



WENATCHEE VALLEY
COLLEGE



2014-2015

COURSE CATALOG

1300 Fifth Street - Wenatchee, WA 98801
P: (509) 682-6800 | www.wvc.edu



Transfer Rights and Responsibilities

Student Rights and Responsibilities

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

College and University Rights and Responsibilities

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



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
Phyllis Gleasman
Tamra Jackson
Phil Rasmussen
Jim Tiffany*

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, July 2014. 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.

Signed,

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

Dr. James C. Richardson
WVC President
July 2014

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 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 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.

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.

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, 1361 Park Street, Clearwater, FL 33756. Phone: 727.210.2350. Web: www.caahep.org and 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.naacls.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). Web: www.natef.org.

Approved for:

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

Contents

Calendar	Page 6
Admissions/Registration/Educational Planning/Advising.....	Pages 8-16
Tuition/Financial Aid	Pages 16-19
Policies	Pages 19-26
General Information.....	Pages 27-28
Degrees and Certificates	Pages 30-41
Transfer Degree Programs and Associate of General Studies.....	Pages 31-37
Professional/Technical Degree and Certificate Programs	Pages 39-92
Course Descriptions	Pages 93-142
Index.....	Pages 143-146
Student Planner.....	Page 147
Maps.....	Pages 150-151

Contact Information

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

Wenatchee Campus

Adult Basic Skills (ABE/ESL/High School Equivalency classes).....	682.6790
Admissions	682.6806
Agriculture	682.6610
Allied Health	682.6660
Athletics.....	682.6880
Bookstore	682.6530
Business Office.....	682.6500
CAMP (College Assistance Migrant Program)...	682.6973
Career Center.....	682.6858
Cashier	682.6500
Central Services.....	682.6543
Central Washington University	665.2600
Classes—Credit.....	682.6600
Classes—Noncredit.....	682.6900
Community Relations	682.6436
Continuing Education	682.6900
Cooperative Work Experience.....	682.6858
Counseling.....	682.6850
Distance Learning.....	682.6718
Downtown Learning Center	682.6960
Educational Planning.....	682.6830
Evening Programs	682.6710
Faculty	682.6600
Financial Aid	682.6810
Food Service	682.6518
Foundation – Wenatchee Campus	682.6410
GED® Testing.....	682.6843
Human Resources.....	682.6440
Instruction	682.6600
International Student Programs.....	682.6864

Job Placement (including work study).....	682.6858
Library.....	682.6710
Literacy Council, Wenatchee Valley	682.6966
Lost and Found.....	682.6860
Maintenance	682.6450
Multicultural Affairs	682.6868
Parking	682.6450
Placement Testing	682.6830
President's Office	682.6400
Registration	682.6806
Robert Graves Gallery.....	682.6776
Room Scheduling	682.6834
Running Start.....	682.6848
Security.....	682.6911
Security (cell).....	509.423.3705
SkillSource.....	663.3091
Student Programs.....	682.6860
Tech Prep	682.6847
Tutoring	682.6863
Veterans	682.6817
Worker Retraining.....	682.6613

Omak Campus

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

WVC 2014-2015 Calendar

FALL QUARTER 2014

Tuition due for fall-quarter classes	Sept. 8
Classes begin	Sept. 22
Last day to register	
(without instructor permission).....	Sept. 23
WashingtonOnline classes begin	Sept. 25
Advising for continuing/former students	
(No day classes)	Nov. 5
Last day to withdraw or change to audit.....	Nov. 7
Veterans Day (Holiday) (No classes).....	Nov. 11
Registration for continuing/ former students.....	Nov. 12-14
Professional Day (No classes)	Nov. 26
Thanksgiving (Holiday) (No classes).....	Nov. 27-28
Advising and registration for new students begins.....	Dec. 1
Last day to apply for fall-quarter graduation	Dec. 1
WashingtonOnline classes end	Dec. 3
Final exams	Dec. 9-11
Winter vacation.....	Dec. 12-Jan. 2
Grades available online	Dec. 16

WINTER QUARTER 2015

Tuition due for winter-quarter classes	Dec. 22
Classes begin	Jan. 5
Last day to register	
(without instructor permission).....	Jan. 6
WashingtonOnline classes begin	Jan. 8
Martin Luther King Day (Holiday) (No classes).....	Jan. 19
Advising for continuing/ former students (No day classes).....	Feb. 10
Presidents' Day (Holiday) (No classes).....	Feb. 16
Registration for continuing/ former students.....	Feb. 17-19
Advising and registration for new students begins.....	Feb. 23
Last day to withdraw or change to audit.....	Feb. 24
Last day to apply for winter- quarter graduation	March 2
WashingtonOnline classes end	March 18
Final exams	March 18-20
Spring vacation.....	March 23-27
Grades available online	March 24

SPRING QUARTER 2015

Tuition due for spring-quarter classes	March 16
Classes begin	March 30
Last day to register	
(without instructor permission).....	March 31
WashingtonOnline classes begin	April 2
Last day to apply for spring-quarter graduation.....	May 1
Advising continuing/former students summer/fall (No day classes).....	May 12
Last day to withdraw or change to audit.....	May 15
Registration for continuing/former students for summer/fall	May 18-20
Memorial Day (Holiday) (No classes).....	May 25
Advising and registration for new students for summer/fall begins	May 26
WashingtonOnline classes end	June 10
Final exams	June 10-12
Graduation (Wenatchee Campus).....	June 12
Graduation (Omak Campus)	June 13
Grades available online	June 16

SUMMER QUARTER 2015

Tuition due for summer-quarter classes	June 10
Classes begin	June 24
Last day to register	
(without instructor permission).....	June 25
WashingtonOnline classes begin	July 2
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. 5
End of quarter.....	Aug. 18
Grades available online	Aug. 25
WashingtonOnline classes end	Aug. 26

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

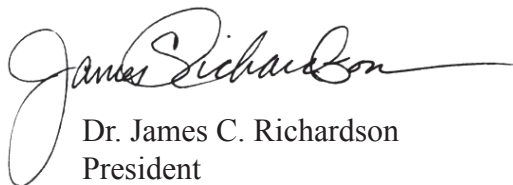
Welcome to Wenatchee Valley College. We are pleased to assist you on your educational path and encourage you to explore your many educational and cultural opportunities at WVC.

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

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

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

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



Dr. James C. Richardson
President



Wenatchee Valley College Mission

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

Our Core Themes:

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

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

About Wenatchee Valley College

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

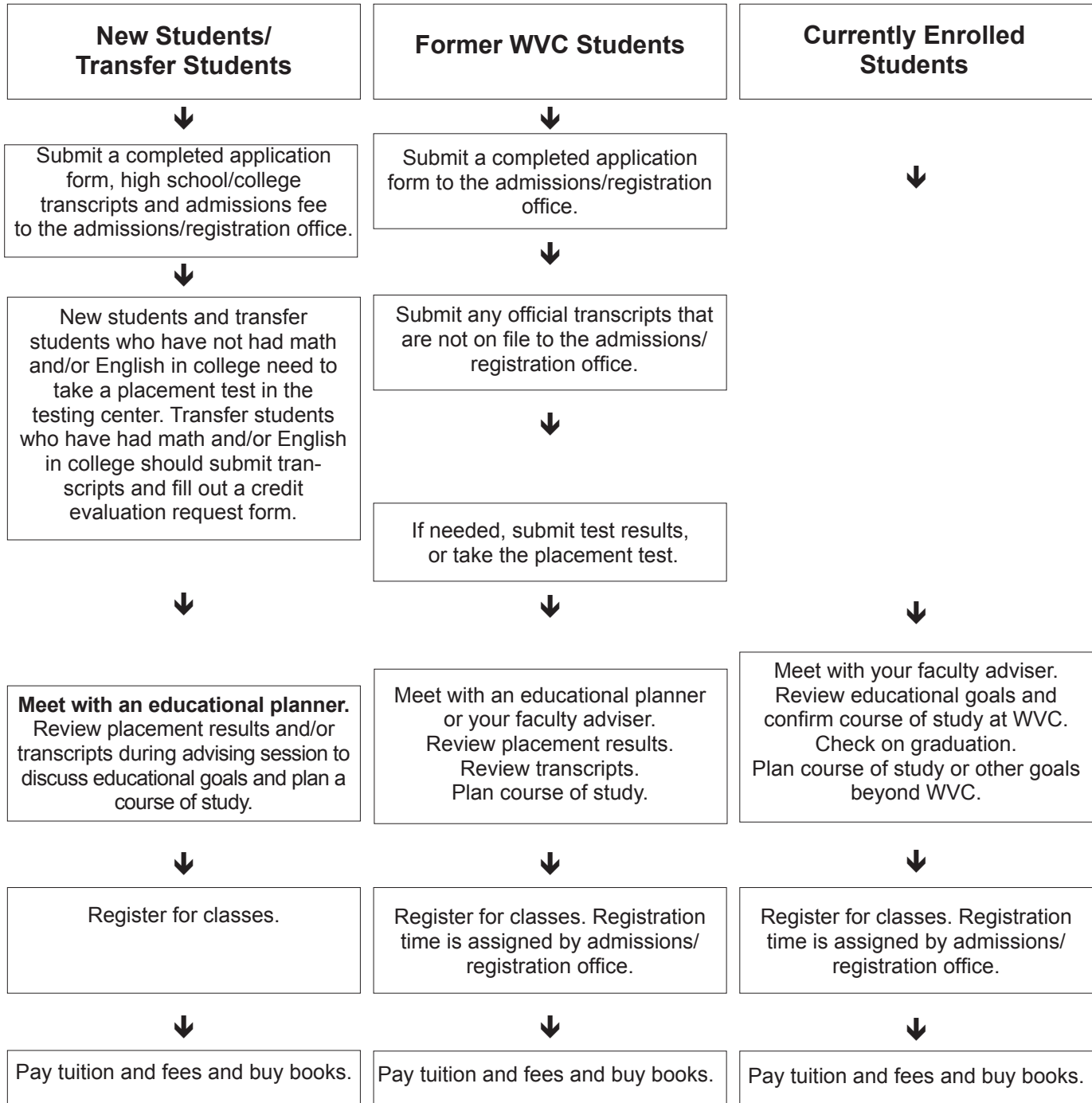
WVC offers courses and programs to meet a variety of student needs. Whether you plan to transfer to a bachelor's degree-granting institution, seek education that leads directly to employment, need to develop basic academic skills, or want opportunities to enhance knowledge and skills through professional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

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

Student Admission/Registration Procedure

The basic procedures for admission and registration at Wenatchee Valley College are provided below. See our website at www.wvc.edu for detailed information.

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



Admissions/Registration/Educational Planning/Advising

Admissions and Registration

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

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

See Admissions on our website at www.wvc.edu for more details, or contact the admissions/registration office at 509.682.6806 (Wenatchee) or 509.422.7803 (Omak). For allied health admissions information, see our website or call 509.682.6844 (Wenatchee) or 509.422.7952 (Omak). For Running Start, see our website or call 509.682.6848.

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

If you are a current or former student, your registration time will be posted in each building on campus and is available through the WVC website. You must meet with your faculty adviser before your registration time. You are responsible for contacting your adviser for an advising appointment.

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

General Admissions

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

If you are participating in intercollegiate athletics, you must submit an official high school transcript.

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

You are not required to submit an application for

admissions if you are taking six or fewer credits at WVC, though you won't receive a registration time or be able to register online if we do not have a current application on file.

Returning Students

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

Admissions Options

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

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

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

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

Effective July 1, 2014, students seeking admission to WVC must submit a \$25 admission application fee along with the application form to cover the initial application process.

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

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

Please note that due to privacy regulations WVC staff are not allowed to give out SID or PIN information over the phone or e-mail. You can look up your SID through the MyWVC Portal with your Social Security number and birthdate. If you forget your number(s), you will need to come into the admissions office and present picture ID.

Registration

Please check the academic calendar on the website for registration start dates.

Mail-in or Walk-in Registration

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

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

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

Online Registration

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

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

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

Registration Times

For continuing and former students use the MyWVC Portal to find out your registration time. You can also find hard copies of the list located at various points across campus. You may register at your 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 re-apply to WVC in order to have a new registration time activated for your account. Contact the admissions 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.

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

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

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

Continuing Education

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

Senior Citizens

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

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

High School Programs

WVC offers several program options for high school students.

Running Start

Running Start is an educational partnership between WVC and the high schools. Running Start was created by the Washington state legislature to expand educational options for high school students. **Running Start students may have to pay for some credits depending**

on their course load. See the Running Start website for details, www.wvc.edu/runningstart.

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

College in the High School

High school juniors and seniors who qualify for college-level writing, reading or math on the placement test 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). Community members may also be able to enroll in CHS classes. To be eligible and enrolled in the CHS program, you must follow all regular WVC policies and regulations regarding student performance, behavior and course prerequisites. Students who complete CHS classes earn WVC college credit and those courses also count toward the student's high school diploma. If you are a high school student, ask your school counselor about these courses.

Tech Prep

Wenatchee Valley College 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 Tech Prep program, articulation has been arranged between those classes so that students can receive both high school credit and WVC credit at the same time. Ask your high school teachers or counselors about Tech Prep courses.

Adult High School Completion (HSC) Program

The program enables adults (age 19 and over at the start of their first quarter at WVC) who have already completed at least 15 high school credits toward their high school diploma to take the necessary classes needed to obtain a high school diploma if they were unable to complete high school. Even if you already have a GED, you can still work to obtain your high school diploma (you cannot be working on your GED at the same time as your high school diploma).

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

toward a future college degree or certificate.

How do I enter the program?

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

For any classes you take toward HSC, you will receive a tuition waiver so you will not need to pay the full cost of tuition. Currently the waiver allows students to pay \$16 per credit. You are responsible for any additional class fees and books (estimate \$80-100 per class for books). Visit the Wenatchee campus bookstore for book rental options on some books. If you chose to take classes that don't fulfill HSC diploma requirements you will need to pay full tuition. Usually students need a high school diploma or GED to qualify for financial aid, but if you are an HSC student receiving financial aid, you will not receive the tuition waiver.

College-Based High School Diploma - SHB 1758

SHB 1758 provides that individuals who enroll in a community or technical college and complete an associate degree at WVC can be awarded a high school diploma from the college, including students enrolled in Running Start.

The following guidelines apply:

- Students currently enrolled through Running Start who complete an associate degree.
- A student, 21 years or older, who completes an associate degree.
- Students under 21 years of age who have previously been enrolled as Running Start students and have completed an associate degree after July 26, 2009.

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. If a former Running Start student received the degree before July 26, 2009, the student must wait until he/she is 21 years of age to request a diploma.

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

Full-Time Student Status

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

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

Adding Classes

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

Withdrawing from Classes or College

The last day to withdraw from classes each quarter is specified on the official college calendar, printed at the front of this publication and on our website. You are 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.

You must complete the necessary withdrawal forms found in the admissions/registration office located in Wenatchi Hall on the Wenatchee campus, the administration office in Omak, or online to withdraw from a class or the college. The withdrawal is effective

on the date the completed forms are received. You should not assume you will be dropped for non-attendance.

Courses that are dropped during the first 10 days of the quarter are not included on your transcript. Classes dropped after the 10th day and through the 35th day of the quarter will be recorded with a "W" on your transcript. For courses with unusual starting and ending dates, the instructors' 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 (before the final exam).

If you were unable to withdraw before the deadline and feel you have extenuating circumstances, you should contact the 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 16 or at www.wvc.edu/directory/departments/tuition/refund.asp.

Auditing Classes

You may choose to audit a class unless you are a Running Start student. An audit exempts you from examinations, but the instructor may require reasonable attendance and class participation. No college credit is received for an audited class. Regular tuition charges will apply. Financial aid will not be awarded for audited classes. Changing a class from audit to credit is permitted only through the 10th day of the quarter. Changing from credit to audit is permitted until the end of the 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 or from the admissions/registration office at 509.682.6806. This includes information on late registration, adding classes, dropping classes, withdrawing from college, auditing classes, grade reports and transcripts.

Nontraditional Credit

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

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

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

College-Level Examination Program (CLEP)

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

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

- There is a \$10 fee for each CLEP credit earned.
- At least 15 credits must be earned at WVC before CLEP credit is transcribed.

College Board Advanced Placement (AP)

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

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

Cooperative Work Experience (CWE)

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

Credit requirements:

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

Course Challenge

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

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

Credit for Military Experience

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

- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- Credit is given only for experiences which have equivalent courses taught at WVC; the amount of credit awarded cannot exceed the amount which could be earned by taking the courses at WVC.
- A small fee may be charged for each military credit.
- Military exams may not be repeated for additional credit.
- Credit for military experience will not affect the GPA.
- Military experience for baccalaureate credit is not accepted at WVC.
- At least 15 credits must be earned at WVC before

military credit is transcribed.

- NTE credit is always the last entry on your transcript.
- Check with your adviser and any intended transfer school before paying to transcript military credit.

Tech Prep

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

The following guidelines apply:

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

Independent Projects

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

This agreement is subject to the following stipulations:

- To be eligible, you must have completed 45 credits with a minimum cumulative GPA of 2.5 at WVC. The appropriate administrator must approve any waivers of the requirement.
- A maximum of five independent project credits can be earned in one quarter. • Regular admissions policies and tuition costs apply to credit for independent projects.
- Each independent project credit requires you to work 30 hours under supervision of an instructor.
- After approvals are obtained, copies of the contract must be distributed to the admissions/registration office, the instruction office and the instructor.
- The application process for independent projects must be completed by the 10th day of the quarter.

Academic Advising / Educational Planning

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

Through advising, we strive to:

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

Role of the Faculty Adviser

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

- Assist you with academic planning, course selection and scheduling.
- Assist you with developing, clarifying and evaluating educational plans and goals.
- Assist you with identifying and exploring alternative educational opportunities.
- Assist you with the development of long-range educational plans.
- Assist you with transfer information for in-state colleges and universities.
- Assist you in gaining an understanding of the complete requirements of a program.

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

Role of the Counselor

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

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

Role of the Student

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

student, it is your responsibility to:

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

Paying for College

Tuition and Fees

All fees may be changed at any time by the state legislature or the Wenatchee Valley College Board of Trustees. Current tuition and fee schedules can be found under Tuition and Fees in the Site Index on the college website, www.wvc.edu, or by contacting the WVC Business Office at 509.682.6500 (Wenatchee) or 509.422.7803 (Omak). Typical tuition and fees for a resident student in fall 2013 for 15 credits were \$1,368.

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

Refund Policy

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

For classes that begin the first week of the quarter:

100% refund

Withdrawal 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 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 you paid with check or cash, you can choose to receive a check for the amount or have it credited to your WVC account. If you paid by credit card, the refund will be credited back to that card.

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

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

If your tuition was paid by financial aid, the type of aid you received will determine how any refunds are processed. Please contact the financial aid office at 509.682.6810 if you have any questions.

You 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 that do not qualify for need-based financial aid. Information and applications for both merit- and need-based scholarships are available online at the WVC Financial Aid Web page under Scholarships. Financial aid and most need-based scholarships require a student to complete the Free Application for Federal Student Aid (FAFSA). The college also offers programs such as Work-Based Learning Tuition Assistance, WorkFirst and Worker Retraining funding.

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

Financial Aid website at www.wvc.edu/financialaid or call 509.682.6810. You may also refer to the U.S. Department of Education Student Guide. The guide is available in the financial aid office and online (studentaid.ed.gov/students/publications/student_guide/index.html).

Federal and state student financial aid regulations require you 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, you 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 your financial aid award.) The satisfactory academic progress policy is available under Forms on the financial aid website (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, you need to complete the FAFSA online at www.fafsa.ed.gov by March 15. You may apply for financial aid after the priority deadline; however, only limited funding may be available. You will need to list the WVC Federal School Code on your FAFSA form, which is **003801**. You should also complete an admissions application to the college as well as follow up on all requested information by the financial aid office.

Washington Application for 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

The WVC Financial Aid Office corresponds with students through their school-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, go to Student Tech Info under Site Index on our website, www.wvc.edu.

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).

Visit the website to apply: www.ReadySetGrad.org/WASFA.

Financial aid staff members are available at the Omak and Wenatchee campuses during normal business hours Monday through Thursday. You may contact the financial aid office by e-mail at financialaid@wvc.edu or call 509.682.6810 (Wenatchee) or 509.422.7803 (Omak). The fax number for the Wenatchee office is 509.682.6811. If you are unable to contact the financial aid office during normal business hours, you may request an evening appointment, Monday through Thursday, by calling the office.

Veterans

If you are a veteran or have served in the military and are seeking eligibility for benefits, contact the WVC Veterans Coordinator on the Wenatchee campus at 509.682.6817.

WVC programs are approved for benefits under the following Veterans Administration regulations: CH33 Post 9/11 GI Bill, CH33 Post 9/11 GI Bill Transfer of Entitlement to Dependents (TEB), CH30 Montgomery Bill-Activity Duty (MGIB-AD), CH1606 Montgomery Bill-Selected Reserve (MGIB-SR), CH1607 Reserve Educational Assistance Program (REAP), CH32 Veterans Educational Assistance Program (VEAP), CH35 Survivors and Dependents Educational Assistance Program (DEA), National Call to Service Program, Veterans Retraining Assistance Program (VRAP) and CH31 Vocational Rehabilitation and Employment Program (VR&E).

If using benefits, class schedules must be submitted to the veterans coordinator each quarter. Additional guidelines and requirements for accessing and using benefits can be found on the WVC Veterans website at www.wvc.edu. Select "Veterans" from the QuickJump menu. Reduced tuition and fee waivers are available for eligible veterans, military service members and dependents.

Residency Requirements

Residency Requirements for Tuition Paying Purposes

To be classified as a Washington resident for educational

purposes and to qualify for resident tuition rates, you are required by state law to be either:

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

OR

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

OR

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

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, and meets certain criteria regarding a connection or intended connections to Washington (veteran must indicate Washington as home of record on DD214 and has taken other steps to establish residency on a driver's license, vehicle registration, voting card, etc.).

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 one year of the date of separation, then they as of that date of establishing Washington as their official domicile may be considered a resident for tuition purposes.

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

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

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

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

Nonresident waiver for United States citizens and INS Permanent Residents

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

Resident Tuition for Washington High School Graduates Who Are Not U.S. Citizens

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

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

OR

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

AND

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

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

Policies

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

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

Nondiscrimination and Harassment

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

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

Sexual harassment is a form of sex discrimination which

involves the inappropriate introduction into the work or learning situation of sexual activities or comments that demean or otherwise diminish one's self worth on the basis of gender or sexual preference.

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained from the vice president of administrative services at 509.682.6515, a representative of the Omak campus at 509.422.7850, the executive director of human resources at 509.682.6445, or on our website at www.wvc.edu.

If you feel that you are being harassed, you should report it to the vice president of administrative services, the administration office of the Omak campus or the executive director of human resources. Resolution options may include mediation through a liaison between parties, a face-to-face meeting between parties, or filing a formal complaint with the vice president of administrative services or the executive director of human resources. Information on the formal complaint process is available from either of these administrators.

Student Records (FERPA)

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

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

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

WVC does not publish a student directory. However, in compliance with the Solomon Amendment, WVC is required to supply student names, addresses, phone

listings, date/places of birth, levels of education, and degrees received to military recruiters if properly requested.

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

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

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

Restricting Release of Directory Information

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

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

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

Students Rights Under FERPA

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

- The right to inspect and review your record within 45 days of the date that your request for access

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

- The right to inspect the contents of your student folder, regardless of your financial status with the institution. However, an institution is NOT REQUIRED to release an official transcript if you have a past debt to the college.
- The right to request an amendment of your educational record if you believe it is inaccurate or misleading. You may ask WVC to amend a record that you believe is inaccurate or misleading. Write to the registrar clearly identifying the part of the record to change and specifying why it is inaccurate or misleading. If WVC decides not to amend the record as requested, you will be notified of the decision in writing and advised of your right to a hearing to consider the request for amendment. Additional information regarding the hearing procedure will be provided to you when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in your education record, except to the extent that FERPA authorizes disclosure without consent. This refers to your right to allow others access to all or part of your educational record that would normally not be allowed under FERPA. You can specify who is to receive the information and what portions of your educational record WVC is authorized to release. This authorization would remain in effect until you notify the office of admissions and registration.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by WVC to comply with the requirements of FERPA. The Family Compliance Office will investigate each timely complaint. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

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.

Academic Policies

Student Records and Grades

Changes to Address, Phone Number or E-mail

Changes to your address, phone number(s), or e-mail address can be made either by completing a Records Change form or through the MyWVC Portal on the WVC website. You will need your 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 your 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.). Please contact the financial aid office and your adviser if you are considering a change in your class schedule.

Grades used in computing grade point average are:

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
D-*.....	0.7
F.....	0.0

** The “D-” letter grade will no longer be assigned at Wenatchee Valley College after spring 2012.*

Grades not used in computing grade point average are:

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

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

Calculating Your GPA

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

Class #1 5 credits. Grade is an A (value of 4.0).
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 gives you a total of 14 credits and 42 grade points.
Therefore, your GPA would be: 42 grade points/
14 credits =3.0

Pass/Fail

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

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

Grade Change

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

Work in Progress

The “Y” designation indicates that you are registered in an ongoing class. It may be used where the pace of work is largely dependent on you in courses such as independent project classes or open laboratory/clinic

classes. If you do not complete the class within one year, you must re-enroll if you want credit.

Withdrawal

A “W” designation indicates that you have dropped a class. The last day of each quarter to withdraw from classes is specified on the official Academic Calendar. Complete information on withdrawing from a class is available in the admissions/registration office.

Instructors have the authority to administratively withdraw a student who does not attend class during the first two days that the class meets. You are responsible for withdrawing from classes. Failure to formally withdraw from class will normally result in a failing grade. You can withdraw through the Registration function on the MyWVC Portal. You can also submit a Course Change form, available in the admissions/registration office.

Military Withdrawal

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

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

OR;

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

Audit

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

Incomplete

The “I” designation indicates that you have been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by you and the instructor. It is your responsibility to initiate this contract. Contract forms are available in

the admissions/registration office. The maximum length of a contract is two quarters, excluding summer. An “I” grade is changed to an “F” if the terms of the contract are not met within the time specified.

Pass/No Pass

The “P” or “NP” designation may be given in developmental classes. A “C” grade or higher earns a “pass”; anything lower earns a grade of “no pass.”

Student Record Retention

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

Setting Aside of Low Grades for GPA Calculations

This provision permits you to remove poor academic records that no longer reflect your current academic performance. Only petitions to set aside all grades in a particular quarter will be considered. This option is not available for singular courses within a quarter. Grades that are set aside are not removed from your transcript. Rather, an “*” notation is placed next to the grade which indicates that the course will no longer be used when calculating a new cumulative grade point average. Credits that are set aside cannot be used to fulfill any requirements for graduation. Please note that federal financial aid regulations do not recognize grade “set-asides.” You may only petition for a set-aside provision twice during your time at WVC. You may petition to set aside a quarter which has at least one grade that is a “C-” or lower OR where the quarterly GPA is below 2.0.

Two consecutive quarters of full-time class work with a GPA of 2.0 or better is required as evidence of your changed scholastic performance. Part-time students can qualify for low-grade removal by completing 30 consecutive college-level credits with at least a 2.0 GPA. At least two calendar years must pass before a grade(s) can be changed under this provision. Exceptions to these procedures can be made by petition to the Academic Regulations Committee. Only grades earned at WVC can be set aside under this policy. Petition forms are available in the admissions/registration office. Completed petition forms should be returned to the admissions/registration office.

Caution: Although WVC makes provisions for setting

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

Repeating a Course

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

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

Repeating courses may affect students’ financial aid eligibility. For more information, visit the Financial Aid Policies page at www.wvc.edu/financialaid.

Honors

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

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

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

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

Emergency Messages

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

Academic Standards Procedure

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

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

Academic Warning

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

Academic Probation

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

Academic Suspension (revised December 2010)

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

1. Submit a completed petition for readmission form to the student development office.
2. Complete a readmission interview with a counselor. During the interview, you should be prepared to:
 - Identify the reasons for poor academic performance.
 - Present a plan for eliminating the factors contributing to poor academic performance.
 - Review your educational goals.
 - Present an educational plan that includes proposed course schedules for the next one to

three quarters and how those courses relate to an educational goal.

3. Be reinstated by the college.

Academic Forgiveness

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

Academic Regulations Committee (ARC)

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 previous quarters
- Substitution of graduation requirements
- Taking more than 18 credits in one quarter

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 online or 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 development 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 disruptive behavior and the WVC Discipline Code is detailed in the student handbook that is available through the student programs office and online at www.wvc.edu.

Transcripts

Official Transcript

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

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

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

Transcripts cannot be released to a third party unless we have written permission from you. For more information, please call 509.682.6836.

Unofficial Transcripts

You can access your unofficial transcript through the MyWVC Portal. You will need your SID and PIN to get this information. This is the way you would view your grades received at WVC.

Transcript Evaluations

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

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

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

Student development will process evaluations for academic degrees only (both transfer and non-transfer).

Evaluations for technical degrees or certificates will be sent to the appropriate vocational dean.

Transfer Credits

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

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

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

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

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

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

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

If you have attended colleges and/or universities outside

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

Nontraditional Credit

General Guidelines

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

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

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

Other Policies

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

General Information

Student Services

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

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

- **Bookstores**

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

- **Cafeteria**

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

- **Career Services**

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 and career assessments.

Make an appointment in Wenatchee by calling 509.682.6858 or 509.682.6579, or drop in to the center. Call 509.422.7812 for the Omak campus.

- **Child Care**

Through a partnership between WVC and the Wenatchee School District, affordable child-care services are available at the WestSide Early Learning Center, located at 1521 Ninth Street. The program provides quality, licensed child care to children from one month through five years of

age while you attend class, study and work. This program is supported by CCAMPIS (Child Care Access Means Parents in School) federal grant and is accredited by the NAEYC (National Association for the Education of Young Children). Phone: Wenatchee, 509.682.6633.

- **College Assistance Migrant Program (CAMP)**

The College Assistance Migrant Program (CAMP) provides academic and financial support services to freshman students from migrant and/or seasonal farmworker backgrounds. CAMP collaborates with campus faculty, student services and community-based agencies to improve educational opportunities for students. 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 or call 509.682.6973.

- **Counseling**

WVC's professional counselors can help by providing a safe, confidential place where you can explore your concerns and discover new strengths, insights and ways of coping. Counseling services include academic counseling, readmission petitions, career counseling and personal counseling. Phone: Wenatchee, 509.682.6850, or Omak, 509.422.7814.

- **Disability Services/Special Populations**

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

- **International Student Program**

Wenatchee Valley College encourages students from abroad to study on the Wenatchee campus. The international student coordinator helps students to achieve their academic goals and to solve problems that may arise during their stay in Wenatchee. The international student coordinator works closely with the multicultural affairs office and student programs to provide a well-rounded college experience for visiting students.

Phone: 509.682.6864. Website: www.wvc.edu/international.

- **Library**

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

- **Multicultural Affairs**

A variety of support services are available through the college's multicultural affairs offices, including assistance to achieve academic success and opportunities for leadership development. The offices also promote appreciation and awareness of cultural heritage. Phone: Wenatchee, 509.682.6868, or Omak, 509.422.7814.

- **Placement Testing**

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

- **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 to the administrative offices during business hours by calling ext. 7806 from

a campus phone or 509.682.7806 from a non-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. Additional safety information can be found at www.wvc.edu/security. (Some of this information has been adapted from the Bethany College website, www.bethanywv.edu/students/safety-and-security.)

- **Tutoring Services**

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

Campus Life

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

Faculty

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

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

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 35 and 36). 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 your adviser.

Accounting

201, 202, 203: Principles of Accounting I, II, III

American Sign Language

121, 122: American Sign Language I, II

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:

201, 202, 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, Advanced Computer Aided Design

English

101 and 201 *or* 202 *or* 203 *or* 235: Composition: General, Advanced Essay, Critical Analysis, Research, Technical Writing

German

121, 122, 123*: German I, II, III

History

116, 117, 118: Western Civilization I, II, III
 146, 147: American 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

Latin

101, 102, 103**: Latin I, II, III

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

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

Theater

165, 265: Acting I, II

* Offered in academic years beginning in an even number.

** Offered in academic years beginning in an odd number.

Degrees and Programs

Learning That Lasts

Educational Programs

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

Degree and Certificate Programs

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

- *Associate of Arts and Sciences Degree*, pages 32-34
- *Associate in Applied Science - Transfer Degree*, page 32
- *Associate of Business-Direct Transfer Degree*, page 36
- *Associate of Science – Transfer Degree*, page 35
- *Associate of General Studies Degree*, page 37
- *Associate of Technical Science Degree*, page 39
- *Certificate of Completion*, pages 39-40

Basic Skills and College Transitional Programs

We offer a wide range of educational opportunities designed to prepare students for college-level classes. These include adult basic education, English as a second language, English for academic purposes, high school equivalency preparation and developmental education. Some classes are available at off-campus locations with open enrollment options. More information about these can be found on our website under Programs of Study or from the Site Index listing. For more information about basic skills and transitional programs, please call 509.682.6790.

Continuing Education

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

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

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

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

General Education Outcomes and Abilities

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

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

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

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

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

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

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

The Wenatchee Valley College Abilities Outcomes:

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

- Problem solve (think critically and creatively, reason quantitatively and qualitatively)
- Communicate orally, in writing and through artistic expression
- Interact socially through collaboration, ethical and professional conduct, and cultural diversity
- Inquire using information literacy, research and documentation.

WVC Degree Requirements

- Your degree must have a minimum of 90 credits.
- You must earn a minimum of 30 credits of your degree at WVC.
- After leaving WVC, you may apply a maximum of 15 credits earned from another school toward a WVC degree.
- If degree requirements change, you have three years from the time of the change to complete the previous requirements unless state interagency agreements mandate a change be made before 3 years.
- You must earn a cumulative grade point average (GPA) of 2.0 or above for all degrees/certificates.
- You must satisfy all financial obligations before a WVC degree will be awarded.
- You must submit an application for graduation to the admissions/registration office. Applications for fall-quarter graduation are due by December 1; for winter quarter by March 1; and for spring quarter by May 1. Forms are available in the admissions office and online at www.wvc.edu. Look for “Graduation” on the Site Index.
- **You are responsible for knowing your graduation requirements.** You may submit written requests for credit evaluations to the transcript evaluator, who will summarize what requirements need to be completed. Evaluation request forms are available in the admissions/registration office.

Transfer Degree Options

Wenatchee Valley College offers a wide variety of classes leading to the two-year associate of arts and sciences degree, the associate in business direct transfer degree, and the associate of science-transfer degree, which earn you junior standing at 18 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 of Arts and Sciences Degree-Direct Transfer Agreement

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

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

Associate in Business—Direct Transfer Degree

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

Associate of Science—Transfer Degree

The associate of science-transfer (AS-T) degree is designed for students who want to concentrate on courses

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

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

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

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

Associate of Arts and Sciences Direct Transfer Agreement Requirements

This section contains the graduation requirements and approved courses for the Wenatchee Valley College transfer degrees. Page 147 of the catalog contains a blank planning sheet for checking off graduation requirements as you complete them. The degree requirements are also shown at the back of the catalog. **As you are planning your education, please be aware that** the associate of arts and sciences degree direct transfer agreement (AAS-DTA) is designed for transfer with junior standing to a four-year college. If you pursue this degree, you should plan your WVC schedule in accordance with the requirements of the college to which you plan to transfer. The following guidelines apply to the AAS-DTA degree:

- The college reserves the right to add or delete courses or change the quarter in which courses are offered.
- Courses taken to satisfy one requirement of the AAS-DTA degree may not be used to satisfy another requirement of the degree.
- Courses accepted by transfer institutions within a completed AAS-DTA degree will not necessarily be accepted without the AAS-DTA degree.
- If you request any waiver of graduation requirements, you must submit a written petition to the WVC Registrar (see Academic Regulations Committee, page 24). Petition forms are available from the admissions/registration office.
- You may take a maximum of 10 credits on a pass/fail basis.
- The WVC Academic Regulations Committee may approve courses not found in this catalog for use in satisfying AAS-DTA degree requirements. Petition forms are available from the admissions/registration office.

See WVC Degree Requirements on page 31.

GENERAL EDUCATION**REQUIREMENTS: 15 CREDITS**

If more than 15 General Education credits are earned, the excess credit may be used to meet other graduation requirements.

Writing Skills..... 10 credits

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

English 101 required

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

Quantitative Skills..... 5 credits

Students must also successfully complete one of the following:

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

*Exception: Students who enrolled at WVC prior to Summer 2014 may continue to use Math 105 or 108 OR CSC 201, 202, or 203 to satisfy this AAS-DTA requirement. The deadline for graduating under this exception is **Fall 2015**.*

DISTRIBUTION REQUIREMENTS: 45 CREDITS

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

Humanities..... 15 credits

*Courses must be from three different subject areas. Subject areas appear below in **bold** type. Only 5 credits of Performance courses allowed in Humanities. Performance courses are underlined.*

Art: 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 136, 138, 141, 142, 150, 151, 152, 154, 155, 201, 202, 203, 206, 208, 210, 211, 212, 213, 217, 218, 219, 220, 222, 223, 224, 225, 234, 235, 236, 250, 256

Classics: 100

Communications: 101, 130, 210, 220, 240

Drama: 101

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

Humanities: 101, 121, 141, 200, 201, 202, 203, 206

Journalism: 101

Music: 100, 105, 110, 111, 112, 113, 114, 116, 120, 121, 122, 123, 125, 131, 132, 133, 161, 170, 173, 174, 175, 177, 210, 211, 212, 220, 221, 241, 242, 243, 261, 270, 273, 274, 275, 277

Philosophy: 101, 106, 115, 210, 211, 275

Theater Arts: 165, 170, 180, 265, 280

World Languages (*Maximum 5 credits in Humanities*)

distribution):

American Sign Language 121, 122

German 121, 122, 123

Latin 101, 102, 103

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

Native American Languages 101, 102, 103, 111, 112,

113, 121, 122, 123, 204, 205, 206, 214, 215, 216,

224, 225, 226

Spanish 121, 122, 123, 124, 221, 222, 223

Natural Sciences..... 15 credits

Courses must be from three different subject areas.

*Subject areas appear below in **bold** type. 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

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

Oceanography 100, 101

Geology: 101, 110, 208, 218

Math: (*note: only five credits allowed from Math toward Natural Science distribution*)

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

*Exception: Students who enrolled at WVC prior to Summer 2014 may continue to use Math 108 OR CSC 201, 202, or 203 toward Science distribution. The deadline for graduating under this exception is **Fall 2015**.*

Meteorology: 110, 210

Nutrition: 101

Physical Education: 286, 288

Physics: 100, 114, 115, 116, 121, 122, 123, 221, 222, 223

Zoology Biology: 213, 217, 241, 242

Social Sciences..... 15 credits

Courses must be from three different subject areas.

*Subject areas appear below in **bold** type.*

Anthropology: 100, 130, 204, 206, 217, 220

Chicano Studies: 110, 112

Economics: 101, 201, 202

Geography: 100, 101, 102, 201, 202, 207

History: 116, 117, 118, 146, 147, 148, 160, 174, 175, 214, 230, 271, 274, 275

Political Science: 101, 202, 203, 206

Psychology: 100, 102, 200, 205, 220, 245

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

ELECTIVE REQUIREMENTS: 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 **general education, humanities, natural 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, 204, 240, 241

Chemical Dependency Studies: 101

Computer Science: 201

Criminal Justice: 101, 105

Education: 115, 200, 204, 210

History: 219

Latin: 110, 220

Math: 171, 172

Music: 145, 146

Physical Education (Professional): 168, 169, 171, 174, 175, 180, 181, 182, 183, 184, 185, 189, 283, 284, 285, 287, 289

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

Political Science: 201

*** 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.

These can come from the following departments:

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

Associate of Science - Transfer (AS-T) Requirements

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

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

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

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

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

General education required for all (35 credits)

English: 1015 credits
English: 201, 203 or 2355 credits
Mathematics: 151, 15210 credits
Humanities/Social Science:15 credits
 Humanities 5-10 credits and Social Science 5-10 credits.

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

Specific Major Requirements (35 credits)

Chemistry: 161, 162, 16315 credits
Math: 146 or 1535 credits
Biology: 211, 212, 213 *or*
Physics: 114, 115, 116, *or* 221, 222, 22315 credits
 Added Requirements (20 credits)
 Additional math/science requirements* 10-15 credits
 Remaining elective credits specific to the major* .. 5-10 credits
Total **90 credits**

***Math/science requirement** (with advising, choose from):

Biology 221
 Chemistry 261, 262, 263
 Geology 101, 208, 218
 Math 146, 151, 152, 153, 200, 211, 238
 Physics 114, 115 116 or Physics 221, 222, 223

***Electives** (with advising, choose from):

Math 141, 142, 146, 151, 152, 153, 200, 211, 238, 254
 Additional humanities courses
 Additional social science courses
 May also use science courses not already used to meet degree requirements
 ENGL 201, 203 or 235 (if not already used for communication requirement)

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

Specific Major Requirements (25 credits)

Physics: 114, 115, 116, *or* 221, 222, 22315 credits
Chemistry:** 161 or other required science5 credits
Math: 146 or 1535 credits
 Remaining elective credits specific to the major**30 credits
Total **90 credits**

****Chemistry/science requirement:**

Chemistry 161 for engineering majors; others select 5 credits of science based on advising

****Electives** (with advising, choose from):

Computer science (CSC) 201 to 203
 Math 141, 142, 146, 151, 152, 153, 200, 211, 238, 254
 Additional humanities courses
 Additional social science course
 ENGR 102, 105, 106, 211, 212
 May also use science courses not already used to meet degree requirements.
 ENGL 201, 203 or 235 (if not already used for communication requirement.)

See WVC Degree Requirements on page 31.

Business Transfer Options

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

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

AAS (emphasizing business)

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

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

Associate in Business – DTA

Wenatchee Valley College

Writing Skills10 credits

Required: ENGL& 101

Select one: ENGL 201, 202, 203 or 235

Quantitative Skills 10 credits

MATH& 148

MATH 200

- You must meet published math prerequisites

Humanities15 credits

Required: No more than 10 credits per discipline area, 5 credits maximum in world languages. No more than 5 credits of performance/skills classes are allowed.

- WSU requires CMST& 220
- The general rule for all universities is as follows, but each institution has its own requirements so you must check with the university of your choice to verify the requirement:
- Two years of high school foreign language is required *or*
- Two quarters of college foreign language required

Natural Sciences15 credits

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

Social Sciences15 credits

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

- WSU requires POLS& 202

Business Specific Courses20 credits

Required: ACCT& 201, 202, 203, BUS& 201

Additional Electives5 credits

- WSU requires BCT 105

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

General Transfer Information

When Considering a Transfer:

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

The Final Step: Applying for Transfer Admission

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

Associate of General Studies Degree

The associate of general studies (AGS) degree allows you the flexibility to design your own degree. This degree is not designed for transfer. It can include either transfer or professional/technical courses, but must total 90 credits numbered 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
Humanities	5
Social Sciences.....	5
Natural Sciences with laboratory	5
Quantitative Skills (Intermediate Algebra or higher).....	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.

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

Web www.cwu.edu/wenatchee



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

Call 1.800.222.4978

Website at online.wsu.edu

With Central Washington University's **Dual Admission Program**, WVC students can make a smooth transition to CWU, be conditionally admitted and save \$150 in admission fees. For more information go to:

www.cwu.edu/admissions/dual-admission-program

Program and Course Offerings

Wenatchee Valley College 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
BA/BS Specialized Studies
Courses in Accounting
Courses in Business Administration

CWU Online Programs:

BS/BAS Information Technology and Administrative Management
* Administrative Management Specialization
* Information Technology Specialization
* Cyber Security
BA Psychology
BA Sociology
BA/BS Specialized Studies
BS Paramedicine
BS Interdisciplinary Studies-Social Sciences
MS Information Technology and Administrative Management

Learn. Do. Live.

Professional/Technical Programs

Associates of Technical Science/Certificates of Completion

You can earn the Associate of Technical Science (ATS) 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. You must earn a minimum of 30 credits at Wenatchee Valley College. See page 31 for additional WVC Degree Requirements.

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

Each ATS degree (professional/technical) program has its own degree requirements. See the program guide section, pages 42-92, for more details.

Associate of Technical Science

We offer 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 Wenatchee Valley College can help you succeed in the workplace.

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

- Accounting
- Agriculture
- Automotive Technology
- Business, General
- Business Computer Technology
- Chemical Dependency Studies
- Computer Technology - Network Administration
- Criminal Justice
- Early Childhood Education

- Environmental Systems and Refrigeration Technology
- Industrial Technology - Aerospace Electronics
- Industrial Technology - Electronics
- Industrial Technology - Machining
- Medical Laboratory Technology
- Radiologic Technology
- Registered Nursing

See page 31 for general WVC Degree Requirements.

Associate in Applied Science-Transfer

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

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

- Business Computer Technology
- Criminal Justice
- Early Childhood Education
- Horticulture and Tree Fruit Production
- Natural Resources
- Nursing
- Outdoor Recreation Management
- Sustainable Organic Agriculture and Resources Systems

Tech Prep

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

Certificate of Completion

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

Minimum requirements for the certificate of completion are outlined under each professional/technical program description, pages 42-92.

Certificates of completion can be earned in:

- Accounting Technician
- Automotive Technology
- Business, General
- Business Computer Technology
- Computer Technician
- Criminal Justice/Corrections
- Digital Design
- Early Childhood Education
- Environmental Systems and Refrigeration Technology
- Hispanic Orchard Employee Education Program
- Industrial Technology
 - Aerospace Electronics
 - Drafting
 - Machining
 - Welding and Fabrication
- Medical Assistant
- Nursing Assistant
- Practical Nurse
- Retail Management
- Tribal Gaming Management (*Omak only*)

Some stand-alone certificate programs are not eligible for federal financial aid but may qualify for other workforce student funding resources. For more information, refer to <http://commons.wvc.edu/wfeg> or call 509.682.6613 in Wenatchee or 509.422.7812 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.

Professional/Technical Financial Assistance

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

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

Wenatchee Campus

Accounting, page 42

Agriculture: Sustainable Agriculture and Resource Systems Overview, page 43

AgriBusiness, page 47

Agricultural Technology – Non-transfer, page 47

General Agriculture Pathway – Transfer and Non-Transfer, page 44

Hispanic Orchard Employee Education Program, page 43

Horticulture Tree Fruit Production Pathway, page 46

Sustainable and Organic Agriculture Pathway, page 45

Allied Health Programs Overview, page 48

Automotive Technology, page 49

Business, General, page 50

Retail Management, page 51

Business Computer Technology Overview, page 53

Business Computer Technology ATS, page 54

Business Computer Technology AAS-T, page 55

Business Computer Technology Certificate, page 58

Accounting Clerk, page 56

Administrative Assistant, page 56

Computer Applications, page 57

Office Skills, page 57

Word Processing, page 57

Chemical Dependency Studies, pages 59-60

Computer Technology, page 61

Criminal Justice, page 62-63

Digital Design, page 64

Early Childhood Education Overview, page 65

Early Childhood Education ATS, page 66

Early Childhood Education AAS-T, page 67

Early Childhood Education short certificate options, page 68

Early Childhood Education State Credential Certificate, page 69

Environmental Systems and Refrigeration Technology, pages 70-71

Industrial Technology Overview, page 72

Aerospace Electronics, page 73

Drafting, page 74

Electronics, page 75

Machining, page 76-77

Welding and Fabrication, page 78

Medical Assistant, pages 79-80

Medical Laboratory Technology, pages 81-83

Multi-Occupational Trades, page 84

Natural Resources, page 85

Nursing, pages 86-88

- Nursing Assistant**, page 89
- Outdoor Recreation Management**, page 90
- Radiologic Technology**, pages 91-92

Omak Campus

- Accounting**, page 42
- Allied Health Programs Overview**, page 48
- Business, General**, page 50
 - Tribal Gaming Management**, page 52
- Business Computer Technology Overview**, page 53
- Chemical Dependency Studies**, pages 59-60
- Criminal Justice**, page 62-63
- Early Childhood Education Overview**, page 65
- Early Childhood Education ATS**, page 66
 - Early Childhood Education AAS-T**, page 67
 - Early Childhood Education short certificate options**, page 68
 - Early Childhood Education State Credential Certificate**, page 69
- Medical Laboratory Technology**, pages 81-83
- Nursing**, pages 86-88
 - Nursing Assistant**, page 89

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

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

Accounting

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

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

Note: This degree option is for students who intend to work in the bookkeeping/accounting profession after two years of study, or for those currently employed who seek additional training. Students with the immediate goal of completing a four-year degree in accounting should seek the business transfer (associate of arts and sciences) option. See pages 32 and 36.

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

Required Courses: *Associate of Technical Science Degree Program*

Offered at Wenatchee and Omak campuses

Prerequisites for the ATS degree option: ENGL 097, MATH 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 146	Business Ethics <i>or</i>	
BUS& 101	Introduction to Business	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
Total		58

General Requirements

ENGL& 101*	Composition: General.....	5
MATH 146**	Introduction to Statistics.....	5
Natural Science	(choose one).....	5
Humanities	(choose one).....	5
Social Science	(choose one).....	5
Business Electives**	10
Total		35

Total Credits for Degree 93

*Assessment score required.

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

Required Courses: *Certificate of Completion*

Offered at Wenatchee and Omak campuses

Prerequisites for certificate program: ENGL 097, MATH 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 I.....	5
ACCT 165	Computerized Accounting	5
BCT 205	Business Communications <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
Total Credits for Certificate		48

Agriculture: Sustainable Agriculture and Resource Systems

- **General Agriculture Pathways** - page 44
- **Sustainable and Organic Agriculture Pathways** - page 45
- **Horticulture and Tree Fruit Production Pathways** - page 46
- **Agriculture Technology Pathway** - page 47
- **AgriBusiness Pathway** - page 47

Within the sustainable agriculture and resource systems program, Wenatchee Valley College offers a transfer degree in general agriculture, 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, and horticulture and tree fruit production. 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.
- The transfer degree in general agriculture prepares students to continue their education at Washington State University through an articulation between the two institutions.
- 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, or horticulture and tree fruit production.
- 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.

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.

****Associate in Applied Science-Transfer Degree:** the AAS-T is built upon the 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 non-transfer degree

Introductory Courses

AGRI 101	Ag. Survey <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

GER Courses

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

Total Credits for Degree **96**

**Placement score required*

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

Introductory Courses

AGRI 101	Ag. Survey <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
Approved Electives (may include up to 10 credits in Cooperative Work Experience).....	12

GER Courses

ENGL& 101*	Composition: General.....	5
College-level transfer math*.....	5	
CMST& 220	Public Speaking <i>or</i>	
CMST& 210	Interpersonal Communications	5
	Natural Sciences	10
	Social Sciences	10
	Humanities.....	5

Total Credits for Degree **95**

**Placement score required*

*** See Associate in Applied Science-Transfer Degree definition,
page 43.*

Pathways for Sustainable and Organic Agriculture

Required Courses: Associate of Technical Science non-transfer degree

Introductory Courses

AGRI 101	Ag. Survey <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 Management... 5	
AGRI 289	Sustainable Ag. and Food	5
AGRI 116, 117, 118: Ag. Lab		3
Approved Electives (may include Cooperative Work Experience credits).....		20

GER Courses

ENGL 100*	Writing in the Workplace	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

Total Credits for Degree 96

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

Introductory Courses

AGRI 101	Ag. Survey <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 Management... 5	
AGRI 289	Sustainable Ag. and Food	5
AGRI 116, 117, 118: Ag. Lab		3
Approved Electives (may include Cooperative Work Experience credits).....		9

GER Courses

ENGL 101*	Composition: General.....	5
College-level transfer math*		5
CMST& 220	Public Speaking <i>or</i>	
CMST& 210	Interpersonal Communications	5
	Natural Sciences	10
	Social Sciences	10
	Humanities.....	5

Total Credits for Degree 95

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

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 Management... 5	

*Placement score required

**See Associate in Applied Science-Transfer Degree Definition, page 43

GER Courses

ENGL& 101*	Composition: General.....	5
MATH& 107*	Math in Society <i>or</i>	
MATH& 141*	Precalculus 1	5
BIOL& 211	Majors Cellular	5
BIOL 216	Plant Classification	5
ECON& 201	Micro Economics.....	5
ENGL 201	Composition: Advanced Essay	5
CMST& 220	Public Speaking	5
HIST& 116	Western Civilizations I.....	5
HIST& 118	Western Civilizations II	5
MATH& 146*	Intro. Statistics	5
SOC& 101	Intro. Sociology	5
	Humanities Elective.....	5

Total Credits for Degree 95

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 non-transfer degree

Introductory Courses

AGRI 101	Ag. Survey <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 Cooperative Work Experience credits).....		20

GER Courses

ENGL 100*	Writing in the Workplace	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

Total Credits for Degree 96

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

Introductory Courses

AGRI 101	Ag. Survey <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 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
AGRI 116, 117, 118:	Ag. Labs.....	3
Approved Electives (may include Cooperative Work Experience credits).....		4

GER Courses

ENGL& 101*	Composition: General.....	5
College-level transfer math*		5
CMST& 220	Public Speaking <i>or</i>	
CMST& 210	Interpersonal Communications	5
Natural Sciences		10
Social Sciences		10
Humanities		5

Total Credits for Degree 95

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

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 266	Crop Production Management.....	5

GER Courses

ENGL& 101*	Composition: General.....	5
MATH& 107*	Math in Society <i>or</i>	
MATH& 141*	Precalculus I	5
BIOL& 211	Majors Cellular	5
BIOL 216	Plant Classification	5
ECON& 201	Micro Economics.....	5
ENGL 201	Composition: Advanced Essay	5
CMST& 220	Public Speaking	5
HIST& 116	Western Civilizations I.....	5
HIST& 118	Western Civilizations II	5
PSYC& 100	General Psychology	5
MATH& 146*	Intro. Statistics	5
SOC& 101	Intro. Sociology	5
Humanities Elective.....		5

Total Credits for Degree 95

*Placement score required

**See Associate in Applied Science-Transfer Degree Definition, page 43

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

Pathway for Agriculture Technology

Required Course Sequence: *Associate in Technical Science Degree Pathway*

Offered at Wenatchee campus

Tech Prep and Introductory Course Requirements 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 Technology	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
ENGL 100* Writing in the Workplace or higher	5
MATH 100T* Technical Math or higher.....	5
READ 100* 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

*Placement score required.

Pathway for AgriBusiness

Required Course Sequence: *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	Ag Survey <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

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

Allied Health Programs

WVC offers the following allied health programs:

Chemical Dependency Studies, pages 59-60

Medical Assistant, pages 79-80

Medical Laboratory Technology, pages 81-83

Nursing (RN), pages 86-88

Practical Nursing (LPN), page 86-88

Nursing Assistant, page 89

Radiologic Technology, pages 91-92

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. 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 your responsibility to:

- Submit a complete application package consisting of:
 - WVC Application for Admission.
 - Supplemental Application for Admission to WVC Allied Health program of choice.
 - Sealed, official transcripts from all colleges where you have 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, you must fulfill the following requirements:

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

Required documents should be submitted to the Student Immunization tracker, www.certifiedbackground.com.

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 health-care facility.

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

Automotive Technology

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

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

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

Prior to enrollment in the automotive technology program, you must achieve appropriate scores on the placement test that will qualify you for MATH 093 or higher (or have completed MATH 090), READ 100 and ENGL 100. Additionally, you must have a valid driver's license and a qualifying interview with one of the automotive program instructors during which you will also take a mechanical aptitude test. Students must pass each automotive course and supporting courses with a grade of "C" (2.0) or better to remain in the program and to be eligible to receive the associate of technical sciences degree.

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

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

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

Offered at Wenatchee campus

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
READ 100*	Technical Reading.....	5

Winter Quarter

AUTO 114	Automatic Transmissions.....	4
AUTO 115	Manual Drive Trains/Axles.....	4
AUTO 116	Suspension and Steering	4
ENGL 100*	Writing in the Workplace or higher	5

Spring Quarter

AUTO 117	Brakes	4
AUTO 118	Heating and Air Conditioning.....	4
BCT 116	Professional Work Relations.....	3
HLTH 051	Basic First Aid	1
MATH 093*	Pre Algebra or higher	5

Total Credits for Certificate **51**

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		100

*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.

Business, General

- **General Business Associate of Technical Science Degree**, page 50
- **General Business Certificate of Completion**, page 50
- **Retail Management Certificate of Completion**, page 51
- **Tribal Gaming Management Certificate of Completion**, page 52

WVC also offers business options leading to an associate of arts and sciences (transfer) or an associate in business transfer degree which is designed for transfer toward a bachelor's degree in business at a four-year college or university. See pages 32 and 36.

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

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

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

Required Courses: Associate of Technical Science Degree Program

Offered at Wenatchee and Omak campuses

Prerequisites for the ATS degree option are ENGL 097 and MATH 099 or qualifying placement scores.

Core Program Requirements		Credits
BCT 105	Computer Applications	5
BCT 130	Spreadsheets I	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	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
Total		45

General Requirements

ENGL& 101*	Composition: General	5
MATH 146*	Introduction to Statistics	5
	Natural Science	5
	Humanities	5
	Social Science	5
	Business Electives**	20
Total		45
Total Credits for Degree		90

Required Courses: Certificate of Completion

Offered at Wenatchee and Omak campuses

Prerequisites for the certificate option are ENGL 097 and MATH 098 or qualifying placement scores.

Core Program Requirements		Credits
BCT 105	Computer Applications	5
BCT 130	Spreadsheets I	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	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
Total Credits for Certificate		45

Business schools in Washington state vary in their entry requirements. The business ATS is not designed as a transfer degree. For more information on the business transfer degree, see pages 32 and 36.

* Placement score required.

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

Retail Management (Business, General)

• *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 Wenatchee Valley College associate of technical science (ATS) in General Business and some courses are transferable. Students should work closely with a business adviser to plan their class schedules.

Suggested Course Sequence: *Certificate of Completion*

Offered at Wenatchee campus

Courses		Credits
BUS 240	Principles of Management	5
BCT 205*	Business Communications <i>or</i>	
ENGL& 101*	Composition: General	5
ACCT 102	Practical Accounting I <i>or</i>	
ACCT& 201	Principles of Accounting I	5
BUS 241	Principles of Marketing	5
CMST&220	Public Speaking <i>or</i>	
CMST& 210	Interpersonal Communications	5
BCT 116	Professional Work Relations	3
BCT 128*	Business Math	5
BCT 105	Computer Applications	5
BUS 243	Human Resources Management	5
BUS 242	Retail Management	5
Total Credits for Certificate		48

**Placement score required.*

Tribal Gaming Management (Business, General)

• *Certificate of Completion*

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

Prerequisites: Keyboarding skills, ENGL 097 and MATH 099 or appropriate placement scores.

Required Courses: *Certificate of Completion*

Offered at the Omak campus

Core Program Requirements		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
ENGL 100*	Writing in the Workplace <i>or</i>	
BCT 205*	Business Communications <i>or</i>	
ENGL& 101*	Composition: General.....	5
TGM 150	Tribal Law.....	3
TGM 160	Jurisdictional Issues	3
Total Credits for Certificate		45-49

**Placement score required.*

Business Computer Technology

- **Associate of Technical Science Degree**, page 54
- **Associate in Applied Science - Transfer**, page 55
- **Certificate Programs**
 - **Accounting Clerk***, page 56
 - **Administrative Assistant***, page 56
 - **Computer Application***, page 57
 - **Office Skills (Omak)**, page 57
 - **Word Processing**, page 57
 - **BCT Certificate of Accomplishment**, page 58

* *Short-term certificate available*

The WVC Business Computer Technology Program is scheduled for revisions during the 2014-15 academic year. Students should consult a BCT program adviser to plan their course schedules.

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

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

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

Business Computer Technology (BCT)

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at Wenatchee campus

Prerequisites for ATS degree option: BCT 100 or 102, ENGL 097 and MATH 093 or appropriate assessment score.

First Year

First Quarter

		Credits
BCT 105	Computer Applications	5
BCT 128*	Business Math or higher	5
BCT 120	Word Processing I.....	5

Second Quarter

BCT 125	Internet Use.....	2
BCT 210	Word Processing II.....	5
BCT 116	Professional Work Relations <i>or</i>	
BCT 118	Customer Service <i>or</i>	
BUS 146	Business Ethics	3-5
BCT 130	Spreadsheets	5

Third Quarter

BCT 150	Database I.....	5
BCT 160	Presentation Graphics	3
BCT 200	Operating Systems.....	5
BCT 100-level electives:		
BCT 102, 111, 112, 115, 196** or BUS course		
(total 5 credits)		5

Second Year

First Quarter

		Credits
ACCT 102	Practical Accounting I.....	5
CTS 120	Introduction to Networking <i>or</i>	
CSC 201*	Programming Fundamentals.....	5
BCT 170	Microsoft Outlook	2
BCT 205*	Business Communication	5

Second Quarter

BCT 220	Spreadsheets II.....	5
BCT 230	Database II <i>or</i>	
	BCT 200-level approved elective	5
BCT 251	Web Publishing	3
ACCT 165	Computerized Accounting	5

Third Quarter

BCT 250	Desktop Publishing.....	3
BCT 240	Microsoft Publisher	2
ACCT 105	Payroll and Tax Accounting.....	3
BCT 200-level electives:		
BCT 225, 260, 270, 275 or BUS course		3

Total Credits for Degree

94-96

*Placement score required.

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

Note: Omak campus may offer other specialized certificates.

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

The WVC Business Computer Technology Program is scheduled for revisions during the 2014-15 academic year. Students should consult a BCT program adviser to plan their course schedules.

Business Computer Technology (BCT)

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 placement score equivalent; BCT 100 or 102 or keyboarding skills.

First Year		Second Year	
First Quarter		First Quarter	
	Credits		Credits
BCT 105	Computer Applications	ACCT 102	Practical Accounting I.....
MATH&146*	Introduction to Statistics <i>or</i>	BCT 170	Microsoft Outlook
	other college transfer math	Elective	Social Science.....
BCT 120	Word Processing I.....	Elective	Natural Science or Humanities
Second Quarter		Second Quarter	
BCT 125	Internet Use.....	BCT 220	Spreadsheets II.....
BCT 210	Word Processing II.....	BCT 230	Database II <i>or</i>
BCT 130	Spreadsheets		BCT 200-level approved elective
		BCT 251	Web Publishing
		ACCT 165	Computerized Accounting
Third Quarter		Third Quarter	
BCT 150	Database I.....	BCT 250	Desktop Publishing
BCT 160	Presentation Graphics	BCT 240	Microsoft Publisher
BCT 200	Operating Systems	ACCT 105	Payroll and Tax Accounting.....
ENGL& 101*	Composition: General.....	BCT 200-level electives:	
		BCT 225, 260, 270, 275 or BUS course	
		Total Credits for Degree	
		94-96	

*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)

The WVC Business Computer Technology Program is scheduled for revisions during the 2014-15 academic year. Students should consult a BCT program adviser to plan their course schedules.

Business Computer Technology (BCT)

CERTIFICATE OF COMPLETION

Required Courses: *Accounting Clerk*

Most of the courses in this certificate are offered online, but some may use a combination of delivery methods. Check the quarterly course schedule for current delivery modes for courses.

Prerequisite: MATH 098 or higher

First Quarter		Credits
BCT 102	Keyboarding Series.....	1
BCT 105	Computer Applications	5
BCT 125	Internet Use.....	2
BCT 128*	Business Math.....	5
Second Quarter		
BCT 130	Spreadsheets	5
ACCT 102	Practical Accounting I.....	5
BCT 205*	Business Communications.....	5
Third Quarter		
ACCT 165	Computerized Accounting.....	5
BCT 118	Customer Service.....	5
BCT 275	Integrations	3
Electives (see BCT adviser).....		5
Total Credits for Certificate		46

CERTIFICATE OF COMPLETION

Required Courses: *Administrative Assistant*

Most of the courses in this certificate are offered online, but some may use a combination of delivery methods. Check the quarterly course schedule for current delivery modes for courses.

Prerequisite: MATH 093 or higher

First Quarter		Credits
BCT 102	Keyboarding Series.....	1
BCT 105	Computer Applications	5
BCT 125	Internet Use.....	2
BCT 120	Word Processing I.....	5
Second Quarter		
BCT 130	Spreadsheets	5
BCT 205*	Business Communication	5
BCT 118	Customer Service	5
Third Quarter		
BCT 112	Records Management	2
BCT 275	Integrations	3
Electives (see BCT adviser).....		13
Total Credits for Certificate		46

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: *Accounting Clerk*

Most of the courses in this certificate are offered online, but some may use a combination of delivery methods. Check the quarterly course schedule for current delivery modes for courses.

First Quarter		Credits
BCT 102	Keyboarding Series.....	1
BCT 105	Computer Applications	5
BCT 120	Word Processing I.....	5
Second Quarter		
BCT 128*	Business Math.....	5
BCT 130	Spreadsheets	5
ACCT 102	Practical Accounting.....	5
Third Quarter		
ACCT 165	Computerized Accounting.....	5
Total Credits for Certificate		31

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: *Administrative Assistant*

Most of the courses in this certificate are offered online, but some may use a combination of delivery methods. Check the quarterly course schedule for current delivery modes for courses.

First Quarter		Credits
BCT 102	Keyboarding Series.....	1
BCT 105	Computer Applications	5
BCT 125	Internet Use	2
BCT 120	Word Processing I.....	5
Second Quarter		
BCT 112	Records Management	5
BCT 205	Business Communication	5
Approved Electives (see BCT adviser).....		5
Total Credits for Certificate		28

* Placement score required.

The WVC Business Computer Technology Program is scheduled for revisions during the 2014-15 academic year. Students should consult a BCT program adviser to plan their course schedules.

Business Computer Technology (BCT)

CERTIFICATE OF COMPLETION

Required Courses: *Computer Applications*

Most of the courses in this certificate are offered online, but some may use a combination of delivery methods. Check the quarterly course schedule for current delivery modes for courses.

Prerequisite: MATH 093 or higher

First Quarter		Credits
BCT 102	Keyboarding Series.....	1
BCT 105	Computer Applications	5
BCT 125	Internet Use.....	2
BCT 120	Word Processing I.....	5
BCT 160	Presentation Graphics	3
Second Quarter		
BCT 130	Spreadsheets	5
BCT 150	Database I.....	5
BCT 205*	Business Communication	5
Third Quarter		
BCT 240	Microsoft Publisher	2
BCT 118	Customer Service.....	5
BCT 251	Web Publishing.....	3
BCT 275	Integrations	3
BCT 196	Cooperative Work Experience	1
Total Credits for Certificate		45

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: *Computer Applications*

Most of the courses in this certificate are offered online, but some may use a combination of delivery methods. Check the quarterly course schedule for current delivery modes for courses.

First Quarter		Credits
BCT 102	Keyboarding Series.....	1
BCT 105	Computer Applications	5
BCT 125	Internet Use.....	2
BCT 120	Word Processing I.....	5
Second Quarter		
BCT 130	Spreadsheets	5
BCT 150	Database I.....	5
Approved electives (see BCT adviser).....		5
Total Credits for Certificate		28

*Placement score required.

**Electives can be taken any quarter.

CERTIFICATE OF COMPLETION

Required Courses: *Office Skills*

This certificate is available at the Omak campus.

Prerequisite: MATH 093 or higher.

First Quarter		Credits
BCT 100	Basic Computer Keyboarding.....	2
BCT 105	Computer Applications	5
ACCT 102	Practical Accounting I.....	5
BCT 116	Professional Work Relations.....	3
Second Quarter		
BUS& 101	Introduction to Business	5
BCT 120	Word Processing I.....	5
Electives:		
BCT, BUS, CTS, CSC, ECON <i>or</i> CMST& 220		5
Third Quarter		
BCT 118	Customer Service.....	5
BCT 130	Spreadsheets	5
BCT 205*	Business Communication	5
Fourth Quarter		
BCT 275	Integrations <i>or</i>	
BCT 196	Cooperative Work Experience	3
Total Credits for Certificate		48

CERTIFICATE OF COMPLETION

Required Courses: *Word Processing*

This certificate is available at the Wenatchee campus..

Prerequisite: MATH 093 or higher.

First Quarter		Credits
BCT 100	Basic Computer Keyboarding.....	2
BCT 105	Computer Applications	5
BCT 120	Word Processing I.....	5
Second Quarter		
BCT 115	Resumé and Interview	2
BCT 125	Internet Use	2
BCT 116	Professional Work Relations.....	3
BCT 210	Word Processing II.....	5
BCT 251	Web Publishing	3
Third Quarter		
BCT 205*	Business Communication	5
BCT 240	Microsoft Publisher	2
BCT 250	Desktop Publishing.....	3
BCT 200-level electives**		8
Total Credits for Certificate		45

The WVC Business Computer Technology Program is scheduled for revisions during the 2014-15 academic year. Students should consult a BCT program adviser to plan their course schedules.

Business Computer Technology (BCT)

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: *Business Computer Technology*

Offered at Wenatchee and Omak campuses

First Quarter		Credits
BCT 100	Basic Computer Keyboarding.....	2
BCT 105	Computer Applications	5
BCT 120	Word Processing I.....	5
Second Quarter		
BCT 116	Professional Work Relations.....	3
BCT 130	Spreadsheets	5
BCT 125	Internet Use.....	2
Electives (see BCT adviser)**	8
Total Credits for Certificate		30

***Electives can be taken any quarter.*

The WVC Business Computer Technology Program is scheduled for revisions during the 2014-15 academic year. Students should consult a BCT program adviser to plan their course schedules.

Chemical Dependency Studies

• *Associate of Technical Science Degree*

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

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

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

You must be *eligible* to enroll in the following courses to be accepted into the CDS program. See course descriptions for prerequisites:

- CMST& 210 Interpersonal Communications
- ENGL& 101 Composition: General
- MATH 098 Elementary Algebra

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 background check is required prior to any clinical training experience or clinical field trips. If you have a criminal record, you should meet with the director of the CDS program to determine if the criminal history would prevent access to healthcare facilities.

Chemical Dependency Studies

Suggested Course Sequence: Associate of Technical Science Degree Program

First Year

Fall Quarter		Credits
CDS 100	Survey of Chemical Dependency	5
CMST& 210	Interpersonal Communication	5
ENGL& 101	Composition: General	5
PEH 180	Personal Wellness	3

Winter Quarter

CDS 101	Physiological Action of Alcohol and Other Drugs	5
CDS 110	Cultural Diversity Counseling	4
MATH 098	Elementary Algebra	5
PSYC& 100	General Psychology	5

Spring Quarter

CDS 106	Case Management of the Chemically Dependent Patient	5
CDS 140	Chemical Dependency Relapse Prevention	2
CDS 150	Adolescent Treatment Plan	3
PSYC 220	Abnormal Psychology	5
Total		52

Second Year

Fall Quarter		Credits
CDS 204	Group Process in Chemical Dependency Treatment	4
CDS 205	Issues of Chemical Dependent Behaviors and the Family	4
CDS 295	Field Experience	1
HCA 113	HIV/AIDS	1
PSYC& 200	Lifespan Psychology	5

Winter Quarter

BCT 116	Professional Work Relations	3
CDS 207	Law and Ethics for Chemical Dependency Counselors	5
CDS 295	Field Experience	2
PEH*	Activity	1
	Elective**	5

Spring Quarter

CDS 210	Community Prevention	3
CDS 202	Chemical Dependency Counseling and Treatment	5
CDS 295	Field Experience	2
HLTH 051	First Aid	1
Total		42

Total Credits for Degree 94

* 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

Computer Technology

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

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

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

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

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

Offered on the Wenatchee campus

First Year		Second Year	
Fall Quarter		Fall Quarter	
	Credits		Credits
CTS 110	Computer Hardware.....	CTS 222	Security Fundamentals.....
CTS 115	Computer Software.....	CSC 201	Programming Fundamentals.....
CTS 120	Introduction to Networking.....		Elective.....
Support Course*		
	3-5		
Winter Quarter		Winter Quarter	
CTS 130	Client Operating Systems.....	CTS 221	Introduction to Linux.....
CTS 140	Server Operating Systems.....	CTS 232	Network Design.....
Support Course*		Elective.....
	5		5
Spring Quarter		Spring Quarter	
CTS 150	Network Infrastructure.....	CTS 225	Web Server Management.....
CTS 160	Active Directory.....	CTS 235	Managing Mail and News Servers.....
Support Course*		Elective (may use CTS 196/Internship).....
	5		5
		Total	45
		Total Credits for Degree	93-95
	Total Credits for Certificate		48-50

*Support Courses - These classes need to be completed to qualify for the computer technician certificate or two-year degree: ENGL& 101, MATH 099, and one of the following: CMST& 220 or CMST& 210 or BCT 116

Criminal Justice

- **Associate of Technical Science Degree**
- **Associate in Applied Science-Transfer Degree**
- **Corrections Certificate of Completion**

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 assessment scores or acceptable preparatory coursework in those subjects. See course descriptions for details.

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

Suggested Course Sequence: *Associate of Technical Science Degree*

Offered on the Wenatchee and Omak campuses

First Year			Second Year				
Fall Quarter			Fall Quarter				
		Credits			Credits		
CJ&	101	Introduction to Criminal Justice	5	CJ	201	Criminal Investigations.....	5
CJ&	105	Introduction to Corrections.....	5	CJ	110	Police Organization and Administration.....	5
**		Support Course	5	**		Support Course	5
Winter Quarter			Winter Quarter				
CJ	120	Introduction to Criminal Law	5	CJ	220	Crime Scene Investigations	5
CJ	130	Introduction to Juvenile Justice	5	CJ	230	Crisis Intervention	5
**		Support Course	5	**		Support Course	5
Spring Quarter			Spring Quarter				
CJ	140	Criminal Justice Report Writing	5	CJ	240	Introduction to Traffic Investigations	5
CJ	150	Laws of Arrest, Search and Seizure.....	5	CJ	250	Professional Development	5
**		Support Course	5	**		Support Course	5
Total Credits for Corrections Certificate			45	Total Credits for Degree			90

**Placement score required.*

** Support Courses

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

ENGL 097* Composition: Paragraph or higher

MATH 093* Pre-Algebra or higher

CMST& 210 Interpersonal Communication or CJ 262 Criminal Justice Interpersonal Communication Skills

PSYC& 100 General Psychology

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

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 the 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 120 Introduction to Criminal Law	5
CJ 130 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 110 Police Organization and Administration	5
CMST&210 Interpersonal Communication	5

Winter Quarter

CJ 220 Crime Scene Investigations	5
CJ 230 Crisis Intervention	5
Elective Lab Science	5

Spring Quarter

CJ 240 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.

Electives may be scheduled to meet transferability to specific university programs and require appropriate assessment scores.

**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)

Digital Design

• Certificate of Completion

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

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

Required courses: *Digital Design Certificate of Completion*

Offered at Wenatchee campus

First Year

Fall Quarter

		Credits
ART 106	Two-Dimensional Design	5
ART 110**	Drawing I	5
ART 130	Graphic Design Tech I	5

Winter Quarter

ART 107	3D Design	5
ART 132	3D Digital Design 1 (Rhino).....	5
ENGR 105	Intro to CAD	5

Spring Quarter

ART 131**	Graphic Design Tech II.....	5
ENGR 106**	Advanced AutoCAD.....	4
MATH 100T*	Technical Math for Industrial Fields.....	5
ART 133**	3D Digital Design 2 (Rhino).....	5

Second Year

Fall Quarter

ART 111**	Figure Drawing	5
ENGL& 101*	Composition: General	5
INDT 276	Digital Design Capstone	3
BCT 116	Professional Work Relations.....	3

Total Credits for Certificate **65**

*Placement score required.

**See an art adviser for schedule planning and for specific course prerequisites.

Early Childhood Education

- **Associate of Technical Science Degree**, page 65
- **Associate in Applied Science - Transfer Degree**, page 66
- **Certificate of Accomplishment:**
 - **State Initial ECE Certificate**, page 67
 - **State Short ECE Certificate of Specialization - General**, page 67
 - **State Short ECE Certificate of Specialization - Infant and Toddlers**, page 67
 - **State Short ECE Certificate of Specialization - School Age Care**, page 67
 - **State Short Certificate of Specialization - Family Child Care**, page 67
 - **State Short Certificate of Specialization - Administration**, page 67
- **State Early Childhood Education Certificate of Completion**, page 68

The WVC Early Childhood Education program has recently been revised. If you began an ECE program prior to July 1, 2013, consult an ECE program adviser to develop a program completion plan.

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

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

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

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

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

Early Childhood Education

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at Wenatchee and Omak campuses

Prerequisites for ATS degree and certificate options: computer literacy skills and qualifying COMPASS assessment scores for placement in ENGL 100 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.

Required Courses: Early Childhood Education Associate of Technical Science Degree

First Year

Fall Quarter

		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Safety and Nutrition	5
ECE 119	Cornerstone.....	1

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

ENGL 100**	Writing in the Workplace or higher	5
EDUC& 115	Child Development.....	5
EDUC& 130	Guiding Behavior.....	3

Spring Quarter

CMST& 101, 210 or 220		5
ECED& 170	Environments for Young Children.....	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 I.....	3
EDUC& 150	Child, Family and Community	3
	Total	50

Second Year

Fall Quarter

		Credits
ECE 117	Diversity	3
ECE 222	Art and the Creative Process.....	3
ECE 220	Math and Science.....	3
MATH& 171**	Math for Elementary Educators I	5

Winter Quarter

ECED& 132	Infant/Toddler Curric. & Program	3
EDUC& 136	School Age Care/Mgmt <i>or</i>	
ECED& 134	Family Child Care.....	3
ECED& 139	Administration	3
ECE 219	Language and Literacy II.....	5

Spring Quarter

EDUC& 204	Exceptional Child	5
ECE 221	Movement/Motor Development	3
ECE 290	Practicum	4
ECE 260	Capstone	1

Total 41

Total Credits for Degree 91

*Prerequisites or qualifying COMPASS assessment scores for placement in ENGL 100 and MATH& 171 or higher:

MATH 090	Basic Mathematics	5 credits
MATH 093	Pre-Algebra	5 credits
MATH 098	Elementary Algebra	5 credits
MATH 099	Intermediate Algebra	5 credits
ENGL 090	Basic English Structure	5 credits
ENGL 092	Reading Concepts	5 credits

Early Childhood Education

Required Courses: *Early Childhood Education Associate in Applied Science - Transfer Degree***

Offered at Wenatchee and Omak campuses

Prerequisites for AAS-T degree: computer literacy skills and qualifying COMPASS assessment scores for placement in 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	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Safety and Nutrition	5
ECE 119	Cornerstone	1

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 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, 210 or 220		5
ECED& 170	Environments for Young Children	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 I	3
PSYC& 100	Intro. to Psychology	5
EDUC& 150	Child, Family and Community	3
Total		55

***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)*

Second Year

Fall Quarter		Credits
ECE 117	Diversity	3
ECE 222	Art and the Creative Process	3
ECE 220	Math and Science	3
MATH&171*	Math for Elementary Educators I	5

Winter Quarter

ECED& 132	Infant/Toddler Curric. & Program	3
EDUC& 136, ECED& 134	School Age Care/Mgmt <i>or</i> Family Child Care	
ECED& 139	Administration	3
SOC& 101	Intro. to Sociology	5
ECE 219	Language and Literacy II	5

Spring Quarter

EDUC& 204	Exceptional Child	5
ECE 221	Movement/Motor Development	3
ECE 260	Capstone	1
ECE 290	Practicum	4
Total		43

Total Credits for Degree 98

*Prerequisites or qualifying COMPASS assessment scores for placement in ENGL& 101 and MATH& 171 or higher.

MATH 090	Basic Mathematics	5 credits
MATH 093	Pre-Algebra	5 credits
MATH 098	Elementary Algebra	5 credits
MATH 099	Intermediate Algebra	5 credits
ENGL 090	Basic English Structure	5 credits
ENGL 092	Reading Concepts	5 credits
ENGL 097	Composition: Paragraph	5 credits

Early Childhood Education State Certificate Options

Offered at Wenatchee and Omak campuses

Prerequisites for certificate of accomplishment options: qualifying COMPASS assessment scores for placement in ENGL 090 or ENGL 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.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Safety and Nutrition.....	5
Total Credits for Certificate		12

Required Courses: *State Short ECE Certificate of Specialization - School Age Care*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Safety and Nutrition.....	5
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*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Safety and Nutrition.....	5
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*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Safety and Nutrition.....	5
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*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Nutrition & Safety.....	5
Winter Quarter		
EDUC& 115	Child Development.....	5
ECED& 132	Infant/Toddler Curric. & Program	3
Total Credits for Certificate		20

Required Courses: *State Short ECE Certificate of Specialization - Administration*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Safety and Nutrition.....	5
Winter Quarter		
EDUC& 115	Child Development.....	5
ECED& 139	Administration.....	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

Prerequisites for ATS degree and certificate options: qualifying COMPASS assessment scores for placement in ENGL 097 and MATH 099 or above.*

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.....	5
ECED& 120 Practicum-Nurturing Relationships	2
ECED& 107 Health, Safety and Nutrition.....	5

Winter Quarter

ENGL& 100** Writing in the Workplace 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	
ECED& 134 Family Child Care	
ECED& 139 Administration.....	3

Spring Quarter

ECED& 170 Environments for Young Children.....	3
ECED& 190 Observation and Assessment	3

Summer Quarter

ECED& 160 Curriculum Development	5
ECED& 180 Language and Literacy I.....	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**

*Prerequisites or qualifying COMPASS assessment scores for placement in ENGL 097 and MATH 099 or higher.

MATH 090 Basic Mathematics	5 credits
MATH 093 Pre-Algebra	5 credits
MATH 098 Elementary Algebra	5 credits
MATH 099 Intermediate Algebra	5 credits
ENGL 090 Basic English Structure	5 credits
ENGL 092 Reading Concepts	5 credits

Environmental Systems and Refrigeration Technology (ESRT)

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

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

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

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

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

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 ENGL 100 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 HVAC Principles (Web).....	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
ENGL 100*	Writing for the Workplace or higher.....	5

Spring Quarter

ELTRO 132	Introduction to Computer Controls and PLCs.....	5
ESRT 130	Air Conditioning and Heat Pumps.....	5
MATH 100T*	Technical Math or higher.....	5
WELD 128	Basic Welding.....	3

Total Credits for Certificate 53

Second Year

Fall Quarter

		Credits
ELTRO 202	Introduction to NEC.....	2
ELTRO 210	Program Software for PLCs.....	5
ELTRO 223	Tag-Based PLC Programming.....	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.....	3
ESRT 222	Industrial Project Lab <i>or</i>	
ESRT 296	Work Experience.....	3
ESRT 223	Design and Load Computer App.	3

Spring Quarter

ESRT 230	Industrial Refrigeration PSM/RMP.....	2
ESRT 238	Commissions, LEED & TAB.....	3
ESRT 295	Capstone HVACR Project.....	2
ESRT 296	Work Experience.....	5

Total Credits for Certificate 51
Total Credits for Degree 104

**Placement score required.*

Industrial Technology Programs

- ***Aerospace Electronics***, page 73
Associate of Technical Science Degree
Aerospace Electronics Technician Certificate of Completion
- ***Drafting***, page 74
Certificate of Completion
- ***Electronics***, page 75
Associate of Technical Science Degree
Electronics Technician Certificate of Completion
- ***Machining***, pages 76-77
Associate of Technical Science Degree
Certificate of Completion
- ***Welding and Fabrication***, page 78
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**

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 program provide 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.

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 DC-1 Electronics	5
ENGR 102 Engineering Graphics and Design <i>or</i>	
WELD 128 Basic Welding	3-4

Winter Quarter

OCED 100 Job Success Skills	1
ELEC 115 Applied Electricity	5
ELTRO 121 Digital Electronics	5
ENGL 100* Writing in the Workplace or higher	5

Spring Quarter

ELEC 135 Control Fundamentals.....	3
ELTRO 132 Intro. to Comp Controls & PLCs.....	5
MATH 100T* Technical Math or higher.....	5
INDT 250 Aerospace Electronics Capstone.....	2
OCED 130 Industrial Safety.....	4

Total Credits for Certificate 51-52

Second Year

Fall Quarter	Credits
CTS 110 A+ Computer Hardware.....	5
ENGR 102 Engineering Graphics and Design <i>or</i>	
WELD 128 Basic Welding (the course not	
completed in year one).....	3-4
ELTRO 210 Programming Software for PLCs	5
ELTRO 223 Tag-Based PLC Programming	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 Hydraulics and Pneumatics.....	5

Total Credits for Degree 96

Suggested Course Sequence:

*Aerospace Pathway Readiness Certificate***

Offered at Wenatchee campus

	Credits
INDT 100 Intro. to Aerospace Electronics.....	3
ELEC 125 Wiring Diagrams and Schematics.....	5
ENGL 100* Writing in the Workplace or higher	5
ELTRO 101 DC-1 Electronics	5
OCED 100 Job Success Skills	1
OCED 130 Industrial Safety	4
MATH 093* Pre-Algebra or higher	5

Total Credits for Certificate 28

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

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

For more industrial technology program options see pages 72 through 78 of the catalog.

Program Course Sequence

This certificate program is not eligible for financial aid.

First Quarter (Winter)		Credits
ENGR 105	Computer Aided Drafting	5
ART 132	3D Digital Design I.....	5
Second Quarter (Spring)		
ENGR 106	Advanced Computer Aided Drafting	4
ART 133	3D Digital Design II	5
Total Credits for Certificate		19

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, you are strongly advised to complete one year of high school algebra or its equivalent. Prior to entry into the program, documentation of computer literacy, or BCT 105 or instructor permission is required. A current first aid card with CPR is required upon graduation. Coursework in computers and basic electricity/electronics is also beneficial prior to entering the program. If you are planning additional education beyond the WVC associate of technical science (ATS) degree, work closely with your program adviser as some electronics coursework may be transferable, and you may want to consider taking ENGL& 101 and college-level transfer math as part of your 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 assessment scores or acceptable preparatory coursework in those subjects. See the course description for details. If you complete the industrial technology - electronics ATS degree, you can earn electrical hours toward the Washington State Labor and Industry (07) Nonresidential Maintenance Specialty Electrical License.

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
ELEC 125	Wiring Diagrams and Schematics.....	5
ELTRO 101	DC Electronics.....	5
BCT 116	Professional Work Relations.....	3
ENGR 102	Engineering Graphics	4

Winter Quarter

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

Spring Quarter

MATH 100T*	Technical Math or higher.....	5
OCED 130	Industrial Safety.....	4
ELTRO 132	Introduction to Computer Controls and PLCs.....	5
ELEC 135	Control Fundamentals.....	3

Total Credits for Certificate 54

Second Year

Fall Quarter		Credits
CTS 110	A+ Computer Hardware.....	5
ELTRO 202	Introduction to the NEC.....	2
ELTRO 210	Programming Software for PLCs	5
ELTRO 223	Tag-Based PLC Programming	3

Winter Quarter

WELD 128	Basic Welding	3
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 230	PLC Networking.....	5
ELTRO 231	Troubleshooting Electronic PLC Control Systems	5
ELTRO 240	Hydraulics and Pneumatics.....	5

Total Credits for Degree 105

*Placement score required.

Machining (Industrial Technology - Machining)

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

Wenatchee Valley College'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 well as 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.

Required Course Sequence: *Associate of Technical Science Degree*

First Year

Fall Quarter

			Credits
INDT	107	Intro. Turning Operations	5
INDT	108	Intro. Milling Operations	5
ENGR	102	Engineering Graphics	4
BCT	116	Professional Work Relations.....	3

Winter Quarter

ENGR	105	Computer-Aided Drafting.....	5
MANU	105	Manufacturing Graphics	5
INDT	109	Tool Making.....	5
ENGL	100*	Writing in the Workplace or higher	5

Spring Quarter

INDT	110	Intro. to G&M Codes.....	5
OCED	130	Industrial Safety	4
ENGR	106	Advanced CAD.....	4
MATH	100T*	Technical Math or higher.....	5

Second Year

Fall Quarter

MANU	110	Modern Manufacturing Tech.	3
CTS	110	A+ Computer Hardware	5
INDT	210	Programming CNC Machines 1.....	5
INDT	221	Conventional Machining Project	5

Winter Quarter

INDT	220	CNC Machining Project	5
ELEC	125	Wiring Schematics	5
CWE	196	Cooperative Work Experience	
		Job Shadowing.....	1
WELD	128	Basic Welding	3

Spring Quarter

INDT	164	Plant Maintenance	5
CWE	296	Cooperative Work Experience	
		Field Practicum	3
INDT	252	Capstone Project	3
ELTRO	240	Hydraulics and Pneumatics.....	5

*Placement score required

Total Credits for Degree

104

Industrial Technology - Machining

Required Course Sequence: *Certificate of Completion*

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.

Fall Quarter		Credits
INDT 107	Intro. to Turning Operations	5
INDT 108	Intro. to Milling Operations	5
ENGR 102	Engineering Graphics	4
BCT 116	Professional Work Relations.....	3

Winter Quarter		
INDT 109	Machine Tool Making.....	5
ENGR 105	Computer-Aided Drafting.....	5
MANU 105	Manufacturing Graphics	5
ENGL 100*	Writing in the Workplace or higher	5

Spring Quarter		
INDT 110	Intro. to G&M Codes.....	5
ENGR 106	Advanced CAD.....	4
OCED 130	Industrial Safety.....	5
MATH100T	Technical Math or higher.....	5

Total Credits for Certificate 56

**Placement score required*

Welding and Fabrication (Industrial Technology - Welding and Fabrication)

• **Certificate of Completion**

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

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

For more industrial technology degree options see pages 72 through 78 of the catalog.

Required Courses: Certificate of Completion

This certificate program is not eligible for financial aid.

Offered at the Wenatchee campus

Required courses

		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

**INDT 135 is offered winter quarter. WELD 128 may be taken concurrently.*

***INDT 136 is offered spring quarter.*

Medical Assistant

• *Certificate of Completion*

The medical assistant program is a four-quarter, limited-enrollment program that prepares you 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, you will be awarded a certificate of completion and be eligible to take the national AAMA certification examination. Information is available at www.aama-ntl.org/.

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

Entry requirements include:

- A completed Wenatchee Valley College Application for Admission.
- A completed Supplemental Application for Admission to the WVC Medical Assistant Program.
- Sealed, official college transcripts from all colleges where you have 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 (winter-start students should see the website for requirements, www.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 090 Basic Mathematics, one year of high school algebra, or COMPASS 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 your attendance during evenings and on Saturdays. The fourth-quarter externship is an unpaid, supervised, on-the-job work experience of 160 hours, which will require some daytime hours. You must furnish your own transportation.

Note: Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the healthcare field. A criminal record check is required prior to any clinical training experience or clinical field trips. If you have a criminal record, you should meet with the 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 you must fulfill the following requirements:

- Pay a non-refundable deposit.
- 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 a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to www.wvc.edu and visit the allied health pages).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier’s station or at www.summitamerica-ins.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 the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.
- Provide results of a ten-panel drug test, not older than one month, from a certified lab.
- Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

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

Suggested Course Sequence: *Certificate Program*

Offered at the Wenatchee campus

In the 2014-2015 academic year, there is a fall-start program and a winter-start program.

Fall Start Program Guide			Credits	Winter Start Program Guide			Credits
First Year - Fall Quarter				First Year - Winter Quarter			
HCA	111	Body Structure and Function ²	5	HCA	110	Medical Office I.....	5
HCA	113	HIV/AIDS Education ²	1	HCA	115	Clinical Procedures I.....	7
HCA	115	Clinical Procedures I.....	7	HCA	116	Office Communications ²	3
HCA	118	Medical Law and Ethics ²	2	BCT	116	Professional Work Relations ²	3
First Year - Winter Quarter				First Year - Spring Quarter			
HCA	110	Medical Office I.....	5	HCA	111	Body Structure and Function ²	5
HCA	116	Office Communications ²	3	HCA	113	HIV/AIDS Education ²	1
HCA	125	Clinical Procedures II.....	7	HCA	120	Medical Office II: Advanced Office Skills .	5
BCT	116	Professional Work Relations ²	3	HCA	125	Clinical Procedures II.....	7
First Year - Spring Quarter				First Year - Summer Quarter			
HCA	112	Pharmacology for Health Care Assistant....	5	HCA	112	Pharmacology for Health Care Assistant....	5
HCA	120	Medical Office II: Advanced Office Skills .	3	HCA	118	Medical Law and Ethics ²	2
HCA	135	Clinical Procedures III.....	7	HCA	135	Clinical Procedures III.....	7
First Year - Summer Quarter				First Year - Fall Quarter			
HCA	260	Externship for Health Care Assistants	8	HCA	260	Externship for Health Care Assistants	8
HCA	265	Externship Seminar.....	2	HCA	265	Externship Seminar.....	2
Total Credits for Program¹			60	Total Credits for Program¹			60

¹ This number does not include prerequisites.

² These classes may be taken prior to being accepted into the MA program.

Medical Laboratory Technology

• Associate of Technical Science Degree

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

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

The MLT program is 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, you will take general education courses and specialized medical laboratory courses designed to provide a solid base for the second year of on-the-job training. The second year consists mostly of on-site training in medical laboratories, plus theory courses. Travel to distant training facilities may be required, and work on a variety of shifts may be necessary; therefore, **the use of an automobile is required**. You must maintain a GPA of 2.0 (“C”) or better in all MLT program courses.

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

The regional program includes training at distant sites through agreements with the Community Colleges of Spokane, Walla Walla Community College and Blue Mountain Community College.

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). You must successfully complete courses before being permitted to continue with the second year of the program. An interview may be a part of the acceptance criteria. The number of positions available in the second year is dependent on the number of clinical training sites available.

Application Requirements:

- Complete the WVC Application for Admission
- Complete the appropriate MLT application for Wenatchee, Omak, Spokane, Walla Walla or Pendleton, Oregon
- Submit three recommendation forms (only required for students applying to Spokane, Walla Walla or Pendleton, Oregon). Recommendation form is online at www.wvc.edu/mlt.
- Provide official college transcripts (excluding WVC transcripts).
- Demonstrate a cumulative college GPA of 2.5 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 Communications, CMST& 210 Interpersonal Communications or

CMST& 220 Public Speaking

HLTH 123 Medical Terminology

PSYC& 100 General Psychology

MLT 100 Intro. to Medical Lab Technology

MLT 101 Introductory Seminar

MLT 102 Intermediate Seminar

Students with a bachelor's degree should visit the MLT Admission website at www.wvc.edu/mlt for special admission requirements.

Medical Laboratory Technology

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. If you have a criminal record, you 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 you must fulfill the following requirements:

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

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

Regional MLT Program

The entire two years of the program need not be taken on the Wenatchee campus; some courses can be taken through Wenatchee Valley College at Omak, Spokane Community College or Spokane Falls Community College, Walla Walla Community College, and Blue Mountain Community College (Pendleton, Oregon).

During the second year of the program, students from Omak must join with all the Wenatchee students and take MLT 150 and 151 on the Wenatchee campus. Other areas are able to take all required courses totally within your regional area and are not required to take any courses in Wenatchee. Clinical training during the second year is available in medical laboratories in the areas surrounding each area where the program is available. The lectures (MLT 213, 223 and 233) and labs (MLT 214, 224 and 234) during the second year are taught by the use of either videotapes and audiovisual materials or in live interactive TV classrooms. Registration for the final five quarters is only through Wenatchee Valley College. At the conclusion of the program you will be qualified to take a national certifying examination (ASCP or BOC).

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

Medical Laboratory Technology

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at the Wenatchee and Omak campuses

First-year coursework must be completed before starting the second-year coursework. Refer to the prerequisite checklist on the MLT website for more details, www.wvc.edu/go/mlt.

Second Year - On and Off Campus

Summer Quarter (Wenatchee campus)		Credits
MLT 150	Basic Laboratory Theory	4
MLT 151	Basic Laboratory Practice.....	3

Fall Quarter

MLT 210	Clinical Experience I	12
MLT 213	Hematology.....	7
MLT 214	Hematology Lab	3

Winter Quarter

MLT 220	Clinical Experience II	12
MLT 223	Clinical Microbiology.....	7
MLT 224	Clinical Microbiology Lab	3

Spring Quarter

MLT 230	Clinical Experience III.....	12
MLT 233	Clinical Chemistry and Urinalysis.....	7
MLT 234	Clinical Chemistry and Urinalysis Lab.....	3

Summer Quarter

MLT 240	Clinical Experience IV.....	12
---------	-----------------------------	----

Total Credits for Second Year 85

Multi-Occupational Trades

• Associate of Technical Science Degree (Apprentice Degree)

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

Program Requirements: Associate of Technical Science Degree

This program is not eligible for financial aid.

Offered at the Wenatchee campus

Required Courses		Credits
MATH	100T* Technical Math or higher.....	5
ENGL	100* Technical Writing 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
BCT	115 Resumé and Interview	2
BUS&	101 Introduction to Business	5
CMST&	101 Introduction to Communications	5
MATH&	146* Introduction to Statistics.....	5
PSYC	102 Psychology of Adjustment.....	5
READ	100* 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

This program has been revised. If you began the WVC Natural Resources program prior to July 1, 2013, consult the natural resources program adviser to develop a program completion plan.

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 assessment 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.

Suggested Course Sequence: Associate in Applied Science-Transfer Degree**

Offered at the Wenatchee campus

First Year		Credits		Second Year		Credits	
Fall Quarter				Fall Quarter			
NATR 108	Exploring Natural Resources.....	3		BIOL& 211	Majors Cellular	5	
BIOL 185	Insects and Ecosystems <i>or</i>			ECON&201	Micro Economics	5	
BIOL 218	Insect Classification	5		CMST&220	Public Speaking	5	
NATR 103	Field Safety and Preparedness	3		Winter Quarter			
BCT 105	Computer Applications	5		Winter Quarter			
Winter Quarter				Winter Quarter			
ENGL& 101*	Composition: General.....	5		AGRI 263	Soils	5	
RCLS 190	Winter Recreation	5		BIOL& 221	Ecology Majors.....	5	
CHEM&110	Chemical Concepts <i>or</i>			MATH&146*	Introduction to Statistics	5	
CHEM& 121*	Intro. to Chemistry.....	5		Spring Quarter			
Spring Quarter				Spring Quarter			
BCT 116	Professional Work Relations.....	3		NATR 235	Society and Natural Resources	5	
BIOL 217	Intro. to Ornithology.....	5		ENGL 201, 202, 203 or 235.....		5	
NATR 102	Maps and Navigation.....	3		NATR 210	Natural Resources Portfolio and		
BIOL 186	Survey of Plants of PNW.....	5			Final Project.....	5	
Summer Quarter				Total for Degree			
NATR 196	Natural Resources Cooperative			98-102			
	Work Experience.....	1-5					
BIOL 127	Northwest Environments	5					

*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)

Nursing

- **Practical Nursing Certificate of Completion**

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

- **Associate Degree Nursing, Associate of Technical Science**

Completion of the two-year program (seven quarters) entitles you to take the licensure examination (NCLEX-RN®) for registered nursing.

- **Associate in Applied Science-Transfer**

Completion of the two-year program (seven quarters) entitles you to take the licensure examination (NCLEX-RN®) for registered nursing.

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

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, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 409.975.5000).

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

Application requirements:

- A completed Wenatchee Valley College Application for Admission.
- A completed Supplemental Application for Admission to the WVC Nursing Program.
- Sealed, official college transcripts from all colleges where you have earned credit (excluding WVC).
- Demonstrate a cumulative college GPA of 2.5 or higher.
- All students planning to apply to the nursing program must take the TEAS® V test. Visit the WVC Nursing website for more information about the test, www.wvc.edu/nursing.

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

- **Associate of Technical Science Degree**

Applications for the ATS degree program are no longer accepted as of July 1, 2014. Students currently in the program have until June 2016 to complete the degree.

- **Associate in Applied Science-Transfer Degree Applicants (as of July 1, 2014, students interested in the nursing program should apply for the AAS-T degree):**

BIOL& 241 Human Anatomy & Physiology 1

BIOL& 242 Human Anatomy & Physiology 2

BIOL& 260 Microbiology

ENGL& 101 Composition: General

MATH& 146 Introduction to Statistics

One of the following: Nursing Assistant Certificate of Completion from approved program (e.g., NURS 100A at WVC) or a current Washington State NA-C license

For additional nursing program admission information, please visit www.wvc.edu/directory/departments/nursing/nursingadmission.asp

Nursing

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

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

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

- Pay a non-refundable deposit.
- 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 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 and visit the allied health pages).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at www.summitamerica-ins.com.
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.
- Provide results of a five-panel drug test, not older than one month, from a certified lab.
- Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

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

Completion of the nursing program does not guarantee certification or licensing. You should expect to carry a heavy class schedule. Nursing students must earn a 2.0 GPA or better in each nursing course and corequisite courses to remain in the program.

Nursing

Course Sequence: Associate in Applied Science-Transfer Degree Program

Offered at Wenatchee and Omak campuses

First Year and Certificate Program*

First Quarter		Credits
NURS 101	Foundations of Nursing Practice	6
NURS 101L	Foundations of Nursing Practice Lab	6
NURS 112	Nursing Success (<i>optional</i>).....	2
PCOL 101	Pharmacology in Nursing I.....	1

Second Quarter

NURS 102	Nursing Concepts I	6
NURS 102L	Nursing Concepts I Lab	6
PCOL 102	Pharmacology in Nursing II.....	1
NURS 113	Nursing Success (<i>optional lab course</i>).....	1
PSYC& 200	Lifespan Psychology.....	5

Third Quarter

NURS 103	Nursing Concepts II.....	6
NURS 103L	Nursing Concepts II Lab.....	6
PCOL 103	Pharmacology in Nursing III	1
NURS 114	Nursing Success (<i>optional lab course</i>).....	1

Fourth Quarter*

NURS 104	Nursing Concepts III.....	6
NURS 104L	Nursing Concepts III Lab	6
PCOL 104	Pharmacology in Nursing IV	1

Second Year

Fifth Quarter		Credits
NURS 201	Advanced Nursing Concepts I.....	6
NURS 201L	Advanced Nursing Concepts I Lab.....	6
NURS 210	Senior Seminar I (<i>optional</i>)	1

Sixth Quarter

NURS 202	Advanced Nursing Concepts II	6
NURS 202L	Advanced Nursing Concepts II Lab	6

Seventh Quarter

NURS 203	Advanced Nursing Concepts III	6
NURS 203L	Advanced Nursing Concepts III Lab	6
NURS 214	Senior Seminar II (<i>optional</i>).....	1
Elective	Social Science or Humanities	5

Total Credits for Degree 98

*Practical Nursing Certificate of Completion issued at successful completion of fourth quarter.

Nursing Assistant

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

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

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

- Provide documentation of a two-step PPD (two separate tuberculin skin tests placed one to three weeks apart) and Hepatitis B vaccinations. Both must include lot numbers.
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance (approximately \$45 per quarter). Obtain a brochure at the cashier's station on the Wenatchee campus or at www.summitamerica-ins.com.
- Provide certified background check information, not older than one month, to provide clearance for participation in required clinical learning experiences. Certified background checks must go back six years and be done before application will be accepted.
- WVC at Omak students: Provide results of a five-panel negative drug screen, not older than one month.
- Complete the nursing assistant application which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees at the time of registration.

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

Outdoor Recreation Management

• Associate in Applied Science - Transfer

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.

Suggested Course Sequence: Associate in Applied Science-Transfer Degree Program**

First Year			Second Year			
Fall Quarter			Fall Quarter			
		Credits			Credits	
RCLS 193	Fall Recreation.....	5	BUS 177	Business Leadership Development.....	5	
ENGL&101*	Composition: General.....	5	BUS 230***	Intro. to Entrepreneurship.....	5	
PEH 180	Personal Wellness	3	NATR 102	Maps and Navigation.....	3	
			PEH	Elective	1	
Winter Quarter			Winter Quarter			
RCLS 190	Winter Recreation	5	BUS 243	Human Resources Management	5	
MATH*	College Level.....	5	PSYC& 100	General Psychology	5	
PEH 182	First Aid Responding to Emergencies	5	CWE 196	Cooperative Work Experience	3	
			PEH	Elective	1	
Spring Quarter			Spring Quarter			
RCLS 191	Spring Recreation	5	RCLS 250	Capstone Project.....	3	
CMST&210	Interpersonal Communications <i>or</i>		BCT 118	Customer Service.....	5	
CMST&220	Public Speaking	5	NATR 235	Society and Natural Resources	5	
BUS 245***	Small Business Management.....	5	PEH	Elective	1	
Summer Quarter						
RCLS 192	Summer Recreation	5				
BIOL 127	Northwest Environments	5				
					Total Credits for Degree	95

*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.

Radiologic Technology

• Associate of Technical Science Degree

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

The 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 you receive practical instruction. The second year is dedicated to clinical instruction under professional supervision in the affiliated clinical facilities and registry review. Clinical assignments require day, evening and weekend shifts and 37-39 hours per week. You will need computer and e-mail access. You must maintain a “B” (3.0) grade point average or better in each radiologic technology program course. **Out-of-town clinical assignments should be expected. You must furnish your own transportation, housing and living expenses.**

Wenatchee Valley College is accredited by the institutional accrediting agency Northwest Commission on Colleges and Universities (NWCCU), which is recognized by the American Registry of Radiologic Technologists (ARRT) (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 you have earned credit (excluding WVC).
- Demonstrate a cumulative college GPA of 2.5 or higher.
- All prerequisite courses must be completed by the end of fall 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 099 Intermediate Algebra, MATH 105 College Algebra or higher, or COMPASS placement into MATH 107 or higher
 - 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. If you have a criminal record, you should meet with the dean of allied health 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, you can go to the ARRT website at www.arrt.org and download information from the “ethics” section.

Student Responsibilities:

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

- Pay an acceptance fee by the designated deadline.
- Provide a current 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 or any other seven-hour HIV/AIDS class.)

Radiologic Technology

- Provide documentation of immunizations to the student immunization tracker (for a complete list go to www.wvc.edu and visit the allied health pages).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at www.summitamerica-ins.com.
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years. Students can order their own background checks securely at www.certifiedbackground.com.
- Provide results of a ten-panel drug test, not older than one month, from a certified lab.
- Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours. Visit the radiologic technology Web page for essential functions, www.wvc.edu/radtech.

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

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

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

Offered at Wenatchee campus

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

Summer Quarter

PSYC& 100*	General Psychology	5
ENGL& 101*	Composition: General.....	5
RADT 132	Radiographic Positioning II.....	4
RADT 151	Imaging Modalities	1
RADT 122	Principles of Exposure II	3

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

Winter Quarter

RADT 134	Radiographic Positioning IV	4
RADT 161	Special Procedures.....	2
RADT 162	Clinical Observation	1
RADT 171	Radiographic Pathology.....	2
RADT 191	Sectional Anatomy.....	3

Second Year

Spring Quarter

		Credits
RADT 231	Clinical Education I.....	13
RADT 241	Radiographic Seminar I	1

Summer Quarter

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 Degree 107

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

Course Descriptions

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

Course Numbers and Credit Hours

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

Courses numbered below 100 are developmental and not intended for transfer credit. Courses numbered above 100 will generally transfer to four-year colleges or universities, although there are limits to the number of technical credits that can be included in a transfer degree. If you plan to transfer to a four-year school, be sure to consult that school's catalog to verify transferability of Wenatchee Valley College courses. Questions regarding the transferability of any course should be directed to the student development department or the admissions/registration office at WVC.

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

Distance Learning Courses

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

Hybrid Courses

Hybrid courses are a blend of an on-campus class and a distance learning online class. Your class will have a specified face-to-face meeting time, which will be significantly less than an on-campus class, and an online component that provides you more latitude in managing

your schedule. With hybrid courses, you 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, you 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.

Telecourses

Students in telecourses receive prerecorded instruction on physical media (example: video tapes, CDs or DVDs) plus some Internet-based content. Some telecourses may not have required face-to-face meetings. Students taking this course format typically interact with the instructor via Web-based tools like e-mail and discussion forums.

Online Courses

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

Interactive Television (K-20)

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

Cooperative Work Experience (CWE)

Cooperative work experience (CWE 196 and 296) is a way to earn college credit through on-the-job experience in your chosen field. The program offers you a way to combine classroom study at WVC with related work experience under the supervision of an employer. Work experience, paid or unpaid, must be related to your educational and career objectives. You must meet with the cooperative work experience coordinator to determine eligibility, then complete the enrollment process. One

CWE credit requires 50 hours of work experience. Credit will be awarded on a pass/fail basis and will not affect GPA. The CWE coordinator will meet with you and your employer on the job site as part of the evaluation process for CWE credits.

Special Topics

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

Independent Projects

Independent projects, 198 and 298 (one to five credits each), allow you to pursue enhancement in areas of study not generally available in the established curriculum, such as research, reading and writing. To be eligible, you must have completed 45 credit hours with a minimum cumulative GPA of 2.5 at WVC. A maximum of five independent project credits can be earned in one quarter. Each independent project credit requires 30 hours of work by the student under the supervision of an instructor. A contractual agreement that outlines the terms of the project is arranged between you and the instructor before registration. The application process for independent projects must be completed by the 10th day of the quarter. Independent project forms are available in the admissions/registration office, instruction office and online.

Directed Study

Directed study allows you, if you have at least 45 credits and a GPA of 2.5 at WVC, to complete an established WVC course through independent study rather than in the classroom. This is a benefit if you need a class that isn't offered during a particular term or at a time when attendance is impossible. It is expected that the course will cover the same objectives and will produce the same learning outcomes as if you had attended a regularly scheduled class. A contractual agreement to fulfill course objectives is arranged between you and the instructor before registration and must be completed by the 10th day of the quarter. Directed study forms are available in the admissions/registration office, instruction office and online.

Looking for some different or interesting options?

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

Common Course Numbering

In an effort to make it easier for Washington state community college students to transfer between and among the 34 technical colleges, the state 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. If you have questions regarding this change, please visit the Washington State Board for Community & Technical College’s website located at 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	HIST 103	Modern History	HIST& 118	Western Civilization III
ANTH 201	Biological Anthro	ANTH& 205	Biological Anthropology	HIST 162	Pacific NW History	HIST& 214	Pacific NW History
ANTH 202	Sociocultural Anth	ANTH& 206	Cultural Anthropology	HIST 204	U.S. History I	HIST& 146	US History I
ANTH 203	Prin of Archaeology	ANTH& 204	Archaeology	HIST 205	U S History II	HIST& 147	US History II
ANTH 230	Plateau Culture	ANTH& 217	Plateau Native Peoples	HIST 206	U S History III	HIST& 148	US History III
ART 101	Introduction to Art	ART& 100	Art Appreciation	HIST 210	Native American History	HIST& 219	Native American History
ASTR 217	Intro to Astronomy	ASTR& 101	Intro to Astronomy	HUMN 101	Intro to Humanities	HUM& 101	Intro to Humanities
BIOL 101	Intro to Biology	BIOL& 100	Survey of Biology	JAPN 101	Japanese I	JAPN& 121	Japanese I
BIOL 121	Biology of Cells	BIOL& 211	Majors Cellular	JAPN 102	Japanese II	JAPN& 122	Japanese II
BIOL 122	Biology of Plants	BIOL& 212	Majors Plants	JAPN 103	Japanese III	JAPN& 123	Japanese III
BIOL 123	Biology of Animals	BIOL& 213	Majors Animals	JAPN 204	Japanese IV	JAPN& 221	Japanese IV
BIOL 128	Oceanography: Marine Env	OCEA& 100	Intro to Oceanography	JAPN 205	Japanese V	JAPN& 222	Japanese V
BIOL 221	Hum Anatomy/Phys I	BIOL& 241	Human A & P 1	JAPN 206	Japanese VI	JAPN& 223	Japanese VI
BIOL 222	Hum Anatomy/Phys II	BIOL& 242	Human A & P 2	MATH 115	Elements of Calculus	MATH& 148	Business Calculus
BIOL 223	Microbiology	BIOL& 260	Microbiology	MATH 120	Precalc I: Algebra	MATH& 141	Precalculus I
BUSA 101	Intro to Business	BUS& 101	Intro to Business	MATH 121	Precalc II: Trig	MATH& 142	Precalculus II
BUSA 102	Practical Accounting I	ACCT 102	Practical Accounting I	MATH 124	Calculus I	MATH& 151	Calculus I
BUSA 103	Practical Accounting II	ACCT 103	Practical Accounting II	MATH 125	Calc/Anlyt Geom II	MATH& 152	Calculus II
BUSA 201	Intro to Law	BUSA& 201	Business Law	MATH 126	Calc/Anlyt Geom III	MATH& 153	Calculus III
BUSA 251	Financial Acct I	ACCT& 201	Prin of Accounting I	MATH 201	Statistical Analysis	MATH& 146	Introduction to Stats
BUSA 252	Financial Acct II	ACCT& 202	Prin of Accounting II	MATH 227	Calculus IV	MATH& 254	Calculus IV
BUSA 253	Managerial Acct	ACCT& 203	Prin of Accounting III	MUS 101	Surv/West Mus: Renaissan	MUSC& 105	Music Appreciation
CHEM 101	Introductory Chemistry	CHEM&110	Chemical Concepts w/lab	MUS 105	Introduction of Music	MUS& 100	Introduction of Music
CHEM 110	Survey/Inorganic Chem	CHEM& 121	Intro to Chemistry	MUS 106	Music Theory 1A	MUSC& 131	Music Theory 1
CHEM 111	Survey Organic & Bio	CHEM& 131	Intro to Organic/Biochem	MUS 107	Music Theory 1B	MUSC& 132	Music Theory 2
CHEM 121	General Chem I	CHEM& 161	General Chemistry I w/lab	MUS 108	Music Theory 1C	MUSC& 133	Music Theory 3
CHEM 122	General Chem II	CHEM& 162	General Chemistry II w/lab	MUS 121	Piano Class Instruction	MUS& 125	Piano Class Instruction
CHEM 123	General Chem III	CHEM& 163	General Chemistry III w/lab	MUS 131	Sight Singing/Ear Training 1A	MUSC& 121	Ear Training 1
CJ 101	Intro to Criminal Justice	CJ& 101	Intro to Criminal Justice	MUS 132	Sight Singing/Ear Training 1B	MUSC& 122	Ear Training 2
CJ 201	Intro to Corrections	CJ& 105	Intro to Corrections	MUS 133	Sight Singing/Ear Training 1C	MUSC& 123	Ear Training 3
COMM 102	Intro: Communication	CMST& 101	Introduction to Comm	MUS 206	Music Theory IV	MUSC& 241	Music Theory IV
COMM 105	Interpersonal Commun	CMST& 210	Interpersonal Comm	MUS 207	Music Theory V	MUSC& 242	Music Theory V
COMM 200	Public Speaking	CMST& 220	Public Speaking	MUS 208	Music Theory VI	MUSC& 243	Music Theory VI
ECE 101	Intro. to Early Childhood	ECED& 105	Intro. to Early Childhood	PHIL 101	Intro to Philosophy	PHIL& 101	Intro to Philosophy
ECE 102	Child Development	EDUC& 115	Child Development	PHIL 212	Logic/Critical Reasoning	PHIL& 106	Intro to Logic
ECE 108	Health, Safety, Nutrition	ECED& 107	Health, Nutrition & Safety	PHYS& 121	General Physics I	PHYS& 114	General Physics I
ECE 113	Child Guidance	EDUC& 130	Guiding Behaviors	PHYS& 122	General Physics II	PHYS& 115	General Physics II
ECE 116	Working with Families	EDUC& 150	Child, Family & Comm.	PHYS& 123	General Physics III	PHYS& 116	General Physics III
ECE 118	Early Childhood Environ.	ECED& 170	Environ. for Young Children	PHYS 115	Survey of Physics	PHYS& 100	Physics Non-Sci Majors
ECE 125	Intro to Special Educ	EDUC& 204	Exceptional Child	PHYS 121	Engineering Physics I	PHYS& 221	Engineering Physics I
ECE 131	Field Experience I	ECED& 120	Practicum-Nuturing Relat.	PHYS 122	Engineering Physics II	PHYS& 222	Engineering Physics II
ECE 206	Sharing Lit. w/ Children	ECED& 180	Language & Literacy I	PHYS 123	Engineering Physics III	PHYS& 223	Engineering Physics III
ECE 212	Observation & Assessment	ECED& 190	Observation & Assessment	POLS 101	American Government	POLS& 202	American Government
ECE 215	Infant/Toddler Curric.	ECED& 132	Infant/Toddler Curric.	POLS 110	Intro to Politics	POLS& 101	Intro to Political Science
ECE 216	School Age Care	EDUC& 136	School Age Care	POLS 222	International Relations	POLS& 203	International Relations
ECE 265	Program Management	ECED& 139	Administration	PSYC 101	Intro to Psychology	PSYC& 100	General Psychology
ECON 201	Intro Microeconomics	ECON& 201	Micro Economics	PSYC 201	Human Development	PSYC& 200	Lifespan Psychology
ECON 202	Intro Macroeconomics	ECON& 202	Macro Economics	SIGN 101	American Sign Lang I	ASL& 121	Am Sign Language I
ENGL 101	Comp:General	ENGL& 101	English Composition I	SIGN 102	American Sign Lang II	ASL& 122	Am Sign Language II
ENGL 106	Intro to Literature	ENGL& 111	Intro to Literature	SOC 102	Prin of Sociology	SOC& 101	Intro to Sociology
ENGL 212	Contemp Fiction	ENGL& 112	Intro to Fiction	SOC 105	Social Problems	SOC& 201	Social Problems
ENGL 230	Survey of British Literature	ENGL& 226	British Literature	SPAN 101	Spanish I	SPAN& 121	Spanish I
GEOG& 101	Intro. to Geography	GEOG& 100	Intro. to 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
GER 103	German III	GERM& 123	German III				
HIST 101	Ancient History	HIST& 116	Western Civilization I				
HIST 102	Medieval History	HIST& 117	Western Civilization II				

Accounting

ACCT 102 5 credits Practical Accounting I

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

ACCT 103 5 credits Practical Accounting II

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

ACCT 105 3 credits Payroll and Tax Accounting

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

ACCT 165 5 credits Computerized Accounting

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

ACCT& 201 5 credits Principles of Accounting I

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

ACCT& 202 5 credits Principles of Accounting II

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

ACCT& 203 5 credits Principles of Accounting III

Covers topics and concepts related to internal decision-making for business, to help managers use accounting information to make decisions and achieve control. Topics include an introduction to management theory and concepts, cost terminology, costing techniques, cost behavior, cost-volume-profit considerations, segment analysis, budget analysis, pricing, incremental analysis, and capital budgeting. Prerequisite: ACCT& 202 or instructor's signature.

Adult Basic Education

ABE 004 2 credits ABE Technology Skills

Covers basic technology literacy skills enabling success in high-school equivalency assessments or in college transition. Topics include keyboarding, input/output device use, menu and GUI navigation, internet searching, text editing, and information manipulation and organization. Uses contextual material as appropriate for HSE assessment preparation. Prerequisites: CASAS placement test, concurrent enrollment in at least one ABE class.

ABE 030 5 credits Basic Reading Skills

This course, in conjunction with ABE 031 Intermediate Reading and ABE 032 Advanced Reading, will prepare students to successfully pass the reading portion of the GED as well as transition to college-level coursework. Contextualized learning and goal-setting are emphasized. Prerequisites: appropriate CASAS placement score.

ABE 031 5 credits Intermediate Reading Skills

This course, in conjunction with ABE 030 Basic Reading and ABE 032 Advanced Reading, will prepare students to successfully pass the reading portion of the GED as well as transition to college-level coursework. Contextualized learning and goal-setting are emphasized. Prerequisites: ABE 030 or appropriate CASAS placement score.

ABE 032 5 credits Advanced Reading Skills

This course, in conjunction with ABE 030 Basic Reading and ABE 031 Intermediate Reading, will prepare students to successfully pass the reading portion of the GED as well as transition to college-level coursework. Contextualized learning and goal-setting are emphasized. Prerequisites: ABE 031 or appropriate CASAS placement score.

ABE 040 5 credits ABE Basic Math (replaces ABE 040, 041, 045, 046)

Arithmetic with whole numbers: including counting, identifying place value, ordering, operations on 1 to 3 digit numbers, with multiplying and dividing by only 1 digit numbers. Includes solving problems with whole numbers and understanding basic money problems. Prerequisites: appropriate assessment score.

ABE 041 5 credits ABE Intermediate Math (Replaces ABE 042, 047)

Involves reading, writing, interpreting and operations on benchmark fractions and decimals: solving fraction, percentage, and decimal problems; solving a variety of word problems with whole numbers, fractions, and decimals; learning to apply principles of representing data. Prerequisites: appropriate assessment score.

ABE 042 5 credits ABE Advanced Math (Replaces ABE 043, 048)

Visualize and use equivalent fractions, percents and decimals, calculating discounts and tax. Apply to simple interest problems, graphs and tables, ratios, proportional equations, and measurements. Includes simple geometry problems, algebraic terms and simple equations. Prerequisites: appropriate assessment score.

ABE 050 5 credits Basic Writing Skills

This course, in conjunction with ABE 051 Intermediate Writing and ABE 052 Advanced Writing, will prepare students to successfully pass

the writing portion of the GED as well as transition to college-level coursework. Contextualized learning and goal-setting are emphasized. Prerequisites: appropriate CASAS placement score.

ABE 051 **5 credits**
Intermediate Writing Skills

This course, in conjunction with ABE 050 Basic Writing and ABE 052 Advanced Writing, will prepare students to successfully pass the writing portion of the GED as well as transition to college-level coursework. Contextualized learning and goal-setting are emphasized. Prerequisites: ABE 050 Basic Writing or appropriate CASAS placement score.

ABE 052 **5 credits**
Advanced Writing Skills

This course, in conjunction with ABE 050 Basic Writing and ABE 051 Intermediate Writing, will prepare students to successfully pass the writing portion of the GED as well as transition to college-level coursework. Contextualized learning and goal-setting are emphasized. Prerequisites: ABE 051 Intermediate Writing or appropriate CASAS placement score.

ABE 061 **5 credits**
ABE Reading/Writing for College & Life Skills

Intensive college orientation activities, through reading and writing assignments. Students develop organizational and communication skills; explore educational pathways; become proficient in interactions with college classes, instructors, and other students; and learn to navigate college systems. Prerequisites: CASAS pretest (ABE levels 4-6) within 6 months of enrollment.

ABE 076 **1-10 credits**
Intensive High School Equivalency Preparation

Students will increase advanced skills required for High School Equivalency (HSE) assessments. Emphasis on application of vocabulary and language patterns to understand and recognize words, math processes, and essay writing and grammar. Social studies and science topics will be addressed in context. Instruction may be offered in bilingual English/Spanish format. Prerequisites: CASAS placement.

ABE 079 **1-5 credits**
On-Ramp to Integrated Basic Education/Skills Training

Prepares ABE or ESL students to successfully transition into an I-BEST professional-technical or academic program. Course material emphasizes terminology, concepts, and related literacy/numeracy skills relevant to I-BEST pathways. Skills required to successfully navigate coursework such as specific technology skills and study skills are also addressed. Prerequisites: appropriate CASAS placement score. Enrollment is by permission.

ABE 081 **1-5 credits**
Skills Training I-BEST Basic Skills Support Study

Assists ABE or ESL students to meet academic challenges of a specific I-BEST program. Course material emphasizes subject terminology, concepts, and related literacy/numeracy skills specific to a particular I-BEST track. Specific skills required to successfully navigate coursework are also addressed. Course is taken concurrently with approved I-BEST programs. Prerequisites: appropriate CASAS placement score. Enrollment is by permission.

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 **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 **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, develop a written plan outlining the anticipated leadership experience and complete a portfolio detailing the completed experiences with a self-assessment of the leadership qualities gained. Out-of-pocket fees/expenses may be required. Prerequisites: instructor's permission.

AGRI 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 Sign Language

ASL& 121 **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 **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 permission.

Anthropology

ANTH& 100 **5 credits**
Survey of Anthropology

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

ANTH 130 **5 credits**
Introduction to Linguistics

Survey of major subfields of linguistics including phonetics, phonology, morphology, syntax, semantics, language acquisitions, and sociolinguistics. Prerequisites: completion of ENGL& 101 with a "C" or better.

ANTH& 204 **5 credits**
Archaeology

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

ANTH& 205 **5 credits**
Biological Anthropology

Study of the origins and adaptations of the human species with a focus on human diversity. Includes the scientific investigation of the primate fossil record and living populations of monkeys, apes and humans. Includes laboratory.

ANTH& 206 **5 credits**
Cultural Anthropology

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

ANTH& 217 **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 **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 **5 credits** **Art Appreciation**

Appreciation of various visual art forms with emphasis on the history, materials and aesthetics of art (not a studio course).

ART 106 **5 credits** **Design: 2-Dimensional Composition and Color**

Introduction to the elements and principles of two-dimensional composition. Emphasis on planar structure, depth illusions and figure-ground relationships.

ART 107 **5 credits** **3D Design: Introduction to Sculpture**

Introduction to the elements and principles of sculpture and three-dimensional composition through a variety of processes and materials. Emphasis on spatial structure, basic volumes, and relationships of form and space.

ART 110 **5 credits** **Drawing I**

Introduction to the principles of drawing from observation. Investigation of proportion, modeling and perspective with various drawing media. Prerequisite: ART 106 recommended.

ART 111 **5 credits** **Figure Drawing I**

Introduction to the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models.

ART 113 **5 credits** **Drawing II**

Continuation of study of the principles of drawing from observation, with investigation of proportion, modeling and perspective in various drawing media. Prerequisite: ART 110.

ART 116 **5 credits** **Drawing: Figure II**

Continuation of study of the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models. Prerequisite: ART 111.

ART 117 **5 credits** **Drawing: Figure III**

Continuation of study of the principles and processes of drawing the human figure. Investigation of proportion, gesture and composition with various drawing media from live models. Prerequisite: ART 116.

ART 130 **5 credits** **Graphic Design Technology I**

An introductory, comprehensive step-by-step instruction and explanation of the "how" and "why" behind the industry standard software skills of Adobe Creative Suite, including InDesign, Photoshop and Illustrator. Students will be introduced to each feature as they work through information, including projects, reviews and step-by-step tutorials. Prerequisites: basic computer skills required or instructor's signature.

ART 131 **5 credits** **Graphic Design Technology II**

Study of industry-standard software and how to integrate these programs into seamless communication, while producing works that

conform to design principles and client expectations. Learn essential graphic-design terminology and continue developing knowledge and skills through advanced, hands-on projects implementing vector illustrations, page layouts, image manipulation and typography. Prerequisites: ART 130 required or instructor's signature.

ART 132 **5 credits** **3D Digital Design 1: Intro to 3D 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 **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 **5 credits** **Introduction to Graphic Design**

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

ART 135 **5 credits** **Graphic Design I**

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

ART 136 **5 credits** **Publication Design Layout & Typography**

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

ART 138 **5 credits** **Digital Photography**

An introduction to fundamentals of digital photography. Topics include learning to use and understand digital cameras, shooting techniques, lenses, correct exposure, lighting, composition, creative image enhancement and manipulation. Includes instruction on skills useful for graphic design. Prerequisites: ART 130 recommended.

ART 141 **5 credits** **Illustration I**

Introduction to the study of techniques and methods used in illustration. Concentrated practice in working with available media

and techniques, with emphasis on the use of design elements in creating effective graphics for visual advertising and journalistic communications.

ART 142 **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 150 **5 credits**
Ceramics I

Introduction to the history, methods, materials, skills and equipment for creating ceramic design. Work in hand methods, wheel throwing, glazing and firing.

ART 151 **5 credits**
Ceramics II

Continued study and work in the methods and skills for creating ceramics. Prerequisite: ART 150.

ART 152 **5 credits**
Ceramics III

Continued study and work in the methods and skills for creating ceramics. Prerequisite: ART 151.

ART 154 **5 credits**
Sculpture 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 **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 **5 credits**
Art History Survey: Ancient to Medieval

Introduction to the history of art. Survey of the art and architecture of Western Civilization from prehistoric through Gothic periods.

ART 202 **5 credits**
Art History Survey: Renaissance

Introduction to the history of art. Survey of the art and architecture of Western Civilization from Renaissance through Neoclassical periods.

ART 203 **5 credits**
Art History Survey: Modern

Introduction to the history of art. Survey of the art and architecture of Western Civilization from Romantic through Modern periods.

ART 206 **5 credits**
Printmaking: Intaglio

Studio problems and individual development in intaglio printmaking. Includes drypoint, line etching, and aquatint using traditional copperplate processes. Prerequisite: ART 106 recommended.

ART 208 **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 **5 credits**
Painting I

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

ART 211 **5 credits**
Painting II

Continued study of the principles and processes of oil and/or acrylic painting. Prerequisite: ART 210.

ART 212 **5 credits**
Painting III

Continued study of the principles and processes of painting. Prerequisite: ART 211.

ART 213 **5 credits**
Watercolor I

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

ART 217 **5 credits**
Native American Beading I

Introduction to basic materials, cultural styles and techniques of Native American beading. Three-color Peyote stitch and two-needle flatwork articles will be created.

ART 218 **5 credits**
Native American Beading II

Continued study in the materials, cultural styles and techniques of Native American beading. Seven colors for Peyote stitch and flatwork with student-researched designs. Prerequisite: ART 217.

ART 219 **5 credits**
Native American Beading III

Advanced study of the materials, cultural styles, and techniques of Native American beading, including beading onto leather and completion of a large project. Prerequisites: ART 218.

ART 220 **5 credits**
Painting: Advanced

Advanced study of the principles and processes of oil and/or acrylic painting. Emphasis on development of individual approaches to form and media. May be repeated. Prerequisite: ART 212.

ART 222 **5 credits**
Drawing: Advanced

Advanced study of the theory and practice of drawing. Emphasis on the development of individual approaches to form and media. Prerequisite: ART 113.

ART 224 **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 **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 234 **5 credits**
Graphic Design II

Studio course covering the process and purpose of graphic design. Projects include developing graphic design solutions for logos, branding, book jackets, packaging, posters and advertising. Components of the design process including typography, layout, two-dimensional design principles, the job search and student portfolios will be covered. Prerequisites: ART 136 or instructor's permission.

ART 235 **5 credits**
Web Graphic Design

Introduction to Web Graphic Design stressing fundamental principles and their application to the Web. Good Web design is not about mastering the technical details of software. The starting point of any great website is understanding color, type, layout-the building blocks of great design-essential to developing professional Web design skills. Prerequisites: ART 234 or instructor's permission.

ART 236 **5 credits**
Graphic Design - Branding

Capstone class investigates each phase of the branding process through comprehensive coverage of key brand applications in graphic design and advertising. Gain insight into the art of designing individual brand applications: brand identity, promotional design, identification graphics, websites and advertising. Develops strategies for generation ideas and creating brands. Prerequisites: ART 235 or instructor's permission.

ART 250 **5 credits**
Ceramics: Advanced

Advanced study of the theory and practice ceramics. Emphasis on the development of individual approaches to form and media. Prerequisite: ART 152.

ART 256 **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** **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. Prerequisites: MATH 093 or higher math.

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 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 **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 **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 **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 **5 credits** **Life Continuity**

Investigation into the continuity of life, including Mendelian genetics, reproduction, population genetics, evolutionary processes, and environmental influences on individuals and populations. Emphasis is on human congenital conditions, reproduction and evolution. Prerequisite: recent college-level biology course or instructor's signature.

BIOL 127 **5 credits** **Northwest Environments**

Field-oriented course exploring the animal life and vegetation of the Pacific Northwest. Local forests, rivers, lakes and deserts examined with emphasis on ecology and plant and animal identification. Includes extensive field work. Prerequisites: interest in our local flora and fauna.

BIOL 185 **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.

BIOL 186 **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.

BIOL& 211 **5 credits** **Majors Cellular**

Covers the structure and function of cells, metabolism, energetics, cell reproduction, and Mendelian and molecular genetics. Recommended for science majors, pre-professional students and allied health majors.

Includes laboratory. Prerequisites: recent college-level chemistry class (CHEM&121) with a "C" grade or better or equivalent or instructor permission.

BIOL& 212 **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 science majors and pre-professional students. Includes laboratory. Prerequisite: BIOL& 211 with a grade of "C" or better or instructor permission.

BIOL& 213 **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. Prerequisites: BIOL& 211 with a grade of "C" or better or instructor permission.

BIOL 216 **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 **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 **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 **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& 221L **1 credit** **Majors Ecology Lab**

Ecology lab to accompany Majors Ecology for those needing the lab component to Ecology. Hands-on, field-based ecology exercises, including terrestrial and aquatic insect sampling, restoration ecology work, bird capturing and marking, forestry hike, edge-effect exercise, and exercises in the WVC-constructed aquatic lab. Prerequisites: one majors biology course such as BIOL& 211, 212 or 213.

BIOL 225 **5 credits**
Environmental Science I

Comprehensive study of environmental science with an emphasis on Pacific Northwest ecosystems. A rigorous, field-based examination of the scientific method, data collection and analysis, ecosystem analysis, biogeography, biodiversity, succession, restoration, and human populations. Prerequisites: recent college-level biology course or instructor's signature.

BIOL 226 **5 credits**
Environmental Science II

Comprehensive study of environmental science with an emphasis on Pacific Northwest ecosystems. A rigorous, field-based study of sustainability in agriculture and natural resources, soils, forestry, wildlife management, fisheries, water and wetland resources, climate, and global warming. Prerequisites: recent college-level biology course or instructor's signature.

BIOL 227 **5 credits**
Environmental Science III

Comprehensive study of environmental science with an emphasis on Pacific Northwest ecosystems. A rigorous, field-based examination of energy production and use, alternative energy, water pollution, air pollution, ozone depletion, waste management, environmental economics, and environmental planning. Prerequisites: recent college-level biology course or instructor's signature.

BIOL 230 **5 credits**
Ethnobotany

Survey of native plants of the Okanogan and their cultural, medicinal, and ecological importance to the First People and ecosystems of the Plateau Region.

BIOL& 241 **5 credits**
Human Anatomy & Physiology 1

Includes study of cells, tissues, and the skeletal, muscular, integumentary and nervous systems. Designed primarily for allied health major. Prerequisites: BIOL& 211 with a grade of "C" or better or instructor permission.

BIOL& 242 **5 credits**
Human Anatomy & Physiology 2

Continuation of BIOL& 241. Systematic treatment of special senses and endocrine, circulatory, respiratory, digestive, urinary and reproductive systems. Includes laboratory. Designed primarily for allied health majors. Prerequisites: BIOL& 241 with a grade of "C" or better or instructor permission.

BIOL& 260 **5 credits**
Microbiology

Introduction to the biology of microorganisms. Emphasis on the relationship of microbes to disease, including prevention, immunology and treatment. Designed primarily for allied health majors. Includes laboratory. Prerequisites: BIOL& 211 with a grade of "C" or better or instructor permission.

Business**BUS& 101** **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 **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 **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 **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 103 **1 credit** **Computer Hardware Overview**

Introductory exploration of computer hardware - what is in the box? Includes discussion of relationships between processor speed, memory and hard drive space as well as current storage options. This course provides the basic information to make a computer purchase decision. Part 1 of BCT 105 equivalency. Prerequisites: keyboarding skills, BCT 100, 101, 102 or instructor's signature.

BCT 104 **1 credit** **Operating Systems Overview**

Use the basic functions in Windows to display files and computer status information, organize drives, files or folders efficiently, use the help function and locate information. Discussions will include variations found on Mac and Linux systems as well as expectations for new systems. Part 2 of BCT 105 equivalency. Prerequisites: BCT 101 and 103 or instructor's signature.

BCT 105 **5 credits** **Computer Applications**

This course is an introductory level basic computer applications course and is designed for students with little or no computer experience. Students will learn how to use MS Office software. Students will also learn about file management, word processing, spreadsheets, database, and presentation software. The fundamentals of email are also covered. Prerequisites: BCT 100 Basic Keyboarding or instructor signature.

BCT 106 **1 credit** **Getting Started with Word Processing**

Use basic Word functions to enter, edit, cut, copy, paste and reorganize text. Documents will be enhanced with graphics and tables. Use Word tools including spell checker, grammar checker, page layout, and references. Flyers, letters, template resumes and research papers will be produced. Part 3 of BCT 105 equivalency. Prerequisites: BCT 101 and 104 or instructor's signature.

BCT 107 **1 credit** **Getting Started with Spreadsheets**

Use basic Excel functions to enter, edit, cut, copy, paste and reorganize text and data and create simple formula. Spreadsheets will be enhanced with formatting and charts. Part 4 of BCT 105 equivalency. Prerequisites: BCT 101 and 106 or instructor's signature.

BCT 108 **1 credit** **Getting Started with Database**

Use Microsoft Access to create a database and add basic elements such as tables, queries, forms and reports. Examine the features of built-in wizards. Either this course or BCT 109 is Part 5 of BCT 105 equivalency. Prerequisites: BCT 101 and 107 or instructor's signature.

BCT 109 **1 credit** **Getting Started with Presentation Graphics**

Use presentation graphics software to create and view presentations. Enhance the presentation with pictures, shapes, SmartArt, tables and charts. Apply transitions. Either this course or BCT 108 is Part 5 of BCT 105 equivalency. Prerequisites: BCT 101 and 106 or instructor's signature.

BCT 112 **2 credits** **Records Management**

Records management emphasizes principles and practices of effective management for both manual indexing and automated records systems. The manual indexing systems concept covers all standard indexing rules published by the Association of Records Managers and Administrators. Automated records systems provide the opportunity to work with computer databases encountered in business. Formerly BIT 171/CEC 106. Prerequisites: basic keyboarding skills.

BCT 115 **2 credits** **Resumé and Interview**

This course prepares students to successfully pursue employment. Topics include: use of state employment resources, career assessments, creation of job applications and resumes, participation in individual and group interviews and networking.

BCT 116 **3 credits** **Professional Work Relations**

This course focuses on interpersonal skills in the work place. Topics include: leadership, teamwork, employers' expectations and real world tools for resolving conflict in a simulated workplace.

BCT 118 **5 credits** **Customer Relations Management**

This course prepares students to apply positive customer relations management skills including a 75 hour practicum. Topics include verbal and nonverbal communication skills, positive attitudes, listening, professional inquiry and conflict management. Students learn and adopt standard office procedures.

BCT 120 **5 credits**
Word Processing I
 Uses a full-featured Windows word processing program to create personal and professional documents. Editing concepts and formatting techniques are used to create memos, letters, reports, flyers and newsletters. Prerequisites: BCT 100 Keyboarding and BCT 105 Computer Applications.

BCT 125 **2 credits**
Internet Use
 Introduction to Internet basics, Web vocabulary, use of major search engines, evaluating websites and developing research skills. Designed to prepare students to research e-topics and conduct business activities. Discover how to search for specialized databases, resources and libraries. Look at current trends. Prerequisites: BCT 105 or instructor's signature.

BCT 128 **5 credits**
Business Math
 Topics: Financial calculations, buying and selling goods, inventory systems, retail markup and discounts, simple and compound interest, taxes, lending and problem solving strategies. Includes a review of basic fundamentals. Prerequisites: MATH 093.

BCT 130 **5 credits**
Spreadsheets
 A Windows spreadsheet program is used to organize and analyze data. Topics include: cell formatting, formulas, functions, graphics, charts, auditing tools, consolidating and linking workbooks, what-if analysis and macros. Prerequisites: MATH 093, BCT 105.

BCT 150 **5 credits**
Database 1
 Basic concepts and terminology of relational database management. Topics: plan, design, and build databases and creating tables, forms, reports and queries. Prerequisites: BCT 105.

BCT 160 **3 credits**
Presentation Graphics
 Use Windows presentation graphics software to create, present and collaborate on presentations; use enhanced multimedia capabilities to deliver presentations with more impact; search reference materials, Internet services and other sources while working in presentation graphics software. May be repeated with different software. Prerequisites: BCT 105 or instructor's signature.

BCT 170 **2 credits**
Microsoft Outlook
 Use Microsoft Outlook to store, track, and organize business and personal information. Topics include managing e-mail, calendar, tasks, notes, address book, message templates, mail merge, help, customizing Outlook and Web/Outlook integration. Prerequisites: BCT 105 or instructor's signature.

BCT 200 **5 credits**
Operating Systems
 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 **5 credits**
Business Communication
 Provides learning and reinforcement in the art of communicating effectively in the business world. This is accomplished through planning, composing and evaluating written and/or oral communication and report writing. Current theories of communication, perception and cultural contexts will be used. Prerequisites: BCT 120 and ENGL 097 or placement score equivalent.

BCT 210 **5 credits**
Word Processing II
 This course is designed for experienced Word users. It provides instruction in advanced word processing. Integrative learning is emphasized. Topics include advanced features of formatting and organizing content, collaborating on documents and customizing word processing software. May be repeated with different software. Prerequisites: keyboarding, BCT 120 or instructor's signature.

BCT 220 **5 credits**
Spreadsheets II
 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 130, MATH 093.

BCT 230 **5 credits**
Database II
 Advanced instruction in the theories and technical skills of database management systems; integrative learning is emphasized. Students will build relational databases and use advanced features and commands including VBA. Prerequisites: BCT 150.

BCT 240 **2 credits**
Microsoft Publisher
 Basic publishing skills for creating newsletters, brochures, business cards, postcards, flyers for print, e-mail and the Web. Create a publication from scratch or use available business or personal designs software. Create, manage, revise, and distribute publications and use digital technology to enhance their work. Formerly CEC 135. Prerequisites: BCT 105, BCT 120.

BCT 250 **3 credits**
Desktop Publishing
 General desktop publishing concepts including basic typography, graphics, and classic design concepts will be applied to the planning and creation a variety of small single- and multiple-page publications. This class extends concepts presented in BCT 240 Microsoft Publisher. May be repeated with different software. Formerly BIT 250. Prerequisites: BCT 240 or instructor's signature.

BCT 251 **3 credits**
Web Publishing
 Provides an introduction to Web-editing software Logic and layout for beginning Web page designers. Provides all the information necessary to plan effective and attractive Web pages. Included are helpful tips on how to make professional-looking Web pages. May be repeated with different software. Formerly BIT 225/CEC 140. Prerequisites: BCT 105 and BCT 125 or instructor's signature.

BCT 275 **3 credits**
Software Integrations
 This project-oriented course will prepare students to utilize spreadsheet, database, presentation, publishing and word processing software to perform integrated tasks and functions. Students will

complete projects and simulations that require them to integrate shared data and information between those programs. Prerequisites: BCT 105, BCT 120, and BCT 130.

BCT 196/296 **1-5 credits** **Cooperative Work Experience**

Designed to continue providing on-the-job practical field experience related to business computer technology. One credit is earned for each five hours of work experience per week. Variable credit class. Prerequisite: instructor's permission.

Chemical Dependency Studies

CDS 100 **5 credits** **Survey of Chemical Dependency**

Overview of historical and current definitions of chemical dependency and abuse. The effects of abuse on behavior, health, youth, family, special populations and society. Focus on the nature of addictions, causality, progression, assessment, scope, intervention, treatment and prevention.

CDS 101 **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 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 permission.

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, 101 or instructor permission.

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, 101 or instructor's permission.

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, 101 or instructor permission.

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 HIPPA regulations. Prerequisites: CDS 100, CDS 101 or instructor permission.

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 295 **1-5 credits** **Field Experience in Chemical Dependency**

Supervised work experience in a chemical dependency treatment agency approved by college faculty. Prerequisite: instructor's permission.

Chemistry

CHEM 106 **5 credits** **Drugs in Society**

Explores the basis of drug action, major categories of drugs, as well as risks and benefits of drug use from an individual, social and economic viewpoint. Other topics include historical perspective and ethno pharmacology; delivery, absorption, distribution, metabolism and elimination of drugs; modern drug development and regulation. Prerequisites: ENGL& 101 (Recommended: MATH 097 or MATH 098).

CHEM& 110 **5 credits** **Chemical Concepts**

Chemical concepts course for the nonscience student. Basic chemical principles and laboratory techniques are applied to contemporary topics such as nuclear chemistry, energy use and pollution. While not intended for students planning to take additional chemistry classes, course may be helpful for students with limited chemistry background. Includes laboratory.

CHEM& 121 **5 credits**
Introduction to Chemistry

Inorganic chemistry for allied health students or for individuals needing a general science transfer credit. Includes laboratory. Prerequisites: MATH 097 or MATH 099 or MATH 100A or equivalent or appropriate assessment score.

CHEM& 131 **5 credits**
Introduction to Organic/Biochemistry

General introductory Organic and Biochemistry course satisfying allied health and agriculture program requirements. Study of reactions and nomenclature and their applications to living systems. Includes laboratory. Prerequisites: CHEM&121 or equivalent.

CHEM& 161 **5 credits**
General Chemistry I w/lab

Study of states of matter, molecular structure, thermodynamics and reactions. For science majors, engineers and other student requiring a year or more of college chemistry. Includes laboratory. Prerequisites: a year of high school chemistry or CHEM& 121 and MATH 105 or MATH& 141 (preferred) or equivalent, or appropriate math assessment score, or instructor permission.

CHEM& 162 **5 credits**
General Chemistry II w/lab

Study of periodic trends, solutions, chemical bonding, kinetics, equilibrium and acid base chemistry. Includes laboratory. Prerequisites: CHEM& 161.

CHEM& 163 **6 credits**
General Chemistry III w/lab

Descriptive chemistry of metals, aqueous chemistry, equilibria related to solubility and thermodynamics, and electrochemistry. Discussion and measurement of the qualitative and quantitative chemistry of common cations and anions. Includes two laboratories per week. Prerequisites: CHEM& 162.

CHEM& 261 **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 **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 **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** **5 credits**
Chican@ Experience in Contemporary Society

Examines contemporary, Chicano [Mexican-American] experiences within a historical context. Beginning with ancient Mesoamericans' civilizations through European conquest and up to contemporary issues students will engage in the following areas of scholarly inquiry: immigration; political participation, economic development; race, class, culture, nationalism, and civil rights. Prerequisites: eligibility for ENGL& 101 and eligibility for MATH 093.

Communications**CMST& 101** **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 and organizational settings.

CMST 130 **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 **5 credits**
Interpersonal Communication

Principles, processes, and practices of interpersonal communication related to motivation, knowledge, and skills to appropriately and effectively communicate in given interpersonal situations. Focus is on perception of self-concept and others, including diversity, verbal and non-verbal cues, and strategies for understanding and improving interpersonal relationship dynamics. Prerequisites: ENGL&101 is recommended.

CMST& 220 **5 credits**
Public Speaking

Preparation and delivery of speeches to an audience. Emphasizes choice and organization of material, development of personal assurance, audience analysis, and the improvement of vocal and physical skills.

Computer Science**CSC 101** **5 credits**
Introduction to Programming

Introduction to computer programming. Intended for non-science majors. Explores the basics of computer programming using the BASIC language. Topics include console I/O, variables, expressions, decisions, arrays, repetition, console graphics, file I/O and functions. Prerequisites: MATH 096 or MATH 098, word processing competency.

CSC 151 **5 credits**
Web Design I

Introduction to Web content development using HTML and a variety of Web development tools. Prerequisite: familiarity with Windows Operating System.

CSC 152 **5 credits**
Web Design II

Web 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 **5 credits**
Web Design III- Web Application Programming

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 **5 credits**
Macromedia Flash

Introduces the Macromedia Flash multimedia authoring platform. Students will use Macromedia Flash to integrate images, drawing, audio, video and text into multimedia applications that can be published to an Internet website.

CSC 201 **5 credits**
Programming Fundamentals

Introduces programming fundamentals using a procedural, object-oriented language. Topics include expressions, simple I/O, data storage, variable usage, decision and repetition control structures, functions and parameter passing, design principles, and problem solving strategies. Prerequisites: MATH 099, word processing competency.

CSC 202 **5 credits**
Intermediate Programming

Introduces the concept of object-oriented programming to students with a background in the procedural paradigm. Topics include project management, classes, APIs, instantiation of objects, references, lists, file I/O of records, inheritance, composition, polymorphism, interfaces, exception handling, computer graphics and basic GUI programming. Prerequisites: CSC 201.

CSC 203 **5 credits**
Data Structures and Algorithms

Introduces the fundamental concepts of classic data structures with associated algorithms. Topics include recursion, searching and sorting lists (arrays, linked lists, stacks, queues, vectors), algorithmic analysis, big O notation, expression parsing, binary search operations, heaps, priority queues, other types of trees, Huffman encoding, toolbars, hash tables, and graphs. Prerequisites: CSC 202.

CSC 241 **5 credits**
SQL Database Development

Explores the use of SQL to create, populate and maintain databases. Topics include entity relations, normalization, referential integrity, join types, selections, insertions, updates, deletes, constraints, views, indexing, stored procedures, triggers, cursors, ER modeling and database design. Prerequisite: CSC 201.

Computer Technology**CTS 105** **3 credits**
Survey of Networking

Networking for non-CTS majors or students seeking additional background on networking. Introduces the basics of networking, such as peer-to-peer, LANs, and WANs. Discover the history behind networking and how people use networking in the real world. Understand how computers share information. Learn the vocabulary of networking-understand the terms, abbreviations and acronyms.

CTS 110 **5 credits**
Computer Hardware

Computer hardware troubleshooting. Designed to help prepare students for industry certifications as well as provide practical hands-on experience.

CTS 115 **5 credits**
Computer Software

Fundamentals of supporting and troubleshooting computer operating systems. Prepare to pass CompTIA's A+ OS certification exam. Covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting and troubleshooting the different Windows operating systems.

CTS 120 **5 credits**
Introduction to Networking

Beginning course in data networks. Emphasis is placed on the OSI model and discovery of modern data network design. Learn the functions and appropriate use of network hardware, software and protocols. Helps prepare students to pass CompTIA's Network+ certification exam.

CTS 130 **5 credits**
Client Operating Systems

Familiarizes students with client operating systems (Windows, Linux, Mac OS platforms) with emphasis on connectivity, troubleshooting and architectural models. Gain hands-on experience in the process of installing and configuring network clients.

CTS 140 **5 credits**
Server Operating Systems

Introduces 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 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 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 **1-5 credits**
Workplace Experience and Practicum

Provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with on-the-job training. Students must participate in 11 hours of seminars on campus.

CWE 196/296 **1-5 credits**
Cooperative Work Experience

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.

Criminal Justice

CJ& 101 **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 **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 110 **5 credits**
Police Organization and Administration

Introduces principles, concepts and theories relating to a police organization and administration within line and staff functions in the uniformed and investigative units.

CJ 120 **5 credits**
Introduction to Criminal Law

Basic concepts of Titles 9 and 9A of the Revised Code of Washington are presented in this course. Elements, purposes and functions of criminal law are emphasized.

CJ 130 **5 credits**
Introduction to Juvenile Justice

Course covers the elements, functions and purpose of juvenile law. Arrest, detention, petition, records, interviewing interrogation, overview of contributing factors to delinquency and the officer's role in prevention are emphasized.

CJ 140 **5 credits**
Criminal Justice Report Writing

Presents technical writing content specific to the criminal justice system including standard grammar/punctuation and basic composition skills. Content includes forms such as traffic citations, traffic accidents or evidence tags, and a variety of technical reports for which information may be obtained from investigations, interrogations or other written reports.

CJ 150 **5 credits**
Laws of Arrest, Search and Seizure

Concepts of how to conduct a lawful arrest; search and seizure of suspects and evidence; and practicalities of conducting a search of persons, cars and houses are emphasized in this course.

CJ 201 **5 credits**
Criminal Investigations

Origins and development of criminal investigation. Emphasis on the scientific method, interrelationship of criminal investigations with criminalistics; recognition, documentation and collection of physical evidence; rules of evidence including admissibility, chain of custody and hearsay. Case studies will be used to illustrate the methodology of criminal investigation.

CJ 220 **5 credits**
Crime Scene Investigations

All aspects of crime scene investigations. Areas of emphasis include fundamentals and techniques of investigations; crime scene search; field applications in the development, collection and preservation of physical evidence. Classification and rules of evidence, admissibility, weight and value of evidence, witnesses, and presentation of evidence in court also are included.

CJ 230 **5 credits**
Crisis Intervention

Theories of perception, emotion, motivation, personality and nonverbal communication used as tools by police officers in everyday contacts. Understanding and predicting human behavior in common police situations. Develop objective approaches to human relations problems and the ability to exercise skills in personal power and nonjudgmental communication.

CJ 240 **5 credits**
Introduction to Traffic Investigations

Gain basic skills and knowledge in traffic accident investigation. Practical applications and techniques required to conduct a field investigation are emphasized. Basics of traffic control and traffic laws also are presented.

CJ 250 **5 credits**
Professional Development

Self-development activities are provided to assist students in gaining employment after graduation. Activities include civil service examinations, both written and oral, and exercises in professional conduct. Each student will go through initial physical assessments, physical training and final physical assessment in preparation for hiring standards and academy level testing standards.

CJ 260 **5 credits**
Introduction to White Collar Crime

Examines concepts, extent and costs of white-collar and organized crime. "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 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.

Culinary Arts**CULI 101** **7 credits**
Basic Culinary Skills

Training for career opportunities in the institutional food service industry. Learn and practice safety and sanitation procedures, use and maintain commercial food service equipment, learn basic cooking and baking methods, plate presentation and service, technical math for food service employees, and train for dining room management. Prerequisites: food handler's permit, ABE 041 or appropriate assessment score.

Drama**DRMA& 101** **5 credits**
Introduction to Theater

A study of theater as an art form. Emphasis on Western dramatic literature analysis from Sophocles to Shepard; theatrical history and the roles of the various theater artists/playwrights, actors, directors and designers in the production of plays. Formerly THTR 110.

Early Childhood Education**ECE 108** **3 credits**
Health, Safety and Nutrition

Study of health, safety and nutrition guidelines that promote quality in an early childhood setting. Examination of the relationship between a healthy and safe environment, the family, and a child's growth and development. Community resources available to ECE programs and parents of young children will be identified.

ECE 117 **3 credits**
Diversity

Introduction to incorporating cultural, ethnic, racial, gender and physical diversity into the early childhood setting. Includes recognizing and resisting stereotypical and discriminatory behavior and working with parents and communities to create a supportive environment for diversity.

ECE 119 **1 credit**
ECE Cornerstone

Provides an overview of the early childhood education program expectations and philosophy. Students will gain knowledge and skills in collecting work samples for the professional portfolio which they are required to develop in ECE 260.

ECE 128 **2 credits**
CDA Field Experience-I-BEST

Under the direct supervision of a qualified early childhood professional, take on the role of the lead teacher to demonstrate proficiency in the skills needed to acquire a CDA credential. The ECE instructor will observe the student using the CDA classroom observation tool to assess the student's competency. Prerequisite: concurrent enrollment in ECE 141.

ECE 132 **2 credits**
Field Experience II

Complete 15 hours of field experience in each of the following four

approved early childhood education settings: infant/toddler program, preschool program, kindergarten or first-grade classroom, and second- or third-grade classroom (60 hours total). Prerequisites: concurrent enrollment in ECED& 190 required.

ECE 133 **2 credits**
ECE Field Experience III

Complete 66 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from ECE 116 to actual practice of technical skills per Washington Skill Standards. Concurrent enrollment in ECE 116 required for students who are pursuing ECE certificate or ATS degree.

ECE 140 **2 credits**
CDA Capstone

Course assists students in final preparation for CDA assessment. Develop CDA professional resource file, distribute parent questionnaires and review CDA competency goals/functional areas. Formal observation not included - students must contract with an independent adviser to fulfill the formal observation requirement. (CDA assessment fee is NOT included in the cost of this course.) Prerequisites: ECE 101, ECE 102, first aid/CPR training, bloodborne pathogen education and have at least 480 hours of experience working with preschool children within the past five years.

ECE 141 **4 credits**
CDA Capstone I-BEST

Assists students in final preparation for CDA assessment. Develop CDA professional resources files, distribute parent questionnaires and review CDA competency goals/functional areas. Integrates technical early childhood education and adult basic skills instruction. Prerequisites: ECE 101, 102, first aid/CPR and bloodborne pathogens education, and at least 480 hours of experience working with children, five-years of age or younger, within the past five years.

ECE 219 **5 credits**
Language & Literacy Development II

Covers the fundamental concepts of how language is acquired and literacy emerges in children from birth through eight years. Methods of enhancing language development, listening skills, and emergent reading and writing skills in the early childhood setting and family environment will be explored. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115, ECED& 180 (formerly ECE 206).

ECE 220 **3 credits**
Math and Science in Early Childhood

Methods, materials and vocabulary to use in individualized and developmentally appropriate math and science experiences in early childhood and family environments. Role of technology will be explored. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115.

ECE 221 **3 credits**
Movement/Motor Development in Early Childhood

Students will learn to select, create and use activities to foster development of muscle coordination and strength, body awareness, movement, balance, and endurance. Individual areas of physical and creative activities will be explored, as will family and community influences. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115.

ECE 222 **3 credits**
Arts & the Creative Process

Provides students with skills to plan and implement creative experiences in art, music, drama, dance and literature. Community resources will be identified. The relationship of the creative domain to other developmental domains is a focus. Prerequisites: ECED& 105

(formerly ECE 101), EDUC& 115.

ECE 231 **2 credits**
Field Experience IV

Complete 60 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from ECE 220 to actual practice of technical skills as defined in the Washington Skill Standards for Early Childhood Professionals. Concurrent enrollment in ECE 220 required. Prerequisites: all first-year ECE classes must be completed before enrolling in this course.

ECE 232 **2 credits**
ECE Field Experience V

Complete 66 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from ECE 222 to actual practice of technical skills per Washington Skill Standards. Concurrent enrollment in ECE 222 required for students pursuing ECE certificate or ATS degree. Prerequisites: all first-year ECE classes must be completed before enrolling in this course.

ECE 260 **1 credit**
ECE Capstone

Provides the knowledge and skills needed to develop and maintain a professional portfolio to use in job searches and other career endeavors. Prerequisites: ENGL 097, ECED& 105 (formerly ECE 101), ECED& 120 (formerly 132), ECED& 107 (formerly ECE 108), ECE 119, EDUC& 115, EDUC& 130, ECED& 170, ECED& 190 (formerly ECE 212), ECED& 160, ECED& 180 (formerly 206), EDUC& 150, ECE 117, ECE 132, ECE 222, ECE 220, ECED& 132 (formerly ECE 215), ECE 219.

ECE 290 **4 credits**
Early Childhood Education Practicum

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 meet once a week with course instructor to discuss practicum experiences. Prerequisites: ENGL 097, ECE 117, 119, 132, 219, 220, 222, ECED&105, 107, 120, 132, 150, 160, 170, 180, 190, EDUC&115, 130.

ECED& 105 **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. Formerly ECE 101.

ECED& 107 **5 credits**
Health, Safety and Nutrition

Develop knowledge and skills to ensure good health, nutrition and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources. Formerly ECE 108.

ECED& 120 **2 credits**
Practicum – Nurturing Relationships

In an early learning setting, apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development. Prerequisites: concurrent enrollment in ECED& 105.

ECED& 132 **3 credits**
Infants & Toddlers

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. Formerly ECE 215.

ECED& 134 **3 credits**
Family Child Care

Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety, and nutrition: guiding behavior and promoting growth and development.

ECED& 139 **3 credits**
Administration of Early Learning Programs

Develop administrative skills required to develop, open, operate, manage and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and National Association for the Education of Young Children (NAEYC) standard compliance. Formerly ECE 290.

ECED& 160 **5 credits**
Curriculum Development

Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8). Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115.

ECED& 170 **3 credits**
Environments

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED& 180 **3 credits**
Language and Literacy Development

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing and reading. Formerly ECE 206.

ECED& 190 **3 credits**
Observation & Assessment

Collect and record observation of 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: concurrent enrollment in ECED& 132.

Economics**ECON 101** **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 **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 **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.

Education**EDUC& 115** **5 credits**
Child Development

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives.

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. Formerly ECE 113.

EDUC& 136 **3 credits**
School Age Care Management

Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development and community outreach. Formerly ECE 216.

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 **5 credits**
Introduction to Education

Introduction to the opportunities of education as a professional career. Study of the role, preparation and certification of teachers. Discussion of the responsibilities, organization, control and financing of schools in America. Prerequisites: ENGL& 101 or equivalent, or instructor permission.

EDUC& 204 **5 credits**
Exceptional Child (Intro to Special Education)

Introduction to the field of special education. Includes various categories of disabilities and special needs, legal and historical perspectives for special education services, roles and responsibilities of special education team members, and instructional strategies for teaching in a special education environment. (Covers the 14 core competencies for special education paraeducators.) Prerequisites: ECED& 105, EDUC& 115.

EDUC 210 **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. Prerequisites: MATH 096 or MATH 093 or instructor's 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 **3 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.

Engineering**ENGR 102** **4 credits**
Engineering Graphics and Design

This introductory course in graphical drawing and blueprint interpretation includes orthographic projections, pictorials, lettering, scales, basic dimensioning, blueprint reading plus interpretation of documents related to blueprints such as construction contract documents, specifications and addendum, emphasizing commercial and industrial building construction. Laboratory time includes practice with basic drafting techniques.

ENGR 105 **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**
Advanced Computer Aided Design

This course provides a continuation of the topics introduced in ENGR 105 with an emphasis on basic customization. Topics include configuration profiles, script files, user-created menus, slide files, attribute creation and extraction, 3-D construction, and solid modeling. Laboratory included. Prerequisites: ENGR 105 or equivalent.

ENGR& 214 **5 credits**
Engineering Statics

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 permission.

English/Academic Purpose**EAP 065** **5 credits**
English Pronunciation

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 **5 credits**
Pronunciation II

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 **5 credits**
Conversational English

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 **5 credits**
Oral Communication in Academic Setting

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 **5 credits**
Oral Communication in Academic Settings II

Intended for international students and non-native speakers to refine oral skills (speaking and listening) in the academic environment. Prerequisites: ENGL 076, completion of ESL level 5, 6, or equivalent, and/or instructor's signature.

EAP 085 **5 credits**
Writing for Transition

Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and sentence to paragraph structure.

EAP 086 **5 credits**
Writing for Transition II

Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and paragraph to short composition structure. Prerequisites: EAP 085 or instructor's permission.

EAP 090 **5 credits**
EAP Beginning Reading

Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.

EAP 091 **5 credits**
EAP Reading

Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.

EAP 092 **5 credits**
Reading for the TOEFL

Intended for international students and non-native speakers to refine reading skills in preparation for the TOEFL. Prerequisites: EAP 076, completion of ESL level 5, 6, or equivalent, and/or instructor's permission.

English**ENGL 090** **5 credits**
Basic English Structure

Designed to improve writing skills. Course topics emphasize grammar and sentence structure. Students must earn a minimum grade of "C" (2.0) or better to progress to English 097. Prerequisites: appropriate assessment scores or completion of ABE Writing Level 4.

ENGL 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. Prerequisites: ABE Level 4, appropriate placement score, or permission of instructor.

ENGL 097 **5 credits**
Composition: Paragraph

Development of written composition skills using correct and appropriate mechanical and organizational skills to produce effective paragraphs appropriate for diverse adult audiences. Prerequisites: ASSET/COMPASS placement into ENGL 097 or a minimum grade of "C" (2.0) in ENGL 090 and/or ENGL 092 as determined by placement testing. Keyboarding skills recommended.

ENGL 100 **5 credits**
Writing in the Workplace

Introduces writing skills needed in the workplace with emphasis

in technical writing. Practice specific skills as a single effort and a collaborative effort both in and out of class. Prerequisites: ASSET/COMPASS placement in ENGL 097 or a minimum grade of "C" (2.0) in ENGL 090 and/or ENGL 092 as determined by placement testing. Keyboarding skills recommended.

ENGL& 101 **5 credits**
English Composition I (Composition: General)

Development of written composition skills: emphasis on both rhetorical and mechanical skills. Practice in the process of writing—prewriting, drafting, revision/rewriting, editing—through a variety of organizational formats. Students must earn a minimum grade of "C" (2.0) or better in this course to progress to a 200-level composition course. Prerequisites: appropriate placement scores in language usage and reading or a grade of "P" in English 097. Keyboard/word-processing skills recommended.

ENGL& 111 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 250 **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 **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 **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.

English/2nd Language

ESL 007 **1 credit**
ESL via Computers

Designed for the non-native English speaking student. Focus is on the reinforcement of learning in the Intermediate ESL or Advanced ESL companion classes via use of email, internet searches, and word processing. Topics reflect student needs and interests. Contextualized learning and goal-setting are emphasized. Prerequisites: CASAS placement test, Basic ESL, or Intermediate ESL.

ESL 020 **10 credits**
Basic ESL

Designed for the non-English speaking student. Focus is on reading, writing, listening, and speaking skills important in everyday life, including the alphabet, grammar, pronunciation, vocabulary, and the present tenses, all at the introductory level. Topics reflect student needs and interests. Contextualized learning and goal-setting are emphasized. Prerequisites: CASAS placement test.

ESL 021 **10 credits**
Intermediate ESL

Designed for the non-native English speaking student. Focus is on reading, writing, listening and speaking skills important in everyday life, including grammar, pronunciation, vocabulary, verb usage and sentence structure, all at the intermediate level. Topics reflect student needs and interests. Contextualized learning and goal-setting are emphasized. Prerequisites: CASAS placement test or Basic ESL.

ESL 022 **5 credits**
Advanced ESL

Designed for the non-native English speaking student. Focus is on reading, writing, listening and speaking skills important in everyday life, including grammar, pronunciation, vocabulary, verb usage and sentence structure, all at the advanced level. Topics reflect student needs and interests. Contextualized learning, goal-setting and transition are emphasized. Prerequisites: CASAS placement test of Intermediate ESL.

Environ. Systems & Refrig. Tech.

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 permission.

ESRT 205 **2 credits**
Blueprint Reading

In-depth study of construction blueprints for residential, commercial and industrial facilities emphasizing interpretation as it applies to energy and HVAC industries. Additional information will include interpretation of contract documents, specifications and addendums emphasizing building components.

ESRT 210 **3 credits**
Boiler Systems

Advanced study of commercial and industrial boiler applications commonly found in larger facilities. Includes low-pressure hot water and steam boilers, high pressure steam boilers, boiler fittings, feed water accessories, combustion accessories, draft control and water treatment. Operations, maintenance, energy efficiency and boiler room safety are emphasized. Prerequisites: ESRT 110 or instructor's permission.

ESRT 215 **3 credits**
Commercial DDC HVAC Controls

Course on DDC - Direct Digital Controls for HVAC (heating, ventilation and air conditioning) controls used in commercial building systems. Includes information on electrical, pneumatic, DDC electronic controls and associated equipment. Course work emphasizes generic approach while studying specific manufacturers, specifications and data sheets. Prerequisites: ELTRO 132 or instructor's permission.

ESRT 220 **3 credits**
Industrial Refrigeration Systems

Principles of industrial refrigeration systems and equipment as applied to industrial warehouses and buildings. Includes information for direct expansion, flooded, overfeed systems. Discussion of ammonia and halocarbon (freon) compressor types, condensers, evaporators, metering devices, pumps, defrost methods, vessels and related devices. Prerequisites: ESRT 110 or instructor's signature.

ESRT 222 **3 credits**
Industrial Refrigeration Lab

Industrial refrigeration laboratory experience becoming familiar with machinery, electricity and controls associated with industrial refrigeration equipment including compressors, valves, motors, controls, pumps, boilers and associated components. Prerequisites: concurrent enrollment in ESRT 220 or instructor's permission.

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 permission.

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 permission.

ESRT 232 **3 credits**
Industrial II Refrigeration Lab

Hands-on experience working with advanced industrial refrigeration equipment, applying process safety management and risk management principles. Additional lab work will include working on equipment for commercial and industrial buildings and facilities. Software, hardware, service, interpreting blueprints and troubleshooting control systems will be emphasized. Prerequisites: concurrent enrollment in ESRT 230 or instructor's permission.

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.

Geography**GEOG& 100** **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 **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& 207 **5 credits**
Economic Geography

Survey of the field of economic geography, including globalization, economic development, location analysis, rural and urban land use. 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** **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& 208 **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 **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 096 or MATH 093 or higher.

German**GERM& 121** **5 credits**
German I

Elements of German phonetics and orthography. Introduction to German grammar and conversational usage. Background in English grammatical terminology is recommended.

GERM& 122 **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 **5 credits**
German III

Continuation of German II. Increased use of German as the language of instruction. Background in grammatical terminology is recommended. Courses should be taken in sequence. Prerequisite: GERM& 122.

Health**HLTH 051** **1 credit**
First Aid & CPR

The standard first aid and CPR skills a person needs to know as the first link in the emergency medical services system. The focus is to prepare the participants to respond correctly in emergencies.

HLTH 110 **9 credits**
Emergency Medical Technician

Study and practice in the techniques of advanced emergency medical care required by emergency medical technicians. Consists of 60 classroom hours and 60 emergency laboratory hours.

HLTH 123 **3 credits**
Medical Terminology

Prepares students for beginning studies in allied health careers. Includes study of terms in anatomy, physiology and pathology through word analysis with emphasis on word parts: prefix, root and suffix. Also covered are medical abbreviations and pathologic terms used for common medical diagnoses, diagnostic tests and operative procedures. Prerequisites: basic English grammar and spelling skills required.

History

HIST& 116 **5 credits** **Western Civilization I**

General survey of the Near East, Mediterranean area and Europe, emphasizing the political, economic, intellectual and cultural aspects that have contributed to the development of our own society. Covers the period between preliterate history and the Renaissance.

HIST& 117 **5 credits** **Western Civilization II**

A general survey course of Europe and the Middle-East, covering the period C.500 C.E. to the French Revolution. Emphasis of the class will be on the political, social and cultural aspects that have contributed to the emergence of modern Europe and their effects on our own society and history.

HIST& 118 **5 credits** **Western Civilization III**

Survey of the modernization of the West, from the French Revolution until the present. The political, economic, industrial, cultural and social aspects of the era as they relate to our own society will be stressed.

HIST& 146 **5 credits** **US History I**

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 **5 credits** **US History II**

A survey of American history from the Reconstruction Era until the present. The primary focus of this course is to describe the social, cultural, political and economic emergence of contemporary America. The course will emphasize the tremendous economic, social, cultural, demographic and political transformations that the United States experienced during this time period.

HIST 160 **5 credits** **History of Mexico**

An examination of Mexican history from its indigenous roots through conquest and colonization to independence, revolutions and some contemporary issues.

HIST 174 **5 credits** **Western World History-Latin America**

A broad survey of Latin American history from the birth of New World civilizations until the 20th century. The purpose of this course is to describe the diverse societies and cultures that have shaped the Latin American world, as well as detail the unique historical experiences of this region of the world.

HIST& 214 **5 credits** **Pacific NW History**

Survey of the historical, economic and political developments of the Pacific Northwest region. Course meets Washington state requirements for certification of teachers.

HIST 230 **5 credits** **History/First Peoples of the Plateau Region**

Survey of the political, economic, social and spiritual changes affecting the 12 diverse nations of the Confederated Tribes on the Colville Reservation.

HIST 271 **5 credits** **Eastern World History-Southeast Asia**

An introduction to the history of Southeast Asia from the earliest civilizations until the 20th century. Emphasis is placed on understanding the development of Southeast Asian cultures and societies, as well as charting the emergence of the modern countries that are found in the region.

HIST 274 **5 credits** **Eastern World History-East Asia**

A general survey of the history of East Asia from prehistoric times until the 20th century. This course seeks to help students understand the development of modern China, Korea and Japan from their ancient origins and traditions. The class will stress the emergence of these three distinct cultures and societies, as well as emphasizing the diversity found within each country.

HIST 275 **5 credits** **Eastern World History-South Asia**

An overview of the history of South Asia from the earliest civilizations until the 20th century. A particular emphasis will be given to describing the development of unique societies and cultures in South Asia. The course will focus primarily upon the peoples and cultures of modern India and Pakistan, but attention will also be given to Nepal, Bhutan and Afghanistan.

Humanities

HUM& 101 **5 credits** **Introduction to Humanities**

An introduction to the critical thinking, arts and philosophical ideas that enrich human experience.

HUMN 121 **5 credits** **Humanities & Brewing: Cultural-Historic Perspective**

Brewing history, culture and application from ancient origins of brewing to the modern development of the brewing industry and the recent proliferation of whole-grain micro-brewing. Relating the social and scientific aspects of brewing to practical applications of whole-grain brewing. Prerequisites: must be 21 years old.

HUMN 141 **5 credits** **Film and Culture**

Explores the elements of film structure and content for analysis and understanding of the human experience. Through critical viewing, thinking and writing, students will gain a basis for understanding how cultural themes and values are expressed in film.

HUMN 200 **5 credits** **Ancient Greece**

Probes the Ancient Greek history, government, science, philosophy, art, architecture and literature - both epic poetry and tragedy. Prerequisites: college-level reading and writing required.

HUMN 201 **5 credits** **Humanities in Western Civilization I**

A survey of the humanities from ancient Greece through the Italian Renaissance.

HUMN 202 **5 credits**
Humanities in Western Civilization II

A survey of the humanities from the Renaissance through the 20th century.

HUMN 206 **5 credits**
Symbolism and Mythology

A study of the meaning, value and scope of symbolism and myth.

Industrial Electronics

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 096 or MATH 093 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**
Intro to Computerized Controls and PLCs

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.

ELTRO 202 **2 credits**
Intro to National Electric Code (NEC)

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.

ELTRO 210 **5 credits**
Programming Software for PLCs

Course focuses on development, design and implementation of advanced programming ladder logic software and subroutines to perform industrial control processes and applications. Data organization, file management, relay instructions, comparisons, sequencers and PID control will be introduced and applied through hands-on exercises. Prerequisites: ELTRO 132.

ELTRO 220 **3 credits**
Control Devices and Motor Drives

The theory of operation, calibration and troubleshooting of common control valves, actuators and motor drives, including electronic variable frequency drives (VFDs) and variable speed drives (VSDs). Prerequisite: ELTRO 210.

ELTRO 221 **5 credits**
Graphic Interface Programs for PLCs

Covers elements of drag-and-drop, relaxed editor, programming and using graphics for touch-screen technology, and how to program symbolically for reusable ladder development. Includes use of software to create human machine interface (HMI/MMI) technologies, object-oriented animated graphics, and enhanced trending, alarming, derived tag creation and event detection. Prerequisite: ELTRO 210

ELTRO 223 **3 credits**
Programming Software for Tag-Based PLCs

Focuses on the development, design and implementation of advanced programming ladder logic using tag-based data organization. Class focuses on the useful "tag-naming" of PLC outputs, inputs and their use in PLC logic. Tag-naming enables students to construct PLC programs that are readable and understandable by tradespersons across industry. Prerequisites: ELTRO 132.

ELTRO 230 **5 credits**
Programmable Logic Controller Networks

Introduces the many networks for online communications, including Serial, ControlNet, DeviceNet, Profibus and Ethernet networks. Also use network technology to multicast input devices, share data between controllers and control remote I/O. Prerequisite: ELTRO 220.

ELTRO 231 **5 credits**
Troubleshooting Electronic PLC Control Systems

Learn procedures for isolating and safely correcting problems in an industrial electricity/electronics system. Includes editing, uploading, downloading, saving and restoring PLC programs, and interpreting basic ladder logic instructions. Hands-on practice uses actual electronic controls and PLC system workstations. Prerequisites: ELTRO 210.

ELTRO 240 **5 credits**
Industrial Hydraulics and Pneumatics

Introduction to hydraulic and pneumatic systems, fluids, pumps, sensors, control devices, control valves, hydraulic cylinders, and receiver controllers. Includes system energy requirements, hydraulic and pneumatic logic, and the requirements and examples for interfacing into electronic Programmable Logic Controllers (PLC) automation controllers.

ELTRO 196/296 **1-5 credits**
Cooperative Work Experience

Designed to provide students with additional on-the-job practical field experience related to electrical and electronic industries. One credit is earned for each five hours of work experience per week. Variable credit. Prerequisite: instructor's permission.

Industrial Technology

INDT 100 3 credits Introduction to Aerospace Electronics

Introduction to careers in aerospace and related industries. Hands-on practice in basic electrical/electronic laboratory procedures including measurement, meters, use and maintenance of other tools and equipment. Emphasizes personal safety and maintaining a safe workplace.

INDT 107 5 credits Introduction to Turning Operations

An introductory course focusing on the history, purpose and safe operations of turning equipment, primarily the lathe and associated tooling. Students will learn machine limits, modern and historic practices, as well as construct assigned projects. Emphasis on tool speeds, feeds and proper material selection.

INDT 108 5 credits Introduction to Milling Operations

An introductory course focusing on the history, purpose and safe operations of milling equipment (mills) and associated tooling. Students will learn machine limits, modern and historic practices, as well as create instructor-assigned projects. Emphasis on tool speeds, feeds and proper material selection. Prerequisites: none (INDT 107 preferred).

INDT 109 5 credits Machine Tool Making

An intermediate course focusing on the creation of machine tooling for both lathes and milling machines. The course focus will include: metallurgy, heat treatment, cutting geometry, bit sharpening, holders and unique tooling from the past. Prerequisites: INDT 107 and 108.

INDT 110 5 credits Intro to G&M-Code

Introductory course in code programming language (G-Code and M-code). Will explore the many applications of computer numeric (CN) engineering languages; with a strong emphasis on its application in the machining industry for control of Computer Numerical Control (CNC) machines. Include hands-on labs in basic CNC machining. Prerequisites: INDT 107 and INDT 109 or previous machining experience.

INDT 135 5 credits Metal Fabrication I

Designed to introduce commonly used metal fabrication techniques. Including but not limited to: measuring instrumentation, metal preparation, welding, machines (drills, saws, grinders, mills and lathes) and metal bending devices. Emphasis placed on the safe use of tooling, preplanning and fabrication of structurally sound projects. Prerequisite: WELD 128.

INDT 136 3 credits Metal Fabrication II

Introduces an intermediate level of fabrication techniques such as measurement instrumentation, metal preparation, welding, machines (drills, saws, grinders, mills and lathes) and metal benders. Emphasis is placed on the safe use of tooling, pre-planning and fabrication of structurally sound projects. Prerequisites: INDT 135.

INDT 164 5 credits Plant Maintenance

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 210 5 credits Programming CNC Machines 1

Intermediate course that explores specific programming languages including, but not limited to, those used by Mazak, Mori Seiki, Fanuc and Haas. Focuses on basic "M" and "G" codes associated with those languages. Includes lab component in which students complete projects using several languages and brands of machinery. Prerequisites: INDT 110 or previous CNC machining experience.

INDT 220 5 credits CNC Machining Project Lab

Project lab course in which students demonstrate and build proficiency in CNC machining skills. Students and instructor will agree on complicated project that student will create. Detailed plan of action, demonstration of safe and proper use of CNC machinery, detailed CAD type drawing and detailed portfolio included in grading rubric. Prerequisites: INDT 210.

INDT 221 5 credits Conventional Machining Project Lab

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. Detailed plan of action, demonstration of safe and proper use of conventional machinery, and detailed portfolio included in grading rubric. Prerequisites: INDT 107 and 109.

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 permission.

INDT 252 3 credits Machining Capstone Project

Students will demonstrate cumulative knowledge of CNC and conventional machining skills. Students will create a portfolio, present a project, explore potential job opportunities, create resumés, fill-out applications and plan their career path. Prerequisites: INDT 220.

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 permission.

Japanese

JAPN& 121 Japanese I

5 credits

To develop students' communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level.

JAPN& 122 Japanese II

5 credits

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 Japanese III

5 credits

Continuation of Japanese II. This course deals with more grammatical aspects of Japanese language than Japanese II. However, the primary objective is still to develop 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 Japanese IV

5 credits

Continuation of JAPN& 123, 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 Japanese V

5 credits

Continuation of JAPN&221, 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. Prerequisites: JAPN& 221 or instructor's signature.

JAPN& 223 Japanese VI

5 credits

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 Introduction to Journalism

5 credits

An introduction to American journalism emphasizing reporting, interviewing and writing, and journalism history, law and ethics. Lectures, class discussions and guest speakers introduce students to the fundamentals of journalism. Prerequisites: assessment score for ENGL& 101 level.

Latin

LATN 101 Latin I

5 credits

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 Latin II

5 credits

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 Latin III

5 credits

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 Conversational Latin Workshop

1-4 credits

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 Conversational Latin Workshop

1-4 credits

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 Computer Research Skills

2 credits

Covers the basic skills necessary to acquire and use information from a variety of electronic sources. Students will survey the types of information available via the WVC library computer network and the Internet with an emphasis on practical research skills. Prerequisite: basic computer skills are recommended.

LIBR 105 Learning for the 21st Century

5 credits

Develops a framework for online research and builds skills for successful online learning. Through quarter-long research projects, examine strategies for locating, evaluating and applying information resources in the research process and explore information issues such as censorship, intellectual property and freedom of information. Independent library field trip required. Prerequisites: eligibility for ENGL& 101 and basic computer skills.

Manufacturing Technology

MANU 105 5 credits Manufacturing Graphics

Provides basic knowledge and skill in reading typical shop drawings and prints common to manufacturing and the machinist trade. Includes Geometric Dimensioning & Tolerancing (GDNT) procedures and techniques that use an orthographic system of projection to allow visualization of machined and fabricated parts. Prerequisites: INDT 107 and 109.

MANU 110 3 credits Modern Manufacturing Technology

Explores various manufacturing techniques used by production shops, and repair and support industries. Course topics include: Lean Manufacturing, 5-S and processes learned from the auto industry. Evidence for techniques will be demonstrated by lab exercises.

Mathematics

MATH 090 5 credits Basic Mathematics

Covers basic operations of adding, subtracting, multiplying, dividing; powers and roots with whole, fractional, and decimal numbers. Introduces adding, subtracting, multiplying and dividing with signed numbers. Covers ratios/proportions and percents. For students who need a firm foundation in math before pursuing academic objectives and/or higher level math. Calculators not allowed. Prerequisites: appropriate ABE or placement score.

MATH 093 5 credits Pre Algebra

The course is designed for students transitioning between arithmetic and 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. Prerequisites: "C" or better in MATH 090 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: "C" or better in MATH 093 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 and absolute value functions; simplifying radical expressions, solving systems of linear inequalities; evaluating logarithms; finding the vertex of a quadratic function. Prerequisites: a "C" or better in MATH 098 or appropriate placement recommendation.

MATH 100A 5 credits Technical Math for Allied Health

Applied mathematics course for allied health students. Interpreting and

computing dosages. Topics include fractions, percentages, measurement systems including time and temperature, unit conversions, oral, parenteral, IV and pediatric dosages. Topics from statistics and the TEAS test are also included. Not intended for students transferring to a four-year college. Prerequisites: MATH 096 or MATH 098 with a "C" (2.0) or better or appropriate placement score.

MATH 100T 5 credits Technical Math for Industrial Fields

Applied course in mathematics for industrial fields. Topics include proportions, formulas, conversions, geometry and basic trigonometry and their applications to industry. Not intended for the student planning to transfer to a four-year college. Prerequisites: MATH 096 or MATH 096B or MATH 093 with a "C" (2.0) or better or appropriate placement score.

MATH& 107 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 appropriate placement score.

MATH 140 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 appropriate placement score/criteria.

MATH& 141 5 credits Precalculus I

Functions and their graphs (including elementary, exponential and logarithmic functions, and the conic sections) and their inverses in the context in which they are used in calculus. Work with graphing calculators will be integrated into the course. Prerequisites: MATH 099 with a "B" or better, MATH 140, or appropriate placement score.

MATH& 142 5 credits Precalculus II

Introduction to trigonometric functions as they relate to the unit circle and right triangle. Graphs of the functions, applications, problem solving, identities, inverse functions, complex numbers, vectors and analytic geometry including polar coordinates and parametric equations. The basic concepts of sequences and series will be covered. Prerequisites: MATH & 141 or MATH 140 with a grade of "C" (2.0) or better or appropriate placement score.

MATH& 146 5 credits Introduction to Stats

Fundamental concepts and applications of descriptive and inferential statistics. Includes measures of central tendency and variability, statistical graphs, probability, the normal distribution, hypothesis testing, confidence intervals, 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 appropriate placement score.

MATH& 148 **5 credits**
Business Calculus

Differential and integral calculus designed for students majoring in business administration, social sciences and other programs requiring a short course in calculus. Work with graphing calculators will be integrated into the course. Prerequisites: MATH 140 or MATH 141 with “C” (2.0) or better or appropriate placement score.

MATH& 151 **5 credits**
Calculus I

Introduction to limits, derivatives, higher-order derivatives and implicit differentiation. Applications involving maximums and minimums, and related-rates. Analysis of graphs of functions. Prerequisites: MATH& 142 with a “C” (2.0) or better or appropriate placement score.

MATH& 152 **5 credits**
Calculus II

Definite and indefinite integrals, techniques of integration. Application of the integral to areas, volumes and work problems. Derivatives and antiderivatives of the transcendental functions. Prerequisite: MATH& 151 with a “C” (2.0) or better.

MATH& 153 **5 credits**
Calculus III

More techniques and applications of integration. Parametric equations and polar coordinates, vectors and vector-valued functions, infinite series and sequences. Prerequisite: MATH& 152 with a grade of “C” (2.0) or better.

MATH& 171 **5 credits**
Math for Elementary Educators I

First of three math courses intended for elementary educators. Topics include number theory, mathematical problem solving, real number systems, arithmetic operations and functions. Other topics related to math instruction at the Pre-K-8 level will be included. Hands-on activities are incorporated. Prerequisites: appropriate assessment score, or a grade of “C” (2.0) or higher in MATH 099 or a college-level math class. Evidence of competency in MATH 099 is required for this course to transfer.

MATH& 172 **5 credits**
Math for Elementary Educators II

Second of three math courses intended for elementary educators. Topics include two dimensional geometric shapes and their properties, angle measures, areas and perimeters, three dimensional figures, geometric construction, similar triangles, graphing in the coordinate system, trigonometric functions and tessellations. Hands-on activities are incorporated. Prerequisites: MATH& 171 with a grade of “C” (2.0) or better.

MATH& 173 **5 credits**
Math for Elementary Education III

Third of three math courses intended for elementary educators. Topics include arithmetic operations on real numbers as decimals and rational numbers; proportions; percents and their applications; probability; counting; data analysis and descriptive statistics. Hands-on activities are incorporated. Prerequisites: MATH& 171 with a grade of “C” (2.0) or better or instructor permission.

MATH 200 **5 credits**
Finite Mathematics

Survey of the essential quantitative ideas and mathematical techniques used in decision making in a diversity of disciplines. Includes systems

of equations and matrices, linear programming, finance, probability and its uses. Additional topics may be included. Graphing calculators will be integrated into the course. Prerequisites: MATH 097 or MATH 099 with a grade of “C” (2.0) or better or appropriate placement score.

MATH 211 **5 credits**
Linear Algebra

Studies matrices, determinants, systems of equations, vector spaces including row, column, null and nullspace of the transpose, orthogonality, inner product spaces, least square solutions, eigenvalues/eigenvectors, transformation matrices, dynamical systems and diagonalization. Geometrical understanding will be emphasized. Applications in business, computer science and engineering and an introduction to proofs. Prerequisites: MATH& 152 or instructor permission.

MATH 238 **5 credits**
Differential Equations

Modeling with and solving of first- and higher-order ordinary differential equations, systems of linear equations, Laplace Transforms and series solutions of linear differential equations. Methods include numerical, qualitative and analytic approaches. The course will include modeling applications in engineering, chemistry and population studies. Prerequisites: MATH& 152 or instructor permission.

MATH& 254 **5 credits**
Calculus IV

Multivariable calculus, vector functions, vector fields, gradients, functions of several variables, double and triple integrals in rectangular, polar, cylindrical, and spherical coordinate systems, line and surface integrals, Green’s Theorem, curl and divergence, Divergence Theorem, Stokes’ Theorem. Prerequisites: MATH &153 with a grade of “C” (2.0) or better or appropriate placement score.

Medical Assistant**HCA 110** **5 credits**
Medical Office I

Beginning skills for use in the business/medical office, including computers, reception, appointment scheduling, office mail, telephone skills, medical filing, medical coding and insurance forms. Prerequisites: acceptance into the medical assistant program or instructor signature.

HCA 111 **5 credits**
Body Structure and Function

Study of body structure and function of body systems and related diseases commonly associated with each system. Diagnostic and laboratory procedures used for diagnoses are discussed throughout the course. Prerequisite: acceptance into the medical assistant program or instructor signature.

HCA 112 **5 credits**
Pharmacology

Basic concepts of pharmacology, including basic drug categories and use of most commonly prescribed medications in the medical office. Includes a review of math concepts related to medications, dose calculations, administration principles, injection preparation and site choice, and safety practices associated with medication administration. Prerequisite: acceptance into the medical assistant program or instructor’s signature.

HCA 113 **1 credit**
HIV/AIDS Education

Meets requirements of the AIDS Omnibus Bill passed by the Washington state Legislature regarding HIV/AIDS education for employees working in a health-care setting. OSHA's bloodborne pathogens standard concerning universal precautions is emphasized. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 115 **7 credits**
Clinical Procedures I

Introduction to clinical procedures for the medical office, including taking a medical history, exam room preparations, vital signs and measurements, assisting with minor surgery, medical asepsis and infection control, universal precautions for blood and body fluids, principles of rehabilitation and charting. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 116 **3 credits**
Office Communications

Includes integrated computer applications and development of professional written communication skills for use in the medical office, and principles of customer relations. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 118 **2 credits**
Medical Law and Ethics

Study of workplace legalities, including a basic overview of the legal system and legal and ethical considerations for the medical assistant in the medical office. Topics include medical records, management, medical contracts, concepts of health-care reform and workplace responsibilities, including confidentiality, informed consent and patient rights. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 120 **5 credits**
Medical Office II: Advanced Office Skills

Develops advanced skill in the use of computer systems for office billing procedures, including established accounts, accounts receivable and accounts payable, payroll inventory control, collections, and purchasing. Explores the basic types of medical insurance, study of claims processing and third-party reimbursement. Prerequisites: HCA 110 or instructor's signature.

HCA 125 **7 credits**
Clinical Procedures II

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. Prerequisites: acceptance into the medical assistant program and continued good standing in program.

HCA 135 **7 credits**
Clinical Procedures III

General introduction to the medical laboratory and use of the microscope. Topics of study include principles of safe specimen collection, handling and testing, phlebotomy, introduction to microbiology and hematology with special attention given to CLIA waived testing, urinalysis, principles of safe medication administration, and care of the diabetic patient. Prerequisites: acceptance into the medical assistant program, continued good standing in program.

HCA 260 **8 credits**
Externship for Health Care Assistants

Application of knowledge and skill in an unpaid experience in a medical office (160 hours). Prerequisites: HCA 115, 125, 135.

HCA 265 **2 credits**
Externship Seminar

Focus is on the externship experience (HCA/MA 260) and transitioning from student to professional medical assistant. Prerequisite: concurrent enrollment in HCA 260.

Medical Laboratory Technology**MLT 100** **1 credit**
Introduction to Medical Laboratory Technology

Survey of the varied responsibilities connected with the medical and medical technology fields. For students interested in exploring employment opportunities in medical, molecular biology, industrial and research laboratories.

MLT 101 **1 credit**
Introduction to MLT

Presentations and discussions designed to help the student understand the important role medical laboratory technicians play in the diagnosis and treatment of disease. Prerequisite: MLT 100 or concurrent enrollment.

MLT 102 **1 credit**
Phlebotomy

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 and MLT 101.

MLT 150 **4 credits**
Basic Lab Theory

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 **3 credits**
Basic Lab Practice

Introduction to the fundamental skills and procedures necessary in the clinical laboratory, including all of the practical laboratory tasks associated with the topics listed for MLT 150. Prerequisites: acceptance into the medical laboratory technology program, MLT 102 and concurrent enrollment in MLT 150.

MLT 210 **12 credits**
Clinical Experience I

Practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 150 and 151, or equivalent.

MLT 213 **7 credits**
Hematology

In-depth training in the practical and theoretical subjects associated

with hematology, hemostasis, immunology, serology and immunochemistry. Prerequisites: BIOL& 242 and concurrent enrollment in MLT 210 and MLT 214.

MLT 214 **3 credits**
Hematology Lab

Basic techniques of blood cell recognition and enumeration; typical serological and blood banking procedures are practiced. Blood coagulation studies practiced with results correlated to diagnosis of diseases of the blood. Prerequisites: MLT 151 and concurrent enrollment in MLT 213.

MLT 220 **12 credits**
Clinical Experience II

Continuing practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 210 and concurrent enrollment in MLT 223.

MLT 223 **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, parasitology and mycology with simulated clinical specimens evaluated and the offending microbe identified. Prerequisites: BIOL& 260 and concurrent enrollment in MLT 223.

MLT 230 **12 credits**
Clinical Experience III

Continuing practical on-the-job training in different departments. Rotation through the laboratory, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 220 and concurrent enrollment in MLT 233.

MLT 233 **7 credits**
Clinical Chemistry and Urinalysis

Fundamentals of chemical analysis and urinalysis procedures in the medical laboratory. Emphasis on proper use and care of equipment, safety procedures, recognition of sources of error, and the use of a variety of statistical tools as part of a quality-assurance program. Prerequisites: CHEM& 131, BIOL& 242 and concurrent enrollment in MLT 230 and MLT 234.

MLT 234 **3 credits**
Clinical Chemistry Lab

Practice of chemical analysis and urinalysis procedures in wide use in the medical laboratory, using visual methods, spectrophotometry, potentiometry, reflectance spectrophotometry and kinetic assays. Prerequisites: CHEM&131 and concurrent enrollment in MLT 233.

MLT 240 **12 credits**
Clinical Experience IV

Continuing practical on-the-job training in different departments with some opportunities to return for additional training in those areas where instructors feel it is needed. Rotation through the laboratory departments under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 230.

Meteorology

METR 110 **5 credits**
Earth's Changing Climate

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 **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 096 or MATH 093 or higher.

Music

MUS 100 **5 credits**
Introduction of Music

Introduction to music theory. Emphasis on fundamental concepts, including notation, simple and compound meter, rhythm, major and minor scales (three forms), key signatures, simple and compound intervals, triads (major, minor, diminished, augmented), simple keyboard harmony, and sight singing of simple diatonic melodies.

MUSC& 105 **5 credits**
Music Appreciation

Humanities option for the music or non-music major. Lectures, readings, recordings, video presentations, guest artists and live concert attendance with emphasis on guiding students to musical understanding and appreciation of the musical styles and forms of Western music from the late Renaissance through the 20th century.

MUS 110 **1 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 **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 **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
Jazz History****5 credits**

A non-music major humanities course designed to trace the development of jazz from its roots to its contemporary modern styles.

**MUS 114
Survey of Rock: History of Rock Styles****3 credits**

A non-music major humanities course designed to trace the development of rock musical styles from roots in American pop music, blues and jazz to modern underground and alternative rock styles in the mid-1990s.

**MUS 116
Introduction to the Music/Audio Technology I****5 credits**

An introduction and overview to industry music/audio technology. Receive theoretical and practical experience in acoustics, MIDI, digital sequencing, non-destructive digital recording and electronic music publishing. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100, basic computer literacy.

**MUS 120
Voice Class Instruction****1 credit**

Introduction to the principles of voice production, vocal literature, techniques and stage presence, including basic preparation for solo performance. Class members may perform in public. Knowledge of notation and rhythm is expected or concurrent enrollment in MUSC& 121 is suggested. May be repeated for credit.

**MUSC& 121
Ear Training 1****2 credits**

Fundamental ear training includes intervals, major and minor scales, triads, and seventh chords in root and inverted positions, dominant seventh chords in same, 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
Ear Training 2****2 credits**

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
Ear Training 3****2 credits**

Continuation of Ear Training 2 with emphasis on triads and seventh chords in all inversions. Harmonic dictation to include modulations to near-related keys, nonharmonic tones, secondary dominants, altered chords and augmented sixth chords. Melodic dictation to include chromatic tones; rhythmic dictation to include complex examples in simple, compound and mixed meters. Prerequisites: MUSC& 122 or instructor's signature. Must be taken concurrently with MUSC& 133.

**MUS 125
Piano Class Instruction****1 credit**

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.

**MUSC& 131
Music Theory 1****3 credits**

Develops an understanding of elementary compositional techniques. Emphasis on the structure of tonality, triads in all inversions (doubling and spacing), voice leading, seventh chords, phrase structure and cadences, nonharmonic tones, harmonic progression, and basic techniques of harmonization. Prerequisites: knowledge of basic music notation or instructor's signature. Must be taken concurrently with MUSC& 121.

**MUSC& 132
Music Theory 2****3 credits**

Continuation of MUSC& 131 with emphasis on triad and seventh chord inversions, nonharmonic tones and the harmonization of melodies. Student compositions are performed by a lab choir. Further emphasis on secondary dominants and analysis techniques. Prerequisites: MUSC& 131 or instructor's signature. Must be taken concurrently with MUSC& 122.

**MUSC& 133
Music Theory 3****3 credits**

Continuation of MUSC& 132, formerly MUS 107, with a working knowledge of triads and seventh chords in major and minor modes, modulations to near related keys, nonharmonic tones, and the harmonization of melody. Further emphasis on cadences, secondary dominants, analysis, chromatic harmony, altered chords and augmented sixths. Prerequisites: MUSC& 132 or instructor's signature. Must be taken concurrently with MUSC& 123.

**MUS 145
Brass Class Instruction****1 credit**

An introductory master class that covers the principles of brass instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100.

**MUS 146
Woodwind (single reed) Class Instruction****1 credit**

An introductory master class that covers the principles of woodwind (single reed) instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100.

**MUS 161
Community Chorus****1 credit**

Choral singing open to all students. No audition required. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary.

**MUS 170
WVC Chamber Choir****2 credits**

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 173
Mariachi Music****2 credits**

Traditional Mexican mariachi music; violin, trumpet, guitar, guitarron,

vihuela and voice. Learn traditional techniques and forms including the “son,” ranchera, bolero, huapango and polka. Prerequisites: prior mariachi performance experience required and instructor’s signature.

MUS 174 **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 **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 **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 **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 **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 **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 **1 credit**
Piano Class Instruction

Continuation of MUS 125 for those students desiring to learn more advanced playing techniques. May be repeated for credit. Prerequisite: MUS 121 or MUS 125 or the equivalent or instructor’s signature.

MUSC& 241 **5 credits**
Music Theory 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 **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 **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 **1 credit**
Community Chorus

Choral singing open to all students. No audition required. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary.

MUS 270 **2 credits**
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 273 **2 credits**
Mariachi Music

Traditional Mexican mariachi music; violin, trumpet, guitar, guitarron, vihuela and voice. Learn traditional techniques and forms including the “son,” ranchera, bolero, huapango and polka. Prerequisites: prior mariachi performance experience required, instructor’s signature.

MUS 274 **1-2 credits**
Jazz Ensemble

Preparation and performance of jazz ensemble literature. Open to all students. The WVC Jazz Ensemble performs several concerts each term. Students are to bring their own instruments. May be repeated for credit. Prerequisites: prior instrumental and ensemble proficiency required.

MUS 275 **1-2 credits**
Instrumental Ensemble

Preparation and performance of varied instrumental literature with

the Wenatchee Valley Symphony or other local professional or semiprofessional instrumental ensembles in the greater Wenatchee area. This may include the British Brass Band, the Wenatchee Big Band and others. 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 277 **1-2 credits**
Guitar Orchestra

Advanced preparation and performance of music for guitar orchestra. Course will focus on advanced ensemble, technical and interpretive skills. 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 permission. Audition may be required.

Native Language

NAL 101 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 **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 accurately and safely in an outdoor workplace and to perform map and field calculations required for effective and safe natural resource field work. Includes field use of maps and GPS (global positioning systems) and a brief introduction to GIS (Geographical Information Systems) in natural resource management.

NATR 103 **3 credits**
Field Safety and Preparedness

Preparation for safe and efficient natural resource field work through understanding of when, where and how to safely use field equipment and tools. Emphasizes awareness of situational safety issues in the human and non-human environment. Includes field application of tools and equipment commonly used in natural resource jobs.

NATR 108 **3 credits**
Exploring Natural Resources Management

A panoramic view of ecosystems, current topics, primary organizations and professions in modern natural resources management. Lectures, discussions and extensive field activities survey this diverse industry. Use career assessment and planning tools,

such as educational portfolio development, to create a strategy for your professional future.

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 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 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 **8 credits**
Nursing Assistant: Basic Patient Care

Introduction to the basic skills and knowledge required for competency as a caregiver in accordance to WAC 246-842-100 for nursing assistants. Includes instruction of personal-care skills, roles and responsibilities of nursing assistants, communication skills, 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. Formerly NURS 90.

NURS 101 **6 credits**
Foundations of Nursing Practice

This course is the introductory course which serves as the foundation for subsequent program courses. Cognitive, affective and psychomotor skills are introduced that enable the student to identify and begin to meet the basic needs of patients. NURS 101L is the clinical lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101L and PCOL 101.

NURS 101L **6 credits**
Nursing 101 Foundations of Nursing Practice Lab

This course provides introduction to and practice of nursing skills and concepts in the lab and clinical setting to gain proficiency for delivery of patient-centered care. This course will integrate concepts associated with the core themes of the nursing program. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101 and PCOL 101.

NURS 102 **6 credits**
Nursing Concepts I: NURS 102

This course introduces students to care of common, acute and chronic

illnesses across the lifespan that affect various systems of the body. The normal aspects of maternal and pre-natal health and common risks and complications will be introduced. NURS 102L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102L and PCOL 102.

NURS 102L **6 credits**
Nursing Concepts I Practice Lab

This course will enable students the learn and practice nursing skills and concepts in the lab and clinical setting to gain proficiency for delivery of safe, patient-centered care. Application of these concepts will be provided for in a variety of settings and students will be assigned to care for at least one patient. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102 and PCOL 102.

NURS 103 **6 credits**
Nursing Concepts II: NURS 103

This course focuses on prioritizing patient-centered care for adults with common chronic health problems within more complex body systems, building upon concepts introduced in Nursing Concepts I. NURS 103L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 103L and PCOL 103.

NURS 103L **6 credits**
Nursing 103L Nursing Concepts II Practice Lab

This course focuses on the prioritization of patient-centered care for children and adults with common acute and chronic health problems. Clinical experiences with 1-2 patients each week coupled with simulation experiences will assist students in the development of evidenced based clinical decision-making skills to promote optimal patient outcomes. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 103 and PCOL 103.

NURS 104 **6 credits**
Nursing Concepts III: NURS 104

This course focuses on the medical-surgical management of patients with acute and chronic pathological processes throughout the lifespan and builds on Nursing Concepts I and II. Application of mental health; promotion, maintenance and restoration of health will be introduced. NURS 104L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 104L and PCOL 104.

NURS 104L **6 credits**
Nursing 104L Nursing Concepts III Practice Lab

This course is the clinical component for Nursing 104: Nursing Concepts III. Clinical experiences include applications of mental health concepts in the state hospital clinical site. Collaboration and delegation concepts are applied in the acute care or long-term care setting where students care for a minimum of 2 patients. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 104 and PCOL 104.

NURS 112 **2 credits**
Nursing Success

Designed to integrate study skills and nursing knowledge. Students will learn to use knowledge of their personal learning style to adapt lecture information, reading assignments and methods of study. Includes how to improve academic performance using a variety of resources, practice and application of the nursing process. Prerequisites: concurrent enrollment in NURS 101 and 101L.

NURS 113 **1 credit**
Nursing Success

Designed to integrate hands-on clinical practice and nursing knowledge. Includes how to improve academic and clinical performance using a variety of resources, practice and application of the nursing process. Prerequisite: concurrent enrollment in NURS 102.

NURS 114 **1 credit**
Nursing Success

Designed to integrate hands-on clinical practice and nursing knowledge. Includes how to improve academic and clinical performance using a variety of resources, practice and application of the nursing process. Prerequisites: concurrent enrollment in NURS 104 and 104L.

NURS 190 **6 credits**
LPN Transition

Theory and clinical portions of selected areas of nursing knowledge and competencies from first-year curriculum for LPNs entering second-year nursing after time away from the classroom. Includes Orem's theoretical framework, nursing process, medication management and selected areas of nursing practice presented to the student to review as a lifelong learner. Prerequisites: ENGL& 101; HS CHEM; MATH 100; BIOL& 221, 222, 223; NUTR 115; PCOL 110; PSYC& 100, 200; LPN accepted as a transitional student.

NURS 201 **6 credits**
Advanced Concepts I

This course focuses on management of patients with common acute and chronic pathological processes across the lifespan. This course will also introduce principles of nursing leadership and provide an opportunity for the student to explore the transition from student to LPN and to RN. NURS 201L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 201L.

NURS 201L **6 credits**
Advanced Nursing Concepts I Practice Lab

This course will utilize informational technology to collect and synthesize data when making safe and optimal clinical judgments. Clinical experience in acute care setting with 2-3 patients each week coupled with clinical simulation allows the student to apply concepts from previous courses. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 201.

NURS 202 **6 credits**
Advanced Nursing Concepts II

This course focuses on the collaborative management of patients with common acute and chronic pathological processes across the lifespan and builds upon Advanced Concepts I. This course will also introduce principles of Therapeutic Nutrition to be applied to patient care across the lifespan to promote optimal patient outcomes. NURS 202L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202L.

NURS 202L **6 credits**
Advanced Nursing Concepts II Practice Lab

This course provides clinical experience in advanced medical surgical nursing. Application of these concepts will continue in both the simulation laboratory and the clinical setting which may include community health and acute care settings. Students will have the opportunity to participate in health teaching and learning activities. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202.

NURS 203 **6 credits** **Advanced Concepts III**

This course focuses on nursing management of patients with complex, multi-system acute and chronic processes throughout the lifespan. Students will use their knowledge of growth and development concepts to adapt care from birth to death. Health-care concepts in the community setting will be introduced. NURS 203L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203L.

NURS 203L **6 credits** **Advanced Nursing Concepts III Practice Lab**

This course focuses on nursing management of patients with complex, multi-system acute and chronic pathological processes throughout the lifespan. Students collaborate with the health-care team to provide compassionate care and facilitate optimal patient 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.

NURS 210 **1 credit** **Senior Seminar I**

Employs patient-care scenarios to enhance the continued development of critical thinking. The critical thinking activities promote application of holistic concepts, health-care promotion and illness prevention. Course is organized around Orem's conceptual framework. Prerequisites: concurrent enrollment in NURS 201 and 201L.

NURS 214 **1 credit** **Senior Seminar II**

The seminar prepares the student for entry level into the workforce. It explores issues affecting current nursing practice. Scenarios, role play, discussion and modeling of professionalism will be used. Prerequisites: concurrent enrollment in NURS 203.

Nutrition

NUTR 101 **5 credits** **Introduction to 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.

Occupational Education

OCED 080 **1-5 credits** **Basic Literacy for Span speaking IBEST students**

For Spanish-speaking students either in, preparing to enter or have completed an I-BEST program of study but need to obtain a GED to obtain professional certification. The CONEVyT curriculum prepares students for the Spanish language GED. The curriculum is available both in Web-based and print formats. Prerequisites: admission to I-BEST program.

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 130 **4 credits** **Industrial Safety**

This course informs students of hazards and related safety procedures in industrial facilities such as mills, smelters, power generation plants and packing facilities. First aid and CPR certifications will be given to successful students. Proper fire extinguishing techniques, MSDS, Lock-out Tag-out procedures, chemical safety, PPE and accident reporting are embedded.

Oceanography

OCEA& 100 **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

PCOL 101 **1 credit** **Pharmacology in Nursing I**

Explores pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drugs. The nurse's legal role and scope of practice related to administration and monitoring of medications will be discussed. Considerations related to patient age, condition and route of administration will be presented. Safety concerns related to medication administration including accurate dosage calculation and conversions. Prerequisite: concurrent enrollment in NURS 101 and NURS 101L.

PCOL 102 **1 credit** **Pharmacology in Nursing II**

Using a body systems approach, this course continues to explore the pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drugs. The nursing role in patient safety, documentation and patient education related to medication administration will be covered. Medications used to prevent or treat chronic illness will be discussed. Prerequisites: concurrent enrollment in NURS 102 and 102L.

PCOL 103 **1 credit** **Pharmacology in Nursing III**

Using a body systems approach, this course continues to explore the pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drugs. Special considerations of drug administration from conception across the lifespan will be highlighted. Safety concerns related to medication administration including dosage calculations based on weight will be presented. Prerequisites: concurrent enrollment in NURS 103 and 103L.

PCOL 104 **1 credit** **Pharmacology in Nursing IV**

Builds on the foundation from PCOL 101, PCOL 102 and PCOL 103. Administering medications safely via the intravenous route and evidence-based best practice will be addressed. The nurse's responsibility in IV drug administration, complications and potential drug interactions will be discussed. Prerequisites: concurrent enrollment in NURS 104 and 104L.

Philosophy

PHIL& 101 5 credits Introduction to Philosophy

Introduction to the various branches of philosophy, including metaphysics, the theory of knowledge and ethics. Major philosophers from the Greek, Roman, North African, European and American experiences are studied.

PHIL& 115 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 210 5 credits Philosophy of Religion

Philosophical examination of religion, especially of the theistic worldview. Topics include the nature and knowledge of God, faith and reason, religious knowledge, life after death, miracles, and the problem of evil.

PHIL 211 5 credits Introduction to Ethics

Survey of the ethical perspectives of various philosophers in the context of current ethical issues. How our ideas about freedom, responsibility and values have an impact on ethical and moral decisions. Students are encouraged to develop their own ethical thinking.

PHIL 275 5 credits Comparative World Religions

Survey of major world religions, focusing on the Egyptian, Hebrew, Indian, Japanese and Chinese religions. Other religions are considered as time permits.

Physical Education - Activity Courses

PEH 101 1 credit Total Conditioning: Zumba/Body Blast

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. Nutrition and diet 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 2 credits Total Conditioning: Zumba/Body Blast

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. Nutrition and diet 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 103 1 credit Body Conditioning: Weight Training

Focuses on two areas: basic weight training for learning the proper techniques and safety, and power weight training for students to continue a regular lifting program. Provides an opportunity for

rehabilitation of injuries. Prerequisite: orientation.

PEH 104 2 credits Body Conditioning: Weight Training

Focuses on two areas: basic weight training for learning the proper techniques and safety, and power weight training for students to continue regular lifting programs. Provides an opportunity for rehabilitation of injuries. Prerequisites: orientation.

PEH 112 1 credit Functional Movement Training for the Athlete

Designed as an off-season functional conditioning class for WVC athletes. Course focus will be dictated by the demands of the individual sports.

PEH 114 1 credit Bowling

Basic skills and techniques to help provide enjoyment and satisfaction, whether participating on a recreational or more competitive level.

PEH 115 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.

PEH 116 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.

PEH 118 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.

PEH 119 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.

PEH 120 1 credit Beginning Fencing

Designed to introduce the basic skills of fencing. Learn footwork, offensive and defensive moves to be utilized in fencing bouts.

PEH 121 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.

PEH 122 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.

PEH 123 **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.

PEH 124 **1 credit**
Intermediate Yoga

Students will refine and deepen their knowledge of yoga poses and alignment. Students will master challenging poses for balance, strength and stability, as well as learning 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. Prerequisites: PEH 122.

PEH 125 **1 credit**
Golf

Basic skills, knowledge and techniques of golf. Introduces and prepares beginning golfers for a lifetime sport.

PEH 126 **1 credit**
Beginning Racquetball

Principle facets of racquetball. Basic foundations of stroke technique and rules interpretation, including game and tournament strategy as well as court safety. Prerequisites: complete physical exam or doctor's permission for students age 40 and older.

PEH 142 **1 credit**
Cross Fit Conditioning

Cross Fit Conditioning is designed for the student that wants to have a challenging and high intensity weight program. Emphasis will be on proper fundamentals of lifting with weights, TSX bands and the student's own body weight. Prescriptive and descriptive programs designed for the student after pre-assessment of student's results.

PEH 143 **2 credits**
Cross Fit Conditioning

Cross Fit Conditioning is designed for the student that wants to have a challenging and high intensity weight program. Emphasis will be on proper fundamentals of lifting with weights, TSX bands and the student's own body weight. Prescriptive and descriptive programs designed for the student after pre-assessment of student's results.

PEH 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 session with an emphasis on safety.

PEH 150 **1 credit**
Beginning Tennis

Fundamental skills of the game, the rules of play and accepted course etiquette.

PEH 155 **1 credit**
Beginning Volleyball

Designed to teach the basic fundamental skills, strategies and rules of the game.

PEH 161 **1 credit**
Fitness Lab

Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

PEH 162 **2 credits**
Fitness Lab

Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

PEH 218 **1 credit**
Intermediate Karate

Learn to teach effective self-defense techniques to intermediate students. Other benefits of karate training, such as flexibility, coordination, self-confidence and physical fitness are secondary to learning good self-defense. Prerequisite: one quarter of PEH 118 Beginning Karate or instructor's signature.

PEH 219 **1 credit**
Intermediate 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.

PEH 220 **1 credit**
Advanced Fencing

Designed to cover the principles of fencing for advanced students. Learn footwork, offensive and defensive moves to be used in fencing bouts. Prerequisite: PEH 120 or instructor's signature.

PEH 226 **2 credits**
Advanced Racquetball

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 261 **1 credit**
Fitness Lab

Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

PEH 262 **2 credits**
Fitness Lab

Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites:

orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

Physical Education - Lecture Courses

PEH 180 3 credits Personal Wellness

Creating a lifestyle that promotes personal health and well-being. Includes wellness concepts and theory with special emphasis on stress management and relaxation training, nutrition and fitness, addictive behaviors, human sexuality, and the ability to analyze the validity of health news and information sources.

PEH 181 5 credits Health and Wellness

Online course emphasizing the relationship between course content and lifestyle choices. Includes physical fitness, nutrition, weight management, stress and emotional health, chemical use and abuse, communicable and noncommunicable disease, health-smart consumerism, the health-care system, aging, death and dying, and environmental health issues.

PEH 182 5 credits 1st Aid-Responding to Emergencies

Covers advanced first aid and emergency care procedures, including American Red Cross requirements for certification cards. Lecture and hands-on training including CPR/AED, splinting, bandaging and dealing with sudden illness or injury to the body. Includes Basic Life Support for Health-Care Providers.

PEH 189 2 credits Athletic Training Practicum I

Provide a practical application of athletic training knowledge and skills in the training room setting. Students serve as student athletic trainers for WVC men's and women's athletic teams. PEH 189 is intended for the first-year student athletic trainer and should be repeated three times for credit (fall, winter and spring quarters). Prerequisite: instructor permission only.

PEH 283 3 credits Sports Nutrition

Define the basic nutritional needs of the human body and how to achieve them for optimum health. Nutrition considerations for sports and exercise will be examined in depth.

PEH 284 3 credits Foundations of Fitness

Introduces the essential principles of fitness and exercise science and is intended to be one of the first steps in the preparation of individuals as fitness professionals. Provides the fundamental theories, applications and personal experiences necessary for a comprehensive understanding of fitness as a profession and as a lifestyle.

PEH 285 3 credits Introduction to Physical Education & Sport

Designed to provide an introduction to physical education as a profession. This course serves as an introduction to all fields of physical education including teaching, coaching, sports and fitness management, athletic training/sports medicine, and various others.

PEH 286 5 credits Exercise Physiology

Investigates the relationship between physical activity and

physiological processes. Emphasis will be placed on the body's adaptation to strength training, cardiovascular endurance and neurological adaptations.

PEH 287 5 credits Athletic Training

An introductory course to the field of athletic training. Will introduce prevention and care of athletic injuries and illnesses. Emphasis is placed on managing and preventing injuries common to an active lifestyle, including acute and overuse injuries.

PEH 288 5 credits Anatomical Kinesiology

Study of the musculoskeletal structure of the living human body, bones and their articulation, segments and their movements, muscles and their attachments and actions, and systemic nerves and their innervations and function. Special emphasis is placed on musculoskeletal analysis of basic exercises and movement patterns.

PEH 289 2 credits Athletic Training Practicum II

Provides a practical application of athletic training knowledge and skills in the training room setting. Students serve as student athletic trainers for WVC men's and women's athletic teams. Intended for the second-year student athletic trainer and should be repeated three times for credit (fall, winter and spring quarters). Prerequisite: instructor permission only.

Physics

PHYS& 100 5 credits Physics for Non-Science Majors

Physics for nonscience majors. Study of the basic fundamentals of physics, including mechanics, heat, light, sound, electricity, magnetism and modern physics.

PHYS& 114 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 permission. Formerly PHYS& 121.

PHYS& 115 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 permission. Formerly PHYS& 122.

PHYS& 116 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 permission. Formerly PHYS& 123.

PHYS& 221 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 **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 **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 **5 credits**
Introduction to Political Science

Exploration of the concepts and methods of political philosophy. Class will draw on both classical and contemporary writers. Topics include liberty, equality, justice, rights and political obligations along with current topical issues.

POLS& 202 **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 **5 credits**
International Relations

The study of the interactions among the various actors that participate in international politics, including individuals, states, international organizations, nongovernmental organizations and sub-national entities, and the theories that try to predict their behavior, such as Realism, Liberalism and Constructivism. Includes use of class website and critical analysis of professional articles.

POLS 206 **5 credits**
State and Local Government

The study of people, institutions and political forces that shape policymaking and policy outcomes in state and local communities. The role of states' politics within the context of the Federalist political system established by the United States Constitution.

Psychology

PSYC& 100 **5 credits**
General Psychology

This course offers an overview of psychology as a scientific study. Both theories and research findings concerning all major branches of psychology including neuroscience, health psychology, social psychology, psychopathology and therapy, personality, cognitive, and developmental will be examined. Application of and critical thinking about psychology concepts will be emphasized. Prerequisite: college-level reading and study skills.

PSYC 102 **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.

PSYC& 200 **5 credits**
Lifespan Psychology

An examination of the developmental changes occurring throughout the entire life span: conception to death. Particularly emphasized are physical, emotional, cognitive, moral and social development, and application of theories and knowledge to real world applications. Various theories of development will be examined. Prerequisite: PSYC& 100.

PSYC 205 **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& 220 **5 credits**
Abnormal Psychology

Introduction to psychopathology and abnormal behavior. Theories, major diagnostic categories, and issues and ethics in diagnosis and treatment will be emphasized. Prerequisites: PSYC& 100.

PSYC 245 **5 credits**
Social Psychology

A theoretical and practical study of the social influence that helps determine human behavior. Small groups, mass media, advertising, propaganda, the role of nature and nurture, cognition, discrimination/prejudice, persuasion, conformity, obedience, aggression, and attraction are among the topics considered. Small-group experiences included. Prerequisite: PSYC& 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, professional organizations, elements of ethical behavior and medicolegal considerations, professional organizations and regulatory agencies. Prerequisites: enrollment in the radiologic technology program or RADT program coordinator 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. A detailed analysis of principles related to radiographic image formation and acquisition using film screen and digital based image receptors. Image evaluation and laboratory experiments reinforce theoretical principles. Prerequisites: enrollment in the RADT program.

RADT 122 **3 credits** **Principles of Exposure II**

A continuation of RADT 121 and analysis of digital imaging principles, equipment, PACS, density/brightness and contrast. An overview of the quality assurance, quality control and maintenance issues related to the equipment. Image evaluation and laboratory

exercises reinforce theoretical principles. Prerequisites: RADT 111, 121.

RADT 123 **3 credits** **Principles of Exposure III**

A continuation of RADT 122 and detail, distortion, 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. Prerequisites: RADT 133 and 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, pelvis, and extremities in the sectional imaging formats of Computed Tomography. The principles of CT including data acquisition methods, systems, selectable scan factors, factors that control image appearance, post processing and radiation protection. Hands-on experience with mobile CT machine. Prerequisites: RADT 133.

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 learn to become a committed, team oriented, employable individual. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisites: completion of first-year radiologic technology 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. 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. 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. Prerequisites: RADT 243.

Reading**READ 100** **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 thesis, understanding and reading graphs, diagrams and charts, webbing, and outlining. Prerequisites: appropriate placement scores or at least a "C" (2.0) grade in ENGL 097.

Recreation Leisure

RCLS 190 5 credits

Winter Recreation

Designed to introduce lifetime winter recreation opportunities in NCW. Introduction to winter fitness, survival, orienteering in snowy terrain and avalanche awareness. Winter activities include snowshoeing, telemark and randonee skiing, snowboarding and downhill skiing, and cross country skiing (classic, skating and backcountry). Students are responsible for their own equipment. Prerequisites: orientation; Doctor's permission or physical within last year recommended for students age 40 and older.

RCLS 191 5 credits

Spring Recreation

Designed to introduce lifetime spring recreation opportunities in NCW. Introduction to spring fitness, survival, safety, safe use and maintenance of equipment and orienteering in terrestrial environments. Spring activities include; mountain biking, bike touring, spring hiking, backpacking, beginning climbing, and plant and animal community appreciation. (Students responsible for own equipment.) Prerequisites: orientation; Doctor's permission or physical within last year recommended for students age 40 and older.

RCLS 192 5 credits

Summer Recreation

Designed to introduce lifetime summer recreation opportunities in NCW. Introduction to summer fitness, survival, safety, navigation, and safe use and maintenance of equipment in aquatic environments. Summer activities include; white water rafting, kayaking, canoeing, stand up paddle board, and rowing (Students responsible for own equipment.) Prerequisites: orientation; doctor's permission or physical within last year recommended for students age 40 and older.

RCLS 193 5 credits

Fall Recreation

Designed to introduce lifetime fall recreation opportunities in NCW. Introduction to fall fitness, survival, safety, safe use and maintenance of equipment and orienteering in aquatic and terrestrial environments. Fall activities include; sailing, mountain biking, bike touring, fall hiking, backpacking, beginning climbing, and plant and animal community appreciation. (students responsible for own equipment). Prerequisites: orientation; Doctor's permission or physical within last year recommended for students age 40 and older.

RCLS 250 3 credits

Capstone 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 Outdoor Recreation Management Program.

Sociology

SOC& 101 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 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 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 5 credits

Sociology of Race and Ethnic Groups

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 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 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 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 **5 credits** Spanish I

Elementary grammar, writing and comprehension of the Spanish language. Instruction partly in Spanish. Background in English grammatical terminology is recommended.

SPAN& 122 **5 credits** Spanish II

Continuation of Spanish I. Elementary grammar, writing and comprehension of the Spanish language. Instruction increasingly in Spanish. Background in English grammatical terminology is recommended. Prerequisite: SPAN& 121.

SPAN& 123 **5 credits** Spanish III

Continuation of Spanish II. Elementary grammar, oral and written composition. Instruction mostly in Spanish. Background in English grammatical terminology is recommended. Prerequisite: SPAN& 122 or equivalent.

SPAN 124 **5 credits** Spanish III for Native Speakers

Provides bilingual students with the skills necessary to succeed in upper-division Spanish classes. Intensive review of grammar, readings of literary and journalistic texts, writing review, vocabulary expansion and oral presentations to enhance their verbal skills. Prerequisites: to be a native speaker.

SPAN& 221 **5 credits** Spanish IV

Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 123, or equivalent.

SPAN& 222 **5 credits** Spanish V

Continuation of Spanish IV. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 221, or equivalent.

SPAN& 223 **5 credits** Spanish VI

Continuation of Spanish V. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 222, or equivalent.

Student Development Skills

SDS 096 **3 credits** Keys to College Success

An intensive college orientation class to help increase academic, professional and personal success in college and life.

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 **2 credits** Study Skills for Mathematics

An intensive course in basic math principles and math-specific study skills to improve student performance in pre-algebra and algebra. Prerequisites: concurrent enrollment in MATH 093.

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 **1 credit** College Navigation Skills 1

Introduces techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in goal setting, critical thinking, decision making and problem solving, time management and stress management. Prerequisites: may require instructor permission.

SDS 108 **1 credit** College Navigation Skills 2

Introduces student development techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in financial decision-making strategies, creating a financial plan for higher education, college paper writing requirements, understanding self-awareness and motivation as tools for college success. Prerequisites: may require instructor permission.

SDS 109 **1 credit** College Navigation Skills 3

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 permission.

SDS 110 **2 credits**
Critical Thinking

Learning styles, holistic thinking, logic and problem solving will help students develop new thinking strategies and patterns. Prerequisites: placement in ENGL 097 strongly recommended.

Theater**THTR 165** **5 credits**
Acting I

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 **5 credits**
Theater Production & Administration

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 **5 credits**
Acting II

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** **3 credits**
Tribal Law

Examines the roles of the tribal government and provides a broad overview of tribal law issues, including an understanding of tribal governments, tribal constitutions and codes, treaties, tribal court systems, and tribal gaming law.

TGM 160 **3 credits**
Jurisdiction Issues

Provides a broad overview of tribal jurisdiction issues, including an understanding of criminal and civil jurisdiction, particularly as applied to tribal gaming law.

Welding**WELD 128** **3 credits**
Basic Welding

Theory, application and practice of arc and oxyacetylene welding and cutting.

WELD 131 **3 credits**
Gas Welding

Fundamentals and experience in the operation of oxyacetylene welders and cutters in flat, horizontal, vertical and overhead positions, and an introduction to aluminum and stainless steel welding and brazing using TIG welding machines.

WELD 132 **3 credits**
Arc Welding

Fundamentals and experience in operation of AC and DC welders in flat, horizontal, vertical and overhead positions using a variety of welding electrodes, including low-hydrogen rods. Introduction to MIG (Metallic Inert Gas) or GMAW (Gas Metal Arc Welding) included.

WELD 220 **2 credits**
Welding Certification Prep Course

Prepares experienced welders for welding examination and certification. Involves out of position welding with electric arc 6010 and 7018 electrodes, "flux core" welding wire, and GMAW (MIG) Welders (required during welding certification). Prerequisites: WELD 128 or industry experience.

Index

A

Abilities, Outcomes 30, 31
 Academic Advising 9, 15
 Academic Forgiveness 24
 Academic Policies 26
 Academic Probation 24
 Academic Regulations Committee 23, 24, 26, 32
 Academic Standards Procedure 24
 Academic Suspension 24
 Academic Warning 24
 Accounting 42, 96
 Accounting Clerk 56
 Accreditation 4
 Adding Classes 12
 Addresses 3, 21
 Admissions 8, 9, 48
 Admissions Application Fee 8, 9
 Administrative Assistant 53, 56
 Adult Basic Education 30, 96-97 (*see also: Adult Basic Skills*)
 Adult High School Completion 11
 Advanced Placement 13
 Advising 9, 15
 Aerospace Electronics 72 73, 121, 122 (*see also: Industrial Technology*)
 Affirmative Action 20
 Agriculture 5, 43-47, 97-99 (*see also: Hispanic Orchard Employee Education Program, Horticulture, Sustainable Agriculture, Tree Fruit Production*)
 Allied Health 4, 5, 48, 59-60, 79-80, 81-83, 86-89, 91-92 (*see also: Chemical Dependency Studies, Medical Assistant, Medical Laboratory Technology, Nursing, Radiologic Technology*)
 American Sign Language 99
 Anthropology 99
 AP Placement 13
 Apprenticeships 40, 84
 Art 100-102
 Assessment (*see also: Placement Testing*) 5, 9, 15, 28
 Associate in Applied Science-Transfer 32, 39, 44-45, 46, 55, 63, 67, 86
 Associate of Arts and Sciences 31, 32-34, 148-149
 Associate in Business-Direct Transfer Degree 31, 36
 Associate of General Studies 37
 Associate of Science-Transfer 31-32, 35
 Associate of Technical Sciences 39
 Astronomy 102
 Auditing Classes 12, 19, 20, 22, 24
 Automotive Technology 4, 49, 102-103

B

Basic Skills 30, 96 (*see also: Adult Basic Skills*)
 Biology 104-105
 Board of Trustees 3, 16, 20
 Bookstores 5, 27
 Business Classes 105-106
 Business Computer Technology 32, 53-58, 106-108 (*see also: Accounting Clerk, Administrative Assistant, Computer Applications, Office Skills, Word Processing*)
 Business, General 31, 36, 50, 105-106
 Business Transfer 31, 36

C

Cafeteria 27
 Calendars 6
 CAMP 27
 Campus Life 28
 Campus Maps 150-151
 Career Services 27
 Central Washington University-Wenatchee Center 38
 Certificate of Completion 39-40
 Change of Address 21
 Chemical Dependency Studies 48, 59-60, 108
 Chemistry 108-109
 Chicano Studies 109
 Child Care 27
 CLEP 13
 College Assistance Migrant Program (CAMP) 27
 College-Based High School Diploma 11
 College Board Advanced Placement 13
 College in the High School 11
 College-Level Examination Program 13
 College Transitional Programs 30
 Common Course Numbering 95
 Communications 109
 Computer Applications 57
 Computer Science 109-110
 Computer Technology 61, 110-111
 Contact Information 3, 5
 Contents 5
 Continuing Education 10, 30
 Cooperative Work Experience 13-14, 93-94, 111
 Core Themes 7
 Corrections 62
 Counseling 15, 27
 Counselor 15
 Course Challenge 14
 Course Descriptions 93-142
 Course Numbers and Credit Hours 93
 Credit for Military Experience 14

Criminal Justice 62-63, 111-112

Crisis Situations 21

Culinary Arts 112

D

Degrees 30-37

Degree Requirements (General) 31

Digital Design 64, 100

Direct Transfer Agreement 31, 32-34, 148-149

Directed Study 94

Directory Information 20, 21

Disability Services 27

Distance Learning Courses 93

Distribution Requirements 33, 148

Drafting Technology 74 (*see also: Industrial Technology*)

Drama 112

Drug-Free Workplace 26

E

Early Childhood Education 65-69, 112-114

Economics 114

Education 114-115

Educational Planner 8, 9, 10, 15

Educational Planning 8, 9, 10, 15

Educational Programs 30

Electricity 115

Electronics (*see also: Industrial Technology, Industrial Electronics Technology*) 73, 75, 121

E-mail 21

Emergencies 21, 23, 26

Emergency Messages 23, 26

Engineering 115

English 116-117

English as a Second Language 117

English for Academic Purpose 115-116

Environmental Systems and Refrigeration Technology (ESRT) 70-71, 117-119

Equal Opportunity 19, 26

F

Faculty 8, 9, 15, 28

Faculty Adviser 8, 9, 15, 16, 35

FAFSA 17, 18

Family Educational Rights and Privacy Act (FERPA) 20, 21, 26

Federal School Code (**003801**) 17

Fees 8, 16, 17, 22

FERPA 20, 21, 26

Financial Aid 8, 17, 18, 19

Freedom of Inquiry and Expression 26

Full-Time Student Status 12, 26

G

General Educational Development (GED) 9, 11

General Education Outcomes 30

General Education Requirements 31, 32

General Electives 33, 34, 148

General Studies 37

General Transfer Info 37

Geography 119

Geology 119

German 119

GPA 13, 14, 22, 23, 24, 26, 31, 39

Grades 21-22, 23, 24, 25

Grants 17, 40

H

Harassment 19-20, 26

Health Classes 119

High School Equivalency Testing 10, 30, 97

High School Programs 10-12

Hispanic Orchard Employment Education Program (HOEEP) 43, 97

History 120

Honors 23, 26

Horticulture 43, 46, 98

Humanities 30, 33, 34, 120-121, 148

Hybrid Courses 93

I

Independent Projects 14, 94

Industrial Electronics Technology 74, 75, 121

Industrial Technology 72-78, 122 (*see also: Aerospace Electronics, Drafting Technology, Industrial Electronics, Machining, Welding and Fabrication*)

Insurance Fees 17

Interactive Television 38, 93

International Student Program 27, 116

International Students 19, 27, 115-116

J

Japanese 123

Journalism 123

L

Latin 123

Learning Communities 94

Library 28, 123

Media Centers 28

Library Classes 123

Loans 17

Low Grade Set Aside 23

M

Machining 76-77

Majors Course Sequences 29
 Manufacturing Technology 124
 Maps 150-151
 Mathematics 124-125
 Medical Assistant 48, 79-80, 125-126
 Medical Laboratory Technology 48, 81-83, 126-127
 Meteorology 127
 Military Experience Credit 14
 Military Withdrawal 22, 26
 Mission 7
 Multicultural Affairs 28
 Multi-Occupational Trades 28
 Music 127-130
 MyWVC Portal 10, 21, 22, 25

N

Native Language 130-131
 Natural Resources 85, 131
 Natural Sciences 30, 32, 33, 34, 148
 Nondiscrimination 19, 26
 Nonresident Waiver 19
 Nontraditional Credit 13, 26
 Nursing 32, 48, 86-89, 131-133
 Nursing Assistant 48, 89, 131
 Nutrition 133

O

Occupational Education 133
 Oceanography 133
 Office Skills 57
 Online Courses 93
 Opportunity Grant 40
 Outcomes, Abilities 30-31
 Outdoor Recreation Management 90

P

Personal ID Numbers 10
 Pharmacology 133
 Phone Numbers 5, 21
 Philosophy 134
 Phi Theta Kappa 23
 Physical Education 134-136
 Activity Classes 134-136
 Lecture Classes 136
 Physics 136-137
 PINs 10
 Placement Testing 28
 Plagiarism 24, 26
 Policies 19-26
 Political Science 137
 Probation 24
 Professional/Technical Programs 39-41, 42-92
 Psychology 137

Q

Quantitative Skills 33, 36, 37, 148

R

Racial Harassment 19, 26
 Radiologic Technology 48, 91-92, 138-139
 Reading 139
 Recreation Leisure 140
 Refunds 16-17
 Registration 8-12
 Repeating a Course 23
 Residency Requirements 18-19
 Restricted Electives 25, 34, 149
 Retail Management 51
 Running Start 9, 10-11, 12

S

Safety and Security 28
 Scholarships 17, 20
 Security 28
 Senior Citizens 10
 Sexual Harassment 19, 26
 Short-term Training 40
 Sign Language 99 (*see also: American Sign Language*)
 Social Sciences 30, 33, 34, 36, 37, 38, 148
 Sociology 140
 Spanish 141
 Special Populations 27
 Special Topics 94
 Student ID 10
 Student Development Skills 141-142
 Student Planner 147
 Student Programs 28
 Student Records 20-21, 24, 26
 Student Services 27-28
 Suspension 24
 Sustainable Agriculture 32, 43, 45, 99

T

Tech Prep 11, 14, 39
 Telecourses 93, 94
 Testing 8, 28
 Theater 142
 Transcripts 8, 9, 10, 11, 12, 13, 14, 21, 22, 23, 24, 25
 Transfer Credits 25-26
 Transfer Degrees 31-37
 Tree Fruit Production 32, 43, 46
 Tribal Gaming Management 52, 142
 Trustees 3, 16, 20
 Tuition 16
 Tutoring Services 28

U

University Centers 38

V

Veterans 18

W

WASFA 17-18

Washington Application for Financial Aid 17-18

Washington State Need Grant 17

Web Address (www.wvc.edu) 5

Welding and Fabrication 72, 78, 142 (*see also: Industrial
Technology*)

WestSide Early Learning Center 27

Withdrawal 12, 16, 22, 26

Word Processing 57

Worker Retraining 40

WorkFirst 40

WriteLab 28

Writing Skills 33, 36, 93

Student Planner-Checklist

Graduation Requirements for the Associate of Arts and Sciences (AAS-DTA) Degree

Year 1—1 st Quarter Classes		Year 1—2 nd Quarter Classes		Year 1—3 rd Quarter Classes	
Course and Number	Cred.	Course and Number	Cred.	Course and Number	Cred.

Year 2—1 st Quarter Classes		Year 2—2 nd Quarter Classes		Year 2—3 rd Quarter Classes	
Course and Number	Cred.	Course and Number	Cred.	Course and Number	Cred.

Minimum Requirements for the AAS-DTA Degree

Please note: Official graduation evaluations must be completed by the WVC Registrar.

	HAVE	NEED
10 Credits —Writing Skills Required: English 101 Select one: English 201, 202, 203, 235	_____	_____
5 Credits —Quantitative Skills Select one: Math 107, 140, 141, 142, 146, 148, 151, 152, 153, 173, 200, 211, 238, 254	_____	_____
15 Credits —Humanities (from three different subject areas)	_____	_____
15 Credits —Natural Sciences (from three different subject areas and one course must include a lab)	_____	_____
15 Credits —Social Sciences (from three different subject areas)	_____	_____
30 Credits —Electives (limit of 15 credits of Restricted Electives)	_____	_____
90 CREDITS —MINIMUM TOTAL FOR DEGREE	_____	_____

Electives	
Course and Number	Cred.
Restricted Electives	

Humanities		Natural Sciences		Social Sciences	
Course and Number	Cred.	Course and Number	Cred.	Course and Number	Cred.

Associate of Arts and Sciences Degree Requirements: 90 credits

GENERAL EDUCATION

REQUIREMENTS: 15 CREDITS

If more than 15 General Education credits are earned, the excess credit may be used to meet other graduation requirements.

Writing Skills..... 10 credits

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

English 101 required

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

Quantitative Skills..... 5 credits

Students must also successfully complete one of the following:

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

Exception: *Students who enrolled at WVC prior to Summer 2014 may continue to use Math 105 or 108 OR CSC 201, 202, or 203 to satisfy this AAS-DTA requirement. The deadline for graduating under this exception is **Fall 2015**.*

DISTRIBUTION REQUIREMENTS:

45 CREDITS

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

Humanities..... 15 credits

*Courses must be from three different subject areas. Subject areas appear below in **bold** type. Only 5 credits of Performance courses allowed in Humanities.*

Performance courses are underlined.

Art: 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 136, 138, 141, 142, 150, 151, 152, 154, 155, 201, 202, 203, 206, 208, 210, 211, 212, 213, 217, 218, 219, 220, 222, 223, 224, 225, 234, 235, 236, 250, 256

Classics: 100

Communications: 101, 130, 210, 220, 240

Drama: 101

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

Humanities: 101, 121, 141, 200, 201,

202, 203, 206

Journalism: 101

Music: 100, 105, 110, 111, 112, 113, 114, 116, 120, 121, 122, 123, 125, 131, 132, 133, 161, 170, 173, 174, 175, 177, 210, 211, 212, 220, 221, 241, 242, 243, 261, 270, 273, 274, 275, 277

Philosophy: 101, 106, 115, 210, 211, 275

Theater Arts: 165, 170, 180, 265, 280

World Languages (Maximum 5 credits in Humanities distribution):

American Sign Language 121, 122

German 121, 122, 123

Latin 101, 102, 103

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

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

Spanish 121, 122, 123, 124, 221, 222, 223

Natural Sciences..... 15 credits

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

Environment Biology: 106, 125, 127, 221, 225, 226, 227 Oceanography 100, 101

Geology: 101, 110, 208, 218

Math: (note: only five credits allowed from Math toward Natural Science distribution)

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

Exception: *Students who enrolled at WVC prior to Summer 2014 may continue to use Math 108 OR CSC 201, 202, or 203 toward Science distribution. The deadline for graduating under this exception is **Fall 2015**.*

Meteorology: 110, 210

Nutrition: 101

Physical Education: 286, 288

Physics: 100, 114, 115, 116, 121, 122, 123, 221, 222, 223

Zoology Biology: 213, 217, 241, 242

Social Sciences..... 15 credits

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

Anthropology: 100, 130, 204, 206, 217, 220

Chicano Studies: 110, 112

Economics: 101, 201, 202

Geography: 100, 101, 102, 201, 202, 207

History: 116, 117, 118, 146, 147, 148, 160, 174, 175, 214, 230, 271, 274, 275

Political Science: 101, 202, 203, 206

Psychology: 100, 102, 200, 205, 220, 245

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

ELECTIVE REQUIREMENTS: 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 **general education, humanities, natural 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, 204, 240, 241

Chemical Dependency Studies: 101

Computer Science: 201

Criminal Justice: 101, 105

Education: 115, 200, 204, 210

History: 219

Latin: 110, 220

Math: 171, 172

Music: 145, 146

Physical Education (Professional): 168, 169, 171, 174, 175, 180, 181, 182, 183, 184, 185, 189, 283, 284, 285, 287, 289

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

Associate of Arts and Sciences Degree continued

Political Science: 201

*** 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.

These can come from the following departments:

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

WENATCHEE VALLEY
COLLEGE
OMAK

A: Administration Building	100
B: Mary Henrie Friendship Hall	200
C: Classroom/Science Lab Building	300
D: Student Resource Center	500
E: Heritage House	900
F: WVC at Omak Foundation	
G: WSU Upward Bound	
P: Parking	

We encourage Omak campus students to park in the lot on Ash and Apple Avenue (next to the fire hall) within a block of campus or in the campus lot. This will help leave street parking spaces for our neighbors.

- Campus
- Parking
- Residential
- Commercial
- City Features

