**MFGT 290 Quality Internship 9 Credits**

This course is a cooperative work experience option for qualified students. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to training while completing the program of study. Prerequisite: Successful completion of MFGT 166, 169, 170, 233 with a 2.0 GPA or better. Mandatory decimal grading.

**MFGT 296 CAM Internship 9 Credits**

This course provides work experience with local industry. Students will apply learned skills, gain actual on-the-job experience, and receive credit for work experience appropriate to their level of education. Prerequisite: Successful completion of MFGT 215, 220, 225 with a 2.0 or better. Student option grading.

**MFGT 298 Individual Projects In Manufacturing Technology 2 Credits**

Individual project in a specific area of Manufacturing Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**MFGT 299 Individual Projects In Manufacturing Technology 3 Credits**

Individual project in a specific area of Manufacturing Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

## MATHEMATICS

**MATH 007 Self-Paced Mathematics Review 2 Credits**

On-campus, computer-delivered. Intended for students who want to improve their math placement, or who want a review before beginning a math course. Students work with an instructor to design and complete an individual plan of study. Students work independently to review mathematics topics. Mandatory P/NC grading.

**MATH 060 Basic Math 5 Credits**

Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals. Also includes an introduction to percentages, ratio and proportion, estimation and narrative problems. Student option grading.

**MATH 070 Introduction to Algebra 5 Credits**

An introduction to fundamental algebraic skills needed for Intermediate Algebra I. Course includes a review of arithmetic and an introduction to graphing, simplifying algebraic expressions, exponents, and solving linear equations. Prerequisites: MATH 060 (2.0 or better), or placement into MATH 070. Student option grading.

**MATH 080 Intermediate Algebra I 5 Credits**

Fundamentals and applications of algebra including solving linear equations and inequalities, lines, solving systems of equations, functions, graphing functions, rational exponents, exponential functions, logarithms. Prerequisite: MATH 070 (2.0 or better), or placement into MATH 080. Student option grading.

**MATH 081      Elem. Algebra, Ind. - Module 1      1 Credit**

On-campus computer-based instruction. Simplifying expressions, solving linear equations in one variable, using formulas, solving applied problems. This is the 1st in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or placement into MATH 080. Mandatory P/NC grading.

**MATH 082      Elementary Algebra, Individualized - Module 2      1 Credit**

On-campus computer-based instruction. Graphing lines; interpreting slope; finding equations of lines; creating and solving problems with linear models. This is the 2nd in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or placement into MATH 080. Previous credit for or concurrent enrollment in MATH 081 is required. Mandatory P/NC grading.

**MATH 083      Elementary Algebra, Individualized - Module 3 (1)      1 Credit**

On-campus computer-based instruction. Linear systems in 2 variables solved by graphing, substitution, and elimination; applications. Integer exponents. This is the 3rd in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), placement into MATH 080. Previous credit for or concurrent enrollment in MATH 082 is required. Mandatory P/NC grading.

**MATH 084      Elementary Algebra, Individualized - Module 4      1 Credit**

On-campus computer-based instruction. Adding, subtracting, multiplying, and factoring polynomials. This is the 4th in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or placement into MATH 080. Previous credit for or concurrent enrollment in MATH 083 is required. Mandatory P/NC grading.

**MATH 085      Elementary Algebra, Individualized - Module 5      1 Credit**

On-campus computer-based instruction. Solving quadratic and polynomial equations by factoring with applications, simplifying rational expressions. This is the 5th in a sequence of 5 self-paced courses, MATH 081-085. The 5-course sequence is equivalent to MATH 080. Students must complete the entire MATH 081-085 sequence within 1 year. Prerequisite: MATH 070 (2.0 or better), or placement into MATH 080. Previous credit for or concurrent enrollment in MATH 084 is required. Mandatory P/NC grading.

**MATH 086      Elementary Algebra, Individualized - Modules      1-5 Credits**

On-campus computer-based sequence of 1-credit self-paced modules, MATH 081-085. Linear equations in one and two variables, graphing, polynomials, factoring, solving quadratic equations, simplifying rational expressions. MATH 081-085 and MATH 091-095 together are equivalent to MATH 080 and MATH 099. Must be completed within one year. Prerequisite: MATH 070 (2.0 or better), or placement into MATH 080. Mandatory P/NC grading.

**MATH 087      Mathematics Success Strategies      2 Credits**

Students learn organizational and time management skills, skills for independent learning, problem-solving approaches, test-taking strategies, and techniques that promote confidence and success in mathematics. Prerequisite: MATH 060 (2.0 or better), or placement into MATH 070. Concurrent enrollment in MATH 070, 080, 081-085, 091-095 or 099 is required. Mandatory P/NC grading.

**MATH 090      Independent Study Basic Mathematics      1-3 Credits**

Students in MATH 099 and below or BUS 102 study mathematics individually or in small groups using Math Learning Center resources: learning assistants, textbooks, answer books, calculators, computers, and online resources. Prerequisite: Concurrent enrollment in MATH 060, 070, 080, 081 - 085, 091 - 095, 099, or BUS 102 required. Mandatory P/NC grading.

**MATH 091      Intermediate Algebra, Individualized - Module 1      1 Credit**

On-campus computer-based instruction. Simplifying and evaluating rational expressions, solving equations involving rational expressions, applications. This is the 1st in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or placement into MATH 099. Mandatory P/NC grading.

**MATH 092      Intermediate Algebra, Individualized - Module 2      1 Credit**

On-campus computer-based instruction. Functions, linear models and graphs, solving linear inequalities, solving absolute value equations and inequalities. The 2nd in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or placement into MATH 099. Previous credit for or concurrent enrollment in MATH 091 is required. Mandatory P/NC grading.

**MATH 093      Intermediate Algebra, Individualized - Module 3      1 Credit**

On-campus computer-based instruction. Using rational exponents, simplifying radical expressions, and solving radical equations. This is the 3rd in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or placement into MATH 099. Previous credit for or concurrent enrollment in MATH 092 is required. Mandatory P/NC grading.

**MATH 094      Intermediate Algebra, Individualized - Module 4      1 Credit**

On-campus computer-based instruction. Solving quadratic equations by completing the square & the quadratic formula, graphing quadratic functions, applications. The 4th in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or placement into MATH 099. Previous credit for or concurrent enrollment in MATH 093 is required. Mandatory P/NC grading.

**MATH 095 Intermediate Algebra, Individualized - Module 5 1 Credit**

On-campus computer-based instruction. Evaluating exponential and logarithmic expressions, solving these types of equations. This is the 5th in a sequence of 5 self-paced courses, MATH 091-095. The 5-course sequence is equivalent to MATH 099. Students must complete the entire MATH 091-095 sequence within 1 year. Prerequisite: MATH 080 (2.0 or better), or MATH 084 and MATH 085 (2.0 or better), or placement into MAT099. Previous credit for or concurrent enrollment in MATH 094 is required. Mandatory P/NC reading.

**MATH 096 Intermediate Algebra, Individualized - Modules 1- 5 Credits**

On-campus computer-based sequence of 1-credit self-paced modules. MATH 091-095. Rational, radical, and quadratic expressions and equations. Introduction to functions: linear, quadratic, exponential, and logarithmic. MATH 081-085 and MATH 091-095 together are equivalent to MATH 080 and MATH 099. Must be completed within one year. Prerequisite: MATH 080 (2.0 or better), MATH 084 and MATH 085 (2.0 or better), or placement into MATH 099. Mandatory P/NC grading.

**MATH 098 Intermediate Algebra I 5 Credits**

Fundamentals and applications of algebra including solving linear equations and inequalities, lines, solving systems of equations, functions, graphing functions, rational exponents, exponential functions, logarithms. Prerequisite: MATH 070 (2.0 or better), or placement into MATH 098. Student option grading.

**MATH 099 Intermediate Algebra II 5 Credits**

Simplifying and evaluating linear, quadratic, polynomial, radical, rational, exponential, and logarithmic expressions. Solving these same types of equations and inequalities with graphs and applications to real world modeling and investigating functions. Prerequisite: MATH 098 (2.0 or better), or placement into MATH 099. Student option grading.

**MATH 100 Independent Study In College Math 1-3 Credits**

Students in MATH& 107 and above study mathematics individually or in small groups with Math Learning Center resources: learning assistants, textbooks, answer books, graphic calculators, computers, and online resources. Prerequisite: Concurrent enrollment in MATH& 107 or higher. Mandatory P/NC grading.

**MATH & 107 Math In Society 5 Credits**

Practical applications of mathematics as they arise in everyday life. Includes finance math, probability & statistics, and a selection of other topics. Designed for students who are not preparing for calculus. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), MATH 095 (2.0 or better), or placement into MATH& 107. Student option grading.

**MATH 111 Elements of Pre-Calculus 5 Credits**

Algebra topics including mathematical modeling, graphing & problem solving w/ polynomial, rational, exponential & logarithmic functions. Applications. Topics from mathematics of finance. Intended for students in business, social sciences & some biological sciences. Prerequisite: MATH 099 (2.0 or better), or MATH 094 and MATH 095 (2.0 or better), or placement into MATH 111. Student option grading.

**MATH& 141 Precalculus I 5 Credits**

The elementary functions and their graphs, with applications to mathematical modeling. Examples include linear, quadratic, polynomial, rational, exponential and logarithmic functions, composite functions, inverse functions and transformation of graphs. Prerequisite: MATH 099 (2.0 or better), or MATH 094 and MATH 095 (2.0 or better), or placement into MATH& 141. Student option grading.

**MATH& 142 Precalculus II 5 Credits**

Triangle trigonometry, circular and inverse trigonometric functions, trigonometric identities, solving trigonometric equations, applications of trigonometry. Polar coordinates and parametric equations. Prerequisite: MATH& 141 (2.0 or better) or placement into MATH& 142. Student option grading.

**MATH& 146 Introduction to Stats 5 Credits**

Analysis of data through graphical and numerical methods, linear regression, the Normal distribution, data collection, elementary probability, confidence intervals and hypothesis testing. Emphasis on applications. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), MATH 095 (2.0 or better), or placement into MATH& 146, AND placement into ENGL 099 or EAP 099. Student option grading.

**MATH& 146H Introduction to Stats HC 5 Credits**

Analysis of data through graphical and numerical methods, linear regression, the Normal distribution, data collection, elementary probability, confidence intervals and hypothesis testing. Emphasis on applications. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), MATH 095 (2.0 or better), or placement into MATH& 146, AND placement into ENGL 099 or EAP 099. Mandatory decimal grading.

**MATH& 148 Business Calculus 5 Credits**

Differential and Integral Calculus of elementary functions with an emphasis on business and social science applications. Designed for students who want a brief course in Calculus. (No credit given to those who have completed MATH& 151.) Prerequisite: MATH 111 preferred (2.0 or better) or MATH& 141 (2.0 or better), or placement into MATH& 148. Student option grading.

**MATH& 151 Calculus I 5 Credits**

Definition, interpretation and applications of the derivative. Derivatives of algebraic and transcendental functions. Prerequisite: MATH& 142 (2.0 or better), or placement into MATH& 151. Student option grading.

**MATH& 152 Calculus II 5 Credits**

Definition, interpretation, and application of the definite integral. The Fundamental Theorem of Calculus, techniques of integration, definite integrals involving curves described parametrically, and introduction to separable differential equations. Prerequisite: MATH& 151 (2.0 or better.) Student option grading.

**MATH& 163 Calculus 3 5 Credits**

Infinite series & the calculus of vector-valued functions and functions of several variables. Sequences, series, Taylor series, vector products, lines, planes, space curves, level curves & surfaces, partial derivatives, chain rules, tangent planes, gradient & directional derivatives. Prerequisite: MATH& 152 (2.0 or better.) Student option grading.

**MATH& 171      Math for Elem Ed I                      5 Credits**  
 Fundamental concepts of numbers and operations related to topics taught at the K-8 level. Topics include problem solving, algebraic thinking, numeration, and arithmetic with rational numbers. Recommended for future elementary teachers. Prerequisite: MATH 098 (2.0 or better), MATH 099 (2.0 or better), or MATH 095 (2.0 or better), or placement into MATH& 171, AND placement into ENGL 099 or EAP 099. Student option grading.

**MATH 207              Elements of                      5 Credits**  
**Differential Equations**  
 Linear and non-linear ordinary differential equations and applications. Graphical, numerical, analytical and qualitative methods. Prerequisite: MATH& 163 (2.0 or better) or instructor permission. Student option grading.

**MATH 208              Linear Algebra                      5 Credits**  
 Matrix operations, determinants, systems of equations, abstract vector spaces, linear transformations, eigenvalues and eigenvectors. Prerequisites: MATH& 163 (2.0 or better) or instructor permission. Student option grading.

**MATH 211              Elements of Statistical Method 5 Credits**  
 Principles of data analysis, linear regression, data collection, elementary probability, random variables, probability distributions and statistical inference. Emphasis on practical applications and the interpretations of results. Prerequisites: MATH& 148 (2.0 or better) or MATH& 151 (2.0 or better) AND placement into ENGL 099 or EAP 099. Student option grading.

**MATH & 264          Calculus 4                      5 Credits**  
 Continuation of the MATH& 151-152-163 Calculus sequence. Optimization, multiple integrals, vector fields, divergence, curl, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Prerequisite: MATH& 163 (2.0 or better) or permission. Student option grading.

**MATH 292              Special Topics In Mathematics 2 Credits**  
 Classes focusing on specific issues and/or topics of interest in mathematics.

**MATH 293              Special Topics In Mathematics 1-3 Credits**  
 Classes focusing on specific issues and/or topics of interest in mathematics.

**MATH 295              Special Topics In Mathematics 1-5 Credits**  
 Classes focusing on specific issues and/or topics of interest in mathematics.

**MATH 297              Individual Project                      1 Credit**  
**In Mathematics**  
 Individual project in a specific area of mathematics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**MATH 298              Individual Project                      2 Credits**  
**In Mathematics**  
 Individual project in a specific area of mathematics. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**MATH 299              Individual Project                      3 Credits**  
**In Mathematics**  
 Individual project in a specific area of mathematics, by arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**MEDICAL LAB TECHNOLOGY**

**MLT 12                  Essentials of Phlebotomy              3 Credits**  
 Lecture and laboratory classes. Includes role of the phlebotomist, safety, infection control, phlebotomy technique, equipment, and specimen processing. Practice performing capillary and venipuncture techniques. Prerequisite: ENGL 099 with a grade of 2.0 or equivalent, or placement into ENGL& 101. Acceptance into the Phlebotomy Program or instructor permission. Mandatory decimal grading.

**MLT 122              Phlebotomy Laboratory Basics 3 Credits**  
 Lecture & Laboratory phlebotomy program course includes laboratory computer information systems, safety practices, specimen processing, and point of care testing. Customer service and patient confidentiality emphasized. Prerequisite: Acceptance into the Phlebotomy or MLT Program, or instructor permission. ENGL 099 or equivalent, or placement into ENGL& 101. Mandatory decimal grading.

**MLT 123              AIDS and HIV Education              1 Credit**  
**for Health Care Workers**  
 Introduction to AIDS & HIV. Topics include exposure risk, infection control measures, symptoms of illness, opportunistic infections & blood borne pathogens. HIV testing reviewed. Outside class activities assigned. Meets the Washington State requirement for HIV/AIDS education for healthcare workers. Prerequisite: Successful completion of ENGL 099 or equivalent, or placement into ENGL& 101. Mandatory decimal grading.

**MLT 132              Phlebotomy Practicum              1-6 Credits**  
 Phlebotomy training (40-160 hrs) in a health care facility per program requirement. Some online content. Health insurance, Hepatitis B and other vaccinations, PPD and Criminal History Background Check. Prerequisite: ENGL 099 or equivalent recommended. MLT 121 or 200 required with grade of 2.0 or higher, and instructor permission. Admission to Phleb. or MLT Program. Mandatory P/NC Grading.

**MLT 181              Introduction to                      4 Credits**  
**Medical Lab Procedures**  
 Course includes lecture & seminar introducing theory of clinical laboratory procedure, laboratory safety, specimen collection, quality control and urinalysis. Concurrent enrollment in MLT 182 recommended. Prerequisite: BIOL& 170 and BIOL& 211. Mandatory decimal grading.

**MLT 182              Lab: Medical Lab Procedures              2 Credits**  
 An introduction to procedures used in the clinical or biological laboratory. Emphasis on laboratory safety, test measurement, specimen collection, quality control procedures, basic laboratory testing and instrumentation and urinalysis. Concurrent enrollment in MLT 181 recommended. Prerequisite: BIOL& 170 and BIOL& 211. Mandatory decimal grading.

**MLT 200                    MLT Phlebotomy Skills Lab                    1 Credit**

Laboratory class to give MLT students basic phlebotomy skills and techniques using a variety of equipment. Student will draw blood specimens on classmates, process samples and use laboratory information system to order a laboratory test. Prerequisite: Acceptance into the MLT Program and/or instructor permission. Mandatory P/NC grading.

**MLT 221                    Hematology Lecture                    6 Credits**

Basic theory of clinical hematology and coagulation. Theory of blood cell development, diagnostic test procedures, and correlation of test results with disease state. Diagnostic tests performed to detect coagulopathies. Previously MLT 220. Instructor permission required. Prerequisite: Admission into the MLT Program. Mandatory decimal grading.

**MLT 222                    Clinical Chemistry Lecture                    6 Credits**

The theoretical and practical concepts associated with testing procedures, including fundamentals of instrumentation, methodology, quality, control, and biochemistry related to substances tested in the clinical chemistry laboratory. Prerequisite: Admission to the MLT Program. Mandatory decimal grading.

**MLT 223                    Parasitology and Mycology Lecture                    3 Credits**

Basic theory and clinical procedures used to isolate and identify intestinal, blood and tissue parasites; dermatophytes, systemic and subcutaneous fungi. Instructor permission required. Prerequisite: Admission into the MLT Program and BIOL& 260. Mandatory decimal grading.

**MLT 224                    Clinical Microbiology Lecture                    5 Credits**

Basic theory of clinical microbiology including disease states, isolation and identification of bacterial organisms. Emphasis is placed on media selection and interpretation of result diagnostic tests. Prerequisites: BIOL& 260 with a grade of 2.0 or better; admission into the MLT program. Mandatory decimal grading.

**MLT 225                    Clinical Immunology Lecture                    4 Credits**

Basic theory and diagnostic procedures in clinical immunology. Nature of immunoglobulins, antigen-antibody reactions, natural and acquired immunity, introduction to genetics, immunologic diseases and infectious diseases including AIDS and Hepatitis. Prerequisite: Admission to MLT Program or instructor permission. Mandatory decimal grading.

**MLT 231                    Hematology Laboratory                    3 Credits**

Basic application of clinical hematology including normal and abnormal development of cellular components of blood as manifested in disease, diagnostic hematologic tests performed, and theory of coagulation and diagnostic tests performed. Prerequisite: Admission to MLT Program or instructor permission. Mandatory decimal grading.

**MLT 232                    Clinical Chemistry Lab                    3 Credits**

Application of theoretical techniques used in the clinical chemistry laboratory including sample preparation, manual & automated testing, quality control and associated disease states. Emphasis placed on performing routine clinical chemistry procedures, controls and evaluating results. Prerequisite: Admission into the MLT Program. Mandatory decimal grading.

**MLT 233                    Parasitology & Mycology Lab                    1 Credit**

Basic parasitology and mycology lab covers collection, processing, & direct examinations. Emphasis on microscopic identification of parasites. Review of staining techniques and culture identification of fungus & yeast. Prerequisite: Admission to the MLT Program or BIOL& 260 and instructor permission. Mandatory decimal grading.

**MLT 234                    Clinical Microbiology Laboratory                    3 Credits**

Isolate and identify clinically significant microorganisms from specimen cultures. Emphasis placed on sterile technique, safety, quality control, isolation techniques, quality assurance and identification of microorganisms. Prerequisite: BIOL& 260 with a grade of 2.0 or better and admission into the MLT Program. Mandatory decimal grading.

**MLT 235                    Clinical Immunology Laboratory                    2 Credits**

Basic immunology techniques and procedures used in a clinical laboratory. Qualitative and semi-quantitative tests for antibodies and antigens. Safety, quality control, pipette technique and dilutions are emphasized. Prerequisite: Admission to MLT Program or instructor permission. Mandatory decimal grading.

**MLT 241                    Hematology Practicum                    6 Credits**

Practical experience in clinical laboratory, 40 hours per week for 4 weeks. Perform routine laboratory procedures using hematology, coagulation, and urinalysis instrumentation and lab computer system. Prerequisite: Admission to the MLT Program, MLT 221 and 231. Mandatory P/NC grading.

**MLT 242                    Chemistry Practicum                    6 Credits**

Practical experience in clinical laboratory, 40 hours per week for 4 weeks. Perform routine laboratory procedures using clinical chemistry instrumentation and lab computer system. Prerequisite: Admission to the MLT Program, MLT 222 and MLT 232. Mandatory P/NC grading.

**MLT 244                    Microbiology Practicum                    6 Credits**

Practical experience in clinical laboratories, 40 hours per week for 4 weeks. Perform routine laboratory procedures using laboratory equipment and instrumentation in microbiology, parasitology, & mycology testing. Prerequisite: Admission to the MLT Program, MLT 224 and MLT 234. Mandatory P/NC grading.

**MLT 245                    Integrated Immunoematology                    10 Credits**

A concentrated blood bank lecture/lab and clinical problem-solving course. Theory and practical application include: blood group serology, compatibility testing, antibody identification, QC, preparation/storage of donor units and blood components, and incompatibility resolution. Prerequisite: Admission into the MLT Program, and MLT 221, 231, 225 and 235. Mandatory decimal grading.

**MLT 291                    Special Topics In Medical Lab Technology                    1 Credit**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Permission.

**MLT 292                    Special Topics In Medical Lab Technology                    2 Credits**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Permission.

**MLT 293                    Special Topics In Medical Lab Technology                    3 Credits**

Classes focusing on specific issues and/or topics of interest in Medical Lab Technology. Permission.

**MLT 297 Individual Project In Medical Lab Technology 1 Credit**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**MLT 298 Individual Project In Medical Lab Technology 2 Credits**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**MLT 299 Individual Project In Medical Lab Technology 3 Credits**

Individual project in a specific area of Medical Lab Technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.

**MULTICULTURAL STUDIES**

**MCS 105 Introduction to Multicultural Studies 5 Credits**

Students will develop a personal and historical understanding of issues related to race, social class, gender, sexual orientation, disabilities & culture; and how these issues are used in the distribution of power and privilege in the U.S. Prerequisite: Successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

**MCS 205 Seminar In Social Justice 5 Credits**

We will engage in an extended analysis of complex problems in social justice using a comparative approach. We will begin our analysis in the U.S., and compare issues of social justice with other nations around the globe. We will examine proven solutions to social issues in detail. Prerequisite: Eligible for admission to ENGL& 101 and successful completion of core course in Multicultural Understanding. Student option grading.

**MCS 210 African Studies 5 Credits**

Survey of various ancient and modern peoples of Africa. We will examine specific pre- and post-colonial societies, institutions and social movements, with a focus on past and present contributions of Africans to World Culture. Prerequisite: Eligible for placement into ENGL& 101. Mandatory decimal grading.

**MCS 238 Environmental Justice 5 Credits**

Environmental Justice is an interdisciplinary, problem-solving approach that identifies and examines how inequalities arise in an environmental context. We will examine the historical, scientific, socioeconomic, legal, cultural, and political complexities of the relationship between people and the environment. Mandatory decimal grading.

**MCS 250 Fundamentalism Among the Children of Abraham 5 Credits**

This course seeks to investigate religious fundamentalism, within the Abrahamic religions of Judaism, Christianity, and Islam, with specific emphasis on the impact of contemporary Islamic fundamentalism and progressive Islamic doctrine. Prerequisite: Eligible for placement into ENGL& 101. Mandatory decimal grading.

**MCS 291 Special Topics In Multicultural Studies 1 Credit**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MCS 292 Special Topics In Multicultural Studies 2 Credits**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MCS 293 Special Topics In Multicultural Studies 3 Credits**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MCS 294 Special Topics In Multicultural Studies 4 Credits**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MCS 295 Special Topics In Multicultural Studies 5 Credits**

Classes focusing on specific issues and/or topics of interest in Multicultural Studies. Student option grading.

**MCS 297 Individual Project In Multicultural Studies 1 Credit**

Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MCS 298 Individual Project In Multicultural Studies 2 Credits**

Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MCS 299 Individual Project In Multicultural Studies 3 Credits**

Individual project in a specific area of Multicultural Studies. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**MUSIC**

**MUSC 100 Introduction to Music Theory 5 Credits**

An introduction to reading and writing music. Topics include standard music notation, meter, rhythm, scales and key signatures. May be used in preparation for MUSC& 141. Prerequisite: Concurrent enrollment in MUSC 120 required for music and music technology majors. Mandatory decimal grading.

**MUSC& 105 Music Appreciation 5 Credits**

Why does music affect us the way it does? There is no escaping music in our society; it's everywhere. Together we will discover how and why music has impacted our culture through the centuries. We will explore music's history, its basic elements, and its power to alter entire societies. Prerequisite: Successful completion of ENGL 099 (or equivalent) or placement into ENGL& 101. Student option grading.

**MUSC 106 Music In American Culture 5 Credits**

Explore musical traditions from diverse American cultures through guided listening and analysis of songs, styles, genres and musicians, with emphasis on the role of race, class, gender and sexual-orientation. Dual listed with AES 106. Prerequisite: Successful completion of ENGL 099 or EAP 099 or placement into ENGL& 101. Student option grading.

**MUSC 108 Music In World Cultures 5 Credits**

Experience the diversity of music from around the world by examining selected musics in their broad cultural contexts: religious, historical and social. Emphasis on listening skills, music aesthetics, styles, genres, transmission and sociocultural backgrounds of musicians. Prerequisite: Successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

**MUSC 109 American Popular Music 5 Credits**

Explore American popular music from the 19th century to today including Ragtime, Tin Pan Alley, Jazz, Rock, Country, Blues, Punk, Alternative, and Rap. Student option grading.

**MUSC 114 Class Instruction-Guitar I 2 Credits**

This course is intended for students with little or no background in guitar performance. It presents basic skills and techniques needed to enjoy playing the guitar. Students must supply their own acoustic guitar. Student option grading.

**MUSC 115 Class Instruction Electric Bass 2 Credits**

Basic skills for the electric bass including reading bass clef, scales and modes, improving technical proficiency. For beginning to intermediate players. Students must provide own instrument. Course may be taken up to six times. Student option grading.

**MUSC 118 Class Instruction-Guitar II 2 Credits**

This course is intended for intermediate level guitarists. It builds on skills learned in Guitar I and presents more advanced techniques for improved acoustic guitar performance. Students must supply their own acoustic guitar. Prerequisites: MUSC 114-Guitar I, or permission of instructor. Student option grading.

**MUSC 119 Class Piano for Gen. Students 2 Credits**

Students with little or no piano background learn basic piano skills and techniques. Student option grading.

**MUSC 120 Class Piano for Music 100 Students 2 Credits**

Students learn basic skills needed in music reading, music theory and piano performance. Prerequisite: Concurrent enrollment in MUSC 100 is required. Mandatory decimal grading.

**MUSC 135 Shoreline Singers 2 Credits**

This advanced a cappella ensemble performs a variety of challenging vocal music including classical, world music, modern music, and jazz. The group tours annually and schedules multiple performances each quarter. Prerequisite: Audition required. Also requires concurrent registration in Chorale or special permission of instructor. Mandatory decimal grading.

**MUSC 136 Jazz Ensemble 2 Credits**

The Jazz Ensemble rehearses and performs music in a variety of contemporary jazz styles. Sight reading, jazz interpretation, phrasing and improvisation are stressed. Students present several concerts each quarter and participate in a yearly concert tour, usually in Spring. Prerequisite: Membership in the Jazz Ensemble is by audition. Student option grading.

**MUSC 139 Sibelius Music Notation Software 3 Credits**

A fully online course introducing students to the creation of music using music notation software. Basic understanding of music notation is required. Prerequisite: MUSC 100 or instructor permission. Student option grading.

**MUSC 140 Symphonic Band 2 Credits**

Shoreline's Concert Band performs quarterly concerts that include traditional music, contemporary band works, orchestral transcriptions, solo features, Broadway musicals and marches. Rehearses on Monday evenings fall, winter, spring quarters. Prerequisite: ability to play a band instrument. Mandatory decimal grading.

**MUSC& 141 Music Theory I: First-Year Music Theory 5 Credits**

The course includes sight singing, keyboard training, and the theories and fundamentals of musical structure. Concurrent enrollment in MUSC 151 required. Mandatory decimal grading.

**MUSC& 142 Music Theory II: First-Year Music Theory 5 Credits**

This course continues the study of music fundamentals and structure. Sight singing, keyboard assignments, melodic and elementary dictation are integrated into the class. Course is intended primarily for music majors. Concurrent enrollment in MUSC 152 (Class Piano) is required. Prerequisite: MUSC& 141 with a grade of 2.0 or higher. Mandatory decimal grading.

**MUSC& 143 Music Theory III: First-Year Music Theory 5 Credits**

This course continues the study of theories and fundamentals of music structure. Sight singing and melodic and harmonic dictation are integrated into the class. This course is intended primarily for music majors. Concurrent enrollment in MUSC 153 (class piano) is required. Prerequisite: MUSC& 142 with a grade of 2.0 or higher. Mandatory decimal grading.

**MUSC 144 Funkngroove 2 Credits**

Funkngroove is a performance troupe which provides opportunities for students to perform and record song compositions and arrangements in styles typical of commercial radio airplay from the 1970's to the present. Registration requires instructor permission. Student option grading.

**MUSC 146 Orchestra 2 Credits**

This course is intended for string students who join an approved off-campus community orchestra which rehearses once a week, works on standard orchestral literature and performs in a public concert at least once per quarter. Prerequisites: Ability to play a string instrument, permission of a music faculty advisor & the community orchestra conductor. Mandatory decimal grading.

**MUSC 147 Small Ensemble Performance 1-4 Credits**

Designed for intermediate to advanced musicians and singers: Weekly rehearsals focus on small group performance skill. May be repeated 6 times for credit. Ensembles include: Chamber Wind, Vocal, Guitar, Sax, Piano, Studio Musicianship, Percussion, Bluegrass, Strings, iPad, Repertoire Jazz, Creative Music and Brass. Student option grading.

**MUSC 150 History of Bluegrass 2 Credits**

Bluegrass blends various musical styles, including fiddle tunes, blues, country, old-time string bands and jazz to form a uniquely American art form. This class examines the history and development of the music through reading, listening and online discussion. Prerequisite: Successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

**MUSC 151 Class Piano for Music Theory I Students 2 Credits**

Music students with little or no piano background learn basic skills required of all music majors. Prerequisite: Concurrent enrollment in MUSC& 141 is required. Mandatory decimal grading.

**MUSC 152 Class Piano for Music Theory II Students 2 Credits**

Music theory students learn basic piano skills and techniques required of music majors. Prerequisite: Concurrent enrollment in MUSC& 142 is required. Mandatory decimal grading.

**MUSC 153 Class Piano for Music Theory III Students 2 Credits**

Music theory students learn basic piano skills and techniques required of music majors. Prerequisite: Concurrent enrollment in MUSC& 143 is required. Mandatory decimal grading.

**MUSC 154 Opera Workshop 1 Credit**

Students perform a minor role in a one-act opera and opera scenes in full production in English or the original language. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

**MUSC 155 Opera Workshop 2 Credits**

Students perform a secondary role in a one-act opera and opera scenes in full production in English or the original language. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

**MUSC 156 Opera Workshop 3 Credits**

Students perform a major role in a one-act opera and opera scenes in full production in English or the original language. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

**MUSC 161 Class Voice Instruction - Beginning 2 Credits**

Beginning voice students learn the fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Student option grading.

**MUSC 162 Class Voice Instruction - Intermediate 2 Credits**

Intermediate voice students learn the fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Prerequisites: Completion of MUSC 161 or permission of instructor. Student option grading.

**MUSC 163 Class Voice Instruction - Advanced 2 Credits**

Advanced voice students learn the fundamentals and basic techniques needed in vocal performance to enhance their ability to sing in a performing ensemble and/or perform in public. This course may be repeated for credit. Prerequisites: Completion of MUSC 162 or permission of instructor. Student option grading.

**MUSC 164 Musical Theater Performance 1 Credit**

Students perform a minor musical theater role in full production, accompanied by orchestra. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

**MUSC 165 Musical Theater Performance 2 Credits**

Students perform a secondary musical theater role in full production, accompanied by orchestra. Prerequisite: Instructor permission based on student audition. Mandatory decimal grading.

**MUSC 166 Musical Theater Performance 3 Credits**

Students perform a major musical theater role in full production, accompanied by orchestra. Prerequisite: Permission of instructor after audition. Mandatory decimal grading.

**MUSC 167 Voice-Dance Performance Techniques 1 2 Credits**

Students develop the ability to sing and move simultaneously in preparation for performing on stage in musical roles. Student option grading.

**MUSC 170 Private Instruction - Classical Voice 1 1 Credit**

Students sing in a variety of languages, prepare for and give public performances. Students receive one-on-one mentoring to nurture artistic goals and improve vocal technique. This course enables the vocal music major to transfer two years of applied study to universities, colleges, and conservatories. Prerequisite: Placement by audition and enrollment in SCC choral ensemble. Instructor approval required. Mandatory decimal grading.

**MUSC 175 Chamber Chorale**

Mixed voice choral ensemble open to all students. Styles include classical, jazz, pop, folk, and world music. Membership open to all. A short placement check will be performed in the first week of class to determine section placement. Student option grading.

**MUSC 180 Individual Instruction - Classical Piano I 1 Credit**

Individual instruction on technique and classical piano literature from various periods of time. Prerequisite: Reading knowledge of piano music. Permission of instructor. Mandatory decimal grading.

**MUSC 184 Private Instruction Popular Voice I 1 Credit**

Students are coached to sing in a variety of popular music styles preparing them to give public performances. Students receive one-on-one mentoring to nurture artistic goals and improve technique. Vocal exercises safely increase stamina and range while developing stylistic skills matching their genre of choice. Student option grading.

**MUSC 196 Individual Instruction Instrumental 1 Credit**

Individual instruction on string, woodwind, brass and percussion instruments. Instructor permission required. Mandatory decimal grading.

**MUSC 204 Improvisation I 2 Credits**

Improvisation I covers the basic elements of jazz improvisation, exploring various styles and idioms, and is open to all instrumentalists interested in playing jazz. Mandatory decimal grading.

**MUSC 205 Improvisation II 2 Credits**

Improvisation II covers intermediate elements of jazz improvisation while exploring various styles and idioms. The class is open to all instrumentalists and vocalists interested in playing jazz. Prerequisite: MUSC 204 or instructor permission. Mandatory decimal grading.

**MUSC 206 Jazz History 5 Credits**

Examine the history and development of jazz in the U.S. as well as its key historical figures, including Louis Armstrong, Duke Ellington, Charlie Parker, Miles Davis and others. Includes the study of issues that parallel the growth of jazz music in American society from 1900 to the present day. Student option grading.

**MUSC 207 The Craft of Songwriting 2 Credits**

Students examine the craft of writing a song and investigate how structure, melody, and lyrics function together to create a well-written song. The history of songwriting and the classic work of great songwriters are used to explore the process of songwriting. Student option grading.

**MUSC 210 Songwriting Workshop 2 Credits**

Explore songwriting techniques in a supportive community with other songwriters. Hone lyrics, sharpen melodies and polish song structure. Students will write and workshop numerous original works and develop their individual voices as songwriters. Prerequisite: MUSC 207 or instructor permission. Student option grading.

**MUSC 211 Diction for Singers-Italian/German 3 Credits**

Students perform musical compositions from the past three hundred years in both Italian and German. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Prerequisite: MUSC 161 or instructor permission. Mandatory decimal grading.

**MUSC 212 Diction for Singers-French/English 3 Credits**

Students perform musical compositions from the past 300 years in both French and English. This course stresses correct pronunciation through use of the International Phonetic Alphabet. Prerequisite: MUSC 211 or instructor permission. Student option grading.

**MUSC 224 Survey of Piano Literature 2 Credits**

Students learn essential characteristics of piano compositions from the Baroque through the 20th Century. Prerequisite: Intermediate reading level of piano music is recommended. Student option grading.

**MUSC 225 Collaborative Piano 2 Credits**

Pianists learn the skills and techniques of collaborating with vocal and instrumental soloists and ensembles. Intermediate or above reading level of piano music. Instructor permission required. Mandatory decimal grading.

**MUSC 226 Piano Pedagogy 2 Credits**

Students will learn repertoire/methods for teaching piano students in individual and group settings. Prerequisite: Intermediate reading level of piano music required. Student option grading.

**MUSC& 241 Second-Year Music Theory 5 Credits**

This course continues the study of traditional harmony with emphasis on modulation, mode mixture, formal analysis and the Neapolitan sixth. Advanced melodic and harmonic dictation, sight singing and keyboard assignments are included. Prerequisite: MUSC& 143 or equivalent with instructor permission. Mandatory decimal grading.

**MUSC& 242 Second-Year Music Theory 5 Credits**

This course continues the advanced study of traditional harmony. Topics include augmented sixth chords, enharmonic reinterpretation, chromatic modulation techniques. Advanced melodic and harmonic dictation, sight singing and keyboard assignments. Prerequisite: MUSC& 241 or permission of instructor. Mandatory decimal grading.

**MUSC& 243 Second-Year Music Theory 5 Credits**

Late 19th and 20th-century harmonic practice including, chromatic sequence, modes and synthetic scales, serialism and polytonality as well as 20th-century rhythmic techniques. Advanced melodic and harmonic dictation. Sight singing and keyboard assignments. Prerequisite: MUSC& 242 or permission of instructor. Mandatory decimal grading.

**MUSC 251 Class Piano for Music Theory IV Students 2 Credits**

Music theory students continue to learn piano skills and techniques required of music majors. Concurrent enrollment in MUSC& 241 is required. Mandatory decimal grading.

**MUSC 252 Class Piano for Music Theory V Students 2 Credits**

Music theory students continue to learn piano skills and techniques required of music majors. Concurrent enrollment in MUSC& 242 is required. Mandatory decimal grading.

**MUSC 253 Class Piano for Music Theory VI Students 2 Credits**

Music theory students continue to learn piano skills and techniques required of music majors. Concurrent enrollment in MUSC& 243 is required. Mandatory decimal grading.

**MUSC 264 Conducting 2 Credits**

A beginning class in conducting with emphasis on beat patterns, beat styles, score reading and preparation for conducting vocal and instrumental ensembles. Includes an overview of the history of the art of conducting. Prerequisite: Completion of First Year Theory sequence or instructor approval required. Mandatory decimal grading.

**MUSC 268 Voice-Dance Performance Techniques 2 2 Credits**

Students develop further skills in moving and singing simultaneously, including part singing and complex dance combinations. This course is a continuation of MUSC 167 for the more advanced student. Prerequisite: Completion of MUSC 167 or instructor permission. Student option grading.

**MUSC 270 Private Instruction - Classical Voice 2 1 Credit**

Students sing in a variety of languages, give public performances, and continue to receive one-on-one mentoring to nurture artistic goals and improve vocal technique. This course enables the vocal music major to transfer two years of applied study to universities, colleges, and conservatories. Placement by audition. Instructor approval required. Mandatory decimal grading.

**MUSC 280 Individual Instruction - Classical Piano II 1 Credit**

Individual instruction on advanced technique and classical piano literature. Prerequisite: Intermediate reading knowledge of piano music. Permission of instructor. Mandatory decimal grading.

**MUSC 284 Private Instruction Popular Voice II 1 Credit**

Students build on their ability to sing in a variety of popular music styles improving their ability to give public performances. Second-year students continue to receive one-on-one mentoring to nurture artistic goals and improve technique. Vocal exercises safely develop stylistic skills matching their areas of specialization. Student option grading.

**MUSC 291 Special Topics In Music 1 Credit**

Classes focus on specific issues and/or topics of interest in music.

**MUSC 292 Special Topics In Music 2 Credits**

Classes focus on specific issues and/or topics of interest in music.

**MUSC 293 Special Topics In Music 3 Credits**

Classes focus on specific issues and/or topics of interest in music.

**MUSC 294 Special Topics In Music 4 Credits**

Classes focus on specific issues and/or topics of interest in music.

**MUSC 295 Special Topics In Music 5 Credits**

Classes focus on specific issues and/or topics of interest in music.

**MUSC 296 Private Instruction Instrumental 1 Credit**

Individual instruction on string, brass, woodwind and percussion instruments. Prerequisite: MUSC 196 or instructor permission. Mandatory decimal grading.

**MUSC 297 Individual Project In Music 1 Credit**

Individual project in a specific area of music. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSC 298 Individual Project In Music 2 Credits**

Individual project in a specific area of music. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSC 299 Individual Project In Music 3 Credits**

Individual project in a specific area of music. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSIC TECHNOLOGY**

**MUSTC 100 Career Development 2 Credits**

A seminar to assist students in the exploration and development of a career in the music industry. Factual information is presented by professionals working in a variety of music-related careers. Student option grading.

**MUSTC 101 Survey of Music Recording/Publishing Business 2 Credits**

Students learn techniques for successful operation of businesses focusing in the area of music recording and publishing. Cash flow is tracked and evaluated throughout the industry. The course details income generated by studio ownership, artist royalties, broadcast royalties and contract negotiation. Student option grading.

**MUSTC 102 Rights and Methods In Multimedia 2 Credits**

Students learn techniques for the development and marketing of various multimedia products. They will be introduced to legal issues relating to content including copyrighting, trademark law, publicity and privacy rights, unions and other related organizations. Student option grading.

**MUSTC 106 Acoustics of Music 5 Credits**

Students are introduced to the acoustical properties of sound and music. The course begins with an introduction to simple vibrating systems, wave and wave propagation and progress and goes through the reception of sound, frequency and pitch to auditorium and room acoustics. Prerequisite: Successful completion of MATH 080 (2.0 or better) or placement into MATH 099. Student option grading.

**MUSTC 121 First-Year Audio Recording 1 3 Credits**

Students gain a working knowledge of signal flow in a modern multi-track recording facility through the study and application of acoustics, decibels and microphones. This course is the first of a structured three-course sequence. Student option grading.

**MUSTC 122 First-Year Audio Recording 2 3 Credits**

Students gain a deeper understanding of signal flow in a modern multi-track recording facility through the study and usage of recording consoles and signal processing. This course is the second of a structured three-course sequence. Student option grading.

**MUSTC 123 First-Year Audio Recording 3 3 Credits**

Students gain a deeper understanding of signal flow in a modern multi-track recording facility through the study and usage of audio recorders, amplifiers and speakers. This course is the third of a structured three-course sequence. Prerequisite: MUSTC 122 or instructor permission. Student option grading.

<p><b>MUSTC 131     Digital Audio Production 1     3 Credits</b> Introduction to ProTools. Manipulate the two main windows in ProTools and learn basic work flows. First in a series of three courses. Prerequisite: VCT 124 Mac Basics prior or simultaneously. Student option grading.</p>	<p><b>MUSTC 163     MIDI Drum Programming     2 Credits</b> Students learn to program drumbeats using available MIDI devices. A variety of styles and approaches are presented to develop skill in both real-time and step entry programming. Instruction is balanced between demonstration and hands-on learning. Prerequisite: MUSTC 151 or instructor permission. Student option grading.</p>
<p><b>MUSTC 132     Digital Audio Production 2     3 Credits</b> Intermediate ProTools. Manipulate audio and MIDI components of the software and study more complex production work flow. Second in series of three courses. Prerequisite: MUSTC 131 or equivalent with permission of instructor. Student option grading.</p>	<p><b>MUSTC 171     Dig. Audio Workstation I: Musical Digital Audio     5 Credits</b> Students learn the Digital Performer or Apple Logic application with an emphasis on the digital audio component of the application software. Students demonstrate and develop projects simulating a commercial recording studio environment. First in series of three courses. Student option grading.</p>
<p><b>MUSTC 133     Digital Audio Production 3     3 Credits</b> Sound design for static and dynamic applications and video games. Third course of 3 in series. Prerequisite: MUSTC 132 or equivalent with permission of instructor. Student option grading</p>	<p><b>MUSTC 172     Dig. Audio Workstation II: Static Sound Design     5 Credits</b> Students learn the Digital Performer or Apple Logic application as it applies to audio post-production of static sound design elements such as software graphical-user-interface (GUI), on-line audio and books-on-tape, simulating a commercial recording studio environment. Second in series of three courses. Prerequisite: MUSTC 171. Student option grading.</p>
<p><b>MUSTC 143     Introduction to Pop and Commercial Music Theory I     3 Credits</b> This course begins a process of study in ear training, harmony, rhythm, melody, nomenclature, and production skills necessary for success in pop and commercial music styles. Prerequisite: MUSC&amp; 142 or instructor permission. Student option grading.</p>	<p><b>MUSTC 173     Dig Audio Workstn III: Film &amp; Video Sound Design     5 Credits</b> Logic or Digital Performer video post-production simulating a commercial environment. Third in series of three courses. Prerequisite: MUSTC 172. Student option grading.</p>
<p><b>MUSTC 151     Introduction to MIDI     2 Credits</b> Course introduces students to MIDI music production using synthesizers, sequencers, samplers, drum machines, personal computers and electronic control devices. The history, transmission, and protocol of the MIDI data stream are examined. Instruction is balanced between demonstration and hands-on learning opportunities. Prerequisite: VCT 124 (may be taken concurrently) or instructor permission. Student option grading.</p>	<p><b>MUSTC 200     Navigating the New Music Business     3 Credits</b> As conventional models in the music business crumble, we investigate new revenue streams and emerging businesses on the web, incorporating social media into P.R. and how to network effectively. Explore new ways of creating, financing, promoting and distributing music. Student option grading.</p>
<p><b>MUSTC 152     MIDI Sequencing I     2 Credits</b> This course introduces students to MIDI sequencing technology using the Macintosh computer. Students learn basic MIDI production skills including real and step-time entry, quantization, looping, transposition, editing, and sound selection. The course features both demonstration and hands-on learning opportunities. Prerequisite: MUSTC 151. Student option grading.</p>	<p><b>MUSTC 201     Masters and Mentors     2 Credits</b> Students interact weekly with a different guest speaker from the local music community, including managers, label owners, studio owners, booking agents, entertainment lawyers and DIY musicians who bring real world credentials and expertise to the classroom. Student option grading.</p>
<p><b>MUSTC 153     MIDI Sequencing II     2 Credits</b> This course develops advanced skill in MIDI sequencing technology. Students learn MIDI functions including data manipulation in various editing environments, synchronization, humanization, and the use of plug-ins and virtual instruments. The course features a balance of demonstration and hands-on learning opportunities. Prerequisite: MUSTC 151, MUSTC 152. Student option grading.</p>	<p><b>MUSTC 221     Multitrack Music Production 1     3 Credits</b> Students learn the operation of a multitrack recording studio while working as engineers on mixing and basic recording projects. This course is the first of a structured three-course sequence. Prerequisite: MUSTC 123 or instructor permission. Student option grading.</p>
<p><b>MUSTC 154     Synthesizers: Modular, FM, Physical Modeling     4 Credits</b> Introducing creative sound design using a modular synthesis construction program to demonstrate underlying theory. Subtractive, modular and FM synths will be explained, using oscillators, EGs, filters and dynamic modulation controls. Prerequisite: Intro to Music Technology 101 or instructor permission. Student option grading.</p>	<p><b>MUSTC 222     Multitrack Music Production 2     3 Credits</b> Students exercise intermediate skills in multitrack music production while working as engineers and producers on recording projects. Emphasis is on the development of a student recording portfolio. This course is the second of a structured three-course sequence. Prerequisite: MUSTC 221 or equivalent with permission of instructor. Student option grading.</p>
<p><b>MUSTC 155     Synthesizers: Sampling, Wavetable, Granular     4 Credits</b> Learn the fundamental processes associated with sampling (looping, keyboard mapping, velocity layers, instrument building, and beat creation) and introduces other related methods of synthesis wavetable and granular synthesis. Uses a modular synth construction software application for analysis of concepts. Prerequisite: MUSTC 151 - Intro to MIDI or instructor permission. Student option grading.</p>	<p><b>MUSTC 223     Multitrack Music Production 3     3 Credits</b> Students exercise advanced skills in multitrack music production while working as engineers and producers on recording projects. Emphasis is on the development of a student recording portfolio. This course is the third of a structured three-course sequence. Prerequisite: MUSTC 222 or equivalent with permission of instructor. Student option grading.</p>

**MUSTC 231 Audio Post I - Digital Music Production 5 Credits**

Provides students with a working understanding of advanced non-linear digital production of music using digital audio workstations in a recording studio environment. Portfolio materials demonstrate music recording, mixing and mastering techniques. First in series of three courses. Prerequisite: MUSTC 133 or instructor permission. Student option grading.

**MUSTC 232 Audio Post II - Digital Radio Production 5 Credits**

Advanced radio broadcast-oriented commercial, public service, short- and long-form programming non-linear digital production using digital audio workstations in a recording studio environment, based on a broadcast paradigm (quick turnaround, high-volume production of time-sensitive audio content.) 2nd in series. Prerequisite: MUSTC 131, MUSTC 132, MUSTC 133, MUSTC 231 and VCT 124, or Instructor Permission. Student option grading.

**MUSTC 233 Audio Post III - Digital Audio for Video 5 Credits**

Design music, sound effects, and other creative audio components for existing video material, using advanced production techniques on a non-linear digital audio workstation. Learn standards and practices used in the post-production industry in a recording studio environment. 3rd in series of 3. Prerequisite: MUSTC 133, MUSTC 232 or instructor permission. Student option grading.

**MUSTC 241 Pop and Commercial Music Theory I 5 Credits**

Basic music theory concepts as applied to pop and commercial music. Includes ear training and basic harmonic, rhythmic, and melodic applications in popular styles. Techniques for creating four-part harmony typical of horn and string accompaniments in commercial music. Prerequisite: MUSTC 143 or permission of instructor. Student option grading.

**MUSTC 242 Pop and Commercial Music Theory II 5 Credits**

Music theory concepts to develop skills for analysis and construction of pop and commercial music. Harmonic, rhythmic, and melodic applications used in the industry. Creation of string and horn accompaniments to enhance the rhythm section. Prerequisite: MUSTC 241. Student option grading.

**MUSTC 243 Pop and Commercial Music Theory III (5) 5 Credits**

Application of music theory concepts to create commercially viable pop music. Advanced ear training, arranging, production techniques, chord substitution, progressions in non-diatonic function. Counterpoint technique in pop music. Individualized creative projects accumulate techniques acquired in 3-quarter sequence. Prerequisite: MUSTC 242 or equivalent with permission of instructor. Student option grading.

**MUSTC 250 Class Piano for Popular and Commercial Music 2 Credits**

MUSTC 250 focuses on rhythmic and melodic improvisation techniques for performers, arrangers, and composers. Students play along with pre-recorded rhythm tracks using common chord progressions. Skills in reading standard music notation are NOT essential for success in the course. Prerequisite: MUSC 151 with a grade of 2.0 or better, or instructor permission. Mandatory decimal grading.

**MUSTC 271 Advanced Electronic Music Production I 4 Credits**

Students gain advanced techniques in the creation of new musical timbres through advanced synthesis-patch and sample-patch design. Students learn to use these sounds through practical application within their own MIDI-based musical compositions. Prerequisite: MUSTC 151, MUSTC152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173 or instructor permission. Mandatory decimal grading.

**MUSTC 272 Advanced Electronic Music Production II 4 Credits**

Students acquire techniques for producing realistic sounding emulations of acoustic instruments through the use of sequencers, synthesizers and samplers. Students also learn to incorporate recorded, acoustic instruments into their electronic music sequences. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173, MUSTC 264 or instructor permission. Mandatory decimal grading.

**MUSTC 273 Advanced Electronic Music Production III 4 Credits**

Students acquire techniques in composing music for other media and will compose and produce music for film scores, video games, and other media. Prerequisite: MUSTC 151, MUSTC 152, MUSTC 153, MUSTC 161, MUSTC 162, MUSTC 163, MUSTC 171, MUSTC 172, MUSTC 173, MUSTC 264, MUSTC 265 or instructor permission. Mandatory decimal grading.

**MUSTC 274 Music Technology Portfolio Development 2 Credits**

Create a professional portfolio which includes samples of student's work and is tailored to each student. Prerequisite: Second-year standing and completion of advanced Music Technology courses, or with instructor permission. Student option grading.

**MUSTC 290 Internship In Music Business 1-5 Credits**

Application of music business techniques and theories in an off-campus environment. Site approval must be obtained by student. This variable credit course may be repeated. Prerequisite: Completion of at least 45 credits in Entertainment Business program and instructor's permission. Student option grading.

**MUSTC 291 Special Topics In Music Technology 1 Credit**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSTC 292 Special Topics In Music Technology 2 Credits**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSTC 293 Special Topics In Music Technology 3 Credits**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSTC 294 Special Topics In Music Technology 4 Credits**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSTC 295 Special Topics In Music Technology 5 Credits**

Classes focus on specific issues and/or topics of interest in music technology.

**MUSTC 297 Individual Project In Music Technology 1 Credit**

Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSTC 298 Individual Project In Music Technology 2 Credits**

Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**MUSTC 299 Individual Project In Music Technology 3 Credits**

Individual project is a specific area of music technology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Mandatory decimal grading.

**NURSING - 6 QUARTER**

**NURS 067 Fundamentals of Caregiving 2.5 Credits**

This course meets the Washington State requirements for 'Fundamentals of Care Giving' certificate in order to be employed in community care giving settings. Mandatory P/NC grading.

**NURS 068 Receiving Nurse Delegation 1 Credit**

This course prepares the student to receive delegation of selected nursing tasks under the Washington State Nurse Delegation regulations. Mandatory P/NC grading.

**NURS 069 Nursing Assistant Training 6.5 Credits**

This course prepares the student to be a nursing assistant. Federal and state requirements for taking the Nursing Assistant Certification Examination will be included. Mandatory P/NC grading.

**NURS 070 Comprehensive Nursing Assistant Training 15 Credits**

This course prepares the student to be a nursing assistant for the care of residents of community and long term care facilities. Requirements for 'Fundamentals of Care Giving,' 'Nurse Delegation,' and federal and state requirements for taking the Nursing Assistant Certification examination will be included. Mandatory P/NC grading.

**NURS 094 Success Strategies for Nursing Students 2 Credits**

Support for academic success in nursing. Includes reading, study, and test-taking skills, working in culturally diverse groups, drug dosage computation, and campus support services. An optional course recommended for those interested in improving academic skills or for whom English is not the native language. Prerequisite: Admission to the Nursing program. Concurrent enrollment in NURS 121 or permission required. Mandatory P/NC grading.

**NURS 095 Critical Thinking In the Nursing Process 2 Credits**

An optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Advanced placement LPN student or concurrent enrollment in NURS 152 or permission. Mandatory P/NC grading.

**NURS 121 Communication In Nursing 3 Credits**

Application of basic princ. of communication and human relations to health care settings. Identification of problems in relationships and techniques for working with people of diverse backgrounds in health care environments. Equiv. to NURSE 121. Prerequisite: Admission to the Nursing Program. Concurrently with NURS 131. Mandatory decimal grading.

**NURS 131 Skills Practice Laboratory for Communication 1 Credit**

Practice of communication skills including diverse clients with varying preferences, values, and needs. Includes professionalism, self-awareness and impact on communication, group process, and interprofessional relationships. Prerequisite: Admission to the Nursing program. Mandatory P/NC grading.

**NURS 141 Foundations of Nursing Practice 3 Credits**

Describes organizing framework foundational to the nursing program. Concepts include: critical thinking, nursing process, patient-centered care, homeostasis, and environment with emphasis on human needs and lifespan regarding the older adult. Socialization into the nursing profession is emphasized. Prerequisite: Admission to the Nursing Program. Concurrent with NURS 151 and 161. Mandatory decimal grading.

**NURS 142 Nursing Practice and Common Health Disturbances 5 Credits**

Nursing care for persons with common health disturbances related to: immobility, malnutrition, infection, inflammation, healing, pain, perioperative care, unconsciousness, dementia, diabetes, integumentary and musculoskeletal disorders and end of life issues. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 152 & 162. Mandatory decimal grading.

**NURS 143 Nursing Practice and Complex Health Disturbances I 6 Credits**

Third course in the nursing sequence with emphasis on hospitalized patients with complex health disturbances. Focus is on the surgical experience, fluid, electrolyte and acid-base balance, respiratory, cardiac, neurological, immunological, cancer, gastrointestinal, endocrine, and sensory disturbances. Prerequisite: NURS 142, 152 and 162 with 2.0 or higher or advanced placement LPN entry. Mandatory decimal grading.

**NURS 151      Nursing Foundations Practicum 4 Credits**

Provides opportunity for student to apply the nursing process, communication techniques, and basic nursing skills in a long-term care setting. Equiv. to NURSE 142. Prerequisite: Admission to the Nursing Program. Concurrently with NURS 141 and 161. Mandatory P/NC grading.

**NURS 152      Common Health Disturbances Practicum 4 Credits**

Provides the opportunity to expand the use of nursing process and technical skills when caring for hospitalized persons. Emphasizes medication administration, health teaching and interpersonal communication. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 142, 162. Mandatory P/NC grading.

**NURS 153      Complex Health Disturbances I Practicum 5 Credits**

Students provide care for hospitalized individuals with complex health disturbances. Emphasis on persons undergoing surgery and intravenous management. Prerequisite: NURS 142, 152, and 162 with 2.0 or higher. Mandatory P/NC grading.

**NURS 161      Skills Practice Laboratory I 1 Credit**

Provides on-campus experience practicing basic nursing skills. Equiv. to NURSE 132. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in NURS 141 and 151. Mandatory P/NC grading.

**NURS 162      Skills Practice Laboratory II 1 Credit**

Provides progression in the practice of nursing skills in an on-campus laboratory setting. Prerequisite: NURS 121, 131, 141, 151, 161. Taken concurrently with NURS 142 and 152. Mandatory P/NC grading.

**NURS 163      Skills Practice Laboratory III 1 Credit**

Third course in the nursing skills lab sequence. Students practice and demonstrate nursing skills in an on-campus laboratory setting. Prerequisite: NURS 142, 152, and 162 with 2.0 or higher, or advanced placement LPN entry. Mandatory P/NC grading.

**NURS 221      Nursing Practice and Complex Health Disturbances II 2.5 Credits**

Fourth course in the nursing sequence, with emphasis on care of the person with complex health disturbances. Focuses on neurological, biliary, genitourinary, renal and reproductive system dysfunctions. Nursing role with toxic agent exposure and disaster management is included. Prerequisite: NURS 143 completed with 2.0 or above and 153, 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 231. Mandatory decimal grading.

**NURS 222      Nursing Practice and the Childbearing Family 3 Credits**

Fifth course in the nursing sequence which focuses on the physiological and psychological changes occurring during the childbearing experience, including care of the mother, newborn, and family unit. Explores cultural implications and diverse approaches and attitudes regarding childbearing. Prerequisite: NURS 221 and 241 completed with 2.0 or above and NURS 231 and 251 with Pass. Taken concurrently with NURS 232. Mandatory decimal grading.

**NURS 223      Nursing Practice and Complex Health Disturbances III 3 Credits**

Sixth course in the nursing sequence with emphasis on care of persons with complex health disturbances. Focuses on hematopoietic disorders, acute renal, cardiac, and respiratory disorders, trauma, severe burns, and the hospitalized child. Concepts of pharmacology are integrated. Prerequisite: NURS 222 and 242 completed with 2.0 or above and NURS 232 and 252 with Pass. Taken concurrently with NURS 233. Mandatory decimal grading.

**NURS 231      Complex Health Disturbances II Practicum 5 Credits**

Students provide care for hospitalized individuals with complex health disturbances. Prerequisite: NURS 143 completed with 2.0 or above, NURS 153 & 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 221. Mandatory P/NC grading.

**NURS 232      Nursing and Childbearing Family Practicum 4 Credits**

Expands use of the nursing process and advanced skills to the care of the childbearing family unit with emphasis on antepartal, intrapartal and postpartal care of mothers and newborns in both acute care and community settings. Prerequisite: NURS 221 and 241 completed with 2.0 or above and NURS 231 and 251 with Pass. Taken concurrently with NURS 222. Mandatory P/NC grading.

**NURS 233      Complex Health Disturbances III Practicum 4 Credits**

Sixth course in nursing sequence with clinical nursing practice in acute care setting. Students apply theory attained in all previous levels as well as NURS 223. Focuses on transition to registered nurse role. Prerequisite: NURS 222 and 242 completed with 2.0 or above and NURS 232 and 252 with Pass. Taken concurrently with NURS 223. Mandatory P/NC grading.

**NURS 241      Nursing Practice and Psychosocial Disturbance 2.5 Credits**

Concepts of mental health, psychopathology, treatment modalities, psychopharmacology and the effect of culture and development on mental health status, and the mental health system and its effects on individuals are explored. Principles of psychosocial nursing and work with the interdisciplinary team are emphasized. Prerequisite: NURS 143 with 2.0 or above, NURS 153 & 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 251. Mandatory decimal grading.

**NURS 242      Nursing Practice and Health Promotion 3.5 Credits**

Nursing course focuses on maintaining and promoting optimal health in individuals and families across the life span. Emphasis on vulnerable populations experiencing disparities related to power and privilege. Prerequisite: NURS 221 and 241 completed with 2.0 or above and NURS 231 and 251 with Pass. Taken concurrently with NURS 252. Mandatory decimal grading.

**NURS 243      Managing Nursing Care In the Health Care System 3 Credits**

Basic management theory applied to nursing and the management of patient/client care. Explores the challenges, issues, and trends affecting the nursing profession and the health care system of today. Provides information related to legal issues surrounding licensure and practice. Prerequisite: NURS 222 and 242 completed with 2.0 or above and NURS 232 and 252 with Pass. Taken concurrently with NURS 253. Limited to students in Nursing Program. Mandatory decimal grading.

<b>NURS 251</b>	<b>Psychosocial Disturbance Practicum</b>	<b>2 Credits</b>	<b>NURS 290</b>	<b>Leadership Experience In Nursing</b>	<b>1 Credit</b>
<p>Provision of care for persons with psychiatric disturbances in a variety of settings. Working with interdisciplinary team is emphasized. Prerequisite: NURS 143 completed with 2.0 or higher and NURS 153 &amp; 163 with Pass. Advanced Placement LPN students need NURS 095, 121, 131, 143, 163. Taken concurrently with NURS 241. Mandatory P/NC grading.</p>			<p>An elective course that focuses on support for students in leadership positions in organizations. Emphasizes developing skills for group leading, recruitment of others into the organization's programs, organizing and planning events, fund raising, and managing conflict within organizations. Prerequisite: Admission to the Nursing Program. Concurrent enrollment in other nursing courses or permission is required. Mandatory P/NC grading.</p>		
<b>NURS 252</b>	<b>Nursing and Health Promotion Practicum</b>	<b>1.5 Credits</b>	<b>NURS 291</b>	<b>Special Topics In Nursing</b>	<b>1 Credit</b>
<p>Nursing practicum in ambulatory and community settings with focus on use of nursing process and promoting health in vulnerable populations experiencing disparities. Prerequisite: NURS 221 and 241 completed with 2.0 or above. NURS 231 and 251 with Pass. Taken concurrently with NURS 242. Mandatory P/NC grading.</p>			<p>Classes focusing on specific issues and/or topics of interest in nursing.</p>		
<b>NURS 253</b>	<b>Managing Nursing Care Practicum</b>	<b>2 Credits</b>	<b>NURS 292</b>	<b>Special Topics In Nursing</b>	<b>2 Credits</b>
<p>Apply basic leadership/management theories to leading the nursing team and managing care for a group of clients. Emphasis on regulation of nursing practice and transition to nursing practice in the RN role. Prerequisite: NURS 222 and 242 completed with 2.0 or above and NURS 232 and 252 with Pass. Taken concurrently with NURS 243. Limited to students accepted into the Nursing Program. Mandatory P/NC grading.</p>			<p>Classes focusing on specific issues and/or topics of interest in nursing.</p>		
<b>NURS 266</b>	<b>Cardiac Monitoring</b>	<b>2 Credits</b>	<b>NURS 293</b>	<b>Special Topics In Nursing</b>	<b>3 Credits</b>
<p>Optional nursing course. Fundamentals of bedside cardiac monitoring and dysrhythmia interpretation. Prerequisite: Enrollment in second year of registered nursing program or current nursing licensure. Mandatory P/NC grading.</p>			<p>Classes focusing on specific issues and/or topics of interest in nursing.</p>		
<b>NURS 267</b>	<b>Intravenous Therapy</b>	<b>2 Credits</b>	<b>NURS 294</b>	<b>Special Topics In Nursing</b>	<b>4 Credits</b>
<p>Optional nursing course. Concepts include: Intravenous fluid types, equipment, indications for therapy, site selection, compatibility, drip titration, dosage and rate calculation, site maintenance, and complications. Live IV insertion practice is not included. Prerequisite: Currently enrolled in second year of nursing program or licensure as a nurse. Mandatory P/NC grading.</p>			<p>Classes focusing on specific issues and/or topics of interest in nursing.</p>		
			<b>NURS 295</b>	<b>Special Topics In Nursing</b>	<b>5 Credits</b>
			<p>Classes focusing on specific issues and/or topics of interest in nursing.</p>		
			<b>NURS 297</b>	<b>Individual Project In Nursing</b>	<b>1 Credit</b>
			<p>Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.</p>		
			<b>NURS 298</b>	<b>Individual Project In Nursing</b>	<b>2 Credits</b>
			<p>Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.</p>		
			<b>NURS 299</b>	<b>Individual Project In Nursing</b>	<b>3 Credits</b>
			<p>Individual project in a specific area of nursing. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience.</p>		

## NURSING - 10 QUARTER

<b>NURSE 095</b>	<b>Success Strategies I - 10 QTR</b>	<b>1 Credit</b>	<b>NURSE 097</b>	<b>Critical Thinking In the Nursing Process I - 10 QTR</b>	<b>1 Credit</b>
<p>Support for academic success in nursing. Includes reading, study, and test-taking skills, working in culturally diverse groups and campus support services. An optional course recommended for students interested in improving academic skills or who are non-native English speakers. Prerequisite: Current enrollment in 10 Quarter Nursing Program. Mandatory P/NC Grading.</p>			<p>An optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Current enrollment in 10-Quarter Nursing Program. Mandatory Pass/NC grading.</p>		
<b>NURSE 096</b>	<b>Success Strategies II - 10 QTR</b>	<b>1 Credit</b>	<b>NURSE 098</b>	<b>Critical Thinking In the Nursing Process II - 10 QTR</b>	<b>1 Credit</b>
<p>Support for academic success in nursing. Includes reading, study, drug dosage computation, working in culturally diverse groups, &amp; campus support services. An optional course recommended for students interested in improving academic skills or who are non-native English speakers. Prerequisite: Current enrollment in 10 Quarter Nursing Program. Mandatory P/NC grading.</p>			<p>Continuation of an optional problem-solving seminar designed to assist students in developing their critical thinking skills in relationship to the nursing process. Emphasis will be on case studies. Prerequisite: Current enrollment in 10 Quarter Nursing Program. Mandatory P/NC grading.</p>		

**NURSE 121      Communication In                      3 Credits**  
**Nursing - 10 QTR**

Students apply basic principles of communication and human relations to health care settings. Includes identification of problems in human relationships and techniques for working successfully with clients, families, co-workers, and others of diverse backgrounds in the health care environment. Equiv. to NURS 121. Prerequisite: Admission to the 10 quarter option of the nursing program. Mandatory decimal grading.

**NURSE 122      Foundations of                              3 Credits**  
**Nursing Practice - 10 QTR**

Organizing framework foundational to the nursing program. Concepts include critical thinking, nursing process, total person, homeostasis, environment, human needs, lifespan development of the older adult, and responsibilities of the RN. Equiv to NURS 141. Prerequisite: NURSE 121 and 131. Concurrent with NURSE 132 and 142. Mandatory decimal grading.

**NURSE 123      Nursing Practice and Common 7 Credits**  
**Health Disturbances - 10 QTR**

Nsg care for persons with common health disturbances related to immobility, malnutrition, infection, inflammation, healing, pain, peri-operative care, unconsciousness, diabetes, musculoskeletal disorders, & end-of-life issues across the life span. Includes nsg skills practice labs and clinical practicum to care for hospitalized persons. Prerequisites: NURSE 121, 131, 122, 132, 142. Mandatory decimal grading.

**NURSE 124      Nursing Practice and Complex 6.5 Credits**  
**Health Disturbances I - 10 QTR**

First course in nursing sequence that focuses on nursing care for persons with complex health disturbances. Emphasis on electrolyte and acid-base imbalances and respiratory conditions. Includes nsg skills practice labs and clinical practicum to care for complex hospitalized individuals, primarily those individuals undergoing surgery. Prerequisite: NURSE 123. Mandatory decimal grading.

**NURSE 125      Nursing Practice and Complex 6.5 Credits**  
**Health Disturbances II - 10 QTR**

Second course in sequence that focuses on nursing care for persons with complex health disturbances. Emphasis on cardiovascular, shock, neurological, immunological, cancer, gastrointestinal, endocrine, sensory, and integumentary problems. Includes nsg skills practice labs. Prerequisite: NURSE 124. Mandatory decimal grading.

**NURSE 131      Communication                              1 Credit**  
**Skills Lab - 10 QTR**

Practice of communication skills including communicating within the health care team and with clients; group process; and responding to individuals with varying needs, ages, and problems. Techniques for managing personal stress in health care settings are explored. Instructor approval required. Equiv. to NURS 131. Prerequisite: Admission to the 10 quarter option of the Nursing Program. Mandatory P/NC grading.

**NURSE 132      Skills Practice Lab - 10 QTR              1 Credit**

Provides on-campus experience practicing basic nursing skills. Equiv. to NURS 161. Prerequisite: NURSE 121 and 131. Concurrent enrollment in NURSE 122 and 142. Mandatory P/NC grading.

**NURSE 142      Nursing Foundations                      4 Credits**  
**Practicum - 10 QTR**

Provides opportunity for student to apply the nursing process, communication techniques, and basic nursing skills in a long-term care setting. Equiv. to NURS 151. Prerequisite: NURSE 121 and 131. Concurrently with NURSE 122 and 132. Mandatory P/NC grading.

**NURSE 221      Nursing Practice and                      2.5 Credits**  
**Complex Health Disturb III - 10 QTR**

Third course in four course series of nursing care for patients with complex health disturbances with emphasis on care of persons with conditions of the neurological, hepato-biliary, genitourinary, renal and reproductive systems. Nursing role with toxins and bioterrorism is included. Equiv. to NURS 221. Prerequisite: NURSE 125. Mandatory decimal grading.

**NURSE 222      Nursing Practice and                      3.5 Credits**  
**Health Promotion - 10 QTR**

Provides knowledge related to maintaining and promoting optimal health for individuals and families. Discusses health disparity as it relates to power/privilege. Emphasis is on supporting client self-determination and self care in the home and community. Equiv. to NURS 242. Prerequisite: NURSE 221 & 231. Mandatory decimal grading.

**NURSE 223      Nursing Prac and the                      3 Credits**  
**Childbearing Family - 10 QTR**

Provides knowledge related to physiological and psychological changes occurring during the childbearing experience. Major focus is homeostasis for mother, newborn, and family unit. Explores cultural implications and diverse approaches and attitudes regarding childbearing. Equiv. to NURS 222. Prerequisite: NURSE 222 & 232. Mandatory decimal grading.

**NURSE 224      Managing Care In the                      3 Credits**  
**Health Care System - 10 QTR**

Presents basic management theory applied to nursing and the management of patient/client care. Explores the challenges, issues, and trends affecting the nursing profession and the health care system of today. Provides information relative to legal issues surrounding nursing practice. Equiv. to NURS 243. Prerequisite: NURSE 223, 233, and 243. Mandatory decimal grading.

**NURSE 225      Nursing Prac and Complex              3 Credits**  
**Complex Health Disturb IV - 10 QTR**

Final course in the nursing sequence focusing on nursing care of persons throughout the life-span with complex health disorders related to hematopoietic disorders; acute renal, cardiac, and respiratory disorders, trauma, severe burns and the hospitalized child. Pharmacology is integrated. Equiv. to NURS 223. Prerequisite: NURSE 224 and 234. Mandatory decimal grading.

**NURSE 231      Complex Health Disturbances 6.5 Credits**  
**Practicum I - 10 QTR**

Clinical practicum where students apply theoretical concepts from NURSE 221 in providing care to hospitalized individuals with complex health disturbances. Prerequisite: NURSE 125. Mandatory P/NC grading.

**NURSE 232      Nursing and Health                      1.5 Credits**  
**Promotion Practicum - 10 QTR**

Clinical practice in ambulatory and community settings. The major focus is on use of nursing process and promoting health and self determination with consideration of underserved populations. Equiv. to NURS 252. Prerequisite: NURSE 221 & 231. Mandatory P/NC grading.

**NURSE 233      Nursing and Childbearing      4 Credits**  
**Family Practicum - 10 QTR**

Expands use of the nursing process and advanced skills to the care of the childbearing family unit with emphasis on antepartal, intrapartal and postpartal care of mothers and newborns in both acute care and community settings. Equiv. to NURS 232. Prerequisite: NURSE 222 & 232. Mandatory P/NC grading.

**NURSE 234      Managing Nursing      2 Credits**  
**Care Practicum - 10 QTR**

Clinical practicum where basic management theory and nursing theory from entire program are applied to the management of patient/client care. Emphasis on moving into the registered nursing role. Equiv. to NURS 253. Prerequisite: NURSE 223, 233, and 243. Mandatory P/NC grading.

**NURSE 235      Complex Health Disturbances      4 Credits**  
**Practicum II - 10 QTR**

Clinical nursing practice in an acute care setting in which students are to apply theory attained in all previous levels as well as theory of NURSE 225. Focuses on transition to registered nurse role. Equiv. to NURS 233. Prerequisite: NURSE 224 AND 234. Mandatory P/NC grading.

**NURSE 242      Nursing Pract and      2.5 Credits**  
**Psychsocial Disturbance - 10 QTR**

Concepts of mental health; psychopathology; treatment modalities; psychopharmacology and the effect of culture and development on mental health status; and the mental health system and its effect on individuals are explored. Principles of psychosocial nursing and work with the interdisciplinary team are emphasized. Equiv. to NURS 241. Prerequisite: NURSE 121, 131, 221, and 231. Mandatory decimal grading.

**NURSE 243      Psychsocial Disturbances      2 Credits**  
**Practicum - 10 QTR**

Clinical practicum providing care to individuals with psychiatric disturbances in a variety of settings. Working with an interdisciplinary team is emphasized. Equiv. to NURS 251. Prerequisite: NURSE 242. Mandatory P/NC grading.

**NURSING ASSISTANT - CERTIFIED**

**NAC 101      Nursing Assistant (NAC)      13 Credits**  
**Theory and Skills Lab I**

This course prepares students for the WA State Nursing Assistant exam for state certification. It includes the essentials of care giving, body systems, basic nutrition, and infection control. Hands-on training is provided in a supervised laboratory setting where students master the skills required for state certification. Prerequisite: Acceptance into the NAC program. Non-ESL students: CASAS score of 220 in reading and either CASAS score of 220 in math or passing grade on NAC math assessment test. ESL students: CASAS score of 220 in reading and listening, passing score on NAC math assessment test or instructor permission. Mandatory P/NC grading.

**NAC 102      Nursing Assistant (NAC)      10 Credits**  
**Theory and Skills Lab II**

Further prepares students for the WA State Nursing Assistant exam for state certification. Training is provided in the supervised laboratory setting and includes: hands-on care giving, body systems, basic nutrition, and infection control where students will master skills required for state certification. Intended for ABE students. Prerequisite: Successful completion of NAC 101 with a Pass; concurrent enrollment in NAC 104. Mandatory P/NC grading.

**NUTRITION**

**NUTR & 101      Nutrition      5 Credits**

A general study of nutrients in food, its digestion, absorption and metabolism. Course also deals with energy balance, weight control, nutritional assessment and improvement of general well-being. Prerequisite: Recommended completion of MATH 070 and ENGL 099 or EAP 099. Student option grading.

**NUTR & 101W      Nutrition      5 Credits**

A general study of nutrients in food, its digestion, absorption and metabolism. Course also deals with energy balance, weight control, nutritional assessment and improvement of general well-being. Prerequisite: Recommended completion of MATH 070 and ENGL 099 or EAP 099. Student option grading.

**NUTR 188      Nutrition and Fitness      3 Credits**

This course is designed for anyone wanting to improve their health through nutrition and fitness, from recreational exercisers to serious athletes. Included are discussions of fitness goals and guidelines, nutrients and energy systems, weight maintenance, eating disorders, nutrition misinformation, and supplement use. Dual listed with PE 188. Prerequisites: Recommended completion of MATH 070 and ENGL 099 or EAP 099.

**NUTR 293      Special Topics In Nutrition      3 Credits**

Classes focusing on specific issues and/or topics on interest in nutrition. Student option grading.

**NUTR 297      Individual Project In Nutrition      1 Credit**

Individual project in a specific area of nutrition. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational & work experience. Student option grading.

**NUTR 298 Individual Project In Nutrition 2 Credits**  
 Individual project in a specific area of nutrition. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational & work experience. Student option grading.

**NUTR 299 Individual Project In Nutrition 3 Credits**  
 Individual project in a specific area of nutrition. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational & work experience. Student option grading.

## OCEANOGRAPHY

**OCEA & 101 Introduction to Oceanography 5 Credits**  
 Study of the sea floor features, the earth's interior, ancient sea levels and climates, pollutants, nutrients, ocean currents, waves, beaches, tides and habitats. Labs on rocks, charts and navigation, sea water and organisms of the sea. Prerequisite: ENGL& 101 and MATH 080 with 2.0 or better. Student option grading.

**OCEA 298 Individual Project In Oceanography 2 Credits**  
 Individual project in a specific area of oceanography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**OCEA 174 Underwater Photography 2 Credits**  
 Fundamentals of taking pictures underwater. Suitable films, cameras and underwater housings are demonstrated. The properties of light under water and special lighting effects are discussed. Pictures taken underwater are then critiqued in class. Prerequisite: PE 120. Student option grading.

**OCEA 299 Individual Project In Oceanography 3 Credits**  
 Individual project in a specific area of oceanography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

**OCEA 297 Individual Project In Oceanography 1 Credit**  
 Individual project in a specific area of oceanography. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students educational and work experience. Student option grading.

## PARENT EDUCATION

**PARED 114 Parent Cooperative Preschool 1: 0-1, 1-Day 2 Credits**  
 Lecture/lab for parents of birth to one year olds; PARED 114/115/116 together cover parenting the infant: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 124 Parent Cooperative Preschool 1: 1-2, 1-Day 2 Credits**  
 Lecture/lab for parents of 8mo-2 year olds; PARED 124/125/126 together cover parenting the 8mo-2 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 115 Parent Cooperative Preschool 2: 0-1, 1-Day 2 Credits**  
 Lecture/lab for parents of birth to one year olds; PARED 114/115/116 together cover parenting the infant: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 125 Parent Cooperative Preschool 2: 1-2, 1-Day 2 Credits**  
 Lecture/lab for parents of 8mo-2 year olds; PARED 124/125/126 together cover parenting the 8mo-2 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 116 Parent Cooperative Preschool 3: 0-1, 1-Day 2 Credits**  
 Lecture/lab for parents of birth to one year olds; PARED 114/115/116 together cover parenting the infant: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 126 Parent Cooperative Preschool 3: 1-2, 1-Day 2 Credits**  
 Lecture/lab for parents of 8mo-2 year olds; PARED 124/125/126 together cover parenting the 8mo-2 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 134      Parent Cooperative                      2 Credits**  
**Preschool 1:2-3, 1-Day**

Lecture/lab for parents of 2-3 year olds; 1-day/week option. PARED 134/135/136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Mandatory P/NC grading.

**PARED 135      Parent Cooperative                      2 Credits**  
**Preschool 2:2-3, 1-Day**

Lecture/lab for parents of 2-3 year olds; 1-day/week option. PARED 134/135/136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Mandatory P/NC grading.

**PARED 136      Parent Cooperative                      2 Credits**  
**Preschool 3:2-3, 1-Day**

Lecture/lab for parents of 2-3 year olds; 1-day/week option. PARED 134, 135, 136 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Mandatory P/NC grading.

**PARED 137      Parent Cooperative                      2 Credits**  
**Preschool 1:2-3, 2-Day**

Lecture/lab for parents of 2-3 year olds; 2-day/week option. PARED 137/138/139 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Mandatory P/NC grading.

**PARED 138      Parent Cooperative                      2 Credits**  
**Preschool 2:2-3, 2-Day**

Lecture/lab for parents of 2-3 year olds; 2-day/week option. PARED 137/138/139 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Mandatory P/NC grading.

**PARED 139      Parent Cooperative                      2 Credits**  
**Preschool 3:2-3, 2-Day**

Lecture/lab for parents of 2-3 year olds; 2-day/week option. PARED 137/138/139 together cover parenting the 2-3 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language and literacy development. Instructor approval required. Mandatory P/NC grading.

**PARED 144      Parent Cooperative                      3 Credits**  
**Preschool 1: 3-4, 3-Day**

Lecture/lab for parents of 3-4 year olds; PARED 144/145/146 together cover parenting the 3-4 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 145      Parent Cooperative                      3 Credits**  
**Preschool 2: 3-4, 3-Day**

Lecture/lab for parents of 3-4 year olds; PARED 144/145/146 together cover parenting the 3-4 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 146      Parent Cooperative                      3 Credits**  
**Preschool 3: 3-4, 3-Day**

Lecture/lab for parents of 3-4 year olds; PARED 144/145/146 together cover parenting the 3-4 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 154      Parent Cooperative                      3 Credits**  
**Preschool 1: 4-5, 3-Day**

Lecture/lab for parents of 4-5 year olds; PARED 154/155/156 together cover parenting the 4-5 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 155      Parent Cooperative                      3 Credits**  
**Preschool 2: 4-5, 3-Day**

Lecture/lab for parents of 4-5 year olds; PARED 154/155/156 together cover parenting the 4-5 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 156      Parent Cooperative                      3 Credits**  
**Preschool 3: 4-5, 3-Day**

Lecture/lab for parents of 4-5 year olds; PARED 154/155/156 together cover parenting the 4-5 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 157      Parent Cooperative                      3 Credits**  
**Preschool 1:5-6, 3-Day**

Lecture/lab for parents of 5-6 year olds; PARED 157/158/159 together cover parenting the 5-6 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 158      Parent Cooperative                      3 Credits**  
**Preschool 2: 5-6, 3-Day**

Lecture/lab for parents of 5-6 year olds; PARED 157/158/159 together cover parenting the 5-6 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 159      Parent Cooperative                      3 Credits**  
**Preschool 3:5-6, 3-Day**

Lecture/lab for parents of 5-6 year olds; PARED 157/158/159 together cover parenting the 5-6 year old: child development, influences on development, guidance and discipline, health, nutrition, play, language, and literacy development. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.

**PARED 164      Parent Cooperative                      2 Credits**  
**Preschool 1:3-5, 2-Day**

Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.

<b>PARED 165</b>	<b>Parent Cooperative Preschool 2:3-5, 2-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.		
<b>PARED 166</b>	<b>Parent Cooperative Preschool 3:3-5, 2-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.		
<b>PARED 167</b>	<b>Parent Cooperative Preschool 1:3-5, 3-Day</b>	<b>3 Credits</b>
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.		
<b>PARED 168</b>	<b>Parent Cooperative Preschool 2:3-5, 3-Day</b>	<b>3 Credits</b>
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.		
<b>PARED 169</b>	<b>Parent Cooperative Preschool 3:3-5, 3-Day</b>	<b>3 Credits</b>
Lecture/lab for parents of 3-5 year olds: Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language, & literacy development. Mandatory P/NC grading.		
<b>PARED 174</b>	<b>Parent Cooperative Preschool 1: 1-4, 1-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Prerequisite: None. Instructor permission required. Mandatory P/NC grading.		
<b>PARED 175</b>	<b>Parent Cooperative Preschool 2: 1-4, 1-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Prerequisite: None. Instructor permission required. Mandatory P/NC grading.		
<b>PARED 176</b>	<b>Parent Cooperative Preschool 3: 1-4, 1-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Prerequisite: None. Instructor permission required. Mandatory P/NC grading.		
<b>PARED 177</b>	<b>Parent Cooperative Preschool 1:1-4, 2-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Mandatory P/NC grading.		

<b>PARED 178</b>	<b>Parent Cooperative Preschool 2:1-4, 2-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Mandatory P/NC grading.		
<b>PARED 179</b>	<b>Parent Cooperative Preschool 3:1-4, 2-Day</b>	<b>2 Credits</b>
Lecture/lab for parents of 1-4 year olds. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, language & literacy development. Mandatory P/NC grading.		
<b>PARED 184</b>	<b>Parent Cooperative Preschool 1: 0-5 (1)</b>	<b>1 Credit</b>
Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.		
<b>PARED 185</b>	<b>Parent Cooperative Preschool 2: 0-5 (1)</b>	<b>1 Credit</b>
Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.		
<b>PARED 186</b>	<b>Parent Cooperative Preschool 3: 0-5 (1)</b>	<b>1 Credit</b>
Parent education lecture course for parents of children birth to age 5. Topics include child development, influences on development, guidance & discipline, health, nutrition, play, literacy & community building. Mandatory P/NC grading.		
<b>PARED 191</b>	<b>Special Topics In Pared</b>	<b>1 Credit</b>
Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191,192,193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.		
<b>PARED 192</b>	<b>Special Topics In Pared</b>	<b>2 Credits</b>
Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191, 192, 193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.		
<b>PARED 193</b>	<b>Special Topics In Pared</b>	<b>3 Credits</b>
Lecture course for parents that explores concepts and theories of selected parenting issues. PARED 191, 192, 193 together provide parents with knowledge to enable the formulation and practice of problem solving techniques to build and enhance self esteem within the family unit. Sequence of topics is by instructor discretion. Instructor approval required. Mandatory P/NC grading.		

**PARED 194 Parent Cooperative Preschool 1:1-5 0.5 Credits**

Lecture/lab for parents of 1-5 year olds. Topics include child development, influences on development, the importance of play-based learning, guidance & discipline, health, nutrition, and scientific thinking. Sequence of topics is by instructor discretion. Prerequisite: Instructor permission required. Mandatory P/NC grading.

**PARED 291 Special Topics In Parent Education 1 Credit**

Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

**PARED 292 Special Topics In Parent Education 2 Credits**

Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

**PARED 293 Special Topics In Parent Education 3 Credits**

Classes focusing on specific issues and/or topics of interest in Parent Education. Student option grading.

**PARED 297 Individual Project In Parent Education 1 Credit**

Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PARED 298 Individual Project In Parent Education 2 Credits**

Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PARED 299 Individual Project In Parent Education 3 Credits**

Individual project in a specific area of Parent Education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHILOSOPHY**

**PHIL& 101 Introduction to Philosophy 5 Credits**

Examination and discussion of important philosophical arguments pertaining to the classic questions of philosophy, including: Does God exist? What is truth? How does knowledge differ from opinion? What is consciousness? Do we have free will? What is justice? Prerequisite: Recommend successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

**PHIL& 101H Introduction to Philosophy HC 5 Credits**

Examination and discussion of important philosophical arguments pertaining to the classic questions of philosophy, including: Does God exist? What is truth? How does knowledge differ from opinion? What is consciousness? Do we have free will? What is justice? Prerequisite: Recommend successful completion of ENGL 099 or placement into ENGL& 101. Mandatory decimal grading.

**PHIL 102 Contemporary Moral Problems 5 Credits**

Students examine a variety of different ethical standpoints and theories which they apply to moral issues such as war, human trafficking, capital punishment, human rights, animal rights, euthanasia, the environment, abortion, racial and ethnic discrimination, social justice, and issues of gender and sexuality. Prerequisite: Recommend successful completion of ENGL 099 or placement into ENGL& 101. Student option grading.

**PHIL& 115 Critical Thinking 5 Credits**

An informal, non-symbolic introduction to logic and critical thinking emphasizing real-life examples, natural language applications, and the informal logical fallacies. Student option grading.

**PHIL& 120 Symbolic Logic 5 Credits**

Students translate reasoning into symbolic language and then test it for validity using algorithms and proof procedures similar to those used in math and computer science. Prerequisite: MATH 098 (2.0 or better), or MATH 099 (2.0 or better), or placement into MATH& 107, 141 or 146. Student option grading.

**PHIL 210 Comparative Religion 5 Credits**

A comparative survey of the history, beliefs and practices of major religions and religious traditions around the world. Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Jainism, Shintoism, Native American traditions and traditions of other indigenous peoples, Witchcraft, and so forth. Student option grading.

**PHIL 240 Introduction to Ethics 5 Credits**

What is the basis of human rights? Which rights, if any, should be universal? What, if anything, is truly good in itself? What is social justice? Join this course for lively philosophical discussions on these and other big questions pertaining to the nature of right and wrong, good and bad. Prerequisite: ENGL& 101 or equivalent recommended. Student option grading.

**PHIL 248 Ethical Issues In Criminal Justice 5 Credits**

Critical discussion of the philosophical, psychological, ethical underpinnings of human behavior in the Criminal Justice system, including ethical challenges and issues of multiculturalism within the Criminal Justice system. Mandatory decimal grading.

**PHIL 265 Philosophy Through Film 5 Credits**

This course will examine a variety of philosophical arguments through the medium of film. It will consist of screenings, readings and lectures, and lively discussion. Students will engage a wide range of exciting thinkers, issues, and movies with the goal of understanding both how our world is and how we want it to be. Prerequisite: Recommended placement into ENGL& 101. Mandatory decimal grading.

**PHIL 267 Introduction to Philosophy of Religion 5 Credits**

Does God exist? Do we have an immaterial soul? Is there life after death? What is faith? Has science proven there is no God? Is it ever reasonable to believe a miracle occurred? Why does the world contain evil? Join this class to engage in lively philosophical discussions concerning these and other big questions pertaining to religion. Student option grading.

**PHIL 295 Special Topics In Philosophy 5 Credits**

Classes focusing on specific issues and/or topics of interest in philosophy. Student option grading.

**PHIL 297 Individual Project In Philosophy 1 Credit**

Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHIL 298 Individual Project In Philosophy 2 Credits**

Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHIL 299 Individual Project In Philosophy 3 Credits**

Individual project in a specific area of philosophy. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PHYSICAL EDUCATION**

**PE 105 Badminton I 2 Credits**

Introduction to the rules, techniques, physical skills, and strategies of the game of badminton. Students will learn origins and rules, develop individual skills and reinforce their skill through competitive games and tournament experiences. Student option grading.

**PE 116 Tai Chi I 2 Credits**

Introduction to the art of Tai Chi and its basis in Chinese philosophy as it relates to the development of the individual. Students will develop basic Tai Chi moves and learn a form of exercise based on soft, fluid movements. Previously PE 133. Student option grading.

**PE 117 Yoga I 2 Credits**

Introductory class where the focus is from the inside out. Gain better balance, strength, flexibility and stability from the body's core. Will blend energizing effort with relaxing, while quieting the mind, toning the body and inspiring personal confidence. Student option grading.

**PE 126 Yoga/Pilates Fusion I 2 Credits**

Introduction to the flexibility, balance, and breathing aspects of Yoga combined with the strengthening properties of Pilates for a complete body workout; toning the body, reducing stress, and building self-confidence. Mandatory decimal grading.

**PE 136 Weight Training and Cardio Fitness 2 Credits**

A complete muscular strength and cardiovascular fitness training experience centered around individual machine techniques. Allows the student to develop and experience their own personal fitness program. Student option grading.

**PE 138 Weight Training I 2 Credits**

Understanding, developing and maintaining muscular strength and endurance through participation in an individual weight training program. Previously PE 129. Student option grading.

**PE 139 Core Strength Conditioning I 2 Credits**

Develop and understand the importance of core body strength through a variety of activities including yoga, Pilates, the exercise ball and resistance exercises. Focus will be on the development of the core muscle groups while developing over all body strength and flexibility. Student option grading.

**PE 154 Soccer I 2 Credits**

Introduction to techniques, physical skills, & strategies of soccer. Learn origins & rules, develop individual skills through a series of demonstrations, drills & individual performance tasks & reinforce those skills through competitive games. Student option grading.

**PE 155 Basketball I 2 Credits**

Introduction to basketball skills and conditioning. Includes passing, shooting, ball movement, individual and team strategy, skills and techniques, rules of the game, scoring procedures and officiating. Student option grading.

**PE 188 Nutrition and Fitness 3 Credits**

This course is designed for anyone wanting to improve their health through nutrition and fitness, from recreational exercisers to serious athletes. Included are discussions of fitness goals and guidelines, nutrients and energy systems, weight maintenance, eating disorders, nutrition misinformation, and supplement use. Dual listed with NUTR 188. Prerequisites: Recommended completion of MATH 070 & ENGL 099 or EAP 099. Student option grading.

**PE 200 Fitness Lab 1-3 Credits**

Pursue your fitness goals in an informal supervised setting while earning college credit. Gain practical experience while participating in your personal fitness program. Prerequisites: PE 101, or any of the following PE 127, PE 128, PE 129, PE 227, PE 228, PE 229. Mandatory P/NC grading.

**PE 205 Badminton II 2 Credits**

Advanced study of the rules, techniques, physical skills, and strategies of the game of badminton. Drills, individual performance tasks and reinforcement of skill through competitive games and tournament experiences. Prerequisite: PE 105 or instructor permission. Student option grading.

**PE 216 Tai Chi II 2 Credits**

Advanced level class. Builds on and focuses on mastery of basic skills, techniques and philosophy of Tai Chi, as expressed in Chinese culture. Introduction to advanced skills and movements. Prerequisite: PE 116 or instructor permission. Student option grading.

**PE 217**                      **Yoga II**                      **2 Credits**  
 Advanced class. Increase your balance, strength, flexibility and stability from the body's core with refined yoga techniques. Blend energizing effort with relaxing; inhaling with exhaling, quieting, toning the body, and inspiring personal confidence. Prerequisite: PE 117 or permission. Student option grading.

**PE 226**                      **Yoga/Pilates Fusion II**                      **2 Credits**  
 Advanced study of Yoga and Pilates as an integrated combination designed to provide a complete body workout which will improve flexibility, balance, breathing, core strengthening, stress reduction and self-confidence. Prerequisite: PE 126 or instructor permission. Mandatory decimal grading.

**PE 236**                      **Weight Training and Cardio Fitness II**                      **2 Credits**  
 Advanced muscular and cardiovascular strength and endurance training. Student will be expected to know the elements of fitness and principles of overall body condition, and be able to develop and execute several training regimens. Prerequisite: PE 136 or instructor permission. Student option grading.

**PE 238**                      **Weight Training II**                      **2 Credits**  
 Advanced weight training. Develop and maintain muscular strength and endurance through participation in an individual weight lifting program utilizing a variety of strength and endurance exercises. Previously PE 229. Prerequisite: PE 138 or instructor permission. Student option grading.

**PE 239**                      **Core Strength Conditioning II**                      **2 Credits**  
 Advanced core fitness training using a variety of exercise forms including yoga, pilates, BOSU, exercise ball and light weights. Develop an understanding of core strength development and its relationship to health and fitness. Prerequisite: PE 139 or instructor permission. Student option grading.

**PE 254**                      **Soccer II**                      **2 Credits**  
 Advanced conditioning, skills, and strategies for highly skilled, experienced players. Advanced individual and team strategies. Prerequisite: PE 154 or instructor's permission. Student option grading.

**PE 255**                      **Basketball II**                      **2 Credits**  
 Advanced study of the rules, techniques, physical skills and strategies of the game of basketball. Skills refined through games and related drills. Introduction to advanced technically demanding skills and team offensive and defensive systems. Previously PE 208. Prerequisite: PE 155 or instructor permission. Student option grading.

**PE 260**                      **Fitness Participation**                      **1 Credit**  
 Fitness experience designed for the student who already has knowledge in a team or individual sport, or lifetime fitness activity and is interested in continuing participation in that activity. Grade based on attendance and participation only. No written assignments. Prerequisite: 100 or 200 level of the specific activity course required. Mandatory P/NC grading.

**PE 270**                      **Basketball Strategies**                      **3 Credits**  
 Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive conditioning and competition. Student option grading.

**PE 274**                      **Baseball Strategies**                      **3 Credits**  
 Off-season conditioning, skills, and individual and team strategies for the highly-skilled athlete. Includes intensive conditioning and competitive experiences. Student option grading.

**PE 276**                      **Volleyball Strategies**                      **3 Credits**  
 Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive competitive and conditioning experiences. Student option grading.

**PE 277**                      **Soccer Strategies**                      **3 Credits**  
 Off-season conditioning, skills, and individual and team strategies for the highly skilled athlete. Includes intensive conditioning and competition experiences. Student option grading.

**PE 278**                      **Softball Strategies**                      **3 Credits**  
 Off-season conditioning, skills, and individual and team strategies for the highly-skilled athlete. Intensive conditioning and competitive experiences. Student option grading.

**PE 280**                      **Cardio-Pulmonary Resuscitation**                      **1 Credit**  
 CPR for the Professional Rescuer. Includes adult, infant and child rescue breathing, choking and CPR, as well as two-person CPR, pocket mask and bag-valve mask skills. Student option grading.

**PE 290**                      **Special Topics In Physical Education**                      **0.5 Credits**  
 Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PE 291**                      **Special Topics In Physical Education**                      **1 Credit**  
 Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PE 292**                      **Special Topics In PE**                      **2 Credits**  
 Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PE 293**                      **Special Topics In Physical Education**                      **3 Credits**  
 Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PE 294**                      **Special Topics In Physical Education**                      **4 Credits**  
 Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PE 295**                      **Special Topics In Physical Education**                      **5 Credits**  
 Classes focusing on specific issues and/or topics of interest in physical education. Student option grading.

**PE 297**                      **Individual Project In Physical Education**                      **1 Credit**  
 Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**PE 298 Individual Project In Physical Education 2 Credits**

Individual project in a specific area of physical education. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**PE 299 Individual Project In Physical Education 3 Credits**

arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of student's educational and work experience. Student option grading.

**PHYSICS**

**PHYS 110 Concepts of the Physical World 5 Credits**

Introduction to selected physics concepts and theories. Intended for liberal arts and other non-science majors. Prerequisite: MATH 099 (2.0 or better). Student option grading.

**PHYS& 114 General Physics I with Lab 5 Credits**

Algebra-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies Newtonian mechanics. Prerequisite: MATH& 142 with a grade of 2.0 or better. Mandatory decimal grading.

**PHYS& 115 General Physics II with Lab 5 Credits**

Algebra-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies electricity and magnetism. Prerequisite: PHYS& 114 and MATH& 142 with grades of 2.0 or better. Mandatory decimal grading.

**PHYS& 116 General Physics III with Lab 5 Credits**

Algebra-based physics for majors in health sciences, architecture, vocational and technical programs, and other majors not requiring calculus. Studies waves, heat and light. Prerequisite: PHYS& 115 and MATH& 142 with grades of 2.0 or better. Mandatory decimal grading.

**PHYS& 221 Engineering Physics I with Lab: Mechanics 5.5 Credits**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies Newtonian mechanics. Includes laboratory. Prerequisite: MATH& 151 with grade of 2.0 or better. Mandatory decimal grading.

**PHYS& 222 Engineering Physics II with Lab: Electromagnetism 5.5 Credits**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies electricity and magnetism. Includes laboratory. Prerequisite: PHYS& 221 and MATH& 163 with grades of 2.0 or better. Mandatory decimal grading.

**PHYS& 223 Engr Physics III with Lab: Waves, Heat & Light 5.5 Credits**

Calculus-based physics for majors in physical sciences, engineering, pre-medicine, mathematics. Studies fluids, waves, sound, thermodynamics and light. Includes laboratory. Prerequisite: PHYS& 221 and MATH& 152 with grades of 2.0 or better. Mandatory decimal grading.

**PHYS 297 Individual Project In Physics 1 Credit**

Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**PHYS 298 Individual Project In Physics 2 Credits**

Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**PHYS 299 Individual Project In Physics 3 Credits**

Individual project in a specific area of physics. By arrangement with instructor. Prerequisite: Instructor permission based on evaluation of student's educational and work experience. Student option grading.

**POLS& 101 Introduction to Political Science 5 Credits**

This course provides a general overview of the major political movements, ideologies, and regimes that have shaped the contemporary world. Examines the nature, purpose, and practice of politics in both its democratic and non-democratic forms. Emphasis on explaining political change and stability. Student option grading.

**POLITICAL SCIENCE**

**POLS& 201 Introduction to Political Theory 5 Credits**

Explores classical and modern theories of the nature of government and politics. Looks at the role of ideology in political thought. Focuses on liberalism, conservatism, and democratic socialism. Examines issues including the nature of conflict, equality, good government, justice, and obedience. Mandatory decimal grading.

**POLS& 202 Introduction to American Government and Politics 5 Credits**

This course provides an introduction to the U.S. political system. Students examine how the political process in the United States addresses significant public problems and conflicts in American society. Student option grading.

**POLS& 202H Introduction to American Government and Politics HC 5 Credits**

This course provides an introduction to the U.S. political system. Students examine how the political process in the United States addresses significant public problems and conflicts in American society. Mandatory decimal grading.

**POLS& 203 International Relations 5 Credits**

This class examines how nations interact in a globalized world. World views, national interests, power, war and peace, international organizations and law, trade and development, human rights, the environment, and alternate strategies for resolving global problems will be discussed. Prerequisite: ENGL& 101 is recommended. Student option grading.

**POLS 221 American Foreign Policy 5 Credits**

This course introduces students to the subject of American foreign policy. The focus is on (1) the evolution of policy, its values, circumstances and priorities, especially since 1945, and (2) the institutions and processes through which policy is made and carried out. Prerequisite: ENGL&101 recommended. Student option grading.

**POLS 222 Great Discussions of Foreign Policy Issues 2 Credits**

This course introduces students to specific American foreign policy issues. The focus is on (1) the global context of the issue, (2) the evolution of the issue, the historical context, its values, circumstances and priorities, and (3) the institutions and processes through which policy regarding the issue is made and carried out. Student option grading.

**POLS 291 Special Topics In Political Science 1 Credit**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLS 292 Special Topics In Political Science 2 Credits**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLS 293 Special Topics In Political Science 3 Credits**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLS 294 Special Topics In Political Science 4 Credits**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLS 295 Special Topics In Political Science 5 Credits**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLS 295W Special Topics In Political Science 5 Credits**

Classes focusing on specific issues and/or topics of interest in political science. Student option grading.

**POLS297 Individual Project In Political Science 1 Credit**

Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**POLS 298 Individual Project In Political Science 2 Credits**

Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**POLS 299 Individual Project In Political Science 3 Credits**

Individual project in a specific area of political science. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PSYCHOLOGY**

**PSYC& 100 General Psychology 5 Credits**

Course provides an introduction to the scientific study of the biological, mental, and social factors that influence human behavior. Topics covered include: personality, learning, memory, critical thinking, intelligence, psychological disorders, and treatments. Mandatory decimal grading.

**PSYC& 100H General Psychology HC 5 Credits**

Course provides an introduction to the scientific study of the biological, mental, and social factors that influence human behavior. Topics covered include: personality, learning, memory, critical thinking, intelligence, psychological disorders, and treatments. Mandatory decimal grading.

**PSYC& 200 Lifespan Psychology 5 Credits**

A survey of human development from conception through death. Physical, emotional, cognitive and psychosocial development will be explored. Mandatory decimal grading.

**PSYC 202 Biopsychology 5 Credits**

How does our biology influence how we think, feel, and act? How does our behavior impact the way our biology is expressed? This course examines these two questions and explores the interaction between biology and behavior. Topics include: memory, sex, drugs, and mental illness. Prerequisite for UW psychology majors. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

**PSYC 207 The Psychology of Excellence 5 Credits**

This course focuses on the application of psychological theories & research to enhancing performance in a variety of life settings. Topics include: self-regulation, goal setting, visualization, stress management, attention control, time management, effective communication, & conflict resolution. Mandatory decimal grading.

**PSYC 208 Adulthood, Aging and Development 5 Credits**

A study of the basic concepts and issues in adult aging and development. Exploration of the developmental patterns and problems characteristic of the adult years from a cultural perspective. Mandatory decimal grading.

**PSYC 209      Fundamentals of Psychological Research      5 Credits**

This course covers the key themes and concepts of psychological research and is a foundation course for students planning to take additional courses in psychology. Students will also learn how to critically evaluate scientific findings and claims made by the popular press. A prerequisite for UW psychology majors. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

**PSYC 210      Psychology of Sexuality and Relationships      5 Credits**

Survey of social, psychological and biological influences on patterns of human sexual behavior. Sexual dysfunction and therapy, contraception, and venereal disease will also be considered. Mandatory decimal grading.

**PSYC& 220      Abnormal Psychology      5 Credits**

Introduction to the field of psychopathology. A survey of the symptoms, causes and treatment of psychological disorders will be considered. Prerequisite: PSYC& 100, or equivalent with instructor permission. Mandatory decimal grading.

**PSYC 225      Drugs and Behavior      5 Credits**

This course surveys the popular recreational drugs in terms of their pharmacological, physiological (health) and psychological impact on the individual. In addition, we will examine issues related to drug use and abuse, addiction, treatment, drug regulation and enforcement, as well as other topical issues. Student option grading.

**PSYC 236      Introduction to Personality      5 Credits**

Introduction to the scientific study of personality, including personality theories and theorists, personality assessment, and personality constructs. Prerequisite: PSYC& 100 or equivalent with instructor permission. Mandatory decimal grading.

**PSYC 245      Social Psychology      5 Credits**

An introduction to the scientific study of relations between individuals and groups and the effects of contextual variables such as: race, ethnicity, culture, and gender. Some of the topics included are: group function, self-concept, conflict, aggression, and discrimination. Mandatory decimal grading.

**PSYC 293      Special Topics In Psychology      3 Credits**

Classes focusing on specific issues and/or topics of interest in psychology. Student option grading.

**PSYC 295      Special Topics In Psychology      5 Credits**

Classes focusing on specific issues and/or topics of interest in psychology. Student option grading.

**PSYC 297      Individual Project In Psychology      1 Credit**

Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PSYC 298      Individual Project In Psychology      2 Credits**

Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**PSYC 299      Individual Project In Psychology      3 Credits**

Individual project in a specific area of psychology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SOCIOLOGY**

**SOC& 101      Introduction to Sociology      5 Credits**

Introduces the major perspectives and methods in sociology to explain the principles of society, culture and sociocultural relationships. Topics include socialization, social interaction and structure, groups, organizations, deviance, stratification, inequality, institutions and social change. Mandatory decimal grading.

**SOC 102      Child Maltreatment and Advocacy      5 Credits**

This introductory course for Child Advocacy Studies covers the history, perspectives, legal framework and responses to child maltreatment. It is approached from a variety of diverse professional perspectives. The course is designed for students interested in gaining knowledge of child maltreatment. Dual listed as CAST 102. Mandatory decimal grading.

**SOC 112      Introduction to Criminology      5 Credits**

An introduction to Criminology as an academic discipline and as a science. Discussions include Crime theory, measuring crime, impact of crime and treatment of offenders and victims. Mandatory decimal grading.

**SOC& 201      Social Problems      5 Credits**

Analysis of the process of social and personal disorganization and reorganization as related to selected social problems such as crime, delinquency, drug abuse, poverty, race relations and over population. Mandatory decimal grading.

**SOC 202      Professional and Systemic Responses      5 Credits**

This course focuses on the responses of professionals and the system to allegations of child maltreatment. Designed for students entering fields in which knowledge of child maltreatment investigation and advocacy are necessary. Dual listed as CAST 202. Mandatory decimal grading.

**SOC 250      Sociology of Families      5 Credits**

Examines the institution of the family in various cultures in the United States and globally. Current issues, debates and public policies that affect the family will also be examined. Mandatory decimal grading.

**SOC 288      Sociology of Minority Groups      5 Credits**

Within a sociological context, examine current and historical issues confronting United States minority groups. Explore the influence of culture and social structure on intergroup relations within the U.S. to include topics such as prejudice, discrimination, power, privilege and group identity. Mandatory decimal grading.

**SOC 295 Special Topics In Sociology 5 Credits**  
 Classes focusing on specific issues and/or topics of interest in Sociology. Student option grading.

**SOC 297 Individual Project In Sociology 1 Credit**  
 Individual project in a specific area of sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SOC 298 Individual Project In Sociology 2 Credits**  
 Individual project in a specific area of Sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SOC 299 Individual Project In Sociology 3 Credits**  
 Individual project in a specific area of Sociology. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SPANISH**

**SPAN& 121 Spanish I 5 Credits**  
 Fast-paced beginning course in Spanish: listening, speaking, reading and writing. Topics include greetings, family, and leisure activities vocabulary and the present tense. Cultural studies include social amenities and exposure to Hispanic art, music and history. Student option grading.

**SPAN& 122 Spanish II 5 Credits**  
 Fast-paced course in Spanish: listening, speaking, reading and writing. Topics include past tenses, commands, direct/indirect object pronouns, clothing and food vocabulary. Cultural studies continue with exposure to Hispanic art, music and history. Prerequisite: SPAN& 121 or equivalent with instructor's permission. Student option grading.

**SPAN& 123 Spanish III 5 Credits**  
 Fast-paced course in Spanish: listening, speaking, reading and writing. Topics include subjunctive, future, conditional and work vocabulary. Cultural studies continue with exposure to Hispanic art, music and history. Prerequisite: SPAN& 122 or equivalent with instructor permission. Student option grading.

**SPAN& 221 Spanish IV 5 Credits**  
 Class conducted in Spanish. Major emphasis on increased vocabulary and review of grammatical structures. Development of ability to create imaginative dialogue. Weekly conversation groups. Introduction to the study of literature through poems and short stories. Prerequisite: SPAN& 123 or equivalent with instructor's permission. Student option grading.

**SPAN& 222 Spanish V 5 Credits**  
 Class conducted in Spanish. Continues review of grammar, development of practical vocabulary and discussion of poems and short stories. Weekly conversation groups. Prerequisite: SPAN& 221 or equivalent with instructor's permission. Student option grading.

**SPAN& 223 Spanish VI 5 Credits**  
 Class conducted in Spanish. Conversation class for advanced-intermediate students. Integration of skills developed in previous quarters. Emphasis on group work and conversational skills/techniques. Presentations in Spanish and weekly conversation groups. Prerequisite: SPAN& 222 or equivalent with instructor's permission. Student option grading.

**SPAN 297 Individual Project In Spanish 1 Credit**  
 Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SPAN 298 Individual Project In Spanish 2 Credits**  
 Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**SPAN 299 Individual Project In Spanish 3 Credits**  
 Individual project in a specific area of Spanish. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**STUDY SKILLS**

**STYSK 099 College Study Skills Seminar 2 Credits**  
 Students learn techniques for studying successfully in their college courses. Techniques may include time management, reading and writing methods, note-taking, test-taking and memorization skills. Students practice these skills using materials from other classes during the quarter. Mandatory P/NC grading.

**STYSK 100 Academic Success Strategies 5 Credits**  
 Students learn techniques for studying successfully in their college classes. Techniques may include reading strategies, information-gathering, note-taking, writing-to-learn and improving memory. Students will practice these skills using materials from their other classes. Prerequisite: Completion of ENGL 080 or equivalent with a 2.0 or better, or placement into ENGL 090, or instructor permission. Student option grading.

**STYSK 297 Individual Project In Study Skills 1 Credit**  
**VCT 101 Graphic Design 1 5 Credits**  
 Course introduces Graphic Design with emphasis on typography, including type origins, anatomy, attributes, categories and usage. Course includes projects with critique and analysis, a survey of graphic design history, an exploration of gestalt laws, grid systems, layout fundamentals and use of color. Student option grading.

**VISUAL COMMUNICATIONS TECHNOLOGY**

**VCT 102      Graphic Design 2      5 Credits**  
 Introduces Graphic Design concepts and methods used in page layout for print and web. Explores marketing principles and strategies, ad layout models, art direction, campaign development and production issues. Prerequisite: VCT 101 (2.0 minimum), or instructor's permission. Student option grading.

**VCT 103      Graphic Design 3      5 Credits**  
 Course continues the study of principles and theories of design concept development with emphasis on visual identity. Logo design is introduced as the visual distillation of the message. Other topics include figure/ground relationships, recognition, color schemes and production issues. Prerequisite: VCT 101 (2.0 minimum), VCT 102 (2.0 minimum), VCT 128 (2.0 minimum), or instructor permission. Student option grading.

**VCT 112      Visual Communications Survey      5 Credits**  
 A survey of the visual design industry and production processes for print, web, video, animation, multimedia and game design. Student option grading.

**VCT 124      Basic Macintosh Systems Operations      2 Credits**  
 An introductory course in the fundamental operations and uses of the Macintosh computer. Students learn how to efficiently use the current operating system as related to visual communications design and production. (Call 206.546.4671 to test out of this class.) Student option grading.

**VCT 125      Introduction to Image Construction, Editing & Output      3 Credits**  
 Introduces current information, tools and techniques used to create digital materials for a variety of visual communications applications. Highlights digital image attributes including: resolution, color modes, editing, file formats and output. Prerequisites: Students completing any AAAS degree in the VCT program are required to maintain a minimum grade of 2.0 in each VCT or ART course in order to progress to the next class. May repeat class or obtain advisor's waiver. Student option grading.

**VCT 128      Adobe: Page Layout with Indesign      5 Credits**  
 Introduction to digital page layout design, concepts and skills with emphasis on typical industry documents. Projects include single and multiple-page and multiple-panel layouts such as letterhead and brochure design. Basic graphic design principles, software integration and preparation for output are addressed. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. (VCT 101 suggested.) Student option grading.

**VCT 134      Adobe: Illustrator (Vector Graphics)      5 Credits**  
 This course introduces digital illustration for print, web, and multimedia, using vector-based software. Students will develop problem-solving skills related to illustration techniques and software by producing industry-level projects. Prerequisite: VCT 124 (2.0 minimum) and 125 (2.0 minimum), or instructor's permission. Student option grading.

**VCT 135      Adobe: Animation/Interactive Media      5 Credits**  
 This course introduces practice and theory in creating 2D animation projects. Students develop skills using industry software and interactive media. Prerequisite: VCT 124 (2.0 minimum), VCT 125 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. (VCT 134 suggested) Student option grading.

**VCT 136      Adobe: Raster Graphics with Photoshop      5 Credits**  
 This course introduces bitmap image editing, illustration and compositing using industry standard software to create content for print, web, 2D, 3D and multimedia. Non-destructive digital imaging techniques and workflows emphasize layers, masks and adjustments. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. Student option grading.

**VCT 155      Digital Production      5 Credits**  
 This course explores current digital output processes such as aqueous, solvent-based inkjet and toner-based printing. Topics include display graphics, banners, apparel graphics, vehicle wraps and on-demand printing. Prerequisite: VCT 112 (2.0 minimum), 124 (2.0 minimum), 125 (2.0 minimum) and 136 (2.0 minimum), or instructor permission. Student option grading.

**VCT 156      Creative Project Management      5 Credits**  
 Course focuses on the skills needed to efficiently manage all phases of creative design and production workflow, including scheduling, budgeting, pricing, client presentation, job tracking and invoicing. Student option grading.

**VCT 170      Adobe: Interactive/Web Design      5 Credits**  
 This course introduces web design, HTML, and CSS as well as topics such as usability, grids and web standards. Students apply standard design principles in the creation of interactive web page layouts. Prerequisite: VCT 124 (2.0 minimum) and VCT 125 (2.0 minimum), or instructor permission. (VCT 136 recommended.) Student option grading.

**VCT 176      Introduction to 3D Modeling and Animation      5 Credits**  
 This course introduces students to the world of 3D with entry-level software. Students will learn the basics of 3D modeling and animation without the steep learning curve that exists with some high-end 3D authoring tools. Foundational concepts and skills taught in this course are transferable to all 3D software programs. Student option grading.

**VCT 190      Internship In Visual Communications      1-5 Credits**  
 Application of visual communication techniques and theories in an off-campus production environment. Site approval must be obtained by student. Course may be repeated. Prerequisite: Completion of at least 45 credits in ART/VCT and instructor's permission. Student option grading.

**VCT 199      Visual Communications Study Center      1-5 Credits**  
 Students complete supplemental study projects for Visual Communications to support their progress in the VCT program. This course may be taken multiple times for credit. Continuous enrollment is allowed for this class. Previously VCT 099. Prerequisites: VCT 124 or equivalent and VCT 125 or equivalent. Instructor permission required. Student option grading.

<p><b>VCT 204</b>            <b>Graphic Design 4: Packaging &amp; Event Graphics</b>            <b>5 Credits</b></p> <p>Explores graphic design principles used in product packaging, environmental graphics, point of purchase displays and event booth signage with an adherence to a standardized design process. Prerequisite: VCT 103 (2.0 minimum), VCT 134 (2.0 minimum) and VCT 136 (2.0 minimum), or instructor permission. Student option grading.</p>	<p><b>VCT 226</b>            <b>Specialization: Interactive Web/Studio 2</b>            <b>1-4 Credits</b></p> <p>Students continue exploration and skills development as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.</p>
<p><b>VCT 205</b>            <b>Specialization: Design Studio/Portfolio 5</b>            <b>4 Credits</b></p> <p>Students explore portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 204 (minimum 2.0) or instructor permission. Student option grading.</p>	<p><b>VCT 227</b>            <b>Specialization: Interactive Web/Studio 1</b>            <b>4 Credits</b></p> <p>Students complete exploration of interactive design as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.</p>
<p><b>VCT 206</b>            <b>Specialization: Design Studio/Portfolio 6</b>            <b>4 Credits</b></p> <p>Students continue exploring portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 205 (minimum 2.0) or instructor permission. Student option grading.</p>	<p><b>VCT 230</b>            <b>History of Visual Media</b>            <b>5 Credits</b></p> <p>This course begins with the foundational history of visual media, then branches out to specific areas of study including the history of graphic design, animation, multimedia and game art. Student option grading.</p>
<p><b>VCT 207</b>            <b>Specialization: Design Studio/Portfolio 7</b>            <b>4 Credits</b></p> <p>Students continue exploring portfolio development as they pursue an individual direction, producing new design solutions and reworking existing projects. Hard copy and digital formats of finished portfolios are created. Prerequisite: VCT 206 (minimum 2.0) or instructor permission. Student option grading.</p>	<p><b>VCT 235</b>            <b>Specialization: Autodesk/ 3D Studio/Game Design 1</b>            <b>4 Credits</b></p> <p>Students explore and develop skills as they pursue an individual direction, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.</p>
<p><b>VCT 215</b>            <b>Specialization: Adobe Studio/Portfolio 1</b>            <b>4 Credits</b></p> <p>Students explore visual design software as they pursue an individual direction, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.</p>	<p><b>VCT 236</b>            <b>Specialization: Autodesk/ 3D Studio/Game Design 2</b>            <b>4 Credits</b></p> <p>Students continue exploration and skills development as they pursue an individual direction, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum) or instructor permission. Student option grading.</p>
<p><b>VCT 216</b>            <b>Specialization: Adobe Studio/Portfolio 2</b>            <b>4 Credits</b></p> <p>Students continue exploration and skills development as they pursue an individual direction, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.</p>	<p><b>VCT 237</b>            <b>Specialization: Autodesk/ 3D Studio/Game Design 3</b>            <b>4 Credits</b></p> <p>Students complete their exploration and skills development in this final course in the sequence, using online training modules for Autodesk or other 3D software to produce portfolio material. Prerequisite: VCT 134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.</p>
<p><b>VCT 217</b>            <b>Specialization: Adobe Studio/Portfolio 3</b>            <b>4 Credits</b></p> <p>Students complete their exploration and skills development in this final course in the sequence, using online training modules for Adobe software to produce portfolio material. Prerequisite: VCT 128 (2.0 minimum), VCT 134 (2.0 minimum), VCT 136 (2.0 minimum), or instructor permission. Student option grading.</p>	<p><b>VCT 245</b>            <b>Specialization: Video/ Visual Effects Studio 1</b>            <b>4 Credits</b></p> <p>Students explore an individual direction using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 267 (2.0 minimum) or VCT 268 (2.0 minimum), or instructor permission. Student option grading.</p>
<p><b>VCT 225</b>            <b>Specialization: Interactive Web/Studio 1</b>            <b>1-4 Credits</b></p> <p>Students explore web/interactive design as they pursue an individual direction, using online training modules for HTML, CMS, CSS, Javascript and other Web/interactive authoring applications. Prerequisite: VCT134 (2.0 minimum), VCT 135 (2.0 minimum), VCT 136 (2.0 minimum), VCT 170 (2.0 minimum), VCT 176 (2.0 minimum), or instructor permission. Student option grading.</p>	<p><b>VCT 246</b>            <b>Specialization: Video/ Visual Effects Studio 2</b>            <b>4 Credits</b></p> <p>Students continue exploration of an individual direction, using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 245 (2.0 minimum), or instructor permission. Student option grading.</p>

**VCT 247                    Specialization: Video/  
Visual Effects Studio 3                    4 Credits**

Students complete exploration of an individual direction, using online training modules for video and effects software to produce portfolio material. Prerequisite: VCT 246 (2.0 minimum), or instructor permission. Student option grading.

**VCT 251                    Introduction to  
Game Design Theory                    5 Credits**

Course explores the process and theory of game design and interactive experience design. Students learn and practice an industry-standard design process to produce hand-crafted, physical prototypes of games focusing on the conceptual development of interactive content. Student option grading.

**VCT 252                    Introduction to Game Art                    5 Credits**

Course provides the foundation for understanding the essential vocabularies, principles and concepts in game art. Students practice workflow skills for conceptual game art development. Course covers game art styles, hand-and digital-rendering skills, lighting and perspective in creating game characters, backgrounds and props. Student option grading.

**VCT 253                    Introduction to  
Game Development                    5 Credits**

Course focuses on the construction of interactive 3D game levels by combining 3D models, sound, animations and scripts in a game engine application. Various genres of games are analyzed, including first-person shooter, strategy, racing and hidden object games. Prerequisite: VCT 251 (minimum 2.0) and VCT 252 (minimum 2.0), or instructor permission. Student option grading.

**VCT 267                    Editing II: Avid  
Media Composer Lab                    3 Credits**

Intensive video editing lab with Avid Media Composer. Second course in the video editing sequence. Prerequisite: FILM 265 or FILM 266 or instructor's permission. Student option grading.

**VCT 268                    Editing Software Lab                    3 Credits**

Intensive video editing lab with Media Composer, Final Cut Pro or Premiere (depending on quarter). To be taken after completion of FILM 265 to gain experience with a second or third editing platform. Course may be repeated. Prerequisite: FILM 265. Student option grading.

**VCT 270                    Web Design II  
with Dreamweaver                    4 Credits**

An intermediate course addressing concept, design and usability issues for web development. Current technologies for web applications are explored through lecture and hands-on projects that involve the exploration of human/ computer interaction through dynamic graphics elements and structure. Previously VCT 238. Prerequisite: VCT 170. Student option grading.

**VCT 274                    Flash II: Interface Design                    4 Credits**

This course introduces students to user-interface screen design for rich-media applications such as CD, DVD, web, kiosk and handheld devices. Students gain experience with animation technologies and software while focusing on visual communications concepts and project development. Previously VCT 174. Prerequisites: VCT 124 (or equivalent) and 125 (or equivalent) and 134 and 135, or portfolio review. Instructor permission required. Student option grading.

**VCT 276                    3D Modeling and  
Animation With Maya                    5 Credits**

Course covers the extensive capabilities of Maya as the art and entertainment industry standard for 3D digital content creation. Students learn modeling techniques using polygons and NURBS. Texturing, animation and rendering are also highlighted. Prerequisite: VCT 134 (2.0 minimum), VCT 136 (2.0 minimum) and VCT 176 (2.0 minimum) or instructor permission with portfolio review. Student option grading.

**VCT 277                    3D Animation With Maya                    4 Credits**

This course focuses on planning and producing high-quality 3D animation for use in multimedia, web, kiosk, mobile devices and video applications. Students use a variety of animation techniques to create realistic movement. Previously VCT 275. Prerequisite: VCT 276 and instructor signature, or instructor permission with portfolio review. Student option grading.

**VCT 278                    Compositing With After Effects                    4 Credits**

Course provides theory and practice in using After Effects for post production work in compositing, animation and motion effects. Topics include composition, effects, alpha channels, color correction, tweening, motion paths, importing and exporting. Prerequisites: VCT 134 and VCT 135 and VCT 136, and VCT 267 or 268, or instructor approval. Student option grading.

**VCT 291                    Special Topics In VCT                    1 Credit**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VCT 292                    Special Topics In VCT                    2 Credits**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VCT 293                    Special Topics In VCT                    3 Credits**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VCT 294                    Special Topics In VCT                    4 Credits**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VCT 295                    Special Topics In VCT                    5 Credits**

Classes focusing on specific issues and/or topics of interest in Visual Communications Technology.

**VCT 297                    Individual Project VCT                    1 Credit**

Individual project in a specific area of VCT. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**VCT 298                    Individual Project-VCT                    2 Credits**

Individual project in a specific area of VCT. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

**VCT 299                    Individual Project-VCT                    3 Credits**

Individual project in a specific area of VCT. By arrangement with instructor. Prerequisite: Instructor permission, based on evaluation of students' educational and work experience. Student option grading.

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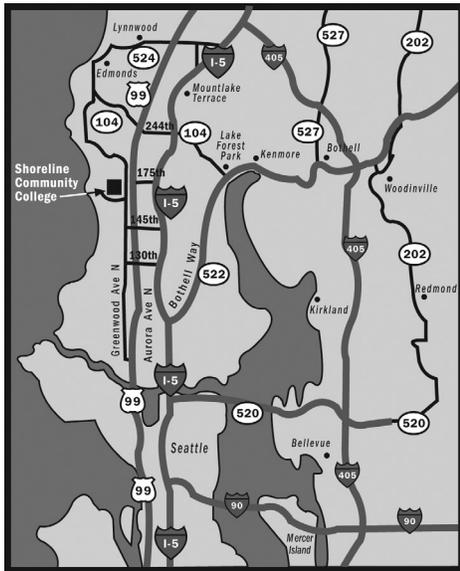
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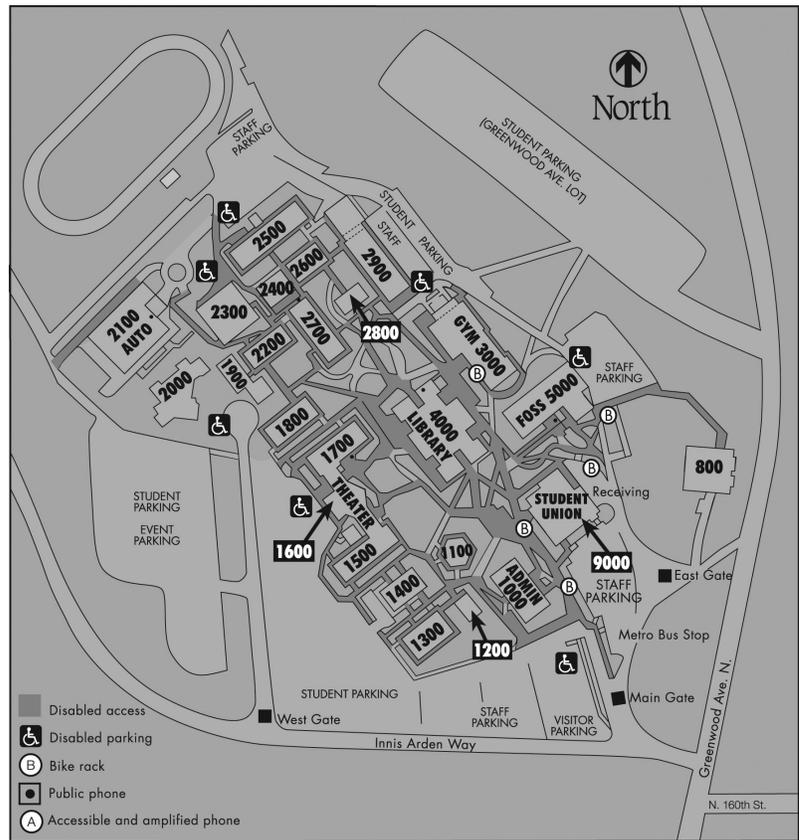
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Location of Shoreline Community College main campus



Administration.....	1000	Job Connections Center.....	5000
Admissions and Records .....	5000	Library, Media & Tech. Center .....	4000
Advising and Counseling .....	5000	Machine Shop.....	2500
Automotive Training Center.....	2100	Math Learning Center.....	4213
Biology Lab.....	2600	Media Center.....	4000
Biotechnology Lab .....	2930	Metal Fabrication Lab .....	2900
Bookstore.....	9100	Multicultural/Women's Center.....	9000
Business Admin/Computer Labs.....	1300	Music Building.....	800
Business Admin Division.....	1400	Nursing .....	2300
Cafeteria .....	9000	Parent-Child Center.....	1900
Career Education Options.....	5000	Physical Education Division.....	2300
Cashier .....	5000	Physics Lab.....	2924
Chemistry Lab.....	2700	President of College.....	1000
Comm. Integration Program.....	2900	PUB (Pagoda Union Building) .....	9000
Counseling Center.....	5000	Registration .....	5000
Dean of Students.....	5000	Safety and Security .....	5000
Dental Hygiene Clinic .....	2500	Science Division.....	2800
Engineering.....	2500	Social Sciences Division .....	5000
eLearning.....	1200	Student Body Association.....	9000
ESL-GED Tech Center .....	1700	Student Lounge .....	9000
ESL Program .....	5000	TDD.....	5000
Facilities .....	5100	Theater.....	1600
Financial Aid .....	5000	Transcripts/Records .....	5000
FOSS Building .....	5000	Visual Arts Center .....	2000
Geology Lab .....	2920	VP for Acad. & Student Affairs .....	1000
Gymnasium.....	3000	WorkSource .....	5000
Health Occupations Division.....	2300	Workforce Education .....	5000
Humanities Division.....	5000	Writing & Learning Studio .....	4237
Human Resources.....	1000		
Information Desk.....	1000		
International Education .....	9303		



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