

# 2012 FALL

QUARTERLY SCHEDULE



[www.cptc.edu](http://www.cptc.edu)

Classes start September 24  
**Back to School**  
[www.cptc.edu/schedule](http://www.cptc.edu/schedule)

**CLOVER PARK**  
**TECHNICAL COLLEGE**  
Excellence. Experience. Employment.



Achieving  
the Dream™  
Community Colleges Count

## Why Clover Park?

Clover Park Technical College students get a time-honored style of hands-on learning experience taught by experts in a large variety of practical career fields. From

aviation to health care, from computers to design, from cooking to welding, you can trust that you are learning the theory, the basics, the art, and the best practice for a profession that's fulfilling and in demand today. At Clover Park Technical College, we focus on excellence, experience, and employment. Redefine education. See what Clover Park has for you.

### Not sure what career would be best for you?

Wondering what goes on inside the classrooms and labs? Think you are headed in the right direction, but want to make sure? At Clover Park Technical College we want you to be successful, so we have several ways for you to find out more about our certificate and degree programs.

- **Get Started Workshop** for new students.  
For more information, call (253) 589-5548
- **Program Information Sessions**
- **VIP Pass for Class**
-  Comcast channel 28 or CLICK! channel 26.
- **Visit [www.cptc.edu/outreach](http://www.cptc.edu/outreach)** to find out more about our certificate and degree programs.

## IMPORTANT DATES

### AUGUST

- 13** Fall Continuing Student Registration
- 15** Fall Admitted Student Registration
- 17** Fall Open Registration
- 17** Summer Last Day to Withdraw with a "W"
- 23** Fall Fees Due
- 31** Summer Quarter Ends

### SEPTEMBER

- 1-23** Quarter Break
- 3** College Closed, Labor Day
- 24** Fall Quarter Begins
- 24** Winter Quarter Foundation Scholarship Application Opens

### OCTOBER

- 17** Winter Quarter Foundation Scholarship Application Closes

### NOVEMBER

- 2** Winter Financial Aid Deadline
- 9** Veterans Day Ceremony
- 12** College Closed, Veterans Day
- 13** Winter Continuing Student Registration
- 15** Winter Admitted Student Registration
- 19** Open Registration
- 22-23** College Closed, Thanksgiving
- 29** Winter Tuition & Fees Due

### DECEMBER

- 13** Fall Quarter Ends
- 14-Jan 2** Winter Break

For more info

[www.cptc.edu/schedule](http://www.cptc.edu/schedule)

**Call (253) 589-5800**

**Aviation Center, South Hill Campus**  
[www.cptc.edu/aerospace](http://www.cptc.edu/aerospace)



# Getting Started at Clover Park

## Step 1 PAYING FOR COLLEGE / APPLY FOR FINANCIAL AID

Create a financial plan on how to pay for college, and apply early for possible financial aid, including scholarships, grants and loans.

- Apply for financial aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Financial Aid Information & Deadlines [www.cptc.edu/money](http://www.cptc.edu/money) and [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Opportunity Grant/BFET Funding [www.cptc.edu/og](http://www.cptc.edu/og) or (253) 589-5957

## Step 2 LEARN ENROLLMENT PROCESS / SELECT A PROGRAM OF STUDY

- Review career training programs at [www.cptc.edu/careers](http://www.cptc.edu/careers)
- Schedule a free career interest assessment. Call (253) 589-5548
- Attend a Getting Started Workshop  
Most Wednesdays at 2:00 p.m., Lakewood Campus  
Questions? Call (253) 589-5548
- Attend a Program Information Session  
Most 2nd & 4th Wednesdays of each month at 3:00 p.m. in the facility or classroom of where the programs are taught. For more info [www.cptc.edu/advising](http://www.cptc.edu/advising)

## Step 3 ESTABLISH COLLEGE PLACEMENT

- New to College? Take the college placement COMPASS assessment. Cost \$19.00.  
Go to [www.cptc.edu/compass](http://www.cptc.edu/compass) or call (253) 589-5800 for more information
- Have College Transcripts? Submit Official Transcripts to Student Records:  
Attention: Transcript Evaluator  
Clover Park Technical College, 4500 Steilacoom Blvd SW, Lakewood, WA 98499

## Step 4 MEET WITH A COUNSELOR/ADVISOR FOR AN EDUCATION PLAN

- Come prepared, bring:  
Official COMPASS scores taken in the past two years, or  
College transcripts from any Washington State college, or  
Transfer Report from CPTC Transcript Evaluator for out-of-state transcripts
- Schedule an appointment with Counseling & Advising, (253) 589-5548 or walk in.
- Advising & Counseling Office Hours: M, T, Th 8:00 a.m. - 5:00 p.m.  
W 8:00 a.m. - 7:30 p.m.  
F 9:30 a.m. - 4:30 p.m.

## Step 5 APPLY FOR ADMISSION

- Submit completed Admission Form to Student Records/Registration, Building 17
- Pay the \$50.00 admission fee.

## Step 6 REGISTER FOR CLASSES / PAY TUITION

- Obtain the Quarterly Course Schedule online at [www.cptc.edu/register](http://www.cptc.edu/register)
- Students with a Student ID number and PIN can register Online -or-
- Register for classes in person at Registration & Records in the lobby of Building 17
- Student Kiosk Services Available Online:  
Schedule planning: [www.cptc.edu/schedule](http://www.cptc.edu/schedule)  
Registration: [www.cptc.edu/register](http://www.cptc.edu/register)  
Student Schedule: [www.cptc.edu/myschedule](http://www.cptc.edu/myschedule)  
View Waiting List: [www.cptc.edu/waitlist](http://www.cptc.edu/waitlist)  
Pay Fees: [www.cptc.edu/pay](http://www.cptc.edu/pay)
- Purchase Books & Supplies for your Courses at bookstore building 23.

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### Registration Office to sign up for classes

**Where?** Building 17

### When?

Mon, Tues, Thurs, 7:30 a.m. - 5:00 p.m.  
Wed, 7:30 a.m. - 7:30 p.m.,  
Fri, 9:00 a.m. - 5:00 p.m.

**How?** Walk in. If you have questions, call (253) 589-5800.

### Testing Center for the COMPASS assessment

**Where?** Building 17

### When?

Monday 8 a.m. to 4 p.m.  
Tuesday 8 a.m. to 4 p.m.  
Wednesday 11 a.m. to 7 p.m.  
Thursday 8 a.m. to 4 p.m.  
Friday from 8:00 a.m. to noon.

**How?** Walk in, bring a photo ID and pay a fee. If you have questions, call (253) 589-5800.

**Volume 4, No. 4 Fall 2012 USPS 25152**  
Published quarterly by Clover Park Technical College, 4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004.  
Periodicals postage paid at Tacoma, WA

**POSTMASTER:** Send address changes to Clover Park Technical College – College Relations, 4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004



# Paying for College

Good news! Financial aid is available to part-time and full-time students. If you need financial assistance to attend college, there are many resources available for eligible students. Start by talking with the experts in the Financial Aid Office. They can help you take all the steps to get as much aid as you are eligible for. Pick up the 5-Step Application Process packet in the Financial Aid Office. You can also complete the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

## And there's more:

- **Scholarships.** Contact the Clover Park Technical College Foundation at (253) 589-5732.
- **Veterans.** Contact our VA clerk at (253) 589-5581.
- **WorkFirst.** If you are a TANF recipient or a low-income working parent, call (253) 589-5895 to learn about opportunities for free job skills training.
- **Worker Retraining.** If you are currently collecting unemployment benefits, or have exhausted those benefits in the past 24 months, or are a displaced homemaker, or have been honorably discharged from military service you may qualify for worker retraining. Call 253-589-5548. Visit [www.cptc.edu/advising](http://www.cptc.edu/advising) for more information.
- **Opportunity Grant/BFET Funding.** If you are a low income student, you may be eligible for a grant that will pay for tuition, books, and some other expenses. Visit [www.cptc.edu/og](http://www.cptc.edu/og) or call 253-589-5957 to see a list of qualifying career training programs.

## Financial Aid Office

for grants, loans, student employment and scholarships

**Where?** Building 17

**When?** Mon 7:30-5, Tues 7:30-12:30,  
Wed 10-5, Thurs 7:30-12:30, Friday 9-5

**How?** Walk in. If you have questions, call (253) 589-5660

## Running Start or Elective High School

students under age 21 do not pay tuition or an admission fee. Qualifying students are expected to pay a \$63.43 Laboratory/Supply Fee and the Assessment Fee as well as fees for consumables, books, tool kits, program testing fees and transportation costs required for the program. The college may require students to pay a refundable deposit for loaned tools.

## Adult Basic Education or English as a Second Language

students pay tuition of \$25 per quarter but do not pay an admission fee.

## 2011-2012 TUITION

# of Credit Hours	Tuition & Fees	International Tuition & Fees
1	\$103.73	\$202.00
2	\$207.46	\$404.00
3	\$311.19	\$606.00
4	\$414.92	\$802.50
5	\$518.65	\$1,004.50
6	\$622.38	\$1,206.50
7	\$726.11	\$1,408.50
8	\$829.84	\$1,610.50
9	\$933.57	\$1,812.50
10	\$1,037.30	\$2,014.50
11	\$1,114.90	\$2,213.60
12	\$1,192.50	\$2,412.70
13	\$1,260.06	\$2,602.55
14	\$1,327.58	\$2,792.40
15	\$1,395.10	\$2,982.25

# of Credit Hours	Tuition & Fees	International Tuition & Fees
16	\$1,462.62	\$3,172.10
17	\$1,530.14	\$3,361.95
18	\$1,597.66	\$3,551.80
19	\$1,597.66	\$3,551.80
20	\$1,597.66	\$3,551.80
21	\$1,597.66	\$3,551.80
22	\$1,597.66	\$3,551.80
23	\$1,597.66	\$3,551.80
24	\$1,597.66	\$3,551.80
25	\$1,597.66	\$3,551.80
26	\$1,663.11	\$3,739.51
27	\$1,728.56	\$3,927.22
28	\$1,794.01	\$4,114.93
29	\$1,859.46	\$4,302.64
30	\$1,924.91	\$4,490.35

### Student Tuition

1 - 10 Credits  
11 - 18 Credits  
19 - 25 Credits  
26+ Credits

### Cost Per Credit

\$89.08  
\$63.73  
No Tuition Charge  
\$65.45

### International Tuition

1 - 18 Credits  
11-18 Credits  
19 - 25 Credits  
26+ Credits

### Cost Per Credit

\$188.18  
\$186.06  
No Tuition Charge  
\$187.71

## Quarterly fees

**Student Activity Fee:** \$5.50 per credit to a maximum \$66.00 per quarter

**Parking Fee:** 83 cents per credit to a maximum of \$10.00 per quarter

**ASG Building Fee:** \$3.75 per credit to a maximum of \$45.00 per quarter

**State Building Fee:**  
\$4.57 per credit 1-10 credits  
\$3.79 per credit 11-18 credits  
Maximum per quarter = \$76.02

## One-time fees

**Program Admission Fee:** \$50.00 non-refundable

**Assessment Fee:** \$19.00 non-refundable

**Graduation Award Fee:** \$20.00 non-refundable

## Additional fees

Additional fees may be charged for a specific class and are listed at the end of the course descriptions.

**See page 48 for refund policy.**

**All fees are subject to change without notice.**

# Redefine Education:

## Do it with the help you need

### Advising and Counseling

It's all about your success! The Advising and Counseling department at Clover Park Technical College is dedicated to providing support and direction to help students meet their academic goals successfully. It's a good idea to attend a Getting Started Workshop. Advisors can tailor an educational plan to help you reach your educational goals, and connect you with community-based resources to help you succeed.

In Advising and Counseling, you'll find:

- The Career Center
- WorkFirst
- Running Start
- Wellness Programming
- Foster Youth
- Worker Retraining
- Emergency Grant Applications
- Access to the "Ask Me Center"
- Brief Personal Counseling and Referral

Call 253-589-5548.

### Disability Services

Clover Park Technical College is committed to our students' success, and we make appropriate adjustments and reasonable accommodations for qualified students with disabilities. If you need this kind of consideration, start early by contacting the Disability Services Office, preferably at least six weeks before the start of classes. Call (253) 589-5767. For TTY, call (253) 589-5837.

## Find the degree or certificate that will change your life

Whether you want to begin your career or enhance your existing professional skills, change directions with a new career or continue your education by transferring to another college or university, the education and hands-on training you receive at Clover Park Technical College will get you to where you want to be.

### Certificates at Clover Park Technical College

Program certificates are a great way to get your foot in the door in a new industry or for already-working adults and professionals to advance their skill levels and stay current with industry standards. The majority of programs at Clover Park Technical College offer short-term certificates, many of which can be completed in one year or less, depending upon the program.

### Degrees at Clover Park Technical College

The **Associate of Applied Technology (AAT)** degree is awarded to students who complete programs that are 90 credits or more in length and include a core of 15 college-level academic credits. The bulk of the credits are in specific career/technical fields and the required general education courses in communication, quantitative reasoning, and social sciences are designed to prepare students for work.

The **Associate in Applied Science (AAS-T)** degree is also a workforce degree with a core of general education courses. The difference is that the AAS-T degree requires a minimum of 20 credits of general education courses commonly accepted in transfer, including a minimum of 5 credits in English composition; 5 credits in quantitative reasoning; and 10 credits in social science, humanities or science.

### Child care on campus

On-campus child care at Clover Park Technical College gives student-parents the freedom and peace of mind to pursue their education while their children are also getting the best possible early care and education. The Hayes Child Development Center is a nationally certified center that serves children from one month to 12 years old. The center is open from 6:30 a.m. to 6 p.m. Monday through Friday. Full-time and flexible hourly care is available. To learn more, call (253) 589-5531.

**Clover Park Technical College** is accredited by the Northwest Commission on Colleges and Universities, a regional accrediting body recognized by the Council for Higher Education and Accreditation and/or U.S. Department of Education.

#### President:

Dr. John W. Walstrum

#### Board of Trustees:

Bruce Lachney, Chair  
 Lua Pritchard, Vice Chair  
 Dr. Robert Lenigan  
 Mark Martinez  
 Mary Moss

### Make sure you get all the information you need

For more detailed information about certificate and degree requirements and transfer options, please read the chapter "Academic Standards" pages in the 2011-2012 College Catalog; be sure to talk with an academic advisor or counselor before enrolling in any program. They are here to help you make the best possible choices to have your experience at the College work for you.

### Continuing on to the next degree

Clover Park Technical College has agreements with several universities and colleges for articulating your associate's degree into specific bachelor's degree programs.

In addition, many of the College's programs have individual agreements with other academic institutions that provide for the transfer of individual course credit.

# Redefine Education:

## Fly high, dig deep, live well

In addition to our main campus in Lakewood, you'll find Clover Park Technical College courses and programs at South Hill.

### South Hill Campus & Aviation Center

(253) 583-8904

17214 110 Ave. E. • Puyallup 98474

South Hill Campus & Aviation Center, is home to three degree and certificate programs: Aerospace, Aviation Maintenance, and Professional Pilot.

You'll also find continuing education courses in computers, cooking and more.

### Lakewood Campus

(253) 589-5800

4500 Steilacoom Blvd. S.W. • Lakewood 98499

Campus map and driving directions are at [www.cptc.edu](http://www.cptc.edu)

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### CPTC Bookstore

(253) 589-5614

8:00 am - 4:00 pm, Monday - Friday

The bookstore is located in The Sharon M. McGavick Student Center, Building 23. For more information, call the bookstore or visit the bookstore's new Web site at:

<http://www.cptc.edu/bookstore>

### Permits are required

to park on campus. To get a permit for your vehicle, fill out a parking/ID application available at Student Records, the front desk, and the Cashier's Office – all in Building 17 – and in the Security Office, Building 23.

### Course Cancellations

The College cancels a class only when we have too few students enrolled to cover the cost of the class. We reserve the right to cancel classes, reschedule classes or change instructors. The decision to cancel a class is made before the starting date of the class. We make every effort to notify registered students. Please include your home and work telephone numbers and e-mail on your registration form. If a class is cancelled, students receive 100% refund.

### Suspended Operations

In the event Clover Park Technical College must close or operate on a delayed schedule due to weather or other emergency conditions, the College will seek to provide that information to all local radio and television stations, by 5 a.m. if reasonably possible. In addition, a recorded message will be available on the School Closure & Information Line at (253) 589-5707. The information will also be posted on the home page of the College web site, [www.cptc.edu](http://www.cptc.edu); and at the Public Schools Emergency Communications system web site, [www.schoolreport.org](http://www.schoolreport.org).

No announcement means normal operation. Announcements are for one day only.

This schedule provides a general guideline of courses offered by Clover Park Technical 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 contained on classes and programs is illustrative only and is not intended to create any contractual obligation or covenant with the college.

## How to Read the Schedule

**course number ("&" designates common course numbering\*)**

**course title**

**course description**

**class fee in addition to tuition**

**credits**

**item number**

**start and end dates**

**class time**

**day(s) class meets**

**instructor**

**building number**

**A = Angel web-enhanced course**

**Arranged = See instructor to arrange class times**

**SHC = South Hill Campus, Puyallup location**

**Example:** ECS& 280 Health & Nutrition  
Covers nutrition, health, and safety while working with young children. Course content will include information from the following CDA functional areas; Healthy, Families, Cognitive, Safe. Texts required.  
\$39.38 SS  
41A1 2Cr A  
6/24-8/27  
1PM-2PM  
10-216  
M  
Dorum

### SYMBOLS:



**online  
courses**



**continuing  
education**



**community  
education**

## Registration on the Web

Continuing students who have a student ID and a PIN number can register on the Web at [www.cptc.edu/register](http://www.cptc.edu/register).

- Click on STUDENTS W/SID.
- Enter your SID and PIN.
- You will see a "welcome" with your name. Click **Continue**.
- You may be prompted for responses to questions about your educational interests.
- Enter the 4-digit item number for each class you wish to take.
- Click **Submit Add/Drop**.
- Click **Finish**.
- Click **Online Fee Payment** to pay with your credit card and print your receipt.
- Review your address and your schedule for accuracy.

### \*What is Common Course Numbering?

Course numbers that contain an ampersand (&) designate the course as part of Washington State's common course numbering system. It is designed to make course transfer between and among the 34 community and technical colleges as easy as possible for students.

## What's continuing education?

### What difference does it make?

In order to offer a wide range of subjects and opportunities for students, some continuing education courses are developed without using the state funds that pay for most of the credit courses at the College. The instruction is of the same high quality and up-to-date relevance as all Clover Park Technical College courses, and many continuing education courses offer college credit. However, the cost of a continuing education course may be different; generally these courses are not eligible for financial aid, and the registration process is different.

- Please feel free to call (253) 589-5575 for more information.

## Virtually yours, whenever you're ready!

### Online courses for credit

You'll need a computer with Internet access, a web browser, an e-mail address and Microsoft Word; be sure to read the course descriptions for other requirements. Check out the online courses, you'll find courses marked **[ONLINE]** throughout this schedule in accounting, computer networking and information systems security, emergency management, general education and continuing education. The possibilities are virtually endless!

Contact [distanceed@cptc.edu](mailto:distanceed@cptc.edu), call (253) 589-4534 or visit [www.cptc.edu/online](http://www.cptc.edu/online) for more information and "How to Start Your Class."

### ED2GO

The Education to Go (ed2go) program brings 250 courses to you online, adding to what the college offers in our regular schedule of courses. Ed2Go courses start monthly and run for six weeks. You'll have a top-notch instructor, lively discussion boards, assignments, tutorials and interactive quizzes geared to help you. All you need is a computer with Internet access, a web browser, and an e-mail address.

For a complete list of courses, start dates and details, go to [www.cptc.edu/online](http://www.cptc.edu/online). To register, go to [www.cptc.edu/register](http://www.cptc.edu/register).



## ACCOUNTING

### PRINCIPLES OF ACCOUNTING I

#### ACCT& 201

Covers fundamentals of accounting theory and practice, including a study of the accounting cycle, and the use of special journals. Focus is on double entry accounting system and financial statement preparation. Covers transactions for a business organized as a sole proprietorship and their effects on balance sheet accounts. Prerequisite: ACTG 115 or Instructor approval. Additional Fee: \$25.00

49G2	5Cr	Arranged	
9/24 - 12/12		[ONLINE]	Dorum

### PRINCIPLES OF ACCOUNTING II

#### ACCT& 202

Covers fundamentals of accounting theory and practice continued from ACCT& 201. Focus is on issues related to businesses organized as a partnership or corporation and their effects on balance sheet accounts. Also covers investment, dissolution, and distribution of income.

Prerequisite: ACCT& 201. Additional Fee: \$25.00

4932	5Cr	11:00AM-11:50AM	TThF
9/25 - 12/12		10-214 [ENHANCED]	Cooke

### PRINCIPLES OF ACCOUNTING III

#### ACCT& 203

Introduces the theory of cost accounting and an analysis of accounting data as a part of the managerial process of planning, decision-making, and control. Emphasis is given to job order, process and standard cost accounting data, and the preparation and use of budgets and internal control reports necessary for making economic decisions for manufacturing businesses. Prerequisite: ACCT& 201. Additional Fee: \$25.00

49H2	5Cr	Arranged	
9/24 - 12/12		[ONLINE]	Dorum

### BOOKKEEPING I

#### ACTG 110

Introduces fundamental principles of full cycle, double-entry accounting, including maintaining journals, ledgers, and banking records to prepare basic financial statements for service and retail businesses organized as sole proprietorships or partnerships. Covers basics of payroll accounting and payroll tax reports. Explores the concepts and terminology required to perform specific accounting functions accurately. Prerequisite: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval. Additional Fee: 43.20

4902	4Cr	9:00AM-10:50AM	TWThF
9/25 - 11/9		10-216 [ENHANCED]	Dorum

49B2	4Cr	Arranged	
9/24 - 12/12		[ONLINE]	Dorum

#### ACTG 115

### BOOKKEEPING II

Introduces continued principles of full cycle, double-entry accounting. Covers specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals, and end-of-period work for corporations. Explores concepts and terminology required to perform specific accounting functions accurately. Prerequisite: ACTG 110. Additional Fee: \$25.00

4912	4Cr	Arranged	
9/24 - 12/12		[ONLINE]	Dorum

49C2	4Cr	9:00AM-10:50AM	TWThF
11/13 - 12/12		10-216 [ENHANCED]	Dorum

### ELECTRONIC BUSINESS MATH

#### ACTG 120

Covers business math applications to include payroll, percent's, merchandising, consumer credit, simple and compound interest, prorating, stocks and bonds, and the metric system, using the keyboard functions and the touch method of electronic calculator operation. Prerequisite: CO MPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval. Additional Fee: \$25.00

49D2	2Cr	Arranged	
9/24 - 12/12		[ONLINE]	Dorum

### ACCOUNTING SPREADSHEETS I

#### ACTG 135

Introduces electronic spread sheets (Microsoft Office-Excel). Covers creating business forms and spreadsheets to prepare financial statements. Prerequisite: CAS 105 or Instructor approval. Concurrent with ACTG 110 or Instructor approval. Additional Fee: 22.75

4922	5Cr	11:00AM-11:50AM	TWF
9/25 - 12/12		10-212	Dorum

### PAYROLL & BUSINESS TAXES

#### ACTG 160

Provides practice in all payroll operations, the recording of accounting entries involving payroll, and the preparation of payroll and business tax returns that are required of business. Covers the concepts, laws, and terminology required to perform specific payroll accounting functions. Prerequisite: ACTG 110 or Instructor approval. Additional Fee: \$25.00

49F2	5Cr	Arranged	
9/24 - 12/12		10-216 [ONLINE]	Dorum

### PRINCIPLES OF ACCOUNTING I LAB

#### ACTG 211

Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment. Concurrent with ACCT& 201. Additional Fee: 9.10

4942	2Cr	Arranged	Arranged
10/2 - 12/7		10-216	Dorum

### PRINCIPLES OF ACCOUNTING II LAB

#### ACTG 212

Provides instructional activities that support material covered in ACCT& 202 in a supervised lab environment. Concurrent with: ACCT& 202. Additional Fee: 13.65

4952	3Cr	12:00PM-1:00PM	W
10/3 - 12/5		10-214	Cooke

#### ACTG 260

### BUSINESS OFFICE I

Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public. Prerequisites: ACTG 143, ACTG 235, CAS 120, and ACCT& 201, or Instructor approval. Additional Fee: 22.75

4962	5Cr	Arranged	Arranged
9/28 - 12/7		10-214	Cooke

#### ACTG 262

### BUSINESS OFFICE II

Provides an opportunity for students to experience and participate in a realistic office environment by providing financial statements, completing financial examinations, preparing payroll, and furnishing other similar financial accounting work products to the public. Prerequisite: ACCTG 260. Additional Fee: 22.75

4972	5Cr	Arranged	Arranged
9/28 - 12/7		10-214	Cooke

#### ACTG 271

### INTERNSHIP I

Provides students with on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be related to the educational and career objective of the student. Must be approved by the Instructor and includes a weekly seminar component. Prerequisite: Instructor approval. Additional Fee: 22.75

4982	5Cr	Arranged	Arranged
9/28 - 12/7		Arranged	Cooke

### INDIVIDUAL INCOME TAX ACCOUNTING

#### ACTG 291

Continues the study of the fundamentals of individual income tax accounting theory and practice, including a detailed study of the rules and regulations for preparation of the most common forms and schedules, preparation of these forms and schedules, tax laws in the United States, and the differences between GA AP and income tax accounting. Prerequisite: ACTG 222 and ACCT& 201, or Instructor approval. Concurrent with ACTG 293. Additional Fee: 22.75

4992	5 Cr	9AM-10:30AM	TWThF
9/25 - 12/12		10-212	Cooke

### INDIVIDUAL INCOME TAX ACCOUNTING LAB

#### ACTG 293

Provides a supervised setting, with instructional support, to apply understanding of federal individual income tax rules and regulations to specific tax problems. Prerequisite: ACTG 222 and ACCT& 201, or Instructor approval. Concurrent with ACTG 291. Additional Fee: 22.75

49A2	5 Cr	10:30AM-11:00AM	TWThF
9/30-12/9		10-212	Cooke

#### BUS& 201

### BUSINESS LAW

Introduces the Uniform Commercial Code and Business Laws pertaining to business contracts, sales, bailments, commercial paper, employment, agency, business organization, insurance and property. Prerequisite: ACTG 115 or instructor approval. Additional Fee: \$25.00

49J2	5Cr	Arranged	
9/24 - 12/12		[ONLINE]	Cooke



**ADULT BASIC EDUCATION****ABE 022**

Learn to process, estimate and average whole number operations in addition, subtraction, multiplication, and division to solve real-life word problems. Prerequisites: Students must receive a score of 201-210 on the CASAS placement test. Additional Fee: \$25.00

CHM2 4Cr	1:45PM-3:45PM	MW
9/24 - 12/12	37-011	Weigelt

**ABE 023**

Learn to apply mathematical concepts and procedures to make an estimate e, solve a problem, and carry out a task involving decimals and fractions in situations related to life roles. Prerequisites: Students must successfully complete ABE Math 2 or receive a score of 211-220 on the CASAS placement test. Additional Fee: \$25.00

CHM3 4Cr	1:45PM-3:45PM	MW
9/24 - 12/12	37-008	Nix

**ABE 024**

Learn to apply mathematical concepts and procedures to make estimates, solve problems, use of percent's, ratio and proportion, simple formula s, measurements, tables and graphs. Prerequisites: Students must successfully complete ABE Math 3 or receive a score of 221-235 on the CASAS placement test. Additional Fee: \$25.00

CHM4 4Cr	9:00AM-11:00AM	TTh
9/25 - 12/13	37-011	Weigelt

**ABE 033**

Learn to read with understanding, focusing on real-life material on familiar subjects related to personal family, citizen/community and worker roles. Prerequisites: Students must receive a score of 211-220 on the CASAS placement test. Additional Fee: \$25.00

CHR3 4Cr	8:45AM-10:45AM	MW
9/24 - 12/12	37-008	Nix

**ABE 034**

Learn to read with understanding expository writing, a variety of periodicals and non-technical journals on common topics, common legal forms, and library reference materials. Prerequisites: Students must successfully complete ABE 3 or receive a score 221-235 on the CASAS placement. Additional Fee: \$25.00

CHR4 4Cr	8:45AM-10:45AM	MW
9/24 - 12/12	37-008	Nix

**ABE 043**

Focus on writing skills and increasing complexity of sentences and paragraphs. Practice applying these skills to a variety of life situations. Students will be asked to complete a writing sample. Additional Fee: \$25.00

CHW3 4Cr	10:45AM-12:45PM	MW
9/24 - 12/12	37-008	Nix

**ABE MATH 2****ABE MATH 3****ABE MATH 4****ABE READING 3****ABE READING 4****ABE WRITING 3****ABE 044**

Learn to convey ideas in writing using several connected paragraphs with correct mechanics, usage, and varied sentence structure. Prerequisites: Students must successfully complete ABE Writing 3 In addition, students will be asked to complete a writing sample. Additional Fee: \$25.00

CHW4 4Cr	10:45AM-12:45PM	MW
9/24 - 12/12	37-008	Nix

**ABE 080 IBEST ENGLISH SEMINAR**

Focused concentration on improving reading comprehension, essay and report writing as a preparation for ENG 094. Prerequisites: Concurrently enrolled in or a graduate of an IBEST approved program. Additional Fee: \$25.00

CH92 3Cr	1:30PM-3:00PM	MW
9/24 - 12/10	37-061	Munizza

**ABE 082 IBEST MATH SEMINAR**

Focused concentration on improving computational skills as a preparation for algebra and college-level math. Prerequisites: Concurrently enrolled in or a graduate of an IBEST approved program. Additional Fee: \$25.00

CH93 3Cr	1:30PM-3:00PM	TTh
9/25 - 12/11	37-061	Munizza

**ESL 010**

Learn English skills for basic survival needs. BASIC reading, writing, speaking and listening skills will be covered. Prerequisite: Students must receive a score of <180 on the CASAS placement test. Additional Fee: \$25.00

CH01 7Cr	8:30AM-10:30AM	MTWTh
9/24 - 12/13	37-061	Burghagen

**ESL 012**

Learn English skills for basic everyday activities. Begin to develop reading, writing, speaking and listening skills necessary to participate in family, community, and employment activities. Prerequisite: Students must successfully complete ESL 1 or receive a score of 181-190 on the CASAS placement test. Additional Fee: \$25.00

CH02 7Cr	8:30AM-10:30AM	MTWTh
9/24 - 12/13	37-061	Burghagen

CH12 8Cr	5:30PM-8:30PM	MTW
9/24 - 12/12	37-011	Mendez

**ESL 013**

Learn more complex reading, writing, speaking, listening skills and application of these skills to a variety of life situations. Prerequisite: Students must successfully complete ESL 2 or receive a score of 191-200 on the CASAS placement test. Additional Fee: \$25.00

CH13 8Cr	5:30PM-8:30PM	MTW
9/24 - 12/12	37-011	Mendez

**ABE WRITING 4****ESL I****ESL 2****ESL 3****ESL 014**

Learn to listen actively and participate in conversations about everyday activities and subjects. Read more complex material. Convey ideas through writing and edit own work. Prerequisite: Students must successfully complete ESL 3 or receive a score of 201-210 on the CASAS placement test. Additional Fee: \$25.00

CH04 7Cr	12:30PM-2:30PM	MTWTh
9/24 - 12/13	37-054	Lamberton

CH14 8Cr	5:30PM-8:30PM	MTW
9/24 - 12/12	37-054	Glihero

**ESL 015**

Learn to actively participate in conversations related to everyday activities, work and social situations. Learn to convey complex ideas in writing, develop reading and critical thinking skills. Prerequisite: Students must successfully complete ESL 4 or receive a score of 211-220 on the CASAS placement test. Additional Fee: \$25.00

CH05 7Cr	10:30AM-12:30PM	MTWTh
9/24 - 12/13	37-054	Stevens

CH15 8Cr	5:30PM-8:30PM	MTW
9/24 - 12/12	37-061	Lamberton

**ESL 016**

Learn to participate independently in complex conversations and organize and relay information effectively. Learn to monitor comprehension when reading difficult materials and write using complex grammatical structures. Prerequisite: Students must successfully complete ESL 5 or receive a score of 221-235 on the CASAS placement. Additional Fee: \$25.00

CH06 7Cr	8:30AM-10:30AM	MTWTh
9/24 - 12/13	37-054	Stevens

CH16 8Cr	5:30PM-8:30PM	MTW
9/24 - 12/12	37-008	Bailey

**ESL WRITING IMPROVEMENT****ESL 021**

Designed for intermediate and advanced ESL students to improve professional writing skills while learning to use MS Word to create and edit written work. Practice keyboarding skills and learn to use the basic editing features of MS Word. Plan, write, and edit various types of documents including business letters and resumes. Develop process, descriptive and opinion paragraphs. Prerequisite: ESL 4-6 or CASAS score 201 or higher. Prepares students exiting ESL 5&6 to enter technical programs of study at CPTC; includes English language skill development in reading, writing, speaking and listening. Gain skills and knowledge of materials necessary to prepare for GED exam. Develop test taking strategies and develop skills using the computer lab, through classroom activities and instruction that are designed to cover social studies, writing, and reading and science sections on GED exam. Additional Fee: \$25.00

CHB3 3Cr	9:00AM-12:00PM	F
9/28 - 12/7	37-054	Burghagen

**GED 020****GED BASIC MATH**

Learn to make mathematical estimates of time and space; apply principles of geometry to measure angles, lines and surfaces, and apply trigonometric functions. Prerequisites: Continuous enrollment course. Additional Fee: \$25.00

CHMB 4Cr 9:00AM-11:00AM TTh  
9/25 - 12/13 37-011 Weigelt

**GED 021****GED ADVANCED MATH**

Focus on fine-tuning skills necessary to successfully complete the math section of the GED. Prerequisites: Students must successfully complete GED Basic Math or receive a score of 246 or higher on the CASAS placement test. Additional Fee: \$25.00

CHMA 4Cr 9:00AM-11:00AM TTh  
9/25 - 12/13 37-011 Weigelt

**GED 030****GED BASIC READING**

Learn to comprehend, explain and analyze information; write with clearly expressed ideas; use varied complex sentence structure with few errors. Prerequisites: Students must successfully complete ABE Reading 4 or receive a score of 236-245 on the CASAS placement test. Additional Fee: \$25.00

CHRB 4Cr 8:45AM-10:45AM MW  
9/24 - 12/12 37-011 Weigelt

**GED 031 GED ADVANCED READING**

Focus on fine-tuning reading and skills necessary to successfully complete the reading and social studies sections of the GED. Prerequisites: Students must successfully complete GED Basic Reading or receive a score of 246 or higher on the CASAS placement. Additional Fee: \$25.00

CHRA 4Cr 8:45AM-10:45AM MW  
9/24 - 12/12 37-011 Weigelt

**GED 040****GED BASIC WRITING**

Learn to write with clearly expressed ideas supported by relevant detail, and use varied and complex sentence structure with few mechanical errors. Prerequisites: Students must successfully complete Writing 4. Students will be asked to complete a writing sample. Additional Fee: \$25.00

CHWB 4Cr 10:45AM-12:45PM MW  
9/24 - 12/12 37-011 Weigelt

**GED 041 GED ADVANCED WRITING**

Focus on fine-tuning writing skills necessary to successfully complete the writing sections of the GED. Prerequisites: Students must successfully complete GED Basics Writing. In addition, students will be asked to complete a writing sample. Additional Fee: \$25.00

CHWA 4Cr 10:45AM-12:45PM MW  
9/24 - 12/12 37-011 Weigelt

**ADULT HIGH SCHOOL****ADHS 018****ART**

This class is an introduction of art terminology and methods, with an overview of artist methods and techniques. Additional Fee: \$31.53

5B02 5Cr 2:00PM-2:50PM Daily  
9/24 - 12/10 14-109 Purvine

**ADHS 019****FITNESS & HEALTH**

This is an intermediate exploration of personal and global health issues, emphasizing cause, effect, and possible remedy; additionally, physical fitness activities are pursued. Additional Fee: \$31.53

5BA2 5Cr 2:00PM-2:50 Daily  
9/24 - 12/13 TBD Hanby

**ADHS 014****CIVICS**

This is an introductory course on US government policy, procedures, and principles ranging from personal to global in nature. Additional Fee: \$31.53

5B42 5Cr 3:00PM-4:30PM MTWTh  
9/24 - 12/13 TBD Hanby

**PACIFIC NORTHWEST****HISTORY**

This course focuses on Washington State History and Government with Additional Fee: studies on the Pacific Northwest region as a whole. Additional Fee: \$31.53

5B82 5Cr 4:30PM-6:00PM MTWTh  
9/24 - 12/14 TBD Quincy

**CURRENT WORLD****PROBLEMS**

This course explores causes and effects of contemporary global issues. Additional Fee: \$31.53

5B32 5Cr 4:30PM-6:00PM MTWTh  
9/24 - 12/13 TBD Quincy

**ADHS 015****SCIENCE I**

This class integrates various areas of science with an emphasis in complex reasoning and critical thinking. This class is designed around authentic performance with students working in teams using knowledge and reasoning to solve scientific problems. Additional Fee: \$31.53

5B62 5Cr 5:00PM-7:30PM TW  
9/25 - 12/12 14-109 Norton

**ADHS 017****SCIENCE II**

This class integrates various areas of science, and earth science with an emphasis in complex reasoning and critical thinking. This class is designed around authentic performance with students working in teams using knowledge and reasoning to solve scientific problems. Additional Fee: \$31.53

5B92 5Cr 5:00PM-7:30PM TW  
9/25 - 12/12 14-109 Norton

**ADHS 020****BIOLOGY I**

This class is a study of cell energy and the process of cellular reproduction. Additional Fee: \$31.53

5BB2 5Cr 5:00PM-7:30PM TW  
9/25 - 12/12 14-109 Norton

**ADHS 021****BIOLOGY II**

This class is an introduction of genetics. Additional Fee: \$31.53

5BC2 5Cr 5:00PM-7:30PM TW  
9/25 - 12/12 14-109 Norton

**AEROSPACE COMPOSITE****ACM 120 COMPOSITE FABRICATION**

Learn manufacturing methods and processes commonly utilized for the fabrication of composite materials. Instruction includes material choices, fabrication techniques, material handling, and safety procedures. Additional Fee: \$50.00

4402 4Cr 4:00PM-8:15PM Daily  
9/24 - 12/13 SHC122 Roebuck

**ACM 125 COMPOSITE ASSEMBLY**

Identify and utilize appropriate materials and processes to assemble structures made of composite materials. Includes the lay-up, vacuum bagging, and cure processing of wet laminating techniques and preimpregnated materials. Additional Fee: \$50.00

4412 4Cr 4:00PM-8:15PM Daily  
9/24 - 12/13 SHC122 Roebuck

**ACM 130 COMPOSITE REPAIR**

Inspect, test, and repair composite structures. This course explains how imperfections affect composite properties and provides hands-on training for the repair of defects. Additional Fee: \$50.00

4422 4Cr 4:00PM-8:15PM Daily  
9/24 - 12/13 SHC122 Roebuck

**ACM 145 SPECIAL PROJECTS**

Develops skills in print reading, project planning, layout, distortion control, fixturing, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned. Additional Fee: \$50.00

4432 3Cr 4:00PM-8:15PM Daily  
9/24 - 12/13 SHC122 Roebuck

**Veterans interested in the Aerospace Composite program please contact  
Tom Curran at (253) 549-6541**

**BASIC MATHEMATICS, PHYSICS, AND WEIGHT & BALANCE****AMT 104**

Perform all of the mathematical computations required in the Aviation Maintenance Technician curriculum. Understand the scientific principles that apply to the operation of aircraft, engines and the equipment that the aviation maintenance technician will be in daily contact with. Develop a comprehensive understanding of the importance of weight and balance to aircraft safety, and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast. Additional Fee: \$73.75

4442 5Cr 4:00PM-8:15PM Daily  
9/24 - 12/13 SHC117 Menonides

**AMT 119 MATERIALS & PROCESSES**

Identification and selection of non-destructive testing methods. Dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections. Basic heat-treated processes. Aircraft hardware and materials. Inspect and check welds. Perform precision measurements. Additional Fee: \$73.75

44XX 5Cr 7AM-1PM Daily  
9/24 - 12/13 SHC117 Menonides

**AIRCRAFT NON-METALIC STRUCTURES****AMT 137**

Covers inspection and repair of all types of non-metallic and composite structures, including transparent plastic enclosures and interiors. Additional Fee: \$69.00

4462 4Cr	4:00PM-8:15PM	Daily
9/24 - 12/13	SHC117	Mensonides

**AMERICAN SIGN LANGUAGE****AMERICAN SIGN LANGUAGE I****ASL& 121**

Informs students about deafness, deaf culture, the deaf community, and American Sign Language. Learn to communicate both expressively and receptively in American Sign Language in basic conversation situations. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

0502 5Cr	3:00PM-5:20PM	MW
9/24 - 12/12	37-227	Wilson

**ARCHITECTURAL ENGINEERING DESIGN****ARC 121 DRAFTING & DESIGN**

Overview of floor plans, line types, and line weights, introduction to media, computer-aided drafting, codes, basic design concepts, and presentation drawings and techniques. Prerequisites: English reading with comprehension, composition, and basic verbal skills. Lab hours arranged with instructor. Additional Fee: \$33.75

6302 5Cr	8:30AM-9:30AM	MW
9/24 - 12/12	19-201	Lamb

**CIVIL ENGINEERING SITE DESIGN****ARC 123**

Overview of site design and planning, lot, subdivision and road layouts, contouring, slopes and profiles, and zoning regulations. Lab hours arranged with instructor. Prerequisites: ARC 121 Additional Fee: \$33.75

6312 5Cr	3:00PM-5:00PM	Th
9/27 - 12/13	19-201 [ENHANCED]	Muir

**RESIDENTIAL DESIGN & DRAFTING****ARC 125**

Overview of basic residential design and specialized floor plans, exterior and interior elevations. Lab hours arranged with instructor. Prerequisites: ARC 123 Additional Fee: \$33.75

6322 5Cr	8:30AM-9:30AM	MW
9/24 - 12/12	19-201	Lamb

**ARCHITECTURAL REPORTING I****ARC 141**

Includes investigation, research, and report preparation on materials, methods, and trends in construction. Prerequisites: English reading with comprehension, composition, and basic verbal skills, and computer keyboarding skills of 30 wpm. Lab hours arranged with instructor. Additional Fee: \$24.25

6332 3Cr	9:30AM-10:30AM	M
9/24 - 12/10	19-201	Lamb

**ARCHITECTURAL REPORTING II****ARC 142**

Includes investigation, research, diagrams, and detail drawing preparation on basic framing systems in house construction. Lab hours arranged with instructor. Prerequisites: ARC 181 Additional Fee: \$33.75

6342 5Cr	9:30AM-10:30AM	M
9/24 - 12/10	19-201	Lamb

**CONSTRUCTION MATERIAL RESEARCH I**

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 14. Prerequisites: English reading with comprehension, composition, and basic verbal skills. Lab hours arranged with instructor. Instructor permission required. Additional Fee: \$19.50

6352 2Cr	Arranged	F
9/28 - 12/7	19-201	Lamb

632C 2Cr	3:00PM-3:50PM	F
9/28 - 12/7	19-201	Muir

**DRAFTING TECHNOLOGIES I****ARC 171**

Basic manual drafting skills, orthographics, isometrics, and roof plans for basic design and construction necessary for residential design and printing completed drawings on industry standard hardware. Prerequisites: English reading with comprehension, composition, and basic verbal skills. Lab hours arranged with instructor. Additional Fee: \$33.75

6362 5Cr	9:30AM-10:30AM	MW
9/24 - 12/12	19-201	Lamb

**DRAFTING TECHNOLOGIES II****ARC 173**

Basic manual drafting skills for civil engineering and profile for subdivisions and basic design drawings necessary for residential design and printing completed drawings on industry standard hardware. Lab hours arranged with instructor. Prerequisites: ARC 171. Instructor permission required. Additional Fee: \$33.75

6372 5Cr	4:00PM-4:50PM	MW
9/24 - 12/12	19-201 [ENHANCED]	Muir

**INTRODUCTION TO AUTOCAD****ARC 181**

Use Windows based AutoCAD applications to produce basic design and production drawings and details, and to save and print drawings on industry standard hardware. Lab hours arranged with instructor. Prerequisites: English reading with comprehension, composition, and basic verbal skills and basic keyboarding skills, 30 wpm, ARC 171 or Instructor permission. Instructor permission required. Additional Fee: \$33.75

6382 5Cr	7:00PM-7:50PM	TTh
9/25 - 12/13	19-203 [ENHANCED]	Muir

**ENGINEERING MECHANICS OF MATERIALS****ARC 191**

Analysis of loading conditions and selection of wood member sizes and materials for house design. Material stress and strain are computed. Lab hours arranged with instructor. Prerequisites: ARC 125, MAT 99 or higher. Additional Fee: \$33.75

6392 5Cr	5:00PM-5:50PM	TTh
9/25 - 12/13	19-201 [ENHANCED]	Muir

**DESIGN PROJECT I**

Project management and design of basic architectural drafting project. Project includes one-story house and placement on a subdivision lot, conforming to regulatory codes and established schedules. Production of a complete set of computer-drafted and engineered construction drawings. Give effective oral reports of progress. Lab hours arranged with instructor. Prerequisites: ARC 173, ARC 181. Additional Fee: \$33.75

63A2 5Cr	12:30PM-1:30PM	MTWTh
9/24 - 12/13	19-201	Lamb

**DESIGN PROJECT II**

Project management and design of an intermediate architectural drafting project. Project conforms to regulatory codes, hypothetical client needs, and established schedules. Producing a complete set of computer-drafted and engineered construction drawings. Give effective oral reports of progress. Lab hours arranged with instructor. Prerequisites: ARC 223, ARC 281 Additional Fee: \$33.75

63B2 5Cr	3:00PM-3:50PM	M
9/24 - 12/10	19-201 [ENHANCED]	Muir

**SPECIAL INTERN PROJECT**

Complete the written Work-Based Learning Experience Plan. Prerequisites: Instructor permission required. Additional Fee: \$10.00

63C2 5Cr	Arranged	Lamb
9/24 - 12/13	19-201	

63D2 5Cr	Arranged	Muir
9/24 - 12/13	19-201	

**SPECIAL DESIGN PROJECT**

Complete Special Design Project as assigned by the instructor to aid in Realistic Training. Additional Fee: \$33.75

63F2 5Cr	12:30PM-1:30PM	MTWTh
9/24 - 12/13	19-201	Lamb

63G2 5Cr	Arranged	Muir
9/24 - 12/13	19-201 [ENHANCED]	

**COST ESTIMATING I**

Completion of a computerized, detailed cost estimate for one-story house with site development. Lab hours arranged with instructor. Additional Fee: \$24.25

63H2 3Cr	8:00PM-8:50PM	Th
9/27 - 12/13	19-201 [ENHANCED]	Muir

**COST ESTIMATING II**

Completion of a computerized, detailed cost estimate for two-story house. Lab hours arranged with instructor. Prerequisites: ARC 231. Additional Fee: \$19.50

63J2 2Cr	12:30PM-1:30PM	TWTh
9/25 - 12/13	19-201	Lamb



**ARC 237 ENERGY ANALYSIS**

Covers using prescriptive performance for compliance with current energy code. Lab hours arranged with instructor. Prerequisites: ARC 223, MAT 105 Additional Fee: \$14.75

63K2	1Cr	3:00PM-3:50PM	W
9/26 - 12/12		19-201 [ENHANCED]	Muir

**ARC 238 ENERGY ANALYSIS II**

Completion of two computerized energy analyses for a two-story house. Lab hours arranged with instructor. Prerequisites: ARC 236. Additional Fee: \$14.75

63L2	1Cr	1:30PM-2:00PM	T
9/25 - 12/11		19-201	Lamb

**ARC 253 EMPLOYMENT RESEARCH**

Basic job-seeking skill activities including resume preparation, employer contracts and employment opportunities. Prerequisites: ARC 145, ARC 173, ARC 225, ARC 231, ARC 235, ARC 261 Additional Fee: \$19.50.

63XX	2Cr	Arranged	Arranged
9/24 - 12/13		19-201	Lamb

**ARC 256 EMPLOYMENT RESEARCH**

Covers basic job-seeking skills activities including resume preparation, employer contacts and employment opportunities. Additional Fee: \$14.75

63M2	1Cr	Arranged	Lamb
9/24 - 12/13		19-201	

63N2	1Cr	5:00PM-5:50PM	W
9/26 - 12/12		19-201 [ENHANCED]	Muir

**INTRODUCTION TO THREE****ARC 262 DIMENSIONAL MODELING**

Covers basic X, Y, and Z coordinate concepts and three dimensional digital building massing. Lab hours arranged with instructor. Prerequisites: ARC 181 Additional Fee: \$24.25

63P2	3Cr	12:30PM-1:45PM	TTh
9/25 - 12/13		19-201	Lamb

63Q2	3Cr	4:00PM-4:50PM	F
9/28 - 12/7		19-201 [ENHANCED]	Muir

**ARC 281 INTERMEDIATE AUTOCAD**

Use Windows based AutoCAD applications to produce intermediate design and production drawings and details, and saving and printing drawings on industry standard hardware. Lab hours arranged with instructor. Prerequisites: ARC 181. Additional Fee: \$33.75

63R2	5Cr	12:30PM-1:30PM	W
9/26 - 12/12		19-203	Lamb

63S2	5Cr	8:00PM-8:50PM	M
9/24 - 12/10		19-203 [ENHANCED]	Muir

**ARC 284 APPLIED AUTOCAD**

Use Windows based AutoCAD applications to a complete set of design and production drawings and details for a design project, and saving and printing drawings on industry standard hardware. Lab hours arranged with instructor. Prerequisites: ARC 281. Additional Fee: \$33.75

63T2	5Cr	Arranged	Lamb
9/24 - 12/13		19-203	

63U2	5Cr	4:00PM-4:50PM	TTh
9/25 - 12/13		19-203 [ENHANCED]	Muir

**ARC 293 ENGINEERING STATICS**

Beam loading, shear and moment diagrams, analysis, calculations, and selection of wood members for light framing. Material stress is computed. Prerequisites: ARC 125, MAT 105 or higher. Lab hours arranged with instructor. Additional Fee: \$33.75

63V2	5Cr	9:30AM-10:45AM	TTh
9/24 - 12/13		19-201	Lamb

**ARCHITECTURAL CAD DRAFTING (I-BEST)****DRAFTING****ARC 173 TECHNOLOGIES II**

Basic manual drafting skills for civil engineering and profile for subdivisions and basic design drawings necessary for residential design and printing completed drawings on industry standard hardware. Prerequisites: ARC 171. Instructor permission required. Additional Fee: \$33.75

632T	5Cr	4:00PM-4:50PM	MW
9/24 - 12/12		19-201	Muir

**INTRODUCTION****ARC 181 TO AUTOCAD**

Use Windows based AutoCAD applications to produce basic design and production drawings and details, and to save and print drawings on industry standard hardware. Prerequisites: English reading with comprehension, composition, and basic verbal skills and basic keyboarding skills, 30 wpm, ARC 171 or Instructor permission. Instructor permission required. Additional Fee: \$33.75

632N	5Cr	7:00PM-7:50PM	TTh
9/25 - 12/13		19-201	Muir

**ART****ART& 100 ART APPRECIATION**

Introduce to the diversity of the art world from ancient civilizations to contemporary society. A discussion of art terminology and methods will be covered in an overview of artists' materials, techniques. Additional Fee: \$25.00

0501	5Cr	Arranged	WAOL
9/20 - 11/28		[ONLINE]	

**AUTOMOTIVE COLLISION TECHNICIAN****FUNDAMENTALS OF****ARC 102 COLLISION REPAIR**

Explore career safety, industry certifications, vehicle construction, and an overview of the career field. Additional Fee: \$14.25

9602	3Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Freeman

**ACT 106 BODY SHOP EQUIPMENT**

Covers operating hand tools, power tools, and shop equipment. Explore air systems and their design and function. Additional Fee: \$14.25

9612	3Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Freeman

**WELDING,****ACT 110 HEAT, & CUTTING**

Covers the skills of welding, heating, and cutting as it relates to the Collision Industry. Additional Fee: \$19.00

9622	4Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Freeman

**ACT 115 PLASTIC/SMC REPAIR**

Explore plastic, fiberglass, and SMC repairs as they relate to the Collision Industry. Additional Fee: \$19.00

9632	4Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Freeman

**GLASS, TRIM &****ACT 120 HARDWARE**

Covers the practical skills used to repair/replace door locks and windows and to repair water leaks on car and truck bodies, interior parts, and door skin repair. Additional Fee: \$23.75

9642	5Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Freeman

**INTRODUCTION TO****ACT 125 METAL STRAIGHTENING**

Introduces basic body panel straightening techniques. Additional Fee: \$14.25

9652	3Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Freeman

**ACT 145 COLLISION ESTIMATING**

Covers collision damage estimating, reviewing work orders, and acquiring work skills for job success. Additional Fee: \$23.75

9662	5Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Richards

**REFINISH EQUIPMENT****ACT 151 PREPARATION**

Covers paint shop equipment and painting fundamentals.

9672	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Richards

**ACT 156 PRE-PRIME PREPARATION**

Explores corrosion protections and vehicle refinish preparation. Additional Fee: \$23.75

9682	5Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Richards

**POST-PRIME****ACT 157 PREPARATION**

Explores final preparations, blocking, and final sanding for application of topcoat. Additional Fee: \$23.75

9692	5Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-301	Richards

## AUTOMOTIVE RESTORATION AND CUSTOMIZATION

### ARCf 103 FUNDAMENTALS OF SHOP EQUIPMENT

Covers shop safety, fundamentals of tool use, and proper use of shop equipment. Instructor permission required. Additional Fee: \$14.25

1702	3Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 109 WELDING & METAL SKILLS

Covers welding, heating, and cutting techniques, using MIG and Oxyacetylene equipment. Students will learn safe handling and correct metal forming techniques of sheet metal. Instructor permission required. Additional Fee: \$19.00

1712	4Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 114 BASIC REPAIRS & ASSEMBLY

Covers basic repair and assembly procedures for bolt-on body components. Instructor permission required. Additional Fee: \$38.00

1722	8Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 119 CUSTOM FABRICATION

Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts. Instructor permission required. Additional Fee: \$28.50

1732	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 124 REFINISHING EQUIPMENT

Explores refinishing equipment use and maintenance. Instructor permission required. Additional Fee: \$19.00

1742	4Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:306	Richards

### ARCf 129 REFINISH PREPARATION

Explores corrosion protection and vehicle refinish preparation. Instructor permission required. Additional Fee: \$33.25

1752	7Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:306	Richards

### ARCf 130 ADVANCED PAINT APPLICATION

Covers application of advanced masking, topcoat shading, and graphics on a restoration or custom project. Instructor permission required. Additional Fee: \$28.50

1762	Var	7:30AM-1:50PM	Daily
9/24 - 12/13		03:306	Richards

## FIBERGLASS/ COMPOSITES TECHNIQUES

### ARCf 133

Further develop skills in customizing techniques used on original factory parts, as well as fabrication of custom parts. Instructor permission required. Additional Fee: \$28.50

1772	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 134 CUSTOM REFINISHING

Covers top coat, clear coat, and custom refinishing. Instructor permission required. Additional Fee: \$28.50

1782	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:306	Richards

### ARCf 141 SURFACE IMPERFECTIONS/ SHOW & SHINE

Covers paint application problem solving and show detailing. Instructor permission required. Additional Fee: \$19.00

1792	4Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:306	Richards

### ARCf 154 AUTOMOTIVE RESTORATION & CUSTOM LAB

Finish projects and competencies in restoration and/or customizing. 9credits in summer quarter; variable credit, other three quarters. Instructor permission required. Additional Fee: \$42.75

17A2	9Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 159 METAL STRENGTHENING & SHAPING

Metal straightening and shaping techniques on a custom or restoration project. Instructor permission required. Additional Fee: \$28.50

17B2	Var	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 167 CUSTOM PAINT APPLICATION

Covers application of custom masking, topcoat shading, and graphics. Instructor permission required. Additional Fee: \$14.25

17C2	3Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Richards, G

### ARCf 168 APPLIED METAL SKILLS

Covers application of previously acquired metal skills as they relate to the student's project work. Instructor permission required. Additional Fee: \$14.25

17D2	3Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:307	Freeman

### ARCf 170 CUSTOM REFINISHING - SPECIAL PROJECTS

Develop skills in advanced custom and/or restoration techniques. Students will have the opportunity to apply knowledge to projects of personal interest, as assigned, and/or job shadowing. Instructor permission required. Additional Fee: \$28.50

17F2	Var	7:30AM-1:50PM	Daily
9/24 - 12/13		03:401	Freeman

## AUTOMOTIVE TECHNICIAN

### AUT 120 AUTOMOTIVE BASICS

Provides information on basic shop safety, hazardous material handling, industry trends and opportunities, tools and fasteners. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$39.50

4602	2Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:701	Offerdahl

### AUT 144 FORD BASIC ELECTRICAL SYSTEMS DIAGNOSIS & TEST

Diagnose and repair automotive electrical systems using the Symptom-to-System-to-Component-to-Cause process. Use special tools and service equipment associated with electrical diagnosis and repair. Use all service publications in their available formats to obtain needed information for diagnosis. Prerequisites: Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$150.00

4612	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:801	Brown

### AUT 147 AUTOMOTIVE SUSPENSION & STEERING

This module covers theory, diagnosis, and repair of SLA suspension systems, strut suspension systems, parallelogram steering systems, rack and pinion steering systems, rear suspension systems, and computer-controlled suspension systems. Prerequisites: Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$58.50

4622	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:701	Offerdahl

### AUT 149 AUTOMOTIVE SUSPENSION STEERING & WHEEL ALIGNMENT

Theory and troubleshooting of front suspension systems, steering systems, rear suspension systems, and computer controlled systems. Also covers basic wheel alignment, including two- and four-wheel alignment. Prerequisites: Must successfully complete AUT 147 and Prerequisites: Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$63.25

4632	7Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:701	Offerdahl

### AUT 156 AUTOMOTIVE SUSPENSION STEERING & WHEEL ALIGN LAB

Repair automotive brakes, steering, and suspension systems by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Prerequisites: Must successfully complete AUT 147, 149 and Prerequisites: Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$53.75

4642	5Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03:701	Offerdahl

**AUT 203 ELECTRICAL SYSTEMS**

Diagnose and repair automotive electrical systems and basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks. Prerequisites: Prerequisites: Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$82.25

4652	11Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-901	Covington

4662	11Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-507	Brown

**AUT 209 ELECTRONIC SYSTEMS**

Diagnose and repair automotive electronic systems and basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks. Prerequisites: Must successfully complete AUT 203 and Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$63.25

4672	7Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-901	Covington

4682	7Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-801	Brown

**CLUTCHES & MANUAL****AUT 239 TRANSMISSIONS**

Provides student with the knowledge and skills to competently repair automotive clutches and manual transmissions/transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile/light truck clutches and manual transmissions/transaxles. Prerequisites: Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$72.75

4692	9Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-601	Bridges

**AUTOMOTIVE AXLES, DRIVELINES, DIFFERENTIAL****AUT 243 & TRANSFER CASES**

Provides the student with the knowledge and skills to competently repair automotive axles, drivelines, differentials, and transfer cases. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance and repair of automobile/light truck axles, drivelines, differentials, and transfer cases. Prerequisites: Must successfully complete AUT 239 and Must have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$58.50

46A2	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-601	Bridges

**MANUAL DRIVE TRAINS & AXLES LAB****AUT 246**

This course is designed to teach the student to competently repair drive train components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck manual drive trains. Prerequisites: Must successfully complete courses AUT 239, 243 and have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$49.00

46B2	4Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-601	Bridges

**AIR-CONDITIONING,****AUT 255 HEATING & VENTILATION**

Theory, troubleshooting, and repair of automotive air-conditioning systems, heating systems, and ventilation systems. Also covers recovery and recycling of both R-12 and R134A refrigerants.

Prerequisites: Must successfully complete AUT 203, 209, and have required textbooks, tools, coveralls, and eye protection. Additional Fee: \$58.50

46C2	6Cr	7:30AM-1:50PM	Daily
9/24 - 12/13		03-901	Covington

**AVIATION MAINTENANCE TECHNICIAN****BASIC MATHEMATICS, PHYSICS, AND****AUT 104 WEIGHT & BALANCE**

Perform all of the mathematical computations required in the Aviation Maintenance Technician curriculum. Understand the scientific principles that apply to the operation of aircraft, engines and the equipment that the aviation maintenance technician will be in daily contact with. Develop a comprehensive understanding of the importance of weight and balance to aircraft safety, and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast. Additional Fee: \$73.75

4472	5Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC116	Doyon

**AIRCRAFT DRAWINGS, CLEANING & CORROSION CONTROL, GROUND OPERATIONS & SERVICING, &****AUT 116 FLUID LINES & FITTINGS**

Sketch aircraft repairs and alterations and understand information presented on typical aircraft blueprints, graphs, and charts. Recognize types of corrosion and know their causes, identify and use the proper materials and processes to remove corrosion by-products, treat corroded areas, and apply proper protection. Gain a thorough understanding of the importance of safe ground handling procedures, aircraft movement and storage, and identify aviation fuels. Identify fluid line components, fabricate rigid and flexible fluid lines, and properly install fluid lines on aircraft. Additional Fee: \$73.75

4482	5Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC116	Doyon

**AMT 119 MATERIALS & PROCESSES**

Identification and selection of non-destructive testing methods. Dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections. Basic heat-treated processes. Aircraft hardware and materials. Inspect and check welds. Perform precision measurements. Additional Fee: \$73.75

4492	5Cr	7AM-1PM	Daily
9/24 - 12/13		SHC116	Doyon

**MAINTENANCE FORMS & RECORDS, PUBLICATIONS & MECHANICS, PRIVILEGES****AMT 127 & LIMITATIONS**

Generate and review FAA maintenance forms, records, entries, Publications and Regulations, including Airworthiness Directives, Mechanic Privileges and Limitations. Additional Fee: \$69.00

44A2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC116	Doyon

**WOOD STRUCTURES, AIRCRAFT COVERINGS, & FINISHES****AMT 131**

Covers wood aircraft construction, repair, and inspection. Students will select, apply, inspect, test, and repair aircraft fabric and fiberglass covering materials. Become familiar with types of aircraft protective coatings, trim applications, markings, finish problems, and the inspection of finishes. Additional Fee: \$64.25

44B2	3Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC117	Potter

**AIRCRAFT SHEET****AMT 135 METAL STRUCTURES**

Inspection and repair of all types of sheet metal. Information regarding the fabrication, construction, and repair of sheet metal aircraft structures. Additional Fee: \$69.00

44C2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC117	Potter

**WELDING, POSITION & WARNING SYSTEMS****AMT 136**

Principles regarding the fabrication, construction, and repair of welded aircraft structures. Principles of operation of speed and configuration warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems. Additional Fee: \$64.25

44D2	3Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC117	Potter

**AIRCRAFT NON-METALIC STRUCTURES****AMT 137**

Covers inspection and repair of all types of non-metallic and composite structures, including transparent plastic enclosures and interiors. Additional Fee: \$69.00

44F2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC117	Potter



**AMT 138 AIRCRAFT INSPECTIONS**

Lecture, demonstration, and practical application are used to train the student in the methods and techniques of all phases of aircraft inspections, federal aviation regulations, maintenance record entries, and disposition of those records. Additional Fee: \$69.00

44G2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC118	Crech

**AMT 139 ASSEMBLY & RIGGING**

Covers basic information regarding the assembly of aircraft, components, rigging of all flight control surfaces, balancing and inspection of flight controls, alignment of aircraft structures, and jacking of aircraft. Additional Fee: \$69.00

44H2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC117	Potter

**HELICOPTER OPERATION & MAINTENANCE PRACTICES**

**AMT 208**  
Covers history, operations, regulations, publications, records, special use equipment, and basic maintenance fundamentals, as they relate to rotorcraft. Additional Fee: \$50.00

44J2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC118	Crech

**BASIC ROTOR SYSTEM**

**AMT 210 MAINTENANCE & REPAIR**  
Covers history of rotorcraft and principles of flight; types and function of rotor systems; overhaul of rotor hub assemblies; installation and static balancing of rotors; types and function of anti-torque control systems; inspection of rotor blades using manufacturer's data. Additional Fee: \$69.00

44K2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC118	Crech

**ADVANCED ROTOR SYSTEMS**

**AMT 212 MAINTENANCE & REPAIR**  
Covers vibration analysis; installation and dynamic balancing of rotor systems; tracking of helicopter rotor blades; principles of helicopter autorotation and adjustment of autorotation RPM for power off operations. Additional Fee: \$69.00

44L2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC118	Crech

**AMT 215 HELICOPTER SYSTEMS**

Covers helicopter power plants and controls; fuel systems, turbine fuels, and fuel system components; oil systems and types of oils; mechanical drives, clutches, drive shafts, freewheeling units, and transmissions; flight controls, hydraulic, and instrument systems; rotor rpm, engine out, and master caution and warning systems; electrical systems, NiCad batteries, and starter generators; fuselage structures, and landing gear. Additional Fee: \$69.00

44M2	4Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC118	Crech

**POWERPLANT RECIPROCATING ENGINE THEORY**

**AMT 224**  
Covers the history of aircraft engines, principles of energy transformation, theory of operation, engine requirements and configuration, and overhaul of horizontally opposed engines. Additional Fee: \$78.50

44N2	6Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC120	Vick

**POWERPLANT MAINTENANCE**

**AMT 225 & OPERATION**  
Power plant maintenance and operation consists of theory of operation, engine requirements and configuration and installation, troubleshooting and removal of horizontally opposed engines. Additional Fee: \$78.50

44P2	6Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC120	Vick

**ENGINE FUEL SYSTEMS & FIRE PROTECTION**

**AMT 226**  
Fuel systems and fire protection consists of transformation of energy, chemistry of combustion and thermal efficiency of fuel air mixtures. Fire protection covers the components and the operation of fire detection and extinguishing equipment. Additional Fee: \$54.75

44Q2	1Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC120	Vick

**ENGINE FUEL**

**AMT 228 METERING SYSTEMS**  
Fuel metering consists of the principles of fuel metering for float carbs, pressure carb, fuel injection, and detonate injection, turbine fuel controls, and electronic engine fuel controls. Additional Fee: \$73.75

44R2	5Cr	7:00AM-1:00PM	Daily
9/24 - 12/13		SHC120	Vick

**BIOLOGY****HUMAN BIOLOGY**

**BIOL& 175 W/LAB**  
An in-depth approach to body systems, emphasizing the relationship between structure and functions. A laboratory course appropriate for non-science majors or for students beginning study in life sciences. Prerequisites: Appropriate COMPASS/SLEP placement score or Instructor permission.

0503	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		15-WLAB	Noffke

0504	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		15-WLAB	Noffke

0505	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		15-WLAB	Noffke

0506	5Cr	Arranged [ONLINE]	Noffke
9/24 - 12/13			

**ANATOMY & PHYSIOLOGY I**

**BIOL& 241**  
Includes an in-depth study of cells and tissues. The integumentary, skeletal, muscular, nervous and sensory systems are discussed. Laboratory component included. Prerequisites: BIOL 118 with a grade of C or 2.0 or better and CHEM& 110 with a grade of C or 2.0 or better. Additional Fee: \$25.00 Additional Fee: \$11.00

0507	5Cr	3:00PM-5:30PM	MW
9/24 - 12/12		15-WLAB	Korpal

0508	5Cr	3:00PM-5:30PM	TTh
9/25 - 12/13		08-108	Slegers

**HUMAN ANATOMY & PHYSIOLOGY II**

**BIOL& 242**  
Includes an in-depth study of immunology. Cardiovascular, lymphatic, respiratory, digestive/metabolism, excretory, reproductive and endocrine systems are discussed. Laboratory component included. Prerequisites: A grade of C or 2.0 or better in BIOL& 241. Additional Fee: \$36.00

0509	5Cr	6:00PM-8:30PM	MW
9/24 - 12/12		15-WLAB	Korpal

**BIOL& 260 MICROBIOLOGY**

Provides students with the content of diversity, structure, and physiology of beneficial and harmful microbes. Laboratory practice in identification of microbial species through culturing, staining, and biochemical testing. Includes laboratory. Prerequisites: BIOL 118 with a grade of C or 2.0 or better and CHEM& 110 with a grade of C or 2.0 or better. Additional Fee: \$36.00

0510	5Cr	Arranged [ONLINE] [HYBRID]	Noffke
9/24 - 12/13			

0511	5Cr	Arranged [ONLINE] [HYBRID]	Noffke
9/24 - 12/13			

**CENTRAL SERVICE/ STERILE PROCESSING****INTRODUCTION TO HEALTHCARE & CENTRAL SERVICE**

**MMN 103**  
Covers overall program content, including policies, procedures, philosophy, and terminal objectives. The history and evolution of the central service profession, human relations, legal issues, and regulatory agencies affecting the field are explored. Web enhanced. Additional Fee: \$25.00

8302	3Cr	7:30AM-2:15PM	Daily
9/24 - 12/13		37-218 [ENHANCED]	Wagers

**ANATOMY & PHYSIOLOGY/ MEDICAL TERMINOLOGY**

**MMN 108**  
Explore the overall makeup of the human body, its systems and functions, related medical, and surgical terminology. Surgical instrumentation is introduced. Web enhanced. Prerequisite: Completion of MMN 103. Additional Fee: \$25.00

8312	3Cr	7:30AM-2:15PM	Daily
9/24 - 12/13		37-218 [ENHANCED]	Wagers

**MICROBIOLOGY/ INFECTION CONTROL**

**MMN 113**  
Examination of human pathogens in microbiology. Students will learn about infection control as it relates to the sterilization process. Safety issues in the healthcare environment are covered. Web enhanced. Prerequisite: MMN 103, 108. Additional Fee: \$25.00

8322	3Cr	7:30AM-2:15PM	Daily
9/24 - 12/13		37-218 [ENHANCED]	Wagers

## SURGICAL INSTRUMENTATION

### MMN 124

Students learn to identify basic and complex surgical instruments. They will demonstrate thorough knowledge of the manufacture, care, and processing of surgical, endoscopic and power instruments. In addition, students will have an understanding of special protocols required with loaner instruments. Prerequisite: MMN 103, 108, 113. Additional Fee: \$25.00

8332	4Cr	7:30AM-2:15PM	Daily
9/24 - 12/13		37-218 [ENHANCED]	Wagers

## PRINCIPLES & METHODS OF CLEANING & DISINFECTION

### MMN 126

Classroom and laboratory experience in the fundamentals of cleaning and disinfection. Topics include water quality issues, water purification systems, chemical cleaning and disinfecting agents, handling and transporting of patient care equipment, and general cleaning protocols for instruments. The proper and safe handling of infectious waste is included. Prerequisite: MMN 103, 108, 113, 124. Additional Fee: \$25.00

8342	6Cr	7:30AM-2:15PM	Daily
9/24 - 12/13		37-218 [ENHANCED]	Wagers

## PRINCIPLES & PRACTICES OF STERILIZATION

### MMN 129

Classroom and laboratory experience in the packaging, assembly, and sterilization of procedural trays, instrument sets, and sterile supplies. Major topics include methods of high and low temperature sterilization, sterilization chemicals, and packaging materials. Guidelines for point of use processing are discussed. Operations, parameters, and maintenance of various sterilizers are included, as well as monitoring of the sterilization process and quality control. Proper storage and storage concerns for sterile supplies are included. Prerequisite: MMN 103, 108, 113, 124, 126. Additional Fee: \$25.00

8352	6Cr	7:30AM-2:15PM	Daily
9/24 - 12/13		37-218 [ENHANCED]	Wagers

## MATERIEL MANAGEMENT & CENTRAL SERVICE APPLICATIONS

### MMN 131

Overview of the handling and distribution of materials in a medical facility. Inventory management, replenishment methods, and tracking systems are included. Students become familiar with quality assurance measures and techniques. Prerequisite: MMN 103, 108, 113, 124, 126, 129. Additional Fee: \$25.00

8362	4Cr	7:30AM-2:15PM	Daily
9/24 - 12/13		37-218 [ENHANCED]	Wagers

## CHEMISTRY

### CHEMICAL CONCEPTS

#### CHEM& 110

#### W/LAB

Applying the chemical principles to energy usage, environmental impact, foods, drugs, and consumer products are emphasized. An introduction to chemistry intended for non-science majors. The course looks at how models of atoms, bonding and the structures of materials provide an understanding of common chemical properties and reactions. Additional Fee: \$25.00

0512	5Cr	10:00AM-12:00PM	MW
9/24 - 12/12		03-205	Hood

LABS	9:00AM-11:00AM	T
	15-WL	

0513	5Cr	Arranged	Hood
9/24 - 12/13		[ONLINE]	

LABS	11:00AM-1:00PM	SAT
	15-WL	[HYBRID]

### INTRODUCTION TO CHEMISTRY

#### CHEM& 121

Understanding the basics of inorganic chemistry including quantitative measurements, significant figures, atomic structure, chemical bonding, chemical equations, solutions, acid/base, and nuclear chemistry. Lab included. Pre-requisite: CHEM& 110 or High School Chemistry; co-requisite: MAT 099 or higher or appropriate COMPASS placement concurrently with this course. Fee: 20.00

0514	5Cr	3:00PM-5:00PM	MW
9/24 - 12/12		03-205	Hood

LABS	3:00PM-5:00PM	T
	15-WL	

0515	5Cr	Arranged	Hood
9/24 - 12/13		[ONLINE]	

LABS	2:00PM-4:00PM	SAT
	15-WL	

## COLLEGE SUCCESS

### FOUNDATION FOR STUDENT SUCCESS

#### COLL 101

Provides students with skills to be successful in college. Topics include study skills, learning styles, communication skills, time management, campus resources, test taking strategies and diversity. This program is required for certificate and degree seeking students with COMPASS placement at or below Math 82 and/or English 82 and is available to any students that would benefit from the course. This course requires attendance at the opening session on September 18, 2012 from 8:00am-12:30pm in the Student Center in building 23. Additional Fee: \$25.00

2PB2	2Cr	7:00AM-8:00AM	T
9/25 - 11/20		TBD [HYBRID]	VanBeek

2P62	2Cr	10:30AM-12:00PM	M
9/24 - 11/26		TBD [HYBRID]	Meyer

2P02	2Cr	3:10PM-4:40PM	T
9/25 - 11/20		TBD [HYBRID]	Holster

2P52	2Cr	1:00PM-2:00PM	T
9/25 - 11/20		TBD [HYBRID]	Solbrack

2P12	2Cr	3:10PM-4:40PM	W
9/26 - 11/21		TBD [HYBRID]	Holster

2PB2	2Cr	9:00AM-10:30AM	W
9/26 - 11/21		37-226 [HYBRID]	Schwarder

2P92	2Cr	10:30AM-12:00PM	W
9/26 - 11/21		37-226 [HYBRID]	Schwarder

2PA2	2Cr	4:00PM-5:30PM	W
9/26 - 11/21		37-226 [HYBRID]	Schwarder

2P32	2Cr	3:00PM-4:30PM	Th
9/27 - 11/29		TBD [HYBRID]	Hathaway

2PC2	2Cr	10:00AM-11:30AM	Th
9/27 - 11/29		TBD [HYBRID]	Washington

2P22	2Cr	9:00AM-10:30AM	F
9/28 - 11/30		TBD	Holster

2P42	2Cr	11:30AM-12:30PM	F
9/28 - 11/30		TBD [HYBRID]	Goings

2P72	2Cr	1:00PM-2:30PM	F
9/28 - 11/30		TBD [HYBRID]	Washington

## COMPUTER APPLICATIONS

### CAS 105

### KEYBOARDING

Use computers to develop touch control and proper keyboarding techniques; introduction to basic word processing functions. Mandatory orientation at <http://angel.cptc.edu>. Fee: 375.00

68AA	3Cr	Arranged	Reyggers
9/24 - 12/13		[ONLINE]	

68K2	3Cr	Arranged	Westerberg
9/24 - 12/13		[ONLINE]	

### INTRODUCTION TO COMPUTING

#### CAS 115

Learn what every successful office professional needs to know-how to create and edit business documents using Word. We'll show you how to create tables, columns, web pages, envelopes, and labels, and show how to track & reviews changes and compare, documents. Prerequisite: Keyboarding and basic computer experience preferred. Fee: \$375.00 SS

68Y2	3Cr	3:00PM-4:00PM	MTWTh
9/24 - 12/6		TBD	Staff

### CAS 120

### WORD I

Learn what every successful office professional needs to know-how to create and edit business documents using Word. We'll show you how to create tables, columns, web pages, envelopes, and labels, and show how to track & review changes and compare, documents. Prerequisite: Keyboarding and basic computer experience preferred. Mandatory orientation at <http://angel.cptc.edu>. Fee: 375.00

68L2	2Cr	Arranged	Westerberg
9/24 - 12/13		[ONLINE]	

### CAS 125

### WORD II

Explore advanced word processing with Microsoft Word. Perform mail merges; create styles; use advanced graphics tools; create basic forms with formulas; and utilize advanced report functions including indexes. Create macros and modify the Word environment. Meets computer literacy requirement. Mandatory orientation at <http://angel.cptc.edu>. Prerequisite: CAS 120. Fee: 375.00

68R2	3Cr	Arranged	Westerberg
9/24 - 12/13		[ONLINE]	

**CAS 130****EXCEL I**

Create and analyze professionally-formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists. Meets computer literacy requirement. Mandatory orientation at <http://angel.cptc.edu>. Prerequisite: Math 82 skills preferred. Fee: 375.00

68M2 3Cr Arranged  
9/24 - 12/13 [ONLINE] Westerberg

**CAS 135****EXCEL II**

Use advanced spreadsheet features and functions to analyze and project data. Learn how to use what-if analysis tools such as scenarios and solver. Create macros; validate data; link worksheets/books; use pivot tables; find errors; and share, merge, and protect workbooks. Meets computer literacy requirement. Mandatory orientation at <http://angel.cptc.edu>. Prerequisite: CAS 130. Fee: 375.00

68T2 3Cr Arranged  
9/24 - 12/13 [ONLINE] Westerberg

**CAS 140****POWERPOINT**

Create professionally formatted presentations that include animation and transitions. Insert and format charts, graphics, diagrams, and pictures. Save presentations for various delivery options including Web pages. Mandatory orientation at <http://angel.cptc.edu>. Fee: 375.00

68N2 2Cr Arranged  
9/24 - 12/13 [ONLINE] Westerberg

**CAS 145****PUBLISHER**

Explore desktop publishing in this project-based class. Create and edit flyers, newsletters, brochures, logos, calendars, Web pages, and various business publications. Use mail merge to create letters and labels. Use tools to edit text, colors, graphic design objects, and logos. Prepare files for commercial printing. Meets computer literacy requirement. Mandatory orientation at <http://angel.cptc.edu>. Fee: 375.00

68P2 5Cr Arranged  
9/24 - 12/13 [ONLINE] Westerberg

**CAS 150****ACCESS I**

Develop basic relational databases as you create, edit, format, and print tables, queries, forms, and reports. Copy records and import tables from another Access database. Define field properties and create relationships. Run, sort, and filter queries. Use comparison and logical operators, and perform calculations. Explore the basics of creating a cohesive database. Mandatory orientation at <http://angel.cptc.edu>. Fee: 375.00

68Q2 2Cr Arranged  
9/24 - 12/13 [ONLINE] Westerberg

**COMPUTER INFORMATION TECHNOLOGY****PROGRAMMING FUNDAMENTALS****CIT 101**

Introduction to programming concepts while enforcing good programming style and logical thinking along the way. Designed for students with little or no programming language experience, it begins with basic general programming concepts and key concepts of structure. Course then progresses to the intricacies of decision-making, looping, array manipulation, and methods. Additional Fee: \$23.75

5402 5Cr 9:00AM-11:00AM TTh  
9/25 - 12/13 16-208 Bowers

**JAVA OBJECT-ORIENTED PROGRAMMING II****CIT 143**

Build your problem-solving skills with the fundamental concepts and techniques of Object-Oriented Java Programming in analyzing, designing, and implementing computer programs. Practice problem solving methods and algorithm development to analyze, design, implement, modify, verify, and document computer programs that solve real-world problems. Develop a good conceptual understanding of data and functional abstraction. Prerequisite: CIT 142. Additional Fee: \$23.75

5412 5Cr 9:00AM-11:00AM TTh  
9/25 - 12/13 16-116 Abraham

**CIT 153****SQL SERVER**

Learn SQL commands, such as how and where to type an SQL query; and how to create, populate, alter, and delete tables; customize SQL server's settings; and learn about SQL server's functions; create joins, a common database mechanism for combining tables; perform query development, the use of views, and other derived structures and simple set operations; and write sub queries, aggregate functions, and correlated sub queries, as well as indexes and constraints that can be added to tables in SQL server. Prerequisite: CIT 150. Additional Fee: \$48.75

5432 5Cr 11:30AM-1:00PM MW  
9/24 - 12/12 16-116 [ENHANCED] Abraham

**CIT 161****HTML & CSS**

Learn basic programming and graphical user interface techniques for developing effective and useful web sites. Utilize Hypertext Markup Language (HTML and XHTML) and Cascading Style Sheets (CSS) to present static text and graphic content in an appealing, organized, and informative manner. Additional Fee: \$48.75

5442 5Cr 12:30PM-2:00PM TTh  
9/25 - 12/13 16-208 [ENHANCED] Bowers

**CIT 224****C++**

Study the mother tongue of modern object-oriented computer languages to not only develop programming skills in a widely-used commercial programming language, but to also gain an understanding of the origins and use of more current object-oriented technologies, such as Java and C#. Prerequisite: CIT 143. Additional Fee: \$23.75

5452 5Cr 9:00AM-11:00AM MW  
9/24 - 12/12 16-208 Bowers

**CIT 234****C#.NET**

Leverage your success in CIT 143 to learn C#, a commercially successful and important object-oriented computer language. Whether you consider it a completely new language or just a derivative of Java, acquiring the ability to program in C# opens the door to developing professional Windows applications on the Microsoft .Net platform. Develop a basic problem-solving tool set for working in this environment comparable to the one you have acquired with Java, and in the process, extend your understanding and ability to apply the fundamental concepts and techniques of Object-Oriented Programming. Prerequisite: CIT 143. Additional Fee: \$23.75

5462 5Cr 1:00PM-3:00PM MW  
9/24 - 12/12 16-208 Bowers

**CIT 248****VISUAL BASIC .NET**

Advance your object-oriented design and programming skills into the practical realm of moderately complex professional business applications. Develop report generation, file maintenance, transaction processing, concurrent processing, and GUI programs all build around a knowledge management theme. Additional Fee: \$48.75

5472 5Cr 11:30AM-1:00PM TTh  
9/25 - 12/13 16-116 [ENHANCED] Abraham

**CIT 252****PHONE PROGRAMMING**

Covers the concepts involved with programming on the Android and iPhone – source control, phone emulators, phone APIs, and deployment. Learn Objective C to program with the IOS library for an iPhone. Instructor permission required. Additional Fee: \$48.75

5422 5Cr 1:30PM-3:00PM TTh  
9/25 - 12/13 16-116 [ENHANCED] Abraham

**CIT 298****CAPSTONE PROJECT**

Pursue Computer Information Technology (CIT) subjects above and beyond regular course offerings, demonstrating your ability to apply knowledge and utilize mastered skills in solving real-world problems on a schedule. This course provides an opportunity for in-depth study of topics of special interest to advanced students through directed readings, independent study, experimental research, or creative exercise. You may propose a special projects course by developing a detailed plan, including course outline, faculty consultation plan, learning objectives, study materials, measurable results, and evaluation standards. This proposal may be arbitrarily accepted or rejected subject to faculty discretion; however, if accepted, the burden of completing the proposed study project within the agreed-upon timeline falls completely upon you, the student. May be repeated for a maximum of 1 edits of different projects. Prerequisite: Instructor's permission. (Repeatable, Variable Cr, 1-10). Instructor permission required. Additional Fee: \$47.50

5482 Var Arranged Bowers  
9/24 - 12/13 Arranged

5492 Var Arranged Abraham  
9/24 - 12/13 16-116



**CIT 299**

Earn college credit by applying learned technical skills in professional work experiences directly related to your studies in Computer Information Technology. Prerequisite: Instructor's permission required. Additional Fee: \$23.75

54A2	5Cr	Arranged	
9/24 - 12/13		16-208	Bowers
54B2	5Cr	Arranged	
9/24 - 12/13		16-116	Abraham

## COMPUTER NETWORKING AND INFORMATION SYSTEMS SECURITY

**NSS 101****IT ESSENTIALS I**

Introduces students to the knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot, and repair PC compatible hardware, including troubleshooting basic networks and Internet connectivity. Additional Fee: ly, this course will cover the latest memory, bus, peripherals, and wireless technologies. Additional Fee: \$73.75

4702	5Cr	8:00AM-3:00PM	MWF
9/24 - 10/17		16-107	Robinson

**NSS 105****IT ESSENTIALS II**

Introduces students to the knowledge and skills necessary to competently use, install, configure, upgrade, and troubleshoot current operating systems technologies. Prerequisites: NSS 101 or equivalent knowledge and skills. Additional Fee: \$69.00

4712	4Cr	8:00AM-3:00PM	MWF
10/19 - 11/16		16-107	Robinson Ray

**NSS 110****NETWORKING  
FUNDAMENTALS I**

Explore components of a local area network, wide area network, peer-to-peer, and client-server network environments. Introduces students to UNIX operating systems and to the network technologies they support, as well as technical components and concepts of network architectures, network protocols, and media used in different network communications. Topics include networking technologies, layers, TCP/IP, networking practices, installation, support, and troubleshooting. Additional Fee: \$69.00

4722	4Cr	8:00AM-3:00PM	MWF
11/19 - 12/13		16-107	Robinson

**NSS 115****LAW & ETHICS IN  
THE WORKPLACE**

Liability and litigation can arise from many situations, including misuse and abuse of computer databases, bulletin boards, e-mail, web pages, electronic funds transfer systems, and proprietary computer programs. Recommended business practices for policies, codes of conduct, and communications are examined. Additional Fee: \$69.00

4732	4Cr	8:00AM-11:00AM	TTh
9/25 - 12/12		16-107	Robinson

**NSS 120 MS DESKTOP SUPPORT I**

Introduces the student to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face while running a desktop operating system. Additional Fee: \$48.75

4742	5Cr	8:00AM-3:00PM	MWF
9/24 - 10/25		16-207	Robbins

**NSS 125 MS DESKTOP SUPPORT II**

Introduces the student to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face related to configuring and maintaining applications running on a desktop operating system. Prerequisites: NSS 120 or equivalent knowledge and skills. Additional Fee: \$69.00

4752	4Cr	8:00AM-3:00PM	MWF
10/29 - 12/10		16-207	Robbins

**NSS 130 SERVER FUNDAMENTALS**

Server installation, configuration, upgrading, maintenance, troubleshooting, and disaster recovery in a vendor-neutral environment. Topics include advanced hardware issues, such as RAID, SCSI, and multiple CPUs, SANs, server types, system bus architectures, disaster recovery, upgrading, and security concepts. Additional Fee: \$69.00

4762	4Cr	8:00AM-11:00AM	TTh
9/25 - 12/11		16-207	Robbins

**NSS 135****IMPLEMENTING  
SYSTEM SECURITY**

Capstone course of general security concepts, communications security, infrastructure security, basics of cryptography, and organizational security. Includes access, attacks, auditing, vulnerabilities, devices, algorithms protocols, disaster recover, and documentation. Additional Fee: \$69.00

4772	4Cr	12:00PM-3:00PM	TTh
9/25 - 12/13		16-111	Hollowell

**NSS 140 INTRO TO DATA ANALYSIS**

Introduces the use of software to perform recovery of deleted or corrupted data. Techniques will be used to demonstrate the use of statistical analysis practices to predict or show trends involving security issues of access, crime, or loss prevention. Additional Fee: \$73.75

4782	5Cr	12:00PM-3:00PM	TTh
9/25 - 12/13		16-205	Randall

**INTRODUCTION TO  
MICROSOFT SQL SERVER  
ADMINISTRATION**

Introduces you to the development and skills required to successfully administer an SQL Server database. This course covers system installation and configuration/architecting, implementation and monitoring security controls, configuring and managing network communications, automating administrative task, disaster prevention and recovery, performance monitoring, optimizing and ensuring high availability. Additional Fee: \$69.00

4792	4Cr	12:00PM-3:00PM	TTh
9/25 - 12/13		16-107	Robinson

**NSS 155 COMPUTER  
SECURITY CONCEPTS**

Basic concepts of computer and information systems security and a conceptual model of a total security program comprised of high technology, classical security practices, and common sense. An overview of the CISS program and its utility in today's work environment. Additional Fee: \$69.00

47A2	4Cr	12:00PM-3:00PM	TTh
9/25 - 12/11		16-207	Robbins

**INTRODUCTION****TO LINUX****NSS 160**

Introduces the fundamentals of the UNIX operating system, concepts, architecture, and administration. The student will practice these basic concepts and approaches using LINUX. Additional Fee: \$73.75

47B2	5Cr	12:00PM-3:00PM	MWF
9/24 - 12/12		16-111	Hollowell

**INTRODUCTION TO  
VIRTUALIZATION****NSS 163**

Introduces virtualization technologies needed to advance in today's technology workplace. Provides an overview of virtualization technology focusing on using virtualization software in networked server environments including building virtual networks, implementing clusters, enhancing performance and security, and using a Virtual Machine Manager to centralize management of multiple virtual servers. This class includes opportunities for hands-on learning experiences to build the skills necessary for a successful career in a computer industry increasingly focused on virtualization. Additional Fee: \$69.00

47C2	4Cr	8:00AM-10:30AM	TTh
9/25 - 12/13		16-111	Hollowell

**CONTINGENCY  
PLANNING****NSS 165**

Course consists of five linked modules, which build on each other. The first module, Situation Assessment, consists of steps for situation assessment; provides situation assessment job aids. The second module, Hazard Analysis, presents methods for conduction of a hazard analysis and developing a risk index; provides job aids for performing these tasks. The third module, Basic Plan Development, addresses procedures for developing the basic plan; provides job aids for developing or revising a basic plan. The fourth module, finalizing the Plan, presents an opportunity to develop an action plan for completing the contingency plan; provides a job aid for doing so. Module five, Long-Range Contingency Planning, provides basic concepts and a recommended process for long-range contingency planning. Additional Fee: \$69.00

47D2	4Cr	1:00PM-3:00PM	MWF
9/24 - 12/12		16-205	Randall

**NSS 180****INTERSHIP I**

Gain on-the-job practical field experience combining classroom study with related work experience under the supervision of an employer. Includes scheduled seminars. Additional Fee: \$50.00

47F2	2Cr	Arranged	
9/24 - 12/13		16-107	Robinson

**NSS 201****ADVANCED LINUX**

Covers advanced fundamentals of the Linux operating system. The operating system of the Internet, servers and desktop computers. This course is a hands-on, practical approach to the advanced abilities and usage of Linux system concepts, architecture, and administration. Prerequisites: Successful completion of NSS 160. Additional Fee: \$73.75

47G2	5Cr	8:00AM-11:00AM	MWF
9/24 - 12/12		16-111	Hollowell

**NSS 211 SERVER ADMINISTRATION**

Introduces knowledge, skills and tasks necessary to deploy, support, and secure windows server network operating systems in a variety of stand-alone and enterprise network environments. Provides extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data, and securing Windows Server network operating system. Additional Fee: \$73.75

47H2 5Cr 8:00AM-11:00AM MWf  
9/24 - 12/12 16-109 Souza

**NSS 250 INTERNSHIP II**

This course provides practical field experience in a security-related specialty area. Includes a scheduled seminar. Additional Fee: \$50.00

47J2 2Cr Arranged TThF  
9/24 - 12/13 16-107 Robinson

**NSSB 215 COMPUTER FORENSICS**

Basic practices and techniques used in computer forensics. This course introduces the chain of custody and determination of the sequence of events when a misuse or crime is suspected. Topics include: evidence collection and analysis, interpretation of clues from mail messages, news posting, and file signatures on hard drives and other computer storage media. Prerequisites: NSS 140. Additional Fee: \$69.00

47K2 4Cr 8:00AM-12:00PM Daily  
10/18 - 11/14 16-205 Randall

**COMMUNICATIONS****NSSB 225 BEST PRACTICES**

Introduces students to common techniques used to commit communications fraud in the work- place. Includes a review of the history of fraud and common practices. Additionally, counter-measures are reviewed on how to protect the corporate network from being exploited by communications fraud. Additional Fee: \$73.75

47L2 5Cr 8:00AM-12:00PM Daily  
9/24 - 10/17 16-205 Randall

**NSSB 245 SCRIPTING**

Scripting languages are often used for one off programming jobs and for prototyping. Scripting is also used in some large generic applications as a flexible way to configure and secure generic software components to fit specialist requirements. Today, a bewildering variety of scripting languages offer a range of powerful features. This class will illustrate some practical applications of scripting and provide an introduction to some of the most widely-used scripting languages. Additional Fee: \$73.75

47M2 5Cr 8:00AM-12:00PM Daily  
11/15 - 12/13 16-205 Randall

**NSSC 200 CISCO NETWORKING I**

The first of four courses in the Cisco Networking Academy curriculum, which teaches networking concepts by applying them to a type of network students may encounter in a home or small office. Additional Fee: \$75.00

47N2 5Cr 8:00AM-11:00AM MWf  
9/24 - 10/31 16-209 [HYBRID] Broyles

**NSSC 201 CISCO NETWORKING II**

The second of four courses in the Cisco Networking Academy curriculum, which teaches networking concepts by applying them to a type of network students may encounter on the job in a small-to-medium business or ISP. Prerequisites: Successful completion of NSSC 200. Additional Fee: \$75.00

47P2 5Cr 8:00AM-11:00AM MWf  
11/1 - 12/13 16-209 [HYBRID] Broyles

**NSSC 203 CISCO NETWORKING III**

The third of four courses in the Cisco Networking Academy curriculum, which familiarizes students with the equipment, applications, and protocols installed in enterprise networks, with a focus on switching, routing, IP addressing, WAN technologies, and security. Prerequisites: Successful completion of NSSC 201. Additional Fee: \$75.00

47Q2 5Cr 8:00AM-11:00AM TThF  
9/25 - 10/31 16-209 [HYBRID] Broyles

**NSSC 205 CISCO NETWORKING IV**

The last of four courses in the Cisco Networking Academy curriculum, which takes the student through a variety of case studies and role playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management. Prerequisites: Successful completion of NSSC 203. Additional Fee: \$75.00

47R2 5Cr 8:00AM-11:00AM TThF  
11/1 - 12/13 16-209 Broyles

**NSSC 207 CISCO LEARNING LAB I**

Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCENT certification exam. Prerequisites: Concurrently enrolled in NSSC 200 (Cisco Networking I) & NSSC 201 (Cisco Networking II). Additional Fee: \$64.25

47S2 3Cr 12:00PM-3:00PM MWf  
9/24 - 12/12 16-209 Broyles

**NSSC 210 CISCO LEARNING LAB II**

Provides opportunities for students to gain the knowledge, skills, and hands-on experience needed to prepare for the Cisco CCNA certification exam. Prerequisites: Concurrently enrolled in NSSC 203 (Cisco Networking III) & NSSC 205 (Cisco Networking IV). Additional Fee: \$64.25

47T2 3Cr 12:00PM-3:00PM TThF  
9/25 - 12/13 16-209 Broyles

**IMPLEMENTING****NSSD 257 APPLICATION SERVICES**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows applications infrastructure in a variety of stand-alone and enterprise network environments. Additional Fee: \$78.50

47U2 6Cr 12:00PM-3:00PM Daily  
9/24 - 10/31 16-109 Souza

**MAIL SERVER****ADMINISTRATION****NSSD 260**

Introduces students to the knowledge and skills of installing, configuring and troubleshooting an E-Mail Server Environment. Provides hands-on training for Information Technology (IT) professionals responsible for installing, configuring, upgrading, maintaining, securing, and troubleshooting for E-Mail servers. Helps prepares student for industry certification exams.

Prerequisites: NSS 211 or equivalent knowledge and skills Additional Fee: \$78.50

47V2 6Cr 12:00PM-3:00PM Daily  
11/1 - 12/13 16-109 Souza

**CONSTRUCTION****MEASUREMENT,****CONST 105****TOOLS & SAFETY**

Introduction to residential and light construction applications and trades. Explores and applies safety standards to the use of various hand and power tools associated with the carpentry field. Additional Fee: \$30.00

2222 2Cr 8:00AM-2:30PM Daily  
9/24 - 12/13 05-105 May

**SITE LEVELING, PLANS,****CONST 108****CODES & MATERIALS**

Introduction to use and operation of a builder level, including leveling and squaring a building site. Covers building plans, codes, inspections, and construction materials. Additional Fee: \$30.00

2232 2Cr 8:00AM-2:30PM Daily  
9/24 - 12/13 05-105 May

**FOOTINGS &****CONST 112****FOUNDATIONS**

Introduction to the methods of construction footing and foundation forms, terminology and inspections for the typical residential home. Additional Fee: \$30.00

2242 3Cr 8:00AM-2:30PM Daily  
9/24 - 12/13 05-105 May

**CONST 116****FLOOR FRAMING**

Introduction to the construction procedures and terminology used in framing a residential wood floor. Additional Fee: \$30.00

2252 3Cr 8:00AM-2:30PM Daily  
9/24 - 12/13 05-105 May

**WALL FRAMING,****CONST 120****SHEETING & CEILINGS**

Introduction to wall framing construction procedures and terminology, the application of ceiling and/or two-story framing, inspections, sheeting, and aligning. Additional Fee: \$30.00

2262 5Cr 8:00AM-2:30PM Daily  
9/24 - 12/13 05-105 May

**CONST 122****ROOF FRAMING**

Introduction to roof framing and the use of a framing square, including both truss roof and stick-built residential roofs. Additional Fee: \$30.00

2272 5Cr 8:00AM-2:30PM Daily  
9/24 - 12/13 05-105 May

**ROOFING MATERIALS****CONST 126 & INSTALLATION**

Introduction to various roofing materials, including proper installation techniques. Additional Fee: \$30.00

2282	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-105	May

**STAIRWAY****CONST 130 CONSTRUCTION**

Introduction to basic stair construction, including the application of building codes, stairway arrangements, component, and layout. Additional Fee: \$30.00

2292	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-105	May

**CONST 134 EXTERIOR FINISH**

Introduction to the installation of exterior trim, siding, window and door installation, or the equivalent, of typical residential homes. Additional Fee: \$30.00

22A2	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-105	May

**CONST 138 INTERIOR FINISH I**

Introduction to interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim, and finish flooring. Additional Fee: \$30.00

22B2	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-105	May

**CONST 142 INTERIOR FINISH II**

Continuation of interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim and finish flooring. Additional Fee: \$30.00

22C2	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-105	May

**CONST 146 DECK CONSTRUCTION**

Introduction to outside deck construction, including types, code requirements, and safety. Additional Fee: \$30.00

22D2	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-105	May

**CONST 150 CARPENTRY TRADES**

Introduction to trade regulations, other building trades workers, industry and standards organization, and entering the carpentry trade. Additional Fee: \$30.00

22F2	1Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-105	May

## CONSTRUCTION-SUSTAINABLE BUILDING SCIENCE

**SURVEY OF****SBS 120 ENERGY RATINGS**

An overview of the current and emerging efficiency standards for measuring energy usage and consumption, including, but not limited to, Energy Star, BPI, LEED, Built Green, etc. Additional Fee: \$30.00

2202	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-100	Smith

**ALTERNATIVE****ENERGY SYSTEMS****SBS 125**

An overview of existing and emerging approaches to energy production for use in residential and commercial structures, including, but not limited to, solar/photovoltaics, wind, geothermal, biofuels, etc. Additional Fee: \$30.00

2212	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		05-100	Smith

## CORE ALLIED HEALTH

**CAH 102 MEDICAL TERMINOLOGY**

Provides students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems and will include key terms and the introduction of anatomical, physiological, and pathological terms. Additional Fee: \$23.75

3002	5Cr	12:00PM-12:50PM	Daily
9/24 - 12/13		37-217	Freyre

3012	5Cr	Arranged	Freyre
9/24 - 12/13		[ONLINE]	

3022	5Cr	Arranged	Ellisor
9/24 - 12/13		[ONLINE]	

**INTRODUCTION TO****CAH 103 HEALTH PROFESSIONS**

Provides an overview of Law & Ethics a student should know to help provide competent, compassionate care to patients. Additional Fee: \$23.75

3032	5Cr	1:00PM-1:50PM	Daily
9/24 - 12/13		37-217	Freyre

3042	5Cr	Arranged	Freyre
9/24 - 12/13		[ONLINE]	

3052	5Cr	Arranged	Ellisor
9/24 - 12/13		[ONLINE]	

**COMPUTER****APPLICATIONS****CAH 105**

Provides training in the uses of Microsoft Windows and related programs. Students will use computers to develop touch control and proper keyboarding and 10-key techniques. Additional Fee: \$23.75

3062	5Cr	10:00AM-10:50AM	Daily
9/24 - 12/13		37-217	Mandley

3072	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		37-217	Mandley

3082	5Cr	3:00PM-5:30PM	MW
9/24 - 12/13		37-217	Mandley

## COSMETOLOGY

**COSMO 111 SALON ECOLOGY**

Presents the concepts of microbiology, infection control, first aid, and safety. It is the foundation for safe infection control practices and procedures, including proper disinfecting of tools and work stations, safe handling of chemicals to protect stylist and client, and first aid in case of cuts or minor chemical burns or irritation. Topics include safe handling of tools, proper dispensing of chemicals, and how to prevent the spread of bacteria in a school, clinic, or salon atmosphere. Additional Fee: \$75.00

5302	3Cr	3:00PM-9:30PM	Daily
9/24 - 09/28		08-207	Chiario

**COSMO 113****TRICHOLOGY**

Trichology includes concepts of hair theory, hair care and draping, shampooing and scalp massage. Phases of hair growth, proper cleansing of the scalp and hair, recognition of hair and scalp disorders, parasites, and how to refer clients for medical attention are also covered in this course.

Prerequisite: Successful completion of COSMO 111. Additional Fee: \$75.00

5312	6Cr	3:00PM-9:30PM	Daily
10/1 - 10/12		08-207	Chiario

**COSMO 119****DESIGN DECISIONS**

Design decisions are an important concept in beginning a consultation with your client. Topics include client's body style and proportions, hair type, client's personality, lifestyle, all points to consider when consulting with a client for hair sculpting and design work. Use of design principles of repetition, alternation, progression, and contrast are covered to assist in understanding hair sculpting. Prerequisite: Successful completion of COSMO 113. Additional Fee: \$75.00

5322	3Cr	3:00PM-9:30PM	Daily
10/15 - 10/19		08-207	Chiario

**COSMO 134****HAIR SCULPTING**

The fundamentals learned in this class assist the student in sculpting of the hair. Concepts covered are safe tool usage (including shears, taper shear, razor and clippers), areas of the head, and cutting techniques. The four basic forms of haircutting solid, graduated, increase layer, uniform, combination are used in practice on mannequins. Prerequisite: Successful completion of COSMO 119. Additional Fee: \$75.00

5332	13Cr	3:00PM-9:30PM	Daily
10/22 - 12/13		08-207	Chiario

**CHEMICAL****TEXTURIZING****COSMO 143**

The three main concepts of chemical texturizing: Permanent Waving, chemical relaxing and curl reforming. Including theory, tool usage and client consultation. Infection Control/safety as it relates to chemical texturing. Prerequisite: Successful completion of COSMO 166 and COSMO 247. Additional Fee: \$75.00

5382	5Cr	8:00AM-2:30PM	MW
9/24 - 10/31		08-205	Frederick

**COSMO 166****LAB CLINIC II**

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic I in addition to hair color and design skills. Prerequisite: Successful completion of COSMO 161 and COSMO 156. Additional Fee: \$89.00

5372	7Cr	8:00AM-2:30PM	MWF
9/26 - 12/12		08-100B	Klug

**COSMO 170****LAB CLINIC III**

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic I and II, in addition to advanced design services. Prerequisite: Successful completion of COSMO 166 and COSMO 224. Additional Fee: \$89.00

53B2	9Cr	8:00AM-2:30PM	TThF
9/25 - 12/13		08-CL#2	Frederick



**COSMO 178 ARTIFICIAL HAIR**

This course introduces different types of artificial hair and their applications and removal techniques. Infection control and safety related to artificial hair services are also covered. Prerequisite: Successful completion of COSMO 161. Additional Fee: \$75.00

5342 2Cr 8:00AM-2:30PM TTh  
11/15 - 11/27 08-205 Klug

**COSMO 179 STUDY OF NAILS**

An introduction to the fundamental principles of manicuring and nail care. Topics include basic nail theory, nail disease and disorder, and anatomy of the hands. Prerequisite: Successful completion of COSMO 166. Additional Fee: \$75.00

5392 3Cr 8:00AM-2:30PM MW  
11/5 - 11/28 08-205 Frederick Lind

**COSMO 186 STUDY OF SKIN**

An introduction to the principles of esthetics. Topics include temporary hair removal, basic skin care, skin diseases and disorders, physiology and histology of the skin, and waxing services.

Prerequisite: Successful completion of COSMO 166. Additional Fee: \$75.00

53A2 3Cr 8:00AM-2:30PM MW  
11/18 - 12/12 08-205 Frederick Lind

**COSMO 224 ADVANCED HAIR COLORING**

Covers the advanced skills and the many techniques of the chemical and physical process of hair coloring. Safety precautions, sanitation, and first aid will be applied throughout the course. Prerequisite: Successful completion of COSMO 156 and COSMO 161. Additional Fee: \$75.00

5352 10Cr 8:00AM-2:30PM TTh  
10/25 - 11/13 08-205 Klug

**COSMO 228 CLOVER PARK PRACTICAL PREPARATION**

Prepares the student to take the Washington State practical skills exam. Topics of safety and sanitation, hair design, hair sculpting, chemical texturizing, hair coloring, skin care, and nail care will be reviewed. Prerequisite: Successful completion of COSMO 170. Instructor permission required.

53F2 3Cr 8:00AM-2:30PM M  
9/25 - 12/10 08-CL#4 Lind

**COSMO 230 LAB CLINIC IV**

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic 1, 2, and 3, in addition to artificial hair services, advanced hair sculpture and advanced chemical texturizing techniques. Prerequisite: Successful completion of COSMO 170. Instructor permission required.

53G2 9Cr 8:00AM-2:30PM WThF  
9/26 - 12/7 08-CL#4 Lind

**STATE BOARD WRITTEN TEST REVIEW****COSMO 235**

Prepares the student to take the written component of the Washington State skills exam. Industry vocabulary, practices, and procedures will be reviewed in the areas of trichology, salon ecology, hair design, hair sculpting, chemical texturizing and hair coloring, skin, and nail care. Prerequisite: Successful completion of COSMO 228. Instructor permission required.

53D2 4Cr 8:00AM-2:30PM T  
9/25 - 12/3 08-205 Lind

**COSMO 242 CLOVER PARK PRACTICAL BOARDS**

Reviews basic, intermediate, and advanced technical skills taught in quarters 1 through 5 in Clover Park Technical College's Cosmetology Program. Students demonstrate skill, proficiency, and knowledge retention prior to completion of the program. Prerequisite: Successful completion of COSMO 235. Instructor permission required.

53C2 6Cr 8:00AM-2:30PM T  
12/04 - 12/4 08-CL#4 Lind

**COSMO 247 META**

This course utilizes Pivot Point's Design Forum and Additional Fee: concepts to present current trends in hair design. Students will learn step-by-step procedures for cutting, coloring, and styling the hair to create specific looks. Prerequisite: Successful completion of COSMO 126, 156, 161. Additional Fee: \$75.00

5362 1Cr 8:00AM-2:30PM TTh  
11/20 - 12/6 08-205 Klug

**COSMO 248 INDUSTRY INTERNSHIP I**

Provides on-the-job experience for students in the field of cosmetology. This is an optional 33-hour course for students desiring an internship experience or who need Additional Fee: hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$89.00

53H2 1Cr Arranged  
9/24 - 12/13 Arranged Lind

**COSMO 250 INDUSTRY INTERNSHIP II**

Provides on-the-job experience for students in the field of cosmetology. This is an optional 66-hour course for students desiring an internship experience or who need Additional Fee: hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$89.00

53J2 2Cr Arranged  
9/24 - 12/13 Arranged Lind

**COSMO 252 INDUSTRY INTERNSHIP III**

Provides on-the-job experience for students in the field of cosmetology. This is an optional 99-hour course for students desiring an internship experience or who need Additional Fee: hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$89.00

53K2 3Cr Arranged  
9/24 - 12/13 Arranged Lind

**COSMO 254 INDUSTRY INTERNSHIP IV**

Provides on-the-job experience for students in the field of cosmetology. This is an optional 132-hour course for students desiring an internship experience or who need Additional Fee: hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$89.00

53L2 4Cr Arranged  
9/24 - 12/13 Arranged Lind

**COSMO 256 INDUSTRY INTERNSHIP V**

Provides on-the-job experience for students in the field of cosmetology. This is an optional 160-hour course for students desiring an internship experience or who need Additional Fee: hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$89.00

53M2 5Cr Arranged  
9/24 - 12/13 Arranged Lind

**CULINARY ARTS****CUL 109 COOKING METHODS I**

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will learn dish washing and basic food preparation, reading and following standardized recipes, along with deli operations and station organization. Instructor permission required. Additional Fee: \$108.25

3202 7Cr 9:15AM-1:30PM WThF  
9/26 - 12/13 31-100 Massey

**CUL 123 COOKING METHODS II**

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines. Prerequisite: CUL109. Instructor permission required. Additional Fee: \$108.25

3212 7Cr 9:15AM-1:30PM WThF  
9/26 - 12/13 31-100 Massey

### PROFESSIONAL COOKING III

#### CUL 127

Introduces students to basic meat cooking procedures, breakfast cookery, and dairy products. Students will learn the composition of meats, eggs, and dairy products, along with applying various cooking methods to a variety of breakfast foods. Instructor permission required. Additional Fee: \$100.00

3222	7Cr	7:00AM-9:00AM	Daily
9/24 - 12/13		31-100 [ENHANCED]	Massey

### AMERICAN REGIONAL CUISINE

#### CUL 132

Explores the history and styles of food from specific regions. Pacific Northwest, California, Southwest, New England, and Florida will be studied. Students will create regionally-inspired dishes with continued emphasis on solid cooking methodologies. Instructor permission required. Additional Fee: \$100.00

3232	3Cr	9:00AM-2:00PM	MT
9/24 - 10/30		31-100 [ENHANCED]	Massey

### FOOD PREPARATION III

Focuses on beef, chicken, fish cookery, and fabrication. Instruction will center on understanding the structure and composition of meats, identify a variety of fish and shellfish, proper storage and application of various cooking methods. Instructor permission required. Additional Fee: \$100.00

3242	3Cr	9:00AM-2:00PM	MT
11/5 - 12/11		31-100 [ENHANCED]	Massey

### COOKING METHODS III

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product, and working under stringent time guidelines. Prerequisite: CUL123. Instructor permission required. Additional Fee: \$100.00

3252	7Cr	9:15AM-1:30PM	WThF
9/26 - 12/13		31-100	Massey

### ADVANCED RESTAURANT BAKING

#### CUL 241

Teaches individual-style desserts for the student-run restaurant. This course will cover technique in breads, puff pastry, cakes, and tortes, basic decoration, and dessert sauces. Prerequisite: CUL113. Instructor permission required. Additional Fee: \$89.25

3262	3Cr	9:00AM-1:45PM	T
9/25 - 12/11		31	Jolly

## DENTAL ASSISTANT

### DAS 103 GENERAL STUDIES

This course will introduce the student to the dental profession, ethics and jurisprudence, dental terminology, diversity, and preparing for patient care. Instructor permission required. Additional Fee: \$25.00

7712	4Cr	Arranged	
9/24 - 12/13		[ONLINE]	Wirth

### DAS 105 BIOMEDICAL SCIENCES

This course will introduce the student to Microbiology, Disease Transmission, Infection Prevention, Disinfection, Instrument Processing, and Sterilization, Occupational Health & Safety, and Ergonomics. Instructor permission required. Additional Fee: \$237.00

7702	4Cr	8:00AM-10:00AM	W
9/26 - 12/12		10-120 [ENHANCED]	Wirth

### DAS 110 DENTAL SCIENCES I

This course will introduce the student to tooth morphology, oral embryology, landmarks of the face and oral cavity, and oral health and nutrition to include dental caries, preventive dentistry, and nutrition. Instructor permission required. Additional Fee: \$25.00

7722	5Cr	8:00AM-10:00AM	TTh
9/24 - 12/13		10-120 [ENHANCED]	Wirth

### DENTAL ASSISTING SKILLS I

#### DAS 113

This course will introduce the student to basic dental assisting skills to include moisture control techniques, lab safety, alginate impressions and study models, proper technique for blood pressure and pulse, and dental charting. Instructor permission required. Additional Fee: \$25.00

7732	4Cr	10:00AM-11:00AM	Th
9/27 - 12/13		10-120 [ENHANCED]	Wirth

### FOUNDATIONS OF CLINICAL DENTISTRY

#### DAS 115

This course will introduce the student to assisting in a medical emergency and the dental office and delivery of dental care. Instructor permission required. Additional Fee: \$25.00

7742	2Cr	10:00AM-11:00AM	T
9/25 - 12/11		10-120 [ENHANCED]	Lewandowski

### PRINCIPLES OF RADIOGRAPHY I

#### DAS 118

This course will introduce the student to dental radiographic techniques, patient and operator safety. Instructor permission required. Additional Fee: \$25.00

7752	1Cr	10:00AM-11:00AM	W
9/26 - 12/13		10-120 [ENHANCED]	Wirth

### DAS 240 CLINICAL EXPERIENCE I

This course provides the Dental Assistant student with the opportunity to utilize the skills and information acquired in DAS 101 -214. Students will spend the final quarter rotating through two or more private offices and/or dental clinics. Prerequisite: Successful completion of DAS 103, 101, 109, 111, 210, 212, 214 and the Infection Control component of the DA NB Exam and completion of the Radiation Health & Safety component. Additional Fee: \$237.00

7762	10Cr	Arranged	
9/24 - 10/26		10-120 [HYBRID]	Lewandowski

### DAS 245 CLINICAL EXPERIENCE II

This course provides the Dental Assistant student with the opportunity to utilize the advanced skills and information acquired in DAS 101-214. Students will spend the final quarter, 330 hours, rotating through two or more private offices or dental clinics. Prerequisite: Successful completion of DAS 103, 101, 109, 111, 210, 212, 214 and the Infection Control component of the DA NB Exam and completion of the Radiation Health & Safety component. Additional Fee: \$25.00

7772	7Cr	Arranged	
10/29 - 12/13		10-120 [HYBRID]	Lewandowski

## DENTAL ADMINISTRATIVE SPECIALIST

### DENTAL TERMINOLOGY & PROCEDURES

#### DBOA 103

Introduces information to correctly recognize and identify various occupations within the dental environment. Terminology necessary to complete all other courses. Information provided to accurately identify the names and numbers of teeth in the primary and permanent dentition. Additional Fee: \$25.00

0402	4Cr	Arranged	
9/24 - 12/13		[ONLINE]	Hunter

### DENTAL CHARTING, SCHEDULING & RECALL MANAGEMENT

#### DBOA 111

Explores dental charting symbols and treatment descriptions. Develop, decipher and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system, maintain productive and effective patient scheduling. Prerequisite or Corequisite: DBOA 103. Additional Fee: \$25.00

0412	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Hunter

### DENTAL DOCUMENTS & INVENTORY SYSTEMS

#### DBOA 119

Explores a wide variety of dental office forms and development of manual and computerized inventory filing systems. Organizational skills are the primary emphasis of this course. Prerequisite or Corequisite: DBOA 103. Additional Fee: \$25.00

0422	4Cr	Arranged	
9/24 - 12/13		[ONLINE]	Hunter

### DBOA 120 DENTAL INSURANCE

Covers the process of accurately processing dental insurance claim forms, making financial arrangements, and collecting on past-due accounts. Students will receive Health Insurance Portability & Accountability Act (HIPA A) training. Provides students with the information to accurately operate an electronic calculator. Students will have training and access 24 hours a day to the Dentrux Dental Software to learn and practice the Dental Insurance and financial office duties. Prerequisite or Co-requisite: DBOA 103. Additional Fee: \$25.00

0432	6Cr	Arranged	
9/24 - 10/31		[ONLINE]	Hunter

**DBOA 121 FISCAL MANAGEMENT**

Covers the financial management of a dental office. Students will complete computerized bookkeeping processes and make banking arrangements as they apply to the dental office. Students will have training and access 24 hours a day to the Software to learn and practice the Dental Insurance and financial office duties. Prerequisite or Co-requisite: DBOA 103. Additional Fee: \$25.00

0442 6Cr Arranged  
10/29 - 12/13 [ONLINE] Hunter

**DBOA 127 PROFESSIONAL COMMUNICATIONS**

Designed to introduce students to the professional phone skills that are necessary in the dental environment. Covers the different types of interpersonal communication used in the dental profession, explores different problem solving techniques, and teaches students about team and personal strategies for providing exceptional patient care. Introduces various types of organizational conflicts, barriers to communication, and appropriate resolution styles. Introduces the various types of written communication for the dental office. Students will be required to produce professional dental correspondence. Covers the information and tools necessary to successfully seek a work based learning experience site and employment. During this course students will be required to complete an employment packet. Students will demonstrate their ability to participate in a professional job interview. Prerequisite: DBOA 103. Additional Fee: \$25.00

0452 6Cr Arranged  
9/24 - 12/13 [ONLINE] Hunter

**DBOA 128 DENTAL LAW & ETHICS**

Designed to familiarize students with the state and federal laws as they apply to dentistry. Students will become acquainted with OSHA guidelines for infection control and risk management for the dental office. This course includes activities and discussions related to cultural diversity. Prerequisite: or Co-requisite: DBOA 103. Additional Fee: \$48.75

0462 5Cr Arranged  
9/24 - 12/13 [ONLINE] Hunter

**DBOA 135 DENTRIX ADVANCED TRAINING**

Provides expanded Dentrux software skills to students with basic Dentrux Dental Software training and/or experience. Students will have training and access 24 hours a day to the Software to learn and practice the Dental Insurance and financial office duties. Prerequisite: DBOA 111 or experience with the Dentrux Dental Software. Additional Fee: \$25.00

0472 2Cr Arranged  
9/24 - 12/13 [ONLINE] Hunter

**WORK-BASED****DBOA 138 LEARNING EXPERIENCE**

Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses and to participate in all aspects of training in the dental business office. Emphasis is placed on performance of duties and utilization of skills to the satisfaction of the Work Station Supervisor who will complete the student evaluation at the end of the 300 hours of work based experience. Prerequisite: Completion of DBOA 103, 111, 119, 120, 121, 127, 128 ACTG: 110, 141, and elective computer skills courses. Additional Fee: \$61.50

0482 10Cr Arranged  
9/24 - 12/13 [ONLINE] Hunter

**EARLY CARE AND EDUCATION****ECE 134 ISSUES & TRENDS GREEN**

Research issues and current trends in the ECE field in relation to sustainable "green" practices. Students will explore how to implement researched practices in their current work in the field with children, families and peers. Additional Fee: \$6.00

41M2 2Cr 5:00PM-6:00PM W  
10/1 - 12/10 10 TBD Colombini Hyke

**ECE 141 ECE CURRICULUM: MATH**

Explore the different aspects of early childhood curriculum in mathematics. Additional Fee: \$25.00

4162 2Cr Arranged  
10/18 - 12/13 [ONLINE] Kassa

**ECE 190 PRACTICUM 4: GREEN**

Provides the student with the opportunity for practical field experience with a sustainable practices or "green" specialization. Includes a seminar component. Additional Fee: \$9.00

41N2 3Cr 5:00PM-6:00PM W  
10/1 - 12/10 10-TBD Colombini Hyke

**PRACTICUM 4: THE EMOTIONALLY INTELLIGENT CHILD**

Provides the student with the opportunity for practical field experience with an "emotional intelligence" specialization. Includes a seminar component. Additional Fee: \$23.00

41P2 3Cr 5:00PM-6:00PM W  
10/1 - 12/10 10-TBD Colombini Hyke

**PRACTICUM 4: WORKING WITH FAMILIES**

Provides the student with the opportunity for practical field experience with a "working with families" specialization. Includes a seminar component. Additional Fee: \$23.00

41Q2 3Cr 5:00PM-6:00PM W  
10/1 - 12/10 10-TBD Colombini Hyke

**ECE 290 PORTFOLIO ADVENTURE**

Provides the student with the opportunity to compile their Early Care and Education degree portfolio. The portfolio adventure is an opportunity for the student to establish self-marketing goals in the field as well as produce an end product which reflects the student's best practice, passion, and experience to date in the program and field. Students will receive instructor guidance and feedback as well as participate in the ECE Portfolio Review process prior to graduation. Additional Fee: \$6.00

41R2 2Cr 5:00PM-6:00PM Th  
10/4 - 12/13 10-TBD Colombini Hyke

**BASIC CHILD CARE TRAINING (STARS)**

The elements and criteria to satisfy the required 20 hour basic training for child care providers required by the State of Washington. Curriculum is based on the STARS core competencies. Additional Fee: \$31.00

4112 2Cr 6:00PM-9:00PM T  
10/2 - 12/4 10-111 Holland-O'Hern

4102 2Cr Arranged  
11/1 - 12/13 [ONLINE] Fortenberry

**OVERVIEW OF EARLY CHILDHOOD EDUCATION I**

A general introduction to the Early Childhood Education field. Will include all areas of development: physical, intellectual and social/emotional development. Planning, curriculum development and application to the children will also be covered. Text required. Additional Fee: \$9.00

4122 3Cr 6:15PM-9:30PM M  
10/1 - 12/10 10-TBD Felch

**CHILD DEVELOPMENT - INFANT/TODDLER**

Covers development levels in children - birth to three years of age. Topics include diversity and the importance of play. Text required. Text required. Additional Fee: \$6.00

4142 2Cr 6:15PM-9:15PM W  
10/3-11/21 10-111 Beisley

**EARLY CARE & EDUCATION PRACTICUM II**

Provides the student with practical field experience. Students will work at community Child Care Centers or the campus Child Development Center allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar. Text required. Additional Fee: \$14.00

4172 5Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-111 Colombini Hyke

**PRACTICUM IV INFANTS & TODDLERS**

Provides the student with the opportunity for practical field experience with specialization in infants and toddlers. Additional Fee: \$23.00

41D2 3Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-TBD Colombini Hyke



### **ECS 230 PRACTICUM IV SCHOOL AGE**

Provides the student with the opportunity for practical field experience with school age specialization. Additional Fee: \$23.00

41F2 3Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-TBD Colombini Hyke

### **ECS 235 ISSUES & TRENDS**

Research that covers some of the current issues and trends in the ECE field. Additional Fee: \$6.00

41G2 2Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-TBD Colombini Hyke

### **ECS 264 PARTNERSHIPS WITH FAMILIES**

Develop effective staff-parent involvement through exploration of various methods of communication and program activities. Additional Fee: \$9.00

41B2 3Cr 6:00PM-9:15PM W  
10/3 - 12/12 10-120 Edmondson

### **ECS 266 LEADERSHIP IN EARLY CHILDHOOD EDUCATION**

Designed for leaders in the early childhood field. Essential skills for effective leadership will be covered: creating a shared vision, teambuilding, managing change, personal development, communication, conflict management, staff development, and empowerment strategies. Additional Fee: \$12.10

41C2 4Cr 5:30PM-9:30PM Th  
9/27 - 12/06 10-111 Chase-Deitrich

### **ECS 270 INTRODUCTION TO EARLY CHILDHOOD MANAGEMENT**

Covers the historical development of child care, responsibilities of child care staff positions, administrative policies, and organizational structures in the business. Additional Fee: \$9.00

4192 3Cr 6:00PM-9:15PM T  
10/2 - 12/11 10-111 McClintock

### **ECS 284 GUIDING YOUNG CHILDREN**

Presents factors, which influence behaviors and relationships. Included will be guidance techniques and emotional-social development of young children, birth through school age. Text required. Additional Fee: \$9.00

41A2 3Cr 6:15PM-9:15PM M  
10/1 - 12/10 10-120 Colombini Hyke

### **ECS 286 PRACTICUM IV - LEADERSHIP**

Provides the opportunity for a practical field experience with a leadership specialization. Includes a seminar component. Text required. Additional Fee: \$23.00

41H2 3Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-TBD Colombini Hyke

### **ECS 287 PRACTICUM IV - CHILD DEVELOPMENT**

Provides the opportunity for a practical field experience with a Child Development specialization. Includes a seminar component. Text required. Additional Fee: \$23.00

41J2 3Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-TBD Colombini Hyke

### **ECS 288 PRACTICUM IV - FAMILY CHILDCARE PROFESSIONAL**

Provides the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component. Text required. Additional Fee: \$9.00

41K2 3Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-TBD Colombini Hyke

### **ECS 297 ECE PRACTICUM IV: SPECIAL NEEDS**

Provides the opportunity for a practical field experience with special needs specialization. Includes a seminar component. Additional Fee: \$23.00

41L2 3Cr 5:00PM-6:00PM M  
10/1 - 12/10 10-205 Colombini Hyke

### **ECS 110 COMPUTER ESSENTIALS FOR THE ECE PROFESSIONAL**

Covers the essential computer tools and techniques necessary for the ECE professional. Designing forms, parent newsletters, flyers, brochures and other materials needed for the smooth running of the child care center. Text required. Fee: 18.20

4132 4Cr 6:00PM-9:40PM Th  
10/4 - 12/13 10-122 Johnson

## **ELECTRICIAN LOW VOLTAGE FIRE/SECURITY**

### **EFS 105 AC/DC: BASIC THEORY, FRACTIONS & OHMS LAW**

Introduces the student to basic theory of electricity, electrical measurements of circuits, fractions, ohm's law, decimals, and decimal fractions. Formulas in electrical work, positive and negative numbers, exponents, powers of ten, and solving ohm's law formulas. Instructor permission required. Additional Fee: \$20.00

5802 7Cr 7:30AM-3:00PM Daily  
9/24 - 12/13 16-202 Gordon

### **EFS 106 AC/DC ELECTRICITY: SERIES, PARALLEL & COMB CIRCUITS**

Introduces the student to voltage, current, and resistance in a series circuit, total values, and control of current in a series circuit. Introduction to Parallel circuits, current and resistance, and voltage in a Parallel circuit. Prerequisites: EFS 105, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5812 7Cr 7:30AM-3:00PM Daily  
9/24 - 12/13 16-202 Gordon

### **EFS 107 AC/DC: ELECTRICITY: ELECTRICAL POWER & POWER APPLICATION**

Introduces the student to electric power in electric circuits, solving the power formula for current and voltage. Algebra for complex electric circuits. Resistance of wire of different sizes and length, sizing wire for a given load. Instantaneous values, maximum values, and phase angles of an AC sine wave. Prerequisites: EFS 106, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5822 7Cr 7:30AM-3:00PM Daily  
9/24 - 12/13 16-202 Gordon

### **EFS 108 NATIONAL ELECTRICAL CODE PRINT READING**

Introduces the student to practical print reading as it applies to the National Electrical Code. Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5832 7Cr 7:30AM-3:00PM Daily  
9/24 - 12/13 16-202 Gordon

### **EFS 109 NATIONAL ALARM INSTALLER TRAINING PROGRAM**

Introduces the student to basic alarm by completing the comprehensive lessons, viewing video, and completing lesson tests. With final test, the student will have a thorough exposure to alarm systems. Prerequisites: EFS 105, EFS 106, and EFS 107, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5842 7Cr 7:30AM-3:00PM Daily  
9/24 - 12/13 16-202 Gordon

### **EFS 110 CCTV APPLICATION & DESIGN**

Introduces the student to basics of CCTV system design and applications. Through individual lessons, the student will be exposed to the basics of CCTV system design and applications. Prerequisites: EFS 105, EFS106, and EFS 107, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5852 7Cr 7:30AM-3:00PM Daily  
9/24 - 12/13 16-202 Gordon

## NATIONAL ELECTRICAL CODES

### EFS 118

Introduces the student to National Electrical Codes. Through individual tests, the student will be able to research applicable electrical codes. Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5862	6Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## AC/DC ELECTRICITY

Introduces the National Fire Codes. Through individual tests, the student will be able to research applicable fire codes. Prerequisites: EFS108, EFS 109, and EFS 110, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5872	6Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## CCTV FIELD SERVICE & INSTALLATION

### EFS 121

Introduces the student to basic system service and installation of CCTV systems. Through individual lessons, the student will be exposed to the basics of CCTV field service and installation. Prerequisites: EFS108, EFS 109, and EFS 110, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5882	7Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## WASHINGTON

### EFS 124 ADMINISTRATIVE CODES

Introduces the student to the Washington administrative code pertaining to industrial safety and the administrative code pertaining to electrical installations in the state of Washington. Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5892	2Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## ADDRESSABLE FIRE SLC

### EFS 207

Introduces Addressable and Intelligent Fire Alarm Systems using SLC Circuits (Signaling Line Circuits). Includes comprehensive lessons, lecture, and hands-on practical application and design. Prerequisites: Successful completion of the 78-Credit Hour Electrician Low Voltage Fire/Security Certificate Program, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

58A2	7Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## BIOMETRICS ACCESS

Introduces Biometrics Access Control. Various biometrics systems are explored, as well as computer programmed access control systems. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design. Prerequisites: EFS 207 or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

58B2	7Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## ADVANCED VOICE EVACUATION FIRE SYSTEMS

### EFS 216

Introduces Advanced Voice Evacuation Fire Alarm Systems as used in high rise applications. Includes comprehensive lessons, lecture, and hands-on practical application, installation, and design. Prerequisites: EFS-211 or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

58C2	7Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## FIRE CODES, NICET, NFPA

Introduces Fire Codes, AHJ (Authority Having Jurisdiction), NICET (National Institute for Certification of Engineering Technologies), and NFPA (National Fire Protection Association). Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design. Prerequisites: EFS-216 or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

58D2	7Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## HIGH SECURITY

### EFS 226 STRUCTURED CABLING

Introduces High Security Structured Cabling in residential and commercial applications. Explores cabling as a total package. Includes most applications of security and low voltage needs. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design. Prerequisites: EFS-221 or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

58F2	7Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## CCTV DIGITAL NETWORK SOLUTIONS

### EFS 231

Introduces CCTV (Closed Circuit Television) Digital Network Solutions. Explores applications that require the camera to be recorded and viewed digitally and or remotely via various networks. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design. Prerequisites: EFS-226, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

58G2	7Cr	7:30AM-3:00PM	Daily
9/24 - 12/13		16-202	Gordon

## ENGLISH

## READING & WRITING PREPARATION

### ENG 079

Remedial reading and writing. Focus on clear sentences, vocabulary, and study skills. High school diploma or GED. Compass score 82.

5W01	5Cr	3:00PM-3:50PM	Daily
9/24 - 12/13		37-230	Morford

## BASIC READING & WRITING

### ENG 082

Introduces and develops basic reading and writing skills. Focus in on writing proper sentences and sound paragraphs which express a main idea clearly and fully with a minimum of errors in sentence structure, punctuation and spelling. Coursework emphasizes writing from observation as well as writing in response to reading. Helps refine comprehension and increase vocabulary for college level reading requirements. Prerequisite: Appropriate COMPASS/SLEP placement scores. Additional Fee: \$25.00

5W02	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		37-43AB	Mollas

5W03	5Cr	12:00PM-12:50PM	Daily
9/24 - 12/13		37-226	Schwarder

5W04	5Cr	1:00PM-1:50PM	Daily
9/24 - 12/13		37-226	Schwarder

5W05	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		37-43AB	Mollas

5W06	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Lawrence

## ADVANCED

## READING & WRITING

Enhances writing ability with emphasis on organization, unity, coherence, and adequate development of short essays. Introduction to various types of paragraphs and essays and review of the rules and conventions of standard written English. Both paper and electronic communication tools will be used. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 082. Additional Fee: \$25.00

5W07	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		37-230	Avery

5W08	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		37-230	Martindale

5W09	5Cr	1:15PM-3:35PM	MW
9/24 - 12/12		SHC114	Heath

5W10	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		37-230	Gove

5W11	5Cr	3:00PM-3:50PM	Daily
9/24 - 12/13		37-226	Schwarder

5W12	5Cr	Arranged	
9/24 - 12/13		[ONLINE] [HYBRID]	Kelly

5W13	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Lawrence

## BUSINESS COMMUNICATIONS

### ENG 104

Review structure, content, and usage as applied to Business correspondence. Emphasis will be placed on writing clear, effective written communication, including memoranda, e-mail, letters, resumes, and feasibility reports. Students will compile a portfolio. Researching and documenting data using electronic databases and the Internet will be required. Prerequisite: COMPASS Writing score of at least 63; or equivalent SLEP score or successful completion of ENG 094. Additional Fee: \$25.00

0529	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Lawrence

## ENGLISH COMPOSITION I

### ENGL& 101

Emphasizes writing as a process to support critical thinking. Focus on unified, coherent essays that support a strong thesis. Use secondary MLA/APA documentation styles. Prerequisite: Appropriate COMPASS placement score or successful completion of ENG 094. Additional Fee: \$25.00

0528	5Cr	Arranged	
9/20 - 11/28		[ONLINE]	WAOL

0520	5Cr	7:00AM-7:50AM	Daily
9/24 - 12/13		37-230	Irwin

0521	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		37-230	Irwin

0522	5Cr	9:00AM-9:50AM	Daily
9/24 - 12/13		37-230 [ENHANCED]	Gove

0523	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		37-230	Avery

0524	5Cr	1:00PM-1:50PM	Daily
9/24 - 12/13		37-230 [ENHANCED]	Gove

0525	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		37-230 [ENHANCED]	Morford

0526	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Lawrence

0527	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Gove

## ENGL& 235 TECHNICAL WRITING

Focus on simple to complex documents typically required in a technical, professional, or scientific work setting. Use of Plain English emphasized. Prerequisite: Successful completion of ENGL& 101.

0530	5Cr	9:00AM-9:50AM	Daily
9/24 - 12/13		37-230	Avery

## INTRODUCTION TO COMMUNICATION

### CMST& 101

Provides underlying theory and practice with basic communication in one-to-one, one-to-many, and small group settings; focuses on communicator competency. An Open Course Library Class; inexpensive course materials. Prerequisites: COMPASS/SLEP placement score of Writing 77 and Reading 86, or successful completion of ENG 094.

0518	5Cr	7:30AM-9:50AM	TTTh
9/25 - 12/13		37-227	Venditti

## BUSINESS & PROFESSIONAL SPEAKING

### CMST& 220

An Open Course Library Class; inexpensive course materials. Assists students in developing real world oral communication skills. Capture the dynamics of today's business realities and see the benefits of effective communication. Selection of topics, library research, analysis, oral style, use of visual aids, and preparation and delivery of various types of speeches and oral presentations are included. The Internet, e-mail, community interaction, and other practical tools support student learning and increase public speaking skills. Emphasis is placed in principles of cultural diversity. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

0516	5Cr	7:30AM-9:50AM	MW
9/24 - 12/13		37-227	Venditti

0517	5Cr	2:00PM-4:20PM	MW
9/24 - 12/12		37-227	Venditti

0519	5Cr	2:00PM-4:20PM	TTTh
9/25 - 12/13		37-227	Venditti

## ENVIRONMENTAL SCIENCE

### ENV 109 INTRODUCTION TO ECOLOGY

Covers the basic topics of Ecology, including population biology, plant and animal species characterization, and habitat restoration. Additional Fee: \$19.00

4502	4Cr	9:00AM-9:50AM	MTWTF
9/24 - 12/12		16-104	Fritz

Lab		9:00AM-1:00PM	TH
9/27 - 12/13		16-104	

### ENV 141 ORIENTATION TO ENVIRONMENTAL SCIENCE

Survey the wide range of duties and career choices available to the environmental technician. Additional Fee: \$44.00

4512	4Cr	Arranged	
9/24 - 12/13		[ONLINE]	Fritz

## GENERAL CHEMISTRY W/LAB

### ENV 162

This course provides the basic concepts, principles and applications of inorganic chemistry germane to the environmental field. Related instruction includes mathematics used in designing, conducting and interpreting analytical procedures. Laboratory methods, chemical calculations, properties of solutions, and properties of acids and bases are also covered. Additional Fee: \$20.00

4522	6Cr	10:00AM-11:30AM	MTWTF
9/24 - 10/29		16-104	Fritz

Lab		12:00PM-3:00PM	TV
9/25 - 10/24		15-WL	

## ENVIRONMENTAL CHEMISTRY W/LAB

### ENV 163

This is a continuation of ENV 162 General Chemistry with progressive instruction in laboratory methods, chemical calculations, properties of solutions, acids and bases and an introduction to organic chemistry. Additional Fee: \$20.00

4532	6Cr	10:00AM-11:30AM	MTWTF
10/30 - 12/12		16-104	Fritz

Lab		12:00PM-3:00PM	TV
10/30 - 12/12		15-WL	

## ISSUES IN THE URBAN ENVIRONMENT

### ENV 231

Course explores a variety of urban environmental issues. Storm water management, sewage treatment, drinking water treatment, and waste disposal. Prerequisite: Successful completion of all ENV 100 -level courses, except ENV 134. Additional Fee: \$20.00

4542	5Cr	9:00AM-10:50AM	TF
9/25 - 12/11		16-102	Smith

Lab		9:00AM-12:50PM	TH
9/27 - 12/13		15-WL	

## ENV 240 INTERNSHIP

All students finishing the program are required to complete an internship. This is a temporary full-time position in the public or private sector where the student gains confidence and experience in a chosen area of employment. Students experience on-the-job opportunities as well as making a skilled contribution to the internship provider. Opportunities to find internships are provided, but the student is in charge of finding his or her own internship. Prerequisite: Successful completion of 4th quarter courses, or Instructor permission.

4552	10Cr	Arranged	
9/24 - 12/13		16-104	Fritz

4562	10Cr	Arranged	
9/24 - 12/13		16-102	Smith

## ENV 245 ENVIRONMENTAL LAW II

Course places an emphasis on correct, accurate interpretation of environmental regulations and their applications. Students will be able to research, interpret, and utilize a variety of regulations upon completion. Regulations include RCRA, CERCLA, CWA, Washington Drinking Water Rules, Washington State Water Quality regulations, SDWA, and other applicable state, federal and local regulations. Course also covers Federal Energy Policy, including development of fossil fuels and alternative energy sources. Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134.

4572	5Cr	11:30AM-1:50PM	MW
9/24 - 12/12		16-102	Smith

## ENVIRONMENTAL SCIENCE CAPSTONE

### ENV 246

This course accompanies ENV 240 Internship. The Capstone Project integrates the CPTC Core Abilities with the Internship and identification of how the Core Abilities apply in the workforce. Prerequisite: Successful completion of 4th quarter courses, or Instructor permission. Must be enrolled in ENV 240. Additional Fee: \$25.00

4582	2Cr	Arranged	
9/24 - 12/13		[ONLINE]	Smith



**ENV 260 INTRODUCTION TO SOILS**

Course focuses on basic physical, biological, and chemical concepts of soil science. Practical exercises and projects will be utilized to demonstrate how soil data is commonly used in regulatory, legal, and scientific land use interpretations and decisions. Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134. Additional Fee: \$20.00

4592	5Cr	9:00AM-10:50AM	MW
9/24 - 12/12		16-102	Smith
lab		9:00AM-12:50PM	Th
9/27 - 12/6			

**HAZARDOUS MATERIAL TRANSPORTATION**

**ENV 270**  
Covers the requirements associated with transportation of hazardous materials as defined in Title 49 Code of Federal Regulations (49CFR) and 171.8 (not including radioactive). Meets the Hazmat Employee training requirements found in 49 CFR 172 Subpart H. Additional Fee: \$14.25

45A2	3Cr	11:30AM-12:50PM	TF
9/25 - 12/11		16-102	Smith

**ESTHETIC SCIENCES****SKIN PHYSIOLOGY & HISTOLOGY I**

**ES 103**  
Study the skin's cellular structure and skeletal, muscular, and nervous systems as they pertain to facials and body treatments. Basic skin diseases and disorders are covered, preparing the student for identification of the composition of skin to determine treatment protocol for facials and body treatments. All related first aid, safety, and sanitation are also covered. Additional Fee: \$50.00

6202	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-319	Shields

**ES 106 FACIAL PROCEDURES I**

Cleansing, exfoliation, manipulation techniques, and treatment masks for beautifying the skin of the face and body. Determine the type of treatment and basic treatment protocol for all skin types. First aid, safety, and sanitation are also covered. Prerequisite: ES 103. Additional Fee: \$50.00

6212	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-319	Shields

**MACHINE FACIALS & ELECTRICITY**

**ES 109**  
Covers equipment used in facial salon treatments, including steamers, magnifying lamps, galvanic and high frequency current machines. Learn the benefits of electric current machines vs. manual facial manipulations and when it is appropriate to incorporate electrical treatments. First aid, safety, and sanitation are also covered. Prerequisite: ES 106. Additional Fee: \$64.00

6272	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-325	Errigo

**TEMPORARY HAIR REMOVAL I**

**ES 112**  
Covers temporary hair removal used in the salon atmosphere, including tweezing, hot and cold wax, and cream depilatories. Also covered are all contraindications with waxing and related first aid, safety, and sanitation. Prerequisite: ES 109. Additional Fee: \$50.00

6222	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-319	Shields

**MAKEUP APPLICATION TECHNIQUES I**

**ES 115**  
Explore color theory as it relates to the skin, psychology of color, and basic makeup application techniques. First aid, safety, and sanitation are also covered. Prerequisite: ES 112. Additional Fee: \$50.00

6232	2Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-319	Shields

**ES 117 SKIN CARE & BODY WRAPS I**

Skin care to include masque and scrub applications and technique, lash and brow tinting. Body treatment protocol to include client comfort foot soaks and draping techniques, as well as discussion of various body treatments in today's market. Prerequisite: ES 103. Additional Fee: \$64.00

6282	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-325	Errigo

**SKIN PHYSIOLOGY & HISTOLOGY II**

**ES 121**  
Examine advanced skin cell structure, genetic or hereditary skin disorders, and acquire the ability to identify skin type through analysis. First aid, safety, and sanitation are covered. Prerequisite: ES 103. Additional Fee: \$50.00

6242	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-319	Shields

**SALON MANAGEMENT & STATE LAWS I**

**ES 122**  
Washington State Department of Licensing laws and regulations regarding sanitation, safety, and licensing requirements for salon management and ownership are covered. Examine reception desk duties, including handling of money, balancing the till, tracking services, retail sold customer service, and marketing techniques. Course hours do not apply toward Washington State licensing requirements. Additional Fee: \$64.00

6292	2Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-325	Errigo

**ES 124 FACIAL PROCEDURES II**

Covers advanced facial techniques and treatments, enzyme therapy, and facial massage techniques, including pressure point. All related first aid, safety, and sanitation are covered. Prerequisite: ES 106. Additional Fee: \$64.00

62A2	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-325	Errigo

**TEMPORARY HAIR REMOVAL II**

**ES 127**  
Advanced hair removal techniques such as speed waxing through proper application techniques. All related first aid, safety, and sanitation are covered. Prerequisite: ES 112. Additional Fee: \$64.00

62B2	4Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-325	Errigo

**MAKEUP APPLICATION TECHNIQUES II**

**ES 129**  
Photography makeup techniques, including color, black and white photography, shading and contouring, and artificial lash application. First aid, safety, and sanitation are covered. Prerequisite: ES 115. Additional Fee: \$50.00

6252	2Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-319	Shields

**SKIN CARE & BODY WRAPS II**

**ES 131**  
Holistic skin care, hydrotherapy, nutrition, herbal and aromatherapy for skin and body treatments. First aid, safety, and sanitation are covered. Prerequisite: ES 117. Additional Fee: \$64.00

62C2	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-325	Errigo

**SALON MANAGEMENT & STATE LAWS II**

**ES 147**  
Bookkeeping and records management, resume writing, inventory control, marketing, and Guild Attendance are covered. Prerequisite: ES 122. Course hours do not apply toward Washington State licensing requirements. Additional Fee: \$64.00

62D2	2Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-325	Errigo

**CHEMISTRY FOR ESTHETICS**

**ES 199**  
Fundamentals of chemistry, including differences between organic and inorganic matter, simple chemical reactions, pH for estheticians, and composition of, as well as indications for, commonly-used products for esthetic salon services. Additional Fee: \$50.00

6262	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		08-319	Shields

**ESTHETIC SCIENCES/ MEDICAL ESTHETICS****BUSINESS SKILLS & PROFESSIONAL DEVELOPMENT**

**ES 240**  
Covers business skills necessary for the medical esthetician to succeed, including resume writing, cover letters, how to develop a business plan, and how to negotiate a salary. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7202	5Cr	10:00AM-3:30PM	Daily
9/24 - 12/13		08-327	Siedlicki

**ES 242 LASER THEORY**

Covers necessary theory of laser and laser physics, types and styles of lasers, and what laser should be used for each skin type and condition. First aid and safety will also be reviewed. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7212	4Cr	10:00AM-3:30PM	Daily
9/24 - 12/13		08-327	Siedlicki

**ADVANCED COSMETIC CHEMISTRY****ES 252**

In-depth study of cosmetic chemicals, product knowledge. Research papers will be produced on the topics of chemical products, ingredients, and contraindications that may occur during a medical esthetic treatment. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7222	2Cr	10:00AM-3:30PM	Daily
9/24 - 12/13		08-327	Siedlicki

**CLINICAL LAB FOR****ES 256 MEDICAL ESTHETICIANS**

Participate in practical application of medical esthetic skills and services while working with clients in the student-run clinic. Includes all machinery covered in ES 227. Also includes all safety, sanitation, first aid, and contraindications. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$64.00

7232	10Cr	10:00AM-3:30PM	Daily
9/24 - 12/13		08-327	Siedlicki

**GRAPHIC TECHNOLOGIES****ART, DESIGN & VISUAL THINKING****GTC 110**

Introduction to visual arts and design principles. Stresses the components of visual thinking and visual language underlying design for digital media. A series of real-life case studies and exercises applies the design process and use of basic elements of design, typography, images, color, and layout. Additional Fee: \$73.75

8502	5Cr	9:00AM-5:00PM	Th
9/27 - 12/13		11-158	Owens

**MACINTOSH OPERATION****GTC 123 & IMAGE ACQUISITION**

Introduction to Macintosh computer operations and file management. Covers image acquisition and archiving from Internet and analog sources. Additional Fee: \$73.75

8512	5Cr	9:00AM-5:00PM	M
9/24 - 12/13		11-154	Mayer

**GTC 130 DIGITAL IMAGING I**

Introduces the fundamentals of Photoshop to include basic tools; image editing; painting; and the creation, use, and management of layers and channels. Additional Fee: \$73.75

8522	5Cr	9:00AM-5:00PM	T
9/25 - 12/11		11-154	Mayer

**ELECTRONIC PUBLISHING****GTC 143 & LAYOUT**

Apply typographic terms, vocabulary, and concepts; examine type identification and explore the relationships or essence of typographic design. Apply and solve mathematical problems common to typography. Apply basic page layout and create files. Explore proofreading and correcting copy changes. Additional Fee: \$73.75

8532	5Cr	9:00AM-5:00PM	W
9/26 - 12/12		11-158	Owens

**ADVANCED VECTOR****GTC 209 DIGITAL ILLUSTRATION**

Perform advanced techniques using Adobe Illustrator; create documents using Color Swatches and color separations for a variety of projects. Explore the abilities of different tools/Panels, Effects, and filters, Integrate Adobe Acrobat Pro as soft proofing software from within Illustrator and prepare files for electronic output ready for a service provider. Additional Fee: \$73.75

8542	5Cr	9:00AM-5:00PM	M
9/24 - 12/10		11-158	Owens

**GTC 210 DIGITAL IMAGING III**

Building on a solid knowledge of Photoshop's basic functions, this course explores advanced color theory and utilization of Photoshop for color correction. Efficient use of layers, masks, and channels for photo retouching and special effects. Optimization for production, importing, and exporting of images is also included. Prerequisite: GTC 154 or Instructor approval. Additional Fee: \$73.75

8552	5Cr	9:00AM-5:00PM	W
9/26 - 12/10		11-154	Mayer

**GTC 223 PREPRESS II**

Covers the digital production of printing jobs through the use of Adobe PDF and raster image processing. Prerequisite: GTC 164 or Instructor approval. Additional Fee: \$73.75

8562	5Cr	9:00AM-5:00PM	Th
9/27 - 12/13		11-154	Mayer

**GTC 276 INDESIGN II**

Perform advanced techniques with InDesign, create documents, use color and color separations for a variety of projects, and prepare files for electronic output. Prerequisite: GTC 174 or Instructor approval. Additional Fee: \$73.75

8572	5Cr	9:00AM-5:00PM	T
9/25 - 12/10		11-158	Owens

**HEALTH UNIT COORDINATOR****ORIENTATION TO HEALTH UNIT COORDINATOR****HUC 102 & AUTOMATION**

This course will focus on orientation and introduction to campus policies and rules of conduct. This course will also introduce the student to program policies, dress code, attendance, classroom, and workplace rules of conduct, program goals, and grading system. The focus also in this unit will be instruction and demonstrations on the use of various communication devices and introduction to the EMR/HER and related windows programs that are used in the hospital. Additional Fee: \$33.25

8102	7Cr	8:00AM-2:45PM	Daily
9/24 - 12/13		10-200	Scotland

**ANATOMY & PHYSIOLOGY FOR HEALTH UNIT COORDINATOR****HUC 106**

Introduces basic word elements that are used in building medical terminology and identifies the different types of word elements present in each medical term by name. Introduces medical terms, body structure, and pathology in relation to each body system: integumentary, musculoskeletal, sensory, circulatory, nervous, endocrine, and digestive systems. Prerequisite: HUC 104 Additional Fee: \$14.25

8112	3Cr	8:00AM-2:45PM	TWTh
9/25 - 12/13		10-200	Scotland

**UNIT COORDINATOR****HUC 109 TASKS & PROCEDURES I**

Enables identification of the forms commonly used in the patient's chart, explain the purpose of a patient's chart, and recognize the charting responsibilities for each healthcare team member. Presents instruction and procedures for scheduling appointments by telephone, computer, and written requests. Also focuses on students' performance in the computer skill laboratory, demonstrating their cognitive knowledge for maintaining medical records; ordering laboratory and diagnostic exams; accurately transcribing physicians' orders; recognizing treatment orders; ordering nursing supplies; identifying abbreviations, symbols, and terms used in a medication order; and charting information accurately to the appropriate forms and the Kardex for their pseudo patients. Prerequisites: HUC 104; enrollment in HUC 106. Additional Fee: \$111.00

8122	8Cr	8:00AM-2:45PM	M
9/24 - 12/10		10-200	Scotland

**UNIT COORDINATOR****HUC 112 TASKS & PROCEDURES II**

Focuses on cognitive knowledge and performance skills in the computer laboratory. The student will demonstrate performance skills for maintaining medical records, accurately transcribing physicians' orders to the appropriate chart forms and Kardex, as well as completion of pseudo patient charts. Prerequisite: HUC 109; completion of 104, 106, 115, and 120 Additional Fee: \$19.00

8132	4Cr	3:00PM-10:00PM	MThF
9/24 - 12/13		10-200	Briggs

## INTRODUCTION TO COMMUNICATION

### HUC 113 APPS IN THE HUC ROLE

Enables the student to describe and utilize good listening skills as a means of preventing and/or solving conflicts with a variety of people in different situations. The focus also will be to develop skills for the role of the communicator for the nursing unit. The student will also be given the tools for developing and practicing assertive communication, interpersonal relationships and confidentiality skills. Additional Fee: \$4.75

8142 1Cr 8:00AM-2:45PM F  
9/28 - 12/7 10:200 Scotland

## ADVANCED COMMUNICATIONS

### HUC 118 APPS IN THE HUC ROLE

Enables the student to describe and utilize good listening skills as a means of preventing and/or solving conflicts with a variety of people in different situations. The focus also will be to develop skills for the role of the communicator for the nursing unit. The student will also be given the tools for developing and practicing assertive communication, interpersonal relationships and confidentiality skills. Additional Fee: \$9.50

81A2 2Cr 3:00PM-10:00PM M  
9/24 - 12/10 10:200 Briggs

### HUC 120 UNIT MANAGEMENT

Covers management responsibilities for the nursing unit, including time management and identification of possible fire and safety hazards on the nursing unit. Prerequisite: HUC 104; enrollment in HUC 106, 109, and 115. Additional Fee: \$14.25

8152 3Cr 8:00AM-2:45PM W  
9/26 - 12/12 10:200 Scotland

### HUC 122 UNIT MANAGEMENT II

Focus is on cognitive knowledge for managing the nursing unit and developing communication skills using verbal and written communication. The student will develop leadership and performance skills by practicing classroom management. Prerequisites: Completion of HUC 115 and 120. Additional Fee: \$14.25

8162 3Cr 3:00PM-10:00PM TV  
9/24 - 12/13 10:200 Briggs

## LEGAL/ETHICAL ASPECTS

### HUC 126 OF UNIT COORDINATING

Enables the student to identify legal elements that are necessary in regard to preparing legal documents, discussing hospital and patient confidentiality, or witnessing signatures on consents for treatment. The ethics of this profession will be explored and how to apply these ethics in professional behaviors. AIDS education, blood-borne pathogens, HIPPA, and hepatitis information will also be covered. Prerequisites: Completion of HUC 104, 106, 109, 115, and 120; enrollment in HUC 107, 112, and 122. Additional Fee: \$9.50

8172 2Cr 3:00PM-10:00PM WF  
9/24 - 12/13 10:200 Briggs

## HUC 132 CLINICAL EXPERIENCE

Enables the student to utilize the cognitive and performance objectives that were presented in courses, HUC 104 through 126, in the clinical setting. The focus is on preparation of a resume, employment application, and an employment interview. In order to participate in the clinical aspect of the program, must receive a No Record on File report from the Washington State Patrol regarding Crimes Against Persons. Clinical hours vary from 6 to 8 hours per day, 4 days a week. Students unable to complete course HUC 131 will have the option of completing clinical rotation with the next available program, on approval from the Instructors, within 6 months. Prerequisite: Completion of HUC 104, 106, 109, 115, 120, 107, 112, 122, and 126. Additional Fee: \$14.00

8182 7Cr 3:00PM-10:00PM TWThF  
11/6 - 12/7 10:200 Briggs

## ECG MONITOR TECHNICIAN

### HUC 204

Are you a Health Unit Coordinator, or interested in becoming one? Employers clearly favor HUC's with ECG Monitor Tech knowledge, as this enables you to be an effective HUC in even the most acute care unit in the hospital. We'll teach you the basic anatomy and physiology of the heart and its relationship to ECG. Learn how to monitor electro-cardiograms (ECG), and to interpret rhythms and arrhythmias in a medical setting. Previous exposure/experience in the medical field preferred. Text required.

8092 3Cr 6:30PM-10:00PM TWThF  
9/25 - 10/19 10:200 Bordas

8192 3Cr 6:30PM-10:00PM TWThF  
9/25 - 10/19 10:200

## HEATING/VENTILATION/AIR CONDITIONING

### HAC 102 BASIC ELECTRICITY

Discusses the structure of matter, movement, electrons, conductors, insulators, direct and alternating current, and electrical units of measurement. The electrical circuit will also be studied along with making electrical measurements, Ohm's law, series and Parallel circuits, and electrical power. Magnetic fields, inductance, transformers, capacitance, impedance, sine waves, and using electrical measuring instruments are also included. Additional Fee: \$43.75

1802 5Cr 7:00AM-1:50PM Daily  
9/24 - 12/13 25:200 Johnson

### HAC 105 ELECTRICAL CIRCUITS

Discusses types of automatic control devices that respond to thermal change, the bimetal device, control by fluid expansion, the thermocouple, and electronic sensing devices. Space temperature controls, (both high and low voltage), sensing temperature of solids, pressure sensing devices, oil pressure safety controls, air pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls are covered. Additional Fee: \$39.00

1812 4Cr 7:00AM-1:50PM Daily  
9/24 - 12/13 25:200 Johnson

## ADVANCED CONTROLS & TROUBLESHOOTING

### HAC 120

Control terminology, applications, and electronic control circuits are covered. Pneumatic controls and direct digital controls are also explored, along with programmable thermostats. Also covers procedures for troubleshooting basic and complex circuits, thermostats, and high voltage circuits controlled by thermostats. Describes procedures for measuring amperage and voltage in low voltage circuits and discusses pictorial and line diagrams. Additional Fee: \$39.00

1822 4Cr 7:00AM-1:50PM Daily  
9/24 - 12/13 25:200 Johnson

### HAC 160

## SIEMENS CONTROLS

The DDC training course serves as an introduction to the concepts of direct digital controls. The course is a generic approach to understand DDC terminology and the fundamentals of today's new building control systems. Improve your control of HVAC systems, fire, security, and access, control, lighting, and energy management. The focus is on DDC fundamentals, how they work, features, and troubleshooting. Additional Fee: \$29.50

1852 2Cr 7:00AM-1:50PM Daily  
9/24 - 12/13 25:200 Johnson

## ELECTRIC MOTORS & THEIR APPLICATIONS

### HAC 162

Types of electric motors are discussed, along with starting and running components and characteristics, motor speeds, and power supplies. Specific topics also included are single and split phase motors, the centrifugal switch, electronic replay, capacitor start motors, capacitors run motors, permanent split capacitor motors, shaded pole motors, and single phase hermetic motors, positive temperature coefficient motors, and variable speed motors. Discussions will take place pertaining to various characteristics and insulations, bearings, mountings, and motor drives. Additional Fee: \$39.00

1832 4Cr 7:00AM-1:50PM Daily  
9/24 - 12/13 25:200 Johnson

## ELECTRIC MOTOR CONTROLS & TROUBLESHOOTING

### HAC 164

Discusses mechanical and electrical motor troubleshooting. This includes drive assemblies, belt tension, pulley alignment, open and shorted windings, shorts to ground, capacitor problems, wiring and connectors, and troubleshooting hermetic motors. Additional Fee: \$34.25

1842 3Cr 7:00AM-1:50PM Daily  
9/24 - 12/13 25:200 Johnson



**HAC 167 GREEN AWARENESS**

When it comes to HVAC/R Electrical, "Green" means maximizing the energy efficiency of existing equipment, specifying the most efficient systems available for the application and the available budget using renewable and sustainable fuel sources and conserving water. Those items along with the core knowledge of Energy management and Analysis, Green Heating, Ventilation, Air Conditioning, and Refrigeration, Electrical Generation and Consumption, and "Green" Plumbing will be discussed in the course.

Additional Fee: \$34.25

1862	3Cr	7:00AM-1:50PM	Daily
9/24 - 12/13		25-200	Johnson

**HAC 170 HEATING I**

Covers controls, thermal physics, electrical, and equipment for residential and light commercial heating system installation and servicing with emphasis on gas heating. Prerequisite: HAC 102 - 167. Additional Fee: \$53.25

1872	7Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-402	Anderson

**HAC 175 HEATING I LAB**

Will teach students to competently troubleshoot and repair gas burning appliances. Also covers thermal physics and equipment for heating systems' analysis and efficiency, as well as pipe threading and silver brazing. This is a hands-on class utilizing live projects. Prerequisite: Must have required hand tools of the trade and be enrolled in Heating. Additional Fee: \$43.75

1882	5Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-300	Pearce

**HAC 181 HEATING II**

Covers controls, thermal physics, and equipment for residential and light commercial heating system installation and servicing with emphasis on electric, oil, and hydronic heating. Additional Fee: \$48.50

1892	6Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-402	Anderson

**HAC 183 HEATING II LAB**

Will teach students to competently troubleshoot and repair electric, oil, and hydronic heating equipment. Also covers thermal physics and equipment for heating systems analysis and efficiency. This is a hands-on class utilizing live projects. Prerequisite: Must have required hand tools of the trade and be enrolled in Heating. Additional Fee: \$39.00

18A2	4Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-300	Pearce

**ADVANCED****HAC 201 REFRIGERATION SYSTEM**

Troubleshoot and repair refrigeration equipment, thermal physics and equipment for refrigeration systems analysis and efficiency. Additional Fee: \$67.50

18B2	10Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-300	Pearce

**EPA REFRIGERANT RECOVERY CERTIFICATION****HAC 230**

Mandatory course designed to provide EPA nationally recognized certification required for purchasing, removing and recycling of refrigerants. The class is a 12-hour training session with the certification test upon completion and is taught by a registered proctor. Additional Fee: \$64.00

18C2	1Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-402	Anderson

**HAC 237 BASIC REFRIGERATION I**

Introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing. Prerequisites: HAC 101 through 168 and must be registered in HAC 237, 242, 246, and 255. Additional Fee: \$53.25

18D2	7Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-402	Anderson

**BASIC****HAC 242 REFRIGERATION I LAB**

Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing. Prerequisites: Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration course. Additional Fee: \$43.75

18F2	5Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-300	Pearce

**HAC 246 BASIC REFRIGERATION II**

Introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Additional Fee: \$48.50

18G2	6Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-402	Anderson

**HAC 249 JOB READINESS**

Covers resume writing, cover letter preparation, Internet job search, Work Source job readiness workshop, and tips on filling out job applications. Additional Fee: \$43.75

18H2	5Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-302	Pearce

**BASIC****HAC 255 REFRIGERATION II LAB**

Hands-on experience with introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Additional Fee: \$34.25

18J2	3Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-300	Pearce

**COMMERCIAL****HAC 256 HEAT PUMPS**

Troubleshoot & repair residential and commercial heat pumps through study material and DVD format. Heat pump fundamentals, heat pump electrical, and heat pump charging are explored. Prerequisites: Must be enrolled in HAC 201, 249, 256 Additional Fee: \$53.25

18K2	7Cr	7:00AM-1:45PM	Daily
9/24 - 12/13		25-300	Pearce

**HEMODIALYSIS****LAW & ETHICS FOR THE HEMODIALYSIS TECHNICIAN****HDT 105**

Covers the aspects of the legal relationship between the Hemodialysis Technician and patient with an emphasis on the principles of medical ethics, standards of conduct, and patient confidentiality. Includes an overview of HIPA A and OSHA regulations, national and state governmental structure, and the legal system as it relates to medical facilities. Additional Fee: \$39.25

8802	3Cr	10:00AM-11:30AM	F
9/28 - 12/7		16-112 [HYBRID]	Markovits

**COMPUTER APPLICATIONS/KEYBOARDING****HDT 116**

Students will use computers to develop touch control and proper keyboarding and keypad techniques with emphasis on alpha/numeric data entry. Course includes keyboarding alphabetic, figure, symbol keys, and skill building; continued keyboarding drills and practice to develop a minimum speed and accuracy of 25 wpm. Introduction to MS Office Suite for basic business correspondence. Internet navigation will be used for student research projects. Additional Fee: \$9.50

8812	2Cr	10:00AM-11:30AM	MW
9/24 - 12/12		16-112	Markovits

**HEMODIALYSIS TERMS****HDT 122 ANATOMY PHYSIOLOGY**

Provides the basic techniques of medical word building to be applied in acquiring an extensive medical vocabulary. Introduces anatomical, physiological, and pathological terms relating to body systems and medical abbreviations. Additional Fee: \$53.50

8822	6Cr	12:30PM-2:50PM	MW
9/24 - 12/13		16-112 [HYBRID]	Markovits

**HEMODIALYSIS PRINCIPLES & PROCEDURES****HDT 131**

Defines the basic principles of diffusion, filtration, fluid dynamics and osmosis relating to the dialysis process. Overviews of the dialysis environment and kidney functions. Patient vitals and monitoring the treatment, including normal and abnormal values. Perform laboratory tests and utilize patient documentation procedures. Identify causes, signs, and symptoms, preventions and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements. Additional Fee: \$19.00

8832	4Cr	10:00AM-2:50PM	TTh
9/25 - 12/13		16-112	Markovits

**MACHINE SETUP/  
MAINTENANCE****HDT 138**

Covers use and setup of hemodialysis machines. Instruction focuses on organizing and setting up the dialysis machine and equipment, priming and dry machine stringing. Various testing equipment commonly used in dialysis units are studied, as well as preparation and mixing of hemodialysis concentrates. Includes standard precautions and aseptic techniques. Prepares student to initiate monitor and terminate a routine hemodialysis treatment. Additional Fee: \$48.00

8842 4Cr 8:00AM-10:00AM Daily  
9/24 - 12/13 16-112 Markovits

**HDT 163****FIELD STUDY**

Familiarizes the student with various dialysis companies in the greater Puget Sound area. The student will be partnered with another student and required to contact four of the companies in the area in order to conduct an interview with a staff member. The information gathered will be collected into a notebook to be submitted at the end of the class. Information to be included: interview notes, locations of individual dialysis units, maps to each unit, contact person for each of the units, size of the company, etc. The notebook will be a reference for the student when seeking a dialysis technician position at the end of the course. Additional Fee: \$4.75

8852 1Cr 2:00PM-3:00PM F  
9/28 - 12/7 16-112 Markovits

**MATH FOR MEDICAL  
SPECIALTY****MAT 072**

Emphasis on fractions, combined percentages, metric, apothecary measurements and conversions, roman numerals and dosage calculation formulas. Self-paced lab. (For Hemodialysis students only). Prerequisite: Appropriate COMPASS placement score is required. Additional Fee: \$25.00

8862 4Cr 12:30PM-2:00PM F  
9/28 - 12/7 16-112 [HYBRID] Markovits

**HUMAN SERVICES****HS 110 COMPUTER APPLICATIONS**

Introduce students to the uses of Microsoft windows and related programs. Students will become familiar with community resources for career and educational opportunities as well as develop proficiency of the use of technology. Instructor permission required. Additional Fee: \$14.25

2402 3Cr 1:00PM-2:30PM TTh  
9/24 - 12/12 10-TBD Mandley

**THERAPEUTIC****HS 115 COMMUNICATION SKILLS**

Acquaints students with theories and methods of therapeutic communication as well as multicultural communication. Students will demonstrate mastery of theory through classroom activities including mock interviews and work related client interactions. Instructor permission required. Additional Fee: \$25.00

2422 5Cr 10:00AM-11:50AM MWF  
9/24 - 12/13 10-219 [ENHANCED] Hacker

**HIV/AIDS & BLOOD  
BOURNE PATHOGENS****HS 123**

Increase students' knowledge of HIV/AIDS & blood borne pathogens. Students will gain knowledge of the history of HIV/AIDS and related issues. Provides ten hours of HIV/ AIDS training in the areas of transmission, occupational safety, and standard precautions. Instructor permission required. Additional Fee: \$25.00

2432 1Cr Arranged  
10/2 - 12/13 [ONLINE] Hathaway

**INTRODUCTION TO  
HUMAN SERVICES****HS 127**

Introduces students to human services as a profession and will include a historical and philosophical framework of human service delivery. Contemporary roles and the human service worker will be covered, including areas such as typical duties and tasks of human service workers, income, maintenance, children's services, family services, aging, substance abuse, mental health, services for persons with disabilities, and the sociocultural aspects of providing services in a multiculturally diverse society. Students will also examine the competencies and qualifications required to become an effective human service worker, as well as the occupational and educational alternatives for graduates. Instructor permission required. Additional Fee: \$25.00

2442 5Cr 9:00AM-9:50AM Daily  
9/24 - 12/13 10-219 [ENHANCED] Hacker

**HS 151****INTERNSHIP I**

Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Instructor permission required. Additional Fee: \$39.00

2452 5Cr 1:00PM-6:00PM MTTh  
9/24 - 12/13 10-205 [ENHANCED] Hacker

**SURVEY OF****HS 225 COMMUNITY RESOURCES**

Introduces students to a variety of community based human service agencies through examination of their services, functions, and service populations. The class will participate in field visits, guest lectures and exercises designed to assist them in understanding the relevance of each service component to the whole community, regional and state system. Instructor permission required. Additional Fee: \$25.00

2462 3Cr 1:00PM-3:00PM WF  
9/24 - 12/13 10-205 [ENHANCED] Hacker

**BEHAVIORAL****HS 227 HEALTH & WELLNESS**

Introduces students to the dimensions of wellness, including physical, emotional, social, and spiritual components. Students explore strategies for personal behavioral health & wellness, including coping strategies, personal boundaries, self-awareness and how to avoid burnout on the job. Instructor permission required. Additional Fee: \$25.00

2472 5Cr 10:00AM-11:50AM MWF  
9/24 - 12/13 10-205 [ENHANCED] Hathaway

**HS 230****CASE MANAGEMENT**

This course introduces students to the fundamentals of case management practice. Students will review different models of case management and learn about common case management functions such as outreach, engagement, assessment, planning, accessing resources, coordination, and advocacy. Instructor permission required. Additional Fee: \$25.00

2482 5Cr 9:00AM-9:50AM Daily  
9/24 - 12/13 10-205 [ENHANCED] Hathaway

**CULTURALLY****HS 236 COMPETENT PRACTICE**

Provides students with an awareness of the historical, cultural, socio-economic, biological, and psycho-social influences that define diversity. Examines culturally competent standards that influence best practice standards for human service workers. Students will explore culture, guidelines for culturally-sensitive practices, and the impact of inequality on a variety of service populations, racism, prejudice, and inclusion strategies. Instructor permission required.

2492 3Cr 10:00AM-11:50AM TTh  
9/24 - 12/13 10-219 Hacker

**LAW & ETHICS FOR****HS 237 HUMAN SERVICES**

Presents an overview of the ethical and professional issues that human services workers will face in the field. Included are such topics as ethical decision making, professional responsibilities, liability, confidentiality, records and rights of clients, professional codes of ethics, core values and personal issues, supervision, leadership, and the legal system. Instructor permission required.

24A2 3Cr 10:00AM-11:50AM TTh  
9/24 - 12/13 10-205 Hathaway

**HS 244****INTERNSHIP II**

Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship I is required. Instructor permission required. Additional Fee: \$39.00

24C2 5Cr 1:00PM-6:00PM MTTh  
9/24 - 12/13 10-205 [ENHANCED] Hacker

**HS 239****SPECIAL TOPICS**

Explores a human services related topic by performing either a literature review and/or research on a human services related topic. Students must obtain authorization from the instructor for the project prior to enrolling in course. Instructor permission required. Additional Fee: \$25.00

24B2 Var 1:00PM-3:30PM MTTh  
9/24 - 12/13 10-205 [HYBRID] Hathaway

**HS 258****INTERNSHIP III**

Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship II is required. Instructor permission required. Additional Fee: \$39.00

24D2	5Cr	1:00PM-6:00PM	MTTh
9/24 - 12/13		10-205 [ENHANCED]	Hacker

## HUMAN SERVICES/ CHEMICAL DEPENDENCY

**INTRODUCTION TO****HSCD 135 CHEMICAL DEPENDENCY**

This course is an introduction to the field of chemical dependency. Emphasis on the roles and responsibilities of the addiction Paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed. Instructor permission required.

24F2	3Cr	5:00PM-7:15PM	W
9/24 - 12/13		10-205	Fitzgerald

### ETHICS FOR CHEMICAL DEPENDENCY

Ethics for Chemical Dependency Professionals focuses on understanding the obligations to adhere to ethical and behavioral standards of conduct in the helping relationship as well as the importance of supervision and continuing education. Instructor permission required.

24G2	2Cr	7:45PM-10:00PM	W
9/24 - 12/13		10-205	Fitzgerald

### CASE MANAGEMENT & RECORDKEEPING FOR THE CDP

**HSCD 215**

This course focuses on the basic case management skills of service coordination, referral practices, community services, ongoing evaluation of treatment progress, client needs, and learning documentation standards and applicable laws. Instructor permission required. Additional Fee: \$25.00

24H2	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	French

**HSCD 256****SPECIAL PROJECTS**

Students will be responsible for formulating and implementing an idea to complete a special project related to the human services chemical dependency field. Students must obtain authorization from the instructor for the project prior to enrolling in the course. Instructor permission required. Additional Fee: \$25.00

24J2	Var	1:00PM-3:00PM	MTTh
9/24 - 12/13		10-205 [HYBRID]	Hathaway

## HUMAN SERVICES/ CHEMICAL DEPENDENCY (I-BEST)

### INTRODUCTION TO CHEMICAL DEPENDENCY

**HSCD 135**

This course is an introduction to the field of chemical dependency. Emphasis on the roles and responsibilities of the addiction Paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed. Instructor permission required.

242T	3Cr	3:30PM-6:30PM	M
9/24 - 12/10		10-219	Anderson

### ETHICS FOR CHEMICAL DEPENDENCY

**HSCD 140**

Ethics for Chemical Dependency Professionals focuses on understanding the obligations to adhere to ethical and behavioral standards of conduct in the helping relationship as well as the importance of supervision and continuing education. Instructor permission required.

242F	2Cr	3:30PM-5:30PM	Th
9/27 - 12/13		10-219	Anderson

### CASE MANAGEMENT & RECORDKEEPING FOR THE CDP

**HSCD 215**

This course focuses on the basic case management skills of service coordination, referral practices, community services, ongoing evaluation of treatment progress, client needs, and learning documentation standards and applicable laws. Instructor permission required.

242M	5Cr	3:30PM-6:00PM	TW
9/25 - 12/12		10-219	Anderson

### COMPUTER APPLICATIONS

**CAH 105**

Provides training in the uses of Microsoft Windows and related programs. Students will use computers to develop touch control and proper keyboarding and 10-key techniques. Additional Fee: \$23.75

242A	2Cr	6:00PM-8:00PM	Th
9/27 - 12/13		10-212	Duron

## INTERIOR DESIGN

**DSN 105****BASIC DESIGN**

This course introduces students to the fundamental skills and concepts necessary for interior design planning and drawing to include: use of drafting tools, exercise in line weight and line type quality, architectural scale, dimensioning and architectural lettering. Additional Fee: \$28.50

3602	6Cr	8:00AM-2:00PM	Daily
10/29 - 11/16		19-210	Houser

## INTERIOR DESIGN & THE DESIGN PROCESS

**DSN 119**

This course is an introduction to inspiration, identification, conceptualization, communication, the elements and principles of design and trend spotting. Additional Fee: \$19.00

3612	4Cr	8:00AM-2:00PM	Daily
9/24 - 10/12		19-210	Bowman

**DSN 124****COLOR THEORY**

An introduction to color, color systems, color theories, coloring agents, dimensions of color in compositions, the influence of color and exercises of putting color to use. Additional Fee: \$19.00

3622	4Cr	8:00AM-2:00PM	Daily
10/15 - 10/26		19-210	Bowman

### INTRODUCTION TO DRAWING & RENDERING

**DSN 136**

Introduction to Drawing and Rendering is a beginning look at some of the drawing methods and materials used by Interior Designers. This course begins with the fundamental concepts of freehand sketching and gaining the ability to think three-dimensionally. It is also an introduction for methods to communicate your design vision through hand drawn renderings. This is shown by the use of shade, shadow, texture, pattern, color and material qualities. Additional Fee: \$19.00

3632	4Cr	8:00AM-2:00PM	Daily
11/19 - 12/13		19-210	Houser

### FURNITURE & CABINET DESIGN

**DSN 152**

This course covers the fundamentals of custom furniture and cabinet design. Based on the study of furniture design theory, function, social use, materials and fabrication, students will design a unique custom piece of furniture. Additional Fee: \$9.50

3642	2Cr	8:00AM-2:00PM	Daily
11/28 - 12/13		19-202	Bowman

### COMMERCIAL SPECIFICATIONS

**DSN 227**

The Commercial Specifications course covers general notes used within construction documents, the specification of products, fabrication, and applications for commercial interior design. It also covers the liabilities of the designer in regard to specification writing for codes, standards, and federal regulations which are an essential part of designing building interiors. Prerequisites: DSN 225. Additional Fee: \$19.00

3652	4Cr	8:00AM-2:00PM	Daily
9/24 - 10/5		19-202	Houser

**DSN 236****DESIGN II**

Using codes and standards simulating parts of the NCIDQ Examination, students will complete three unique exercises that focus on the following areas of commercial design: space planning, lighting design and egress. Prerequisites: DSN 225. Additional Fee: \$33.25

3662	7Cr	8:00AM-2:00PM	Daily
10/29 - 11/27		19-202	Watts



**DSN 239****CAD II**

This course includes the intermediate level use of 2-dimensional CAD (computer aided drafting). To develop increased knowledge, speed, and accuracy, following demonstration and in class exercises, the student will use AutoCAD software to develop advanced layouts in paper space. Prerequisites: DSN 216. Additional Fee: \$23.75

3672 5Cr 8:00AM-2:00PM Daily  
10/08 - 10/26 19:202 Waits

**DSN 265****INDEPENDENT STUDY**

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor. Prerequisite: Instructor Approval.

3682 3Cr Arranged  
9/24 - 12/13 19-210 Bowman

**DSN 270****INDEPENDENT STUDY**

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor. Prerequisite: Instructor Approval. Additional Fee: \$19.00

3692 4Cr Arranged  
9/24 - 12/13 19-210 Houser

**DSN 275****INDEPENDENT STUDY**

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor. Prerequisite: Instructor Approval. Additional Fee: \$23.75

36A2 5Cr Arranged  
9/24 - 12/13 19-210 Watts

**LEADERSHIP****LEADR100****LEADERSHIP I**

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Additional Fee: \$25.00

0572 Var 1:00PM-4:00PM WF  
9/24 - 12/13 10-205 [ENHANCED] Hathaway

**LEADR 101****LEADERSHIP II**

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Additional Fee: \$25.00

0592 Var 1:00PM-4:00PM WF  
9/24 - 12/13 10-205 [ENHANCED] Hathaway

**LEADR 102****LEADERSHIP III**

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Additional Fee: \$25.00

05A2 Var 1:00PM-4:00PM WF  
9/24 - 12/13 10-205 [ENHANCED] Hathaway

**LEADR 103****LEADERSHIP IV**

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Additional Fee: \$25.00

05B2 Var 1:00PM-4:00PM WF  
9/24 - 12/13 10-205 [ENHANCED] Hathaway

**MANUFACTURING TECHNOLOGIES****MCH 101****SHOP SAFETY**

Provides an overview of the program, orientation to shop procedures, and the responsibilities associated with personal safety and the safety of others. Prerequisite: Instructor's permission. Additional Fee: \$39.50

7802 2Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 105 SHOP MATH/BLEUPRINT**

Provides a review of basic arithmetic using addition, subtraction, fractions, and decimal fractions. Study of drawings and prints, and an overview of basic measuring tools. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$58.50

7812 6Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 107****SHOP MATH/BLEUPRINT II**

Provides study of basic geometry concepts and introduction to calculators. Advanced study of prints and reading of machine details. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$58.50

7822 6Cr 7:05PM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 109****SHOP MATH/BLEUPRINT III**

An introduction to trigonometric functions, practical machine mathematical applications, the Cartesian coordinate system, geometric dimensioning, and tolerancing. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$58.50

7832 6Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 111 SHOP MACHINE & TOOLS**

Use and care of hand and machine tools used in measurement, layout, and inspection. Beginning machine tool operation of pedestal grinders, drill presses, and power saws. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$58.50

7842 6Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 117****LATHES I**

Progressively difficult operations on lathes with emphasis on setups, speeds, feeds, turning, facing, grooving, threading and tapers. Actual turning jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$58.50

7852 6Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**SAFETY IN THE WORKPLACE****MCH 121**

Progressively difficult operations on milling machines, with emphasis on setups, speeds, feeds, end milling, side milling, shell milling, drilling, and tapping. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$58.50

7862 6Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 122****LATHES & MILLS II**

Intermediate calculations and machining operations with emphasis on accessories for lathes and milling machines. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$68.00

7872 8Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 125****LATHES & MILLS III**

Progressively advanced turning and milling techniques with emphasis placed on precision setup using geometric dimensioning and tolerancing. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$77.50

7882 10Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 126****LATHES & MILLS IV**

Progressively advanced turning and milling techniques with emphasis placed on the use of all shop equipment to complete advanced precision projects. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$68.00

7892 8Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 129 SURFACE GRINDING**

Progressively difficult grinding operations with emphasis on surface grinding, mounting, dressing, and truing grinding machine wheels. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$49.00

78A2 4Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 133 TOOL & CUTTER GRINDER**

Progressively difficult tool and cutter grinding with emphasis on milling cutters, reamers, and form tools. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$53.75

78B2 5Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 202 INTRODUCTION TO CNC**

Introduction to CNC programming software and setups using CAD/CAM interfacing and project milling, drilling, and lathe turning. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$63.25

78C2 7Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MEASUREMENT INSPECTION & EQUIPMENT****MCH 211**

Understanding and operating Computer Numerical Control (CNC) machinery. Writing programs and manual data input. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$77.50

78D2 10Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 216 ADVANCED CNC**

Progressively advanced CNC machining techniques with emphasis placed on program troubleshooting, and increased production. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$87.00

78F2 12Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 219 CAREER OPPORTUNITIES**

Resumes, researching employers, and job search techniques. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$49.00

78G2 4Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MCH 223 INSPECTION TECHNIQUES**

Proper use of inspection tools and equipment. Emphasis is on applied use of geometric dimensioning and tolerancing, with use of granite layout surfaces. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$58.50

78H2 6Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**METALLURGY & HEAT TREATMENT****MCH 229**

Provides insight into the study of the properties and compositions of metals. Emphasis is on heat treatment of metals. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$49.00

78J2 4Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MANUFACTURING****MCH 231 RESOURCES & RESEARCH**

Study of resources for machining information with emphasis on methods of research. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$49.00

78K2 4Cr 7:05AM-1:50PM Daily  
9/24 - 12/13 25-105 Dam

**MASSAGE****SWEDISH****MASST 114 MASSAGE THEORY**

Introduces the learner to the history, application, and principles of Swedish massage. This includes not only the massage strokes, but also client safety, communication, and charting of results. Prerequisite: The student will have submitted a medical statement of health from a primary care provider verifying their ability to safely participate in all aspects of the program prior to admission. MASST 114 must be taken concurrently with MASST 117. Additional Fee: 50.00

1202 5Cr 9:00AM-11:30AM MW  
9/24 - 12/12 08-108 Meziere

**COMPLEMENTARY****MASST 116 MASSAGE MODALITIES I**

Introduces the student to a variety of massage modalities that can be safely integrated into a massage practice. Modalities covered include facial techniques, acupressure, seated massage and side-lying. Indications, contra-indications and treatment modifications will be identified. Prerequisite: Successful completion of MASST 114 and MASST 117. Additional Fee: \$85.00

1212 3 Cr 9AM-3:30PM F  
9/28-12/07 08-1AB Meziere

**SWEDISH MASSAGE PRACTICE****MASST 117**

Apply knowledge and techniques taught in Swedish Massage Theory. This class prepares the learner to practice safe, relaxing, therapeutic, and effective Swedish Massage. In addition to proper use and application of Swedish Massage strokes, the learner will also practice proper self-care techniques and learn how to care for their equipment. Prerequisite: MASST 117 must be taken concurrently with MASST 114. Additional Fee: 50.00

1222 4Cr 12:15PM-3:30PM MW  
9/28 - 12/7 08-108 Meziere

**KINESIOLOGY:****UPPER EXTREMITY****MASST 126**

Introduces students to the study of movement. Presents the beginning principles and skills for locating and identifying bony landmarks and muscles of the upper extremity using palpation techniques, movement, and anatomical terminology. Additional Fee: 50.00

1232 2Cr 12:15PM-3:30PM TTh  
9/25 - 11/8 08-108 Meziere

**KINESIOLOGY: TRUNK****MASST 130**

Continue the study of movement. Builds upon the principles and skills for locating and identifying bony landmarks and muscles of the trunk using palpation techniques, movement, and anatomical terminology. Prerequisite: Successful completion of MASST 126. Continue the study of movement. Additional Fee: \$85.00

1242 1 Cr 12:15PM-3:30PM TTh  
11/13 - 12/6 08-1AB Meziere

**DEEPTISSUE****MASST 133****MASSAGE THEORY**

Introduces the student to a variety of massage treatment techniques, providing ground work for clinical massage applications. Indications, contraindications, and treatment modifications will be identified and discussed. Prerequisite: Successful completion of MASST 114 and MASST 117. MASST 133 must be taken concurrently with MASST 134.

1252 4 Cr 5:30PM-7PM MW  
9/24 - 12/12 10-111 Simms

**DEEPTISSUE****MASST 134****MASSAGE PRACTICE**

Building on the massage techniques learned in Swedish massage theory and practice, students become proficient in a variety of deep tissue techniques. Prerequisite: Completion of MASST 114 and MASST 117. MASST 134 must be taken concurrently with MASST 133

1262 4 Cr 7PM-9:45PM MW  
9/24 - 12/12 08-305 Simms

**KINESIOLOGY:****MASST 137****HEAD & NECK**

Continues the study of movement while building upon the principles and skills for locating and identifying bony landmarks and muscles of the head and neck using palpation techniques, movement, and anatomical terminology.

Prerequisite: Successful completion of MASST 126. Additional Fee: \$85.00

1272 1 Cr 7PM-9:30PM TTh  
11/15 - 12/11 08-305 Hoefer

**MASSAGE****MASST 143 BUSINESS & ETHICS I**

Introduces important business knowledge, skills, and professional ethics vital to the successful practice of massage therapy after licensure. Learn and follow professional ethics as related to massage and learn and practice universal safety precautions, utilize and understand common medical terms, research the different avenues of employment available, and begin the process of building a successful massage business. Additional Fee: \$50.00

1282	2 Cr	9AM-3:30PM	Arranged
10/8 - 12/13		08-108	Meziere

**MASSAGE****MASST 144 BUSINESS & ETHICS II**

Learn and demonstrate a variety of successful business strategies from marketing to record keeping in addition to becoming knowledgeable regarding state and local laws that govern massage therapy in Washington State. Prerequisite: Successful completion of MASST 143. Additional Fee: \$50.00

1292	2 Cr	5:30PM-7PM	TTh
9/25 - 12/06		10-111	Hoefler

**KINESIOLOGY:****MASST 146 LOWER EXTREMITY**

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the lower extremity using palpation techniques, movement, and anatomical terminology. Prerequisite: Successful completion of MASST 126. Additional Fee: \$85.00

12A2	2 Cr	7PM-9:30PM	TTh
9/25 - 11/13		08-305	Hoefler

**MATH****FUNDAMENTALS OF ARITHMETIC****MAT 060**

Comprehensive instruction in basic arithmetic including whole numbers, fractions, decimals, ratio, proportion and percentages. Math vocabulary and problem solving strategies and approaches are taught. Prerequisite: Appropriate COMPASS score is required.

5W14	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		17-270	Hooker
5W15	5Cr	9:00AM-9:50AM	Daily
9/24 - 12/13		17-230	Staff
5W16	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		17-270	Hooker
5W17	5Cr	12:00PM-12:50PM	Daily
9/24 - 12/13		17-270	Hooker
5W18	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		17-270	Staff
5W19	5Cr	3:00PM-3:50PM	Daily
9/24 - 12/13		17-270	Staff

**MAT 082 BASIC MATHEMATICS**

Addresses basic operations with whole numbers, fractions, and decimals, order of operations, signed numbers, ratio and proportion, percentages, geometric figures and the U.S. and metric systems of measurement. Prerequisite: Appropriate COMPASS score or successful completion of MAT 60. Additional Fee: \$23.75

5W21	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		03-402	Sandoval
5W22	5Cr	9:00AM-9:50AM	Daily
9/24 - 12/13		17-270	Hooker
5W23	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		37-43AB	Mollas
5W24	5Cr	1:00PM-1:50PM	Daily
9/24 - 12/13		37-43AB	Mollas
5W25	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		15-103	Parnell
5W26	5Cr	3:00PM-3:50PM	Daily
9/24 - 12/13		03-402	Sandoval

**(SELF PACED LABS)**

5W27	5Cr	4:00PM-6:30PM	MW
9/24 - 12/12		15-103	Herring
5W28	5Cr	6:30PM-9:00PM	TTh
9/25 - 12/13		15-103	Herring
5W29	5Cr	9:10AM-10:50AM	TWTh
9/25 - 12/13		15-103	Parnell
5W30	5Cr	1:30PM-4:00PM	TTh
9/25 - 12/13		SHC 107	Lingenfelter
5W31	5Cr	9:00AM-2:30PM	Sa
9/29 - 12/8		15-103	Parnell

**INTRODUCTION TO ALGEBRA - PART II****MAT 090**

Continuations of a course designed for students with no algebra background. Develops algebraic topics including systems of equations, polynomials, factoring and rational expressions. Prerequisite: Successful completion of MAT 089. Additional Fee: \$23.75

5W33	5Cr	9:00AM-9:50AM	Daily
9/24 - 12/13		16-113	Schmeling

**INTRODUCTION TO ALGEBRA****MAT 091**

Develops algebraic topics including algebraic expressions, solving linear equations and inequalities, coordinate graphing, systems of equations, polynomials, factoring and introduction to rational expressions. Prerequisite: Appropriate COMPASS placement score; or successful completion of MAT 82 is required. Additional Fee: 22.75

5W35	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		16-113	Schmeling
5W36	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		16-113	Schmeling
5W37	5Cr	12:00PM-12:50PM	Daily
9/24 - 12/13		15-103	Parnell
5W38	5Cr	1:00PM-1:50PM	Daily
9/24 - 12/13		03-402	Sandoval
5W39	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		03-402	Sandoval
5W40	5Cr	3:00PM-3:50PM	Daily
9/24 - 12/13		16-113	Staff

**(SELF PACED LABS)**

5W46	5Cr	4:00PM-6:30PM	MW
9/24 - 12/12		15-103	Herring
5W42	5Cr	6:30PM-9:00PM	TTh
9/25 - 12/13		15-103	Herring
5W43	5Cr	9:10AM-10:50AM	TWTh
9/25 - 12/13		15-103	Parnell
5W44	5Cr	1:30PM-4:00PM	TTh
9/25 - 12/13		SHC 107	Lingenfelter
5W45	5Cr	9:00AM-2:30PM	Sa
9/29 - 12/8		15-103	Parnell

**MAT 099 INTERMEDIATE ALGEBRA**

Algebraic operations and concepts, solving equations and inequalities including quadratic equations, rational expressions, exponents, roots and radicals, graphing of linear and quadratic functions, and introduction to logarithms. Prerequisites: Appropriate COMPASS or successful completion of MAT 91 is required. Additional Fee: \$25.00

5W47	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		15-103	Staff
5W48	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		15-103	Staff

5W49	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Livingston

**(SELF PACED LABS)**

5W50	5Cr	4:00PM-6:30PM	MW
9/24 - 12/12		15-103	Herring
5W51	5Cr	6:30PM-9:00PM	TTh
9/25 - 12/13		15-103	Herring
5W52	5Cr	9:10AM-10:50AM	TWTh
9/25 - 12/13		15-103	Parnell
5W53	5Cr	1:30PM-4:00PM	TTh
9/25 - 12/13		SHC 107	Lingenfelter
5W54	5Cr	9:00AM-2:30PM	Sa
9/29 - 12/8		15-103	Parnell

**MATH FOR INDUSTRIAL PROFESSIONS****MAT 105**

Develops elements of algebra, geometry, metric measure, and trigonometry to calculate areas, volumes and angles for polygonal objects, objects with smooth curves, and composite objects, with applications to material strength tapers, pulleys, gears, screw threads and elementary engines. Scientific Calculator required. Prerequisite: Appropriate COMPASS score or successful completion of MAT 91 is required.

0531	5Cr	10:00AM-10:50AM	Daily
9/24 - 12/13		17-230	Staff
0532	5Cr	3:00PM-3:50PM	Daily
9/24 - 12/13		03-205	Staff

**MAT 107 BUSINESS MATHEMATICS**

Covers discounts, markup and markdown, payroll, simple and compound interest, annuities, amortization payments, taxes, insurance, and business statistics in an algebra-based development. Scientific or Business calculator required. Prerequisite: Appropriate COMPASS score or successful completion of MAT 91 is required.

0533	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		17-230	Debruyne
0534	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		17-230	Debruyne
0536	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Livingston

**MATH FOR****MAT 108 HEALTH OCCUPATIONS**

Covers solutions to linear equations and quadratic equations with real roots, formulas; U.S., metric and apothecary measurement; calculation of dosages and intravenous fluid infusions; solutions and dilutions, logarithms and pH, elementary chemical calculations, and elementary statistics including standard deviation. Scientific calculator required. Prerequisite: Appropriate COMPASS score or successful completion of MAT 91 is required.

0537	5Cr	10:00AM-10:50AM	Daily
9/24 - 12/13		37-020	Sweerus



0538	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		37-020	Sweerus
0539	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Sweerus

**MATH FOR****MAT 110 NON-SCIENCE MAJORS**

Covers a variety of topics including probability, statistics, finance, modeling, sets and counting, and exponential and logarithmic functions. Prerequisite: Appropriate COMPASS score or successful completion of MAT 99 is required. Additional Fee: \$25.00

0540	5Cr	Arranged	
9/20 - 11/28		[ONLINE]	WAOL

**MATH& 141 PRE CALCULUS I**

Covers linear, quadratic, polynomial, exponential, logarithmic, and inverse functions and equations; linear and quadratic inequalities, graphs of functions, and graphic transformations. Graphing calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required.

0541	5Cr	2:00PM-2:50PM	Daily
9/24 - 12/13		16-113	Schmeling

**MATH& 142 PRE CALCULUS 2**

Covers circular, trigonometric, and inverse-trigonometric functions and graphs, trigonometric and inverse trigonometric identities, trigonometric equations, vectors and elementary vector operations. Graphing calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 141 or equivalent is required. Additional Fee: \$25.00

0542	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Livingston

**INTRODUCTION****MATH& 146 TO STATISTICS**

Descriptive and inferential statistics, including measures of central tendency, dispersion or variation, and skewness. The student is introduced to basic concepts in probability, as well as discrete and continuous probability distribution functions. Statistical inference includes sampling, elementary experimental design, and hypothesis testing using normal, student-t, and F distributions, linear regression and correlation, and the Chi-square distribution. Graphing calculator is required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required. Additional Fee: \$25.00

0544	5Cr	Arranged	
9/20 - 11/28		[ONLINE]	WAOL

0565	5Cr	Arranged	
9/20 - 11/28		[ONLINE]	Sweerus

0543	5Cr	2:00PM- 2:50PM	Daily
9/24 - 12/13		17-230	DeBruyne

**MATERIAL SCIENCE****INTRODUCTION TO****MS 115 REPORT FORMS WRITING**

Introduces the student to the technical style of report and test procedure and writing commonly used in nondestructive testing. Additional Fee: \$45.00

0902	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		TBD	Staff

**INTRODUCTION TO****MS 120 CODES & SPECIFICATIONS**

Introduces codes and specifications terms, definitions, and applications. Learn how to use and interpret in specific applications in field situations. Additional Fee: \$45.00

0912	2Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		TBD	Staff

**FUNDAMENTALS****MS 125 OF METALLURGY**

Provides an overview of metallurgy and its application in industry. Topics covered include metallographic sample preparation, hardness and tensile testing, fundamentals of physical metallurgy, and heat treating. Additional Fee: \$45.00

0922	5Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		TBD	Staff

**STATISTICS FOR****MATERIAL ENGINEERING****TECHNICIANS**

Apply statistical concepts to the principles of material testing. Topics in statistics include analysis of data, measures of central tendency and dispersion, probability and theoretical frequency distributions, confidence intervals, hypothesis testing for means and proportions of samples, correlation and regression, and statistical process control. Additional Fee: \$45.00

0932	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		25-103	DeBruyne

**NDI FOR COMPOSITE****STRUCTURES**

Implement techniques and processes utilized for nondestructive inspection of composite and bonded materials. Learn theory, principles, techniques and applications of NDT methods for composite structures. Additional Fee: \$25.00

0942	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		TBD	Staff

**EDDY CURRENT****TESTING I**

Covers the theory of the production of eddy currents, including electrical concepts. The calibration and operation of eddy current machines will be covered, along with the applications of eddy current testing. Additional Fee: \$45.00

0952	5Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		TBD	Staff

**RADIOGRAPHIC****TESTING I**

Introduces radiographic principals, terms, definitions, and basic theory. Basics covered give an understanding of how an X-ray tube generates X-radiation and how the use of radiation will provide a finished product. Explores basic use of X-ray film, film speed, and film processing. Introduction to finished film quality and interpretation. Introduction to procedures using radiographic standards and codes. Introduces film interpretation for welds, castings, and nonmetallic materials, teaching accept-reject criteria. Additional Fee: \$45.00

0962	5Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		25-103	Cale

**RADIOGRAPHIC****TESTING II**

Covers radiographic techniques commonly used in industrial testing. The student will make radiographs using X-ray machines and Iridium 192 isotope sources. Focuses on the safety aspect of working with radioisotopes and equipment used in isotope radiography. Additional Fee: \$45.00

0972	5Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		25-103	Cale

**RADIOGRAPHIC****TESTING III**

Covers radiographic techniques used by the American Society of Mechanical Engineers, American Welding Society Structural Welding Code, American Petroleum Institute, and other codes used in industry. The student will do radiographic inspection and evaluation to each code, computer enhanced real-time radiography, and Cobalt 60 isotope radiography. Additional Fee: \$45.00

0982	5Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		25-103	Cale

**NDT 240 CAPSTONE PROJECT**

Designed to synthesize and integrate the knowledge gained in all previous courses and demonstrate the application of theory and practice through a project. Additional Fee: \$25.00

0992	3Cr	8:00AM-2:30PM	Daily
9/24 - 12/13		25-103	Cale

**MEDIA DESIGN & PRODUCTION****FUNDAMENTALS****MDP 103 OF DRAWING**

Drawing is broken down into methods of observing the world around you and capturing it on paper. Examine simple and complex objects in terms of contour, proportions, weight, negative space and light. Gain a heightened awareness and understanding of form. Additional Fee: \$98.75

8912	5Cr	9:00AM-3:30PM	W
9/26 - 12/12		11-127	Iverson

**MDP 119 DIGITAL PHOTOGRAPHY**

Introduces students to the fundamental terminology, concepts, and techniques of digital photography. It focuses on getting to know your camera, figuring out what to shoot, file formats, quality settings & resolution, composition (what goes where), characteristics of light and the principles of exposure. Additional Fee: \$98.75

8922	5Cr	9:00AM-3:30PM	F
9/28 - 12/7		11-STUDA	Sweeten

**INTRODUCTION TO****MDP 133 DREAMWEAVER**

Use Macromedia's Dreamweaver, Photoshop and Image Ready to create and manage a 12-page interface-based XHTML website, which will be posted on the Internet. Introduces Dreamweaver's ability to write clean Cascading Style Sheet code and JavaScript to add functionality and beauty to a website. Additional Fee: \$98.75

8932	5Cr	9:00AM-3:30PM	MT
9/24 - 12/11		11-111E	Webster

**DIGITAL VIDEO & AUDIO FOR THE WEB****MDP 146**

Experience digital video editing using Adobe Premiere CS5. Perform nested and multiple sequencing and real-time multi-point and single-frame editing for export to DVD, YouTube and other formats. Add transitions, motion paths, and titling, manage color, key frames, and audio. Additional Fee: \$98.75

8942 5Cr 9:00AM-3:30PM T  
9/25 - 12/11 11-111W Iverson

**CAMERA & LIGHTING: PORTRAITS/PRODUCTS****MDP 189**

Explore design lighting in a studio controlled environment for digital still capture of portraits and products to use in multimedia projects. Some basic Photoshop compositing of the studio photos will be required. Prerequisite: MDP 119 and GTC 130. Additional Fee: \$98.75

8952 5Cr 9:00AM-3:30PM W  
9/26 - 12/12 11-STUDA Sweeten

**INDEPENDENT STUDY PROJECT****MDP 231**

Students prepare a project for their portfolio, practicing all aspects of their specialization area. Prerequisite: instructor permission. Additional Fee: \$98.75

8582 5Cr Arranged  
9/24 - 12/13 11-154 Mayer

**INTERNSHIP****MDP 239**

Provides on-the-job practical field experience where students can apply classroom study to actual work applications and assignments related to their area of specialization. Internships may be paid or non-paid assignments and occur at on or off-campus locations. Prerequisite: Instructor permission. Additional Fee: \$75.00

8592 5Cr Arranged  
9/24 - 12/13 11-158 Owens

**MODELING I****MDPA 139**

Explores 3DS Max modeling techniques such as Box Modeling, learn about Sub Division surfaces and how to create objects for both games and production work. Prerequisite: MDPA 114. Additional Fee: \$98.75

8962 5Cr 9:00AM-3:30PM F  
9/28 - 12/7 11-111W Iverson

**INTERMEDIATE COMPOSITING****MDPV 214 - AFTER EFFECTS**

The theory, procedures, and practices of multimedia video compositing. Students create training and marketing video packages. Prerequisite: MDPV 110. Additional Fee: \$98.75

8972 5Cr 9:00AM-3:30PM M  
9/24 - 12/10 11-111W Iverson

**FIELD & STUDIO PRODUCTION****MDPV 257 TECHNIQUES I**

Conduct video field production and in-studio video productions. Use professional equipment, including cameras, 3 point lighting and microphones, etc. Video projects will be developed from concept script to production and completion using digital video editing software Adobe Premiere CS5. Prerequisite: MDP 146, MDP 189. Additional Fee: \$98.75

8982 5Cr 9:00AM-3:30PM Th  
9/27 - 12/13 11-STUDA Sweeten

**WEB DESIGN PRINCIPLES****MDPW 123**

Explores how the web works and methods and limitations of delivering content on the web. Examines usability issues such as page layout, optimizing graphics, and navigation. Students will build a 4-page website, using Notepad and Photoshop and post it to the Internet. Additional Fee: \$98.75

8992 5Cr 9:00AM-3:30PM MT  
9/24 - 12/11 11-111E Webster

**WEB ANIMATION I - FLASH****MDPW 134**

Explore the basic toolset while creating nine animated movies. Use movie clips, graphic symbols, and buttons to add interactivity to the movie. Use Actionscript 3 to control interactivity and the movement of the play head along the timeline. Create, import, and animate graphics, audio, and video onto the stage. Additional Fee: \$98.75

89A2 5Cr 9:00AM-3:30PM W  
9/26 - 12/12 11-111E Webster

**DIGITAL IMAGING I****GTC 130**

Introduces the fundamentals of Photoshop to include basic tools; image editing; painting; and the creation, use, and management of layers and channels. Additional Fee: \$73.75

8902 5Cr 9:00AM-3:30PM Th  
9/27 - 12/13 11-107 Webster

**MEDICAL ASSISTANT****INTRODUCTION TO MEDICAL ASSISTING****MAP 105**

Learn and demonstrate asepsis and infection control, assist with minor office surgery. Perform anthropometric measurements and vital signs, physical examination, identify instruments and equipment, and operate the autoclave. Instruction and discussion also includes the overall function of the medical assistant within the healthcare team, including legal responsibilities and limitations. College and program policies and procedures are extensively discussed. This course must be successfully completed in order to proceed in the program. Prerequisite: Successful completion of CAH 102, CAH 103, & CAH 105, or taken along with CAH 102, CAH 103, & CAH 105. Additional Fee: \$25.00

3802 4Cr 1:00PM-3:00PM MW  
9/24 - 12/3 03-205 [HYBRID] Stroup

**MEDICAL ASSISTANT THEORY & APPLICATIONS II****MAP 130**

Learn to care for patients with disorders of the integumentary, musculoskeletal, and respiratory systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Learn wound and burn care, assisting with sutures, and suture removal. The course also includes hands-on experience with fiberglass construction and cast removal, and assisting with cast application. Students will learn to use peak flow meters and small volume nebulizers. Learn and demonstrate asepsis and infection control, assist with minor office surgery and assessment of pediatric patients. Prerequisites: Successful completion of all Quarter 1 courses. Additional Fee: \$56.85

3812 7Cr 3:30PM-6:00PM MTW  
10/1 - 12/12 37-206 [HYBRID] Stroup

**MEDICAL OFFICE PROCEDURES****MAP 143**

Emphasis on customer service, within the health care field, while projecting and promoting a positive image of the profession and the office. This course also includes telephone techniques, chart management, business correspondence for the medical office, including preparation of cover letter and resume. Define law and ethics relating to the healthcare field focusing on components specific to medical assistants. Prerequisite: Successful completion of all Quarter 1 courses. Additional Fee: \$52.30

3822 6 Cr 6:30PM-9PM MTW  
10/1 - 12/12 37-206 [HYBRID] Stroup

**HEALTH INSURANCE, CODING PRACTICES, BILLING & COLLECTING****MAP 148**

Acquire information regarding private and public insurance programs. Practice the fundamental skills relating to ICD-9 and CPT coding. Included are billing and introduction of manual procedures for accounts receivable management for both private patients and insurance companies. Prerequisite: Successful completion of all Quarter 1 courses. Corequisite: MAP 162. Instructor permission required. Additional Fee: \$43.20

3832 4Cr 12PM-3PM MTWTh  
10/8-11/6 37-206 [HYBRID] Jones

**MEDICAL ASSISTANT THEORY****MAP 149 & APPLICATIONS III**

Learn to care for patients with disorders of the nervous, cardiovascular, lymph, digestive, and urinary systems. Includes anatomy and physiology, pathophysiology, pharmacology, and terminology. Perform and mount ECG's, physician and chemical urinalysis, and perform UA slide preparation. Prerequisites: Successful completion of all Quarter 1 courses. Instructor permission required. Additional Fee: \$56.85

3842 7Cr 8:00AM-11:00AM MTW  
10/8 - 12/12 37-206 [HYBRID] Jones

**AUTOMATED COMPUTER****MAP 162 APPLICATIONS**

Practice fundamental skills relating to ICD9 and CPT coding, utilizing the computer. Included are computerized patient scheduling, and procedures for accounts receivable management for both private patients and insurance companies. Prerequisite: Successful completion of all Quarter 1 courses and completion of MAP 148. Corequisite: MAP 148. Instructor permission required. Additional Fee: \$38.65

3852 3Cr 12:00PM-3:00PM MTWTh  
11/7-12 37-217 [HYBRID] Jones



## PREPARATION FOR EXTERNSHIP

### MAP 167

Demonstrate competencies of basic skills acquired throughout the Medical Assistant Program. Each student will perform and must pass the following skills; urinalysis, hematocrit, blood pressure, work-ups, blood glucose check, audio and visual exam, electrocardiogram and telephone techniques. Prerequisites: Successful completion of all Quarter 1 courses through MAP 168, excluding MAP 221, 222, and 232. This course must be taken the quarter immediately prior to taking MAP 221. Instructor permission required. Additional Fee: \$34.10

3862 2Cr 8:30AM-2:30PM F  
10/5 - 12/7 37-206 [HYBRID] Stroup

### MAP 221 INVASIVE PROCEDURES

Introduction of intramuscular, subcutaneous, and intradermal injections as well as phlebotomy and microbiology. Also includes calculation of dosages. Prerequisites: Successful completion of all Quarter 1 courses through MAP 168, including general education courses and compliance with the MAP immunization policy and health insurance policy. Co-requisites: MAP 222 and 232. Instructor permission required. Additional Fee: \$47.75

3872 5Cr 8:00AM-3:00PM Daily  
9/24 - 10/5 37-206 Jones

## COMMUNITY EMPLOYMENT OPPORTUNITIES & LOCATIONS

### MAP 222

Locate the major medical employers (including hospitals) in the student's community, along with their human resource department. This course also includes updating the resume and methods of applying for employment through a variety of sources. Prerequisites: Successful completion of all MAP courses, excluding MAP 232. Instructor permission required. Additional Fee: \$4.55

3882 1Cr Arranged Daily  
12/6 - 12/12 37-209 Stroup

### MAP 232

## Externship

Capstone course gives students practical experiences in physician offices and clinics. Prerequisites: Successful completion of all MAP courses, excluding MAP 222. Additional Fee: \$6.25.

3892 10Cr Arranged  
10/10 - 12/9 Arranged Stroup

## MEDICAL HISTOLOGY

### HISTO 105

## ORIENTATION TO HISTOLOGY LAB

Introduces laboratory and chemical safety as well as universal precautions. Covers basic overview of standard histology instrumentation, quality control procedures, specimen accessioning, record keeping, and documentation. Explores laboratory and personnel certification requirements. Prerequisites: Successful completion of BIOL 118, CHEM& 110, and ENGL& 101. Instructor permission required. Additional Fee: \$55.00

5602 2Cr 8:00AM-2:00PM Daily  
9/24 - 10/8 16-103 [ENHANCED] Haggerty

### HISTO 110 HISTO TECHNOLOGY I

Explores the theory and principles of fixation, processing, embedding, sectioning, and cover slipping of tissue sections. Prerequisites: Successful completion of BIOL 118, CHEM& 110, and ENGL& 101. Instructor permission required. Additional Fee: \$55.00

5612 10Cr 8:00AM-2:00PM  
10/9 - 12/13 16-103 [ENHANCED] Haggerty

## HISTO TECHNOLOGY LAB I

### HISTO 115

Explores work in a simulated histology laboratory located on the campus. During this course, students will have hands-on training in basic grossing techniques, as well as in-depth training in processing, embedding, and cutting of tissue sections. Students will also learn to identify basic tissue structures using a light microscope. Instructor permission required. Additional Fee: \$55.00

5622 5Cr 8:00AM-2:00PM  
10/9 - 12/13 16-103 [ENHANCED] Haggerty

## MEDICAL LABORATORY TECHNICIAN

### MLT 221

## BODY FLUIDS

Introduces the production, collection, and analyses of various body fluids, including Cerebrospinal and Synovial fluids. This lecture-only course is presented on Wednesday afternoons during the fall quarter clinical phase. Prerequisite: MLT 218. Additional Fee: \$25.00

4802 1Cr 12:30PM-3:30PM W  
10/24 - 12/12 14-213 [HYBRID] Newry

### MLT 227

## CLINICAL CHEMISTRY

Beginning with an overview of the digestive system, students will study the relationship between blood levels of many substances and normal-versus-abnormal physiology. In the student laboratory, manual and semi-automated procedures are performed for the assay of many commonly-measured blood components. Preventative maintenance of instruments, troubleshooting, and quality assurance are stressed throughout the course. This course is offered fall quarter. Prerequisite: MLT 223. Additional Fee: \$25.00

4812 8Cr 8:00AM-3:30PM Daily  
9/24 - 10/12 14-213 [ENHANCED] Newry

## MUSIC

### MUSC& 105 MUSIC APPRECIATION

Learn about elements of music, that is, the building blocks: pitch, melody, harmony, rhythm, texture, timbre and dynamics and study the evolution of music through the ages. Prerequisite: Appropriate COMPASS/SLEP score; or successful completion of ENG 094 is required. Additional Fee: \$25.00

0545 5Cr Arranged  
9/20 - 11/28 [ONLINE] WAOL

### MLT 232 CLINICAL EXPERIENCE I

Begin the clinical phase of training in an affiliated laboratory. During this course, students will complete eight weeks of the experience. In the next courses (MLT 235 and 236), they will continue training for eleven more weeks. Over the course of the nineteen weeks of clinical training, the students will rotate through all departments and perform current routine procedures by state-of-the-art methodologies. Appropriate amounts of time are spent working in each particular discipline; to accomplish this, some students rotate through two or three different laboratories. Students are directly supervised by staff of the affiliated laboratory; there is ongoing contact with the Instructor in the form of weekly site-visits and Wednesday afternoon class sessions. A report of No Record on File regarding crimes against persons from the Washington State Patrol is required for participation in this training. This course is offered during fall quarter. Prerequisite: MLT 218. Additional Fee: \$25.00

4822 11Cr Arranged [ENHANCED] Daily  
10/15 - 12/13 Newry

## NURSING ASSISTANT

## NURSING ASSISTANT THEORY

### NAC 101

The Nursing Assistant Certified Program prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. This course is an introduction to the role and responsibilities of being a Nursing Assistant and includes the following topics: resident/work environment, infection control, HIV/AIDS training, special needs of the elderly, communication and interpersonal skills, body systems (including introduction to key anatomical, physiological, and pathological terms), CPR training, documentation responsibilities, residents rights, long-term care setting, legal/ethical issues, stages of death and dying and HIPAA training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant training prerequisites: documentation of required immunizations and no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nursing assistants are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting. Additional Fee: \$70.00

NS22 6Cr 8:00AM-3:30PM MT  
9/24 - 10/18 02-120 Marks

NS32 6Cr 8:00AM-3:30PM WTH  
9/24 - 10/18 02-120 Sword



## UNIT BASED

**NAC 103 CLINICAL EXPERIENCE**

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of documentation, accurate observation, reporting of residents' conditions, and philosophy of restorative nursing as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds standard level to pass this course. Students must correctly demonstrate at least 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance at all clinical hours has been fulfilled. Prerequisites: Documentations of required immunizations, and a no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Successful completion of NAC 101 and NURS 104. This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nursing assistants are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting. Additional Fee: \$70.00

NS42	3Cr	Arranged	
11/13 - 12/13		Arranged	Marks
NS52	3Cr	6:00AM-2:30PM	WTh
11/13 - 12/13		Arranged	Sword

**NURSING SKILLS FUNDAMENTALS****NURS 104**

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of providing basic patient care and includes the minimum requirements for skill competencies as required under the Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for the Nursing Assistant Training. Students must correctly return demonstrate all skills taught prior to advancing to NAC 103 Unit Based Clinical Rotation. Mandatory attendance is required for this course. Prerequisites: Documentation of required immunizations and no record on file from the Washington State Patrol and DSHS. Successful completion of NAC 101. This occupation requires medium physical activity and lifting/handling objects weighing 10-25 pounds (occasionally up to 50 pounds). Nursing assistants are often standing for long periods of time. For safety and protection of patients, the student nurse must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations. Students must be able to safely assist a patient in moving from bed to a chair, commode, or cart. Students must sign an affidavit that they meet the physical requirements before they can be placed in a clinical setting. Additional Fee: \$70.00

NS62	4Cr	7:30AM-3:30PM	MT
10/22 - 11/16		02-LAB	Marks
NS72	4Cr	7:30AM-3:30PM	WTh
10/24 - 11/18		02-LAB	Sword

**NURSING ASSISTANT I-BEST****NURSING ASSISTANT THEORY I I-BEST****NAC 119**

Introduction to the role and responsibilities of a Nursing Assistant. Includes the following topics: resident/work environment, infection control, special needs of the elderly, communication and interpersonal Skills, body systems (introduction to key anatomical, physiological and pathological terms), documentation responsibilities, residents' rights, long-term care setting, legal/ethical Issues, stages of death and dying. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training. Additional Fee: \$70.00

NS2N	6Cr	4:00PM-8:00PM	TWTh
9/25 - 11/15		02-120	Sneed

**NURSING ASSISTANT THEORY II I-BEST****NAC 129**

Covers infection control, documentation responsibilities, First Aid & CPR training, HIPAA, and HIV training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training. Additional Fee: \$70.00

NS2T	3Cr	4:00PM-8:00PM	TWTh
11/20 - 12/13		02-120	Sneed

**COMPUTER APPLICATIONS****CAH 105**

Provides training in the uses of Microsoft Windows and related programs. Students will use computers to develop touch control and proper keyboarding and 10-key techniques. Additional Fee: \$23.75

NS2A	3Cr	4:00PM-7:20PM	M
9/24 - 12/10		10-212	Duron

**NURSING PRACTICAL****ISSUES & TRENDS IN NURSING I****NURS 102**

Explores the healthcare system and the profession of nursing with emphasis on care of clients in a multicultural environment. The student will develop an understanding of the legal and ethical issues in nursing, levels of nursing education, and the functions and role of the practical nurse. The nurse-client relationship is also discussed. The student will utilize research and writing skills to discuss a nursing-related topic. Prerequisites: Admission to Nursing program. Additional Fee: \$120.00

8002	3Cr	12:00PM-3:00PM	M
9/24 - 12/10		02-112	Anderson

**NUTRITION FOR NURSING****NURS 109**

Focuses on basic nutritional concepts. The student is introduced to the role of nutrition in promoting, achieving, and maintaining healthy lifestyles. The course emphasizes the use of the nursing process to provide teaching for clients with consideration of developmental stages, cultures, lifestyles, and socioeconomic status. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$25.00

8022	3Cr	8:00AM-11:00AM	M
9/24 - 12/10		02-112	Staff

**NURS 112****LAB & CLINICAL I**

Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 110 and 113. The student will demonstrate competence in performance of selected skills, utilizing principles taught. During laboratory practice, student utilizes simulated equipment and classmates as patients. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$89.00

8042	4Cr	8:00AM-4:00PM	ThF
9/27 - 12/13		02-112	Solomon

**NURS 113 ESSENTIALS OF NURSING**

Introduces the beginning LPN student to the essential nursing concepts of therapeutic communication, infection control, the nursing process, principles of caring, promoting comfort, and patient safety. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$169.00

8012	3Cr	8:00AM-11:00AM	T
9/25 - 12/11		02-112	Staff

**HEALTH ASSESSMENT & PROMOTION****NURS 115**

Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized. Additional Fee: \$169.00

8032	3Cr	8:00AM-11:00AM	W
9/26 - 12/12		02-112	Staff

**DOSAGE CALCULATION FOR NURSING****NURS 119**

Prepares the student for calculation of drug dosages in order to accurately prepare and administer medications to a varied client population. Basic principles for client safety are reviewed. Prerequisites: Admission to Practical Nursing. Additional Fee: \$25.00

8052	2Cr	12:00PM-2:00PM	W
9/26 - 12/12		02-112	Lazarus

**NURS 135 GERIATRIC NURSING**

Provides a review of issues related to aging. Topics covered include demographics, attitudes toward aging, development of the older adult, biological theories of aging, normal physiological changes, problems of special populations, cultural considerations, and nursing management in care of the older adult. End of life care is also included. Prerequisites: NURS 102, 109, 112, 113, 115, 119. Additional Fee: \$25.00

8062	3Cr	12:00PM-3:00PM	T
9/25 - 12/11		02-112	Staff

**MEDICAL-SURGICAL NURSING II****NURS 136**

Focuses on use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional consideration and client teaching are integrated. Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135. Additional Fee: \$93.00

8072	6Cr	8:00AM-3:00PM	M
9/24 - 12/10		02-120	Baker

**NURS 147 CLINICAL PRACTICUM I**

Provides an opportunity for the student to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medications to diverse clients of every stage of life. Focus is on safe nursing practice, nursing process, communication, documentation, and client teaching. Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 124, 125, 128, 130, 132, 135.

8092 12Cr Arranged Baker  
9/24 - 12/10

**NURSING RN-OPTION****PHARMACOLOGY FOR****NURS 208 PROFESSIONAL NURSING**

Examines the nursing process as it relates to pharmacology. Basic math skills necessary for safe dosage calculation are reviewed. Course includes pharmacology principles, drug action, interaction, adverse effects, and legal considerations. Nursing implications of drug classifications are emphasized. Additional Fee: \$25.00

2512 5Cr 4:00PM-9:00PM W  
9/26 - 12/12 02-112 Maffeo

**NURS 211 PHYSICAL ASSESSMENT**

Additional Fee: \$25.00

2522 7Cr 4:00PM-9:00PM Th  
9/27 - 12/13 02-112 Jones

**TRANSITIONING TO  
PROFESSIONAL  
NURSING I****NURS 214**

Additional Fee: \$95.00

2502 1Cr 4:00PM-6:00PM T  
9/25 - 12/11 02-112 Jones

**PASTRY ARTS****RETAIL &****BAKE 161 CUSTOMER SERVICE**

Familiarizes students with all aspects of retail service, cashiering and retail displays. Included are opening/closing procedures, retail layout and presentation, customer service, leadership, sanitation and safety, proper cash handling, and sales techniques. Instructor permission required. Additional Fee: \$69.00

3502 4Cr 4:00AM-11:30AM Daily  
9/24 - 12/13 31 Newman

**FOOD SERVICE  
NUTRITION****REST 122**

Learn the basics of food service nutrition for culinary professionals. This class will teach students about the biological process that occurs as you eat, what constitutes a healthy diet, and the structure and function of foods. Instructor permission required. Additional Fee: \$19.00

3512 4Cr 4:00AM-11:30AM Daily  
9/24 - 12/13 31 Newman

**REST 126 FINANCE & ACCOUNTING**

Prepares students to understand, interpret, and analyze financial statements, budgeting, cash flow, and cash management. This gives students a chance to become familiar with financial statements prior to entering the work force so they have a working knowledge in this area. Instructor permission required. Additional Fee: \$19.00

3522 4Cr 4:00AM-11:30AM Daily  
9/24 - 12/13 31 Newman

**REST 133 BEVERAGE SERVICE**

Learn to set up and manage a beverage service operation successfully. Includes the history of bar service, beverage making ingredients and processes, and safety and sanitation in the bar. Instructor permission required. Additional Fee: \$75.00

3532 4Cr 4:00AM-11:30AM Daily  
9/24 - 12/13 31 Newman

**PHARMACY TECHNICIAN****INTRODUCTION TO PHARMACY  
PT 121 & PHARMACY LAW**

Orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Study of pharmacy law, as it pertains to the practice of pharmacy in the state of Washington compared to the United States as a whole. Prerequisites: High school diploma or GED. Computer literate. Ability to speak, read, and write the English language. Successful completion of Math 107, 108, or 110, or higher. Successful completion of a 5 credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above. Instructor permission required. Additional Fee: \$25.00

2702 5Cr Arranged Autry  
9/24 - 12/13 [ONLINE]

**PT 124 PHARMACOLOGY PART I**

Explores drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes. Prerequisite: Same as PT 121. Instructor permission required. Additional Fee: \$48.75

2712 5Cr 1:30PM-3:00PM T  
9/24 - 12/12 11-106 [ENHANCED] Autry

**PT 128 PHARMACOLOGY PART II**

Continues the exploration of drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes and the systems they are used on. Prerequisite: Successful completion of PT 121, PT 124, PT 130 and PT 144 with a grade of B or above. Additional Fee: \$48.75

2722 5Cr 7:30AM-10:00AM W  
9/26 - 12/12 11-106 [ENHANCED] Sparks

**COMMUNITY  
PHARMACY PRACTICE****PT 130**

Introduces the retail pharmacy experience. All aspects of community pharmacy practice, including keyboarding, prescription filling, and compounding, are explored in this course. Customer service is explored as well. Successful completion of a 5 credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above. Additional Fee: \$28.50

2732 6Cr 10:00AM-2:30PM MW  
9/24 - 12/12 11-106 Autry

**GENERIC****DRUG NAMES PART I****PT 144**

Introduces the top 200 drugs prescribed in the United States each year. Prerequisites: Successful completion of a 5 credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above. Instructor permission required. Additional Fee: \$39.25

2742 3Cr 12:30PM-1:30PM T  
9/25 - 12/11 11-106 [ENHANCED] Autry

**CLINICAL CAPSTONE  
RESEARCH****PT 147**

Discover local pharmacies and the requirements for internship. Explore professional conduct and appearance. Prepare for National Certification. Prerequisite: Successful completion PT 121, PT 124, PT 130, PT 144 with grades of B or above in all courses. Additional Fee: \$19.00

2752 3Cr 7:30AM-10:00AM M  
9/24 - 12/10 11-106 Sparks

**HOSPITAL PRACTICE****PT 149**

Introduces formularies, manual and electronic distribution systems, and procedures for hospital practice. Prerequisite: Successful completion of PT 121, PT 130, PT 129 and PT 143. Additional Fee: \$53.50

2762 5Cr 7:30AM-11:30AM TTh  
9/25 - 12/13 11-106 [ENHANCED] Sparks

**GENERIC****DRUG NAMES PART II****PT 152**

Continues the exploration of the top 200 drugs prescribed in the United States each year, adding a component of drugs used specifically in the hospital setting. Prerequisite: Successful completion of PT 121, PT 124, PT 129, PT 143. Additional Fee: \$39.25

2772 3Cr 10:00AM-11:00AM W  
9/26 - 12/12 11-106 [ENHANCED] Sparks

## PHARMACEUTICAL CALCULATIONS

### PT 156

Math specific to the practice of pharmacy will be explored. Prerequisite: Same as PT 121 for continuing student's (Summer Start 2012) Successful completion of a 5 credit Medical Terminology course. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above. Additional Fee: \$34.50

2782	2Cr	10:00AM-12:00PM	T
9/25 - 12/11		11-106	Autry
27C2	2Cr	12:00PM - 1:00PM	W
9/26 - 12/12		11-106 [ENHANCED]	Sparks

## STERILE PARENTERAL

### PT 159 PRODUCT PREPARATIONS

Apply the techniques learned to make intravenous admixture and chemotherapy products. Prerequisite: Successful completion of PT 121, PT 124, PT 130 and PT 144 with grades of B or above in all courses. Additional Fee: \$39.25

2792	3Cr	12:00PM-1:30PM	TTh
9/25 - 12/13		11-106 [ENHANCED]	Sparks

### PT 163 COMMUNITY PHARMACY CLINICAL CAPSTONE

Students will spend 5 ½ weeks in a Community Pharmacy setting. While in this capstone experience, student will perform the duties of a community pharmacy technician under the direct supervision of a pharmacist. There will be ongoing contact with the Instructor in the form of site visits and seminars. Prerequisite: Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses. Additional Fee: \$39.00

27A2	7Cr	Arranged	
9/24 - 12/13		[ENHANCED]	Autry

## INSTITUTIONAL CLINICAL CAPSTONE

### PT 165

Students will spend 5 ½ weeks in an Institutional pharmacy setting. While in this capstone experience, students will perform the duties of an institutional pharmacy technician under the direct supervision of a pharmacist. There will be ongoing contact with the Instructor in the form of site visits and seminars. Prerequisite: Successful completion of all in-class pharmacy technician requirements with grades of B or above in all courses. Additional Fee: \$39.00

27B2	7Cr	Arranged	
9/24 - 12/13		[ENHANCED]	Autry

## PROFESSIONAL PILOT

### AVP 105

Training in basic aircraft control, aircraft systems, airport procedures, and traffic pattern operations. Prerequisite: FAA Class II Medical with Student Pilot Certificate prior to the first day of class. Additional Fee: \$19.00

5102	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### AVP 110

Covers aircraft control, establishing and maintaining specific flight altitudes, and ground reference maneuvers. Prerequisite: AVP 105 or equivalent. Additional Fee: \$19.00

5112	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### AVP 115

Basic performance maneuvers, traffic pattern procedures, and takeoffs and landings. Upon successful completion, the student shall solo the aircraft. Prerequisite: AVP 110 or equivalent. Additional Fee: \$19.00

5122	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

## PRIVATE PILOT PRACTICAL TEST STANDARDS I

Receive Additional Fee: flight and ground training as required to meet pilot certification requirements. Introduces knowledge, skill, and aeronautical experience necessary to successfully complete the navigation and cross country flight portion of flight training. Prerequisite: Grade of "C" or better in AVP 115 or equivalent. Additional Fee: \$19.00

5132	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### AVP 125

Introduces knowledge, skill and aeronautical experience necessary to successfully complete the navigation and cross country flight portion of flight training. Prerequisite: AVP 115 or equivalent. Additional Fee: \$19.00

5142	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### AVP 130

Provides the knowledge, skill, and aeronautical experience necessary to read and understand disseminated weather reports and forecasts. Meets the requirements for cross country navigation and basic instrument flight. Prerequisite: AVP 125 or equivalent. Additional Fee: \$19.00

5152	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### PRIVATE PILOT I

### PRIVATE PILOT II

### PRIVATE PILOT III

### PRIVATE PILOT IV

### PRIVATE PILOT V

### AVP 135

Gain the proficiency to meet the requirements necessary for FAA Private Pilot Certification with an Airplane Category and Single-Engine Class Rating. Prerequisite: AVP 130 or equivalent. Additional Fee: \$19.00

5162	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

## PRIVATE PILOT PRACTICAL TEST STANDARDS II

Receive Additional Fee: flight and ground training as required to meet pilot certification requirements. Additional Fee: \$19.00

5172	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### AVP 140

Introduces skills that will establish a strong foundation in basic altitude instrument flying and basic instrument navigation. Prerequisite: FAA Private Pilot Certificate. Additional Fee: \$19.00

5182	4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13		SHC105	Coyner

5192	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### AVP 145

Perform precision altitude instrument flight, including advanced navigation techniques and procedures. Prerequisite: AVP 140 or equivalent. Additional Fee: \$19.00

51A2	4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13		SHC105	Coyner

51B2	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

### AVP 150

Apply advanced navigation techniques and perform holding pattern entry procedures. Prerequisite: AVP 145 or equivalent. Additional Fee: \$19.00

51C2	4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13		SHC105	Coyner

51D2	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner

## INSTRUMENT PILOT PRACTICAL TEST STANDARDS III

Receive additional flight and ground training as required to meet pilot certification requirements. Additional Fee: \$19.00

51F2	4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13		SHC105	Coyner

51G2	4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13		SHC105	Coyner



**AVP 155 INSTRUMENT PILOT IV**

Perform holding patterns and instrument approach procedures. Prerequisite: AVP 150 or equivalent. Additional Fee: \$19.00

51H2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner
51J2 4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 160 INSTRUMENT PILOT V**

Perform cross-country flight utilizing advanced navigation procedures. Utilize ATC communication procedures and conduct instrument departures, arrivals, and approaches. Prerequisite: AVP 155 or equivalent. Additional Fee: \$19.00

51K2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner
51L2 4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 170 INSTRUMENT PILOT VI**

Gain the proficiency to meet the requirements necessary for FAA Instrument-Airplane Rating. Prerequisite: AVP 160 or equivalent. Additional Fee: \$19.00

51M2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner
51N2 4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13	SHC105	Coyner

**INSTRUMENT PILOT****AVP 172 PRACTICAL STANDARDS IV**

Receive Additional Fee: flight and ground training as required to meet pilot certification requirements. Additional Fee: \$19.00

51P2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner
51Q2 4Cr	12:00PM-3:00PM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 175 COMMERCIAL PILOT I**

Acquire initial VFR cross-country flight training. Pilotage, dead-reckoning, and radio navigation will be covered. Prerequisite: FAA Private Pilot Certificate, Instrument-Airplane Rating. Additional Fee: \$19.00

51R2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 180 COMMERCIAL PILOT II**

Receive Additional Fee: VFR cross-country flight training. Additional Fee: flight training will encompass mountain flying techniques and local night flight operations. Prerequisite: AVP 175 or equivalent. Additional Fee: \$19.00

51S2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 185 COMMERCIAL PILOT III**

Receive final training in VFR cross-country flight and night operations. The necessary cross-country flight hours required for Commercial Pilot Certification will be completed. Prerequisite: AVP 180 or equivalent. Additional Fee: \$19.00

51T2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 210 COMMERCIAL PILOT IV**

Receive initial flight and ground training in high performance Commercial Pilot Certification maneuvers. Flight maneuver training includes chandelles, lazy eights, steep power turns, and accuracy landings. Prerequisite: Grade of "C" or better in AVP 185 or equivalent. Additional Fee: \$19.00

51U2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 215 COMMERCIAL PILOT V**

Gain Additional Fee: aeronautical knowledge and flying skills necessary for the performance of advanced precision flight maneuvers. Prerequisite: AVP 210 or equivalent. Additional Fee: \$19.00

51V2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 220 COMMERCIAL PILOT VI**

Receive advanced training in all of the required Commercial Pilot Certification maneuvers. Flying proficiency in these maneuvers will meet the requirements set forth in the FAA Practical Test Standards. Prerequisite: AVP 215 or equivalent. Additional Fee: \$19.00

51W2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**COMMERCIAL PILOT****AVP 223 PRACTICAL STANDARDS V**

Receive Additional Fee: flight and ground training as required to meet pilot certification requirements. Additional Fee: \$19.00

51X2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 230 COMMERCIAL PILOT VII**

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Basic flight maneuvers and aircraft systems will be covered. Prerequisite: Grade of "C" or better AVP 220 or equivalent. Additional Fee: \$19.00

51Y2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 235 COMMERCIAL PILOT VIII**

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Advanced flight maneuvers as well as emergency procedures will be mastered. Prerequisite: AVP 230 or equivalent. Additional Fee: \$19.00

51Z2 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 240 COMMERCIAL PILOT IX**

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Increase proficiency in advance flight maneuvers and emergency procedures. Obtain logbook endorsement for the operation of High Performance Airplanes. Prerequisite: AVP 235 or equivalent. Additional Fee: \$19.00

51AA 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 245 COMMERCIAL PILOT X**

Receive initial preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate. Prerequisite: Grade of "C" or better in AVP 240 or equivalent. Additional Fee: \$19.00

51AB 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 250 COMMERCIAL PILOT XI**

Receive Additional Fee: preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate. Prerequisite: AVP 245 or equivalent. Additional Fee: \$19.00

51AC 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**AVP 255 COMMERCIAL PILOT XII**

Receive final advanced preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate. Prerequisite: AVP 250 or equivalent. Additional Fee: \$19.00

51AD 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**COMMERCIAL PILOT PRACTICAL  
AVP 257 STANDARDS VI**

Receive additional flight and ground training as required to meet pilot certification requirements. Additional Fee: \$19.00

51AF 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**CERTIFIED FLIGHT  
INSTRUCTOR I****AVP 260**

Receive initial training in teaching and learning theory as well as overall review of commercial pilot aeronautical knowledge subject areas. Prerequisite: FAA Commercial Pilot; Airplane Certificate and Instrument Airplane Rating. Additional Fee: \$19.00

51AG 4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13	SHC105	Coyner

**CERTIFIED FLIGHT INSTRUCTOR II****AVP 265**

Master proper teaching techniques from the right seat of the training aircraft. Develop proficiency in conducting aeronautical knowledge briefings. Successful completion will result when knowledge and proficiency meet and/or exceed FAA Practical Test Standards. Prerequisite: AVP260 or equivalent. Additional Fee: \$19.00

51AH	4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13		SHC105	Coyner

**INSTRUMENT FLIGHT INSTRUCTOR****AVP 268**

Acquire the aeronautical knowledge, skills, and experience necessary to meet the requirements for an FAA Instrument Flight Instructor rating. Prerequisite: FAA Commercial Pilot-Airplane Certificate with Instrument Airplane Rating Certified Flight Instructor-Airplane Certificate. Additional Fee: \$19.00

51AJ	4Cr	8:00AM-11:00AM	Daily
9/24 - 12/13		SHC105	Coyner

**PSYCHOLOGY****PSYCHOLOGY OF THE WORKPLACE****PSY 112**

Introduces general psychological principles and their application to the workplace emphasizing critical thinking with regard to self-awareness, interpersonal relations, motivation, and teamwork. Prerequisite: COMPASS Reading Score of at least 81, equivalent SLEP score or successful completion of ENG 094. Additional Fee: \$25.00

0555	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Wheeler

0556	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		03-402	Thompson

**GENERAL PSYCHOLOGY****PSYC& 100**

General Psychology surveys the diverse areas of the discipline of psychology. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Fee: \$25.00

0547	5Cr	Arranged	
9/20 - 11/28		[ONLINE]	WAOL

0546	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Wheeler

0548	5Cr	8:00AM-8:50AM	Daily
9/24 - 12/13		03-205	Wheeler

0549	5Cr	9:00AM-9:50AM	Daily
9/24 - 12/13		37-229	Rose-Pennisi

0550	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		03-205	Wheeler

0551	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Rose-Pennisi

0552	5Cr	1:00PM-1:50PM	Daily
9/24 - 12/13		03-205	White

0553	5Cr	1:15PM-3:45PM	MW
9/24 - 12/12		SHC107	Lingenfelter

0554	5Cr	3:00PM-3:50PM	Daily
9/24 - 12/13		03-402	Staff

0552	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Rose-Pennisi

0553	5Cr	Arranged	
9/24 - 12/12		[ONLINE]	WAOL

**LIFESPAN PSYCHOLOGY****PSYC& 200**

Introduction to the Milestones of human development from conception to death. Physical, cognitive, and social growth of people. Prerequisite: successful completion of the PSYC& 100. Additional Fee: \$25.00

0557	5Cr	Arranged	
9/20 - 11/28		[ONLINE]	WAOL

0558	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Thompson

0559	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Sperry

**ABNORMAL PSYCHOLOGY****PSYC& 220**

Abnormal Psychology addresses the development, symptoms, and treatment of psychological and personality disorders. Prerequisite: Successful completion of PSYC& 100 or PSY 112. Additional Fee: \$25.00

0560	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Sperry

**RESTAURANT OPERATIONS****KITCHEN & DINING MANAGEMENT****REST 107**

Students will learn how to communicate, lead, and manage different types of people. This entails how to hire and fire, inventory control, writing job descriptions, and creating performance reviews for both front and back of the house. Instructor permission required. Additional Fee: \$89.25

3272	3Cr	9:00AM-1:45PM	WThF
9/26 - 12/12		37-022	Jolly

**REST 112 RESTAURANT DINING**

Familiarizes the student with all aspects of running a casual style dining room which is open to the public. Included are opening/closing procedures, table set-up, customer service techniques, and leadership, sanitation, and safety procedures. Instructor permission required. Additional Fee: \$108.25

3282	7Cr	9:00AM-1:45PM	WThF
9/26 - 12/12		37-022	Jolly

**FOOD SERVICE NUTRITION****REST 122**

Learn the basics of food service nutrition for culinary professionals. This class will teach students about the biological process that occurs as you eat, what constitutes a healthy diet, and the structure and function of foods. Instructor permission required. Additional Fee: \$19.00

3292	4Cr	7:00AM-9:00AM	ThF
9/26 - 12/13		37-022	Jolly

**REST 126 FINANCE & ACCOUNTING**

Prepares students to understand, interpret, and analyze financial statements, budgeting, cash flow, and cash management. This gives students a chance to become familiar with financial statements prior to entering the work force so they have a working knowledge in this area. Instructor permission required. Additional Fee: \$19.00

32A2	4Cr	7:00AM-9:00AM	MTW
9/24 - 12/12		37-022	Jolly

**BUSINESS PLAN DEVELOPMENT****REST 131**

Develop a restaurant concept from start to finish, including a hands-on look at how to develop a business plan to present to possible investors. Students will practice decision making and problem solving skills through creating and planning their own concept. Instructor permission required. Additional Fee: \$94.00

32B2	4Cr	Arranged	
9/26 - 12/13		37-022	Jolly

**REST 133 BEVERAGE SERVICE**

Learn to set up and manage a beverage service operation successfully. Includes the history of bar service, beverage making ingredients and processes, and safety and sanitation in the bar. Instructor permission required. Additional Fee: \$75.00

3532	4Cr	4:00AM-11:30AM	Daily
9/24 - 12/13		31	Newman

32C2	4Cr	9:00AM-1:45PM	M
9/26 - 12/10		37-022	Jolly

**REST 137 HOSPITALITY LAW**

Learn about laws affecting the hospitality industry on both a national and state level. This class will look at operating an establishment according to government regulations regarding sales, civil rights, liability, administration issues, and organization. Instructor permission required. Additional Fee: \$75.00

32D2	4Cr	9:00AM-1:45PM	T
9/25 - 12/11		37-022	Jolly

**RETAIL****Retail Business Marketing Management Certificate**

This certificate endorsed by the Western Association of Food Chains (WAFC) provides grocery employees access to a consistent curriculum and also meets the needs of other segments of the retail industry. The program serves both entry-level job candidates and incumbent employees. The program is approximately three to six quarters in length, depending on the number of classes taken each quarter and the time students need to satisfactorily complete all graduation requirements.

## FUNDAMENTALS OF RETAIL MATH

### RBM 126

Implement business applications of mathematical concepts. This course includes a brief math review; cash and trade discounts; markups and markdowns; insurance; inventory pricing; bank statements; credit, mortgage loans, statistical techniques, payroll computations; promissory notes; simple interest and discounting; compound interest and present value; annuities; depreciation.

Fee: \$375.00 SS (Financial Aid Eligible)

68EE	6Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## BUSINESS COMMUNICATIONS

### RBM 128

Apply theory and practice to composing and presenting oral business communications, both impromptu and prepared. Instruction emphasizes effective writing of business documents, methods of research, and the actual presentation of oral class reports. Fee: \$375.00 SS (Financial Aid Eligible)

68FF	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## PRINCIPLES OF OPERATIONS MANAGEMENT

### RBM 140

Learn essential skills for operating an effective business. Topics include employee productivity, project management, human resources and job design, forecasting, statistical process control, and supply chain management. Fee: \$375.00 SS (Financial Aid Eligible)

68JJ	4Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## FUNDAMENTALS OF SUPERVISION

### RBM 141

Explore the job of the supervisor, human relations, leadership, converting policy into action, job analysis and performance, how and when to discipline, and effective supervising techniques. Fee: \$375.00 SS (Financial Aid Eligible)

68KK	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## RBM 142 MARKETING

Discover the methods and techniques of marketing research and the principles on which they are based. Includes the elements of the research process, evaluation, and effective presentation of findings. Fee: \$375.00 SS (Financial Aid Eligible)

68LL	3Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## PRINCIPLES OF RETAILING

### RBM 143

Provides an introduction to retail management operations and merchandising. Covers retail target markets, trading area analysis and site selection, retail organization, buying, handling financial management of merchandise, development of retail image, customer service, and control of retail operations. Fee: \$375.00 SS (Financial Aid Eligible)

68MM	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## EXCEL FOR RETAIL

### RBM 149 BUSINESS APPLICATIONS

Our "hands-on" beginning Excel for Retail Business Applications will show you the fundamentals of Excel, like entering data, formatting, copying and pasting, basic formula construction, auto summing and more. It not only teaches you the basics of Microsoft Excel but the thinking and mechanics of how to apply it to your everyday retail problems. Fee: \$375.00 SS (Financial Aid Eligible)

68NN	2Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## HUMAN RESOURCE MANAGEMENT

### RBM 158

Identify the role of human resource management including its scope and responsibilities. Students will examine the principles and methods used in the recruitment, selection, placement, and training of employees. Major laws, trends, and issues related to human resource administration will be discussed. Fee: \$375.00 SS (Financial Aid Eligible)

68PP	6Cr	Arranged	
9/24 - 12/13		[ONLINE]	Reygiers

## SOCIOLOGY

## INTRODUCTION TO SOCIOLOGY

### SOC& 101

Provides an overview of many theories relating to contemporary society and a historical context for these theories. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Fee: \$25.00

0561	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Rose-Pennisi
0562	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Thompson
0563	5Cr	10:00AM-10:50AM	Daily
9/24 - 12/13		03-402	Thompson
0564	5Cr	11:00AM-11:50AM	Daily
9/24 - 12/13		37-229	Rose-Pennisi

## SURGICAL TECHNOLOGY

### SURG 126 PATIENT CARE THEORY I

Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, and consent. Prerequisites: Successful completion of SURG 136, 137, 138, 146. Additional Fee: \$25.00

4002	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Clark

## PHARMACOLOGY & ANESTHESIA

### SURG 127

Introduces the student to basic surgical-related pharmacologic and anesthetic principles, including drug classification, proper medication labeling and handling, aseptic medication preparation, and usage principles of anesthesia administration and monitoring, including complications and intervention. Prerequisites: Successful completion of SURG 136, 137, 138, 146. Additional Fee: \$25.00

4012	5Cr	Arranged	
9/24 - 12/13		[ONLINE]	Clark

## OPERATING ROOM THEORY II

### SURG 141

Classroom and lab presentations of surgical specialties to include otorhinolaryngologic, orthopedic, oral/maxillofacial, plastic/reconstructive procedures, and surgical anatomy. Prerequisites: Successful completion of SURG 136, 137, 138, 146. Additional Fee: \$63.00

4022	8Cr	7:00AM-9:00AM	WThF
9/24 - 12/13		14-205 [ENHANCED]	Clark

### SURG 151

## SURGICAL LAB II

Lab presentations and practice of surgical procedures to include otorhinolaryngologic, oral/maxillofacial, and plastic/reconstructive procedures. Prerequisites: Successful completion of SURG 136, 137, 138, 146.5. Additional Fee: \$48.75

4032	5Cr	9:30AM-1:30PM	WThF
9/24 - 12/13		14-205 [ENHANCED]	Clark

## CLINICAL APPLICATIONS I

### SURG 215

Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior, and skills to reinforce their role as a member of the perioperative team. Prerequisites: Successful completion of SURG 130, 206, 207, 211. Additional Fee: \$39.00

4042	5Cr	6:30AM-3:30PM	MTWTh
9/24 - 11/2		Arranged [ENHANCED]	Armstrong



**CLINICAL APPLICATIONS II****SURG 220**

See Clinical Applications. Prerequisites: Successful completion of SURG 130, 206, 207, 211, 215. Additional Fee: \$39.00

4052 5Cr 6:30AM-3:30PM MTWTh  
11/5 - 12/13 Arranged [ENHANCED] Armstrong

**SEMINAR I**

Classroom presentations on health and wellness, and death and dying. Classroom preparation for the NBSTSA exam. Prerequisites: Successful completion of SURG 130, 206, 207, 211. Additional Fee: \$25.00

4062 3Cr 7:00AM-1:00PM F  
9/28 - 12/7 14:201 [ENHANCED] Armstrong

**WELDING TECHNOLOGY****WELDING THEORY I**

Introduces the tools and equipment used in welding. Includes safety considerations, electrical principles, weld quality, and technical orientation for select welding and cutting processes. Corequisites: WLD 110 and WLD 112. Additional Fee: \$80.00

9802 5Cr 7:00AM-8:00AM Daily  
9/24 - 12/13 25-403 Main

**THERMAL CUTTING & GOUGING**

Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging. Corequisite: WLD 105. Additional Fee: \$80.00

9812 3Cr 8:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**OXYACETYLENE WELDING & BRAZING**

Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment. Corequisite: WLD 105. Additional Fee: \$80.00

9822 4Cr 8:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**SHIELDED METAL ARC WELDING I**

Introduces the shielded metal arc welding (SMAW) process with emphasis on skill development, using deep penetrating electrodes in the flat and horizontal positions. Prerequisite: Completion of or concurrent enrollment in WLD 105. Additional Fee: \$80.00

9832 7Cr 8:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**SHIELDED METAL ARC WELDING II****WLD 120**

Builds further skill with SMAW deep penetrating electrodes by welding various joints in the vertical and overhead positions. Prerequisite: WLD 105. Additional Fee: \$80.00

9842 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**SHIELDED METAL ARC WELDING III**

Develops understanding of the applications and techniques for using low hydrogen SMAW electrodes in the flat and horizontal positions. Prerequisite: WLD 105. Additional Fee: \$80.00

9852 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**SHIELDED METAL ARC WELDING IV**

Develops further skill with SMAW low hydrogen electrodes by welding various joint designs in the vertical and overhead positions. Prerequisite: WLD 105. Additional Fee: \$80.00

9862 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**WELDING THEORY II**

Explores methods of weld inspection and testing, and continues the technical orientation to select welding processes. Prerequisite: WLD 105. Additional Fee: \$80.00

9872 5Cr 8:00AM-9:00AM Daily  
9/24 - 12/13 25-403 Main

**PRINT READING FOR WELDERS****WLD 144**

Develops the ability to interpret prints used in welding and fabrication. Introduction to sketching, lines, views, visualization, dimensioning, applied math, and welding symbols. Prerequisite: WLD 105. Additional Fee: \$80.00

9882 5Cr Arranged Daily  
9/24 - 12/13 25-403 Main

**GAS METAL ARC WELDING****WLD 152**

Develops the ability to use the gas metal arc welding process to join carbon steels and aluminum with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142. Additional Fee: \$80.00

9892 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**METALLURGY**

Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding. Prerequisite: WLD 142. Additional Fee: \$80.00

98A2 2Cr 9:15AM-11:15PM F  
9/28 - 12/7 25-403 Main

**FLUX CORED ARC WELDING I****WLD 168**

Develops the ability to use gas-shielded flux cored arc welding electrodes to join carbon steels with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142. Additional Fee: \$80.00

98B2 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**FLUX CORED ARC WELDING II****WLD 172**

Develops the ability to use self-shielded flux cored arc welding to join carbon steels with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142. Additional Fee: \$80.00

98C2 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**PREPARATION FOR WELDING CERTIFICATION****WLD 177**

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests. Prerequisite: WLD 142, or Instructor's permission.

98D2 2Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**FABRICATION**

Develops knowledge in project planning, layout methods, fixturing, distortion control, and the use of tools and equipment for metal fabrication. Prerequisite: WLD 144.

98F2 3Cr 9:15AM-11:15AM F  
9/28 - 12/7 25-403 Main

**GAS TUNGSTEN ARC WELDING I****WLD 210**

Develops the ability to use the gas tungsten arc welding process to join carbon and stainless steels with various joint designs in all positions. Prerequisite: Completion of, or concurrent enrollment in, WLD 142. Additional Fee: \$80.00

98G2 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

**GAS TUNGSTEN ARC WELDING II****WLD 213**

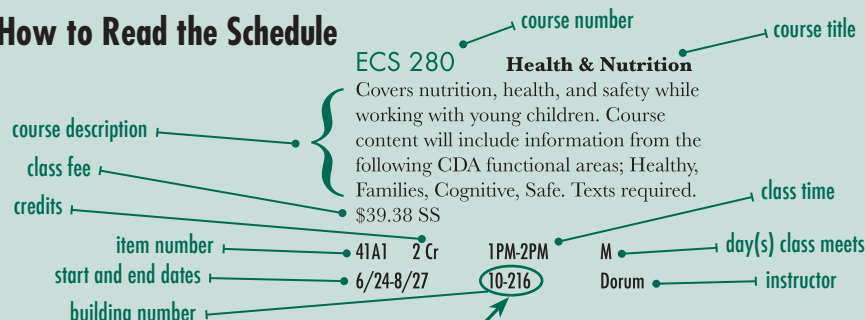
Develops the ability to use the gas tungsten arc welding process to join aluminum alloys with various joint designs in all positions. Prerequisite: Completion of, or concurrent enrollment in, WLD 142. Additional Fee: \$80.00

98H2 7Cr 7:00AM-12:15PM Daily  
9/24 - 12/13 25-403 Main

## Continuing Education Courses ↔

Continuing Education courses can be credit or not for credit. Please see the course description to find out whether your particular course is offered for credit or not for credit. Generally, Continuing Education courses are not eligible for Financial Aid. For more information about a Continuing Education class, call 253-589-5575. To register for a Continuing Education course go to [www.cptc.edu/ContinuingEd](http://www.cptc.edu/ContinuingEd).

### How to Read the Schedule



#### Locations:

SHC-112 means the course is held at our **South Hill Campus**, in Room 112.

10-216 means that the class is held at our **Lakewood Campus**, in Bldg. 10, Room 216.

**On-Line** is the designation for all of our online courses.

## On-Line Courses

For information about online classes go to [www.cptc.edu/online](http://www.cptc.edu/online) or call (253) 589-6076.

#### Online Account Fee

All of the online courses have a \$25 per class account fee charged. Student supported classes (ss) also include this fee.

#### Minimum Technical Requirements for Online Courses:

Operating System: Windows 98, ME, NT or XP  
Software: PC with Pentium III (or higher recommended)  
Modem: 56k or higher, Cable or DSL  
Browser: Internet Explorer 5.0 or higher, Netscape 6 or higher, Firefox 1.3 or higher  
Internet: Daily Internet Access

## HEALTH CARE

### CPR & FIRST AID FOR PTN 150 HEALTH CARE PROVIDERS

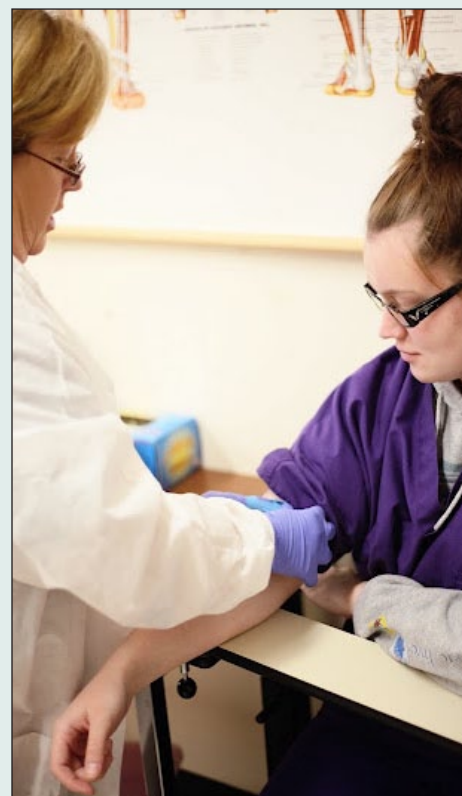
Work in healthcare, or want to? No matter what healthcare job you're getting, you'll probably need a BLS (Basic Life Support) card. This American Heart Association-approved course consists of adult, child, and infant CPR and First Aid, and an overview of AED procedures. Class meets OSHA and WISHA requirements. The Healthcare Provider Basic Life Support and the First Aid cards are valid for two years. Recertify with us! You must have paid for the class and pass both the written and skills exams to receive your certifications. *Students must have the proficiency in reading, writing and understanding the English language to pass a written exam.* Fee: \$76.00 SS

6802 10/6	0.5Cr	8:00AM-5:00PM 31	Sa Chase
6812 11/3	0.5Cr	8:00AM-5:00PM 31	Sa Chase
6822 12/1	0.5Cr	8:00AM-5:00PM 31	Sa Chase

### PHLEBOTOMY FUNDAMENTALS HDT 113

Are you a healthcare professional who is interested in expanding your skill set? This class is designed to develop basic phlebotomy skills for blood collection and safe handling. Students will learn proper technique and order of draw for venipuncture, using a variety of collection methods (syringes, vacutainers and butterfly needle). Student will also learn proper techniques for collecting blood specimens using finger and heel sticks. Students will have lab time to practice their skills on other students in a mock laboratory setting. Lab times will be Wednesday evenings from 4:00pm to 6:00pm and Saturday mornings from 8:00am to 10:00am. Text required. Please note: This is a basic skills course, aimed towards health care professionals currently employed in the field. It is comprised of lecture and lab times. There is no clinical component to this course. Prerequisites: HS diploma/GED and formal training in a health career or 1 year work experience in health occupations. Students must bring documentation of training and/or experience to the first class. Fee: \$495.00 SS

68A2 9/24 - 10/26	4Cr	Arranged [HYBRID]	Arranged Markovits
68B2 11/5 - 12/7	4Cr	Arranged [HYBRID]	Arranged Markovits





## Medical Insurance Billing Specialist

Get into a lucrative career as a medical billing specialist! Get both the knowledge and the technology skills you'll need to begin providing services for accounts ranging from acute care hospitals to clinics, and from physician's offices to individual practices. Receipt of our Certificate tells employers that you've completed a comprehensive course of study in Medical Billing. In order to receive your certificate, you must complete all of the classes in the Certificate program.

### MEDICAL ELMAP 125 TERMINOLOGY I & II

Prepare for high-paying positions in the medical field such as billing, coding, transcription and medical clerical positions, by learning medical language. We'll teach you the root words, prefixes and suffixes that will become the building blocks of your medical vocabulary. You'll learn about terms for specific body systems and their functions, as well as human anatomy and diseases. Text required. Fee: \$375.00 SS

6832	7Cr	Arranged	Arranged
10/1 - 12/14		[ONLINE]	Keith

6842	7Cr	Arranged	Arranged
11/5 - 1/25		[ONLINE]	Keith

6852	7Cr	Arranged	Arranged
12/3 - 2/22		[ONLINE]	Keith

### MAP 129 MEDICAL INSURANCE BILLING

Looking for a rewarding career in healthcare, but do not have any experience or education yet? We'll show you how medical insurance billing personnel process paperwork and file claims to insurance companies and government agencies so that healthcare providers get paid in a timely manner. You'll come to understand the billing requirements that major insurance programs have, you'll gain hands-on experience and practice, and you'll learn federal healthcare regulations that govern this critical arena within healthcare. Text Required. Prerequisites: Medical Terminology I&II and "NO record on file" with Washington State Patrol related to crimes against persons. Fee: \$375.00 SS

6862	8Cr	Arranged	Arranged
10/1 - 12/14		[ONLINE]	Keith

6872	8Cr	Arranged	Arranged
11/5 - 1/25		[ONLINE]	Keith

6882	8Cr	Arranged	Arranged
12/3 - 2/22		[ONLINE]	Keith

### MAP 139 MEDICAL SOFTWARE APPLICATIONS

Get the medical clerical skills that employer's value! Learn to input patient information, schedule appointments, and handle billing applications using MediSoft medical software. Text required. Prerequisites: Basic computer skills. Fee: \$375.00 SS

6892	5Cr	Arranged	Arranged
10/1 - 12/14		[ONLINE]	Keith

## TRADES ACADEMY



### WRKFR 212 FLAGGER TRAINING

This course presents approved training by the Washington State Department of Labor and Industries for flagging and traffic control with hands-on practice. This course is geared towards individuals interested in getting their first flagger card, or for getting re-certified. Flagger card presented after payment and successful completion in class. Fee: \$65.00 SS

68C2	0.5Cr	8:00AM-4:00PM	Sa
10/13		TBD	Foy

68D2	0.5Cr	8:00AM-4:00PM	Foy
11/10		TBD	Foy

68E2	0.5Cr	8:00AM-4:00PM	Sa
12/8		TBD	Foy

### CNTED 101 BASIC SERIES AND PARALLEL CIRCUITS

This course provides the required 8 hours of Continuing Education Units (CEU) as required by the state of Washington. This course covers a basic understanding of Series and Parallel Circuits. Fee: \$122.00 SS

68F2	0Cr	8:00AM-4:00PM	Sa
10/13		16-202	Gordon

### CNTED 102 BASIC FIRE ALARM SYSTEMS

This course provides the required 8 hours of Continuing Education Units (CEU) as required by the State of Washington. Fee: \$122.00 SS

68G2	0Cr	8:00AM-4:00PM	Sa
11/3		16-202	Gordon

### CNTED 042 NATIONAL ELECTRICAL CODE-2011 CODE UPDATE

This course provides the required 8 hours of Continuing Education instruction on the latest National Electrical Code Changes. Fee: \$122.00 SS

68H2	0.5Cr	8:00AM-4:00PM	Sa
11/17		16-202	Gordon

### WASHINGTON RCW-WAC

#### ELEFS 001 REVIEW FOR TRAINEES

This course provides the required 8 hours of Continuing Education Units (CEU) as required by the State of Washington. Fee: \$122.00 SS

68J2	0.5Cr	8:00AM-4:00PM	Sa
12/1		16-202	Gordon

### WRKFR 338 FORKLIFT OPERATIONS & SAFETY

Created for those who might be using forklifts on the job – with a strong emphasis on safety. Our thorough course is Washington State Department of Labor and Industries approved. Text required. Forklift card presented after payment and successful completion in class. Fee: \$195.00 SS

68U2	1Cr	9:00AM-5:00PM	Sa
10/13 - 10/20		22-119	Quiocho

68V2	1Cr	9:00AM-5:00PM	Sa
11/10 - 11/17		22-119	Quiocho

### ELWRK 001 FORKLIFT RECERTIFICATION

For those who need to update their certification and who have taken an operation and safety course over the past three years. Forklift card presented after payment and successful completion in class. Fee: \$85.00 SS

68W2	0.5Cr	9:00AM-5:00PM	Sa
10/13		22-119	Quiocho

68X2	0.5Cr	9:00AM-5:00PM	Sa
11/10		22-119	Quiocho

## Register Now!

Classes fill quickly.

[www.cptc.edu/register](http://www.cptc.edu/register)



## PERSONAL ENRICHMENT

### CMTY 012 OIL PAINTING FOR 50+

Offers a supportive learning environment and assistance for painters of all skill levels and abilities. Students have time to work on individual projects with an instructor nearby to offer advice and assistance. Fee: \$55.00 SS

5J02	3Cr	9:00AM-12:00PM	M
9/24 - 12/3		37-18	Alden

### CMTY 038 MIXED MEDIA FOR 50+

Teaches the fundamentals of drawing as a foundation to painting and how to use various materials and techniques in a series of effective lessons. Supply list will be provided by the instructor. Fee: \$67.00 SS

5J12	3Cr	9:00AM-12:00PM	W
9/26 - 12/12		37-18	Mitchell

### CMTY 015 WOODCARVING FOR 50+

Offers a demonstration of various woodcarving techniques, as well as the selection, use, and care of tools and materials. Students have time to work on individual projects with an instructor nearby to offer advice and assistance. Fee: \$55.00 SS

5J22	3Cr	6:00PM-9:00PM	M
9/24 - 12/03		37-18	Olliges
5J32	3Cr	9:00AM-12:00PM	T
9/25 - 11/27		37-18	Olliges

### GEEK SPEAK: THE LANGUAGE OF TECHNOLOGY

#### CNTD 105

Communicate effectively with IT professionals, technology retail employees and 'help desk' call center staff by using the information provided in this class. Study the vocabulary utilized by technology-oriented individuals and discover the definition of terms such as 'RAM', 'terabyte' and 'CPU'. Apply the information that you receive by engaging in practical conversations in class. Fee: \$50.00 SS

68QQ	OCr	6:00PM-8:00PM	T,Th
10/15 - 10/18		19-122	Stocke
68RR	OCr	6:00PM-8:00PM	T,Th
12/11 - 12/13		19-122	Stocke

### Computers 101 Series

Tired of computer classes that just teach you how to switch on and navigate the desktop? The Computers 101 Series is designed for people who want a more practical approach to computers, focused more on what the average computer user needs to know to identify the kind of computer they need, the basics of how the insides of a computer works, how you can DIY simple problems, and how to keep your family and their information safe and secure. Each of these classes is a stand-alone course, so take whichever ones fulfill your individual needs or enroll for all five!

### COMPUTERS 101: HOW TO PURCHASE A COMPUTER

#### CNTD 106

Created for consumers who wish to purchase their first computer or upgrade what they currently own, this class will walk people through the steps to identify what they require from their computer, and discuss how to determine what purchase is right for them, and the effectively communicate the information to retail employees. Fee: \$50.00 SS

68SS	OCr	6:00PM-8:00PM	T,Th
10/29 - 11/1		19-122	Stocke

### COMPUTERS 101: GET TO KNOW YOUR COMPUTER

#### CNTD 107

Geared towards people who want to get to know their computers better. Do you know the names of all the parts of the computer? Do you know what each one does? Learn basic identifications and functions of major computer parts. Learn to identify common problems and simple solutions to fix them. Learn basic computer language so that you can effectively communicate with electronics store employees or phone support specialists. Perfect for new computer owners, potential computer owners, and anyone who has ever wondered, "Is it supposed to make that noise?" Fee: \$50.00 SS

68TT	OCr	6:00PM-8:00PM	T,Th
11/6 - 11/8		19-122	Stocke

### COMPUTERS 101: SECURITY IN THE CYBER AGE

#### CNTD 108

Instructs you on proper safety and security settings for the computer to guard your information, whether you are using a public computer at a library, a private computer at a Wi-Fi spot, or your personal computer at home. Learn how to tell if your home Wi-Fi is secure or open to intrusion. Be aware of ways that you can recognize when a virus has infiltrated your computer and the appropriate way to react. Learn about the different types of protective software. Turn your computer into a fortress. Fee: \$50.00 SS

68UU	OCr	6:00PM-8:00PM	T,Th
11/13 - 11/15		19-122	Stocke

### COMPUTERS 101: SAFETY ON THE INTERNET

#### CNTD 109

Learn about internet safety and privacy settings, and the danger of pop-ups. Learn to recognize protected websites and where it is safe to transmit information. Become acquainted with Trojans, key-loggers, and other threats that can be transmitted via the Internet. Learn about common email scams and how to protect yourself against them. Most importantly, learn various steps you can take to protect children from the dangers present on the internet. Keep your family informed and safe. Fee: \$50.00 SS

68VV	OCr	6:00PM-8:00PM	T,Th
11/27 - 11/29		19-122	Stocke

### COMPUTERS 101: CREATING AN ONLINE PRESENCE

#### CNTD 110

Teaches you how to create the online presence that works for you. The Internet can be used to accomplish many amazing things, but it can be intimidating when someone is just starting out. Review the different browsers that can be used to access the Internet, learn how to create an email account and use it. Learn about different instant messenger platforms and their purpose. Identify major social and business networking sites, and what the major function of each is. Learn how to create profiles and upload information and basic information protection techniques and privacy settings on social networking sites. Fee: \$50.00 SS

68VVV	OCr	6:00PM-8:00PM	T,Th
12/4 - 12/6		19-122	Stocke

## How to Register for Continuing Education

See current class listings at [www.cptc.edu/ContinuingEd](http://www.cptc.edu/ContinuingEd) or call (253) 589-5575

If you do not have a student ID and PIN, go to [www.cptc.edu/register](http://www.cptc.edu/register) and select the "CE/ED2GO" button to complete our online registration form.

**Internet** [www.cptc.edu/register](http://www.cptc.edu/register)

### Walk-In

4500 Steilacoom Blvd. S.W., Lakewood WA 98499

You may register in person by coming to Clover Park Technical College, Building 17, Mon, Tues, Thurs, 7:30 a.m. - 5:00 p.m.

Wed, 7:30 a.m. - 7:30 p.m., Fri, 9:00 a.m. - 5:00 p.m.

**Extended Hours: September 29th, 8:00 a.m. - 12:00 p.m.**

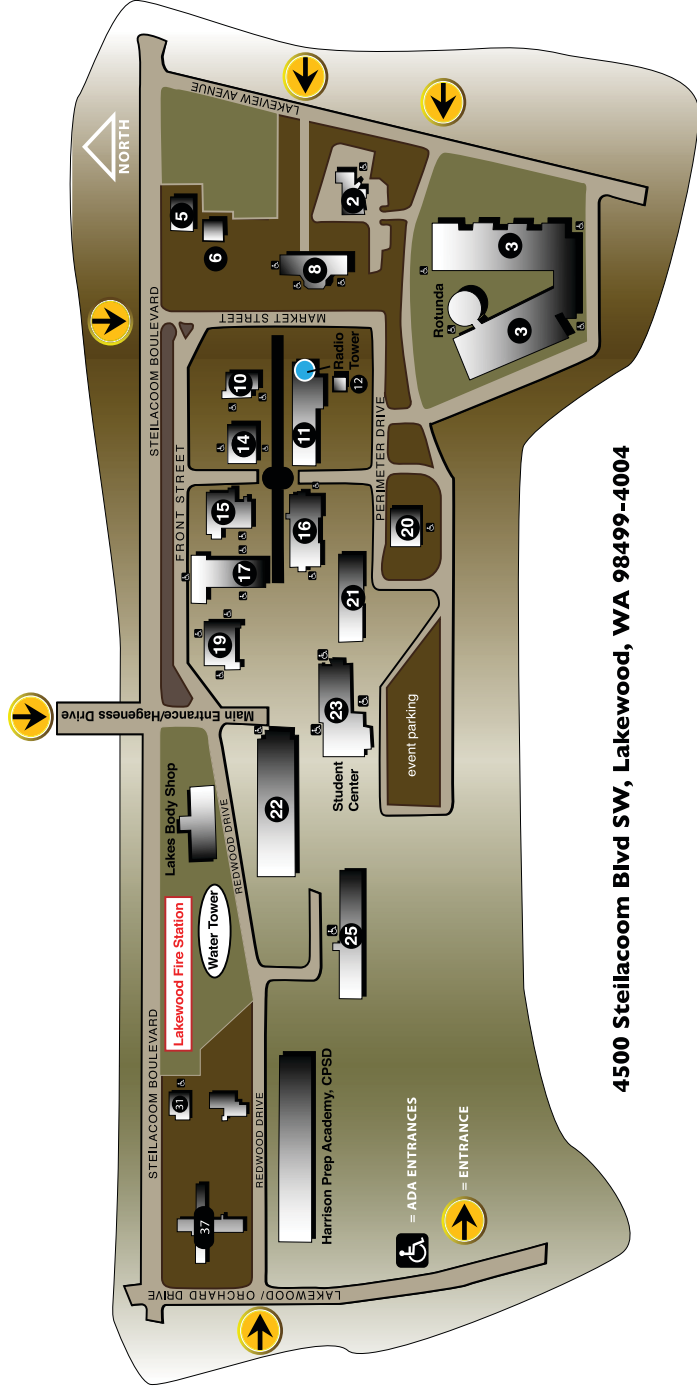
**VISA, MasterCard, check or cash may be used to pay for tuition and fees.**

If you fax, mail or phone in you will be automatically registered unless otherwise notified. Your cancelled check is your confirmation! If your registration cannot be processed for some reason, we will contact you by phone or mail. It is recommended that you register early to secure your place in class.



[www.cptc.edu](http://www.cptc.edu)  
253.589.5800

**SHC** = South Hill Campus in Puyallup  
**WiFi** = located in select areas of these buildings.  
WIRELESS NETWORK = cptc    PASSWORD = free



**4500 Steilacoom Blvd SW, Lakewood, WA 98499-4004**

Accounting .....	10	SHC
Aerospace Composite Technician .....	17	SHC
Administrative Offices .....	17	SHC
Adult Basic Education .....	37	SHC
Advising .....	17	SHC
Architectural Engineering Design .....	19	SHC
Assessment Center .....	17	SHC
Associated Student Government .....	23	SHC
Aviation Maintenance Technician .....	17	SHC
Automotive Programs .....	3	Rotunda
Boardroom .....	3	Rotunda
Bookstore .....	23	SHC
Business Office .....	17	SHC
Business Support Services .....	10	SHC
CAD Laboratory .....	19	SHC
Cafeteria/Esspresso .....	23	SHC
Career Center .....	17	SHC
Central Service/Sterile Processing .....	37	SHC
Child Development Center .....	20	SHC
College Relations (Building 11 in KVTTI Offices) .....	17	SHC
Computer Applications .....	10	SHC
Computer Information Technology .....	16	SHC
Computer Networking & Information Systems Security .....	23	SHC
Conference Center .....	23	SHC
Conference Center Event Parking .....	23	SHC
Construction – Residential/Sustainable Building .....	5	SHC
Continuing Education .....	19	SHC
Cosmetology .....	8	SHC
Counseling/Advising .....	17	SHC
Culinary Arts .....	31	SHC
Custodial Services .....	22	SHC
Customer Service/Call Center Specialist .....	10	SHC
Dental Assistant .....	14	SHC
Dental Business Administrative Specialist .....	Online	SHC
Early Care & Education .....	10	SHC

Electrician Low Voltage Fire/Security .....	16	SHC
eLearning .....	16	SHC
Environmental Sciences & Technology .....	16	SHC
Esthetic Sciences .....	8	SHC
Expressions Apparel .....	23	SHC
Financial Aid .....	17	SHC
Foundation .....	19	SHC
Future Home of Health Sciences .....	21	SHC
GED Testing .....	17	SHC
Graphic Technologies .....	11	SHC
Head Start .....	20	SHC
Health Unit Coordinator .....	10	SHC
Heating/Air Conditioning Service Technician .....	25	SHC
Hemodialysis .....	16	SHC
Human Resources .....	17	SHC
Human Services Program .....	10	SHC
IBEST .....	37	SHC
Instruction .....	17	SHC
Interior Design .....	19	SHC
International Programs .....	22	SHC
KVTTI Radio Station .....	11	SHC
Learning Lab .....	17	SHC
Library .....	15	SHC
Library Computer Lab .....	23	SHC
Maintenance Office/Shop .....	22	SHC
Manufacturing Technologies .....	25	SHC
Massage Studios Lab .....	8	SHC
Massage Studies Classroom .....	8	SHC
Material Science: Non Destructive Testing .....	25	SHC
Math Labs .....	16/14	SHC
Media Design & Production .....	11	SHC
Medical Assistant .....	37	SHC
Medical Histology Technician .....	16	SHC
Medical Laboratory Technician .....	14	SHC
Nursing Programs .....	2	SHC

NW Career & Technical High School .....	14	SHC
Operations/Facilities .....	17	SHC
Parking .....	23	SHC
Pastry Arts .....	23	SHC
Personal Care Services .....	8	SHC
Pharmacy Technician .....	11	SHC
Pierce County Television .....	11	SHC
Pierce County Television Offices .....	12	SHC
President's Office .....	17	SHC
Professional Pilot .....	17	SHC
Radio Station (KVTTI) .....	11	SHC
Rainier Room Cafe/ Culinary Arts .....	31	SHC
Resource Center (Library) .....	15	SHC
Restaurant Operations Program .....	31	SHC
Rotunda .....	3	SHC
Security Office .....	22	SHC
Self Paced Computer Lab .....	10	SHC
Shipping/Receiving .....	22	SHC
South Sound Washington Business Center .....	19	SHC
Student Center .....	23	SHC
Student Programs and ASG .....	23	SHC
Student Records .....	17	SHC
Student Services .....	17	SHC
Studio A .....	11	SHC
Studio B .....	11	SHC
Surgical Technology .....	14	SHC
Tutoring Center .....	17	SHC
Veterans Resource Center .....	22	SHC
Video Teleconference Center .....	23	SHC
Welding Technology .....	25	SHC
Worker Retraining .....	17	SHC
WorkFirst Learning Center .....	16	SHC
Workforce Training & Development .....	16	SHC
Writing Lab .....	10	SHC

# College Policies

## Student rights & responsibilities

Clover Park's student code of conduct sets forth rules of student conduct, guarantees certain student rights and establishes procedures governing student conduct. A complete listing of students rights and responsibilities is available in Student Services.

## Family Educational Rights and Privacy Act

Information pertaining to the Family Educational Rights and Privacy Act (FERPA) is published in the Clover Park Technical College Catalog and is available from Student Services.

## AIDS information

Human Immunodeficiency Virus (HIV) is a virus that destroys the body's ability to fight off illness. HIV can cause the disease called AIDS (Acquired Immunodeficiency Syndrome). An AIDS information pamphlet is provided to all students at general college orientations and is also available in the Advising and Counseling and Student Services offices.

## Smoking

Smoking is allowed in designated outdoor areas at Clover Park Technical College. This policy may be curtailed if the privilege is abused.

## Student right to know

In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the College web site, [www.cptc.edu/sr2k](http://www.cptc.edu/sr2k). A printed copy of this information may be obtained by calling Registration at (253) 589-5666.

## Equal Opportunity/Affirmative Action

Clover Park Technical College is an Equal Opportunity and Affirmative Action employer and is in compliance with sex and disability regulations. For more information, contact the EEO/AA Officer at (253) 589-5533.

## Non-discrimination

Clover Park Technical College does not discriminate on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, veteran status, or the presence of any physical, sensory or mental disability. Any person at the College who feels he or she has reason to claim discrimination or unfair treatment may contact Human Resources at (253) 589-5533 to speak to an equity representative.

## Refund Policy

1. The assessment test fee is not refundable.
2. All program admission fees are not refundable.
3. For State-funded classes, the tuition and laboratory/supply/computer use fee will be refunded for a payment period upon official withdrawal according to the following schedule:
  - 100% Prior to the first day of instruction.
  - 80% First through fifth day of instruction.
  - 40% On or after the sixth day of instruction through the twentieth calendar day following the beginning of instruction.
  - 0% Twenty-first calendar day through the end of the payment period.

Financial aid recipients are subject to the Title IV Return of Funds policy stated in the catalog.

4. For Self-Support classes, the following schedule will apply:
  - 100% If the College cancels the class.
  - 100% When you withdraw from the class on or before one business day prior to the first day of class. To officially withdraw from the class, you may come to the College in person, call registration at 253-589-5666, fax your request to be withdrawn to 253-589-5852, or withdraw online at [www.cptc.edu/drop](http://www.cptc.edu/drop). The College must receive the fax on or before one business day prior to the first day of class.
  - 0% When you register but do not attend the class. No refunds are available after the class has started.

Self-support classes are indicated in the quarterly class schedule by an SS after the cost of class. The fees charged for self-support classes cover all costs of the class.

5. Programs cancelled by the College will be refunded at 100 % of the fees paid but unused as of the cancellation date.
6. Refunds will not be granted for students withdrawn for disciplinary reasons.

7. Students called for military active duty will be granted a refund of tuition and fees paid for the current payment period, subject to the rules and regulations of their respective funding sources and payment methods. Presentation of written confirmation (orders) is required.
8. Students who do not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal without refund.
9. The graduation fee is not refundable.
10. Upon official withdrawal, refunds will be made by mail to the student or his or her respective funding agencies.

## Refund exceptions

Exceptions to the refund policy must be requested in writing to the Director of Enrollment Services before the last day of the quarter in which payment was made. A Petition for Refund Exception form is available in Student Records. Eligible requests will have detailed information and supporting documentation attached when the request is submitted.

## Drug free environment

Clover Park Technical College maintains an active program to prevent the illicit use of drugs and the abuse of alcohol by students and employees on College property or as any part of the College's activities. A complete statement of philosophy and standards of conduct are contained in the pamphlet "Aims for a Drug-Free Environment" available at general College orientations, and in the Advising and Counseling and Student Services offices. Any person violating the Drug Free Environment policy will be dealt with in accordance with the institutional policy. Procedures conform to applicable state law.

**For more College policies, including academic standards, see the current Clover Park Technical College Catalog.**



## Spotlight on:

# CPTC Graphic Technologies Student Wins the 2012 PGSF National College Poster Design Competition

## Former member of the US Army Infantry eyes owning his own design studio someday

Wil Houdeshell, a US Army Veteran and Graphic Technologies student at Clover Park Technical College, has won the 2012 Print and Graphics Scholarship (PGSF) College Poster Design Competition.

The poster, titled, "PGSF Scholarships are the KEY, unlock your FUTURE," will be given to all colleges and high schools in the United States that have printing and graphic communication programs for the 2012-2013 academic year.

This student-designed poster is used to promote the availability of scholarships to pursue a career in the graphic communication industry. The posters will be available at the PGSF booth during the 2012 GRAPH EXPO in Chicago, October 7 through October 10.

The Poster design competition was entered by many classes and individual students that used the competition entry as a real working assignment.

"The PGSF scholarship program inspires ALL my students," said John Moyer, Graphic Technologies instructor. "My students have researched our industry and most have made a tough decision to change the direction of their lives by entering into this vast industry of Graphic Communications. For them to see that there is a national program that supports their decision, reaffirms their decision and is inspiring to us all," said Moyer.

"All of the student submissions to the foundation were of a truly professional caliber, making it a challenging choice for our team of judges," said Larry Kroll, vice president of development at PGSF. "Wil Houdeshell, Clover Park Technical College's winning student, used a unique approach

combining awareness of PGSF and the availability of scholarship funds with a call to fellow students to take action."

More than 200 college students attending 72 schools are receiving financial assistance through PGSF.

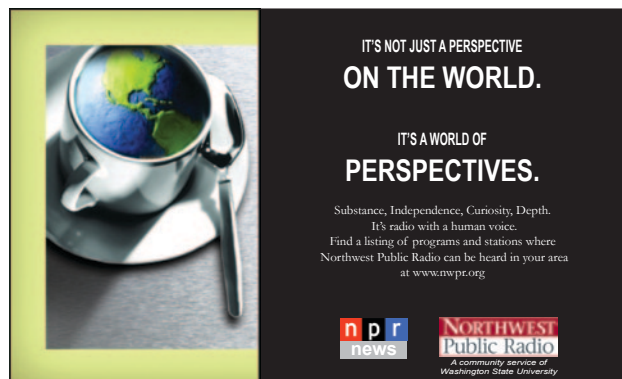
### About Wil Houdeshell, Graphic Technologies student:

Wil served in the US Army Infantry for nine years on active duty before being honorably discharged from Joint Base Lewis-McChord in 2011. He and his family decided to make Lakewood their home. He has always been interested in graphic design and visual arts. With the prospect of returning to school after the service, he researched the Puget Sound region's art schools and universities and found the Graphic Technologies program at Clover Park Technical College. Wil plans to continue his education in visual arts after graduating from CPTC and hopes to one day own his own design studio.



// The PGSF scholarship program inspires ALL my students //

John Moyer, Graphic Technologies instructor



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PERSPECTIVES.

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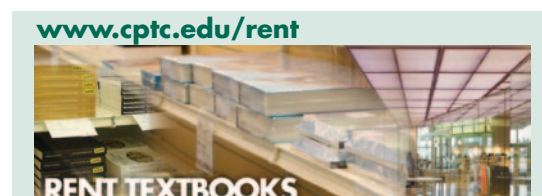
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**Northwest Career & Technical High School** on the Clover Park Technical College campus is a unique high school of choice for juniors and seniors who want to get started now on their career pathway. School is in session Monday through Friday from 1 to 6 p.m. Students can earn their high school diplomas and certificates of initial competencies in their chosen careers and graduate ready for the next step of post-high school education and training. **Call (253) 589-5770**



**REGISTER TODAY!** Go to [www.cptc.edu/register](http://www.cptc.edu/register)

# Redefine Education:

## Start here for a lasting career

### Not sure what career would be best for you?

Wondering what goes on inside the classrooms and labs? Think you are headed in the right direction, but want to make sure? At Clover Park Technical College we want you to be successful, so we have lots of ways for you to find out more about our certificate and degree programs.

- **VIP Pass for Class** You are a very important person and we are happy to arrange for you to visit a class in any subject. Contact [janet.holm@cptc.edu](mailto:janet.holm@cptc.edu) to arrange your VIP visit.
- **CPTC-TV** There's always information about our programs on television in Pierce County! Tune in Comcast channel 28 or CLICK! channel 26.

### New to college or to Clover Park?

Attend the Getting Started Workshop Most Wednesdays @ 2:00 p.m., Building 16. Learn about:

- **Career Exploration Resources**
- **Steps to Admission**
- **Paying for College**  
Federal Student Financial Aid application process (FAFSA) Scholarships & Educational Resources
- **Clover Park Resources & Support**

### Low income?

Ask about the Opportunity Grant and/or Basic Food, Employment & Training. 253.589.5957

For more info

[cptc.edu/schedule](http://cptc.edu/schedule)

## What's Happening at Clover Park

### AUGUST

- 13 Fall Continuing Student Registration
- 15 Fall Admitted Student Registration
- 17 Fall Open Registration
- 17 Summer Last Day to Withdraw with a "W"
- 23 Fall Fees Due
- 31 Summer Quarter Ends

### SEPTEMBER

- 1-23 Quarter Break
- 3 College Closed, Labor Day
- 24 Fall Quarter Begins
- 24 Winter Quarter Foundation Scholarship Application Opens

### OCTOBER

- 17 Winter Quarter Foundation Scholarship Application Closes

### NOVEMBER

- 2 Winter Financial Aid Deadline
- 9 Veterans Day Ceremony
- 12 College Closed, Veterans Day
- 13 Winter Continuing Student Registration
- 15 Winter Admitted Student Registration
- 19 Open Registration
- 22-23 College Closed, Thanksgiving
- 29 Winter Tuition & Fees Due

### DECEMBER

- 13 Fall Quarter Ends
- 14-Jan 2 Winter Break

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