



2011 FALL

QUARTERLY SCHEDULE

www.cptc.edu



Classes start September 26

NEW - Material Science
Nondestructive Testing & Composites

www.cptc.edu/NDT

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.

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.

- **Program Information Sessions** On most second and fourth Wednesdays of the month, instructors will meet with you about career opportunities, what is taught in the program, and what you will need to do to get started.
- **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 to arrange your VIP visit.
- **Attend a New Student Advising Workshop** Every Wednesday @ 2PM. Lakewood campus. Questions (253)589-5548.
- **CPTC-TV** There's always information about our programs on television in Pierce County! Tune in Comcast channel 28 or CLICK! channel 26.
- **www.cptc.edu** Visit our website for program information and streaming videos.

Call (253) 589-5800

On the Cover: Nondestructive testing techniques (NDT) are used to examine structures or vehicles such as aircraft, trains, nuclear reactors, bridges, dams, and pipelines. NDT is used in industry to evaluate the properties of a material or structure without causing damage. www.cptc.edu/NDT.

For more info

cptc.edu/schedule

IMPORTANT DATES

AUGUST

- 8 Web Registration for Continuing Students
- 15 Registration for Fall Admitted Students
- 16 Summer Last Day to Withdraw with a "W"
- 19 Fall Quarter Financial Aid Deadline / Open Registration
- 30 Summer Quarter Ends
- 31 Quarter Break

SEPTEMBER

- 1-25 Quarter Break
- 5 College Closed, Labor Day
- 26 Fall Quarter Begins
- 26 Winter Quarter Foundation Scholarship Application Opens

OCTOBER

- 6 Math Conference
- 18 Wellness Fair
- 21 Winter Quarter Foundation Scholarship Application Closes

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 Financial Aid Deadline
- 15 Fall Quarter Ends
- 16-Jan 2 Winter Break

Aviation Center, South Hill Campus



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 and www.fafsa.ed.gov

Step 2 LEARN ENROLLMENT PROCESS / SELECT A PROGRAM OF STUDY

- Review career training programs at www.cptc.edu/careers
- Schedule a free career interest assessment. Call (253) 583-8765
- Attend a New Student Advising Workshop
Every Wednesday 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

Step 3 ESTABLISH COLLEGE PLACEMENT

- New to College? Take the college placement COMPASS assessment. Cost \$19.00. Go to 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
Fax: (253) 589-5852

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
- 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
Registration: www.cptc.edu/register
Student Schedule: www.cptc.edu/myschedule
View Waiting List: www.cptc.edu/waitlist
Pay Fees: 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.

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.
- **Opportunity Grants.** If you are a low-income person interested in a career in Allied Health, Aviation Maintenance, Early Care and Education, Landscape Management, Residential Construction, Aerospace Composite Technician or Sustainable Building Science you may be eligible for a grant that will pay for tuition, books, and some other expenses. Call (253) 589-5957.

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"

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
Shauna Weatherby

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: Aviation Maintenance, Professional Pilot, and Health Unit Coordinator. 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

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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.

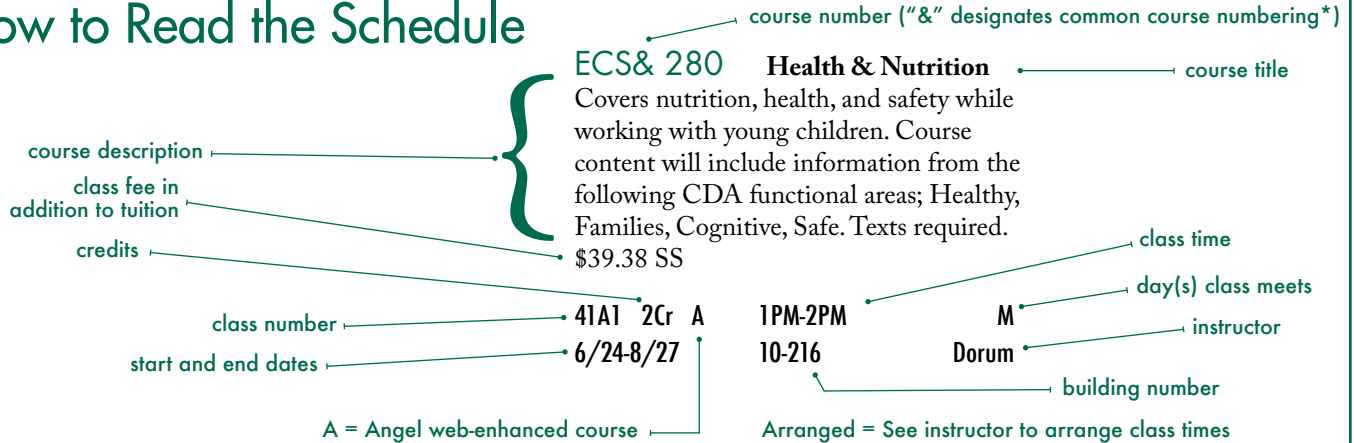
Suspended Operations

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; and at the Public Schools Emergency Communications system web site, 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



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.

- 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 class 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, call (253) 589-4534 or visit 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. To register, go to www.cptc.edu/register.

ACCOUNTING

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

49C2	4Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Dorum

4902	4Cr	9AM-10:50AM	TWThF
9/27-11/15		10-216 [ENHANCED]	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

49D2	4Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Dorum

4912	4Cr	9AM-10:50AM	TWThF
11/16-12/14		10-216 [ENHANCED]	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

49E2	2Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Dorum

ACTG 135 Accounting Spreadsheets I

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

4922	5Cr	11AM-11:50AM	TWF
9/27-12/14		10-212	Dorum

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. Additional Fee: \$25.00

49F2	5Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Dorum

ACTG 211 Principles of Accounting I Lab

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

4942	2Cr	Arranged	Arranged
9/27-12/09		10-216	Dorum

ACTG 212 Principles of Accounting II Lab

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

4952	3Cr	11AM-11:50AM	W
9/28-12/09		10-214	Cooke

ACTG 213 Principles of Accounting III Lab

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

4962	3Cr	Arranged	Arranged
9/27-12/09		10-216	Dorum

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

4972	5Cr	Arranged	Arranged
9/27-12/09		10-214	Dorum

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

4982	5Cr	Arranged	Arranged
9/27-12/09		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

4992	5Cr	Arranged	Arranged
9/27-12/09		10-214	Cooke

Individual Income Tax Accounting

ACTG 291
Continues the study of the fundamentals of individual income tax accounting theory and practice, including a detailed study of the rules and regulations for preparation of the most common forms and schedules, preparation of these forms and schedules, tax laws in the United States, and the differences between GA AP and income tax accounting. Prerequisite: ACTG 222 and ACCT& 201, or Instructor approval. Concurrent with ACTG 293. Additional Fee: \$22.75

49A2	5Cr	9AM-10:50AM	TWTh
9/27-12/14		10-214	Cooke

Individual Income Tax Accounting Lab

ACTG 293
Provides a supervised setting, with instructional support, to apply understanding of federal individual income tax rules and regulations to specific tax problems. Prerequisite: ACTG 222 and ACCT& 201, or Instructor approval. Concurrent with ACTG 291. Additional Fee: \$22.75

49B2	5Cr	9AM-10:50AM	F
9/30-12/09		10-214	Cooke

ACCT& 201 Principles of Accounting I

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

49G2	5Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Dorum

ACCT& 202 Principles of Accounting II

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

49H2	5Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Dorum

4932	5Cr	11AM-11:50AM	TThF
9/27-12/14		10-214 [ENHANCED]	Cooke

ACCT& 203 Principles of Accounting III

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

49J2	5Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Dorum

BUS& 201

Business Law

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

49K2	5Cr	Arranged	Arranged
9/26-12/14		[ONLINE]	Cooke

ADULT BASIC EDUCATION

ABE 001

Tools For Success

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.

CHA1	1Cr	9:15AM-2PM	TTh
9/27-10/06		26P-2	Weigelt
CHA6	1Cr	5:30PM-8:30PM	TTh
9/27-10/06		27P-101	Jewett
CHA2	1Cr	9:15AM-2PM	TTh
10/11-10/20		26P-2	Weigelt
CHA7	1Cr	5:30PM-8:30PM	TTh
10/11-10/20		27P-101	Jewett
CHA3	1Cr	9:15AM-2PM	TTh
10/25-11/03		26P-2	Weigelt
CHA8	1Cr	5:30PM-8:30PM	TTh
10/25-11/03		27P-101	Jewett
CHA4	1Cr	9:15AM-2PM	TTh
11/08-11/17		26P-2	Weigelt
CHA9	1Cr	5:30PM-8:30PM	TTh
11/08-11/17		27P-101	Jewett
CH1A	1Cr	5:30PM-8:30PM	TTh
11/29-12/08		27P-101	Jewett
CHA5	1Cr	9:15AM-2PM	TTh
11/29-12/08		26P-2	Weigelt

ABE 022

ABE Level Math 2

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

CH56	4Cr	1PM-2:30PM	MWF
9/26-12/14		26P-1	Weigelt
CH30	4Cr	5:30PM-8PM	TTh
9/27-12/15		26P-2	Nix

ABE 023

ABE Level Math 3

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

CH32	4Cr	1PM-2:30PM	MWF
9/26-12/14		26P-2	Nix
CH31	4Cr	5:30PM-8PM	TTh
9/27-12/15		26P-2	Nix

ABE 024

ABE Math Level 4

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-8PM	TTh
9/27-12/15		26P-2	Nix
CH35	4Cr	9AM-11AM	TTh
9/27-12/15		26P-1	Weigelt

ABE 033

ABE Reading Level 3

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
9/26-12/14		26P-2	Nix

ABE 034

ABE Reading Level 4

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 III or receive a score 221-235 on the CASAS placement. Additional Fee: \$25.00

CH43	4Cr	8:45AM-10:15AM	MWF
9/26-12/14		26P-2	Nix

ABE 043

ABE Writing Level 3

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

CH20	4Cr	10:20AM-11:50AM	MWF
9/26-12/14		26P-2	Nix

ABE 044

ABE Writing Level 4

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

CH23	4Cr	10:20AM-11:50AM	MWF
9/26-12/14		26P-2	Nix

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.

CHE2	0.2Cr	10:30AM-2:30PM	T
10/11		26PLAB	Stevens
CHE7	0.2Cr	5PM-9PM	T
10/11		26PLAB	Stevens
CHE3	0.2Cr	10:30AM-2:30PM	T
10/25		26PLAB	Stevens
CHE8	0.2Cr	5PM-9PM	T
10/25		26PLAB	Stevens
CHE4	0.2Cr	10:30AM-2:30PM	T
11/08		26PLAB	Stevens
CHE9	0.2Cr	5PM-9PM	T
11/08		26PLAB	Stevens
CH1E	0.2Cr	5PM-9PM	T
12/13		26PLAB	Stevens
CHE5	0.2Cr	10:30AM-2:30PM	T
12/13		26PLAB	Stevens

ESL 010

ESL 1

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
9/26-12/15		27P-103	Burghagen

ESL 012

ESL 2

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

CH04	5Cr	5:30PM-8:30PM	MW
9/26-12/14		27P-103	Follett
CH06	8Cr	8:30AM-10:30AM	MTWTh
9/26-12/15		27P-103	Burghagen

ESL 013

ESL 3

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
9/26-12/14		27P-104	Burghagen
CH08	5Cr	5:30PM-8:30PM	MW
9/26-12/14		27P-103	Follett

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
9/26-12/14	27P-103	Lamberton
CH10 5Cr	5:30PM-8:30PM	MW
9/26-12/14	30P-105	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
9/26-12/14	27P-101	Stevens
CH12 5Cr	5:30PM-8:30PM	MW
9/26-12/14	26P-1	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 or higher on the CASAS placement. Additional Fee: \$25.00

CH13 8Cr	8:30AM-10:30AM	MTWTh
9/26-12/15	27P-101	Stevens
CH14 5Cr	5:30PM-8:30PM	MW
9/26-12/14	27P-101	Bailey

ESL 017**ESL Communications I**

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 ESL 4. Additional Fee: \$25.00

CH16 4Cr	10:30AM-12:30PM	TTh
9/27-12/15	27P-103	Lamberton

ESL 019**ESL Focus on Fluency I**

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

CH86 3Cr	5:30PM-8PM	T
9/27-12/13	27P-103	Bailey

ESL 4**ESL 020****ESL Focus on Fluency II**

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

CH88 3Cr	5:30PM-8PM	T
9/27-12/13	30P-105	Glithero

ESL 021**ESL Writing Improvement**

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 5-6 or CASAS scores 211+. Additional Fee: \$25.00

CHB3 4Cr	10:30AM-12:30PM	TTh
9/27-12/15	27P-101	Burghagen

GED 012**GED Jump Start**

Gain skills and knowledge of materials necessary to prepare for the GED writing exam. Develop test taking strategies through classroom activities. Additional Fee: \$25.00

CH15 12Cr	1PM-4PM	MTWTh
9/26-12/15	30P-108	Halecki
CH97 12Cr	9AM-12PM	MTWTh
9/26-12/15	30P-105	Williams
CHAD 10Cr	10AM-12:30PM	MTWTh
9/26-12/15	PUY-208	Halecki
CHC2 8Cr	10:30AM-12:30PM	MTWTh
9/26-12/15	30P-105	Munizza
CHD2 12Cr	1PM-4PM	MTWTh
9/26-12/15	30P-105	Williams
CHP6 4Cr	5:30PM-8PM	TTh
9/27-12/15	26P-2	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-8PM	TTh
9/27-12/15	26P-2	Nix
CH62 4Cr	9AM-11AM	TTh
9/27-12/15	26P-1	Weigelt

GED 021**GED Advanced Math**

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

CH39 4Cr	5:30PM-8PM	TTh
9/27-12/15	26P-2	Nix
CHG2 4Cr	9AM-11AM	TTh
9/27-12/15	26P-1	Weigelt

GED 030**GED Basic Reading**

Learn to comprehend, explain and analyze information. Prerequisites: Students must successfully complete ABE level 4 or receive a score of 236-245 on the CASAS placement test. Additional Fee: \$25.00

CH46 4Cr	8:45AM-10:15AM	MWF
9/26-12/14	26P-1	Weigelt

GED 031**GED Advanced Reading**

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

CH47 4Cr	8:45AM-10:15AM	MWF
9/26-12/14	26P-1	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
9/26-12/14	26P-1	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. Students will be asked to complete a writing sample. Additional Fee: \$25.00

CH28 4Cr	10:20AM-11:50AM	MWF
9/26-12/14	26P-1	Weigelt

ABE 080**I-BEST English Seminar**

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

CH92 3Cr	1:30PM-3PM	MW
9/26-12/07	27P-103	Munizza

ABE 082**I-BEST Math Seminar**

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

CH93 3Cr	1:30PM-3PM	TTh
9/27-12/13	27P-103	Munizza

ADULT HIGH SCHOOL

ADHS 011 United States History I

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

5B06	5Cr	3PM-4:30PM	MTWTh
9/26-12/14		14-104	Klubberud

ADHS 012 United States History II

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

5B10	5Cr	4:30PM-6PM	MTWTh
9/26-12/14		14-100	Quincy

ADHS 013 Current World Problems

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

5B05	5Cr	4:30PM-6PM	MTWTh
9/26-12/14		14-100	Quincy

ADHS 014 Civics

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	3PM-4:30PM	MTWTh
9/26-12/14		14-104	Klubberud

ADHS 015 Science I

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	5PM-7:30PM	TW
9/27-12/14		14-109	Norton

5B04	5Cr	5PM-7:30PM	TW
9/27-12/14		14-109	Norton

5B09	5Cr	5PM-7:30PM	TW
9/27-12/14		14-109	Norton

5B11	5Cr	5PM-7:30PM	TW
9/27-12/14		14-109	Norton

ADHS 016 Pacific Northwest History

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	4:30PM-6PM	MTWTh
9/26-12/14		14-102	Quincy

ADHS 018 Art

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	2PM-2:50PM	Daily
9/26-12/14		14-109	Purvine

ADHS 019 Fitness & Health

This is an intermediate exploration of personal and global health issues, emphasizing cause, effect, and possible remedy; additionally, physical fitness activities are pursued. Additional Fee: \$28.16

5B12	5Cr	12PM-12:50PM	Daily
9/26-12/14		14-104	Klubberud

AEROSPACE COMPOSITE

AMT 104 Basic Mathematics, Physics, and Weight & Balance

Perform all of the mathematical computations required in the Aviation Maintenance Technician curriculum. Understand the scientific principles that apply to the operation of aircraft, engines and the equipment that the aviation maintenance technician will be in daily contact with. Develop a comprehensive understanding of the importance of weight and balance to aircraft safety, and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast. Additional Fee: \$72.75

44AA	5Cr	4PM-8:15PM	Daily
9/26-12/15		SHC-117	Mensonides

AMT 119 Materials & Processes

Learn about identification and selection of non-destructive testing methods, dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections, as well as basic heat-treated processes, aircraft hardware, and materials. Inspect and check welds. Perform precision measurements. Additional Fee: \$72.75

44BB	5Cr	4PM-8:15PM	Daily
9/26-12/15		SHC-117	Mensonides

AMT 137 Aircraft Non-Metallic Structures

Covers inspection and repair of all types of non-metallic and composite structures, including transparent plastic enclosures and interiors. Additional Fee: \$68.20

44CC	4Cr	4PM-8:15PM	Daily
9/26-12/15		SHC-117	Mensonides

AMERICAN SIGN LANGUAGE

ASL& 121 American Sign Language I

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	3PM-5:20PM	MW
9/26-12/14		23-104	Wilson

ARCHITECTURAL ENGINEERING DESIGN

ARC 121 Architectural Drafting & Design

Overview of floor plans, line types, and line weights, introduction to media, computer-aided drafting, codes, basic design concepts, and presentation drawings and techniques. Prerequisites: English reading with comprehension, composition, and basic verbal skills. Lab times arranged with instructor. Additional Fee: \$32.75

6302	5Cr	8:30AM-9:30AM	MW
9/26-12/14		19-201	Lamb

ARC 123 Civil Engineering Site Design

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

6312	5Cr	3PM-3:50PM	TTh
9/27-12/15		19-201	Muir

ARC 125 Residential Design & Drafting

Overview of basic residential design and specialized floor plans, exterior and interior elevations. Lab times arranged with instructor. Prerequisites: ARC 123. Additional Fee: \$32.75

6322	5Cr	8:30AM-9:30AM	MW
9/26-12/14		19-201	Lamb

ARC 141 Architectural 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. Lab times arranged with instructor. Additional Fee: \$23.65

6332	3Cr	9:30AM-10:30AM	M
9/26-12/12		19-201	Lamb

ARC 145 Architectural Reporting III

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. Lab times arranged with instructor. Prerequisites: ARC 143. Additional Fee: \$19.10

6342	2Cr	9:30AM-10:30AM	M
9/26-12/12		19-201	Lamb

6352	2Cr	3PM-3:50PM	F
9/30-12/09		19-201	Muir

ARC 152 Construction Material Research I

Requires research of manufacturers' and suppliers' information, and assembly of Construction Specifications Institute (CSI) materials Divisions I through 4. Prerequisites: English reading with comprehension, composition, and basic verbal skills. Lab times arranged with instructor. Additional Fee: \$19.10.

63BB	2Cr	1:00PM - 2:00P	Th
9/29-12/15		19-201	Lamb

ARC 153 Construction Materials Research II

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials three sub-groups. Lab times arranged with instructor. Prerequisites: ARC 151. Additional Fee: \$14.55

6372	1Cr	1PM-2PM	Th
9/29-12/15		19-201	Lamb

6382	1Cr	5PM-5:50PM	F
9/30-12/09		19-201	Muir

ARC 163 Sketching II

Covers intermediate concepts and sketches of residential projects. Lab times arranged with instructor. Prerequisites: ARC 162. Additional Fee: \$19.10

6392	2Cr	4PM-4:50PM	F
9/30-12/09		19-201	Muir

ARC 171 Drafting 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. Lab times arranged with instructor. Additional Fee: \$32.75

63A2	5Cr	8:30AM-9:30AM	MW
9/26-12/14		19-201	Lamb

ARC 173 Drafting 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. Lab times arranged with instructor. Prerequisites: ARC 171. Additional Fee: \$32.75

63B2	5Cr	4PM-4:50PM	MW
9/26-12/14		19-201	Muir

ARC 181 Introduction to AutoCAD

Use Windows based AutoCAD applications to produce basic design and production drawings and details, and to save and print drawings on industry standard hardware. Prerequisites: English reading with comprehension, composition, and basic verbal skills and basic keyboarding skills, 30 wpm, ARC 171 or Instructor permission. Lab times arranged with instructor. Additional Fee: \$32.75

63C2	5Cr	9:30AM-10:30AM	TWTh
9/27-12/15		19-203	Lamb

63D2	5Cr	6:30PM-7:20PM	Th
9/27-12/15		19-203	Muir

Engineering Mechanics of Materials

ARC 191
Analysis of loading conditions and selection of wood member sizes and materials for house design. Material stress and strain are computed. Lab times arranged with instructor. Prerequisites: ARC 125, MAT 99 or higher. Lab times arranged with instructor. Additional Fee: \$32.75

63E2	5Cr	5PM-5:50PM	Th
9/27-12/15		19-201	Muir

ARC 221 Detailing & Light Commercial

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

63F2	5Cr	5PM-5:50PM	MW
9/26-12/14		19-201	Muir

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. Lab times arranged with instructor. Prerequisites: ARC 173, ARC 181. Additional Fee: \$32.75

63G2	5Cr	12:30PM-1:30PM	MTWTh
9/26-12/15		19-201	Lamb

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. Lab times arranged with instructor. Prerequisites: ARC 223, ARC 281. Additional Fee: \$32.75

63H2	5Cr	3PM-3:50PM	MW
9/29-12/14		19-201	Muir

ARC 227 Special Intern Project

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

63K2	5Cr	Arranged	Arranged
9/26-12/15		19-201	Muir

63J2	5Cr	Arranged	Arranged
9/29-12/15		19-201	Lamb

ARC 229 Special Design Project

Complete special design project as approved by the Instructor to aid in realistic training. Prerequisites: ARC 225, ARC 231, ARC 281. Complete Special Design Project as assigned by the instructor to aid in Realistic Training. Lab times arranged with instructor. Additional Fee: \$32.75

63M2	5Cr	8:30AM-9:20AM	MTWTh
9/26-12/15		19-201	Muir

63L2	5Cr	12:30PM-1:30PM	MTWTh
9/29-12/15		19-201	Lamb

ARC 231 Cost Estimating I

Completion of a computerized, detailed cost estimate for one-story house with site development. Lab times arranged with instructor. Additional Fee: \$23.65

63P2	3Cr	7:30PM-8:20PM	Th
9/29-12/15		19-201	Muir

63N2	3Cr	12:30PM-1:30PM	TWTh
11/08-12/01		19-201	Lamb

ARC 233 Cost Estimating II

Completion of a computerized, detailed cost estimate for two-story house. Lab times arranged with instructor. Prerequisites: ARC 231. Additional Fee: \$19.10

63Q2	2Cr	12:30PM-1:30PM	TWTh
11/08-12/01		19-201	Lamb

ARC 236 Energy Analysis I

Completion of two computerized energy analyses for a one-story house. Lab times arranged with instructor. Additional Fee: \$14.55

63S2	1Cr	7:30PM-8:20PM	T
9/27-12/13		19-201	Muir

63R2	1Cr	1:30PM-2PM	W
11/02		19-201	Lamb

ARC 238 Energy Analysis II

Completion of two computerized energy analyses for a two-story house. Lab times arranged with instructor. Prerequisites: ARC 236. Additional Fee: \$14.55

63T2	1Cr	1:30PM-2PM	W
11/02		19-201	Lamb

Construction Materials Research III

ARC 251
Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 - 14 for green certified products. Lab times arranged with instructor. Prerequisites: ARC 153. Additional Fee: \$14.55

63U2	1Cr	1PM-2PM	Th
9/29-12/15		19-201	Lamb

63V2	1Cr	5PM-5:50PM	F
9/30-12/09		19-201	Muir

ARC 253 Employment Research

Basic job-seeking skill activities, including résumé preparation, employer contacts, and employment opportunities. Lab times arranged with instructor. Additional Fee: \$19.10

63W2	2Cr	Arranged	Arranged
9/26-12/15		19-201	Lamb

63X2	2Cr	Arranged	Arranged
9/26-12/15		19-201 [ENHANCED]	Muir

ARC 261 Sketching III

Advanced concepts and sketches of residential projects using Google Sketch-Up. Lab times arranged with instructor. Prerequisites: ARC 162, ARC 181. Additional Fee: \$14.55

63Y2	1Cr	4PM-4:50PM	F
9/30-12/09		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. Lab times arranged with instructor. Prerequisites: ARC 181. Additional Fee: \$35.00

63Z2	5Cr	12:30PM-1:30PM	Th
9/27-12/15		19-203 [ENHANCED]	Lamb

63AA	5Cr	3PM-3:50PM	MW
9/26-12/14		19-203	Muir

ARC 284 Applied AutoCAD

Use Windows based AutoCAD applications to a complete set of design and production drawings and details for a design project, and saving and printing drawings on industry standard hardware. Lab times arranged with instructor. Prerequisites: ARC 281 Additional Fee: \$32.75

63AB	5Cr	12:30PM-1:30PM	Arranged
9/29-12/15		19-203 [ENHANCED]	Lamb
63AC	5Cr	4:00PM-4:50PM	TTh
9/27-12/15		19-207	Muir

ARCHITECTURAL ENGINEERING DESIGN (I-BEST)

ARC 152 Construction Material Research I

Requires research of manufacturers and suppliers information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 14. Prerequisites: English reading with comprehension, composition, and basic verbal skills. Additional Fee: \$19.10

632G	2Cr	4PM-5PM	F
9/30-12/09		19-201	Muir

ARC 173 Drafting 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

632H	5Cr	4PM-5PM	MW
9/26-12/14		19-201	Muir

ARC 181 Introduction to AutoCAD

Use Windows based AutoCAD applications to produce basic design and production drawings and details, and to save and print drawings on industry standard hardware. Prerequisites: English reading with comprehension, composition, and basic verbal skills and basic keyboarding skills, 30 wpm, ARC 171 or Instructor permission. Additional Fee: \$32.75

632J	5Cr	6:30PM-7:30PM	TWTh
9/27-12/15		19-201	Muir

Applied English for Architectural Engineering Design

ENG 081

632E	5Cr	5PM-6:30PM	W
9/28-12/14		19-203	Lawrence

MAT 081 Applied Math For Arc

632M	5Cr	7:30PM-9PM	MW
9/26-12/14		19-203	Herring
		3:30PM- 5:30PM	F

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
9/22-11/30		[ONLINE]	WAOL

AUTOMOTIVE COLLISION TECHNICIAN

ACT 102 Fundamentals of Collision Repair

Explore career safety, industry certifications, vehicle construction, and an overview of the career field. Additional Fee: \$13.65

9602	3Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Freeman

ACT 106 Body Shop Equipment

Covers operating hand tools, power tools, and shop equipment. Explore air systems and their design and function. Additional Fee: \$13.65

9612	3Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Freeman

ACT 110 Welding, Heating, & Cutting

Covers the skills of welding, heating, and cutting as it relates to the Collision Industry. Additional Fee: \$18.20

9622	4Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Freeman

ACT 115 Plastic/SMC Repair

Explore plastic, fiberglass, and SMC repairs as they relate to the Collision Industry. Additional Fee: \$18.20

9632	4Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Freeman

ACT 120 Glass, Trim, & Hardware

Covers the practical skills used to repair/replace door locks and windows and to repair water leaks on car and truck bodies, interior parts, and door skin repair. Additional Fee: \$22.75

9642	5Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Freeman

Introduction to Metal

ACT 125 Straightening

Introduces basic body panel straightening techniques. Additional Fee: \$13.65

9652	3Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Freeman

ACT 145 Collision Estimating

Covers collision damage estimating, reviewing work orders, and acquiring work skills for job success. Additional Fee: \$22.75

9662	5Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Richards

ACT 151 Refinish Equipment Preparation

Covers paint shop equipment and painting fundamentals.

9672	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Richards

ACT 156 Pre-Prime Preparation

Explores corrosion protections and vehicle refinish preparation. Additional Fee: \$22.75

9682	5Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Richards

ACT 157 Post-Prime Preparation

Explores final preparations, blocking, and final sanding for application of topcoat. Additional Fee: \$22.75

9692	5Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-301	Richards

AUTOMOTIVE RESTORATION & CUSTOMIZATION

Fundamentals of Shop Equipment

Covers shop safety, fundamentals of tool use, and proper use of shop equipment. Instructor permission required. Additional Fee: \$13.65

1702	3Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-307	Freeman

ARC F 109 Welding & Metal Skills

Covers welding, heating, and cutting techniques, using MIG and Oxyacetylene equipment. Students will learn safe handling and correct metal forming techniques of sheet metal. Instructor permission required. Additional Fee: \$18.20

1712	4Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-307	Freeman

ARC F 114 Basic Repairs & Assembly

Covers basic repair and assembly procedures for bolt-on body components. Instructor permission required. Additional Fee: \$36.40

1722	8Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-307	Freeman

ARC F 119 Custom Fabrication

Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts. Instructor permission required. Additional Fee: \$27.30

1732	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-307	Freeman

ARC F 124 Refinishing Equipment

Explores refinishing equipment use and maintenance. Instructor permission required. Additional Fee: \$18.20

1742	4Cr	7:30AM-1:50PM	Daily
9/26-12/15		03-306	Richards

ARCF 129 Refinish Preparation

Explores corrosion protection and vehicle refinish preparation. Instructor permission required. Additional Fee: \$31.85

1752	7Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:306	Richards

ARCF 130 Advanced Paint Application

Covers application of advanced masking, topcoat shading, and graphics on a restoration or custom project. Instructor permission required.

1762	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:306	Richards

ARCF 133 Fiberglass/Composites Techniques

Further develop skills in customizing techniques used on original factory parts, as well as fabrication of custom parts. Instructor permission required.

1772	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:307	Freeman

ARCF 134 Custom Refinishing

Covers top coat, clear coat, and custom refinishing. Instructor permission required. Additional Fee: \$27.30

1782	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:306	Richards

ARCF 141 Surface Imperfections/Show & Shine

Covers paint application problem solving and show detailing. Instructor permission required. Additional Fee: \$18.20

1792	4Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:306	Richards

ARCF 149 Custom Seat Upholstery

Introduces custom interior upholstery. Instructor permission required. Additional Fee: \$31.85

17A2	7Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 154 Automotive Restoration & Custom Lab

Finish projects and competencies in restoration and/or customizing. 9 credits in Summer quarter; variable credit, other three quarters. Instructor permission required. Additional Fee: \$40.95

17B2	9Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:307	Freeman

ARCF 156 Custom Headliner & Side Panel

Fabricate and install custom upholstery of doors, quarter panel trim, and headliners. Instructor permission required. Additional Fee: \$22.75

17C2	5Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 159 Metal Strengthening & Shaping

Metal straightening and shaping techniques on a custom or restoration project. Instructor permission required.

17D2	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:307	Freeman

ARCF 160 Custom Upholstery - Advanced Panels

Develop skills in custom and/or restoration techniques in designing, patterning, removing, and fabricating advanced interior panels. Instructor permission required.

17E2	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 161 Custom Carpets Fabrication & Installation

Fabricate and install custom carpet and other automotive floor coverings. Instructor permission required. Additional Fee: \$22.75

17F2	5Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 162 Custom Upholster - 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.

17G2	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 163 Custom Upholstering - Advanced Bucket Seats

Develop skills in custom and/or specialized techniques in designing, patterning, removing, and fabricating advanced bucket seats and headrest covers. Instructor permission required.

17H2	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 164 Custom Glass Patterning & Installation

Covers patterning and installation of custom automotive glass. Instructor permission required. Additional Fee: \$18.20

17J2	4Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 165 Custom Upholstery - Convertible Tops

Develop skills in custom and/or restoration techniques to repair or replace a convertible top for a custom or restoration project. Instructor permission required.

17K2	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 166 Custom Upholstery - Design & Installation

Explores upholstery design & installation as it relates to the students' project. Instructor permission required.

17AA	3Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 167 Custom Paint Application

Covers application of custom masking, topcoat shading, and graphics. Instructor permission required.

17BB	3Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:306	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: \$13.65

17L2	3Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:307	Freeman

ARCF 169 Custom Upholstery - Vinyl Tops

Develop skills in custom and/or restoration techniques to replace a vinyl top for a custom or restoration project. Instructor permission required.

17M2	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:401	Glasgow

ARCF 170 Custom Refinishing - Special Projects

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

17CC	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:301	Freeman

AUTOMOTIVE TECHNICIAN**AUT 120 Automotive Basics**

Provides information on basic shop safety, hazardous material handling, industry trends and opportunities, tools and fasteners. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$39.10

4602	2Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:701	Offerdahl

AUT 144 Ford Basic Electrical Systems Diagnosis & Test

Diagnose and repair automotive electrical systems using the Symptom-to-System-to-Component-to-Cause process. Use special tools and service equipment associated with electrical diagnosis and repair. Use all service publications in their available formats to obtain needed information for diagnosis. Perform diagnosis test procedures. Perform repair procedures. Students will become familiar with the tools, terminology, basic theory, diagnostics, removal, and installation procedures used during common service operations and have the opportunity to practice procedures identified as priority task in the NATEF (ASE) task list. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$150.00

4612	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:801	Brown

AUT 147 Automotive Brakes

Theory and troubleshooting of hydraulic systems, disc brake systems, drum brake systems, power booster systems, and antilock brake systems. Prerequisites: Must have required tools and textbooks. This module covers theory, diagnosis, and repair of SLA suspension systems, strut suspension systems, parallelogram steering systems, rack and pinion steering systems, rear suspension systems, and computer-controlled suspension systems. Additional Fee: \$57.30

4622	6Cr	7:30AM-1:50PM	Daily
9/26-12/15		03:701	Offerdahl

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

4632 7Cr 7:30AM-1:50PM Daily
9/26-12/15 03-701 Offerdahl

Automotive Suspension Steering & Wheel Align Lab

AUT 156
Repair automotive brakes, steering, and suspension systems by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Prerequisites: Must successfully complete AUT 147, 149 and have required tools and textbooks. Additional Fee: \$52.75

4642 5Cr 7:30AM-1:50PM Daily
9/26-12/15 03-701 Offerdahl

AUT 203 Electrical Systems

Diagnose and repair automotive electrical systems and basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks. Prerequisites: Must have required tools and textbooks. Additional Fee: \$80.05

4662 11Cr 7:30AM-1:50PM Daily
9/26-12/15 03-801 Brown

46AA 11Cr 7:30AM-1:50PM Daily
9/26-12/15 03-901 Covington

AUT 209 Electronic Systems

Diagnose and repair automotive electronic systems and basic application of computerized electronic control systems. Upon completion of this course, the student will be familiar with the terminology, basic theory, diagnostics, removal, and installation procedures used on automobiles and light trucks. Prerequisites: Must successfully complete AUT 203 and must have required tools and textbooks. Additional Fee: \$61.85

4682 7Cr 7:30AM-1:50PM Daily
9/26-12/15 03-801 Brown

46BB 7Cr 7:30AM-1:50PM Daily
9/26-12/15 03-901 Covington

AUT 239 Clutches & Manual Transmissions

Provides the student with the knowledge and skills to competently repair automotive clutches and manual transmissions/transaxles. Prerequisites: Must successfully complete AUT 239 and have required tools and textbooks. Additional Fee: \$??

46CC 9Cr 7:30AM-1:50PM Daily
9/26-12/15 03-601 Bridges

Automotive Axles, Drivelines, Differentials & Transfer Cases

AUT 243
Provides the student with the knowledge and skills to competently repair automotive axles, drivelines, differentials, and transfer cases. Upon completion of the course, the student will be familiar with the terminology, basic theory, diagnostics, maintenance and repair of automobile/light truck axles, drivelines, differentials, and transfer cases. Prerequisites: Must successfully complete AUT 239 and have required tools and textbooks. Additional Fee: \$57.30

46A2 6Cr 7:30AM-1:50PM Daily
9/26-12/15 03-601 Bridges

AUT 246 Manual Drive Trains & Axles Lab

This course is designed to teach the student to competently repair drive train components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Upon completion of this course, the student will be familiar with diagnosis, maintenance, and repair of automobile/light truck manual drive trains. Prerequisites: Must successfully complete courses AUT 239, 243 and must have required tools and textbooks. Additional Fee: \$48.20

46B2 4Cr 7:30AM-1:50PM Daily
9/26-12/15 03-601 Bridges

Air-Conditioning, Heating & Ventilation

AUT 255
Theory, troubleshooting, and repair of automotive air-conditioning systems, heating systems, and ventilation systems. Also covers recovery and recycling of both R-12 and R134A refrigerants. Prerequisites: Must successfully complete AUT 203, 209, and have required tools and textbooks. Additional Fee: \$73.30

46C2 6Cr 7:30AM-1:50PM Daily
9/26-12/15 03-901 Covington

AVIATION MAINTENANCE TECHNICIAN

Basic Mathematics, Physics, & Weight & Balance

AMT 104
Perform all of the mathematical computations required in the Aviation Maintenance Technician curriculum. Understand the scientific principles that apply to the operation of aircraft, engines and the equipment that the aviation maintenance technician will be in daily contact with. Develop a comprehensive understanding of the importance of weight and balance to aircraft safety, and make all of the required calculations for weight and balance checks, equipment changes, extreme loading checks, and the addition of ballast. Additional Fee: \$72.75

4402 5Cr 7AM-1PM Daily
9/26-12/15 SHC-116 Doyon

Aircraft Drawings, Cleaning, & Corrosion Control, Ground Operations & servicing, and Fluid Lines & Fillings.

AMT 116
Sketch aircraft repairs and alterations and understand information presented on typical aircraft blueprints, graphs, and charts. Recognize types of corrosion and know their causes identify and use the proper materials and processes to remove corrosion by-products, treat corroded areas, and apply proper protection. Gain a thorough understanding of the importance of safe ground handling procedures, aircraft movement and storage, and identify aviation fuels. Identify fluid line components, fabricate rigid and flexible fluid lines, and properly install fluid lines on aircraft. Additional Fee: \$72.75

4412 5Cr 7AM-1PM Daily
9/26-12/15 SHC-116 Doyon

AMT 119 Materials & Processes

Identification and selection of non-destructive testing methods. Dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections. Basic heat-treated processes. Aircraft hardware and materials. Inspect and check welds. Perform precision measurements. Additional Fee: \$72.75

4422 5Cr 7AM-1PM Daily
9/26-12/15 SHC-116 Doyon

Maintenance Forms & Records, Publications & Mechanics, Privileges & Limitations

AMT 127
Generate and review FAA maintenance forms, records, entries, Publications and Regulations, including Airworthiness Directives, Mechanic Privileges and Limitations. Additional Fee: \$68.20

4432 4Cr 7AM-1PM Daily
9/26-12/15 SHC-116 Doyon

Wood Structures,

AMT 131 Aircraft Coverings, & Finishes

Covers wood aircraft construction, repair, and inspection. Students will select, apply, inspect, test, and repair aircraft fabric and fiberglass covering materials. Become familiar with types of aircraft protective coatings, trim applications, markings, finish problems, and the inspection of finishes. Additional Fee: \$63.65

4442 3Cr 7AM-1PM Daily
9/26-12/15 SHC-117 Potter

AMT 135 Aircraft Sheet Metal Structures

Inspection and repair of all types of sheet metal. Information regarding the fabrication, construction, and repair of sheet metal aircraft structures. Additional Fee: \$68.20

4452 4Cr 7AM-1PM Daily
9/26-12/15 SHC-117 Potter

Welding, Position & Warning Systems

AMT 136

Principles regarding the fabrication, construction, and repair of welded aircraft structures. Principles of operation of speed and configuration warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems. Additional Fee: \$63.65

4462	3Cr	7AM-1PM	Daily
9/26-12/15		SHC-117	Potter

AMT 137 Aircraft Non-Metallic Structures

Covers inspection and repair of all types of non-metallic and composite structures, including transparent plastic enclosures and interiors.

Additional Fee: \$68.20

4432	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-116	Doyon

4472	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-117	Potter

AMT 138 Aircraft Inspections

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

Additional Fee: \$50.00

4482	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-118	Crech

AMT 139 Assembly & Rigging

Covers basic information regarding the assembly of aircraft, components, rigging of all flight control surfaces, balancing and inspection of flight controls, alignment of aircraft structures, and jacking of aircraft. Additional Fee: \$68.20

4492	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-117	Potter

AMT 208 Helicopter Operation & Maintenance Practices

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

44A2	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-118	Crech

AMT 210 Basic Rotor System Maintenance & Repair

Covers history of rotorcraft and principles of flight; types and function of rotor systems; overhaul of rotor hub assemblies; installation and static balancing of rotors; types and function of anti-torque control systems; inspection of rotor blades using manufacturer's data. Additional Fee: \$68.20

44B2	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-118	Crech

Advanced Rotor Systems Maintenance & Repair

AMT 212

Covers vibration analysis; installation and dynamic balancing of rotor systems; tracking of helicopter rotor blades; principles of helicopter autorotation and adjustment of autorotation RPM for power off operations. Additional Fee: \$68.20

44C2	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-118	Crech

AMT 215 Helicopter Systems

Covers helicopter powerplants and controls; fuel systems, turbine fuels, and fuel system components; oil systems and types of oils; mechanical drives, clutches, drive shafts, freewheeling units, and transmissions; flight controls, hydraulic, and instrument systems; rotor rpm, engine out, and master caution and warning systems; electrical systems, Nicad batteries, and starter generators; fuselage structures, and landing gear. Additional Fee: \$68.20

44D2	4Cr	7AM-1PM	Daily
9/26-12/15		SHC-118	Crech

Powerplant Reciprocating Engine Theory

AMT 224

Covers the history of aircraft engines, principles of energy transformation, theory of operation, engine requirements and configuration, and overhaul of horizontally opposed engines.

Additional Fee: \$77.30

44E2	6Cr	7AM-1PM	Daily
9/26-12/15		SHC-120	Vick

Powerplant

AMT 225 Maintenance & Operation

Powerplant maintenance and operation consists of theory of operation, engine requirements and configuration and installation, troubleshooting and removal of horizontally opposed engines.

Additional Fee: \$77.30

44F2	6Cr	7AM-1PM	Daily
9/26-12/15		SHC-120	Vick

Engine Fuel Systems & Fire Protection

AMT 226

Fuel systems and fire protection consists of transformation of energy, chemistry of combustion and thermal efficiency of fuel air mixtures. Fire protection covers the components and the operation of fire detection and extinguishing equipment.

Additional Fee: \$54.55

44G2	1Cr	7AM-1PM	Daily
9/26-12/15		SHC-120	Vick

AMT 228 Engine Fuel Metering Systems

Fuel metering consists of the principles of fuel metering for float carbs, pressure carb, fuel injection, and detonate injection, turbine fuel controls, and electronic engine fuel controls.

Additional Fee: \$72.75

44H2	5Cr	7AM-1PM	Daily
9/26-12/15		SHC-120	Vick

BIOLOGY

BIOL 118 Human Anatomy & Physiology

An in-depth approach to body systems, emphasizing the relationship between structure and functions. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences. Prerequisites: Appropriate COMPASS/SLEP placement score or Instructor permission. Additional fee for [ONLINE] \$25.00.

0503	5Cr	8AM-8:50AM	Daily
9/26-12/15		23-104	Noffke

0504	5Cr	11AM-11:50AM	Daily
9/26-12/15		23-104	Noffke

0505	5Cr	2PM-2:50PM	Daily
9/26-12/15		23-104	Noffke

0506	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Noffke

0576	5Cr	4PM-6:30PM	TTh
9/27-12/15		23-104	Staff

Human 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	3PM-5:30PM	MW
9/26-12/14		15-WLAB	Freyre

0575	5Cr	3PM-5:30PM	TTh
9/27-12/15		16-104	Slegers

Human Anatomy & Physiology II

BIOL& 242

Includes an in-depth study of immunology. Cardiovascular, lymphatic, respiratory, digestive/metabolism, excretory, reproductive and endocrine systems are discussed. Laboratory component included. Prerequisites: A grade of C or 2.0 or better in BIOL 221. Additional Fee: \$11.00

0508	5Cr	6PM-8:30PM	MW
9/26-12/14		15-WLAB	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

0509	5Cr	Arranged	Arranged
9/27-12/15		[ONLINE] [HYBRID]	Noffke

0577	5Cr	7PM-9:30PM	TTh
9/27-12/15		15-WLAB	Staff

CENTRAL SERVICE / STERILE PROCESSING

MMN 103 Introduction to Healthcare

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

8302	3Cr	7:30AM-2:15PM	Daily
9/26-12/15		37-218B [ENHANCED]	Wagers

Anatomy & Physiology/ Medical Terminology

MMN 108

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

8312	3Cr	7:30AM-2:15PM	Daily
9/26-12/15		37-218B [ENHANCED]	Wagers

MMN 113 Microbiology/Infection Control

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

8322	3Cr	7:30AM-2:15PM	Daily
9/26-12/15		37-218B [ENHANCED]	Wagers

MMN 124 Surgical Instrumentation

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

8332	4Cr	7:30AM-2:15PM	Daily
9/26-12/15		37-218B [ENHANCED]	Wagers

Principles and Methods of Cleaning & Disinfecting

MMN 126

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

8342	6Cr	7:30AM-2:15PM	Daily
9/26-12/15		37-218B [ENHANCED]	Wagers

Principles & Practices of Sterilization

MMN 129

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

8352	6Cr	7:30AM-2:15PM	Daily
9/26-12/15		37-218B	Wagers

Materiel Management &

MMN 131 Central Service Applications

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

8362	4Cr	7:30AM-2:15PM	Daily
9/26-12/15		37-218B	Wagers

CHEMISTRY

CHEM& 110 Chemical Concepts w/Lab

Applying the chemical principles to energy usage, environmental impact, foods, drugs, and consumer products are emphasized. Additional Fee: \$20.00

0511	5Cr	10AM-12PM	MW
9/26-12/14		15-WLAB	Staff

(LAB)		10AM- 12PM	T
		15-WLAB [ENHANCED]	

0512	5Cr	[HYBRID]	Arranged
9/26-12/15		Arranged	Staff

(LAB) [HYBRID]		1PM- 3PM	F
		15-WLAB	

0510	5Cr	9AM-2:30PM	Sa
10/01-12/10		15-WLAB	Staff

CHEM& 121 Introduction to Chemistry

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 currently with this course. Additional Fee: \$45.00

0515	5Cr	[HYBRID]	Arranged
9/26-12/15		Arranged	Staff

(LAB) [HYBRID]		3PM- 5PM	T
		15-WLAB	

0514	5Cr	8AM-10AM	ThF
9/29-12/15		15-WLAB	Staff

(LAB)		10AM- 12PM	F
		15-WLAB	Staff

COLLEGE SUCCESS

COLL 101 Foundation for Student Success

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 course is required for certificate and degree seeking students with COMPASS placement at or below Math 82 and/or English 82 and is available to all first-quarter students. Additional Fee: \$25.00. Important: The opening session of COLL 101 will be held on Tuesday, September 20, from 8 AM to 12:30PM in Bldg. 23. All students in COLL 101 are required to attend.

2P72	2Cr	10:30AM-12PM	M
9/26-11/21		15-104	Meyer

2PE2	2Cr	4:25PM-5:55PM	MW
9/26-10/24		34P	Venditti

2P02	2Cr	3:10PM-4:40PM	T
9/27-11/22		15-104 [HYBRID]	Holster

2P62	2Cr	1PM-2PM	TTh
9/27-11/10		15-104 [HYBRID]	Solbrack

2PC2	2Cr	7AM-8AM	T
9/27-11/22		15-104 [HYBRID]	Van Beek

2P12	2Cr	3:10PM-4:40PM	W
9/28-11/23		15-104 [HYBRID]	Holster

2P32	2Cr	1PM-2:30PM	W
9/28-11/23		15-104	Avery

2P92	2Cr	9AM-10:30AM	W
9/28-11/23		38P	Schwarder

2PA2	2Cr	10:30AM-12PM	W
9/28-11/23		38P	Schwarder

2PB2	2Cr	4PM-5:30PM	W
9/28-11/23		38P	Schwarder

2P42	2Cr	3PM-4:30PM	Th
9/29-12/01		15-104 [HYBRID]	Hathaway

2PD2	2Cr	10AM-11:30AM	Th
9/29-12/01		15-104	Staff

2P22	2Cr	9AM-10:30AM	F
9/30-12/09		15-104	Holster

2P52	2Cr	11:30AM-12:30PM	F
9/30-12/09		15-104 [HYBRID]	Goings

2P82	2Cr	1PM-2:30PM	F
9/30-12/09		SHC [HYBRID]	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 online orientation.

CAS in-class. Bldg 10 Room TBD

Mon. Sept. 26	9 a.m., noon
Tues. Sept. 27	10:30 a.m., 3 p.m.
Wed. Sept. 28	9 a.m., noon
Thur. Sept. 29	10:30 a.m.
Fri. Sept. 30	9 a.m., noon

CAS ONLINE Only -

email rosalie.westerberg@cptc.edu

Mon. Sept. 26	4:30 p.m.
Wed. Sept. 28	6 p.m.
Thur. Sept. 29	4:30 p.m.

CAS 105 KEYBOARDING

in-class. Bldg. 10 Room TBD

Mon. Sept. 26	10:30 a.m., 2:30 p.m.
Tues. Sept. 27	Noon
Thur. Sept. 29	9 a.m., noon
Fri. Sept. 30	10:30 a.m.

CAS 105 KEYBOARDING ONLINE Only -

email rosalie.westerberg@cptc.edu

Mon. Sept. 26	6 p.m.
Wed. Sept. 28	4:30 p.m.
Thur. Sept. 29	6 p.m.

CAS 105

Keyboarding

Use computers to develop touch control and proper keyboarding techniques; introduction to basic word processing functions. Additional Fee: \$25.00

20G2	3Cr	Arranged [ONLINE]	Westerberg
9/26-12/15			
20O2	3Cr	1PM-2PM 10-	MTWTh Naranjo
9/28-12/09			
6112	3Cr	Arranged 10-118	Arranged Wilson
9/27-12/15			

CAS 110

Introduction to Outlook

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

2012	1Cr	7:30AM-8:45AM 10-	TWThF Westerberg
10/25-11/18			
61D2	1Cr	10AM-12PM 10-118	Th Wilson
9/29-12/9			

CAS 115

Introduction to Computing

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

2022	3Cr	7:30AM-8:45AM 10-	TWThF Westerberg
9/27-10/21			
61C2	3Cr	1PM-3PM 10-118	M-Th Wilson
9/26-12/13			

CAS 120

Utilize beginning word processing techniques while creating and editing business documents. Create tables, columns, Web pages, envelopes, and mailing labels. Work with special features to track and review changes and compare documents. Prerequisite: Keyboarding and basic computer experience preferred. Additional Fee: \$9.10

2032	2Cr	Arranged 9/26-12/15	Arranged Westerberg
20H2	2Cr	Arranged [ONLINE]	Arranged Westerberg
9/26-12/15			
2042	2Cr	2PM-3PM 10-	MTWTh Naranjo
9/28-12/09			
6172	2Cr	10AM-12PM 10-118	M Wilson
9/26-12/12			

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

2052	3Cr	Arranged 9/26-12/15	Arranged Westerberg
20J2	3Cr	Arranged [ONLINE]	Arranged Westerberg
9/26-12/15			

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

2062	3Cr	Arranged 9/26-12/15	Arranged Westerberg
20F2	3Cr	7AM-8:45AM 10-	M Westerberg
9/26-12/05			
20K2	3Cr	Arranged [ONLINE]	Arranged Westerberg
9/26-12/15			
61A2	3Cr	1PM-3PM 10-118	W TH Wilson
9/28-12/15			

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

2072	3Cr	Arranged 9/26-12/15	Arranged Westerberg
20L2	3Cr	Arranged [ONLINE]	Arranged Westerberg
9/26-12/15			

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

2082	2Cr	Arranged ARR	Arranged Westerberg
9/26-12/15			
20M2	2Cr	Arranged [ONLINE]	Arranged Westerberg
9/26-12/15			
61E2	2Cr	10AM-12PM 10-118	W Wilson
9/28-12/14			

Word I

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

2092	5Cr	Arranged 9/26-12/15	Arranged Westerberg
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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

20A2	2Cr	Arranged 9/26-12/15	Arranged Westerberg
20N2	2Cr	Arranged [ONLINE]	Arranged Westerberg
9/26-12/15			

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

20B2	4Cr	Arranged 9/26-12/15	Arranged Westerberg
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CAS 160

Advanced Office Applications

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

20C2	5Cr	Arranged 9/26-12/15	Arranged Westerberg
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CAS 165

Internet Research Project

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

20E2	3Cr	Arranged 9/26-12/15	Arranged Westerberg
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Publisher

Access I

Access II

COMPUTER INFORMATION TECHNOLOGY

CIT 101 Programming Fundamentals

Introduction to programming concepts while enforcing good programming style and logical thinking along the way. Designed for students with little or no programming language experience, it begins with basic general programming concepts and key concepts of structure. Course then progresses to the intricacies of decision-making, looping, array manipulation, and methods. Additional Fee: \$22.75

5402	5Cr	9AM-11:30AM	TTh
9/27-12/15		16-208	Van Beek

Java Object-Oriented Programming II

CIT 143
Build your problem-solving skills with the fundamental concepts and techniques of Object-Oriented Java Programming in analyzing, designing, and implementing computer programs. Practice problem solving methods and algorithm development to analyze, design, implement, modify, verify, and document computer programs that solve real-world problems. Develop a good conceptual understanding of data and functional abstraction. Prerequisite: CIT 142. Additional Fee: \$22.75

5412	5Cr	12:30PM-3PM	TTh
9/27-12/15		16-116	Abraham

CIT 153 SQL Server

Learn SQL commands, such as how and where to type an SQL query; and how to create, populate, alter, and delete tables; customize SQL server's settings; and learn about SQL server's functions; create joins, a common database mechanism for combining tables; perform query development, the use of views, and other derived structures and simple set operations; and write subqueries, aggregate functions, and correlated subqueries, as well as indexes and constraints that can be added to tables in SQL server. Prerequisite: CIT 150. Additional Fee: \$47.75

5422	5Cr	10AM-11:30AM	MW
9/26-12/14		16-116 [HYBRID]	Abraham

CIT 161 HTML & CSS

Learn basic programming and graphical user interface techniques for developing effective and useful web sites. Utilize HyperText Markup Language (HTML and XHTML) and Cascading Style Sheets (CSS) to present static text and graphic content in an appealing, organized, and informative manner. Additional Fee: \$47.75

5432	5Cr	11:30AM-12:30PM	TTh
9/27-12/15		16-208 [HYBRID]	Van Beek

CIT 224 C++

Study the mother tongue of modern object-oriented computer languages to not only develop programming skills in a widely-used commercial programming language, but to also gain an understanding of the origins and use of more current object-oriented technologies, such as Java and C#. Prerequisite: CIT 143. Additional Fee: \$22.75

5442	5Cr	9AM-11:30AM	TTh
9/27-12/15		16-116	Abraham

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

5452	5Cr	12:30PM-3PM	MW
9/26-12/14		16-208	Van Beek

CIT 247 Business Programming

Advance your object-oriented design and programming skills into the practical realm of moderately complex professional business applications. Prerequisite: CIT-143. Additional Fee: \$22.75

5462	5Cr	9AM-11:30AM	MW
9/26-12/14		16-208	Van Beek

Special Topics in Computer Information Technology

CIT 297
Study an advanced or specialized subject in the field of Computer Information Technology (CIT). Course topics offered are announced in the quarterly schedule. Prerequisite: Instructor's permission. Additional Fee: \$47.75

5472	5Cr	12:30PM-2PM	MW
9/26-12/14		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 edits of different projects. Prerequisite: Instructor's permission. (REPEATABLE, VARIABLE CR, 1-10) Prerequisite: CIT 143. Additional Fee: \$45.50

5482	10Cr	Arranged	Arranged
9/26-12/15		16-208	Van Beek

5492	10Cr	Arranged	Arranged
9/26-12/15		16-116	Abraham

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. Additional Fee: \$22.75

54A2	5Cr	Arranged	Arranged
9/26-12/15		16-208	Van Beek

54B2	5Cr	Arranged	Arranged
9/26-12/15		16-116	Abraham

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	8AM-3PM	MWF
9/26-10/12		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	8AM-3PM	MWF
10/14-11/18		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	8AM-3PM	MWF
11/21-12/14		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	8AM-11AM	TTh
9/27-12/15		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: \$57.75

4742 5Cr 8AM-3PM MWF
9/26-11/07 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 8AM-3PM MWF
11/08-12/14 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 8AM-11AM TTh
9/27-12/15 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 12PM-3PM TTh
9/27-12/15 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 12PM-3PM TTh
9/27-12/15 16-107 Robinson

NSS 150 Internet Basics

Learn technical knowledge of Internet, intranet, and extranet technologies independent of specific Internet-related career roles. Topics include Internet networking technologies, OSI layers, TCP/IP, Internet clients, development, networking, and infrastructure, security, and business concepts. Additional Fee: \$68.20

4792 4Cr 8AM-10:30AM TTh
9/27-12/15 16-111 Hollowell

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 12PM-3PM TTh
9/27-12/15 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 12PM-3PM MWF
9/26-12/14 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

47C2 4Cr 12PM-2PM MWF
9/26-12/14 16-205 Randall

NSS 170 Telecom Security

Covers telecommunications systems, including voice, video, and data services. The basic network structures, services, and methods of communication are described, including: commercial carrier, value-added carrier, the LATA, LEC, CLEC, and the toll-switching hierarchy. Common telephone services, fraud, abuse, and theft are introduced, along with common countermeasures. Additional Fee: \$68.20

47D2 4Cr 12PM-3PM TTh
9/27-12/15 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
9/26-12/15 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 8AM-11AM MWF
9/26-12/14 16-111 Hollowell

NSS 210 Securing Server Operating Systems

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.

Prerequisites: NSS 105 or equivalent knowledge and skills. Additional Fee: \$72.75

47G2 5Cr 8AM-11AM MWF
9/26-12/14 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
9/26-12/15 16-107 Robinson

NSSB 215 Computer Forensics

Basic practices and techniques used in computer forensics. This course introduces the chain of custody and determination of the sequence of events when a misuse or crime is suspected. Topics include: evidence collection and analysis, interpretation of clues from mail messages, news posting, and file signatures on hard drives and other computer storage media. Prerequisites: NSS 140. Additional Fee: \$68.20

47J2 4Cr 8AM-12PM Daily
10/14-11/11 16-205 Randall

NSSB 225 Communications Best Practices

Introduces students to common techniques used to commit communications fraud in the work- place. Includes a review of the history of fraud and common practices. Additionally, counter- measures are reviewed on how to protect the corporate network from being exploited by communications fraud. Additional Fee: \$72.75

47K2 5Cr 8AM-12PM Daily
9/26-10/14 16-205 Randall

NSSB 245 Scripting

Scripting languages are often used for one-off programming jobs and for prototyping. Scripting is also used in some large generic applications as a flexible way to configure and secure generic software components to fit specialist requirements. Today, a bewildering variety of scripting languages offer a range of powerful features. This class will illustrate some practical applications of scripting and provide an introduction to some of the most widely-used scripting languages. Additional Fee: \$72.75

47L2 5Cr 8AM-12PM Daily
11/11-12/15 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

47M2 5Cr 8AM-11AM Daily
9/26-10/27 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

47N2 5Cr 8AM-11AM Daily
10/31-12/06 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

47P2 5Cr 12PM-3PM Daily
9/26-10/27 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

47Q2 5Cr 12PM-3PM Daily
10/31-12/06 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

47R2 3Cr Arranged Arranged
9/26-12/15 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

47S2 3Cr Arranged Arranged
9/26-12/15 16-209 Broyles

NSSD 257 Implementing Application Services

Introduces knowledge, skills, and tasks necessary to deploy, support, and secure a Windows applications infrastructure in a variety of stand-alone and enterprise network environments. Additional Fee: \$72.75

47V2 6Cr 12PM-3PM Daily
11/18-12/15 16-109 Souza

NSSD 260 Mail Server Administration

Introduces students to the knowledge and skills of installing, configuring and troubleshooting an E-Mail Server Environment. Provides hands-on training for Information Technology (IT) professionals responsible for installing, configuring, upgrading, maintaining, securing, and troubleshooting for E-Mail servers. Helps prepares student for industry certification exams. Additional Fee: \$72.75

47W2 12PM-3PM Daily
11/8-12/15/11 16-109 Souza

CONSTRUCTION

CONST 105 Measurement, Tools & Safety

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

2202 2Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 108 Site Leveling, Plans, 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

2212 2Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 112 Footings & Foundations

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

2222 3Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 116 Floor Framing

Introduction to the construction procedures and terminology used in framing a residential wood floor.

2232 3Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 120 Wall Framing, 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

2242 5Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 122 Roof Framing

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

2252 5Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 126 Roofing Materials & Installation

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

2262 3Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 130 Stairway Construction

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

2272 4Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 134 Exterior Finish

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

2282 3Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 138 Interior Finish I

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

2292 3Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 142 Interior Finish II

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

22A2 3Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 146 Deck Construction

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

22B2 3Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONST 150 Carpentry Trades

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

22C2 1Cr 8AM-2:30PM Daily
9/26-12/15 05-100 May

CONSTRUCTION – SUSTAINABLE BUILDING SCIENCE

SBS 140 Insulation Basics

Introduction to the different types of insulation commonly used in homes and businesses, with comparisons for their respective costs and levels of energy efficiency. Additional Fee: \$30.00

22D2	4Cr	8AM-2:30PM	Daily
9/29-12/15		05-100	Smith

SBS 145 Building Envelope

Introduction to the principles of heat, light, sound, moisture, and air movement within a residential structure, including an overview of external factors which impact a building's energy integrity. Additional Fee: \$30.00

22E2	5Cr	8AM-2:30PM	Daily
9/26-12/15		05-100	Smith

SBS 185 Service Learning Project

A capstone project that gives students an opportunity to apply their sustainable building science knowledge in a real life setting, focusing on helping nonprofit organizations achieve sustainability in the buildings where they live, work, and serve the public. Additional Fee: \$30.00

22F2	3Cr	8AM-2:30PM	Daily
9/26-12/15		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

3002	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Freyre

3012	5Cr	12PM-12:50PM	Daily
9/26-12/15		TBD	Freyre

3022	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Ellisor

CAH 103 Introduction to Health Professions

Provides an overview of Law & Ethics a student should know to help provide competent, compassionate care to patients. Additional Fee: \$25.00

3032	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Freyre

3042	5Cr	11AM-11:50AM	Daily
9/26-12/15		TBD	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: \$9.10

3072	5Cr	9AM-9:50AM	Daily
9/26-12/15		10-122	Grimes

3082	5Cr	10AM-10:50AM	Daily
9/26-12/15		10-122	Grimes

30A2	2Cr	1PM-3:30PM	MW
9/26-12/14		10-200	Meyer

30B2	5Cr	3:30PM-6PM	MW
9/26-12/14		10-122	Grimes

COSMETOLOGY

COSMO 111 Salon Ecology

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

5312	3Cr	8AM-2:30PM	Daily
9/26-9/30		08-207	Ganyon

5302	3Cr	3PM-9:30PM	Daily
9/27-9/30		08-207	Chiario

COSMO 113 Trichology

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

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

5322	6Cr	3PM-9:30PM	Daily
10/03-10/14		08-207	Chiario

5332	6Cr	8AM-2:30PM	Daily
10/03-10/14		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

5342	3Cr	3PM-9:30PM	Daily
10/17-10/21		08-207	Chiario

5352	3Cr	8AM-2:30PM	Daily
10/17-10/21		08-207	Ganyon

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

5382	9Cr	8AM-2:30PM	WThF
9/26-11/04		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

5362	13Cr	3PM-9:30PM	Daily
10/24-12/15		08-207	Chiario

5372	13Cr	8AM-2:30PM	Daily
10/24-12/15		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 texturizing. Prerequisite: Successful completion of COSMO 166 and COSMO 247. Additional Fee: \$75.00

53H2	5Cr	3PM-9:30PM	MT
9/26-10/28		08-108	Maguire

53G2	5Cr	8AM-2:30PM	TW
9/27-11/08		08-205	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

5392	6Cr	8AM-2:30PM	WThF
11/08-12/09		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.

53A2	6Cr	8AM-2:30PM	MT
9/26-12/13		08-205	David

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.

53F2	7Cr	3PM-9:30PM	WThF
9/28-12/15		08-CL#1	Maguire

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.

53N2	9Cr	8AM-2:30PM	MThF
9/26-12/16		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

53C2	2Cr	8AM-2:30PM	MTh
12/05-12/08		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

53K2	3Cr	3PM-9:30PM	MT
10/31-11/18		08-108	Maguire

53J2	3Cr	8AM-2:30PM	TW
11/09-11/23		08-205	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

53M2	3Cr	3PM-9:30PM	MT
11/21-12/15		08-108	Maguire

53L2	3Cr	8AM-2:30PM	TW
11/29-12/13		08-205	Frederick

COSMO 224 Advanced Hair Coloring

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

53D2	10Cr	8AM-2:30PM	MTh
9/27-11/22		08-205	Klug

Clover Park

COSMO 228 Practical Preparation
Prepares the student to take the Washington State practical skills exam. Topics of safety and sanitation, hair design, hair sculpting, chemical texturizing, hair coloring, skin care, and nail care will be reviewed. Prerequisite: Successful completion of COSMO 170. Additional Fee: \$75.00

53T2	3Cr	3PM-9:30PM	MT
9/26-10/10		08-CL#4	Johnson

53U2	3Cr	8AM-2:30PM	M
9/26-12/14		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.

53V2	9Cr	3PM-9:30PM	WThF
9/28-12/15		08-CL#4	Johnson

53W2	9Cr	8AM-2:30PM	WThF
9/28-12/15		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

53S2	4Cr	8AM-2:30PM	T
9/27-12/06		08-205	Lind

53R2	4Cr	3PM-9:30PM	MT
10/11-11/01		08-CL#4	Johnson

COSMO 242 CPTC Practical Boards

Reviews basic, intermediate, and advanced technical skills taught in quarters 1 through 5 in Clover Park Technical College's Cosmetology Program. Students demonstrate skill, proficiency, and knowledge retention prior to completion of the program. Prerequisite: Successful completion of COSMO 235. Fee \$75.00

53P2	6Cr	3PM-9:30PM	MT
11/07-12/13		08-CL#4	Johnson

53Q2	6Cr	8AM-2:30PM	T
12/13		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. This course utilizes Pivot. Additional Fee: \$75.00

53E2	1Cr	8AM-2:30PM	MTh
11/28-12/01		08-205	Klug

COSMO 248 Industry Internship I

Provides on-the-job experience for students in the field of cosmetology. This is an optional 33-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Provides on-the-job experience for students in the field of cosmetology. Additional Fee: \$81.25.

53X2	1Cr	Arranged	Arranged
9/26-12/15		08	Lind

COSMO 250 Industry Internship II

Provides on-the-job experience for students in the field of cosmetology. This is an optional 66-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25.

53Y2	2Cr	Arranged	Arranged
9/26-12/15		08	Lind

COSMO 252 Industry Internship III

Provides on-the-job experience for students in the field of cosmetology. This is an optional 99-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25.

53Z2	3Cr	Arranged	Arranged
9/26-12/15		08	Lind

COSMO 254 Industry Internship IV

Provides on-the-job experience for students in the field of cosmetology. This is an optional 132-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25.

53AA	4Cr	Arranged	Arranged
9/26-12/15		08	Lind

COSMO 256 Industry Internship V

Provides on-the-job experience for students in the field of cosmetology. This is an optional 160-hour course for students desiring an internship experience or who need additional hours to meet the state licensing requirements. Prerequisite: Successful completion of COSMO 230. Additional Fee: \$81.25.

53BB	5Cr	Arranged	Arranged
9/26-12/15		08	Lind

CULINARY ARTS

CUL 109 Cooking Methods I

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will learn dish washing and basic food preparation, reading and following standardized recipes, along with deli operations and station organization. Instructor permission required. Additional Fee: \$100.00

3202	7Cr	9:15AM-1:30PM	WThF
9/28-12/15		31-100 [HYBRID]	Massey

CUL 113 Introduction to Baking

Introduces students to the fundamentals of baking and to scientific principles. Students will learn different mixing and production methods in producing quick breads, pastries, cakes, pies, soufflés, mousses, and custards. Instructor permission required. Additional Fee: \$100.00

3212	3Cr	9AM-2PM	MT
9/26-11/01		31-100 [HYBRID]	Massey

CUL 117 Professional Cooking II

Covers the procedures and techniques of sauces and stocks. Students will learn how to prepare a variety of classic hot and cold sauces, use thickening agents properly, recognize and classify sauces and prepare a variety of stocks. Instructor permission required. Additional Fee: \$100.00

3222	7Cr	7AM-9AM	Daily
9/26-12/15		31-100 [HYBRID]	Massey

CUL 119 Food Preparation II

Provides practice in the fundamental techniques related to hot food cooking. Students will perform specific competencies to develop their proficiency in techniques and the science of cooking. Topics that will be covered are pasta, potatoes, and grain cookery. Instructor permission required. Additional Fee: \$100.00

3232	3Cr	9AM-2PM	MT
11/07-12/13		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

3242	7Cr	9:15AM-1:30PM	WThF
9/28-12/15		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 Instructor permission required. Additional Fee: \$100.00

3252	7Cr	9:15AM-1:30PM	WThF
9/28-12/15		31-100 [HYBRID]	Massey

CUL 241 Advanced Restaurant Baking

Teaches individual-style desserts for the student-run restaurant. This course will cover technique in breads, puff pastry, cakes, and tortes, basic decoration, and dessert sauces. Prerequisite: CUL113 Instructor permission required. Additional Fee: \$88.65

3262	3Cr	9AM-1:45PM	T
9/27-12/13		31	Jolly

DENTAL ASSISTANT

DAS 101 Biomedical Sciences

Designed to provide the necessary information to accurately identify each of the body's systems, functions and how they interact with each other. The student will explore the structures of the head and oral cavity, as this is valuable information in a variety of applications in dentistry. The student will furthermore, be able to demonstrate how to prevent disease transmission and the proper handling of infectious and hazardous materials. Additional Fee: \$210.00

7702	5Cr	9AM-11AM	W
9/26-12/15		10-120	Wirth
		12PM- 2PM	MTWTh
		14-107 [ENHANCED]	

DAS 103 General Studies

Introduces the student to the dental profession including the knowledge to correctly recognize and identify the various occupations within the dental field, as well as the terminology necessary to complete all other courses. Additional Fee: \$25.00

7712	2Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Wirth

DAS 109 Dental Sciences I

This course covers the process of exposing and processing dental radiographs. In addition, the student will explore information which will assist in accurately identifying oral anatomy, oral embryology, histology, and key elements of personal oral hygiene and nutrition. Additional Fee: \$25.00

7722	7Cr	9AM-11AM	TTh
9/26-12/15		10-120	Wirth
		12PM- 2PM	MTWTh
		14-102 [ENHANCED]	

DAS 111 Dental Assisting Skills I

This course introduces the student to the dental treatment room. This includes the proper names, description, use and care of dental instruments and equipment used in restorative dental procedures. In addition, the course will cover techniques that will enable them to successfully achieve the goal of proper moisture control to provide better visibility of the operating field and reduce the transmission of infectious diseases. The students will learn to take alginate impressions, pour and trim diagnostic study casts, and performs coronal polish and fluoride treatments, and be able to accurately record vital signs including blood pressure, pulse and respiration. The student will be able to accurately identify dental charting symbols. Additional Fee: \$25.00

7732	7Cr	9AM-11AM	M
9/26-12/15		10-120	Wirth
		12PM- 2PM	MTWTh
		14-102 [ENHANCED]	

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

7742	5Cr	12PM-2PM	TTh
9/26-12/15		10-120	
		8AM- 11AM	TTh
		14-107 [ENHANCED]	Carson-Lewandowski

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, and DAS 111 prior to continuing in the Dental Assisting Program. Additional Fee: \$25.00

7752	8Cr	12PM-2PM	MWF
9/26-12/15		10-120	
		8AM- 11AM	MWF
		14-107 [ENHANCED]	Carson-Lewandowski

DAS 214 Dental 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, and DAS 111 prior to continuing in the Dental Assisting Program. Additional Fee: \$25.00

7762	10Cr	8AM-9:30AM	Daily
9/26-12/15		10-120	Day
		9:30AM- 11AM	Daily
		14-107 [HYBRID]	Carson-Lewandowski

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: \$216.25

7772	10Cr	9AM-11AM	F
9/26-10/27		10-120 [HYBRID]	Day

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: \$31.25

7782	7Cr	9AM-11AM	F
10/31-12/15		10-120 [HYBRID]	Day

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

0402	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Hunter

Dental Charting, Scheduling & Recall Management

DBOA 111
Explores dental charting symbols and treatment descriptions. Develop, decipher and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system, maintain productive and effective patient scheduling. Prerequisite or Corequisite: DBOA 104. Additional Fee: \$25.00

0412	5Cr	Arranged	Arranged
9/26-12/15		[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

0422	9Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Hunter

Dental Insurance

DBOA 120
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 (HIPAA) training. Provides students with the information to accurately operate an electronic calculator. Prerequisite or Co-requisite: DBOA 104. Additional Fee: \$25.00

0432	6Cr	Arranged	Arranged
9/26-11/04		[ONLINE]	Hunter

Fiscal Management

DBOA 121
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

0442	6Cr	Arranged	Arranged
11/01-12/15		[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

0452	4Cr	Arranged	Arranged
9/26-12/15		[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 related to cultural diversity. Prerequisite: or Co-requisite: DBOA 104 Additional Fee: \$25.00

0462	5Cr	Arranged	Arranged
9/26-12/15		[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 computer skills courses, or instructor approval. Additional Fee: \$31.25

0472	6Cr	Arranged	Arranged
9/26-12/15			Hunter

EARLY CARE & EDUCATION

ECE 134 Issues and 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

4112	2Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECE 141 ECE Curriculum: Math

Explore the different aspects of early childhood curriculum in mathematics. Additional Fee: \$31.00

4162	2Cr	Arranged	Arranged
10/27-12/15		[ONLINE]	Fortenberry

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

41M2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

Practicum 4: The**ECE 194 Emotionally Intelligent Child**

Provides the student with the opportunity for practical field experience with an "emotional intelligence" specialization. Includes a seminar component. Additional Fee: \$15.25

41N2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

Practicum 4:**ECE 198 Working with Families**

Provides the student with the opportunity for practical field experience with a "working with families" specialization. Includes a seminar component. Additional Fee: \$15.25

41P2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECE 290 Portfolio Adventure

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

41Q2	2Cr	5PM-6PM	Th
10/06-12/15		10-205	Colombini Hyke

Basic Child Care**ECS 102 Training (STARS)**

Covers the elements and criteria to satisfy the required 20-hour basic training for child care providers required by S.T.A.R.S (State Training and Registry System). Curriculum is based on the STARS core competencies. The elements and criteria to satisfy the required 20 hour basic training for child care providers required by the State of Washington. Curriculum is based on the STARS core competencies. Additional Fee: \$31.00

4112	2Cr	Arranged	Arranged
10/03-11/10		[ONLINE]	Fortenberry

41O2	2Cr	8AM-4PM	Sa
11/05-11/19		20	Johnson

41XX	2Cr	6PM-9PM	F
10/01-11/12		10-205	Holland-O'Hern

Overview of Early**ECS 106 Childhood Education I**

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

4122	3Cr	6:15PM-9:15PM	M
10/03-12/12		10-205	Felch

Child Development**ECS 146 Infant/Toddler I**

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

4142	2Cr	6:15PM-9:15PM	W
10/05-11/23		10-205	Staff

Music/Movement & Creativity:**ECS 160 Creative Art Curriculum**

Explore the different aspects of the early childhood curriculum in creative art, music, movement, and creativity. Additional Fee: \$15.00

4132	5Cr	6PM-10PM	T
9/27-12/13		10-205	Sledge

ECS 181 ECE Practicum I

Provides the student with practical field experience. Students will work at community child care centers or the campus Hayes Child Development Center, allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar. Practical field experience at the work site. Students combine classroom study with related work experience under the supervision of professional practitioners. Includes a scheduled seminar component. Text required. Additional Fee: \$15.25

4172	5Cr	5PM-6PM	M
10/03-12/12		10-205	Colombini Hyke

ECS 217 Practicum IV: Infant/Toddler

Provides the student with the opportunity for practical field experience with specialization in infants and toddlers. Additional Fee: \$15.25

41D2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECS 230 Practicum IV: School Age

Provides the student with the opportunity for practical field experience with school age specialization. Additional Fee: \$15.25

41E2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECS 235 Issues & Trends

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

41F2	2Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECS 264 Partnerships with Family

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

41B2	3Cr	6PM-9:30PM	W
9/28-12/14		10-TBD	Edmondson

Leadership in**ECS 266 Early Childhood Education**

Designed for leaders in the early childhood field. Essential skills for effective leadership will be covered: creating a shared vision, team building, managing change, personal development, communication, conflict management, staff development, and empowerment strategies. Additional Fee: \$12.00

41C2	4Cr	5:30PM-9:30PM	Th
9/29-12/08		10-219	Chase-Deitrich

Introduction to**ECS 270 Early Childhood Management**

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

4192	3Cr	6PM-9:30PM	M
10/03-12/12		10-219	Mcclintock

ECS 284 Guiding Young Children

Presents factors, which influence behaviors and relationships. Included will be guidance techniques and emotional-social development of young children birth through school age. Text required. Additional Fee: \$9.00

41A2	3Cr	6PM-9:30PM	T
10/04-12/13		10-219	Colombini Hyke

ECS 286 Practicum IV: Leadership

Provides the student with the opportunity for a practical field experience with a leadership specialization. Includes a seminar component and observations. There is a focus on emotional intelligence and conducting meetings. Text required. Additional Fee: \$15.25

41G2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECS 287 Practicum IV: Child Development

Provides the student with the opportunity for a practical field experience with a preschool specialization. Includes a seminar component and observations. Text required. Additional Fee: \$15.25

41H2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECS 288 Practicum IV: Family Child Care

Provides the student with the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component and observations. Text required. Additional Fee: \$15.25

41J2	3Cr	5PM-6PM	W
10/05-12/07		10-205	Colombini Hyke

ECS 297 Practicum IV: Special Needs

Provides the student with the opportunity for a practical field experience with specialization in special needs. Includes a seminar component.

Additional Fee: \$15.25

41K2 3Cr 5PM-6PM W
10/05-12/07 10-205 Colombini Hyke

PARA 140 Strategies for Teaching Reading

Techniques to aid the special needs child's reading comprehension and the gifted child's ability to elevate to a higher level of comprehension. Covers general principles for teaching reading. Additional Fee: \$18.20

4182 4Cr 6PM-10PM Th
9/29-12/08 10-205 Staff

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

5802 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

AC/DC Electricity: Series,

EFS 106 Parallel & Combination 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, and Instructor's permission. Additional Fee: \$20.00

5812 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

AC/DC: Electricity: Electrical

EFS 107 Power & Power Application

Introduces the student to electric power in electric circuits, solving the power formula for current and voltage. Algebra for complex electric circuits. Resistance of wire of different sizes and length, sizing wire for a given load. Instantaneous values, maximum values, and phase angles of an AC sine wave. Prerequisites: EFS 106, and Instructor's permission. Additional Fee: \$20.00

5822 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

National Electrical

EFS 108 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, and Instructor's permission. Additional Fee: \$20.00

5832 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

National Alarm Installer

EFS 109 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, and Instructor's permission. Additional Fee: \$20.00

5842 7Cr 7:30AM-3PM Daily
9/26-12/15 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, and Instructor's permission. Additional Fee: \$20.00

5852 7Cr 7:30AM-3PM Daily
9/26-12/15 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, and Instructor's permission. Additional Fee: \$20.00

5862 6Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

EFS 119 National Fire Codes

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, and Instructor's permission.

Additional Fee: \$20.00

5872 6Cr 7:30AM-3PM Daily
9/26-12/15 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, and Instructor's permission. Additional Fee: \$20.00

5882 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

EFS 124 Washington 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, and Instructor's permission. Additional Fee: \$20.00

5892 2Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

Addressable Fire SLC

EFS 207 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, and Instructor's permission. Additional Fee: \$20.00

58A2 7Cr 7:30AM-3PM Daily
9/26-12/15 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 and Instructor's permission. Additional Fee: \$20.00

58B2 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

Advanced Voice

EFS 216 Evacuation Fires 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 and Instructor's permission. Additional Fee: \$20.00

58C2 7Cr 7:30AM-3PM Daily
9/26-12/15 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 and Instructor's permission. Additional Fee: \$20.00

58D2 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

EFS 226 High Security 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 and Instructor's permission. Additional Fee: \$20.00

58E2 7Cr 7:30AM-3PM Daily
9/26-12/15 16-202 Gordon

EFS 231 CCTV Digital 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, and Instructor's permission. Additional Fee: \$20.00

58F2	7Cr	7:30AM-3PM	Daily
9/26-12/15		16-202	Gordon

ENGLISH

ENG 079 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	3PM-3:50PM	Daily
9/26-12/15		36P	Morford

ENG 082 Basic Reading & Writing
Basic reading and writing skills. Focus on sound sentences and paragraphs. Helps refine reading comprehension and increase vocabulary. Prerequisite: Appropriate COMPASS placement score. Additional fees for [ONLINE] \$25.00.

5W02	5Cr	8AM-8:50AM	Daily
9/26-12/15		36P	Mollas

5W03	5Cr	12PM-12:50PM	Daily
9/26-12/15		38P	Schwarder

5W04	5Cr	1PM-1:50PM	Daily
9/26-12/15		38P	Schwarder

5W05	5Cr	2PM-2:50PM	Daily
9/26-12/15		35P	Mollas

5W06	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Lawrence

ENG 094 Advanced Reading & Writing
Introduction to various types of paragraphs and essays. Focus on organization, unity, coherence, and development of short essays. Review of standard written English conventions. Prerequisite: Appropriate COMPASS placement score or successful completion of ENG 082. Additional fees for Online/Enhanced/Hybrid: \$25.00.

5W07	5Cr	8AM-8:50AM	Daily
9/26-12/15		28P-102	Avery

5W08	5Cr	11AM-11:50AM	Daily
9/26-12/15		36P	Martindale

5W09	5Cr	1:15PM-3:35PM	MW
9/26-12/14		SHC-114	Heath

5W10	5Cr	2PM-2:50PM	Daily
9/26-12/15		28P-102 [ENHANCED]	Gove

5W11	5Cr	3PM-3:50PM	Daily
9/26-12/15		38P	Schwarder

5W12	5Cr	Arranged	Arranged
9/26-12/15		15-101 [HYBRID]	Kelly

5W13	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Lawrence

ENG 104 Business Writing
Business correspondence. Clear, effective business communication, including memoranda, email, letters, resumes, and feasibility reports. Research and documentation. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Fee: \$25.00

0533	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Lawrence

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

0531	5Cr	Arranged	Arranged
9/22-11/30		[ONLINE]	WAOL

0522	5Cr	7AM-7:50AM	Daily
9/26-12/15		28P-102	Irwin

0523	5Cr	8AM-8:50AM	Daily
9/26-12/15		28P-104	Irwin

0524	5Cr	9AM-9:50AM	Daily
9/26-12/15		28P-102 [ENHANCED]	Gove

0525	5Cr	11AM-11:50AM	Daily
9/26-12/15		28P-102	Avery

0526	5Cr	1PM-1:50PM	Daily
9/26-12/15		28P-102 [ENHANCED]	Gove

0527	5Cr	2PM-2:50PM	Daily
9/26-12/15		36P [ENHANCED]	Morford

0528	5Cr	3PM-3:50PM	Daily
9/26-12/15		28P-102	Avery

0530	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Lawrence

0532	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Gove

0529	5Cr	Arranged	Sat
10/01-12/10		15-101 [HYBRID]	Kelly

ENGL& 235 Technical Writing
Focus on simple to complex documents typically required in a technical, professional, or scientific work setting. Use of Plain English emphasized. Prerequisite: Successful completion of ENGL& 101.

0534	5Cr	9AM-9:50AM	Daily
9/26-12/15		36P	Avery

CMST& 220 Public Speaking
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.

0578	5Cr	12PM-12:50PM	Daily
9/26-12/15		34P	Martindale

0517	5Cr	7:30AM-9:50AM	MW
9/26-12/14		34P	Venditti

0518	5Cr	2PM-4:20PM	MW
9/26-12/14		34P	Venditti

0521	5Cr	6PM-8:30PM	MW
9/26-12/14		34P	Morford

0519	5Cr	7:30AM-9:50AM	TTh
9/27-12/15		34P	Venditti

0520	5Cr	2PM-4:20PM	TTh
9/27-12/15		34P	Venditti

ENVIRONMENTAL SCIENCE

ENV 152 Mapping & Surveying
Provides students with a wide variety of mapping skills necessary for many phases of environmentally-related investigations. This will be accomplished utilizing guided hands-on training with a wide variety of map resources and texts. Additional Fee: \$9.10

4502	2Cr	12PM-1:50PM	MTW
9/26-12/14		16-102	Smith

ENV 153 Environmental Sampling Methods
Basic principles of environmental sampling of both water and soil will be covered. Students will practice sampling techniques and learn procedural requirements for defensible sampling methods. Additional Fee: \$9.10

4512	2Cr	12PM-1:50PM	MTW
9/26-12/14		16-102	Smith

ENV 157 Environmental Site Assessment
Includes studying potential liability associated with property transfers. Students learn and implement historical research, site investigation, liability assessment, and regulatory assessment. Additional Fee: \$18.20

4522	4Cr	Arranged	Arranged
9/26-12/15		16-102	Smith

ENV 161 Environmental Law I

Provides an overview of the American legal system and how the branches of government work together to create and enforce laws. Focuses on environmental legislation and case law. Additional Fee: \$22.75

4532 5Cr 9AM-11:20AM MWV
9/26-12/14 16-102 Smith

ENV 230 Rural Technologies

Explore potential job areas in which the student might seek employment. The rural aspect examines agriculture, forestry, fish, and wildlife. Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134. Additional Fee: \$18.20

4542 4Cr 9AM-3PM Th
9/29-12/15 16-104 Fritz

ENV 240 Internship

All students finishing the program are required to complete an internship. This is a temporary full-time position in the public or private sector where the student gains confidence and experience in a chosen area of employment. Students experience on-the-job opportunities as well as making a skilled contribution to the internship provider. Opportunities to find internships are provided, but the student is in charge of finding his or her own internship. Prerequisite: Successful completion of 4th quarter courses, or Instructor permission.

4552 10Cr Arranged Arranged
9/26-12/15 16-104 Fritz

4562 10Cr Arranged Arranged
9/26-12/15 16-102 Smith

ENV 246 Environmental Science Capstone

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: \$25.00

4572 2Cr Arranged Arranged
9/26-12/15 16-102 [ONLINE] Smith

ENV 248 Hydrology

Provides the basic principles of applied surface water hydrology, ground water hydrology, and water quality. Emphasis is placed on a watershed-based approach that utilizes water quality standards to regulate surface water quality. The concepts and principles of biologically-based water quality standards are also introduced. The occurrence, movement, and quality of water beneath the earth's surface, aquifers, well testing methods, and sampling techniques are also covered. Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134. Additional Fee: \$27.30

4582 6Cr 10AM-11:30AM MWV
9/26-12/14 16-104 Fritz

ENV 250 Introduction to Air Pollution

Provides a basic knowledge of the sources, mechanisms, and health effects of noise and atmospheric air pollution, and its interaction with the weather and other climatological conditions. Methods of regulatory-required air monitoring, sampling, and data interpretation will also be introduced. Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134. Additional Fee: \$13.65

4592 3Cr 9AM-9:50AM MWF
9/26-12/14 16-104 Fritz

ENV 261 Watershed Analysis

Focuses on issues associated with timber, fish, and wildlife watershed analysis. Study various modules and make an in-depth presentation to the class, using visual aids. Monitoring and analytical skills will be covered and demonstrated through the collection of field data in remote areas. Willingness to be outdoors in rough terrain is a consideration. Prerequisite: Successful completion of all ENV 100-level courses, except ENV 134. Additional Fee: \$18.20

45A2 4Cr 9AM-3PM T
9/27-12/13 16-104 Fritz

GEOL & 110 Environmental Geology

Focus on the geological impacts associated with human activities, hence, environmental geology. Emphasis includes internal and surface processes, and the basic formation of the earth. Also covers conflicts associated with resource development and human responses to natural hazards. Additional Fee: \$20.00

45C2 5Cr 9AM-10:50AM TTh
9/29-12/15 16-102 Smith

11AM-12:50PM Th
16-102

GEO 215 GPS Technologies

Use global positioning system equipment to create maps and to create files for use in ArcGIS (geographic information system). Focuses Trimble GPS technologies. Analysis tools and layout features for map creation are covered. Instructor permission required. Additional Fee: \$19.10

45B2 2Cr 12PM-2PM MWF
9/26-12/14 16-104 Fritz

ESTHETIC SCIENCES

ES 103 Skin Physiology & Histology I

Study the skin's cellular structure and skeletal, muscular, and nervous systems as they pertain to facials and body treatments. Basic skin diseases and disorders are covered, preparing the student for identification of the composition of skin to determine treatment protocol for facials and body treatments. All related first aid, safety, and sanitation are also covered. Additional Fee: \$50.00

6202 4Cr 11AM-12PM Daily
9/26-12/15 08-319 Shields

ES 106 Facial Procedures I

Cleansing, exfoliation, manipulation techniques, and treatment masks for beautifying the skin of the face and body. Determine the type of treatment and basic treatment protocol for all skin types. First aid, safety, and sanitation are also covered. Prerequisite: ES 103. Additional Fee: \$50.00

6212 4Cr 7:30AM-9:30AM Daily
9/26-12/15 08-319 Shields

ES 109 Machine Facials & Electricity

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.

6272 4Cr 8AM-2:30PM Daily
9/26-12/15 08-225 Errigo

ES 112 Temporary Hair Removal I

Covers temporary hair removal used in the salon atmosphere, including tweezing, hot and cold wax, and cream depilatories. Also covered are all contraindications with waxing and related first aid, safety, and sanitation. Prerequisite: ES 109. Additional Fee: \$50.00

6222 3Cr 10AM-11AM Daily
9/26-12/15 08-319 Shields

ES 115 Makeup Application Techniques I

Explore color theory as it relates to the skin, psychology of color, and basic makeup application techniques. First aid, safety, and sanitation are also covered. Prerequisite: ES 112. Additional Fee: \$50.00

6232 2Cr 1PM-2:30PM Daily
9/26-12/15 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.

6282 3Cr 8AM-2:30PM Daily
9/26-12/15 08-225 Errigo

ES 121 Skin Physiology & 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

6242 4Cr 11AM-12PM Daily
9/26-12/15 08-319 Shields

ES 122 Salon Management & State Laws I

Washington State Department of Licensing laws and regulations regarding sanitation, safety, and licensing requirements for salon management and ownership are covered. Examine reception desk duties, including handling of money, balancing the till, tracking services, retail sold customer service, and marketing techniques. Course hours do not apply toward Washington State licensing requirements. Additional Fee: \$56.25.

6292 2Cr 8AM-2:30PM Daily
9/26-12/15 08-225 Errigo

ES 124 Facial Procedures II

Covers advanced facial techniques and treatments, enzyme therapy, and facial massage techniques, including pressure point. All related first aid, safety, and sanitation are covered. Prerequisite: ES 106 Additional Fee: \$56.25.

62A2 4Cr 8AM-2:30PM Daily
9/26-12/15 08-225 Errigo

ES 127 Temporary Hair Removal II

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.

62B2 4Cr 8AM-2:30PM Daily
9/26-12/15 08-225 Errigo

ES 129 Makeup Application Techniques II

Photography makeup techniques, including color, black and white photography, shading and contouring, and artificial lash application. First aid, safety, and sanitation are covered. Prerequisite: ES 115 Additional Fee: \$50.00

6252 2Cr 1PM-2:30PM Daily
9/26-12/15 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.

62C2 3Cr 8AM-2:30PM Daily
9/26-12/15 08-225 Errigo

ES 147 Salon Management & State Laws II

Bookkeeping and records management, résumé writing, inventory control, marketing, and Guild Attendance are covered. Prerequisite: ES 122. Course hours do not apply toward Washington State licensing requirements. Additional Fee: \$56.25.

62D2 2Cr 8AM-2:30PM Daily
9/26-12/15 08-225 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

6262 3Cr 10AM-11AM Daily
9/26-12/15 08-319 Shields

**ESTHETIC SCIENCES –
MEDICAL ESTHETICS****Business Skills &****ES 240 Professional Development**

Covers business skills necessary for the medical esthetician to succeed, including résumé writing, cover letters, how to develop a business plan, and how to negotiate a salary. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7202 5Cr 9AM-3:30PM Daily
9/26-12/15 08-327 Siedlicki

ES 242 Laser Theory

Covers necessary theory of laser and laser physics, types and styles of lasers, and what laser should be used for each skin type and condition. First aid and safety will also be reviewed. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7212 4Cr 9AM-3PM Daily
9/26-12/15 08-327 Siedlicki

ES 252 Advanced Cosmetic Chemistry

In-depth study of cosmetic chemicals, product knowledge. Research papers will be produced on the topics of chemical products, ingredients, and contraindications that may occur during a medical esthetic treatment. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7222 2Cr 9AM-3:30PM Daily
9/26-12/15 08-327 Siedlicki

ES 256 Clinical Lab for Medical Estheticians

Participate in practical application of medical esthetic skills and services while working with clients in the student-run clinic. Includes all machinery covered in ES 227. Also includes all safety, sanitation, first aid, and contraindications. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state-approved entry-level esthetic program and proof of esthetic license from Washington State. Additional Fee: \$50.00

7232 10Cr 9AM-3:30PM Daily
9/26-12/15 08-327 Siedlicki

GRAPHIC TECHNOLOGIES**GTC 110 Art, Design, & Visual Thinking**

Introduction to visual arts and design principles. Stresses the components of visual thinking and visual language underlying design for digital media. A series of real-life case studies and exercises applies the design process and use of basic elements of design, typography, images, color, and layout. Additional Fee: \$72.75

8502 5Cr 9AM-5PM Th
9/29-12/08 11-158 Owens

**Macintosh Operation
& Image Acquisition**

Introduction to Macintosh computer operations and file management. Covers image acquisition and archiving from Internet and analog sources. Additional Fee: \$72.75

8552 5Cr 9AM-5PM M
9/26-12/12 11-154 Moyer

GTC 130 Digital Imaging I

Introduces the fundamentals of Photoshop to include basic tools; image editing; painting; and the creation, use, and management of layers and channels. Additional Fee: \$72.75

8562 5Cr 9AM-5PM T
9/27-12/13 11-154 Moyer

GTC 143 Electronic Publishing & Layout

Apply typographic terms, vocabulary, and concepts; examine type identification and explore the relationships or essence of typographic design. Apply and solve mathematical problems common to typography. Apply basic page layout and create files. Explore proofreading and correcting copy changes. Additional Fee: \$72.75

8512 5Cr 9AM-5PM W
9/28-12/14 11-158 Owens

**Advanced Vector
Digital Illustration**

Perform advanced techniques using Adobe Illustrator; create documents using Color Swatches and color separations for a variety of projects. Explore the abilities of different tools/Panels, Effects, and filters, Integrate Adobe Acrobat Pro as soft proofing software from within Illustrator and prepare files for electronic output ready for a service provider. Additional Fee: \$72.75

8522 5Cr 9AM-5PM M
9/26-12/12 11-158 Owens

GTC 210 Digital Imaging III

Building on a solid knowledge of PhotoShop's basic functions, this course explores advanced color theory and utilization of PhotoShop for color correction. Efficient use of layers, masks, and channels for photo retouching and special effects. Optimization for production, importing, and exporting of images is also included. Prerequisite: GTC 154 or Instructor approval. Additional Fee: \$72.75

8572 5Cr 9AM-5PM W
9/28-12/14 11-154 Moyer

GTC 223 Prepress II

Covers the digital production of printing jobs through the use of Adobe PDF and raster image processing. Prerequisite: GTC 164 or Instructor approval. Additional Fee: \$72.75

8582 5Cr 9AM-5PM Th
9/29-12/15 11-154 Moyer

GTC 276 InDesign II

Perform advanced techniques with InDesign, create documents, use color and color separations for a variety of projects, and prepare files for electronic output. Prerequisite: GTC 174 or Instructor approval. Additional Fee: \$72.75

8532 5Cr 9AM-5PM T
9/27-12/13 11-158 Owens

MDP 231 Independent Study Project

Students prepare a project for their portfolio, practicing all aspects of their specialization area. Prerequisite: instructor permission. Additional Fee: \$100.00

8592 5Cr 9AM-5PM W
9/28-12/14 11-154 [HYBRID] Moyer

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

8542 5Cr Arranged Arranged
9/26-12/15 11-158 Owens

HEALTH UNIT COORDINATOR

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: \$9.10

3062 2Cr 8AM-9:30AM MW
9/26-10/20 10-200 TBD/Staff

HUC 104 Orientation/Introduction to HUC & Automation

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

8102 5Cr 10AM-2:30PM Daily
9/26-12/15 10-200 Scotland

HUC 106 Anatomy & Physiology for Health Unit Coordinator

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. Prerequisite: HUC 103 Additional Fee: \$13.65

8112 3Cr 8AM-12PM TTh
9/26-12/15 10-200 Scotland
12PM- 2:30PM Daily

HUC 107 Medical Terminology/ Anatomy & Physiology II

Focuses on the completion of instructions in anatomy/physiology and pathology in relationship to each body system. The systems studied are urinary, male reproductive, and female reproductive. Prerequisite: HUC 103,106. Additional Fee: \$9.10

8122 2Cr 3PM-7PM MTWTh
9/26-12/15 10-200 Briggs
7:30PM-10:30PM Daily

HUC 109 Unit Coordinator Tasks & Procedures I

Enables identification of the forms commonly used in the patient's chart, explain the purpose of a patient's chart, and recognize the charting responsibilities for each healthcare team member. Presents instruction and procedures for scheduling appointments by telephone, computer, and written requests. Also focuses on students' performance in the computer skill laboratory, demonstrating their cognitive knowledge for maintaining medical records; ordering laboratory and diagnostic exams; accurately transcribing physicians' orders; recognizing treatment orders; ordering nursing supplies; identifying abbreviations, symbols, and terms used in a medication order; and charting information accurately to the appropriate forms and the Kardex for their pseudo patients. Prerequisites: HUC103; enrollment in HUC 106. Additional Fee: \$36.40

8132 8Cr 8AM-12PM M
9/26-12/15 10-200 Scotland
12PM- 2:30PM Daily

HUC 112 Unit Coordinator 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: \$22.75

8142 5Cr 3PM-7PM MThF
9/26-12/15 10-200 Briggs
7:30PM-10:30PM Daily

HUC 115 Communications Application in Health Unit Coordinating

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

8152 3Cr 8AM-12PM W
9/26-12/15 10-200 Scotland
12PM- 2:30PM Daily

HUC 120 Unit Management I

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

8162 3Cr 8AM-12PM F
9/26-12/15 10-200 Scotland
12PM- 2:30PM Daily

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

8172 3Cr 3PM-7PM TW
9/26-12/15 10-200 Briggs
7:30PM-10:30PM Daily

HUC 126 Legal/Ethical Aspects of Unit Coordinating

Enables the student to identify legal elements that are necessary in regard to preparing legal documents, discussing hospital and patient confidentiality, or witnessing signatures on consents for treatment. The ethics of this profession will be explored and how to apply these ethics in professional behaviors. AIDS education, blood-borne pathogens, HIPPA, and hepatitis information will also be covered. Prerequisites: Completion of HUC 103, 106, 109, 115, and 120; enrollment in HUC 107, 111, and 122. Additional Fee: \$9.10

8182 2Cr 3PM-7PM WF
9/26-12/15 10-200 Briggs
7:30PM-10:30PM Daily

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 résumé, 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: \$38.10

8192	7Cr	3PM-7PM	TWThF
9/26-12/15		10-200	Briggs
7:30PM-10:30PM			M

HUC 204**ECG Monitor Technician**

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. Additional Fee: \$365 SS

81A2	3Cr	1PM-3PM	TWThF
9/27-10/21		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

1802	5Cr	7AM-1:50PM	Daily
9/26-12/15		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

1812	4Cr	7AM-1:50PM	Daily
9/26-12/15		25-202	Johnson

HAC 120

Control terminology, applications, and electronic control circuits are covered. Pneumatic controls and direct digital controls are also explored, along with programmable thermostats. Also covers procedures for troubleshooting basic and complex circuits, thermostats, and high voltage circuits controlled by thermostats. Describes procedures for measuring amperage and voltage in low voltage circuits and discusses pictorial and line diagrams. Additional Fee: \$38.20

1822	4Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$9.10

1852	2Cr	7AM-1:50PM	Daily
9/26-12/15		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

1832	4Cr	7AM-1:50PM	Daily
9/26-12/15		25-202	Johnson

HAC 164**Electric Motor Controls & Troubleshooting 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

1842	3Cr	7AM-1:50PM	Daily
9/26-12/15		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

1862	3Cr	7AM-1:50PM	Daily
9/26-12/15		25-202	Johnson

Advanced Controls & Troubleshooting**HAC 201 Advanced Refrigeration System**

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

1872	10Cr	7AM-1:50PM	Daily
9/26-12/15		25-302	Pearce

EPA Refrigerant**HAC 230 Recovery Certification**

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

1882	1Cr	7AM-1:50PM	Daily
9/26-12/15		25-300	Pearce

HAC 237**Basic Refrigeration I**

Introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing. Prerequisites: HAC 101 through 168 and must be registered in HAC 237, 242, 246, and 255. Additional Fee: \$45.00

1892	7Cr	7AM-1:50PM	Daily
9/26-12/15		25-402 [HYBRID]	Anderson

HAC 242**Basic Refrigeration I Lab**

Hands-on experience with introduction to controls, thermal physics, and equipment for air conditioning system installation and servicing. Prerequisites: Must have required hand tools of the trade and must be enrolled in the Basic Refrigeration course. Additional Fee: \$42.75

18A2	5Cr	7AM-1:50PM	Daily
9/26-12/15		25-300	Pearce

HAC 246**Basic Refrigeration II**

Introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Additional Fee: \$45.00

18B2	6Cr	7AM-1:50PM	Daily
9/26-12/15		25-402 [HYBRID]	Anderson

HAC 249**Job Readiness**

Covers résumé writing, cover letter preparation, Internet job search, Work Source job readiness workshop, and tips on filling out job applications. Additional Fee: \$42.75

18C2	5Cr	Arranged	Arranged
9/26-12/15		25-302	Pearce

HAC 255**Basic Refrigeration II Lab**

Hands-on experience with introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Prerequisites: Must have required hand tools of the trade and be enrolled in the Basic refrigeration course. Additional Fee: \$33.65

18D2	3Cr	Arranged	Arranged
9/26-12/15		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 have required hand tools of the trade. Additional Fee: \$51.85

18E2	7Cr	7AM-1:50PM	Daily
9/26-12/15		25-302	Pearce

HEMODIALYSIS

Law & Ethics for

HDT 105 Hemodialysis Technician

Covers the aspects of the legal relationship between the Hemodialysis Technician and patient with an emphasis on the principles of medical ethics, standards of conduct, and patient confidentiality. Includes an overview of HIPA A and OSHA regulations, national and state governmental structure, and the legal system as it relates to medical facilities. Additional Fee: \$13.65

8802 3Cr 10AM-12PM F
9/26-12/15 16-112 Markovits

Computer Applications/ Keyboarding

HDT 116

Students will use computers to develop touch control and proper keyboarding and keypad techniques with emphasis on alpha/numeric data entry. Course includes keyboarding alphabetic, figure, symbol keys, and skill building; continued keyboarding drills and practice to develop a minimum speed and accuracy of 25 wpm. Introduction to MS Office Suite for basic business correspondence. Internet navigation will be used for student research projects. Additional Fee: \$9.10

8812 2Cr 10AM-11:30AM MW
9/26-12/15 16-112 Markovits

Hemodialysis Terms Anatomy Physiology

HDT 122

Provides the basic techniques of medical word building to be applied in acquiring an extensive medical vocabulary. Introduces anatomical, physiological, and pathological terms relating to body systems and medical abbreviations. Additional Fee: \$27.30

8822 6Cr 12:30PM-3PM MW
9/26-12/15 16-112 Markovits

Hemodialysis Principles & Procedures

HDT 131

Defines the basic principles of diffusion, filtration, fluid dynamics and osmosis relating to the dialysis process. Overviews of the dialysis environment and kidney functions. Patient vitals and monitoring the treatment, including normal and abnormal values. Perform laboratory tests and utilize patient documentation procedures. Identify causes, signs, and symptoms, preventions and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements. Additional Fee: \$18.20

8832 4Cr 10AM-3PM Th
9/26-12/15 16-112 Markovits

HDT 138 Machine Setup/Maintenance

Covers use and setup of hemodialysis machines. Instruction focuses on organizing and setting up the dialysis machine and equipment, priming and dry machine stringing. Various testing equipment commonly used in dialysis units are studied, as well as preparation and mixing of hemodialysis concentrates. Includes standard precautions and aseptic techniques. Prepares student to initiate monitor and terminate a routine hemodialysis treatment. Additional Fee: \$47.20

8842 4Cr 8AM-10AM Daily
9/26-12/15 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. Additional fee: \$6.25.

8852 6Cr Arranged MF
9/26-12/15 16-112 Markovits

HDT 163

Field Study

Familiarizes the student with various dialysis companies in the greater Puget Sound area. The student will be partnered with another student and required to contact four of the companies in the area in order to conduct an interview with a staff member. The information gathered will be collected into a notebook to be submitted at the end of the class. Information to be included: interview notes, locations of individual dialysis units, maps to each unit, contact person for each of the units, size of the company, etc. The notebook will be a reference for the student when seeking a dialysis technician position at the end of the course. Additional Fee: \$4.55

8862 1Cr 2PM-3PM F
9/26-12/15 16-112 Markovits

MAT 072

Medical Math

Emphasis on fractions, combined percentages, metric, apothecary measurements and conversions, roman numerals and dosage calculation formulas. Self-paced lab. (For Hemodialysis students only). Prerequisite: Appropriate COMPASS placement score is required.

8872 4Cr 1PM-2PM F
9/26-12/15 16-112 Markovits

HUMANITIES

HUM 200

Humanities

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

0579 5Cr 3PM-4:45PM MWF
9/26-12/14 03-205 [HYBRID] White

HUMAN SERVICES

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: \$9.10

24K2 3Cr 1PM-2:50PM Th
9/27-11/03 10-TBD Grimes

HS 115 Therapeutic Communication Skills

Acquaints students with the basic methods of therapeutic communication. Emphasis is placed upon building basic active listening skills. Students will demonstrate mastery of theory through classroom activities, including mock interviews and videotaping. Instructor permission required. Additional Fee: \$25.00

2402 5Cr 10AM-11:50AM MWF
9/26-12/15 10-205 [ENHANCED] Dashiell

HS 123

HIV/AIDS & Blood Borne Pathogens

Increase student's knowledge of HIV/AIDS & blood borne pathogens. Students will gain knowledge of the history of HIV/AIDS and related issues. Provides ten hours of HIV/AIDS training in the areas of transmission, occupational safety, and standard precautions. Instructor permission required. Additional Fee: \$25.00

2412 1Cr Arranged Arranged
10/03-12/15 [ONLINE] Hathaway

HS 127

Introduction to Human Services

Introduces students to human services as a profession and will include a historical and philosophical framework of human service delivery. Contemporary roles and the human service worker will be covered, including areas such as typical duties and tasks of human service workers, income, maintenance, children's services, family services, aging, substance abuse, mental health, services for persons with disabilities, and the sociocultural aspects of providing services in a multiculturally diverse society. Students will also examine the competencies and qualifications required to become an effective human service worker, as well as the occupational and educational alternatives for graduates. Instructor permission required. Additional Fee: \$25.00

2422 5Cr 9AM-9:50AM Daily
9/26-12/15 10-205 [ENHANCED] Dashiell

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

2432 3Cr Arranged Arranged
9/26-12/15 [ONLINE] White

Counseling Techs for

HS 134 Gang Involved Youth & Families

Specific culturally relevant counseling techniques as they apply to gang involved youth and families are explored in this course. Students will learn the theory and application of relevant techniques such as assessment, family and community education and empowerment. Students will examine ethical issues, cultural evaluations, personal boundaries and self exploration. 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

2442 3Cr Arranged Arranged
9/26-12/15 [ONLINE] White

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: \$31.25

2452	5Cr	Arranged	Arranged
9/26-12/15		10-219 [ENHANCED]	Dashiell

HS 225 Survey of Community Resources

Introduces students to a variety of community based human service agencies through examination of their services, functions, and service populations. The class will participate in field visits, guest lectures and exercises designed to assist them in understanding the relevance of each service component to the whole community, regional and state system. Instructor permission required.

2462	3Cr	1PM-2:50PM	WF
9/26-12/15		10-205	Dashiell

HS 227 Behavioral Health & Wellness

Introduces students to the dimensions of wellness, including physical, emotional, social, and spiritual components. Students explore strategies for personal behavioral health & wellness, including coping strategies, personal boundaries, self awareness and how to avoid burnout on the job. Instructor permission required. Additional Fee: \$25.00

2472	5Cr	10AM-11:50AM	MWVF
9/26-12/15		10-219 [ENHANCED]	Hathaway

HS 229 Introduction to Gang Culture

This culturally-sensitive course clearly describes the historical foundations of gangs and the gang culture that currently exists in the United States. Students will learn to identify gang symbols, attire, language, and culture. Social change agents such as educational awareness programs, parent programs, parent awareness programs, and community awareness programs will also be examined. Prerequisites: High school diploma or GED. Instructor permission required.

2482	3Cr	10AM-11:50AM	TTh
9/26-12/15		10-219	Dashiell

2492	3Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	White

HS 230 Case Management

This course introduces students to the fundamentals of case management practice. Students will review different models of case management and learn about common case management functions such as outreach, engagement, assessment, planning, accessing resources, coordination, and advocacy. Instructor permission required. Additional Fee: \$25.00

24A2	5Cr	9AM-9:50AM	Daily
9/26-12/15		10-219 [ENHANCED]	Hathaway

HS 237 Law & Ethics for Human Services

Presents an overview of the ethical and professional issues that human service workers will face in the field. Included are such topics as ethical decision making, professional responsibilities, liability, confidentiality, records and rights of clients, professional codes of ethics, core values and personal issues, supervision, leadership, and the legal system. Instructor permission required.

Additional Fee: \$25.00

24B2	3Cr	10AM-11:50AM	TTh
9/26-12/15		10-205 [ENHANCED]	Hathaway

HS 239 Selected Topics

Students will be responsible for performing either a literature review and/or research on a human services-related topic. Students must obtain authorization from the Instructor for the project prior to enrolling in the course. Instructor permission required.

Additional Fee: \$25.00

24C2	5Cr	Arranged	Arranged
9/26-12/15		10-205 [ENHANCED]	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: \$31.25

24D2	5Cr	Arranged	Daily
9/26-12/15		10-219 [ENHANCED]	Dashiell

HS 258 Internship III

Students will participate in on-the-job training in the human services field of their choice. Duties and tasks are supervised. Students perform relevant job duties and tasks within their agency of choice, attend supervision meetings, identify community resources that are applicable, and perform other job duties as assigned. Instructor permission is required for site choice. Successful completion of Internship II is required. Instructor permission required.

Additional Fee: \$31.25

24E2	5Cr	Arranged	Arranged
9/26-12/15		10-219 [ENHANCED]	Dashiell

**HUMAN SERVICES/
CHEMICAL DEPENDENCY****HSCD 228 Chemical Dependency & the Law**

Students examine the federal & state laws that pertain to chemical dependency for individuals & facilities. Students also become familiar with the criminal, civil and juvenile court systems. Instructor permission required.

24F2	2Cr	5PM-10PM	W
11/16-12/15		10-219	Fitzgerald

Chemical Dependency &**Counseling II: Adult/Family**

Students become familiar with culturally competent models of diagnosis and intervention for families & adolescents as well as building an understanding for the dynamics among family members. Instructor permission required.

Additional Fee: \$25.00

24G2	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	French

HSCD 251 Relapse Prevention

Students will become familiar with the basic philosophy & techniques of relapse prevention for substance abuse and the ongoing process that involves all aspects of the person's wellness and culture. Students will learn to recognize the warnings signs for relapse, the 12-step approach to recovery and general wellness concepts. Instructor permission required.

24H2	3Cr	5PM-10PM	W
9/26-11/09		10-219	Fitzgerald

HSCD 256 Special Projects

Students will be responsible for formulating and implementing idea 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

24J2	5Cr	Arranged	Arranged
9/26-12/15		10-205 [ENHANCED]	Hathaway

**HUMAN SERVICES/
CHEMICAL DEPENDENCY
(I-BEST)****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. (Variable Credit Course). Instructor permission required.

24X2	2Cr	6PM-7:15PM	MW
9/26-12/14		10-216	Staff

PSYC& 200 Lifespan Psychology

Introduction to the Milestones of human development from conception to death. Physical, cognitive, and social growth of people. Prerequisite: successful completion of the PSYC& 100. Instructor permission required.

24W2	5Cr	3:30PM-5:45PM	MW
9/26-12/14		10-216	Staff

HSCD 228 Chemical Dependency & the Law

Students examine the federal & state laws that pertain to chemical dependency for individuals & facilities. Students also become familiar with the criminal, civil and juvenile court systems. Instructor permission required.

24V2	2Cr	3:30PM-9PM	TTh
11/17-12/01		10-219	Staff

Chemical Dependency & Counseling II: Adult/Family

HSCD 249
Students become familiar with culturally competent models of diagnosis and intervention for families & adolescents as well as building an understanding for the dynamics among family members. Instructor permission required. Additional Fee: \$25.00

24S2 5Cr 3PM-9PM TTh
9/27-10/25 10-219 Staff

Relapse Prevention

HSCD 251
Students will become familiar with the basic philosophy & techniques of relapse prevention for substance abuse and the ongoing process that involves all aspects of the persons wellness and culture. Students will learn to recognize the warnings signs for relapse, the 12-step approach to recovery and general wellness concepts.

24T2 3Cr 3:30PM-9PM TTh
10/27-11/15 10-219 STAFF

INTERIOR DESIGN

DSN 105 Drafting I

This course introduces students to the fundamental skills and concepts necessary for interior design planning and drawing to include: use of drafting tools, exercise in line weight and line type quality, architectural scale, dimensioning and architectural lettering. Additional Fee: \$77.30

3602 6Cr 8AM-2PM Daily
10/31-11/18 19-210 Houser

DSN 119 Interior Design & the Creative Design Process

This course introduces the student to concepts to successfully steer an idea on its journey from imagination to object and to focus on where the idea is going. This introduction describes the nature of a designer's journey, maps the path a designer will take and explores the path of what happens along the way. This course is an introduction to inspiration, conceptualization, communication, the elements and principles of design and trendspotting. Additional Fee: \$68.20

3612 4Cr 8AM-2PM Daily
9/26-10/14 19-210 Bowman

DSN 124 Color Theory

This course introduces the student to the world of color, encompassing the following: the three dimensions of color, color systems, color theory, coloring agents, dimensions of color in compositions, principles and elements of design in color, color interactions, symbolisms, influence of color and exercises of putting color to use. Additional Fee: \$68.20

3622 4Cr 8AM-2PM Daily
10/17-10/28 19-210 Bowman

DSN 136 Introduction to Drawing & Rendering

Introduction to Drawing and Rendering is a beginning look at some of the drawing methods and materials used by Interior Designers. This course begins with the fundamental concepts of freehand sketching and gaining the ability to think three-dimensionally. It is also an introduction for methods to communicate your design vision through hand drawn renderings. This is shown by the use of shade, shadow, texture, pattern, color and material qualities. Additional Fee: \$68.20

3632 4Cr 8AM-2PM Daily
11/21-12/15 19-210 Houser

DSN 152 Furniture & Cabinet Design

This course covers the fundamentals of custom furniture and cabinet design. Based on the study of furniture design theory, function, social use, materials and fabrication, students will design a unique custom piece of furniture. Additional Fee: \$59.10

3642 2Cr 8AM-2PM Daily
11/30-12/15 19-202 Bowman

DSN 227 Commercial Specifications

The Commercial Specifications course covers general notes used within construction documents, the specification of products, fabrication, and applications for commercial interior design. It also covers the liabilities of the designer in regard to specification writing for codes, standards, and federal regulations which are an essential part of designing building interiors. Prerequisites: DSN 225. Additional Fee: \$68.20

3652 4Cr 8AM-2PM Daily
10/17-11/29 19-202 Houser

DSN 236 Design II

Using codes and standards simulating parts of the NCIDQ Examination, students will complete three unique exercises that focus on the following areas of commercial design: space planning, lighting design and egress. Prerequisites: DSN 225. Additional Fee: \$81.85

3662 7Cr 8AM-2PM Daily
10/17-11/29 19-202 Watts

DSN 239 CAD II

This course includes the intermediate level use of 2-dimensional CAD (computer aided drafting). To develop increased knowledge, speed, and accuracy, following demonstration and in class exercises, the student will use AutoCAD software to develop advanced layouts in paper space. Prerequisites: DSN 216. Additional Fee: \$72.75

3672 5Cr 8AM-2PM Daily
9/26-10/14 19-202 Watts

DSN 265 Independent Study

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor.

3682 3Cr Arranged Arranged
9/26-12/15 19-202 Bowman

DSN 270 Independent Study

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor. Additional Fee: \$58.20

3692 4Cr Arranged Arranged
9/26-12/15 19-202 Houser

DSN 275 Independent Study

Explore or expand knowledge of interior design within an independent study format. With guidance and instructor approval, the student will select a meaningful project within an area of interest to strengthen their range of abilities. The student will fulfill several pre-approved objectives at the conclusion of the course where they will complete a self-assessment and final presentation to the instructor. Additional Fee: \$72.75

36A2 5Cr Arranged Arranged
9/26-12/15 19-202 Watts

LEADERSHIP

LEADR 100 Leadership I

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course. Additional Fee: \$25.00

05XX 6Cr Arranged Arranged
9/26-12/15 23-ASG [ENHANCED] Hathaway

LEADR 101 Leadership II

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course. Additional Fee: \$25.00

05YY 6Cr Arranged Arranged
9/26-12/15 23-ASG [ENHANCED] Hathaway

LEADR 102 Leadership III

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course. Additional Fee: \$25.00

05WWW6Cr Arranged Arranged
9/26-12/15 23-ASG [ENHANCED] Hathaway

LEADR 103**Leadership IV**

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required.

Variable Credit Course. Additional Fee: \$25.00

05ZZ	6Cr	Arranged	Arranged
9/26-12/15		23-ASG	Hathaway

MANUFACTURING TECHNOLOGIES

MCH 101**Orientation/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: \$29.10

7802	2Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$47.30

7812	6Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$47.30

7822	6Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$47.30

7832	6Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$47.30

7842	6Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$47.30

7852	6Cr	7AM-12:30PM	Daily
9/26-12/15		25-105	Dam

MCH 121**Mills I**

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: \$47.30

7862	6Cr	7AM-12:30PM	Daily
9/26-12/15		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: \$56.40

7872	8Cr	7AM-12:30PM	Daily
9/26-12/15		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: \$65.50

7882	10Cr	7AM-12:30PM	Daily
9/26-12/15		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: \$56.40

7892	8Cr	7AM-12:30PM	Daily
9/26-12/15		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: \$38.20

78A2	4Cr	7AM-12:30PM	Daily
9/26-12/15		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: \$42.75

78B2	5Cr	7AM-12:30PM	Daily
9/26-12/15		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: \$51.85

78C2	7Cr	7AM-1:50PM	Daily
9/26-12/15		25-105	Dam

MCH 211**Intermediate CNC**

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: \$65.50

78D2	10Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$74.60

78E2	12Cr	7AM-1:50PM	Daily
9/26-12/15		25-105	Dam

MCH 219**Career Opportunities**

Resumes, researching employers, and job search techniques. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$38.20

78F2	4Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$47.30

78G2	6Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$38.20

78H2	4Cr	7AM-1:50PM	Daily
9/26-12/15		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: \$38.20

78J2	4Cr	7AM-1:50PM	Daily
9/26-12/15		25-105	Dam

MCH 240**Training & Practice**

Special instruction to suit the individual's needs. Repeated enrollment ensures progressively advanced training. The number of times one may enroll is based on the students needs, at the Instructor's advisement. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$20.00

78K2	15Cr	7AM-1:50PM	Daily
9/26-12/15		25-105	Dam

MASSAGE

MASST 110**Anatomy Physiology & Pathology I**

Introduces the student to the anatomy and physiology of, cytology, integumentary system, osteology, myology, and nervous system. Additional Fee: \$50.00

1202	5Cr	9AM-11:30AM	TTh
9/27-12/15		10-111	Slegers

MASST 114 Swedish Massage Theory

Introduces the learner to the history, application, and principles of Swedish massage. This includes not only the massage strokes, but also client safety, communication, and charting of results. Prerequisite: The student will have submitted a medical statement of health from a primary care provider verifying their ability to safely participate in all aspects of the program prior to admission. MASST 114 must be taken concurrently with MASST 117. Additional Fee: \$50.00

1212	5Cr	9AM-11:30AM	MW
9/26-12/09		10-111	Meziere

Complementary

MASST 116 Massage Modalities I

Introduces the student to a variety of massage modalities that can be safely integrated into a massage practice. Modalities covered include facial techniques, acupressure, seated massage and side-lying. Indications, contra-indications and treatment modifications will be identified. Prerequisite: Successful completion of MASST 114 and MASST 117. Additional Fee: \$85.00

1222	3Cr	9AM-3:30PM	F
9/30-12/09		08-LAB	Meziere

MASST 117 Swedish Massage Practice

Apply knowledge and techniques taught in Swedish Massage Theory. This class prepares the learner to practice safe, relaxing, therapeutic, and effective Swedish Massage. In addition to proper use and application of Swedish Massage strokes, the learner will also practice proper self-care techniques and learn how to care for their equipment. Prerequisite: MASST 117 must be taken concurrently with MASST 114. Additional Fee: \$50.00

1232	4Cr	12:15PM-3:30PM	MW
9/26-12/14		08-LAB	Meziere

MASST 126 Kinesiology: Upper Extremity

Introduces students to the study of movement. Presents the beginning principles and skills for locating and identifying bony landmarks and muscles of the upper extremity using palpation techniques, movement, and anatomical terminology. Additional Fee: \$50.00

1242	2Cr	12:15PM-3:30PM	TTh
9/27-11/08		08-LAB	Meziere

Kinesiology:

MASST 130 Trunk & Modalities I

Continue the study of movement. Builds upon the principles and skills for locating and identifying bony landmarks and muscles of the trunk using palpation techniques, movement, and anatomical terminology. Prerequisite: Successful completion of MASST 126 Continue the study of movement. Additional Fee: \$85.00

1252	1Cr	12:15PM-3:30PM	TTh
11/15-12/08		08-LAB	Meziere

MASST 133 Deep Tissue Massage Theory

Introduces the student to a variety of massage treatment techniques, providing ground work for clinical massage applications. Indications, contraindications, and treatment modifications will be identified and discussed. Prerequisite: Successful completion of MASST 114 and MASST 117. MASST 133 must be taken concurrently with MASST 134.

1262	4Cr	5:30PM-7PM	MWF
9/26-12/12		10-111	Simpkins

MASST 134 Deep Tissue Massage Practice

Building on the massage techniques learned in Swedish massage theory and practice, students become proficient in a variety of deep tissue techniques. Prerequisite: Completion of MASST 114 and MASST 117. MASST 134 must be taken concurrently with MASST 133

1272	4Cr	7PM-9:45PM	MWF
9/26-12/15		08-305	Simpkins

MASST 137 Kinesiology: Head and Neck

Continues the study of movement while building upon the principles and skills for locating and identifying bony landmarks and muscles of the head and neck using palpation techniques, movement, and anatomical terminology. Prerequisite: Successful completion of MASST 126. Additional Fee: \$85.00

1282	1Cr	7PM-9:30PM	TTh
11/17-12/13		08-305	Simpkins

MASST 143 Massage Business & Ethics I

Introduces important business knowledge, skills, and professional ethics vital to the successful practice of massage therapy after licensure. Learn and follow professional ethics as related to massage and learn and practice universal safety precautions, utilize and understand common medical terms, research the different avenues of employment available, and begin the process of building a successful massage business. Additional Fee: \$50.00

1292	2Cr	9AM-3:30PM	Arranged
9/26-12/15		10-111	Meziere

MASST 144 Massage Business & Ethics II

Learn and demonstrate a variety of successful business strategies from marketing to record keeping in addition to becoming knowledgeable regarding state and local laws that govern massage therapy in Washington State. Prerequisite: Successful completion of MASST 143. Additional Fee: \$50.00

12A2	2Cr	5:30PM-7PM	TTh
9/27-12/08		10-111	Simpkins

MASST 146 Kinesiology: Lower Extremity

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles of the lower extremity using palpation techniques, movement, and anatomical terminology. Prerequisite: Successful completion of MASST 126. Additional Fee: \$85.00

12B2	2Cr	7PM-9:30PM	TTh
9/27-11/15		08-305	Simpkins

MASST 162

Student Clinic

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. Additional Fee: \$6.25. Prerequisite: Successful completion of MASST 109 and MASST 113. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training, and a criminal background check from the Washington State Patrol; some results may prevent individuals from participating in the background check Student Clinic.

12C2	2Cr	5:30PM-9:45PM	W
11/02-12/14		08-305	Simpkins

MATERIAL SCIENCE

MS 115 Intro to Report Forms/Writing

Introduces the student to the technical style of report and test procedure and writing commonly used in nondestructive testing. Additional Fee: \$45.00

0902	3Cr	8AM-2:30PM	Daily
9/26-12/15		25-103	Staff

MS 120 Intro to Codes & Specifications

Introduces codes and specifications terms, definitions, and applications. Learn how to use and interpret in specific applications in field situations. Additional Fee: \$45.00

0912	2Cr	8AM-2:30PM	Daily
9/26-12/15		25-103	Staff

MS 125 Fundamentals of Metallurgy

Provides an overview of metallurgy and its application in industry. Topics covered include metallographic sample preparation, hardness and tensile testing, fundamentals of physical metallurgy and heat treating. Additional Fee: \$45.00

0922	5Cr	8AM-2:30PM	Daily
9/26-12/15		25-103	Staff

MS 145 Fundamentals of Composites

Learn the fundamental construction of composites, advantages of composites over traditional materials, manufacturing methods, fabrication and assembly, testing and quality assurance, damage control and repair. Additional Fee: \$45.00

0932	4Cr	8AM-2:30PM	Daily
9/26-12/15		25-103	Staff

NDT 110 Introduction to NDT

This course introduces terms, definitions, and method overview of nondestructive testing. Methods include: eddy current liquid penetrant, magnetic particle, radiography, and ultrasonic testing. Additional Fee: \$45.00

0942	3Cr	8AM-2:30PM	Daily
9/26-12/15		25-103	Staff

NDT 140 Eddy Current Testing I

Covers the theory of the production of eddy currents, including electrical concepts. The calibration and operation of eddy current machines will be covered along with the applications of eddy current testing. Additional Fee: \$45.00

0952	5Cr	8AM-2:30PM	Daily
9/26-12/15		25-103	Staff

MATH**MAT 060 Fundamentals of Arithmetic**

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 placement score is required.

5W14 5Cr 9/26-12/15	7AM-7:50AM 17-270	Daily Lingenfelter
5W15 5Cr 9/26-12/15	8AM-8:50AM 17-270	Daily Hooker
5W16 5Cr 9/26-12/15	9AM-9:50AM 17-230	Daily Hughes
5W17 5Cr 9/26-12/15	11AM-11:50AM 17-270	Daily Hooker
5W18 5Cr 9/26-12/15	12PM-12:50PM 17-270	Daily Hughes
5W19 5Cr 9/26-12/15	2PM-2:50PM 17-270	Daily Hooker
5W20 5Cr 9/26-12/15	3PM-3:50PM 17-270	Daily Hooker
5W21 5Cr 9/26-12/15	4PM-4:50PM 17-270	Daily Martindale

MAT 082 Pre-Algebra

Covers basic operations with whole numbers, fractions, decimals, percentages, ratio and proportion, signed numbers, algebraic expressions, linear equations, order of operations, basic geometry, units of measurements, and introduction to statistics.

Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 60 is required. Additional Fee: \$22.75

5W22 5Cr 9/26-12/15	7AM-7:50AM 35P	Daily Mollas
5W23 5Cr 9/26-12/15	8AM-8:50AM 36P	Daily Sandoval
5W24 5Cr 9/26-12/15	9AM-9:50AM 17-270	Daily Hooker
5W25 5Cr 9/26-12/15	11AM-11:50AM 35P	Daily Mollas
5W26 5Cr 9/26-12/15	12PM-12:50PM 15-103	Daily Hughes
5W27 5Cr 9/26-12/15	1PM-1:50PM 35P	Daily Mollas
5W29 5Cr 9/26-12/15	2PM-2:50PM 15-103	Daily Parnell
5W30 5Cr 9/26-12/15	3PM-3:50PM 03-402	Daily Sandoval
5W31 5Cr 9/26-12/14	4PM-6:30PM 15-103	MW Herring
5W32 5Cr 9/27-12/15	6:30PM-9PM 15-103	TTh Herring
5W33 5Cr 9/27-12/15	9:10AM-10:50AM 15-103	TWTh Parnell
5W34 5Cr 9/27-12/15	1:30PM-4PM SHC-107	TTh Lingenfelter
5W35 5Cr 10/01-12/10	9AM-2:30PM 15-103	Sa Parnell
5W28 5Cr 9/27-12/15	1:15PM-3:35PM SHC (SELF-PACED LABS)	TTh Nyvall

MAT 089 Introduction To Algebra - Part I

Design 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

5W36 5Cr 9/26-12/15	9AM-9:50AM 35P	Daily Mollas
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MAT 090 Introduction To Algebra - Part II

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

5W58 5Cr 9/26-12/15	1PM-1:50PM 16-113	Daily Schmeling
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MAT 091 Introduction to Algebra

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 9/26-12/15	7AM-7:50AM 15-103	Daily Hughes
5W38 5Cr 9/26-12/15	8AM-8:50AM 15-103	Daily Schmeling
5W39 5Cr 9/26-12/15	10AM-10:50AM 16-113	Daily Schmeling
5W40 5Cr 9/26-12/15	11AM-11:50AM 15-103	Daily Parnell
5W41 5Cr 9/26-12/15	1PM-1:50PM 15-103	Daily Herring
5W42 5Cr 9/26-12/15	2PM-2:50PM 03-402	Daily Sandoval
5W44 5Cr 9/26-12/14	4PM-6:30PM 15-103	MW Herring
5W45 5Cr 9/27-12/15	6:30PM-9PM 15-103	TTh Herring
5W46 5Cr 9/27-12/15	9:10AM-10:50AM 15-103	TWTh Parnell
5W47 5Cr 9/27-12/15	1:30PM-4PM SHC-107	TTh Lingenfelter
5W48 5Cr 10/01-12/10	9AM-2:30PM 15-103	Sa Parnell
5W43 5Cr 9/26-12/15	3PM-3:50PM 16-113 (SELF-PACED LABS)	Daily Parnell

MAT 098 Introduction & 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)

5W49 5Cr 9/26-12/14	4PM-6:30PM 15-103	MW Herring
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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.

5W50 5Cr 9/26-12/15	8AM-8:50AM 16-113	Daily Lingenfelter
5W51 5Cr 9/26-12/15	11AM-11:50AM 16-113	Daily Hughes
5W53 5Cr 9/26-12/14	4PM-6:30PM 15-103	MW Herring
5W54 5Cr 9/27-12/15	6:30PM-9PM 15-103	TTh Herring
5W55 5Cr 9/27-12/15	9:10AM-10:50AM 15-103	TWTh Parnell
5W56 5Cr 9/27-12/15	1:30PM-4PM SHC-107	TTh Lingenfelter
5W57 5Cr 10/01-12/10	9AM-2:30PM 15-103	Sa Parnell
5W52 5Cr 9/26-12/15	Arranged [ONLINE] (SELF-PACED LAB)	Arranged Livingston

MAT 105 Math for Industrial Professions

Develops elements of algebra, geometry, metric measure, trigonometry to calculate areas, volumes, and angles for polygonal objects, and objects with smooth curves. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0535 5Cr 9/26-12/15	11AM-11:50AM 17-230	Daily Debruyne
0536 5Cr 9/26-12/15	2PM-2:50PM 17-240	Daily Stoff
0537 5Cr 9/26-12/15	3PM-3:50PM 17-230	Daily Debruyne

MAT 107 Business Mathematics

Covers discounts, markup and markdown, payroll, simple and compound interest, annuities, taxes, insurance, and business statistics in an algebra-based development. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0538 5Cr 9/26-12/15	8AM-8:50AM 17-230	Daily Debruyne
0539 5Cr 9/26-12/15	12PM-12:50PM 17-230	Daily Debruyne
0540 5Cr 9/26-12/15	3PM-3:50PM 17-240	Daily Sweerus
0541 5Cr 9/26-12/15	Arranged [ONLINE]	Arranged Livingston

MAT 108 Math for Health Occupations

Covers solutions to linear equations and quadratic equations with real roots, calculation of dosages and intravenous fluid infusions, logarithms and pH. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0542	5Cr	7AM-7:50AM 9/26-12/15	Daily Morrell
0543	5Cr	8AM-8:50AM 9/26-12/15	Daily Morrell
0544	5Cr	10AM-10:50AM 9/26-12/15	Daily Sweerus
0545	5Cr	11AM-11:50AM 9/26-12/15	Daily Sweerus
0546	5Cr	1PM-1:50PM 9/26-12/15	Daily Sweerus

MAT 110 Math for Non-Science Majors

Covers a variety of topics including probability, statistics, finance, modeling, sets and counting, matrix operations, and exponential and logarithmic functions. Graphing calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required. Additional Fee: \$25.00

0547	5Cr	Arranged 9/22-11/30	Arranged WAOL
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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.

0548	5Cr	2PM-2:50PM 9/26-12/15	Daily Schmeling
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MATH& 142 Pre Calculus II

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

0549	5Cr	Arranged 9/26-12/15	Arranged Livingston
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MATH& 146 Introduction to Statistics

Descriptive and inferential statistics, including measures of central tendency, dispersion or variation, and skewness. The student is introduced to basic concepts in probability, as well as discrete and continuous probability distribution functions. Statistical inference includes sampling, elementary experimental design, and hypothesis testing using normal, student-t, and F distributions, linear regression and correlation, and the Chi-square distribution. Graphing calculator is required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required. Additional Fee: \$25.00

0551	5Cr	Arranged 9/22-11/30	Arranged WAOL
0550	5Cr	2PM-2:50PM 9/26-12/15	Daily Debruyne

MEDIA DESIGN & PRODUCTION

MDP 103 Fundamentals of Drawing

Drawing is broken down into methods of observing the world around you and capturing it on paper. Examine simple and complex objects in terms of contour, proportions, weight, negative space and light. Gain a heightened awareness and understanding of form. Additional Fee: \$100.00

8912	5Cr	9AM-3:30PM 9/26-12/12	M Iverson
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MDP 119 Digital Photography

Digital images are captured using technical control of the digital camera's depth fields, light, clarity, motion, and memory requirements. The selection of image content and application of composition principles are determined based on the photography objectives of the final multimedia project. Additional Fee: \$97.75

8922	5 Cr	1230PM-330PM 9/27-12/13	T Sweeten
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MDP 133 Introduction to Dreamweaver

Use Macromedia's Dreamweaver, Photoshop and ImageReady to create and manage a 12-page interface-based XHTML website, which will be posted on the Internet. Introduces Dreamweaver's ability to write clean Cascading Style Sheet code and JavaScript to add functionality and beauty to a website. Additional Fee: \$97.75

8932	5Cr	9AM-3:30PM 10/31-12/13	M, T Webster
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Digital Video & Audio

MDP 146 for the Web

Experience digital video editing using Adobe Premiere CS5. Perform nested and multiple sequencing and real-time multi-point and single-frame editing for export to DVD, YouTube and other formats. Add transitions, motion paths, and titling, manage color, key frames, and audio. Additional Fee: \$100.00

8942	5Cr	9AM-3:30PM 9/27	T Iverson
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Camera & Lighting:

MDP 189 Portraits/Products

Explore design lighting in a studio controlled environment for digital still capture of portraits and products to use in multimedia projects. Some basic PhotoShop compositing of the studio photos will be required. Prerequisite: MDP 119 and GTC 130. Additional Fee: \$97.75

8952	5Cr	9AM-3:30PM 9/29-12/08	Th Sweeten
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MDP 231 Independent Study Project

Students prepare a project for their portfolio, practicing all aspects of their specialization area. Prerequisite: instructor permission. Additional Fee: \$100.00

89C2	5 Cr	9AM-3:30PM 11-111E	W Webster
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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

89D2	5Cr	Arranged 9/26-12/15	Arranged Iverson
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MDPA 139 3D Modeling

Explores 3DS Max modeling techniques such as Box Modeling. Learn about Sub – Division surfaces and how to create objects for both Pre viz and After Effects compositing work.

89E2	5Cr	12:30PM-3:30PM 9/30-12/09	F Webster
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MDPV 214 Intermediate Compositing

Continue to dig into Adobe After Effects and explore some of it's more advanced features. Shoot and pull green screen keys. Use video and After Effects to create your own 30 seconds commercial. Also look at how to turn a 2D image into a 3D animated image and much more. Prerequisite: MDPV 115 Additional Fee: \$100.00

8962	5 Cr	9AM-3:30PM 9/28-12/07	W Iverson
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Field & Studio

MDPV 257 Production Techniques I

Conduct video field production and in-studio video productions. Use professional equipment, including cameras, 3 point lighting and microphones, etc. Video projects will be developed from concept script to production and completion using digital video editing software Adobe Premiere CS5. Prerequisite: MDP 146, MDP 189. Additional Fee: \$97.75

8992	5Cr	9AM-12PM 9/30-12/09	F Sweeten
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MDPW 123 Web Design Principles

Explores how the web works and methods and limitations of delivering content on the web. Examines usability issues such as page layout, optimizing graphics, and navigation. Students will build a 4-page website, using Notepad and Photoshop and post it to the Internet. Additional Fee: \$97.75

89A2	5Cr	9AM-3:30PM 9/26-10/25	M, T Webster
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MDPW 134 Web Animation I - Flash

Explore the basic toolset while creating nine animated movies. Use movie clips, graphic symbols, and buttons to add interactivity to the movie. Use Actionscript 3 to control interactivity and the movement of the playhead along the timeline. Create, import, and animate graphics, audio, and video onto the stage. Additional Fee: \$97.75

89B2	5Cr	9AM-3:30PM 9/28-12/07	W Pitman
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GTC 130 Digital Imaging I

Introduces the fundamentals of Photoshop to include basic tools; image editing; painting; and the creation, use, and management of layers and channels. Additional Fee: \$72.75

89O2	5Cr	9AM-3:30PM 9/27-12/13	T White
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MEDICAL ASSISTANT

MAP 105 Introduction to Medical Assisting

Learn and demonstrate asepsis and infection control, assist with minor office surgery. Perform anthropometric measurements and vital signs, physical examination, identify instruments and equipment, and operate the autoclave. Instruction and discussion also includes the overall function of the medical assistant within the healthcare team, including legal responsibilities and limitations. College and program policies and procedures are extensively discussed.

This course must be successfully completed in order to proceed in the program. Prerequisite: Successful completion of CAH 102, CAH 103, & CAH 105, or taken along with CAH 102, CAH 103, & CAH 105. Additional Fee: \$25.00

3802	4Cr	4PM-9PM	F
9/30-12/09		37-206 [HYBRID]	McDanel

Medical Assistant

MAP 125 Theory & Applications I

Learn to care for patients with disorders of the blood and of the reproductive, endocrine, sensory, and immune systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology, and terminology. Instruction and practical includes breast self-exam, blood glucose monitoring, care and use of the microscope, blood typing, cell identification and staining, along with practicing care and usage of the otoscope, ear/eye exams, and audiometry. Prerequisites: Successful completion of all Quarter 1 courses. Instructor permission required. Additional Fee: \$56.85

3832	7Cr	6:30PM-8:30PM	MTWTh
10/10-12/15		37-206 [ENHANCED]	McDanel

Medical Assistant

MAP 130 Theory & Applications II

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: \$56.85

3812	7Cr	8AM-11AM	MTW
10/10-12/12		37-206 [HYBRID]	Stroup

MAP 143 Medical Office Procedures

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 health-care field focusing on components specific to medical assistants. Prerequisite: Successful completion of all Quarter 1 courses. Instructor permission required. Additional Fee: \$52.30

3822	6Cr	12PM-3PM	MTW
10/10-12/12		37-206 [HYBRID]	Jones

MAP 167 Preparation for Externship

Demonstrate competencies of basic skills acquired throughout the Medical Assistant Program. Each student will perform and must pass the following skills; urinalysis, hematocrit, blood pressure, work-ups, blood glucose check, audio and visual exam, electrocardiogram and telephone techniques.

Prerequisites: Successful completion of all Quarter 1 courses through MAP 168, excluding MAP 221, 222, and 232. This course must be taken the quarter immediately prior to taking MAP 221. Instructor permission required. Additional Fee: \$34.10

3862	2Cr	8:30AM-2:30PM	F
10/14-12/09		37-206 [HYBRID]	Stroup

Basic Collecting & Financial Practices

MAP 168

Covers basics of accounting, bookkeeping, and banking procedures. Provides the foundation for the management of accounts payable, financial records, and methods of preparation for employee payroll and business taxes. Includes expanded discussion on manual procedures for accounts receivable management for both private patients and insurance companies. Prerequisite: Successful completion of all Quarter 1 courses. Recommend students meet prerequisites for college-level math. Instructor permission required. Additional Fee: \$27.30

3842	6Cr	4PM-6PM	MTWTh
10/10-12/15		37-206 [ENHANCED]	McDanel

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. Additional Fee: \$47.75

3872	5Cr	8AM-3PM	Daily
9/26-10/07		37-209	Stroup

Community Employment Opportunities & Locations

MAP 222

Locate the major medical employers (including hospitals) in the student's community, along with their human resource department. This course also includes updating the resumé and methods of applying for employment through a variety of sources. Prerequisites: Successful completion of all MAP courses, excluding MAP 232. Instructor permission required. Additional Fee: \$4.55

3882	1Cr	8:30AM-2:30PM	MTWTh
12/12-12/15		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: \$6.25.

3892	10Cr	Arranged	Arranged
10/10-12/09		Arranged	Stroup

MEDICAL HISTOLOGY

HISTO 105 Orientation to Histology Lab

Introduces laboratory and chemical safety as well as universal precautions. Covers basic overview of standard histology instrumentation, quality control procedures, specimen accessioning, record keeping, and documentation. Explores laboratory and personnel certification requirements. Prerequisites: Successful completion of BIOL 118, CHEM& 110, and ENGL& 101. Instructor permission required. Additional Fee: \$55.00

5602	2Cr	8AM-2PM	Daily
9/26-10/03		16-103 [ENHANCED]	Haggerty

HISTO 110 Histotechnology I

Explores the theory and principles of fixation, processing, embedding, sectioning, and coverslipping of tissue sections. Prerequisites: Successful completion of BIOL 118, CHEM& 110, and ENGL& 101. Instructor permission required. Additional Fee: \$30.00

5612	10Cr	8AM-2PM	Daily
10/04-12/15		16-103	Haggerty

HISTO 115 Histotechnology Lab I

Explores work in a simulated histology laboratory located on the campus. During this course, students will have hands-on training in basic grossing techniques, as well as in-depth training in processing, embedding, and cutting of tissue sections. Students will also learn to identify basic tissue structures using a light microscope. Instructor permission required. Additional Fee: \$30.00

5622	5Cr	8AM-2PM	Daily
10/04-12/15		16-103	Haggerty

MEDICAL LABORATORY TECHNICIAN

MLT 221 Body Fluids

Introduces the production, collection, and analyses of various body fluids, including Cerebro-Spinal and Synovial fluids. This lecture-only course is presented on Wednesday afternoons during the Fall quarter clinical phase. Prerequisite: MLT 218

4802	1Cr	12:30PM-3:30PM	W
10/05-12/15		14-213	Newry

MLT 227 Clinical Chemistry

Beginning with an overview of the digestive system, students will study the relationship between blood levels of many substances and normal-versus-abnormal physiology. In the student laboratory, manual and semi-automated procedures are performed for the assay of many commonly-measured blood components. Preventative maintenance of instruments, troubleshooting, and quality assurance are stressed throughout the course. This course is offered Fall quarter. Prerequisite: MLT 223. Additional Fee: \$25.00

4812	8Cr	8AM-3:30PM	Daily
9/26-10/18		14-213 [ENHANCED]	Newry

MLT 232 Clinical Experience I

Begin the clinical phase of training in an affiliated laboratory. During this course, students will complete eight weeks of the experience. In the next courses (MLT 235 and 236), they will continue training for eleven more weeks. Over the course of the nineteen weeks of clinical training, the students will rotate through all departments and perform current routine procedures by state-of-the-art methodologies. Appropriate amounts of time are spent working in each particular discipline; to accomplish this, some students rotate through two or three different laboratories. Students are directly supervised by staff of the affiliated laboratory; there is ongoing contact with the Instructor in the form of weekly site-visits and Wednesday afternoon class sessions. A report of No Record on File regarding crimes against persons from the Washington State Patrol is required for participation in this training. This course is offered during Fall quarter. Additional fee: \$31.25. Prerequisite: MLT 218

4822 11Cr	8AM-3:30PM	Daily
9/27-12/15	14-213 [ENHANCED]	Newry

MUSIC

MUSC& 105 Music Appreciation

Learn about elements of music, that is, the building blocks: pitch, melody, harmony, rhythm, texture, timbre and dynamics and study the evolution of music through the ages. Prerequisite: Appropriate COMPASS/SLEP score; or successful completion of ENG 094 is required. Additional Fee: \$25.00

0552 5Cr	Arranged	Arranged
9/22-11/30	[ONLINE]	WAOL

NURSING ASSISTANT

NAC 101 Nursing Assistant Theory

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 HIPPA 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

NS01 6Cr	8AM-3PM	TWTh
9/26-10/20	02-120	Marks
NS11 6Cr	8AM-3PM	TWTh
9/26-10/20	02-120	Sword
NS21 6Cr	4PM-8PM	MTWTh
9/26-10/25	02-120	Hernandez

NAC 103 Unit Based Clinical Experience

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of documentation, accurate observation, reporting of residents' conditions, and philosophy of restorative nursing as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an acceptable or exceeds standard level to pass this course. Students must correctly demonstrate at least 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance 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: \$66.25

NS31 3Cr	6AM-2:30PM	Arranged
11/14-12/15	Arranged	Marks
NS41 3Cr	6AM-2:30PM	Arranged
11/16-12/15	Arranged	Sword
NS51 3Cr	6AM-2:30PM	Arranged
11/16-12/15	Arranged	Hernandez

NURS 104 Nursing Skill Fundamentals

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

NS61 4Cr	7:30AM-3:30PM	MTWTh
10/24-11/08	02-LAB	Marks
NS71 4Cr	7:30AM-3:30PM	MTWTh
10/26-11/10	02-LAB	Sword
NS81 4Cr	4PM-8PM	MTWTh
10/26-11/14	02-LAB	Hernandez

NURSING ASSISTANT - I-BEST

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.

NSA2 3Cr	4PM-7PM	M
10/03-12/05	10-212	Staff

NAC 119 Nursing Assist Theory I

Introduction to the role and responsibilities of a Nursing Assistant. Includes the following topics: resident/work environment, infection control, special needs of the elderly, communication and interpersonal Skills, body systems (introduction to key anatomical, physiological and pathological terms), documentation responsibilities, residents' rights, long-term care setting, legal/ethical Issues, stages of death and dying. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training. Additional Fee: \$60.00

NS62 6Cr	4PM-8PM	TWTh
9/27-11/17	02-120	Primm

NAC 129 Nursing Assistant Theory II I-Best

Covers infection control, documentation responsibilities, First Aid & CPR training, HIPAA, and HIV training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training. Additional Fee: \$60.00

NS72 3Cr	4PM-8PM	TWTh
11/22-12/15	02-120	Primm

NURSING - PRACTICAL NURSING

NURS 102 Issues & Trends in Nursing I

Explores the healthcare system and the profession of nursing with emphasis on care of clients in a multicultural environment. The student will develop an understanding of the legal and ethical issues in nursing, levels of nursing education, and the functions and role of the practical nurse. The nurse-client relationship is also discussed. The student will utilize research and writing skills to discuss a nursing-related topic. Prerequisites: Admission to Nursing program. Additional Fee: \$100.00

8002 3Cr	12PM-3PM	M
9/26-12/12	02-120 [ENHANCED]	Anderson

NURS 109 Nutrition for Nursing

Focuses on basic nutritional concepts. The student is introduced to the role of nutrition in promoting, achieving, and maintaining healthy lifestyles. The course emphasizes the use of the nursing process to provide teaching for clients with consideration of developmental stages, cultures, lifestyles, and socioeconomic status. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$25.00

8022 3Cr	8AM-11AM	M
9/26-12/12	02-112 [ENHANCED]	Sibbers

NURS 112**Lab & Clinical I**

Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 110 and 113. The student will demonstrate competence in performance of selected skills, utilizing principles taught. During laboratory practice, student utilizes simulated equipment and classmates as patients. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$106.25.

8042	4Cr	8AM-4PM	ThF
9/29-12/09		02-109	Staff

NURS 113**Essentials of Nursing**

Introduces the beginning LPN student to the essential nursing concepts of therapeutic communication, infection control, the nursing process, principles of caring, promoting comfort, and patient safety. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$135.00

8012	3Cr	12PM-3PM	T
9/27-12/13		02-112 [ENHANCED]	Staff

Health Assessment**NURS 115****& Promotion**

Focuses on the acquisition of skills needed to obtain a complete physical health assessment of a client. The importance of therapeutic communication in performing a health assessment is emphasized. The nursing process and its relationship to the prevention and early detection of disease are also emphasized. Additional Fee: \$105.00

8032	3Cr	8AM-11AM	WV
9/28-12/14		02-112 [ENHANCED]	Staff

NURS 119 Dosage Calculation for Nursing

Prepares the student for calculation of drug dosages in order to accurately prepare and administer medications to a varied client population. Basic principles for client safety are reviewed. Prerequisites: Admission to Practical Nursing. Additional Fee: \$25.00

8052	2Cr	9AM-11AM	T
9/27-12/13		02-112	lazarus

NURS 136 Medical-Surgical Nursing II

Focuses on use of the nursing process in care of clients with selected health disturbances. Emphasis is given to psychological, sociocultural, and developmental factors. Pharmacologic and nutritional consideration and client teaching are integrated. Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135. Additional Fee: \$135.00

8062	6Cr	8AM-3PM	M
9/26-12/12		02-120 [ENHANCED]	Collins

NURS 147**Clinical Practicum I**

Provides an opportunity for the student to provide care to clients in long-term care, acute, and community settings. Experience involves direct client care, nursing procedures, and administration of medications to diverse clients of every stage of life. Focus is on safe nursing practice, nursing process, communication, documentation, and client teaching. Prerequisites: NURS 102, 109, 112, 113, 115, 119, 120, 125, 128, 130, 132, 135. Additional Fee: \$56.25.

8072	12Cr	Arranged	TWThF
9/27-12/15		Arranged [ENHANCED]	Staff

NURSING - RN OPTION**NURS 208****Pharmacology for Professional Nursing**

Examines the nursing process as it relates to pharmacology. Basic math skills necessary for safe dosage calculation are reviewed. Course includes pharmacology principles, drug action, interaction, adverse effects, and legal considerations. Nursing implications of drug classifications are emphasized. Additional Fee: \$190.00

2502	5Cr	4PM-9PM	T
9/27-12/13		02-112	Staff

NURS 211**Physical Assessment**

Additional Fee: \$190.00

2512	7Cr	5PM-7PM	WV
9/28-12/14		02-112	Staff

		4PM-9PM	Th
		02-LAB	

Transitioning to**NURS 214****Professional Nursing I**

Additional Fee: \$165.00

2522	1Cr	4PM-5PM	WV
9/28-12/14		02-112	Staff

PHARMACY TECHNICIAN**Introduction to Pharmacy****& Pharmacy Law**

Orients students to the work of pharmacy technicians and the context in which technicians' work is performed. Study of pharmacy law, as it pertains to the practice of pharmacy in the state of Washington compared to the United States as a whole. Prerequisites: High school diploma or GED. Computer literate. Ability to speak, read, and write the English language. Successful completion of Math 107, 108, or 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

2702	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Autry

PT 128**Pharmacology Part II**

Continues the exploration of drug action mechanisms, the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes and the systems they are used on. Prerequisite: Successful completion of PT 121, PT 124, PT 129, PT 129, PT 143 and CAH 102 or equivalent (Medical Terminology) with a grade of B or above. Additional Fee: \$47.75

2712	5Cr	7:30AM-10AM	MW
9/26-12/15		11-106 [HYBRID]	Sparks

PT 129**Community Pharmacy Practice**

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: \$47.75

2722	5Cr	5PM-7:50PM	MW
9/29-12/15		11-106 [HYBRID]	Autry

PT 143**Generic Drug Names Part I**

Introduces the top 200 drugs prescribed in the United States each year. Prerequisites: Same as PT 121. Instructor permission required. Additional Fee: \$34.10

2732	2Cr	8PM-8:50PM	W
9/26-12/15		11-106 [HYBRID]	Autry

PT 147**Clinical Capstone Research**

Discover local pharmacies and the requirements for internship. Explore professional conduct and appearance. Prerequisite: Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 103 or equivalent (Medical Terminology) with grades of B or above in all courses. Additional Fee: \$38.65

2742	3Cr	9AM-12PM	F
9/26-12/15		11-106 [HYBRID]	Sparks

PT 149**Hospital Practice**

Introduces students to formularies, manual and electronic distribution systems, and procedures for hospital practice. Prerequisite: Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 103 or equivalent (Medical Terminology) with grades of B or above in all courses. Additional Fee: \$47.75

2752	5Cr	7:30AM-11:30AM	TTh
9/26-12/15		11-106 [ENHANCED]	Sparks

PT 152**Generic Drug Names Part II**

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: \$34.10

2762	2Cr	12:30PM-1:30PM	MW
9/26-12/15		11-106 [ENHANCED]	Sparks

PT 156**Pharmaceutical Calculations**

Math specific to the practice of pharmacy will be explored. Prerequisite: Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 103 or equivalent (Medical Terminology) with grades of B or above in all courses. Additional Fee: \$34.10

2772	2Cr	12:30PM-1:30PM	TTh
9/26-12/15		11-106 [ENHANCED]	Sparks

PT 159**Sterile Parenteral Product Preparations**

Apply the techniques learned to make intravenous admixture and chemotherapy products. Prerequisite: Successful completion of PT 121, PT 124, PT 129, PT 143 and CAH 103 or equivalent (Medical Terminology) with grades of B or above in all courses. Additional Fee: \$13.65

2782	3Cr	10AM-11:30AM	MW
9/26-12/15		11-106	Sparks

**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. Additional Fee: \$31.25.

2792	7Cr	Arranged	Arranged
9/26-12/15		Arranged [ENHANCED]	Autry

PT 165 Institutional Clinical Capstone

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: \$31.25.

27A2	7Cr	Arranged	Arranged
9/26-12/15		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

5102	4Cr	12PM-3PM	Daily
9/26-12/15		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

5112	4Cr	12PM-3PM	Daily
9/26-12/15		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

5122	4Cr	12PM-3PM	Daily
9/26-12/15		SHC-105	Coyner

**AVP 118 Private Pilot
Practical 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: AVP 115. Additional Fee: \$18.20

5132	4Cr	12PM-3PM	Daily
9/26-12/15		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. Additional Fee: \$18.20

5142	4Cr	12PM-3PM	Daily
9/26-12/15		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

5152	4Cr	12PM-3PM	Daily
9/26-12/15		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

5162	4Cr	12PM-3PM	Daily
9/26-12/15		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

5172	4Cr	12PM-3PM	Daily
9/26-12/15		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

5182	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

5192	4Cr	12PM-3PM	Daily
9/26-12/15		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

51A2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

51B2	4Cr	12PM-3PM	Daily
9/26-12/15		SHC-105	Coyner

AVP 150 Instrument Pilot III

Apply advanced navigation techniques and perform holding pattern entry procedures. Prerequisite: AVP 145 or equivalent. 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

51C2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

51D2	4Cr	12PM-3PM	Daily
9/26-12/15		SHC-105	Coyner

**AVP 152 Instrument Pilot
Practical Standards III**

Receive additional flight and ground training as required to meet pilot certification requirements. Perform holding patterns and instrument approach procedures. Prerequisite: Grade of "C" or better in AVP 150 or equivalent. Course covers aerodynamics, aircraft systems and instruments, meteorology, aircraft performance and navigation. Text required. Additional Fee: \$18.20

51E2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

51F2	4Cr	12PM-3PM	Daily
9/26-12/15		SHC-105	Coyner

AVP 155 Instrument Pilot IV

Perform holding patterns and instrument approach procedures. Prerequisite: AVP 150 or equivalent. Additional Fee: \$18.20

51G2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

51H2	4Cr	12PM-3PM	Daily
9/26-12/15		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

51J2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

51K2	4Cr	12PM-3PM	Daily
9/26-12/15		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

51L2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

51M2	4Cr	12PM-3PM	Daily
9/26-12/15		SHC-105	Coyner

**AVP 172 Instrument Pilot Practical
Standards IV**

Receive additional flight and ground training as required to meet pilot certification requirements. Additional Fee: \$18.20

51N2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

51P2	4Cr	12PM-3PM	Daily
9/26-12/15		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

51Q2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51R2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51S2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51T2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51U2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51V2	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

Commercial Pilot**AVP 223 Practical Standards V**

Receive additional flight and ground training as required to meet pilot certification requirements. Additional Fee: \$18.20

51W2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51X2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51Y2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51Z2	4Cr	8AM-11AM	Daily
9/26-12/15		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

51AA	4Cr	8AM-11AM	Daily
9/26-12/15		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

51BB	4Cr	8AM-11AM	Daily
9/26-12/15		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

51CC	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

AVP 257 Commercial Pilot

Practical Standards VI
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

51DD	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

AVP 260 Certified Flight Instructor I

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

51EE	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

AVP 265 Certified Flight Instructor II

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

51FF	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

AVP 268 Instrument Flight Instructor

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

51GG	4Cr	8AM-11AM	Daily
9/26-12/15		SHC-105	Coyner

PSYCHOLOGY**PSY 112 Psychology of the Workplace**

Introduces general psychological principles and their application to the workplace emphasizing critical thinking with regard to self-awareness, interpersonal relations, motivation, and teamwork. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional fee for [ONLINE] \$25.00.

0562	5Cr	8AM-8:50AM	Daily
9/26-12/15		03-402	Thompson

0563	5Cr	12PM-12:50PM	Daily
9/26-12/15		28P-102	White

0564	5Cr	1PM-1:50PM	Daily
9/26-12/15		28P-104	White

0565	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Wheeler

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

0561	5Cr	Arranged	Arranged
9/22-11/30		[ONLINE]	WAOL
0553	5Cr	8AM-8:50AM	Daily
9/26-12/15		03-205	Wheeler
0554	5Cr	9AM-9:50AM	Daily
9/26-12/15		28P-104	Pennisi
0555	5Cr	11AM-11:50AM	Daily
9/26-12/15		03-205	Wheeler
0556	5Cr	12PM-12:50PM	Daily
9/26-12/15		03-205	Staff
0557	5Cr	1PM-1:50PM	Daily
9/26-12/15		03-402	Thompson
0558	5Cr	1:15PM-3:45PM	MW
9/26-12/14		SHC-119	Lingenfeller
0559	5Cr	3PM-3:50PM	Daily
9/26-12/15		28P-104	Pennisi
0560	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Wheeler

PSYC& 200 Lifespan Psychology
 Introduction to the Milestones of human development from conception to death. Physical, cognitive, and social growth of people. Prerequisite: successful completion of the PSYC& 100. Additional Fee: \$25.00

0569	5Cr	Arranged	Arranged
9/22-11/30		[ONLINE]	WAOL
0567	5Cr	2PM-2:50PM	Daily
9/26-12/15		28P-104	Pennisi
0568	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Sperry
24W2	5Cr	3:30PM-5:45PM	MW
9/26-12/14		10-216	Poulin

PSYC& 220 Abnormal Psychology
 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

0566	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Sperry

RESTAURANT OPERATIONS

REST 107 Kitchen & Dining Management
 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

3272	3Cr	9AM-1:45PM	WThF
9/28-12/15		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

3282	7Cr	9AM-1:45PM	WThF
9/28-12/15		31	Jolly

REST 122 Food Service Nutrition
 Learn the basics of food service nutrition for culinary professionals. This class will teach students about the biological process that occurs as you eat, what constitutes a healthy diet, and the structure and function of foods. Instructor permission required. Additional Fee: \$43.20

3292	4Cr	7AM-9AM	ThF
9/29-12/15		31 [HYBRID]	Jolly

REST 126 Finance & Accounting
 Prepares students to understand, interpret, and analyze financial statements, budgeting, cash flow, and cash management. This gives students a chance to become familiar with financial statements prior to entering the work force so they have a working knowledge in this area. Instructor permission required. Additional Fee: \$18.20

32A2	4Cr	7AM-9AM	MTW
9/26-12/14		31	Jolly

REST 131 Business Plan Development
 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

32B2	4Cr	7AM-1:45PM	Arranged
9/26-12/15		31	Jolly

REST 133 Beverage Service
 Learn to set up and manage a beverage service operation successfully. Includes the history of bar service, beverage making ingredients and processes, and safety and sanitation in the bar. Instructor permission required. Additional Fee: \$100.00

32C2	4Cr	9AM-1:45PM	M
9/26-12/12		31 [HYBRID]	Jolly

REST 137 Hospitality Law
 Learn about laws affecting the hospitality industry on both a national and state level. This class will look at operating an establishment according to government regulations regarding sales, civil rights, liability, administration issues, and organization. Instructor permission required. Additional Fee: \$75.00

32D2	4Cr	9AM-1:45PM	T
9/27-12/13		31	Jolly

SERVICE LEARNING

SVL 101 Service Learning
 Participate in organized service that addresses local community needs while developing academic and professional skills. Relate service experience to local and global social issues and broaden knowledge of chosen profession. Requires a minimum of 20 hours of community service work in addition to class assignments and activities. This online class meets for an orientation session on September 29, 2011, 2:00 p.m. in Building 19, Room 203.

05AA	3Cr	Arranged	Lawrence
9/26 - 12/15		[ONLINE]	

SOCIOLOGY

SOC& 101 Introduction to Sociology
 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

0573	5Cr	Arranged	Arranged
9/22-11/30		[ONLINE]	WAOL
0570	5Cr	9AM-9:50AM	Daily
9/26-12/15		03-402	Thompson
0571	5Cr	11AM-11:50AM	Daily
9/26-12/15		28P-104	Pennisi
0572	5Cr	12PM-12:50PM	Daily
9/26-12/15		03-402	Thompson
0574	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Pennisi

SURGICAL TECHNOLOGY

SURG 126 Patient Care Theory I
 Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, and consent. Prerequisites: Successful completion of SURG 136, 137, 138, 146. Additional Fee: \$25.00

4002	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Clark

SURG 127 Pharmacology & Anesthesia
 Introduces the student to basic surgical-related pharmacologic and anesthetic principles, including drug classification, proper medication labeling and handling, aseptic medication preparation, and usage principles of anesthesia administration and monitoring, including complications and intervention. Prerequisites: Successful completion of SURG 136, 137, 138, 146. Additional Fee: \$25.00

4012	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Clark

SURG 141 Operating Room Theory II
 Classroom and lab presentations of surgical specialties to include otorhinolaryngologic, orthopedic, oral/maxillofacial, plastic/reconstructive procedures, and surgical anatomy. Prerequisites: Successful completion of SURG 136, 137, 138, 146. Additional Fee: \$61.40

4022	8Cr	7AM-9AM	WThF
9/26-12/15		14-205 [HYBRID]	Clark

SURG 151 Surgical Lab II

Lab presentations and practice of surgical procedures to include otorhinolaryngologic, oral/maxillofacial, and plastic/reconstructive procedures. Prerequisites: Successful completion of SURG 136, 137, 138, 146.5. Additional Fee: \$47.75

4032	5Cr	9:30AM-1:30PM	WThF
9/26-12/15		14-211 [HYBRID]	Clark

SURG 215 Clinical Applications I

Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior, and skills to reinforce their role as a member of the perioperative team. Prerequisites: Successful completion of SURG 130, 206, 207, 211. Additional Fee: \$31.25.

4042	5Cr	6:30AM-3:30PM	MTWTh
9/26-11/13		Arranged [HYBRID]	Nolan

SURG 220 Clinical Applications II

See Clinical Applications. Prerequisites: Successful completion of SURG 130, 206, 207, 211, 215. Additional Fee: \$31.25

4052	5Cr	6:30AM-3:30PM	MTWTh
11/13-12/15		Arranged [HYBRID]	Nolan

SURG 235 Seminar I

Classroom presentations on health and wellness, and death and dying. Classroom preparation for the PAE. Prerequisites: Successful completion of SURG 130, 206, 207, 211. Additional Fee: \$25.00

4062	3Cr	7AM-11AM	F
9/26-12/15		14-201 [HYBRID]	Nolan

WELDING TECHNOLOGY**WLD 105 Welding Theory I**

Introduces the tools and equipment used in welding. Includes safety considerations, electrical principles, etc.

9802	5Cr	7AM-8AM	Daily
9/26-12/15		25-403	Main

WLD 110 Thermal Cutting & Gouging

Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting, and carbon arc gouging. Corequisite: WLD 105. Additional Fee: \$80.00

9812	3Cr	8AM-12:15PM	Daily
9/26-12/15		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. Corequisite: WLD 105. Additional Fee: \$80.00

9822	4Cr	8AM-12:15PM	Daily
9/26-12/15		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

9832	7Cr	8AM-12:15PM	Daily
9/26-12/15		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

9842	7Cr	7AM-12:15PM	Daily
9/26-12/15		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

9862	7Cr	7AM-12:15PM	Daily
9/26-12/15		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

9882	7Cr	7AM-12:15PM	Daily
9/26-12/15		25-403	Main

WLD 144 Print Reading for Welders

Develops the ability to interpret prints used in welding and fabrication. Introduction to sketching, lines, views, visualization, dimensioning, applied math, and welding symbols. Prerequisite: WLD 105. Additional Fee: \$80.00

98A2	5Cr	8AM-9AM	Daily
9/26-12/15		25-403	Main

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

98C2	7Cr	7AM-12:15PM	Daily
9/26-12/15		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

98E2	7Cr	7AM-12:15PM	Daily
9/26-12/15		25-403	Main

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

98G2	7Cr	7AM-12:15PM	Daily
9/26-12/15		25-403	Main

Preparation for Welding Certificate

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests. Prerequisite: WLD 142, or Instructor's permission.

98J2	2Cr	7AM-12:15PM	Daily
9/26-12/15		25-403	Main

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.

98L2	3Cr	9:15AM-11:15AM	F
9/30-12/09		25-403	Main

WLD 210 Gas Tungsten 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

98N2	7Cr	7AM-12:15PM	Daily
9/26-12/15		25-403	Main

WLD 213 Gas Tungsten 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

98Q2	7Cr	7AM-12:15PM	Daily
9/26-12/15		25-403	Main

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

98S2	5Cr	Arranged	Daily
9/26-12/15		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

98U2	5Cr	Arranged	Daily
9/26-12/15		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.

On-Line Courses

For information about online classes go to www.cptc.edu/online or call (253) 589-6076.

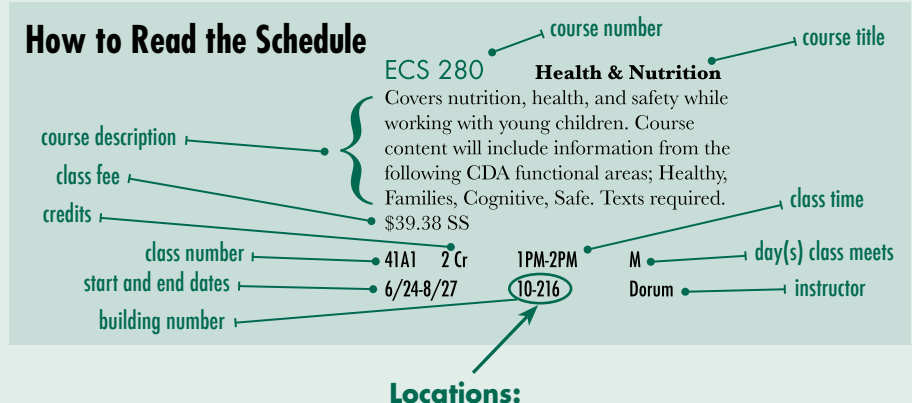
Online Account Fee

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. 19, Room 102.

On-Line is the designation for all of our online courses.

COMPUTER TRAINING & BUSINESS ACADEMY

CAM 160

Computer Basics

If you are an absolute beginner and struggling with basic personal computer (PC) lingo, opening and closing a program or can't seem to get your mouse to cooperate, this class is for you. You'll start by learning some basic terminology, how to know if your computer is up-to-date, how to open and close programs and windows, as well as practice using all buttons on your mouse. You will also learn the basics of word processing (the typewriter function) including how to open, create, and save documents; edit your document using cut, copy, and paste functions; apply character and paragraph formatting; set tabs and page break; adjust margins; and check spelling using spell check and thesaurus features. Then it's time to get a handle on file management (XP, Vista, or Windows 7). You'll learn how your computer is organized and how to build a file folder structure that meets your needs. Course includes: basic navigation through the existing file and drive structure, where Windows sends your downloaded Internet files and attachments, deleting and un-deleting files from the desktop and within programs, creating, naming and renaming your own folders, moving/copying/pasting between folders and how to use Search to find your files. Fee: \$99.00 SS

5J10 10hrs 6PM-8:30PM TTh
10/11-10/25 16-113 Stocke

CAS 105

Keyboarding

Want to learn how to type, stop looking at the keys, and increase your typing speed? Then keyboarding class is for you. You'll get basic word processing skills in Microsoft Word too. Fee: \$375 SS

68B6 3Cr Arranged Arranged
9/26-12/15 [ONLINE] Altimus

CNTED 018

Starting a New Business

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. Get a volume discount when you register for the entire series for the discounted rate. Fee: \$149 SS

6836 1Cr 6:30PM-9PM TTh
10/11-10/20 16-105 Westin

EMERGENCY MANAGEMENT

ECT 160

Emergency 911 Call Taker

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 9-1-1 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. Priced per credit.

0602 12Cr 5PM-10PM MTW
9/26-12/14 03-507 Ferris

ECT 140

Emergency Communications

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 9-1-1 call taking and dispatching for police, fire or EMS communication centers. Text required. Fee: \$375 SS

68A2 5Cr Arranged Arranged
9/26-12/15 [ONLINE] Schmelzer

ELLAN 007

Spanish for Emergency Responders

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 SS

68D6 6Cr Arranged Arranged
9/26-12/15 [ONLINE] Schmelzer

CONTINUING EDUCATION

FITNESS

ELPER 008 Beginning Belly Dancing

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 SS

6804	0.7Cr	6PM-7PM	Th
10/13-12/01		19-124	Sledge

FOOD MANAGEMENT

Dietary Management Program

Training in the aspect of normal and therapeutic nutrition and diet therapy; management of food service 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 110 Nutrition & Diet Therapy

Functions of nutrients, digestion and nutritional needs. Various food preferences and customs. Guidelines for diet planning and symptoms of deficiency and excess. Principles of diet therapy, diet modification, special needs, nutritional assessment, care, quality assurance and clinical nutritional services. Text required. Fee: \$379 SS

6813	4Cr	5PM-7:30PM	Th
9/27-11/17		17-240	Lundberg



HEALTHCARE ACADEMY

PTN 150 CPR & First Aid for Health Care Providers

Work in healthcare, or want to? No matter what healthcare job you're getting, you'll probably need a current BLS 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 SS

6809	0.5Cr	8AM-5PM	Sa
10/01		31	Chase
6810	0.5Cr	8AM-5PM	Sa
11/05		31	Chase
6811	0.5Cr	8AM-5PM	Sa
12/03		31	Chase

OAS 150 Orthodontic Assistant

Course includes an overview of the orthodontic profession including terminology, preventive and corrective treatments, charting, dental impression and study models, and device fitting of braces and archwires. Learn customer service and gain experience with clinical procedures. Prerequisites: Experienced dental assistant or instructor permission. Supplies included. Fee: \$675 SS

6802	6Cr	6PM-9:30PM	WTh
10/05-12/14		17-270	McKinney

HUC 204 ECG Monitor Technician

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

6812	4 Cr	6PM-8PM	MTh
10/03-12/12		03-402	Gregg

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 of 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

You are responsible for obtaining books and transcription equipment.

ELMAP 125 Medical 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.

0604	7Cr	6PM-9:30PM	MW
10/03-12/14		10-100	Forch
68C3	7Cr	Arranged	Arranged
10/03-12/17		[ONLINE]	Keith
68C4	7Cr	Arranged	Arranged
10/31-1/14		[ONLINE]	Keith
68C5	7Cr	Arranged	Arranged
12/05-02/18		[ONLINE]	Keith

MAP 129 Medical Insurance Billing

Looking for a rewarding career but don't 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 health care providers can get paid for the care they provided in a timely manner. You'll come to understand the billing requirements that major insurance programs have, you'll gain hands-on experience and practice, and you'll learn federal Health care regulations that govern this critical arena within health care. Prerequisites: Medical Terminology I & II and "NO Record on File" with the Washington State Patrol related to crimes against persons. Text required. Fee: \$375 SS

68B7	8Cr	Arranged	Arranged
10/03-12/17		[ONLINE]	Keith
68B8	8Cr	Arranged	Arranged
10/31-1/14		[ONLINE]	Keith
68B9	8Cr	Arranged	Arranged
12/05-02/18		[ONLINE]	Keith

MAP 131 Medical 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 SS

68C8	5Cr	Arranged	Arranged
9/26-12/15		[ONLINE]	Larson

Medical Transcription

MAP 134 **Advanced I**
 Make yourself more marketable as a Medical Transcriptionist, by understanding advanced machine medical transcription for specialty areas like diagnostic imaging, interventional radiology, oncology, gastro/enterology, and lithotripsy in urology. Prerequisites: MAP 131, keyboarding minimum of 30 wpm, and "No Record on File" from the Washington State Patrol, related crimes against persons. Text and wave player required. Fee: \$375 SS
 68C6 5Cr Arranged [ONLINE] Arranged Larson
 9/26-12/15

Medical Transcription

MAP 136 **Advanced 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" from the Washington State Patrol, related to crimes against persons. Text and wave player required. Fee: \$375 SS
 68C7 5Cr Arranged [ONLINE] Arranged Larson
 9/26-12/15

MAP 139 **Medical Software Applications**
 Get the medical clerical skills that employers value! Learn to input patient information, schedule appointments, and handle billing applications using Medisoft medical software. Prerequisite: Basic computer skills. Text required. Fee: \$375 SS
 68C2 5Cr Arranged [ONLINE] Arranged Keith
 9/26-12/15

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 and 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.

HURES 154 **Employment Legal Issues**

Day-to-day functions of the HR professional, decision making, investigations, risk management, writing policies and procedures, interpretation of personnel labor laws, and managing EEOC/AA programs. Fee: \$117 SS
 6806 1Cr 6PM-9PM W
 9/28-10/19 16-105 Irby

HURES 153 **Labor Relations**

Collective bargaining process, laws that govern labor relations, alternative dispute resolution methods, grievances, arbitration, and negotiation styles. Manage grievances, collective bargaining, and bargaining styles. Text required. Fee: \$190 SS
 6805 2Cr 6PM-8:30PM W
 10/26-12/14 16-105 Irby

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 Productivity

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 SS

68D3 4Cr Arranged [ONLINE] Arranged Irby
 9/26-12/15

Administer Uncomfortable Personnel Issues

HURES 161
 Protect yourself and your company from liability exposure! Learn to identify and asses work competencies, and how to conduct lawful, non-criminal internal complaint investigations. Learn how to increase productivity by conducting effective performances appraisals. Text required. Fee: \$375 SS

68E1 7Cr Arranged [ONLINE] Arranged Irby
 9/26-12/15

Navigate Collective Bargaining Agreements, Mediation, & Arbitration

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 SS

68B1 5Cr Arranged [ONLINE] Arranged Irby
 9/26-12/15

Promote & Maintain a Healthy

HURES 163 **Work Environment**
 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 SS
 68C9 6Cr Arranged [ONLINE] Arranged Irby
 9/26-12/15

HOSPITALITY ACADEMY

TRC 123 **Airline Reservations-Sabre**
 Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$375 SS

68A7 5Cr Arranged [ONLINE] Arranged Altimus
 9/26-12/15

TRC 124 **Virtual Hotel**
 Here is everything you need to know to work a hotel front desk or concierge role! We'll cover room availability, booking reservations, as well as how to handle check-ins, arrivals report, guest folios, check out and reports, and even back office operations (accounting, posting charges, credits, and guest accounts)! Fee: \$375 SS

68E2 5Cr Arranged [ONLINE] Arranged Altimus
 9/26-12/15

ELSEP 100 **Special Event Professional**
 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 and timelines, themes and 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 SS

68D7 5Cr Arranged [ONLINE] Arranged Altimus
 9/26-12/15

TRADES ACADEMY

CNTED 081 **Introduction to Flight**
 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 SS

6828 0Cr Arranged [ONLINE] Arranged Coyner
 9/26-12/15

**Washington RCW-WAC for
ELEFS 001 Trainees and Journeymen**
This course provides the required 8 hours of Continuing Education Units (CEU) as required by the State of Washington. Fee: \$122 SS

6820	0.5Cr	8AM-4PM	Sa
10/08		16-202	Gordon

**National Electrical Code
CNTED 042 Update for Trainees
& Journeymen**

Provides the required 8 hours of Continuing Education instruction on the latest National Electrical Code changes. Fee: \$122 SS

6821	0.5Cr	8AM-4PM	Sa
11/0516-202		Gordon	

WRKFR 212 Flagger Training
Make yourself more marketable - get your flagger card. Our course is a Washington State Department of Labor and Industries approved for flagging and traffic control. Includes hands-on practice, and you'll be presented with your Flaggers card upon successful completion. Fee: \$65 SS

6822	0.5Cr	8AM-4PM	Sa
10/15		33P-102	Foy

6823	0.5Cr	8AM-4PM	Sa
11/12		33P-102	Foy

6824	0.5Cr	8AM-4PM	Sa
12/10		33P-102	Foy

WRKFR 279 Forklift 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

6816	3Cr	9AM-5PM	Sa
10/08-12/03		22-119	Quicho

ELWRK 001 Forklift Recertification
For those who have taken an operation and safety course over the past three years and need to update their certification. Fee: \$85 SS

6817	0.5Cr	9AM-5PM	Sa
10/01		22-119	Quicho

Register Now!
Classes fill quickly.
www.cptc.edu/register

WLD 151 Basic Welding
If you use welding occasionally in your job or at home, this class is for you! We tailor the class around students' interests and projects. You must bring your own gloves, hood, goggles, and safety glasses. Text Required. Fee: 311.19

0601	3Cr	9AM-2PM	Sa
10/15-11/19		25-403	Doherty

50 PLUS

CAM 160 Computer Basics
If you are an absolute beginner and struggling with basics personal computer (PC) lingo, opening and closing a program or can't seem to get your mouse to cooperate, this class is for you. You'll start by learning some basic terminology, how to know if your computer is up to date, how to open and close programs and windows, and practice using all buttons on your mouse. Then learn the basics of work processing (the typewriter function) including how to open, create, and save documents; edit your document using cut, copy, and paste functions; apply character and paragraph formatting; set tabs and page break; adjust margins; and check spelling using spell check and thesaurus features. Then it's time to get a handle on file management (XP, Vista, or Windows 7). You'll learn how your computer is organized and how to build a file folder structure that meets your needs. Course includes: basic navigation through the existing file and drive structure, where Windows sends your downloaded Internet files and attachments, deleting and un-deleting files from the desktop and within programs, creating, naming and renaming your own folders, moving/copying/pasting between folders and how to use Search to find your files. Fee: \$99.00 SS

5J10	1Cr	6PM-8:30PM	TTh
10/11-10/20		16-113	Stocke

CMTY 012 Oil Painting
Supportive learning environment and assistance for painters of all abilities. Students will work on individual projects. Fee: \$55 SS

5J05	3Cr	9AM-12PM	M
9/26-11/28		33P-102	Alden

CMTY 028 Intermediate Drawing & Art
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 SS

5J04	3Cr	9AM-12PM	W
9/28-12/14		33P-102	Mitchell

CMTY 015 Woodcarving
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

5J02	3Cr	6PM-9PM	M
9/26-11/28		33P-101	Olliges

5J03	3Cr	9AM-12PM	T
9/27-11/29		33P-101	Olliges

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 or call (253) 589-5575

If you do not have a student ID and PIN, go to www.cptc.edu/register and select the "CE/ED2GO" button to complete our online registration form.

Internet 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: October 1, 2011, 8:00 a.m. - 12:00 p.m.

VISA, MasterCard, check or cash may be used to pay for tuition and fees.

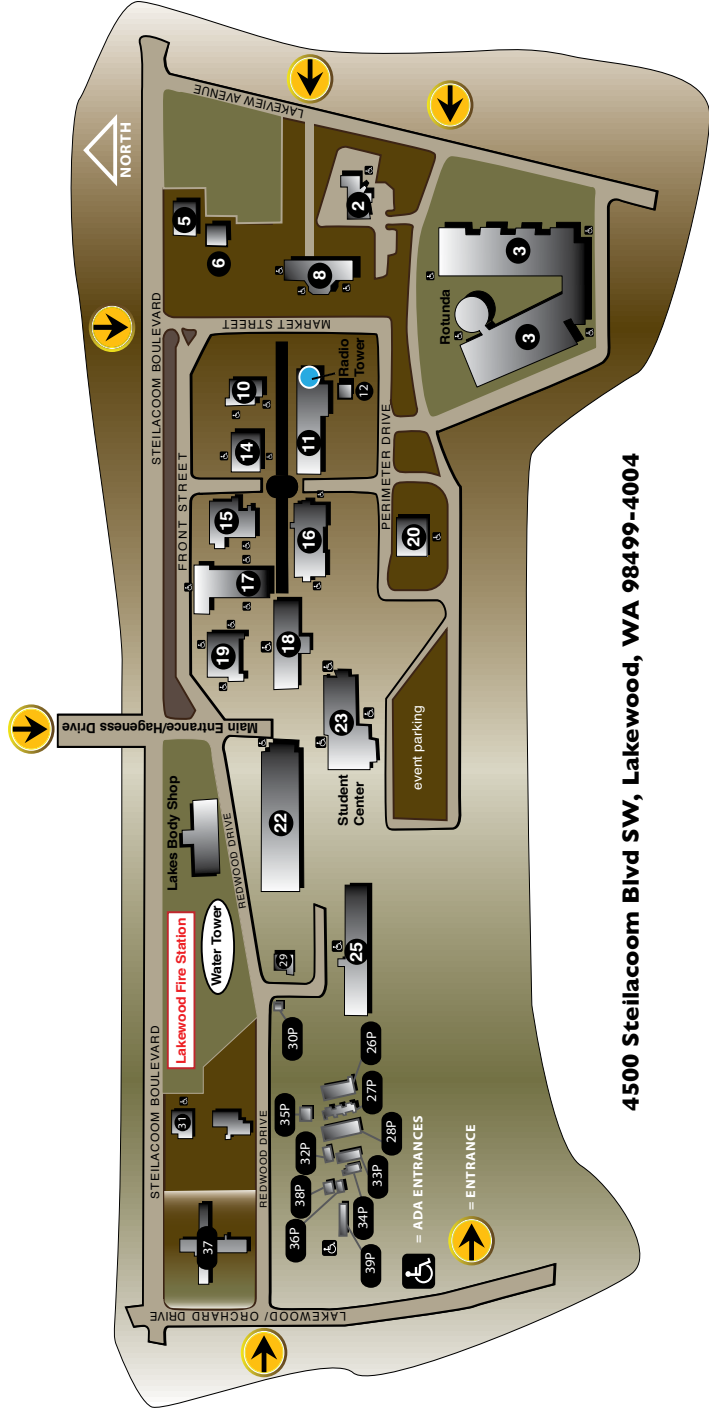
If you fax, mail or phone in you will be automatically registered unless otherwise notified. Your cancelled check is your confirmation! If your registration cannot be processed for some reason, we will contact you by phone or mail. It is recommended that you register early to secure your place in class.



www.cptc.edu
(253) 589-5800

SHC = South Hill Campus
WiFi = 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	CAF
Aerospace Composite Technician	10	CAF
Administrative Offices	17	CAF
Adult Basic Education	37	
Advising	17	CAF
Architectural Engineering Design	19	CAF
Assessment Center	17	CAF
Associated Student Government	23	CAF
Aviation Maintenance Technician	3	CAF
Automotive Programs	3	CAF
Barbering	8	CAF
Boardroom	3	Rotunda CAF
Bookstore	23	CAF
Business Office	17	CAF
Business Support Services	19	CAF
CAD Laboratory	19	CAF
Cafeteria/Espresso	23	CAF
Career Center	17	CAF
Central Service/Sterile Processing	37	
Child Development Center	20	
College Relations (Building 11 in KVTT Offices)	17	CAF
Computer Applications	19	CAF
Computer Information Technology	16	CAF
Computer Networking & Information Systems Security	16	CAF
Conference Center	23	CAF
Conference Center Event Parking	23	CAF
Construction – Residential/Sustainable Building	5	
Continuing Education	19	CAF
Cosmetology	8	CAF
Counseling/Advising	17	CAF
Culinary Arts	31	CAF
Custodial Services	22	
Customer Service/Call Center Specialist	10	CAF
Dental Assistant	14	CAF
Dental Business Administrative Specialist	14	
Online		

Early Care & Education	10	CAF
Electrician Low Voltage Fire/Security	16	CAF
eLearning	16	CAF
Environmental Sciences & Technology	16	CAF
Esthetic Sciences	8	CAF
Expressions Apparel	23	CAF
Financial Aid	17	CAF
Foundation	19	CAF
GED Testing	17	CAF
Graphic Technologies	11	CAF
Head Start	20	
Health Unit Coordinator	10	
Heating/Air Conditioning Service Technician	25	
Hemodialysis	16	CAF
Human Resources	17	CAF
Human Services Program	10	CAF
IBEST	37	CAF
Instruction	17	CAF
Interior Design	19	CAF
International Programs	22	
KVTT Radio Station	11	CAF
Lakewood Chamber of Commerce	19	CAF
Landscape Management	25	
Learning Lab	17	CAF
Library	15	CAF
Maintenance Office/Shop	25	CAF
Manufacturing Technologies	22	
Massage Studies Lab	8	
Massage Studies Classroom	10	CAF
Material Science: Non Destructive Testing	25	
Math Labs	16	35P/15 CAF
Media Design & Production	11	CAF
Medical Assistant	37	CAF
Medical Histology Technician	16	CAF
Medical Laboratory Technician	14	

Nursing Programs	2	
NW Career & Technical High School	14	CAF
Operations/Facilities	17	CAF
Parking	23	CAF
Personal Care Services	8	CAF
Pharmacy Technician	11	CAF
Pierce County Television	11	CAF
Pierce County Television Offices	12	
President's Office	17	CAF
Professional Pilot	17	CAF
Radio Station (KVTT)	11	CAF
Rainier Room Cafe/ Culinary Arts	31	CAF
Resource Center (Library)	15	CAF
Restaurant Operations Program	31	CAF
Retail Business Marketing/Management	23	CAF
Rotunda	3	CAF
Security Office	22	
Self Paced Computer Lab	19	CAF
Shipping/Receiving	22	
South Sound/Washington Business Center	19	CAF
Student Center	23	CAF
Student Programs and ASG	23	CAF
Student Records	17	CAF
Student Services	17	CAF
Studio A	11	CAF
Studio B	11	CAF
Surgical Technology	14	
Tutoring Center	15	CAF
Veterans Resource Center	22	
Video Teleconference Center	23	CAF
Welding Technology	25	
Worker Retraining	17	CAF
WorkFirst Learning Center	16	CAF
Workforce Training & Development	16	CAF

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. 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. 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:

2,600 Teens Weigh Career Options at 10th Annual Career Conference at Clover Park Technical College

Cue the sunshine, open the doors, bring in the hot rods, setup the BBQ, and showcase the career training programs.

That about sums up the experience of approximately 2,600 middle and high school students on Thursday, May 12 for the 10th annual career conference at Clover Park Technical College.

From King, Pierce and Thurston Counties and the Cities of Wenatchee, Bremerton, Rochester, Winlock, Shelton, Yakima, Morton, Carbonato, and Elma students came from all over to



experience college and think about post high school plans.

"The event is designed to help students get the process started," said Janet Holm, career conference organizer and outreach coordinator. "Many middle and high school-aged students need to weigh their options now in order to see themselves in a specific career later," said Holm.

The event accomplished that.

Activities included an eco-fair complete with rock and mineral identification, periodic table bingo, hazard waste site demonstration, benthic macroinvertebrates identification and more. Student also experienced program demonstrations, a hot rod car show, career workshops, program displays, and financial aid information.

Titled, "From high school and beyond, what's in your plan," Clover Park handed out career conference work



books with planning worksheets. After the students filled out the worksheets, they were instructed to go to www.cptc.edu/pathway to complete the career pathway project. Many schools required this to be turned in as an assignment, further stressing that planning for post secondary education is critical.

"This is a community event that encourages people to experience what it's like to learn at a technical college," said Dr. John Walstrum, president of Clover Park. "It is a demonstration of the wide range of programs offered in allied health, technology, skilled trades, and business fields."

Visit www.cptc.edu/outreach for more information about future events.

Clover Park's 90.9 FM is now Northwest Public Radio.



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For your viewing pleasure, check out CPTC-TV now airing on 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



REGISTER TODAY! Go to www.cptc.edu/register

Redefine Education: Start here for a lasting career

Not sure what career would be best for you?

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

- **VIP Pass for Class** You are a very important person and we are happy to arrange for you to visit a class in any subject. Contact janet.holm@cptc.edu 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
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. 253.589.5957

For more info

cptc.edu/schedule

What's Happening at Clover Park

AUGUST

- 8 Web Registration for Continuing Students
- 15 Registration for Fall Admitted Students
- 16 Summer Last Day to Withdraw with a "W"
- 19 Fall Quarter Financial Aid Deadline / Open Registration
- 30 Summer Quarter Ends
- 31 Quarter Break

SEPTEMBER

- 1-25 Quarter Break
- 5 College Closed, Labor Day
- 26 Fall Quarter Begins
- 26 Winter Quarter Foundation Scholarship Application Opens

OCTOBER

- 6 Math Conference
- 18 Wellness Fair
- 21 Winter Quarter Foundation Scholarship Application Closes

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 Financial Aid Deadline
- 15 Fall Quarter Ends
- 16-Jan 2 Winter Break

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