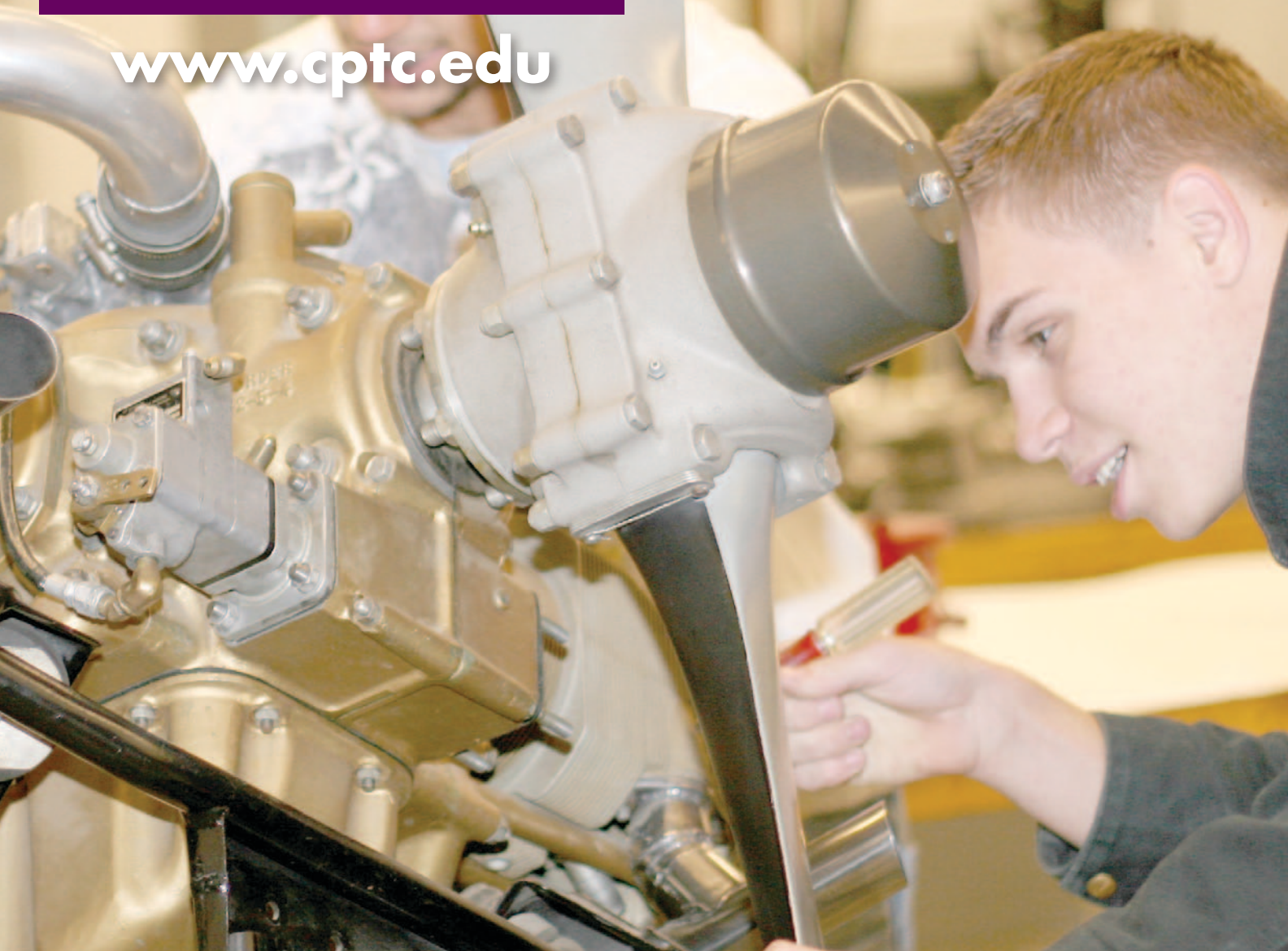




2012 | **WINTER**  
QUARTERLY SCHEDULE

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



Classes start January 3  
**Aerospace Programs in High Demand**  
[www.cptc.edu/aerospace](http://www.cptc.edu/aerospace)

**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.

- **Advising Workshops**
- **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.**

### On the Cover:

Aerospace training programs are in high demand. Visit [www.cptc.edu/aerospace](http://www.cptc.edu/aerospace) to find out more.

## Aerospace-related Programs

Aerospace Composite Technician • Airframe Maintenance Technician Certificate  
Aviation Maintenance Technician • Manufacturing Technologies (Lakewood Campus) • Material Science – Composites  
Material Science – Non-Destructive Testing (Lakewood Campus) • Professional Pilot • Powerplant Maintenance Technician Certificate

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



## IMPORTANT DATES

### NOVEMBER

- 10** Veterans Day Ceremony
- 11** College Closed, Veterans Day
- 14** Web Registration for Continuing Students
- 15** Fall Last Day to Withdraw with a "W"
- 21** Registration for Winter Admitted Students
- 24-25** College Closed, Thanksgiving
- 28** Open Registration

### DECEMBER

- 1** Winter Tuition and Fees Due
- 2** Winter Quarter Financial Aid Deadline
- 15** Fall Quarter Ends
- 16-Jan 2** Winter Break

### JANUARY

- 3** Winter Quarter Begins
- 16** College Closed, MLK Day

### FEBRUARY

- 13-17** Web Registration for Continuing Students
- 20** College Closed, President's Day
- 21-23** Registration for Spring Admitted Students
- 24** Open Registration
- 24** Spring Quarter Financial Aid Deadline

For more info

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

**Call (253) 589-5800**

# 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
- 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) 583-8765
- Attend a New Student Advising 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.
- 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.

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# 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	\$1,141.03	\$2,216.50
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 50 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 New Student Advising 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:

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

#### 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

A = Angel web-enhanced course

Arranged = See instructor to arrange class times

class time

day(s) class meets

instructor

building number

SHC = South Hill Campus, Puyallup location

41A1 2Cr A

6/24-8/27

1PM-2PM  
10-216

M

Dorum

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

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 **On-Line** throughout this schedule in accounting, computer networking and information systems security, emergency management, general education and continuing education. The possibilities are virtually endless!

Contact [distanced@cptc.edu](mailto:distanced@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

4933	5Cr	11:00AM-11:50AM	MTTh
01/03 - 03/20		10-216 [ENHANCED]	Dorum
49G3	5Cr	Arranged	Arranged
01/03 - 03/20		[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

49H3	5Cr	Arranged	Arranged
01/03 - 03/20		10-216 [ONLINE]	Dorum

### 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

49J3	5Cr	Arranged	Arranged
01/03 - 03/20		[ONLINE]	Dorum
4953	5Cr	9:00AM-10:50AM	MW
01/04 - 03/19		10-216 [ENHANCED]	Dorum

#### ACTG 110

### BOOKKEEPING I

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: \$25.00

49C3	4Cr	Arranged	Arranged
01/03 - 03/20		[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

49D3	4Cr	Arranged	Arranged
01/03 - 03/20		[ONLINE]	Dorum

#### ACTG 120

### ELECTRONIC BUSINESS MATH

Covers business math applications to include payroll, percents, 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: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher, or Instructor approval. Additional Fee: \$25.00

49E3	2Cr	Arranged	Arranged
01/03 - 03/20		[ONLINE]	Dorum

#### ACTG 141

### QUICKBOOKS I

Covers principal applications, basic operating commands, and functions necessary to use Quickbooks automated accounting software. Basic applications include, but are not limited to, vendor, customer and banking activities, and creating files. Prerequisite: ACTG 110 or Instructor approval. Covers continued applications for vendor and customer activities using Quickbooks automated accounting software. Also covers starting up companies, inventory management, sales tax, payroll, and working with balance sheet accounts. Prerequisite: ACTG 115 and ACTG 141 or Instructor approval. Additional Fee: \$9.10

49Q3	2Cr	9:00AM-10:50AM	MW
01/04 - 02/15		10-212	Cooke

#### ACTG 143

### QUICKBOOKS II

Covers continued applications for vendor and customer activities using Quickbooks automated accounting software. Also covers starting up companies, inventory management, sales tax, payroll, and working with balance sheet accounts. Prerequisite: ACTG 141 or Instructor approval. Additional Fee: \$13.65

49I3	3Cr	9:00AM-10:50AM	MW
02/13 - 03/21		10-212	Cooke

#### ACTG 160

### PAYROLL & BUSINESS TAXES

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. Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment. Concurrent with: ACCT& 201. Additional Fee: \$25.00

49Z3	5Cr	9:00AM-10:50AM	TTh
01/03 - 03/20		10-216 [ENHANCED]	Dorum
49F3	5Cr	Arranged	Arranged
01/03 - 03/20		[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

4963	2Cr	11:00AM-11:50AM	W
01/04 - 03/14		10-216	Dorum

### PRINCIPLES OF ACCOUNTING III LAB

#### ACTG 213

Provides instructional activities that support material covered in ACCT& 203 in a supervised lab environment. Concurrent with: ACCT& 203. Additional Fee: \$13.65

4973	3Cr	11:00AM-11:50AM	W
01/04 - 03/14		10-216	Dorum

### ACCOUNTING SPREADSHEETS II

#### ACTG 235

Provides advanced instruction in electronic worksheets, various business spread sheets, 3-D worksheets, various functions, including the conditional function and accounting schedules. Prerequisite: ACTG 135 or Instructor approval. Additional Fee: \$18.20

4983	4Cr	10:00AM-10:50AM	TTh
01/03 - 03/20		10-212	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

4993	5Cr	Arranged	Arranged
01/05 - 03/16		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

49A3	5Cr	Arranged	Arranged
01/05 - 03/16		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

49B3	5Cr	Arranged	Arranged
01/05 - 03/16		10-214	Cooke



**BUS& 201**

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

4943	5Cr	11:00AM-11:50AM	MTWTh
01/03 - 03/20		10-214 [ENHANCED]	Cooke
49K3	5Cr	Arranged	Arranged
01/03 - 03/20		[ONLINE]	Cooke

**BUSINESS LAW**

**ADULT BASIC EDUCATION**

**ABE EDUCATIONAL**

**ABE 001**

Orients new students to the Basic Skills Program and resources available at the college. Develops educational and personal goals, develops self-awareness and learning strategies and identifies ways that will help meet with success in the Basic Skills Program. Prerequisites: Required of all new students. Additional Fee: \$25.00

CHA1	1Cr	9:15AM-2:00PM	TTh
01/03 - 01/12		37-054	Weigelt
CHA6	1Cr	5:00PM-8:00PM	TTh
01/03 - 01/12		37-009	Jewett
CHA2	1Cr	9:15AM-2:00PM	TTh
01/17 - 01/26		37-054	Weigelt
CHA7	1Cr	5:00PM-8:00PM	TTh
01/17 - 01/26		37-009	Jewett
CHA3	1Cr	9:15AM-2:00PM	TTh
01/31 - 02/09		37-054	Weigelt
CHA8	1Cr	5:00PM-8:00PM	TTh
01/31 - 02/09		37-009	Jewett
CHA4	1Cr	9:15AM-2:00PM	TTh
02/14 - 02/23		37-054	Weigelt
CHA9	1Cr	5:00PM-8:00PM	TTh
02/14 - 02/23		37-009	Jewett
CH1A	1Cr	5:00PM-8:00PM	TTh
02/28 - 03/08		37-009	Jewett
CHA5	1Cr	9:15AM-2:00PM	TTh
02/28 - 03/08		37-054	Weigelt

**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

CH30	4Cr	5:30PM-8:00PM	TTh
01/03 - 03/20		37-061	Nix
CH56	4Cr	1:00PM-2:30PM	MWF
01/04 - 03/21		37-012	Weigelt

**ABE 023**

Learn to apply mathematical concepts and procedures to make an estimate, 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 II or receive a score of 211-220 on the CASAS placement test. Additional Fee: \$25.00

CH31	4Cr	5:30PM-8:00PM	TTh
01/03 - 03/20		37-061	Nix
CH32	4Cr	1:00PM-2:30PM	MWF
01/04 - 03/21		37-061	Nix

**ABE 024**

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

CH34	4Cr	5:30PM-8:00PM	TTh
01/03 - 03/20		37-061	Nix
CH35	4Cr	9:00AM-11:00AM	TTh
01/03 - 03/20		37-012	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

CH40	4Cr	8:45AM-10:15AM	MWF
01/04 - 03/21		37-009	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

CH43	4Cr	8:45AM-10:15AM	MWF
01/04 - 03/21		37-009	Nix

**ABE 043**

Focus on writing skills and increasing complexity of sentences and paragraphs. Practice applying these skills to a variety of life situations. Prerequisites: Students must receive a score of 211-220 on the CASAS placement test. In addition, students will be asked to complete a writing sample. Additional Fee: \$25.00

CH20	4Cr	10:20AM-11:50AM	MWF
01/04 - 03/21		37-009	Nix

**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 III Writing or receive a score of 221-235 on the CASAS placement test. In addition, students will be asked to complete a writing sample. Additional Fee: \$25.00

CH23	4Cr	10:20AM-11:50AM	MWF
01/04 - 03/21		37-009	Nix

**ABE 080**

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

CH92	3Cr	1:30PM-3:00PM	MW
01/04 - 03/21		37-011	Munizza

**ABE MATH 4**

**ABE READING 3**

**ABE READING 4**

**ABE WRITING 3**

**ABE WRITING 4**

**ABE 082**

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

CH93	3Cr	1:30PM-3:00PM	TTh
01/03 - 03/20		37-011	Munizza

**ESL 001 ESL EDUCATION INTERVIEW**

Orients new students to the Basic Skills Programs and resources available at the college. Develop educational and personal goals, self-awareness, learning strategies and identify success strategies. Prerequisite: Required of all new students. Additional Fee: \$25.00

CHE1	1Cr	11:00AM-2:30PM	TTh
01/03 - 01/12		37-056	Stevens
CHE6	1Cr	5:00PM-8:00PM	TTh
01/03 - 01/12		37-056	Stevens
CHE2	1Cr	11:00AM-2:30PM	TTh
01/17 - 01/26		37-056	Stevens
CHE7	1Cr	5:00PM-8:00PM	TTh
01/17 - 01/26		37-056	Stevens
CHE3	1Cr	11:00AM-2:30PM	TTh
01/31 - 02/09		37-056	Stevens
CHE8	1Cr	5:00PM-8:00PM	TTh
01/31 - 02/09		37-056	Stevens
CHE4	1Cr	11:00AM-2:30PM	TTh
02/14 - 02/23		37-056	Stevens
CHE9	1Cr	5:00PM-8:00PM	TTh
02/14 - 02/23		37-056	Stevens
CH1E	1Cr	5:00PM-8:00PM	TTh
02/28 - 03/08		37-056	Stevens
CHE5	1Cr	11:00AM-2:30PM	TTh
02/28 - 03/08		37-056	Stevens

**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	8Cr	8:30AM-10:30AM	MTWTh
01/03 - 03/21		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

CH06	8Cr	8:30AM-10:30AM	MTWTh
01/03 - 03/21		37-061	Burghagen
CH04	5Cr	5:30PM-8:30PM	MW
01/04 - 03/21		37-012	Follett

**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

CH07	5Cr	10:30AM-12:30PM	MWF
01/04 - 03/21		37-061	Burghagen
CH08	5Cr	5:30PM-8:30PM	MW
01/04 - 03/21		37-012	Follett

**ESL I**

**ESL II**

**ESL III**

**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

CH09 5Cr	10:30AM-12:30PM	MWF
01/04 - 03/21	37-059	Lamberton
CH10 5Cr	5:30PM-8:30PM	MW
01/04 - 03/21	37-009	Glithero

**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

CH11 5Cr	10:30AM-12:30PM	MWF
01/04 - 03/21	37-054	Stevens
CH12 5Cr	5:30PM-8:30PM	MW
01/04 - 03/21	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

CH13 8Cr	8:30AM-10:30AM	MTWTh
01/03 - 03/21	37-059	Stevens
CH14 5Cr	5:30PM-8:30PM	MW
01/04 - 03/21	37-054	Bailey

**ESL 017****ESL CIVICS II-III**

Develop basic communication skills through community-related activities. Study American government, and community-related issues in order to increase civic awareness. Prerequisite: Students must score between 191-210 on the CASAS placement test and be registered in ESL 3, or 4. Additional Fee: \$25.00

CH16 4Cr	10:30AM-12:30PM	TTh
01/03 - 03/20	37-061	Lamberton

**ESL 019 ESL FOCUSED GRAMMAR I**

Focuses on conversation and strengthening grammar concepts and skills. Prerequisite: Students must receive a score of 191-210 on CASAS placement test and be currently enrolled in levels 3-4. Additional Fee: \$25.00

CH86 3Cr	5:30PM-8:00PM	T
01/03 - 03/20	37-012	Bailey

**ESL 020 ESL FOCUSED GRAMMAR II**

Focuses on conversation and strengthening grammar concepts and skills. Prerequisite: Students must receive a score of 211+ on CASAS placement test and be currently enrolled in levels 5-6. Additional Fee: \$25.00

CH88 3Cr	5:30PM-8:00PM	T
01/03 - 03/20	37-059	Glithero

**ESL IV****ESL V****ESL VI****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, reading and science sections on GED exam. Additional Fee: \$25.00

CHB3 4Cr	10:30AM-12:30PM	TTh
01/03 - 03/20	37-059	Burghagen

**GED 012****GED PREPARATION**

Gain skills and knowledge of materials necessary to prepare for the GED writing exam. Develop test taking strategies through classroom activities. Prerequisites: Students must successfully complete ABE Writing 4, or receive a score of 236 or higher. In addition, students will be asked to complete a writing sample. Continuous enrollment multi-level, multi-content class for students completing the two-week ABE Educational Interview class. Focusing on areas of learning in preparation for the GED exam. Prerequisites: Must receive a score of 221 or more on reading and 211 or more on math CASAS tests. Continuous enrollment is the first week of each month throughout the quarter. Additional Fee: \$25.00

CH15 12Cr	12:00PM-3:00PM	MTWTh
01/03 - 03/21	37-029	Halecki
CH97 12Cr	9:00AM-12:00PM	MTWTh
01/03 - 03/21	37-010	Williams
CHAD 10Cr	9:00AM-11:30AM	MTWTh
01/03 - 03/21	PUYTB	Halecki
CHC2 8Cr	10:30AM-12:30PM	MTWTh
01/03 - 03/21	37-011	Munizza
CHD2 12Cr	1:00PM-4:00PM	MTWTh
01/03 - 03/21	37-010	Williams
CHP6 4Cr	5:30PM-8:00PM	TTh
01/03 - 03/20	37-061	Nix

**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

CH38 4Cr	5:30PM-8:00PM	TTh
01/03 - 03/20	37-061	Nix
CH62 4Cr	9:00AM-11:00AM	TTh
01/03 - 03/20	37-012	Weigelt

**ESL WRITING IMPROVEMENT****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

CH39 4Cr	5:30PM-8:00PM	TTh
01/03 - 03/20	37-061	Nix
CHG2 4Cr	9:00AM-11:00AM	TTh
01/03 - 03/20	37-012	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

CH46 4Cr	8:45AM-10:15AM	MWF
01/04 - 03/21	37-012	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

CH47 4Cr	8:45AM-10:15AM	MWF
01/04 - 03/21	37-012	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

CH26 4Cr	10:20AM-11:50AM	MWF
01/04 - 03/21	37-012	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 or receive a score of 246 or higher on the CASAS placement test. In addition, students will be asked to complete a writing sample. Additional Fee: \$25.00

CH28 4Cr	10:20AM-11:50AM	MWF
01/04 - 03/21	37-012	Weigelt

**ADULT HIGH SCHOOL****UNITED STATES HISTORY I****ADHS 011**

This course is a survey of American History from our beginnings to the Civil War Reconstruction. Additional Fee: \$28.16

5B10 5Cr	4:30PM-6:00PM	MTWTh
01/03 - 03/21	14-100	Quincy

**UNITED STATES HISTORY II**

**ADHS 012**

This course is a survey of American History from settling the West (1858) to the present. Additional Fee: \$28.16

5B06 5Cr 3:00PM-4:30PM MTWTh  
01/03 - 03/21 14-104 Klubberud

**CURRENT WORLD PROBLEMS**

**ADHS 013**

This course explores causes and effects of contemporary global issues. Additional Fee: \$28.16

5B05 5Cr 3:00PM-4:30PM MTWTh  
01/03 - 03/21 14-104 Klubberud

**CIVICS**

**ADHS 014**

This is an introductory course on US government policy, procedures, and principles ranging from personal to global in nature. Economics deals with the pro. Additional Fee: \$28.16

5B21 5Cr 4:30PM-6:00PM MTWTh  
01/03 - 03/21 14-100 Quincy

**SCIENCE I**

**ADHS 015**

This class integrates various areas of science, including biology, anatomy, chemistry, physics, 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: \$28.16

5B02 5Cr 5:00PM-7:30PM TW  
01/03 - 03/21 14-109 Norton

**PACIFIC NORTHWEST HISTORY**

**ADHS 016**

This course focuses on Washington State History and Government with additional studies on the Pacific Northwest region as a whole. Additional Fee: \$28.16

5B07 5Cr 3:00PM-4:30PM MTWTh  
01/03 - 03/21 14-104 Klubberud

**SCIENCE II**

**ADHS 017**

This class integrates various areas of science, including biology, anatomy, chemistry, physics, 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: \$28.16

5B04 5Cr 5:00PM-7:30PM TW  
01/03 - 03/21 14-109 Norton

**ART**

**ADHS 018**

This class is an introduction of art terminology and methods, with an overview of artist's methods and techniques. Additional Fee: \$28.16

5B01 5Cr 2:00PM-2:50PM Daily  
01/03 - 03/21 14-109 Purvine

**FITNESS & HEALTH**

**ADHS 019**

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: \$28.16

5B12 5Cr 12:00PM-12:50PM Daily  
01/03 - 03/21 14-104 Klubberud

**ADHS 020**

This class is a study of cell energy and the process of cellular reproduction. Additional Fee: \$28.16

5B09 5Cr 5:00PM-7:30PM TW  
01/03 - 03/21 14-109 Norton

**BIOLOGY I**

**ADHS 021**

This class is an introduction of genetics. Additional Fee: \$28.16

5B11 5Cr 5:00PM-7:30PM TW  
01/03 - 03/21 14-109 Norton

**BIOLOGY II**

**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.

This course is located at the South Hill Campus.

44R3 4Cr 4:00PM-8:15PM Daily  
01/03 - 03/21 SHC-117 Heimrath

**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 pre-impregnated materials. Additional Fee: \$50.00.

This course is located at the South Hill Campus.

44S3 4Cr 4:00PM-8:15PM Daily  
01/03 - 03/21 SHC-117 Heimrath

**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.

This course is located at the South Hill Campus.

44T3 4Cr 4:00PM-8:15PM Daily  
01/03 - 03/21 SHC-117 Heimrath

**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.

This course is located at the South Hill Campus.

44U3 3Cr 4:00PM-8:15PM Daily  
01/03 - 03/21 SHC-117 Heimrath

**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-5:30PM MW  
01/04 - 03/21 TBD 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. Additional Fee: \$35.00

63C3 5Cr 3:00PM-3:50PM TTh  
01/03 - 03/20 19-201 [ENHANCED] Muir

**CIVIL ENGINEERING SITE DESIGN**

**ARC 123**

Overview of site design and planning, lot, subdivision and road layouts, contouring, slopes and profiles, and zoning regulations. Prerequisites: ARC 121. Additional Fee: \$32.75

6303 5Cr 8:30AM-9:30AM MW  
01/04 - 03/21 19-201 Lamb

**RESIDENTIAL DESIGN & DRAFTING**

**ARC 125**

Overview of basic residential design and specialized floor plans, exterior and interior elevations. Prerequisites: ARC 123. Additional Fee: \$35.00

63G3 5Cr 4:00PM-4:50PM MW  
01/04 - 03/21 19-201 [ENHANCED] Muir

**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. Additional Fee: \$35.00

63H3 3Cr 6:30PM-7:30PM Th  
01/05 - 03/15 19-201 [ENHANCED] Muir

**ARCHITECTURAL REPORTING II**

**ARC 143**

Includes investigation, research, diagrams, and report preparation on basic framing systems in house construction. Prerequisites: ARC 141 Additional Fee: \$19.10

6313 2Cr 9:30AM-10:30AM M  
01/09 - 03/19 19-201 Lamb

63J3 2Cr 3:00PM-3:50PM M  
01/09 - 03/19 19-201 [ENHANCED] Muir

**ARCHITECTURAL REPORTING III**

**ARC 145**

Includes investigation, research, and report preparation on construction materials and an actual ArcView GIS project using word processing skills to prepare a report on ArcView and a detailed technical specification section. Prerequisites: ARC 143 Additional Fee: \$35.00

63Q3 2Cr 3:00PM-3:50PM T  
01/03 - 03/20 19-201 [ENHANCED] Muir

**CONSTRUCTION****ARC 153 MATERIALS RESEARCH II**

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials three sub-groups. Prerequisites: ARC 151. Additional Fee: \$35.00

6353	1Cr	4:00PM-4:50PM	Th
01/05 - 03/15	19-201	[ENHANCED]	Muir
6323	1Cr	1:00PM-2:00PM	F
01/06 - 03/16	19-201		Lamb

**ARC 163 SKETCHING II**

Covers intermediate concepts and sketches of residential projects. Prerequisites: ARC 162. Additional Fee: \$19.10

63U3	2Cr	6:30PM-7:30PM	T
01/03 - 03/20	19-201		Muir

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

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. Instructor permission required. Additional Fee: \$32.75

63V3	5Cr	4:00PM-4:50PM	MW
01/04 - 03/21	19-201	[ENHANCED]	Muir

**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. Additional Fee: \$32.75

6333	5Cr	9:30AM-10:30AM	MW
01/03 - 03/14	19-201		Lamb

**DETAILING & LIGHT****ARC 221 COMMERCIAL**

Overview of specialized floor plan types, framing, sections, detailing, and specifications for light-framing and commercial buildings. Prerequisites: ARC 125. Additional Fee: \$32.75

6343	5Cr	1:00PM-2:00PM	T
01/03 - 03/20	19-201		Lamb

**ARC 223 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. Prerequisites: ARC 173, ARC 181. Additional Fee: \$35.00

63W3	5Cr	7:30PM-8:20PM	MTWTh
01/03 - 03/21	19-201	[ENHANCED]	Muir

**ARC 225****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. Prerequisites: ARC 223, ARC 281. Additional Fee: \$32.75

6353	5Cr	12:30PM-2:30PM	MTWTh
01/03 - 03/21	19-201		Lamb

**ARC 227 SPECIAL INTERN PROJECT**

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

6363	5Cr	Arranged	Daily
01/03 - 03/21	19-201		Lamb

63X3	5Cr	Arranged	Daily
01/03 - 03/21	19-201		Muir

**ARC 229 SPECIAL DESIGN PROJECT**

Complete Special Design Project as assigned by the instructor to aid in Realistic Training. Additional Fee: \$35.00

63Y3	5Cr	8:30PM-9:20PM	MTWTh
01/03 - 03/21	19-201	[ENHANCED]	Muir

**ARC 233 COST ESTIMATING II**

Completion of a computerized, detailed cost estimate for two-story house. Prerequisites: ARC 231. Additional Fee: \$35.00

63Z3	2Cr	5:00PM-5:50PM	MW
01/04 - 03/21	19-201	[ENHANCED]	Muir

**ARC 236 ENERGY ANALYSIS I**

Completion of two computerized energy analyses for a one-story house. Additional Fee: \$14.55

6373	1Cr	1:30PM-2:00PM	W
02/15 - 02/15	19-201		Lamb

**ARC 238 ENERGY ANALYSIS II**

Completion of two computerized energy analyses for a two-story house. Prerequisites: ARC 236. Additional Fee: \$35.00

63AA	1Cr	6:30PM-7:20PM	Th
01/05 - 03/15	19-201	[ENHANCED]	Muir

**CONSTRUCTION****ARC 251 MATERIALS RESEARCH III**

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 - 14 for green certified products. Prerequisites: ARC 153. Additional Fee: \$35.00

63BB	1Cr	5:00PM-5:50PM	W
01/04 - 03/21	19-201	[ENHANCED]	Muir

6383	1Cr	Arranged	F
01/06 - 03/16	19-201		Lamb

**ARC 253 EMPLOYMENT RESEARCH**

Basic job-seeking skill activities, including resume preparation, employer contacts, and employment opportunities. Instructor permission required. Additional Fee: \$19.10

63B3	2Cr	Arranged	F
01/06 - 03/16	19-201		Lamb

63CC	2Cr	3:00PM-3:50PM	F
01/06 - 03/16	19-201	[ENHANCED]	Muir

**ARC 261****SKETCHING III**

Advanced concepts and sketches of residential projects using Google Sketch-Up. Prerequisites: ARC 162, ARC 181. Additional Fee: \$35.00

63DD	1Cr	6:30PM-7:20PM	W
01/04 - 03/21	19-203	[ENHANCED]	Muir

6393	1Cr	12:30PM-1:30PM	T
01/10 - 03/06	19-201		Lamb

**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. Prerequisites: ARC 181. Additional Fee: \$35.00

63EE	5Cr	4:00PM-4:50PM	TTh
01/03 - 03/20	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. Additional Fee: \$35.00

63FF	5Cr	5:00PM-5:50PM	TTh
01/03 - 03/20	19-203	[ENHANCED]	Muir

63A3	5Cr	9:30AM-10:45AM	TTh
01/05 - 03/20/11	19-207		Lamb

**INTRODUCTION****GEO 210 TO ArcGIS@1**

Introduces ESRI's ArcGIS software. Includes basic GIS (Geographic Information System) functionality, how to use view and use maps composed of data frames, tables, charts and layouts. Instructor permission required. Additional Fee: \$19.10

63GG	2Cr	12:30PM-2:30PM	Daily
02/27 - 03/08	19-203		Lamb

**ARCHITECTURAL CAD DRAFTING (I-BEST)****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. Additional Fee: \$35.00

63D3	5Cr	3:00PM-3:50PM	TTh
01/03 - 03/21	19-201		Muir

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

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. Additional Fee: \$35.00

63E3	3Cr	6:30PM-7:20PM	Th
01/05 - 03/15	19-201		Muir

**ARCHITECTURAL REPORTING II**

**ARC 143**

Includes investigation, research, diagrams, and report preparation on basic framing systems in house construction. Prerequisites: ARC 141. Additional Fee: \$19.10

63K3 2Cr 3:00PM-3:50PM M  
01/09 - 03/19 19-201 Muir

**ARC 162 SKETCHING I**

Basic line weights, proportions, and sketches of residential projects. Prerequisites: English reading with comprehension, composition, and basic verbal skills. Instructor permission required. Additional Fee: \$23.65

63L3 3Cr 6:30PM-7:30PM T  
01/03 - 03/20 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. Instructor permission required. Additional Fee: \$32.75

63F3 5Cr 4:00PM-4:50PM MW  
01/04 - 03/21 19-201 Muir

**ARC 231 COST ESTIMATING I**

Completion of a computerized, detailed cost estimate for one-story house with site development. Instructor permission required. Additional Fee: \$23.65

63M3 3Cr 5:00PM-5:50PM MW  
01/04 - 03/21 19-201 Muir

**ARC 253 EMPLOYMENT RESEARCH**

Basic job-seeking skill activities, including resume preparation, employer contacts, and employment opportunities. Instructor permission required. Additional Fee: \$19.10

63P3 2Cr 3:00PM-3:50PM F  
01/06 - 03/16 19-201 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. Prerequisites: ARC 181 Additional Fee: \$35.00

63N3 5Cr 4:00PM-4:50PM TTh  
01/03 - 03/20 19-203 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 artist's materials, techniques. Additional Fee: \$25.00

0501 5Cr Arranged Arranged  
01/05 - 03/14 [ONLINE] WAOL

**AUTOMOTIVE COLLISION TECHNICIAN**

**ACT 132 PANEL REPLACEMENT**

Covers the fundamentals of replacing hoods, bumpers, fenders, grilles, lids, and other bolted-on panels. Additional Fee: \$57.30

9603 6Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-301 Freeman

**ACT 133 PANEL REPAIR**

Covers metal straightening fundamentals, including proper tool usage, application of fillers, and sanding for proper size, shape, and texture. Additional Fee: \$57.30

9613 6Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-301 Freeman

**AUTO COLLISION MAJOR REPAIRS**

**ACT 134**

Introduces vehicle damage measuring systems, straightening auto body structure, and replacing structural components. Additional Fee: \$52.75

9623 5Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-301 Freeman

**ACT 140 AUTO SYSTEMS REPAIR**

Explores basic mechanical repairs, wheel alignments, electrical repairs, and restraint system repairs (available Winter quarter only). Additional Fee: \$48.20

9633 4Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-301 Freeman

**ACT 154 TOPCOAT REFINISHING**

Covers color matching, final masking, surface cleaning, and topcoat finishing. Additional Fee: \$66.40

9643 8Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-301 Richards

**SURFACE IMPERFECTIONS/ EXTERIOR TRIM**

**ACT 166**

Covers paint application problem-solving, final detailing, decals, and trimming. Additional Fee: \$52.75

9653 5Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-301 Richards

**ACT 171 PLASTIC REFINISHING**

Covers paint shop equipment and painting fundamentals as it relates to plastics. Additional Fee: \$52.75

9663 5Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-301 Richards

**AUTOMOTIVE RESTORATION & CUSTOMIZATION**

**FUNDAMENTALS OF SHOP EQUIPMENT**

**ARCF 103**

Covers shop safety, fundamentals of tool use, and proper use of shop equipment. Instructor permission required. Additional Fee: \$43.65

1703 3Cr 7:30AM-1:50PM Daily  
03/01/11-03/21 03-307 Freeman

**WELDING & METAL SKILLS**

**ARCF 109**

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: \$48.20

1713 4Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-307 Freeman

**BASIC REPAIRS & ASSEMBLY**

**ARCF 114**

Covers basic repair and assembly procedures for bolt-on body components. Instructor permission required. Additional Fee: \$66.40

1723 8Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-307 Freeman

**CUSTOM FABRICATION**

**ARCF 119**

Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts. Instructor permission required. Additional Fee: \$57.30

1733 6Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-307 Freeman

**REFINISHING EQUIPMENT**

**ARCF 124**

Explores refinishing equipment use and maintenance. Instructor permission required. Additional Fee: \$48.20

1743 4Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-306 Richards

**REFINISH PREPARATION**

**ARCF 129**

Explores corrosion protection and vehicle refinishing preparation. Instructor permission required. Additional Fee: \$61.85

1753 7Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 03-306 Richards

**ADVANCED PAINT APPLICATION**

**ARCF 130**

Covers application of advanced masking, topcoat shading, and graphics on a restoration or custom project. Instructor permission required. Additional Fee: \$57.30

1763 6Cr 7:30AM-1:50PM Daily  
01/03 - 03/21 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: \$57.30

1773	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-307	Freeman

#### ARCF 134 CUSTOM REFINISHING

Covers top coat, clear coat, and custom refinishing. Instructor permission required. Additional Fee: \$57.30

1783	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-306	Richards

### SURFACE IMPERFECTIONS/ SHOW & SHINE

#### ARCF 141

Covers paint application problem solving and show detailing. Instructor permission required. Additional Fee: \$48.20

1793	4Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-306	Richards

### CUSTOM SEAT UPHOLSTERY

#### ARCF 149

Introduces custom interior upholstery. Instructor permission required. Additional Fee: \$61.85

17A3	7Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### AUTOMOTIVE RESTORATION & CUSTOM LAB

#### ARCF 154

Finish projects and competencies in restoration and/or customizing. 9 credits in Summer quarter; variable credit, other three quarters. Instructor permission required. Additional Fee: \$70.95

17B3	9Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-307	Freeman

### CUSTOM HEADLINER & SIDE PANEL

#### ARCF 156

Fabricate and install custom upholstery of doors, quarter panel trim, and headliners. Instructor permission required. Additional Fee: \$52.75

17C3	5Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### METAL STRENGTHENING & SHAPING

#### ARCF 159

Metal straightening and shaping techniques on a custom or restoration project. Instructor permission required. Additional Fee: \$57.30

17D3	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-307	Freeman

### CUSTOM UPHOLSTERY - ADVANCED PANELS

#### ARCF 160

Develop skills in custom and/or restoration techniques in designing, patterning, removing, and fabricating advanced interior panels. Instructor permission required. Additional Fee: \$30.00

17E3	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM CARPETS FABRICATION & INSTALLATION

#### ARCF 161

Fabricate and install custom carpet and other automotive floor coverings. Instructor permission required. Additional Fee: \$52.75

17F3	5Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM UPHOLSTER -

#### ARCF 162 ADVANCED BENCH SEATS

Develop skills in advanced and/or specialized techniques in designing, patterning, removing, and fabricating bench seats and headrest covers on a restoration or custom project. Instructor permission required. Additional Fee: \$30.00

17G3	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM UPHOLSTERING - ADVANCED BUCKET SEATS

#### ARCF 163

Develop skills in custom and/or specialized techniques in designing, patterning, removing, and fabricating advanced bucket seats and headrest covers. Instructor permission required. Additional Fee: \$30.00

17H3	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM GLASS PATTERNING & INSTALLATION

#### ARCF 164

Covers patterning and installation of custom automotive glass. Instructor permission required. Additional Fee: \$48.20

17J3	4Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM UPHOLSTERY - CONVERTIBLE TOPS

#### ARCF 165

Develop skills in custom and/or restoration techniques to repair or replace a convertible top for a custom or restoration project. Instructor permission required. Additional Fee: \$30.00

17K3	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM UPHOLSTERY

#### ARCF 166 DESIGN & INSTALLATION

Explores upholstery design & installation as it relates to the student's project work. Instructor permission required. Additional Fee: \$43.65

17L3	3Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM PAINT APPLICATION

#### ARCF 167

Covers application of custom masking, topcoat shading, and graphics. Instructor permission required. Additional Fee: \$43.65

17M3	3Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-307	Richards

### 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: \$43.65

17N3	3Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-307	Freeman

### CUSTOM UPHOLSTERY - VINYL TOPS

#### ARCF 169

Develop skills in custom and/or restoration techniques to replace a vinyl top for a custom or restoration project. Instructor permission required. Additional Fee: \$30.00

17P3	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

### CUSTOM REFINISHING - SPECIAL PROJECTS

#### ARCF 170

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: \$30.00

17Q3	6Cr	7:30AM-1:50PM	Daily
01/03 - 03/21		03-401	Glasgow

## AUTOMOTIVE TECHNICIAN

### AUT 120

#### AUTOMOTIVE BASICS

Provides information on basic shop safety, hazardous material handling, industry trends and opportunities, tools and fasteners. Upon completion of this course, the student will be familiar with safety, hazardous material handling and disposal procedures, the future of the industry, and employment potential. The student will also be familiar with automotive tools and fasteners and their usage. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$39.10

4603	2Cr	7:30AM-1:50PM	Daily
01/03 - 01/17		03-801	Brown

### AUT 132

#### AUTOMOTIVE WELDING

Provides the knowledge and skill for industry standard requirements in welding, brazing, and soldering within the automotive industry. Instruction in oxygen/acetylene and wire feed welding are also taught. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$48.20

4613	4Cr	7:30AM-1:50PM	Daily
01/03 - 01/17		03-601	Bridges

4623	4Cr	7:30AM-1:50PM	Daily
01/03 - 01/17		03-701	Offerdahl

4633	4Cr	7:30AM-1:50PM	Daily
01/03 - 01/17		03-901	Covington

4643	4Cr	3:00PM-9:30PM	Daily
01/03 - 01/17		03-601	Moeckel

**AUTOMOTIVE SUSPENSION  
STEERING & WHEEL  
ALIGNMENT**

**AUT 149**

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 have required tools and textbooks. Additional Fee: \$61.85

4653 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:701 Brown

**FORD BASE STEERING,  
SUSPENSION DIAGNOSIS**

**AUT 172**

Students will learn suspension and steering principles, alignment geometry and service procedures to diagnose and correct excessive tire wear and pull concerns. Perform suspension adjustments using an alignment machine. Perform power steering pump flow and pressure tests. Correctly inspect steering and suspension system components. Flush, fill and inspect power steering systems. Students will become familiar with the tools, terminology, and procedures used during common steering and suspension service operations, and have the opportunity to practice procedures identified as priority tasks in the NATEF (ASE) task list. Prerequisites: Must have required tools and textbooks. Additional Fee: \$177.30

4663 6Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:701 Brown

**ENGINE MINOR  
MECHANICAL REPAIR**

**AUT 174**

Diagnose and repair general engine mechanical, lubrication, and cooling system problems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, and minor engine mechanical service and repair procedures. Prerequisites: Must have required tools and textbooks. Additional Fee: \$57.30

4673 6Cr 3:00PM-9:30PM Daily  
01/18 - 03/21 03:701 Offerdahl

**ENGINE MAJOR  
MECHANICAL REPAIR**

**AUT 175**

Diagnose and repair engine blocks, heads, and valve trains. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, and removal and installation procedures to successfully diagnose and repair automobiles and light truck engines. Prerequisites: Must have successfully completed AUT 174 and have required tools and textbooks. Additional Fee: \$61.85

4683 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:701 Offerdahl

**AUT 178 ENGINE MECHANICAL LAB**

Repair engine 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 automobiles and light truck engines. Prerequisites: Must have successfully completed AUT 174, 175 and have required tools and textbooks. Additional Fee: \$43.65

4693 3Cr 3:00PM-9:30PM Daily  
01/18 - 03/21 03:701 Offerdahl

**AUTOMOTIVE GENERAL  
MAINTENANCE & TIRES**

**AUT 179**

Topics covered include shop safety practices, general automotive maintenance, vehicle checkups, and multi-point inspections. Students will perform scheduled maintenance on items such as fluid and filter changes, and learn wheel and tire service procedures. Students will use all available service publications to identify automotive systems and components and become familiar with the tools, terminology, and procedures used during routine maintenance, inspections, wheel and tire service, and have the opportunity to practice the procedures identified as priority tasks in the NAFEF (ASEO) task list. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$31.85

46A3 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:901 Brown

**AUTOMOTIVE  
IGNITION SYSTEMS**

**AUT 217**

Diagnose and repair electronic and computer controlled automotive ignition systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks. Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209 and must have required tools and textbooks. Additional Fee: \$61.85

46B3 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:901 Covington

**AUTOMOTIVE  
FUEL SYSTEMS**

**AUT 223**

Diagnose and repair fuel management systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks. Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, and must have required tools and textbooks. Additional Fee: \$61.85

46C3 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:901 Covington

**AUTOMOTIVE  
EMISSIONS SYSTEMS**

**AUT 236**

Diagnose and repair emissions control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostic, and repair procedures used on automobiles and light trucks. Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, 223 and have required tools and textbooks. Additional Fee: \$61.85

46D3 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:901 Covington

**AUTOMOTIVE  
TRANSMISSIONS**

**AUT 247**

This module is designed to teach the student to competently repair automotive automatic transmissions/transaxles by applying academic knowledge to "hands-on" projects. Upon completion of the module, the student will be familiar with the terminology, basic theory, diagnostics, maintenance and repair of automobile/light truck automatic transmissions/transaxles. Additional Fee: \$61.85

46E3 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:601 Bridges

**AUT 250 AUTOMATIC TRANSAXLES**

This course provides the student with the knowledge and skills to competently repair automatic transaxles. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance, and repair of automobile transaxles. Prerequisites: Must successfully complete AUT 247 and have required tools and textbooks. Additional Fee: \$61.85

46G3 7Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:601 Bridges

**AUTOMATIC  
TRANSMISSIONS/  
TRANSAXLES LAB**

**AUT 251**

This course is designed to teach the student to competently repair automatic transmission/transaxle assemblies 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 transmission/transaxles by applying academic knowledge to hands-on projects. Prerequisites: Must successfully complete courses AUT 247, 250, and must have required tools and textbooks prior to entering this course. Additional Fee: \$48.20

46J3 4Cr 7:30AM-1:50PM Daily  
01/18 - 03/21 03:601 Bridges

**AVIATION MAINTENANCE  
TECHNICIAN**

**AMT 109 BASIC ELECTRICITY**

Direct current circuits, series, and parallel circuit arrangements and their application, understanding the relationship of voltage, current, resistance, and power, calculating and measuring these values, and understand the operation of the multi-meter and its use in troubleshooting. Additional Fee: \$68.20  
**This course is located at the South Hill Campus.**

4403 4Cr 7:00AM-1:00PM Daily  
01/03 - 03/21 SHC-116 Doyon

**AMT 125 ADVANCED ELECTRICITY**

Understand the effect of resistance, capacitance, and inductance in AC circuits, and understand transformers. Learn about basic semi-conductor devices (diodes and transistors), and be able to explain their function in simple circuits. Additional Fee: \$68.20  
**This course is located at the South Hill Campus.**

4413 4Cr 7:00AM-1:00PM Daily  
01/03 - 03/21 SHC-116 Doyon

**AIRCRAFT FUEL/ICE/  
RAIN CONTROL/  
RAIN CONTROL**

**AMT 133 FIRE PROTECT SYSTEMS**

Covers principles of operation and configuration of warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems. Learn the effects of ice and rain on aircraft during operations in inclement weather, the equipment and materials used to counter ice and rain, and the maintenance of this equipment. Explore components and operation of fire detection and extinguishing equipment, as well as smoke and toxic gas detection systems. Additional Fee: \$68.20  
**This course is located at the South Hill Campus.**

4423 4Cr 7:00AM-1:00PM Daily  
01/03 - 03/21 SHC-107 Potter

**AMT 140 AIRCRAFT LANDING GEAR**

Inspect, check, service, and repair landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems. Additional Fee: \$63.65  
**This course is located at the South Hill Campus.**

4433	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-117	Potter

**HYDRAULIC & PNEUMATIC POWER SYSTEMS**

**AMT 141**  
Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems and components. Identify and select hydraulic fluids. Additional Fee: \$63.65. **This course is located at the South Hill Campus.**

4443	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-117	Potter

**HANGAR & FLIGHT LINE OPERATIONS**

**AMT 142**  
Perform maintenance on items of shop equipment used in the day-to-day operation of the aircraft maintenance hangar, calibrate precision tools as needed, and assist in repair station operations. Note: Offered during Winter quarter. Additional Fee: \$63.65. **This course is located at the South Hill Campus.**

4453	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-117	Potter

4463	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-116	Doyon

**AIRFRAME****AMT 143 ELECTRICAL SYSTEMS**

Learn about operation of AC and DC electrical systems used on large and small aircraft, generating and starting systems, AC and DC electric motors, wiring, controls, switches, indicators, and protective devices, and constant speed and integrated drive generators. Additional Fee: \$72.75. **This course is located at the South Hill Campus.**

4473	5Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-116	Doyon

**ENGINE****AMT 144 ELECTRICAL SYSTEMS**

Develop an understanding of the operation of generators, alternators, DC motors, and AC motors, and their repair and overhaul. Learn the special requirements of electrical components operating in high temperature areas and how to install wiring, controls, switches, and indicators, and to protect them from its effects. Additional Fee: \$72.75  
**This course is located at the South Hill Campus.**

4483	5Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-116	Doyon

**CABIN ATMOSPHERE CONTROL SYSTEMS**

**AMT 145**  
Physiological aspects of flight. Inspection and maintenance of oxygen, pressurization, heating, cooling, and air conditioning systems. Additional Fee: \$63.65. **This course is located at the South Hill Campus.**

4493	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-107	Potter

**AIRCRAFT INSTRUMENT/ COMMUNICATION/ NAVIGATION SYSTEMS**

**AMT 146**  
Learn principles of operation of common aircraft instruments, air or vacuum driven gyros, pilot-static systems, and static system leak tests. Gain operating principles of common avionics equipment, antennas, autopilots, servos, approach coupling systems, interphones, static discharge devices, and ground proximity warning systems. Inspect and repair antennas and electronic equipment. Additional Fee: \$63.65

**This course is located at the South Hill Campus.**

44A3	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-117	Potter

**FAA TESTING &****AMT 217 TURBINE ENGINES**

Covers preparation for and completion of FAA certification examinations. FAA written examinations are accomplished outside of CPTC at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an oral and practical examination administered by an FAA Designated Maintenance Examiner (DME). Students are charged a fee for these examinations. Note: Fees for these examinations are not included in the college tuition or lab fees. The remaining 120 hours of training concentrate on turbine engines to include: the history, different types, the theory of operation of turbine engines, the Brayton cycle, Bernoulli's theory, and turbine engine air flow characteristics. Learn the theory of operation of different types of compressors, combustion chamber, turbines, turbine stator vanes (nozzles), and exhaust sections maintenance of turbine engines to include: turbine engine removal, overhaul, inspection, and repair procedures. Learn to install turbine engines, make adjustments, troubleshoot, test and check run procedures; become familiar with regulations, publications, and records for turbine engines. Additional Fee: \$81.85  
**This course is located at the South Hill Campus.**

44B3	7Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-118	Creech

**ENGINE****AMT 219 LUBRICATION SYSTEMS**

Covers the components of and the operation of engine lubrication systems. Introduction to the requirements and characteristics of engine lubricants and lubrication systems. Additional Fee: \$68.20  
**This course is located at the South Hill Campus.**

44C3	4Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-118	Creech

**ENGINE****AMT 221 INSTRUMENT SYSTEMS**

Covers the theory and principal of operation of electrical and mechanical fluid rate of flow indicating systems, and electrical and mechanical temperature, pressure, and RPM indicating systems. Additional Fee: \$68.20

**This course is located at the South Hill Campus.**

44D3	4Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-118	Creech

**PROPELLERS &****AMT 229 FAA FINAL TESTING**

Propellers consist of the theory of operation and nomenclature. Propeller controls and instrumentation. Fixed pitch, controllable pitch, constant speed, and feathering propellers. Governors, anti-ice, phasing, and synchronization systems. Inspection, maintenance, and repairs to propellers and related systems. Familiarization of unducted fan engines. Included at the end of the course, 6 hours devoted to preparation for FAA certification examinations. FAA written examinations are accomplished at an FAA Designated Written Examination Center. After successful completion of written examinations, students must pass an Oral and Practical Examination administered by an FAA Designated Mechanics Examiner (DME). Students are charged a fee for these examinations administered by FAA designated examiners and centers. Note: Fees for these examinations are not included in the college tuition or lab fees systems. Additional Fee: \$68.20  
**This course is located at the South Hill Campus.**

44E3	4Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-120	Vick

**AMT 231 ENGINE INSPECTION**

Engine inspection consists of detailed work with the Federal Aviation Regulations, types of inspections, conformance to type certificate data sheets and major alterations, airworthiness directives, and maintenance record entries. Additional Fee: \$68.20  
**This course is located at the South Hill Campus.**

44F3	4Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-120	Vick

**ENGINE IGNITION & STARTING SYSTEMS**

**AMT 233**  
Covers the operation, maintenance, and overhaul of magnetos and ignition, harnesses, the inspection, servicing, troubleshooting, and repair of reciprocating and turbine engine ignition system, components and turbine engine electrical and pneumatic starting systems. Additional Fee: \$68.20  
**This course is located at the South Hill Campus.**

44G3	4Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-120	Vick

**INDUCTION, AIRFLOW, COOLING & EXHAUST****AMT 235 SYSTEMS**

Learn about the maintenance of carburetors and fuel-injected, naturally-aspirated, turbo-charged, and super-charged induction systems. Learn about maintenance of ice and rain control systems as well as principles of air-cooled engines and problems that can occur with an air-cooled engine. Study the history and development of exhaust systems, and their function to safely remove exhaust gasses. Students will describe, inspect, maintain, troubleshoot, and repair components of exhaust systems. Learn principles of operation of turbine engine reversing systems and power recovery turbines. Additional Fee: \$63.65  
**This course is located at the South Hill Campus.**

44H3	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-120	Vick



**ADVANCED HANGER OPERATIONS**

**AMT 239**

Advanced hangar operations and maintenance is designed for the students currently enrolled in the helicopter and powerplant classes. It includes servicing and repair of shop equipment, calibration of precision tools, and assisting in the repair station operations. Note: This course work is only offered during Winter quarter. Additional Fee: \$63.65

This course is located at the South Hill Campus.

44J3	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-120	Vick
44K3	3Cr	7:00AM-1:00PM	Daily
01/03 - 03/21		SHC-118	Creech

**BIOLOGY**

**HUMAN ANATOMY**

**BIOL 118**

**& PHYSIOLOGY**

A comprehensive study of the human body, its parts, and how they work. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences. Prerequisite: COMPASS Reading score 81 or approval of instructor. permission. Additional Fee for Online: \$25.00

0503	5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21		TBD	Noffke
0504	5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21		TBD	Noffke
0505	5Cr	2:00PM-2:50PM	Daily
01/03 - 03/21		TBD	Noffke
0506	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Noffke

**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 100 with a grade of C or 2.0 or better. Additional Fee: \$11.00

0507	5Cr	3:00PM-5:30PM	MW
01/04 - 03/21		15-WLAB [ENHANCED]	Freyre

**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 221. Additional Fee: \$11.00

0509	5Cr	3:00PM-5:30PM	TTh
01/03 - 03/20		15-WLAB	Slegers
0508	5Cr	6:00PM-8:30PM	MW
01/04 - 03/21		15-WLAB [ENHANCED]	Freyre

**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 100 with a grade of C or 2.0 or better. Additional Fee: \$36.00

0510	5Cr	Arranged	Arranged
01/03 - 03/21		15-WLAB [HYBRID]	Noffke

**CENTRAL SERVICE/ STERILE PROCESSING**

**MMN 213 CLINICAL INTERNSHIP I**

Provides the student with the opportunity to apply the theories and principles of Central Service learned in the classroom to the actual work experience in a central service or distribution department. The role of the CS technician in a hospital central service department will be the focus. In order to participate in the clinical aspect of the program, students must receive a No Record on File report from the Washington State Patrol, re: Crimes Against Persons, have proof of current immunizations, complete CPR for health care professionals, be able to lift 50 pounds, and be able to work on their feet for up to 8 hours. Prerequisite: Completion of MMN 103, 108, 113, 124, 126, 129, 131.

8303	6Cr	Arranged	Arranged
01/03 - 03/21		37	Wagers

**MMN 215 CLINICAL INTERNSHIP II**

Continued participation in the clinical setting at local facilities allows the student to gain a variety of experiences in Central Service and Materiel Management. Requirements are the same as MMN 213. Prerequisite: Successful completion of MMN 213.

8313	6Cr	Arranged	Arranged
01/03 - 03/21		37	Wagers

**MMN 216**

**JOB SKILLS**

Utilizing the online classroom, this self-paced hybrid course will guide the student to prepare a resume, cover letter, and application. Interviewing tips and techniques will be covered, as well as the online application process. Students will return to the classroom the last 2-3 days of the class to demonstrate clear understanding of the process and be given job search information. Hybrid. Prerequisite: Completion of MMN 103, 108, 113, 124, 126, 129, 131. Additional Fee: \$25.00

8323	3Cr	Arranged	Arranged
01/03 - 03/21		37-218B [HYBRID]	Wagers

**CHEMISTRY**

**CHEMICAL**

**CHEM& 110**

**CONCEPTS W/LAB**

Applying the chemical principles to energy usage, environmental impact, foods, drugs, and consumer products are emphasized. Additional Fee: \$45.00

0512	5Cr	Arranged	Arranged
01/03 - 03/21		ONLINE [HYBRID]	Hood
[Lab]		11:00AM-1:00PM	Sa
		15-WLAB	
0511	5Cr	10:00AM-12:00PM	MW
01/04 - 03/21		15-WLAB	Hood
[Lab]		9:00AM-11:00AM	T
		15-WLAB	

**INTRODUCTION TO CHEMISTRY**

**CHEM& 121**

Understanding the metric system, atomic theory, bonding, quantitative relationships, solutions, gases, acids and bases, salts, and nuclear chemistry. Lab included. Prerequisite(s): CHEM& 110 or High School Chemistry; Co-requisite: MATH 99 or higher OR appropriate COMPASS placement concurrently with this course. Additional Fee: \$45.00

0565	5Cr	Arranged	Arranged
01/03 - 03/21		ONLINE [HYBRID]	Hood
[Lab]		2:00PM-4:00pm	S
		15-WLAB [HYBRID]	
0513	5Cr	3:00PM-5:00PM	MW
01/04 - 03/21		15-WLAB	Hood
[Lab]		3:00PM-5:00PM	T
		15-WLAB	

**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 December 16 from 8:00AM to 12:30PM. Additional Fee: \$25.00

2P03	2Cr	3:10PM-4:40PM	T
01/03 - 02/28		15-104 [HYBRID]	Holster
2P63	2Cr	1:00PM-2:00PM	T
01/03 - 02/28		15-104 [HYBRID]	Solbrack
2P93	2Cr	9:00AM-10:30AM	T
01/03 - 02/28		38P	Schwarder
2PA3	2Cr	10:30AM-12:00PM	T
01/03 - 02/28		38P	Schwarder
2PC3	2Cr	7:00AM-8:00AM	T
01/03 - 02/28		15-104 [HYBRID]	Van Beek
2P13	2Cr	3:10PM-4:40PM	W
01/04 - 02/29		15-104 [HYBRID]	Holster
2P33	2Cr	1:00PM-2:30PM	W
01/04 - 02/29		15-104	Avery
2PB3	2Cr	4:00PM-5:30PM	W
01/04 - 02/29		38P	Schwarder
2PE3	2Cr	4:25PM-5:55PM	MW
01/04 - 02/06		34P	Venditti
2P43	2Cr	3:00PM-4:30PM	Th
01/05 - 03/01		15-104 [HYBRID]	Hathaway
2PD3	2Cr	10:00AM-11:30AM	Th
01/05 - 03/01/11		15-104 [HYBRID]	Washington
2P23	2Cr	9:00AM-10:30AM	F
01/06 - 03/02		15-104	Holster
2P53	2Cr	11:30AM-12:30PM	F
01/06 - 03/02		15-104 [HYBRID]	Goings
2P83	2Cr	1:00PM-2:30PM	F
01/06 - 03/02		South Hill Campus [HYBRID]	Meyer
2P73	2Cr	10:30AM-12:00PM	M
01/09 - 03/19		15-104	Meyer

## COMPUTER APPLICATIONS

Mandatory Orientation for Westerberg CAS Arranged & Online Classes email Rosalie. westerberg@cptc.edu for instructions to attend the online orientation. You will need speakers or headphones to hear the orientation.

### CAS in-class. Bldg 10 Room 122

Tues. Jan. 3	8:30 a.m., noon, 3 p.m.
Wed. Jan. 4	7:30 a.m., Noon, 3 p.m.
Thur. Jan 5	10 a.m., 1:30 p.m.
Fri. Jan. 6	7 a.m., Noon
Mon. Jan. 9	Noon

### CAS ONLINE Only -

email rosalie.westerberg@cptc.edu

Tues. Jan. 3	6 p.m.
Wed. Jan. 4	4:30 p.m.
Thur. Jan 5	6:30 a.m., 6 p.m.
Fri. Jan. 6	10:30 a.m.
Mon. Jan. 9	6:30 a.m., 6 p.m.

### CAS 105 KEYBOARDING

in-class. Bldg 10 Room 122

Tues. Jan. 3	7 a.m., 10:30 a.m.
Wed. Jan. 4	9 a.m.
Thur. Jan 5	8 a.m., noon
Fri. Jan. 6	8:30 a.m.

### CAS 105 KEYBOARDING ONLINE Only -

email rosalie.westerberg@cptc.edu

Tues. Jan. 3	4:30 p.m.
Wed. Jan. 4	6:30 a.m., 6 p.m.
Thur. Jan 5	4:30 p.m.
Mon. Jan. 9	8 a.m., 4:30 p.m.

### CAS 105

### KEYBOARDING

Use computers to develop touch control and proper keyboarding techniques; introduction to basic word processing functions. Additional Fee: \$13.65

20D3	3Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Westerberg	
6103	3Cr	Arranged	Arranged
01/03 - 03/21	10-118	Wilson	
2003	3Cr	1:00PM-2:00PM	MTWTh
01/05 - 03/19	10-120	Naranjo	

### INTRODUCTION TO OUTLOOK

### CAS 110

Utilize Microsoft Outlook to manage e-mail, schedules, contacts, and notes. Emphasizes the Microsoft Office Specialist (MOS) competencies. Additional Fee: \$4.55

6123	1Cr	10:00AM-12:00PM	Th
01/05 - 03/15	10-118	Wilson	
2013	1Cr	7:30AM-8:50AM	TWTh
01/10 - 02/09	10-122	Westerberg	

### INTRODUCTION TO COMPUTING

### CAS 115

Explore personal computer concepts from a user's perspective. In this introductory course, learn computer terminology; run programs; save, retrieve, and search for files; use help; and perform computer maintenance. Develop basic skills in word processing, Internet, e-mail, and PowerPoint. Additional Fee: \$13.65

6113	3Cr	1:00PM-3:00PM	MTWTh
01/03 - 03/20	10-118	Wilson	

### CAS 120

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. Additional Fee: \$9.10

2033	2Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	
20E3	2Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Westerberg	
2023	2Cr	2:00PM-3:00PM	MTWTh
01/05 - 03/19	10-120	Naranjo	
6143	2Cr	10:00AM-12:00PM	M
01/09 - 03/19	10-118	Wilson	

### CAS 125

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. Prerequisite: CAS 120 Additional Fee: \$13.65

2043	3Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	
20F3	3Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Westerberg	

### CAS 130

Create and analyze professionally-formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists. Prerequisite: Math 82 skills preferred. Additional Fee: \$13.65

2053	3Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	
20G3	3Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Westerberg	
6153	3Cr	1:00PM-3:00PM	WTh
01/04 - 03/15	10-118	Wilson	

### CAS 135

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. Prerequisite: CAS 130. Additional Fee: \$13.65

2063	3Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	
20H3	3Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Westerberg	

### CAS 140

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. Additional Fee: \$9.10

2073	2Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	
20J3	2Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Westerberg	
6133	2Cr	10:00AM-12:00PM	W
01/04 - 03/21	10-118	Wilson	

### WORD I

### WORD II

### EXCEL I

### EXCEL II

### POWERPOINT

### CAS 145

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. Additional Fee: \$22.75

2083	5Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	

### CAS 150

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. Additional Fee: \$9.10

2093	2Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	
20K3	2Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Westerberg	

### CAS 155

Expand your database knowledge in this project-based class. Create action queries to modify your data. Design custom forms and reports. Use advanced join properties to link tables. Integrate Access with the Web and import and export information. Create macros and design menu pages (switchboards). Determine what is needed for a good database design. Prerequisite: CAS 150. Additional Fee: \$18.20

20A3	4Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	

### CAS 160

Use your Office experience to learn the environment of alternate Office versions. Apply your existing Microsoft Word, Excel, PowerPoint, and Access 2003 skills to create advanced Office projects. Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or Instructor permission. Additional Fee: \$22.75

20B3	5Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Westerberg	

### CAS 165

Explore advanced Internet topics. Utilize the Internet to research topics and prepare reports. Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or Instructor permission. Additional Fee: \$13.65

20C3	3Cr	Arranged	Arranged
01/03 - 03/09	Arranged	Westerberg	

### PUBLISHER

### ACCESS I

### ACCESS II

### ADVANCED OFFICE APPLICATIONS

### INTERNET RESEARCH PROJECT

## COMPUTER INFORMATION TECHNOLOGY

### FUNDAMENTALS OF INFORMATION TECHNOLOGY

#### CIT 105

Explore computer concepts and their application in today's world. Learn about the most current information on computers, software, hardware, the Internet, and emerging issues and technologies. Tailored to prepare the student for the rest of the program to identify their interests and talents. Additional Fee: \$47.75

5403	5Cr	10:30AM-12:00PM	MW
01/04 - 03/21		16-116 [HYBRID]	Abraham

### JAVA OBJECT-ORIENTED PROGRAMMING I

#### CIT 142

Construct a foundation of procedural programming concepts and skills requisite for professional object-oriented software development. Use Java, a modern structured, object-oriented language, to develop your problem-solving and algorithm-formulation skills. Prerequisite: CIT 101. Additional Fee: \$22.75

5413	5Cr	12:30PM-3:00PM	MW
01/04 - 03/21		16-116	Abraham

### PRINCIPLES OF

### RELATIONAL DATABASES

Delve into the fundamental concepts, terminologies, methodologies, and system organizations of database management systems. Develop the theoretical foundation of understanding necessary to design, implement, optimize, query, and maintain a database system. Propose, design, and develop a database using Microsoft Access to reinforce the theoretical concepts. Additional Fee: \$47.75

5423	5Cr	9:00AM-10:00AM	MW
01/04 - 03/21		16-208 [HYBRID]	Van Beek

#### CIT 151

### MySQL

Apply your understanding of relational database theory, and gain practical experience designing and implementing data-driven business applications using MySQL in a client-server environment. Learn to administer MySQL, create, and maintain data using the database. Query and run scripts using SQL using the database. Prerequisite: CIT 150. Additional Fee: \$47.75

5433	5Cr	9:00AM-10:00AM	TTh
01/03 - 03/20		16-208 [HYBRID]	Van Beek

### CLIENT-SIDE WEB PROGRAMMING

#### CIT 163

Enliven your web pages by adding client-side scripting to your professional skill set. Develop your understanding of the tools necessary to create Dynamic Hypertext Markup Language (DHTML) applications that effectively manipulate and put some life into static web pages. Prerequisite: CIT 161. Additional Fee: \$47.75

5443	5Cr	10:30AM-11:30AM	MW
01/04 - 03/21		16-208 [HYBRID]	Van Beek

#### CIT 167

### XML & WEB SERVICES

Advance into the future of web programming by discovering how to integrate HTML-accessible web services in processing XML encapsulated data. Find out how to use XML in leveraging applications developed remotely on the world wide web. Prerequisite: CIT 161. Additional Fee: \$47.75

5453	5Cr	10:30AM-11:30AM	TTh
01/03 - 03/20		16-208 [HYBRID]	Van Beek

#### 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: \$22.75

5463	5Cr	12:30PM-3:00PM	TTh
01/03 - 03/20		16-116	Abraham

#### CIT 245

### DATA & LOGIC STRUCTURES

Expand your understanding of object-oriented programming techniques by implementing abstract data types as data structures in solving complex computing problems. Study the fundamental algorithms of computer science while using mathematical principles to analyze the efficiency of their implementation. Prerequisite: CIT 143. Additional Fee: \$47.75

5473	5Cr	10:00AM-11:30AM	TTh
01/03 - 03/20		16-116 [HYBRID]	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 edit of different projects. Prerequisite: Instructor's permission. (Repeatable, Variable Credit, 1-10) 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 built around a knowledge management theme. Prerequisite: CIT 143. Instructor permission required. Additional Fee: \$45.50

5483	10Cr	Arranged	Arranged
01/03 - 03/21		16-116	Abraham

5493	10Cr	Arranged	Arranged
01/03 - 03/21		16-208	Van Beek

#### CIT 299

### INTERNSHIP

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. Instructor permission required. Additional Fee: \$22.75

54A3	5Cr	Arranged	Arranged
01/03 - 03/21		16-116	Abraham

54B3	5Cr	Arranged	Arranged
01/03 - 03/21		16-208	Van Beek

## COMPUTER NETWORKING & 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. Additionally, this course will cover the latest memory, bus, peripherals, and wireless technologies. Additional Fee: \$72.75

4702	5Cr	8:00AM-3:00PM	MWF
01/04 - 01/27		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: \$68.20

4712	4Cr	8:00AM-3:00PM	MWF
01/30 - 02/17		16-107	Robinson

#### 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: \$68.20

4722	4Cr	8:00AM-3:00PM	MWF
02/24 - 03/21		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: \$68.20

4732	4Cr	8:00AM-11:00AM	TTh
01/03 - 03/20		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: \$72.75

4742 5Cr 8:00AM-3:00PM MWF  
01/04 - 02/03 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: \$68.20

4752 4Cr 8:00AM-3:00PM MWF  
02/06 - 03/21 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, multiple CPUs, SANs, server types, system bus architectures, disaster recovery, upgrading, and security concepts. Additional Fee: \$68.20

4762 4Cr 8:00AM-11:00AM TTh  
01/03 - 03/20 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: \$68.20

4772 4Cr 12:00PM-3:00PM TTh  
01/03 - 03/20 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: \$72.75

4782 5Cr 12:00PM-3:00PM TTh  
01/03 - 03/20 16-205 Randall

**NSS 144 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: \$68.20

4792 4Cr 12:00PM-3:00PM TTh  
01/03 - 03/20 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: \$68.20

47A2 4Cr 12:00PM-3:00PM TTh  
01/03 - 03/20 16-207 Robbins

**NSS 160 INTRODUCTION TO LINUX**

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: \$72.75

47B2 5Cr 12:00PM-3:00PM MWF  
01/04 - 03/21 16-111 Hollowell

**NSS 163 INTRODUCTION TO VIRTUALIZATION**

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: \$68.20

47C2 4Cr 8:00AM-10:30AM TTh  
01/03 - 03/20 16-111 Hollowell

**NSS 165 CONTINGENCY PLANNING**

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: \$68.20

47D2 4Cr 12:00PM-2:00PM MWF  
01/04 - 03/21 16-205 Randall

**NSS 180 INTERNSHIP 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

47E2 2Cr Arranged Arranged  
01/03 - 03/21 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: \$72.75

47F2 5Cr 8:00AM-11:00AM MWF  
01/04 - 03/21 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: \$72.75

47G2 5Cr 8:00AM-11:00AM MWF  
01/04 - 03/21 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

47H2 2Cr Arranged Arranged  
01/03 - 03/21 16-107 Robinson

**NSSB 201 OVERVIEW OF HACKING, PHREAKING & CRACKING**

Introduces the history of hacking, its various forms and some examples of the latest attacks, tools, and techniques employed by today's hackers as well as countermeasures that illustrate how to protect against these devastating maneuvers. Prerequisites: NSS 135. Additional Fee: \$72.75

47J2 5Cr 8:00AM-12:00PM Daily  
02/27 - 03/21 16-205 Randall

**NSSB 231 WEB SECURITY**

Analyze the risks involved and determine what level of security is needed to operate a web site. Topics include how to protect a web setup from intrusion, sabotage, eavesdropping and tampering, and view the website with existing tools and techniques of hackers. Develop a secure website plan to select, secure, configure, and set up firewalls, as well as secure an extended and distributed enterprise network or Virtual Private Network. Additional Fee: \$72.75

47L2 5Cr 8:00AM-12:00PM Daily  
01/23 - 02/24 16-205 Randall

**NSSB 238 VIRUS, WORM, HAZARDOUS SOFTWARE**

Introduction to viruses, worms, and hazardous software that comprise a data integrity and access issue with today's computer use. Several types of hazardous software will be examined, along with common tools, techniques, and procedures to detect, clean, and prevent spreading. Additional Fee: \$72.75

47M2 5Cr 8:00AM-12:00PM Daily  
01/03 - 01/21 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 Daily  
01/03 - 02/10 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 Daily  
02/13 - 03/21 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 12:00PM-3:00PM Daily  
01/03 - 02/10 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 12:00PM-3:00PM Daily  
02/13 - 03/21 16-209 [HYBRID] 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: \$63.65

47S2 3Cr Arranged Arranged  
01/03 - 03/21 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: \$63.65

47T2 3Cr Arranged Arranged  
01/03 - 03/21 16-209 Broyles

**SECURING NETWORK**

**NSSD 251 INFRASTRUCTURE**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows network infrastructure. Provides extensive hands-on training for Information Systems Security professionals responsible for implementing, managing, and securing a variety of enterprise networking technologies. Additional Fee: \$77.30

47U2 6Cr 12:00PM-3:00PM Daily  
01/03 - 02/10 16-109 Souza

**ACTIVE DIRECTORY**

**NSSD 254 CONFIGURATION**

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows active directory environment. Provides extensive hands-on training for Information Systems Security professionals responsible for managing accounts and resources and securing a Windows Server Active Directory Network. Additional Fee: \$77.30

47V2 6Cr 12:00PM-3:00PM Daily  
02/13 - 03/21 16-109 Souza

**CONSTRUCTION**

**MEASUREMENT, TOOLS & SAFETY**

**CONST 105**  
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

2223 2Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 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

2233 2Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**FOOTINGS & FOUNDATIONS**

**CONST 112**  
Introduction to the methods of construction footing and foundation forms, terminology and inspections for the typical residential home. Additional Fee: \$30.00

2243 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**FLOOR FRAMING**

**CONST 116**  
Introduction to the construction procedures and terminology used in framing a residential wood floor. Additional Fee: \$30.00

2253 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 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

2263 5Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**ROOF FRAMING**

**CONST 122**  
Introduction to roof framing and the use of a framing square, including both truss roof and stick-built residential roofs. Additional Fee: \$30.00

2273 5Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**ROOFING MATERIALS**

**CONST 126 & INSTALLATION**

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

2283 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 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

2293 4Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**EXTERIOR FINISH**

**CONST 134**  
Introduction to the installation of exterior trim, siding, window and door installation, or the equivalent, of typical residential homes. Additional Fee: \$30.00

22A3 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**INTERIOR FINISH I**

**CONST 138**  
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

22B3 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**INTERIOR FINISH II**

**CONST 142**  
Continuation of interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim and finish flooring. Introduction to outside deck construction, including types, code requirements, and safety. Additional Fee: \$30.00

22C3 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**DECK CONSTRUCTION**

**CONST 146**  
Introduction to outside deck construction including types, code requirements and safety. Additional Fee: \$30.00

22D3 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**CARPENTRY TRADES**

**CONST 150**  
Introduction to trade regulations, other building trades workers, industry and standards organization, and entering the carpentry trade. Additional Fee: \$30.00

22E3 1Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05 May

**CONSTRUCTION - SUSTAINABLE BUILDING SCIENCE**

**SBS 150 MOISTURE MITIGATION**

Introduction to practices in construction that prevent moisture intrusion, as well as techniques for maintaining healthy living environments free from the destructive impacts of moisture. Additional Fee: \$30.00

2203 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 05-100 Smith

**SBS 155****SOLAR BASICS**

Introduction to the basic concepts, components, and uses of photovoltaic technology, as well as costs, benefits, and drawbacks in sustainable construction. Additional Fee: \$30.00

2213	4Cr	8:00AM-2:30PM	Daily
01/03 - 03/21		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: \$25.00

3003	5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21		37-217	Freyre
3013	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Ellisor
3023	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Ellisor

**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: \$25.00

3033	5Cr	12:00PM-12:50PM	Daily
01/03 - 03/21		37-217	Freyre
3043	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Freyre
3053	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Freyre

**CAH 105 COMPUTER APPLICATIONS**

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: \$22.75

3063	5Cr	9:00AM-9:50AM	Daily
01/03 - 03/21		37-217	Grimes
3073	5Cr	10:00AM-10:50AM	Daily
01/03 - 03/21		37-217	Grimes
3083	5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21		37-217	Grimes
30A3	5Cr	2:00PM-4:30PM	TTh
01/03 - 03/20		37-217	Grimes
81A3	2Cr	3:00PM-4:30PM	MW
01/04 - 02/27		10-200	Staff
NSA3	2Cr	6:00PM-8:00PM	Th
01/05 - 03/15		37-217	Staff

**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.

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

5303	3Cr	8:00AM-2:30PM	Daily
01/03 - 01/09		08-207	Ganyon
5313	3Cr	2:30PM-9:00PM	Daily
01/03 - 01/06		08-108	McGlauthlin

**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

5333	6Cr	2:30PM-9:00PM	Daily
01/09 - 01/20		08-108	McGlauthlin
5323	6Cr	8:00AM-2:30PM	Daily
01/10 - 01/24		08-207	Ganyon

**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

53ZA	3Cr	8:00AM-2:30PM	Daily
01/25 - 01/31		08-207	Ganyon
5343	3Cr	2:30PM-9:00PM	Daily
01/23 - 01/27		08-108	McGlauthlin

**COSMO 126****HAIR DESIGN**

This hair styling course serves as a foundation in the art of dressing and arranging hair to create temporary changes to hair. Hair Design covers wet styling, thermal styling, air forming, and long hair design utilizing form and texture combined with direction and movement to create hairstyles. The practice of infection control and safety practices required by salon standards and state board regulations are also presented. Prerequisite: Successful completion of COSMO 111, COSMO 113, COSMO 119, and COSMO 134. Additional Fee: \$75.00

5363	9Cr	2:30PM-9:00PM	MTW
01/03 - 03/17		08-207	Chiaro
5373	9Cr	8:00AM-2:30PM	WThF
01/04 - 02/17		08-205	David

**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

5353	13Cr	3:00PM-9:30PM	Daily
01/30 - 03/21		08-108	McGlauthlin
53AB	13Cr	8:00AM-2:30PM	Daily
02/01 - 03/21		08-207	Ganyon

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

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

53J3	5Cr	8:00AM-2:30PM	MW
01/04 - 02/13		08-CL#2	Frederick

**COSMO 156****HAIR COLORING**

Covers concepts of basic color theory, identifying existing hair color, and changing existing hair color. Students will study the law of color, the color wheel, fields, tone, and levels of hair color. Related topics include coloring techniques, safe and sanitary application of color, infection control, and techniques to achieve desired results of hair coloring. Prerequisite: Successful completion of COSMO 111, COSMO 113, COSMO 119 and COSMO 134. Additional Fee: \$75.00

5383	6Cr	2:30PM-9:00PM	MTW
02/21 - 03/21		08-207	Chiaro
5393	6Cr	8:00AM-2:30PM	WThF
02/22 - 03/16		08-205	David

**COSMO 161 LAB CLINIC I**

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will practice the skills of Design Decisions, Hair Sculpting, and various hair styling techniques on clients. All related safety and sanitation measures will be followed. Prerequisite: Successful completion of COSMO 111, COSMO 114, COSMO 119 and COSMO 134. Additional Fee: \$81.25

53C3 6Cr	8:00AM-2:30PM	MT
01/03 - 03/20	08-CL#1	David
53B3 6Cr	2:30PM-9:00PM	ThF
01/12 - 03/16	08-CL#1	Chiaro

**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: \$81.25

53H3 7Cr	8:00AM-2:30PM	MWF
01/04 - 03/20	08	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: \$81.25

53N3 9Cr	8:00AM-2:30PM	ThF
01/03 - 03/20	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

53E3 2Cr	8:00AM-2:30PM	Th
03/06 - 03/08	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

53L3 3Cr	8:00AM-2:30PM	MW
02/15 - 02/29	08-CL#2	Frederick

**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

53M3 3Cr	8:00AM-2:30PM	MW
03/05 - 03/21	08-CL#2	Frederick

**ADVANCED HAIR COLORING**

**COSMO 224**  
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

53F3 10Cr	8:00AM-2:30PM	Th
01/03 - 03/08	08-205	Klug

**CLOVER PARK PRACTICAL PREPARATION**

**COSMO 228**  
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. Additional Fee: \$75.00

53T3 3Cr	2:30PM-9:00PM	MT
01/03 - 02/07	08-CL#4	Maguire
53U3 3Cr	8:00AM-2:30PM	MWThF
01/04 - 03/06	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. Additional Fee: \$81.25

53V3 9Cr	2:30PM-9:00PM	ThF
01/03 - 03/16	08-CL#4	Maguire
53W3 9Cr	8:00AM-2:30PM	WThF
01/04 - 03/16	08-CL#4	Lind

**STATE BOARD**

**COSMO 235 WRITTEN TEST REVIEW**

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. Additional Fee: \$75.00

53S3 4Cr	8:00AM-2:30PM	T
01/03 - 03/13	08-205	Lind
53R3 4Cr	2:30PM-9:00PM	MT
02/06 - 02/20	08-CL#4	Maguire

**CPTC PRACTICAL BOARDS**

**COSMO 242**  
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. Additional Fee: \$75.00

53P3 6Cr	2:30PM-9:00PM	MT
01/03 - 02/07	08-CL#4	Maguire
53Q3 6Cr	8:00AM-2:30PM	T
03/06 - 03/06	08-CL#4	Lind

**COSMO 247 DESIGN FORUM**

This course utilizes Pivot Point's Design Forum and additional 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

53G3 1Cr	8:00AM-2:30PM	Th
03/12 - 03/14	08-205	Klug

**INDUSTRY INTERNSHIP I**

**COSMO 248**  
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 hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25

53Y3 1Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Lind
53X3 1Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Maguire

**INDUSTRY INTERNSHIP II**

**COSMO 250**  
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 hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25

53AA 2Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Lind
53Z3 2Cr	3:00PM-9:30PM	Daily
01/03 - 03/21	Arranged	Maguire

**INDUSTRY INTERNSHIP III**

**COSMO 252**  
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 hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25

53CA 3Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Lind
53BA 3Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Maguire

**INDUSTRY INTERNSHIP IV**

**COSMO 254**  
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 hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25

53DA 4Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Maguire
53HA 4Cr	Arranged	Arranged
01/03 - 03/21	Arranged	Lind

## INDUSTRY INTERNSHIP V

### COSMO 256

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 hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25

53KA	5Cr	Arranged	Arranged
01/03 - 03/21	08		Lind
53JA	5Cr	Arranged	Arranged
01/03 - 03/21	Arranged		Maguire

## 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: \$100.00

3203	7Cr	9:15AM-1:30PM	WThF
01/04 - 03/21	31-100	[HYBRID]	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: \$100.00

3233	7Cr	9:15AM-1:30PM	WThF
01/04 - 03/21	31-100	[HYBRID]	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

3243	7Cr	7:00AM-9:00AM	MTWThF
01/03 - 03/21	31-100	[HYBRID]	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

3253	3Cr	9:00AM-2:00PM	MT
02/13 - 03/20	31-100	[HYBRID]	Massey

### CUL 135

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

32D3	3Cr	9:00AM-2:00PM	MT
01/03 - 02/07	31-100	[HYBRID]	Massey

### CUL 139 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. Additional Fee: \$100.00

32E3	7Cr	9:15AM-1:30PM	WThF
01/04 - 03/21	31-100	[HYBRID]	Massey

## DENTAL ASSISTANT

### DAS 210 DENTAL SCIENCES II

This course explores the general characteristics and uses of dental materials, pharmacology and pain control as it applies to dentistry and covers oral pathology conditions in the oral cavity. This course introduces the student to accommodations for the medically and physically compromised patient in regards to dental treatment and the recognition and management of a medical or dental emergency in the dental office. Prerequisite: Student must successfully complete DAS 103, DAS 101, DAS 109, DAS 111 prior to continuing in the Dental Assisting Program. Additional Fee: \$210.00

7703	5Cr	12:00PM-2:00PM	TTh
01/03 - 03/21	10-111	[ENHANCED]	Wirh

### DAS 212 DENTAL SPECIALTIES

This course explores in depth the dental specialties including endodontics, removable and fixed prosthodontics, oral and maxillofacial surgery including implants, pediatric dentistry, orthodontics and periodontics. This course introduces the students to the expanded functions of pit and fissure sealants, construction and placement of temporary crowns, retraction cord placement, construction of whitening trays and periodontal charting. Prerequisite: Student must successfully complete DAS 103, DAS 101, DAS 109, DAS 111 prior to continuing in the Dental Assisting Program. Additional Fee: \$25.00

7713	8Cr	12:00PM-2:00PM	MWF
01/03 - 03/21	10-111	[ENHANCED]	Wirh

### FOOD PREP III

### DENTAL

### AS 214

### ASSISTING SKILLS II

This course covers the theory and practice of chairside assisting including instrument exchange. Students are introduced to advanced chairside instruments and tray systems, and rubber dam application. During this course students will be required to complete an employment packet to include a resume, cover letter, thank you letter and personal reference list. This course will cover the assembly and placement of matrix systems. The culminating projects in this course cover the operatory preparation for various dental procedures and assisting during restorative procedures. Prerequisite: Student must successfully complete DAS 103, DAS 101, DAS 109, DAS 111 prior to continuing in the Dental Assisting Program. Additional Fee: \$25.00

7723	10Cr	8:00AM-2:00PM	Daily
01/03 - 03/21	14-107	[ENHANCED]	Wirh

### 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: \$210.00

7733	10Cr	9:00AM-11:00AM	F
01/06/11-03/16	10-111	[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

7743	7Cr	9:00AM-11:00AM	F
01/06 - 03/16/11	10-111	[HYBRID]	Lewandowski

## DENTAL ADMINISTRATIVE SPECIALIST

### DENTAL TERMINOLOGY & PROCEDURES

### DBOA 104

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

0403	5Cr	Arranged	Arranged
01/03 - 03/21	[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 Co-requisite: DBOA 104. Additional Fee: \$25.00

0413 5Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Hunter

**DENTAL CORRESPONDENCE & EMPLOYMENT SKILLS**

**DBOA 118** Introduces the various types of written communication for the dental office. Explores a wide variety of dental office forms and development of simple manual and computerized filing and inventory systems. Covers the information and tools necessary to successfully seek a work based learning experience and employment. Organizational skills are the primary emphasis of this course. Prerequisite or Co-requisite: DBOA 104. Additional Fee: \$25.00

0423 9Cr Arranged Daily  
01/03 - 03/21 [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. Prerequisite or Co-requisite: DBOA 104. Additional Fee: \$25.00

0433 6Cr Arranged Arranged  
01/04 - 02/15 [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. Prerequisite or Co-requisite: DBOA 104 Additional Fee: \$25.00

0443 6Cr Arranged Arranged  
02/13 - 03/21 [ONLINE] Hunter

**PROFESSIONAL COMMUNICATIONS**

**DBOA 126** 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. Additional Fee: \$25.00

0453 4Cr Arranged Arranged  
01/03 - 03/21 [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 104. Additional Fee: \$25.00

0463 5Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Hunter

**WORK-BASED LEARNING EXPERIENCE**

**DBOA 132** 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 330 hours of work-based experience. Prerequisite: Completion of DBOA 104, 111, 118, 120, 121, 126, 128, ACTG: 110, & 141, and elective computer skills courses. Additional Fee: \$27.30

0473 6Cr Arranged Arranged  
01/03 - 03/21 Arranged Hunter

**EARLY CARE & EDUCATION**

**INTERPERSONAL SKILLS FOR THE ECE PROFESSIONAL**

**ECE 120** Covers human relations roles and workplace skills. Roles and information on balancing individual technical skills with human relations and competencies will be discussed. Additional Fee: \$6.00

4153 2Cr 5:30PM-8:30PM Th  
01/12 - 03/01 10-111 Chase-Deitri

**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

41J3 2Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**CURRICULUM AND ENVIRONMENT FOR INFANT & TODDLER**

**ECE 175** Focuses on curriculum and environment suitable for the development of infants and toddlers. Additional Fee: \$6.00

4173 2Cr 6:00PM-9:00PM M  
01/09 - 03/12 10-111 Kaasa

**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

41K3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**PRACTICUM 4: THE EMOTIONALLY INTELLIGENT CHILD**

**ECE 194** Provides the student with the opportunity for practical field experience with an "emotional intelligence" specialization. Includes a seminar component. Additional Fee: \$9.00

41I3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**PRACTICUM 4: WORKING WITH FAMILIES**

**ECE 198** Provides the student with the opportunity for practical field experience with a "working with families" specialization. Includes a seminar component. Additional Fee: \$9.00

41M3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**LITERACY IN EARLY CHILDHOOD EDUCATION**

**ECE 240** Exploration of emergent literacy and curriculum development within the context of developmentally-appropriate practice to include children's picture books, language development, writing, and reading. Additional Fee: \$15.00

4183 5Cr 6:00PM-9:40PM T  
01/10 - 03/20 10-111 McClintock

**BASIC CHILD CARE TRAINING (STARS)**

**ECS 102** 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: \$25.00

4103 2Cr 8:00AM-4:00PM Sa  
01/28 - 03/11 20 Johnson

4113 2Cr Arranged Arranged  
02/15 - 03/21 [ONLINE] Fortenberry

**OVERVIEW OF EARLY CHILDHOOD EDUCATION II**

**ECS 107** 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

4123 3Cr 6:15PM-9:45PM M  
01/09 - 03/19 10-205 Felch

**ECE CURRICULUM HEALTH/NUTRITION**

**ECS 156** Explore the different aspects of the early childhood curriculum in health and nutrition. Additional Fee: \$9.00

4143 3Cr 6:15PM-9:30PM W  
01/04 - 03/21 10-120 Johnson

**ECS 182 ECE 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: \$15.00

4163 5Cr 5:00PM-6:00PM M  
01/09 - 03/19 10-205 Colombini

**ECS 202 PRESCHOOL ACTIVITIES**

Covers developmentally appropriate activities for preschoolers. This is a hands-on class that will provide a chance for making and sharing samples. Additional Fee: \$6.00

4133 2Cr 6:00PM-9:00PM T  
01/10 - 02/28 10-205 Staff

**ECS 217 PRACTICUM IV:  
INFANTS & TODDLERS**

Provides the student with the opportunity for practical field experience with specialization in infants and toddlers. Additional Fee: \$9.00

41B3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**ECS 220 CURRICULUM  
FOR SCHOOL AGE**

Focuses on curriculum suitable for the development of school-age children. Additional Fee: \$6.00

41A3 2Cr 6:00PM-9:00PM Th  
01/12 - 03/01 10-111 Barnett

**ECS 230 PRACTICUM IV:  
SCHOOL AGE**

Provides the student with the opportunity for practical field experience with school age specialization. Additional Fee: \$9.00

41C3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**ECS 235 ISSUES & TRENDS**

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

41D3 2Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**ECS 277 PROFESSIONALISM**

Examines NAEYC's Code of Ethical Conduct. Includes determining an Early Childhood professional's responsibilities to children, families, colleagues, and the community, utilizing frameworks for ethical decision-making and exploration of personal and professional growth. Additional Fee: \$6.00

4193 2Cr 6:00PM-9:00PM W  
01/11 - 02/29 10-111 Edmondson

**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: \$9.00

41E3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**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: \$9.00

41F3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**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

41G3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**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: \$9.00

41H3 3Cr 5:00PM-6:00PM W  
01/11 - 03/14 10-205 Colombini

**ELECTRICIAN LOW  
VOLTAGE FIRE/SECURITY****AC/DC: BASIC THEORY,  
EFS 105 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

5803 7Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 16-202 Gordon

**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

5813 7Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 16-202 Gordon

**AC/DC: ELECTRICITY:  
ELECTRICAL POWER  
& POWER APP**

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

5823 7Cr 7:30AM-3:00PM Daily  
01/03 - 03/21/11 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

5833 7Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 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 permission required. Additional Fee: \$20.00

5843 7Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 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, EFS 106, and EFS 107, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5853 7Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 16-202 Gordon

**EFS 118 NATIONAL  
ELECTRICAL CODES**

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

5863 6Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 16-202 Gordon

**EFS 119 AC/DC ELECTRICITY**

Introduces the National Fire Codes. Through individual tests, the student will be able to research applicable fire codes. Prerequisites: EFS 108, EFS 109, and EFS 110, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5873 6Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 16-202 Gordon

**EFS 121 CCTV FIELD SERVICE  
& INSTALLATION**

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: EFS 108, EFS 109, and EFS 110, or Instructor's permission. Instructor permission required. Additional Fee: \$20.00

5883 7Cr 7:30AM-3:00PM Daily  
01/03 - 03/21 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

5893	2Cr	7:30AM-3:00PM	Daily
01/03 - 03/21		16-202	Gordon

**ADDRESSABLE FIRE**

**EFS 207 SLC SYSTEMS/DESIGN**

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

58A3	7Cr	7:30AM-3:00PM	Daily
01/03 - 03/21		16-202	Gordon

**EFS 211 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

58B3	7Cr	7:30AM-3:00PM	Daily
01/03 - 03/21		16-202	Gordon

**ADVANCED VOICE**

**EFS 216 EVACUATION FIRE SYSTEMS**

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

58C3	7Cr	7:30AM-3:00PM	Daily
01/03 - 03/21		16-202	Gordon

**EFS 221 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

58D3	7Cr	7:30AM-3:00PM	Daily
01/03 - 03/21		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

58E3	7Cr	7:30AM-3:00PM	Daily
01/03 - 03/21		16-202	Gordon

**CCTV DIGITAL**

**EFS 231 NETWORK SOLUTIONS**

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

58F3	7Cr	7:30AM-3:00PM	Daily
01/03 - 03/21		16-202	Gordon

**ENGLISH**

**READING & WRITING PREPARATION**

Remedial reading and writing. Focus on clear sentences, vocabulary, and study skills. High school diploma or GED. Compass score 82.

5W01	5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21		36P [ENHANCED]	Morford

**BASIC**

**ENG 082 READING & WRITING**

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	8:00PM-8:50PM	Daily
01/03 - 03/21		35P	Mollas
5W03	5Cr	12:00PM-12:50PM	Daily
01/03 - 03/21		38P [ENHANCED]	Schwarder
5W04	5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21		38P [ENHANCED]	Schwarder
5W05	5Cr	2:00PM-2:50PM	Daily
01/03 - 03/21		35P	Mollas
5W06	5Cr	3:00PM-3:50PM	Daily
01/03 - 03/21		TBD	Morford
5W07	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Lawrence

**ADVANCED**

**ENG 094 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

5W08	5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21		TBD [ENHANCED]	Avery
5W09	5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21/11		TBD	Avery
5W10	5Cr	10:00AM-10:50AM	Daily
01/03 - 03/21		28P102 [ENHANCED]	Gove
5W11	5Cr	3:00PM-3:50PM	Daily
01/03 - 03/21		38P [ENHANCED]	Schwarder
5W13	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Lawrence
5W12	5Cr	Arranged	Sa
01/07 - 03/17		TBD [HYBRID]	Kelly

\*\*HYBRID classes are online as well as face-to-face, sign into ANGEL online for specific Saturday class times and dates.

**COMPOSITION: ARGUMENTATION & RESEARCH**

**ENG 102**

Continues to develop writing skills practiced in English 101 with an emphasis on writing the research paper and writing analytical essays about literature. Through lecture, discussion, research, reading and writing, become familiar with the literary genres of prose, poetry and drama. Prerequisite: Successful completion of ENGL& 101.

0531	5Cr	12:00PM-12:50PM	Daily
01/03 - 03/21		28P-102	Avery

**ENGL& 101 ENGLISH COMPOSITION I**

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

0521	5Cr	7:00AM-7:50AM	Daily
01/03 - 03/21		28P-102 [ENHANCED]	Irwin
0522	5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21		28P-102 [ENHANCED]	Irwin
0523	5Cr	9:00AM-9:50AM	Daily
01/03 - 03/21		28P-102 [ENHANCED]	Avery
0524	5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21		28P-102 [ENHANCED]	Gove
0525	5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21		28P-102 [ENHANCED]	Gove
0526	5Cr	1:15PM-3:45PM	TTh
01/03 - 03/20		South Hill Campus	Heath
0527	5Cr	2:00PM-2:50PM	Daily
01/03 - 03/21		28P-102	Morford
0528	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Gove
0529	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Kelly
0530	5Cr	Arranged	Arranged
01/05 - 03/14		[ONLINE]	WAOL

## BUSINESS & PROFESSIONAL SPEAKING

### CMST& 220

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 students' learning and increase their public speaking skills. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Fee: \$25.00

0517	5Cr	7:30AM-9:50AM	TTh
01/03 - 03/20		34P [ENHANCED]	Venditti
0518	5Cr	2:00PM-4:20PM	TTh
01/03 - 03/20		34P [ENHANCED]	Venditti
0515	5Cr	7:30AM-9:50AM	MWV
01/04 - 03/21		34P [ENHANCED]	Venditti
0516	5Cr	2:00PM-4:20PM	MWV
01/04 - 03/21		34P [ENHANCED]	Venditti

## ENVIRONMENTAL SCIENCE

### INTRODUCTION TO ECOLOGY

#### ENV 109

Covers the basic topics of Ecology, including population biology, plant and animal species characterization, and habitat restoration. Additional Fee: \$18.20

4503	4Cr	9:00AM-9:50AM	MWVF
01/04 - 03/21		16-104	Fritz
[LAB]		9:00AM-12:00PM	Th

### ORIENTATION TO

#### ENV 141 ENVIRONMENTAL SCIENCE

Survey the wide range of duties and career choices available to the environmental technician. Additional Fee: \$25.00

4513	4Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Fritz

### GENERAL

#### ENV 162 CHEMISTRY W/LAB

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

4523	6Cr	10:00AM-11:30AM	MTWVF
01/03 - 02/10		16-104	Fritz
[Lab]		12:00PM-3:00PM	TW

### ENVIRONMENTAL

#### ENV 163 CHEMISTRY W/LAB

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

4533	6Cr	10:00AM-11:30AM	MTWVF
02/13 - 03/21		16-104	Fritz
[Lab]		12:00PM-3:00PM	TW

## 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: \$22.75

4543	5Cr	9:00AM-10:50PM	TF
01/03 - 03/20		16-102	Smith
[Lab]		9:00AM-12:50PM	Th

### 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.

4553	10Cr	Arranged	Arranged
01/03 - 03/21		16-104	Fritz
4563	10Cr	Arranged	Arranged
01/03 - 03/21		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. Additional Fee: \$25.00

4573	5Cr	11:30AM-1:50PM	MW
01/04 - 03/21		16-102 [ENHANCED]	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. Additional Fee: \$9.10

4583	2Cr	Arranged	Arranged
01/03 - 03/21		16-102	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: \$22.75

4593	5Cr	9:00AM-10:50AM	MW
01/04 - 03/21		16-102	Smith
[Lab]		9:00AM-12:50PM	Th

## 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: \$13.65

45A3	3Cr	11:30AM-12:50PM	TF
01/03 - 03/20		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

6203	4Cr	10:00AM-11:00AM	Daily
01/03 - 03/21		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

6213	4Cr	7:30AM-9:30AM	MWVF
01/03 - 03/21		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: \$56.25

6273	4Cr	8:00AM-2:30PM	Daily
01/03 - 03/21		08-325	Errigo

### TEMPORARY HAIR REMOVAL I

#### ES 112

Covers temporary hair removal used in the salon atmosphere, including tweezing, soft and hard 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

6223	3Cr	7:30AM-9:30AM	TWTh
01/03 - 03/21		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

6233	2Cr	1:00PM-2:00PM	Daily
01/03 - 03/21		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: \$56.25

6283 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 08-325 Errigo Shields

**SKIN PHYSIOLOGY**

**ES 121 & HISTOLOGY II**

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

6243 4Cr 11:00AM-12:00PM Daily  
01/03 - 03/21 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. Additional Fee: \$56.25

6293 2Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 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: \$56.25

62A3 4Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 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

6253 2Cr 1:00PM-2:00PM Daily  
01/03 - 03/21 08-319 Shields

**ES 131 SKIN CARE & BODY WRAPS II**

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: \$56.25

62C3 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 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. Additional Fee: \$56.25

62D3 2Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 08-325 Errigo

**ES 199 CHEMISTRY FOR ESTHETICS**

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

6263 3Cr 10:00AM-11:00AM Daily  
01/03 - 03/21 08-319 Shields

**ESTHETIC SCIENCES - MEDICAL ESTHETICS**

**PHARMACOLOGY FOR ESTHETICIANS**

**ES 201**

Covers common drugs used to treat skin conditions, indications and contraindications. Information also given on skin reactions possible with medications. Prerequisites: Successful completion of ES 205 and state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7203 3Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**INTRODUCTION TO ESTHETIC/MEDIAL OFFICE PROCEDURE**

**ES 205**

Develop skills necessary to work efficiently in a medical office, including ethics, professionalism, records management, chart writing, patient intake, post-surgical care skills, first aid, CPR, and BBP. Medical terminology as it pertains to esthetic medical procedures will also be covered. Prerequisites: Successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7213 4Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**INFECTION CONTROL FOR MEDICAL ESTHETICIANS**

**ES 211**

Provides students with the skills necessary to implement proper infection control and bio-hazardous waste disposal. Sanitation, disinfection, and autoclaving instruments and equipment are covered. Review of bacteriology and spread of disease, OSHA and blood-borne pathogens will be covered, in addition to HIV/AIDS/HEPATITIS for patient and esthetician safety and protection. Prerequisite: ES 205 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7223 1Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**ES 216 CAMOUFLAGE MAKEUP**

Introduces the theory and application of makeup services used in dermatology or plastic surgery offices. Tips on how to apply to cover bruising, scarring, or redness, in addition to reducing pain during application on post surgical clients. Prerequisites: Successful completion of ES 221 and state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7233 2Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**MEDICAL ESTHETIC PROCEDURES**

**ES 221**

Theory of all medical esthetic procedures to include such topics as: microdermabrasion, cellulite reduction, micro current, bio-toning, IPL, manual and mechanical lymphatic drainage. Safety, sanitation, first aid and contraindications for each procedure are also covered. Prerequisite: ES 227 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7243 6Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**MEDICAL ESTHETICS MACHINERY**

**ES 227**

Includes theory and hands-on demonstrations of machinery and equipment used in medical esthetic offices. All safety, sanitation, first aid, and contraindication theory will be covered. Prerequisite: ES 221 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7253 4Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**ES 230 PATIENT EDUCATION**

Incorporates effective strategies and marketing skills to educate patients on their home care and treatment plans. Prerequisite: ES 227 and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7263 1Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**ES 236 INDEPENDENT RESEARCH**

Research any medical esthetic topic or treatment modality to include, but not be limited to, microdermabrasion, laser treatments, lymphatic drainage, chemical peels, surgical care, etc. as an independent project. Prerequisite: Successful completion of ES 205 and state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7273 2Cr 9:00AM-3:30PM Daily  
01/03 - 03/21 08-327 Siedlicki

**GRAPHIC TECHNOLOGIES**

**GTC 149 DIGITAL IMAGING II**

Builds on the fundamentals of PhotoShop and introduces advanced imagery to include blending, advanced layers, advanced selections, vector tools, filters, and tonal correction. Prerequisite: GTC 133 or Instructor approval. Additional Fee: \$72.75

8503 5Cr 9:00AM-5:00PM W  
01/04 - 03/21 11-154 Moyer

**GTC 164 PREPRESS I**

Students will learn to create, edit, and manipulate PDF files, to combine files into portfolios, and to secure PDF documents. They will also learn how to work with many of the advanced features of Adobe Acrobat to include: OCR text recognition, pre-flight, print production tasks, touch up and commenting, proofing, live review, and collaboration. Additional Fee: \$72.75

8513 5Cr 9:00AM-5:00PM Th  
01/05 - 03/15 11-154 Moyer

**INTRODUCTION TO VECTOR-BASED****GTC 169 ILLUSTRATION SOFTWARE**

Vector-based software, tools and features will be used to create text and logos, apply image effects, and design web graphics. The course incorporates branding and identifiers when designing products and enables students to design for both Print and Web. Prerequisites: None. Basic computer experience is recommended. Additional Fee: \$72.75

8543 5Cr 9:00AM-5:00PM M  
01/09 - 03/19 11-158 Owens

**GTC 174 INDESIGN I**

Perform techniques of the application on the Macintosh computer. Create files for electronic output, create documents using color and color separations for creating ads, brochures, menus, and other documents. Explore PDF files, EPS files, and production work. Prerequisite: GTC 143 or Instructor approval. Additional Fee: \$72.75

8553 5Cr 9:00AM-5:00PM T  
01/03 - 03/20 11-158 Owens

**GTC 203 PREFLIGHT**

Use applications on the Macintosh computer to create high-level graphics, images, logos, and projects in color. Perform graphic manipulation, computer output, PDF formats, and postscript files. Prerequisites: GR 223, GTC 276, or Instructor approval. Additional Fee: \$72.75

8563 5Cr 9:00AM-5:00PM Th  
01/05 - 03/15 11-158 Owens

**GTC 233 QUARK XPRESS I**

Explore and apply page layout techniques using QuarkXpress software on the Macintosh computer for creating files. Examine the software and its use for electronic preflight. Explore EPS exporting and formats along with production skills, image creation, and project development using the software. Prerequisite: GTC 143 or Instructor approval. Additional Fee: \$72.75

8573 5Cr 9:00AM-5:00PM W  
01/04 - 03/21 11-158 Owens

**GTC 254 CAPSTONE CLASS**

Preparation of portfolio covering all aspects of student's chosen specialty within the Graphic Technologies program. Prerequisite: GTC 223, 243, or Instructor approval. Additional Fee: \$72.75

8523 5Cr 9:00AM-5:00PM M  
01/09 - 03/19 11-154 Moyer

**PAPER, PRICING, & ESTIMATING****GTC 264**

Explore paper choices and cost within the printing industry. Estimate both materials and time for various printing processes. Additional Fee: \$72.75

8533 5Cr 9:00AM-5:00PM Th  
01/05 - 03/15 11-154 Moyer

**HEALTH UNIT COORDINATOR****ORIENTATION/INTRODUCTION TO HUC & AUTOMATION****HUC 104**

Focus is on orientation and introduction to campus policies and rules of conduct. This course will also introduce the student to program policies, dress code, attendance, and classroom, work place rules of conduct, program goals, and grading system. Instruction and demonstration will explore the use of various communication devices in the hospital. Additional Fee: \$22.75

8103 5Cr 3:00PM-10:00PM Daily  
01/03 - 03/21 10-200 [ENHANCED] Briggs

**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 103. Additional Fee: \$13.65

8113 3Cr 3:00PM-7:00PM TTh  
01/03 - 03/21 10-200 [ENHANCED] Briggs

**UNIT COORDINATOR TASKS & PROCEDURES I****HUC 109**

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: HUC103; enrollment in HUC106. Additional Fee: \$36.40

8123 8Cr 3:00PM-7:00PM MTW  
01/03 - 03/21 10-200 Briggs

**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 103, 106, 115, and 120 Additional Fee: \$18.20

8133 4Cr 8:00AM-12:00PM MThF  
01/03 - 03/21 10-200 Scotland

**COMMUNICATIONS/HUMAN RELATIONS/INTRO: AUTOMATION****HUC 115**

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. Prerequisite: HUC 103. Additional Fee: \$13.65

8143 3Cr 3:00PM-7:00PM F  
01/03 - 03/21 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 103; enrollment in HUC 106, 109, and 115. Additional Fee: \$13.65

8153 3Cr 3:00PM-7:00PM W  
01/03 - 03/21 10-200 Briggs

**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: \$13.65

8163 3Cr 8:00AM-12:00PM TW  
01/03 - 03/21 10-200 Scotland

**LEGAL/ETHICAL ASPECTS OF UNIT COORDINATING****HUC 126**

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 103, 106, 109, 115, and 120; enrollment in HUC 107, 111, and 122. Additional Fee: \$9.10

8173 2Cr 8:00AM-12:00PM WF  
01/03 - 03/21 10-200 Scotland

**HUC 132 CLINICAL EXPERIENCE**

Enables the student to utilize the cognitive and performance objectives that were presented in courses, HUC 103 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 103, 106, 109, 115, 120, 107, 111, 122, and 126. Additional Fee: \$31.85

8183 7Cr 7:30AM-3:00PM TWThF  
02/13 - 03/21 Arranged Scotland

**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. Fee: \$365 SS

8193 3Cr 12:15PM-3:15PM TWThF  
01/03 - 01/31 10-200 Bordas

**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: \$42.75

1803 5Cr 7:00AM-1:50PM Daily  
01/03 - 03/21 25-202 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: \$38.20

1813 4Cr 7:00AM-1:50PM Daily  
01/03 - 03/21 25-202 Johnson

**HAC 120 ADVANCED CONTROLS & TROUBLESHOOTING**

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: \$38.20

1823 4Cr 7:00AM-1:50PM Daily  
01/03 - 03/21 25-202 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: \$29.10

1853 2Cr 7:00AM-1:50PM Daily  
01/03 - 03/21 25-202 Johnson

**HAC 162 ELECTRIC MOTORS & THEIR APPLICATIONS**

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: \$38.20

1833 4Cr 7:00AM-1:50PM Daily  
01/03 - 03/21 25-202 Johnson

**ELECTRIC MOTOR CONTROLS & TROUBLESHOOTING**

**HAC 164 MOTORS**

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: \$33.65

1843 3Cr 7:00AM-1:50PM Daily  
01/03 - 03/21 25-202 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: \$33.65

1873 3Cr 7:00AM-1:50PM Daily  
01/03 - 03/21 25-202 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: \$51.85

1883 7Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 25-402 [ENHANCED] 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. 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: \$42.75

1893 5Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 25-302 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: \$47.30

18A3 6Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 25-402 [ENHANCED] 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: \$38.20

18B3 4Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 25-302 Pearce

**HAC 201 ADVANCED REFRIGERATION SYSTEM**

Troubleshoot and repair refrigeration equipment, thermal physics and equipment for refrigeration systems analysis and efficiency. Additional Fee: \$65.50

18C3 10Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 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

18D3 1Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 25:302 Pearce

#### 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. <Z> Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing. Additional Fee: \$42.75

18E3 5Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 25:300 Pearce

#### HAC 256 COMMERCIAL 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: \$51.85

18F3 7Cr 7:00AM-1:45PM Daily  
01/03 - 03/21 25:300 Pearce

## HEMODIALYSIS

### PHLEBOTOMY FUNDAMENTALS

#### HDT 113

Develop the skills necessary to draw blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Safety procedures and universal precautions are included. Hands-on practice in phlebotomy skills will be provided. Additional Fee: \$47.20

8803 4Cr 8:00AM-3:00PM TWTh  
01/03 - 03/21 16-112 Markovits

#### HDT 125 FIRST AID/CPR/HIV

Adult CPR, First Aid and rescue breathing for adult patients. Includes history, causes, virility of blood borne pathogens, bodily substance isolation, and personal protection devices relating to dealing with HIV/Aids patients. Proper lifting techniques and body mechanics will be covered. Additional Fee: \$33.55

8813 1Cr 8:00AM-3:00PM TWTh  
01/03 - 03/21 16-112 Markovits

#### HDT 141 WATER TREATMENT

Basic concepts of water treatment and dialyzer reuse are covered, including instruction on the varied devices used in hemodialysis. Also studied are advantages and disadvantages of filters, carbon tanks, dionizers, ultraviolet light, and reverse osmosis in the treatment of water for dialysis. Students will prepare a typical water treatment-monitoring schedule. Additional Fee: \$13.65

8823 3Cr 8:00AM-3:00PM TWTh  
01/03 - 03/21 16-112 Markovits

#### HDT 149

The history and importance of vascular access are reviewed, including the major types of permanent and temporary vascular access. Use of appropriate needle insertion for arteriovenous fistulae and grafts. Instruction in catheter care and connections. Utilize the four types of anastomosis used for internal arteriovenous fistulae. Management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm, and catheter dislodgment. Additional Fee: \$13.65

8833 3Cr 8:00AM-3:00PM TWTh  
01/03 - 03/21 16-112 Markovits

#### VASCULAR ACCESS

### PROFESSIONAL

#### HDT 151 PATIENT INTERACTION

Explores the relationship and psychological boundaries between the technician, the patient, and the renal facility. Includes concepts of patient education. Basic interpersonal verbal and non-verbal communication are covered, with a focus on adapting to an individual's special needs or cultural orientation. Students will be given the tools to develop listening skills by practicing assertive communication, and developing appropriate interpersonal relationships using the concepts of patient confidentiality. Covers body mechanics and proper lifting techniques. Includes information on sexual harassment. Additional Fee: \$13.65

8843 3Cr 8:00AM-3:00PM TWTh  
01/03 - 03/21 16-112 Markovits

#### HDT 161 CLINICAL PRACTICUM

During the clinical experience, the student will participate in a dialysis facility as a member of the healthcare team in applying principles of hemodialysis, standard precautions, fluid management, initiating and concluding a dialysis treatment, patient and equipment monitoring, and treatment of routine hemodialysis problems in accordance with the standard dialysis procedures and policies of the facilities.

8853 6Cr 0:RM-0:M MF  
01/03 - 03/21 16-112 Markovits

## HUMANITIES

### MULTICULTURAL HUMANITIES

#### HUM 200

Discover the contributions that several ethnic and cultural groups have made to history, economy, and culture of the United States. Additional Fee: \$25.00

0520 5Cr 4:00PM-5:45PM MWTF  
01/04 - 03/21 TBD [HYBRID] White

## HUMAN SERVICES

### CULTURALLY RESPONSIVE CASE MANAGEMENT

#### HS 132

Culturally responsive case management examines cultural strengths, diversity and delivery of services within the family system. Students will learn to identify and apply culturally responsive techniques to individuals and family systems involved in gang culture. Prerequisites: High school diploma or GED and successful completion or concurrent enrollment in Introduction to Gang Culture is required. Instructor permission required. Additional Fee: \$25.00

2403 3Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Staff

### PREVENTION, EARLY INTERVENTION & ASSESSMENT

#### HS 136

Provides students with the opportunity to accompany professionals into the field and provide assessments to gang involved youth and families. Students will learn prevention and early intervention techniques that can be applied within the community, take part in community educational forums and provide case management services to youth and families. Students will be responsible for obtaining a 55 hour field study placement in their local community. Prerequisites: High school diploma or GED and successful completion or concurrent enrollment in Introduction to Gang Culture is required. Instructor permission required. Additional Fee: \$25.00

2413 4Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Staff

#### 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: \$25.00

2423 5Cr Arranged Arranged  
01/03 - 03/21 10-219 [ENHANCED] Dashielle

### HS 220 THEORIES OF COUNSELING

Increases student knowledge of a variety of counseling theories, theorists and techniques from both a historical and contemporary viewpoint. Students will explore the practical application and appropriate uses of these theories in the human services system. Instructor permission required. Additional Fee: \$25.00

2433 5Cr 9:00AM-9:50AM Daily  
01/03 - 03/21 10-205 [ENHANCED] Hathaway



**HS 221 FAMILY SYSTEMS**

Explores the dynamics of healthy and unhealthy family systems in both traditional and alternative families. Students will study a variety of approaches to assist families in managing and coping with the stressors of family life in contemporary society. Introduces family intervention strategies and the development of human service skills to service families. Instructor permission required. Additional Fee: \$25.00

2443 3Cr 10:00AM-11:50AM TTh  
01/03 - 03/21 10-205 [ENHANCED] Dashielle

**HS 224 DYNAMICS OF VIOLENCE**

Presents an overview of the dynamics of violence in relationships to both the perpetrator and the victim. Areas of emphasis include child neglect, child sexual and physical abuse, missing and exploited children & adolescents, domestic violence, the cycle of violence and the impact on the family system and elder abuse. Strategies for treatment and community intervention are explored. Instructor permission required. Additional Fee: \$25.00

2453 5Cr 10:00AM-11:50AM MWF  
01/03 - 03/21 10-219 [ENHANCED] Dashielle

**MENTAL HEALTH ASSESSMENT & EVALUATION**

**HS 226**

Explores current perspectives of mental health in the helping professions by focusing on the identification, definition, diagnostic criteria, and the assessment and evaluation of psychological disorders. An emphasis will be placed on the continuum that exists between normal and abnormal behavior by examining biological, psychological and socio-cultural causal factors as they relate to adults and children. Instructor permission required. Additional Fee: \$25.00

2483 5Cr 10:00AM-11:50AM MWF  
01/03 - 03/21 10-205 [ENHANCED] Hathaway

**HS 235 CULTURALLY 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, the impact of inequality on a variety of service populations, racism, prejudice, and inclusion strategies. Instructor permission required. Additional Fee: \$25.00

24C3 5Cr 9:00AM-9:50AM Daily  
01/03 - 03/21 10-219 [ENHANCED] Dashielle

**HS 238 SPECIAL PROJECTS**

Students will be responsible for formulating and implementing ideas to complete a special project related to the human services field. Students must obtain authorization from the Instructor for the project prior to enrolling in the course. Instructor permission required. Additional Fee: \$25.00

24D3 5Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] 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: \$25.00

24E3 5Cr Arranged Daily  
01/03 - 03/21 10-219 [ENHANCED] Dashielle

**HS 246 GROUP PROCESS**

An introduction to the dynamics of group interaction with emphasis upon the student's firsthand experience as a group leader and member. The factors involved in problems of communication, effective emotional responses, and personal growth will be highlighted. Emphasis will be placed on group process as a means of changing behavior. This course is designed to assist human services students who will function as group leaders and co-leaders. Instructor permission required. Additional Fee: \$25.00

24F3 3Cr 10:00AM-11:50AM TTh  
01/03 - 03/21 10-219 [ENHANCED] 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.

24G3 5Cr Arranged Arranged  
01/03 - 03/21 10-219 Dashielle

**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.

24H3 3Cr 5:00PM-10:00PM W  
01/03 - 02/15 10-219 Fitzgerald

**ETHICS FOR HSCD 140 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.

24J3 2Cr 5:00PM-10:00PM W  
02/22 - 03/21 10-219 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

24K3 5Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] French

**HSCD 259 SELECTED TOPICS**

Students will be responsible for performing a 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 the course. Instructor permission required.

24M3 5Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Hathaway

**HUMAN SERVICES/ CHEMICAL DEPENDENCY (I-BEST)**

**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.

2463 3Cr 3:30PM-7:30PM M  
01/23 - 03/19 10-219 Anderson

**ETHICS FOR HSCD 140 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.

2473 2Cr 3:30PM-5:30PM Th  
01/05 - 03/15 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.

2493 5Cr 3:30PM-6:00PM TW  
01/03 - 03/14 10-219 Anderson

**PSY& 100 GENERAL PSYCHOLOGY**

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

24B3 5Cr 6:15PM-8:45PM TW  
01/03 - 03/14 10-219 Curry

**CAH 105 COMPUTER APPLICATIONS**

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: \$22.75

24A3 2Cr 6:00PM-8:00PM Th  
01/05 - 03/15 10-212 Duron

**INTERIOR DESIGN****DSN 121 DRAFTING II**

This course introduces students to the fundamental principles needed to create an as-built plan set to include: Floor Plan, Reflected Ceiling Plan, Power/Mechanical Plan, and Elevation. Field surveys, symbols and graphics, and formatting of drawings will be introduced. Prerequisites: DSN 105 Additional Fee: \$22.75

3603 5Cr 8:00AM-2:00PM Daily  
02/21 - 03/21 19-210 Houser

**MATERIALS, METHODS & TECHNIQUES****DSN 123**

This course is an introduction to the fundamental design materials and applications for interior environments to include: hard and resilient flooring, soft flooring, paint, wall coverings, cladding, acoustics, metal, plaster, glass and millwork. Students will also learn to visually present material selections in a professional manner. Additional Fee: \$18.20

3613 4Cr 8:00AM-2:00PM Daily  
01/03 - 01/17 19-210 Houser

**DSN 132 LIGHTING**

This course introduces students to the fundamental skills and concepts of lighting design. It's an approach to quality lighting with a primary focus on the design process. Areas covered are: basic lighting, human factors, sustainability, products and design fundamentals. Additional Fee: \$22.75

3623 5Cr 8:00AM-2:00PM Daily  
02/01 - 02/17 19-210 Houser

**DSN 140 TEXTILES**

A comprehensive coverage of the textile products available for use in residential design. An emphasis is made on window, upholstery, and the selection of materials. Additional Fee: \$18.20

3633 4Cr 8:00AM-2:00PM Daily  
01/18 - 01/31 19-210 Bowman

**DSN 241 BUSINESS PRACTICES**

Acquaints the student with some of the basic procedures and written forms in the industry within various business formats and business practices as generally conducted by interior designers. Additional Fee: \$18.20

3643 4Cr 8:00AM-2:00PM MTh  
02/02 - 03/01 19-202 Bowman

**DSN 245**

Interact with established businesses or related businesses of interior design by going to a place of business and working in the field. An alternative option for students would be to participate in a specific design project approved by the instructor. Students will arrange to work with a sponsor, and will observe and assist the sponsor with meaningful design activities for a total of 80 hours.

Prerequisites: Need Instructor's prior approval. Additional Fee: \$18.20

3653 4Cr 8:00AM-2:00PM W  
01/04 - 03/21 19-202 Bowman

**DSN 251 CONTRACT FURNITURE**

This course provides an introduction to the various types of furniture that are used in commercial design. We will concentrate on the selection and specification of furnishings, as well as contracts, documents, and the procurement of contract furniture. Prerequisites: DSN 225. Additional Fee: \$13.65

3663 3Cr 8:00AM-2:00PM MTh  
01/03 - 01/30 19-202 Wwatts

**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 instructors. Prerequisites: need instructor's prior approval. Additional Fee: \$13.65

3683 3Cr Arranged  
01/03 - 03/21 19-202 Houser

**PORTFOLIO PROFESSIONAL PRESENTATION**

Students will create and present a professional portfolio of their work illustrating the level of design and technical skills they are capable of achieving. Students will learn to present themselves and their work professionally, as well as how to develop a professional resume, cover letter, and business card appropriate for the interior design industry. Prerequisites: Need Instructor's prior approval. Additional Fee: \$31.85

3673 7Cr 8:00AM-2:00PM F  
01/06 - 03/20 19-202 Wwatts

**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 instructors. Prerequisites: need instructor's prior approval. Additional Fee: \$18.20

3693 4Cr Arranged  
01/03 - 03/21 19-202 Bowman

**INTERNSHIP****DSN 275**

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 instructors. Prerequisites: need instructor's prior approval. Additional Fee: \$22.75

36A3 5Cr Arranged  
01/03 - 03/21 19-202 Wwatts

**INDEPENDENT STUDY****LEADERSHIP****LEADR 100**

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

05A4 6Cr Arranged  
01/03 - 03/21 ASG205 [ENHANCED] Hathaway

**LEADERSHIP I****LEADR 101**

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

05B4 6Cr Arranged  
01/03 - 03/21 ASG205 [ENHANCED] Hathaway

**LEADERSHIP II****LEADR 102**

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

05C4 6Cr Arranged  
01/03 - 03/21 ASG205 [ENHANCED] Hathaway

**LEADERSHIP III****LEADR 103**

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

05D4 6Cr Arranged  
01/03 - 03/21 ASG205 [ENHANCED] Hathaway

**LEADERSHIP IV**

## 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: \$39.10

7803	2Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MCH 105 SHOP MATH/BLUEPRINT

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: \$57.30

7813	6Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MCH 107 SHOP MATH/BLUEPRINT 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: \$57.30

7823	6Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MCH 109 SHOP MATH/BLUEPRINT 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: \$57.30

7833	6Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$57.30

7843	6Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$57.30

7853	6Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MCH 121 SAFETY IN THE WORKPLACE

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: \$57.30

7863	6Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$66.40

7873	8Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$75.50

7883	10Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$66.40

7893	8Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$48.20

78A3	4Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$52.75

78B3	5Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$61.85

78C3	7Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MEASUREMENT INSPECTION & EQUIPMENT

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: \$75.50

78D3	10Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$84.60

78E3	12Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MCH 219 CAREER OPPORTUNITIES

Resumes, researching employers, and job search techniques. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$48.20

78F3	4Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		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: \$57.30

78G3	6Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MCH 229 METALLURGY & HEAT TREATMENT

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: \$48.20

78H3	4Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

### MCH 231 MANUFACTURING RESOURCES & RESEARCH

Study of resources for machining information with emphasis on methods of research. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$48.20

78J3	4Cr	7:05AM-1:50PM	Daily
01/03 - 03/21		25-105	Dam

## MASSAGE

### MASST 111 ANATOMY, PHYSIOLOGY, & PATHOLOGY II

Explores endocrinology, cardiovascular, digestive, and respiratory systems. Prerequisite: Successful completion of MASST 110. Additional Fee: \$50.00

1203	5Cr	9:00AM-11:30AM	TTh
01/03 - 03/20		08-308	Slegers

### MASST 115 CLINICAL MASSAGE TECHNIQUES

Covers a variety of massage techniques used in clinical massage. Students will learn and practice when and how to employ these techniques in order to safely and effectively treat their clients. Prerequisite: Successful completion of the Swedish massage practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner. Additional Fee: \$50.00

1213	4Cr	5:30PM-9:45PM	ThF
01/05 - 02/23		08-305	Simpkins

**CLINICAL APPLICATION****MASST 123 OF MASSAGE THERAPY**

Introduces and prepares the learner to recognize, assess, and effectively treat common musculoskeletal pathologies. Covers scope of practice, tissue healing, defining causes of injury, stages of rehabilitation, and common mistakes that massage therapists make. Prerequisite: Successful completion of Swedish Practitioner course or equivalent, or currently a Washington State licensed massage practitioner. Additional Fee: \$50.00

1223	4Cr	5:30PM-9:45PM	MT
01/03 - 02/28		08-305	Simpkins

**ASSESSMENT & TREATMENT OF THE BACK****MASST 131**

Detailed and extensive review of the structure and function of the back. Students will explore common musculoskeletal and neurological pathologies that can affect the back and formulate a treatment plan to safely and effectively assess and treat those conditions. Prerequisite: Successful completion of Swedish Practitioner course or equivalent, or currently a Washington State licensed massage practitioner. Additional Fee: \$50.00

1233	2Cr	5:30PM-9:45PM	MThF
03/05 - 03/20		08-305	Simpkins

**DEEP TISSUE MASSAGE THEORY****MASST 133**

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. Additional Fee: \$50.00

1243	4Cr	9:00AM-11:30AM	MW
01/03 - 03/21		08-308	Meziere

**DEEP TISSUE MASSAGE PRACTICE****MASST 134**

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. Additional Fee: \$50.00

1253	4Cr	12:15PM-3:30PM	MW
01/03 - 03/21		08-305	Meziere

**COMPLEMENTARY****MASST 136 MASSAGE MODALITIES II**

Introduces a variety of massage modalities that can be safely integrated into a massage practice. Modalities covered include pregnancy massage, sports massage, and hydrotherapy, including hot stone massage. Indications, contraindications, and treatment modifications will be identified. Prerequisite: Successful completion of MASST 114 and MASST 117. Additional Fee: \$85.00

1263	2Cr	9:00AM-3:30PM	F
01/06 - 02/03		08-305	Meziere

**KINESIOLOGY:****HEAD AND NECK****MASST 137**

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

1273	1Cr	12:15PM-3:30PM	TTh
01/03 - 01/24		08-305	Meziere

**CLINICAL BUSINESS & ETHICS I****MASST 139**

Prepares the learner to communicate with other healthcare practitioners through proper and thorough documentation. Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State licensed massage practitioner. Additional Fee: \$50.00

1283	1Cr	5:30PM-9:45PM	ThF
02/24 - 03/02		08-308	Simpkins

**MASSAGE BUSINESS & ETHICS II****MASST 144**

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

1293	2Cr	9:00AM-3:30PM	Daily
01/30 - 03/19		08-308	Meziere

**ORTHOPEDIC ASSESSMENT****MASST 145**

Detailed analysis of joints, ligaments, and how movements are affected by surrounding structures. Integrating basic assessment and treatment of common musculoskeletal injuries and conditions. Prerequisite: Successful completion of MASST 126, MASST 130, MASST 137, and MASST 146 or currently a Washington State licensed massage practitioner. Additional Fee: \$85.00

12A3	4Cr	5:30PM-9:45PM	W
01/04 - 03/21		08-305	Simpkins

**KINESIOLOGY:****LOWER EXTREMITY****MASST 146**

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

12B3	2Cr	12:15PM-3:30PM	TTh
01/26 - 03/20		08-305	Meziere

**MASSAGE CLINIC I**

Gain first-hand knowledge and experience by running a massage clinic. In addition to providing relaxation and deep tissue massage, each student will also have an opportunity to experience the more administrative positions in a clinic by rotating through the positions of receptionist, cashier, and scheduling manager. Prerequisite: Successful completion of MASST 114 and MASST 117. Student must have current First Aid/CPR

certification, as well as having completed a minimum of four hours HIV-AIDS training, and a report from the Washington State Patrol. Some results from the background check may prevent individuals from participating in the Student Clinic. Additional Fee: \$56.25

12C3	2Cr	9:00AM-3:30PM	F
02/10 - 03/09		08-305	Meziere

**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
01/03 - 03/21		17-270	Hooker

5W15	5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21		17-270	Hooker

5W16	5Cr	12:00PM-12:50PM	Daily
01/03 - 03/21		TBD	Staff

5W17	5Cr	2:00PM-2:50PM	Daily
01/03 - 03/21		17-270	Hooker

5W18	5Cr	3:00PM-3:50PM	Daily
01/03 - 03/21		17-270	Hooker

5W53	5Cr	9:00AM-9:50AM	Daily
01/03 - 03/21		TBD	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: \$22.75

5W19	5Cr	7:00AM-7:50AM	Daily
01/03 - 03/21		35P	Mollas

5W20	5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21		TBD	Sandoval

5W21	5Cr	9:00AM-9:50AM	Daily
01/03 - 03/21		17-270	Hooker

5W22	5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21		35P	Mollas

5W23	5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21		35P	Mollas

5W24	5Cr	3:00PM-3:50PM	Daily
01/03 - 03/21		TBD	Sandoval

5W26	5Cr	9:10AM-10:50AM	TWTh
01/03 - 03/21		16-113	Parnell

5W27	5Cr	1:30PM-4:00PM	TTh
01/03 - 03/20		South Hill Campus SHC-107	Lingenfelter

5W50	5Cr	6:30PM-9:00PM	TTh
01/03 - 03/20		15-103	Herring

5W54	5Cr	2:00PM-2:50PM	Daily
01/03 - 03/21		TBD	Staff

5W25	5Cr	4:00PM-6:30PM	MW
01/04 - 03/21		15-103	Herring

5W28	5Cr	9:00AM-2:30PM	Sa
01/07 - 03/17		15-103	Parnell

**INTRODUCTION TO ALGEBRA - PART I**

**MAT 089**

Designed for students with no algebra background. Reviews basic operations and order of operations with real numbers. Develops algebraic topics including solving linear equations, and graphing linear equations. Prerequisite: COMPASS score of 32 or successful completion of MAT 82 is required. Additional Fee: \$22.75

5W29 5Cr	9:00AM-9:50AM	Daily
01/03 - 03/21	35P	Mollas

**INTRODUCTION TO ALGEBRA - PART II**

**MAT 090**

Continuation 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 89 is required. Additional Fee: \$22.75

5W30 5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21	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

5W37 5Cr	3:00PM-3:50PM	Daily
01/00 - 01/00	15-103	Parnell

5W31 5Cr	7:00AM-7:50AM	Daily
01/03 - 03/21	16-113	Staff

5W32 5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21	15-103	Schmeling

5W33 5Cr	10:00AM-10:50AM	Daily
01/03 - 03/21	15-103	Schmeling

5W34 5Cr	11:00AM-11:50AM	Daily
01/03 - 01/21	15-103	Parnell

5W35 5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21	TBD	Sandoval

5W36 5Cr	2:00PM-2:50PM	Daily
01/03 - 03/21	TBD	Sandoval

5W39 5Cr	9:10AM-10:50AM	TWTh
01/03 - 03/21	16-113	Parnell

5W40 5Cr	1:30PM-4:00PM	TTh
01/03 - 03/20	South Hill Campus SHC-107	Lingenfeller

5W51 5Cr	6:30PM-9:00PM	TTh
01/03 - 03/20	15-103	Herring

5W38 5Cr	4:00PM-6:30PM	MW
01/04 - 03/21	15-103	Herring

5W41 5Cr	9:00AM-2:30PM	Sa
01/07 - 03/17	15-103	Parnell

**MAT 098 INTERMEDIATE ALGEBRA**

Algebraic operations and concepts, solving equations and inequalities including quadratic equations, algebraic functions, exponents, roots and radicals, graphing of linear and quadratic functions, and logarithms. Prerequisite: ASSET Intermediate Algebra score of at least 31; COMPASS Algebra score of at least 22; or successful completion of MAT 091 is required. (SELF PACED LAB)

5W42 5Cr	4:00PM-6:30PM	MW
01/04 - 03/21	15-103	Herring

**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

5W43 5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21	TBD	Sweerus

5W44 5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21	TBD	Staff

5W45 5Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Livingston

5W47 5Cr	9:10AM-10:50AM	TWTh
01/03 - 03/21	16-113	Parnell

5W48 5Cr	1:30PM-4:00PM	TTh
01/03 - 03/20	South Hill Campus SHC-107	Lingenfeller

5W52 5Cr	6:30PM-9:00PM	TTh
01/03 - 03/20	15-103	Herring

5W46 5Cr	4:00PM-6:30PM	MW
01/04 - 03/21	15-103	Herring

5W49 5Cr	9:00AM-2:30PM	Sa
01/07 - 03/17	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.

0532 5Cr	3:00PM-3:50PM	Daily
01/03 - 03/21	17-230	Debruyne

0566 5Cr	10:00AM-10:50AM	Daily
01/03 - 03/21	TBD	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. Additional Fee: \$25.00

0533 5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21	17-230	Debruyne

0534 5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21	17-230	Debruyne

0535 5Cr	12:00PM-12:50PM	Daily
01/03 - 03/21	17-230	Debruyne

0536 5Cr	Arranged	Arranged
01/03 - 03/21	[ONLINE]	Livingston

**MATH FOR HEALTH OCCUPATIONS**

**MAT 108**

Covers solutions to linear equations and quadratic equations with real roots, formulas; US 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
01/03 - 03/21	17-240	Sweerus

0538 5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21	17-240	Sweerus

0539 5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21	17-240 [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	Arranged
01/05 - 03/14	[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: Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required.

0541 5Cr	2:00PM-2:50PM	Daily
01/03 - 03/21	15-103	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	Arranged
01/03 - 03/21	[ONLINE]	Livingston

**MATH& 146 INTRO 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 MAT 99 is required.

05AA 5Cr	Arranged	Arranged
01/05 - 03/14	[ONLINE]	WAOL

## MATERIAL SCIENCE

### MANUFACTURING PROCESSES

#### MS 130

Provides an overview of manufacturing processes. Topics covered include material properties, machining, joining, casting, forming, heat treating, and finishing. Emphasis is placed on fundamental Parameters of each process, advantages, limitations, and factors that should be considered when choosing a manufacturing process. Additional Fee: \$25.00

0903 5Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 25-103 Cale

### PRINCIPLES OF TROUBLESHOOTING

#### MS 135

Gain knowledge and understanding of troubleshooting processes and procedures. The course identifies thought process utilized when troubleshooting and allows each student the opportunity to put theory into practice. Additional Fee: \$25.00

0913 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 25-103 Cale

### NDI FOR COMPOSITE STRUCTURES

#### NDT 135

Learn theory, principles, techniques and applications of NDT methods for composite structures. Students will inspect numerous composite structures and components utilizing NDT practices. Additional Fee: \$25.00

0923 3Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 25-103 Cale

### NDT 170 EDDY CURRENT TESTING II

Presents advanced theory and application as it relates to depth of penetration, characteristic frequency, and flaw characteristics. Lab exercises prove and reinforce these advanced theories. Additional Fee: \$25.00

0933 5Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 25-103 Cale

### NDT 210 EDDY CURRENT TESTING III

Presents the student with advanced eddy current inspection techniques. Advanced applications will include multi-frequency inspection, nuclear tubing inspection, and many aircraft inspection techniques. Additional Fee: \$25.00

0943 5Cr 8:00AM-2:30PM Daily  
01/03 - 03/21 25-103 Cale

## MEDIA DESIGN & PRODUCTION

### PHOTOSHOP: COMPOSITING & RETOUCHING

#### MDP 121

Builds on the fundamentals of PhotoShop to enhance, alter, combine, and integrate photos, images, type, and graphics using advanced techniques in retouching, color, and tone adjustments, selections, blending options, filtration, masking, sharpening, etc. Prerequisite: GTC 130. Additional Fee: \$97.75

8903 5Cr 9:00AM-3:00PM T  
01/03 - 03/20 11-107 Webster

### DESIGNING WITH

#### MDP 171 ILLUSTRATION SOFTWARE

Vector-based software, tools, and features will be used to create text and logos, apply image effects, build vector graphics, and incorporate branding and identifiers when designing products. Special attention will be given to developing skill with the Pen tool. Additional Fee: \$97.75

8913 5Cr 9:00AM-3:00PM F  
01/06 - 03/16 11-107 Webster

### INDEPENDENT STUDY PROJECT

#### MDP 231

Students prepare a project for their portfolio, practicing all aspects of their specialization area. Prerequisite: instructor permission. Additional Fee: \$97.75

8923 5Cr 9:00AM-3:00PM W  
01/04 - 03/21 11-111W Iverson

### MDP 239 INTERNSHIP

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

8933 5Cr 9:00AM-3:00PM Th  
01/05 - 03/15 11-127 Webster

### MULTIMEDIA

#### MDP 251 CAPSTONE PROJECT

Provide the practical experience of developing one of the following from concept to completion, video project, 2D/3D motion graphic project or other multimedia project as approved by the instructor. Students are expected to employ their entire knowledge base in defining, designing, and implementing their Capstone Project. Prerequisite: MDP 146 & MDPV 257. Additional Fee: \$97.75

8943 5Cr 9:00AM-3:00PM F  
01/06 - 03/16 11-111E Iverson

### MDPA 114 3D FUNDAMENTALS

Explore the basic areas of 3D. Areas covered will include UI, Modeling, UVW Mapping, Animation, Materials, Lighting, Rendering, Workflow, and Scene Management. Prerequisite: MDP 103 Additional Fee: \$97.75

8953 5Cr 9:00AM-3:00PM M  
01/09 - 03/19 11-111W Iverson

### MDPA 151 3D ANIMATION

Bring life to your 3D objects with basic animation techniques. Use modifiers to control animation, combine modifiers to create great animations. Explore 3D animation features such as key frames, track view, function curves, animation constraints, and controllers. Prerequisite: MDPA 114. Additional Fee: \$97.75

8963 5Cr 9:00AM-3:00PM T  
01/03 - 03/20 11-111W Iverson

### INTRODUCTION TO COMPOSITING

#### MDPV 115

We will explore the UI of Adobe After Effects CS5. Explore how to create Keyframe animations using multiple layers from photoshop files and video layers. Create a Typography animation using dialog or music and much more. Additional Fee: \$97.75

8973 5Cr 9:00AM-3:00PM Th  
01/05 - 03/15 11-111W Iverson

### FIELD & STUDIO PRODUCTION TECHNIQUES II

#### MDPV 260

Build intermediate skills in conducting field production on location and studio video production in the CPTC Digital Studio while mastering hands-on expertise of professional equipment. Video projects will be developed from concept script to production and completion using digital video editing software. Prerequisite: MDP 146, MDP 189, MDPV 257. Additional Fee: \$97.75

8983 5Cr 9:00AM-3:00PM W  
01/04 - 03/21 11-STUDA Staff

### WEB DEVELOPMENT LANGUAGES I

#### MDPW 111 - XHTML & CSS

Provides demonstrations and practical exercises for using XHTML and CSS to create attractive and well-formed web documents. Prerequisite: MDPW 123, MDP 133. Additional Fee: \$97.75

8993 5Cr 9:00AM-3:00PM Th  
01/05 - 03/15 11-111E Dague

### WEB ANIMATION II

#### MDPW 211 - FLASH

Offers intermediate experience using Adobe Flash. Topics include: building an all Flash website featuring ActionScript 3 based slide-in page transitions, drop-down and dangle slideshow effects, importing .flv videos, and loading images with components. The bone tool will be covered while converting a static Adobe Illustrator manikin to a dancing manikin. Prerequisite: MDPW 134. Additional Fee: \$97.75

89A3 5Cr 9:00AM-3:00PM W  
01/04 - 03/21 11-111E Webster

### ADVANCED DIGITAL ILLUSTRATION

#### MDPW 246

Explores the advanced use of vector-based software to create professional-quality graphics for multimedia. Additional Fee: \$97.75

89B3 5Cr 9:00AM-3:00PM M  
01/09 - 03/19 11-107 Webster

### EMERGING

### TECHNOLOGIES - SEARCH ENGINE OPTIMIZATION

#### MDPW 265

Introduces emerging technologies such as Search Engine Optimization (SEO), Search Engine Marketing (SEM). New technologies are always changing, and therefore, the material is subject to change, based on Instructor discretion. Prerequisite: MDPW 123, MDP 133. Additional Fee: \$97.75

89C3 5Cr 9:00AM-12:00PM M  
01/09 - 03/19 11-111E Dague

## 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

3803	4Cr	8:00AM-10:00AM	TTh
01/12 - 03/20		37-206 [HYBRID]	Jones

### 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. Instructor permission required. Additional Fee: \$31.85

3813	7Cr	6:30PM-8:30PM	MTWTh
01/09 - 03/20		37-206	McDanel

### 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. Instructor permission required. Additional Fee: \$27.30

3823	6Cr	4:00PM-6:00PM	MTWTh
01/09 - 03/20		37-206	McDanel

### HEALTH INSURANCE, CODING PRACTICES, BILL & COLLECT

#### 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: \$25.00

3833	4Cr	12:00PM-3:00PM	MTWTh
01/18 - 02/15		37-206	Jones [HYBRID]

### MEDICAL ASSISTANT THEORY & APPLICATIONS III

#### MAP 149

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 ECG's, physical and chemical urinalysis, and perform UA slide preparation. Prerequisites: Successful completion of all Quarter 1 courses. Instructor permission required. Additional Fee: \$25.00

3843	7Cr	8:00AM-11:00AM	MTW
01/18 - 03/21		37-206	Stroup [HYBRID]

### AUTOMATED COMPUTER APPLICATIONS

#### MAP 162

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: \$13.65

3853	3Cr	12:00PM-3:00PM	MTWTh
02/16 - 03/20		37-217	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. Student will have to repeat this course if there are 2 or more quarters separating the entry into the last quarter of the program. Prerequisites: Successful completion of all MAP courses excluding students 4th quarter classes and MAP's 221, 222 and 232. Instructor permission required. Additional Fee: \$25.00

3863	2Cr	8:30AM-11:00AM	F
01/20 - 03/16		37-206 [HYBRID]	Stroup

38A3	2Cr	12:00PM-12:30PM	F
01/20 - 03/19		37-206	Jones

### 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

3873	5Cr	8:00AM-3:00PM	Daily
01/03 - 01/17		37-209	Stroup

### COMMUNITY EMPLOYMENT OPPORTUNITIES & LOCATIONS

#### AP 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

3883	1Cr	8:00AM-3:00PM	MTWTF
03/16 - 03/21		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. Instructor permission required. Additional Fee: \$25.00

3893	10Cr	Arranged	Daily
01/18 - 03/15		[ENHANCED]	Stroup

## MEDICAL HISTOLOGY

### HISTO 120 HISTOTECHNOLOGY II

Covers and expands upon the knowledge and skills learned in Histotechnology I. Students will begin to learn the theory and principles of hematoxylin and eosin staining, as well as the basic principles and procedures of carbohydrate stains. Additional Fee: \$55.00

5603	10Cr	8:00AM-2:00PM	Daily
01/03 - 03/21		16-103 [ENHANCED]	Haggerty

### HISTOTECHNOLOGY

#### HISTO 125 LAB II

Expands upon the knowledge and skills learned in Histotechnology Lab I. Students continue to increase their skills in embedding and tissue sectioning, including the cutting and staining of frozen tissue specimens. Students learn to do carbohydrate and Amyloid stains. Additional Fee: \$55.00

5613	5Cr	8:00AM-2:00PM	Daily
01/03 - 03/21		16-103 [ENHANCED]	Haggerty

### MATH APPS FOR HISTOLOGY

#### HISTO 130

Introduces laboratory mathematics with an emphasis on solution preparation. Additional Fee: \$55.00

5623	3Cr	8:00AM-2:00PM	Daily
01/03 - 03/21		16-103 [ENHANCED]	Haggerty

## MEDICAL LABORATORY TECHNICIAN

### MLT 235 CLINICAL EXPERIENCE II

Continues the clinical training begun in MLT 232. Students continue for six weeks of training (five eight-hour days each week), rotating through those departments not yet experienced, and continuing to meet objectives listed in the MLT 232 syllabus. As in MLT 232, students are directly supervised by staff of the affiliated laboratory, and there is ongoing contact with the Instructor in the form of weekly site visits, as well as Wednesday afternoon class sessions. This course is offered during Winter quarter. Prerequisite: MLT 232 Additional Fee: \$25.00

4803	9Cr	Arranged	Daily
01/03 - 02/10		Arranged [ENHANCED]	Newry

### MLT 236 CLINICAL EXPERIENCE III

Complete the clinical training begun in MLT 232 and 235. Students complete five more weeks of training (five eight-hour days each week), completing the remainder of the objectives in the MLT 232 syllabus. This course is offered during Winter quarter. Prerequisite: MLT 235

4813	7Cr	Arranged	Daily
02/13 - 03/09		Arranged	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

0543	5Cr	Arranged	Arranged
01/05 - 03/14		[ONLINE]	WAOL

## 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:

documentations of required immunizations, ability to lift up to 50 pounds, and no record on file for crimes against children or vulnerable adults from the Washington State Patrol and DSHS.

Additional Fee: \$60.00

NS03	6Cr	8:00AM-3:30PM	TWTh
01/03 - 01/31		02-120	Marks
NS13	6Cr	8:00AM-3:30PM	TWTh
01/03 - 01/31		02-120	Sword
NS23	6Cr	4:00PM-8:00PM	MTWTh
01/03 - 02/02		02-120	Hernandez

### UNIT BASED CLINICAL EXPERIENCE

#### NAC 103

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 for all clinical hours has been fulfilled. Prerequisites: Documentations of required immunizations, ability to lift up to 50 pounds, 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.

Additional Fee: \$60.00

NS43	3Cr	6:00AM-2:30PM	MTWTh
02/22 - 03/21		OFFCAMP	Sword
NS33	3Cr	6:00AM-2:30PM	MTWTh
02/28 - 03/21		OFFCAMP	Marks
NS53	3Cr	2:00PM-10:30PM	MTW
02/28 - 03/21		OFFCAMP	Hernandez

### 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, ability to lift up to 50 pounds, and no record on file from the Washington State Patrol and DSHS. Successful completion of NAC 101. Additional Fee: \$60.00

NS73	4Cr	7:30AM-3:30PM	WTh
02/01 - 02/16		02:LAB	Sword
NS63	4Cr	7:30AM-3:30PM	MT
02/06 - 02/27		02:LAB	Marks
NS83	4Cr	4:00PM-8:00PM	MTWTh
02/06 - 02/23		02-120	Hernandez

## NURSING ASSISTANT - I-BEST

### NURSING SKILL FUNDAMENTALS

#### NURS 106

Prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. Explore the principles of providing basic patient care; 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, as well as those fundamental skills required by the Licensed Practical Nurse program. Students who have successfully passed the skills exams will not be required to re-test for those same skills when in the LPN program. Students must correctly demonstrate at least 100% of the steps for each of the skills tested. Prerequisites: Documentation of required immunizations, ability to lift up to 50 lbs., and a No Record on File from the Washington State Patrol and DSHS. Instructor permission required. Additional Fee: \$60.00

NS3F	6Cr	4:00PM-8:00PM	TWTh
01/03 - 02/02		02-LAB	Snead

### UNIT BASED CLINICAL EXPERIENCE

#### NAC 139

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as Registered Nurses. The course includes content describing principles of documentation, accurate observation, and reporting of resident's conditions and philosophy of restorative nursing program 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 for all clinical hours has been fulfilled. Prerequisites: Documentation of required immunizations, ability to lift up to 50 lbs, a No Record on File report from the Washington State Patrol and DSHS, successful completion of NAC 119, NAC 129 and NURS 106. Additional Fee: \$60.00

NS3C	3Cr	2:00PM-10:30PM	TWTh
02/07 - 03/21		Arranged	Snead

### COLL 105 CAREER DEVELOPMENT

Explore career options and educational pathways related to the medical field. Develop an educational plan and timelines to achieve the pathway goal. Refine job acquisition skills and workplace communication skills related to targeted employment field. Instructor permission required.

NS3D	3Cr	4:00PM-7:20PM	M
01/09 - 03/19		10-118	lange



## NURSING – PRACTICAL NURSING

### MEDICAL-SURGICAL NURSING I

**NURS 120**  
Focuses on the use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Nursing interventions, pharmacological considerations and client teaching are integrated. Prerequisites: NURS 102, 109, 112, 113, 115, 119. Additional Fee: \$135.00

8003 3Cr 8:00AM-11:00AM W  
01/04 - 03/21 02-112 [ENHANCED] Staff

### MENTAL HEALTH NURSING

**NURS 124**  
Focuses on the continuum between mental health and illness and the therapeutic nurse-client relationship. Selected mental disorders will be discussed with emphasis on nursing interventions, common interdisciplinary treatments, and services available for clients in inpatient and outpatient settings. Prerequisite: NURS 102, 109, 112, 113, 115, 119. Additional Fee: \$25.00

8013 3Cr 12:00PM-3:00PM W  
01/04 - 03/21 02-112 [ENHANCED] Anderson

### PHARMACOLOGY IN NURSING

**NURS 125**  
Presents pharmacological concepts and principles for preparation and administration of medications along with related client assessment and teaching. The role and responsibility of the practical nurse in drug therapy is emphasized. The student is prepared to participate safely and effectively in medication therapy. Prerequisites: NURS 102, 109, 112, 113, 115, 119. Additional Fee: \$25.00

8023 3Cr 8:00AM-11:00AM T  
01/03 - 03/20/11 02-112 [ENHANCED] Lazarus

### CONTEMPORARY MATERNITY NURSING

**NURS 128**  
Focuses on the care of childbearing women and their families through all stages of pregnancy and childbirth as well as the first six weeks after birth. Prerequisites: NURS 102, 109, 112, 113, 115, 119. Additional Fee: \$25.00

8033 3Cr 12:00PM-3:00PM T  
01/03 - 03/20 02-112 [ENHANCED] Staff

### NURS 130 NURSING OF CHILDREN

Presents the principles necessary for the student to care for clients throughout the age continuum with special emphasis on developmental stages and how they impact self care. Common diseases and disorders related to each developmental stage are explored. Prerequisites: NURS 102, 109, 112, 113, 115, 119. Additional Fee: \$25.00

8043 3Cr 12:00PM-3:00PM M  
01/09 - 03/19 02-112 [ENHANCED] Sibbers

### NURS 132 LAB & CLINICAL II

Students will demonstrate competence in selected nursing skills using simulation equipment or other nursing students as clients. Students will also have a clinical experience focusing on safe nursing practice, nursing process, communication, documentation

and client teaching. Prerequisites: NURS 102, 109, 112, 113, 115, 119. Additional Fee: \$81.25

8053 4Cr 8:00AM-4:00PM ThF  
01/05 - 03/16 02-109 [ENHANCED] Staff

### 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

8063 3Cr 8:00AM-11:00AM M  
01/09 - 03/19 02-112 [ENHANCED] Collins

### INTERIM MEDICAL

**NURS 144 -SURGICAL NURSING III**  
Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional considerations and client teaching are integrated. Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135, 136, 147. Additional Fee: \$25.00

8073 6Cr 10:30AM-4:30PM M  
01/09 - 03/19 02-120 [ENHANCED] George

### ISSUES & TRENDS IN NURSING II

**NURS 154**  
Prepares the student for entry into nursing practice, with emphasis on leadership, management, and career progression. Prerequisites: NURS 143, and 146. Additional Fee: \$25.00

8083 2Cr 8:00AM-10:00AM M  
01/09 - 03/19 02-120 [ENHANCED] Staff

### NURS 158 CLINICAL PRACTICUM II

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 medication to diverse clients of every stage of life. Focus is on safe nursing practice, nursing process, communication, practice in providing complete care for 2 or more clients. Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135, 136, 147. Additional Fee: \$50.00

8093 12Cr Arranged TWThF  
01/03 - 03/20 Arranged [ENHANCED] Sibbers

## NURSING – RN OPTION

### CARING FOR WOMAN & THE CHILDBEARING FAMILY

**NURS 212**  
This course focuses comprehensively on the family centered approach to maternal and newborn care through the continuum of Women's Health using cognitive analytical skills, applying culturally diverse concepts, identifying evidence based practice, and using contemporary theories. Prerequisites: Be a Washington State LPN, with an unrestricted license, have completed the equivalent of at least 3 months (1,500 hours) of employment as an LPN, and have completed the following prerequisites

with a B or better; Eng. 101, Bio. 210, Bio. 211, Bio. 215, Psych. 101, Psych. 210, Chem. 131, Math 115. Additional Fee: \$25.00

2513 4Cr 4:00PM-8:00PM W  
01/04 - 03/21 02-112 Staff

### TRANSITIONING TO PROFESSIONAL NURSING II

**NURS 215**  
Additional Fee: \$100.00

2503 1Cr 4:00PM-5:00PM T  
01/03 - 03/20 02-112 [ENHANCED] Staff

### CLIENT CARE: MANAGEMENT PRACTICE I

**NURS 217**  
Through portfolio development, the student examines, evaluates, and expands clinical nursing expertise within the community. Prerequisites: Be a Washington State LPN, have completed the equivalent of at least 3 months (1,500 hours) of employment as an LPN, and have completed the following prerequisites with a B or better; Eng. 101, Bio. 210, Bio. 211, Bio. 215, Psych. 101, Psych. 210, Chem. 131, Math 115. Additional Fee: \$50.00

2523 5Cr Arranged Arranged  
01/07 - 03/17 TBD Staff

### CARE OF THE ADULT WITH CHRONIC HEALTH PROBLEMS

**NURS 222**  
Didactic course that focuses on nursing care of patients experiencing chronic physical disorders across the lifespan. Content areas include, but are not exclusive to, the Institute of Medicine's top 15 priority conditions. Principles of the nursing process, growth and development, nutrition, cultural sensitivity, pharmacology, patient and family education, caring, and communication are integrated throughout the curriculum. Prerequisites: NURS 210, NURS 212, NURS 217, NURS 218. Additional Fee: \$190.00

2533 4Cr 5:00PM-9:00PM T  
01/03 - 03/20 02-112 [ENHANCED] Staff

## PASTRY ARTS

### SANITATION IN FOOD SERVICE OPERATIONS

**CUL 104**  
Presents the principles of food microbiology, food borne illness and the standards that are enforced by regulatory agencies. Applied measures for the prevention of food borne illness and other microbiological factors are incorporated. National Restaurant Association ServSafe Certification. Instructor permission required. Additional Fee: \$63.65

3503 3Cr 4:00AM-11:30AM Daily  
01/03 - 03/21 31 Newman

### BAKE 112 CAKES I

Introduces students to the mixing methods, their ingredients and function in cake baking. Correct scaling, portioning, baking and determining doneness of assorted cakes. Fillings and icings will be introduced in the presentation of basic cakes. Instructor permission required. Additional Fee: \$81.85

3523 7Cr 4:00AM-11:30AM Daily  
01/03 - 03/21 31 Newman

## BAKING TECHNIQUES & INGREDIENTS

### BAKE 125

Introduces students to the ingredients, ingredient function, mixing methods, terminology, and the use of hand tools, equipment and kitchen procedures. Instructor permission required. Additional Fee: \$63.65

3513 3Cr 4:00AM-11:30AM Daily  
01/03 - 03/21 31 Newman

## PIES, TARTS, CUSTARDS & FILLINGS

### BAKE 130

Introduces students to a variety of pie crust and the preparation of assorted fruit fillings. Tarts, custards and pastry cream will also be explored. Instructor permission required. Additional Fee: \$72.75

3533 5Cr 4:00AM-11:30AM Daily  
01/03 - 03/21 31 Newman

## QUICK BREADS, COOKIES, BROWNIES

### BAKE 134

Introduces students to the ingredients and function in preparation of quick breads and cookies. Students will explore the assorted doughs, shapes, baking and finishing methods. Instructor permission required. Additional Fee: \$63.65

3543 3Cr 4:00AM-11:30AM Daily  
01/03 - 03/21 31 Newman

## PHARMACY TECHNICIAN

### INTRODUCTION TO PHARMACY & PHARMACY LAW

#### PT 121

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 109, or higher. Successful completion of Medical Terminology or have tested into Medical Terminology concurrent with this quarter. Successful completion of CAH 105 Computer Applications. All courses must be completed with a B or above. Instructor permission required. Additional Fee: \$25.00

2703 5Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Sparks

### 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: \$25.00

2713 5Cr 7:30AM-10:00AM W  
01/03 - 03/21 11-106 Sparks [HYBRID]

27D3 5Cr 8:00PM-9:30PM W  
01/03 - 03/21 11-106 [ENHANCED] Autry

## COMMUNITY PHARMACY PRACTICE

### PT 129

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. Prerequisite: Same as PT 121. Instructor permission required. Additional Fee: \$22.75

2733 5Cr 7:30AM-11:30AM TTh  
01/03 - 03/21 11-106 [ENHANCED] Sparks

## GENERIC DRUG NAMES PART I

#### PT 143

Introduces the top 200 drugs prescribed in the United States each year. Prerequisites: Same as PT 121. Instructor permission required. Additional Fee: \$9.10

2743 2Cr 12:30PM-1:30PM W  
01/03 - 03/21 11-106 [ENHANCED] Sparks

## PT 149 HOSPITAL PRACTICE

Introduces students to formularies, manual and electronic distribution systems, and procedures for hospital practice. Prerequisite: Successful completion of all first quarter pharmacy technician requirements with grades of B or above in all courses. Additional Fee: \$22.75

2763 5Cr 8:00PM-9:00PM M  
01/09 - 03/19 11-106 [ENHANCED] Autry

## GENERIC DRUG NAMES PART II

#### PT 152

Continues the exploration of the top 200 drugs prescribed in the United States each year, adding the component of drugs used specifically in the hospital setting. Prerequisite: Successful completion of PT 143 with a grade of B or above. Additional Fee: \$25.00

2753 2Cr 8:00PM-9:00PM M  
01/09 - 03/19 11-106 [HYBRID] Autry

## COMMUNITY PHARMACY CLINICAL CAPSTONE

#### PT 163

Clinical training in retail, hospital, and/or long-term pharmacies. This is the first of three clinical rotations in local pharmacies where the student is directly supervised by a pharmacist preceptor and the pharmacist preceptor's staff, with 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.

27A3 7Cr Arranged Arranged  
01/03 - 03/21 11-106 Autry

## INSTITUTIONAL CLINICAL CAPSTONE

#### PT 165

Clinical training in retail, hospital, and/or long-term pharmacies. This is the second of three clinical rotations in local pharmacies where the student is directly supervised by a pharmacist preceptor and the pharmacist preceptor's staff, with 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: \$25.00

2773 7Cr Arranged Arranged  
01/03 - 03/21 Arranged [ENHANCED] Autry

## PROFESSIONAL PILOT

### AVP 105

### PRIVATE PILOT I

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: \$18.20. This course is located at the South Hill Campus.

5103 4Cr 12:00PM-3:00PM Daily  
01/03 - 03/21 SHC-105 Coyner

### AVP 110

### PRIVATE PILOT II

Covers aircraft control, establishing and maintaining specific flight altitudes, and ground reference maneuvers. Prerequisite: AVP 105 or equivalent. Additional Fee: \$18.20. This course is located at the South Hill Campus.

5113 4Cr 12:00PM-3:00PM Daily  
01/03 - 03/21 SHC-105 Coyner

### AVP 115

### PRIVATE PILOT III

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: \$18.20. This course is located at the South Hill Campus.

5123 4Cr 12:00PM-3:00PM Daily  
01/03 - 03/21 SHC-105 Coyner

### PRIVATE PILOT PRACTICAL

#### AVP 118

#### TEST STANDARDS I

Receive additional 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: \$18.20. This course is located at the South Hill Campus.

5133 4Cr 12:00PM-3:00PM Daily  
01/03 - 03/21 SHC-105 Coyner

### AVP 125

### PRIVATE PILOT IV

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: \$18.20. This course is located at the South Hill Campus.

5143 4Cr 12:00PM-3:00PM Daily  
01/03 - 03/21 SHC-105 Coyner

### AVP 130

### PRIVATE PILOT V

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: \$18.20. This course is located at the South Hill Campus.

5153 4Cr 12:00PM-3:00PM Daily  
01/03 - 03/21 SHC-105 Coyner

**AVP 135 PRIVATE PILOT VI**  
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: \$18.20. This course is located at the South Hill Campus.

5163	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 138 PRIVATE PILOT PRACTICAL TEST STANDARDS II**  
Receive additional flight and ground training as required to meet pilot certification requirements. Additional Fee: \$18.20. This course is located at the South Hill Campus.

5173	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 140 INSTRUMENT PILOT I**  
Introduces skills that will establish a strong foundation in basic altitude instrument flying and basic instrument navigation. Prerequisite: FAA Private Pilot Certificate. Additional Fee: \$18.20. This course is located at the South Hill Campus.

5183	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

5193	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 145 INSTRUMENT PILOT II**  
Perform precision altitude instrument flight, including advanced navigation techniques and procedures. Prerequisite: AVP 140 or equivalent. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51A3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

51B3	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 150 INSTRUMENT PILOT III**  
This program is designed to teach the student sufficient practical skills of flight. The student will have actual hands-on flight experience but will not include solo flight. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51C3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

51D3	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 152 INSTRUMENT PILOT PRACTICAL TEST STANDARDS III**

Course covers aerodynamics, aircraft systems and instruments, meteorology, aircraft performance and navigation. Upon successful completion, student will receive authorization to take the Federal Aviation Administration Private Pilot Knowledge Test. Text required. Perform holding patterns and instrument approach procedures. Prerequisite: Grade of "C" or better in AVP 150 or equivalent. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51E3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

51F3	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 155 INSTRUMENT PILOT IV**  
Perform holding patterns and instrument approach procedures. Prerequisite: AVP 150 or equivalent. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51G3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

51H3	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51J3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

51K3	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51L3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

51M3	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 172 INSTRUMENT PILOT PRACTICAL TEST STANDARDS IV**

Receive additional flight and ground training as required to meet pilot certification requirements. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51N3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

51P3	4Cr	12:00PM-3:00PM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51Q3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 180 COMMERCIAL PILOT II**  
Receive additional VFR cross-country flight training. Additional flight training will encompass mountain flying techniques and local night flight operations. Prerequisite: AVP 175 or equivalent. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51R3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51S3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51T3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 215 COMMERCIAL PILOT V**  
Gain additional aeronautical knowledge and flying skills necessary for the performance of advanced precision flight maneuvers. Prerequisite: AVP 210 or equivalent. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51U3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51V3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 223 COMMERCIAL PILOT PRACTICAL TEST STANDARDS V**

Receive additional flight and ground training as required to meet pilot certification requirements. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51W3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51X3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51Y3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51Z3	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51AA	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

**AVP 250 COMMERCIAL PILOT XI**

Receive additional 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: \$18.20. This course is located at the South Hill Campus.

51AB	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51AC	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	Coyner

**COMMERCIAL PILOT PRACTICAL TEST STANDARDS VI**

**AVP 257** Receive additional flight and ground training as required to meet pilot certification requirements. Receive initial training in teaching and learning theory as well as overall review of commercial pilot aeronautical knowledge subject areas. Student will be trained to fly the aircraft from the right seat to Commercial Pilot Practical Test Standards. Prerequisite: FAA Commercial Pilot, Airplane Certificate, and Instrument Airplane Rating. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51AD	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51AE	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: AVP 260 or equivalent. Additional Fee: \$18.20. This course is located at the South Hill Campus.

51AF	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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: \$18.20. This course is located at the South Hill Campus.

51AG	4Cr	8:00AM-11:00AM	Daily
01/03 - 03/21		SHC-105	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

0553	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Wheeler

0554	5Cr	12:00PM-12:50PM	Daily
01/03 - 03/21		03-402 [ENHANCED]	Thompson

0555	5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21		03-402 [ENHANCED]	Thompson

0556	5Cr	3:00PM-3:50PM	Daily
01/03 - 03/21		TBD	White

**PSYC& 100 GENERAL PSYCHOLOGY**

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

0544	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Wheeler

0546	5Cr	8:00AM-8:50AM	Daily
01/03 - 03/21		03-205	Wheeler

0547	5Cr	9:00AM-9:50AM	Daily
01/03 - 03/21		28P104 [ENHANCED]	Rose-Pennisi

0548	5Cr	11:00AM-11:50AM	Daily
01/03 - 03/21		03-205	Wheeler

0549	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Rose-Pennisi

0550	5Cr	1:00PM-1:50PM	Daily
01/03 - 03/21		28P104	White

0552	5Cr	3:00PM-3:50PM	Daily
01/03 - 03/21		03-402	Thompson

0551	5Cr	1:15PM-3:45PM	MW
01/04 - 03/21		South Hill Campus SHC-107	Lingenfeller

0545	5Cr	Arranged	Arranged
01/05 - 03/14		[ONLINE]	WAOL

**PSYC& 200 LIFESPAN PSYCHOLOGY**

Examine the biological, social, and cognitive development of humans from a lifespan psychology perspective. Additionally, the students will become familiar with the research methods used to explore such issues and their applications. Prerequisite: Successful completion of PSYC& 100 or PSY 112. Additional Fee: \$25.00

0558	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Thompson

0559	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Sperry

0557	5Cr	Arranged	Arranged
01/05 - 03/14		[ONLINE]	WAOL

**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	Arranged
01/03 - 03/21		[ONLINE]	Sperry

**RESTAURANT OPERATIONS****FOOD & BEVERAGE**

**REST 103 COST CONTROL** Outlines the fundamentals of food costing in relation to menu writing. Students will be responsible for pricing out each item on the menu as well as preparing yield tests and standardizing recipes. Instructor permission required. Additional Fee: \$93.20

3263	4Cr	7:00AM-9:00AM	MTW
01/03 - 03/21		31	Jolly

**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: \$88.65

3273	3Cr	9:00AM-1:45PM	WThF
01/04 - 03/21		31	Jolly

**MARKETING/****PUBLIC RELATIONS**

**REST 109** Learn how to create a marketing concept for your restaurant. Learn to define your target market and understand the importance of effective marketing in the industry. We will also look at current market trends, consumer behavior, market segmentation and positioning of your business in the market to get the desired results. Instructor permission required. Additional Fee: \$88.65

3283	3Cr	9:00AM-1:45PM	MT
01/03 - 03/20		31	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, leadership, sanitation, and safety procedures. Instructor permission required. Additional Fee: \$106.85

32B3 7Cr 9:00AM-1:45PM WThF  
 01/04 - 03/21 31 Jolly

**REST 115 CATERING PRODUCTION**

Emphasis will focus on buffet preparation and presentation. Students will receive hands-on experience creating and executing catering requisitions. Students will explore designing menus for various events, functions, and price limits. Instructor permission required. Additional Fee: \$88.65

3293 3Cr 7:00AM-9:00AM ThF  
 01/05 - 03/21 31 Jolly

**OPERATIONS MANAGEMENT**

**REST 119**  
 Explore all aspects of running a successful operation in the hospitality industry. Students will learn how to create a positive work environment and apply team building and leadership skills. Students will also learn how to recruit new team members, establish hiring procedures, organize and implement systems and controls, and handle issues that arise on a daily basis. Students will also explore how to use Excel programs and identify the benefits of using Excel for restaurants. Instructor permission required. Additional Fee: \$18.20

32A3 4Cr 11:00AM-1:45PM MT  
 01/03 - 03/20 31 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: \$93.20

32C3 4Cr 7:00AM-1:45PM Daily  
 01/03 - 03/21 31 Jolly

**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 Arranged  
 01/03 - 03/21 [ONLINE] Rose-Pennisi

0562 5Cr 11:00AM-11:50AM Daily  
 01/03 - 03/21 28P104 [ENHANCED] Rose-Pennisi

0563 5Cr 12:00PM-12:50PM Daily  
 01/03 - 03/21 28P104 Smith

0564 5Cr 3:00PM-5:30PM TTh  
 01/05 - 03/20 17-230 Smith

**SURGICAL TECHNOLOGY**

**SURG 130 PATIENT CARE THEORY II**

Develops the student's understanding of the surgical patient, the needs of special patient populations, and basic biomedical science. Prerequisites: Successful completion of SURG 126, 127, 141, 151. Additional Fee: \$25.00

4003 5Cr Arranged Arranged  
 01/03 - 03/21 [ONLINE] Staff

**OPERATING ROOM**

**SURG 136 THEORY I**

Introduces the student to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$25.00

4013 8Cr 7:00AM-9:30AM WThF  
 01/04 - 03/21 14-205 [HYBRID] Clark

**INTRODUCTION TO**

**SURG 137 SURGERY**

Orients the student to the field of surgical technology, including history, working conditions, personal characteristics, professionalism, healthcare facilities, standards of conduct, the physical environment, and safety standards. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$25.00

4023 5Cr Arranged Arranged  
 01/03 - 03/21 [ONLINE] Clark

**INTRODUCTION TO ASEPSIS &**

**SURG 138 INSTRUMENTATION**

Orients the student to the principles of asepsis and sterile technique, surgical case management, instrumentation, supplies, wound healing related to sutures, needles, and stapling devices. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$25.00

4033 5Cr Arranged Arranged  
 01/03 - 03/21 [ONLINE] Witchel

**SURG 146 SURGICAL LAB I**

Introduces students to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$22.75

4043 5Cr 10:00AM-1:30PM WThF  
 01/04 - 03/21 14-205 Clark

**OPERATING ROOM**

**SURG 206 THEORY III**

Classroom and lab presentations of surgical procedures to include cardiothoracic, peripheral vascular, neurosurgical procedures, and surgical anatomy. Prerequisites: Successful completion of SURG 126, 127, 141, 151. Additional Fee: \$25.00

4053 8Cr 12:00PM-1:30PM WThF  
 01/04 - 03/21 14-201 [HYBRID] Staff

**SURG 207 MICROBIOLOGY**

Students will discuss the historical background of microbiology and be able to identify basic equipment used to identify microorganisms. We will go into many aspects of microbiology, including the description of structure and characteristics of different microorganisms, conditions that affect the life and the death of microorganisms, the relationships between humans and pathogenic and nonpathogenic bacteria, and factors that enable pathogens to invade a host and cause a disease. Prerequisites: Successful completion of SURG 126, 127, 141, 151. Additional Fee: \$25.00

4063 5Cr Arranged Arranged  
 01/03 - 03/21 [ONLINE] Staff

**SURG 211 SURGICAL LAB III**

Lab presentations and practice of surgical procedures to include cardiothoracic, peripheral vascular, laparoscopic, emergent, and neurosurgical procedures. Prerequisites: Successful completion of SURG 126, 127, 141, 151. Additional Fee: \$259.75

4073 5Cr 7:00AM-1:30PM WThF  
 01/04 - 03/21 14-201 Staff

**CLINICAL**

**SURG 225 APPLICATIONS III**

See Clinical Applications. Prerequisites: Successful completion of SURG 215, 220, 235. Additional Fee: \$25.00

4083 5Cr Arranged Arranged MTWTh  
 01/03 - 03/21 [HYBRID] Staff

**CLINICAL**

**SURG 230 APPLICATIONS IV**

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 215, 220, and 235.

4093 5Cr Arranged Arranged MTWTh  
 01/03 - 03/21 Staff

**WELDING**

**WLD 105 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. Co-requisites: WLD 110 and WLD 112. Additional Fee: \$80.00

9803 5Cr 7:00AM-8:00AM Daily  
 01/03 - 03/21 25-403 Main

**THERMAL CUTTING & GOUGING**

**WLD 110**

Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging. Co-requisite: WLD 105. Additional Fee: \$80.00

9813 3Cr 8:00AM-12:15PM Daily  
 01/03 - 03/21 25-403 Main

### WLD 112 OXYACETYLENE WELDING & BRAZING

Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment. Co-requisite: WLD 105. Additional Fee: \$80.00

9823	4Cr	8:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

### WLD 116 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

9833	7Cr	8:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

### WLD 120 SHIELDED METAL ARC WELDING II

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

9843	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

### WLD 124 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

9853	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

### WLD 135 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

9863	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

### WLD 142 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

9873	5Cr	8:00AM-9:00AM	Daily
01/03 - 03/21		25-403	Main

### WLD 151 BASIC WELDING

Designed for individuals who use welding occasionally in their trade. Training can be tailored to meet each person's interests. Must bring gloves, hood, goggles, and safety glasses to class. Text Required. gloves, hood, goggles and safety glasses. Text required.

0623	3Cr	9:00AM-2:00PM	Sa
01/21 - 02/25		25-403	Doherty

### WLD 152 GAS METAL ARC WELDING

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

9883	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

### WLD 156 METALLURGY

Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding. Prerequisite: WLD 142. Additional Fee: \$80.00

98H3	2Cr	6:15PM-8:15PM	Th
01/05 - 03/15		25-403	Hegsted

9893	2Cr	9:15AM-11:15AM	F
01/06 - 03/16		25-403	Main

### WLD 168 FLUX CORED ARC WELDING I

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

98A3	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

98J3	7Cr	3:00PM-8:15PM	Daily
01/03 - 03/21		25-403	Hegsted

### WLD 172 FLUX CORED ARC WELDING II

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

98B3	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

98K3	7Cr	3:00PM-8:15PM	Daily
01/03 - 03/21		25-403	Hegsted

### WLD 177 PREPARATION FOR WELDING CERTIFICATION

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests. Prerequisite: WLD 142, or Instructor's permission. Additional Fee: \$80.00

98C3	2Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

98L3	2Cr	3:00PM-8:15PM	Daily
01/03 - 03/21		25-403	Hegsted

### WLD 179 FABRICATION

Develops knowledge in project planning, layout methods, fixturing, distortion control, and the use of tools and equipment for metal fabrication. Prerequisite: WLD 144. Additional Fee: \$80.00

98M3	3Cr	6:15PM-8:15PM	F
01/06 - 03/16		25-403	Hegsted

### WLD 210 GASTUNGSTEN ARC WELDING I

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

98D3	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

98N3	7Cr	3:00PM-8:15PM	Daily
01/03 - 03/21		25-403	Hegsted

### WLD 213 GASTUNGSTEN ARC WELDING II

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

98E3	7Cr	7:00AM-12:15PM	Daily
01/03 - 03/21		25-403	Main

98P3	7Cr	3:00PM-8:15PM	Daily
01/03 - 03/21		25-403	Hegsted

### WLD 215 COOPERATIVE WORK EXPERIENCE

Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for site choice. Prerequisite: Advanced standing with Instructor's permission. Additional Fee: \$80.00

98F3	5Cr	Arranged	Arranged
01/03 - 03/21		25-403	Main

### WLD 217 SPECIAL PROJECTS

Develops skill in print reading, project planning, layout, distortion control, and other fabrication techniques. Students will have the opportunity to apply knowledge to projects of personal interest and/or as assigned. Prerequisite: Advanced standing with Instructor's permission. Additional Fee: \$80.00

98G3	5Cr	Arranged	Arranged
01/03 - 03/21		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).

## On-Line Courses

For information about online classes go to [www.cptc.edu/online](http://www.cptc.edu/online) or call (253) 589-6076.

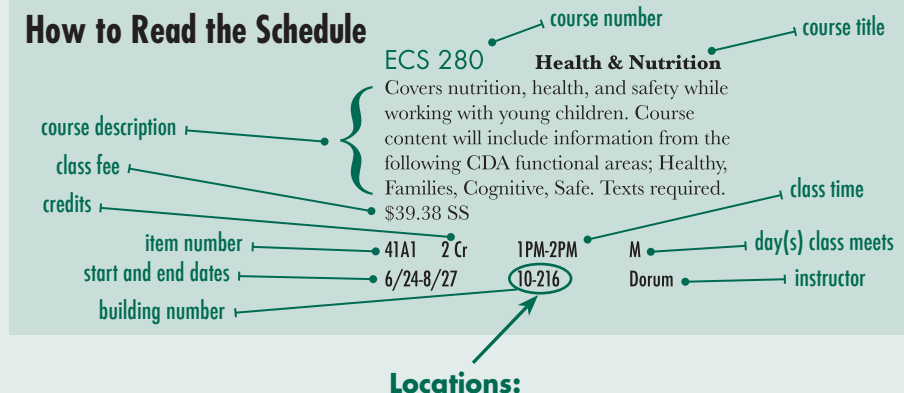
### Online Account Fee

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

### 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.

## COMPUTER TRAINING & BUSINESS ACADEMY



### STARTING A NEW BUSINESS SERIES

**CNTED 018**  
Always wanted to start your own business, but don't know where to start? You've come to the right place. Learn how to avoid the usual start-up pitfalls, and set yourself up for success. Fee: \$149.00

6843 1Cr 6:30PM-9:00PM TTh  
02/07 - 02/16 19-104 Westin

## EMERGENCY MANAGEMENT

### 911 ONLINE ACADEMY-EMERGENCY COMMUNICATIONS

**ECT 140**  
Covers fundamental understanding of emergency communications with police, fire and EMS basics. Offers information needed to successfully pass the National Emergency Communications Telecommunicator Level I Certification. Certification insures that successful candidates have a solid foundation of knowledge on best practices in emergency or 911 call taking and dispatching for police, fire or EMS communications centers. Text required. Fee: \$375 SS

6853 5Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Schmelzer

### EMERGENCY 911 CALL TAKER

**ECT 160**  
Course prepares you to test and interview for a career in Emergency 911 Call Taking. Learn caller interrogation, prioritizing, map reading, call taker procedures, and CPR. Each lesson includes a study of the chapter from the Emergency Communications Manual and actual 911 call review and skill building exercises. This class also prepares the student for the testing and oral interview process of 911 Communication Centers. Prerequisites: Typing 25 wpm, background check for "No Record on File" with Washington State Patrol for crimes against persons, interview with instructor and HS/GED. Call 253-589-5575 to schedule an interview with the instructor. Text required.

0603 12Cr 5:00PM-10:00PM MTW  
01/09 - 04/09 10-200 Ferris

## SPANISH FOR EMERGENCY RESPONDERS

### ELLAN 007

If you are already an Emergency Medical Technician, Paramedic, First Responder or an ambulance driver (or would like to be one), give yourself the advantage over other candidates that an employer might be considering! Learn conversational Spanish so that you can help more people. Gain the skills you need to communicate with Spanish-speakers during an emergency response, when effective communication could mean the difference between life and death. Text required. Fee: \$375.00 SS

6873 6Cr Arranged Arranged  
01/03 - 03/21 [ONLINE] Schmelzer

## FITNESS

### BEGINNING BELLY DANCING

### ELPER 008

Beginning belly dancing will break down traditional oriental belly dancing movements, techniques, and posture to increase muscle flexibility and isolation. Get a great work out for the mind, body, and spirit. Fee: \$85.00 SS

68C3 0.7Cr 6:00PM-7:00PM Th  
01/12 - 03/01 19-124 Sledge

**Register Now!**  
Classes fill quickly.  
[www.cptc.edu/register](http://www.cptc.edu/register)

## FOOD MANAGEMENT



### Dietary Management Program

Training in the aspect of normal and therapeutic nutrition and diet therapy; management of food services operations and sanitation including equipment use, food preparation techniques and quality assurance; human relations and human resource development, including staffing and job assignments and HACCP regulations. Note: National credentialing exam offered by the Dietary Manager's Association requires 150 hours work experience plus 120 hours of classroom instruction. The work experience needs to be completed in a health care or other institutional food service facility with a satisfactory evaluation from a Registered Dietician who has acted as a preceptor. College certificate awarded after successful completion of both the 120 hours of classroom instruction and 150 hours of work experience.

#### Required Courses:

- DMP 110 Nutrition and Diet Therapy (40 hrs)
- DMP 120 Operations Management/ Sanitation (40 hrs)
- DMP 130 HR Management/ HACCP (40 hrs)

### DMP 130 HR MANAGEMENT/HACCP

Everything you need to know about employee relations, how to develop and coach your food service staff, and run a successful operation. Also goes over HACCP regulations that identify critical control points to control food borne illness. Text Required. Fee: \$379.00 SS

6813	4Cr	5:00PM-7:30PM	TTh
01/10 - 03/01		17-240	

## HEALTHCARE ACADEMY

### Medical Billing Specialist & Medical Transcription Certificates

Get into a lucrative career as a medical transcriptionist, or 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 either in Medical Billing or Medical Transcription. In order to receive your certificate, you must complete all the classes in your Certificate program of choice.

**Medical Billing Specialist Certificate**  
 Medical Terminology I & II  
 Medical Insurance Billing

**Medical Transcription Certificate**  
 Medical Terminology I & II  
 Medical Transcription Basic  
 Medical Transcription Adv. I  
 Medical Transcription Adv. II

### 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, and human anatomy and diseases. Text required. Fee: \$375.00 SS

6883	7Cr	Arranged	Arranged
01/02 - 03/16		[ONLINE]	Keith
0613	7Cr	6:00PM-9:30PM	MWV
01/04 - 03/26		10-100	Forch
6893	7Cr	Arranged	Arranged
02/06 - 04/20		[ONLINE]	Keith
68A3	7Cr	Arranged	Arranged
03/05 - 05/11		[ONLINE]	Keith

### MEDICAL

#### MAP 129 INSURANCE BILLING

Looking for a rewarding career that you can do but do not have any healthcare experience yet? We'll show you how medical insurance billers process paperwork and file claims to insurance companies and government agencies so that healthcare providers get paid in a timely manner for their services. 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. Prerequisites: Medical Terminology I&II and "NO record on file" with Washington State Patrol related to crimes against persons. Text Required. Fee: \$375.00 SS

68N3	8Cr	Arranged	Arranged
01/02 - 03/16		[ONLINE]	Keith
68D3	8Cr	Arranged	Arranged
02/06 - 04/20		[ONLINE]	Keith
68P3	8Cr	Arranged	Arranged
03/05 - 05/11		[ONLINE]	Keith

### MEDICAL

#### MAP 131 TRANSCRIPTION-BASIC

Medical Transcription is a high-demand, portable job that you can take on as either an employee or as an entrepreneur, in any geographic area, no matter where you relocate! We'll provide you with all the fundamentals in machine medical transcription. We focus on building keyboarding speed and accuracy, correct medical spelling, proofreading, proper grammar and punctuation, and the correct formatting of medical documents. Prerequisites: Medical Terminology I&II, keyboarding minimum of 30 wpm, "NO record on file" report from the Washington State Patrol related to crimes against persons. Text and wave player required. Fee: \$375.00 SS

68Q3	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Larson

### MEDICAL

#### MAP 134 TRANSCRIPTION ADV I

Make yourself more marketable as a Medical Transcriptionist, by understanding advanced machine medical transcription for specialty areas like diagnostic imaging, interventional radiology, oncology, gastroenterology, and lithotripsy in urology. Prerequisites: MAP 131, keyboarding minimum of 30 wpm, "NO record on file" report from the Washington State Patrol related to crimes against persons. Text and wave player required. Fee: \$375.00 SS

68R3	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Larson

### MEDICAL

#### MAP 136 TRANSCRIPTION ADV II

Increase your options as a Medical Transcriptionist! This class focuses on advanced machine medical transcription, especially for specialty areas like hematology, neurology, plastic surgery, psychiatry, and oral surgery. Prerequisites: MAP 134, keyboarding minimum 30 wpm, and "NO record on file" report from the Washington State Patrol related to crimes against persons. Text and wave player required. Fee: \$375.00 SS

68S3	5Cr	Arranged	Arranged
01/03 - 03/21		[ONLINE]	Larson





**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. You must pass both the written and skills exams to receive your certifications. The Healthcare Provider Basic Life Support and the First Aid cards are valid for two years. Recertify with us! Fee: \$76.00 SS

68V3 01/07	0.5Cr	8:00AM-5:00PM 31	Sa Chase
68U3 02/04	0.5Cr	8:00AM-5:00PM 31	Sa Chase
68W3 03/03	0.5Cr	8:00AM-5:00PM 31	Sa Chase

**MEDICAL SOFTWARE  
MAP 139 APPLICATIONS**

Get the medical clerical skills that employers value! Learn to input patient information, schedule appointments, and handle billing applications using MediSoft medical software. Prerequisites: Basic computer skills. Text required. Fee: \$375.00 SS

68T3 01/03 - 03/21	5Cr	Arranged [ONLINE]	Arranged Keith
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**HUMAN RESOURCES  
ACADEMY**

**Human Resources  
Generalist Certificate**

If you work in Human Resources or think you'd like to, our Certificate program can give you all you need to be successful. Whether you are seeking an entry-level HR position or you're a seasoned professional, we can help you broaden both your skills and knowledge. When you complete all 8 required courses, you earn the Human Resource Generalist Certificate.

Fall Qtr: Employment Legal Issues (12 hrs), Labor Relations (20 hrs)

Winter Qtr: Recruitment/Retention (16 hrs), Training and Development (12 hrs)

Spring Qtr: Compensation/Benefits (8 hrs), Classification/Pay (12 hrs)

Summer Qtr: Budget Overview (4 hrs), Strategic Planning (8 hrs)

The same 2 required textbooks cover all classes for both the Human Resources Generalist and the Human Resources Management program.

**RECRUITMENT  
RETENTION**

**HURES 152**

Develop a recruitment and retention of employee strategy, maximize advertising to attract qualified applicants, screening and interviewing technique, testing, reference checking, career fairs, and retention programs. Fee: \$180.00 SS

68H3 01/04 - 02/15	1Cr	6:00PM-8:30PM 19-107	W Irby
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**HURES 155 TRAINING & DEVELOPMENT**

Training and development efforts are a key to your organization's success. This course focuses on developing, coordinating and implementing a training and development program that satisfies the needs of the organization and staff. Fee: \$135.00 SS

68I3 02/22 - 03/21	1Cr	6:00PM-8:30PM 19-107	W Irby
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**Human Resources  
Management Certificate**

Currently employed in Human Resources Management? If so, this certificate program is for you, and can help you to upgrade your resume, and earn the credibility or promotion you deserve at the office. You earn the Human Resource Management Certificate when you have completed all four courses in the program. The required textbook covers all 4 classes.

**REFINE SUPERVISION  
COMPETENCIES  
& STAFF PRODUCT**

**HURES 160**

Learn the basics of supervision, including supervision core competencies, supervision & the disciplinary process, and how to mentor and coach managers and supervisors. Text required. Fee: \$375.00 SS

68J3 01/03 - 03/21	4Cr	Arranged [ONLINE]	Arranged Irby
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**ADMINISTER  
UNCOMFORTABLE  
PERSONNEL ISSUES**

**HURES 161**

Protect yourself and your company from liability exposure! Learn to identify and assess work competencies, and how to conduct lawful, non-criminal internal complaint investigations. Learn how to increase productivity by conducting effective performance appraisals. Text required. Fee: \$375.00 SS

68K3 01/03 - 03/21	7Cr	Arranged [ONLINE]	Arranged Irby
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**NAVIGATE COLLECTIVE  
BARGAINING AGREEMENTS,  
MEDIATION**

**HURES 162**

Increase your value to your company! Learn how to navigate union contract negotiations & collective bargaining agreements. We'll also show you mediation skills & techniques, arbitration principles and arbitration preparation & presentation. Text required. Fee: \$375.00 SS

68L3 01/03 - 03/21	5Cr	Arranged [ONLINE]	Arranged Irby
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**PROMOTE & MAINTAIN  
A HEALTHY WORK  
ENVIRONMENT**

**HURES 163**

HR Managers, this one is an essential for you! We cover ethical issues in human resources, problem solving & decision making, EEO & affirmative action plans and reasonable accommodation. We also go over HR's role in creating and maintaining a healthy workplace, and HR's role in culture of change. Text required. Fee: \$375.00 SS

68M3 01/03 - 03/21	6Cr	Arranged [ONLINE]	Arranged Irby
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**Register Now!**  
Classes fill quickly.  
[www.cptc.edu/register](http://www.cptc.edu/register)

**HOSPITALITY ACADEMY**

**SPECIAL EVENT  
PROFESSIONAL**

**ELSEP 100**

Event planners can make serious money! Get paid for planning weddings, birthdays, fundraisers, conferences, corporate parties and other special events. We'll give you all of the "how to's" you'll need for an Event Management career, or just to take on a leadership or coordination role at work. We'll talk about vendor coordination and planning, risk management, timelines, themes, decorating, contracts and more. If you plan to pursue a CSEP certification (Certified Special Event Professional), this class is for you! Text included. Fee: \$445.00

68E3 01/03 - 03/21	5Cr	Arranged [ONLINE]	Arranged Altimus
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## TRADES ACADEMY

### NATIONAL ELECTRICAL CODE-2005 CODE UPDATE

CNTED 042

Provides the required 8 hours of Continuing Education instruction on the latest National Electrical Code Changes. Fee: \$122.00 SS

6823	0.5Cr	8:00AM-4:00PM	Sa
02/04		16-202	Gordon

### INTRODUCTION TO FLIGHT

CNTED 081

Always wanted to be a pilot? Take a flight with an experienced pilot and learn about different high-demand, high-paying jobs in aviation. Call the Clover Park Aviation Center at 253-583-8904 to reserve a date and time. Fee: \$99.00 SS. **This course is located at the South Hill Campus.**

6833	0Cr	Arranged	Arranged
01/03 - 03/21		SHC	Coyner

### FORKLIFT RECERTIFICATION

For those who need to update their certification and who have taken an operation and safety course over the past three years. Fee: \$85.00 SS

68G3	0.5Cr	9:00AM-5:00PM	Sa
01/14		22-119	Quiacho

### WASHINGTON RCW-WAC 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

6863	0.5Cr	8:00AM-4:00PM	Sa
02/25		16-202	Gordon

## Register Now!

Classes fill quickly.

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



### WRKFR 212 FLAGGER TRAINING

Approved training by the Washington State Department of Labor and Industries for flagging and traffic control with hands-on practice. Flagger card presented after successful completion in class. Additional Fee: \$65.00

6824	0.5 Cr	8:00AM-4:00PM	Sa
12/10		33P 102	Foy
68Z3	0.5 Cr	8:00AM-4:00PM	Sa
01/14		33P 102	Foy
68AA	0.5 Cr	8:00AM-4:00PM	Sa
02/11		33P 102	Foy
68BB	0.5 Cr	8:00AM-4:00PM	Sa
03/10		33P102	Foy

### FORKLIFT

### WRKFR 279 OPERATIONS & SAFETY

The most thorough Forklift Operation class in the area, for those who might be using Forklifts on the job -- with a strong emphasis on safety. Our course is Washington State Department of Labor and Industries approved. Your Forklift card is presented in person when you successfully complete the class. Text required. Fee: \$412 SS

68CC	3Cr	9AM-5PM	Sa
01/14 - 02/11		22-119	Quiacho

## 50 PLUS

**CMTY 012 OIL PAINTING FOR 50+**  
Supportive learning environment and assistance for painters of all abilities. Students will work on individual projects. Fee: \$55.00 SS

5J03	3Cr	9:00AM-12:00PM	M
01/09 - 03/26		33P-102	Alden

**CMTY 015 WOODCARVING FOR 50+**  
Demonstration of woodcarving techniques will be covered. Selection, use, and care of tools and materials will be covered. Students will do individual projects. Fee: \$55.00 SS

5J13	3Cr	6:00PM-9:00PM	M
01/09 - 03/26		33P-102	Olliges

5J23	3Cr	9:00AM-12:00PM	T
01/10 - 03/13		33P-102	Olliges

### INTERMEDIATE

**CMTY 028 DRAWING & ART FOR 50+**  
Fundamentals of drawing as a foundation to painting will be taught; how to use various materials and techniques in a series of effective lessons. Supply list will be provided by instructor. Fee: \$67.00 SS

5J33	3Cr	9:00AM-12:00PM	W
01/04 - 03/28		33P-120	Mitchell

## How to read the Continuing Ed Schedule

Below your class' description, on the bottom line in the middle, you'll see these designations:

SHC-112 means the course is held at our South Hill Campus, in Room 112.

19-102 means that the class is held at our Lakewood Campus, in Bldg. 19, Room 102.

On-Line is the designation for all of our online courses.

## 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: January 7th, 8:00 a.m. - 12:00 p.m.**

### VISA, MasterCard, check or cash may be used to pay for tuition and fees.

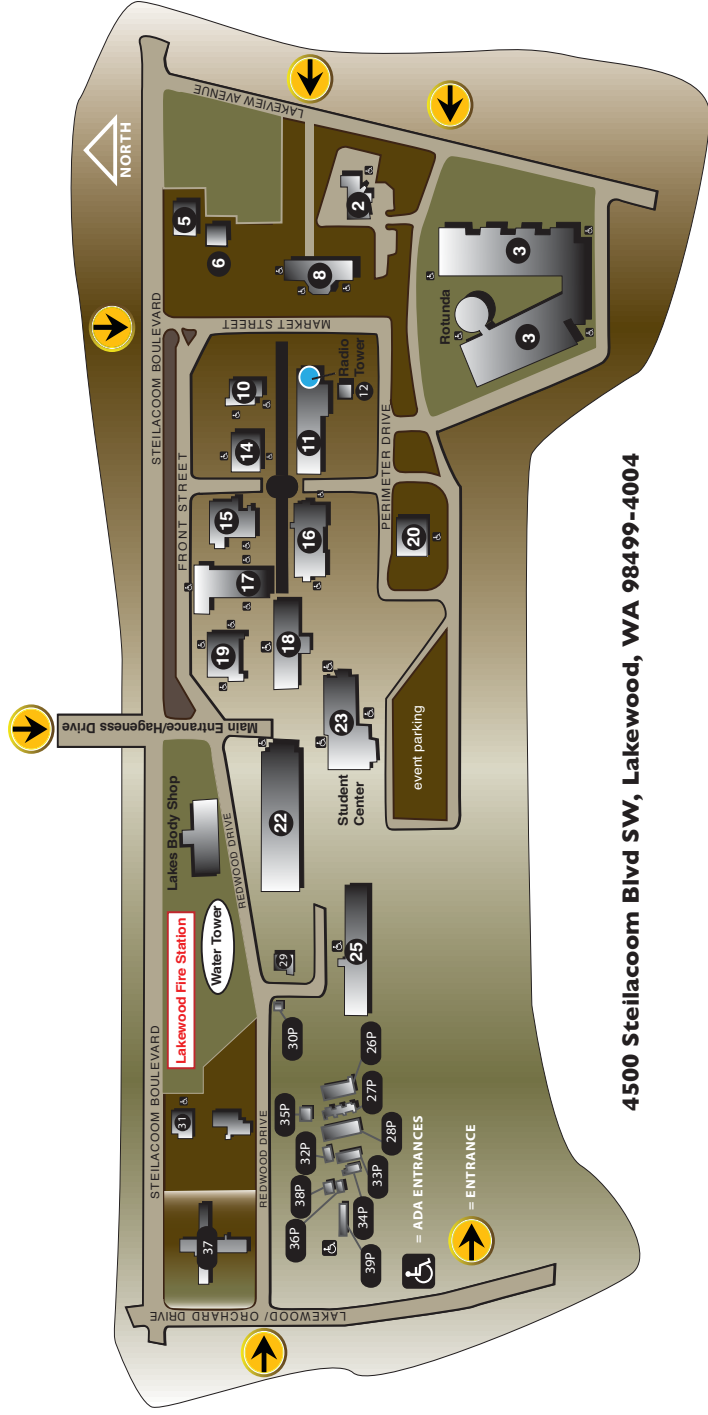
If you fax, mail or phone in you will be automatically registered unless otherwise notified. Your cancelled check is your confirmation! If your registration cannot be processed for some reason, we will contact you by phone or mail. It is recommended that you register early to secure your place in class.



[www.cptc.edu](http://www.cptc.edu)  
(253) 589-5800

**SHC** = South Hill Campus  
**WF(F)** = located in select areas of these buildings.  
**P** = portable building

WIRELESS NETWORK = cptc    PASSWORD = free



**4500 Stellacoom Blvd SW, Lakewood, WA 98499-4004**

Accounting	10	WF
Aerospace Composite Technician	14	WF
Administrative Offices	17	WF
Adult Basic Education	37	
Advising	19	WF
Architectural Engineering Design	19	WF
Assessment Center	17	WF
Associated Student Government	23	WF
Aviation Maintenance Technician	3	WF
Automotive Programs	3	WF
Barbering	8	WF
Boardroom	3	WF
Bookstore	23	WF
Business Office	17	WF
Business Support Services	19	WF
CAD Laboratory	19	WF
Cafeteria/Espresso	23	WF
Career Center	17	WF
Central Service/Sterile Processing	37	
Child Development Center	20	
College Relations (Building 11 in KVTT Offices)	17	WF, 11
Computer Applications	19	WF
Computer Information Technology	16	WF
Computer Networking & Information Systems Security	16	WF
Conference Center	23	WF
Conference Center Event Parking	23	WF
Construction – Residential/Sustainable Building	5	
Continuing Education	19	WF
Cosmetology	8	WF
Counseling/Advising	17	WF
Culinary Arts	31	WF
Custodial Services	22	
Customer Service/Call Center Specialist	10	WF
Dental Assistant	14	WF
Dental Business Administrative Specialist	14	
Online		

Early Care & Education	10	WF
Electrician Low Voltage Fire/Security	16	WF
eLearning	16	WF
Environmental Sciences & Technology	16	WF
Esthetic Sciences	8	WF
Expressions Apparel	23	WF
Financial Aid	17	WF
Foundation	19	WF
GED Testing	17	WF
Graphic Technologies	11	WF
Head Start	20	
Health Unit Coordinator	10	
Heating/Air Conditioning Service Technician	25	
Hemodialysis	16	WF
Human Resources	17	WF
Human Services Program	10	WF
IBEST	37	WF
Instruction	17	WF
Interior Design	19	WF
International Programs	22	
KVTT Radio Station	11	WF
Lakewood Chamber of Commerce	19	WF
Landscape Management	25	
Learning Lab	17	WF
Library	15	WF
Maintenance Office/Shop	25	WF
Manufacturing Technologies	8	
Massage Studies Lab	10	WF
Massage Studies Classroom	10	WF
Material Science: Non Destructive Testing	25	
Math Labs	16	WF, 15
Media Design & Production	11	WF
Medical Assistant	37	WF
Medical Histology Technician	16	WF
Medical Laboratory Technician	14	

Nursing Programs	2	
NW Career & Technical High School	14	WF
Operations/Facilities	17	WF
Parking	23	WF
Personal Care Services	8	WF
Pharmacy Technician	11	WF
Pierce County Television	11	WF
Pierce County Television Offices	12	
President's Office	17	WF
Professional Pilot	17	WF
Radio Station (KVTT)	11	WF
Rainier Room Cafe/ Culinary Arts	31	WF
Resource Center (Library)	15	WF
Restaurant Operations Program	31	WF
Retail Business Marketing/Management	23	WF
Rotunda	3	WF
Security Office	22	
Self Paced Computer Lab	19	WF
Shipping/Receiving	22	
South Sound Washington Business Center	19	WF
Student Center	23	WF
Student Programs and ASG	23	WF
Student Records	17	WF
Student Services	17	WF
Studio A	11	WF
Studio B	11	WF
Surgical Technology	14	
Tutoring Center	15	WF
Veterans Resource Center	22	
Video Teleconference Center	23	WF
Welding Technology	25	
Worker Retraining	17	WF
WorkFirst Learning Center	16	WF
Workforce Training & Development	16	WF

# 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 laboratory/supply/computer use 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 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.

## 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:

# 6th Annual "Math to Careers" Conference Reaches Critical Audience

It's titled, "Math is what you do" and for middle schoolers, math may be the deciding factor if they graduate from high school and go to college.

"Kids decide early," said Janet Holm, outreach manager and math conference coordinator at Clover Park Technical College. "I visit more than 80 schools in our region and teens often tell me if they are college bound. Math gives them confidence. It is a big part of a student's success in high school and beyond," said Holm.

The event, on October 6, drew 1,200 students from Clover Park, Eatonville, and Bethel School Districts. Students participated



in 36 real-world math workshops like the Puget Sound Energy Wildhorse Wind and Solar Facility, Sumo Robotics, and the City of Tacoma's EnviroChallenger. Other participants included, The Home Depot, West Pierce Fire and Rescue, the Lakewood Police Department, Adriatic Grill, the Port of Tacoma, and more.

Using campus-wide workshops, hands-on exercises, face-to-face interactions, and small group activities, Clover Park instructors and community and business partners showcased how math skills are vital to a successful career.

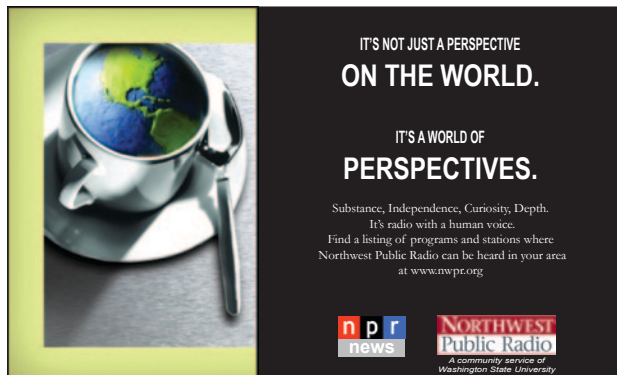
High school career counselors were on site to meet with 8th graders and talk about the transition from middle school to high school. Students had a chance to meet with traditional high school counselors while exploring non-traditional options such as the Lakewood Career Academy, Pierce County Skills Center, and Northwest Career and Technical High School.

"The goal is for students to understand there are many options for high school and dropping out is not one of them," said Holm.



Nationally acclaimed speaker Dr. Arthur Benjamin, "The Human Calculator," inspired and entertained students during an amazing, "Mental Calculation" presentation. Dr. Benjamin demonstrated and explained his secrets for performing rapid mental calculations faster than a calculator. Kicking off the event was a math rap video titled, "Math is What You Do" geared for the younger audience, produced by Zach Holm, graduate of Emerald Ridge High School who now attends WSU.

**Visit [www.cptc.edu/outreach](http://www.cptc.edu/outreach) for more information about future events.**



IT'S NOT JUST A PERSPECTIVE  
ON THE WORLD.

IT'S A WORLD OF  
PERSPECTIVES.

Substance, Independence, Curiosity, Depth.  
It's radio with a human voice.  
Find a listing of programs and stations where  
Northwest Public Radio can be heard in your area  
at [www.nwpr.org](http://www.nwpr.org)

**npr** news **NORTHWEST Public Radio**  
A community service of Washington State University

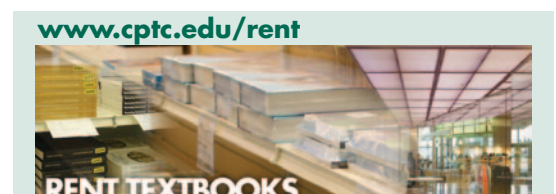


**For your viewing pleasure**, Comcast channel 28 and CLICK! Channel 26.

**Worker Retraining** is here for you. Are you currently collecting unemployment benefits, or have you exhausted those benefits within the past 24 months? Were you recently self-employed, but are now unemployed due to economic changes in your community? Are you a displaced homemaker? Do you need to upgrade your skills to remain employed? You may qualify for comprehensive vocational services, including educational planning and funding for your training. **Call (253) 589-5548**

**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**

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



**RENT TEXTBOOKS**

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# 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 New Student Advising Workshop Most Wednesdays @ 2:00 p.m., Building 15. 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

### IMPORTANT DATES

#### NOVEMBER

- 10 Veterans Day Ceremony
- 11 College Closed, Veterans Day
- 14 Web Registration for Continuing Students
- 15 Fall Last Day to Withdraw with a "W"
- 21 Registration for Winter Admitted Students
- 24-25 College Closed, Thanksgiving
- 28 Open Registration

#### DECEMBER

- 1 Winter Tuition and Fees Due
- 2 Winter Quarter Financial Aid Deadline
- 15 Fall Quarter Ends
- 16-Jan 2 Winter Break

#### JANUARY

- 3 Winter Quarter Begins
- 16 College Closed, MLK Day

#### FEBRUARY

- 13-17 Web Registration for Continuing Students
- 20 College Closed, President's Day
- 21-23 Registration for Spring Admitted Students
- 24 Open Registration
- 24 Spring Quarter Financial Aid Deadline

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