



 WENATCHEE VALLEY COLLEGE

# Course Catalog

## 2019-2020

1300 Fifth Street - Wenatchee, WA 98801 • (509) 682-6800 • [www.wvc.edu](http://www.wvc.edu)



## **Transfer Rights and Responsibilities**

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### **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).





**Wenatchee Campus**

1300 Fifth Street  
Wenatchee, WA 98801  
Phone: 509-682-6800  
Fax: 509-682-6541

**Omak Campus**

P.O. Box 2058  
116 West Apple Avenue  
Omak, WA 98841  
Phone: 509-422-7800  
Fax: 509-422-7801

**Wenatchee Valley College Board of Trustees**

Dr. June Darling  
Martha Flores  
Phyllis Gleasman  
Tamra Jackson  
Phil Rasmussen

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

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

*All information is current at time of publication, August 2019. The college reserves the option to amend, modify or revise any content or provisions of this catalog without notice, because of changes in policies, personnel, curricula or funding. For the most current information, go to [www.wvc.edu](http://www.wvc.edu).*

Signed,

A handwritten signature in black ink that reads "Jim Richardson".

Dr. James C. Richardson  
WVC President  
July 2019



## Accreditation

Wenatchee Valley College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052. Phone: 425-558-4224. Web: [www.nwccu.org](http://www.nwccu.org).

The associate degree nursing program at Wenatchee Valley College is accredited by the Accreditation Commission for Education in Nursing (formerly known as the National League for Nursing Accrediting Commission), a specialized accrediting board recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Contact: Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Phone: 404-975-5000. Web: [www.acenursing.org](http://www.acenursing.org).

The baccalaureate degree program in nursing at Wenatchee Valley College is accredited by the Commission on Collegiate Nursing Education (CCNE). Web: [www.ccneaccreditation.org](http://www.ccneaccreditation.org)

The Wenatchee Valley College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Curriculum Review Board of the American Association of Medical Assistants Endowment

(AAMAE). Contact: Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763. Phone: 727-210-2350. Web: [www.caahep.org](http://www.caahep.org) and [www.maerb.org](http://www.maerb.org).

The medical laboratory technology program at Wenatchee Valley College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, a specialized accrediting board recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Contact: National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, IL 60018. Phone: 773-714-8880. Web: [www.nacls.org](http://www.nacls.org)

The automotive technology program at Wenatchee Valley College is accredited by the National Technicians Education Foundation (NATEF), certifying that the program meets standards established by the National Institute for Automotive Service Excellence (ASE). Contact: 101 National Technicians Education Foundation, 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175. Phone: 703-669-6650. Web: [www.natef.org](http://www.natef.org).

Approved for:

Bachelor of Applied Science - Engineering and Technology  
Bachelor of Science in Nursing (RN to BSN)

Associate in Applied Science-Transfer Degree  
Associate in Arts and Sciences-Direct Transfer Degree/MRP  
Associate in Business-Direct Transfer Degree/MRP  
Certificate of Completion  
Associate of General Studies Degree  
Associate of Music-Direct Transfer Degree/MRP  
Associate in Nursing -Direct Transfer Degree/MRP  
Associate in Science-Transfer Degree  
Associate of Technical Science Degree



## Non-Discrimination Statement

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process. The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu).
- To request disability accommodations: Director of Student Access, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).

## The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Violence Against Women Act of 2013 adds additional requirements under the Campus Sexual Violence Act (SaVE Act) provision, Section 304.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties (up to \$54,789 per violation) against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named for Jeanne Clery, a 19-year-old Lehigh (Penn.) University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

All students are encouraged to report all crimes to Campus Safety.

For more information on the Clery Act and WVC's annual Campus Security and Fire Report, visit [wvc.edu/Safety](http://wvc.edu/Safety). To view Clery Act crime statistics, visit [wvc.edu/PublicDisclosure](http://wvc.edu/PublicDisclosure).



# Contents

<a href="#">Calendar</a>	8
<a href="#">Admissions/Registration/Educational Planning/Advising</a>	11
<a href="#">Tuition/Financial Aid</a>	19
<a href="#">Policies</a>	22
<a href="#">General Information</a>	29
<a href="#">Student Code of Conduct</a>	32
<a href="#">Degrees</a>	35
<a href="#">Bachelor of Applied Science-Engineering Technology</a>	37-38
<a href="#">Bachelor of Science in Nursing (RN to BSN)</a>	39-40
<a href="#">Bachelor of Applied Science - Data Analytics</a>	41-42
<a href="#">Transfer Degree Programs</a>	43
<a href="#">Associate of General Studies</a>	55
<a href="#">Professional/Technical Degree and Certificate Programs</a>	57
<a href="#">Accounting</a>	59
<a href="#">Agriculture: Sustainable Agriculture and Resource Systems Overview</a>	61
<a href="#">Hispanic Orchard Employee Education Program</a>	61
<a href="#">General Agriculture</a>	62
<a href="#">Sustainable and Organic Agriculture</a>	63
<a href="#">Horticulture Tree Fruit Production</a>	64
<a href="#">Agriculture Technology</a>	65
<a href="#">AgriBusiness</a>	66
<a href="#">Viticulture Sustainability</a>	66
<a href="#">Allied Health Programs Overview</a>	67
<a href="#">Automotive Technology</a>	68
<a href="#">Light Diesel Certificate</a>	69
<a href="#">Business, General</a>	70
<a href="#">Retail Management</a>	71
<a href="#">Tribal Gaming Management</a>	72
<a href="#">Gaming Operations Supervisor</a>	72
<a href="#">Business Computer Technology</a>	74
<a href="#">Chemical Dependency Studies</a>	78
<a href="#">Computer Technology</a>	80
<a href="#">Criminal Justice</a>	82
<a href="#">Corrections</a>	83
<a href="#">Digital Design</a>	85
<a href="#">Early Childhood Education Overview</a>	86
<a href="#">Emergency Medical Technician</a>	91
<a href="#">Environmental Systems and Refrigeration Technology</a>	92
<a href="#">Fire Science</a>	94
<a href="#">Graphic Design</a>	95
<a href="#">Industrial Technology Overview</a>	97
<a href="#">Aerospace Electronics</a>	98
<a href="#">Drafting</a>	100
<a href="#">Engineering Technology</a>	101
<a href="#">Electronics</a>	103
<a href="#">Machining</a>	104
<a href="#">Welding and Fabrication</a>	106
<a href="#">Medical Assistant</a>	107
<a href="#">Medical Laboratory Technology</a>	109
<a href="#">Multi-Occupational Trades</a>	112
<a href="#">Natural Resources</a>	113
<a href="#">Nursing Assistant</a>	115
<a href="#">Outdoor Recreation Management</a>	117
<a href="#">Pharmacy Technician</a>	119
<a href="#">Radiologic Technology</a>	121
<a href="#">Majors Course Sequences</a>	124
<a href="#">Course Descriptions</a>	125
<a href="#">Administrators</a>	186
<a href="#">Full-time faculty</a>	186
<a href="#">Index</a>	191
<a href="#">Maps</a>	195-196



## Contact Information

Web Address.....	<a href="http://www.wvc.edu">www.wvc.edu</a>
Wenatchee Campus.....	509-682-6800
Omak Campus.....	509-422-7800
Toll-free (in Washington state) .....	877-982-4968

### Wenatchee Campus

Admissions.....	682-6806
Advising.....	682-6830
Agriculture.....	682-6610
Allied Health.....	682-6660
Athletics.....	682-6886
Bookstore (Barnes & Noble) .....	682-6532
Business Office.....	682-6500
CAMP (College Assistance Migrant Program) .....	682-6973
Career Center.....	682-6579
Career Tech Ed .....	682-6847
Cashier.....	682-6500
Central Services.....	682-6544
Central Washington University.....	665-2600
Community Relations .....	682-6436
Continuing Education (non-credit classes) .....	682-6900
Cooperative Work Experience .....	682-6858
Counseling .....	682-6850
Dean's Office	
(Art and Sciences, Workforce Education).....	682-6600
Distance Learning .....	682-6718
Downtown Learning Center .....	682-6960
Educational Planning .....	682-6830
Evening Programs .....	682-6710
Events Scheduling .....	682-6450
Faculty .....	682-6600
Financial Aid.....	682-6810
Food Service.....	682-6518
Foundation – Wenatchee Campus.....	682-6410
GED® Testing.....	682-6843
Human Resources .....	682-6440
International Student Programs .....	682-6864
Job Placement (including work study) .....	682-6579
Library.....	682-6710
Literacy Council, Wenatchee Valley.....	682-6966

Lost and Found .....	682-6860
MAC Gallery.....	682-6736
Maintenance .....	682-6450
MESA.....	682-6583
Office of Diversity, Equity & Inclusion.....	682-6865
Parking.....	682-6450
Placement Testing.....	682-6830
President's Office.....	682-6400
Registration.....	682-6806
Robert Graves Gallery.....	682-6776
Running Start .....	682-6848
Security .....	682-6911
Security (cell).....	509-423-3705
SkillSource.....	663-3091
Student Access Services.....	682-6854
Student Recreation Center .....	682-6943
Campus Life.....	682-6860
Study Abroad .....	682-6830
Transitional Studies (ABE/ESL/High School Equivalency classes).....	682-6790
TRiO Student Support Services.....	682-6978
Tutoring.....	682-6863
Veterans .....	682-6817
Worker Retraining.....	682-6613
Workforce Programs .....	682-6847
Workforce Education Grants .....	682-6613

### Omak Campus

General Information.....	422-7803
Allied Health.....	422-7952
Foundation – Omak.....	422-7835
Library.....	422-7830
Maintenance .....	422-7820
Room Scheduling.....	422-7806
Placement Testing.....	422-7803
Transitional Studies (ABE/ESL/High School Equivalency classes).....	422-7953



# WVC 2019-2020 Calendar

## FALL QUARTER 2019

Enrollment deadline for fall quarter.....	Sept. 9
Tuition due for fall-quarter classes.....	Sept. 9
Classes begin.....	Sept. 23
Last day to register (without instructor permission).....	Sept. 24
Advising for continuing/former students (No day classes) .....	Nov. 5
Last day to withdraw or change to audit.....	Nov. 8
Veterans Day (Holiday) (No classes).....	Nov. 11
Registration for continuing/former students .....	Nov. 12-14
No classes.....	Nov. 27
Thanksgiving (Holiday) (No classes) .....	Nov. 28-29
Advising and registration for new students begins .....	Dec. 2
Last day to apply for fall-quarter graduation .....	Dec. 2
Final exams .....	Dec. 9-11
Winter vacation .....	Dec. 12-Jan. 2
Grades available for students (MyWVC Portal) .....	Dec. 17

## WINTER QUARTER 2020

Enrollment deadline for winter quarter.....	Dec. 20
Tuition due for winter-quarter classes .....	Dec. 20
Classes begin .....	Jan. 3
Last day to register (without instructor permission) ..	Jan. 6
Martin Luther King Day (Holiday) (No classes) .....	Jan. 20
Advising for continuing/former students (No day classes) .....	Feb. 6
Presidents' Day (Holiday) (No classes) .....	Feb. 17
Registration for continuing/former students .....	Feb. 19-21
Advising and registration for new students begins .....	Feb. 24
Last day to withdraw or change to audit.....	Feb. 25
Last day to apply for winter-quarter graduation .....	March 2
Final exams.....	March 18-20
Spring vacation.....	March 23-April 3
Grades available for students (MyWVC Portal) ...	March 25

## SPRING QUARTER 2020

Enrollment deadline for spring quarter.....	March 23
Tuition due for spring-quarter classes.....	March 23
Classes begin.....	April 6
Last day to register (without instructor permission).....	April 7
Last day to apply for spring-quarter graduation.....	May 1
Advising for continuing/former students for summer/fall (No day classes) .....	May 5
Registration for continuing/former students for summer/fall.....	May 18-20
Memorial Day (Holiday) (No classes) .....	May 25
Last day to withdraw or change to audit.....	May 26
Advising and registration for new students for summer/fall begins.....	May 26
Final exams.....	June 17-19
Graduation (Wenatchee Campus).....	June 19
Graduation (Omak Campus) .....	June 20
Grades available for students (MyWVC Portal) .....	June 24

## SUMMER QUARTER 2019

Enrollment deadline for summer quarter.....	June 15
Tuition due for summer-quarter classes.....	June 15
Classes begin.....	June 29
Last day to register (without instructor permission).....	June 30
Independence Day (Holiday) (No classes) .....	July 3
Last day to apply for summer-quarter graduation.....	Aug. 3
Last day to withdraw or change to audit.....	Aug. 10
End of quarter .....	Aug. 21
Grades available for students (MyWVC Portal) .....	Aug. 25

Contact the admissions/registration office at 509-682-6806 for advising and registration dates. In Omak call 509-422-7803 for advising and registration dates.

Contact the testing center at 509-682-6830 for placement testing dates. In Omak call 509-422-7803 for placement testing dates.

Contact the student programs office at 509-682-6860 for information about caps and gowns for graduation. In Omak call 509-422-7810 for information about graduation.



# Welcome to Wenatchee Valley College

## Message from the President

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

Students remain at the heart of our institution, and we are here to help you reach your goals—whether it is to earn your first two years of a baccalaureate degree and transfer to a four-year college or university, train for a new career or learn new skills to advance in your current work.

Our large district is strengthened by its diversity—from rich cultural heritages to varied geography to creative ideas and interests. We are charged with the responsibility of providing a college climate where students, employees and the public feel that they are welcome and an integral part of our college community and each of our campuses. Our success depends upon us learning from each other and working together to achieve the vision and mission of the college.

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

We enjoy celebrating the successes of our students and alumni, and we continually rededicate ourselves to our vision of educating people, enriching communities and transforming lives.



A handwritten signature in black ink that reads "Jim Richardson". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Dr. James C. Richardson  
President

## Wenatchee Valley College Mission

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

### Our Core Themes:

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

## About Wenatchee Valley College

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

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

WVC offerings follow a quarterly schedule with day, evening, weekend and distance learning classes.

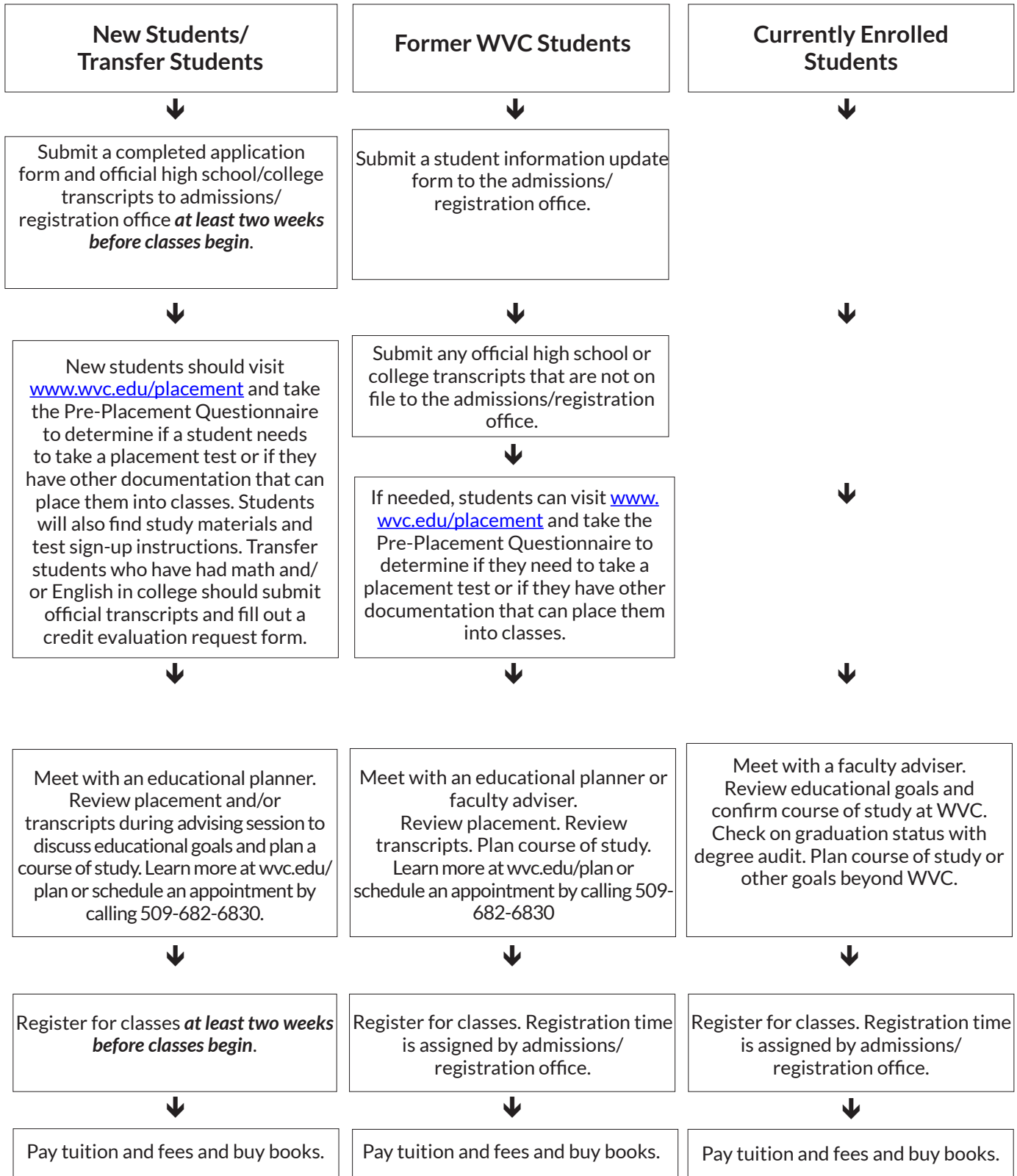
**Wenatchee Valley College: Proudly educating people, enriching communities . . . transforming lives.**



# Student Enrollment Procedure

The basic procedures for enrollment at Wenatchee Valley College are provided below.  
See our website at [www.wvc.edu](http://www.wvc.edu) for detailed information.

**Students interested in financial aid should contact the financial aid office early in the enrollment process.  
Call 509-682-6810 or visit [www.wvc.edu/FinancialAid](http://www.wvc.edu/FinancialAid) to learn more.**





# Admissions/Registration/Educational Planning/Advising

## Admission and Registration

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

All new students must complete an application for general admission to Wenatchee Valley College. Returning students must complete a student information update form in place of an application.

Some instructional programs, including allied health, Running Start and international programs, have special application procedures which must be met before a student can be accepted into those specific programs.

View the Apply tab on our website at [www.wvc.edu](http://www.wvc.edu) for more details, or contact the admission/registration office at 509-682-6806 (Wenatchee) or 509-422-7803 (Omak). For allied health admission information, see our website or call 509-682-6844 (Wenatchee) or 509-422-7952 (Omak). For Running Start, see our website or call 509-682-6848.

New students at WVC will meet with an educational planner. Learn more at [wvc.edu/Plan](http://wvc.edu/Plan). Faculty advisers will be assigned for them in the following quarters.

For current or former students, their registration time is available through the WVC website. They must meet with their faculty adviser before their registration time. The student is responsible for contacting their adviser for an advising appointment.

Both admission and registration can be accomplished through the WVC website ([www.wvc.edu](http://www.wvc.edu)) or in-person. Students may also register for up to six credits by mail. Students must have an application on file in order to register for seven credits or more.

### General Admission

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

If a student is participating in intercollegiate athletics, they must submit an official high school transcript.

Placement is required if a student is seeking a college degree or certificate or if they are taking math or English in college for the first time. Contact the testing center to sign up for assessment at 509-682-6830 (Wenatchee) or 509-422-7800 (Omak).

Students are not required to submit an application for admission if they are taking six credits or fewer at WVC,

though they won't receive a registration time or be able to register online if admissions/registration does not have a current application on file.

### Returning Students

Students returning to WVC after an absence of a quarter or more (excluding summer) are required to submit a student information update form in order to be able to register for classes.

### Enrollment Deadlines

New WVC students (including transfer students) who submit an application after the quarterly due date, two weeks before classes begin, will be admitted for the following quarter. For example, if a student applies after the fall-quarter tuition due date, they will not be admitted for fall but for the following winter quarter instead. Additionally, if they are a new WVC student who wants to register for more than six credits, they must go through the mandatory intake placement and advising process before the application due date. If the student fails to meet this deadline, they will need to wait and register for classes for the following quarter, regardless of how early they submitted an application to WVC.

Exceptions to this policy may be considered with approval from an educational planner or, for students pursuing a professional/technical program, the program director.

Students may enroll for six credits or fewer through the admissions/registration office.

### Admission Fee

There is no admission fee for undergraduate programs. There is a non-refundable, one-time \$50 application fee for the Bachelor of Science in Nursing and the Bachelor of Applied Science-Engineering Technology. This fee can be paid in-person or over the phone.

### Admission Options

Prospective students can complete the application for admission to WVC in the following ways:

**Apply Online** - Apply online through the WVC website ([www.wvc.edu](http://www.wvc.edu)). Applicants may save the application at any time and return later to complete it, so long as they remember their user ID and password that they create when using the online application process. Once the applicant has completed the application, they will be able to send it to the admissions/registration office immediately.

**Apply By Mail** - Print a WVC application for admission from the college website and apply via U.S. mail or fax. Applications should be sent to the admission/registration office located on



either the Wenatchee or Omak campus, depending on which one they plan to attend.

**Apply In Person** - Complete the application in person at the admission/registration office. A student services staff member will be available to answer questions about enrolling.

#### ***Student Identification Numbers (SID) and Personal Identification Numbers (PIN)***

Each student who attends WVC will be assigned a Student Identification number, or SID. An SID is a unique identifier while attending WVC. Students will also be assigned a Personal Identification Number, or PIN. The SID and PIN can be used together to access student records through the WVC website, so WVC strongly advises that you keep them private. Students have the option of changing their PIN through the MyWVC Portal.

Note that due to privacy regulations WVC staff are not allowed to give out SID or PIN information over the phone or e-mail. Students can look up their SID through the MyWVC Portal with their Social Security number and birthdate. If they forget their number(s), they will need to come into the admission/registration office and present picture ID.

#### **Registration**

Check the [academic calendar](#) on the website for registration start dates.

#### **Mail-in and Walk-in Registration**

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

Fill out all of the blanks on the registration form. Incomplete forms will be returned. Students can print a form from the registration page on the WVC website, [www.wvc.edu](http://www.wvc.edu). If a class requires an instructor's signature as a prerequisite, the student must have the instructor sign the registration form. Mail your completed registration form along with your check to the WVC Admission/Registration office. Please inquire at the cashier's office for payment.

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

#### **Online Registration**

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

- Students taking ABE, ESL or high school equivalency classes
- Students registering on a space-available tuition waiver

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

#### **Registration Times**

For continuing and former students, use the MyWVC Portal to find out their registration time. Students may register at their assigned time or any time thereafter.

*Note for former students: If you have not attended college for more than one quarter (excluding summer), you need to complete a student information update form in order to register. Contact the admissions/registration office if you have questions.*

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

WVC offers priority registration for veterans and their spouses. It is always the first day of registration at 6:30 a.m.

New students have a registration time assigned to them once they have met with an educational planner.

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

#### **Full-Time Student Status**

The number of credits that a student must attempt in a quarter to be considered a full-time student varies according to their student status (i.e., veteran, student athlete, financial aid recipient or international student). Students should consult with the admissions/registration office or financial aid office to see if they qualify as a full-time student.

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

#### **Adding Classes**

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

#### **Withdrawing from Classes or College**

The last day to withdraw from classes each quarter is specified on the official student calendar, printed at the front of this publication and on our [website](#). The student is responsible for withdrawing from classes. Failure to formally withdraw from class will normally result in a failing grade. Instructors have the authority to



administratively withdraw a student who does not attend class during the first two days of the quarter.

To withdraw from a class or the college, students must complete the necessary withdrawal forms found in the admission/registration office located in Wenatchi Hall on the Wenatchee campus, the administration office in Omak, or online. The withdrawal is effective on the date the completed forms are received. **Students should not assume they will be dropped for non-attendance.** If the student stops attending classes but does not withdraw, they will still be responsible for the payment of any tuition and fees.

Courses that are dropped during the first 10 days of the quarter are not included on student transcripts. Classes dropped after the 10th day and through the 35th day of the quarter will be recorded with a "W" on the transcript. For courses with unusual starting and ending dates, the instructor's written consent is required to withdraw after the 10th day of instruction and through the last day of the course. No withdrawals will be accepted after a course has ended.

If a student was unable to withdraw before the deadline and feel they have extenuating circumstances, they should contact the admission/registration office before the last day of the quarter about the late withdrawal procedure.

More information about the WVC refund policy may be found on page 18 or at [wvc.edu/refund](http://wvc.edu/refund).

### Class Waitlists

Waitlists adjust daily. Classes are filled in the order that students placed themselves on the waitlist. The waitlist stops adjusting two business days before the beginning of the quarter. Students on a waitlist will be sent a notification to their WVC email upon successful enrollment into the course they were on the waitlist for.

### Auditing Classes

Students may choose to audit a class unless they are a Running Start student. An audit exempts them from examinations, but the instructor may require reasonable attendance and class participation. No college credit is received for an audited class. Regular tuition charges will apply. Financial aid will not be awarded for audited classes. Changing a class from audit to credit is permitted only through the 10th day of the quarter. Changing from credit to audit is permitted until the end of the 35th day. The instructor's written approval is required to change to an audit after the second day of instruction.

### More Information

More information about admissions and registration, as well as forms and instructions, are available on our website

at [www.wvc.edu/Registration](http://www.wvc.edu/Registration) or from the admission/registration office at 509-682-6806. This includes information on late registration, adding classes, dropping classes, withdrawing from college, auditing classes, grade reports and transcripts.

### Continuing Education

Students may register any time for continuing education classes by mail, by phone (with a debit or credit card), in person or online. Please see the continuing education website at [ced.wvc.edu](http://ced.wvc.edu) for more details.

### Senior Citizens

After the fifth instructional day of the quarter, but before the 10th day, anyone over 60 years of age may register for most credit classes for a special tuition rate of \$5 per class. Registration is on a space-available basis for a maximum of two classes per quarter. This special tuition rate is only for Washington residents (who have been domicile in Washington for 12 or more months). Seniors who would like the tuition discount must register in-person. If a senior does not want the senior discount, they can sign up on the first day of class at full price and may receive credit for the class.

*Note: Seniors are registered to "audit" the class. There will be no transcript record for classes taken on a space-available basis. These classes do not qualify for transfer or toward a WVC degree.*

### High School Programs

WVC offers several program options for high school students.

#### Running Start

Running Start is an educational partnership between WVC and the high schools. Running Start was created by the Washington State Legislature to expand educational options for high school students. **Running Start students may have to pay for some credits depending on their course load. See the Running Start website for details, [wvc.edu/runningstart](http://wvc.edu/runningstart).** *Note: WVC recommends that students entering the Running Start program use the application form designed for this program. The online application process does not have a way to designate a student as a Running Start student and applying online could cause a delay in processing their application.*

#### College in the High School

High school sophomores, juniors and seniors who qualify for college-level writing, reading or math based on approved placement documents may be eligible to participate in the WVC College in the High School program (CHS). Qualified faculty members at local high schools teach CHS classes (the availability of classes varies by location). To be eligible and enrolled in the CHS program, students must follow all regular WVC policies and



regulations regarding student performance, behavior and course prerequisites. Students who complete CHS classes earn WVC college credit and those courses also count toward the student's high school diploma. High school students should ask their school counselors about these courses.

### ***Career and Technical Education (CTE) Dual Credit***

CTE Dual Credit, previously known as "Tech Prep," is a nation-wide dual enrollment program that allows high school students to begin preparation for a specific professional/technical field while in high school and then continue with the program at WVC without losing credit or duplicating courses. WVC and high schools within the WVC district have examined their career and technical education programs and established Programs of Study joining the high school programs to the college programs. They determined that certain high school classes in those programs meet the requirements of comparable college courses. Through the CTE Dual Credit program, articulation has been arranged between those classes so that students can receive both high school credit and WVC credit at the same time. High school students should ask their high school teachers or counselors about CTE courses. For more information, visit [wvc.edu/techprep](http://wvc.edu/techprep).

The following guidelines apply:

- CTE Dual Credit credit is first transcribed at the high school, then later entered on the college transcript.
- The number of credits awarded is dependent upon the high school CTE Dual Credit articulation program.
- A one-time \$15 fee will be charged for CTE credits.
- CTE Dual Credit credits are not intended to be transfer credits. It is the student's responsibility to check with the intended transfer school about the transferability of these credits.

### ***College-Based High School Diploma - SHB 1714***

According to Washington State SHB 1714 (effective July 2019), individuals who enroll at a community college and complete an associate degree (two-year degree) of any type may also submit a written request and be awarded a high school diploma from the college. The law is retroactive and is valid both before and after the law went into effect. All students who completed an associate degree at the college at any time may request a high school diploma if the graduate is either (a) 16 years and older or (b) has been a Running Start student at any time prior to earning the associate degree.

Any type of associate degree (academic, vocational or academic non-transfer) can be used when applying for this diploma. The associate degree must be posted on the student's WVC transcript before the high school diploma can be awarded. Certificates may not be used for this diploma.

This bill is not retroactive for all former Running Start students. If an associate degree is awarded after July 26, 2009, a former Running Start student may request the college-based high school diploma anytime in the future.

Diplomas awarded will be posted for the same year-quarter that the associate degree was earned.

### ***High School 21+ Diploma program***

The High School 21+ (HS21+) program enables adults 21 years and older to earn the credit needed to obtain a high school diploma. Even if a student already has a GED®, they can still work to obtain their high school diploma.

The WVC High School 21+ Diploma is a bona fide high school diploma issued from the State of Washington through WVC. Our diploma meets the Washington state high school graduation requirements. High School 21+ courses do not count toward a future college degree or certificate.

To enter the program, contact the WVC Transitional Studies program at 509-682-6790. If a student previously attended high school, they must obtain an official, sealed copy of their high school transcript(s) for evaluation. The program staff will make a determination regarding the number of credits required for a diploma. If an evaluation of a student's transcript(s) indicates that they already have enough high school credits for a diploma, they will still be required to complete WVC's residency requirements (minimum of 10 ABE credits) before a diploma will be issued. Prior learning experiences and professional certifications may also be submitted for consideration for high school credit under this program.

Once credit requirements are determined, the student will register for adult basic education classes. The total cost per quarter for High School 21+ is \$35 (\$25 tuition, \$10 fees).

### ***Academic Credit for Prior Learning (ACPL)***

Academic Credit for Prior Learning (ACPL), formerly known as Prior Learning Assessment (PLA), is the knowledge and skill gained through military training and experience; and formal and informal education and training at in-and out-of-state institutions.

Currently enrolled students may earn college credit when they demonstrate by examination or evaluation that their professional experience or substantial prior learning meets the specific outcomes of a WVC course. Not all courses at WVC are designated appropriate for credit by examination or evaluation and each department determines the evaluation method required for students to demonstrate mastery of the course content. Academic credit for prior learning can be awarded through one of the following options:



- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Course Challenge
- DANTES Subject Test (DSST)
- Industry Certification or Licensures
- International Baccalaureate (IB)
- Military Education and Experience

The following restrictions apply to awarding ACPL credits:

- Students must have 15 WVC transcribed credits with a 2.0 or higher GPA to be eligible for academic credit for prior learning (ACPL) consideration.
- There is no assurance that any ACPL credit will be granted.
- ACPL credits cannot duplicate credits that have already been awarded.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- ACPL credits do not count towards the minimum residency requirement of 33% of degree or certificate credits must be taken at WVC.
- ACPL courses receive a “P” grade and will not affect the GPA except for course challenges which receive a letter grade of “C” or better and does affect GPA. ACPL courses also will not apply to WVC residency requirements.
- A non-refundable fee application fee of \$50 plus \$10 per credit attempted must be prepaid for course challenges and (non-cross walked) Industry Certification or Licensure assessment.
- View the [ACPL application form](#) and the [WVC course challenge list](#) at wvc.edu/PLA.

For further information about the process or fees for prior learning credits, contact the ACPL coordinator, 509-682-6632.

### **Advanced Placement (AP)**

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

- WVC is not a testing site for AP and official scores must be submitted for evaluation.
- Students must have 15 WVC transcribed credits with a 2.0 or higher GPA to be eligible for academic credit for prior learning (ACPL) consideration.
- Credits awarded are based on the type of test taken and the score received.
- View [WVC AP Exam Scores](#) at wvc.edu/AP for a complete breakdown on how credit is awarded.
- A maximum of 10 AP credits can be earned in a

distribution area (maximum of 5 credits in world languages). No more than 5 AP credits can be used to meet the writing skills requirement for a degree. AP credit will not fulfill the writing requirement for advanced English composition.

- For an AP test that does not appear on the AP Exam Score chart, WVC will grant a maximum of 5 credits within subject area for a score of 3 or higher.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- AP credit receives a “P” grade, will not affect the GPA and will not apply to WVC residency requirements.
- There is no fee for this evaluation.

For more information, visit [wvc.edu/AP](#).

### **College Level Examination Program (CLEP)**

Students may earn credit by demonstrating competency in a broad subject area or a specific course through the College Board for College-Level Subject Exams (CLEP). Credit is awarded according to the following guidelines:

- WVC is not a testing site for CLEP and official scores must be submitted for evaluation.
- Students must have 15 WVC transcribed credits with a 2.0 or higher GPA to be eligible for academic credit for prior learning (ACPL) consideration.
- Students must achieve a score in the 50th percentile or higher to receive a “P” credit.
- A maximum award of 10 CLEP credits can be earned in a distribution area (maximum of 5 credits in world languages). No more than 5 CLEP credits can be used to meet the writing skills requirement for a degree. CLEP credit will not fulfill the writing requirement for advanced English composition.
- CLEP credit is not allowed if credit has been received for a more advanced class.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- CLEP credit receives a “P” grade, will not affect the GPA and will not apply to WVC residency requirements.
- There is no fee for this evaluation.

For more information, visit [wvc.edu/CLEP](#).

### **Course Challenge**

Challenge credit is earned by demonstrating achievement of course outcomes. The appropriate department determines the method of demonstrating proficiency, usually an instructor-designed comprehensive exam. A list of courses that may be challenged is available in the admissions/registration office or download the [WVC](#)



course challenge list. The following guidelines apply:

- Students must have 15 WVC transcribed credits with a 2.0 or higher GPA before credits may be awarded and only if the learning experience falls within the regular curriculum of the college.
- Students are not allowed to take an examination for a course they have previously enrolled in or audited at WVC. If they have already taken and failed an examination for credit, they may not repeat the examination. Challenge exams may not be repeated for additional credit.
- Not all courses are available for challenge and not all departments offer challenge exams.
- Credit is allowed only if the student has received a grade of "C" or higher. Successful course challenge receives a letter grade and it will affect GPA.
- Individual departments or programs may require that a student successfully complete the next highest sequential course before receiving credit. However, a student cannot receive credit by examination for any course if they have already completed a more advanced course in that subject area.
- A maximum of 10 challenge credits can be earned in a distribution area. No more than 5 challenge credits can be used to meet the writing skills requirement for a WVC degree. Challenge credits will not fulfill the writing requirement for advanced English composition.
- Course challenge credit from other institutions will be accepted by WVC in accordance with policy guidelines.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- There is a non-refundable application fee of \$50 plus a \$10 fee for each credit attempted and must be paid prior to challenge exam.

### **DANTES Subject Test (DSST)**

Credits from Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) examination program offered by Educational Testing Services are accepted as crosswalked. There are 50 subject-standardized tests covering a wide range of college-level academic, business and technical subjects.

- WVC is not a testing site for DSST and official scores must be submitted for evaluation.
- Students must have 15 WVC transcribed credits with a 2.0 or higher GPA before credits may be awarded.
- A maximum award of 10 DSST credits can be earned in a distribution area (maximum of 5 credits in world languages). A maximum of 5 DSST credits can be used to meet the writing skills requirement

for a degree. Credit will not fulfill the writing requirement for advanced English composition.

- DSST credit is not allowed if credit has been received for a more advanced class.
- DSST credit receives a "P" grade, will not affect the GPA and will not apply to WVC residency requirements.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- There is no fee for this evaluation.

For more information, visit [wvc.edu/DANTES](http://wvc.edu/DANTES).

### **Industry Certification and Licensures**

Individuals who have completed training comparable to college-level programs through non-degree awarding agencies or institutions may apply for evaluation of credit as crosswalked. Examples include recognized nursing, fire service, law enforcement/corrections or fire science academies, and other certifications or licenses.

- For Industry Certifications and Licensures (cross walked or non-cross walked) students must have at least 15 WVC transcribed credits with a 2.0 or higher GPA to be eligible for academic credit for prior learning (ACPL) consideration
- Submission of official records, as well as supporting documentation must be submitted that includes the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation and achievement.
- All certifications or licenses must be current and valid and training must be documented with ACE National Guide to College Credit for Workforce Training. (If training is not documented with ACE, students should apply for credit using the ACPL Course Challenge method.)
- Training documentation will be evaluated by instructional faculty in the appropriate department to determine the comparability.
- Approved credits are identified on the student's transcript as credit for professional certification of training.
- Credits earned through documented college-level learning, must be related to the theories, practices and content of the relevant academic field and must fall within the regular curricular offerings of an appropriate course or program, but for transfer degrees they may be used only up to a maximum of 15 credits as restricted electives.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- Credit is posted with a "P" grade and will not affect the GPA and will not apply to WVC residency



requirements.

- There is no fee for crosswalked Industry Certifications and Licensures. If non-crosswalked, there is a non-refundable application fee of \$50 plus a \$10 fee for each credit.

For more information, visit [wvc.edu/IndustryCert](http://wvc.edu/IndustryCert).

### ***International Baccalaureate (IB)***

WVC will award credit for the Higher Level International Baccalaureate exam which consists of college-level courses and exams for high school students as crosswalked.

- WVC is not a testing site for IB and official scores must be submitted for evaluation.
- Students must have 15 WVC transcribed credits with a 2.0 or higher GPA to be eligible for academic credit for prior learning (ACPL) consideration.
- Students may receive credit for the International Baccalaureate higher-level subjects when a score of 4 or higher is earned in selected subjects.
- When no specific course number is listed, the most appropriate course equivalent is determined on a case-by-case by the appropriate department faculty.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- IB credit receives a "P" grade, will not affect the GPA and will not apply to WVC residency requirements.
- There is no fee for this evaluation.

For more information, visit [wvc.edu/ib](http://wvc.edu/ib).

### ***Military Education and Experience***

As required by RCW 28B.10.057, Wenatchee Valley College will award academic credit for military training. The academic credit awarded for prior military training must be granted only for training that is applicable to the student's certificate or degree requirements.

- Students must have 15 WVC transcribed credits with a 2.0 or higher GPA to be eligible for academic credit for prior learning (ACPL) consideration.
- ACPL credit is limited to a maximum of 30 credits required for WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.
- Credit is posted as a "P" grade, will not affect the GPA and will not apply to WVC residency requirements.
- There is no fee for this evaluation.

Individuals must be enrolled in a public institution of higher education and have successfully completed any military training course or program as part of the military service that is:

- Recommended for credit by a national higher education association that provides credit recommendations for military training programs;
- Included in the individual's military transcript issued by any branch of the armed services;
- Documented military training or experience that is substantially equivalent to any course or program offered by the institution of higher education.

### **NOTE:**

1. Per the Veteran's Administration, all veteran student transfer credit must be evaluated within two quarters of program start. After the third quarter, if the student does not submit all transcripts, he/she must be decertified for the use of VA education benefits.
2. Some military transfer credit will be subject to external evaluation criteria (e.g. Aviation Maintenance Technician and Professional Pilot.)
3. Veteran students using education benefits are not permitted to opt out of prior credit evaluation.

For more information, visit [wvc.edu/MilitaryEd](http://wvc.edu/MilitaryEd).



## Academic Advising / Educational Planning

Wenatchee Valley College believes that academic advising is an essential component of our mission. The fundamental element of the advising process is to assist students in understanding and maximizing the educational opportunities available to them. WVC is committed to ensuring this practice is effective and accessible to all students.

Through advising, WVC strives to:

- Ensure that students have access to dependable counseling and advising services.
- Provide students with relevant, current and accurate information that allows them to make informed decisions.
- Assist students to better understand the correlation between educational choices and career goals.
- Assist students in developing an educational plan that is efficient and practical.
- Assist students in developing accountability in assessing and meeting your educational goals.
- Provide students with information on college policies, procedures, programs and activities to make them aware of the benefits and opportunities in their educational experience.

### **Role of the Faculty Adviser**

Student-faculty relationships have always been viewed as a key component of higher education. Faculty advisers have a special knowledge in their disciplines and are aware of specific courses within their divisions, and in educational and career opportunities in their areas of concentration.

The faculty adviser can:

- Assist students with academic planning, course selection and scheduling.
- Assist students with developing, clarifying and evaluating educational plans and goals.
- Assist students with identifying and exploring alternative educational opportunities.
- Assist students with the development of long-range educational plans.
- Assist students with transfer information for in-state colleges and universities.
- Assist students in gaining an understanding of the complete requirements of a program.
- Refer students, as needed, to counseling services for educational, personal or emotional support.

### **Role of the Educational Planner**

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

- Interprets placement results and recommends

appropriate classes.

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

### **Role of the Counselor**

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

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

### **Role of the Student**

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

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



# Paying for College

## Tuition and Fees

All fees may be changed at any time by the state legislature or the Wenatchee Valley College Board of Trustees. Current tuition and fee schedules can be found under [Tuition & Fees](#) on the college website, [www.wvc.edu](http://www.wvc.edu), or by contacting the WVC Business Office at 509-682-6500 (Wenatchee) or 509-422-7803 (Omak). Typical tuition for a resident student taking lower division courses in fall 2019 for 15 credits is \$1,375. Depending on program, additional fees apply.

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

### Refund Policy

A refund of tuition and fees, exclusive of any registration fee, will be made in compliance with the following policy, except where federal regulations supercede, when students withdraw from college or class(es). For more information on the refund policy, visit the cashier's office. This policy is subject to change without notice by the WVC Board of Trustees.

For classes that begin the first week of the quarter:

100% refund

Withdrawal on or before the fifth business day of the quarter.

50% refund (fall, winter, spring quarters)

Withdrawal after the fifth day and through the 20th business day of the quarter.

50% refund (summer quarter)

Withdrawal after the fifth day and through the 16th business day for summer quarter only.

100% refund

Classes or programs cancelled by WVC.

100% refund

Withdrawal from a continuing education course before class begins.

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

### Classes with irregular instructional starting days

Refunds will be based on the published starting date of the class and follow the schedule outlined above.

### Refund Payments

Once the refund has been calculated, and if the student paid with check or cash, students can choose to receive a check for the amount or have it credited to their WVC

account. If the student paid by credit card, the refund will be credited back to that card.

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

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

If tuition was paid by financial aid, the type of aid received will determine how any refunds are processed. Contact the financial aid office at 509-682-6810 for more information.

***Students have until the fifth business day of the academic quarter to withdraw from credit courses and still get a 100% tuition refund. More information about refunds can be found on our website.***

### Insurance Fees

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

## Financial Aid

WVC participates in a broad range of federal and state aid programs designed to assist students who are unable to pay their college expenses. Financial assistance through grants, work study and subsidized loans require determination of financial need. Unsubsidized student loans are available for students who do not qualify for need-based financial aid. Information and applications for both merit- and need-based scholarships are available online at [www.wvc.edu/scholarships](http://www.wvc.edu/scholarships). Financial aid and most need-based scholarships require a student to complete the Free Application for Federal Student Aid (FAFSA). The college also offers programs such as Work-Based Learning Tuition Assistance, WorkFirst and Worker Retraining funding.

Contact the WVC Financial Aid Office for financial aid eligibility requirements, visit the WVC Financial Aid website at [www.wvc.edu/financialaid](http://www.wvc.edu/financialaid) or call 509-682-6810. Refer to the U.S. Department of Education Student Guide, which is available in the financial aid office and online (<https://studentaid.ed.gov/sa/sites/default/files/funding-your-education.pdf>).

Financial aid funds may be categorized into four basic sources: federal, state, institutional, and private. Because there are too many outside private sources to list in this manual, only federal, state, and institutional



sources for WVC are listed below:

1. Federal
  - Federal Parental Loan for Undergraduate Students (FPLUS)
  - Federal Pell Grant
  - Federal Subsidized Stafford Loan (FSSL)
  - Federal Supplemental Educational Opportunity Program (FSEOG)
  - Federal Unsubsidized Stafford Loan
  - Federal Work-Study Program
2. State
  - Washington College Grant (WCG)
  - State Scholarship: State Work-Study Program (SWS)
3. Institutional
  - WVC Tuition Waiver
  - WVC 3.5% Grant
  - WVC Lewis Secured Emergency Loan
  - WVC Academic Scholarships

Federal and state student financial aid regulations require students to be in a program of study that leads to an eligible degree or certificate offered at WVC, maintain satisfactory academic progress and be enrolled in at least six credits per quarter. (In some cases, students may take fewer than six credits and still receive financial aid. Check with the financial aid office before enrolling for less than six credits to find out how it will affect a financial aid award.) The satisfactory academic progress policy is available under Forms on the financial aid website ([www.wvc.edu/financialaid](http://www.wvc.edu/financialaid)) and in the financial aid office.

On-time applicants have first priority for grant funding. To be considered an on-time applicant for financial aid for the coming academic year, students need to complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by March 15. Students may apply for financial aid after the priority deadline; however, only limited funding may be available. Students will need to list the WVC Federal School Code on the students FAFSA form, which is **003801**. Students should also complete an admissions application to the college as well as follow up on all requested information by the financial aid office.

***The WVC Financial Aid Office corresponds with students through their college-issued e-mail address. Check your WVC e-mail on a regular basis. To find more information on how to access and use your WVC e-mail account, there are more resources on the WVC website, [wvc.edu](http://wvc.edu).***

### **Washington Application for State Financial Aid (WASFA)**

State law has expanded eligibility for the Washington State Need Grant (SNG) to low income, non-citizen students who meet the program's eligibility requirements and also satisfy the following residency criteria:

- Have graduated (or will do so before beginning college) from a Washington state high school, or obtained a GED.
- Have lived in Washington state for three years prior to, and continuously since, earning the high school diploma or equivalent.

To apply for the SNG, students who are unable to file a FAFSA due to immigration status may instead complete the free Washington Application for State Financial Aid (WASFA).

To apply, visit [www.ReadySetGrad.org/WASFA](http://www.ReadySetGrad.org/WASFA).

Financial aid staff members are available at the Wenatchee and Omak campuses during normal business hours Monday through Friday. You may contact the financial aid office by e-mailing at [financialaid@wvc.edu](mailto:financialaid@wvc.edu) or calling 509-682-6810 (Wenatchee) or 509-422-7803 (Omak). The fax number for the Wenatchee office is 509-682-6811.

### **Veterans**

Those who are a veteran, have served or are currently serving in the military, are the spouse or child of a veteran, and are seeking eligibility for benefits, contact the WVC Veteran office at 509.682.6817 or [veterans@wvc.edu](mailto:veterans@wvc.edu). The office is located on the Wenatchee campus in Wenatchi Hall, room 2136. Reduced tuition and fee waivers are available for eligible veterans, military service members and dependents.

The veteran office serves as a liaison between WVC and the U.S. Department of Veterans Affairs. A representative is available to assist veterans and dependents with activating VA educational benefits, as well as provide information and additional school funding and community resources. Individuals using VA educational benefits must submit their class schedule to the WVC Veteran Office each quarter. Omak students may submit schedules and other documents to the Omak student services office. Additional guidelines and requirements for accessing and using benefits can be found at [www.wvc.edu/veterans](http://www.wvc.edu/veterans).

Selected programs of study at WVC are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) and the Washington Student Achievement Council's State Approving Agency (WSAC/SAA) for enrollment of those



eligible to receive benefits under Title 38 and Title 10, USC.

Schools should limit student enrollment to 85 percent veteran enrollment per program. In the event that a veteran wishes to enroll in a class that has already reached the 85 percent cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.

WVC does not and will not provide any commission, bonus or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

There is a veteran's lounge located in the library that is available to all veterans. It offers privacy, a lounge space and free printing.

### ***Title 38 US Code 3679 Statement***

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (CH33 and CH33TOE) or Vocational Rehabilitation and Employment (CH31) benefits, while payment to the institution is pending from the VA. This school will not:

Prevent the students enrollment;

Assess a late penalty fee;

Require student secure alternative or additional funding;

Deny access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

Produce the VA Certificate of Eligibility by the first day of class;

Provide a class schedule with student signature requesting to be certified;

Provide additional information needed to properly certify the enrollment as described in other institutional policies

### ***Residency Requirements***

#### ***Residency Requirements for Tuition Paying Purposes***

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

#### **1. Financially Independent Student:**

Have established a bona fide domicile in the state of Washington primarily for purposes other than

education for a period of one year immediately before the first day of the quarter for which they have registered at any institution and be financially independent.

**OR**

#### **2. Financially Dependent Student:**

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

**OR**

#### **3. Active Duty Military and Washington National Guard:**

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

**OR**

#### **4. A student who is on active duty or a member of the National Guard who entered service as a Washington resident and has maintained Washington as their domicile but is not stationed in the state; a student who is a spouse or a dependent of a person who is on active duty or a member of the National Guard who entered service as a Washington resident and has maintained Washington as their domicile but is not stationed in the state; a student who has separated from the military under honorable conditions after at least two years of service, enters an institution of higher education in Washington within one year of the date of separation, and meets criteria regarding a connection or intended connection to Washington (veteran must list Washington as home of record on DD214 paperwork); a student who is the spouse or a dependent of an individual who has separated from the military under honorable conditions after at least two years of service.**

If a veteran separates from the military under honorable conditions, moves to Washington and establishes a domicile as outlined in RCW 28B.15.013, and enters an institution of higher education in Washington within three years of the date of separation, then as of that date of establishing Washington as their official domicile they may be considered a resident for tuition purposes.

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

Proof of residency is the student's responsibility.



Reclassification will take place in the quarter the change is approved, provided the updated residency questionnaire is submitted within 30 calendar days following the first day of the quarter. Acceptable evidence of Washington state residency for one year before enrollment can include:

- Valid Washington state driver's license
- Voter registration card
- Washington registration of motor vehicles
- Purchase of property in Washington
- Rent receipts
- Verification of not having received financial aid from another state

International students attending WVC who have been granted an F-1 student visa are classified as nonresident regardless of their length of residency in Washington state.

#### ***Nonresident waiver for United States citizens and INS Permanent Residents***

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

#### ***Resident Tuition for Washington High School Graduates***

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

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

**OR**

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

**AND**

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

If students meet the above criteria, once they have an application for admission on file, submit a signed affidavit to the admissions/registration office. Note that only affidavits with an original signature can be accepted. Do not fax or e-mail a copy to WVC.

## **Policies**

Academic and student policies are published on the college website, look for Policies (Student Handbook) on [www.wvc.edu](http://www.wvc.edu). ***It is the student's responsibility as a student to read and know these policies.***

#### ***Nondiscrimination and Harassment policies***

WVC is committed to a policy of equal opportunity in employment and student enrollment. It is the policy of WVC to maintain an academic and work environment free of discrimination, including harassment. The college prohibits discrimination and harassment against any person because of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

WVC will provide reasonable accommodations for qualified students with disabilities. To request an accommodation, please contact:

Wenatchee and Omak campuses: WVC Student Access Director, Wenatchi Hall 2133, 509-682-6854, (TTY/TTD) 509-682-6853, [sas@wvc.edu](mailto:sas@wvc.edu).

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained from the executive director of human resources at 509-682-6445, or on our website at [www.wvc.edu](http://www.wvc.edu).

#### ***Harassment***

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

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



Students who feel that they are being harassed should report it to the executive director of human resources or, in the case of sexual harassment, email [title9@wvc.edu](mailto:title9@wvc.edu). Information on the formal complaint process is available on the WVC website or through the human resources office on the third floor of Wenatchi Hall.

### **Student Records (FERPA)**

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

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

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

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

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

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

another school official in performing his or her tasks.

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

### **Restricting Release of Directory Information**

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

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

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

### **Students Rights Under FERPA**

FERPA affords students certain rights with respect to their education records. They are as follows:

- The right of the student to inspect and review their record within 45 days of the date that their request for access is received. Students can submit a written request to the registrar, identifying the record they wish to inspect. The registrar will make arrangements for access and notify them of the time and place where the record may be inspected. If the registrar does not maintain the record the student wishes to inspect or review, the student will be advised of the correct official to whom the request should be addressed.
- The right of the student to inspect the contents of a student's folder, regardless of their financial status with the institution. However, an institution is not required to release an official transcript if the student has a past debt to the college.
- The right of the student to request an amendment of their educational record if they believe it is inaccurate or misleading. The student may ask WVC to amend a record that they believe is inaccurate or misleading. The student may write to the registrar clearly identifying the part of the record to change and specifying why it is inaccurate or misleading. If WVC decides not to amend the record as requested,



the student will be notified of the decision in writing and advised of their right to a hearing to consider the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosure of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. This refers to the student's right to allow others access to all or part of their educational record that would normally not be allowed under FERPA. A student can specify who is to receive the information and what portions of their educational record WVC is authorized to release. This authorization would remain in effect until the student notifies the admissions/registration office.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by WVC to comply with the requirements of FERPA. The Family Compliance Office will investigate each timely complaint. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Emergency Situations

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

Title IV Student Complaint Process

The Higher Education Act 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 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 SBCTC Student Services Office, 360-704-4315.

Academic Policies

Student Records and Grades

Changes to Address, Phone Number or E-mail

Students can make changes to their address, phone number(s) or e-mail address either by completing a Records Change form or through the MyWVC Portal on the WVC website. Students will need their SID and PIN to use the MyWVC Portal. The Records Change form must be signed and can be mailed, faxed or brought in to the admissions/registration office. Name changes must be done in person with picture ID.

Grades and Grade Policy

WVC does not mail out grades to students at the end of each quarter. To access grades, use the Transcript function on the MyWVC Portal.

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

Grades used in computing grade point average are:

Grade	Point Value
A .....	4.0
A- .....	3.7
B+ .....	3.3
B .....	3.0
B- .....	2.7
C+ .....	2.3
C .....	2.0
C- .....	1.7
D+ .....	1.3
D .....	1.0
F .....	0.0

Grades not used in computing grade point average are:

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

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

Calculating GPA

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

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



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

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

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

### Grade Change

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

### Pass/Fail

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

Running Start students may not request enrollment on a pass/fail basis.

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

### Work in Progress

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

### Withdrawal

A "W" designation indicates that a student has withdrawn from a class. The last day to withdraw from classes each quarter is specified on the official student calendar. Complete information on withdrawing from a class is available in the admissions/registration office.

Instructors may choose to administratively withdraw a student who does not attend the first two days of class, but the responsibility of withdrawing still lies with the student. Students should not assume an instructor will withdraw them for not attending class. When in doubt, students should check the MyWVC Portal to determine if they are still registered for the class or contact the admissions/registration office. Failure to formally withdraw from class will normally result in a failing grade. Students can withdraw through the Registration function on the

MyWVC Portal. Students can also submit a Course Change form, available in the admissions/registration office.

### Military Withdrawal

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

A full refund will be made upon receipt of call-up notification letter and a "W" grade will be recorded,

**OR;**

Students may receive an "I" or "Y" with approval from the instructor(s) and no refund will be made or the vice president of student services may grant a degree prior to induction into the armed forces. No refund will be made.

### Audit

The "N" designation indicates that a student has elected to take a class with the understanding that no credit will be earned and no grade given. If a student chooses to audit a class, they do not have to take the tests, but the instructor may require reasonable attendance and class participation. Full tuition and fees are charged for classes taken on an audit basis. Changes from credit to audit are permitted until the end of the 35th day of instruction. The instructor's written approval is required after the fifth day of instruction. The student will need to turn in a completed Course Change form, with the instructor's signature, to the admissions/registration office to change a class to an audit status.

### Incomplete

The "I" designation indicates that the student has been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by the student and the instructor. It is the student's responsibility to initiate this contract. The maximum length of a contract is two quarters, excluding summer. An "I" grade is changed to an "F" if the terms of the contract are not met within the time specified. Contract forms are available in the admissions/registration office.

### Pass/No Pass

The "P" or "NP" designation may be given in developmental and some prior learning assessment courses. A "C" grade (70 percent or higher) earns a "pass"; anything lower earns a grade of "no pass."

### Repeating a Course

The student may repeat any course. The highest grade earned of the original or repeated courses will be used to calculate the student's cumulative grade point average, unless the course description in the WVC Catalog specifically states that they can repeat the course for credit. Courses repeated for credit, however, do not normally count toward the completion of a degree or certificate. Repeated courses will be designated with an "R" next to the grade on the transcript.



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

**Note:** Repeating courses may affect students' financial aid eligibility. For more information, visit the Financial Aid Policies page at [www.wvc.edu/financialaid](http://www.wvc.edu/financialaid).

### Student Record Retention

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

### Honors

A president's list and a dean's list are compiled at the end of each quarter to recognize outstanding student achievement. Honorees are announced publicly. In order to qualify, you must meet the following criteria:

- Earn at least 12 credits in courses numbered 100 or above. ("I," "P," "NP" and "Y" designations do not count toward the 12-credit minimum.)
- Earn a 4.0 GPA for the president's list.
- Earn a 3.5 - 3.99 GPA for the dean's list.

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

If the student carries at least 12 credit hours and have a cumulative GPA of 3.5 or higher, they are eligible to join the local chapter of Phi Theta Kappa, the national community college honor society. Phi Theta Kappa encourages scholarship, leadership and service. Members of Eta Rho (Wenatchee campus) and Alpha Kappa Eta (Omak campus) are active at the local, state, regional and international levels.

### Academic Standards Procedure

The Academic Standards Procedure at WVC has been established to ensure that the college resources are used in the best interest of all current and future students. The procedure helps to ensure that students with academic difficulties are made aware of the many educational resources available to them. Students are encouraged to assume responsibility for their own academic progress.

The three levels of unsatisfactory academic performance are Warning, Probation and Suspension.

### Academic Warning

A student attempting six or more graded credits will be placed on Academic Warning when his or her cumulative GPA falls below 2.0. Students on Warning status will receive a letter advising them of their academic standing. The transcript will be endorsed "Academic Warning."

Students will remain on this status until their cumulative GPA is 2.0 or higher.

### Academic Probation

If a student who is on Academic Warning attempts six or more graded credits for a second time, and his or her quarterly GPA falls below 2.0, the student will be placed on Academic Probation. Students on Academic Probation will receive a letter informing them of their academic standing, and their transcript will be endorsed "Academic Probation." Students on probation will have a registration hold placed on their account. They will be unable to make changes to their class schedule for the current quarter and will be unable to register for future quarters until they have met with their adviser and completed the probation form. Students will remain on Probation status until their cumulative GPA is 2.0 or higher.

### Academic Suspension

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

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

### Academic Forgiveness

If a student stops attending WVC while on Academic Warning, Probation or Suspension status, they will remain at that level for a period of at least three years (or 12 academic quarters). If during that time they have not returned to WVC, their student records will be updated to remove them from their previous academic deficiency status. If upon the student's return their cumulative GPA is still below 2.0 after completion of their returning quarter, they must adhere to the Academic Standards procedure.

### Academic Regulations Committee (ARC)

Petitions for waivers of college policies are initially



reviewed by the WVC Registrar. Such petitions may include, but are not limited to:

- Late changes in class status (i.e., credit to audit, past quarterly deadline withdraw)
- Set aside of low grades from two previous quarters
- General inquiries not specified by a specific petition
- Taking more than 21 credits in one quarter
- Readmission

After reviewing the petition, the registrar will either make a ruling on the petition or forward it to the appropriate WVC administrator for further review/ruling.

Petitions for readmission after an academic suspension are reviewed by a WVC counselor.

All petitions must be in writing and submitted on the appropriate form, available through the admissions/registration office.

After the initial decision on a petition is made, the student can appeal this decision to the WVC Academic Regulations Committee. Filing for an appeal is completed through the student services office.

All appeals must be in writing. Petitioners may appear in person before the committee but are not required to do so. It is the responsibility of the student to be fully aware of the policies and procedures that govern a specific program in which the student is seeking enrollment or is currently enrolled.

### **Plagiarism**

Matters of academic dishonesty such as cheating or plagiarism are referred to the chief student services officer or designee. More information on plagiarism and the WVC Discipline Code is detailed in the student handbook that is available online at [www.wvc.edu](http://www.wvc.edu).

### **Transcripts**

#### **Official Transcript**

An official transcript is a copy of a student's permanent academic record. It is signed by the registrar. A student's transcript will be released only on their written request, accompanied by their signature.

The Transcript Request form is available in the admissions/registration office or it can be downloaded from the WVC website. When requesting a transcript, students must complete all lines on the form, include their WVC student ID number and sign the form. We cannot process the request without a student signature. Mail, e-mail or fax the completed form to the admissions/registration office. An incomplete form may be returned and can delay processing the request.

Students can also request a transcript electronically via Parchment. This allows them to send a paper copy

of their transcript or an electronic copy via email. The electronic copy of the transcript is considered official and is encrypted for security. There is an additional \$2.50 fee for this service. If you have any questions about this new transcript service, call (509) 682-6836 or email [admissions@wvc.edu](mailto:admissions@wvc.edu). Visit [wvc.edu/transcripts](http://wvc.edu/transcripts) to learn more and access the Parchment website.

The transcript may be withheld if a student has not met all financial obligations to WVC. Picture ID is required for anyone picking up their transcripts at the admissions/registration office.

Transcripts cannot be released to a third party unless we have written permission from the student. For more information, please call 509-682-6806.

### **Unofficial Transcripts**

Students can access their unofficial transcripts through the MyWVC Portal. They will need their SID and PIN to get this information. This is the way a student would view their grades received at WVC.

### **Transcript Evaluations**

Students may request an evaluation of their transcripts at any time. It is important for students to do so to verify how far along they are to earning their degree or certificate and what classes they have left to take. To request an evaluation, students should complete the evaluation request form and return it to the admissions/registration office.

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

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

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

A student can run an audit of their current academic record against any degree or certificate listed for WVC. To view progress toward graduation, visit [www.wvc.edu/courses/degreeaudit/](http://www.wvc.edu/courses/degreeaudit/). If a student has questions about their evaluation, they should speak with their faculty adviser.

### **Transfer Credits**

A maximum of 60 credits from regionally accredited colleges and universities may be applied toward a WVC degree, meeting either requirements or electives, at the



discretion of the credential evaluator, dean or program director. The following is a list of those organizations that grant regional accreditation in the United States:

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

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

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

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

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

If a student has attended colleges and/or universities outside of the U.S., they must provide their transcripts and an evaluation of those transcripts by a qualified evaluation agency. The student should request a course-by-course evaluation to maximize the credit that may be transferred to WVC. A list of foreign education credentials services is available through the admissions/registration office. The student should also submit course descriptions, as they are often not available online.

More on these policies are available under Policies on the WVC website at [www.wvc.edu](http://www.wvc.edu) or from the student services department:

### Emergency Messages

Individual messages: A message will be delivered to a student during a class in case of a medical emergency. The delivery of more routine messages of a non-emergency nature cannot be

accommodated. Requests to deliver an emergency message should be made to the admissions/registration office.

Other emergency messages: The general public will be notified of any changes from normal college operations through local radio stations and newspaper websites, the WVC home page ([www.wvc.edu](http://www.wvc.edu)) and WVC Facebook page, and through emergency text alerts for those who have signed up for this service. If a message regarding college operations is not sent or posted, assume that the college is operating on its normal schedule. To sign up for emergency text alerts, visit [www.wvc.edu/emergency/](http://www.wvc.edu/emergency/).

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### Public Disclosure

Wenatchee Valley College makes the following information available to the general public at [wvc.edu/PublicDisclosure](http://wvc.edu/PublicDisclosure), as required by state and federal laws and/or college policy:

- Affirmative Action
- Annual Security Report (Clery Act)
- Annual Public Notice of Career and Technical Education Opportunities
- Federal Educational Rights & Privacy Act (FERPA)
- Gainful Employment
- Non-discrimination statements for publication
- Privacy Statement
- Public Records Request
- State Support of Higher Education Students (2013-14)
- Student Programs Service and Activities (S&A) Fee Funding
- Student Right to Know - Graduation and Transfer Rates
- WVC Facilities Master Plan
- WVC Policies and Procedures
- Clery Act crime statistics
- Annual fire safety reports
- Violence Against Women Act
- Financial reports

### Other Policies

- Drug-Free Workplace
- Equal Opportunity
- Freedom of Inquiry and Expression



## General Information

### Student Services

Information about Wenatchee Valley College services available to students can be found on the college website, [www.wvc.edu](http://www.wvc.edu). If a student does not have access to our website or needs personal assistance, student services staff members are available to help them.

### Bookstores

The bookstore on the Wenatchee campus is in Van Tassell Center. Barnes & Noble provides books for both campuses. Students may sell their textbooks back to the bookstore at the end of each quarter. To purchase books online for courses on either campus, visit [www.wvc.edu/bookstore](http://www.wvc.edu/bookstore). Call the Barnes & Noble front desk for in-person hours at both campuses. Phone: 509-682-6532

### Cafeteria

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

### Career Services

Guided by our belief in the benefits of education, the WVC Education and Career Planning team provides students with the tools and resources to successfully navigate the academic world. The career center in Wenatchi Hall offers a broad range of information and assistance for jobs/careers, education/training requirements, job hunting techniques, employment opportunities, internships, mentorships, work study, cooperative work experience, transfer guidance and career assessments. Make an appointment in by calling 509-682-6830 or emailing [careerservices@wvc.edu](mailto:careerservices@wvc.edu).

### Child Care

Through a partnership with Chelan Douglas Child Services, WVC and the Wenatchee School District, affordable child care services are available on the WestSide High School campus, located at 1510 Ninth Street. The program provides quality, licensed child care to children from six weeks through five years of age while students attend class, study and work. This program is provided by CDCSA with funding from the State funded Early Childhood Education Assistance Program (ECEAP) and CCAMPIS (Child Care Access Means Parents in School) federal grant. Phone: Wenatchee, 509-663-5179.

### College Assistance Migrant Program (CAMP)

The College Assistance Migrant Program (CAMP) provides academic and financial support services to students from migrant and/or seasonal farmworker backgrounds in their first year of college. CAMP collaborates with campus faculty and staff, student services and community-

based agencies to improve educational opportunities for students to have a strong foundation to build upon as they work toward a degree. The program is 100% funded by the U.S. Department of Education, Office of Migrant Education.

To learn about eligibility, services and the application process, visit [www.wvc.edu/camp](http://www.wvc.edu/camp) or call 509-682-6974.

### Counseling

WVC's professional counselors can help by providing a safe, confidential place where students can explore their concerns and discover new strengths, insights and ways of coping. Counseling services include academic counseling, readmission petitions, career, financial and personal counseling. The Knights Kupboard food bank is also available for students in need of food or supplies. Contact counselors for more information about using the Knights Kupboard. Phone: Wenatchee, 509-682-6850, or Omak, 509-682-7803.

### Disability Services/Student Access

Students with documented disabilities who require special accommodations or services should contact the student access coordinator at 509-682-6854 or [sas@wvc.edu](mailto:sas@wvc.edu). Video phones are located in Van Tassell Center and Brown Library.

### Library

Full-service library/media centers are located on both the Wenatchee and Omak campuses. Visit [www.wvc.edu/library](http://www.wvc.edu/library) for their extensive services. Phone: Wenatchee, 509-682-6710, or Omak, 509-422-7830.

### Mathematics, Engineering, Science Achievement (MESA)

The Mathematics, Engineering, Science Achievement (MESA) program advocates for education, equity, and access in science and engineering. MESA offers academic and professional support services to students who plan to transfer to four-year universities in science, technology, engineering, and mathematics (STEM) majors. In collaboration with industry partners, government institutions and community organizations, MESA creates tangible opportunities for students who are: eligible to receive financial aid, the first ones in their family to attend college and/or historically underrepresented in STEM (African American, Latinx, Native American/Alaskan Native, Pacific Islander and/or women). To learn about eligibility, services and to apply visit [wvc.edu/MESA](http://wvc.edu/MESA) or call 509-682-6583.

### On-campus Health Clinic

There is an on-campus Columbia Valley Community Health health clinic available at WVC. It is operated by



certified personnel of CVCH. Appointments and walk-ins are welcome. Most insurances are accepted. For more information, visit [cvch.org](http://cvch.org) or call 509-622-7106. The clinic provides care and services including, but not limited to:

- Physicals and health screenings
- Colds and coughs
- Flu
- Infections
- Earaches
- Bites
- Burns
- Sprains
- Sexually transmitted infection screening
- Pink eye
- Allergies
- Sore throats
- Pregnancy tests
- Anxiety/depression screening

### **Placement**

Before signing up for classes, all degree-seeking students must submit documentation for placement into math and English classes or take the placement test. Students should visit [www.wvc.edu/placement](http://www.wvc.edu/placement) to take the Pre-Placement Questionnaire to help determine if they need to take a placement test or if they have other documentation that can place them into classes. Students will also find study materials and test sign-up instructions on the website. Phone: Wenatchee, 509-682-6830, or Omak, 509-422-7810. Email: [placement@wvc.edu](mailto:placement@wvc.edu).

### **Residence Hall**

Located on Fifth Street across from the Wenatchee campus, the WVC Residence Hall is within walking distance of grocery stores, shopping areas and downtown Wenatchee. Bus access is available next to the parking lot. Students with current WVC student identification may ride for free. Learn more at [wvc.edu/Housing](http://wvc.edu/Housing) or contact the residential life coordinator at 509-682-6706.

### **Safety and Security**

Safety and security of the campus environment is a priority for WVC. Policies and procedures are in place to protect people and property, and to promote the prevention of crime. The college cooperates with law enforcement and other emergency responders to prepare for various emergency situations through information sharing, combined training and practice drills.

Employees, students and campus visitors are all responsible for maintaining a safe environment by respecting security procedures and reporting concerns as they happen. For the Wenatchee campus, any person who has a safety concern can call ext. 6911 from any campus phone, or 509-423-3705 from a non-campus phone. In an emergency, dial 911. On the Omak campus, report

security concerns during business hours by calling 509-422-7820 and after 5 p.m. by calling 7911 on a campus phone or 509-422-7911 from an off-campus phone. In an emergency, call 911. Contact phone numbers and other emergency information are posted in numerous places on both campuses.

The college incident report form can be used to report any event of concern. The form is available at [www.wvc.edu/behavioralintervention](http://www.wvc.edu/behavioralintervention). Additional safety information can be found at [www.wvc.edu/Security](http://www.wvc.edu/Security). Some of this information has been adapted from the Bethany College website, [www.bethanywv.edu/students/safety-and-security](http://www.bethanywv.edu/students/safety-and-security).

The WVC Bias Incident Response Team (BIRT) can connect students with resources and support to address bias-related incidents that may interfere with their academic success. Visit [wvc.edu/bias](http://wvc.edu/bias) to learn more or to report bias-related incidents.

### **Student Recreation Center**

The Jack & Edna Maguire Student Recreation Center is Wenatchee Valley College's resource for students, faculty, and staff to work out and participate in recreational activities, wellness classes, intramural sports, and outdoor activities on campus and within the community. This building was made possible by the Associated Students of WVC to provide a greater variety of recreational activities for students. All currently enrolled students have full gym access to the facility. To learn more about Student Recreation Center visit, [www.wvc.edu/StudentRec](http://www.wvc.edu/StudentRec), call 509-682-6943, or email [studentrec@wvc.edu](mailto:studentrec@wvc.edu)

### **Study Abroad**

WVC is a member of the Washington State Community College Consortium for Study Abroad (WCCCSA), which organizes study abroad opportunities for community college students around the state of Washington. Students can choose to study abroad for one quarter in countries like Spain, Germany, France and England, or for three or four weeks in places like Costa Rica or Morocco. While studying abroad, students earn credit toward their degrees while enhancing cross-cultural communication skills. Visit [www.wvc.edu/studyabroad](http://www.wvc.edu/studyabroad) or call 509-682-6830 or email [studyabroad@wvc.edu](mailto:studyabroad@wvc.edu) to schedule an appointment with a study abroad coordinator.

### **TRIO Student Support Services (SSS)**

The TRIO SSS program provides low-income, first-generation college students and students with disabilities the valuable support and services needed to succeed and persist towards graduation and transfer. TRIO SSS serves to motivate, retain and help students accomplish their goals by offering comprehensive individual support. To



learn more about TRIO SSS and eligibility requirements, visit [wvc.edu/trio](http://wvc.edu/trio), call 509-682-6978 or email [trio@wvc.edu](mailto:trio@wvc.edu).

### ***Tutoring Services***

Tutoring services are available free of charge during fall, winter, spring and summer quarters to all enrolled students on both campuses. The WVC Tutor Center is on the second floor of the library, the English WriteLab is in Sexton Hall room 6004 and the WVC at Omak tutor center is in Friendship Hall room 205. Hours of operation are posted each quarter and are available at [www.wvc.edu/tutoring](http://www.wvc.edu/tutoring). Phone: Wenatchee, 509-682-6863, WriteLab, 509-682-6586, or Omak, 509-422-7845.

### ***Veterans Services***

WVC is proud to support veterans as they return to school by providing resources for success and connection with other student veterans. Along with a full-time VA certifying official, we also have a WDVA Vet Corps Navigator, a veterans study lounge for student veterans and active duty service members to study and connect, as well as an active student veterans club (the Veteran Knights) for fellowship and community service. Phone: 509-682-6817. Email: [veterans@wvc.edu](mailto:veterans@wvc.edu).

### ***Campus Life***

Students at WVC have many opportunities to participate in programs and activities outside of the classroom, including student government, clubs, organizations and athletics. For more information on what is available, visit [www.wvc.edu](http://www.wvc.edu) or contact the WVC Campus Life office in Van Tassell Center at 509-682-6860 or in the student resource center in Omak at 509-422-7810. Athletic events may be found at [www.wvc.edu/athletics](http://www.wvc.edu/athletics).

### ***Office of Diversity, Equity and Inclusion***

A variety of support services are available through the college's office of diversity, equity and inclusion, including assistance to achieve academic success and opportunities for leadership development. The office also promotes appreciation and awareness of cultural heritage, and offers a diversity center in Van Tassell Center. Phone: Wenatchee, 509-682-6865, or Omak, 509-422-7814.

### ***International Student Program***

Wenatchee Valley College welcomes students from abroad to study on the Wenatchee campus. The international student coordinator helps students to achieve their academic goals and to adjust to life in Wenatchee. The international education coordinator works under the campus life program to provide a well-rounded college experience for visiting students. Phone: 509-682-6864. Website: [www.wvc.edu/international](http://www.wvc.edu/international).



## Student Code of Conduct

The Washington State Community and Technical College system developed a standard code of conduct. Refer to the WVC website for the most current version of the Code of Conduct. For more information, visit the WVC website, [wvc.edu](http://wvc.edu).

### Rules of Conduct

#### **Purpose**

The student conduct code shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college sponsored activities, or to offcampus conduct that in the judgment of the college adversely affects the college or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

Wenatchee Valley College students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college, they are subject to those responsibilities which accrue to them by virtue of this membership.

Admission to Wenatchee Valley College carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the college, maintain high standards of honesty and integrity, and respect the rights, privileges and property of other members of the college community.

Wenatchee Valley College expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the college.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws and regulations of each

community and accountable to both.

To accomplish these purposes, the college is governed by rules, regulations and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

The following are examples of misconduct that is subject to disciplinary action. See the online WVC Student Code of Conduct for more details on other misconduct and the disciplinary process.

#### **Plagiarism/Cheating**

Plagiarism is defined as the buying, borrowing or stealing of written material for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the student's program of instruction at the college. Any student who plagiarizes shall be subject to disciplinary action. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course. Any student who aids or abets the accomplishment of such activity as defined above shall also be subject to disciplinary action. An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism or cheating.

#### **Abusive Language**

Any student who uses abusive language towards any person while on college facilities or participating in college-related programs may constitute disorderly conduct and shall be subject to disciplinary action. Examples of abusive language may include but are not limited to, maligning, coarse insulting speech, use of lewd, indecent and/or obscene language.

#### **Disorderly Conduct**

Any student whose conduct obstructs or disrupts educational processes or other activities of the college shall be subject to disciplinary action. In the case of disorderly conduct in the classroom, the instructor may take reasonable action against any student and recommend disciplinary action by the vice president of student services.

#### **Sexual Harassment**

Students must abide by the college's Sexual Harassment Policy. Any student who engages in behaviors such as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct or written communication of a sexual nature directed toward another person shall be subject to disciplinary action. If you have



experienced or witnessed sexual harassment or sexual violence please report it to the Title IX Coordinator at 509-682-6445 or to a faculty or staff member on campus.

### **Malicious Harassment**

Any person is guilty of malicious harassment if he/she maliciously and with intent to intimidate or harass another person because of, or in a way that is reasonably related to, associated with, or directed toward that person's race, creed, color, religion, gender identity, sexual orientation, ancestry, national origin, age, marital status, or mental, physical, or sensory handicap, and/or disabled veteran status may be subject to disciplinary action. Another person shall be subject to disciplinary action.

### **Computer Trespass**

Any student that violates college information, without authorization, intentionally gains access to a computer system or electronic data owned or used by Wenatchee Valley College shall be subject to disciplinary action according to the college's Information Resources Acceptable Use Policy and 9A.52.110 RCW through 9A.52.130 RCW.

### **Computer Use Policy**

This policy governs the use of computer labs on campus. These labs include the library and any other instructional areas that have student access to computers. Violations can be subject to prosecution and/or loss of student access to computer labs.

- Labs are open only to registered students of WVC and those covered through cooperative agreements.
- Students may not modify, reconfigure or tamper with any computer hardware or software, nor may they attempt to gain unauthorized access to any computer network. Attempting unauthorized access to computer networks is a violation of both state and federal laws.
- Intentionally introducing a computer virus into any Wenatchee Valley College computer system is a violation of both state and federal laws.
- First priority is given to classes that have scheduled time in the lab. Second priority is given to students doing homework and research for currently enrolled classes. Lowest priority is given to students "surfing the net" or other non-instructional activities. A student may be requested to give up his/her position to another student with higher priority and, depending on demand for services, a time limit may be imposed.
- Printouts are limited to academic work. Printing limits will be determined as is necessary for each lab. These limits will be clearly marked and enforced. Failure to comply with set printing limits may result in the loss of computer lab access.
- Any use of the computers in Wenatchee Valley College

labs must comply with the State of Washington's Community and Technical College Network Acceptable Use Policy. Accessing or posting obscene, abusive or highly offensive material is not allowed.

### **WVC Network (WVCNET) Acceptable Use Policy**

Internet access for students and employees of WVC is provided through the state of Washington Community and Technical college network (CTCNet). In as much as this network is provided by the state for the purposes of education of students and business of the college, its use is restricted to activities that improve student learning, build overall system efficiencies, maximize accessibility of the Internet and eliminate inappropriate traffic over the interconnected networks. As such, the following Acceptable Use Policy from the State Board of Community and Technical Colleges-Information Technology (SBCTC-IT) is in effect:

- Use of CTCNet shall be solely for the purpose of facilitating the exchange of information in furtherance of education and research, and otherwise be consistent with the purposes and objectives of the State of Washington Community and Technical Colleges and the State Board for Community and Technical Colleges.
- CTCNet shall not be used to transmit any communication in any form (e.g. text, images, sound) where the content and/or meaning of the message or its transmission or distribution would violate any applicable law or regulation.
- CTCNet shall be used solely for business related activities carried out in a professional and ethical manner in the normal course of business and shall not be used for personal reasons to transmit any communication in any form.
- Users of CTCNet shall promote efficient use of the public networks to minimize, and avoid if possible, creating congestion within or upon the networks thereby interfering with the work of other users of the networks. Further, users of CTCNet services shall respect the rights and property of all others and shall not improperly access, misappropriate or misuse the information/files of other users.
- CTCNet shall not be used for commercial purposes. Advertising of commercial offerings is forbidden.
- When using CTCNet for accessing sources beyond the CTCNet itself, users shall apply the CTCNet Acceptable Use Policy while navigating through and making use of those networks.
- With advice/recommendations from the Internet Information Group (IIG) and the Standing Advisory Committee (SAC), the SBCTC-IT is responsible for the modification and distribution of this Acceptable Use Policy.
- Withdrawal of use privileges because of violations



of this policy is the responsibility of the college or other agency which authorized that individual's use of CTCNet and could result in discipline and/or termination of employment.

- WVC is not responsible internally for use of the Internet by students and staff. Any violation by a WVC computer user of the above Acceptable Use Policy will result in the revoking of Internet connection privileges for that user and reporting of that violation to the appropriate dean or to the president of the college.

### **Memorandum Of Understanding**

#### ***Student Rights/Responsibilities - Washington Online Virtual Campus***

Students served by the Washington Online Virtual Campus will follow the policies and procedures that govern student conduct, disciplinary procedures and procedures for resolving conflicts regarding student conduct which are in place at the enrolling college. Washington Online Virtual Campus students are responsible for being familiar with the student rights and responsibilities and code of conduct of the enrolling college.

Jurisdiction and authority for discipline of students served by the Washington Online Virtual Campus will rest with the enrolling college; however, administrators and faculty of the teaching college and/or Washington Online Virtual campus staff may be included in investigations prior to final decisions regarding a discipline situation. All appeals will be handled according to the policies of the enrolling college.

#### ***Disciplinary Action***

Any student violating any provision of the Rules of Student Conduct will be subject to discipline. Sexual harassment violations will follow policy and procedures located on the WVC website and are a separate process.

#### ***Student Participation in College Governance***

Wenatchee Valley College recognizes the special role that students play in the development and maintenance of student programs. Students shall be represented by the recognized student governmental organization (ASWVC). New ASWVC members are elected each May for the following academic year. Please visit the student senate office for more information about elected positions and election dates. You can also find information in the ASWVC constitution and bi-laws which are posted online.

#### ***Student Right to Know***

509-682-6450 (Wenatchee/Omak)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus disciplinary procedures and campus crime statistics for the most recent three-year period can

be found online at [wvc.edu/safety](http://wvc.edu/safety) or can be requested from the vice president of administrative services office, Wenatchee Valley College, 1300 Fifth St, Wenatchee, WA 98801. Information concerning registered sex offenders in the Wenatchee Valley can be obtained at [wvc.edu/parents](http://wvc.edu/parents) and the Chelan County Sheriff's Office at [www.co.chelan.wa.us/sheriff/pages/resources-sheriffs-office?parent=Resources](http://www.co.chelan.wa.us/sheriff/pages/resources-sheriffs-office?parent=Resources) or go to [ml.waspc.org/](http://ml.waspc.org/). For information concerning all Washington counties on the Washington State Sex Offender Information Center's website, any questions can be directed to the Chelan County Sheriff's Office at 509-667-6841.

### **Student Rights and Responsibilities**

To improve our college learning environment, all students are asked to work together to promote positive, respectful interactions on our campus. The following "Rights and Responsibilities" suggests the kinds of mutually respectful behaviors that create a healthy learning environment.

Each student has the right to expect a campus climate in which all students:

- are given the opportunity and encouragement to succeed
- are treated with dignity and respect
- demonstrate good manners and courtesies
- are safe from sexual harassment and discrimination
- are free to ask for help, anytime.

In addition to rights, each student has a responsibility to:

- support a learning environment that provides opportunities for all students to succeed
- prepare mentally and physically to be the best they can be
- treat all students and staff with dignity and respect
- exhibit good manners and common courtesies at all times
- serve as a positive role model for less experienced students
- respect the property and space of others
- help keep the campus litter free
- refrain from swearing and using any inappropriate communication
- read and abide by the college rules in the student handbook
- be accountable for your own actions.



# Degrees and Programs

## Learning That Lasts

### Educational Programs

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

### Degree and Certificate Programs

The following pages summarize degrees and certificates offered at WVC:

- *Bachelor of Applied Science Degrees*, pages 37-41
- *Associate in Applied Science-Transfer Degree*, page 55
- *Associate in Arts and Sciences-Direct Transfer Degree/MRP*, pages 44-46
- *Associate in Business-Direct Transfer Degree/MRP*, pages 49-50
- *Associate of General Studies Degree*, page 55
- *Associate in Music- Direct Transfer Degree/MRP*, page 51
- *Associate in Nursing- Direct Transfer Degree/MRP*, page 52
- *Associate in Science-Transfer Degree*, pages 47-48
- *Associate of Technical Science Degree*, page 57
- *Certificate of Completion*, page 57

### Transitional Studies

WVC offers a wide range of educational opportunities designed to prepare students for college-level classes. These include adult basic education, English language acquisition, English for academic purposes, high school equivalency preparation, high school diploma courses and developmental education. Some classes are available at off-campus locations with open enrollment options. For more information about basic skills and transitional programs, call 509-682-6790.

## General Education Outcomes and Abilities

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

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

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

WVC structures learning so that students acquire those abilities that produce deep, lasting learning.

### Student learning outcomes

Through the course of pursuing degrees and certificates from WVC, successful students should be skilled in:

#### Problem solving

- Critical Thinking
- Creative Thinking
- Quantitative Reasoning
- Qualitative Reasoning

#### Communication:

- Oral Expression
- Written Expression
- Artistic Expression

#### Social interaction

- Collaboration
- Ethical Conduct
- Professional Conduct
- Cultural Diversity

#### Inquiry:

- Information Literacy
- Research
- Documentation

We are committed to continually assessing both what our students know and can do, and how we can improve their college experience.



## Undergraduate Degree Options

Applied baccalaureate degrees fill skill gaps in practical, market-driven fields where job requirements have advanced beyond the associate degree level. They add junior and senior levels to two-year professional/technical degrees that would otherwise not transfer and count toward bachelor's degrees at universities. The degrees vary from two-year technical education or a continuation of a professional/technical degree.

Applied baccalaureate degrees offer hands-on training in a career embedded within a four-year degree. Employers seek graduates because they have technical expertise combined with communication, computation, critical thinking and people-management skills. [Washington State Board for Community and Technical Colleges (June 2016). Applied baccalaureate degrees. Retrieved from [www.sbctc.edu](http://www.sbctc.edu).]

WVC currently offers three four-year programs: Bachelor of Applied Science in Engineering Technology (BAS-ET), Bachelor of Science in Nursing (RN to BSN) and Bachelor of Applied Science-Data Analytics (BAS-DA).



# Bachelor of Applied Science-Engineering Technology

The WVC Bachelor of Applied Science-Engineering Technology (BAS-ET) degree is designed to serve the educational and workforce needs of the region. The new program is for two groups of students: 1) Those who have completed a related technical associate degree (such as the associate of technical science in industrial technology), and 2) Those who have completed an associate of arts and sciences-direct transfer agreement (AAS-DTA).

The BAS-ET degree program at WVC provides students with the depth of knowledge, critical thinking skills, problem solving skills and practical skills in key engineering areas that are necessary to begin a career in engineering technology. The degree focuses on electronics and mechatronics. As an emerging field, mechatronics is comprised of multiple facets of engineering, including mechanical engineering, electrical engineering, telecommunications engineering, controls engineering and computer engineering. After completing this degree, students will possess the technical skills to be immediately productive in the workforce and have successful careers in regional, state or national electronic and mechanical product and system development industries.

Through a combination of face-to-face, hybrid and online classes, this full-time program will take traditional students four years to earn the BAS-ET degree. Students who have earned an associate degree can complete the BAS-ET in two to three years, depending on coursework previously taken.

A GPA of 2.0 or higher is required to graduate.

## Application

Students may apply online at [wvc.edu/EngineeringTech](http://wvc.edu/EngineeringTech). There is a \$50 application fee.

## General program requirements:

An associate degree or nearing completion of the degree is required to enter the program. To qualify for direct entry into the BAS-ET program, the following courses should be completed\*:

- MATH& 141, 142, 146
- PHYS& 114, 115, 116
- CHEM& 161, 162
- ENGR 105, 106
- ELEC 115, 225
- ELTRO 240
- ENGL& 101, 235
- CMST& 220

- The following social science and humanities courses are required but can be completed throughout years three and four (if not before) as time permits: PSYC& 100, ECON& 201 or 202, SOC& 101, PHIL 211.

*\*Students who have not completed all prerequisites can still be enrolled in the BAS-ET. They should contact the program director to develop an individual academic plan.*

## Program outcomes

Graduates of the BAS-ET degree program at WVC will:

- Apply their knowledge of the discipline to identify, analyze, synthesize and solve problems within the field of engineering technology.
- Possess the technical skills to be immediately productive in the workforce and have successful careers in regional, state or national electronic and mechanical product and system development industries.
- Utilize effective management methods with a commitment to quality, timeliness and efficiency.
- Be able to successfully communicate in oral, written and visual modalities.
- Demonstrate increasing levels of leadership and responsibility during their careers.
- Have demonstrated professionalism and ethics understanding, respect for diversity and awareness of societal and global issues.
- Display a desire and commitment for life-long learning through continued education, technical training and/or professional development.



## Bachelor of Applied Science-Engineering Technology (continued)

### Required courses for Bachelor of Applied Science-Engineering Technology (BAS-ET):

Third Year - Fall Quarter		Credits
MATH&151	Calculus I .....	5
ELEC 226	Wireless.....	5
ENGR 329	Mechatronics.....	5

Third Year - Winter Quarter		Credits
ENGR 201	Introduction to Engineering Safety .....	1
MATH&152	Calculus II.....	5
ELEC 325	Instrumentation .....	5
ENGR 315	Material Science.....	5

Third Year - Spring Quarter		Credits
MATH&153	Calculus III .....	5
ENGR&214	Engineering Statistics.....	5
ENGR 326	Mechanical: Fluid Mechanics .....	5

Fourth Year - Fall Quarter		Credits
ENGR 327	Mechanical: Dynamic Systems and Control.....	5
ECON 305	Professional Ethics.....	5
ENGR 325	Mechanical: Strength of Materials.....	5
ENGR 310	Project Management.....	2

Fourth Year - Winter Quarter		Credits
ENGR 328	Hydraulic Control System .....	5
ENGR 401	Advanced Engineering Safety.....	2
ENGR 405	Engineering Tech Capstone Prep .....	1
ENGR 410	Advanced Engineering Project Mgt.....	5

Fourth Year - Spring Quarter		Credits
ENGR 412	Internship.....	5
ENGR 415	Engineering Technology Capstone .....	10

**Total Credits for Degree                      91**



## Bachelor of Science in Nursing (RN to BSN)

The RN to BSN adds a fourth year of courses for those students who have already graduated with their associate degree in nursing (ADN). The ADN includes one year of prerequisites and two years of required nursing courses.

The goal of the program is to provide opportunities for area nurses to finish their last year of education and get the bachelor's degree that is becoming an industry standard. The industry aims for 80 percent of the nursing workforce to have a bachelor's degree or higher by 2020.

WVC accepts 25 students into the RN-to-BSN program each year. Applications are accepted annually during spring quarter. Visit [wvc.edu/nursing](http://wvc.edu/nursing) for more information.

The program is 80 percent online and 20 percent face-to-face instruction. Students attend classes on the Wenatchee campus only three times a quarter so that they can continue to work while completing their bachelor's degree. To be accepted, students need to have an ADN as well as a current, unencumbered RN license. In-person courses are on Fridays – dates of instruction are on the WVC website. The program takes one year, or four quarters, to complete full-time.

### Application

Students may apply online at [wvc.edu/Nursing](http://wvc.edu/Nursing). There is a \$50 application fee.

### General program requirements:

- Associates Degree in Nursing from a regionally accredited institution with a cumulative GPA of a 2.0 or higher.
- Minimum 2.0 GPA earned in every nursing course, as well as any required ADN courses.
- Thirty-five credits of general education requirements from previous ADN program (for distribution of all general education credits). *NOTE: If you have not completed a statistics course, chemistry course and the required humanities credits you will need to complete these courses concurrently while in the RN to BSN program.*
- Current unencumbered RN licensure in Washington state. Experience as an RN for at least one year is preferred.

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

- Pay a non-refundable acceptance fee by the designated deadline.
- Provide a current Healthcare Provider CPR card. Must include but not be limited to first aid/CPR/AED

for adults, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers.

- Provide a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through [www.nursingceu.com](http://www.nursingceu.com) or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to [www.wvc.edu/alliedhealth](http://www.wvc.edu/alliedhealth)).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at [www.4studenthealth.relationinsurance.com](http://www.4studenthealth.relationinsurance.com).
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within 45 days of acceptance into the program through Complio.
- Provide results of a ten-panel drug test from Complio that is not older than 45 days from the start of class.
- Complete the allied health packet, which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

Note: Required documents are to be submitted to the student immunization tracker.

### Program outcomes

By the end of the RN to BSN program, successful graduate should be able to:

- Provide patient centered care for diverse populations to promote health and wellness.
- Utilize organizational leadership skills to collaborate with health care teams in a community and/or health



## Bachelor of Science in Nursing (RN to BSN) (continued)

care agency to promote safe and effective quality care.

- Utilize reliable evidence to inform and support clinical decisions which shape health care delivery and policy.
- Manage information and technology to promote communication, access research and other reliable evidence and mitigate error in a variety of health care systems.
- Apply quality improvement processes to effectively implement patient safety initiatives and affect health system change.
- Demonstrate professional core values and behaviors that reflect baccalaureate nursing practice.

Graduates will demonstrate accomplishment of the program learning outcomes by successful completion of all course requirements, which will measure competencies in each learning area.

### *Required courses for Bachelor of Science in Nursing (RN to BSN)\*:*

First Year - Summer Quarter		Credits
NURS 300	Professional Writing.....	5
NURS 310	Transition to Baccalaureate Nursing.....	5
NURS 350	Pathophysiology and Health Assessment.....	5

First Year - Fall Quarter		Credits
NURS 320	Nursing Research, Clinical Scholarship and Evidence Based Practice .....	5
NURS 340	Organizational Change for Safety and Quality Healthcare .....	5
NURS 430	Community and Public Health Nursing.....	5

First Year - Winter Quarter		Credits
NURS 330	Health Policy.....	5
NURS 360	Health Equity and Cultural Competency in Nursing.....	5
NURS 450	Community Health Practicum .....	2

First Year - Spring Quarter		Credits
NURS 315	Economics in Healthcare .....	5
NURS 411	Health Information Technology for Nurses .....	3
NURS 490	Leadership Portfolio and Capstone Project .....	1
Humanities elective (if needed) .....		5

**Total Credits for Degree 51-56**

*\*In order to complete the RN to BSN on a part-time schedule, the same courses must be completed. Students will need to work with the nursing director and allied health education planner to create an academic plan.*



## Bachelor of Applied Science – Data Analytics

**Note:** As of the publication of this catalog, the Bachelor of Applied Science-Data Analytics is not yet available to students. Course requirements to complete the degree are still under development, and pre-enrollment and general education requirements listed here are the recommended courses to prepare for the degree as of August 2019.

The Wenatchee Valley College BAS-DA Degree Program aims to prepare students to enter the workforce with a Bachelor of Applied Science Degree in Data Analytics. Graduates will be prepared to find jobs in a variety of industries particular to North Central Washington.

As an emerging field, Data Analytics refers to collecting, identifying and interpreting both qualitative and quantitative data. This data can be used to inform industry related to productivity or other business decisions as well as inform researchers seeking to support or argue against theories and hypotheses. The BAS-DA program at WVC aims to equip graduates with a broad depth of knowledge. This knowledge will be transformative for students, including topics such as applied statistics, management science, study design, modeling in discrete- or continuous-time, sampling methods, forecasting, machine learning, and current trends in business intelligence tools. All coursework has grown directly from conversations with local business partners.

WVC's Associate in Technical Science Degree program in Computer Technology is one feeder program into the BAS-DA degree. If students are interested in the BAS-DA degree, they are advised to enroll in the pre-calculus math sequence during their two-year program of study, as well as CSC 110. Students need to be ready for upper division course work in math and science when they begin the BAS-DA degree.

Students pursuing an Associate of Technical Science Degree (ATS) in Computer Technology (Network Administration) will be able to significantly broaden their skillset by following a specific pathway to the BAS-DA. Having the BAS-DA in addition to the ATS can provide graduates with well-rounded knowledge and expertise in both computer hardware and data analytics.

### Program Outcomes:

The BAS-DA degree at WVC has as its program outcomes to produce graduates who, after completing the program should be able to:

- Obtain, process, analyze and interpret data ethically.
- Interpret data findings effectively to various audiences, orally, visually and in written formats.
- Utilize critical thinking skills in order to find solutions to various industry challenges.

- Apply computing theory, languages and algorithms, as well as mathematical and statistical models, and the principles of optimization to appropriately formulate and use data analyses.
- Formulate and use appropriate models of data analysis to explain trends.
- Acquire training and education to seek employment or advance in current employment in computer technology fields.

### Pre-enrollment requirements:

Before any student can be admitted to the BAS-DA program, they must complete the following courses with a cumulative GPA of 2.5 or greater. These courses can also be used to satisfy general education



## Bachelor of Applied Science – Data Analytics (continued)

- Programming: CSC 110: Intro to Data Analytics (R).
- Mathematics Requirement: MATH& 146, MATH& 151, MATH& 152 and MATH & 211.
- Science Requirement/Electives: 10 credits to be chosen with advising and in line with the student's expected specialization. One course must be chosen from the physical, natural, or earth sciences, and 5 credits must be from a laboratory course.
- Communications Requirement: ENGL& 101, and ENGL 235.
- Pre-Major General Education Requirement: 15 credits. 5-10 credits from the Social Science Distribution, and 5-10 credits from the Humanities Distribution.

### Additional requirements:

- Students must earn a cumulative grade point average of at least 2.00, as calculated by the degree awarding institution.
- The general education courses will include courses earned at either/both the associate degree and/or applied bachelor's degree level, based on the total required 180 quarter hours of credit.
- A minimum of 60 quarter hours of general education courses will be required, to include the following distribution areas:

### Communication Skills - 10 credits

ENGL&101 and ENGL 235

### Quantitative Skills/Symbolic Reasoning - 5 credits

MATH& 141

### Humanities - 10 credits

Humanities Distribution Electives

### Social Sciences - 10 credits

Social Sciences Distribution Electives

### Natural Sciences - 10 credits

Natural Sciences Distribution Elective (Lab) and  
Natural Sciences Distribution Elective

### Recommended additional general education courses

15 credits to be chosen from communications, quantitative skills/symbolic reasoning, humanities, social sciences or natural science if needed to achieve the required 60 credits. These should be selected with advising in order to fulfill the Pre-Major Requirements:

Mathematics: MATH& 142, MATH& 146, MATH& 151-152, MATH& 211

Biology (for Systems Biology Specialization): BIO& 211-213

Natural Resources(for Natural Resources Specialization): NATR 235

Computer Science: CSC& 141-142, CSC 151-153, CTS 221



## WVC Degree Requirements

- The degree must have a minimum of 90 credits.
- Students must earn a minimum of 30 credits of their degree at WVC.
- If degree requirements change, students have three years from the time of the change to complete the previous requirements unless state interagency agreements mandate a change be made before three years.
- Students must earn a cumulative grade point average (GPA) of 2.0 or above for all degrees/certificates.
- If students have a financial obligation to the college, their degree will be awarded, but WVC will not mail their diploma until the obligation is satisfied.
- Students must submit an application for graduation to the admission/registration office. It is recommended that students submit their applications for graduation two quarters prior to completion. Applications for fall quarter graduation are due by December 2; for winter quarter by March 2, for spring quarter by May 1; and for summer quarter by Aug. 3. Forms are available in the admission/registration office and online at [wvc.edu/graduation](http://wvc.edu/graduation). Students can turn in completed forms at the admission/registration office, fax it to 509-682-6801 or e-mail the form to [registrar@wvc.edu](mailto:registrar@wvc.edu).

## Transfer Degree Options

WVC offers a wide variety of classes leading to the two-year associate in arts and sciences degree, the associate in business direct transfer degree, and the associate in science-transfer degree, which earns the student junior standing at multiple baccalaureate institutions in Washington state. WVC also offers the associate in applied science-transfer degree, which is accepted by several four-year colleges and universities for specific bachelor's degree programs.

### ***Associate in Arts and Sciences Degree-Direct Transfer Agreement***

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

### ***Online Associate in Arts and Sciences-Direct Transfer Agreement***

WVC offers a fully accredited online AAS-DTA. The college offers a variety of hybrid, online and interactive television (ITV) courses that apply to this degree. Students should realize that neither the evening nor the distance degree offerings can accommodate all specific majors, and that only by attending classes on campus during the day can they specialize in most specific majors through WVC. Students should check with their adviser about currently available online degrees.

### ***Associate in Business-Direct Transfer Agreement***

The associate in business direct transfer degree (AB-DTA) is designed for students transferring in business. This degree is not the same as the associate in arts and sciences direct transfer agreement (AAS-DTA) degree described above. The AB-DTA is the best choice for students who have not yet decided on their school of choice, but want to make sure they have met the entrance requirements for all Washington state four-year schools. For students who know which four-year school they will attend, the AAS-DTA degree may be a better option.

### ***Associate in Music-Direct Transfer Agreement***

The associate in music direct transfer degree (AM-DTA) is designed for students transferring in music. This degree is not the same as the associate in arts and sciences direct transfer agreement (AAS-DTA) degree described above. The AM-DTA is the best choice for students who have not yet decided on their school of choice, but want to make sure they have met the entrance requirements for all Washington state four-year schools. For students who know which four-year school they will attend, the AAS-DTA degree may be a better option.



**Associate in Nursing—Direct Transfer Agreement**

The associate in nursing direct transfer degree (AN-DTA) is designed for students transferring in nursing. This degree is not the same as the associate in arts and sciences direct transfer agreement (AAS-DTA) degree described above. The AN-DTA is the best choice for students who have not yet decided on their school of choice, but want to make sure they have met the entrance requirements for all Washington state four-year schools. If the student does know which four-year school they will attend, the AAS-DTA degree may be a better option.

**Associate in Science—Transfer Degree**

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

**Associate in Applied Science—Transfer Degree**

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

## Associate in Arts and Sciences - Direct Transfer Agreement Requirements

This section contains the graduation requirements and approved courses for the WVC transfer degrees. As students are planning their education, they should be aware that the associate in arts and sciences direct transfer agreement (AAS-DTA) degree is designed for transfer with junior standing to a four-year college. If a student pursues this degree, they should plan their WVC schedule in accordance with the requirements of the college to which they plan to transfer. The following guidelines apply to the AAS-DTA degree:

- The college reserves the right to add or delete courses or change the quarter in which courses are offered.
- Courses taken to satisfy one requirement of the AAS-DTA degree may not be used to satisfy another requirement of the degree.
- Courses accepted by transfer institutions within a completed AAS-DTA degree will not necessarily be accepted without the AAS-DTA degree.
- If a student requests any waiver of graduation requirements, they must submit a written petition to the WVC Registrar (see Academic Regulations Committee, page 26). Petition forms are available from the admission/registration office.
- Students may complete a maximum of 10 credits on a pass/fail basis at WVC. This does not include academic credit for prior learning (ACPL) options.
- The WVC Academic Regulations Committee may approve courses not found in this catalog for use in satisfying AAS-DTA degree requirements. Petition forms are available from the admission/registration office.
- New graduation requirement: Starting fall 2018, new students seeking an AAS-DTA degree from WVC will need to take a minimum of 5 credits of diversity courses as part of the 90 credits required to graduate. Visit [www.wvc.edu/DR](http://www.wvc.edu/DR) for more information.
- 2.0 GPA or higher required to graduate

See WVC Degree Requirements on page 43.



# Associate in Arts and Sciences Direct Transfer Agreement/MRP Requirements (AAS-DTA) - 90 credits

- **Online AAS-DTA**, [wvc.edu/OnlineDegree](http://wvc.edu/OnlineDegree)
- **Evening AAS-DTA**, [wvc.edu/EveningDegree](http://wvc.edu/EveningDegree)

Spanish: 121, 122, 123, 124, 221, 222, 223, 231, 232, 233

## Writing: 10 credits

A grade of 2.0 or higher ("C" grade) in ENGL 201, 202, 203 or 235 is required for graduation.

English 101 required

Select five credits from English 201, 202, 203 or 235

## Quantitative/Symbolic: 5 credits

Mathematics: 107, 140, 141, 142, 146, 148, 151, 152, 153, 173, 200, 211, 238, 254

Philosophy: 120

## Humanities: 15 credits

Courses must be from three different subject areas. Subject areas appear below in **bold**. Only five credits of Performance courses allowed in Humanities. Performances courses are underlined.

**American Indian Indigenous Studies:** 203\*

**Art:** 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 137, 138, 139, 141, 142, 143, 150, 151, 152, 154, 155, 201, 202, 203, 206, 208, 210, 211, 212, 213, 217, 218, 219, 220, 222, 224, 225, 233, 234, 235, 236, 250, 256

**Chicano Studies:** 120\*

**Communications:** 101, 130, 210, 220, 240

**Drama:** 101

**English:** 111, 112, 113, 135, 215, 226, 240, 245, 247\*, 250, 275, 276

**Humanities:** 101, 116, 117, 118, 141, 200, 201, 202, 206, 207, 242\*

**Journalism:** 101

**Music:** 100, 105, 110, 111, 112, 113, 114, 116, 120, 121, 122, 123, 125, 131, 132, 133, 161, 170, 172, 173, 174, 175, 177, 210, 211, 212, 221, 241, 242, 243, 261, 270, 272, 273, 274, 275, 277

**Philosophy:** 101, 105, 115, 120, 201, 202, 203, 210, 211, 275

**Theater Arts:** 165, 170, 265

**World Languages** (Maximum five credits in Humanities distribution):

American Sign Language: 121, 122, 123

German: 121, 122, 123

Japanese: 121, 122, 123, 221, 222, 223

Latin: 101, 102, 103

Native American Languages: 101, 102, 103, 111, 112, 113, 121, 122, 123, 204, 205, 206, 214, 215, 216, 224, 225, 226

## Natural Sciences: 15 credits

Courses must be from three different subject areas. Subject areas appear below in **bold**. One course must include a lab. Course numbers with labs are underlined.

**Anthropology:** 205

**Astronomy:** 101

**Biology General:** 100, 126, 185, 211, 218, 260

**Botany Biology:** 186, 212, 216, 230

**Chemistry:** 106, 110, 121, 131, 161, 162, 163, 261, 262, 263

**Computer Science:** 142

**Environment Biology:** 106, 125, 127, 221, 225, 226, 227;

Oceanography: 100

**Geology:** 101, 107, 208, 218

**Mathematics:** 107, 140, 141, 142, 146, 148, 151, 152, 153, 200, 211, 238, 254

**Meteorology:** 110, 210

**Nutrition:** 101, 105, 106, 107, 202

**Physical Education:** 286, 288

**Physics:** 100, 114, 115, 116, 221, 222, 223

**Science/Technology/Engineering/Math (STEM):** 201, 203

**Zoology Biology:** 213, 217, 241, 242

## Social Sciences: 15 credits

Courses must be from three different subject areas. Subject areas appear below in **bold**.

**American Indian Indigenous Studies:** 102, 103, 202

**Anthropology:** 100\*, 204, 206\*, 207, 217, 220\*

**Chicano Studies:** 112\*, 115\*

**Early Childhood Education:** 105

**Economics:** 101, 201, 202

**Education:** 115

**Geography:** 100\*, 102\*, 150\*, 201, 202, 207

**History:** 116, 117, 118, 146, 147\*, 214, 219, 230, 238, 260\*, 261\*, 271, 274, 275

**Political Science:** 101, 202, 203\*, 205\*, 206

**Psychology:** 100, 102, 105, 200, 202, 203, 204, 205, 215, 220, 245

**Sociology:** 101, 110, 135\*, 151\*, 201, 203, 225

## Electives: 30 credits minimum

### Two types of electives: General & Restricted

**General Electives** are normally accepted at institutions that grant bachelor's degrees whether or not an AAS degree is earned. In addition to the list below, all courses listed in the sections of writing, quantitative/symbolic, humanities, natural



## Associate in Arts and Sciences Direct Transfer Agreement Requirements *continued*

*sciences and social sciences distribution requirements may be used as general electives.*

**Accounting:** 201, 202, 203

**Agriculture:** 101, 108

**Art:** 120

**Business Administration:** 101, 201, 240, 241

**Chemical Dependency Studies:** 101

**Computer Science:** 110, 141, 210, 215, 243

**Criminal Justice:** 101, 105, 106, 110

**Education:** 200, 204, 210

**Engineering:** 214

**Environmental Science:** 230, 231

**Latin:** 110, 220

**Math:** 171, 172

**Music:** 145, 146

**Physical Education Activities:** 101-162, 218-262

**Physical Education Recreation Activities:** 105, 106, 107, 144

**Physical Education Professional:** 180, 181, 182, 189, 250, 283, 284, 285, 287, 289

**Physical Education Recreation:** 196, 201, 202, 204

\*Starting fall 2018, new students seeking an AAS-DTA degree from WVC will need to take a minimum of 5 credits of diversity courses as part of the 90 credits required to graduate. Visit [www.wvc.edu/DR](http://www.wvc.edu/DR) for more information.

\*\*A maximum of three P.E. **activity** credits are allowed in this degree.

**Restricted Electives** are courses numbered 100 or higher that do not normally transfer to institutions that grant bachelor's degrees. These courses are normally accepted only when included in the AAS degree. A maximum of 15 restricted credits can be included in the AAS degree under the Electives section.

Any course numbered 100 or above that is not already listed on this page, and is not from continuing education, can be considered a Restricted Elective course:

ACCT, AGRI, AUTO, BCT, BTEC, BUS, BUSA, CDS, CJ, CSC, CTS, CULI, CWE, ECE, ECED&, EDAPP, EDUC, EDUC&, ELEC, ELTRO, ENGR, ESLI, ESRT, FS, HCA, HLTH, INDT, LIBR, MANU, MATH, MLT, NATR, NURS, NUTR, OCED, PCOL, PEHR, RADT, RCLS, READ, SDS, SHTML, TGM, WELD

Note: Courses not listed here that were previously offered at WVC may still count toward a degree. Check with the registrar for a complete list of courses which count toward this degree.



## Associate in Science - Transfer (AS-T) Requirements

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

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

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

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

Students must have a cumulative 2.0 GPA or higher to receive this degree.

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

### Writing: 10 credits

A grade of 2.0 or higher ("C" grade) in ENGL 201, 203 or 235 is required for graduation.

**English** 101 required

Select five credits from either **English** 201, 203 or 235

### Quantitative: 15 credits

**Mathematics:** 146, 151, 152 or 153

### Humanities & Social Science: 15 credits

Courses must be from three different subject areas. Subject areas appear in **bold**. Maximum of five credits allowed from Performance classes, which are underlined below.

**Humanities ..... 5 to 10 credits**

**Art:** 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 137, 138, 139, 141, 142, 143, 150, 151, 152, 154, 155, 201, 202, 203, 206, 208, 210, 211, 212,

213, 217, 218, 219, 220, 222, 223, 224, 225, 233, 234, 235, 236, 250, 256

**Chicano Studies:** 120

**Communications:** 101, 130, 210, 220, 240

**Drama:** 101

**English:** 111, 112, 113, 135, 215, 226, 240, 245, 247, 250, 275, 276

**Humanities:** 101, 116, 117, 118, 141, 200, 201, 202, 206, 207, 242

**Journalism:** 101

**Music:** 100, 105, 110, 111, 112, 113, 114, 116, 120, 121, 122, 123, 125, 131, 132, 133, 161, 170, 172, 173, 174, 175, 177, 210, 211, 212, 221, 241, 242, 243, 261, 270, 272, 273, 274, 275, 277

**Philosophy:** 101, 105, 115, 120, 201, 202, 203, 210, 211, 275

**Theater Arts:** 165, 170, 265

**World Languages**

American Sign Language: 121, 122, 123

German: 121, 122, 123

Japanese: 121, 122, 123, 221, 222, 223

Latin: 101, 102, 103

Native American Languages: 101, 102, 103, 111, 112, 113, 121, 122, 123, 204, 205, 206, 214, 215, 216, 224, 225, 226

Spanish: 121, 122, 123, 124, 221, 222, 223, 231, 232, 233

**Social Science..... 5 to 10 credits**

**American Indian Indigenous Studies:** 102, 103, 202

**Anthropology:** 100, 204, 206, 207, 217, 220

**Chicano Studies:** 112, 115

**Early Childhood Education:** 105

**Economics:** 101, 201, 202

**Education:** 115

**Geography:** 100, 102, 150, 207

**History:** 116, 117, 118, 146, 147, 214, 219, 230, 238, 260, 261, 271, 274, 275

**Political Science:** 101, 202, 203, 205, 206

**Psychology:** 100, 102, 105, 200, 202, 203, 204, 205, 215, 220, 245

**Sociology:** 101, 110, 135, 151, 201, 203, 225



## Associate in Science - Transfer (AS-T) Requirements *continued*

### Premajor Program: 50 credits

**Option 1 - Premajor in Biology, Chemistry, Geology, Environmental/Resource, Earth Sciences**

**Chemistry sequence ..... 15 credits**  
Chemistry 161, 162, 163

**Biology or Physics sequence..... 15 credits**  
Biology 211, 212, 213 or  
Physics 114, 115, 116 or  
Physics 221, 222, 223

**Math/Science Requirement..... 10-15 credits**  
With advising, choose from: **Biology** 221; **Chemistry** 121, 131, 261, 262, 263; **Organic Chemistry** 261, 262, 263; **Geology** 101, 208, 218; **Math** 146, 153, 200, 211, 238, 245; **Physics** 114, 115, 116, 221, 222, 223

**Electives ..... 5-10 credits**  
With advising, choose from: **Mathematics** 141, 142, 146, 153, 200, 211, 238, 254; additional Humanities courses; additional Social Science courses; **English** 201, 203 or 235. May also use science courses from Option #1 or #2 not already used to meet degree requirements.

**Option 2 - Premajor in Engineering, Computer Science, Physics or Atmospheric Sciences**

**Physics Sequence..... 15 credits**  
Physics 114, 115, 116 or  
Physics 221, 222, 223

**Chemistry/Science Requirement ..... 5 credits**  
**Chemistry** 161 for Engineering majors; others select five credits of science based on advising.

**Electives ..... 30 credits**  
With advising, choose from: **Computer Science** 110, 141, 142, 203, 210, 215, 243; **Mathematics** 141, 142, 146, 153, 200, 211, 238, 254; **Engineering** 102, 105, 106, 211, 212, 214; additional Humanities courses; additional Social Science courses; **English** 201, 203 or 235. May also use science courses from Option #1 or #2 not already used to meet degree requirements.

*Note: Courses not listed here that were previously offered at WVC may still count toward a degree. Check with the registrar for a complete list of courses which count toward this degree.*



## Business Transfer Options

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

1. Receive an associate in arts and sciences (AAS-DTA) and include the required prerequisite business courses at their intended school of transfer. **Students need to work closely with their faculty adviser to ensure proper course sequencing.**
2. Receive a direct transfer degree in business (Business DTA). **Students need to work closely with their faculty adviser to ensure proper course sequencing.**

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

Students must have a cumulative 2.0 GPA or higher to receive this degree.

Note:

- To meet Eastern Washington University requirements, the second English composition course must be equivalent to EWU's English 201 College Compositions: Analysis, Research and Documentation.
- Students intending to major in manufacturing management at Western Washington University should consult WWU regarding the selection of natural science courses required for admission to the major.
- Business Law and Introduction to Law are two distinct subject areas with minimal content overlap.

### AAS-DTA (emphasizing business)

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

- ACCT& 201 Principles of Accounting I (AAS-DTA elective)
- ACCT& 202 Principles of Accounting II (AAS-DTA elective)
- ACCT& 203 Principles of Accounting III (AAS-DTA elective)
- BUS& 201 Business Law (AAS-DTA elective)
- ECON& 201 Micro Economics
- ECON& 202 Macro Economics (may use one economics class as AAS-DTA social science and one as AAS-DTA elective)
- MATH 140 Precalculus for Business and Social Sciences\* or MATH& 141 Precalculus I (AAS-DTA quantitative skills)
- MATH& 146 Introduction to Statistics (AAS-DTA natural science)

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

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

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

### Associate in Business – DTA/MRP

#### Writing: 10 credits

A grade of 2.0 or higher ("C" grade) in ENGL 201, 202, 203 or 235 is required for graduation.

English 101 required

Select five credits from either **English 201, 202, 203 or 235**

#### Quantitative/Symbolic: 10 credits

Mathematics: 148 and 200

#### Humanities: 15 credits

Courses must be from two different subject areas. Subject areas appear below in **bold**. Maximum of five credits allowed from Performance classes, which are underlined below.

**American Indian Indigenous Studies: 203**

**Art: 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 137, 138, 139, 141, 142, 143, 150, 151,**



## Business Transfer Options continued

152, 154, 155, 201, 202, 203, 206, 208, 210, 211, 212, 213, 217, 218, 219, 220, 222, 224, 225, 233, 234, 235, 236, 250, 256

**Chicano Studies:** 120

**Communications:** 101, 130, 210, 220, 240

**Drama:** 101

**English:** 111, 112, 113, 135, 215, 226, 240, 245, 247, 250, 275, 276

**Humanities:** 101, 116, 117, 118, 141, 200, 201, 202, 206, 207, 242

**Journalism:** 101

**Music:** 100, 105, 110, 111, 112, 113, 114, 116, 120, 121, 122, 123, 125, 131, 132, 133, 161, 170, 172, 173, 174, 175, 177, 210, 211, 212, 221, 241, 242, 243, 261, 270, 272, 273, 274, 275, 277

**Philosophy:** 101, 105, 115, 120, 201, 202, 203, 210, 211, 275

**Theater:** 165, 170, 265

**World Languages:**

American Sign Language: 121, 122, 123

German: 121, 122, 123

Japanese: 121, 122, 123, 221, 222, 223

Latin: 101, 102, 103

Native American Languages: 101, 102, 103, 111, 112, 113, 121, 122, 123, 204, 205, 206, 214, 215, 216, 224, 225, 226

Spanish: 121, 122, 123, 124, 221, 222, 223, 231, 232, 233

### Natural Sciences: 15 credits

*MATH& 146 is required, plus 10 credits in physical, biological and/or earth science. One course must include a lab.*

**Mathematics** 146 required

**Lab Science Courses (Minimum five credits)**

**Anthropology:** 205

**Astronomy:** 101

**Biology:** 100, 125, 126, 127, 185, 186, 211, 212, 213, 216, 217, 218, 225, 226, 227, 230, 241, 242, 260

**Chemistry:** 110, 121, 131, 161, 162, 163, 261, 262, 263

**Geology:** 101, 208

**Meteorology:** 210

**Physics:** 114, 115, 116, 221, 222, 223

**Non-lab Science Courses (Maximum of five credits)**

**Biology:** 106, 221

**Chemistry:** 106

**Computer Science:** 142

**Geology:** 107, 218

**Meteorology:** 110

**Nutrition:** 101, 105, 106, 107, 202

**Oceanography:** 100

**Physical Education:** 286, 288

**Physics:** 100

**Science/Technology/Engineering/Math (STEM):** 201, 203

### Social Sciences: 15 credits

**Economics** 201 and 202 required

*An additional five credits to be selected from:*

**American Indian Indigenous Studies:** 102, 103, 202

**Anthropology:** 100, 204, 206, 207, 217, 220

**Chicano Studies:** 112, 115

**Early Childhood Education:** 105

**Education:** 115

**Geography:** 100, 102, 150, 207

**History:** 116, 117, 118, 146, 147, 214, 219, 230, 238, 260, 261, 271, 274, 275

**Political Science:** 101, 202, 203, 205, 206

**Psychology:** 100, 102, 105, 200, 202, 203, 204, 205, 215, 220, 245

**Sociology:** 101, 110, 135, 151, 201, 203, 205

### Business Courses: 20 credits

*The courses listed are all required to satisfy this distribution:*

**Accounting:** 201, 202, 203

**Business:** 201

### Electives: 5 credits

An additional five credits can be selected from those courses considered to be transferable to another college.

These do not normally include courses that are part of a technical program, independent study/special topics courses or courses with a course number under 100.

A maximum of three Physical Education (PEH) activity credits will be allowed toward this degree.

*Note: Courses not listed here that were previously offered at WVC may still count toward a degree. Check with the registrar for a complete list of courses which count toward this degree.*



## Associate in Music – Direct Transfer Agreement (DTA/MRP)

A cumulative GPA of 2.0 or higher is required to graduate.

### Writing: 10 credits

A grade of 2.0 or higher in ENGL 201, 202, 203, 235 or CMST 220 is required for graduation.

English 101 required

Select five credits from either English 201, 202, 203, 235 or Communications 220.

### Quantitative/Symbolic: 5 credits

Mathematics: 107, 140, 141, 142, 146, 148, 151, 152, 153, 173, 200, 211, 238, 254

Philosophy: 120

### Humanities: 15 credits

Required courses (10 credits):

Music: 121, 122, 131 and 132

5 additional credits from the following

Foreign language course highly recommended, preferably a romance language.

American Indian Indigenous Studies: 203

Art: 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 137, 138, 139, 141, 142, 143, 150, 151, 152, 154, 155, 201, 202, 203, 206, 208, 210, 211, 212, 213, 217, 218, 219, 220, 222, 224, 225, 233, 234, 235, 236, 250, 256

Chicano Studies: 120

Communications: 101, 130, 210, 220, 240

Drama: 101

English: 111, 112, 113, 135, 215, 226, 240, 245, 247, 250, 275, 276

Humanities: 101, 116, 117, 118, 141, 200, 201, 202, 206, 207, 242

Journalism: 101

Philosophy: 101, 105, 115, 120, 201, 202, 203, 210, 211, 275

Theater Arts: 165, 170, 265

World Languages

American Sign Language: 121, 122, 123

German: 121, 122, 123

Japanese: 121, 122, 123, 221, 222, 223

Latin: 101, 102, 103

Native American Languages: 101, 102, 103, 111, 112, 113, 121, 122, 123, 204, 205, 206, 214, 215, 216, 224, 225, 226

Spanish: 121, 122, 123, 124, 221, 222, 223, 231, 232, 233

### Natural Sciences: 15 credits

Courses must be from two different subject areas. Subject areas appear below in **bold**. One course must include a lab. Course numbers with labs are underlined.

Anthropology: 205

Astronomy: 101

Biology (General): 100, 126, 185, 211, 218, 260

Botany Biology: 186, 212, 216, 230

Chemistry: 106, 110, 121, 131, 161, 162, 163, 261, 262, 263

Computer Science: 142

Environment Biology: 106, 125, 127, 221, 225, 226, 227

Geology: 101, 107, 208, 218

Mathematics: 107, 140, 141, 142, 146, 148, 151, 152, 153, 200, 211, 238, 254

Meteorology: 110, 210

Nutrition: 101, 105, 106, 107, 202

Oceanography: 100

Physical Education: 286, 288

Physics: 100, 114, 115, 116, 221, 222, 223

Science, Technology, Engineering, Math (STEM): 201, 203

Zoology Biology: 213, 217, 241, 242

### Social Sciences: 15 credits

Courses must be from two different subject areas. Subject areas appear below in **bold** type.

American Indian Indigenous Studies: 102, 103, 202

Anthropology: 100, 204, 206, 207, 217, 220

Chicano Studies: 112, 115

Early Childhood Education: 105

Economics: 101, 201, 202

Education: 115

Geography: 100, 102, 150, 207

History: 116, 117, 118, 146, 147, 214, 219, 230, 238, 260, 261, 271, 274, 275

Political Science: 101, 202, 203, 205, 206

Psychology: 100, 102, 105, 200, 202, 203, 204, 205, 215, 220, 245

Sociology: 101, 110, 135, 151, 201, 203, 225

### Theory & Ear Training: 20 credits

Music: 123, 133, 241, 242, 243

### Ensembles: 12 credits

Music: 170, 172, 173, 270, 272, 273 (courses may be repeated)

### Keyboard/Piano Skills: 5 credits

A 200-level course must be passed to graduate. Some or all of these credits may be challenged/waived for students with advanced keyboard skills. Such students will substitute the credits with Music 116. Program director permission will be required for substitution.

Music: 125, 221 (courses may be repeated)

### Private Lessons: 6 credits

A 200-level must be passed to graduate. A solo recital in second year of private lessons is typically required.

Music: 110, 111, 112, 113, 210, 211, 212 (courses may be repeated)



## Associate in Nursing – Direct Transfer Agreement (DTA/MRP)

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

The WVC Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing (formerly known as the National League for Nursing Accrediting Commission) ([www.acenursing.org](http://www.acenursing.org), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 409-975-5000).

The nursing program is one of several limited-enrollment programs at WVC and as such adheres to specific entrance criteria. Access the nursing program's website at [www.wvc.edu](http://www.wvc.edu) for the latest information regarding entry. The website contains up-to-date application dates and vital information about admission packets. Students may also call a WVC Allied Health Educational Planner for information on entering the program, 509-682-6844. Clinical courses in the nursing program may require attendance during day and evening shifts and some weekends. **Students are also given out-of-town assignments for short periods of time** and are responsible for living expenses and transportation to all clinical sites.

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

### Application Requirements:

- A completed WVC Application for Admission
- A completed supplemental application for admission to the WVC Nursing Program
- Sealed, official college transcripts from all colleges where the student has earned credit (excluding WVC)
- Cumulative GPA of 2.5 or higher
- Complete all prerequisites and corequisites with a "C" (2.0) or higher
- Attend an Allied Health Information Session ([www.wvc.edu/AlliedHealth](http://www.wvc.edu/AlliedHealth))

- Earn a qualifying score on the Test of Essential Academic Skills ([www.wvc.edu/TEAS](http://www.wvc.edu/TEAS))
- Must be 18 by the start of the nursing program

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

- Pay a non-refundable acceptance fee by the designated deadline.
- Provide a current Healthcare Provider CPR card. Must include but not be limited to first aid/CPR/AED for adults, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers.
- Provide a copy of seven-contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through [www.nursingceu.com](http://www.nursingceu.com) or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to [www.wvc.edu/alliedhealth](http://www.wvc.edu/alliedhealth)).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's office or at [4studenthealth.relationinsurance.com](http://4studenthealth.relationinsurance.com).
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within 45 days of acceptance into the program through Complio.
- Provide results of a ten-panel drug test from Complio that is not older than 45 days from the start of class.
- Complete the allied health packet, which includes a student disclosure form, a child and adult abuse information act disclosure statement, a medical record form, a student release form and a student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include the ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

**Note:** Required documents are to be submitted to the student immunization tracker.



## Associate in Nursing - DTA/MRP (continued)

### Prerequisites

Complete all prerequisites by the end of spring quarter with a grade of "C" (2.0) or higher. See course descriptions for prerequisites and corequisites:

Students should start by taking the courses they placed into. Transfer students should talk to an educational planner to determine which courses to take first.

- CHEM& 121 Intro to Chemistry (5 credits)
- BIOL& 211 Majors Cellular (5 credits)
- BIOL& 241 Human Anatomy & Physiology 1 with lab\* (5 credits)
- BIOL& 242 Human Anatomy & Physiology 2 with lab\* (5 credits)
- BIOL& 260 Microbiology with lab\* (5 credits)
- ENGL& 101 Composition: General (5 credits)
- MATH& 146 Introduction to Statistics (5 credits)
- PSYC& 100 General Psychology (5 credits)
- PSYC& 200 Lifespan Psychology (5 credits)
- One of the following:
  - Nursing Assistant Certificate of Completion from an approved program ([www.wvc.edu/cna](http://www.wvc.edu/cna))
  - Current Washington State NA-C License

### Corequisites

These courses can be completed after applying to the Nursing program but try to complete these as early as possible.

- Communication Course (5 credits): Choose from ENGL 201, 202, 203 or 235
- Humanities Courses (10 credits): Choose two 5-credit courses from American Indian Indigenous Studies, Art, Chicano Studies, Communications, Drama, English (literature, creative writing, poetry, or fiction), Humanities, Music, Philosophy, Theater Arts or World Language.

\*These courses must have been completed within seven years from time of application. Additionally, repetition of these courses (or equivalent) due to (a) earning a grade lower than a "C" (2.0), (b) withdrawal, or (c) changing from credit to audit mid-quarter will result in a deduction of points. Each repetition will result in additional deductions and deductions negatively affect the probability of success score. The deduction policy only applies to courses repeated since 2004.

*For additional nursing program admission information, visit [www.wvc.edu/Nursing](http://www.wvc.edu/Nursing)*



## Associate in Nursing - DTA/MRP (continued)

Upon admission to the nursing DTA/MRP program, complete the following courses.

Offered at Wenatchee and Omak campuses

### First Year

First Quarter	Credits
NURS 101 Foundations of Nursing Practice .....	3
PHIL 105 Ethics and Policy in Healthcare I.....	1
NURS 101L Foundations of Nursing Practice Lab.....	6
NUTR 105 Nutrition in Healthcare I.....	1
PSYC 105 Psychosocial Issues in Healthcare I.....	1
PHARM 101 Pharmacology in Nursing I.....	1
NURS 112* Applications of Nursing Concepts I .....	1

### Second Quarter

NURS 102 Nursing Concepts I.....	4
NURS 102L Nursing Concepts I Lab.....	6
NUTR 106 Nutrition in Healthcare II.....	2
PHARM 102 Pharmacology in Nursing II.....	1
NURS 113* Applications of Nursing Concepts II.....	1

### Third Quarter

NURS 103 Nursing Concepts II.....	5
NURS 103L Nursing Concepts II Lab.....	6
NUTR 107 Nutrition in Healthcare III.....	1
PHARM 103 Pharmacology in Nursing III.....	1
NURS 114* Applications of Nursing Concepts III.....	1

### Summer Quarter\*\*

Optional electives

Credits for first year 42

### Second Year

Fourth Quarter	Credits
NURS 201 Advanced Nursing Concepts I.....	3
PHIL 201 Ethics and Policy in Healthcare II.....	1
NURS 201L Advanced Nursing Concepts I Lab.....	6
PSYC 202 Psychosocial Issues in Healthcare II.....	2
NURS 210* Senior Seminar I.....	1

### Fifth Quarter

NURS 202 Advanced Nursing Concepts II.....	2
PHIL 202 Ethics and Policy in Healthcare III.....	2
NURS 202L Advanced Nursing Concepts II Lab.....	6
NUTR 202 Nutrition in Healthcare IV.....	1
PSYC 203 Psychosocial Issues in Healthcare III.....	1

### Sixth Quarter

NURS 203 Advanced Nursing Concepts III.....	4
PHIL 203 Ethics and Policy in Healthcare IV.....	1
NURS 203L Advanced Nursing Concepts III Lab.....	6
PSYC 204 Psychosocial Issues in Healthcare IV.....	1
NURS 214* Senior Seminar II.....	1

Total prerequisite/corequisite credits (see page 48)	60
Total nursing credits	75
Total Credits for Degree	135

\*NURS 112, 113, 114, 210, and 214 are optional courses

\*\*Students may complete any remaining corequisites during summer quarter

For grade requirements for graduation and information about progressing through the nursing DTA/MRP program, view the nursing handbook on the website at [www.wvc.edu/Nursing](http://www.wvc.edu/Nursing).



## General Transfer Information

### *When Considering a Transfer:*

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

### *The Final Step: Applying for Transfer Admission*

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

## Associate of General Studies Degree

The associate of general studies (AGS) degree allows students the flexibility to design their own degree. This degree is not designed for transfer. It can include either transfer or professional/technical courses, but must total 90 credits numbered 100 or above (or 85 credits numbered 100 or above plus MATH 099). ENGL& 101 must be completed with a "C" grade (2.0) or higher. Courses in the following categories must be included in the AGS degree:

Course	Credits
ENGL& 101.....	5
Quantitative Skills (Intermediate Algebra or higher) .....	5
Humanities.....	5
Natural Sciences with laboratory .....	5
Social Sciences.....	5
Electives .....	65

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

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

The associate in applied science-transfer degree (AAS-T) is designed to build upon the technical courses required for job preparation but also includes a college-level general education component, common for all such degrees. In general, technical degree programs are not designed for transfer to other colleges and universities. However, several four-year colleges and universities have specific bachelor's degree programs that accept AAS-T degrees. WVC currently offers AAS-T degrees in Business Computer Technology, Criminal Justice, Early Childhood Education, Graphic Design, Horticulture and Tree Fruit Production, Natural Resources, Outdoor Recreation Management and Sustainable and Organic Agriculture.



## University Centers



Central  
Washington  
University

### **CWU-Wenatchee Center**

Located on the WVC Wenatchee Campus between Van Tassell Center and Sexton Hall

Call 509-665-2600

Email [cwu\\_wenatchee@cwu.edu](mailto:cwu_wenatchee@cwu.edu)

Web [www.cwu.edu/wenatchee](http://www.cwu.edu/wenatchee)

With Central Washington University's **Dual Admission Program**, WVC students can make a smooth transition to CWU, be conditionally admitted and save \$50 in admission fees. For more information visit [www.cwu.edu/admissions/dual-admission-program](http://www.cwu.edu/admissions/dual-admission-program)

### **Program and Course Offerings**

WVC graduates can take courses towards their bachelor's degree through CWU-Wenatchee. Classes are taught online, in the classroom and through interactive television (ITV).

### **CWU-Wenatchee Programs:**

BAEd Elementary Education

BS Interdisciplinary Studies-Social Sciences

### **Earn a degree from home with CWU Online Programs:**

BS/BAS Information Technology and Administrative Management

- Administrative Management Specialization
- Information Technology Specialization
- Cyber Security

BA Psychology

BA Sociology

BA Law and Justice

BA English: Professional and Creative Writing

BS Paramedicine

BS Interdisciplinary Studies-Social Sciences

BS Social Services

MEd Higher Education

MEd Literacy

MEd School Administration

MEd Special Education

MS Health and Physical Education

MS Information Technology and Administrative Management

**LEARN. DO. LIVE.**



## Professional/Technical Programs

### Associate of Technical Science/Associate in Applied Science-Transfer/Certificates of Completion

Earn the Associate of Technical Science (ATS) or Associate in Applied Science-Transfer (AAS-T) degree by completing a prescribed two-year professional/technical program of 90 credits or more with a cumulative GPA of 2.0 ("C" grade) or above. A minimum of 30 credits earned at WVC is required. See page 43 for additional WVC Degree Requirements.

Each ATS and AAS-T degree (professional/technical) program has its own degree requirements. See the program guide section, page 57, for more details.

### Associate of Technical Science

The ATS degree is **not** designed for transfer, although for some ATS degrees, WVC has direct transfer agreements with some regional four-year institutions.

WVC offers a variety of professional/technical programs leading to either an associate of technical science (ATS) degree or a certificate of completion. These programs are geared toward students who wish to enter certain technical careers in agriculture, business, industry, health and other fields.

Each program includes theoretical instruction and practical skills to develop competency for the workplace. A general education component is included in professional/technical degree programs to improve skills in communication, computation and human relations. Course requirements are specific to each program and are described in the pages that follow. Some of the programs also include instruction in computer applications. Today's workplace requires skilled employees with academic, technical and problem-solving abilities. Technical training through WVC can help students succeed in the workplace.

Students may earn an associate of technical science degree in the following majors:

- Accounting
- Agriculture
- Automotive Technology
- Business, General
- Business Computer Technology
- Chemical Dependency Studies
- Computer Technology - Network Administration
- Criminal Justice
- Early Childhood Education
- Environmental Systems and Refrigeration Technology
- Fire Science
- Industrial Technology - Aerospace Electronics
- Industrial Technology - Electronics
- Industrial Technology - Machining

- Medical Laboratory Technology
- Multi-Occupational Trades
- Radiologic Technology

See page 43 for general WVC Degree Requirements.

### Associate in Applied Science-Transfer

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

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

- Business Computer Technology
- Criminal Justice
- Early Childhood Education
- Engineering Technology
- Graphic Design
- Natural Resources
- Outdoor Recreation Management
- Pharmacy Technician
- Sustainable Agriculture and Resource Systems

### CTE Dual Credit

CTE Dual Credit allows high school students to begin preparation for a specific professional/technical field by earning college credit for taking approved high school courses. For more information, visit [www.wvc.edu/CTEDualCredit](http://www.wvc.edu/CTEDualCredit).

### Certificate of Completion

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

Minimum requirements for the certificate of completion are outlined under each professional/technical program description, page 57.

Certificates of completion can be earned in:

- Accounting Technician
- Aerospace Electronics Technician
- Automotive Technology
- Business, General
- Gaming Operations Supervisor Certificate
- Business Computer Technology/Administrative Assistant
- Chemical Dependency Studies



- Computer Technician
- Criminal Justice/Corrections
- Digital Design
- Early Childhood Education
- Emergency Medical Technician
- Environmental Systems and Refrigeration Technology
- Hispanic Orchard Employee Education Program
- Industrial Technology
  - Aerospace Electronics
  - Drafting
  - Electronics Technician
  - Machining
  - Welding and Fabrication
- Light Diesel
- Medical Assistant
- Nursing Assistant
- Pharmacy Technician
- Retail Management
- Tribal Gaming Management (Omak only)
- Viticulture Sustainability

Some stand-alone certificate programs are not eligible for federal financial aid but may qualify for other workforce student funding resources. For more information, call 509-682-6612 in Wenatchee or 509-422-7852 in Omak.

## Apprenticeships

WVC cooperates with apprenticeship and training councils to facilitate training for registered apprentices in selected fields. For information, call 509-682-6847.

## Short-Term Training

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

To meet specific, identified needs, other professional/technical programs may be offered at the Omak campus or in other North Central Washington communities. In recent years, such offerings have included orchard business management, and environmental systems and refrigeration technology.

# Community and Continuing Education

## Continuing Education

WVC offers a variety of classes, workshops and seminars for personal enrichment and professional development.

Classes are offered at locations throughout the college district, often during evening hours. Open enrollment classes are listed each quarter on the website at [wvc.edu/ced](http://wvc.edu/ced).

For current offerings and contacts, see Continuing Education under Academics on the website or call 509-682-6900.

## Center for Entrepreneurship

The mission of the WVC Center for Entrepreneurship is to create an enterprising business climate and provide the necessary support mechanisms to cultivate and grow successful small business in North Central Washington. Together with regional economics partners, the Center for Entrepreneurship seeks to grow and support entrepreneurialism through service referrals, entrepreneurial outreach and innovative entrepreneurial educational options, including customized training.

Trainings are tailored to meet the specific needs of area employers and can take place at the work site or on one of the college's campuses. Grant funds are often available as well for trainings that increase the skills of employees and benefit the industries in our area.

For more information, call 509-682-6915 or visit [wvc.edu/Entrepreneurship](http://wvc.edu/Entrepreneurship).

## Professional/Technical Financial Assistance

*Financial assistance may be available through programs such as Worker Retraining, Opportunity Grant and WorkFirst. Eligibility for these programs is very specific. For additional information, call 509-682-6964 in Wenatchee or 509-422-7852 in Omak or visit [wvc.edu/WorkforceGrants](http://wvc.edu/WorkforceGrants)*



# Accounting

- **Associate of Technical Science Degree**, page 60
- **Certificate of Completion**, page 59

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

## Program outcomes

Students who complete the ATS in Accounting should be able to:

- Use and apply accounting and business concepts in real-life situations.
- Use their training and education to seek employment or advance in current employment in business-related fields.
- Know current practices, principles, and rules used in business and/or accounting.
- Develop a foundation for continued studies towards a transfer degree in business.

**Note:** This degree option is for students who intend to work in the bookkeeping/accounting profession after two years of study, or for those currently employed who seek additional training. Students with the immediate goal of completing a four-year degree in accounting should seek the business transfer (associate in arts and sciences) option. See page 55.

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

## Required Courses: Certificate of Completion

*Offered at Wenatchee and Omak campuses*

Prerequisites for certificate program: ENGL 097, MATH 098 or qualifying placement scores.

Core Program Requirements		Credits
BUS& 101	Introduction to Business <i>or</i>	
BUS 146	Business Ethics.....	5
ACCT 102	Practical Accounting I .....	5
ACCT 103	Practical Accounting II .....	5
ACCT 105	Payroll and Tax Accounting.....	3
BCT 105	Computer Applications .....	5
BCT 130	Spreadsheets .....	5
ACCT 165	Computerized Accounting .....	5
BCT 205	Business Communication <i>or</i>	
CMST& 210	Interpersonal Communication <i>or</i>	
CMST& 220	Public Speaking .....	5
MATH 099*	Intermediate Algebra or higher .....	5
ENGL& 101*	Composition: General .....	5
<b>Total Credits for Certificate</b>		<b>48</b>

*\*Placement score required.*



## Accounting

### Required Courses: Associate of Technical Science Degree

Offered at Wenatchee and Omak campuses

Prerequisites for the ATS degree option: ENGL 097, MATH 099 or qualifying placement scores.

Core Program Requirements		Credits
BCT 105	Computer Applications .....	5
BCT 130	Spreadsheets .....	5
ACCT 102	Practical Accounting I .....	5
ACCT 103	Practical Accounting II .....	5
ACCT 105	Payroll and Tax Accounting .....	3
ACCT 165	Computerized Accounting .....	5
BUS& 101	Introduction to Business <i>or</i>	
BUS 146	Business Ethics .....	5
ACCT& 201	Principles of Accounting I .....	5
ACCT& 202	Principles of Accounting II .....	5
ACCT& 203	Principles of Accounting III .....	5
CMST& 210	Interpersonal Communications <i>or</i>	
CMST& 220	Public Speaking .....	5
ECON& 201	Micro Economics <i>or</i>	
ECON& 202	Macro Economics .....	5
<b>Total</b>		<b>58</b>

### General Requirements

ENGL& 101*	Composition: General .....	5
MATH& 146*	Intro. to Stats or other college-level math .....	5
Natural Science	(choose one) .....	5
Humanities	(choose one) .....	5
Social Science	(choose one) .....	5
Business Electives**	.....	10
<b>Total</b>		<b>35</b>
<b>Total Credits for Degree</b>		<b>93</b>

\*Placement score required.

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



# Agriculture: Sustainable Agriculture and Resource Systems

- **General Agriculture Pathways**, page 56
- **Sustainable and Organic Agriculture Pathways**, page 57
- **Horticulture and Tree Fruit Production Pathways**, page 58
- **Agriculture Technology (AgriTechnologies) Pathways**, page 59
- **AgriBusiness Pathway**, page 60
- **Viticulture Sustainability Certificate**, page 60
- **Hispanic Orchard Employee Education Program (HOEEP) certificate**, page 55

Within the sustainable agriculture and resource systems program, WVC offers a non-transfer associate of technical science (ATS) in several pathways and associate in applied science-transfer (AAS-T)\*\* degrees in sustainable and organic agriculture, horticulture and tree fruit production, general agriculture and agritechnologies. Interested students should work closely with agriculture advisers in order to plan their studies to reach their individual goals in an expeditious manner.

- The ATS degree prepares students for employment in agriculture and related fields. The pathways are general agriculture, agribusiness, horticulture and tree fruit production, sustainable and organic agriculture, and agriculture technology.
- WVC has articulations with the Washington State University College of Agricultural, Human, and Natural Resources Sciences (CAHNRS) that allows WVC students to transfer to WSU with an AAS-T\*\* in sustainable and organic agriculture, horticulture and tree fruit production, general agriculture, or agritechnologies.
- The Hispanic Orchard Employee Education Program (HOEEP) offers several certificate programs to increase the professional abilities of agricultural employees and their contributions to the operations of their respective employment settings. The programs are taught in Spanish, but all students should have basic English conversational skills and some ability to read and write in Spanish when entering these programs. Each program includes applied English, mathematics and computer applications instruction and a civics component which covers everyday life situations. These programs are:
  - HOEEP I Basic Horticulture: introduces tree fruit production and management practices

- HOEEP II Advanced Horticulture: builds on the introductory class, focusing on a production system approach
- HOEEP III Integrated Pest Management Technician: prepares students as pest management scouts and assistance for apple, pear and cherry IPM projects
- HOEEP IV Farm Management: introduces the principles and practices of farm management
- HOEEP V Introduction to Viticulture: introduces the production and management of wine and juice grape vineyards
- HOEEP VI Advanced Viticulture: builds on the introductory class, focusing on a production system approach
- HOEEP VII Integrated Pest Management Technician and Vineyard Management: prepares Latino vineyard employees as pest management scouts and introduces them to basic vineyard economies and management.

## Program outcomes

Students who complete a degree in Sustainable Agriculture and Resource Systems should be able to:

Demonstrate skills and knowledge in the fundamentals of:

- general agriculture production practices
- tree fruit production practices in North Central Washington
- general horticulture practices
- sustainable and organic agriculture production
- agri-business management
- natural resources
- viticulture principles and practices in Washington

Demonstrate the ability to:

- Think critically (analyze, synthesize, evaluate and apply, problem solve, reason quantitatively and qualitatively) in workplace environments.
- Act responsibly as an individual and as a member of a team or group in a workplace environment.

Acquire the training and education to seek employment or advance in current employment in agriculture related fields.

Develop a foundation to continue their studies in agriculture or related fields.

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

**\*\*Associate in Applied Science-Transfer Degree:** the AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree (that is, the courses generally accepted in transfer). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)



## Pathway for General Agriculture

### Required Courses: Associate of Technical Science degrees

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 108	Intro. Horticulture .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
Core Courses		
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5
Emphasis Courses		
200-Level AGRI Courses .....		20
AGRI 116, 117, 118: Ag. Lab .....		3
Approved Electives (may include up to 10 credits in Cooperative Work Experience) .....		20
General Courses		
OCED 102*	Writing in the Workplace/ Technical English or higher .....	5
MATH 092T	Technical Math or higher .....	5
BUS& 101	Intro. to Business .....	5
BIOL& 100	Survey of Biology .....	5
BCT 105	Computer Applications .....	5
CMST&220	Public Speaking.....	5
<b>Total Credits for Degree</b>		<b>96</b>

### Required Courses: Associate in Applied Science-Transfer Degree\*\*

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 108	Intro. Horticulture .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
AGRI 130	Agriculture Technologies.....	3
Core Courses		
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5
Elective Courses		
Approved AGRI 200-level electives .....		40
General Courses		
ENGL& 101*	Composition: General .....	5
MATH& 107*	Math in Society .....	5
	Natural Sciences (CHEM& 121*).....	5
	Social Sciences (ECON& 201).....	5
	Humanities (CMST& 220).....	5
<b>Total Credits for Degree</b>		<b>91</b>

### Required Courses: Associate in Applied Science-Transfer Degree with WSU\*\*

This degree transfers to the Washington State University College of Agricultural, Human and Natural Resource Sciences (CAHNRS) Bachelor of Science in Agriculture and Food Systems (AFS), Agricultural Education major.

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
Core Classes		
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5
Approved AGRI 200-level electives .....		10
General Courses		Credits
ENGL&101*	Composition: General .....	5
ENGL 201	Composition: Advanced Essay.....	5
MATH& 107*	Math in Society .....	5
MATH& 146*	Intro. to Stats.....	5
CMST& 220	Public Speaking.....	5
HUM& 101	Intro. to Humanities.....	5
ART& 100	Art Appreciation.....	5
CHEM&121*	Intro. to Chemistry .....	5
BIOL& 211	Majors Cellular .....	5
CHEM&131	Intro. to Organic/Biochemistry .....	5
BIOL 216	Plant Classification.....	5
ECON& 201	Micro Economics.....	5
<b>Total Credits for Degree</b>		<b>93</b>

\*Placement score required

\*\*See Associate in Applied Science-Transfer Degree Definition, page 55.



## Pathways for Sustainable and Organic Agriculture

### Required Courses: Associate of Technical Science Degree

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 108	Intro. Horticulture .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
Core Courses		
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5
Emphasis Courses		
AGRI 268	Organic Ag. Production .....	5
AGRI 269	Organic Plant Nutrition.....	5
AGRI 255	Field Based Integrated Pest Mgmt .....	5
AGRI 289	Sustainable Ag. and Food .....	5
AGRI 116, 117, 118: Ag. Lab .....		3
Approved Electives (may include up to 10 credits in Cooperative Work Experience) .....		20
General Courses		
OCED102*	Writing in the Workplace/ Technical English or higher .....	5
MATH100T*	Technical Math or higher .....	5
BUS& 101	Intro. to Business .....	5
BIOL& 100	Survey of Biology .....	5
BCT 105	Computer Applications .....	5
CMST&220	Public Speaking.....	5
<b>Total Credits for Degree</b>		<b>96</b>

### Required Courses: Associate in Applied Science-Transfer Degree\*\*

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 108	Intro. Horticulture .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
Core Courses		
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5
Elective Courses		
AGRI 268	Organic Ag. Production .....	5
AGRI 269	Organic Plant Nutrition.....	5
AGRI 255	Field Based Integrated Pest Mgmt .....	5
AGRI 289	Sustainable Ag. and Food .....	5
Approved AGRI 200-level electives .....		25
General Courses		
ENGL&101*	Composition: General .....	5
MATH&107*	Math in Society .....	5
	Natural Sciences (CHEM& 121*) .....	5
	Social Sciences (ECON& 201) .....	5
	Humanities (CMST& 220) .....	5
<b>Total Credits for Degree</b>		<b>93</b>

### Required Courses: Associate in Applied Science-Transfer Degree with WSU\*\*

This degree transfers to the Washington State University College of Agricultural, Human and Natural Resource Sciences (CAHNRS) Bachelor of Science in Agriculture and Food Systems (AFS) major.

Introductory Courses		Credits	General Courses		Credits
AGRI 161	Intro. Plant Science .....	2	ENGL&101*	Composition: General .....	5
AGRI 162	Intro. Soils .....	3	ENGL 201	Composition: Advanced Essay.....	5
Core Courses			MATH&107*	Math in Society .....	5
AGRI 254	Integrated Pest Management .....	5	MATH&146*	Intro. Statistics.....	5
AGRI 261	Plant Science.....	5	CMST&220	Public Speaking.....	5
AGRI 263	Soils.....	5	HUM& 101	Intro. to Humanities.....	5
Elective Courses			ART& 100	Art Appreciation.....	5
AGRI 268	Organic Ag. Production .....	5	CHEM&121*	Intro. to Chemistry .....	5
AGRI 269	Organic Plant Nutrition.....	5	BIOL& 211	Majors Cellular .....	5
AGRI 255	Field Based Integrated Pest Mgmt .....	5	CHEM&131	Intro. to Organic/Biochemistry .....	5
			BIOL 216	Plant Classification.....	5
			ECON&201	Micro Economics.....	5
<b>Total Credits for Degree</b>					<b>98</b>

\*Placement score required

\*\*See Associate in Applied Science-Transfer Degree Definition, page 55.

Students should work closely with an agriculture adviser to plan this program.



## Pathway for Horticulture and Tree Fruit Production

### Required Courses: Associate of Technical Science Degree

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 108	Intro. Horticulture .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
Core Courses		
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5
Emphasis Courses		
AGRI 262	Intro. Pomology .....	5
AGRI 264	Post Harvest Tech.....	5
AGRI 265	Crop Growth & Develop.....	5
AGRI 266	Crop Production Management .....	5
AGRI 116, 117, 118: Ag. Lab .....		3
Approved Electives (may include up to 10 credits in Cooperative Work Experience) .....		20
General Courses		
OCED 102*	Writing in the Workplace/ Technical English or higher .....	5
MATH 100T*	Technical Math or higher .....	5
BUS& 101	Intro. to Business .....	5
BIOL& 100	Survey of Biology .....	5
BCT 105	Computer Applications .....	5
CMST& 220	Public Speaking.....	5
<b>Total Credits for Degree</b>		<b>96</b>

### Required Courses: Associate in Applied Science-Transfer Degree\*\*

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 108	Intro. Horticulture .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
Core Courses		
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5
Elective Courses		
AGRI 255	Field Integrated Pest Management .....	5
AGRI 262	Intro. Pomology .....	5
AGRI 264	Post Harvest Tech.....	5
AGRI 265	Crop Growth and Development .....	5
AGRI 266	Crop Production Management .....	5
Approved AGRI 200-level electives .....		20
General Courses		
ENGL& 101*	Composition: General .....	5
MATH& 107*	Math in Society .....	5
	Natural Sciences (CHEM& 121*) .....	5
	Social Sciences (ECON& 201) .....	5
	Humanities (CMST& 220) .....	5
<b>Total Credits for Degree</b>		<b>93</b>

### Required Courses: Associate in Applied Science-Transfer Degree with WSU\*\*

This degree transfers to the Washington State University College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) Bachelor of Science in Integrated Plant Sciences (IPS), Fruit and Vegetable Management major.

Introductory Courses		Credits	GER Courses		Credits
AGRI 161	Intro. Plant Science .....	2	ENGL&101*	Composition: General .....	5
AGRI 162	Intro. Soils .....	3	ENGL 201	Composition: Advanced Essay.....	5
Core Courses			MATH&107*	Math in Society .....	5
AGRI 254	Integrated Pest Management .....	5	MATH&146*	Intro. Statistics.....	5
AGRI 261	Plant Science.....	5	CMST&220	Public Speaking.....	5
AGRI 263	Soils.....	5	HUM& 101	Intro. to Humanities.....	5
Elective Courses			ART& 100	Art Appreciation.....	5
AGRI 262	Intro. Pomology .....	5	CHEM&121*	Intro. to Chemistry .....	5
AGRI 266	Crop Production Management .....	5	BIOL& 211	Majors Cellular .....	5
AGRI 255	Field Based Integrated Pest Mgmt .....	5	CHEM&131	Intro. to Organic/Biochemistry .....	5
AGRI 264	Post Harvest Technology .....	5	BIOL 216	Plant Classification.....	5
AGRI 265	Crop Growth & Development.....	5	ECON&201	Micro Economics.....	5
			<b>Total Credits for Degree</b>		<b>105</b>

\*Placement score required

\*\*See Associate in Applied Science-Transfer Degree Definition, page 55.

Students should work closely with an agriculture adviser to plan this program.



## Pathway for Agriculture Technology (AgriTechnologies)

### Required Courses: Associate in Technical Science Degree Pathway

Offered at Wenatchee campus

Tech Prep and Introductory Courses		Credits
AGRI 105	Agriculture Mechanics <i>or</i>	
WELD 128	Basic Welding .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils <i>or</i>	
AGRI 130	Agriculture Technologies .....	3

#### Core Courses to be chosen from:

Agriculture (AGRI), Automotive Technology (AUTO), Electricity (ELEC), Electronics (ELTRO), Environmental Systems & Refrigeration Technology (ESRT), Industrial Technology (INDT), Welding (WELD)..... 15

#### Elective Courses

Approved 200-level electives..... 35

#### Courses chosen based on student's emphasis or pathway:

Approved 200-level courses in pathway..... 5

OCED 102*	Writing in the Workplace/ Technical English or higher .....	5
MATH 100T*	Technical Math or higher .....	5
OCED 101*	Technical Reading .....	5
BCT 105	Computer Applications .....	5
BIOL& 100	Survey of Biology .....	5
BUS& 101	Intro. to Business .....	5
CMST& 220	Public Speaking.....	5
AGRI 116, 117, 118: Ag. Lab .....		3

**Total Credits for Degree 96**

### Required Courses: Associate in Applied Science-Transfer Degree\*\*

Introductory Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 130	Agriculture Technologies <i>or</i>	
AGRI 105	Agriculture Mechanics <i>or</i>	
WELD128	Basic Welding .....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3

#### Core Courses

AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soils.....	5

#### Elective Courses

Approved AGRI 200-level electives ..... 45

#### GER Courses

ENGL& 101*	Composition: General .....	5
MATH& 107*	Math in Society .....	5
	Natural Sciences (CHEM& 121*) .....	5
	Social Sciences (ECON& 201) .....	5
	Humanities (CMST& 220).....	5

**Total Credits for Degree 93**

### Required Courses: Associate in Applied Science-Transfer Degree with WSU\*\*

This degree transfers to the Washington State University College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) Bachelor of Science in Agricultural & Food Systems, Agricultural Technology & Production Management.

Introductory Courses		Credits	GER Courses		Credits
AGRI 101	Intro. to Agriculture <i>or</i>		ENGL&101*	Composition: General .....	5
AGRI 130	Agriculture Technologies .....	3	ENGL 201	Composition: Advanced Essay.....	5
AGRI 161	Intro. Plant Science .....	2	MATH&107*	Math in Society .....	5
AGRI 162	Intro. Soils .....	3	MATH&146*	Intro. Statistics.....	5
<b>Core Courses</b>			CMST&220	Public Speaking.....	5
AGRI 254	Integrated Pest Management .....	5	HUM& 101	Intro. to Humanities.....	5
AGRI 261	Plant Science.....	5	ART& 100	Art Appreciation.....	5
AGRI 263	Soils.....	5	CHEM&121*	Intro. to Chemistry .....	5
<b>Elective Courses</b>			BIOL& 211	Majors Cellular .....	5
Approved AGRI 200-level electives .....		10	CHEM&131	Intro. to Organic/Biochemistry .....	5
			MATH& 141*	Precalculus .....	5
			ECON&201	Micro Economics.....	5
<b>Total Credits for Degree</b>					<b>93</b>

\*Placement score required

\*\*See Associate in Applied Science-Transfer Degree Definition, page 55.

Students should work closely with an agriculture adviser to plan this program.



## Pathway for AgriBusiness

**Required Courses: Associate in Technical Science Degree Pathway**

*Offered at Wenatchee campus*

**Required courses: transfer and non-transfer degrees**

### Required Courses\* (for transfer and non-transfer) Credits

AGRI 101	Intro. to Agriculture <i>or</i>	
AGRI 108	Intro. Horticulture <i>or</i>	
AGRI 105	Ag Mechanics.....	3
AGRI 161	Intro. Plant Science .....	2
AGRI 162	Intro. Soils .....	3
AGRI 254	Integrated Pest Management .....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soil Science.....	5

**Courses chosen based on student's emphasis or pathway:**

**Business courses will replace some introductory and core AGRI courses—see adviser.....** 58

ENGL& 101*	Composition: General .....	5
College-level transfer math*	.....	5
CHEM&110	Chemical Concepts .....	5
CHEM&121*	Intro. to Chemistry .....	5
BIOL& 100	Survey of Biology .....	5
CMST&220	Public Speaking.....	5

**Total Credits for Degree** 98

\*Placement score required.

## Viticulture Sustainability Certificate

The viticulture sustainability certificate offers specialized training in sustainable and organic production practices. Emphasis will be focused on the relationships between organic nutrients, soil fertility and plant health in organic agriculture systems. Topics in the concept of sustainable practices, alternative agriculture systems and world food systems are included.

### Student learning outcomes

Students who complete the Viticulture Sustainability Certificate should be able to: Demonstrate skills and knowledge in the fundamentals of:

- General agriculture production practices.
- Sustainable and organic agriculture production.
- Viticulture principles and practices in Washington.

### Required Courses: Certificate

*Offered at Wenatchee campus*

*This certificate program is not eligible for federal or state financial aid.*

Fall Quarter		Credits
AGRI 268	Organic Agricultural Product.....	5

Winter Quarter		Credits
AGRI 269	Organic Plant Nutrition.....	5

Spring Quarter		Credits
AGRI 289	Sustainable Agriculture and Food Systems.....	5

**Total Credits for Certificate** 15



## Allied Health Programs

WVC offers the following allied health programs:

**Chemical Dependency Studies**, page 78

**Medical Assistant**, page 107

**Medical Laboratory Technology**, page 109

**Nursing Assistant**, page 115

**Radiologic Technology**, page 121

### Admission Requirements

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

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

To be considered for an allied health program, it is the student's responsibility to:

- Submit a complete application package consisting of:
  - WVC Application for Admission.
  - Supplemental application for admission to WVC Allied Health program of choice.
  - Sealed, official transcripts from all colleges where the student has earned credit.
- Complete all prerequisite coursework by the specific program deadline with a grade of "C" (2.0) or better, verified by transcript.
- Achieve a cumulative college GPA of at least 2.5.
- Meet any other specific program requirements as outlined on the WVC website.
- Be 18 years of age or older prior to entering clinical experience.

The application deadline for specific programs will be posted on the college website. Call the WVC Allied Health Educational Planner for more information, 509-682-6844.

*Note: Admission to WVC is required but does not guarantee admission into an allied health program. Admission to these programs follows the procedure outlined above.*

*An interview may be required for students applying to the medical laboratory technology regional sites.*

### Student Responsibilities

Once accepted into an allied health program, students must fulfill the following requirements:

- Provide a current Healthcare Provider CPR card. Card must include but not be limited to first aid/CPR/AED for adults, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers. (NOTE: This requirement does not apply to students in the nursing assistant program.)
- Provide a copy of seven-contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through [www.nursingceu.com](http://www.nursingceu.com) or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the Student Immunization Tracker (for a complete list, visit the allied health pages at [www.wvc.edu/alliedhealth](http://www.wvc.edu/alliedhealth)).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at [4studenthealth.relationinsurance.com](http://4studenthealth.relationinsurance.com).
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be within 45 days of acceptance into the program.
- Provide results of a ten-panel drug test, not older than 45 days, from a certified lab.
- Complete the allied health packet, which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

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

For more information about allied health admissions, contact the allied health educational planner at 509-682-6844.



# Automotive Technology

- **Associate of Technical Science Degree**, page 69
- **Certificate of Completion**, page 69
- **Light Diesel Certificate**, page 69

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

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

Prior to enrollment in the automotive technology program, students must achieve appropriate scores on the placement test that will qualify them for MATH 092T or higher (or have completed MATH 090), OCED 101 and OCED 102. Additionally, students must have a valid driver's license and a qualifying interview with one of the automotive program instructors during which they will also take a mechanical aptitude test. Students must pass each automotive course and supporting courses with a grade of "C" (2.0) or higher to remain in the program and to be eligible to receive the associate of technical science degree.

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

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

For more information about graduation rates, the median debt of students who completed the program and other important information, visit [www.wvc.edu/autotech](http://www.wvc.edu/autotech).

## Program outcomes

Students who complete the ATS in Automotive Technology should be able to:

- Demonstrate skills and knowledge in:
  - the fundamentals of operation of heating and air conditioning system and their components.
  - the use of the scan tools, lab scopes and various diagnostic equipment in the automotive industry.
  - the use of the various scan tools used to test anti-lock brake systems components and sensors.
  - the use of the various automotive scan tools, lab scopes and diagnostic equipment used in the automotive industry while testing engine management systems.
  - the use of tools to test, remove, disassemble, install and service the air conditioning system components.
- Demonstrate the ability to:
  - locate, use and analyze information and technology resources to perform workplace duties.
  - think critically (analyze, synthesize, evaluate and apply, problem solve, reason quantitatively and qualitatively) in workplace environments.
  - act responsibly as an individual and as a member of a team or group in a workplace environment.
- Acquire training and education to seek employment or advance in current employment in the automotive industry.
- Develop a foundation to continue their studies in automotive technology or related fields.
- Become ASE certified.
- Continue education with factory/and aftermarket training as available.



## Automotive

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

Offered at Wenatchee campus

#### First Year

Fall Quarter		Credits
AUTO 100	Shop Procedures .....	1
AUTO 110	Electrical Systems .....	4
AUTO 112	Engine Repair .....	3
AUTO 113	Engine Performance .....	4
OCED 101*	Technical Reading .....	5

#### Winter Quarter

AUTO 114	Automatic Transmission/Transaxles .....	4
AUTO 115	Manual Drivetrains .....	4
AUTO 116	Suspension Steering and Alignment .....	4
OCED 102*	Writing in the Workplace/ Technical English or higher .....	5

#### Spring Quarter

AUTO 117	Brakes .....	4
AUTO 118	Heating and Air Conditioning .....	4
BCT 116	Professional Work Relations .....	3
MATH 092T	Intro to Technical Math or higher .....	5

**Total Credits for Certificate** 50

#### Second Year

Fall Quarter		Credits
AUTO 210	Advanced Electrical Systems .....	4
AUTO 213	Advanced Engine Performance .....	8
	Elective .....	5

#### Winter Quarter

AUTO 212	Advanced Engine Repair .....	4
AUTO 217	ABS/Brakes/Scanners .....	4
AUTO 219	Engine Driveability .....	4
AUTO 296**	Cooperative Work Experience .....	5

#### Spring Quarter

AUTO 220***	Advanced Technical Practices .....	12
WELD 128	Basic Welding .....	3

**Total** 49

**Total Credits for Degree** 99

\*Placement score required.

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

\*\*\*More in-depth training (study) in any offered automotive area to satisfy AUTO 220.

## Light Diesel Certificate

Students who have earned their automotive technology ATS degree will be able to add the 20-credit light diesel certificate to their portfolios. In addition, the light diesel certificate is designed to enhance the skills of and expand employment options for technicians already working in the automotive field. Skills learned in the light diesel-based courses will assist students in competing for jobs in the automotive industry and can also prepare students for the heavy-duty side of the industry.

### Suggested Course Sequence: *Certificate*

Offered at Wenatchee campus

*This is a stand-alone certificate and is not financial aid eligible, unless incorporated within the ATS degree.*

Fall Quarter		Credits
AUTO 250	Diesel Engine Construction .....	5

#### Winter Quarter

AUTO 260	Diesel Fuel & Ignition .....	5
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#### Spring Quarter

AUTO 270	Diesel Diagnosis & Repair .....	5
ELTRO 240	Industrial Hydraulics & Pneumatics .....	5

**Total Credits for Certificate** 20



## Business, General

- **General Business Associate of Technical Science Degree**, page 70
- **General Business Certificate of Completion**, page 73
- **Retail Management Certificate of Completion**, page 71
- **Tribal Gaming Management Certificate of Completion**, page 72
- **Gaming Operations Supervisor Certificate of Completion**, page 72

WVC also offers business options leading to an associate of arts and sciences (transfer) or an associate in business transfer degree which is designed for transfer toward a bachelor's degree in a business-related field at a four-year college or university. See page 43.

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

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

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

### Program outcomes

Students who complete the ATS in General Business should be able to:

- Use and apply accounting and business concepts in real-life situations.
- Use their training and education to seek employment or advance in current employment in business-related

fields.

- Know current practices, principles and rules used in business and/or accounting.
- Develop a foundation for continued studies towards a transfer degree in business.

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

Offered at Wenatchee and Omak campuses

Prerequisites for the ATS degree option are ENGL 097 and MATH 099 or qualifying placement scores.

Core Courses		Credits
BCT 105	Computer Applications .....	5
BCT 130	Spreadsheets .....	5
BUS 240	Principles of Management .....	5
BUS 241	Principles of Marketing .....	5
BUS 245	Small Business Management.....	5
ACCT& 201	Principles of Accounting I.....	5
BUS 146	Business Ethics <b>or</b>	
BUS& 101	Intro. to Business.....	5
CMST& 210	Interpersonal Communications <b>or</b>	
CMST& 220	Public Speaking.....	5
ECON& 201	Micro Economics <b>or</b>	
ECON& 202	Macro Economics.....	5

**Total** 45

### General Requirements

ENGL& 101*	Composition: General .....	5
MATH& 146*	Intro. to Stats or other college-level math.....	5
	Natural Science.....	5
	Humanities .....	5
	Social Science .....	5
	Business Electives** .....	20

**Total** 45

**Total Credits for Degree** 90

\* Placement score required.

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

Business schools in Washington state vary in their entry requirements. The business ATS is not designed as a transfer degree. For more information on the business transfer degree, see page 49.



## Retail Management

### • *Certificate of Completion*

The WVC Retail Management certificate is endorsed by the Western Association of Food Chains (WAFC), a high-profile, non-profit association dedicated to promoting academic preparation in the food industry. All of the WAFC member grocery companies recognize and value this college-level certificate, which is designed to provide individuals with the knowledge and skills that may increase their employability and career options in retail settings.

The retail management certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. Students who complete the courses for this program will develop a clear sense of the scope of a career in the field of retail management. The program serves both entry-level job candidates and incumbent employees. The curriculum includes courses in both written and oral communications, business math, human relations and computer applications. Students also complete specific business and management courses in accounting, management, marketing, retailing and human resource management. After successful completion of the required coursework, students will receive a retail management certificate, which may also show the WAFC endorsement.

All certificate courses may be applied toward a WVC associate of technical science (ATS) degree in General Business if students receive a "C" grade or higher. Some courses are transferable. Students should work closely with a business adviser to plan their class schedules.

### Program outcomes

Students who complete the Certificate in Retail Management should be able to:

- Use and apply retail business concepts in real-life situations.
- Use their training and education to seek employment with Association of Food Chains (WAFC) member grocery companies.
- Manage a variety of retail sales operations or lines of merchandise.
- Develop a foundation with the knowledge and skills to increase their employability and career options in retail settings.

**Suggested Course Sequence: Certificate of Completion**  
Offered at Wenatchee campus

Courses		Credits
ACCT 102	Practical Accounting I <i>or</i>	
ACCT& 201	Principles of Accounting I .....	5
BCT 105	Computer Applications .....	5
BCT 205*	Business Communication <i>or</i>	
ENGL& 101*	Composition: General .....	5
BUS 240	Principles of Management .....	5
BUS 241	Principles of Marketing .....	5
BUS 242	Retail Management.....	5
BUS 243	Human Resources Management .....	5
BUS 245	Small Business Management.....	5
Total Credits for Certificate		40

\*Placement score required.



## Tribal Gaming Management

### • Certificate of Completion

This is a one-year certificate program that is designed to prepare individuals for a management career in the regulatory sector of the tribal gaming industry. The regulatory/compliance sector of the tribal gaming industry is charged with providing the oversight, security and regulation of the industry as mandated by federal, state, local and tribal laws. The program's skill-set blends business applications of math and English, computer proficiency, basic business principles and special topics related to tribal law and jurisdictional issues. A graduate of the program will have potential employment opportunities within WVC's district with the Colville Confederated Tribes' casinos and gaming enterprises and with other gaming and casino operations throughout the state. Students must earn a cumulative 2.0 grade point average. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework. Prerequisites: Keyboarding skills, ENGL 097 and MATH 099 or appropriate placement scores.

#### Program outcomes

Students who complete the Tribal Gaming Management Certificate should be able to:

- Use and apply business concepts in the Tribal regulatory field.
- Know current practices, principles and issues related to Tribal law, the role of the Tribes and their justice systems, specific to the gaming environment
- Use training and education to seek employment or advance in current employment in Tribal gaming-related fields.

#### Required Courses: Certificate of Completion

Offered at the Omak campus

Core Courses	Credits
ACCT 102 Practical Accounting I <i>or</i>	
BCT 128* Business Math .....	5
BCT 105 Computer Applications .....	5
BCT 116 Professional Work Relations.....	3
BUS 146 Business Ethics.....	5
BUS& 201 Business Law.....	5
CMST&220 Public Speaking.....	5
BUS196/296 Cooperative Work Experience <i>or</i>	
BUS 240 Principles of Management (5 credits) 1-5	
ECON 101 Intro. to Economics <i>or</i>	
ECON& 201 Micro Economics <i>or</i>	
ECON& 202 Macro Economics.....	5
OCED 102* Writing in the Workplace/Tech. English <i>or</i>	
BCT 205* Business Communication <i>or</i>	
ENGL& 101* Composition: General .....	5
TGM 150 Tribal Law.....	3
TGM 160 Jurisdictional Issues.....	3
<b>Total Credits for Certificate</b>	<b>45-49</b>

\*Placement score required.

## Gaming Operations Supervisor

### • Certificate of Completion

The tribal gaming industry in Okanogan and Chelan counties has expanded significantly in recent years, causing an increased need for a trained and skilled workforce. The gaming operations supervisor certificate is intended to train entry-level supervisors and mid-level managers. Students enrolled in this certificate will increase their knowledge, understanding and critical skills in business leadership and human resource management and develop their interpersonal communication skills.

#### Program outcomes

Students who complete the Gaming Operations Supervisor Certificate should be able to:

- Demonstrate their own proficiency in personal and professional communication.
- Apply strategies for understanding and improving interpersonal relationship dynamics.
- Understand their individual leadership style strengths and weaknesses.
- Possess a foundational level understanding of mentoring and coaching.
- Understand the human resource manager's role and their interaction with other managers.
- Have had authentic experiences applying knowledge and skills learned in the classroom in the gaming environment.

#### Required Courses: Certificate of Completion

Offered at the Omak campus

Fall Quarter	Credits
CMST&210 Interpersonal Communications .....	5
BUS 196 Cooperative Work Experience.....	1
<b>Winter Quarter</b>	
BUS 177 Business Leadership .....	5
BUS 196 Cooperative Work Experience.....	1
<b>Spring Quarter</b>	
BUS 243 HR Management .....	5
BUS 196 Cooperative Work Experience.....	1
<b>Total Credits for Certificate</b>	<b>18</b>



## Business Certificate of Completion

### Required Courses: Certificate of Completion

*Offered at Wenatchee and Omak campuses*

Prerequisites for the certificate option are ENGL 097 and MATH 098 or qualifying placement scores.

#### Core Courses

BCT 105	Computer Applications .....	5
BCT 130	Spreadsheets .....	5
BUS 240	Principles of Management <i>or</i>	
BUS 245	Small Business Management.....	5
BUS 241	Principles of Marketing .....	5
ACCT& 201	Principles of Accounting I.....	5
BUS 146	Business Ethics <i>or</i>	
BUS& 101	Intro. to Business.....	5
ECON& 201	Micro Economics <i>or</i>	
ECON& 202	Macro Economics.....	5
ENGL& 101*	Composition: General <i>or</i>	
BCT 205*	Business Communication .....	5
MATH 099*	Intermediate Algebra or higher .....	5
<b>Total Credits for Certificate</b>		<b>45</b>



## Business Computer Technology (BCT)

- *Associate of Technical Science Degree, page 75*
- *Associate in Applied Science-Transfer Degree, page 76*
- **Certificate Programs**
  - *Administrative Assistant, page 77*
  - *BCT Certificate of Accomplishment, page 77*

The WVC Business Computer Technology program prepares graduates for entry-level jobs in a wide variety of business and industry settings, or for self-employment. Students enrolled in the BCT program will acquire an educational foundation in technical and soft skills needed to function as an essential member of a business team or as an entrepreneur. Every student should consider the BCT program, in whole or in part, to acquire business-related computer skills that are vital to success in today's workplace.

Students can earn a two-year transfer (AAS-T) or technical degree (ATS) or a one-year certificate of completion with an emphasis in either computer applications or administrative management. The BCT AAS-T degrees are transferable to Central Washington University's Information Technology and Administrative Management BAS program. Students interested in entering the program should work closely with the program adviser to ensure the proper sequencing of classes. It is recommended that students start the program in fall quarter.

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

For more information about graduation rates, the median debt of students who completed the program and other important information, visit [www.wvc.edu/bct](http://www.wvc.edu/bct).

### Program outcomes

Graduates of the Business Computer Technology program should:

- be prepared for entry-level jobs in a wide variety of business and industry settings, or for self-employment.
- have an educational foundation in technical and soft skills needed to function as an essential member of a business team or as an entrepreneur.
- have critical business skills in computer hardware, business communications and problem-solving are interwoven throughout the program.

Every student should consider the BCT program, in whole or in part, to acquire business-related computer skills that are vital to success in today's workplace.



## Business Computer Technology

**Suggested Course Sequence: Associate of Technical Science Degree Non-Transfer Program**

*Offered at Wenatchee campus*

Prerequisites for ATS degree option: ENGL 097 and MATH 093 or qualifying placement scores, keyboarding skills.

Curriculum		Credits	Recommended schedule for completing ATS in two years:	
BCT 105	Computer Applications .....	5	<b>First Year</b>	
BCT 111*	Business English .....	5	<b>Fall Quarter</b>	
BCT 115	Resume and Interview .....	2	<b>Credits</b>	
BCT 116	Professional Work Relations.....	3	BCT 105	Computer Applications .....
BCT 118	Customer Relations Management.....	3	BCT 111	Business English .....
BCT 120	Word Processing I.....	5	BCT 116	Professional Work Relations.....
BCT 125	Internet Use .....	2	BCT 125	Internet Use .....
BCT 128*	Business Math.....	5	<b>Winter Quarter</b>	
BCT 130	Spreadsheets I.....	5	<b>Credits</b>	
BCT 150	Database .....	5	BCT 118	Customer Relations Mgmt. ....
BCT 160	Presentation Graphics .....	3	BCT 120	Word Processing I.....
BCT 170	Microsoft Outlook.....	2	BCT 160	Presentation Graphics .....
BCT 205*	Business Communications .....	5	CMST 130	Survey of Digital Communications .....
BCT 210	Word Processing II .....	5	<b>Spring Quarter</b>	
BCT 220	Spreadsheets II .....	5	<b>Credits</b>	
BCT 250	Desktop Publishing .....	5	BCT 115	Resume and Interview .....
BCT 251	Web Publishing.....	5	BCT 130	Spreadsheets .....
BCT 275	Software Integrations .....	5	BCT 170	Microsoft Outlook.....
BCT 284	Project Management.....	5	BCT 205	Business Communications .....
CMST 130	Survey of Digital Communications .....	5	<b>Credits</b>	
Elective	BCT, BUS, CSC, CTS, ACCT, ART, CMST or CWE .....	5	<b>45</b>	
<b>Total Credits for Degree</b>		<b>90</b>	<b>Second Year</b>	
			<b>Fall Quarter</b>	
			<b>Credits</b>	
			BCT 128	Business Math .....
			BCT 210	Word Processing II .....
			BCT 220	Spreadsheets II .....
			<b>Winter Quarter</b>	
			<b>Credits</b>	
			BCT 150	Database .....
			BCT 250	Desktop Publishing .....
			BCT 284	Project Management.....
			<b>Spring Quarter</b>	
			<b>Credits</b>	
			BCT 251	Web Publishing .....
			BCT 275	Software Integrations .....
				Elective.....
			<b>Total</b>	
			<b>45</b>	
			<b>Total Credits for Degree</b>	
			<b>90</b>	

\*Placement score required.



## Business Computer Technology

### Suggested Course Sequence: Associate in Applied Science-Transfer Degree\*\*

Offered at Wenatchee campus

Prerequisites for AAS-T degree option: MATH 099 or placement score equivalent; ENGL 097 or qualifying placement scores; keyboarding skills.

Curriculum		Credits
BCT 105	Computer Applications .....	5
BCT 116	Professional Work Relations.....	3
BCT 120	Word Processing I.....	5
BCT 125	Internet Use .....	2
BCT 130	Spreadsheets I.....	5
BCT 150	Database .....	5
BCT 160	Presentation Graphics.....	3
BCT 170	Microsoft Outlook.....	2
BCT 250	Desktop Publishing .....	5
BCT 275	Software Integrations .....	5
BCT 284	Project Management.....	5
BUS 101	Intro. to Business .....	5
General Education Requirements:		
College-level transfer math*, English 101*, Humanities, Natural Science, Social Science .....		35
Elective	BCT, BUS, CSC, CTS, ACCT, ART, CMST or CWE .....	5
<b>Total Credits for Degree</b>		<b>90</b>

\*Placement score required.

\*\*Associate in Applied Science-Transfer Degree: the AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree (that is, the courses generally accepted in transfer). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)

### Recommended schedule for completing AAS-T in two years:

#### First Year

Fall Quarter		Credits
BCT 105	Computer Applications .....	5
BCT 125	Internet Use .....	2
General Education Requirement .....		5

#### Winter Quarter

		Credits
BCT 116	Professional Work Relations.....	3
BCT 120	Word Processing I.....	5
BCT 160	Presentation Graphics .....	3
General Education Requirement .....		5

#### Spring Quarter

		Credits
BCT 130	Spreadsheets .....	5
BCT 170	Microsoft Outlook.....	2
General Education Requirement .....		5
General Education Requirement .....		5

**Credits**

**45**

#### Second Year

Fall Quarter		Credits
BUS 101	Intro. to Business .....	5
General Education Requirement .....		5
General Education Requirement .....		5

#### Winter Quarter

		Credits
BCT 150	Database .....	5
BCT 250	Desktop Publishing .....	5
BCT 284	Project Management.....	5

#### Spring Quarter

		Credits
General Education Requirement .....		5
BCT 275	Software Integrations .....	5
Elective.....		5

**Credits**

**45**

**Total Credits for Degree**

**90**



## Business Computer Technology

### Required Courses: *Certificate of Completion - Administrative Assistant*

Offered at Wenatchee campus

Prerequisite for completion: MATH 093 Pre-Algebra or higher

Curriculum	Credits
BCT 105 Computer Applications .....	5
BCT 111 Business English .....	5
BCT 115 Resume and Interview .....	2
BCT 116 Professional Work Relations.....	3
BCT 118 Customer Relations Management.....	3
BCT 120 Word Processing I.....	5
BCT 125 Internet Use .....	2
BCT 130 Spreadsheets I.....	5
BCT 160 Presentation Graphics .....	3
BCT 170 Microsoft Outlook.....	2
BCT 205 Business Communications .....	5
CMST 130 Survey of Digital Communications .....	5

**Total Credits for Certificate 45**

### Recommended schedule for completing certificate in one year:

Fall Quarter	Credits
BCT 105 Computer Applications .....	5
BCT 111 Business English .....	5
BCT 116 Professional Work Relations.....	3
BCT 125 Internet Use .....	2

Winter Quarter	Credits
BCT 115 Resume and Interview .....	2
BCT 120 Word Processing I.....	5
CMST 130 Survey of Digital Communications .....	5
BCT 160 Presentation Graphics .....	3

Spring Quarter	Credits
BCT 118 Customer Relations Management.....	3
BCT 130 Spreadsheets .....	5
BCT 170 Microsoft Outlook.....	2
BCT 205 Business Communications .....	5

**Total Credits for Certificate 45**

### Required Courses: *BCT Certificate of Accomplishment*

Offered at Wenatchee campus

Curriculum	Credits
BCT 100 Basic Computer Keyboarding.....	2
BCT 104 Computer Fundamentals.....	3
BCT 105 Computer Applications .....	5
BCT 111 Business English or English 097 .....	5
BCT 116 Professional Work Relations.....	3
BCT 125 Internet Use .....	2
Elective* CMST or BCT .....	5
BCT Elective* .....	5

**Total Credits for Certificate 30**

### Recommended schedule for completing certificate in two quarters:

First Quarter	Credits
BCT 100 Basic Computer Keyboarding.....	2
BCT 104 Computer Fundamentals.....	3
BCT 111 Business English .....	5
Elective.....	5

Second Quarter	Credits
BCT 105 Computer Applications .....	5
BCT 116 Professional Work Relations.....	3
BCT 125 Internet Use .....	2
BCT Elective.....	5

**Total Credits for Certificate 30**

\*Electives may be taken any quarter.



# Chemical Dependency Studies

- **Associate of Technical Science Degree,**  
page 79
- **Certificate of Completion,** page 79

Upon completion of the WVC Chemical Dependency Studies (CDS) Program, students will have completed the Department of Health education requirements (per WAC 246-811-030) to obtain their initial Chemical Dependency Professional Trainee (CDPT) license in the state of Washington. To meet the WAC requirements for full credentialing as a Chemical Dependency Professional (CDP) in the state of Washington, students must have a 2 year degree in a Human Services related field from an accredited college or university as well as a 2,500 hour supervised internship. Once these two requirements are met the individual must pass a certification exam. Completion of these three steps (education, internship, certification exam) is necessary for the final CDP credential. This program provides the critical first step in this process.

The CDS program is designed for those already working with substance use disorders, those aspiring to become Chemical Dependency Professionals, and those who desire this education to enhance other areas of human services such as educators, social workers, school counselors and mental health workers. The CDS program also provides opportunities for professional development studies for practitioners to review and expand their skills.

CDS courses are only for students enrolled in the CDS program, unless otherwise noted. To enroll in the program, complete the CDS program application (available at [www.wvc.edu/CDS](http://www.wvc.edu/CDS)) and return it to the CDS program director. Students must provide a completed application for admissions to Wenatchee Valley College and provide high school, GED certificate and/or other college transcripts.

Students must have MATH 098 completed as a pre-requisite for admission to the CDS program (students who are ready to apply to the CDS program but do not have this completed yet should contact the CDS director).

Students must be eligible to enroll in the following courses (see course descriptions for pre-requisites):

- CMST& 210 Interpersonal Communications
- ENGL& 101 Composition: General

## Program outcomes

Graduates of the WVC Chemical Dependency Studies program should be able to:

- Demonstrate effective communication.
  - Successfully complete all academic requirements.
- Graduates will be employable and meet the needs of the community.

## Employment Opportunities

People with training in addiction studies find employment in many areas including traditional treatment settings (residential and outpatient facilities), schools, probation offices, corrections departments, mental health agencies, prevention programs and other social and human services organizations. Due largely to the integration of Mental Health, physical health and Substance Use Disorder treatment, the state of Washington is currently experiencing a workforce shortage of credentialed Chemical Dependency Professionals (CDP). The first step in becoming a CDP is education and the CDS program at WVC meets Washington state requirements.

## Chemical Dependency Studies Alternative Training (AT) Certificate

This is a 15-credit alternative training program for those who meet the eligibility requirements of WAC 246-811-077-076. It is a series of 3 courses that meet the education requirements of WAC 246-811-077. To be eligible a person must hold one of the following licenses in good standing:

- Advanced registered nurse practitioner
- Marriage and family therapists
- Mental health counselor
- Advanced social worker, or independent clinical social worker
- Psychologist; Osteopathic physician
- Osteopathic physician assistant
- Physician
- Physician assistant

To be considered for the Alternative Training Program an individual must submit proof they hold one of the above degrees in good standing and complete the entire CDS application for this program. For information about the AT program, contact the CDS director.

To become a fully credentialed CDP in Washington state the individual must still complete the required supervised internship hours and pass the certification exam.

The courses for this AT certificate will continue over 2 quarters. The course sequence is below:

- Quarter 1: CDS 270 Survey & Pharmacology of Addiction (4 cr); CDS 272 Addiction Placement & Treatment (4 credits)
- Quarter 2: CDS 275 Substance Use Disorder Counseling (4 cr); CDS 278 Law & Ethics (3 credits)



## Chemical Dependency Studies

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

Offered at Wenatchee and Omak campuses

#### First Year

Fall Quarter		Credits
CDS 100	Survey of Chemical Dependency.....	5
CDS 103	Foundations of SUC Counseling .....	1
ENGL& 101	Composition: General .....	5
PSYC& 100	General Psychology .....	5

#### Winter Quarter

CDS 101**	Physiological Action of Alcohol and Other Drugs.....	5
CDS 110	Cultural Diversity Counseling .....	4
CMST&210	Interpersonal Communication .....	5
PEH 180	Personal Wellness .....	3

#### Spring Quarter

CDS 106	Case Management of Chemical Dependency Client.....	5
CDS 140	Chemical Dependency Relapse Prevention .....	2
CDS 150	Counseling the Addicted Adolescent.....	3
PSYC& 200	Lifespan Psychology .....	5
MA 113	HIV/AIDS Education .....	1
<b>Total</b>		<b>49</b>

#### Second Year

Fall Quarter		Credits
CDS 204	Group Process in Chemical Dependency Treatment.....	4
CDS 205	Chemical Dependency and the Family....	4
CDS 295	Field Experience .....	2
PSYC& 220	Abnormal Psychology .....	5

#### Winter Quarter

CDS 207	Law and Ethics in Chemical Dependency Counseling .....	5
CDS 210	Community Prevention .....	3
CDS 295	Field Experience .....	2
Elective**	.....	5

#### Spring Quarter

BCT 116	Professional Work Relations.....	3
CDS 202	Counseling Theory and Techniques.....	5
CDS 215	Advanced Individual Service Planning ....	2
CDS 295	Field Experience .....	1

<b>Total</b>	<b>42</b>
<b>Total Credits for Degree</b>	<b>90</b>

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

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

SOC& 201 Social Problems  
 SOC 110 Introduction to Social Work  
 SOC 225 Sociology of the Family  
 SOC 151 Sociology of Race and Ethnic Groups  
 BCT 105 Computer Applications  
 SDS 101 Study Skills  
 Other electives as approved by instructor

\*\*\*This course is a general elective and may be taken by any WVC student.

Content delivery between campuses may include instructions via interactive television (ITV).

#### Required Courses: Certificate of Completion

Offered at Wenatchee campus

First Quarter		Credits
CDS 270	Survey and Pharmacology of Addiction.....	4
CDS 272	Addiction Placement and Treatment.....	4
Second Quarter		
CDS 275	Individual and Group Counseling for Substance Use Disorders.....	4
CDS 278	Law and Ethics for Addiction.....	3

**Total Credits for Certificate 15**



# Computer Technology

- **Associate of Technical Science Degree in Network Administration, page 81**
- **Computer Technician Certificate of Completion - (Help Desk - IT Support), page 81**

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

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

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

For more information about graduation rates, the median debt of students who completed the program and other important information, visit [www.wvc.edu/computertech](http://www.wvc.edu/computertech).

## Program outcomes

Students who complete the Computer Technician Certificate of Completion should be able to:

- Work effectively, both independently and in groups, to solve computer hardware issues.
- Work effectively, both independently and in groups, to solve computer software and operating system issues.
- Diagnose and troubleshoot a variety of networking issues, from the physical layer through the application layer.
- Install, configure and troubleshoot a variety of client and server platform operating systems.
- Configure and support networks in a peer-to-peer network and a client server, domain-based network structure.
- Develop a foundation to continue their studies in computer technology and related fields.

In addition, students who complete the Associate of Technical Science Degree in Computer Technology-Network Administration should be able to:

- Recognize and work to prevent security issues such as viruses, denial of service attacks and attacks from both inside and outside a network perimeter.
- Install and configure advanced Network Operating Systems (NOS), including configuration of domain controllers, group policy, replication, file sharing and security.
- Administer networks: create user accounts and passwords; manage file permissions, user rights and security.
- Set up and configure a variety of roles for network operating systems, including file server, domain controller, web server, mail server, FTP server.
- Learn the fundamentals of open source operating systems such as Linux, including preparing for installation, dual-booting multiple operating systems, software installation fundamentals, configuration of network parameters and operation of server in various roles (web server, FTP server, file services).



## Computer Technology

**Suggested Course Sequence: Associate of Technical Science  
Degree in Computer Technology - Network Administration**  
Offered on the Wenatchee campus

### First Year

Fall Quarter		Credits
CTS 110	Computer Hardware .....	5
CTS 115	Computer Software .....	5
CTS 120	Introduction to Networking .....	5

### Winter Quarter

CTS 130	Client Operating Systems.....	5
CTS 140	Server Operating Systems.....	5
Support Course*	.....	3-5

### Spring Quarter

CTS 150	Network Infrastructure.....	5
CTS 160	Active Directory .....	5
Elective*	.....	5

**Total Credits for Certificate      43-45**

### Second Year

Fall Quarter		Credits
CTS 222	Security Fundamentals.....	5
CSC& 141	Programming Fundamentals.....	5
Support Course*	.....	5

### Winter Quarter

CTS 221	Introduction to Linux.....	5
CTS 232	Network Design .....	5
	Elective.....	5

### Spring Quarter

CTS 225	Web Server Management .....	5
CTS 235	Managing Mail and News Servers.....	5
	Elective (may use CTS 196/Internship)...	5

**Total      45**

**Total Credits for Degree      90**

\*Support courses - These classes need to be completed to qualify for the computer technician certificate or two-year degree: ENGL& 101\*\*, MATH 099\*\* or higher, and one of the following: BCT 116 or CMST& 210 or CMST& 220. The ATS degree also requires 10-12 credits of electives to reach a total of 90 credits.

\*\*Placement score required.



## Criminal Justice

- *Associate of Technical Science Degree, page 83*
- *Associate in Applied Science-Transfer Degree, page 84*
- *Corrections Certificate of Completion page 83*

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

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

Core program courses may have prerequisite requirements and computer literacy skills are required. English and mathematics courses require qualifying placement scores or acceptable preparatory coursework in those subjects. See course descriptions for details.

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

### Program outcomes

Students who complete the ATS in Criminal Justice should be able to:

- Communicate effectively in writing in order to document the actions of criminals, investigators, corrections officers and probation officers and meet the requirements of the American court system.
- Research the elements of criminal and procedural law in order to define criminal activity for adult offenders and juvenile delinquency.
- Assess crime scenes and criminal activity for the purpose of investigating the dynamics of criminal motivation.
- Think critically in the criminal justice setting and develop leadership qualities through examination and verbal communication of adversarial issues.

- Understand and articulate the evolution of the criminal justice system in American through the study of history and efforts of governmental and private sources to shape society and achieve improvements in the justice system.
- Recognize the dynamics of victims of criminal activity and identify the community's social services and other resources to assist those victims.
- Complete a job application, resume and prepare for civil service testing procedures in local, state and federal criminal justice professions.
- Acquire training and education to seek employment or advance in current employment.
- Develop a foundation to continue their studies in criminal justice or related fields.

Students who complete the Corrections Certificate should be able to:

- Understand the significance of the corrections system and its impact on society.
- Recognize the differences between institutional and community supervision.
- Research the laws that apply to a client's rights and the rights of the victim.
- Discuss the issues of social justice and injustice in the correctional system.
- Comprehend the many career opportunities within the corrections industry.
- Explain the role of the corrections field within the criminal justice system.



## Criminal Justice

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

Offered on the Wenatchee and Omak campuses

#### First Year

Fall Quarter		Credits
CJ& 101	Introduction to Criminal Justice.....	5
CJ& 105	Introduction to Corrections .....	5
Support Course** .....		5

#### Winter Quarter

CJ& 110	Criminal Law .....	5
CJ& 106	Introduction to Juvenile Justice.....	5
Support Course** .....		5

#### Spring Quarter

CJ 140	Criminal Justice Report Writing.....	5
CJ 150	Laws of Arrest, Search and Seizure.....	5
Support Course** .....		5

**Total Credits for  
Corrections Certificate** **45**

#### Second Year

Fall Quarter		Credits
CJ 201	Criminal Investigations.....	5
CJ 210	Police Organization and Admin.....	5
Support Course** .....		5

#### Winter Quarter

CJ & 240	Introduction to Forensics .....	5
CJ 230	Crisis Intervention.....	5
Support Course*** .....		5

#### Spring Quarter

CJ 245	Introduction to Traffic Investigations .....	5
CJ 250	Professional Development.....	5
Support Course*** .....		5

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

\*Choose 10 credits from general electives listed in the Arts and Science DTA requirement list:

Accounting: 201, 202, 203  
 Agriculture: 101, 108  
 Art: 120  
 Business Administration: 101, 201, 240, 241  
 Chemical Dependency Studies: 101  
 Computer Science: 141  
 Criminal Justice: 101, 105, 106, 110  
 Education: 115, 200, 204, 210  
 Engineering: 214  
 Environmental Science: 230, 231  
 Latin: 110, 220  
 Math: 171, 172  
 Music: 145, 146  
 Physical Education Lecture: 180, 181, 182, 189, 250, 283, 284, 285, 287, 289  
 Physical Education Activities\*\*: 101-162, 218-262  
 Physical Education Recreation Lecture: 196, 201, 202, 204  
 Physical Education Recreation Activities\*\*: 105, 106, 107, 144

#### \*\* Support Courses

These classes need to be completed to qualify for the two-year degree:

ENGL 097\* Composition: Paragraph or higher  
 MATH 092T\* Intro to Technical Math or higher  
 CMST& 210 Interpersonal Communication or CJ 262 Criminal Justice Interpersonal Communication Skills  
 PSYC& 100 General Psychology

#### \*\*\*Support Courses

These classes need to be completed to qualify for the certificate:

ENGL 097\* Composition: Paragraph or higher  
 MATH 093\* Pre-Algebra or higher  
 CMST& 210 Interpersonal Communication

#### AND

Choose 10 credits of restricted electives approved by the program coordinator or dean, or a combination of general and approved restricted electives. Restricted electives approved for the Arts and Science DTA are:

Any course numbered 100 or above that is not already listed on this page, and is not from continuing education, can be considered a Restricted Elective course: ACCT, AGRI, AUTO, BCT, BTEC, BUS, BUSA, CDS, CJ, CSC, CTS, CULI, CWE, ECE, ECED&, EDAPP, EDUC, EDUC&, ELEC, ELTRO, ENGR, ESLI, ESRT, FS, HCA, HLTH, INDT, LIBR, MANU, MATH, MLT, NATR, NURS, NUTR, OCED, PCOL, PEHR, RADT, RCLS, READ, SDS, SHTML, TGM, WELD



## Criminal Justice

### Suggested Course Sequence: Associate in Applied Science-Transfer Degree\*\*

Offered on the Wenatchee and Omak campuses

Entry into this program is by permission only. This program requires a "C" or better in the criminal justice core courses and an accumulative GPA of 2.0 for successful completion. Students should work closely with the criminal justice program adviser.

This is a sample program guide. Individual students' quarterly schedules may vary depending on each student's readiness for the program and annual course offerings.

#### First Year

Fall Quarter		Credits
CJ& 101	Introduction to Criminal Justice.....	5
CJ& 105	Introduction to Corrections .....	5
ENGL&101*	Composition: General .....	5

#### Winter Quarter

CJ& 110	Criminal Law .....	5
CJ& 106	Introduction to Juvenile Justice.....	5
MATH& 107*	Math in Society or higher.....	5

#### Spring Quarter

CJ 140	Criminal Justice Report Writing.....	5
CJ 150	Laws of Arrest, Search and Seizure.....	5
PSYC& 100	General Psychology .....	5

#### Second Year

Fall Quarter		Credits
CJ 201	Criminal Investigations.....	5
CJ 210	Police Organization and Admin.....	5
CMST&210	Interpersonal Communication .....	5

#### Winter Quarter

CJ& 240	Introduction to Forensics .....	5
CJ 230	Crisis Intervention.....	5
Elective	Lab Science .....	5

#### Spring Quarter

CJ 245	Introduction to Traffic Investigations .....	5
CJ 250	Professional Development.....	5
Elective	Science, Humanities or Social Science.....	5

**Total Credits for Degree 90**

\*Placement score required.

\*\*Choose 10 credits of general electives from the courses listed under the DTA requirements. Approved courses include: additional communication skills, additional higher level quantitative skills, humanities, social science and natural science. Electives may be scheduled to meet transferability to specific university programs and require appropriate assessment scores.

AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)



# Digital Design

## • *Certificate of Completion, page 85*

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

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

For more information about graduation rates, the median debt of students who completed the program and other important information, visit [www.wvc.edu/digitaldesign](http://www.wvc.edu/digitaldesign).

### Program outcomes

#### Graduates of the Digital Design program should:

- be equipped for entry-level positions in entertainment design and for visualization positions in architecture, engineering and the medical fields.
- be able to demonstrate software competency in the context of fine art design principles and concepts.
- be able to demonstrate the diligent work ethic, and esprit de corps expected in the design professions.
- be ready to work as collaborative, team-oriented business professionals.

#### Required courses: *Digital Design Certificate of Completion*

*Offered at Wenatchee campus*

Core Classes (to be taken any time based on availability)			Credits	Prerequisites for spring-quarter courses (complete in fall or winter quarter)			Credits
ART	106	2-Dimensional Composition and Design .....	5	ART	130	Graphic Design Tech I .....	5
ART	107	3D Design: Intro. to Sculpture .....	5	ART	132	3D Digital Design 1 .....	5
ART	110**	Drawing I .....	5	ENGR	105	Computer Aided Design .....	5
ART	111**	Figure Drawing I .....	5	<b>Spring Quarter (offered spring quarter only)</b>			
ENGL&	101*	Composition: General or higher .....	5	ART	131**	Graphic Design Tech II .....	5
MATH	100T*	Technical Math or higher .....	5	ART	133**	3D Digital Design 2 .....	5
BCT	116	Professional Work Relations .....	3	ENGR	106**	Computer Aided Design: Solid Modeling .....	4
				<b>Completion Course</b>			
				INDT	276	Digital Design Capstone .....	3
<b>Total Credits for Certificate</b>							<b>65</b>

\*Placement score required.

\*\*See an art adviser for schedule planning and for specific course prerequisites.



## Early Childhood Education (ECE)

- **Associate of Technical Science Degree, page 87**
- **Associate in Applied Science-Transfer Degree, page 88**
- **State Early Childhood Education Certificate of Completion, page 90**
- **Certificate of Accomplishment:**
  - **State Initial ECE Certificate, page 88**
  - **State Short ECE Certificate of Specialization - General, page 88**
  - **State Short ECE Certificate of Specialization - Infant and Toddlers, page 88**
  - **State Short ECE Certificate of Specialization - School Age Care, page 88**
  - **State Short Certificate of Specialization - Family Child Care, page 88**
  - **State Short Certificate of Specialization - Administration, page 88**
  - **State Short ECE Certificate for Home Visiting and Family Engagement, page 90**

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

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

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

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

For more information about graduation rates, the median

debt of students who completed the program and other important information, visit [www.wvc.edu/ece](http://www.wvc.edu/ece).

### Program outcomes (ATS and AAS-T degrees)

Students who complete a degree in Early Childhood Education should be able to:

- Document foundational competency in the Washington State's eleven Early Childhood Education Professional Core Competencies.
- Demonstrate evidence of the ability to plan experiences and provide materials for young children in the four different Early Childhood settings – Infant/toddler program, Family/Home Child Care Program, Preschool Program and a Kindergarten, 1st, 2nd or 3rd grade classroom.
- Identify and use credible professional resources from multiple sources, allowing them to better serve children and families with a wide range of cultures, languages, needs and abilities.
- Acquire training and education to seek employment or advance in current employment in the field of Early Childhood Education.
- Develop a foundation to continue their studies in Early Childhood Education.

### Program outcomes (Certificate options)

Students who complete the Early Childhood Education Certificate should be able to:

- Understand the importance of each content area in young children's learning.
- Know the essential concepts and structure of content areas, including academic subjects.
- Use their understanding of young children's characteristics, needs and developmental growth to create environments that are healthy, respectful, supportive, and challenging for all children.
- Acquire training and education to seek employment or advance in current employment in the field of Early Childhood.
- Develop a foundation to continue their studies in Early Childhood Education.



## Early Childhood Education

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

Offered at Wenatchee and Omak campuses

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

#### First Year

Fall Quarter	Credits
ECED&105 Intro. to Early Childhood Education.....	5
ECED& 120 Practicum-Nurturing Relationships.....	2
ECED& 107 Health, Safety and Nutrition .....	5

*Note: students completing ECED& 105, ECED& 120 and ECED& 107 and who have received training in CPR/first aid and bloodborne pathogens may be eligible to test for the Child Development Associate national certification. Contact ECE program adviser at 509-682-6633 for further information.*

#### Winter Quarter

OCED 102*	Writing in the Workplace/ Technical English or higher.....	5
EDUC& 115	Child Development .....	5
EDUC& 130	Guiding Behavior .....	3

#### Spring Quarter

CMST& 101	Intro. to Communication <i>or</i>	
CMST&210	Interpersonal Communication <i>or</i>	
CMST&220	Public Speaking .....	5
ECED& 133	Field Experience II .....	2
ECED& 139	Administration of ECE .....	3
ECED& 190	Observation and Assessment .....	3

#### Summer Quarter

EDUC& 150	Child, Family and Community.....	3
ECED& 170	Learning Environments .....	3
Diversity Elective .....		5

**Total** **49**

#### Second Year

Fall Quarter	Credits
ECED&160 Curriculum Development.....	5
ECED&180 Language and Literacy Development .....	3
BCT 128 Business Math or higher .....	5

#### Winter Quarter

ECED& 132	Infant and Toddler Care.....	3
EDUC& 136	School Age Care <i>or</i>	
ECED& 134	Family Child Care Management.....	3
ECED& 138	Home Visiting .....	3
ECED 221	Visual and Performing Arts in ECE .....	5

#### Spring Quarter

EDUC& 204	Inclusive Education .....	5
ECED 220	STEM in ECE .....	5
ECED 290	Practicum/Capstone.....	4

**Total** **41**  
**Total Credits for Degree** **90**

\*Placement score required.

\*\* View [wvc.edu/DR](http://wvc.edu/DR) for list of diversity requirements.



## Early Childhood Education

**Required Courses: Early Childhood Education Associate in Applied Science - Transfer Degree\*\***

Offered at Wenatchee and Omak campuses

**Note: The ECE AAS-T degree is under development as of August 2019. Students interested in pursuing this degree should contact the program director directly at (509) 682-6633 or [hmartinez@wvc.edu](mailto:hmartinez@wvc.edu).**

Prerequisites for AAS-T degree: computer literacy skills and qualifying test placement scores for ENGL& 101 and MATH& 171 or higher.\*

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

### First Year

Fall Quarter	Credits
ECED&105 Intro. to Early Childhood Education.....	5
ECED&120 Practicum-Nurturing Relationships.....	2
ECED& 107 Health, Safety and Nutrition .....	5
ECE 119 ECE Cornerstone .....	1

*Note: Students completing ECED& 105, ECED& 107 and ECED& 120 and who have received training in CPR/first aid and bloodborne pathogens may be eligible to test for the Child Development Associate national certification. Contact ECE adviser at 509-682-6633 for further information.*

### Winter Quarter

ENGL& 101* Composition: General .....	5
EDUC& 115 Child Development .....	5
EDUC& 130 Guiding Behavior .....	3

### Spring Quarter

CMST& 101 Intro. to Communication <b>or</b>	
CMST&210 Interpersonal Communication <b>or</b>	
CMST&220 Public Speaking.....	5
ECED& 170 Environments .....	3
ECED& 190 Observation and Assessment .....	3
ECE 132 Field Experience II .....	2

*Note: concurrent enrollment in ECED& 190 and ECE 132 required.*

### Summer Quarter

ECED&160 Curriculum Development.....	5
ECED&180 Language and Literacy Development .....	3
PSYC& 100 General Psychology .....	5
EDUC& 150 Child, Family and Community.....	3

**Total 55**

### Second Year

Fall Quarter	Credits
ECE 117 Diversity .....	3
ECE 222 Arts and the Creative Process .....	3
ECE 220 Math and Science in Early Childhood .....	3
MATH&171* Math for Elementary Educators I .....	5

### Winter Quarter

ECED& 132 Infant & Toddlers.....	3
EDUC& 136 School Age Care Management <b>or</b>	
ECED& 134 Family Child Care <b>or</b>	
ECED& 139 Administration of Early Learning Prog..	3
SOC& 101 Intro. to Sociology.....	5
ECE 219 Language and Literacy Develop. II .....	5

### Spring Quarter

EDUC& 204 Exceptional Child .....	5
ECE 221 Movement/Motor Development.....	3
ECE 260 ECE Capstone.....	1
ECE 290 ECE Practicum.....	4

**Total 43**  
**Total Credits for Degree 98**

\*Placement score required.

\*\*Associate in Applied Science-Transfer Degree: the AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree (that is, the courses generally accepted in transfer). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)



## Early Childhood Education State Certificate Options

Offered at Wenatchee and Omak campuses

Prerequisites for certificate of accomplishment options: qualifying test placement scores for ENGL 090 or READ 092 or above.

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

### Required Courses: State Initial ECE Certificate

*This certificate program is not eligible for financial aid.*

Fall Quarter	Credits
ECED& 105 Intro. to Early Childhood Education.....	5
ECED& 107 Health, Safety and Nutrition .....	5
ECED& 120 Practicum-Nurturing Relationships .....	2
<b>Total Credits for Certificate</b>	<b>12</b>

### Required Courses: State Short ECE Certificate of Specialization - School Age Care

*This certificate program is not eligible for financial aid.*

Fall Quarter	Credits
ECED& 105 Intro. to Early Childhood Education.....	5
ECED& 107 Health, Safety and Nutrition .....	5
ECED& 120 Practicum-Nurturing Relationships .....	2

#### Winter Quarter

EDUC& 115 Child Development .....	5
EDUC& 136 School Age Care Management .....	3

**Total Credits for Certificate 20**

### Required Courses: State Short ECE Certificate of Specialization - General

*This certificate program is not eligible for financial aid.*

Fall Quarter	Credits
ECED& 105 Intro. to Early Childhood Education.....	5
ECED& 107 Health, Safety and Nutrition .....	5
ECED&120 Practicum-Nurturing Relationships .....	2

#### Winter Quarter

EDUC& 115 Child Development .....	5
EDUC& 130 Guiding Behavior .....	3

**Total Credits for Certificate 20**

### Required Courses: State Short ECE Certificate of Specialization - Family Child Care

*This certificate program is not eligible for financial aid.*

Fall Quarter	Credits
ECED& 105 Intro. to Early Childhood Education.....	5
ECED& 107 Health, Safety and Nutrition .....	5
ECED&120 Practicum-Nurturing Relationships .....	2

#### Winter Quarter

EDUC& 115 Child Development .....	5
ECED& 134 Family Child Care.....	3

**Total Credits for Certificate 20**

### Required Courses: State Short ECE Certificate of Specialization - Infants and Toddlers

*This certificate program is not eligible for financial aid.*

Fall Quarter	Credits
ECED& 105 Intro. to Early Childhood Education.....	5
ECED& 107 Health, Nutrition & Safety.....	5
ECED&120 Practicum-Nurturing Relationships .....	2

#### Winter Quarter

EDUC& 115 Child Development .....	5
ECED& 132 Infant & Toddler .....	3

**Total Credits for Certificate 20**

### Required Courses: State Short ECE Certificate of Specialization - Administration

*This certificate program is not eligible for financial aid.*

Fall Quarter	Credits
ECED& 105 Intro. to Early Childhood.....	5
ECED& 107 Health, Safety and Nutrition .....	5
ECED& 120 Practicum-Nurturing Relationships .....	2

#### Winter Quarter

EDUC& 115 Child Development .....	5
ECED& 139 Administration of Early Learning Prog....	3

**Total Credits for Certificate 20**



## Early Childhood Education State Certificate Options (Continued)

*Offered at Wenatchee and Omak campuses*

Prerequisites for certificate of accomplishment options: qualifying placement scores for placement in ENGL 090 or READ 092 or above.

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

### Required Courses: *State Short ECE Certificate for Home Visiting and Family Engagement*

*This certificate program is not eligible for financial aid.*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood Education.....	5
ECED& 107	Health, Safety and Nutrition .....	5
ECED& 120	Practicum-Nurturing Relationships .....	2
Fall Quarter		
EDUC& 115	Child Development .....	5
ECED& 138	Home Visiting.....	3
Total Credits for Certificate		20

## Early Childhood Education State Certificate of Completion Options

### Suggested Course Sequence: *State Early Childhood Education Certificate*

*Offered at Wenatchee and Omak campuses*

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

#### First Year

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood Education.....	5
ECED& 107	Health, Safety and Nutrition .....	5
ECED& 120	Practicum-Nurturing Relationships .....	2
Winter Quarter		
OCED 102*	Writing in the Workplace/ Technical English or above.....	5
EDUC& 115	Child Development .....	5
Select one of the five courses below:		
EDUC& 130	Guiding Behavior	
ECED& 132	Infant & Toddler	
EDUC& 136	School Age Care Mgmt.	
ECED& 134	Family Child Care	
ECED& 139	Administration of Early Learning Prog.....	3

Spring Quarter		
ECED& 170	Environments .....	3
ECED& 190	Observation and Assessment .....	3

Summer Quarter		
ECED& 160	Curriculum Development.....	5
ECED& 180	Language and Literacy Development .....	3
EDUC& 150	Child, Family and Community .....	3

#### Second Year

Fall Quarter		Credits
MATH&171*	Math for Elementary Educators I .....	5

**Total Credits for Certificate      47**

*\*Placement score required.*



# Emergency Medical Technician (EMT)

## • *Certificate of Completion*

Learn the roles and responsibilities of the emergency medical technician according to National EMS Education standards and requirements. Develop skills in patient evaluation and other emergency medical procedures. Upon successful completion, students are eligible for National Registry Exam to qualify for state certification after meeting the Washington state requirement of employment.

**Note: Conviction of certain crimes may prevent completion of the clinical class requirements of the program and may prevent future licensure and employment in health care.** A criminal record check is required prior to any clinical training experience or clinical field trips. Students who have a criminal record must meet with the WVC Dean of Allied Health to determine if the criminal history would prevent access to a health care facility. Call 509-682-6660 for more information.

Prerequisites:

- American Heart Association HCP CPR

Entrance Requirements

- Proof of being at least 17 years of age at the beginning of the course enrollment (proof required). The Washington state requirement for entrance into the EMT course is 17 years of age.
- EMT certification usually requires that EMTs are 18 years of age.
- Provide a copy of high school, GED®, or college transcript showing high school completion.
- Have the physical strength to carry, lift, extricate and perform similar maneuvers in a manner not detrimental to the patient, fellow emergency technicians, or self. Students will be required to have a physical and signed doctor's note.
- Current American Heart Association Health Care Provider (HCP) card or American Safety & Health Institute Provider ASHI (HCP) card (card must be current through entire quarter).
- Successfully pass a national background check through Complio and a DSHS background check. Certain crimes can disqualify students from attending clinical sites. Contact the Allied Health department at 509-682-6660 if you have concerns.
- Verification of required immunizations and accident insurance. See list of required immunizations and plan accordingly.

## Program Outcomes

After successful completion of the EMT Certificate Program, the student should be able to:

- Apply to take the National Registry EMT Exam, of which completion is required for certification

eligibility in Washington State.

- Establish differential diagnoses based upon patient presentation within a theoretical framework of emergency medical care.
- Develop and execute treatment plans according to working differential diagnoses.
- Evaluate responses of patients to emergency medical care, making changes when necessary in treatment plans of care, independently or in consultation with emergency medical service colleagues and/or physician medical direction.
- Assess learning needs, readiness and motivation of individual clients, families and aggregates in relation to health promotion, maintenance and restoration.
- Formulate and implement teaching plans for individual patients, families and aggregates.
- Develop treatment plans in accordance with the best interest and wishes of the patient.
- Communicate and support patient best interest to the patient, patient family, emergency medical service colleagues, and other healthcare providers.
- Establish a rapport with patient, family, and caregivers to facilitate effective patient assessment and treatment.
- Establish and implement effective verbal and written communication practices to ensure continuity of patient care.
- Function as unit leader to direct emergency medical service colleagues and first responders to ensure excellent and efficient patient care.
- Assume various roles within the incident command system.
- Base practice upon the legal boundaries and ethical frameworks within the scope of own practice.
- Assume responsibility for continued learning as a means of growth, development and maintenance of competence within the scope of own practice and according to certification requirements.
- Work within established policy and procedures of employing agency, recognizing policies and protocols that may impede patient care and works within the organization framework to initiate change.

## Suggested Course Sequence: *Certificate of Completion* Winter Quarter

EMT	151	Emergency Medical Technician.....	13
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<b>Total credits for certificate</b>			<b>13</b>
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## Environmental Systems and Refrigeration Technology (ESRT)

- **Associate of Technical Science Degree, page 93**
- **Certificate of Completion:**
  - **Basic HVACR and Controls, page 93**
  - **Commercial/Industrial HVACR and DDC Controls, page 93**

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

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

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

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

### Program outcomes

Students who complete the ATS in Environmental Systems and Refrigeration Technology should have the skills and knowledge to:

- Obtain a 608 refrigerant license for employment.
- Seek a Washington State HVACR Specialty Electrical 06A License.
- Work in the refrigeration or HVAC industries as an entry-level employee.
- Demonstrate the ability to work on refrigeration control circuits.
- Understand and troubleshoot air conditioning and heat pump systems.
- Service commercial refrigeration equipment.
- Understand on-the-job safety precautions as it relates to refrigeration systems.
- Seek employment using skills and techniques geared toward the refrigeration industry jobs.
- Intelligently discuss various type of HVACR systems during a job interviews.
- Obtain a RETA CARO entry-level license

The ESRT ATS degree can qualify students to work in many various areas of the refrigeration industry including residential, commercial and industrial as installers, operators and maintenance personnel.



## Environmental Systems and Refrigeration Technology (ESRT)

### Suggested Course Sequence:

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

**Basic HVACR and Controls Certificate of Completion** (complete all three quarters of first-year classes)

**Commercial/Industrial HVACR and DDC Controls Certificate of Completion** (complete all three quarters of second-year classes, plus OCED 102\* or higher, MATH 100T\* or higher, and BCT 116 or their equivalents)

Offered at Wenatchee campus

### First Year

Fall Quarter		Credits
ELEC 115	Applied Electricity .....	5
ESRT 102	OSHA 10 Safety Principles (Online) .....	1
ESRT 110	Refrigeration Principles .....	5
ESRT 114	Refrigerant Recovery/Recycle .....	1
ESRT 136	Indoor Air Quality .....	2
BCT 116	Professional Work Relations .....	3

### Winter Quarter

ELEC 125	Wiring Diagrams and Schematics. ....	5
ESRT 120	Heating Systems .....	5
ESRT 210	Boiler Systems .....	3
MATH 100T*	Technical Math or higher .....	5

### Spring Quarter

ELTRO 132	Intro. to Computer Controls and PLCs ....	5
OCED 102*	Writing in the Workplace/ Technical English or higher .....	5
ESRT 130	Air Conditioning and Heat Pumps .....	5
WELD 128	Basic Welding .....	3

**Total Credits for Certificate 53**

\*Placement score required.

### Second Year

Fall Quarter		Credits
ELTRO 202	Intro. to NEC .....	2
ELTRO 210	Program Software for PLCs .....	5
ELTRO 223	Programming Software for Tag- Based PLCs .....	3
ESRT 200	Commercial HVACR Equipment .....	5
ESRT 205	Blueprint Reading (Seminar) .....	2
ESRT 215	Commercial DDC HVAC Controls .....	3

### Winter Quarter

ELEC 225	Industrial Electricity/Controls .....	5
ELTRO 221	Graphic Interface Programs for PLCs .....	5
ESRT 220	Industrial Refrig. Systems .....	5
ESRT 222	Industrial Refrig. Lab <b>or</b>	
ESRT 296	Work Experience .....	3
ESRT 223	Design and Load Applications .....	3

### Spring Quarter

ESRT 230	Industrial Refrigeration Maintenance and Safety .....	2
ESRT 238	HVAC Commissions, LEED & TAB Testing .....	3
ESRT 295	Capstone HVACR Project .....	2
ESRT 296	Work Experience .....	5

**Total Credits for Certificate 53**  
**Total Credits for Degree 106**



# Fire Science

## • Associate of Technical Science Degree

The WVC Fire Science program provides individuals interested in emergency services with entry-level training. The two-year program includes classes in general education and technical fire science studies. Coursework includes instruction in the skills necessary to achieve national certifications required for employment as a firefighter. Testing is administered and industry certifications will be issued. This program requires a grade of "C" or better in all required courses.

WVC core fire science courses will be taught at local fire districts utilizing district equipment and gear. As such, affiliation with a local fire district is a prerequisite to completing the core fire science courses.

A total of 23 credits are available for industry certifications:

- IFSAC or Pro-Board Certification as Firefighter I (awards FS 106 & FS 121)
- IFAC and Pro-Board Certification in Hazardous Materials Awareness and Hazardous Materials Operations (awards FS 180)

Awarding of 17 credits for successfully completing course challenges are available for FS 130, 160 and 200.

Courses taught by WVC are FS 107, 110 and 152. They are available in the spring quarter of odd-numbered years.

Emergency Medical Technician (EMT 151, 13 credits) is not a requirement for the degree but if taken at WVC it may be used to fulfill the required 10 elective credits.

Students need to meet with the adviser for the fire science program, in order to ascertain program schedule and determine transferable credits.

### Program outcomes

Graduates of the fire science technology degree program should be able to:

- Possess the industry recognized skills required for entry-level employment as a firefighter, meeting International Fire Service Accreditation Congress (IFSAC) standards for Firefighter I, Firefighter II, Hazardous Materials Operations and other industry standards.
- Demonstrate and appropriately use fire service equipment and procedures in conjunction with a variety of emergency response incidents; possess industry recognized apparatus operation knowledge, skills and abilities.
- Identify fire protection systems used in various occupancies including sprinkler systems, extinguishing agents, early warning devices, fire pumps, smoke and flame detection, and standpipes.
- Possess industry recognized hazardous materials first responder competencies to the level of First Responder Operations.
- Demonstrate the principles of effective risk management during incident operations including managing emergency scene safety with multiple

responding units regarding the resources of time, personnel, equipment and jurisdictional authority.

- Understand the ethical responsibilities and consequences of working in an emergency services-related environment.
- Demonstrate critical thinking, problem solving abilities, teamwork, communication, intercultural appreciation and technical and information literacy skills as they apply to the fire service.
- Demonstrate employee traits considered strong in a professional work environment: dependability, appearance, positive attitude, thoroughness, timelines, safety and the human relations skills necessary for work in emergency services.
- Apply basic firefighting skills to a wild land/urban interface environment.
- Have a thorough knowledge of the hiring process to include Civil Service Examinations.

### Required Courses: Associate of Technical Science

Offered at Wenatchee campus

Core Fire Science Courses			Credits
FS	106	Basic Fire Science .....	10
FS	107	Customer Relations for the Fire Service.....	4
FS	110	Pumpers/Water Sys. Hydraulics.....	4
FS	121	Intermediate Fire Science .....	10
FS	130	Wildland Firefighting Basics.....	4
FS	152	Building Construction.....	3
FS	160	Tactics (ITAC).....	3
FS	180	Hazardous Materials Operations.....	3
FS	200	Advanced Fire Science.....	10
<b>Total</b>			<b>51</b>

### Academic Requirements

CHEM&110	Chemical Concepts .....	5
CMST&210	Interpersonal Communications .....	5
CMST&220	Public Speaking.....	5
ENGL& 101*	Composition: General .....	5
ENGL 201	Composition: Adv Essay .....	5
MATH&107*	Math in Society or	
MATH 200*	Finite Mathematics or	
BCT 128 *	Business Math .....	5
PEH 143	Cross Training.....	2
PEH 162	Fitness Lab.....	2
Elective	.....	10

**Total Credits..... 44**

**Total Credits for Degree 95**

\*Placement score required



# Graphic Design

## • *Associate in Applied Science-Transfer Degree, page 96*

The graphic design program prepares students for professional practice in the extended field of graphic design and visual communications. The program builds a first-year foundation of aesthetic and technical skills covering the principles of design, creative problem solving, design history, photography and typography. The second year allows students to progress into advanced study of graphic and web design practices encompassing portfolio building that enable them to put theory to practice. Students can learn to effectively communicate ideas and information in a variety of traditional, digital, print, packaging, web and other media formats. They can develop essential skills through practical hands-on experience, real client project work and a focus on professional skills and building a portfolio of work. The program prepares graduates for employment in various design-related industries and fields, including graphic design firms, publishing, advertising, media/printing/editing, animation, or Web design/development, and in careers such as freelance designers, production designers or coordinators, content managers or publishers, marketing communications specialists, or entry-level Web or graphic designers.

Students can learn to inform, motivate, engage, and entertain an audience through visual communication. This program trains students for careers in marketing, communication, advertising and related design fields.

## Program outcomes

Upon completing AAS-T degree in Graphic Design, students should be able to:

- Display proficiency with Graphic Design digital software packages.
- Demonstrate a clear understanding of the design process as it is applied in the industry.
- Demonstrate a clear understanding of design production, project work-flow, and construction of digital files meeting industry standards.
- Demonstrate the ability to apply design concepts to a variety of print, web, and digital media.
- Have created a portfolio, online and/or physical, to present their body of work to potential employers.
- Have opportunities to transfer to area universities and continue their education.
- Qualify for entry-level jobs in the design industry.

Students may find work in design studios, interactive studios, advertising agencies, corporate marketing departments and other businesses involved in the creation and production of design and communication projects.



## Graphic Design (continued)

**Required courses: Associate in Applied Science-Transfer**  
Offered at Wenatchee campus

Each graphic design class builds on the knowledge from the previous class in the sequence. Students will gain the most benefit by proceeding through the classes sequentially starting fall quarter.

### First Year

Fall Quarter		Credits
ART 130	Graphic Design Tech. I.....	5
ART 134	Intro. to Graphic Design.....	5
ENGL&101*	Composition: General.....	5

### Winter Quarter

ART 135	Graphic Design I.....	5
ART 137	Typography.....	5
Humanities	CMST& 101 recommended.....	5

### Spring Quarter

ART 131	Graphic Design Tech. II.....	5
ART 138	Digital Photography.....	5
ART 139	Publication Design and Layout.....	5

### Second Year

Fall Quarter		Credits
ART 233	Packaging Design.....	5
ART 234	Graphic Design II.....	5
Social Science	PSYC& 100 recommended.....	5

### Winter Quarter

ART 235	Web Graphic Design.....	5
Elective**	BUS 241 recommended.....	5
Elective**	ART 110 <b>or</b> ART 210 recommended.....	5

### Spring Quarter

ART 236	Graphic Design-Branding.....	5
MATH	MATH& 107 <b>or</b> PHIL 120*.....	5
Elective**	BUS 245 recommended.....	5

**Total Credits for Degree 90**

\*Placement score required.

\*\*Recommended Electives:

ART& 100 Art Appreciation  
ART 107 3D Design, Intro to Sculpture  
ART 110 Drawing I  
ART 111 Figure Drawing I  
ART 116 Figure Drawing II  
ART 117 Figure Drawing III  
ART 132 3D Digital Design 1  
ART 133 3D Digital Design 2  
ART 141 Illustration I

ART 142 Illustration II  
ART 143 Science Illustration  
ART 201 Art History: Ancient to Medieval  
ART 202 Art History: Renaissance  
ART 203 Art History: Modern  
ART 210 Painting I  
ART 211 Painting II  
ART 220 Painting: Advanced  
BUS& 101 Intro to Business  
BUS 241 Principles of Marketing  
BUS 245 Small Business Management  
CMST 130 Survey of Digital Communication



## Industrial Technology Programs

- **Aerospace Electronics, page 98**  
     **Associate of Technical Science Degree**  
     **Aerospace Electronics Technician Certificate of Completion**  
     **Aerospace Pathway Readiness Certificate**
- **Drafting, page 100**  
     **Certificate of Completion**
- **Engineering Technology, page 101**  
     **Associate of Technical Science Degree**
- **Electronics, page 103**  
     **Associate of Technical Science Degree**  
     **Electronics Technician Certificate of Completion**
- **Machining, page 104**  
     **Associate of Technical Science Degree**  
     **Certificate of Completion**
- **Welding and Fabrication, page 106**  
     **Certificate of Completion**

WVC Industrial Technology offers students five programs from which to choose. Certificate programs in drafting technology or welding and fabrication provide training for individuals seeking employment in construction, maintenance, repair and fabrication fields, or within architect, utilities and engineering firms. The electronics program offers students the option of the two-year associate of technical science degree that provides training for maintenance electricians and electronics technicians within industrial facilities as well as advanced-level training for plant electricians and other employees seeking to improve their work classification within their company. The industrial technology-aerospace electronics associate of technical science (ATS) degree and one-year aerospace electronics technician certificate program provide a broad foundation in electronics training. The industrial technology machining program associate of technical science degree and one-year certificate program are designed to prepare students for immediate employment by integrating theory and practical applications.

Each program of study has specific requirements and varying time frames in which the courses must be completed.



## Aerospace Electronics (Industrial Technology - Aerospace Electronics)

- **Associate of Technical Science Degree**
  - **Aerospace Electronics Technician Certificate of Completion**
  - **Aerospace Pathway Readiness Certificate**

Significant increases in employment are expected in the aerospace industry, as well as a need for more workers with aviation-related skills. WVC is part of the Air Washington consortium and will train electronics workers for manufacturing and servicing of electronic components and equipment.

The industrial technology-aerospace electronics associate of technical science (ATS) degree and one-year aerospace electronics technician certificate provides a broad foundation in electronics training. Instruction emphasizes a hands-on approach, use of sophisticated test equipment, and a solid base of information concerning the hardware and software of control systems for technical applications. These programs offer preparation for multiple nationally recognized industry certifications that may lead to employment and opportunities for future advancements with companies specializing in manufacturing or servicing all types of electronic equipment, including manufacturing and servicing of aerospace electronics.

For more information about graduation rates, the median debt of students who completed the program and other important information, visit [www.wvc.edu/aerospaceelectronics](http://www.wvc.edu/aerospaceelectronics).

### Program outcomes

Upon Completion of WVC's Industrial Aerospace Electronics program the successful student should be able to:

- Correctly and safely use a variety of electrical testing equipment.
- Comprehend electrical equipment installation and servicing literature.
- Communicate with other professionals and the general public using terminology appropriate for the aerospace industry.
- Identify specific aerospace-related equipment and service using industry specific (or standardized) service techniques.
- Acquire training and education to seek employment or advance in current employment.
- Understand on the job safety precautions.
- Seek employment using skills and techniques geared toward the aerospace industry jobs.
- Present and intelligently discuss their individual portfolios during job interviews.



## Aerospace Electronics (Industrial Technology - Aerospace Electronics)

### Suggested Course Sequence:

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

### Aerospace Electronics Technician Certificate of Completion

(entire first year)

Offered at Wenatchee campus

#### First Year

Fall Quarter		Credits
INDT 100	Intro. to Aerospace Electronics.....	3
ELEC 125	Wiring Diagrams and Schematics.....	5
ELTRO 101	Basic DC-1 .....	5
ENGR 102	Engineering Graphics and Design <b>or</b>	
WELD128	Basic Welding .....	3-4

#### Winter Quarter

OCED 100	Essentials for Job Success .....	1
ELEC 115	Applied Electricity .....	5
ELTRO 121	Digital Electronics .....	5
MATH 100T*	Technical Math or higher .....	5

#### Spring Quarter

ELEC 135	Control Fundamentals .....	3
ELTRO 132	Intro. to Computer Controls & PLCs.....	5
INDT 250	Aerospace Electronics Capstone.....	2
OCED 102*	Writing in the Workplace/ Technical English .....	5
OCED 130	Industrial Safety .....	5

**Total Credits for Certificate 52-53**

#### Second Year

Fall Quarter		Credits
CTS 110	Computer Hardware.....	5
ENGR 102	Engineering Graphics and Design <b>or</b>	
WELD128	Basic Welding (the course not completed in year one).....	3-4
ELTRO 210	Programming Software for PLCs.....	5
ELTRO 223	Programming Software for Tag- Based PLCs .....	3

#### Winter Quarter

ELTRO 220	Control Devices and Motor Drives.....	3
ELTRO 221	Graphic Interface Programs for PLCs.....	5
ELEC 225	Industrial Electricity and Controls.....	5

#### Spring Quarter

INDT 164	Plant Maintenance .....	5
ELTRO 231	Troubleshooting Electronic PLC Control Systems.....	5
ELTRO 240	Industrial Hydraulics and Pneumatics.....	5

**Total Credits for second year 44-45**  
**Total Credits for Degree 97**

### Suggested Course Sequence:

**Aerospace Pathway Readiness Certificate\*\***

Offered at Wenatchee campus

#### First Quarter

		Credits
INDT 100	Intro. to Aerospace Electronics.....	3
ELEC 125	Wiring Diagrams and Schematics.....	5
OCED 102*	Writing in the Workplace/ Technical English .....	5
OCED 100	Essentials for Job Success .....	1

#### Second Quarter

OCED 130	Industrial Safety .....	5
ELTRO 101	Basic DC-1 .....	5
MATH 093*	Pre-Algebra or higher.....	5

**Total Credits for Certificate 29**

\*Placement score required.

\*\*This certificate program does not qualify for financial aid if taken outside of the longer certificate or associate of technical science degree.



## Drafting Technology (Industrial Technology - Drafting)

### • Certificate of Completion

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

Before entering the drafting technology program, students are strongly advised to complete one year of high school algebra or its equivalent. Keyboarding skills and computer literacy are important. Course work in basic drawing or drafting is also beneficial and recommended before entering the program.

For more industrial technology program options see pages 80 through 86 of the catalog.

### Program outcomes

Drafters generate technical drawings and three-dimensional models for architectural, civil, electrical or mechanical fields. WVC's Drafting Certificate teaches students the basic operation of a variety of industry standard software to supplement their chosen specialty. Students pursuing employment in industrial fields such as machining or electronics should be able to apply their drafting skills to their trade just as students pursuing their transfer degrees would be able to apply their drafting knowledge to engineering or architecture fields.

Students who complete the drafting certificate should be able to demonstrate an understanding of engineering graphic principles and should be able to generate two-dimensional technical drawings as well as 3D models of parts and assemblies.

### Program Course Sequence

*Offered at Wenatchee campus*

*This certificate program is not eligible for financial aid.*

Fall Quarter		Credits
ENGR 102*	Engineering Graphics and Design .....	4
Winter Quarter		
ENGR 105*	Computer Aided Drafting.....	5
ART 132	3D Digital Design I.....	5
Spring Quarter		
ENGR 106	Computer Aided Drafting: Solid Modeling.....	4
<b>Total Credits for Certificate</b>		<b>18</b>

*\*One or more of these courses may be taken in high school for Tech Prep credit if the student's school has an articulation agreement.*



# Engineering Technology

## • Associate in Applied Science-Transfer Degree

Wenatchee Valley College's Engineering Technology AAS-T is a two-year program geared for today's high technology-based job market. It closely couples electrical and automation principles with high-level math and science coursework. The degree's primary focus is to have graduates that can integrate complex repairs and upgrades fresh off the planning stage and see them to completion. This degree can offer students three paths to follow after graduation:

- The first path: Technician level employment. The two-year degree earning student will be qualified for similar employment as our ATS graduates in INDT-Industrial Electricity. With the increased quantity of college-level courses, these graduates should be more apt to take on leadership roles within their chosen fields.
- The second path: This degree allows seamless transfer into our four-year BAS-ET program. It encompasses all the classes required to make the BAS-ET program a true four-year time investment.
- The third path: With the addition of two extra quarters of course work, the AAS-T degree will provide the student with enough credits to also earn a two-year transfer degree (DTA). The DTA will allow them to pursue engineering or similar degree at other four-year institutions.
- Have demonstrated professionalism and ethics understanding, respect for diversity, and awareness of societal and global issues.
- Display a desire and commitment for life-long learning through continued education, technical training, and/or professional development.

### Pre-enrollment requirements

- Math 099 with a B or better, Math 140, or appropriate placement score.
- Appropriate assessment scores in language usage and reading or a grade of "C" or higher in ENGL 097 or a grade of "B-" or higher in ABE 019 or a grade of "B" or higher in the Bridge-to-College English Language Arts course or a grade of "3" or higher on the Smarter Balanced exam.
- One year of high school chemistry or CHEM& 121, or a grade of "3" or higher on the Smarter Balanced exam or instructor's permission.

### Additional requirements:

- To be eligible for the AAS-T degree, students must earn at least a "C" grade (2.0) and a cumulative 2.0 grade point average.
- The courses listed under the suggested course sequence must be part of the 90-course credits.

### Program outcomes:

Graduates of the AAS-T degree program at WVC should:

- Be able to apply their knowledge of the discipline to identify, analyze, synthesize, and solve problems within the field of engineering technology.
- Possess the technical skills to be immediately productive in the workforce and have successful careers in regional, state, or national electronic and mechanical product and system development industries.
- Utilize effective management methods with a commitment to quality, timeliness, and efficiency.
- Be able to successfully communicate in oral, written, and visual modalities.
- Demonstrate increasing levels of leadership and responsibility during their careers.



## Engineering Technology (continued)

**Suggested Course Sequence: Associate in Applied Science-  
Transfer Degree Program**  
*Offered at Wenatchee campus*

### First Year

Fall Quarter		Credits
ELEC 115	Applied Electricity .....	5
MATH&141	Precalculus I.....	5
PHYS&114	General Physics I with lab.....	5

Winter Quarter		
ELTRO 121	Digital Electronics .....	5
ELEC 125	Wiring Diagrams & Schematics.....	5
MATH&142	Precalculus II.....	5
PHYS&115	General Physics II with lab .....	5

Spring Quarter		
ELEC 135	Control Fundamentals.....	5
ELTRO 132	Introduction to PLCs .....	5
MATH&146	Introduction to Stats .....	5
PHYS&116	General Physics III with lab.....	5

**Total Credits for First Year: 55**

### Second Year

Fall Quarter		Credits
CHEM&161	General Chemistry I with lab.....	5
CMST&220	Public Speaking.....	5
ENGL&101	Composition: General .....	5
ELTRO 101	Basic DC-1 .....	5

Winter Quarter		
CHEM&162	General Chemistry II with lab .....	5
ELTRO 220	Robotics and Automation.....	5
ENGL&235	Technical Writing.....	5
ENGR 105	Computer Aided Design.....	5

Spring Quarter		
CHEM&163	General Chemistry III with lab.....	6
ELTRO 240	Hydraulics and Pneumatics.....	5
ENGR 106	Computer Aided Design - Solid Modeling.....	4

**Total Credits for Second Year: 55**

**Total Credits for Degree: 110**



## Industrial Technology - Electronics

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

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

Before entering the industrial technology - electronics program, students are strongly advised to complete one year of high school algebra or its equivalent. Prior to entry into the program, documentation of computer literacy, or BCT 105 or instructor permission is required. A current first aid card with CPR is required upon graduation. Coursework in computers and basic electricity/electronics is also beneficial prior to entering the program. If students are planning additional education beyond the WVC associate of technical science (ATS) degree, work closely with the program adviser as some electronics coursework may be transferable, and students may want to consider taking ENGL& 101 and college-level transfer math as part of the ATS degree.

To be eligible for the degree, students must earn at least a cumulative 2.0 grade point average. Core program courses may have prerequisite requirements. English and mathematics courses require qualifying placement scores or acceptable preparatory coursework in those subjects. See course descriptions for details. If students complete the industrial technology - electronics ATS degree, they can earn electrical hours toward the Washington State Labor and Industry (07) Nonresidential Maintenance Specialty Electrical License.

For more information about graduation rates, the median debt of students who completed the program and other information, visit [wvc.edu/Industrial](http://wvc.edu/Industrial).

### Program outcomes

Students should be able to:

- Correctly and safely use a variety of electrical testing equipment.
- Comprehend printed installation and service literature for complex electrical equipment.
- Effectively use standardized automation software such as Rockwell Software or Siemens.
- Communicate with other professions and the general public using terminology appropriate for the electrical service industry.
- Establish or critique an existing electrical maintenance program.
- Recognize different computer network strategies used with electronic control systems.
- Accrue hours toward a Washington state electrical license.
- Acquire training and education to seek employment or advance in current employment.
- Develop a foundation to continue their studies.

### Suggested Course Sequence:

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

**Electronics Technician Certificate of Completion** (entire first year)

Offered at Wenatchee campus

### First Year

Fall Quarter		Credits
ELTRO 101	Basic DC-1 .....	5
ENGR 102	Engineering Graphics and Design .....	4
BCT 116	Professional Work Relations.....	3
ELEC 125	Wiring Diagrams and Schematics.....	5

### Winter Quarter

ENGR 105	Computer Aided Design.....	5
ELEC 115	Applied Electricity .....	5
ELTRO 121	Digital Electronics .....	5
MATH 100T*	Technical Math or higher .....	5

### Spring Quarter

OCED 102*	Writing in the Workplace/ Technical English or higher.....	5
OCED 130	Industrial Safety.....	5
ELTRO 132	Intro. to Computer Controls and PLCs.....	5
ELEC 135	Control Fundamentals .....	5

**Total Credits for Certificate** **57**

### Second Year

Fall Quarter		Credits
CTS 110	Computer Hardware.....	5
ELTRO 202	Intro. to the NEC .....	2
ELTRO 210	Programming Software for PLCs.....	5
ELTRO 223	Programming Software for Tag-Based PLCs.....	3

### Winter Quarter

WELD 128	Basic Welding .....	3
ELTRO 220	Control Devices and Robotics .....	5
ELTRO 221	Graphic Interface Programs for PLCs.....	5
ELEC 225	Industrial Electricity and Controls.....	5

### Spring Quarter

INDT 164	Plant Maintenance .....	5
ELTRO 230	Programmable Logic Controller Network.....	5
ELTRO 231	Troubleshooting Electronic PLC Control Systems.....	5
ELTRO 240	Industrial Hydraulics and Pneumatics.....	5

**Total Credits second year** **53**  
**Total Credits for Degree** **110**

\*Placement score required.



## Machining (Industrial Technology - Machining)

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

WVC's Industrial Technology Machining program is designed to meet the needs of those entering or working in the machining industry. With advances in machine and computer technology, the machining industry is undergoing change and creating job opportunities for skilled employees.

The machining program will provide students with foundational machining skills and experiences using current machining technologies and techniques. A graduate of the program will be prepared for entry into the machining industry as a conventional (manual) or CNC (computer numerical control) machinist. Instruction covers conventional turning, milling and grinding, as well as basic programming, set up and operation of CNC machine tools. Other subjects include shop safety, reading engineering drawings, shop mathematics, machine tool theory, as well as lean manufacturing and other skills currently required by the machining/manufacturing industry. In addition, students will be required to complete a job shadowing experience and a program culmination capstone project.

This program offers a two-year associate of technical science degree as well as a certificate of completion in conventional (manual) machining that can be completed in one year. Both are designed to prepare students by integrating theory and practical applications for immediate employment in the machining industry.

To be eligible for the ATS degree or certificate, students must earn a grade of "C" (2.0) or better in all required program core courses and maintain a cumulative 2.0 grade point average.

### Program outcomes

Upon completion of the WVC **Machining ATS degree** a successful student should be able to:

- Be proficient on all aspects outlined in the Machining Certificate.
- Read complex G-code programs.
- Write multi-level nested G-code programs by hand.
- Read and interpret traditional and GD&T blueprints.
- Efficiently operate milling and turning centers safely.
- Professionally communicate with coworkers and management.
- Be certified to operate a forklift.
- Handle, dispose of and/or safely use most hazardous and non-hazardous shop materials.
- Recognize, troubleshoot and rectify machine cutting problems.
- Properly setup machining and turning centers.
- Create informative tool lists.
- Create clear and concise setup sheets.
- Locate and use resources to research and develop machining practices.
- Create an accurate drawing on a CAD/CAM system.
- Create complex turning and milling programs using a CAM system.
- Utilize solid modeling programs to create complex forms.
- Program a three dimensional part from a solid model.
- Communicate basic understanding of computer hardware.
- Troubleshoot and demonstrate various maintenance practices.

Upon completion of the WVC **Machining Certificate** a successful student should be able to:

- Maintain professional conduct required for a machinist.
- Use basic shop hand tools and layout accurately.
- Properly operate and read precision measuring instruments.
- Recognize dull or broken tooling and replace or sharpen when needed.
- Create detailed process plans.
- Operate manual machinery safely.
- Demonstrate a practical and technical math reasoning ability.
- Heat treat and check the properties of a piece of metal.
- Basic understanding of G-code programming.
- Read and interpret traditional and GD&T blueprints.
- Professionally communicate with coworkers and management.
- Be certified to operate a forklift.
- Handle, dispose of and/or safely use most hazardous and non-hazardous shop materials.
- Recognize, troubleshoot and rectify machine cutting problem.



## Machining (Industrial Technology - Machining, continued)

### Required Course Sequence:

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

**Certificate of Completion** (entire first year)

Offered at Wenatchee campus

### First Year

Fall Quarter		Credits
MACH 105	Machining Technology I.....	10
ENGR 102	Engineering Graphics and Design .....	4
BCT 116	Professional Work Relations.....	3

### Winter Quarter

MACH 115	Machining Technology II .....	10
MATH098*	Elementary Algebra <b>or</b>	
MATH 100T*	Technical Math, or higher .....	5

### Spring Quarter

MACH 125	Machining Technology III.....	10
OCED 102*	Writing in the Workplace/ Technical English or higher.....	5
OCED 130	Industrial Safety .....	5

**Total Credits for Certificate** 52

### Second Year

Fall Quarter		Credits
MACH 205	Machining Technology IV.....	10
CTS 110	Computer Hardware .....	5
WELD 128**	Basic Welding.....	3

### Winter Quarter

MACH 215	Machining Technology V .....	10
ENGR 105	Computer Aided Design.....	5

### Spring Quarter

MACH 225	Machining Technology VI.....	10
INDT 164	Plant Maintenance .....	5
ENGR 106	Computer Aided Design: Solid Modeling.....	4

### Any quarter after completion of certificate

MACH 196	Coop. Work Experience: Job Shadow.....	1
MACH 296	Coop. Work Experience: Practicum .....	3

**Total Credits for Second Year** 56

**Total Credits for Degree** 108

\*Placement score required.

\*\*Students may find it useful to take WELD 128 in winter quarter of the first year since it is a morning offering in winter and fall quarters.



## Welding and Fabrication (Industrial Technology - Welding and Fabrication)

- **One-year Certificate**
- **Certificate of Completion**

WVC is an approved Washington Association of Building Officials (WABO) testing site. Call 509-682-6900 for more information.

For more industrial technology degree options see pages 97-106 of the catalog.

Welding is considered a high demand occupation that provides a living wage, with projected short- and long-term growth in Chelan and Douglas counties, according to the Washington State Employment Security Department.

WVC's Industrial Technology program offers a welding and fabrication 65-credit certificate. This training provides students with the skills to perform welding duties in construction, repair, maintenance and fabrication fields. Hands-on instruction is included in core welding techniques—including MIG and TIG and pipe welding—and in metal fabrication with a variety of materials. Safe working habits are emphasized in lecture format and in demonstrations. An industrial safety course includes training and certification in first aid/CPR, flagging, forklift/industrial truck operation, OSHA 10 and hazardous materials awareness. Students also receive practice in preparation for the Washington Association of Building Officials (WABO) welding certification exam.

### Program outcomes

Upon completion of this program, successful students should be able to:

- Demonstrate standard shop safety procedures.
- Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
- Apply a variety of standard and exotic welding techniques.
- Operate various shop fabrication equipment.
- Use torches and fuel gases to produce durable parts.
- Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
- Use effective reading, thinking, mathematical and written communication skills in workplace environments.
- Employ problem solving skills.
- Be prepared to take welder qualification test in accordance with Washington Association of Building Organization (WABO) utilizing the SMAW process.

**Required Courses: One-year certificate**  
Offered at the Wenatchee campus

### First Year

Fall Quarter	Credits
WELD 128 Basic Welding .....	3
WELD 131 Gas Welding .....	3
ENGR 102 Engineering Graphics and Design .....	4
BCT 116 Professional Work Relations.....	3
MATH 093* Pre-Algebra or MATH 092T .....	5

### Winter Quarter

WELD 132 Arc Welding.....	3
INDT 135 Metal Fabrication I.....	5
WELD 134 Intermediate GTAW (TIG).....	3
OCED 102* Writing in the Workplace/ Technical English .....	5
WELD 227 Welding Exotic Metals .....	3

### Spring Quarter

WELD 220 Welding Certification Prep.....	2
INDT 136 Metal Fabrication II.....	3
INDT 137 Metal Fabrication III (Sheet Metal).....	3
WELD 223 Pipe Welding.....	3
WELD 225 Welding Blueprint Reading.....	2
OCED 130 Industrial Safety .....	5

### Fall Quarter

WELD 230 Welding Inspection Technology .....	5
WELD 231 Welding Inspector D1.1 Code Book.....	5

**Total Credits for Certificate      65**

**Required Courses: Certificate of Completion**

Offered at the Wenatchee campus

*This certificate program is not eligible for financial aid.*

### First Year

Fall Quarter	Credits
WELD 128 Basic Welding .....	3
WELD 131 Gas Welding .....	3
WELD 132 Arc Welding.....	3
WELD 220 Welding Certification Prep .....	2
INDT 135** Metal Fabrication I.....	5
INDT 136*** Metal Fabrication II.....	3

**Total Credits for Certificate      19**

*\*Placement score required.*

*\*\*INDT 135 is offered winter quarter. WELD 128 may be taken concurrently.*

*\*\*\*INDT 136 is offered spring quarter.*



# Medical Assistant

## • *Certificate of Completion, page 108*

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

The WVC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org), 25400 U.S. Highway 10 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350) upon the recommendation of the Medical Assisting Curriculum Review Board of the American Association of Medical Assistants Endowment ([www.maerb.org](http://www.maerb.org)).

For more information about graduation rates, the median debt of students who completed the program and other important information, visit [www.wvc.edu/ma](http://www.wvc.edu/ma).

### Entry requirements include:

- A completed WVC Application for Admission.
- A completed supplemental application for admission to the WVC Medical Assistant Program.
- Sealed, official high school transcript or GED transcript.
- Sealed, official college transcripts from all colleges where the student has earned credit (excluding WVC).
- A cumulative college grade point average of 2.5 or higher.
- Verification of current healthcare provider CPR training (copy of HCP card) and verification of current first aid training (copy of card). CPR cards must be renewed every two years.
- All prerequisites completed by the end of spring quarter with a "C" (2.0) or higher (see the website for requirements, [wvc.edu/MA](http://wvc.edu/MA)). See course descriptions for prerequisites:
  - One of the following: ENGL 097 Composition: Paragraph or higher, or one year of high school English

- One of the following: MATH 092T Intro to Technical Mathematics or higher, one year of high school algebra, or placement into MATH 093 or higher
- One of the following: BCT 100 Basic Computer Keyboarding, BCT 105 Computer Applications, documentation of computer literacy in MS Office or ENGL& 101 Composition: General
- One of the following: PSYC& 100 General Psychology or PSYC& 200 Lifespan Psychology
- HLTH 123 Medical Terminology.

Clinical courses require attendance during evenings and on Saturdays. The fourth-quarter externship/practicum is an unpaid, supervised, on-the-job work experience of 160 hours, which will require daytime hours. Students must furnish their own transportation. Students must pass all classes with a "C" or better

. "C-" is not accepted in any healthcare course. Attendance is required for the medical assistant program. Each class has an attendance policy. Cheating/academic dishonesty in any way is cause for dismissal from the medical assistant program.

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

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

- Pay a non-refundable acceptance fee by the designated deadline.
- Provide a copy of seven contact-hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through [www.nursingceu.com](http://www.nursingceu.com) or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to [www.wvc.edu/alliedhealth](http://www.wvc.edu/alliedhealth)).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at [4studenthealth.relationinsurance.com](http://4studenthealth.relationinsurance.com).



## Medical Assistant

- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within 45 days of acceptance into the program. Students will be required to purchase a background check through Complio.
- Provide results of a ten-panel drug test, not older than 45 days, from Complio.
- Complete the allied health packet, which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

**Note:** Required documents are to be submitted to the student immunization tracker.

### Program outcomes

The medical assistant program prepares students to support healthcare professionals in a variety of healthcare settings. The medical assistant performs duties in both direct patient care and administrative procedures.

Graduates of the WVC Medical Assistant program will:

- Demonstrate caring and respectful communication as a medical assistant.
- Demonstrate competence in administrative duties as a medical assistant.
- Demonstrate competence in clinical duties as a medical assistant.
- Practice medical assisting collaboratively.
- Obtain employment in a variety of healthcare settings.
- Incorporate critical thinking in practice as a medical assistant.
- Demonstrate standard safety and emergency practices and procedures as a medical assistant.
- Display professionalism in their appearance, job performance, and ability to work as team members.
- Provide patient education and current community resource information.
- Practice medical assisting according to AAMA Code of Ethics.

### Suggested Course Sequence: *Certificate Program* Offered at Wenatchee campus and Omak campus

#### First Year

Fall Quarter		Credits
MA	110	Medical Office I.....5
MA	113	HIV/AIDS Education .....1
MA	115	Clinical Procedures I.....7
MA	118	Medical Law and Ethics .....2

#### Winter Quarter

MA	120	Medical Office II .....5
MA	125	Clinical Procedures II .....7
MA	111	Body Structure and Function .....5

#### Spring Quarter

MA	116	Office Communications.....3
MA	112	Pharmacology.....5
MA	135	Clinical Procedures III.....7
BCT	116	Professional Work Relations.....3

#### Summer Quarter

MA	260	Externship for Health Care Assistants ....8
MA	265	Practicum Seminar .....2

**Total Credits for Certificate** **60**



# Medical Laboratory Technology

## • Associate of Technical Science Degree, page 111

Many opportunities await those choosing careers in medicine and science. One of the most rewarding is medical laboratory technology. As members of the medical team, technicians work side-by-side with medical scientists and pathologists and often have contact with patients. Medical laboratory technicians (MLTs) perform a great variety of scientific laboratory procedures that aid in the detection, diagnosis and treatment of disease, and they perform phlebotomy. This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) ([www.naacls.org](http://www.naacls.org), 5600 North River Road, Suite 720, Rosemont, IL 60018. Phone: 773-714-8880).

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

The MLT program is broken up by year (first-year and second-year). Entry into the second year is on a competitive basis. Applications to the second year are accepted every spring, and students are qualified to apply if they are on track to complete all first-year classes by the start of the second year (which starts every summer quarter). During the first year, students will take general education courses and specialized medical laboratory courses designed to provide a solid base for the second year of on-the-job training. The second year consists mostly of on-site training in medical laboratories, plus theory courses. Travel to distant training facilities may be required, and work on a variety of shifts may be necessary; therefore, the use of an automobile is required. Access to an up-to-date computer and a reliable internet connection are required. A GPA of 2.0 ("C") or better is required in all MLT program courses.

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

The regional program includes training at distant sites in Omak, Walla Walla, Moses Lake, Pendleton, OR and Lewiston, ID.

### Selection to the second year of the program:

Applications to the second year are accepted every spring, and students are qualified to apply if they are on track to complete all first-year classes (also called prerequisites) by the start of the second year (which starts every summer quarter). Students must successfully complete first-year courses before being permitted to continue with the second year of the program. An interview and letters

of recommendation may be a part of the acceptance criteria. The number of positions available in the second year is dependent on the number of clinical training sites available, and therefore competitive.

### Application Requirements:

- Complete the WVC Application for Admission.
- Complete the appropriate MLT application for Wenatchee or a distant site.
- Submit three recommendation forms, if required. Recommendation form is online at [wvc.edu/MLT](http://wvc.edu/MLT).
- Provide official college transcripts (excluding WVC transcripts).
- Demonstrate a cumulative college GPA of 2.5 or higher.
- Complete one of the following: MATH 099 Intermediate Algebra or higher or placement into MATH& 107 Math in Society or higher.
- Complete all first-year coursework with a grade of "C" (2.0) or higher no later than the spring quarter before the second year of the program begins.
- CHEM& 121 Intro. to Chemistry
- CHEM& 131 Intro. to Organic/Biochemistry
- BIOL& 241 Human Anatomy & Physiology 1
- BIOL& 242 Human Anatomy & Physiology 2
- BIOL& 260 Microbiology
- ENGL& 101 Composition: General
- One of the following: CMST& 101 Introduction to Communication, CMST& 210 Interpersonal Communication or CMST& 220 Public Speaking
- MA 113 HIV/AIDS Education
- HLTH 123 Medical Terminology
- PSYC& 100 General Psychology
- MLT 100 Intro. to Medical Laboratory Technology
- MLT 102 Phlebotomy

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

*Students with a bachelor's degree should visit the MLT Admission website at [www.wvc.edu/mlt](http://www.wvc.edu/mlt) for special admission requirements.*



## Medical Laboratory Technology

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

- Pay a non-refundable acceptance fee by the designated deadline.
- Provide a current healthcare provider CPR card. Must include but not be limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers.
- Provide documentation of a two-step PPD (two separate tuberculin skin tests placed one to three weeks apart) and Hepatitis B vaccinations. Both must include vaccine lot numbers.
- Provide a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through [www.nursingceu.com](http://www.nursingceu.com) or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to [www.wvc.edu/alliedhealth](http://www.wvc.edu/alliedhealth)).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at [4studenthealth.relationinsurance.com](http://4studenthealth.relationinsurance.com).
- Successfully pass a national background check through Complio and a DSHS background check. Certain crimes can disqualify students from attending clinical sites. Please contact the Allied Health department at 509-682-6660 with questions.
- Provide results of a ten-panel drug test, not older than 45 days, from Complio.
- Complete the allied health packet, which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.

**Note:** Required documents are to be submitted to the student immunization tracker.

### Program outcomes

Laboratory professionals work as part of a medical team to aid in the diagnosis and treatment of disease or injury, and to promote the health and well-being of patients. The program strives to prepare graduates for careers

in medical laboratories. Graduates of the WVC Medical Laboratory Technology program should be able to:

- Provide safe, competent, accurate and timely testing and reporting for all patients.
- Maintain the highest ethical standards consistent with state, federal and deemed-status organization guidelines.
- Perform venipuncture and other required specimen collection with maximum efficiency and minimum discomfort to the patient.
- Demonstrate competency in organizational skills, such as problem solving, prioritizing, multi-tasking and goal-setting.
- Demonstrate critical thinking skills.
- Demonstrate essential computer skills required for successful job performance in the medical laboratory field.
- Accept accountability for one's work and actions within the ethical and legal guidelines pertaining to medical laboratory science.
- Demonstrate an appropriate professional attitude and respect toward patients, staff and the career itself.
- Meet the eligibility requirements necessary to take the available certification exams.

### Regional MLT Program

The entire two years of the program need not be taken on the Wenatchee campus. Most, if not all, of the program can be completed in Omak, Moses Lake, Walla Walla, Pendleton, OR or Lewiston, ID.

During the second year of the program, students from Omak and Moses Lake must join with all the Wenatchee students and take MLT 150 and 151 on the Wenatchee campus. Other areas are able to take all required courses totally within their regional area and are not required to take any courses in Wenatchee. Clinical training during the second year is available in medical laboratories in the areas surrounding each area where the program is available. The lectures (MLT 213, 223 and 233) and labs (MLT 214, 224 and 234) during the second year are taught by the use of either online materials or in live interactive TV classrooms. Registration for the final five quarters is only through WVC. At the conclusion of the program students will be qualified to take a national certifying examination (ASCP or BOC).

For more information, visit [www.wvc.edu/mlt](http://www.wvc.edu/mlt). Specific information regarding application to the program is available on this site as well.



## Medical Laboratory Technology

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

Offered at the Wenatchee and Omak campuses and through partner colleges.

First-year coursework must be completed before starting the second-year coursework. Refer to the first-year checklist on the MLT website for more details, [www.wvc.edu/mlt](http://www.wvc.edu/mlt).

Some courses have prerequisites. See the course descriptions for more information. Content delivery between campuses may include instructions via interactive television (ITV).

First Year - On Campus		Credits	Second Year - On and Off Campus		
<b>Summer Quarter (Wenatchee campus)</b>			<b>Credits</b>		
CHEM& 121*	Intro. to Chemistry .....	5	MLT 150	Basic Lab. Theory .....	4
CHEM&131	Intro. to Organic/Biochemistry .....	5	MLT 151	Basic Lab. Practice .....	3
BIOL& 241	Human Anatomy & Physiology 1 .....	5	<b>Fall Quarter</b>		
BIOL& 242	Human Anatomy & Physiology 2 .....	5	MLT 210	Clinical Experience I .....	10
BIOL& 260	Microbiology .....	5	MLT 213	Hematology .....	7
ENGL& 101*	Composition: General .....	5	MLT 214	Hematology Lab .....	3
PSYC& 100	General Psychology .....	5	<b>Winter Quarter</b>		
CMST&101	Intro. to Communication <i>or</i>		MLT 220	Clinical Experience II .....	10
CMST& 210	Interpersonal Communication <i>or</i>		MLT 223	Clinical Microbiology .....	7
CMST& 220	Public Speaking .....	5	MLT 224	Clinical Microbiology Lab .....	3
HLTH 123	Medical Terminology .....	3	<b>Spring Quarter</b>		
MA 113	HIV/AIDS Education .....	**	MLT 230	Clinical Experience III .....	10
MLT 100	Intro. to Medical Lab Technology .....	1	MLT 233	Clinical Chemistry and Urinalysis .....	7
MLT 102	Phlebotomy .....	1	MLT 234	Clinical Chemistry Lab .....	3
<b>Total Credits for First Year</b>		<b>45</b>	<b>Summer Quarter</b>		
			MLT 240	Clinical Experience IV .....	10
			<b>Total Credits for Second Year</b>		<b>77</b>
			<b>Total Credits for Degree</b>		<b>122</b>

\*Placement score required.

\*\*HIV/AIDS certificate of completion is required for all students except students in the Oregon program. This is a non-credit requirement.



## Multi-Occupational Trades

### • Associate of Technical Science Degree (Apprentice Degree)

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

### Program Requirements: Associate of Technical Science Degree

*This program is not eligible for financial aid.*

*Offered at the Wenatchee campus*

Required Courses		Credits
MATH 100T*	Technical Math or higher .....	5
OCED 102*	Writing in the Workplace/ Technical English or higher.....	5
BCT 116	Professional Work Relations.....	3
BCT 105	Computer Applications .....	5

### Electives– Choose 12 credits from:

BCT 100	Basic Computer Keyboarding .....	2
BUS& 101	Introduction to Business.....	5
CMST&101	Introduction to Communication .....	5
MATH&146*	Introduction to Stats .....	5
PSYC 102	Psychology of Adjustment .....	5
OCED 101*	Technical Reading .....	5
SDS 101*	Study Skills.....	5
SDS 105	Effective Leadership.....	3
SDS 106	Career and Life Planning.....	3
SDS 110	Critical Thinking .....	2

**Total Credits for Degree 30**

*\*Placement score required.*



## Natural Resources

### • **Associate in Applied Science-Transfer Degree, page 114**

Graduates of this pathway will be able to choose between advanced studies in a four-year natural resources program and a broad range of technical natural resources careers, including seasonal and full-time positions in which they collect natural resources field information. In professional and personal functions, graduates will be able to draw on a basic understanding of aquatic and terrestrial ecosystems, safe and accurate measurement techniques, and the social context of natural resources management. Most program courses transfer to four-year institutions to create opportunities for educational and career advancement beyond the technical level in natural resources fields. The program was developed collaboratively with local natural resource agencies and organizations.

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

*\*Assessment score or prerequisite required.*

*\*\*Associate in Applied Science-Transfer Degree: the AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree (that is, the courses generally accepted in transfer). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)*

### **Program outcomes**

Students who complete the Natural Resources AAS-T degree should be able to:

- Navigate and safely function in an outdoor workplace.
- Operate tools and equipment commonly used in natural resource field work.
- Utilize basic math skills to make accurate quantitative observations of natural resource conditions and objectively record measurements.
- Think critically and apply basic knowledge of ecology in collecting data.
- Skillfully communicate in a multi-agency context, in oral and written forms with supervisor and peers.
- Skillfully communicate with resource area visitors regarding basic questions relating to ecosystem components, recreational opportunities and employer rules and regulations.
- Work as an effective team member.
- Demonstrate a good work ethic and take personal responsibility for education, professional development and career advancement.
- Make decisions about how to live and consume based on understanding of human effects on the ecosystems of which they are a part.
- Acquire training and education to seek employment or advance in current employment in Natural Resources and related fields.
- Develop a foundation to continue their studies in Natural Resources and related fields.



## Natural Resources

**Suggested Course Sequence: Associate in Applied Science-Transfer Degree\*\***

*Offered at the Wenatchee campus*

### First Year

Fall Quarter		Credits
CMST&220	Public Speaking.....	5
ENVS 231	Intro to Forest Resources.....	4
NATR 108	Exploring Natural Resources Mgmt. ....	3
NATR 240	Land and Resource Survey .....	4

### Winter Quarter

CHEM&110	Chemical Concepts <i>or</i>	
CHEM& 121*	Intro. to Chemistry .....	5
ENGL& 101*	Composition: General .....	5
NATR 125	Intro to Geographical Information	
	System .....	3
PEHR 184	Wilderness First Aid .....	3

### Spring Quarter

BIOL 185	Insects and Ecosystems .....	5
BIOL 217	Intro to Ornithology <i>or</i>	
GEOL 218	Environmental Geology .....	5
ENVS 230	Intro to Fisheries Science and Mgmt .....	5
NATR 102	Maps and Navigation.....	3

**Total Credits for Certificate                      50**

### Second Year

Fall Quarter		Credits
ECON&201	Micro Economics <i>or</i>	
BUS& 201	Business Law .....	5
MATH&146*	Introduction to Stats .....	5
NATR 196/296	Natural Resources Cooperative	
	Work Experience.....	4
NATR 241	Intro to Watershed Science	
	and Management .....	4

### Winter Quarter

AGRI 263	Soils.....	5
BIOL& 221	Majors Ecology/Evolution .....	5
ENGL 202	Composition: Critical Analysis <i>or</i>	
ENGL& 235	Technical Writing .....	5
NATR 242	Survey of Wildlife Populations .....	4

### Spring Quarter

BIOL 186	Survey of Plants of PNW .....	5
GEOG 150	Intro to Sustainability.....	5
NATR 220	Intro to Wildland Fire Ecology.....	3
NATR 235	Society and Natural Resources .....	5

**Total Credits for Second Year                      55**  
**Total Credits for Degree                              105**

\*Assessment score or prerequisite required.

\*\*Associate in Applied Science-Transfer Degree: the AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree (that is, the courses generally accepted in transfer). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)



## Certified Nursing Assistant (CNA)

### • *Certificate of Completion, page 116*

Certified Nursing Assistant (CNA) courses teach basic patient caregiving skills. Upon completion of a CNA course, graduates are eligible to take the certification examination to become a certified nursing assistant. Either a Certificate of Completion from a CNA course (with a minimum of 35 class hours and 50 clinical hours) or a current Washington State Nursing Assistant Certification License is required when applying to WVC's Nursing program.

Students can choose from the two options below when signing up for a CNA course (they must be 17 by the first day of the course).

#### **Option 1: NURS 100A**

Quarter-long, 10-credits

On the Wenatchee campus, this course is usually offered every quarter from 9 a.m.-12 p.m., Monday - Thursday. On the Omak campus, the class schedule varies. Always check the Course Schedule in case changes have been made and do not schedule other courses right after NURS 100A ends because students will need time to travel back to campus from clinical sites. For information on pricing, view the tuition and fees page at [wvc.edu](http://wvc.edu). To register for NURS 100A, follow these steps:

1. Decide which quarter to take NURS 100A
  - Winter quarter 2020 is December 2, 2020
  - Spring quarter 2020 is February 24, 2020
  - Summer quarter 2020 is May 26, 2020
  - Fall quarter 2020 is May 26, 2020
2. Complete the NURS 100A Application at [wvc.edu/Nursing](http://wvc.edu/Nursing).
3. Submit the completed application
  - Wenatchee: Rhonda Yenney, Wenatchi Hall 2221E, [ryenney@wvc.edu](mailto:ryenney@wvc.edu) or 509-682-6660
  - Omak: Shelly LaGrou, Friendship Hall 210A, [slagrou@wvc.edu](mailto:slagrou@wvc.edu) or 509-422-7952
4. Once an application has been reviewed, and is determined to be complete, students will receive an enrollment form. Submit the enrollment form to the WVC Registration Office.

#### **Option 2: Fast-Track Course**

3 weeks, no credit

The Fast-Track courses are offered through the Continuing Education Department and the schedule varies. To register for a Fast-Track course, follow these steps:

1. Decide when you will take a Fast-Track course. The schedule is available on the Continuing Education website. The schedule is subject to change so check the website often for up-to-date information. Questions can be directed to the Continuing Education department: [ceinfo@wvc.edu](mailto:ceinfo@wvc.edu) or 509-682-6900.

2. Sign up for an open Fast-Track course online. If the course you want is full, add yourself to the waitlist and sign up for a back-up course.
3. Complete the Fast-Track CNA Application at [wvc.edu/Nursing](http://wvc.edu/Nursing)
4. Submit the completed application to Continuing Education (Continuing Education Department, [ceinfo@wvc.edu](mailto:ceinfo@wvc.edu), 509-682-6900)

**Note: Conviction of certain crimes may prevent completion of the clinical class requirements of the program and may prevent future licensure and employment in healthcare.** A criminal record check is required prior to any clinical training experience or clinical field trips. Students who have a criminal record should meet with the WVC Dean of Allied Health to determine if your criminal history would prevent access to a healthcare facility. Call 509-682-6660 for more information.

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

- Provide a completed supplemental application for admission to the WVC Nursing Assistant program.
- Provide documentation of a two-step PPD (two separate tuberculin skin tests placed one to three weeks apart) and Hepatitis B vaccinations. Both must include vaccine lot numbers.
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station on the Wenatchee campus or at [4studenthealth.relationinsurance.com](http://4studenthealth.relationinsurance.com).
- Successfully pass a national background check through Complio and a DSHS background check. Certain crimes can disqualify students from attending clinical sites. Contact the Allied Health department at 509-682-6660 if you have concerns.
- WVC at Omak students: Provide results of a ten-panel negative drug screen, not older than 45 days from the start of class, through Complio.
- Complete the nursing assistant application which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees at the time of registration.



Certified Nursing Assistant (CNA) (continued)

Program outcomes

Students who complete the WVC Nursing Assistant Certificate program should be able to:

- Be prepared to work under the direction of LPNs, RNs, or other qualified healthcare workers to provide basic patient care.
- Demonstrate basic personal care skills.
- Provide patient-centered care and perform nursing skills in a safe, competent and therapeutic manner.
- Use communication skills effectively to function as a member of the nursing team.
- Demonstrate knowledge of normal changes in body systems associated with aging.
- Recognize and report changes in the resident/client's condition.
- Use procedures and techniques to prevent the spread of micro-organisms.
- Demonstrate the ability to identify and implement safety/emergency procedures.
- Perform within the ethical and legal boundaries of the scope of practice.
- Display professionalism in appearance and job performance.
- Be eligible to take the Washington State Certification Exam for Nursing Assistants.

Suggested Course Sequence: Certificate of Completion

NURS 100A	Basic Patient Care .....	10
Total Credits for Certificate		10

For more information on when this course is offered, contact:

- Wenatchee: Rhonda Yenney, Wenatchi Hall 2221E, ryenney@wvc.edu or (509) 682-6660
- Omak: Shelly LaGrou, Friendship Hall 210A, slagrou@wvc.edu or (509) 422-7952



# Outdoor Recreation Management

## ● *Associate in Applied Science-Transfer Degree, page 118*

The WVC Outdoor Recreation Management program is designed around North Central Washington's unique natural environment. This environment provides an abundance of outdoor recreation opportunities that promote physically fit and active lifestyles. Outdoor recreation is a growing field of employment and an important part of our regional economy. Career opportunities are available in outdoor recreation services and tourism in a variety of settings.

The curriculum blends course work in seasonal outdoor recreational activities, physical education, health and fitness, natural resources and business management. Outdoor recreation management is designed for students interested in a wide range of entry- to mid-level career paths in outdoor guiding, camp programming (trip planning and administration), state and federal parks, outdoor/ environmental education and positions in management with recreation-related companies.

The associate in applied science-transfer degree has a dual purpose: core technical course work that allows the students the flexibility to prepare for entry-level employment, and a college general education component as preparation for a junior year in a bachelor degree program for students seeking advanced studies at a four-year educational institution.

The WVC Physical Education and Health Department is committed to offering comprehensive, progressive and inclusive courses that promote lifelong health and wellness. The department offers a wide variety of activity and lecture courses designed to meet the educational and development goals of the whole student: physical, mental and intellectual.

### Program outcomes

- Upon completion of the WVC Outdoor Recreation Program, successful students will be able to:
- Explain the importance of recreation in natural settings for achieving societal goals such as community development, health and quality of life and sustainable use of natural resources.
- Identify key historical and philosophical components of the recreation field and profession.
- Assess and manage the risks involved in leading others in an outdoor setting.
- Apply experiential education theory towards the development of participants' skills in a variety of outdoor activities.
- Show awareness of the history, professional resources, and best practices in the field of environmental interpretation and outdoor guiding.
- Understand the role of the recreation resource management profession in relationship to other disciplines of natural resource management.
- Demonstrate knowledge of traditional business functions including accounting, marketing and entrepreneurship.



## Outdoor Recreation Management (continued)

### Suggested Course Sequence: Associate in Applied Science- Transfer Degree Program\*\*

Offered at Wenatchee campus

#### First Year

Fall Quarter	Credits
ENGL&101* Composition: General .....	5
PEHR 201 Intro to Recreation Management.....	5
BUS 230*** Intro to Entrepreneurship.....	5

#### Winter Quarter

PEHR 183 Winter Outdoor Navigation & Safety.....	3
PEHR 184 Wilderness First Aid .....	3
MATH* College-level .....	5
Elective Social Science .....	5

#### Spring Quarter

GEOG 150 Intro to Sustainability.....	5
PEHR 202 Environmental Education & Programming.....	5
CMST&210 Interpersonal Communication <i>or</i>	
CMST&220 Public Speaking.....	5

**Total Credits for First Year 46**

#### Second Year

Fall Quarter	Credits
BUS 240 Principles of Management .....	5
PEH 180 Personal Wellness .....	3
PEH 204 Intro to Outdoor Leadership and Facilitation .....	3
ENGL 201, 202, 203 or 235 .....	5

#### Winter Quarter

BUS 241 Principles of Marketing .....	5
ACCT 102 Practical Accounting I .....	5
PEHR 185 Recreation Risk Management .....	3
PEH Activity Course .....	2

#### Spring Quarter

PEHR 250 Capstone Project .....	3
Elective Natural Science.....	5
PEHR 194 Intro to River Stewardship and Whitewater Safety .....	3
BUS 245 Small Business Management.....	5

**Total Credits for Second Year 47**

**Total Credits for Degree 93**

#### Suggested courses

- Social Science: GEOG 150, HIST 214, PSYC 215, SOC 203
- Natural Science: BIOL 127, BIOL 186, BIOL 216, GEOL& 208

\*Placement score required.

\*\*Associate in Applied Science-Transfer Degree: the AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree (that is, the courses generally accepted in transfer). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)

\*\*\*Or approved Business electives.



# Pharmacy Technician

- **Associate in Applied Science-Transfer Degree**, page 120
- **One-year Certificate**, page 120

## **Associate in Applied Science-Transfer Degree**

The Pharmacy Technician Associate of Applied Science-Transfer Degree is a two-year program consisting of general education, technical and pharmacy education courses. Successful completion of the program should provide student the skills and knowledge they need to qualify for positions in community health systems and other pharmacies. It aims to prepare students to sit for the Pharmacy Technician Certification Board national exam. AAS-T graduates should have the preparatory background to pursue a transfer degree to become a licensed pharmacist.

### **AAS-T program outcomes:**

Students should learn about drug products, calculations, dosages, dispensing techniques, inventory management, aseptic techniques and Washington pharmacy law. Students should study and develop different skills, work attitudes and ethics, as well as develop proper work habits and appreciation for the job. Student training will include classroom instruction, laboratory practice and clinical pharmacy training. This program should prepare students to work in both community and hospital pharmacy settings.

## **One-year Certificate**

The Pharmacy Technician one-year certificate is a four-quarter program consisting of classroom instruction, laboratory practice and clinical pharmacy training. It aims to prepare students to sit for the Pharmacy Technician Certification Board national exam. Successful completion of the program should provide students the skills and knowledge they need to qualify for positions in community, health system and other pharmacies.

### **One-year Certificate program outcomes:**

Students should learn about drug products, calculations, dosages, dispensing techniques, inventory management, aseptic techniques and Washington pharmacy law. Students should study and develop different skills, work attitudes and ethics, as well as develop proper work habits and appreciation for the job. Student training will include classroom instruction, laboratory practice and clinical pharmacy training. This program should prepare students to work in both community and hospital pharmacy settings.

### **Application requirements:**

- You must be 18 by the start of the clinicals to apply.
- Ensure that you have met/completed all general requirements and prerequisites.
- Follow application requirements.
- You will be notified regarding your application, incomplete applications will not be considered.
- Apply for admission to Wenatchee Valley College.
- Complete Pharmacy Technology application.
- Drop off or mail applications to the Educational Planning & Testing Center (1st floor Wenatchi Hall). Address them to: Noah Fortner, WVC, 1300 Fifth Street, Wenatchee, WA 98801.
- Attach sealed, official high school transcript or GED transcript.
- Attach up-to-date sealed, official college transcripts.
- If you have transcripts over 10 years old, contact the Allied Health Educational Planner, 509-682-6844, to determine whether old transcripts need to be submitted.

### **Immediately following acceptance to an allied health program students must fulfill the following requirements:**

- Pay a non-refundable acceptance fee by the designated deadline.
- Provide a current healthcare provider CPR card. Must include but not be limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers.
- Provide documentation of a two-step PPD (two separate tuberculin skin tests placed one to three weeks apart) and Hepatitis B vaccinations. Both must include vaccine lot numbers.
- Provide a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through [www.nursingceu.com](http://www.nursingceu.com) or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to [www.wvc.edu/alliedhealth](http://www.wvc.edu/alliedhealth)).



## Pharmacy Technician (continued)

- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at [4studenthealth.relationinsurance.com](http://4studenthealth.relationinsurance.com).
- Successfully pass a national background check through Complio and a DSHS background check. Certain crimes can disqualify students from attending clinical sites. Please contact the Allied Health department at 509-682-6660 with questions.
- Provide results of a ten-panel drug test, not older than 45 days, from Complio.
- Complete the allied health packet, which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.

**Note:** Required documents are to be submitted to the student immunization tracker.

**Suggested Course Sequence: Associate in Applied Science-Transfer Degree Program**  
Offered at Wenatchee campus

### First Year

First Quarter		Credits
HLTH 123	Medical Terminology .....	3
MA 113	HIV/AIDS Education .....	1
MA 116	Office Communications.....	3
MA 118	Medical Law & Ethics.....	2
PHARM 110	Introduction to Pharmacy and Pharmacy Law.....	3
PHARM 120	Pharmacy Calculations.....	2

### Second Quarter

MA 112	Pharmacology.....	5
PHARM 130	Over-The-Counter Drugs .....	3
PHARM 140	Pharmacology II.....	5
PHARM 150	Sterile Preparations I.....	5

### Third Quarter

PHARM 141	Pharmacy III .....	5
PHARM 151	Sterile Preparations II .....	5
PHARM 160	Hi-Touch Health Care.....	3
PHARM 170	Pharmacy Operations .....	3

### Fourth Quarter

PHARM 210	Hospital Externship .....	6
PHARM 220	Community Externship.....	6
PHARM 230	Externship III.....	6
PHARM 231	Portfolio.....	1

**Total credits for One-Year Certificate: 67**

### Second Year

First Quarter		Credits
ENGL&101	Composition - General.....	5
MATH&107	Math in Society .....	5
PSYC&100	General Psychology .....	5

### Second Quarter

BIOL&100	Survey of Biology .....	5
CMST&210	Interpersonal Communications OR	
CMST&220	Public Speaking.....	5
ENGL&235	Technical Writing.....	5
SOC&101	Introduction to Sociology .....	5

**Total credits for Second Year: 35**

**Total Credits for Degree: 102**



# Radiologic Technology

## ● *Associate of Technical Science Degree, page 123*

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

The WVC Radiologic Technology Program is a limited-enrollment program and is subject to special requirements and procedures. See the WVC website at [www.wvc.edu/radtech](http://www.wvc.edu/radtech) for further information. The website contains up-to-date application dates and other important information. Students may also call the WVC Allied Health Educational Planner at 509-682-6844 for information on enrolling in the program. The program requires intensive study and students are encouraged to take required general education courses marked with an asterisk (\*) prior to entering the program. No advanced standing is granted. If students leave the program for any reason, they must submit a new application for reentry into the program. If students exit the program, they may apply for readmission only one time. If the exit is during the clinical year and the student wishes to return, he/she must apply within one year or return the fourth quarter of the first year to refresh skills and learn new policies and procedures. Students returning in the clinical year will be assigned with a clinical affiliate with a position available.

The program begins each spring quarter. Radiologic technology requires eight consecutive quarters, including summer quarters, for completion. The first year is in the classroom, online and in the energized laboratory, where students take specialized courses designed to provide a solid foundation for the clinical year. The second year is dedicated to clinical instruction under professional supervision in the affiliated clinical facilities and an online registry review course. Clinical assignments are 39 hours per week in fall, winter and spring quarters, and 34 hours per week in summer quarter, and require day, evening and weekend hours. Students will need a computer and WVC e-mail and internet access. Students must maintain a "B" (3.0) grade point average or better or a pass in each radiologic technology program course. Out-of-town clinical assignments should be expected. Students must furnish their own transportation, housing and living expenses.

The Radiologic Technology Program is accredited by the specialized accrediting agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), and Wenatchee Valley College is accredited by the institutional accrediting agency Northwest Commission on Colleges and Universities (NWCCU), both of which are recognized by the American Registry of Radiologic Technologists (ARRT) ([www.arrt.org](http://www.arrt.org)).

### Application Requirements:

- A completed WVC Application for Admission.
- A completed supplemental application for admission to the WVC Radiologic Technology Program.
- Sealed, official college transcripts from all colleges where the student has earned credit (excluding WVC).
- Demonstrate a cumulative college GPA of 2.5 or higher.
- All prerequisite courses must be completed by the end of winter quarter with a grade of "C" (2.0) or higher. See course descriptions for prerequisites:
  - BIOL& 241 Human Anatomy & Physiology 1
  - BIOL& 242 Human Anatomy & Physiology 2
  - ENGL 097 Composition: Paragraph or higher
  - One of the following: MATH& 107 (or higher), or placement testing into MATH& 142, 148 or 151
  - HLTH 123 Medical Terminology or qualifying score on the medical terminology competency exam.
  - One of the following: BCT 105 Computer Applications or documentation of computer literacy in MS Office or ENGL& 101

**Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the healthcare field.** A criminal record check is required prior to any clinical education experience or clinical field trip. Students who have a criminal record should meet with the dean of allied health and nursing to determine if the criminal history would prevent access to a healthcare facility. To determine if the criminal record would prevent eligibility to take the national exam, go to the ARRT website at [www.arrt.org](http://www.arrt.org) and download information from the "ethics" section.



## Radiologic Technology *continued*

### Student Responsibilities:

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

- Pay a nonrefundable acceptance fee by the designated deadline.
- Provide a current healthcare provider CPR card, which must include but not be limited to first aid/ CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers.
- Provide a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through [www.nursingceu.com](http://www.nursingceu.com) or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to [www.wvc.edu/alliedhealth](http://www.wvc.edu/alliedhealth)).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at [4studenthealth.relationinsurance.com](http://4studenthealth.relationinsurance.com).
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least seven years and be completed within 45 days of program start. Students are required to order their own background checks at Complio.
- Provide results of a ten-panel drug test, not older than 45 days, from Complio.
- Complete the allied health packet, which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours. Visit the radiologic technology Web page for essential functions, [www.wvc.edu/radtech](http://www.wvc.edu/radtech).

**Note:** Required documents are to be submitted to the student immunization tracker.

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

### Program outcomes

The WVC Radiography Program, in close cooperation with quality affiliate healthcare centers, is committed to providing proficient, caring radiographers by providing students with abundant learning opportunities to prepare them to successfully pass the American Registry of Radiologic Technologists (ARRT) National Board Examination and to enter the workforce as competent entry-level radiographers and/or transfer to upper-level education institutions.

Through this program, students and graduates should be able to:

- Possess effective communication skills.
- Possess critical thinking skills (problem solving ability).
- Demonstrate clinical competency.
- Exhibit professionalism (act responsibly as an individual and member of a team).



## Radiologic Technology *continued*

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

Offered at Wenatchee campus

#### First Year

Spring Quarter		Credits
RADT 101	Introduction to Radiologic Technology...	2
RADT 111	Radiation Physics .....	5
RADT 121	Principles of Exposure I .....	3
RADT 131	Radiographic Positioning I .....	4
RADT 105	RADT Success I (Optional) .....	1

#### Summer Quarter

Social Science*	Choose any five-credit Psychology, Communications, Anthropology or Sociology class numbered 100 or above .....	5
ENGL& 101*	Composition: General .....	5
RADT 122	Principles of Exposure II .....	3
RADT 132	Radiographic Positioning II .....	4
RADT 151	Imaging Modalities .....	1

#### Fall Quarter

RADT 123	Principles of Exposure III .....	2
RADT 133	Radiographic Positioning III .....	4
RADT 141	Radiation Biology and Protection .....	2
RADT 152	Patient Care .....	3
RADT 106	RADT Success II (Optional) .....	1

#### Winter Quarter

RADT 134	Radiographic Positioning IV .....	4
RADT 161	Special Procedures .....	2
RADT 162	Clinical Observation .....	1
RADT 191	Sectional Anatomy .....	3
RADT 107	RADT Success III (Optional) .....	1

**Total Credits for Second Year      53-56**

#### Second Year

Spring Quarter		Credits
RADT 231	Clinical Education I .....	13
RADT 241	Radiographic Seminar I .....	1

#### Summer Quarter

RADT 171	Radiographic Pathology .....	2
RADT 232	Clinical Education II .....	9
RADT 242	Radiographic Seminar II .....	1

#### Fall Quarter

RADT 233	Clinical Education III .....	13
RADT 243	Radiographic Seminar III .....	1

#### Winter Quarter

RADT 234	Clinical Education IV .....	13
RADT 244	Radiographic Seminar IV .....	1

**Total Credits for Second Year      54**  
**Total Credits for Degree      107**

\*Course may be taken before being accepted into the radiologic technology program.



## Majors Course Sequences

WVC offers several course sequences that help prepare students for transfer into specific majors at four-year schools. These courses are not programs and will not result in a degree or certificate; however, some of these courses are included in the associate of science-transfer degree and business transfer degree (see pages 39 and 58). If transferring to a four-year institution, students should verify the transferability of these course sequences at their desired institution.

For more information, review the course descriptions or contact an adviser.

### Accounting

201, 202, 203: Principles of Accounting I, II, III

### American Sign Language

121, 122, 123: American Sign Language I, II, III

### Art

110, 113, 222: Drawing I, II, Advanced  
 111, 116, 117: Figure Drawing I, II, III  
 130, 131: Graphic Design Technology I, II  
 132, 133: 3D Digital Design 1, 2  
 135, 234: Graphic Design I, II  
 150, 151, 152, 250: Ceramics I, II, III, Advanced  
 154, 155, 256: Sculpture 1, 2, Advanced  
 210, 211, 212, 220: Painting I, II, III, Advanced  
 217, 218, 219: Native American Beading I, II, III  
 224, 225: Printmaking 1, Advanced

### Biology

211, 212, 213: Majors Cellular, Plants, Animals  
 211, 241, 242, 260: Majors Cellular, Anatomy and Physiology 1, Anatomy and Physiology 2, Microbiology (pre-nursing)

### Chemistry

161, 162, 163: General Chemistry I, II, III  
 261, 262, 263: Organic Chemistry I, II, III

### Computer Science:

141, 142, 203: Programming Fundamentals, Intermediate Programming, Data Structure and Algorithms

### Economics

201, 202: Micro Economics, Macro Economics

### Engineering

102, 105, 106: Engineering Graphics and Design, Computer Aided Design, Computer Aided Design: Solid Modeling

### English

101 and 201 *or* 202 *or* 203 *or* 235: Composition: General, Advanced Essay, Critical Analysis, Research, Technical Writing

### History

116, 117, 118: Western Civilization I, II, III  
 146, 147: U.S. History I, II  
 271, 274, 275: Eastern World History-Southeast Asia, Eastern World History-East Asia, Eastern World History-South Asia

### Japanese

121, 122, 123, 221, 222, 223: Japanese I, II, III, IV, V, VI

### Math

151, 152, 153, 211, 238, 254: Calculus I, II and III; Linear Algebra; Differential Equations; Calculus IV  
 171, 172, 173: Math for Elementary Educators

### Music

121, 122, 123, 131, 132, 133, 241, 243: Ear Training 1, 2 and 3; Music Theory 1, 2, 3, 4 and 5

### Native Language (available on the Omak campus)

101, 102, 103, 204, 205, 206: Nselxcin I, II, III, IV, V, VI  
 111, 112, 113, 214, 215, 216: Nimipu I, II, III, IV, V, VI  
 121, 122, 123, 224, 225, 226: Nxa?amxcin I, II, III, IV, V, VI

### Physics

114, 115, 116: General Physics I, II, III  
 221, 222, 223: Engineering Physics I, II, III

### Physical Education - Athletic Training

180, 182, 189 *or* 289, 286, 287, 288

### Physical Education - Exercise Science

180, 182, 283, 284, 285, 287, 287, 288

### Spanish

121, 122, 123, 221, 222, 223: Spanish I, II, III, IV, V, VI  
 231, 232, 233: Spanish for Heritage Learners I, II, III

### Theater

165, 265: Acting I, II



## Course Descriptions

Course descriptions are listed on the following pages. The specific courses offered each academic year, including online classes, are listed in official class schedules posted online. Course offerings may be changed without prior notice.

### Course legend

Courses followed by letters in brackets fulfill one of six graduation requirements for certain degrees, including direct transfer agreements. The legend for those symbols is:

- [C] – Communication Skills
- [QS] – Quantitative Skills
- [H] – Humanities
- [NS] – Natural Science
- [SS] – Social Science
- [GE] – General Elective
- [D] – Meets Diversity Requirement

### Course Numbers and Credit Hours

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

Courses numbered below 100 are developmental and not intended for transfer credit. Courses numbered above 100 will generally transfer to four-year colleges or universities, although there are limits to the number of technical credits that can be included in a transfer degree. If a student plans to transfer to a four-year school, they should consult that school's catalog to verify transferability of WVC courses. Questions regarding the transferability of any course should be directed to the student services department or the admissions/registration office at WVC.

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

### Distance Learning Courses

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

### Hybrid Courses

Hybrid courses are a blend of an on-campus class and a distance learning online class. These classes will have a specified face-to-face meeting time, which will be significantly less than an on-campus class, and an online component that offers students flexibility in managing their schedules. With hybrid courses, students will not be required to be on campus every day of the week. Course content and college credit are equivalent to on-campus and distance courses. Transfer to other institutions is the same as any other credit classes. Because hybrid courses are writing intensive, students should have good writing skills as well as average keyboarding and word-processing skills (ENGL& 101 is highly recommended). Access to the internet is also required.

### Being successful in Online Courses

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

### Interactive Television (K-20)

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

### Cooperative Work Experience (CWE)

Cooperative work experience (CWE 195 and 196/296) is a way to earn college credit through on-the-job experience in a chosen field. This program offers students a way to combine classroom study at WVC with related work experience under the supervision of an employer. Work experience, paid or unpaid, must be related to a student's educational and career objectives.

This program is subject to the following stipulations:

- Students must meet with the CWE coordinator to determine eligibility and to complete the enrollment process.
- Course credit may be earned for work experience if the work is related to either the student's major or vocational goal.



- One CWE credit requires 50 hours of work experience.
- Regular registration policies and tuition rates apply to CWE credits.
- CWE 196/296 credit will be awarded on a pass/fail basis and will not affect GPA. CWE 195 is graded.
- The CWE coordinator will meet with the student and their employer on the job site as part of the evaluation process for CWE credits.
- No more than 10 CWE credits may be applied to any WVC degree.

### Alternative Instruction

- *Directed Study*
- *Independent Project*

With the approval of the appropriate deans, instructor and vice president of instruction, students may contract for an alternative instruction course to expand their learning beyond the scheduled curriculum or students may take an existing course if it is not being offered during the quarter requested.

This agreement is subject to the following stipulations:

- To be eligible, the student must have completed 45 credits with a maximum cumulative GPA of 2.5 or higher at WVC. The appropriate administrator must approve any waivers of this requirement.
- The application form must be completed by the 10th day of the quarter and delivered to the appropriate dean along with an unofficial transcript attached.
- A maximum of five alternative instruction credits can be earned in one quarter.
- Regular admissions policies and tuition costs apply to credit for directed study and independent project.
- Each independent project credit requires the student to work 30 hours under supervision of an instructor.
- Some fees may apply to a particular course depending on the nature of the course.
- After approvals are obtained, copies of the contract must be distributed to the admission/registration office, the instruction office and the instructor.
- Application forms are available in the admission/registration office, the instruction office and online at wvc.edu.

### Diversity Requirement for Graduation

Being aware of the role WVC can play in educating our students for participation in a multicultural world, the Diversity & Cultural Enrichment Core Theme Council along with the Educational Achievement Core Theme Council has identified the following six diversity competencies we believe all students who seek an associate in arts and sciences direct transfer agreement degree should learn through taking at least five credits of diversity courses (course highlighted with a "[D]" designation)

during their term of study at WVC. The diversity requirement for graduation will be in effect starting with new students in fall 2018. Every WVC AAS-DTA seeking student will need to take at least 5 credits of diversity courses to graduate.

#### Six Standards

1. **Understanding Discrimination and Racism:** An understanding of race and racism in the U.S. while also exploring the meaning of power and privilege, along with historical patterns, marginalization and demographics of American society in terms of race, ethnicity, gender, gender identity, sexual orientation, religion, ability and class differences.
2. **Self-reflection of Personal Identities and Bias:** Self-reflection by students regarding one's own personal identities, biases and personal prejudices, in a manner that is observable by the instructor. Expression of student's cultural awareness, sensitivity, diversity and cultural competency.
3. **Global or International Issues and Impact on U.S. Culture:** Global or international issues, including the flow of people, religion, genocide, human rights violations, cultures, labor, capital, diseases, or resources past or present, across or within geographical borders with an emphasis on the global understanding of the diversity of United States culture and other cultures across the globe.
4. **Identity Development and Intersectionality:** Exploring how race, class, gender and other categories of difference are socially constructed, flexible, and overlapping; how identities and their representations change over time; how different identities intersect with one another and are shaped by power, privilege and systemic discrimination.
5. **Systemic Discrimination and Oppression:** Knowledge of the origins and systemic nature of prejudice, discrimination and oppression that has been directed toward people of diverse backgrounds and orientations.
6. **Analysis of Public Policy and its Effect on Diverse Populations:** Analyzing and critiquing public policies that affect various groups of people in different ways; understanding how social trends impact institutions and lives of individuals; developing conceptual tools for analyzing bias, prejudice, and discrimination in society.

#### Student Learning Outcomes Categories: Cultural Diversity

- Understanding discrimination and racism
- Self-reflection of personal identities and bias
- Global or international issues and impact on U.S. culture
- Identity development and intersectionality
- Systemic discrimination and oppression
- Analysis of public policy and its effect on diverse populations



### Diversity Courses

For the most up-to-date list of diversity courses, visit [www.wvc.edu/Diversity](http://www.wvc.edu/Diversity). Courses certified as of June 2019:

- **AIIS 102** - Introduction to American Indian Studies
- **ANTH 100** - Survey of Anthropology
- **ANTH 206** - Cultural Anthropology
- **ANTH 220** - Cross-Cultural Studies
- **CHST 112** - Chicano/a History: An American Journey
- **CHST 115** - La Chicana: Gender, History and Intellectualism
- **CHST 120** - Identity, Art and Culture
- **ENGL 247** - Multicultural Literature
- **GEOG 100** - Introduction to Geography
- **GEOG 102** - World Regional Geography
- **GEOG 150** - Introduction to Sustainability
- **HIST 147** - US History II
- **HIST 260** - History of Mexico
- **HIST 261** - Latin America: History Through Revolution
- **HUMN 242** - Global Cinema
- **POLS 203** - International Relations
- **POLS 205** - Contemporary World Problems
- **SOC 135** - Sociology of Women
- **SOC 151** - Sociology of Race & Ethnicity
- **Exceptions for study abroad courses:** Students must individually petition to have study abroad courses meet the diversity requirement.

### Special Topics

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

### Looking for some different or interesting options?

- Try distance learning—students can earn their associate of arts and sciences degree through online courses. Students can also add day and evening classes taught on both the Wenatchee and Omak campuses.
- Try evening classes—students can earn their associate of arts and sciences degree by taking classes during the evening. They can also mix in some distance learning classes.
- Try Native languages—at the WVC Omak campus, Native languages are taught through a partnership with the Colville Confederated Tribes.
- Try short-term technical programs to assist in career development.
- Try a learning community—watch for offerings of Northwest Nature Writing, Form and Function: Integrating Art and Ornithology, Chicano Studies

and Critical Analysis, or Drawn to Geology. These are 10-credit classes that combine English courses with science or Chicano/a Studies, or art with science. For more information, visit [www.wvc.edu/learningcommunities](http://www.wvc.edu/learningcommunities).

- Discover music with state-of-the-art technology—our music majors use mobile devices and laptop computers with professional industry software.



# Common Course Numbering

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

Common courses are identified with an "&" following the department or class name. Transfer courses that are not listed as common will still transfer under the direct transfer agreement outlined in the catalog and on the college website: [www.wvc.edu](http://www.wvc.edu). For questions regarding this change, please visit the Washington State Board for Community & Technical College's website located at [www.sbctc.ctc.edu](http://www.sbctc.ctc.edu).

Former WVC Course ID	WVC Course Title	Common Course ID	Common Course Title	Former WVC Course ID	WVC Course Title	Common Course ID	Common Course Title
ANTH 101	Intro to Anthropology	ANTH& 100	Survey of Anthropology	GER 103	German III	GERM& 123	German III
ANTH 130	Intro to Linguistics	ANTH& 207	Intro to Linguistics	HIST 101	Ancient History	HIST& 116	Western Civilization I
ANTH 201	Biological Anthro	ANTH& 205	Biological Anthropology	HIST 102	Medieval History	HIST& 117	Western Civilization II
ANTH 202	Sociocultural Anth	ANTH& 206	Cultural Anthropology	HIST 103	Modern History	HIST& 118	Western Civilization III
ANTH 203	Prin of Archaeology	ANTH& 204	Archaeology	HIST 162	Pacific NW History	HIST& 214	Pacific NW History
ANTH 230	Plateau Culture	ANTH& 217	Plateau Native Peoples	HIST 204	U.S. History I	HIST& 146	US History I
ART 101	Introduction to Art	ART& 100	Art Appreciation	HIST 205	U S History II	HIST& 147	US History II
ASTR 217	Intro to Astronomy	ASTR& 101	Intro to Astronomy	HIST 210	Native American History	HIST& 219	Native American History
BIOL 101	Intro to Biology	BIOL& 100	Survey of Biology	HUMN 101	Intro to Humanities	HUM& 101	Intro to Humanities
BIOL 121	Biology of Cells	BIOL& 211	Majors Cellular	HUMN 200	Ancient Greece	HUM&116	Humanities I
BIOL 122	Biology of Plants	BIOL& 212	Majors Plants	HUMN 201	Humanities in Western Civ. I	HUM&117	Humanities II
BIOL 123	Biology of Animals	BIOL& 213	Majors Animals	HUMN 202	Humanities in Western Civ. II	HUM&118	Humanities III
BIOL 128	Oceanography: Marine Env	OCEA& 100	Intro to Oceanography	JAPN 101	Japanese I	JAPN& 121	Japanese I
BIOL 221	Hum Anatomy/Phys I	BIOL& 241	Human A & P 1	JAPN 102	Japanese II	JAPN& 122	Japanese II
BIOL 222	Hum Anatomy/Phys II	BIOL& 242	Human A & P 2	JAPN 103	Japanese III	JAPN& 123	Japanese III
BIOL 223	Microbiology	BIOL& 260	Microbiology	JAPN 204	Japanese IV	JAPN& 221	Japanese IV
BUSA 101	Intro to Business	BUS& 101	Intro to Business	JAPN 205	Japanese V	JAPN& 222	Japanese V
BUSA 201	Intro to Law	BUSA& 201	Business Law	JAPN 206	Japanese VI	JAPN& 223	Japanese VI
BUSA 251	Financial Acct I	ACCT& 201	Prin of Accounting I	MATH 108	Mathematical Reasoning	MATH& 107	Math in Society
BUSA 252	Financial Acct II	ACCT& 202	Prin of Accounting II	MATH 115	Elements of Calculus	MATH& 148	Business Calculus
BUSA 253	Managerial Acct	ACCT& 203	Prin of Accounting III	MATH 120	Precalc I: Algebra	MATH& 141	Precalculus I
CHEM 101	Introductory Chemistry	CHEM&110	Chemical Concepts w/lab	MATH 121	Precalc II: Trig	MATH& 142	Precalculus II
CHEM 110	Survey/Inorgan Chem	CHEM& 121	Intro to Chemistry	MATH 124	Calculus I	MATH& 151	Calculus I
CHEM 111	Survey Organic & Bio	CHEM& 131	Intro to Organic/Biochem	MATH 125	Calc/Anlyt Geom II	MATH& 152	Calculus II
CHEM 121	General Chem I	CHEM& 161	General Chemistry I w/lab	MATH 126	Calc/Anlyt Geom III	MATH& 153	Calculus III
CHEM 122	General Chem II	CHEM& 162	General Chemistry II w/lab	MATH 201	Statistical Analysis	MATH& 146	Introduction to Stats
CHEM 123	General Chem III	CHEM& 163	General Chemistry III w/lab	MATH 227	Calculus IV	MATH& 254	Calculus IV
CJ 101	Intro to Criminal Justice	CJ& 101	Intro to Criminal Justice	MUS 101	Surv/West Mus: Renaissan	MUSC& 105	Music Appreciation
CJ 120	Intro to Criminal Law	CJ& 110	Criminal Law	MUS 106	Music Theory 1A	MUSC& 131	Music Theory 1
CJ 130	Intro to Juvenile Justice	CJ& 106	Intro to Juvenile Justice	MUS 107	Music Theory 1B	MUSC& 132	Music Theory 2
CJ 201	Intro to Corrections	CJ& 105	Intro to Corrections	MUS 108	Music Theory 1C	MUSC& 133	Music Theory 3
CJ 220	Crime Scene Investigations	CJ&240	Introduction for Forensics	MUS 131	Sight Singing/Ear Training 1A	MUSC& 121	Ear Training 1
COMM 102	Intro: Communication	CMST& 101	Introduction to Comm	MUS 132	Sight Singing/Ear Training 1B	MUSC& 122	Ear Training 2
COMM 105	Interpersonal Commun	CMST& 210	Interpersonal Comm	MUS 133	Sight Singing/Ear Training 1C	MUSC& 123	Ear Training 3
COMM 220	Public Speaking	CMST& 220	Public Speaking	MUS 206	Music Theory IV	MUSC& 241	Music Theory IV
CSC 201	Programming Fundamentals	CSC& 141	Programming Fundamentals	MUS 207	Music Theory V	MUSC& 242	Music Theory V
CSC 202	Intermediate Programming	CSC& 142	Intermediate Programming	MUS 208	Music Theory VI	MUSC& 243	Music Theory VI
ECE 101	Intro. to Early Childhood	ECED& 105	Intro. to Early Childhood	NUTR 101	Intro to Nutrition	NUTR& 101	Nutrition
ECE 102	Child Development	EDUC& 115	Child Development	PHIL 101	Intro to Philosophy	PHIL& 101	Intro to Philosophy
ECE 108	Health, Safety, Nutrition	ECED& 107	Health, Nutrition & Safety	PHIL 106	Intro to Logic	PHIL& 115	Critical Thinking
ECE 113	Child Guidance	EDUC& 130	Guiding Behaviors	PHYS& 121	General Physics I	PHYS& 114	General Physics I
ECE 116	Working with Families	EDUC& 150	Child, Family & Comm.	PHYS& 122	General Physics II	PHYS& 115	General Physics II
ECE 118	Early Childhood Environ.	ECED& 170	Environ. for Young Children	PHYS& 123	General Physics III	PHYS& 116	General Physics III
ECE 125	Intro to Special Educ	EDUC& 204	Exceptional Child	PHYS 115	Survey of Physics	PHYS& 100	Physics Non-Sci Majors
ECE 131	Field Experience I	ECED& 120	Practicum-Nurturing Relat.	PHYS 121	Engineering Physics I	PHYS& 221	Engineering Physics I
ECE 206	Sharing Lit. w/ Children	ECED& 180	Language & Literacy I	PHYS 122	Engineering Physics II	PHYS& 222	Engineering Physics II
ECE 212	Observation & Assessment	ECED& 190	Observation & Assessment	PHYS 123	Engineering Physics III	PHYS& 223	Engineering Physics III
ECE 215	Infant/Toddler Curric.	ECED& 132	Infant/Toddler Curric.	POLS 101	American Government	POLS& 202	American Government
ECE 216	School Age Care	EDUC& 136	School Age Care	POLS 110	Intro to Politics	POLS& 101	Intro to Political Science
ECE 265	Program Management	ECED& 139	Administration	POLS 222	International Relations	POLS& 203	International Relations
ECON 201	Intro Microeconomics	ECON& 201	Micro Economics	PSYC 101	Intro to Psychology	PSYC& 100	General Psychology
ECON 202	Intro Macroeconomics	ECON& 202	Macro Economics	PSYC 201	Human Development	PSYC& 200	Lifespan Psychology
ENGL 101	Comp:General	ENGL& 101	English Composition I	SIGN 101	American Sign Lang I	ASL& 121	Am Sign Language I
ENGL 106	Intro to Literature	ENGL& 111	Intro to Literature	SIGN 102	American Sign Lang II	ASL& 122	Am Sign Language II
ENGL 212	Contemp Fiction	ENGL& 112	Intro to Fiction	SOC 102	Prin of Sociology	SOC& 101	Intro to Sociology
ENGL 230	Survey of British Literature	ENGL& 226	British Literature	SOC 105	Social Problems	SOC& 201	Social Problems
GEOG& 101	Intro. to Geography	GEOG& 100	Intro. to Geography	SPAN 101	Spanish I	SPAN& 121	Spanish I
GEOG 201	Economic Geography	GEOG& 207	Economic Geography	SPAN 102	Spanish II	SPAN& 122	Spanish II
GEOG 202	World Regional Geography	GEOG& 102	World Regional Geography	SPAN 103	Spanish III	SPAN& 123	Spanish III
GEOL 101	Intro to Geology	GEOL& 101	Intro to Physical Geology	SPAN 204	Spanish IV	SPAN& 221	Spanish IV
GEOL 210	Geology of the Pacific NW	GEOL& 208	Geology of the Pacific NW	SPAN 205	Spanish V	SPAN& 222	Spanish V
GER 101	German I	GERM& 121	German I	SPAN 206	Spanish VI	SPAN& 223	Spanish VI
GER 102	German II	GERM& 122	German II	THTR 110	Intro Theater	DRMA& 101	Intro to Theatre



## Accounting

### ACCT 102 5 credits Practical Accounting I

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

### ACCT 103 5 credits Practical Accounting II

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

### ACCT 105 3 credits Payroll and Tax Accounting

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

### ACCT 165 5 credits Computerized Accounting

A comprehensive study of computerized accounting systems in both service and merchandising environments. Realistic business simulations are analyzed by using a variety of companies and projects. Commercial Windows accounting software demonstrates the use of fully integrated accounting systems. Students will set up a computerized system for manual conversion. Prerequisites: ACCT 102, BCT 105 or equivalents.

### ACCT& 201 [GE] 5 credits Principles of Accounting I

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

### ACCT& 202 [GE] 5 credits Principles of Accounting II

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

### ACCT& 203 [GE] 5 credits Principles of Accounting III

Covers topics and concepts related to internal decision-making for business, to help managers use accounting information to make decisions and achieve control. Topics include an introduction to management theory and concepts, cost terminology, costing techniques, cost behavior, cost-volume-profit considerations, segment analysis, budget analysis, pricing, incremental analysis, and capital budgeting. Prerequisite: ACCT& 202 or instructor's signature.

## Adult Basic Education

### ABE 012 1-5 credits Digital Literacy I

Designed for the beginning technology user: basic use and functions of mobile and traditional digital technology tools. Addresses beginning keyboarding, I/O device use, menu and GUI navigation, and basic internet and email usage with contextual activities covering HS21+ topics. This course may confer HS21+ English, occupational education or elective credit. Prerequisites: appropriate placement scores in English Language Acquisition or a grade of "B-" (2.7) or better in ABE 016.

### ABE 013 1-5 credits Digital Literacy II

Students with basic familiarity of traditional and mobile digital technology will explore office productivity applications, internet content, online learning management systems, and advanced information manipulation and organization with contextual activities covering HS21+ topics. This course may confer HS21+ occupational education or elective credit. Prerequisites: appropriate placement scores in English Language Acquisition or a grade of "B-" (2.7) or better in ABE 017 or HSC 017 or ABE 012 or HSC 012. Keyboarding, some web use, email, and social media recommended.

### ABE 014 1-5 credits Digital Literacy III

Students will finalize college and career readiness in digital literacy as they explore advanced functions of learning management systems, email, internet content, digital research and reporting, and office productivity applications with contextual activities covering HS21+ topics. This course may confer HS21+ occupational education or elective credit. Prerequisites: appropriate placement scores in English Language Acquisition or a grade of "B-" (2.7) or better in ABE 017 or HSC 017 or ABE 013 or HSC 013. Keyboarding, some web use, email, and social media recommended.

### ABE 016 1-10 credits Foundational English Language Acquisition

Introduction to English Language Acquisition skills for non-native speakers. Covers reading, writing, listening and speaking skills for everyday use, with emphasis on alphabet, simple grammar, pronunciation, common vocabulary and present tenses, using contextual learning and goal-setting activities. Replaces ESL 020. Prerequisites: appropriate placement scores in English Listening or Reading.

### ABE 017 1-10 credits Basic English Language Acquisition

Designed for basic-level learners of English to improve reading, writing, listening and speaking skill; stresses sentence structure, verb tenses, subject-verb agreement and vocabulary in contextual activities involving HS21+ topics. This course confers HS21+ English credit and may confer other HS21+ credit. Prerequisites: appropriate placement scores in English Language Acquisition, or a grade of "B-" (2.7) or better in ABE 016.

### ABE 018 5-10 credits Intermediate English Language Acquisition

Through contextual activities involving HS21+ topic areas,



learners continue development of reading, writing, speaking and listening skills. Students navigate complex sentences and single paragraph passages for comprehension and effective written communication. This course confers HS21+ English credit and may confer other HS21+ credit. Prerequisites: appropriate placement scores in English Language Acquisition, or a grade of "B-" (2.7) or better in ABE 017 or HSC 017. Keyboarding/word processing skills recommended.

### **ABE 019** **5-10 credits** **Advanced English Language Acquisition**

Through contextual activities involving HS21+ topics, learners demonstrate full competency in reading, writing, speaking and listening for college and career success. Students apply advanced English language skills in highly complex, multi-paragraph communicative tasks. This course confers HS21+ English credit and may confer other HS21+ credit. Prerequisites: appropriate placement scores in English Language Acquisition, or a grade of "B-" (2.7) or better in ABE 018 or HSC 018. Keyboarding/word processing skills recommended.

### **ABE 040** **1-5 credits** **Basic ABE Math**

Introductory mathematical concepts described in CCRSs Levels A and B, including place value, simple operations and problem solving, basics of geometry and measurement, and introduction to fractions, decimals and percentages. Includes contextual activities covering HS21+ topics. Prerequisites: appropriate placement scores in English Language Acquisition, or a grade of "B-" (2.7) or better in ABE 016.

### **ABE 041** **1-5 credits** **Intermediate ABE Math**

Learners continue development in mathematical reasoning to outcomes described in CCRSs Levels C and D, including multi-digit operations, common factors and multiples; increasingly complex fractional, decimal and percentage operations; ratios and proportions; introductory algebraic equations; and development of geometry, statistics and measurement concepts. Includes contextual activities covering HS21+ topics. Prerequisites: appropriate placement scores in Math, or a grade of "B-" (2.7) or better in ABE 040 or HSC 040.

### **ABE 042** **1-5 credits** **Advanced ABE Math**

Advanced competencies as described in CCRSs Level E in mathematics, algebra and geometry, including rational and irrational numbers, ratio and rate reasoning, real-world application of numerical and algebraic equations, functions, and advanced geometry, statistics and measurement concepts. Includes contextual activities covering HS21+ topics. Prerequisites: appropriate placement scores in Math, or a grade of "B-" (2.7) or better in ABE 041 or HSC 041.

### **ABE 061** **1-5 credits** **ABE College & Life Skills**

Intensive college orientation activities, through contextual reading and writing assignments. Students develop organizational and communication skills; explore educational and career pathways; become proficient in interactions with college classes, instructors and other students; and learn to navigate college systems. This course may confer HS21+ credit for English, occupational

education, or electives. Prerequisites: appropriate placement scores in English Language Acquisition, or a grade of "B-" (2.7) or better in ABE 018 or HSC 018.

### **ABE 077** **1-10 credits** **Secondary Preparation: Equivalency Exams & Diplomas**

Students will address topics required for High School Equivalency (HSE) or High School Diploma success, in individual, group or class projects and portfolio artifact production. This self-paced, variable-credit emporium course may confer any earned HS21+ credit in any subject area. Prerequisites: appropriate placement scores in English Language Acquisition, or a grade of "B-" (2.7) or better in ABE 018 or HSC 018.

### **ABE 082** **1-5 credits** **English Language Learner Support Studies for Workforce Pathways**

Assists English language learners in career/technical pathways to achieve success and attain certificates or degrees. Course emphasizes subject terminology, concepts and related literacy/ numeracy skills in a college setting, as well as college system navigation and strategies for student success. Prerequisites: appropriate CASAS placement score in listening and reading. Enrollment is by permission only.

## **Agriculture**

### **AGRI 005** **19 credits** **Hispanic Orchard Employee Education Program I**

Designed for Latino orchard employees at a supervisory level. Includes basic instruction in Spanish emphasizing technical terminology in English in many facets of tree fruit production; basic math, practice in reading, writing, speaking and listening in English based in horticultural topics; and presentations of subjects concerning everyday life and citizenship.

### **AGRI 006** **19 credits** **Hispanic Orchard Employee Education Program II**

Designed for Latino employees who have satisfied all the requirements of the first-year program (AGRI 005). Offers in-depth instruction in tree fruit production, applied English terminology and math. Includes presentations of subjects concerning everyday life and citizenship. Prerequisite: AGRI 005 or instructor's signature.

### **AGRI 015** **19 credits** **Hispanic Orchard Employee Ed Program III/Integrated Pest Management Technology**

Intensive IPM program prepares Latino orchard employees as pest management scouts. Instruction, mostly in Spanish, emphasizes English terminology. Includes study of pests, field sampling techniques, pest management basics and record keeping. Includes basic math, reading, writing, speaking and listening in English, and discussion of everyday life and citizenship.

### **AGRI 016** **19 credits** **Hispanic Orchard Education Level IV/Farm Management**

Taught in Spanish, this course introduces the principles and practices of farm management, including goal setting, developing a record-keeping system, cash flow, farm financial statements,



balance sheets, budgets, personnel management, laws and regulations, legal forms, and food safety. Prerequisites: basic command of the English language.

**AGRI 017** **19 credits**  
**Hispanic Orchard Education Level V/Intro Viticulture**

Taught in Spanish, this course introduces the production and management of wine grapes and their juices. Includes plant physiology, canopy management, soils, irrigation, plant nutrition, thinning, harvest, storage, marketing and vineyard financial management. Prerequisites: basic command of English language.

**AGRI 018** **19 credits**  
**Hispanic Orchard Employee ED Program VI/Advanced Viticulture**

Taught in Spanish. Offers more in-depth information about the production systems and management of wine grapes and their juices. Includes site selection and vineyard establishment, soils, pests and irrigation management, human resources, vineyard business plan, marketing and whole farm ecosystems. Prerequisites: basic command of English language.

**AGRI 019** **19 credits**  
**HOEEP VII/Integrated Pest Mgmt Tech/Vineyard Mgmt**

Intensive technical instruction to prepare Latino vineyard employees as pest management scouts and to introduce them to basic vineyard economics and management. Instruction is mostly in Spanish, emphasizing terminology in English. The purpose of this course is to prepare students for mid-management and management positions.

**AGRI 101 [GE]** **3 credits**  
**Introduction to Agriculture**

Introduction to modern agricultural industries, history, management philosophies, and challenges. Course topics include: food crop production, sustainable resource management, global food demands, and economics. Students will be provided an opportunity to research and explore their career interests and create a strategy for their professional future in agriculture.

**AGRI 105** **3 credits**  
**Agricultural Mechanics**

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

**AGRI 108 [GE]** **3 credits**  
**Introduction to Horticulture**

Introduction to horticulture studies. Instruction includes: its history and philosophy and core topics in pomology, olericulture, floriculture, viticulture, propagation, growing systems management and strategies. Course will provide students the necessary skills and experiences to explore meaningful career paths in horticulture.

**AGRI 116** **1 credit**  
**Agriculture Lab I**

This course provides hands-on opportunities and experiences through organized class activities and projects for fall agricultural practices including: greenhouses, gardens, orchards, vineyards and native landscapes. Ag Labs I, II, and III can be taken in any order.

**AGRI 117** **1 credit**  
**Agriculture Lab II**

This course provides hands-on opportunities and experiences through organized class activities and projects for winter agricultural practices including: greenhouses, gardens, orchards, vineyards and native landscapes. Ag Labs I, II, and III can be taken in any order.

**AGRI 118** **1 credit**  
**Agriculture Lab III**

This course provides hands-on opportunities and experiences through organized class activities and projects for spring agricultural practices including: greenhouses, gardens, orchards, vineyards and native landscapes. Ag Labs I, II, and III can be taken in any order.

**AGRI 130** **3 credits**  
**Agricultural Technologies**

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

**AGRI 161** **2 credits**  
**Introduction to Plant Science**

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

**AGRI 162** **3 credits**  
**Introduction to Soils**

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

**AGRI 189** **1-5 credits**  
**Agriculture Leadership**

Schedule and participate in industry-related activities that enhance leadership capabilities. With guidance from an instructor, students develop a written plan outlining the anticipated leadership experiences and complete a portfolio detailing the completed experiences with a self-assessment of the leadership qualities gained. Out-of-pocket fees/expenses may be required. Prerequisites: Instructor's signature.

**AGRI 254** **5 credits**  
**Integrated Pest Management**

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

**AGRI 255** **5 credits**  
**Field Based Integrated Pest Management**

Lecture and lab oriented class emphasizing the use of integrated



pest management (IPM) in horticulture situations of the Pacific Northwest. Identification and biology of insects, mites, diseases, and weed pests that affect plants. Hands-on experience with current methods for monitoring and managing major pests.

**AGRI 261** **5 credits**  
**Plant Science**

Develops an understanding of basic plant morphology and physiology emphasizing horticultural science and fruit tree crops. Topics include form and function of plants, plant metabolism, plant growth and development, reproduction, techniques of fruit tree improvement, and plant/environment interaction.

**AGRI 262** **5 credits**  
**Introduction to Pomology**

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

**AGRI 263** **5 credits**  
**Soils**

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

**AGRI 264** **5 credits**  
**Post Harvest Technology**

In-depth studies of principles and practices of deciduous tree fruit production in the Northwest, including: fruit maturation and ripening, indexes of maturity, harvesting, fruit tree acclimation, hardiness, fruit anatomy, cultivar identification, rodent control, and orchard floor management.

**AGRI 265** **5 credits**  
**Crop Growth & Development**

Principles and practices of deciduous tree fruit production in the Northwest, including pruning, formation and renovation of bearing trees, care of non-bearing trees, rootstocks, inter-stems, dwarf fruit trees, tree structure, growth, orchard systems, orchard establishment in new and old sites.

**AGRI 266** **5 credits**  
**Crop Production Management**

In-depth studies of principles and practices of deciduous tree fruit production in the Northwest. Includes flower bud initiation and development, pollination, fertilization, pollinizers, fruit set and development, thinning and alternate bearing, frost control, fruit tree propagation, and summer pruning.

**AGRI 268** **5 credits**  
**Organic Agricultural Production**

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

**AGRI 269** **5 credits**  
**Organic Plant Nutrition**

In-depth study of organic plant nutrition. Emphasis will be on how

essential nutrients affect plant growth and development and food production, including the inter-relationships between organic nutrients and soil fertility. Composting and soil building practices will be emphasized. Prerequisites: AGRI 261 recommended.

**AGRI 289** **5 credits**  
**Sustainable Agriculture and Food Systems**

Examination of social, economical and ecological consequences of the modern, industrial agriculture paradigm. Topics include history of agriculture, worldviews, the sustainability concept, alternative agriculture systems, world food systems, agro ecology, ecological economics, biotechnology, local food systems and the geography of hunger.

**AGRI 196/296** **1-5 credits**  
**Cooperative Work Experience**

Intended to continue providing authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. An expanded portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Variable credit. Prerequisites: instructor's permission.

## American Indian Indigenous Studies

**AIIS 102 [SS] [D]** **5 credits**  
**Introduction to American Indian Studies**

Introductory course to American Indian Studies as an interdisciplinary academic field of study centered on the experiences and perspectives of Indigenous peoples of North America. Topics include the development of AIIS and how it fits with key terms, concepts, and legislation that have influenced Indigenous peoples and communities for centuries.

**AIIS 103 [SS] [D]** **5 credits**  
**The Indigenous Pacific Northwest**

This course introduces students to the origins, histories and cultures of the diverse Indigenous peoples of the Pacific Northwest. Students will explore content largely presented through Indigenous perspectives that include both historical and contemporary narratives.

**AIIS 202 [SS] [D]** **5 credits**  
**Contemporary Topics in American Indian and Indigenous Studies**

Contemporary topics explored include treaty and water rights, natural resource management and extraction, gaming, food sovereignty, education, and community health and wellness. Issues are examined individually as well as how they interrelate with each other within the sovereignty of Indigenous nations across North America.

**AIIS 203 [H] [D]** **5 credits**  
**Introduction to American Indian Indigenous Literature**

Exploration of the literary diversity of contemporary Indigenous authors, including novels, autobiographies, short stories, and poetry. Consideration of how these texts are used as a means of Indigenous expression and resistance to colonization. Texts include those from pivotal authors such as N. Scott Momaday, Vine Deloria, Jr., and Louise Erdrich.



## American Sign Language

### ASL& 121 [H] 5 credits American Sign Language I

Beginning signing for communication using American Sign Language. Provides an understanding of the conceptual aspects of the language. Addresses sentence structure. Includes the manual alphabet and approximately 500 signs for words and phrases. Incorporates manual and non-manual markers. Introduces deaf history and culture.

### ASL& 122 [H] 5 credits American Sign Language II

Intermediate signing for communication using American Sign Language. Introduction to broader vocabulary and development and practice of conversational skills. Additional information regarding the history and culture of ASL and the deaf is explored. Prerequisites: ASL&121 or instructor's signature.

### ASL& 123 [H] 5 credits American Sign Language III

Continuation of ASL&122. Further development of conversational skills, including grammar and Deaf culture information. Communicative proficiency is the main objective of the sequence. Successful completion would prepare the student to enter the second year sequence of ASL classes. Prerequisites: successful completion of ASL&121 and ASL&122 or equivalent with a grade of "C" or better, or instructor's signature.

## Anthropology

### ANTH&100 [SS] [D] 5 credits Survey of Anthropology

A general introduction to the four fields of anthropology: biological anthropology, archaeology, anthropological linguistics, and sociocultural anthropology. The approach will be holistic, scientific, and social. Students will be challenged to reexamine their perceptions of the relationships between the biological and culturally defined human experience.

### ANTH& 204 [SS] 5 credits Archaeology

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

### ANTH& 205 [NS] 5 credits Biological Anthropology

Study of the origins and adaptations of the human species with a focus on human diversity. Includes the scientific investigation of the primate fossil record and living populations of monkeys, apes and humans. Includes laboratory.

### ANTH&206 [SS] [D] 5 credits Cultural Anthropology

Introduction to basic methods and theories used by sociocultural anthropologists in the field, with a focus on the dynamic nature of culture. Social and cultural variations of human kind will be analyzed by comparing the life ways of various Western and non-

Western peoples.

### ANTH& 207 [SS] 5 credits Intro to Linguistics

Survey of major subfields of linguistics including phonetics, phonology, morphology, syntax, semantics, language acquisitions and sociolinguistics. Prerequisites: ENGL 097 with a grade of "C" (2.0) or better or instructor's signature.

### ANTH& 217 [SS] 5 credits Plateau Native Peoples

An overview of the culture and culture areas inhabited by the Sahaptian and Salish nations of the Plateau Region. A historical and contemporary view of the life ways, including Indian/non-Indian relations, adaptations and effects of contact on the Salish and Sahaptian cultures in the Plateau Region.

### ANTH 220 [SS] [D] 5 credits Cross-Cultural Studies

This is a discussion/seminar-oriented approach to cultural comparisons. Two or more cultural experiences will be compared with the American example and non-ethnocentric conclusions reached.

## Art

### ART& 100 [H] 5 credits Art Appreciation

Appreciation of various visual art forms with emphasis on the history, materials and aesthetics of art (not a studio course).

### ART 106 [H] 5 credits Design: 2-Dimensional Composition and Color

Introduction to the elements and principles of two-dimensional design and composition. Includes study of planar structure, depth illusions, figure-ground relationships and color theory.

### ART 107 [H] 5 credits 3D Design: Introduction to Sculpture

Introduction to the elements and principles of sculpture and three-dimensional composition through a variety of processes and materials. Emphasis on spatial structure, basic volumes, and relationships of form and space.

### ART 110 [H] 5 credits Drawing I

Introduction to the principles of drawing from observation. Investigation of proportion, modeling and perspective with various drawing media. Prerequisite: ART 106 recommended.

### ART 111 [H] 5 credits Figure Drawing I

Introduction to the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models.

### ART 113 [H] 5 credits Drawing II

Continuation of study of the principles of drawing from observation, with investigation of proportion, modeling and perspective in various drawing media. Prerequisite: ART 110.



**ART 116 [H] 5 credits**  
**Drawing: Figure II**

Continuation of study of the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models. Prerequisite: ART 111.

**ART 117 [H] 5 credits**  
**Drawing: Figure III**

Continuation of study of the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models. Prerequisite: ART 116.

**ART 130 [H] 5 credits**  
**Graphic Design Technology I**

An introductory, comprehensive step-by-step instruction and explanation of the "how" and "why" behind the industry standard software skills of Adobe Creative Suite, including InDesign, Photoshop and Illustrator. Students will be introduced to each feature as they work through information, including projects, reviews and step-by-step tutorials. Prerequisites: basic computer skills required or instructor's signature.

**ART 131 [H] 5 credits**  
**Graphic Design Technology II**

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

**ART 132 [H] 5 credits**  
**3D Digital Design 1: Intro to 3D Comp Aided Model**

Provides an introduction to computer-aided three-dimensional modeling technology used by designers in various disciplines including industrial design, graphic design, Web design, game design, sculpture, and animation.

**ART 133 [H] 5 credits**  
**3D Digital Design 2: Adv Model, Rendering & Pres**

Provides further development of skills in the computer-aided three-dimensional modeling technology used by designers in various disciplines including industrial design, graphic design, Web design, game design, sculpture and animation. Focus is on developing advanced skills in rendering and presentation.

**ART 134 [H] 5 credits**  
**Introduction to Graphic Design**

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

**ART 135 [H] 5 credits**  
**Graphic Design I**

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

**ART 137 [H] 5 credits**  
**Typography**

Focuses on using typography as the primary visual in design exploration, with text introduced as a design element. Includes font classification, composition and production techniques. Projects cover typographic history, effective use of type and letterforms, and working knowledge of effective typographic methodology to creatively solve communications problems. Prerequisites: ART 135 (may be taken concurrently) or instructor's signature.

**ART 138 [H] 5 credits**  
**Digital Photography**

An introduction to fundamentals of digital photography. Topics include learning to use and understand digital cameras, shooting techniques, lenses, correct exposure, lighting, composition, creative image enhancement and manipulation. Includes instruction on skills useful for graphic design. Prerequisites: ART 130 recommended.

**ART 139 [H] 5 credits**  
**Publication Design & Layout**

Foundation class for graphic designers identifies issues specific to publications and ways in which design principles and techniques are applied to solve them. Topics include effectively organizing content, using type and color, understanding the development of functional and visually engaging compositions, understanding visual and informational hierarchy, and typography. (formerly ART 136) Prerequisites: ART 135 or instructor's signature.

**ART 141 [H] 5 credits**  
**Illustration I**

Introduction to the study of techniques and methods used in illustration. Concentrated practice in working with available media and techniques, with emphasis on the use of design elements in creating effective graphics for visual advertising and journalistic communications.

**ART 142 [H] 5 credits**  
**Illustration II**

Advanced study of techniques and methods used in commercial illustration projects. Concentrated practice on a variety of media and techniques, including digital media, in order to create effective imagery for visual communication. Prerequisite: ART 141.

**ART 143 [H] 5 credits**  
**Natural Science Illustration**

Study and practice of techniques and methods used in commercial illustration projects, with subjects and applications related to natural sciences. Using research and observation of specimens, the course provides concentrated practice on a variety of media and techniques, including digital media, in order to create effective imagery for visual communication. Prerequisites: some drawing experience is recommended.



**ART 150 [H] 5 credits**  
**Ceramics I**

Introduction to the history, methods, materials, skills and equipment for creating ceramic design. Work in hand methods, wheel throwing, glazing and firing.

**ART 151 [H] 5 credits**  
**Ceramics II**

Continued study and work in the methods and skills for creating ceramics. Prerequisite: ART 150.

**ART 152 [H] 5 credits**  
**Ceramics III**

Continued study and work in the methods and skills for creating ceramics. Prerequisite: ART 151.

**ART 154 [H] 5 credits**  
**Sculpture 1**

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

**ART 155 [H] 5 credits**  
**Sculpture 2**

Sculpture 2 follows Sculpture 1 as a further investigation of three-dimensional form in art, including advanced experience with subtractive, additive, modeling, and casting processes, along with theoretical and conceptual practices of object making. The creative process is developed through projects that emphasize creative expression and the sculptural work's presentation. Prerequisites: ART 154.

**ART 201 [H] 5 credits**  
**Art History Survey: Ancient to Medieval**

Introduction to the history of art. Survey of the art and architecture of Western Civilization from prehistoric through Gothic periods.

**ART 202 [H] 5 credits**  
**Art History Survey: Renaissance**

Introduction to the history of art. Survey of the art and architecture of Western Civilization from Renaissance through Neoclassical periods.

**ART 203 [H] 5 credits**  
**Art History Survey: Modern**

Introduction to the history of art. Survey of the art and architecture of Western Civilization from Romantic through Modern periods.

**ART 206 [H] 5 credits**  
**Printmaking: Intaglio**

Studio problems and individual development in intaglio printmaking. Includes drypoint, line etching, and aquatint using traditional copperplate processes. Prerequisite: ART 106 recommended.

**ART 208 [H] 5 credits**  
**Printmaking: Relief**

Studio problems and individual development in relief printmaking.

Includes black and white, color, subtractive, and multiblock processes. Prerequisite: ART 106 recommended.

**ART 210 [H] 5 credits**  
**Painting I**

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

**ART 211 [H] 5 credits**  
**Painting II**

Continued study of the principles and processes of oil and/or acrylic painting. Prerequisites: ART 210 or instructor's signature.

**ART 212 [H] 5 credits**  
**Painting III**

Continued study of the principles and processes of painting. Prerequisite: ART 211.

**ART 213 [H] 5 credits**  
**Watercolor I**

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

**ART 217 [H] 5 credits**  
**Native American Beading I**

Introduction to basic materials, cultural styles and techniques of Native American beading. Three-color Peyote stitch and two-needle flatwork articles will be created.

**ART 218 [H] 5 credits**  
**Native American Beading II**

Continued study in the materials, cultural styles and techniques of Native American beading. Seven colors for Peyote stitch and flatwork with student-researched designs. Prerequisite: ART 217.

**ART 219 [H] 5 credits**  
**Native American Beading III**

Advanced study of the materials, cultural styles, and techniques of Native American beading, including beading onto leather and completion of a large project. Prerequisites: ART 218.

**ART 220 [H] 5 credits**  
**Painting: Advanced**

Advanced study of the principles and processes of oil and/or acrylic painting. Emphasis on development of individual approaches to form and media. May be repeated. Prerequisite: ART 212.

**ART 222 [H] 5 credits**  
**Drawing: Advanced**

Advanced study of the theory and practice of drawing. Emphasis on the development of individual approaches to form and media. Prerequisite: ART 113.

**ART 224 [H] 5 credits**  
**Printmaking 1**

Introduction to the art of printmaking, including studio problems and individual design development. Students will learn to use intaglio and relief processes to create editions of fine art prints. Prerequisites: ART 106 or ART 110 recommended.



**ART 225 [H] 5 credits**  
**Printmaking: Advanced**

Advanced study of the theory and practice of printmaking. Emphasis on the development of individual approaches to form and media. Prerequisites: ART 206, ART 208 or ART 224.

**ART 233 [H] 5 credits**  
**Packaging Design**

Packaging design combines marketing and graphics with an emphasis on three-dimensional design. Packages are analyzed and positioned from a marketing point of view. Brand marks, visual graphics and color schemes are developed for individual products and more sophisticated related product lines. Typical assignments include food, fragrance and mass-market packaging designs. Prerequisites: ART 135 or instructor's signature.

**ART 234 [H] 5 credits**  
**Graphic Design II**

Studio course covering the process and purpose of graphic design. Projects include developing graphic design solutions for logos, branding, book jackets, packaging, posters, and advertising. Components of the design process including typography, layout, two-dimensional design principles, the job search, and student portfolios will be covered. Prerequisites: ART 139 or instructor's signature.

**ART 235 [H] 5 credits**  
**Web Graphic Design**

Introduction to Web Site Graphic Design stressing fundamental principles and their application to the Web. Beyond mastering technical details of software, the course focuses on the essential building blocks of color, type, and layout, in working toward professional, appealing & functional website designs. Prerequisites: ART 234 or instructor's signature.

**ART 236 [H] 5 credits**  
**Graphic Design - Branding**

Capstone class investigates each phase of the branding process through comprehensive coverage of key brand applications in graphic design and advertising. Gain insight into the art of designing individual brand applications: brand identity, promotional design, identification graphics, websites and advertising. Develops strategies for generating ideas and creating brands. Prerequisites: ART 235 or instructor's signature.

**ART 250 [H] 5 credits**  
**Ceramics: Advanced**

Advanced study of the theory and practice of ceramics. Emphasis on the development of individual approaches to form and media. May be repeated. Prerequisites: ART 152.

**ART 256 [H] 5 credits**  
**Sculpture: Advanced**

Advanced Sculpture builds upon skills from previous sculpture classes, developing greater technical and conceptual skills in three-dimensional visual art practices. Students develop a sophisticated body of three-dimensional work, and a directed, productive approach to studio practice. Prerequisites: ART 155.

**Astronomy****ASTR& 101 [NS] 5 credits**  
**Introduction to Astronomy**

Explore the universe through scientific analysis of astronomical images, observations and measurements. Learn the history of astronomy, the nature of light, how to locate and identify objects in the night sky, how the solar system originated, stars, galaxies, and the expansion of the universe. Indoor and outdoor laboratory exercises. Prerequisite: MATH 093 or higher.

**Automotive Technology****AUTO 100 1 credit**  
**Shop Procedures**

Includes use and maintenance of special tools and equipment, service and repair record keeping, use of technical reference materials, and regulations governing the automotive repair industry. Special emphasis placed on development of a positive attitude toward personal safety, a safe workplace and treatment of hazardous materials. Prerequisites: instructor's signature.

**AUTO 110 4 credits**  
**Electrical Systems**

Modular, self-paced course presenting fundamental principles and terminology. Ohm's Law, wiring diagrams, diagnostic and test instruments. Diagnosis and repair of batteries, starting systems, charging systems, lighting systems, operator information systems, and on-board body, computer control systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

**AUTO 112 3 credits**  
**Engine Repair**

Modular, self-paced course covering internal combustion engine mechanical systems, components and operation. Diagnosis of component systems malfunctions. Practical application in cylinder head reconditioning and repair. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

**AUTO 113 4 credits**  
**Engine Performance**

Modular, self-paced instructor-guided course encompassing spark-system management, fuel-system management, emissions control, computerized engine control systems sensors and actuators, and use of diagnostic equipment. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 110 and instructor's signature.

**AUTO 114 4 credits**  
**Automatic Transmission/Transaxle**

Modular self-paced course of study of theory, application, diagnosis and repair of fluid power, hydraulics, power transmission and final drive units as applied to automatic transmissions and transaxles. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

**AUTO 115 4 credits**  
**Manual Drivetrains**

Modular, self-paced course of study in theory, diagnosis, adjustment and repair of manual drive train components including



clutch, transmission, driveline and axles. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

**AUTO 116** **4 credits**  
**Suspension Steering and Alignment Laboratory**

Study and application of automotive suspension and steering systems. Studies include two-wheel and four-wheel alignment, diagnosis, adjustment, and repair of systems and system components. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

**AUTO 117** **4 credits**  
**Brake Systems**

Modular course covering theory, diagnosis, adjustment and repair of automotive brake systems including brake hydraulic systems, drum-brake and disc-brake systems, brake power boosters, parking brake systems and anti-skid brake systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

**AUTO 118** **4 credits**  
**Auto Heating and Air Conditioning**

Modular self-paced course on automotive heating and air conditioning systems, including diagnosis, service and repair of system components, theory of operation, and system controls. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

**AUTO 191** **2 credits**  
**Auto Project Laboratory I**

For first-year automotive students who require extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. Prerequisites: enrollment in automotive program or instructor's signature.

**AUTO 192** **2 credits**  
**Auto Project Laboratory II**

For first-year automotive students who require extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. Prerequisites: enrollment in automotive program, completion of AUTO 100 and 113, or instructor's signature.

**AUTO 193** **2 credits**  
**Auto Project Laboratory III**

For first-year automotive students who require extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. Prerequisites: enrollment in automotive program, completion of AUTO 114 and 116, or instructor's signature.

**AUTO 210** **4 credits**  
**Advanced Electrical Systems**

Modular, self-paced course presenting fundamental principles and terminology. Ohm's Law, wiring diagrams, diagnostic and test instruments. Diagnosis and repair of batteries, starting systems, charging systems, lighting systems, operator information systems, and on-board body, computer control systems. Leadership and

human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

**AUTO 212** **4 credits**  
**Advanced Engine Repair**

Modular, self-paced course covering internal combustion engine mechanical systems, components and operation. Diagnosis of component systems malfunctions. Practical application in cylinder head reconditioning and repair. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 112, or instructor's signature.

**AUTO 213** **8 credits**  
**Advanced Engine Performance**

Modular, self-paced instructor-guided course encompassing spark-system management, fuel-system management, emissions control, computerized engine control systems sensors and actuators, and use of diagnostic equipment. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 113, or instructor's signature.

**AUTO 217** **4 credits**  
**A.B.S. Brakes/Scanners**

Course covering theory and the use of scan tools in the diagnosis, adjustment and repair of automotive brake systems including brake hydraulic systems, drum and disc-brake systems, brake power boosters, parking brake systems and anti-skid brake systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 117, or instructor's signature.

**AUTO 219** **4 credits**  
**Engine Drivability**

Modular, self-paced, instructor-guided course covering diagnosis of actual live drivability problems and use of diagnostic equipment, including standard-industry scopes and scan tools. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 113, or instructor's signature.

**AUTO 220** **12 credits**  
**Advanced Technical Practices**

Designed as a review of previously completed classes as selected by the student and the advisor/instructor for the purpose of review and/or area specialization. Course outline consists of a composite of the learning competency packets that the student has completed during previous participation in automotive classes. Prerequisites: instructor's signature.

**AUTO 250** **5 credits**  
**Diesel Engine Construction**

Modular, self-paced course covering internal combustion and mechanical systems of diesel engine components and operation. Diagnosis of component systems malfunctions and practical application in diagnosing cylinder block and head performance and repair. Leadership and human relations are an integral part of instruction. Prerequisites: industry experience and instructor's signature.

**AUTO 260** **5 credits**  
**Diesel Fuel & Ignition**

Intermediate course focusing on the function, properties and characteristics of diesel fuel. Learn about high- and low-pressure



fuel systems, hydraulically actuated electronic unit injector systems and high pressure common rail fuel injection systems. Students will also learn about air intake systems including turbo/blower applications. Prerequisites: industry experience and instructor's signature.

**AUTO 270 5 credits**  
**Diesel Diagnosis & Repair**

Advanced course focusing on exhaust gas recirculation and exhaust after treatment systems and components. Identify and learn the purpose of onboard diagnostics, and learn to use scan tools and lab scopes in the diagnostic procedures of OBD fault detection and emissions monitors. Prerequisites: industry experience and instructor's signature.

**AUTO 291 2 credits**  
**Auto Project Laboratory IV**

For second-year automotive students who require extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. Prerequisites: enrollment in automotive program and completion of the first year certificate or instructor's signature.

**AUTO 292 2 credits**  
**Auto Project Laboratory V**

For automotive students who require extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. Prerequisites: enrollment in automotive program and completion of the first-year certificate or instructor's signature.

**AUTO 293 2 credits**  
**Auto Project Laboratory VI**

For automotive students who require extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. Prerequisites: enrollment in automotive program, completion of AUTO 217 or instructor's signature.

**AUTO 196/296 1-5 credits**  
**Cooperative Work Experience**

Designed to provide students with on-the-job practical field experience. One credit for each five hours of work experience per week. Variable credit. Prerequisites: instructor's permission.

## Biology

**BIOL& 100 [NS] 5 credits**  
**Survey of Biology**

Covers the basic biological principles and processes for the nonscience major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory.

**BIOL 106 [NS] 5 credits**  
**Introduction to Marine Biology**

An introductory course about marine life found in the ocean depths, at the polar extremes, in coral reefs, estuaries and in the

open sea. The course includes a survey of plankton, marine plants and marine animals. In addition, marine communities, resources and human impacts on marine ecosystems will be covered.

**BIOL 125 [NS] 5 credits**  
**Environmental Science**

An introductory ecologically oriented biological sciences laboratory course studying, from an interdisciplinary perspective, the environmental problems confronting humanity. An understanding of the nature of the ecological crisis and their global implications will be emphasized. Includes laboratory.

**BIOL 126 [NS] 5 credits**  
**Survey of Genetics**

Investigation into the continuity of life, including Mendelian genetics, reproduction, population genetics, evolutionary processes, and environmental influences on individuals and populations. Emphasis is on human congenital conditions, reproduction and evolution. Includes laboratory. Prerequisites: interest in genetics or instructor's signature.

**BIOL 127 [NS] 5 credits**  
**NW Environments**

Field-oriented course exploring the animal life and vegetation of the Pacific Northwest. Local forests, rivers, lakes and deserts examined with emphasis on ecology and plant and animal identification. Includes extensive field work. Includes laboratory. Prerequisites: Interest in our local flora and fauna.

**BIOL 185 [NS] 5 credits**  
**Insects & Ecosystems**

This course is designed to create an awareness and appreciation of arthropods (insects and their relatives) and their role in the health of the local ecosystem. Course concentrates on the identification, biology, natural history, and the interaction of arthropods in their environments. Course designed for biologists, collectors and gardeners. Includes laboratory.

**BIOL 186 [NS] 5 credits**  
**Survey of Plants of the Pacific Northwest**

Identification and the natural history of plants in regional ecosystems of the Pacific Northwest. Students will be introduced to the principles of plant identification and survey techniques while studying the local plant communities of the region. Taxonomic and pictorial keys will be used to identify the plants and their role in their plant community will be stressed. Includes laboratory.

**BIOL& 211 [NS] 5 credits**  
**Majors Cellular**

Covers the structure and function of cells, metabolism, energetics, cell reproduction, and Mendelian and molecular genetics. Includes an introduction to the basic principles of bioinformatics. Recommended for science majors, pre-professional students and allied health majors. Includes lab component. Prerequisites: recent chemistry class recommended.

**BIOL& 212 [NS] 5 credits**  
**Majors Plants**

Covers the structure and function of plants: plant anatomy, plant physiology, plant morphology, plant systematics and plant ecology. Plant evolution and diversity integrated throughout.



Recommended for biology majors and pre-professional students. Includes laboratory. Prerequisites: BIOL& 211 with a grade of "C" or better or instructor's signature.

**BIOL& 213 [NS] 5 credits**  
**Majors Animals**

Covers the structure and function of animals. Evolution and ecology of animals introduced in the beginning, then integrated throughout in a survey of the major animal systems. Animal anatomy, physiology, ecology and evolution emphasized. Recommended for science majors, especially biology and pre-professional majors. Includes laboratory. Prerequisites: BIOL& 211 with a grade of "C" or better or instructor's signature.

**BIOL 216 [NS] 5 credits**  
**Plant Classification**

Identification, classification and natural history of native plants in our regional ecosystems. Principles of plant classification and nomenclature will be introduced while studying the local native flora of the area. Includes laboratory and field study. Prerequisites: recent college-level biology course or instructor's signature.

**BIOL 217 [NS] 5 credits**  
**Introduction to Ornithology**

Study of birds: flight, classification, behavior (migration, breeding, communication), habitats and distribution, and populations and conservation. Lab emphasizes observation and identification skills. Includes laboratory and field work. Prerequisite: an interest in birds.

**BIOL 218 [NS] 5 credits**  
**Insect Classification**

Identification, classification and biology of adult insects represented in our local fauna. Includes basic insect biology, external anatomy, keying, sight identification, and collecting and preserving skills. Includes lecture, lab and field work. Prerequisites: recent college-level biology course or instructor's signature.

**BIOL& 221 [NS] 5 credits**  
**Majors Ecology/Evolution**

Major topics include the physical environment, how organisms interact with each other and their environment, evolutionary processes, population dynamics, communities, energy flow and ecosystems, human influences on ecosystems, and the integration and scaling of ecological processes through systems ecology. Prerequisites: one majors biology course such as BIOL& 211, 212 or 213.

**BIOL 230 [NS] 5 credits**  
**Ethnobotany**

Survey of native plants of the Okanogan and their cultural, medicinal, and ecological importance to the First People and ecosystems of the Plateau Region.

**BIOL& 241 [NS] 5 credits**  
**Human Anatomy & Physiology 1**

Includes study of cells, tissues, and the skeletal, muscular, integumentary and nervous systems. Designed primarily for allied health majors. Includes laboratory. Prerequisites: BIOL& 211 with a grade of "C" or better or instructor's signature.

**BIOL& 242 [NS] 5 credits**  
**Human Anatomy & Physiology 2**

Continuation of Biology 241. Systematic treatment of special senses and endocrine, circulatory, respiratory, digestive, urinary and reproductive systems. Includes laboratory. Designed primarily for allied health majors. Prerequisites: BIOL& 241 with a grade of "C" or better or instructor's signature.

**BIOL& 260 [NS] 5 credits**  
**Microbiology**

Introduction to the biology of microorganisms. Emphasis on the relationship of microbes to disease, including prevention, immunology and treatment. Designed primarily for allied health majors. Includes laboratory. Prerequisites: BIOL& 211 with a grade of "C" or better or instructor's signature.

## Business

**BUS& 101 [GE] 5 credits**  
**Introduction to Business**

Introduction to the basic principles of business. Surveys the stock market, economics, principles of capitalism, global business, ethics, social responsibility, small business, management, organization theory, labor relations, marketing, and finance. Emphasis placed on current events, using Web resources, and activities related to business and economics. Prerequisites: none, but ENGL& 101 (or current enrollment) preferred.

**BUS 146 5 credits**  
**Business Ethics**

An in-depth view of the many ethical dilemmas encountered in today's organizational environment. A case-study approach is used to gain an understanding of the complex forces that shape the morals and values which are used in ethical decision-making.

**BUS 177 5 credits**  
**Business Leadership Development**

Leadership development and training emphasizing leadership theory, team building, and practical application through simulations. Additionally, students will understand their individual leadership style strengths and weaknesses.

**BUS& 201 [GE] 5 credits**  
**Business Law**

Introduction to legal institutions, processes, and legal reasoning. Topics include the law of contracts, torts, agency, sales, negotiable instruments, real property, personal property, business organizations, employment, government regulation, and ethics. Emphasis on legal reasoning, legal theory, and practical applications of legal issues as they relate to business. (Students may not get credit for both BUS 204 and BUS& 201).

**BUS 230 5 credits**  
**Introduction to Entrepreneurship**

Introduction to the elements of successful entrepreneurship, business opportunity identification and assessment, economic development strategies, and development of an effective business plan.

**BUS 240 [GE] 5 credits**  
**Principles of Management**

Study of management theory and concepts to provide students



with practical tools for planning, leading, organizing, staffing and controlling within a dynamic organizational environment. Decision-making techniques for developing competitive advantages based on cost, quality, innovation and speed are emphasized. Students will develop a comprehensive, industry-specific management project.

**BUS 241 [GE] 5 credits**  
**Principles of Marketing**

Problems and practices relating to the marketing exchange process. Emphasis on planning marketing strategies for product, price, promotion and distribution issues. Gain understanding of Integrated Marketing Communications systems approach, how to apply IMC concepts to both profit and nonprofit organizations. Develop a comprehensive, industry-specific marketing plan.

**BUS 242 5 credits**  
**Retail Management**

A study of the highly competitive, rapidly changing retail business environment. Topics include product and services retailing, store management, e-tailing, consumer decision-making, growth, planning the strategic profit model and globalization issues. Retail management concepts are taught within a conceptual, theoretical, practical and strategic framework.

**BUS 243 5 credits**  
**Human Resources Management**

Human resource management is concerned with managing people effectively in the workplace. Using theoretical and practical approaches, it examines the human resource manager's role and the role of all managers. Topics include philosophy, policies, organization, job design, employee selection, compensation/benefits, development, appraisal, promotion, discipline, termination and federal statutes.

**BUS 245 5 credits**  
**Small Business Management**

Major focus is developing a business plan for a new or existing business, including market analyses and financial forecasts. Additional topics are human resource management, forms of ownership, operational planning, and establishing and maintaining competitive advantages. Formerly BUSA 245.

**BUS 196/296 1-5 credits**  
**Cooperative Work Experience**

Designed to provide on-the-job practical field experience. One credit for each five hours of work experience per week. Variable credit class. Prerequisites: instructor's permission.

## Business Computer Technology

**BCT 100 2 credits**  
**Basic Computer Keyboarding**

An introductory course to develop basic keyboarding techniques with an emphasis on improving speed and accuracy. Course topics include alphabet, numeric and symbol keys.

**BCT 104 3 credits**  
**Computer Fundamentals**

Focuses on the computing fundamentals domain of Certiport's

industry certification for Internet and Computing Core (IC3), which covers a foundational understanding of computer hardware, software, operating systems, peripherals and troubleshooting.

**BCT 105 5 credits**  
**Computer Applications**

Focuses on the Key Applications domain of Certiport's industry certification for Internet and Computing Core (IC3), which covers popular word processing, spreadsheet, presentation and database applications, and the common features of all applications to help you work smarter and present yourself better. Prerequisites: BCT 100 recommended.

**BCT 106 1 credit**  
**Getting Started with Word Processing**

Use basic Word functions to enter, edit, cut, copy, paste and reorganize text. Enhance documents with graphics and tables. Use Word tools including spell checker, grammar checker, page layout and references.

**BCT 107 1 credit**  
**Getting Started with Spreadsheets**

Use basic Excel functions to enter, edit, cut, copy, paste and reorganize text and data and create simple formula. Spreadsheets will be enhanced with formatting and charts.

**BCT 109 1 credit**  
**Getting Started with Presentation Graphics**

Use presentation graphics software to create and view presentations. Enhance the presentation with pictures, shapes, SmartArt, tables and charts. Apply transitions.

**BCT 111 5 credits**  
**Business English**

Students will develop skills essential to good communication in the workplace: reading and comprehending, building a substantial vocabulary, and speaking and writing grammatically correct English. This course is designed to improve English-usage skills in business, including sentence structure, spelling, grammar, punctuation, vocabulary, editing, proofreading and use of reference materials. Prerequisites: Appropriate assessment score or successful completion of ENGL 097.

**BCT 115 2 credits**  
**Resume and Interview**

Prepares students to successfully pursue employment. Students will learn how to access electronic resources for employment opportunities and career assessments, and apply effective job search strategies. Students will create employment documents, practice interview skills and explore networking prospects. Prerequisites: highly recommended that students enrolling in this class have basic computer and word processing skills.

**BCT 116 3 credits**  
**Professional Work Relations**

This course focuses on interpersonal skills in the work place. Topics include: leadership, teamwork, diversity, employers' expectations and real world tools for resolving conflict in a simulated workplace.

**BCT 118 3 credits**  
**Customer Relations Management**

Develop skills for providing superior customer service in an



increasingly diverse world. Specific techniques will be covered that will result in improved communications with customers and customer satisfaction.

### **BCT 120** **Word Processing I** **5 credits**

Preparation for Microsoft Office Specialist Word exam. Students will create and manage documents, format document content, present information in tables and lists, insert and format pictures, create business diagrams, and reference sources. Prerequisites: BCT 100 recommended or typing speed of 20 wpm.

### **BCT 125** **Internet Use** **2 credits**

Preparation for IC3 Digital Literacy certification Living Online examination. Students will develop a foundational understanding of how to effectively use a computer in an Internet or networked environment. Students will explore current technologies used for electronic communication and the impact of computing and the Internet on society.

### **BCT 128** **Business Math** **5 credits**

Emphasizes math applications that reflect real-world situations and are essential for students going on to careers in accounting, marketing, retailing, banking, office administration and finance. Apply basic math concepts of whole number operations, fractions, decimals, percentages and equations to solve business problems. Prerequisites: MATH 093.

### **BCT 130** **Spreadsheets** **5 credits**

Preparation for Microsoft Office Specialist Excel exam. Students will create and manage workbooks and worksheets, modify and format cell content, present data in tables and charts, perform calculations on data, and insert and format objects in a worksheet. Prerequisites: MATH 093, BCT 105 or instructor permission.

### **BCT 150** **Database** **5 credits**

Preparation for Microsoft Office Specialist Access exam. Create and manage databases, build tables, and create queries, forms and reports. Prerequisites: BCT 105 or instructor permission.

### **BCT 160** **Presentation Graphics** **3 credits**

Preparation for Microsoft Office Specialist PowerPoint exam. Students will create and manage presentations and slides, insert and format slide content, animate slide content, transition between slides, manage multiple versions of a presentation, and prepare presentations for delivery.

### **BCT 170** **Microsoft Outlook** **2 credits**

Preparation for Microsoft Office Specialist Outlook exam. Students will use a personal information manager to acquire, organize, maintain, retrieve and use personal and business information. Understand how electronic communication works and how to communicate using electronic mail.

### **BCT 200** **Operating Systems** **5 credits**

This course focuses on the fundamentals of operating systems,

computer hardware and software concepts. Topics include: functions and features of operating system tools, systems and applications programs, file management, system customization, security, and maintenance.

### **BCT 205** **Business Communications** **5 credits**

Prepares students for proper communication in: the workplace, an interview, or a work-related meeting or function. Emphasis will be on communicating effectively through planning, composing and evaluating written, and/or oral communication and report writing. Prerequisites: ENGL 097 or BCT 111.

### **BCT 210** **Word Processing II** **5 credits**

Preparation for Microsoft Office Specialist Word Expert exams. Students will create, manage and distribute documents for a variety of specialized purposes and situations, and customize the Word environment to enhance the productivity needed to work with advanced documents used in a business setting. Prerequisites: BCT 120 or MOS Certification in Word.

### **BCT 220** **Spreadsheets II** **5 credits**

Preparation for Microsoft Office Specialist Excel Expert exams. Students will manage and share workbooks, apply and share custom formatting, present data in PivotTables and Pivot Charts, create models and scenarios, and create advanced formulas by using functions. Prerequisites: BCT 130 or MOS Certification in Excel.

### **BCT 230** **Database II** **5 credits**

Create, format and audit workbooks at an advanced level using database functions, macros, templates, web tools, multiple workbooks, imported/exported data, data tables, scenario management, Solver and VBA. Prerequisites: BCT 150.

### **BCT 250** **Desktop Publishing** **5 credits**

Focuses on general desktop publishing and classic design concepts. Plan and create various small single- and multiple-page publications using desktop publishing software and computer technology. Special attention given to design principles, typography, layout and production techniques to develop specific skills and competencies needed by professionals who use computer hardware and software for publications.

### **BCT 251** **Web Publishing** **5 credits**

Introduces popular Web design and graphics programs. Provides basic understanding of Web programming languages and applications. Covers use of graphics, sound and video, and appropriateness of multimedia on websites for journalism, advertising, public relations and e-commerce. Learn and integrate design principles and skills in various programs to create effective, attractive websites.

### **BCT 275** **Software Integrations** **5 credits**

This project-oriented course will prepare students to use Microsoft Office Suite applications to perform integrated tasks and functions. Students will use word processing, spreadsheet,



database, and presentation software to share data and link information between applications. Prerequisites: BCT 105, BCT 120 and BCT 130.

### **BCT 284** **5 credits** **Project Management**

Prepares students for proper planning, development and execution of projects of varying sizes in a variety of environments. This will necessitate the development of precise communication, organization, and research skills designed to make each project a realistic experience of assignments faced in the workplace.

## **Chemical Dependency Studies**

### **CDS 100** **5 credits** **Survey of Chemical Dependency**

Overview of historical and current definitions of substance use disorders. The effects of use on behavior, health, youth, family, special populations and society. Focus on the nature of addictions, causality, progression, assessment, scope, intervention, treatment and prevention.

### **CDS 101 [GE]** **5 credits** **Physiological Action of Alcohol and Other Drugs**

The human body's physical and behavioral response to alcohol and other drugs; current research findings; basic information and terminology essential for working on treatment teams with physicians and nurses, and for communicating with patients and with patients and families. Prerequisites: CDS 100, PEH 180.

### **CDS 103** **1 credit** **Foundations for the Substance Use Disorder Counselor**

This course will introduce students to profession of SUD counseling. Focus will be on credentialing process and basic information regarding professional readiness such as the relationship between personal and professional boundaries. Focus will be on the difference between a professional counselor and a peer support person. Introduction to ethical and legal responsibilities of counselors.

### **CDS 106** **5 credits** **Case Management of Chemical Dependency Client**

Counselor skill training in case planning and case management of the substance-abusing client. Overview of federal, state and agency policies and procedures, assessments, treatment, and discharge planning. Prerequisites: CDS 100, 101 or instructor's signature.

### **CDS 110** **4 credits** **Cultural Diversity Counseling for Chemical Dependency Studies**

A course of study designed to improve knowledge and skills of the Chemical Dependency Professionals while working with clients/patients with different cultural backgrounds. Prerequisites: CDS 100.

### **CDS 140** **2 credits** **Chemical Dependency Relapse Prevention**

Course will discuss the phenomena of post acute withdrawal as well as ensuing issues of relapse as they pertain to the disease of addiction, and the reuse of drugs after treatment as a separate and distinct episode not associated with treatment failure. Materials

discussed are the work of T. Gorski. Prerequisites: CDS 100, 101 or instructor's signature.

### **CDS 150** **3 credits** **Counseling the Addicted Adolescent**

An overview class covering the needs of the addicted adolescent. Covers many developmental, cognitive and physiological issues that are complicated by an adolescent's use of alcohol or other drugs. Prerequisites: CDS 100, CDS 101 or instructor's signature.

### **CDS 202** **5 credits** **Counseling Theory and Techniques**

Overview of communication skills, theories and techniques used in developing a common understanding of addictive behavior. Comprehensive review of how people behave and an introduction to counseling methods to facilitate change in working with chemically dependent patients. Prerequisites: CDS 100, CDS 101 or instructor's signature.

### **CDS 204** **4 credits** **Group Process in Chemical Dependency Treatment**

Theoretical foundation of group counseling as applied to alcohol/drug treatment. Use of groups in inpatient and outpatient treatment. Use of information in groups to foster change and growth. Dynamics of group interaction/group composition, goal setting, managing tasks, roles and normative boundaries; skill practice. Prerequisite: CDS 100, CDS 101 or instructor's signature.

### **CDS 205** **4 credits** **Chemical Dependency and the Family**

Models of family therapy and overview of structural, functional and systems approaches as applied to the chemically dependent family. Treatment issues related to family, stages of adaptation to chemical dependency, family roles, co-dependency, children of alcoholics, and adult children of alcoholics. Prerequisites: CDS 100, CDS 101 or instructor's signature.

### **CDS 207** **5 credits** **Law and Ethics in Chemical Dependency Counseling**

This course focuses on contemporary legal and ethical issues in the field of chemical dependency counseling including professional and peer relationships, boundaries, NADAAC code of ethics, multiple relationships and values in the counseling relationship and laws surrounding counseling including confidentiality and HIPAA regulations. Prerequisites: CDS 100, CDS 101 or instructor's signature.

### **CDS 210** **3 credits** **Community Prevention**

Focuses on prevention of alcohol and other drug abuse among children and adolescents. Discusses the history of prevention, current research, community needs assessments and best/promising practices in the field of prevention, and how to design and evaluate an effective prevention program.

### **CDS 215** **2 credits** **Advanced Individual Service Planning**

An advanced course in diagnosing Substance Use Disorders and developing Individual Service Plans using assessment information to individualize the client's treatment goals. Students will practice prioritizing the patient's needs to be addressed in treatment and develop measurable treatment goals and objectives. Prerequisite: CDS 106, CDS 207.



**CDS 270** **4 credits**  
**Survey and Pharmacology of Addiction**

Overview of historical and current views of substance use disorders as well as the body's physical and behavioral response to drugs, including current research and terminology essential for working in the addiction treatment field. Focus on the nature of addictions, causality, progression, assessment, scope, intervention, treatment and prevention. Prerequisites: instructor signature.

**CDS 272** **4 credits**  
**Addiction Treatment and Placement**

Course covers diagnosis, placement and treatment of substance use disorders. Topics include screening and assessment, use of ASAM placement criteria, treatment planning, documentation and overview of federal and state laws governing the patient in substance use disorder treatment. Prerequisites: Instructor signature.

**CDS 275** **4 credits**  
**Individual and Group Counseling for Substance Use Disorders**

Counseling theory/techniques for individuals, groups, families and adolescents dealing with substance use disorders (SUD). Focus on theoretical treatment models best suited for SUD treatment. Prerequisites: instructor signature.

**CDS 278** **3 credits**  
**Law and Ethics for Addictions**

Focus on contemporary legal and ethical issues in the field of substance use disorder counseling including professional and peer relationships, boundaries, NADAAC code of ethics, multiple relationships and values in the counseling relationship and laws surrounding counseling including confidentiality and HIPPA regulations. Prerequisites: instructor signature.

**CDS 295** **1-5 credits**  
**Field Experience in Chemical Dependency**

Supervised work experience in a chemical dependency treatment agency approved by college faculty. Prerequisites: instructor's signature.

## Chemistry

**CHEM 106 [NS]** **5 credits**  
**Drugs in Society**

Explores the basis of drug action, major categories of drugs, as well as risks and benefits of drug use from an individual, social and economic viewpoint. Other topics include historical perspective and ethnopharmacology; delivery, absorption, distribution, metabolism and elimination of drugs; modern drug development and regulation. Prerequisites: ENGL& 101 - Recommended: MATH 098 and ENGL 202 OR ENGL 203.

**CHEM& 110 [NS]** **5 credits**  
**Chemical Concepts**

Development of fundamental chemical principles and laboratory techniques applied to important sustainability concerns such as pollution, climate change and energy resourcing in an increasingly populated planet. While intended for non-science students and not a prerequisite per se, Chemical Concepts benefits students of limited chemistry background seeking STEM degrees. Includes laboratory.

**CHEM& 121 [NS]** **5 credits**  
**Introduction to Chemistry**

Inorganic chemistry for allied health students or for individuals needing a general science transfer credit. Includes laboratory. Prerequisites: MATH 099 or a grade of "3" or higher on the Smarter Balanced exam or appropriate assessment score.

**CHEM& 131 [NS]** **5 credits**  
**Introduction to Organic/Biochemistry**

Introductory organic and biochemistry satisfying allied health and transfer agriculture program requirements. A study of the principal functional groups of organic chemistry, nomenclature, physical properties, basic reactions, and their applications to living systems. Covers the principal classes of biomolecules (proteins, carbohydrates, lipids and nucleic acids). Includes laboratory. Prerequisites: CHEM& 121 or equivalent.

**CHEM& 161 [NS]** **5 credits**  
**General Chemistry w/Lab I**

A study of the states of matter; foundational atomic, ionic, and molecular structure; mass/mole relationships & stoichiometry; quantification of solution concentration, thermochemistry, fundamental chemical reactions, quantization of electronic distribution and periodicity. Mainly for science majors, engineers and other students requiring one or more years of college chemistry. Laboratory included. Prerequisites: One year of high school chemistry or CHEM& 121 and MATH& 141 or equivalent or appropriate math assessment score, or a grade of "4" or higher on the Smarter Balanced exam or instructor's permission.

**CHEM& 162 [NS]** **5 credits**  
**General Chemistry w/Lab II**

A study of the types of bonding between atoms, molecular structure and geometry, the principal states of matter focusing on liquids, solids, and solutions, rates of chemical reactions, chemical equilibria, and acid-base chemistry. Includes laboratory. Prerequisites: CHEM& 161.

**CHEM& 163 [NS]** **6 credits**  
**General Chemistry w/Lab III**

Acid-base theory and practice, the chemistry of metals and metal cations, including oxidation and reduction potentials and electrochemistry, equilibria related to ion solubility and complex-ion formation. Entropy and free energy applied to equilibrium phenomena. Discussion and measurement of the qualitative and quantitative chemistry of common ions. Includes two weekly laboratories. Prerequisites: CHEM& 162.

**CHEM& 261 [NS]** **6 credits**  
**Organic Chemistry w/Lab I**

The first of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. Topics include structure, nomenclature, physical properties, reactions and synthesis of the main types of organic compounds. Lab included. Prerequisites: CHEM& 163.

**CHEM& 262 [NS]** **6 credits**  
**Organic Chemistry w/Lab II**

The second of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those



fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. CHEM& 262 furthers the development of the properties, transformations and identification of organic molecules. Lab included. Prerequisites: CHEM& 261.

**CHEM& 263 [NS] 6 credits**  
**Organic Chemistry w/Lab III**

The third of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. CHEM& 263 furthers discussion of the properties, transformations and identification of organic molecules, including biomolecules. Lab included. Prerequisites: CHEM& 262.

## Chican@ Studies

**CHST 112 [SS] [D] 5 credits**  
**Chicano/a History: An American Journey**

Examines the Chicano/a (Mexican & Mexican American) experience in North America within a historical context. Beginning with an examination of the pre-Columbian Mesoamerican societies through European conquest and up to 20th century, students will engage in the following areas of scholarly inquiry: Nation development, migration/immigration, race, class, culture, political activism and civil rights.

**CHST 115 [SS] [D] 5 credits**  
**La Chicana: Gender, History and Intellectualism**

Investigate the social construction of La Chicana/Mexicana gender in both Mexico and the United States, but primarily in the United States. This investigation will include literary analysis, historical perspectives, feminist approaches and Chicana intellectualism. Additional points of study include Machismo, gender manifestations and Chicanas in contemporary society.

**CHST 120 [H] [D] 5 credits**  
**Identify, Art and Culture**

Critically investigates the production and consumption of Chicano/a forms of culture/identity. Examines Chicano/a culture as a dynamic process, which includes theater, literature, poetry, art, film and music.

## Communications

**CMST& 101 [H] 5 credits**  
**Introduction to Communication**

Introduction to the history, theory and practice of human communication. Development of effective communication skills for use in a variety of contexts, including, but not limited to: intrapersonal, interpersonal, intercultural, small group, relationships, workplace/organizational settings and new technology.

**CMST 130 [H] 5 credits**  
**Survey of Digital Communications**

Introduces students to digital communications, with an emphasis on the social impact of new media. Students explore emerging technologies and study their application in a variety of

environments. Empowers students to critically analyze and create basic digital projects, while learning how to be responsible digital citizens. Prerequisites: ENGL 097 equivalency or higher.

**CMST& 210 [H] 5 credits**  
**Interpersonal Communication**

Principles, processes and practices of interpersonal communication to appropriately and effectively communicate in given situations. Focus is on perception of self and others, including diversity, verbal and non-verbal cues, and strategies for understanding and improving interpersonal relationship dynamics. Prerequisites: concurrent enrollment in ENGL 097 or higher; successful completion of ENGL& 101 highly recommended.

**CMST& 220 [H] 5 credits**  
**Public Speaking**

Preparation and delivery of speeches to a public audience. Focus is on the improvement of one's communication skills through topic choice, research, organization and outlining of content; use of voice, body and self-confidence. Other areas covered are audience listening skills and speaker evaluations. Prerequisite: concurrent enrollment in ENGL 097 or higher; successful completion of ENGL& 101 highly recommended.

## Computer Science

**CSC 101 5 credits**  
**Introduction to Programming**

Introduction to computer programming. Intended for non-science majors. Explores the basics of computer programming using the BASIC language. Topics include console I/O, variables, expressions, decisions, arrays, repetition, console graphics, file I/O and functions. Prerequisites: word processing competency.

**CSC 110 [GE] 5 credits**  
**Introduction to Data Analytics**

Basic concepts, principles, and tools used in data analytics. Coursework is primarily done in the R programming language. Prerequisite: MATH&141 with a "C" or better.

**CSC& 141 [GE] 5 credits**  
**Programming Fundamentals**

Introduces programming fundamentals using a procedural, object-oriented language. Topics include expressions, simple I/O, data storage, variable usage, decision and repetition control structures, functions and parameter passing, design principles, and problem solving strategies. Prerequisites: MATH 099, Word processing competency.

**CSC& 142 [NS] 5 credits**  
**Intermediate Programming**

Introduces the concepts of object-oriented programming to students with a background in the procedural paradigm. Topics include project management, classes, APIs, instantiation of objects, references, lists, file I/O of records, inheritance, composition, polymorphism, interfaces, exception handling, computer graphics, and basic GUI programming. Intermediate JAVA. Prerequisites: CSC 201 or CSC& 141.



**CSC 151  
Web Design I****5 credits**

Introduction to Web content development using HTML (HTML5) and a variety of Web development tools. Publish content to the Web. Prerequisites: familiarity with Windows Operating System.

**CSC 152  
Web Design II****5 credits**

Web application client development, using interactive technologies such as JavaScript, JavaScript libraries, CSS, HTML, and asynchronous HTTP requests. Prerequisites: CSC 151 or instructor permission.

**CSC 153  
Web Design III- Web Application Programming****5 credits**

Web application server development, including writing software that runs on the server, database integration, and delivering Web pages generated from HTML templates. Prerequisites: CSC 152 or instructor permission.

**CSC 154  
Advanced Web Application Development****5 credits**

Students will develop advanced Web applications in an online environment. Prerequisites: CSC 151, CSC 152, CSC 153, or instructor permission.

**CSC 203  
Data Structures and Algorithms****5 credits**

Introduces the fundamental concepts of classic data structures with associated algorithms. Topics include recursion, searching and sorting lists (arrays, linked lists, stacks, queues, vectors), algorithmic analysis, big O notation, expression parsing, binary search operations, heaps, priority queues, other types of trees, Huffman encoding, toolbars, hash tables, and graphs. Prerequisites: CSC 202 or CSC& 142.

**CSC 210 (GE)  
Data Analytics Systems and Algorithms****5 credits**

Exploration of fundamental concepts, constructs, and techniques of modern data analytics systems. Coursework is primarily done in the R and Python programming languages. Prerequisite: CSC 110 with a "C" or better.

**CSC 215 (GE)  
Advanced Data Analytics Systems and Algorithms****5 credits**

Continuation of CSC 210. Exploration of fundamental concepts, constructs, and techniques of modern data analytics systems. Coursework is primarily done in the R and python programming languages. Prerequisite: CSC 210 with a "C" or better.

**CSC 241  
SQL Database Development****5 credits**

Explores the use of SQL to create, populate and maintain databases. Topics include entity relations, normalization, referential integrity, join types, selections, insertions, updates, deletes, constraints, views, indexing, stored procedures, triggers, cursors, ER modeling and database design. Prerequisites: CSC 201 or CSC& 141.

**CSC 243 (GE)  
Advanced Data Structures and Algorithms****5 credits**

Advanced data structures and fundamental computer science

algorithms using various techniques. Introduces algorithm complexity analysis and asymptotic notation. Emphasizes the design, analysis and comparison of various algorithmic solutions for a problem through the use of advanced data structures using the Java programming language. Prerequisite: CSC& 142 with a "C" or better.

**Computer Technology****CTS 105  
Survey of Networking****3 credits**

Networking for non-CTS majors or students seeking additional background on networking. Introduces the basics of networking, such as peer-to-peer, LANs, and WANs. Discover the history behind networking and how people use networking in the real world. Understand how computers share information. Learn the vocabulary of networking-understand the terms, abbreviations and acronyms.

**CTS 110  
Computer Hardware****5 credits**

Computer hardware troubleshooting. Designed to help prepare students for industry certifications as well as provide practical hands-on experience.

**CTS 115  
Computer Software****5 credits**

Fundamentals of supporting and troubleshooting computer operating systems. Prepare to pass CompTIA's A+ OS certification exam. Covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting and troubleshooting the different Windows operating systems.

**CTS 120  
Introduction to Networking****5 credits**

Beginning course in data networks. Emphasis is placed on the OSI model and discovery of modern data network design. Learn the functions and appropriate use of network hardware, software and protocols. Helps prepare students to pass CompTIA's Network+ certification exam.

**CTS 130  
Client Operating Systems****5 credits**

Familiarizes students with client operating systems (Windows, Linux, Mac OS platforms) with emphasis on connectivity, troubleshooting and architectural models. Gain hands-on experience in the process of installing and configuring network clients.

**CTS 135  
Client/Server Operating Systems****5 credits**

Familiarizes students with client and server operating systems (Windows client and Windows Server) with emphasis on connectivity, troubleshooting and architectural models. Gain hands-on experience in the process of installing and configuring network clients and server OS. Prerequisites: college-level reading and writing skills. Familiarity with the Windows Operating System.



**CTS 140**                      **5 credits**  
**Server Operating Systems**

Introduces students to the fundamentals of planning, implementing, managing and troubleshooting network servers in a modern LAN environment. Topics include connectivity, security, maintenance and disaster planning/recovery. Students will install and configure windows server.

**CTS 150**                      **5 credits**  
**Network Infrastructure**

Prepares students for industry certification exams. Learn to manage and maintain a Windows server environment. Provides an overview of networking, IP addressing basics, configuring a network interface, implementing Dynamic Host Configuration Protocol (DHCP), managing and monitoring DHCP and DNS. Prerequisites: CTS 140 or instructor's permission.

**CTS 160**                      **5 credits**  
**Active Directory**

Introduces Active Directory and prepares students to plan, configure and administer Active Directory infrastructure. Learn how to configure the Domain Name System (DNS) to manage name resolution, schema and replication and how to use Active Directory to centrally manage a network. Prerequisites: CTS 140 or instructor's permission.

**CTS 195**                      **2 credits**  
**Technology Seminar**

Regularly scheduled seminar covering contemporary news and issues dealing with technology. May be repeated with different topics.

**CTS 221**                      **5 credits**  
**Introduction to Linux**

Provides a comprehensive overview of the Linux operating system. Become familiar with the Linux command-line environment, utilities and applications, as well as the graphical X Window environment.

**CTS 222**                      **5 credits**  
**Security Fundamentals**

In this introductory course in network security, learn security fundamentals. Includes identification of security issues in modern networks and how to design a network to avoid security problems. Helps students prepare for the CompTIA Security+ Certificate.

**CTS 225**                      **5 credits**  
**Web Server Management**

Training in setting up, managing, securing and troubleshooting Web servers in both Windows and Linux environments. Prerequisites: CTS 140 or instructor's permission.

**CTS 231**                      **5 credits**  
**Intermediate Linux**

Provides a comprehensive overview of the Linux operating system. Become familiar with the Linux command-line environment, utilities and applications, as well as the graphical X Window environment. Perform more advanced Linux tasks. Learn how to manage and set up a web server, LAMP installation and Command Line operations. Prerequisites: college level reading and writing skills. Working knowledge of Windows OS. Keyboarding skills.

**CTS 232**                      **5 credits**  
**Network Design**

Advanced course that covers LAN/WAN Network design issues. Prerequisites: CTS 150, 160 or instructor's permission.

**CTS 235**                      **5 credits**  
**Managing Mail and News Servers**

Covers a wide range of material about e-mail servers, from installation, configuration, administration, troubleshooting, and maintenance. Prerequisites: CTS 140, CTS 150 and CTS 160 or instructor's permission.

**CTS 295**                      **2 credits**  
**Technology Seminar**

Regularly scheduled seminar covering contemporary news and issues dealing with technology. May be repeated with different topics.

**CTS 196/296**                      **1-5 credits**  
**Cooperative Work Experience**

Cooperative work experience is intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. A summary portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Variable credit class. Prerequisites: Computer Technology Systems (CTS) instructor written permission.

**Cooperative Work Experience****CWE 195**                      **5 credits**  
**Workplace Experience Practicum**

This course is designed to help students develop and improve their workplace competencies. Students will learn to establish and achieve workplace goals and assess how their performance contributes to their development as professionals. Students will participate in online modules on goalsetting, transferrable skills, resume, cover letter, interviewing and portfolio building. Prerequisite: Must currently be working in a job, internship, or volunteer position and work 120 hours over the quarter.

**CWE 198**                      **1 credit**  
**Cooperative Work Experience**

Youth United volunteer service work at non-profit agencies for high school students. Certificate awarded by United Way of Chelan & Douglas Counties can be used as PLA crosswalk.

**Criminal Justice****CJ& 101 [GE]**                      **5 credits**  
**Introduction to Criminal Justice**

Overview of the scope of a law enforcement officer, corrections officer, and probation officer's role. Jurisdiction of local, state and federal agencies, career opportunities and qualifications for recruitment are emphasized. Includes administration of justice concepts and history of the criminal justice system. Formerly CJ 101.



**CJ& 105 [GE] 5 credits**  
**Introduction to Corrections**

An introduction and survey of the principles and practices of the corrections field in criminal justice settings. The objectives of probation and parole with an overview of rehabilitation methods and institutional settings are emphasized. (Formerly CJ 210.)

**CJ& 106 [GE] 5 credits**  
**Introduction to Juvenile Justice**

Course covers the elements, functions and purpose of juvenile law. Arrest, detention, petition, records, interviewing, interrogation, overview of contributing factors to delinquency and the officer's role in prevention are emphasized. (Formerly CJ 130)

**CJ& 110 [GE] 5 credits**  
**Criminal Law**

Basic concepts of Titles 9 and 9A of the Revised Code of Washington are presented in this course. Elements, purposes and functions of criminal law are emphasized. (Formerly CJ 120.)

**CJ 140 5 credits**  
**Criminal Justice Report Writing**

Presents technical writing content specific to the criminal justice system including standard grammar/punctuation and basic composition skills. Content includes forms such as traffic citations, traffic accidents or evidence tags, and a variety of technical reports for which information may be obtained from investigations, interrogations or other written reports.

**CJ 150 5 credits**  
**Laws of Arrest, Search and Seizure**

Concepts of how to conduct a lawful arrest; search and seizure of suspects and evidence; and practicalities of conducting a search of persons, cars and houses are emphasized in this course.

**CJ 201 5 credits**  
**Criminal Investigations**

Origins and development of criminal investigation. Emphasis on the scientific method, interrelationship of criminal investigations with criminalistics; recognition, documentation and collection of physical evidence; rules of evidence including admissibility, chain of custody and hearsay. Case studies will be used to illustrate the methodology of criminal investigation.

**CJ 210 5 credits**  
**Police Organization & Administration**

Introduces principles, concepts and theories relating to a police organization and administration within line and staff functions in the uniformed and investigative units.

**CJ 230 5 credits**  
**Crisis Intervention**

Theories of perception, emotion, motivation, personality and nonverbal communication used as tools by police officers in everyday contacts. Understanding and predicting human behavior in common police situations. Develop objective approaches to human relations problems and the ability to exercise skills in personal power and nonjudgmental communication.

**CJ& 240 5 credits**  
**Introduction for Forensics**

All aspects of crime scene investigations. Areas of emphasis

include fundamentals and techniques of investigations; crime scene search; field applications in the development, collection and preservation of physical evidence. Classification and rules of evidence, admissibility, weight and value of evidence, witnesses, and presentation of evidence in court also are included. (Formerly CJ 220)

**CJ 245 5 credits**  
**Introduction to Traffic Investigations**

Gain basic skills and knowledge in traffic accident investigation. Practical applications and techniques required to conduct a field investigation are emphasized. Basics of traffic control and traffic laws also are presented. (Formerly CJ 240)

**CJ 250 5 credits**  
**Professional Development**

Self-development activities are provided to assist students in gaining employment after graduation. Activities include civil service examinations, both written and oral, and exercises in professional conduct. Each student will go through initial physical assessments, physical training and final physical assessment in preparation for hiring standards and academy level testing standards.

**CJ 260 5 credits**  
**Introduction to White Collar Crime**

Examines concepts, extent and costs of white-collar and organized crime. "Upper-class" offenders are described/contrasted to the common "street" criminals. Individual/organizational forms of white-collar crime are reviewed and assessed. Special attention is paid to the use of criminal law in the control of what was once a civil arena.

**CJ 261 5 credits**  
**Law Enforcement Research Methods**

Introduces concepts, approaches and methods for conducting and analyzing empirical research for criminal justice settings. Topics covered include: quantitative and qualitative research, surveying, sampling, data tabulation and assessing how to choose the appropriate method for specific law enforcement situations.

**CJ 262 5 credits**  
**Criminal Justice Interpersonal Communication Skills**

Interpersonal communication skills and with practical applications for criminal justice settings. Topics include: effective listening, techniques for diffusing emotionally charged situations, recognizing criminal behavior dynamics, effective confrontation strategies and identifying problematic behaviors. Designed to increase observation and articulation skills used in emotionally charged situations common in criminal justice environments.

**CJ 270 5 credits**  
**Medicolegal Death Investigations**

Learn to conduct scientific, systematic and thorough death scene investigations for medical examiner and coroner offices. Course is appropriate training for police officers, physicians, nurses, emergency medical personnel, attorneys, forensic scientists and others who are involved with the investigation of violent, suspicious or unexpected deaths. Includes lab experiences.

**CJ 271 5 credits**  
**Advanced Criminal Investigations**

In depth studies of criminal and crime scene investigations;



advanced development of investigative skills and forensic applications for crime scenes and evidence evaluation. Emphasizes crime scene reconstruction as a means to solve and prosecute violent crimes.

**CJ 196/296 1-5 credits**  
**Cooperative Work Experience**

Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor's signature.

## Drama

**DRMA& 101 [H] 5 credits**  
**Introduction to Theatre**

A study of theatre as an art form. Emphasis on Western dramatic literature analysis from Sophocles to Sheppard, theatrical history and the roles of various theatre artists/playwrights, actors, directors and designers in the production of plays.

## Early Childhood Education

**ECED&105 [SS] 5 credits**  
**Introduction to Early Childhood Education**

Explore 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.

**ECED&107 5 credits**  
**Health, Safety and Nutrition**

Introduction to implementation of equitable health, safety and nutrition standards for the growing child in group care. Focus on federal Child Care Block Grant funding (CCDF) requirements, WA state licensing and Head Start Performance standards. Develop skills necessary to keep children healthy & safe, report abuse & neglect, and connect families to community resources.

**ECED&120 5 credits**  
**Practicum – Nurturing Relationships**

In an early learning setting, engage in establishing nurturing, supportive relationships with all children and professional peers. Focus on children's health & safety, promoting growth & development, and creating a culturally responsive environment.

**ECED&132 3 credits**  
**Infant/Toddler Care**

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. Prerequisites: ECED&105 or EDUC&115.

**ECED 133 2 credits**  
**Field Experience II**

Complete 20 hours of field experience in each of the following three approved early childhood education settings: infant/toddler program, preschool program, kindergarten, first, second

or third-grade classroom (60 hours total). (Formerly ECE 132). Prerequisite: ECED&105, ECED&107, ECED&120.

**ECED&134 3 credits**  
**Family Childcare Management**

Learn how to manage a family childcare program. Topics include: licensing requirements, record-keeping, relationship building, communication strategies, guiding behavior, and promoting growth and development.

**ECED&138 3 credits**  
**Home Visiting and Family Engagement**

Plan and provide home visits and group activities. Promote secure parent-child relationships. Support families to provide high-quality early learning opportunities embedded in everyday routines and experiences.

**ECED&139 3 credits**  
**Administration of ECE**

Develop administrative skills required to develop, operate, manage and improve early childhood education and care programs. Acquire basic business management skills. Explore resources and supports for meeting Washington State licensing and professional NAEYC standards.

**ECED&160 5 credits**  
**Curriculum Development**

Investigate learning theory, program planning, tools and methods for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in children birth through age 8 utilizing developmentally appropriate and culturally responsive practice. Prerequisites: ECED&105, EDUC&115.

**ECED&170 3 credits**  
**Learning Environments**

This class focuses on the adult's role in designing, evaluating, and improving indoor and outdoor environments that ensure quality learning, nurturing experiences, and optimize the development of young children.

**ECED&180 3 credits**  
**Language and Literacy**

Teaching strategies for language acquisition and literacy skill development are examined at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

**ECED&190 3 credits**  
**Observation and Assessment**

Collect and record observation and assessment data in order to plan for and support the child, the family, the group, and the community. Practice reflection techniques, summarizing conclusions, and communicating findings. Prerequisites: ECED&105 or EDUC&115.

**ECED 220 5 credits**  
**STEM (Science, Technology, Engineering, Math) in Early Childhood**

This course provides knowledge and skills in supporting STEM (Science, Technology, Engineering, and Math) in Early Learning environments. Curriculum integration of all four STEM content



areas. Methods, assessment, materials, and vocabulary to use in individualized and developmentally appropriate STEM activities and experiences. Prerequisite: ECED&105, EDUC&115.

### **ECED 221** **5 credits** **Visual & Performing Arts for Early Childhood**

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Students will learn theories, techniques, and curriculum design in order to offer a wide variety of developmentally appropriate art media to children and create a comprehensive visual and performing arts curriculum. (Formerly ECE 221 & 222). Prerequisite: ECED&105, EDUC&115

### **ECED 290** **4 credits** **Practicum/Capstone**

Student completes 90 hours of field experience in an approved early childhood setting. Under the direct supervision of a qualified early childhood professional, student takes on the role of lead teacher to demonstrate skills in curriculum planning and implementation, child guidance, environmental design, and communication with families and program staff. Students will participate weekly in online discussion with peers and instructor to discuss practicum experiences. Completion of a professional portfolio. (Formerly ECE 260 & 290). Prerequisite: ECED&105, 107, 120, 160, 170, 180, 190, 220, 221, EDUC&115, 130, 150, 204.

## **Economics**

### **ECON 101 [SS]** **5 credits** **Introduction to Economics**

Study of the organization and operation of the U.S. economic system including the roles of consumers, businesses and government. Investigation of the problems and policies associated with economic growth, environmental pollution, inflation, unemployment, poverty, energy and international trade.

### **ECON& 201 [SS]** **5 credits** **Micro Economics**

Study of consumer behavior and the revenue concepts, firm behavior and the cost concepts, price and employment theory, industrial organization, labor, agricultural and international economics.

### **ECON& 202 [SS]** **5 credits** **Macro Economics**

Study of the structure and operation of the U.S. economic system, including economic institutions, resources, price mechanisms, public finance, economic fluctuations, national income accounting, macroeconomic theory, fiscal policy, the banking system, monetary policy and economic growth.

### **ECON 315** **5 credits** **Economics in Healthcare**

Explores principles of micro and macroeconomics as applied to the healthcare industry; examines how healthcare demand differs from other goods. Major topics include: cost-benefit of marketing and government solutions to healthcare issues, the role risk plays in supply and demand of health insurance, and impacts on private-profit and socio-economic well-being.

## **Education**

### **EDUC&115 (SS)** **5 credits** **Child Development**

Build foundation for explaining how children develop in all domains, conception through early adolescence. Explore various developmental theories, methods for documenting growth, and impact of brain development. Topics addressed: stress, trauma, culture, race, gender identity, socioeconomic status, family status, language, and health issues.

### **EDUC& 130** **3 credits** **Guiding Behavior**

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences.

### **EDUC& 136** **3 credits** **School Age Care**

Develop skills to provide developmentally appropriate and culturally relevant activities/care for children ages 5-12 in a variety of settings. Topics include: implementation of curriculum, preparation of environments, building relationships, guiding cognitive and social emotional development, and community outreach.

### **EDUC& 150** **3 credits** **Child, Family and Community**

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. Formerly ECE 116.

### **EDUC 200 [GE]** **5 credits** **Introduction to Education**

Introduction to education as a professional career. Explore both the benefits and challenges of teaching. Study the history, philosophies, cultural diversity and ethics of education in America. Learn and practice the components of effective lesson planning including current trends in education such as the Common Core State Standards (CCSS). Prerequisites: ENGL&101, or equivalent, or instructor's signature.

### **EDUC&204 [GE]** **5 credits** **Inclusive Education (birth through 21 focus)**

Introductory course in recognition and identification of exceptionality in children from birth through high school. Includes policies and regulations concerning state and federal provisions of special education and related services, as well as adaptations for serving students with special needs in general education classrooms. Prerequisites: ECED&105, EDUC&115.

### **EDUC 210 [GE]** **2 credits** **Education Practicum**

This course acquaints teacher candidates with principal issues in educational practice and begins developing reflective teaching. Students discuss and reflect on observations of classroom management, instructional methodology, instructional assessment, diversity, exceptionalities, educational legal issues and educational technology. In this field experience, students work directly with



teachers, administrators, and para-educators. Prerequisites: EDUC 200; finger printing and background check required.

## Electricity

### ELEC 115 5 credits Applied Electricity

An introduction to applied electricity in the industrial trades, this course discusses basic alternating (AC) and direct (DC) current, transformers, motors, relays, reactance, electrical power generation and power distribution systems. Prerequisite: MATH 092T or MATH 093 or MATH 096 or instructor signature.

### ELEC 125 5 credits Wiring Diagrams and Schematics

In-depth study of ladder and pictorial wiring diagrams and schematics as applied to various industrial applications specifically in electronics, manufacturing, industrial food processing, refrigeration and industrial equipment manufacturers' circuits.

### ELEC 135 5 credits Control Fundamentals

Basic introductory course for understanding control theory and principles of automatic controls used for residential, commercial and industrial equipment. Includes application, service and installation procedures for electrical, electronic and mechanical control systems. Prerequisites: ELEC 125 or instructor's signature.

### ELEC 225 5 credits Industrial Electricity and Controls

Review of industrial electricity to include discussion on generation, power distribution, wiring, electrical code, transformers, solid-state motor starters, AC and DC motors, power-factor correction, speed controllers and schematics. Prerequisite: ELEC 115.

### ELEC 226 5 credits Wireless

Introduces principles and techniques used to analyze and design wireless communication systems. Topics include radio communication, electromagnetic waves, antennae, propagation and digital modulation. Mobile and cellular systems are emphasized. Wireless sensing devices will be used to communicate with computerized and non-computerized networked control systems.

### ELEC 325 5 credits Instrumentation

This course covers sensors, transducers, signal conditioning devices and computer-based instrumentation. Input/output (I/O) characteristics of sensors for pressure, distance, light, airflow, temperature, Hall effect and humidity are evaluated using data acquisition equipment and virtual instrumentation. Emphasis is placed on industrial applications, troubleshooting and determining I/O requirements to interface actuators such as AC, DC, stepper and servo motors to programmable logic controllers (PLCs). Prerequisites: ELEC 225, ENGR 315, CHEM&161 and PHYS&116.

## Emergency Medical Technician

### EMT 151 13 credits Emergency Medical Technician

Learn the roles and responsibilities of the emergency medical technician according to National EMS Education standards and requirements. Develop skills in patient evaluation and other emergency medical procedures. Upon successful completion, students are eligible for National Registry Exam to qualify for state certification after meeting the Washington state requirement of employment. Prerequisites: American Heart Association HCP CPR.

## Engineering

### ENGR 102 4 credits Engineering Graphics and Design

The students will study the principles of technical drawing used in the fields of Engineering, Drafting, Machining, Welding, Industrial Technology, Digital Design and Architecture. How to apply visualization to create multi-view and orthographic drawings, interpreting blueprints, drawing symbols and related project documents are components of the course.

### ENGR 105 5 credits Computer Aided Design

This course provides familiarization with computer-aided drafting techniques using an interactive microcomputer CAD system. Students create, edit and store basic drawings using a tablet digitizer and/or screen menu consisting of geometric forms and alphanumeric characters. Laboratory included. Prerequisites: strongly recommend basic computer knowledge.

### ENGR 106 4 credits Computer Aided Design: Solid Modeling

Introduces Computer Assisted Design through parametric Solid Modeling: creating accurate three-dimensional objects and parts for use in engineering, machining and product design. Topics include part design, surfaces, arraying and patterning, reference geometry, dimensioning and tolerances, assemblies, mating features, and exporting technical drawings. Laboratory included. Prerequisites: Windows Familiarity: BCT 104 or higher or instructor signature.

### ENGR 197 1 credit STEM Career Academy

Introduces students to STEM fields through discussion, demonstrations and hands-on activities. Includes exploration of STEM career opportunities and performance of a capstone project. Could include industry tour.

### ENGR 201 1 credit Introduction to Engineering Safety

Fundamental concepts, techniques and applications of risk analysis and risk-informed decision making for engineering students. An introduction to lock-out tag procedures, electrical arc flash protection, personal protection equipment (PPE) safety gear, and hands-on safety training.



**ENGR& 214 [GE]  
Engineering Statics****5 credits**

Principles of engineering statics including basic concepts, resultants, force-couple relationships, equilibrium diagrams, equilibrium analysis, three-dimensional structures, two-dimensional frames, trusses, beams and friction. Prerequisites: MATH& 152, PHYS& 222 or equivalent, or instructor's signature.

**ENGR 310  
Project Management****2 credits**

Utilizing Lean principles and concepts, this course develops a foundation of solutions that support planning, scheduling, monitoring and performance measurement activities required for successful project completion.

**ENGR 315  
Introduction to Materials Science****5 credits**

Crystal structure, microstructure, and physical properties of metals, ceramics, polymers, composites, and amorphous materials. Also includes elementary mechanical behavior and phase equilibria. Prerequisites: CHEM& 163, PHYS&115 or PHYS&222, PHYS&116 or PHYS&223 & MATH&142.

**ENGR 325  
Mechanical: Strength of Materials****5 credits**

This course covers the mechanics of materials emphasizing the analysis and design of statically determinate beams, columns, and structural members in torsion and application of the three moment equations to statically indeterminate beams.

**ENGR 326  
Mechanical: Fluid Mechanics****5 credits**

A course in fluid mechanics. Topics include: fluid properties, hydrostatics, conservation laws, infinitesimal and finite control volume analysis, Navier-Stokes equations, dimensional analysis, internal and external flows. Students will build upon knowledge gained in ENGR 325 and analyze, troubleshoot, predict and problem-solve complex systems.

**ENGR 329  
Mechatronics****5 credits**

Design, create and test systems which require the integration of mechanical and electronic components. Topics include microcontrollers, sensors, actuators, mechanical systems, real-time control system programming and modeling of electronic and mechanical systems. Prerequisites: highly recommend ELTRO 240 and ELEC 135 classes or experience working with electric and mechanical systems.

**ENGR 401  
Advanced Engineering Safety****2 credits**

Safety and health in the manufacturing, construction, and utilities industries, including pertinent laws, codes, regulations, standards, and product liability considerations. Organizational and administrative principles and practices for safety management and safety engineering, accident investigation, safety education, and safety enforcement. Prerequisites: ENGR 201.

**ENGR 410  
Advanced Engineering Project Management****5 credits**

Fundamentals of planning, scheduling, allocating resources and controlling projects using project management software and tools.

The role of leadership and organizational structure in project management is also covered. Prerequisites: ENGR 310.

**English/Academic Purpose****EAP 065  
English Pronunciation****2 credits**

Learn the correct pronunciation of English words through phonetic exercises with emphasis on vowel and consonant syllable use. Tongue and mouth placement will be stressed with visuals. There will be homework practice.

**EAP 066  
Pronunciation II****5 credits**

Perfecting English pronunciation intermediate level through advanced level by practicing stressed syllables in words and stressed words in sentences, intonation, contractions, rhythm and timing, compound words, word pairs, past tense verbs, possessives, consonant clusters, and much more. Prerequisite: EAP 065.

**EAP 075  
Conversational English****5 credits**

Provides international students with the concepts to be able to communicate with English speakers, function in college life and the community, and understand spoken English language.

**EAP 076  
Oral Communication in Academic Setting****5 credits**

Intended for non-native speakers to achieve oral skills (speaking and listening) in the academic environment. Prerequisite: EAP 075, completion of ESL level 5, 6, or equivalent, and/or instructor's signature.

**EAP 077  
Oral Communication in Academic Settings II****5 credits**

Intended for international students and non-native speakers to refine oral skills (speaking and listening) in the academic environment. Prerequisites: EAP 076, completion of ESL level 5, 6, or equivalent, and/or instructor's signature.

**EAP 085  
Writing for Transition****5 credits**

Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and sentence to paragraph structure.

**EAP 086  
Writing for Transition II****5 credits**

Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and paragraph to short composition structure. Prerequisites: EAP 085 or instructor's signature.

**EAP 090  
EAP Beginning Reading****5 credits**

Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.



**EAP 091** 5 credits  
**EAP Reading**

Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.

**EAP 092** 5 credits  
**Reading for the TOEFL**

Intended for international students and non-native speakers to refine reading skills in preparation for the TOEFL. Prerequisites: EAP 076, completion of ESL level 5, 6, or equivalent, and/or instructor's signature.

**English****ENGL 090** 5 credits  
**Foundation Writing & Reading**

Develops writing, reading, and critical thinking skills. Course topics emphasize grammar, sentence structure, main ideas, and supporting details in the context of paragraph writing and reading comprehension. Students must earn a grade of "C" (2.0) or better to progress to READ 092 and ENGL 097. Prerequisite: placement into ENGL 090.

**ENGL 097** 5 credits  
**Composition: Paragraph**

Develops writing, reading, and critical thinking skills. Reviews summary, paragraph, essay writing, rhetorical structures, grammar, punctuation, and sentence structures. Focuses on strategies and techniques to develop, organize and articulate ideas. Emphasizes writing process. Students must earn a minimum grade of "C" (2.0) in this course to progress to ENGL 101. Can be taken concurrently with READ 092. Prerequisite: placement into ENGL 097 or a minimum grade of "C" (2.0) in ENGL 090. Keyboarding skills recommended.

**ENGL& 101 [C]** 5 credits  
**Composition: General**

Develops college-level reading, writing and critical thinking abilities. Develops writing skills by focusing on strategies and techniques to develop, organize and articulate ideas effectively, including the use of documented source material. Emphasizes writing process. Students must earn a minimum grade of "C" (2.0) or better in this course to progress to a 200-level composition course. Prerequisites: Appropriate assessment scores in language usage and reading or a grade of "C" or higher in ENGL 097 or a grade of "B-" or higher in ABE 019 or a grade of "B" or higher in the Bridge-to-College English Language Arts course or a grade of "3" or higher on the Smarter Balanced exam. Keyboard/word-processing skills recommended.

**ENGL& 111 [H]** 5 credits  
**Introduction to Literature**

Study of the principal literary forms of fiction, poetry and drama/cinema. Readings, discussions, and lectures focusing on established authors to develop awareness and understanding of literature.

**ENGL& 112 [H]** 5 credits  
**Introduction to Fiction (Contemporary Fiction)**

Study of traditional and contemporary themes and styles in fiction.

Through class discussion and writing assignments, students analyze, interpret and evaluate works.

**ENGL& 113 [H]** 5 credits  
**Introduction to Poetry**

The basic elements of poetry. Through class discussion and writing assignments, students analyze, interpret and evaluate poems which are broadly representative of a variety of historical periods and poetic techniques.

**ENGL 135 [H]** 5 credits  
**Creative Writing**

Writing and revising stories and poems. Reading and responding to published models. Reading and evaluating other students' works. May be repeated for a total of fifteen credits.

**ENGL 201 [C]** 5 credits  
**Composition: Advanced Essay**

Refines writing process skills begun in ENGL& 101. Writing expository/argumentative essays for a variety of applications. Learning research methods and appropriate documentation. Students must earn a grade of "C" (2.0) or better to apply this course to the Writing Skills requirement for AAS or AST degree. Prerequisites: ENGL& 101 with a grade of "C" (2.0) or better.

**ENGL 202 [C]** 5 credits  
**Composition: Critical Analysis**

Refines process of planning, revising and editing essays begun in ENGL& 101. Writing expository/ argumentative responses to professional publications. Learning research methods and appropriate documentation. Students must earn a grade of "C" (2.0) or better to apply this course to the Writing Skills requirements for an AAS or AST degree. Prerequisites: ENGL& 101 with a grade of "C" (2.0) or better.

**ENGL 203 [C]** 5 credits  
**Composition: Research**

Refines process of planning, revising and editing essays from ENGL& 101. Writing research papers. Emphasizes topic selection, use of print and electronic sources, note taking, credibility, fact and opinion, logic, avoidance of plagiarism, and documentation. Students must earn a grade of "C" (2.0) or better to apply this course to the Writing Skills requirement for AAS or AST degree. Prerequisites: ENGL& 101 with a grade of "C" (2.0) or better.

**ENGL 215 [H]** 5 credits  
**Fantasy Fiction**

Study of fantasy, magical realism and speculative fiction as literary forms with emphasis on the analysis of theme, symbolism, structure and character.

**ENGL& 226 [H]** 5 credits  
**British Literature**

Study of selected British authors and works of literature from Old English, Middle Ages, Renaissance, Neo-Classical, Romantic, Victorian and Modern periods.

**ENGL& 235 [C]** 5 credits  
**Technical Writing**

Refines the writing process from ENGL& 101 through technical and professional writing. Emphasizes print and electronic sources, logic, avoiding plagiarism, documentation, addressing multiple audiences, oral presentation. Students must earn a grade



of "C" (2.0) or better to apply this course to the Writing Skills requirement for AAS, AST or DTA. Prerequisites: ENGL& 101 with a grade of "C" (2.0) or better.

### **ENGL 240 [H] 5 credits** **World Literature**

Study of major works of literature, both ancient and modern, from various languages and diverse cultures--western and non-western.

### **ENGL 247 [H] [D] 5 credits** **Multicultural Literature**

Study of the cultures that make up the multicultural America as represented in literature. By critically examining the ideals, issues, and questions that are common or unique to each culture, will strive to determine the difference between individual and collective identity and how these differences and commonalities create America.

### **ENGL 250 [H] 5 credits** **American Literature**

Study of American Literature from the sixteenth century through the current century. Emphasizes the historical, political and cultural basis for the American myth, the American hero and the diversity of American literary genres, stressing the relation between societies/cultures and the works of American writers.

### **ENGL 275 [H] 5 credits** **Fiction Writing**

A workshop that introduces the techniques for writing fiction. Emphasizes reading published models and the development and application of criteria for evaluating and revising stories. May be repeated for a total of fifteen credits.

### **ENGL 276 [H] 5 credits** **Poetry Writing**

A workshop that introduces the techniques for writing poetry. Emphasizes reading published models and the development and application of criteria for evaluating and revising poems. May be repeated for a total of fifteen credits.

## **Environmental Science**

### **ENVS 230 [GE] 5 credits** **Introduction to Fisheries Science and Management**

An overview of fisheries science & management. Topics explored include careers available in fish management and propagation, identification of important northwest fishes, and an introduction to the lesser known and more interesting aspects of fish biology and behavior. Field trips will incorporate standard sampling & survey techniques.

### **ENVS 231 [GE] 4 credits** **Introduction to Forest Resources**

Focuses on the identification and inventory of forest natural resources including water, timber, flora, fauna and soils. Also includes study on how the interrelationships of these resources play in landscape ecosystems. You will need outdoor boots, clothing, etc.

## **Environmental Systems & Refrig. Technology**

### **ESRT 102 1 credit**

### **OSHA 10 Safety Principles**

An online course which focuses on the OSHA standards and guidelines for enhancing safety and health in the workplace. Topics include introduction to the OSHA Act, enforcement and recordkeeping, walking-working surfaces, means of egress, emergency action plans, fire protection plans, electrical safety, hazardous materials, personal protective equipment and hazard communication.

### **ESRT 110 5 credits** **Refrigeration Principles**

Introduction to basic heat transfer, refrigeration applications, major components, equipment and systems. Includes job opportunities, tools and test instruments. Lab encompasses experiments in boiling, freezing, temperature, refrigerants, gauges and repair standards. Lab projects include repairing residential and light commercial equipment while emphasizing the proper use of repair instruments and procedures. Prerequisites: MATH 096 or MATH 093 or instructor's signature.

### **ESRT 114 1 credit** **Refrigerant Recovery/Recycle**

Introduction to proper handling of CFC/HCFC refrigerants and non-CFC replacements, including recovery, recycle and reclaiming processes. Global issues, regulations and legislation discussion will prepare students for national certification. Prerequisites: ESRT 110 or concurrent enrollment.

### **ESRT 120 5 credits** **Heating Systems**

Introduction to heating systems, emphasizing electric, gas, oil, solar systems, hot water and steam boiler systems. Includes lab experience troubleshooting, practicing repair procedures and combustion analysis. Proper use of tools, instruments and tests to perform efficiency measurements included. Prerequisites: ESRT 110 or instructor's signature.

### **ESRT 130 5 credits** **Air Conditioning and Heat Pumps**

Principles of the air conditioning and heat pump processes, including mechanical components, ventilation, filtration, psychometrics and relative humidity. Emphasis will be toward residential applications and tools for service and troubleshooting. Laboratory experience includes repairing and servicing residential and light commercial air conditioning and heat pump equipment. Prerequisites: ESRT 110 or instructor's signature.

### **ESRT 136 2 credits** **Indoor Air Quality**

Learn the techniques used to recognize the signs of IAQ problems, investigate for potential pollutants and their sources, determine the levels of common pollutants in indoor air, and propose solutions to the problem. Provides information, hands-on experience and practical guidance in conducting inspections and evaluating the performance of mechanical ventilation systems.

### **ESRT 200 5 credits** **Commercial HVACR Equipment**

Study of systems and components used in commercial HVACR applications. Emphasis on proper installation and diagnostic procedures. Ice machines, walk-ins, display cases, compressors,



condensers, evaporators, valves, piping, service techniques and test equipment to be highlighted. Packaged rooftop HVAC units will also be covered. Prerequisites: ESRT 110 or instructor's signature.

### **ESRT 205** **2 credits** **Blueprint Reading**

In-depth study of construction blueprints for residential, commercial and industrial facilities emphasizing interpretation as it applies to energy and HVAC industries. Additional information will include interpretation of contract documents, specifications and addendums emphasizing building components.

### **ESRT 210** **3 credits** **Boiler Systems**

Advanced study of commercial and industrial boiler applications commonly found in larger facilities. Includes low-pressure hot water and steam boilers, high pressure steam boilers, boiler fittings, feed water accessories, combustion accessories, draft control and water treatment. Operations, maintenance, energy efficiency and boiler room safety are emphasized. Prerequisites: ESRT 110 or instructor's signature.

### **ESRT 215** **3 credits** **Commercial DDC HVAC Controls**

Course on DDC - Direct Digital Controls for HVAC (heating, ventilation and air conditioning) controls used in commercial building systems. Includes information on electrical, pneumatic, DDC electronic controls and associated equipment. Course work emphasizes generic approach while studying specific manufacturers, specifications and data sheets. Prerequisites: ELTRO 132 or instructor's signature.

### **ESRT 220** **5 credits** **Industrial Refrigeration Systems**

Principles of industrial refrigeration systems and equipment as applied to industrial warehouses and buildings. Includes information for direct expansion, flooded, overfeed systems. Discussion of ammonia and halocarbon (freon) compressor types, condensers, evaporators, metering devices, pumps, defrost methods, vessels and related devices. Prerequisites: ESRT 110 or instructor's signature.

### **ESRT 222** **3 credits** **Industrial Refrigeration Lab**

Industrial refrigeration laboratory experience becoming familiar with machinery, electricity and controls associated with industrial refrigeration equipment including compressors, valves, motors, controls, pumps, boilers and associated components. Prerequisites: concurrent enrollment in ESRT 220 or instructor's signature.

### **ESRT 223** **3 credits** **Design and Load Applications**

Application engineering and design course for calculating air conditioning and heating equipment. Includes computerized design of heat loads and heat gains, duct sizing and equipment selection. Design energy efficient HVAC equipment for heating and air conditioning systems used in residential and light commercial buildings. Prerequisites: ESRT 110 or instructor's signature.

### **ESRT 230** **2 credits** **Industrial Refrigeration Maintenance and Safety**

Continuation of ESRT 220, with emphasis on maintenance, operation and safety. Information will include scheduling, preventive maintenance, water treatment, troubleshooting, repair procedures, energy conservation, process safety management (PSM) programs and risk management programs (RMP). Prerequisites: ESRT 220 or instructor's signature.

### **ESRT 238** **3 credits** **HVAC Commissioning, LEED and TAB Testing**

Reviews HVAC TAB (Test, Adjust and Balancing) process, including the process of commissioning of various types of building HVAC energy management and control systems, and how the LEED (Leadership in Energy and Environmental Design) certification process is implemented and steps to arrive at certification. Documentation requirements are covered to become a certified TAB and LEED individual for students to take the national exam. Prerequisites: ESRT 110, ESRT 223.

### **ESRT 295** **2 credits** **Capstone HVACR Project**

Provides second-year students the opportunity to advance their skills through an applied project in their field of interest or specialization within the HVACR industries.

### **ESRT 196/296** **1-5 credits** **Work Experience**

Designed to provide students with on-the-job practical field experience. One credit for each five hours of work experience per week. Prerequisite: instructor's signature.

## **Fire Science**

### **FS 105** **2 credits** **Orientation to Fire Science**

Introduction to the fire service, industry expectations and what it takes to succeed.

### **FS 106** **10 credits** **Basic Fire Science**

Through a combination of lecture and hands-on training, students will learn how to perform basic functions of structural firefighting in a safe and effective manner. This course in combination with Intermediate Fire Science (FS 121) will include an embedded certification of IFSAC Firefighter One. Prerequisites: fire department sponsorship.

### **FS 107** **4 credits** **Customer Relations for the Fire Service**

This course advances the student's skills in maintaining good relations with the public through effective communication and delivering customer service in a sometimes difficult setting. Includes the roles and responsibilities firefighters play in community relations and public information/education. Also includes the firefighter's roles caring for the "internal" and "external" customers.

### **FS 110** **4 credits** **Pumpers and Water System Hydraulics**

Studies of fluid mechanics dealing with the mechanical properties of water at rest and in motion, its application to suppression



operations, and fire streams. Includes municipal and rural water supply operations, basic fire pump components, systems and operational skills. Prerequisites: fire department sponsorship.

### **FS 121** **10 credits** **Intermediate FS**

Through a combination of lecture and hands-on training, the student will learn how to perform intermediate functions of structural firefighting in a safe and effective manner. This course in combination with Basic Fire Science (FS 106) will include an embedded certification of IFSAC Firefighter One. Prerequisites: fire department sponsorship and FS 106.

### **FS 130** **4 credits** **Wildland Firefighting Basics**

Provides the new wildland firefighter with basic FFT2 Red Card-qualifying skills to effectively and safely suppress wildfires while under close supervision. Prerequisites: fire department sponsorship.

### **FS 152** **3 credits** **Building Construction**

Overview of engineering principles by building construction, characteristics of building classifications, life and fire safety devices, fire assemblies, fire loading, fire resistance, and flame spread ratings. Covers the hazards of various methods, techniques, components and materials of building construction. Prerequisites: fire department sponsorship.

### **FS 160** **3 credits** **Tactics**

Includes the planning, implementation and evaluation of basic fire tactics at the responding officer level. Principal elements include size-up, fire simulation, fire behavior, tactics, strategy, resource requirements and proper allocation of resources. Prerequisites: fire department sponsorship, FS106, FS121.

### **FS 180** **3 credits** **Hazardous Materials Operations**

Designed to prepare the student in the knowledge of hazardous materials and how it relates to the fire service. This course will include embedded certifications of IFSAC Hazardous Materials Awareness and Operations. Prerequisites: fire department sponsorship.

### **FS 200** **10 credits** **Advanced Fire Science**

Through a combination of lecture and hands-on training, students will learn how to perform advanced functions of structural firefighting in a safe and effective manner. This course will include an embedded certification of IFSAC Firefighter Two. Prerequisites: fire department sponsorship, FS106, FS121.

### **FS 233** **2 credits** **Professional Development**

Designed to prepare the student for oral interviews and the job application process. Prerequisites: fire department sponsorship.

## **Geography**

**GEOG&100 [SS] [D]** **5 credits**

### **Introduction to Geography**

Introduction to the study of human geography and the major themes of the discipline. Topics include human-environment interaction, population and migration, cultural diffusion, patterns of health and nutrition, industrialization, economic development, and political geography. These will be approached in the context of regional difference and globalization.

### **GEOG& 102 [SS] [D]** **5 credits** **World Regional Geography**

Examines the diversity of the world's human and physical landscapes using a regional approach. Geographic concepts and the dynamics of development are discussed within the context of 10 major geographic realms. Regional disparities and interdependencies provide an important focus for understanding the global complexity of social systems.

### **GEOG 150 [SS] [D]** **5 credits** **Introduction to Sustainability**

Introduction to sustainability and issues that impact sustainable development globally, nationally and locally. Examines our role in natural resource depletion and waste both in urban and rural spaces, while envisioning ways to sustain ecosystems, support social justice, and reduce our ecological footprint. Includes a service learning component.

### **GEOG& 207 [SS]** **5 credits** **Geography of the Economy**

Survey of the field of economic geography, including globalization, economic development, location analysis and economic clusters, rural and urban land use, and spatial aspects of retail. Economic debates and alternative theories examined in historical and current context. Global, regional and local scales employed to explore how production, distribution and consumption of goods and services are geographically organized.

## **Geology**

### **GEOL& 101 [NS]** **5 credits** **Introduction to Physical Geology**

Study the geologic processes that shape the earth. Determine how the earth works and its history by applying principles of geology, chemistry and physics. Topics include plate tectonics, earthquakes, volcanoes, rocks, minerals, glaciers, rivers, geologic maps and the structure of the earth. May include field trips. Includes laboratory. Prerequisites: MATH 093 or higher.

### **GEOL 107 [NS]** **5 credits** **Natural Disasters**

Scientific study of earthquakes, floods, landslides, volcanic eruptions, extreme weather, wildfires, asteroid impacts, and other disruptive events. Introduces and applies elements of geology, meteorology, physics, and astronomy. Examines human factors, risk reduction, disaster prediction, monitoring, alert systems, and disaster recovery. Includes historic examples and disasters in the news.

### **GEOL& 208 [NS]** **5 credits** **Geology of the Pacific Northwest**

Learn Pacific Northwest geology and geologic history by studying rocks, sediments, landforms, fossils, geologic maps and geologic structures. Examine how plate tectonics, volcanoes, faulting,



folding, rock formations, geologic time, mountain building, terrain accretion, earthquakes, glaciers, rivers and floods have created our land and resources. May require field trip(s). Includes laboratory.

### **GEOL 218 [NS] 5 credits** **Environmental Geology**

Explore how the earth environment controls human existence and how earth itself changes in response to human activities. Study the determining factors and predict the effects of earthquakes, volcanic eruptions, landslides, floods, changing climates and human use of earth's resources of energy, minerals, water and soil. Prerequisites: MATH 093 or higher.

## **German**

### **GERM& 121 [H] 5 credits** **German I**

Elements of German phonetics and orthography. Introduction to German grammar and conversational usage. Background in grammatical terminology is recommended.

### **GERM& 122 [H] 5 credits** **German II**

Continuation of German I. Increased use of German as the language of instruction. Background in grammatical terminology is recommended. Courses should be taken in sequence. Prerequisite: GERM& 121.

### **GERM& 123 [H] 5 credits** **German III**

Continuation of German II. Increased use of German as the language of instruction. Background in grammatical terminology is recommended. Courses should be taken in sequence. Prerequisite: GERM& 122.

## **Health**

### **HLTH 051 1 credit** **First Aid & CPR**

The standard first aid and CPR skills a person needs to know as the first link in the emergency medical services system. The focus is to prepare the participants to respond correctly in emergencies.

### **HLTH 123 3 credits** **Medical Terminology**

Prepares students for beginning studies in allied health careers. Includes study of terms in anatomy, physiology and pathology through word analysis with emphasis on word parts: prefix, root and suffix. Also covered are medical abbreviations and pathologic terms used for common medical diagnoses, diagnostic tests and operative procedures. Prerequisites: basic English grammar and spelling skills required.

## **History**

### **HIST& 116 [SS] 5 credits** **Western Civilization I**

An introduction to the foundations of Western Civilization from the Neolithic Revolution until the collapse of the Western Roman Empire (476 A.D.). Emphasis will be given to the development of Western society, political ideas, social constructs, cultural

attributes and religious traditions.

### **HIST& 117 [SS] 5 credits** **Western Civilization II**

A general survey of Western Civilization from the collapse of the Western Roman Empire until the Enlightenment. Emphasis of the class will be on the political, social and cultural aspects that have contributed to the emergence of modern Europe and the Middle East.

### **HIST& 118 [SS] 5 credits** **Western Civilization III**

A general survey of the history of Europe and the Middle East from the French Revolution (1789 AD) until the present. Emphasis will be given to those events, movements, ideas, developments and individuals who have had the most impact on Europe and the Middle East today.

### **HIST& 146 [SS] 5 credits** **US History I**

A general history of the United States from the earliest indigenous societies and cultures to the end of the American Civil War. The primary focus of this course is to chart the development American society, culture and politics. Additionally, the course attempts to stress the diversity of cultures and peoples found in the United States and the impact of this diversity upon the development of American history.

### **HIST& 147 [SS] [D] 5 credits** **US History II**

A survey of American history from the Reconstruction Era until the present. This course will emphasize the role of institutional racism, socio-economics, social and culture divergence, social trends, imperialism, demographics, and political transformations that have shaped the history of United States since 1865 to the present.

### **HIST& 214 [SS] 5 credits** **Pacific NW History**

Survey of the historical, economic and political developments of the Pacific Northwest region. Course meets Washington state requirements for certification of teachers.

### **HIST& 219 [SS] 5 credits** **Native American History**

Survey of the interaction between the Native American populations of North American and the changing economic, social and political environments. (Formerly HIST 210.)

### **HIST 230 [SS] 5 credits** **History/First Peoples of the Plateau Region**

Survey of the political, economic, social and spiritual changes affecting the 12 diverse nations of the Confederated Tribes on the Colville Reservation.

### **HIST 238 [SS] 5 credits** **US History 1945 to Present**

This course examines the political, social, economic, and cultural history of the United States from 1945 to the present with special emphasis on the Cold War, Civil Rights, and War on Terror.

### **HIST 260 [D] [SS] 5 credits** **History of Mexico**



A historic examination of Mexican society from its indigenous roots through conquest and colonization to independence, constitutional struggles, revolutions, and some contemporary issues. (Formerly HIST 160).

**HIST 261 [D] [SS] 5 credits**  
**Latin America: History through Revolution**

This course utilizes a thematic approach—revolutions—to historically analyze the diverse societies in Latin America. (Formerly HIST 174).

**HIST 271 [SS] 5 credits**  
**Eastern World History-Southeast Asia**

An introduction to the history of Southeast Asia from the earliest civilizations until the 20th century. Emphasis is placed on understanding the development of Southeast Asian cultures and societies, as well as charting the emergence of the modern countries that are found in the region.

**HIST 274 [SS] 5 credits**  
**Eastern World History-East Asia**

A general survey of the history of East Asia from prehistoric times until the 20th century. This course seeks to help students understand the development of modern China, Korea and Japan from their ancient origins and traditions. The class will stress the emergence of these three distinct cultures and societies, as well as emphasizing the diversity found within each country.

**HIST 275 [SS] 5 credits**  
**Eastern World History-South Asia**

An overview of the history of South Asia from the earliest civilizations until the 20th century. A particular emphasis will be given to describing the development of unique societies and cultures in South Asia. The course will focus primarily upon the peoples and cultures of modern India and Pakistan, but attention will also be given to Nepal, Bhutan and Afghanistan.

## Humanities

**HUM& 101 [H] 5 credits**  
**Introduction to Humanities**

An introduction to the critical thinking, arts and philosophical ideas that enrich human experience.

**HUM& 116 [H] 5 credits**  
**Humanities I**

Study the significant movements in Western culture through an interdisciplinary examination of major works, core texts and artistic accomplishments. From this wide range of texts, learn of the forces informing the humanities, from the beginning of civilization to the fall of the Roman Empire. (Formerly HUMN 200).

**HUM& 117 [H] 5 credits**  
**Humanities II**

Study the significant movements in Western culture through an interdisciplinary examination of major works, core texts and artistic accomplishments. From this wide range of texts, learn of the forces informing the humanities, from the age of Charlemagne to the Enlightenment. (Formerly HUMN 201).

**HUM& 118 [H] 5 credits**  
**Humanities III**

Study the significant movements in Western culture through

an interdisciplinary examination of major works, core texts and artistic accomplishments. From this wide range of texts, learn of the forces informing the humanities, from the French and American Revolutions to contemporary issues. (Formerly HUMN 202).

**HUMN 141 [H] 5 credits**  
**Film and Culture**

Explores the elements of film structure and content for analysis and understanding of the human experience. Through critical viewing, thinking and writing, students will gain a basis for understanding how cultural themes and values are expressed in film.

**HUMN 200 [H] 5 credits**  
**Ancient Greece**

Probes the Ancient Greek history, government, science, philosophy, art, architecture and literature - both epic poetry and tragedy. Prerequisites: college-level reading and writing required.

**HUMN 206 [H] 5 credits**  
**Symbolism and Mythology**

A study of the meaning, value and scope of symbolism and myth.

**HUMN 207 [H] 5 credits**  
**Sequential Art: Comic Books and Graphic Novels**

A study of the history, cultural significance and formal elements of various sequential art forms, including comic books, manga and graphic novels. Explores the interplay of image and text, and builds visual literacy by examining influential and respected works such as Maus, Watchmen, Persepolis and others.

**HUMN 242 [D] [H] 5 credits**  
**Global Cinema**

A survey of the cultural and historical development of global cinema outside of Hollywood and the United States, emphasizing the study of films and innovations in film production, distribution, and exhibition, as well as changes in national identity, that have had significant influence on cinema as an international art form.

## Industrial Electronics

**ELTRO 101 5 credits**  
**Basic DC-1**

Fundamental theory, multi-meter usage, Ohm's Law, series and parallel circuits, voltage and current laws, series/parallel combination circuits, DC motors, generators, semi-conductors, and instrumentation. A lab section provides hands-on exercises to reinforce principles and applications to test and troubleshoot circuits. Prerequisites: MATH 093 or MATH 096 or instructor's permission.

**ELTRO 121 5 credits**  
**Digital Electronics**

A comprehensive focus on the concepts, terminology, components and circuits that combine to form the basic digital electronic system. Includes digital number systems, gates, inverters, Boolean algebra, flip-flops, registers, timers and counters. Hands-on lab exercises include building logic gate circuits and working with 7400 series digital components. Prerequisites: ELTRO 101 or instructor's permission.

**ELTRO 132 5 credits**



Introduction to programmable logic controllers (PLCs). Includes practical lab work on industrial PLC controls. Basic ladder logic programming skills and installation methods will be introduced. Experiment with a PLC controller/simulator and mechanically controlled systems with physical inputs and outputs to reinforce concepts. Prerequisites: ELTRO 121 or instructor's permission.

Covers the current edition of the National Electric Code (NEC). Through classroom lecture and discussion, develops comprehension of the NEC sections and relevant industrial electronics and electricity applications.



An overview of the proper maintenance associated with industrial and commercial equipment. Both mechanical and electrical hands-on skills will be included. Students will study bearing and bearing failures, vibration analysis, thermal imaging, specific plant safety hazards and the monetary benefits of a well-executed maintenance strategy.

**INDT 250** **2 credits**  
**Aerospace Electronics Capstone**

Culmination of year-long certificate program including final project. Includes review for industry certification testing, guidance for compilation of simple portfolio for job-seeking purposes, and other job-seeking activities. Prerequisites: instructor's signature.

**INDT 276** **3 credits**  
**Digital Design Capstone**

Provides a capstone experience for the digital design program, including practical application of the design and computer skills learned within the degree, portfolio development, and industry familiarity. Prerequisites: capstone of program sequence, taken in the last quarter.

**INDT 196/296** **1-5 credits**  
**Cooperative Work Experience**

Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor's signature.

## Japanese

**JAPN& 121 [H]** **5 credits**  
**Japanese I**

To develop students' communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level.

**JAPN& 122 [H]** **5 credits**  
**Japanese II**

Continuation of Japanese I. Develop communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level. Prerequisite: JAPN& 121.

**JAPN& 123 [H]** **5 credits**  
**Japanese III**

Continuation of Japanese II. Deals with more grammatical aspects of Japanese language than Japanese II. Primary objective is still to develop students' communicative skills in everyday situations in Japanese. Students also will learn reading and writing skills at the elementary level. Prerequisite: JAPN& 122 or equivalent.

**JAPN& 221 [H]** **5 credits**  
**Japanese IV**

Continuation of Japanese III. The primary objective is to enhance students' communicative skills in a variety of everyday situations in Japanese. Students will learn reading and writing skills at the intermediate level. Prerequisite: JAPN& 123 or instructor's signature.

**JAPN& 222 [H]** **5 credits**  
**Japanese V**

Continuation of Japanese IV. The primary objective is to enhance students' communicative skills in a variety of everyday situations

in Japanese. Students will learn reading and writing skills at the intermediate level. Prerequisite: JAPN& 221 or instructor's signature.

**JAPN& 223 [H]** **5 credits**  
**Japanese VI**

Continuation of Japanese V. The primary objective is to enhance students' communicative skills in a variety of everyday situations and in some workplace situations in Japanese. Students will learn reading and writing skills at the intermediate level. Prerequisites: JAPN& 222 or instructor's signature.

## Journalism

**JOUR 101 [H]** **5 credits**  
**Introduction to Journalism**

Journalistic principles and practices that prepare students to write for a variety of media audiences via a variety of media outlets—newspapers, online publications and social media. Course covers research, interviewing, reporting, editing and simple publishing of media content. Also addresses journalism history, law, ethics and social responsibility of news organizations. Prerequisites: ENGL& 101 or instructor's signature.

## Latin

**LATN 101 [H]** **5 credits**  
**Latin I**

Introduction to the most fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student's request.

**LATN 102 [H]** **5 credits**  
**Latin II**

Continued study of the fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student's request. Prerequisite: LATN 101 or equivalent.

**LATN 103 [H]** **5 credits**  
**Latin III**

Conclusion of study of the fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student's request. Prerequisite: LATN 102 or equivalent.

**LATN 110 [H]** **1-4 credits**  
**Conversational Latin Workshop**

An immersive, activity-based workshop in Latin conversation. Spend a minimum of two and a maximum of 10 and a half days speaking and engaging in a wide variety of both specialized and common daily activities in Latin. Prerequisite: one year of Latin and instructor's signature.

**LATN 220 [H]** **1-4 credits**  
**Conversational Latin Workshop**



An immersive, activity-based workshop in Latin conversation. Spend a minimum of two and a maximum of 10 and a half days speaking and engaging in a wide variety of both specialized and common daily activities in Latin. Prerequisite: two or more years of Latin and instructor's signature.

## Library

### **LIBR 101** 3 credits **Research Fundamentals**

Covers the basic skills necessary to acquire, evaluate and use information from a variety of sources. Students will survey the types of information available via academic and non-academic sources, with an emphasis on practical research skills. Students will use technological tools to produce research projects. Prerequisites: basic computer skills are recommended.

## Machining

### **MACH 105** 10 credits **Machining Technology I**

An introductory course focusing on the history, purpose and safe operations of machine tools, primarily the lathe, milling machine and associated tooling. Students will learn machine limits, modern and historic practices, as well as construct assigned projects. Emphasis on tool speeds, feeds, layout, shop math and proper material selection. (Formerly INDT 105).

### **MACH 115** 10 credits **Machining Technology II**

An intermediate course focusing on the creation of machine tooling for both lathes and milling machines. The course focus will include: metallurgy, heat treatment, precision grinding, cutting geometry, bit sharpening and unique tooling. Students will also gain a working knowledge of GD&T. (Formerly INDT 115). Prerequisites: MACH 105.

### **MACH 125** 10 credits **Machining Technology III**

Students will demonstrate and build proficiency in manual or conventional machining skills. Student and instructor will agree on a complex project that student will create. Course will also begin the exploration of G-Code programming and basic CNC operation. (Formerly INDT 125). Prerequisites: MACH 115.

### **MACH 196** 1-5 credits **Cooperative Work Experience**

Cooperative work experience is intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor's permission.

### **MACH 205** 10 credits **Machining Technology IV**

Intermediate course that explores the basics of 2D CAM programming. The students will also longhand program complex parts and fixtures. CNC operation and offset adjustments will become more prevalent this quarter. (Formerly INDT 205). Prerequisites: MACH 125.

### **MACH 215** 10 credits **Machining Technology V**

Students will demonstrate and build proficiency in CNC machining skills. Students and instructor will agree on complicated project that student will create. Strong emphasis on intermediate CAM programming, in-depth machine setup, and independent operation of CNC machines. (Formerly INDT 215). Prerequisites: MACH 205.

### **MACH 225** 10 credits **Machining Technology VI**

An advanced course that will explore 3D CAM programming in addition to showcasing the skills obtained in the previous five quarters. Students will discover potential job opportunities, create resumés, fill out applications and plan their career path. (Formerly INDT 225). Prerequisites: MACH 215.

### **MACH 296** 1-5 credits **Cooperative Work Experience**

Cooperative work experience is intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor's permission.

## Mathematics

### **MATH 090** 5 credits **Basic Mathematics**

Topics include: Adding, subtracting, multiplying and dividing real numbers including positive and negative integers, decimals, and fractions; applications involving geometry, ratios, proportions, percents and dimensional analysis; computation of powers; and introduction of roots. Calculators are not allowed. Prerequisites: appropriate ABE or placement score.

### **MATH 092T** 5 credits **Introduction to Technical Mathematics**

An introductory course in applied mathematics for industrial and technical programs that covers arithmetic operations with signed numbers, fractions and decimals; measuring methodology and unit conversion; and basic algebraic concepts including solving linear equations and systems of equations. Course intended to prepare students for MATH 100T. Prerequisites: placement into MATH 090 or higher.

### **MATH 093** 5 credits **Pre-Algebra**

Students will review arithmetic with real numbers, work with expressions containing variables, solve linear equations, graph linear equations in two dimensions, calculate slopes and intercepts for lines, and use unit analysis to solve applications. This course prepares students for MATH 098. Concurrent enrollment in SDS 103 is recommended. Prerequisites: MATH 090 or MATH 092T with a grade of "C" (2.0) or better, ABE 040 with a "B-" or better, or appropriate placement score.

### **MATH 098** 5 credits **Elementary Algebra**

Topics include solving linear, quadratic (by factoring) and rational equations; solving a linear system of equations; manipulating



polynomials (adding, subtracting, multiplying and dividing); and using exponent properties to simplify expressions. Students will also graph linear equations in two variables, calculate slopes, and find linear functions. Prerequisites: MATH 093 with a grade of "C" (2.0) or better, ABE 041 with a "B-" or better, or appropriate placement recommendation.

**MATH 099** **5 credits**  
**Intermediate Algebra**

Topics include: solving quadratic, absolute value, rational, radical, exponential and logarithmic equations; graphing shifted quadratic functions; simplifying radical expressions, solving systems of linear inequalities; evaluating logarithms; finding the vertex of a quadratic function. Prerequisites: MATH 098 with a "C" (2.0) or better, ABE 042 with a "B-" or better, or appropriate placement recommendation.

**MATH 100T** **5 credits**  
**Technical Math for Industrial Fields**

Applied course in mathematics for industrial fields. Topics include fundamentals of algebra, geometry and basic trigonometry and their applications to industry. Not intended for student planning to transfer to a four-year college. Prerequisites: MATH 092T or higher with a grade of "C" (2.0) or better or a MATH 098 placement score.

**MATH&107 [QS] [NS]** **5 credits**  
**Math in Society**

A survey in mathematical topics focusing on topics such as growth, finance and statistics that are essential knowledge for an educated citizen. Students will build confidence in mathematical reasoning relevant to a wide range of liberal arts and humanities applications. Prerequisites: MATH 099 with a grade of "C" (2.0) or better, or a grade of "3" or higher on the Smarter Balanced exam, "C" (2.0) or better in high school Algebra, Precalculus or Calculus within past three years or appropriate placement score.

**MATH 140 [QS] [NS]** **5 credits**  
**Precalculus for Business and Social Sciences**

Functions in context of business, social science and economics. Applications are emphasized including marginal analysis of cost, profit, revenue; break-even; supply and demand; present and future values of annuities; quantities that grow or decay exponentially; and data analysis to determine and use appropriate linear, polynomial, exponential and quadratic mathematical models. Prerequisites: MATH 099 with a grade of "C" or better, or a grade of "3" or higher on the Smarter Balanced exam, or appropriate placement score/criteria.

**MATH& 141 [QS] [NS]** **5 credits**  
**Precalculus I**

Functions and their graphs (including elementary, exponential and logarithmic functions, and the conic sections) and their inverses in the context in which they are used in calculus. Work with graphing calculators will be integrated into the course. Prerequisites: MATH 099 with a "B" or better, MATH 140, or appropriate placement score.

**MATH& 142 [QS] [NS]** **5 credits**  
**Precalculus II**

Introduction to trigonometric functions as they relate to the unit circle and right triangle. Graphs of the functions, applications,

problem solving, identities, inverse functions, complex numbers, vectors and analytic geometry including polar coordinates and parametric equations. The basic concepts of sequences and series will be covered. Prerequisites: MATH 140 or MATH& 141 with a grade of "C" (2.0) or better or appropriate placement score.

**MATH& 146 [QS] [NS]** **5 credits**  
**Introduction to Statistics**

Fundamental concepts and applications of descriptive and inferential statistics. Includes measures of central tendency and variability, statistical graphs, probability, the normal distribution, hypothesis testing, confidence intervals, ANOVA testing and regression analysis. Graphing calculator or statistical software techniques are used throughout the course. Prerequisites: MATH 099 with a "C" (2.0) or better, or a grade of "3" or higher on the Smarter Balanced exam, "C" (2.0) or better in high school Algebra, Precalculus or Calculus within past three years or appropriate placement score.

**MATH& 148 [QS] [NS]** **5 credits**  
**Business Calculus**

Differential and integral calculus designed for students majoring in business administration, social sciences and other programs requiring a short course in calculus. Work with graphing calculators will be integrated into the course. Prerequisites: MATH 140 or MATH&141 with "C" (2.0) or better, B or higher in a high school precalculus or calculus class within the past 3 years, a grade of "4" on the Smarter Balanced exam, or appropriate placement score.

**MATH& 151 [QS] [NS]** **5 credits**  
**Calculus I**

Introduction to limits, derivatives, higher-order derivatives and implicit differentiation. Applications involving maximums and minimums, and related-rates. Analysis of graphs of functions. Prerequisites: MATH& 142 with a "C" (2.0) or better or appropriate placement score.

**MATH& 152 [QS] [NS]** **5 credits**  
**Calculus II**

Focuses on definite, indefinite, and improper integrals, techniques of integration and using integration to solve area, volume, work and other application problems. Prerequisites: MATH&151 with a grade of "C" (2.0) or better or appropriate placement score.

**MATH& 153 [QS] [NS]** **5 credits**  
**Calculus III**

Calculus of parametric and polar functions. Vector operations, calculus of vector-valued functions, and analysis of motion in three dimensions. Sequences, series, Taylor polynomials, and Power Series.

Prerequisites: MATH&152 with a grade of "C" (2.0) or better or appropriate placement score.

**MATH& 171 [GE]** **5 credits**  
**Math for Elementary Educators I**

First of three elementary education math courses. Includes rigorous examination of topics including number theory, operations and algorithms of real numbers, place value, proportions/percents, and functions. Emphasizes mathematically precise language, mathematical fluency, problem solving, modeling, communication of mathematical ideas, analysis of difficulties in



teaching/learning, and other math/educational topics for Pre-K–8. Prerequisites: Appropriate assessment score, or a grade of “C” (2.0) or higher in MATH 099 or a college-level math class, or a grade of “3” or higher on the Smarter Balanced exam. Evidence of competency in MATH 099 is required for this course to transfer. Recommended prerequisite: grade of “C” (2.0) or higher for ENGL 097 or equivalent.

### **MATH& 172 [GE] 5 credits** **Math for Elementary Educators II**

Second of three elementary education math courses. Topics include properties of two/three dimensional figures, measurement, angles, area, perimeter, volume, surface area, constructions, similarity/congruence, Pythagorean Theorem, trigonometry, and transformations. Emphasizes mathematically precise language, problem solving, communication of mathematical ideas, analysis of difficulties in teaching/learning, and other math/educational topics for Pre-K–8. Prerequisites: MATH& 171 with a grade of “C” (2.0) or better. Recommend prerequisite: grade of “C” (2.0) or higher for ENGL 097 or equivalent.

### **MATH& 173 [QS] 5 credits** **Math for Elementary Educators III**

Third of three elementary education math courses. Reviews operations on real numbers and algebraic modeling. Topics include applications of proportions/percents, probability, counting, and descriptive statistics. Emphasizes mathematically precise language, mathematical fluency, problem solving, communication of mathematical ideas, analysis of difficulties in teaching/learning, and other math/educational topics for Pre-K–8. Prerequisites: MATH& 172 with a grade of “C” (2.0) or better or instructor’s signature. Recommended prerequisite: grade of “C” (2.0) or higher for ENGL 097 or equivalent.

### **MATH 195 1 credit** **Mathematical Computing**

Students will learn and use mathematical technology to investigate and solve in-depth and real-world problems. The technology and topics will be appropriate for the concurrent math course. Technologies will include Maple, R, Octave, Matlab, Excel, Fathom, and Desmos. Prerequisite: concurrent enrollment in one of MATH&141, 142, 146, 151 152, 153, 211, 238, or 254.

### **MATH 200 [QS] [NS] 5 credits** **Finite Math**

Survey of the essential quantitative ideas and mathematical techniques used in decision making in a diversity of disciplines. Includes systems of equations and matrices, linear programming, finance, probability and its uses. Additional topics may be included. Graphing calculators will be integrated into the course. Prerequisites: MATH 099 with a “C” (2.0) or better, or a grade of “3” or higher on the Smarter Balanced exam, “C” (2.0) or better in high school Algebra 2, Precalculus or Calculus within past three years or appropriate placement score.

### **MATH 211 [QS] [NS] 5 credits** **Linear Algebra**

Focuses on matrices, determinants, systems of equations, vector spaces including the four fundamental subspaces, orthogonality, inner product spaces, least square solutions, eigenvalues/eigenvectors, transformation matrices, dynamical systems and diagonalization. Geometrical understanding will be emphasized. Applications in business, computer science and engineering.

Introduction to mathematical proofs. Prerequisites: MATH &152 or instructor’s signature.

### **MATH 238 [QS] [NS] 5 credits** **Differential Equations**

Modeling with and solving of first- and higher-order ordinary differential equations, systems of linear equations, Laplace Transforms and series solutions of linear differential equations. Methods include numerical, qualitative and analytic approaches. The course will include modeling applications in engineering, chemistry and population studies. Prerequisites: MATH& 152 or instructor’s signature.

### **MATH& 254 [QS] [NS] 5 credits** **Calculus IV**

Focuses on multivariable and vector calculus, including: vector fields, gradients, curl, divergence, optimization, double and triple integrals in rectangular, polar, cylindrical, and spherical coordinate systems, line and surface integrals, Green’s Theorem, Divergence Theorem, Stokes’ Theorem. Prerequisites: MATH&153 with a grade of “C” (2.0) or better or appropriate assessment score.

## **Medical Assistant**

### **MA 110 5 credits** **Medical Office I**

Beginning skill for use in the business/medical office, including computers, reception, appointment scheduling, office mail, telephone skills, medical filing, medical coding and insurance forms. (Formerly HCA 110.) Prerequisites: acceptance into the medical assistant program or instructor signature.

### **MA 111 5 credits** **Body Structure and Function**

Study of body structure and function of body systems and related disease commonly associated with each system. Diagnostic and laboratory procedures used for diagnoses are discussed throughout the course. (Formerly HCA 111.) Prerequisites: acceptance into the medical assistant program or instructor signature.

### **MA 112 5 credits** **Pharmacology**

Basic concepts of pharmacology, including basic drug categories and use of most commonly prescribed medications in the medical office. Includes a review of math concepts related to medications, dose calculations, administration principles, injection preparations and site choice, and safety practices associated with medication administration. (Formerly HCA 112.) Prerequisites: acceptance into the medical assistant program or instructor signature.

### **MA 113 1 credit** **HIV/AIDS Education**

Meets requirement of the AIDS Omnibus Bill passed by the Washington State legislature regarding HIV/AIDS education for employees working in a health care setting. OSHA’s bloodborne pathogens standard concerning universal precautions is emphasized. (Formerly HCA 113.) Prerequisites: acceptance into the medical assistant program or instructor signature.

### **MA 115 7 credits** **Clinical Procedures I**

Introduction to clinical procedures for the medical office, including taking a medical history, exam room preparations, vital signs and



measurements, assisting with minor surgery, medical asepsis and infection control, universal precautions for blood and body fluids, principles of rehabilitation and charting. (Formerly HCA 115.) Prerequisites: acceptance into the medical assistant program or instructor signature.

**MA 116** **Office Communications** **3 credits**

Includes integrated computer applications and development of professional written communication skills for use in the medical office, and principles of consumer relations. (Formerly HCA 116.) Prerequisites: acceptance into the medical assistant program or instructor signature.

**MA 118** **Medical Law and Ethics** **2 credits**

Study of workplace legalities, including a basic overview of the legal system and legal and ethical considerations for the medical assistant in the medical office. Topics include medical records, management, medical contracts, concepts of health care reform and workplace responsibilities, including confidentiality, informed consent and patient rights. (Formerly HCA 118.) Prerequisites: acceptance into the medical assistant program or instructor signature.

**MA 120** **Medical Office II: Advanced Office Skills** **5 credits**

Develops advanced skill in the use of computer systems for office billing procedures, including established accounts, accounts receivable and accounts payable, payroll inventory control, collections, and purchasing. Explores the basic types of medical insurance, study of claims processing and third-party reimbursement. (Formerly HCA 120.) Prerequisites: MA 110 or instructor signature.

**MA 125** **Clinical Procedures II** **7 credits**

Covers the principles of nutrition and dietary modifications as a form of treatment. Develop clinical skills in the following areas: care of cardiac patients (including EKGs), pediatrics, reproductive health, GI, pulmonary, ortho, neuro and EENT. (Formerly HCA 125.) Prerequisites: acceptance in the medical assistant program, continued good standing in program.

**MA 135** **Clinical Procedures III** **7 credits**

General introduction to the medical laboratory and use of the microscope. Topics of study include principles of safe specimen collection, handling and testing, phlebotomy; introduction to microbiology and hematology with special attention given to CLIA waived testing, urinalysis, principles of safe medication administration, and care of the diabetic patient. (Formerly HCA 135.) Prerequisites: acceptance in the medical assistant program, continued good standing in program.

**MA 260** **Practicum/Externship for Health Care Assistant** **8 credits**

Application of knowledge and skill in an unpaid experience in a medical office (160 hours). (Formerly HCA 260.) Prerequisites: MA 115, 125, 135.

**MA 265** **Practicum Seminar** **2 credits**

Focus is on the externship experience (HCA/MA 260) and transitioning from student to professional medical assistant. (Formerly HCA 265.) Prerequisite: concurrent enrollment in MA 260.

## Medical Laboratory Technology

**MLT 100** **Introduction to Medical Laboratory Technology** **1 credit**

Introduction to the field of medical laboratory technology with a focus on general topics related working in clinical laboratories. For students interested in exploring employment opportunities in medical laboratories.

**MLT 102** **Phlebotomy** **1 credit**

Students will learn the theory of phlebotomy and how it relates to the healthcare delivery system, lab safety and infection control, anatomy and physiology, specimen collection and handling, phlebotomy equipment, quality assurance and control, communication and legal issues. Prerequisites: MLT 100.

**MLT 150** **Basic Lab Theory** **4 credits**

Introduction to the fundamental theories of laboratory practice and safety, including studies in hematology microbiology, clinical chemistry, serology, blood banking, urinalysis and venipuncture. Prerequisites: acceptance into the MLT program, MLT 102 and concurrent enrollment in MLT 151.

**MLT 151** **Basic Lab Practice** **3 credits**

Introduction to the fundamental skills and procedures necessary in the clinical laboratory. Prerequisites: acceptance into the MLT program, MLT 102, and concurrent enrollment in MLT 150.

**MLT 210** **Clinical Experience I** **10 credits**

Practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: acceptance into the MLT program, MLT 102, and concurrent enrollment in MLT 150.

**MLT 213** **Hematology** **7 credits**

In-depth training in the practical and theoretical subjects associated with hematology, hemostasis, immunology, serology and immunohematology. Prerequisites: BIOL& 242 and concurrent enrollment in MLT 210 and MLT 214.

**MLT 214** **Hematology Lab** **3 credits**

Fundamental practice of clinical hematology, body fluid analysis and immunohematology. Prerequisites: MLT 151 and concurrent enrollment in MLT 213.

**MLT 220** **Clinical Experience II** **10 credits**



Practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 210 and concurrent enrollment in MLT 223.

**MLT 223** 7 credits  
**Clinical Microbiology**

In-depth training in the practical and theoretical subjects associated with clinical bacteriology, parasitology, mycology and virology. Prerequisites: BIOL& 260 and concurrent enrollment in MLT 220 and MLT 224.

**MLT 224** 3 credits  
**Clinical Microbiology Lab**

Fundamental practice of diagnostic medical bacteriology and parasitology. Prerequisites: BIOL&260 and concurrent enrollment in MLT 223.

**MLT 230** 10 credits  
**Clinical Experience III**

Practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 220 and concurrent enrollment in MLT 233.

**MLT 233** 7 credits  
**Clinical Chemistry and Urinalysis**

Fundamentals of chemical analysis and urinalysis procedures in the medical laboratory. Emphasis on proper use and care of equipment, safety procedures, recognition of sources of error, and the use of a variety of statistical tools as part of a quality-assurance program. Prerequisites: CHEM& 131, BIOL& 242 and concurrent enrollment in MLT 230 and MLT 234.

**MLT 234** 3 credits  
**Clinical Chemistry Lab**

Fundamental practice of clinical chemistry and urinalysis. Prerequisites: CHEM&131 and concurrent enrollment in MLT 233..

**MLT 240** 10 credits  
**Clinical Experience IV**

Practical on-the-job training in different departments with some opportunities to return for additional training in those areas where instructors feel it is needed. Rotation through the laboratory departments under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 230.

## Meteorology

**METR 110 [NS]** 5 credits  
**Earth's Changing Climate**

Study climate and climate change. Determine what controls global climate and individual climate zones on earth. Reconstruct changing climates of the past. Analyze the effects of greenhouse gases and aerosols, human influences on climate, and the effects of Earth's changing climate on humans and other species.

**METR 210 [NS]** 5 credits  
**Introduction to Weather and Climate**

Explore Earth's atmosphere and the factors that determine

weather, seasons and climate. Practice measuring and forecasting the weather. Learn to read weather maps, identify clouds, and understand the causes and consequences of extreme storms. Includes laboratory. Prerequisites: MATH 093 or higher.

## Music

**MUS 100 [H]** 5 credits  
**Introduction to Music**

Introduction to music theory. Emphasis on fundamental concepts, including notation, meter, rhythm, diatonic scales, key signatures, intervals, harmony, ear training, songwriting, and keyboard and fretted instruments.

**MUSC& 105 [H]** 5 credits  
**Music Appreciation**

Humanities option for the music or non-music major. Lectures, readings, recordings, video presentations, guest artists and live concert attendance with emphasis on guiding students to musical understanding and appreciation of the musical styles and forms of western music from the Middle Ages through the 20th century.

**MUS 110 [H]** 1 credit  
**Individual Voice Instruction**

College-level private vocal instruction. Primarily for music majors and minors but open to all qualifying students. Instructor lessons fees and accompanist fees (in addition to tuition) apply. Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisite: instructor's signature.

**MUS 111 [H]** 1 credit  
**Individual Piano Instruction**

College-level private piano instruction. Primarily for music majors and minors but open to all qualifying students. Instructor lessons fees (in addition to tuition) apply. Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisite: instructor's signature.

**MUS 112 [H]** 1 credit  
**Individual Instrument Instruction**

College-level private instrument instruction. Primarily for music majors and minors but open to all qualifying students. Instructor lessons fees and accompanist fees (in addition to tuition) apply. Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisites: instructor's signature.

**MUS 113 [H]** 5 credits  
**Jazz History**

A non-music major humanities course designed to trace the development of jazz from its roots to its contemporary modern styles.

**MUS 114 [H]** 3 credits  
**Survey of Rock: History of Rock Styles**

A non-music major humanities course designed to trace the development of rock musical styles from roots in American pop music, blues and jazz to modern present day rock styles.

**MUS 116 [H]** 5 credits



## Introduction to the Music/Audio Technology I

An introduction and overview to industry music/audio technology. Receive theoretical and practical experience in acoustics, MIDI, digital sequencing, non-destructive digital recording and electronic music publishing. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100 highly recommended, and basic computer literacy.

### MUS 120 [H] 1 credit Voice Class Instruction

Introduction to the principles of voice production, vocal literature, techniques and stage presence, including basic preparation for solo performance. Class members may perform in public. Students may incur extra fees for accompanist assistance. May be repeated for credit. Prerequisites: knowledge of notation and rhythm is expected or concurrent enrollment in MUSC& 121 is suggested. Students should have basic vocal capabilities (pitch matching, average or better vocal range).

### MUSC& 121 [H] 2 credits Ear Training 1

Fundamental ear training includes intervals, major and minor scales, triads in root and inverted positions, rhythm reading in simple and compound meter. Sight singing includes simple diatonic major and minor melodies. Prerequisites: Knowledge of basic music notation or instructor's signature. Must be taken concurrently with MUSC& 131.

### MUSC& 122 [H] 2 credits Ear Training 2

Continuation of MUSC& 121 with emphasis on triad and seventh chord inversions, chord progressions in major and minor modes, recognition of plagal and authentic cadences, melodic dictation in major and minor modes, and more advanced rhythmic reading and dictation in simple and compound meters. Prerequisites: MUSC& 121 or instructor's signature. Must be taken concurrently with MUSC& 132.

### MUSC& 123 [H] 2 credits Ear Training 3

Continuation of MUSC& 122 with emphasis on triads and seventh chords in all inversions. Harmonic dictation to include modulations to near-related keys, nonharmonic tones, secondary dominants, altered chords and augmented sixth chords. Melodic dictation to include chromatic tones; rhythmic dictation to include complex examples in simple, compound and mixed meters. Prerequisites: MUSC& 122 or instructor signature. Must be taken concurrently with MUSC& 133.

### MUS 125 [H] 1 credit Piano Class Instruction

Music reading and keyboard techniques from beginning through intermediate levels. No music background required. Emphasis on note reading, rhythm reading, key signatures, major scales and improvising with primary triads. May be repeated for credit.

### MUSC& 131 [H] 3 credits Music Theory 1

Develops an understanding of elementary compositional techniques. Emphasis on the structure of tonality, triads in all inversions (doubling and spacing), voice leading, seventh chords, phrase structure and cadences, nonharmonic tones, harmonic

progression, and basic techniques of harmonization. Prerequisites: knowledge of basic music notation or instructor's signature. Must be taken concurrently with MUSC& 121.

### MUSC& 132 [H] 3 credits Music Theory 2

Continuation of MUSC& 131 with emphasis on triad and seventh chord inversions, nonharmonic tones and the harmonization of melodies. Student compositions are performed by a lab choir. Further emphasis analysis techniques. Prerequisites: MUS 106 or MUSC& 131 or instructor's signature. Must be taken concurrently with MUSC& 122.

### MUSC& 133 [H] 3 credits Music Theory 3

Continuation of MUSC& 132 with a working knowledge of triads and seventh chords in major and minor modes, nonharmonic tones, and the harmonization of melody. Introduction to chromatic harmony. Prerequisites: MUS 107 or MUSC& 132 or instructor's signature. Must be taken concurrently with MUSC& 123.

### MUS 145 [GE] 1 credit Brass Class Instruction

An introductory master class that covers the principles of brass instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: Students should have prior instrument experience. Knowledge of notation and rhythm required or concurrent enrollment in MUS 100.

### MUS 146 [GE] 1 credit Woodwind (single reed) Class Instruction

An introductory master class that covers the principles of woodwind (single reed) instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: students should have prior instrument experience. Knowledge of notation and rhythm required or concurrent enrollment in MUS 100.

### MUS 161 [H] 1 credit Community Chorus

Choral singing open to all students. No audition required, but preliminary contact with director required for participation. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary. May be repeated for credit.

### MUS 170 [H] 2 credits WVC Chamber Choir

A select vocal performance ensemble: the WVC Chamber Choir is a primary recruiting ensemble for the WVC Music Department. Participation will involve numerous performances and varied community outreach activities. Audition required. May be repeated for credit. Prerequisites: previous vocal/choral experience or instructor approval.

### MUS 172 [H] 2 credits WVC Vocal Jazz Ensemble

A select vocal jazz ensemble that rehearses and performs standard jazz choir repertoire in the style of Manhattan Transfer and New York Voices. Typical ensemble configuration includes a rhythm



section and singers on individual microphones. Audition required. May be repeated for credit. Prerequisites: previous vocal/choral experience or instructor approval. Concurrent enrollment in MUS 170 or MUS 270 is required.

**MUS 173 [H] 2 credits**  
**Mariachi Music**

Traditional Mexican mariachi music: violin, trumpet, guitar, guitarron, vihuela and voice. Learn traditional techniques and forms including the "son," ranchera, bolero, huapango and polka. Students will generally provide their own instrument. May be repeated for credit. Prerequisites: instructor's signature, students must be playing mariachi at an intermediate level on their instrument.

**MUS 174 [H] 1-2 credits**  
**Jazz Ensemble**

Preparation and performance of jazz ensemble literature. Open to all students. The WVC Jazz Ensemble performs several concerts each term. Students are to bring their own instruments. May be repeated for credit. Prerequisites: prior instrumental and ensemble proficiency required. Instructor's permission.

**MUS 175 [H] 1-2 credits**  
**Instrumental Ensemble**

Preparation and performance of varied instrumental literature with the Wenatchee Valley Symphony or other professional or semi-professional instrumental ensembles in the greater Wenatchee area. This may include the British Brass Band, the Wenatchee Big Band and others. Students to bring their own instruments. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency required. Instructor's permission. Audition may be required.

**MUS 177 [H] 1-2 credits**  
**Guitar Orchestra**

Preparation and performance of music for guitar orchestra. Course will focus on developing ensemble, technical and interpretive skills. Students to bring their own instruments. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency recommended. Instructor's permission. Audition may be required.

**MUS 210 [H] 1 credit**  
**Individual Voice Instruction**

College-level private vocal instruction. Primarily for music majors and minors but open to all qualifying students. Instructor lessons fees (in addition to tuition) apply. Fees for accompanists (outside of tuition and course fees are likely to apply). Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisites: instructor's signature. MUS 110 (a student must demonstrate superior competency and knowledge of specific literature and pedagogy during MUS 110 to be allowed to enroll in MUS 210).

**MUS 211 [H] 1 credit**  
**Individual Piano Instruction**

College-level private piano instruction. Primarily for music majors and minors but open to all qualifying students. Instructor lessons fees (in addition to tuition) apply. Performance at end of term

student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisites: instructor's signature. MUS 111 (a student must demonstrate superior competency and knowledge of specific literature and pedagogy during MUS 111 to be allowed to enroll in MUS 211).

**MUS 212 [H] 1 credit**  
**Individual Instrument Instruction**

College level private instrumental instruction. Primarily for music major and minors but open to all qualifying students. Instructor lessons fees (in addition to tuition) apply. Fees for accompanists (outside of tuition and course fees are likely to apply). Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisites: instructor's signature. MUS 112 (a student must demonstrate superior competency and knowledge of specific literature and pedagogy during MUS 112 to be allowed to enroll in MUS 212).

**MUS 221 [H] 1 credit**  
**Piano Class Instruction**

Continuation of MUS 125 for those students desiring to learn more advanced playing techniques. May be repeated for credit. Prerequisites: MUS 125 or equivalent or instructor's signature.

**MUSC& 241 [H] 5 credits**  
**Music Theory 4**

The fourth of a six-term course sequence in written and aural music theory: learn to analyze, employ, sing and transcribe chromatic music and intermediate forms. Prerequisites: MUSC& 133 and MUSC& 123 or equivalent.

**MUSC& 242 [H] 5 credits**  
**Music Theory 5**

The fifth of a six-term course sequence in written and aural music theory: learn to analyze, employ, sing and transcribe advanced chromatic music and advanced forms. Prerequisites: MUSC& 241 or equivalent.

**MUSC& 243 [H] 5 credits**  
**Music Theory 6**

The sixth of a six-term course sequence in written and aural music theory: learn to analyze, employ, sing and transcribe advanced chromatic music and advanced forms as well as 20th century techniques. Prerequisites: MUSC&242 or equivalent.

**MUS 261 [H] 1 credit**  
**Community Chorus**

Choral singing open to all students. No audition required, but contact with the director is required prior to participation. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary. May be repeated for credit. Prerequisites: instructor's signature.

**MUS 270 [H] 2 credits**  
**WVC Chamber Choir**

A select vocal performance ensemble: Participation will involve numerous performances and varied community outreach activities. Audition required. May be repeated for credit.



Prerequisites: previous vocal/choral experience or instructor's signature.

**MUS 272 [H] 2 credits**  
**WVC Vocal Jazz Ensemble**

A select vocal jazz ensemble that rehearses and performs standard jazz choir repertoire in the style of Manhattan Transfer and New York Voices. Typical ensemble configuration includes a rhythm section and singers on individual microphones. Audition required. May be repeated for credit. Prerequisites: previous vocal/choral experience or instructor approval. Concurrent enrollment in MUS 170 or MUS 270 is required.

**MUS 273 [H] 2 credits**  
**Mariachi Music**

Traditional Mexican mariachi music; violin, trumpet, guitar, guitarron, vihuela and voice. Learn traditional techniques and forms including the "son," ranchera, bolero, huapango and polka. Students will generally provide their own instrument. May be repeated for credit. Prerequisites: instructor's signature, students must be playing mariachi at an intermediate level on their instrument.

**MUS 274 [H] 1-2 credits**  
**Jazz Ensemble**

Preparation and performance of jazz ensemble literature. Open to all students. The WVC Jazz Ensemble performs several concerts each term. Students are to bring their own instruments. May be repeated for credit. Prerequisites: prior instrumental and ensemble proficiency required. Instructor's signature.

**MUS 275 [H] 1-2 credits**  
**Instrumental Ensemble**

Preparation and performance of varied instrumental literature with the Wenatchee Valley Symphony or other professional or semi-professional instrumental ensembles in the greater Wenatchee area. This may include the British Brass Band, the Wenatchee Big Band and others. Students to bring their own instruments. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate level technical proficiency required. Instructor's signature. Audition may be required.

**MUS 277 [H] 1-2 credits**  
**Guitar Orchestra**

Advanced preparation and performance of music for guitar orchestra. Course will focus on advanced ensemble, technical and interpretive skills. Students to bring their own instruments. May be repeated for credit. Prerequisites: previous performing experience and a minimum of advanced-level technical proficiency recommended. Instructor's signature. Audition may be required.

## Native Language

**NAL 101 [H] 5 credits**  
**Native American Language I: nselxcin**

Introduction to nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet and vocabulary will be covered. Gain an awareness of the interconnection of language and culture.

**NAL 102 [H] 5 credits**  
**Native American Language II: nselxcin**

Continuation of NAL 101. Some instruction will be in nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisites: NAL 101 or instructor's signature.

**NAL 103 [H] 5 credits**  
**Native American Language III: nselxcin**

Continuation of NAL 102. Moderate use of nselxcin (the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 102 or instructor's signature.

**NAL 111 [H] 5 credits**  
**Native American Language I: nimipu**

Introduction to nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet, and elementary grammar and vocabulary will be covered. Students will gain an awareness of the interconnection of language and culture.

**NAL 112 [H] 5 credits**  
**Native American Language II: nimipu**

Continuation of NAL 111. Some instruction will be in nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisites: NAL 111 or instructor's signature.

**NAL 113 [H] 5 credits**  
**Native American Language III: nimipu**

Continuation of NAL 112. Moderate use of nimipu (the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 112 or instructor's signature.

**NAL 121 [H] 5 credits**  
**Native American Language I: nxa?amxcin**

Introduction to nxa?amxcin, the language spoken by the Moses/Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet, and elementary grammar and vocabulary will be covered. Students will gain an awareness of the interconnection of language and culture.

**NAL 122 [H] 5 credits**  
**Native American Language II: nxa?amxcin**

Continuation of NAL 121. Some instruction will be in nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisite: NAL 121 or instructor's signature.

**NAL 123 [H] 5 credits**  
**Native American Language III: nxa?amxcin**

Continuation of NAL 122. Moderate use of nxa?amxcin (the language spoken by Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation) for instruction. Students



will further their abilities in the language. Prerequisite: NAL 122 or instructor's signature.

**NAL 204 [H] 5 credits**  
**Native American Language IV: nselxcin**

Continuation of NAL 103. Increased use of the nselxcin language for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 103 or instructor's signature.

**NAL 205 [H] 5 credits**  
**Native American Language V: nselxcin**

Continuation of NAL 204. Most instruction is in nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 204 or instructor's signature.

**NAL 206 [H] 5 credits**  
**Native American Language VI: nselxcin**

Continuation of NAL 205. Instruction is in nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 205 or instructor's signature.

**NAL 214 [H] 5 credits**  
**Native American Language IV: nimipu**

Continuation of NAL 113. Increased use of one of the nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation, for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 113 or instructor's signature.

**NAL 215 [H] 5 credits**  
**Native American Language V: nimipu**

Continuation of NAL 214. Most instruction is in nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 214 or instructor's signature.

**NAL 216 [H] 5 credits**  
**Native American Language VI: nimipu**

Continuation of NAL 215. Instruction is nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 215 or instructor's signature.

**NAL 224 [H] 5 credits**  
**Native American Language IV: nxa?amxcin**

Continuation of NAL 123. Increased use of the nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation, for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 123 or instructor's signature.

**NAL 225 [H] 5 credits**  
**Native American Language V: nxa?amxcin**

Continuation of NAL 224. Most instruction is in nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat

and Chelan tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 224 or instructor's signature.

**NAL 226 [H] 5 credits**  
**Native American Language VI: nxa?amxcin**

Continuation of NAL 225. Instruction is in nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 225 or instructor's signature.

## Natural Resources

**NATR 102 3 credits**  
**Maps and Navigation**

Learn to navigate and read topographic maps, along with learning to use a hand compass, staff compass and aerial photography. Students will learn differential leveling, pacing, traversing, survey mapping, General Land Office survey methods, legal descriptions, bearing/azimuth survey and topographic interpretation-profiling. Transect survey plotting and sampling will be introduced.

**NATR 108 3 credits**  
**Exploring Natural Resources Management**

A panoramic view of ecosystems, current topics, primary organizations and professions in modern natural resources management. Lectures, discussions and extensive field activities survey this diverse industry. Use career assessment and planning tools, such as educational portfolio development, to create a strategy for your professional future.

**NATR 125 3 credits**  
**Intro to Geographical Information System**

Introduces Geographical Information Science (GIS) concepts, technology and tools. Topics will include the input, management, manipulation, analysis and display of spatial data. ArcGIS software will be used to visualize real-world issues, discover patterns and communicate spatial information.

**NATR 210 5 credits**  
**Natural Resource Portfolio and Final Project**

Completion of student professional portfolio and final project. The portfolio contains course projects, work and educational experiences completed while pursuing an AST degree or certificate. Final project will be completed by a team of students and will contain culminating activities that demonstrate acquisition of natural resource program student learning outcomes. Prerequisite: completion of one year's course work in the natural resource program.

**NATR 220 3 credits**  
**Introduction to Wildland Fire Ecology**

An overview of wildfire with an emphasis on local natural environments. Wildfire is presented in a historical and ecological context, and as physical force and agent for ecological change. Covers land management and social policy issues.

**NATR 235 5 credits**  
**Society & Natural Resources**

From personal to global levels, this course uses a systems approach to examine interaction of social, economic and ecological



factors in natural resources management. Identify and explore the consequences of diverse natural resource philosophies and paradigms, and develop skills to direct, mitigate or change human impacts on natural systems. Prerequisite: ENGL& 101.

### **NATR 240** **4 credits** **Land and Resource Survey**

Introductory survey dealing with the successional health of forest, range and shrub-steppe habitats. Students will be trained in the methodology and perform the actual transect surveys to collect and analyze the data from these surveys to determine resource health. Surveys focus on historical and traditional flora, fauna and restoration.

### **NATR 241** **4 credits** **Intro to Watershed Science and Management**

Watershed science and management are inherently multidisciplinary and involve a broad array of physical, biological and social sciences. A range of water resource management strategies are examined including structural/nonstructural, regulatory/non-regulatory and prevention/restoration approaches. Case studies and field trips will look at freshwater management issues at the local to national level.

### **NATR 242** **4 credits** **Survey of Wildlife Populations**

Identification of northwest wildlife and associated populations. Identification and habitat improvement through population surveys, forage/browse utilization, population dynamics and carrying capacities. Students will learn wildlife survey procedures and survey the associated conditions of required habitat for both large and small birds/mammals.

### **NATR 196/296** **1-5 credits** **Cooperative Work Experience**

Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor's permission.

## **Nursing**

### **NURS 100A** **10 credits** **Basic Patient Care**

Introduction to the basic skills and knowledge required for competency as a caregiver in accordance to WAC 246-842-100 for nursing assistants. Includes instruction of personal-care skills, roles and responsibilities of nursing assistants, communication skills, and safe and emergency procedures. Includes seven hours of HIV/AIDS training required by Washington State. Certificate of completion awarded upon successful completion of all components of the class.

### **NURS 101** **3 credits** **Foundations in Nursing Practice**

An introduction to concepts and theories basic to the art and science of nursing, with an emphasis on health promotion across the lifespan. This course incorporates the WVC Nursing Program's philosophy, history of nursing, professional concepts, physical/psychosocial assessment, client safety, principles of effective communication, and methods to promote client learning.

Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101E, 101L, 101N, 101P and PHARM 101.

### **NURS 101E** **1 credit** **Ethics and Policy in Healthcare I**

Introduction of ethical and legal issues relevant to healthcare. This course is taught in an integrated format with NURS 101. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101, 101L, 101P and PCOL 101. *Crosslisted with PHIL 105.*

### **NURS 101L** **6 credits** **Foundations in Nursing Practice Lab**

Provides an introduction to foundational nursing skills and practice of these skills in the lab setting. Practice and competency testing to ensure the safe delivery of client care in the clinical setting. This course integrates concepts associated with the core themes of the WVC nursing program. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101, 101E, 101N, 101P and PHARM 101.

### **NURS 101N [NS]** **1 credit** **Nutrition in Healthcare I**

Nutrition as it relates to the client's health and well-being, across the lifespan. It is taught in an integrated format with NURS 101. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101, 101E, 101L, 101P and PHARM 101. *Crosslisted with NUTR 105.*

### **NURS 101P [SS]** **1 credit** **Psychosocial Issues in Healthcare I**

Psychosocial issues across the lifespan. This course is taught in an integrated format with NURS 101. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101, 101E, 101L, 101N, and PHARM 101. *Crosslisted with PYSC 105.*

### **NURS 102** **4 credits** **Nursing Concepts I**

Introduction to medical-surgical nursing, with an emphasis on evidence-based care/management of clients experiencing acute and/or chronic health conditions. Obstetric, perinatal and pediatric nursing care will also be taught. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102L, 102N, and PHARM 102.

### **NURS 102L** **6 credits** **Nursing Concepts I Practice Lab**

In this clinical course, emphasis is placed on the progressive acquisition of nursing skills and knowledge. Students will learn collaboration, while providing safe, patient-centered care. Clinical takes place in a variety of settings. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102, 102N and PHARM 102.

### **NURS 102N [NS]** **2 credits** **Nutrition in Healthcare II**

Exploration of the relationship between nutrition, health, and well-being, with a focus on the healthcare team member's role in assisting clients to maintain optimal health across the lifespan. Nutritional strategies to support clients experiencing acute/chronic illness will be discussed. Taught in an integrated format with NURS 102. By permission only. Prerequisites: acceptance







is integrated with NURS 202. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202, 202E, 202L and 202P. *Crosslisted with NUTR*

**NURS 202P[SS] 1 credit**  
**Psychosocial Issues in Healthcare III**

Special emphasis will be placed on exploration of psychosocial issues that arise in clients with acute and/or emergent health problems. This course examined the role of the healthcare professional in providing care for these clients. Content is integrated with NURS 202. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202, 202E, 202L and 202N. *Crosslisted with PSYC 203.*

**NURS 203 4 credits**  
**Advanced Nursing Concepts III**

Nursing and healthcare management of clients with complex, multi-system, acute and chronic pathological processes, throughout the lifespan. Emphasis is placed on how interdisciplinary collaboration, evidence-based, and patient-centered care facilitate optimal client/organizational outcomes. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203E, 203L and 203P.

**NURS 203E 1 credit**  
**Ethics and Policy in Healthcare IV**

Focuses on healthcare management of patients with complex, multi system acute and chronic pathological processes throughout the lifespan with emphasis on ethics and healthcare policy and how it will impact the health of the adult and pediatric patient. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203, 203L and 203N. *Crosslisted with PHIL 203.*

**NURS 203L 6 credits**  
**Advanced Nursing Concepts III Practice Lab**

Nursing and healthcare management of clients with complex, multi-system acute and chronic pathological processes throughout the lifespan. Students collaborate with the healthcare team to provide compassionate care and facilitate optimal client and organizational outcomes. Preceptor experiences are awarded in acute care, community health or long-term care. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203, 203E and 203P.

**NURS 203P [SS] 1 credit**  
**Psychosocial Issues in Healthcare IV**

Examines psychosocial health, and determinants of health and illness across the lifespan. This course is taught in an integrated format with NURS 203. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203, 203E and 203L. *Crosslisted with PSYC 204.*

**NURS 210 1 credit**  
**Senior Seminar I**

This course employs the use of patient-care scenarios, case-studies, NCLEX style questions, and other learning activities to assist students in developing improved clinical judgement, and to promote success on the NCLEX-RN. Prerequisites: concurrent enrollment in NURS 201, 201E, 201L, and 201P.

**NURS 214 1 credit**  
**Senior Seminar II**

This seminar is designed to help prepare students to succeed on the NCLEX-RN, and for entry into the workforce. Complex patient-care scenarios, case-studies and other learning activities are designed to assist students in the development of clinical judgement and improved decision making. Prerequisites: concurrent enrollment in NURS 203, 203E, 203L, and 203P.

**NURS 300 5 credits**  
**Professional Writing for Nursing**

This course refines the process of planning, revising and editing essays. Professional writing using APA format will be covered. Other topics include use of print and electronic sources, note taking, credibility, fact and opinion, logic, avoidance of plagiarism and documentation.

**NURS 310 5 credits**  
**Transition to Baccalaureate Nursing Practice**

Examines professional issues for transition into the baccalaureate nursing role. Further develop professional core values associated with being a caring and ethical professional nurse. Emphasis on ethics, patient safety, interdisciplinary team coordination and collaboration, quality care, nursing leadership and health promotion while analyzing key issues within the healthcare system.

**NURS 315 5 credits**  
**Economics in Healthcare**

Explores principles of micro and macroeconomics as applied to the healthcare industry; examines how healthcare demand differs from other goods. Major topics include: cost-benefit of marketing and government solutions to healthcare issues, the role risk plays in supply and demand of health insurance, and impacts on private-profit and socio-economic well-being.

**NURS 320 5 credits**  
**Nursing Research, Clinical Scholarship and Evidence Based Practice**

Examines the essential elements of, and process for, evidence-based practice in nursing and healthcare. Students will learn how to access, appraise and utilize both quantitative and qualitative research and other sources of evidence to make informed clinical decisions that improve patient safety and quality of care.

**NURS 330 5 credits**  
**Health Policy**

In-depth study of local, state, and national policies affecting the health of populations. Emphasis on regulatory and legislative issues related to the nursing profession. Examine the nurse's role in the legislative and political process.

**NURS 340 5 credits**  
**Organizational Change for Safety and Quality Care**

Examines and applies theories of organizational behavior, systems thinking and leadership to quality improvement strategies that minimize errors and optimize positive clinical outcomes. Participation in selected patient safety and quality improvement initiatives provide opportunity to apply and evaluate the relevance of theoretical concepts to real world healthcare challenges.

**NURS 350 5 credits**  
**Pathophysiology and Health Assessment**



Focuses on assessing patient's (individuals, families, and communities) health status utilizing a holistic approach that integrates pathophysiology and complete health history. This includes physical, psychosocial, and cultural dimensions, therapeutic interview skills, and performing a comprehensive physical exam. Practicum components will emphasize health promotion, disease prevention and linkages to healthcare services.

### **NURS 360** **5 credits** **Health Equity and Cultural Competency in Nursing**

Covers principles of transcultural and culturally competent nursing. Students explore how culture impacts health and health care and begin to recognize their own cultural experiences, how those experiences shape who they are and their healthcare core values and its impact on provision of nursing care.

### **NURS 411** **3 credits** **Health Information Technology for Nurses**

Explores health information and informatics concepts encountered in healthcare settings. Course content includes: healthcare information technology, concepts, terminology, and key health information systems and technology. Students will evaluate health information systems and their roles in patient safety, safe medication administration, maintaining patient privacy, data security and efficacy of healthcare processes.

### **NURS 430** **5 credits** **Community and Public Health Nursing**

Focuses on the role of the nurse in community and public health settings. Using an evidence-based and social-justice framework, students explore epidemiology, community assessment, health promotion, and disease prevention for aggregate populations while synthesizing theory, population research and practice on a local to global scale.

### **NURS 450** **2 credits** **Community Health Practicum**

Provides practicum experience in community and public health nursing, focusing on the application of public health and nursing principles in a variety of community-based settings.

### **NURS 490** **1 credit** **Leadership Portfolio and Capstone Project**

Students enrolled in this course will develop personal professional portfolios, designed to illustrate the student's academic achievements during the RN to BSN program. Collaborative problem solving and leadership skills will be utilized when working with community partners. This capstone experience will culminate in the dissemination of scholarly research through an end-of-quarter poster presentation.

Prerequisites: NURS 430 and NURS 450; should be completed in the final quarter of the BSN program.

## **Nutrition**

### **NUTR&101 [NS]** **5 credits** **Nutrition**

An introduction to human nutrition with emphasis on metabolism, health, and the science of nutrition in the context of human form and function. Current issues in food safety and fad diets will be considered.

### **NUTR 105 [NS]** **1 credit** **Nutrition in Healthcare I**

Nutrition as it relates to the client's health and well-being, across the lifespan. It is taught in an integrated format with NURS 101. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101, 101E, 101L, 101P and PHARM 101. *Crosslisted with NURS 101N.*

### **NUTR 106 [NS]** **2 credits** **Nutrition in Healthcare II**

Exploration of the relationship between nutrition, health, and well-being, with a focus on the healthcare team member's role in assisting clients to maintain optimal health across the lifespan. Nutritional strategies to support clients experiencing acute/chronic illness will be discussed. Taught in an integrated format with NURS 102. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102, 102L and PHARM 102. *Crosslisted with NURS 102N.*

### **NUTR 107 [NS]** **1 credit** **Nutrition in Healthcare III**

Review of the fundamental principles of nutrition, and discussion of basic nutritional requirements. The healthcare professional's role in the dietary management of alterations in digestive function, and care of the client with acute/chronic illness. Content is integrated with NURS 103. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 103, 103L and PHARM 103. *Crosslisted with NURS 103N.*

### **NUTR 202 [NS]** **1 credit** **Nutrition in Healthcare IV**

Focuses on the role of nutrition in the care and management of clients with urgent and/or emergent health problems. Emphasis will be place on the role of nutrition in health restoration. Content is integrated with NURS 202. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202, 202E, 202L and 202P. *Crosslisted with NURS 202N.*

## **Occupational Education**

### **OCED 100** **1 credit** **Essentials for Job Success**

A survey of practical skills in how to survive, thrive and be a success on the job. Topics include responsible work habits employers value, how to get along with co-workers and supervisors, critical thinking and problem solving in the workplace, knowing yourself, setting goals and getting ahead.

### **OCED 101** **5 credits** **Technical Reading**

Introduces reading skills needed in the technical workplace with emphasis on strategies using context clues, word elements, identifying main ideas and supports, understanding and reading graphs, diagrams and charts and outlining. Prerequisites: appropriate assessment scores or at least a "C" (2.0) grade in ENGL 092.

### **OCED 102** **5 credits** **Writing in the Workplace/Technical English**



Introduces writing skills needed in the workplace with emphasis in technical writing. Practice specific skills as a single effort and a collaborative effort both in and out of class. (formerly ENGL 100). Prerequisites COMPASS placement into ENGL 097 or a minimum grade of "C" (2.0) in ENGL 090 as determined by placement testing. Keyboarding skills recommended.

### **OCEC 130** **5 credits** **Industrial Safety**

Course covers "Hazardous Material Awareness" and safety procedures in industrial facilities such as mills, smelters, power plants and packing facilities. First aid, CPR, forklift, OSHA-10, Hazmat and flagger certifications will be awarded to successful students. Proper fire extinguishing techniques, MSDS, Lock-out Tag-out procedures, chemical safety, PPE and accident reporting are embedded.

## **Oceanography**

### **OCEA& 100 [NS]** **5 credits** **Introduction to Oceanography**

Investigation of the marine environment covering the geological, physical, chemical, biological and environmental processes which occur in the ocean. Topics include perspectives of oceanography, the intertidal zones, plate tectonics, islands, plankton and nekton, marine mammals, and pollution.

## **Pharmacology**

### **PHARM 101** **1 credit** **Pharmacology in Nursing I**

Pharmacodynamics, pharmacokinetics and pharmacotherapeutics of medications. This course discusses the safety concerns related to scope of practice, accurate dosage calculations, medication administration and monitoring, route of administration, as well as special considerations related to age and condition of the client. (Formerly PCOL 101). Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in Nursing 101, 101E, 101L, 101N and 101P.

### **PHARM 102** **1 credit** **Pharmacology in Nursing II**

Pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drugs. This course discusses safety concerns related to scope of practice, accurate dosage calculations, medication administration and monitoring, route of administration, as well as special considerations across the lifespan in prevention and treatment of chronic illness. (Formerly PCOL 102). Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102, 102L and 102N.

### **PHARM 103** **1 credit** **Pharmacology in Nursing III**

Pharmacodynamics, pharmacokinetics and pharmacotherapeutics of medications used to treat chronic health problems and infections. This course discusses the safety concerns related to scope of practice, accurate dosage calculations, medication administration and monitoring, and route of administration, with a focus on use of the intravenous route. (Formerly PCOL 103). Prerequisites: acceptance into WVC Nursing Program; concurrent

enrollment in NURS 103, 103L, 103N.

### **PHARM 110** **3 credits** **Introduction to Pharmacy and Pharmacy Law**

This course provides an introductory instructional learning, simulation, and experience of an inpatient hospital setting to further develop their education and skills. Students review pharmacy law as it pertains to the practice of pharmacy in the state of Washington and federal regulations. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

### **PHARM 120** **2 credits** **Pharmacy Calculations**

Students are introduced to the application of basic math skills to real-life scenarios in pharmacy technician career fields. Students review basic skills and complete dosage calculations for IVs, tablets, liquids and injectables. Students learn to additional calculations use for body surface area, chemotherapy and pediatric dosing. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

### **PHARM 130** **3 credits** **Over-The-Counter Drugs**

Students will learn about non-prescription medications, dietary supplements, and other self-care remedies available to treat many different medical conditions. This course will help gain a better understanding of how non-prescription and self-care products can be used safely and effectively. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

### **PHARM 140** **5 credits** **Pharmacology II**

Introduces the study of the properties, effects and therapeutic value of the primary agents in the major drug categories. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects and trade and generic names. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

### **PHARM 141** **5 credits** **Pharmacology III**

Continuation of PHARM 140 providing continuation of the study of properties, effects and therapeutic value of the primary agents in the major drug categories. Upon completion, students should be able to place major drugs in correct therapeutic categories and identify indications, side effects and trade and generic names. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

### **PHARM 150** **5 credits** **Sterile Preparations I**

Students develop proficiency in the skills necessary for successful compounding technique and practice. Will be introduced to the United States Pharmacopeia's General Chapter Pharmaceutical Compounding-Sterile Preparations <797> and prepare for proficiency in sterile products preparation. Washington Pharmacy Quality Assurance Committee regulations governing the practice of compounding emphasized. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

### **PHARM 151** **5 credits** **Sterile Preparations II**



Continuation of PHARM 150 providing continuation of the study United States Pharmacopeia's (USP's) General Chapter Pharmaceutical Compounding-Sterile Preparations <797> . Students will demonstrate compliance with fundamental aseptic technique requirements. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

**PHARM 160** **3 credits**  
**Hi-Touch Healthcare**

Healthcare employees must work collaboratively to ensure the delivery of high-quality care. Interdisciplinary collaboration to safeguard patient health is rooted in the need for healthcare employees to be proficient in behaviors and skills that impact intra-personal and interpersonal relationships. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

**PHARM 170** **3 credits**  
**Pharmacy Operations**

This course simulates daily activities in pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources and proper communication techniques. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

**PHARM 210** **6 credits**  
**Hospital Externship**

Application of knowledge and skills in an unpaid experience in a hospital pharmacy setting. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

**PHARM 220** **6 credits**  
**Community Externship**

Application of knowledge and skills in an unpaid experience in a community pharmacy setting. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

**PHARM 230** **6 credits**  
**Externship III**

Application of knowledge and skills in an unpaid experience in a hospital, community or similar pharmacy setting. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

**PHARM 231** **1 credit**  
**Portfolio**

This course will include a project that is a collection and presentation of materials that communicate the student's academic and professional development through the pharmacy technician program. The portfolio is designed to foster student empowerment through analysis and critique of one's own work and self-awareness through reflection and self-evaluation. Prerequisites: acceptance into the pharmacy technician program or instructor's signature.

**PHIL& 101 [H]** **5 credits**  
**Introduction to Philosophy**

Introduction to the various branches of philosophy, including metaphysics, the theory of knowledge and ethics through a survey of the history of Western philosophy.

**PHIL 105 [H]** **1 credit**  
**Ethics and Policy in Healthcare I**

Introduction of ethical and legal issues relevant to healthcare. This course is taught in an integrated format with NURS 101. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101, 101L, 101P and PCOL 101. *Crosslisted with NURS 101E.*

**PHIL& 115 [H]** **5 credits**  
**Critical Thinking**

A non-symbolic approach to logic and critical thinking focusing on the principles of reasoning and the criteria for validity. Case studies in government, health, education and business, with an emphasis on real-life examples. Principles of argumentation in discourse as seen through the critique of sample arguments and analysis of informal fallacies.

**PHIL& 120 [QS] [H]** **5 credits**  
**Symbolic Logic**

Introduces students to the structure and evaluation of deductive arguments. The core of this course is sentence logic with proofs and predicate logic with quantifiers and proofs. Will learn to translate natural language into symbolic notation and test for validity using natural deduction. Prerequisites: MATH 099 with a grade of "C" (2.0) or better or a grade of "3" or higher on the Smarter Balanced exam or appropriate placement score.

**PHIL 201 [H]** **1 credit**  
**Ethics and Policy in Healthcare II**

Analysis of ethical and legal issues relevant to the healthcare professions through an integrated format. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 201 and 201L. *Crosslisted with NURS 201E.*

**PHIL 202 [H]** **2 credits**  
**Ethics and Policy in Healthcare III**

Focuses on the ethical and legal issues when managing a patient with urgent/emergent health concerns, as a member of the healthcare team. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203, 203L and 203N. *Crosslisted with NURS 202E.*

**PHIL 203 [H]** **1 credit**  
**Ethics and Policy in Healthcare IV**

Focuses on healthcare management of patients with complex, multi system acute and chronic pathological processes throughout the lifespan. Emphasis on ethics and healthcare policy and how it will impact the health of the adult and pediatric patient. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203, 203L and 203N. *Crosslisted with NURS 203E.*

**PHIL 210 [H]** **5 credits**  
**Philosophy of Religion**

Philosophical examination of religion, especially of the theistic worldview. Topics include the nature and knowledge of God, faith

**Philosophy**



and reason, religious knowledge, life after death, miracles, and the problem of evil.

**PHIL 211 [H] 5 credits**  
**Introduction to Ethics**

Survey of the history of philosophical ethics, including teleological and deontological theories, as well as their application to ethical issues.

**PHIL 275 [H] 5 credits**  
**Comparative World Religions**

Survey of major world religions of both Western and Eastern traditions. Other religions are considered as time permits.

## Exercise Science - Activity Courses

**PEH 101 [GE] 1 credit**  
**Total Conditioning: Body Blast Conditioning**

Coed, comprehensive aerobic conditioning and body toning designed to increase muscle tone, flexibility, strength and the cardio respiratory system through the use of interval workouts. Anatomy programs addressed. Prescriptive and descriptive fitness testing administered. Prerequisites: Doctor's permission or physical within last year recommended for students age 40 and older.

**PEH 102 [GE] 2 credits**  
**Total Conditioning: Body Blast Conditioning**

Coed, comprehensive aerobic conditioning and body toning routines to music designed to increase muscle tone, flexibility, strength and the cardio respiratory system through the use of interval workouts. Prerequisites: Doctor's permission or physical within last year recommended for students age 40 and older.

**PEH 103 [GE] 1 credit**  
**Body Conditioning: Weight Training**

An introductory course designed to help each student: improve muscular strength; gain knowledge regarding safety, anatomy, and understanding of weight training theory and practice to be able to develop a personalized weight training program. May be repeated for credit.

**PEH 104 [GE] 2 credits**  
**Body Conditioning: Weight Training**

An introductory course designed to help each student: improve muscular strength; gain knowledge regarding safety, anatomy, and understanding of weight training theory and practice to be able to develop a personalized weight training program. May be repeated for credit.

**PEH 112 [GE] 1 credit**  
**Functional Movement Training for the Athlete**

Designed as a high level off-season functional conditioning class. The course will focus on development of explosive power, speed, strength, flexibility, agility, mobility and balance. The course will utilize a wide scope of training methods. May be repeated for credit.

**PEH 113 [GE] 2 credits**  
**Functional Movement Training for the Athlete**

Designed as a high level off-season functional conditioning class. The course will focus on development of explosive power, speed,

strength, flexibility, agility, mobility and balance. The course will utilize a wide scope of training methods. May be repeated for credit.

**PEH 114 [GE] 1 credit**  
**Bowling**

Basic skills and techniques to help provide enjoyment and satisfaction, whether participating on a recreational or more competitive level.

**PEH 115 [GE] 1 credit**  
**Court Sports**

Lifetime skills offering a composite of the following court sports activities: tennis (fall and spring), basketball, volleyball, racquetball and walleyball. Introduction of basic skills for all these court sports. Develops lifetime skills that can be used for recreational activities. May be repeated for credit.

**PEH 116 [GE] 2 credits**  
**Court Sports**

Lifetime skills offering a composite of the following court sports activities: tennis (fall and spring), basketball, volleyball, racquetball and walleyball. Introduction of basic skills for all these court sports. Develops lifetime skills that can be used for recreational activities. May be repeated for credit.

**PEH 118 [GE] 1 credit**  
**Beginning Karate**

A comprehensive introductory course on traditional Okinawan karate. Designed with diversified subject matter including physical fitness, self-defense and traditional karate emphasizing the mental awareness, history and philosophy of karate-do. May be repeated for credit.

**PEH 119 [GE] 1 credit**  
**Tai Chi**

A low-impact exercise based on the slow, fluid movement of tai chi and the breathing exercises of chi kung. Tai chi is an internal martial art based on Chinese philosophy and medicine. A simple, effective program for relaxation and stress reduction through greater mind-body awareness. May be repeated for credit.

**PEH 120 [GE] 1 credit**  
**Beginning Fencing**

Designed to introduce the basic skills of fencing. Learn footwork, offensive and defensive moves to be utilized in fencing bouts. May be repeated for credit.

**PEH 121 [GE] 1 credit**  
**Pilates**

Designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and core stability through a series of Pilates movements. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere. May be repeated for credit.

**PEH 122 [GE] 1 credit**  
**Yoga**

Designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and stability through a series of poses or asanas. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere. May be repeated for credit.

**PEH 123 [GE] 2 credits**



**Yoga/Pilates**

A unique blend of yoga and Pilates designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and core stability through a series of poses and Pilates movements. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere. May be repeated for credit.

**PEH 124 [GE] Intermediate Yoga 1 credit**

Students will refine and deepen their knowledge of yoga poses and alignment. Introduction to challenging poses for balance, strength and stability, as well as basic arm balances and inversions. This class is contraindicated for those with serious back injury, inability to maintain challenging workouts, and those who are pregnant. May be repeated for credit. Prerequisites: PEH 122.

**PEH 125 [GE] Beginning Golf 1 credit**

Basic skills, knowledge and techniques of golf. Introduces and prepares beginning golfers for a lifetime sport. May be repeated for credit.

**PEH 126 [GE] Beginning Racquetball 1 credit**

Designed to introduce students to the basic skills, knowledge and techniques of Racquetball. The foundations of stroke technique, rules interpretation, game and tournament strategy as well as court safety will be covered. Students will develop the skills necessary to incorporate racquetball into a lifelong health and wellness routine. May be repeated for credit.

**PEH 130 [GE] Beginning Self Defense 1 credit**

Designed to help students become more aware, prepared and able to escape, resist and survive physical assault. Classes will include lecture, discussion and easy to remember self-defense techniques. No previous martial arts training or physical fitness requirements necessary.

**PEH 133 Wilderness Backpacking 2 credits**

Designed to teach the value of wilderness experience and the knowledge and skills necessary for safe and enjoyable backpacking trips. Topics include wilderness ethics, hiking and backpacking fitness and equipment and expedition trip planning and risk-management. A 3-day, 2-night backpacking trip is a mandatory experiential aspect of the course.

**PEH 134 Introduction to Rock Climbing 2 credits**

Designed to introduce participants to basic rock climbing skills necessary to climb and belay using a top-rope system. The skills and information taught in this course include: safety practices, basic climbing knots, belay technique, climbing movement, equipment and terminology.

**PEH 142 [GE] Cross-Training 1 credit**

Designed to develop, improve and maintain cardiovascular fitness, strength, endurance and flexibility through a variety of cross training activities in a fun group setting. Emphasis will be on proper fundamentals of lifting with weights, TRX bands and the student's own body weight. All ages and fitness levels are encouraged. May

be repeated for credit.

**PEH 143 [GE] Cross-Training 2 credits**

Designed to develop, improve and maintain cardiovascular fitness, strength, endurance and flexibility through a variety of cross training activities in a fun group setting. Emphasis will be on proper fundamentals of lifting with weights, TRX bands and the student's own body weight. All ages and fitness levels are encouraged. May be repeated for credit.

**PEH 150 [GE] Beginning Tennis 1 credit**

The course is designed to introduce students to the basic skills, knowledge and techniques of tennis. Fundamental skills include groundstrokes, volleys, serves, game scoring, strategy and etiquette. Students will develop the skills necessary to incorporate tennis into a lifelong health and wellness routine. May be repeated for credit.

**PEH 155 [GE] Volleyball 1 credit**

Designed to introduce the basic fundamental skills, strategies and rules of Volleyball. Students will develop the skills necessary to incorporate Volleyball into a lifelong fitness, health and wellness routine. May be repeated for credit.

**PEH 161 [GE] Fitness Lab 1 credit**

Designed to introduce the concepts of fitness, health and wellness in an inclusive approach accommodating all ages and fitness levels. Students work towards personal goals in developing strength, flexibility and endurance through the use of the WVC Student Recreation Center. Online components are used for assessment. May be repeated for credit.

**PEH 162 [GE] Fitness Lab 2 credits**

Designed to introduce the concepts of fitness, health and wellness in an inclusive approach accommodating all ages and fitness levels. Students work towards personal goals in developing strength, flexibility and endurance through the use of the WVC Student Recreation Center. Online components are used for assessment. May be repeated for credit.

**PEH 226 [GE] Advanced Racquetball 2 credits**

Principles of racquetball for advanced players. Detailed information on stroke techniques, rules interpretation, including game and tournament strategy, as well as court safety. Aerobic value will be derived by participation and a lifetime sport activity will be the end result. Prerequisites: complete physical exam or doctor's permission for students age 40 and older. PEH 126 or instructor's signature.

**PEH 250 [GE] ACE Personal Trainer Certification 3 credits**

Prepares students for the ACE Personal Trainer Certification Exam and to become effective personal trainers. Learn to design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength. Fee for optional CPT exam. Prerequisites: eighteen years of age, a high school diploma/GED®



certificate to take ACE CPT exam, PEH 286 or PEH 288.

**PEH 261 [GE] 1 credit**  
**Fitness Lab**

This course is designed to introduce the concepts of fitness, health and wellness using an inclusive approach accommodating all ages and fitness levels. Students work toward personal goals in developing strength, flexibility and endurance. Online components are used for assessment. May be repeated for credit.

**PEH 262 [GE] 2 credits**  
**Fitness Lab**

This course is designed to introduce the concepts of fitness, health and wellness using an inclusive approach accommodating all ages and fitness levels. Students work toward personal goals in developing strength, flexibility and endurance. Online components are used for assessment. May be repeated for credit.

**PEHR 105 [GE] 2 credits**  
**Hiking in North Central Washington**

Course designed to introduce the basics of hiking in North Central Washington to students of all fitness levels. Addresses decision making skills, trip planning, first aid, safety, navigation and environmental concerns. Includes required day hiking trips in order to apply learned skills in a real-time environment. May be repeated for credit.

**PEHR 106 [GE] 2 credits**  
**Alpine Ski & Snowboard**

Introduces the fundamentals of alpine skiing or snowboarding to students. Addressing risk-management, teaching techniques and mountain etiquette, students will gain confidence & competence in the lifetime sports of alpine ski & snowboard. The course is a combination of in-class sessions and six on-snow sessions at Mission Ridge Ski Resort. May be repeated for credit.

**PEHR 107 [GE] 2 credits**  
**Columbia River Rowing**

Introduction to the basics of rowing for students of all fitness levels. Addresses rowing technique, rowing terminology, safety guidelines and rowing etiquette. Course includes required rowing outings in order to apply learned skills in a real-time environment. May be repeated for credit.

**PEHR 144 1 credit**  
**Cross-Country Skiing**

Basic to intermediate-level cross-country ski instruction in a weekend format. Skiing techniques for flats, hills, downhill and backcountry will be covered. Techniques such as diagonal stride, skating, uphill running, turning and stopping are incorporated into the sessions with an emphasis on safety. May be repeated for credit. (Formerly PEH 144).

## Exercise Science - Lecture Courses

**PEH 180 [GE] 3 credits**  
**Personal Wellness**

This course is designed to promote the health and wellbeing in every aspect of life. Topics covered include health and wellness concepts, theory of physical and emotional health, principles of physical fitness, nutrition, weight management, stress

management, sexually transmitted diseases, substance use and abuse and chronic diseases.

**PEH 181 [GE] 5 credits**  
**Health and Wellness**

Designed to develop health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

**PEH 182 [GE] 5 credits**  
**First Aid Responding to Emergencies**

This course will provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life and to minimize pain and the consequences of injury or sudden illness until professional help arrives. Fulfills requirements for CPR/AED First Aid certification.

**PEH 189 [GE] 1 credit**  
**Athletic Training Practicum I**

Intended for first-year student athletic trainers, this course provides a practical application of athletic training knowledge and skills in the training room setting. Students will assist the ATC in serving the student athletes for WVC men's and women's athletic teams. Course can be repeated for credit, working different sports seasons. Prerequisites: PEH 287, or high school sports medicine experience (instructor signature needed for HS option).

**PEH 283 [GE] 3 credits**  
**Sports Nutrition**

The purpose of this course is to be an introduction to the basic nutritional needs of the human body. The course will include an introduction of human movement and those nutritional components which are necessary for optimum health. Nutrition considerations for sports and exercise will be examined in depth.

**PEH 284 [GE] 3 credits**  
**Foundations of Fitness**

Introduces the essential principles of fitness and exercise and is intended to be one of the first steps in the preparation of individuals as fitness professionals. Provides the fundamental theories, applications and personal experiences necessary for a comprehensive understanding of fitness as a profession and as a lifestyle.

**PEH 285 [GE] 3 credits**  
**Introduction to Physical Education, Exercise Science & Sport**

This course is designed to provide an introduction to careers in the fields of physical education, athletic training, exercise science, coaching, fitness, sport management and physical therapy. Leadership, ethics and integrity of sport will be discussed as well as history and evolution of sport in our society.

**PEH 286 [NS] 5 credits**  
**Exercise Physiology**

An introductory course in which the student will investigate the connection between society, physical activity, overall health, wellness, and the body's physiological processes. The course also provides students with in class laboratory experiences in which heart rate, strength, muscular endurance and flexibility



assessments will be taught and practiced.

**PEH 287 [GE] 5 credits**  
**Athletic Training**

An introductory course to the field of athletic training. Topics discussed will include professional standards, risk management, employment settings, and prevention and care of common athletic injuries. Emphasis is placed on mechanisms, treatment, and preventive taping of common sports injuries.

**PEH 288 [NS] 5 credits**  
**Anatomical Kinesiology**

Study of the musculoskeletal structure of the human body. Focus is placed on learning bones, joint articulations. As well learning muscles, their attachments and actions, and how the move the body in sport and everyday activities. Special emphasis is placed on musculoskeletal analysis of basic exercise and movement patterns.

**PEH 289 [GE] 2 credits**  
**Athletic Training Practicum II**

Designed for the advanced student athletic trainer, practical application of athletic training knowledge and skills in the training room setting. Students will assist the ATC in serving the student athletes for WVC men's and women's athletic teams. This course can be repeated for credit for working different sports seasons. Prerequisites: PEH 287 and instructor's signature only.

**PEHR 183 3 credits**  
**Winter Outdoor Navigation & Safety**

Provides a combination of the theoretical background and technical aspects needed to lead and manage groups in a winter environment. Topics include navigation with map & compass; avalanche awareness & assessment and risk-management. Lecture and experiential place-based learning will familiarize students with local winter environments and recreational opportunities.

**PEHR 184 3 credits**  
**Wilderness First Aid**

Designed for individuals working and/or recreating in remote wilderness areas. Wilderness First Aid (WFA) covers emergency response, assessment of and treatment given to an ill or injured person in a remote environment where definitive care is not readily available. Lecture and hands-on work includes CPR/AED training.

**PEHR 185 3 credits**  
**Recreation Risk Management**

Utilizes a proactive approach to managing risks associated with conducting physical education, recreation and outdoor education programs. Physical, emotional and legal risk factors will be explored in depth as students create risk management plans.

**PEHR 194 3 credits**  
**River Stewardship & Whitewater Rafting**

Develops whitewater guiding skills and competencies through hands-on experience on the river and in the classroom. The skill and competencies include outdoor leadership, naturalist training, risk management, reading whitewater and maneuvering paddle rafts. This course includes four arranged weekend trips during the quarter.

**PEHR 201 5 credits**  
**Introduction to Recreation Management**

Introduction to the field of recreation with a focus on the historical,

philosophical and theoretical aspects of leisure & recreation in society from both a local and global perspective. An overview of the recreation profession and career options will be explored through experiential learning in the community.

**PEHR 202 5 credits**  
**Environmental Education & Programming**

Designed to prepare students to implement environmental education opportunities in formal and non-formal education settings. Topics include history and philosophy of environmental education; experiential & placed based teaching pedagogy and environmental literacy. Students will critically examine environmental issues and explore ways in which to promote broader understanding of these issues.

**PEHR 204 3 credits**  
**Introduction to Outdoor Leadership and Facilitation**

Designed for students interested in acquiring and developing leadership and facilitation skills. Explore pedagogy, group dynamics, facilitation, risk-management and the art of sequencing group initiatives. Students will also be introduced to the operation of a variety of low and high challenge course initiatives.

**PEHR 250 3 credits**  
**Recreation Portfolio and Final Project**

Completion of student professional portfolio and final project. The portfolio contains course projects, work and educational experiences completed while pursuing an AAS-T degree or certificate. Final project will be completed by a team of students and will contain culminating activities that demonstrate acquisition of recreation program student learning outcomes. Prerequisites: completion of one year's course work in the WVC Outdoor Recreation Management Program.

## Physics

**PHYS& 100 [NS] 5 credits**  
**Physics for Non-Science Majors**

Physics for nonscience majors. Study of the basic fundamentals of physics, including mechanics, heat, light, sound, electricity, magnetism and modern physics.

**PHYS& 114 [NS] 5 credits**  
**General Physics I w/lab**

Study of the fundamental principles and applications of mechanics, including vectors, static equilibrium, linear and rotational motion, Newton's laws, work, energy, and momentum. Includes laboratory. Prerequisites: MATH 099, or equivalent, or instructor's signature.

**PHYS& 115 [NS] 5 credits**  
**General Physics II w/Lab**

Study of the basic principles and applications of fluids, harmonic motion and waves, thermodynamics, and geometric optics. Includes laboratory. Prerequisites: MATH 099, or equivalent, or instructor's signature.

**PHYS& 116 [NS] 5 credits**  
**General Physics III w/Lab**

Study of the basic principles and applications of electricity and magnetism and an introduction to modern physics. Includes laboratory. Prerequisites: MATH 099, or equivalent, or instructor's signature. Formerly PHYS& 123.



**PHYS& 221 [NS]                      5 credits**  
**Engineering Physics I**

The study of kinematics, statics, rotational motion and collisions. Topics include one- and two-dimensional motion for point masses and rigid bodies, conservation laws for momentum and energy, and equilibrium conditions. Laboratory included. Prerequisites: one year high school physics, MATH& 151 or concurrent enrollment.

**PHYS& 222 [NS]                      5 credits**  
**Engineering Physics II**

The study of simple harmonic motion, waves, temperature and heat. Topics include the Ideal Gas Laws, the Laws of Thermodynamics, and thermodynamic systems. Electrostatics through Gauss' law covered. Laboratory included. Prerequisites: one year high school physics, PHYS& 221, MATH& 152 or concurrent enrollment.

**PHYS& 223 [NS]                      5 credits**  
**Engineering Physics III**

The study of electrical and magnetic phenomena, starting with electric potential and continuing on into optics and quantum mechanics. Topics include electrostatics, magnetostatics, DC and AC circuit theory, and geometric ray optics. Laboratory included. Prerequisites: one year high school physics, PHYS& 222, MATH& 153 or concurrent enrollment.

**Political Science****POLS& 101 [SS]                      5 credits**  
**Introduction to Political Science**

Theory, principles, organization, and functions of political Institutions, such as legislatures, executives, and judiciaries will be examined. The comparative approach to democratic and non-democratic systems and their institutions (Executive, Legislative, and Judicial) will be utilized extensively. Emphasis on political cultures and national characters such as classical conservatism and liberalism, fascism, totalitarianism, authoritarianism, and religions, etc.

**POLS& 202 [SS]                      5 credits**  
**American Government**

Focus is given to the system, process, and organizational functions of the American government. It also puts primary attention on the relationships between citizens and their national government by exploring the key theoretical precepts that shaped the Constitution and its federal structural arrangements. Close attention is paid to the policy making process and its key actors, as well as various public policies.

**POLS& 203 [SS] [D]                      5 credits**  
**International Relations**

Critically explore actors in international politics: individuals, states, and organizations. Investigate the impacts of colonialism and imperialism on ethnic/religious conflicts, extreme poverty, slave labor, and violence against women in the Global South. Examine key political theories of international relations: Marxism, Realism, Liberalism, and Feminism.

**POLS 205 [D] [SS]                      5 credits**  
**Contemporary World Problems**

Examines global issues: migration, climate change, globalization, violence, armaments. Depending on the global situation, the

course will focus on different topics without focusing on specific regions/countries, but on their broad consequences to the international community and their impacts on societies around the world such as environment, conflicts, nationalism, and migration.

**POLS 206 [SS]                      5 credits**  
**State and Local Government**

Close examination of people and institutions that shape policies as well as their outcomes in state and local communities. Local and state politics will be discussed and contextualized within the federal distribution of powers delineated by Constitution of the United States.

**Psychology****PSYC& 100 [SS]                      5 credits**  
**General Psychology**

Offers an overview of psychology as a scientific study. Theories and research findings concerning many major branches of psychology will be examined. Application of psychology concepts to school, family, work and other life settings will be taught and discussed. Critical thinking about psychology concepts will be emphasized. Prerequisites: college-level reading, writing and study skills.

**PSYC 102 [SS]                      5 credits**  
**Psychology of Adjustment**

A study of psychological adjustment, personal growth and personality. These factors are examined from various psychological orientations with applications and insight into one's own life, relationships and environmental situations. This course is not to be used in place of formal counseling. This course will not serve as a prerequisite for more advanced psychology courses.

**PSYC 105 [SS]                      1 credit**  
**Psychosocial Issues in Healthcare I**

Psychosocial issues across the lifespan. This course is taught in an integrated format with NURS 101. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101, 101E, 101L, 101N, and PHARM 101. *Crosslisted with NURS 101P.*

**PSYC& 200 [SS]                      5 credits**  
**Lifespan Psychology**

An examination of the developmental changes occurring throughout the entire life span from conception to death. The various domains of development including physical, cognitive, social and emotional are studied. Several major theoretical approaches and important modern developments and applications are covered. Prerequisites: PSYC& 100.

**PSYC 202 [SS]                      2 credits**  
**Psychosocial Issues in Healthcare II**

Focuses on the practice of mental health in managing clients with acute or chronic mental health disorders. This course is taught in an integrated format with NURS 201. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 201, 201E, and 201L. *Crosslisted with NURS 201P.*

**PSYC 203 [SS]                      1 credit**  
**Psychosocial Issues in Healthcare III**

Special emphasis will be placed on exploration of psychosocial



issues that arise in clients with acute and/or emergent health problems. This course examined the role of the healthcare professional in providing care for these clients. Content is integrated with NURS 202. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202, 202E, 202L and 202N. *Crosslisted with NURS 202P.*

**PSYC 204 [SS] 1 credit**  
**Psychosocial Issues in Healthcare IV**

Examines psychosocial health, and determinants of health and illness across the lifespan. This course is taught in an integrated format with NURS 203. By permission only. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in Nursing 203, 203E and 203L. *Crosslisted with NURS 203P.*

**PSYC 205 [SS] 5 credits**  
**Human Sexuality**

This course examines human sexuality from the psychological, biological, sociocultural and historical perspectives. Students will be encouraged to become aware of their own sexual attitudes, values and behaviors. By the end of the course, students will be able to communicate about sexuality with a greater degree of effectiveness. Prerequisites: college-level reading and study skills, PSYC& 100.

**PSYC 215 [SS] 5 credits**  
**Psychology of Sport**

Examines the major psychology theories related to sport. A broad overview of topics including the history of sports psychology, personality and motivation, leadership, gender and cultural issues, team dynamics and psychological skills training will be covered. Current topics and issues relevant to sport psychology will be explored.

**PSYC& 220 [SS] 5 credits**  
**Abnormal Psychology**

Introduction to psychopathology and abnormal behavior. Theories, major diagnostic categories, issues and ethics in diagnosis and treatment will be emphasized. Cultural influences and access to resources are also discussed. Prerequisites: PSYC&100.

**PSYC 245 [SS] 5 credits**  
**Social Psychology**

This course is a theoretical and practical study of social psychology including social cognition, social influence and social relations. Small groups, mass media, advertising, propaganda, the role of nature and nurture, cognition, discrimination/prejudice, persuasion, conformity, obedience, aggression, and attraction are among the topics considered. Small-group experiences included. Prerequisites: PSYC& 100.

## Radiologic Technology

**RADT 101 2 credits**  
**Introduction to Radiologic Technology**

An orientation to the WVC Radiologic Technology program, history of historical events in radiology, the radiographer's role in the health care team, organization of the radiology department and hospital, elements of ethical behavior and medicolegal considerations, professional organizations and regulatory agencies. Prerequisites: enrollment in the radiologic technology

program or RADT program director permission.

**RADT 105 1 credit**  
**RADT Success I**

Supplemental laboratory practice designed to reinforce theoretical principles and integrate hands on practice and radiologic technology knowledge. Skills are developed to improve performance and gain the competency required for entry into the clinical experience phase of the radiologic technology program. Prerequisites: enrollment in the RADT program.

**RADT 106 1 credit**  
**RADT Success II**

Supplemental laboratory practice designed to reinforce theoretical principles and integrate hands-on practice and radiologic technology knowledge. Skills are developed to improve performance and gain the competency required for entry into the clinical experience phase of the radiologic technology program. Prerequisites: enrollment in the RADT program.

**RADT 107 1 credit**  
**RADT Success III**

Supplemental laboratory practice designed to reinforce theoretical principles and integrate hands-on practice and radiologic technology knowledge. Skills are developed to improve performance and gain the competency required for entry into the clinical experience phase of the radiologic technology program. Prerequisites: enrollment in the RADT program.

**RADT 111 5 credits**  
**Radiation Physics**

An overview to the application of radiation physics; to include basic atomic structure, the nature of radiation, x-ray production and interaction of x-ray photons with matter. An introduction to mathematics for radiology, radiation quantities and units of measure, imaging equipment: x-ray circuitry, generators and x-ray tubes. Prerequisites: enrollment in the radiologic technology program.

**RADT 121 3 credits**  
**Principles of Exposure I**

An introduction to the basics of radiation protection and an orientation to radiographic equipment, laboratory and facility safety. A detailed analysis of principles related to radiographic image formation and acquisition. Image evaluation and laboratory experiments reinforce theoretical principles. Prerequisites: enrollment in the RADT program.

**RADT 122 3 credits**  
**Principles of Exposure II**

A continuation of RADT 121 and analysis of digital imaging principles, PACS, image critique methods, brightness, contrast, spatial resolution and distortion. An introduction to quality assurance, quality control and maintenance issues related to the equipment. Image evaluation and laboratory exercises reinforce theoretical principles. Prerequisites: RADT 111, RADT 121.

**RADT 123 2 credits**  
**Principles of Exposure III**

A continuation of RADT 122 and analysis of permanent radiographic equipment, AEC, fluoroscopy, mobile equipment and systems of technique formation. Continued discussion of



the quality management process, quality control and associated government and accreditation standards. Image evaluation and laboratory exercises reinforce theoretical principles presented in lecture. Prerequisites: RADT 122.

### **RADT 131                      4 credits** **Radiographic Positioning I**

An introduction to positioning terminology and the fundamental theory, principles and practices regarding radiographic examinations of the upper and lower extremities and shoulder girdle. Experience is gained via positioning lecture and in the energized lab. Practical competency assessments reinforce principles learned in lecture. Prerequisites: enrollment in the RADT program.

### **RADT 132                      4 credits** **Radiographic Positioning II**

A continuation of RADT 131: to include radiographic examinations of the hip, pelvis and spine. Experience is gained in the energized lab and practical competency assessments reinforce principles learned in lecture. Prerequisites: RADT 131.

### **RADT 133                      4 credits** **Radiographic Positioning III**

A continuation of RADT 132: to include radiographic and/or fluoroscopic examinations of the chest, bony thorax, skull, sinus, facial bones, abdomen, urinary and digestive system. Experience is gained in the energized lab and practical competency assessments reinforce principles learned in lecture. Prerequisites: RADT 132.

### **RADT 134                      4 credits** **Radiographic Positioning IV**

A continuation of RADT 133: image critique and introduction to clinical handbook. Introduction to special views of the upper and lower extremities, spine, pelvis, chest, bony thorax, cranium, abdomen, situations of trauma, mobile, pediatric and geriatric populations. Experience is gained in the energized laboratory; competency assessments reinforce principles learned. Prerequisites: RADT 133.

### **RADT 141                      2 credits** **Radiation Biology and Protection**

An overview of principles of the interaction of radiation with living systems, radiation effects on living systems and factors affecting biologic response; responsibilities of the radiographer regarding principles of radiation protection for the radiographer, patient and public; radiation health and safety recommendations and requirements of federal and state agencies. Prerequisites: RADT 111 and 121.

### **RADT 151                      1 credit** **Imaging Modalities**

A basic overview of the advanced imaging areas to include, but not limited to, vascular/cardiac/interventional radiography, computed tomography, nuclear medicine, magnetic resonance imaging, ultrasonography, mammography, bone densitometry and radiation therapy. Prerequisites: RADT 111 and 121.

### **RADT 152                      3 credits** **Patient Care**

Basic concepts and procedures of patient care, including consideration for the cultural, physical and psychological needs of

various patient ages, and their families. Routine and emergency patient care procedures and application of Standard Precautions. Basic concepts of pharmacology, basic theory and practice of venipuncture and administration of diagnostic contrast agents. Prerequisites: RADT 121 and 131.

### **RADT 161                      2 credits** **Special Procedures**

An introduction to the theory, principles, equipment, contrast media, accessories and practices regarding special radiographic examinations to include but not limited to: surgical, mobile, CNS, GI, urinary, musculoskeletal, circulatory, respiratory, biliary, reproductive and salivary systems. Prerequisites: RADT 133 and 152.

### **RADT 162                      1 credit** **Clinical Observation**

Under direct supervision at a clinical education setting affiliated with Wenatchee Valley College, the student will obtain orientation to a radiographic department, observe and participate in radiographic examinations. Review of the clinical handbook with the clinical coordinator. Prerequisites: RADT 133, 152.

### **RADT 171                      2 credits** **Radiographic Pathology**

An introduction to the concepts of disease and the etiology and pathophysiology of disease to body systems. Radiographic exam indicators and common radiographic findings are reviewed and compared to normal radiographic findings. Prerequisites: RADT 122 and 152.

### **RADT 191                      3 credits** **Sectional Anatomy**

The study of structures in the head, neck, thorax, abdomen and pelvis in the sectional imaging formats of Computed Tomography. The principles of CT including data acquisition methods, systems, selectable scan factors, factors that control image appearance, post processing and radiation protection. Prerequisites: RADT 133.

### **RADT 231                      13 credits** **Clinical Education I**

Part one of a four-part series. Focus on the clinical application and evaluation of radiography under professional supervision in a clinical education center affiliated with WVC. Apply technical and procedural knowledge through observation and participation in radiographic studies. Clinical 39 hours per week, competency based. Prerequisites: completion of first-year radiologic technology program.

### **RADT 232                      9 credits** **Clinical Education II**

Continuation of RADT 231. Continue to gain radiographic experiences under professional supervision in the clinical education center. Continue completing educational objectives and clinical competencies at specified levels of competence and patient care and learns to become a committed, team oriented, employable individual. Prerequisites: RADT 231.

### **RADT 233                      13 credits** **Clinical Education III**

Continuation of RADT 232. Transition to the second assigned clinical education center affiliated with WVC. Continue to



develop and demonstrate an increasing degree of competence in performance, decision making, efficiency, speed, patient care, problem solving and professionalism. Clinical 39 hours per week, competency based. Prerequisites: RADT 232.

#### **RADT 234** **13 credits** **Clinical Education IV**

Continuation of RADT 233. Continue to gain experience under professional supervision of the clinical education center. Demonstrate competency related to clinical competency requirements, decision-making, efficiency, and problem-solving in procedures demonstrated in all previous clinical courses. Clinical 39 hours per week. Prerequisites: RADT 233.

#### **RADT 241** **1 credit** **Radiographic Seminar I**

Part one of a four part series. Comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. This course is conducted online. Prerequisites: completion of first-year RADT program.

#### **RADT 242** **1 credit** **Radiographic Seminar II**

Continuation of RADT 241: Comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. This course is conducted online. Prerequisites: RADT 241.

#### **RADT 243** **1 credit** **Radiographic Seminar III**

Continuation of RADT 242: Comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. This course is conducted online. Prerequisites: RADT 242.

#### **RADT 244** **1 credit** **Radiographic Seminar IV**

Continuation of RADT 243: Final comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. This course is conducted online. Prerequisites: RADT 243.

## **Reading**

#### **READ 092** **5 credits** **Reading Concepts**

Designed to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Students must earn a minimum grade of "C" (2.0) in this course to progress. Recommended to be taken concurrently with ENGL 097 (formerly ENGL 092). Prerequisite: placement into READ 092 or a minimum grade of "C" (2.0) in ENGL 090.

## **Sociology**

#### **SOC& 101 [SS]** **5 credits** **Introduction to Sociology**

Introduction to the basic principles of sociology with an emphasis on the sociological perspective. Areas of study include the economy, government, deviance, stratification, race and ethnicity, family, education, and social change.

#### **SOC 110 [SS]** **5 credits** **Introduction to Social Work**

A historical overview of social work as a profession by examining professional preparation and employment opportunities as well as characteristics of practice settings with individuals, groups and communities. The course will be structured to promote the critical thinking and problem-solving skills of students by using the sociological perspective. Prerequisites: SOC& 101 is recommended.

#### **SOC 135 [SS] [D]** **5 credits** **Sociology of Women**

Intersection of social institutions and women in American society. Explores research and formal theories on social and institutional pressures that shape women and their roles; confronts myths, misconceptions and stereotypes surrounding a woman's life, including her history, education, sexuality, politics, economics, religion, family, race, age, self-identity and potential.

#### **SOC 151 [SS] [D]** **5 credits** **Sociology of Race and Ethnicity**

A historical overview of minority and ethnic relations with an examination of topics and theories related to the diversity of selected groups and intergroup relations. Topics include prejudice and discrimination, dominant/minority relations, and majority and minority groups in American society. Prerequisites: SOC& 101 is recommended.

#### **SOC& 201 [SS]** **5 credits** **Social Problems**

Investigates social problems of today from a sociological perspective. The course examines important issues of the economy, drug abuse, crime, inequality, family, education, race and ethnic relations, environment, and war and terrorism. The course is structured to promote the critical thinking and problem-solving skills of students by using the sociological imagination.

#### **SOC 203 [SS]** **5 credits** **Sociology of Sport**

An examination of the relationship between sport and society from a historical and sociological perspective. Emphasis will be given to sport as an economic enterprise, the relationship between sport and society's institutions, high school and college sports, and the issues of social class, race, gender, and violence in sports.

#### **SOC 225 [SS]** **5 credits** **Sociology of Family**

A comprehensive examination of marriage and family life, including past, current and future trends. The course will help students understand different family patterns and skills for meaningful, long-term, intimate relationships, and is structured to promote the critical thinking and problem solving skills of students by using the sociological perspective. Prerequisites: SOC& 101 is recommended.



## Spanish

### SPAN& 121 [H] 5 credits Spanish I

Elementary grammar, writing and comprehension of the Spanish language. Instruction partly in Spanish. Background in English grammatical terminology is recommended.

### SPAN& 122 [H] 5 credits Spanish II

Continuation of Spanish I. Elementary grammar, writing and comprehension of the Spanish language. Instruction increasingly in Spanish. Background in English grammatical terminology is recommended. Prerequisite: SPAN& 121.

### SPAN&123 [H] 5 credits Spanish III

Continuation of Spanish II. Elementary grammar, writing and comprehension of the Spanish language. Instruction mostly in Spanish. Background in English grammatical terminology is recommended. Prerequisites: SPAN& 122 or equivalent.

### SPAN& 221 [H] 5 credits Spanish IV

Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 123, or equivalent.

### SPAN& 222 [H] 5 credits Spanish V

Continuation of Spanish IV. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 221, or equivalent.

### SPAN& 223 [H] 5 credits Spanish VI

Continuation of Spanish V. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 222, or equivalent.

### SPAN 231 [H] 5 credits Spanish for Heritage Learners I

Emphasis on development of Heritage Spanish language skills learned at home and/or in the community. Covers listening and reading comprehension, development of vocabulary, reviews certain grammar features particular to heritage learners, reinforces knowledge of formal/standard structures of Spanish, and explores issues related to identity/culture to strengthen heritage language skills. Prerequisites: students must have been raised in a Spanish-speaking home and speak Spanish with a certain degree of fluency or instructor's signature.

### SPAN 232 [H] 5 credits Spanish for Heritage Learners II

Continued emphasis on development of Heritage Spanish language skills learned at home and/or in the community. Expands on comprehension and vocabulary gained in SPAN 231 by focusing on written Spanish, reading activities, developing more advanced formal grammar skills and becoming aware of the different

variants of Spanish. Prerequisites: SPAN 231 or instructor's signature.

### SPAN 233 [H] 5 credits Spanish for Heritage Learners III

Continued development of Heritage Spanish language skills learned at home and/or in the community. Expands on SPAN 232 by emphasizing reading and writing at higher levels, and discussion of theoretical ideas as a means of fostering critical thinking. Reviews challenging grammar structures in preparation for upper level courses. Prerequisites: SPAN 232 or instructor's signature.

## Student Development Skills

### SDS 101 5 credits Study Skills

Course covers college-level study skills, including time management, goal setting, classroom etiquette, learning styles, math study skills, note-taking, textbook reading and comprehension, exam preparation and test taking, basic research skills, and basic presentation skills. Prerequisites: Compass score writing placement in ENGL 090 or above.

### SDS 102 1 credit Online Readiness

Introductory online course with emphasis on technical preparation, navigation, communication in online environment, and how online learning differs from face-to-face instruction. Students learn how online courses work, acquire personal preparation for successful learning online, and identify when and how online learning is best incorporated into their educational activities.

### SDS 103 3 credits Study Skills for Mathematics

An intensive course in basic math principles and math-specific study skills to improve student performance in developmental math. Prerequisites: concurrent enrollment in any mathematics course, or instructor's signature.

### SDS 104 3 credits Stress Management

Understanding of the nature of stress, principles of stress management and strategies for "creating, rejuvenating, and sustaining" a healthy, balanced life style. Through lecture and experiential learning, learn to reduce anxiety around tests, homework, relationships and more. Prerequisite: ENGL 097.

### SDS 105 3 credits Effective Leadership

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Prerequisite: appropriate placement score. College-level reading and writing skills recommended.

### SDS 106 3 credits Career and Life Planning

An opportunity to explore career options that best fit with student's personality, interests, abilities and values. Emphasis is



on personal assessment. Prerequisite: placement in English 097 strongly advised.

### **SDS 107** **College Navigation Skills 1** **1 credit**

Introduces techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in goal setting, critical thinking, decision making and problem solving, time management and stress management. Prerequisites: may require instructor's signature.

### **SDS 108** **College Navigation Skills 2** **1 credit**

Introduces student development techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in financial decision-making strategies, creating a financial plan for higher education, college paper writing requirements, understanding self-awareness and motivation as tools for college success. Prerequisites: may require instructor's signature.

### **SDS 109** **College Navigation Skills 3** **1 credit**

Introduces career development techniques, strategies and information fundamental to prepare students to be successful in a professional environment. Includes content in resume writing, interview tips, career exploration, securing internships and the creation of an individualized portfolio. Prerequisites: may require instructor's signature.

### **SDS 110** **Critical Thinking** **2 credits**

Learning styles, holistic thinking, logic and problem solving will help students develop new thinking strategies and patterns. Prerequisites: placement in ENGL 097 strongly recommended.

### **SDS 115** **Study Skills for English** **2 credits**

An intensive course in grammar and study skills to prepare students to succeed in English courses. Prerequisites: concurrent enrollment in ENGL 097.

### **SDS 207** **CAMP College Navigation IV** **1 credit**

Techniques, strategies and information fundamental to successfully transfer to a four-year institution. Students will also explore majors/programs and career opportunities.

## **Science, Technology, Engineering, Math**

### **STEM 201 [NS]** **Research Methods I** **2 credits**

Provides a comprehensive introduction to research proposal writing, research methodologies, and foundational research theories and protocols. Examines how to write a proposal, engage in independent studies, and work collaboratively in a mentor-mentee relationship with a faculty advisor. Establish the foundation of a research project to be completed the next quarter(s). Prerequisite: MATH 098.

### **STEM 203 [NS]** **2 credits**

## **Research Methods II**

Teaches the cyclical nature of applied research and the iterative process of research writing. Examines how to interpret collected data, write a full research, and disseminate research findings. Discusses design of poster and seminar presentations, research publication, and presentation skills. Prerequisite: STEM 201 and an independent research project with a faculty mentor.

## **Theater**

### **THTR 165 [H]** **Acting I** **5 credits**

Fundamentals of stage acting, employing practical exercises, games and performance activities. How to analyze, interpret and present a theatrical character to an audience. Voice, movement and concentration will be stressed, as well as basic stage terminology.

### **THTR 170 [H]** **Theater Production & Administration** **5 credits**

Comprehensive basic course covering the elements of theater production and administration: stage types/rigging, lighting/sound, costumes, sets, makeup, theater management, box office, ticketing, and publicity. Concepts and techniques of stage craft and stage administration apply knowledge by working with a production team in a professional performing arts setting.

### **THTR 265 [H]** **Acting II** **5 credits**

Focuses on advanced acting techniques and in-depth character/play analysis as well as more complex scene work. Projects related to play directing and production will be assigned. Prerequisites: THTR 165 or instructor's signature.

## **Tribal Gaming Management**

### **TGM 150** **Tribal Law** **3 credits**

Examines the roles of the tribal government and provides a broad overview of tribal law issues, including an understanding of tribal governments, tribal constitutions and codes, treaties, tribal court systems, and tribal gaming law.

### **TGM 160** **Jurisdiction Issues** **3 credits**

Provides a broad overview of tribal jurisdiction issues, including an understanding of criminal and civil jurisdiction, particularly as applied to tribal gaming law.

## **Welding**

### **WELD 128** **Basic Welding** **3 credits**

Theory, application and practice of arc and oxyacetylene welding and cutting.

### **WELD 131** **Gas Welding** **3 credits**

Fundamentals and experience in the operation of oxyacetylene welders and cutters in flat, horizontal, vertical and overhead positions, and an introduction to aluminum and stainless steel



welding and brazing using TIG welding machines.

**WELD 132                                      3 credits**  
**Arc Welding**

Fundamentals and experience in operation of AC and DC welders in flat, horizontal, vertical and overhead positions using a variety of welding electrodes, including low-hydrogen rods. Introduction to MIG (Metallic Inert Gas) or GMAW (Gas Metal Arc Welding) included.

**WELD 134                                      3 credits**  
**Intermediate GTAW (TIG)**

Introduces the experienced welder or student to GTAW techniques and machine set-up. The student will learn the proper way to adjust a machine for joining many types of metals ferrous and non-ferrous. Skill level will be improved and experience will be gained through several repetitive exercises. Prerequisites: WELD 128 or WELD 131 or WELD 132 or professional welding experience.

**WELD 220                                      2 credits**  
**Welding Certification Prep Course**

Prepares experienced welders for welding examination and certification. Involves out of position welding with electric arc 6010 and 7018 electrodes, "flux core" welding wire, and GMAW (MIG) Welders (required during welding certification). Prerequisites: WELD 128 or industry experience.

**WELD 223                                      3 credits**  
**Pipe Welding**

Techniques for welding pipe and preparing for WABO certification. SMAW (Stick) and GMAC (MIG) methods are used. Students will weld in all positions, prep and fit at various angles. Prerequisites: WELD 128 or WELD 131 or WELD 132 or appropriate industry experience.

**WELD 225                                      2 credits**  
**Welding Blueprint Reading**

Provides basic knowledge and skill in reading typical blueprints used by welding professionals. Special attention devoted to the symbols used in this industry. Course includes drawing and drawing interpretation.

**WELD 227                                      3 credits**  
**Welding Exotic Metals**

Course in welding styles such as GTAW, FCAW and GMAW used in joining exotic metals or metal alloys which may include but is not limited to titanium, tungsten, inconel, aluminum and stainless steel. Prerequisites: WELD 128 or WELD 131 or WELD 132.

**WELD 230                                      5 credits**  
**Welding Inspection Technology**

Introduces students to a general overview of information needed to pass the three parts of the American Welding Society's exam for Certified Welding Inspector.

**WELD 231                                      5 credits**  
**Welding Inspector D1.1 Code Book**

Prepares students for the American Welding Society D1.1 Certified Welding Inspector exam, known as Exam Part C. Course will focus on the contents of the book and how to quickly locate important information.



## WVC Administrators

**Kevin Berg**, Associate Dean of Student Services  
B.A., University of Washington

**Holly Bringman**, Dean of Arts & Sciences  
B.S., Washington State University  
M.S., Eastern Washington University

**Jenny Capelo**, Dean of Allied Health and Nursing  
B.S., Washington State University  
MSN, Gonzaga University

**Brent Carter**, Director of Transitional Studies Programs  
A.A., Yakima Valley Community College  
B.A., Central Washington University

**Rachel Evey**, WVC Foundation Executive Director  
B.A., University of California

**Chio Flores**, Vice President of Student Services & Enrollment Management  
AAS, Big Bend Community College  
B.A., Eastern Washington University  
M.A., Eastern Washington University  
Ph.D., Washington State University

**Lisa Foster**, Director of Student Access  
B.S., Boise State University  
M.S., Central Washington University

**Janice Fredson**, Director of Fiscal Services  
B.A., The Evergreen State College

**Andrew Tudor**, Dean of Libraries and Learning Technologies  
A.B., University of Michigan Ann Arbor  
M.I.L.S., University of Michigan Ann Arbor

**Kristen Hosey**, Nursing Programs Administrator  
BSN, University of North Carolina  
M.N., University of Washington  
DNP, University of Washington

**Ty Jones**, Executive Director of Institutional Effectiveness  
B.A., Brigham Young University  
M.S., Walden University

**Yuritzi Lozano**, Director of CAMP  
M.Ed., University of Washington

**Hilary Martinez**, Director of Early Childhood Education  
B.A., University of Washington  
M.A., Grand Canyon University

**Maria Monroe**, Director of Concurrent Enrollment Programs  
A.A., Spokane Community College  
B.A., Eastern Washington University

**Riva Morgan**, Director of Workforce Education Pathways  
B.S., University of Alabama

**Amy Olson**, Director of Education and Career Planning  
A.A., Wenatchee Valley College  
B.S., The Evergreen State College

**Rich Peters**  
Director of Facilities and Operations  
AAS, Wenatchee Valley College

**Jim Richardson**  
President  
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M.A., University of Wisconsin  
Ph.D., Capella University

**Brett Riley**, Vice President of Administrative Services  
B.S., Washington State University  
M.A., Eastern Michigan University

**Erin Tofte-Nordvik**, Director of Diversity, Equity and Inclusion  
B.A., University of Washington  
J.D., Willamette University College of Law

**Tod Treat**, Vice President of Instruction  
Ph.D., University of Illinois  
M.S., University of Colorado  
B.S., University of Illinois

**Ivan Valdovinos**, Director of TRIO Student Support Services  
B.A., Washington State University  
B.A., Washington State University  
M.A., Harvard Graduate School of Education

**Joey Walter**, Dean of Workforce and Continuing Education  
B.A., University of Arkansas  
M.A., University of Arkansas  
Ph.D., Arkansas State University

## WVC Full-time faculty

### Faculty

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

Full-time faculty members are also listed on the college website at [www.wvc.edu](http://www.wvc.edu). This information is also available from the WVC Human Resources Office, 509-682-6440.



## Wenatchee

### Karen Alman

Communication  
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M.A., University of Southern California  
Ph.D., Michigan State University

### Kelly Anderson

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B.A., Washington State University  
B.A., Washington State University  
M.Ed., Lesley University

### Rene Baca

Spanish  
B.A., New Mexico State University  
M.A., New Mexico State University

### Scott Bailey

Fine Arts  
B.A., Gonzaga University  
MFA, Colorado State University

### Geoff Ball

Economics  
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M.A., Middle Tennessee State University

### Sompheng Batch

Business Computer Technology/BCT  
B.S., Central Washington University  
M.A., Western Governor's University

### Anya Belcher

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B.S., Biola University  
M.S., California State University

### David Bennett

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Ph.D., University of Notre Dame

### Richard Brinkman

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M.A., Iowa State University

### Jeff Bullock

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M.S., Western Washington University  
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MSN, Gonzaga University

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MFA, California College of the Arts

### Arius Elvikis

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MFA, Arizona State University

### Rob Fitch

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M.S., University of British Columbia

### Melissa Fowler

Nursing



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MSN, University of Utah

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**Micky Jennings**

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AAS, Walla Walla Community College

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M.S., Western Washington University

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AAS, Wenatchee Valley College



**Barbara Oldham**

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B.A., Washburn University  
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**Shelly Pflugrath**

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# Index

## A

Abilities, Outcomes 35  
 Academic Advising 11, 18  
 Academic Credit for Prior Learning (ACPL) 14  
 Academic Forgiveness 26  
 Academic Policies 24  
 Academic Probation 26  
 Academic Regulations Committee 26  
 Academic Standards Procedure 26  
 Academic Suspension 26  
 Academic Warning 26  
 Accounting 59, 129  
 Accreditation 4  
 Adding Classes 12  
 Addresses 3, 23  
 Admission Fee 11  
 Admissions 10, 11  
 Admissions Application Fee 11  
 Admissions Deadline 11  
 Adult Basic Education (see also: Transitional Studies) 14, 129  
 Advanced Placement 15  
 Advising 11, 18  
 Aerospace Electronics (see also: Industrial Technology) 98, 158  
 Affirmative Action 22  
 Agriculture (see also: AgriTechnologies, AgriBusiness, Hispanic Orchard Employee Education Program, Horticulture and Tree Fruit Production, Sustainable and Organic Agriculture) 61-66, 130  
 AgriTechnologies 65  
 Allied Health (see also: Chemical Dependency Studies, Medical Assistant, Medical Laboratory Technology, Nursing, Radiologic Technology) 67, 78, 107, 109, 115, 119, 121  
 American Sign Language 133  
 Anthropology 133  
 AP Placement 15  
 Apprenticeships 58  
 Art 133  
 Assessment (see also: Placement Testing) 10, 15, 30  
 Associate in Applied Science-Transfer 43, 55  
 Associate of Arts and Sciences 44-46  
 Associate in Business-Direct Transfer Degree 49-50  
 Associate of General Studies 55  
 Associate of Science-Transfer 47-48  
 Associate of Technical Science 57  
 Astronomy 136  
 Auditing Classes 13  
 Automotive Technology 68, 136

## B

Bachelor of Applied Science-Data Analytics 41-42  
 Bachelor of Applied Science-Engineering and Technology 33-34  
 BAS-ET (see also: Bachelor of Applied Science-Engineering and Technology) 33-34  
 Bachelor of Science-Nursing (RN to BSN) 39-40

Basic Skills (see also: Transitional Studies) 35  
 Biology 138  
 Board of Trustees 3  
 Bookstores 29  
 Business Classes 139  
 Business Computer Technology (see also: Administrative Management, Computer Applications) 74, 140  
 Business, General 70  
 Business Transfer 49-50

## C

Cafeteria 29  
 Calendars 8  
 CAMP 29  
 Campus Life 31  
 Campus Maps 195-196  
 Career Services 29  
 Center for Entrepreneurship 58  
 Central Washington University-Wenatchee Center 56  
 Changes to Address 24  
 Chemical Dependency Studies 78, 142  
 Chemistry 143  
 Chicano/a Studies 144  
 Child Care 29  
 CLEP 15  
 College Assistance Migrant Program (CAMP) 29  
 College-Based High School Diploma 14  
 College Board Advanced Placement 15  
 College in the High School 13  
 College-Level Examination Program (CLEP) 15  
 College Transitional Programs 14, 35  
 Common Course Numbering 128  
 Communications 144  
 Communication Skills 43-55  
 Computer Applications 75  
 Computer Science 144-145  
 Computer Technology 61, 145-146  
 Contact Information 7  
 Contents 6  
 Continuing Education 13, 58  
 Cooperative Work Experience 7, 125, 146  
 Core Themes 9  
 Corrections 82-83, 146-147  
 Counseling 18, 29  
 Counselor 18, 29  
 Course Challenge 15  
 Course Descriptions 125-185  
 Course Numbers and Credit Hours 125  
 Credit for Military Experience 14-15  
 Criminal Justice 82-83, 146-147  
 Crisis Situations 24

## D

DANTES Subject Test 15-16  
 Degree Audit 25  
 Degrees 35  
 Degree Requirements (General) 43  
 Digital Design 85



Direct Transfer Agreement 43  
Directed Study 126  
Directory Information 23  
Disability Services (Student Access Office) 29  
Distance Learning Courses 125  
Distribution Requirements 39, 44  
Diversity, Equity and Inclusion 31  
Drafting Technology (see also: Industrial Technology) 100  
Drama 148  
Drug-Free Workplace 28

## E

Early Childhood Education 86, 148  
Economics 149  
Education 149  
Educational Planner 10, 11, 18  
Educational Planning 10, 11, 18  
Electricity 150  
Electronics (see also: Industrial Technology, Industrial Electronics Technology) 103, 157-158  
E-mail 24  
Emergencies 24  
Emergency Messages 28  
Emergency Text Alerts 28  
Engineering 37-38, 101, 150  
English 152  
English for Academic Purpose 1514  
Environmental Systems and Refrigeration Technology (ESRT) 92, 153  
Equal Opportunity 22, 28

## F

Faculty 186  
Faculty Adviser 18  
FAFSA 19-20  
Family Educational Rights and Privacy Act (FERPA) 23-24  
Federal School Code (003801) 20  
Fees 19  
FERPA 21-23, 27  
Financial Aid 18-19  
Free Application for Federal Student Aid (FAFSA) 19  
Freedom of Inquiry and Expression 28  
Full-Time Student Status 12

## G

General Education Development (GED) 11  
General Education Outcomes 35  
General Studies 55  
General Transfer Info 55  
Geography 155  
Geology 155  
German 156  
GPA 25  
Grades 25  
Grants 19, 58

## H

Harassment 22

High School 21+ Diploma Program 14  
High School Equivalency Testing 35  
High School Programs 13  
Hispanic Orchard Employment Education Program (HOEEP) 61, 131  
History 156  
Honors 26  
Horticulture 64  
HS21+ 14, 129-130  
Humanities 157  
Hybrid Courses 125

## I

Independent Projects 126  
Industrial Electronics Technology 103, 157-158  
Industrial Technology (see also: Aerospace Electronics, Drafting Technology, Industrial Electronics, Machining, Welding and Fabrication) 97, 150  
Industry Certification and Licensures 15  
Insurance Fees 19  
Interactive Television (ITV) 125  
International Baccalaureate 15-17  
International Student Program 31  
International Students 31

## J

Japanese 159  
Journalism 159

## L

Latin 159  
Learning Communities 127  
Library 29  
Media Centers 29  
Library Classes 160  
Loans 19  
Low Grade Set Aside 26-27

## M

Machining 104-105  
Majors Course Sequences 124  
Maps 195-196  
Mathematics 161  
Medical Assistant 107, 162  
Medical Laboratory Technology 109, 163  
Meteorology 164  
Military Experience Credit 14-15  
Military Withdrawal 25  
Mission 9  
Multi-Occupational Trades 112  
Music 51, 164  
MyWVC Portal 12, 24-25

## N

Native Language 167  
Natural Resources 113, 168  
Nondiscrimination 22



Nonresident Waiver 22  
 Nursing 39, 52, 169  
 Nursing Assistant 115  
 Nutrition 172

## O

Occupational Education 172  
 Oceanography 173  
 Online Courses 125  
 Opportunity Grant 58  
 Outcomes, Abilities 35  
 Outdoor Recreation Management (see also: Physical Education-Recreation, Recreation) 117, 175-178

## P

Personal ID Numbers 12  
 Pharmacology 173  
 Phone Numbers 7, 24  
 Philosophy 174  
 Phi Theta Kappa 26  
 Physical Education 175-178  
 Physics 178  
 PINs 12  
 Placement Testing 10, 15, 30  
 Plagiarism 27  
 Policies (see also: Academic Policies) 22  
 Political Science 179  
 Probation 26  
 Professional/Technical Programs 57  
 Psychology 179

## R

Racial Harassment 22  
 Radiologic Technology 121, 180  
 Recreation 117, 175  
 Refunds 19  
 Registration 25-28  
 Repeating a Course 25  
 Residency Requirements 21  
 Restricted Electives 46  
 Retail Management 71  
 Running Start 13

## S

Safety and Security 30  
 Scholarships 19  
 Security 30  
 Senior Citizens 13  
 Sexual Harassment 22  
 Short-term Training 58  
 Sign Language (see also: American Sign Language) 133  
 Sociology 182  
 Spanish 183  
 Special Populations (Student Access, Disability Services) 29  
 Special Topics 117  
 Student Access Office (Disability Services) 29  
 Student ID (SID) 12

Student Development Skills 183  
 Student Programs 28, 34  
 Student Records 23-24  
 Student Services 29  
 Study Abroad 30  
 Suspension 26  
 Sustainable Agriculture 61

## T

Tech Prep 14  
 Testing 10, 15, 30  
 Theater 184  
 Transcripts 23-27  
 Transfer Credits 27  
 Transfer Degrees 43  
 Transitional Studies 35  
 Tree Fruit Production 64  
 Tribal Gaming Management 72  
 TRIO Student Support Services 30  
 Trustees 3  
 Tuition 19  
 Tutoring Services 31

## U

University Centers 56

## V

Veterans 20, 31  
 Veterans Services 31

## W

WASFA 20  
 Washington Application for Financial Aid 20  
 Washington State Need Grant (WASFA) 20  
 Web Address ([www.wvc.edu](http://www.wvc.edu)) 6  
 Welding and Fabrication (see also: Industrial Technology) 106, 184  
 WestSide Early Learning Center 29  
 Withdrawal 12-13, 19, 24-25  
 Worker Retraining 19, 58  
 WorkFirst 18, 52  
 WriteLab 31



# WENATCHEE VALLEY COLLEGE 2019-2020

## Associate in Arts and Sciences (AAS-DTA) Degree Requirements (90 credits)

### WRITING 10 credits

A grade of C (2.0) or higher in ENGL 201, 202, 203, or 235 is required for graduation.

English (ENGL) 101 required  
English (ENGL) 201, 202, 203, or 235

### QUANTITATIVE/SYMBOLIC 5 credits

Mathematics (MATH) 107, 140, 141, 142, 146, 148, 151, 152, 153, 173, 200, 211, 238, 254  
Philosophy (PHIL) 120

### HUMANITIES 15 credits

Courses must be from 3 different subject areas. Subject areas appear in **bold**. No more than 5 credits of Performance courses, which are underlined below and **World Languages**.

**Amer. Indian Indig. Studies (AIIS)** 203 **D**  
**Art (ART)** 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 137, 138, 139, 141, 142, 143, 150, 151, 152, 154, 155, 201, 202, 203, 206, 208, 210, 211, 212, 213, 217, 218, 219, 220, 222, 224, 225, 233, 234, 235, 236, 250, 256  
**Chicano Studies (CHST)** 120 **D**  
**Communications (CMST)** 101, 130, 210, 220, 240  
**Drama (DRMA)** 101  
**English (ENGL)** 111, 112, 113, 135, 215, 226, 240, 245, 247 **D**, 250, 275, 276  
**Humanities (HUMN)** 101, 116, 117, 118, 141, 200, 201, 202, 206, 207, 242 **D**  
**Journalism (JOUR)** 101  
**Music (MUS)** 100, 105, 110, 111, 112, 113, 114, 116, 120, 121, 122, 123, 125, 131, 132, 133, 161, 170, 172, 173, 174, 175, 177, 210, 211, 212, 221, 241, 242, 243, 261, 270, 272, 273, 274, 275, 277  
**Philosophy (PHIL)** 101, 105, 115, 120, 201, 202, 203, 210, 211, 275  
**Theater Arts (THRT)** 165, 170, 265  
**World Languages**  
American Sign Language (ASL) 121, 122, 123  
German (GERM) 121, 122, 123  
Japanese (JAPN) 121, 122, 123, 221, 222, 223  
Latin (LATN) 101, 102, 103  
Native American Languages (NAL) 101, 102, 103, 111, 112, 113, 121, 122, 123, 204, 205, 206, 214, 215, 216, 224, 225, 226  
Spanish (SPAN) 121, 122, 123, 124, 221, 222, 223, 231, 232, 233

### NATURAL SCIENCES 15 credits

Courses must be from 3 different subject areas. Subject areas appear in **bold**. At least 1 course must include a lab, which are underlined below.

**Anthropology (ANTH)** 205  
**Astronomy (ASTR)** 101  
**Biology General (BIOL)** 100, 126, 185, 211, 218, 260  
**Botany Biology (BIOL)** 186, 212, 216, 230  
**Chemistry (CHEM)** 106, 110, 121, 131, 161, 162, 163, 261, 262, 263  
**Computer Science (CSC)** 142  
**Environment Biology (BIOL)** 106, 125, 127, 221, 225, 226, 227  
**Oceanography (OCEA)** 100  
**Geology (GEOL)** 101, 107, 208, 218  
**Mathematics (MATH)** 107, 140, 141, 142, 146, 148, 151, 152, 153, 200, 211, 238, 254  
**Meteorology (METR)** 110, 210  
**Nutrition (NUTR)** 101, 105, 106, 107, 202  
**Physical Education (PEH)** 286, 288  
**Physics (PHYS)** 100, 114, 115, 116, 221, 222, 223  
**Science/Engineering/Technology/Math (STEM)** 201, 203  
**Zoology Biology (BIOL)** 213, 217, 241, 242

### SOCIAL SCIENCES 15 credits

Courses must be from 3 different subject areas. Subject areas appear in **bold**.

**Amer. Indian Indig. Studies (AIIS)** 102 **D**, 103 **D**, 202 **D**  
**Anthropology (ANTH)** 100 **D**, 204, 206 **D**, 207, 217, 220 **D**  
**Chicano Studies (CHST)** 112 **D**, 115 **D**  
**Early Childhood Education (ECED)** 105  
**Economics (ECON)** 101, 201, 202  
**Education (EDUC)** 115  
**Geography (GEOG)** 100 **D**, 102 **D**, 150 **D**, 207  
**History (HIST)** 116, 117, 118, 146, 147 **D**, 214, 219, 230, 238, 260 **D**, 261 **D**, 271, 274, 275  
**Political Science (POLS)** 101, 202, 203 **D**, 205 **D**, 206  
**Psychology (PSYC)** 100, 102, 105, 200, 202, 203, 204, 205, 215, 220, 245  
**Sociology (SOC)** 101, 110, 135 **D**, 151 **D**, 201, 203, 225

#### **D** NEW GRADUATION REQUIREMENT:

Starting fall 2018, new students seeking an AAS-DTA degree from WVC will need to take a minimum of 5 credits from diversity courses as part of the 90 credits required to graduate. The diversity classes are identified by the **D** symbol. Visit [www.wvc.edu/DR](http://www.wvc.edu/DR) for more information.

### ELECTIVES 30 credits

There are 2 types of electives: General & Restricted.

**General Electives** are normally accepted at 4-year institutions whether or not an AAS degree is earned. In addition to the list below, all courses listed in the areas of writing, quantitative/symbolic, humanities, natural sciences, and social sciences may be used as general electives. No more than 3 Physical Education (PEH/PEHR) **activity** credits are allowed in this degree.

**Accounting (ACCT)** 201, 202, 203  
**Agriculture (AGRI)** 101, 108  
**Art (ART)** 120  
**Business (BUS)** 101, 201, 240, 241  
**Chemical Dependency Studies (CDS)** 101  
**Computer Science (CSC)** 110, 141, 210, 215, 243  
**Criminal Justice (CJ)** 101, 105, 106, 110  
**Education (EDUC)** 200, 204, 210  
**Engineering (ENGR)** 214  
**Environmental Science (ENVS)** 230, 231  
**Latin (LATN)** 110, 220  
**Mathematics (MATH)** 171, 172, 195  
**Music (MUS)** 145, 146  
**Physical Education Activities (PEH)** 101-162, 218-262  
**Physical Education Recreation Activities (PEHR)** 105, 106, 107, 144  
**Physical Education Professional (PEH)** 180, 181, 182, 189, 250, 283, 284, 285, 287, 289  
**Physical Education Recreation (PEHR)** 196, 201, 202, 204

**Restricted Electives** do not normally transfer to 4-year institutions unless they are included in the AAS degree. **No more than 15 restricted credits** can be included in the AAS degree. Restricted electives are credit courses numbered 100 or higher that are not listed elsewhere on this page and that come from the following departments.

ACCT, AGRI, AUTO, BCT, BTEC, BUS, BUSA, CDS, CJ, CMAA, CSC, CTS, CULI, CWE, ECE, ECED&, EDAPP, EDUC, EDUC&, ELEC, ELTRO, EMT, ENGR, ENVS, ESLI, ESRT, FS, HCA, HLTH, INDT, LIBR, MA, MACH, MANU, MATH, MLT, NATR, NURS, NUTR, OCED, PCOL, PEHR, PHARM, RADT, RCLS, READ, SDS, TGM, WELD





# WENATCHEE VALLEY COLLEGE

Rooms	Building Name	A: Wenatchi Hall	B: Eller-Fox Science Center	G: Sexton Hall	H: Central Washington University	I: Batjer Hall	J: Environmental Systems & Refrigeration Technology	K: Industrial Technology	L: Wells House	M: Music and Art Center (MAC)	N: Facilities & Operations Shipping & Receiving	O: Residence Hall	P: Technology	R: Jack & Edna Maguire Student Rec Center	S: Knights Hall A, B & C	T: Sage Hills Church	U: Grants House
1000	Wells Hall (C)	Administration	Chemistry	Business Computer Tech.	Central Washington University	Central Washington University	Advising Drop-In	Business Computer Tech.	Art	Art	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
1500	Music and Art Center (M)	Admissions/Registration	Earth Sciences	Computer Technology	Central Washington University	Central Washington University	Bookstore	English	MAC Gallery	MAC Gallery	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
2000	Wenatchi Hall (A)	Allied Health	Medical Lab Technology	English	Central Washington University	Central Washington University	Cafe	WriteLab	The Grove Recital Hall	The Grove Recital Hall	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
3000	Eller-Fox Science Center (B)	Biology	Physics	Robert Graves Gallery	Central Washington University	Central Washington University	CVCH Health Clinic	Robert Graves Gallery	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
4000	Smith Gym (E)	Business Office	Campus Theater	TRIO Student Support Svcs	Central Washington University	Central Washington University	International Students	Robert Graves Gallery	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
4500	Student Rec Center (R)	Cashier	CAMP Office	Tutor Center	Central Washington University	Central Washington University	Diversity, Equity & Inclusion	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
5000	Van Tassel Center (F)	Community Relations	Ceramics Studio	Veterans Lounge	Central Washington University	Central Washington University	Running Start	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
5500	Central Washington University (H)	Counseling	Instruction Office	E: Smith Gymnasium	Central Washington University	Central Washington University	Student Lounge	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
6000	Sexton Hall (G)	Educational Planning	TRIO Student Support Svcs	Athletic Training Center	Central Washington University	Central Washington University	Student Programs	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
7000	Refrigeration Lab (U)	Financial Aid	Human Resources	Basketball Courts	Central Washington University	Central Washington University	Student Senate Office	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
7500	Industrial Technology (K)	Math	Tutor Center	TRIO Student Support Svcs	Central Washington University	Central Washington University	Student Senate Office	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
8000	Batjer Hall (I)	Nursing	Veterans Lounge	TRIO Student Support Svcs	Central Washington University	Central Washington University	Student Senate Office	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
9000	Facilities and Operations (N)	Radiologic Technology	E: Smith Gymnasium	TRIO Student Support Svcs	Central Washington University	Central Washington University	Student Senate Office	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House
9500		Testing Center	Athletic Training Center	TRIO Student Support Svcs	Central Washington University	Central Washington University	Student Senate Office	WriteLab	Music	Music	Facilities & Operations	Residence Hall	Technology	Jack & Edna Maguire Student Rec Center	Knights Hall A, B & C	Sage Hills Church	Grants House



