

Student Rights and Responsibilities

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

College and University Rights and Responsibilities

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



Wenatchee Campus

1300 Fifth Street
Wenatchee, WA 98801
Phone: 509.682.6800
Fax: 509.682.6541

Omak Campus

P.O. Box 2058
116 West Apple Avenue
Omak, WA 98841
Phone: 509.422.7800
Fax: 509.422.7801

Wenatchee Valley College Board of Trustees

*Dr. June Darling
Phyllis Gleasman
Tamra Jackson
Phil Rasmussen
Jim Tiffany*

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

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

All information is current at time of publication, July 2013. The college reserves the option to amend, modify or revise any content or provisions of this catalog without notice, because of changes in policies, personnel, curricula or funding. For the most current information, go to www.wvc.edu.

Accreditation

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

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

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

Inquiries regarding an institution's accredited status by Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052. Phone: 425.558.4224. Web: www.nwccu.org.

The associate degree nursing program at Wenatchee Valley College is accredited by the Accreditation Commission for Education in Nursing (formerly known as the National League for Nursing Accrediting Commission), a specialized accrediting board recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Contact: Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Phone: 404.975.5000. Web: www.nlnac.org.

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

The medical laboratory technology program at Wenatchee Valley College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, a specialized accrediting board recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Contact: National Accrediting Agency for Clinical Laboratory

Sciences, 5600 North River Road, Suite 720, Rosemont, IL 60018. Phone: 773.714.8880. Web: www.naacls.org

The automotive technology program at Wenatchee Valley College is accredited by the National Technicians Education Foundation (NATEF), certifying that the program meets standards established by the National Institute for Automotive Service Excellence (ASE).

Approved for:

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



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Contact Information

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

Wenatchee Campus

Adult Basic Skills (ABE/ESL/GED classes).....	682.6790
Admissions	682.6806
Agriculture	682.6610
Allied Health	682.6660
Athletics.....	682.6880
Bookstore	682.6530
Business Office.....	682.6500
CAMP (College Assistance Migrant Program)...	682.6973
Career Center.....	682.6858
Cashier	682.6500
Central Services.....	682.6543
Central Washington University	665.2600
Classes—Credit.....	682.6600
Classes—Noncredit.....	682.6900
Community Relations	682.6436
Continuing Education	682.6900
Cooperative Work Experience.....	682.6858
Counseling.....	682.6850
Distance Learning.....	682.6835
Downtown Learning Center	682.6960
Educational Planning.....	682.6830
Evening Programs	682.6710
Faculty	682.6700
Financial Aid	682.6810
Food Service	682.6518
Foundation – Wenatchee Campus.....	682.6410
High School Equivalency Testing	682.6843
Human Resources.....	682.6440
Instruction.....	682.6600
International Student Programs.....	682.6864
Job Placement (including work study).....	682.6858

Library.....	682.6710
Literacy Council, Wenatchee Valley	682.6966
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Maintenance	682.6450
Multicultural Affairs	682.6868
Parking	682.6450
Placement Testing	682.6830
President's Office	682.6400
Registration	682.6806
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Room Scheduling	682.6834
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SkillSource.....	663.3091
Student Programs.....	682.6860
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Tutoring	682.6863
Veterans	682.6817
Worker Retraining.....	682.6613

Omak Campus

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

WVC 2013-2014 Calendar

FALL QUARTER 2013

Tuition due for fall-quarter classes	Sept. 9
Classes begin	Sept. 23
Last day to register (without instructor permission).....	Sept. 24
WashingtonOnline classes begin	Sept. 26
Advising for continuing/former students (No day classes)	Nov. 6
Last day to withdraw or change to audit.....	Nov. 8
Veterans Day (Holiday) (No classes).....	Nov. 11
Registration for continuing/ former students.....	Nov. 12-14
Professional Day (No classes)	Nov. 27
Thanksgiving (Holiday) (No classes).....	Nov. 28-29
Advising and registration for new students begins.....	Dec. 2
Last day to apply for fall-quarter graduation	Dec. 2
WashingtonOnline classes end	Dec. 4
Final exams	Dec. 9-11
Winter vacation.....	Dec. 12-Jan. 1
Grades available online.....	Dec. 17

WINTER QUARTER 2014

Tuition due for winter-quarter classes	Dec. 19
Classes begin	Jan. 2
WashingtonOnline classes begin	Jan. 2
Last day to register (without instructor permission).....	Jan. 3
Martin Luther King Day (Holiday) (No classes)	Jan. 20
Advising for continuing/ former students (No day classes).....	Feb. 11
Presidents' Day (Holiday) (No classes)	Feb. 17
Registration for continuing/ former students.....	Feb. 18-20
Last day to withdraw or change to audit.....	Feb. 21
Advising and registration for new students begins.....	Feb. 24
Last day to apply for winter- quarter graduation	March 3
WashingtonOnline classes end	March 12
Final exams	March 18-20
Spring vacation.....	March 21-28
Grades available online.....	March 25

SPRING QUARTER 2014

Tuition due for spring-quarter classes	March 17
WashingtonOnline classes begin	March 27
Classes begin	March 31
Last day to register (without instructor permission).....	April 1
Last day to apply for spring-quarter graduation.....	May 1
Advising continuing/former students summer/fall (No day classes).....	May 13
Last day to withdraw or change to audit.....	May 16
Registration for continuing/former students for summer/fall	May 19-21
Memorial Day (Holiday) (No classes)	May 26
Advising and registration for new students for summer/fall begins	May 27
WashingtonOnline classes end	June 4
Final exams	June 11-13
Graduation (Wenatchee Campus).....	June 13
Graduation (Omak Campus)	June 14
Grades available online.....	June 17

SUMMER QUARTER 2014

Tuition due for summer-quarter classes	June 11
Classes begin	June 25
Last day to register (without instructor permission).....	June 26
WashingtonOnline classes begin	July 3
Independence Day (Holiday) (No classes)	July 4
Last day to apply for summer quarter graduation	Aug. 1
Last day to withdraw or change to audit.....	Aug. 6
End of quarter.....	Aug. 19
Grades available online.....	Aug. 26
WashingtonOnline classes end	Aug. 27

Welcome to Wenatchee Valley College

Message from the President

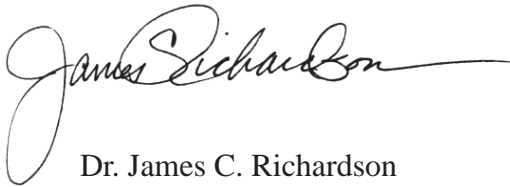
Welcome to Wenatchee Valley College. We are pleased to assist you on your educational path and encourage you to explore your many educational and cultural opportunities at WVC.

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

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

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

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



Dr. James C. Richardson
President



Wenatchee Valley College Mission

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

Our Core Themes:

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

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

About Wenatchee Valley College

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

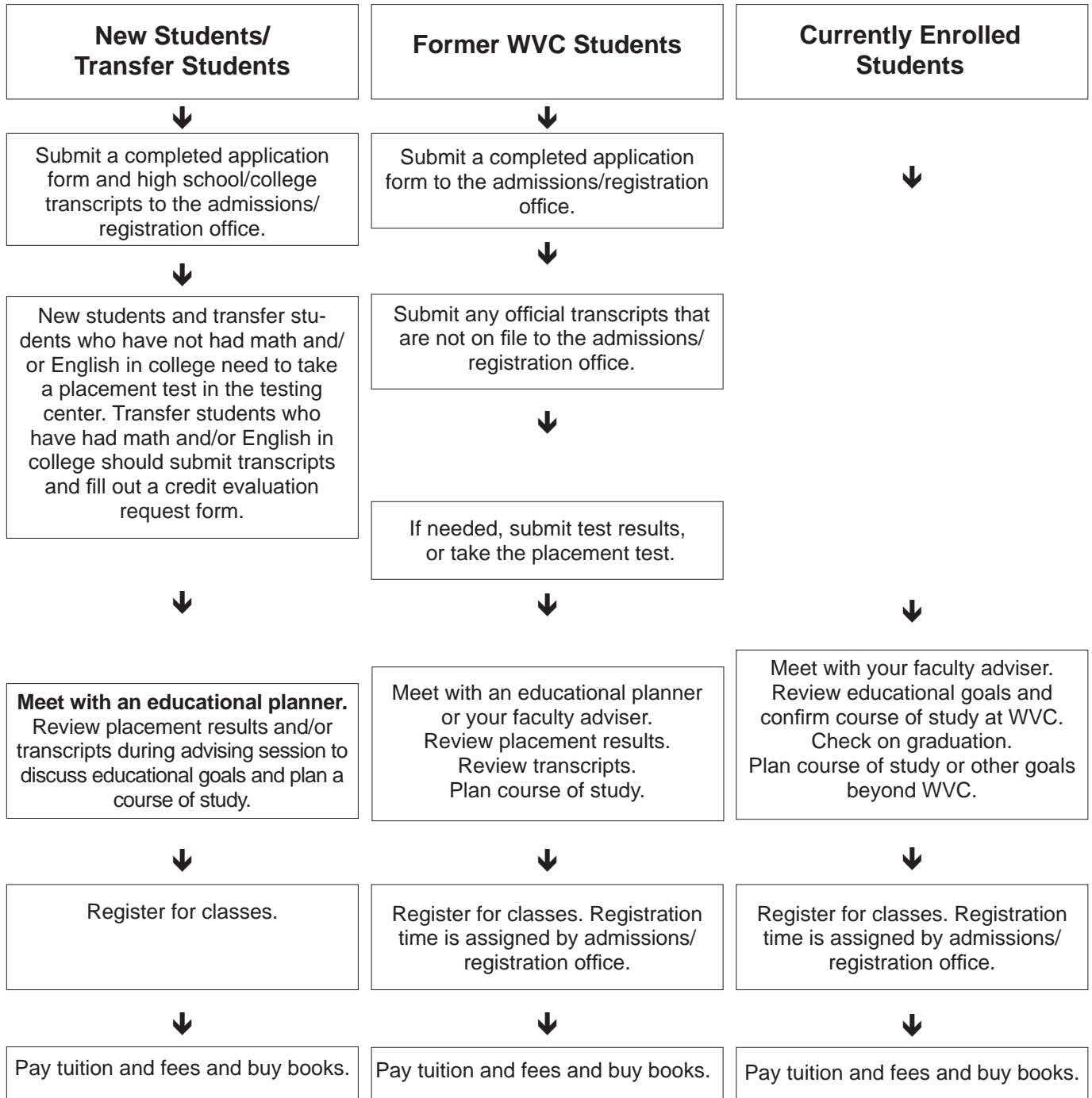
WVC offers courses and programs to meet a variety of student needs. Whether you plan to transfer to a bachelor's degree-granting institution, seek education that leads directly to employment, need to develop basic academic skills, or want opportunities to enhance knowledge and skills through professional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

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

Student Admission/Registration Procedure

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

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



Admissions/Registration/Educational Planning/Advising

Admissions and Registration

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

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

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

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

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

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

General Admissions

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

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

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

You are not required to submit an application for

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

Returning Students

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

Admissions Options

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

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

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

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

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

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

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

come into the admissions office and present picture ID.

Registration

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

Mail-in or Walk-in Registration

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

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

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

Online Registration

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

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

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

Registration Times

For continuing and former students use the MyWVC Portal to find out your registration time. You can also find hard copies of the list located at various points across campus. You may register at your assigned time or any time thereafter.

Note for former students: If you have not attended college for more than one quarter (excluding summer) you need to re-apply to WVC in order to have a new registration time activated for your account. Contact the admissions office if you have questions.

Registration times are normally established in the following manner: continuing students register first, along with former students who have submitted a new

application. Times are based on the number of credits earned while at WVC.

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

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

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

Continuing Education

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

Senior Citizens

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

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

High School Programs

WVC offers several program options for high school students.

Running Start

Running Start is an educational partnership between WVC and the high schools. Running Start was created by the Washington state legislature to expand educational options for high school students. **Running Start students may have to pay for some credits depending on their course load. See the Running Start website for details, www.wvc.edu/runningstart.**

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

College in the High School

High school juniors and seniors who qualify for college-level writing, reading or math on the placement test may be eligible to participate in the WVC College in the High School program (CHS). Qualified faculty members at

local high schools teach CHS classes (the availability of classes varies by location). Community members may also be able to enroll in CHS classes. To be eligible and enrolled in the CHS program, you must follow all regular WVC policies and regulations regarding student performance, behavior and course prerequisites. Students who complete CHS classes earn WVC college credit and those courses also count toward the student's high school diploma. If you are a high school student, ask your school counselor about these courses.

Tech Prep

High schools within the WVC district have articulated course competencies and determined that certain high school classes meet the requirements of comparable college courses. This means that students could receive both high school credit and WVC credit at the same time for certain courses. If you are a high school student, ask your school counselor or teachers about these courses.

Adult High School Completion (HSC) Program

The program enables adults (age 21 and over at the start of their first quarter at WVC) who have already completed at least 15 high school credits toward their high school diploma to take the necessary classes needed to obtain a high school diploma if they were unable to complete high school. Even if you already have a GED, you can still work to obtain your high school diploma (you cannot be working on your GED at the same time as your high school diploma).

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

How do I enter the program?

1. Obtain an official, sealed copy of your high school transcript.
2. Call 509.682.6850 to schedule an appointment to meet with the HSC counselor and have your official high school and/or other applicable transcripts evaluated.

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

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

Full-Time Student Status

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

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

Adding Classes

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

Withdrawing from Classes or College

The last day to withdraw from classes each quarter is specified on the official college calendar, printed at the front of this publication and on our website. You are responsible for withdrawing from classes. Failure to formally withdraw from class will normally result in a failing grade. Instructors have the authority to administratively withdraw a student who does not attend class during the first two days of the quarter.

You must complete the necessary withdrawal forms found in the student development department located in Wenatchi Hall on the Wenatchee campus, the administration office in Omak, or online to withdraw from a class or the college. The withdrawal is effective on the date the completed forms are received. You should not assume you will be dropped for non-attendance.

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

If you were unable to withdraw before the deadline and feel you have extenuating circumstances, you should contact the registration office before the last day of the quarter about the late withdrawal procedure.

More information about the WVC refund policy may be found on page 15 or at www.wvc.edu/directory/departments/tuition/refund.asp.

Auditing Classes

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

More Information

More information about admissions and registration, as well as forms and instructions, are available on our website at www.wvc.edu or from the admissions/registration office at 509.682.6806. This includes information on late registration, adding classes, dropping classes, withdrawing from college, auditing classes, grade reports and transcripts.

Nontraditional Credit

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

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

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

College-Level Examination Program (CLEP)

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

- The CLEP score must be at the 50th percentile or above.
- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- No more than 10 CLEP credits can apply to a distribution area (maximum of five credits in world languages).

- A maximum of five CLEP credits can be used to meet the writing skills requirement for a degree. CLEP credit will not fulfill the writing requirement for advanced English composition.
- CLEP credit is not allowed if credit has been received for a more advanced class.
- CLEP exams may not be repeated for credit.
- CLEP credit is ungraded and will not affect the GPA.
- There is a \$10 fee for each CLEP credit earned.
- At least 15 credits must be earned at WVC before CLEP credit is transcribed.

College Board Advanced Placement (AP)

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

- Credits awarded are based on the type of test taken and the score received. For English composition tests, WVC accepts only scores of a 4 or 5.
- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- A maximum of 10 AP credits can be earned in a distribution area (maximum of five credits in world languages).
- No more than five AP credits can be used to meet the writing skills requirement for a degree. AP credit will not fulfill the writing requirement for advanced English composition.
- AP credit is ungraded and will not affect the GPA.
- At least 15 credits must be completed at WVC before AP credit will be transcribed.

Cooperative Work Experience (CWE)

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

Credit requirements:

- Course credit may be earned for work experience if the work is related to either your major or vocational goal.
- One CWE credit requires 50 hours of work

experience.

- Regular registration policies and tuition rates apply to CWE credits.
- Credit will be awarded on a pass/fail basis and will not affect GPA.
- The CWE coordinator will meet with you and your employer on the job site as part of the evaluation process for CWE credits.
- No more than 10 CWE credits may be applied to any WVC degree.

Course Challenge

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

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

Credit for Military Experience

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

- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- Credit is given only for experiences which have equivalent courses taught at WVC; the amount of credit awarded cannot exceed the amount which

could be earned by taking the courses at WVC.

- A small fee may be charged for each military credit.
- Military exams may not be repeated for additional credit.
- Credit for military experience will not affect the GPA.
- Military experience for baccalaureate credit is not accepted at WVC.
- At least 15 credits must be earned at WVC before military credit is transcribed.
- NTE credit is always the last entry on your transcript.
- Check with your adviser and any intended transfer school before paying to transcript military credit.

Tech Prep

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

The following guidelines apply:

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

Independent Projects

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

This agreement is subject to the following stipulations:

- To be eligible, you must have completed 45 credits with a minimum cumulative GPA of 2.5 at WVC. The appropriate administrator must approve any waivers of the requirement.
- A maximum of five independent project credits can be earned in one quarter.
- Regular admissions policies and tuition costs apply to credit for independent projects.
- Each independent project credit requires you to

work 30 hours under supervision of an instructor.

- After approvals are obtained, copies of the contract must be distributed to the admissions/registration office, the instruction office and the instructor.
- The application process for independent projects must be completed by the end of the fifth week of the quarter.

Academic Advising/Educational Planning

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

Through advising, we strive to:

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

Role of the Faculty Adviser

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

- Assist you with academic planning, course selection and scheduling.
- Assist you with developing, clarifying and evaluating educational plans and goals.

- Assist you with identifying and exploring alternative educational opportunities.
- Assist you with the development of long-range educational plans.
- Assist you with transfer information for in-state colleges and universities.
- Assist you in gaining an understanding of the complete requirements of a program.
- Refer you, as needed, to counseling services for educational, personal or emotional support.

Role of the Educational Planner

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

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

Role of the Counselor

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

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

Role of the Student

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

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

Paying for College

Tuition and Fees

All fees may be changed at any time by the state legislature or the Wenatchee Valley College Board of Trustees. Current tuition and fee schedules can be found under Tuition and Fees in the Site Index on the college website, www.wvc.edu, or by contacting the WVC Business Office at 509.682.6500 (Wenatchee) or 509.422.7803 (Omak). Typical tuition and fees for a resident student in fall 2012 for 15 credits were \$1,368.

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

Refund Policy

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

For classes that begin the first week of the quarter:

100% refund

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

50% refund (fall, winter, spring quarters)

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

50% refund (summer quarter)

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

100% refund

Classes or programs cancelled by WVC.

100% refund

Withdrawal from a continuing education course before class begins.

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

Classes with irregular instructional starting days

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

Refund Payments

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

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

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

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

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

Insurance Fees

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

Financial Aid

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

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

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

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

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

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

The WVC Financial Aid Office corresponds with students through their school-issued e-mail address. Check your WVC e-mail on a regular basis. To find more information on how to access and use your WVC e-mail account, go to Student Tech Info under Site Index on our website, www.wvc.edu.

Veterans

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

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

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

Residency Requirements

Residency Requirements for Tuition Paying Purposes

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

1. Financially Independent Student:

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

OR

2. Financially Dependent Student:

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

OR

3. Active Duty Military and Washington National Guard: active duty military stationed in Washington, your spouse and dependents; Washington National Guard members; and spouse or dependent of National

Guard if residence is in Washington, are eligible to pay resident tuition. Must submit copy of orders to Washington and military ID.

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

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

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

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

Nonresident waiver for United States citizens and INS Permanent Residents

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

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

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

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

OR

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

AND

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

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

Policies

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

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

Nondiscrimination and Harrassment

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

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

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

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained

from the vice president of administrative services at 509.682.6515, a representative of the Omak campus at 509.422.7850, the executive director of human resources at 509.682.6445, or on our website at www.wvc.edu.

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

Student Records (FERPA)

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

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

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

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

One exception of permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record

in order to fulfill his or her professional responsibility. A school official is described as follows:

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

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

Restricting Release of Directory Information

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

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

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

Students Rights Under FERPA

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

- The right to inspect and review your record within 45 days of the date that your request for access is received. Submit your written request to the registrar, identifying the record you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the record may be inspected. If the registrar does not maintain the record you wish to inspect or review, you will be advised of the correct official to whom the request should be addressed.

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

Emergency Situations

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

Academic Policies

Student Records and Grades

Changes to Address, Phone Number or E-mail

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

Grades and Grade Policy

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

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

Grades used in computing grade point average are:

Grade	Point Value
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7
C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
D-*.....	0.7
F.....	0.0

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

Grades not used in computing grade point average are:

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

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

Calculating Your GPA

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

Class #1 5 credits. Grade is an A (value of 4.0).
Grade points= $5 \times 4 = 20$

Class #2 4 credits. Grade is a B (value of 3.0).
Grade points= $4 \times 3 = 12$

Class #3 5 credits. Grade is a C (value of 2.0).
Grade points= $5 \times 2 = 10$

This gives you a total of 14 credits and 42 grade points. Therefore, your GPA would be: $42 \text{ grade points} / 14 \text{ credits} = 3.0$

Pass/Fail

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

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

Grade Change

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

Work in Progress

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

Withdrawal

A "W" designation indicates that you have dropped a class. The last day of each quarter to withdraw from classes is specified on the official Academic Calendar. Complete information on withdrawing from a class is available in the admissions/registration office. Instructors have the authority to administratively withdraw a student who does not attend class during the first two days that the class meets. You are responsible for withdrawing from classes. Failure to formally withdraw

from class will normally result in a failing grade. You can withdraw through the Registration function on the MyWVC Portal. You can also submit a Course Change form, available in the admissions/registration office.

Military Withdrawal

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

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

OR;

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

Audit

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

Incomplete

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

Pass/No Pass

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

Student Record Retention

Records pertaining to student activities related to admissions and registration (i.e., WVC transcripts and grades, schedule changes, graduation, etc.) are to be maintained per the General Retention Schedule supplied

by the Washington State Board for Community and Technical Colleges. In many cases WVC's practice for record retention exceeds the minimum requirements set forth in this state Retention Schedule.

Setting Aside of Low Grades for GPA Calculations

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

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

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

Repeating a Course

You may repeat any course. Only the credit and grade earned in the last attempt are calculated in your GPA, unless the course description in the WVC Catalog specifically states you can repeat the course for credit. Courses repeated for credit, however, do not normally count toward the completion of a degree or certificate.

Repeated courses will be designated with an "R" next to the grade on the transcript.

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

Honors

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

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

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

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

Emergency Messages

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

Academic Standards Procedure

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

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

Academic Warning

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

“Academic Warning.” Students will remain on this status until their cumulative GPA is 2.0 or higher.

Academic Probation

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

Academic Suspension (revised December 2010)

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

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

Academic Forgiveness

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

Academic Regulations Committee (ARC)

Petitions for waivers of college policies are initially reviewed by the WVC Registrar. Such petitions may include, but are not limited to:

- Late changes in class status (i.e., credit to audit, past quarterly deadline withdraw)

- Set aside of low grades from previous quarters
- Substitution of graduation requirements
- Taking more than 18 credits in one quarter

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

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

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

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

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

Plagiarism

Matters of academic dishonesty such as cheating or plagiarism are referred to the chief student services officer or designee. More information on disruptive behavior and the WVC Discipline Code is detailed in the student handbook that is available through the student programs office and online at www.wvc.edu.

Transcripts

Official Transcript

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

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

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

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

Unofficial Transcripts

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

Transcript Evaluations

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

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

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

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

Transfer Credits

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

Middle States Association of Colleges & Schools
Middle States Commission on Higher Education
New England Association of Schools & Colleges
Commission on Institutions of Higher Education
New England Association of Schools & Colleges
Commission on Technical & Career Institutions
North Central Association of Colleges & Schools

The Higher Learning Commission
Northwest Commission on Colleges & Universities
Southern Association of Colleges & Schools Commission on Colleges
Western Association of Schools & Colleges Accrediting Commission for Community Colleges
Western Association of Schools & Colleges Accrediting Commission for Senior Universities

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

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

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

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

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

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

Nontraditional Credit

General Guidelines

- The maximum award for Nontraditional (NTE) credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- You must earn at least 15 credits at WVC and be currently enrolled before NTE credit can be applied to your transcript.
- The cost of NTE credit varies according to the

type of credit earned. Check with your adviser and any intended transfer school before paying to transcript NTE credit.

- NTE credit does not apply to WVC residency regulations.
- Most NTE credit is ungraded and does not affect your GPA.
- Not all colleges accept NTE credits for transfer. If you plan to continue your education at another college, check with that college regarding transferability before taking NTE course work.

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

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

Other Policies

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

General Information

Student Services

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

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

- **Bookstores**

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

- **Cafeteria**

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

- **Career Services**

Guided by our belief in the benefits of education, the WVC Education and Career Planning team provides students with the tools and resources to successfully navigate the academic world. The career center in Wenatchee Hall offers a broad range of information and assistance for jobs/careers, education/training requirements, job hunting techniques, employment opportunities, internships, mentorships, work study, cooperative work experience and career assessments.

Make an appointment in Wenatchee by calling 509.682.6858 or 509.682.6883, or drop in to the center. Call 509.422.7812 for the Omak campus.

- **Child Care**

Through a partnership between WVC and the Wenatchee School District, affordable child-care services are available at the WestSide Early Learning Center, located at 1521 Ninth Street. The program provides quality, licensed child care

to children from one month through five years of age while you attend class, study and work. This program is supported by CCAMPIS (Child Care Access Means Parents in School) federal grant and is accredited by the NAEYC (National Association for the Education of Young Children).

Phone: Wenatchee, 509.682.6633.

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

The College Assistance Migrant Program (CAMP) provides academic and financial support services to freshman students from migrant and/or seasonal farmworker backgrounds. CAMP collaborates with campus faculty, student services and community-based agencies to improve educational opportunities for students. The program is 100% funded by the U.S. Department of Education, Office of Migrant Education.

To learn about eligibility, services and the application process, visit www.wvc.edu/camp or call 509.682.6973.

- **Counseling**

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

- **Disability Services/Special Populations**

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

- **International Student Program**

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

rounded college experience for visiting students. Phone: 509.682.6864. Website: www.wvc.edu/international.

- **Library**

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

- **Multicultural Affairs**

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

- **Placement Testing**

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

- **Tutoring Services**

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

Campus Life

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

Faculty

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

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

Degrees and Programs

Learning That Lasts

Educational Programs

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

Degree and Certificate Programs

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

- **Associate of Arts and Sciences Degree**, pages 30-31
- **Associate in Applied Science - Transfer Degree**, page 29
- **Associate of Business-Direct Transfer Degree**, page 33
- **Associate in Elementary Education**, pages 34-35
- **Associate of Science – Transfer Degree**, page 32
- **Associate of General Studies Degree**, page 36
- **Associate of Technical Science Degree**, page 37
- **Certificate of Completion**, page 37

Basic Skills and College Transitional Programs

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

Continuing Education

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

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

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

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

General Education Outcomes and Abilities

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

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

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

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

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

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

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

The Wenatchee Valley College Abilities Outcomes:

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

- Think critically (analyze, synthesize, evaluate and apply, problem solve, reason qualitatively and quantitatively).
- Communicate skillfully in diverse ways and in diverse situations.
- Locate, use and analyze information and technology resources.
- Act responsibly as individuals and as members of a team or group.
- Seek knowledge, information and diverse viewpoints.
- Clarify and apply a personal set of values/ethics.

WVC Degree Requirements

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

Transfer Degree Options

Wenatchee Valley College offers a wide variety of classes leading to the two-year associate of arts and sciences degree, the associate in business direct transfer degree, the associate in elementary education direct transfer degree and the associate of science-transfer degree, which earn you junior standing at 18 baccalaureate institutions in Washington state. WVC also offers the associate in applied science-transfer degree, which is accepted by several four-year colleges and universities for specific bachelor’s degree programs.

Associate of Arts and Sciences Degree-Direct Transfer Agreement

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

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

Associate in Business–Direct Transfer Degree

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

Associate in Elementary Education-DTA

The associate in elementary education-direct transfer degree (Elementary Ed. DTA) is designed to prepare students for transfer into an elementary education major. This degree is not the same as the associate of arts and sciences direct transfer agreement (AAS-DTA) nor the Business DTA described above. The elementary education DTA is the best option if you have not yet decided on your school of choice but want to make sure you meet the requirements for entry into an elementary education program.

Associate of Science—Transfer Degree

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

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

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

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

Associate of Arts and Sciences Direct Transfer Agreement Requirements

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

- The college reserves the right to add or delete courses or change the quarter in which courses are offered.
- Courses taken to satisfy one requirement of the AAS-DTA degree may not be used to satisfy another requirement of the degree.
- Courses accepted by transfer institutions within a completed AAS-DTA degree will not necessarily be accepted without the AAS-DTA degree.
- If you request any waiver of graduation requirements, you must submit a written petition to the WVC Registrar (see Academic Regulations Committee, page 22). Petition forms are available from the student development office.
- You may take a maximum of 10 credits on a pass/fail basis.
- The WVC Academic Regulations Committee may approve courses not found in this catalog for use in satisfying AAS-DTA degree requirements. Petition forms are available from the student development office.

See WVC Degree Requirements on page 28.

General Education Requirements 18 credits

If more than 18 general education credits are earned, the excess credits may be used to meet other graduation requirements.

WRITING SKILLS 10 credits

English 101 required

Select five credits from **English** 201, 202, 203, or 235
A grade of 2.0 or higher ("C" grade) in ENGL 201, 202, 203, or 235 is required for graduation.

QUANTITATIVE SKILLS 5 credits

To meet this requirement, proficiency in intermediate algebra must be demonstrated. Students must also successfully complete one of the following:

Math: 105, 108, 141, 142, 146, 148, 151, 152, 153, 173, 200, 211, 238, 254

Computer Science: 201, 202, 203

LIFE SKILLS..... 3 credits

The requirement is met by taking either general or restricted courses from the following list. You must successfully complete three credits from the following:

General

Physical Education (Professional): 180, 181, 183, 283, 284, 285, 287

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

Restricted Electives

Business Computer Technology: 105

Library: 101, 105

Reading: 176

Student Development Skills: 101, 105, 106, 110

Distribution Requirements 45 credits

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

HUMANITIES 15 credits

Courses must be from three different subject areas.

Subject areas appear below in **bold** type. Only 5 credits of Performances courses allowed in Humanities. Performance courses are underlined.

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

Classics: 100

Communications: 101, 210, 220, 240

Drama: 101

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

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

Journalism: 101

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

Continued on next page

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

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

World Languages: (maximum 5 credits in Humanities distribution)

American Sign Language 121, 122

German 121, 122, 123

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

Latin 101, 102, 103

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

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

NATURAL SCIENCES 15 credits

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

Anthropology: 205

Astronomy: 101

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

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

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

Environmental - Biology: 125, 127, 221, 225, 226, 227, Oceanography 100, 101

Geology: 101, 110, 208, 218

Math/Computer Science (only 5 credits allowed from Math/Computer Science toward Natural Science distribution)

MATH 108, 141, 142, 146, 148, 151, 152, 153, 200, 211, 238, 254; CSC 201, 202, 203

Meteorology: 110, 210

Nutrition: 101

Physical Education: 286, 288

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

Zoology - Biology: 213, 217, 241, 242

SOCIAL SCIENCES 15 credits

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

Anthropology: 100, 204, 206, 217, 220

Economics: 100, 101, 201, 202

Geography: 101, 102, 201, 202, 207

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

Political Science: 101, 202, 203, 206

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

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

Elective Requirements 27 credits minimum

General Electives are normally accepted at institutions that grant bachelor's degrees whether or not an AAS degree is earned.

*Restricted Electives are courses numbered 100 or higher that do not normally transfer to institutions that grant bachelor's degrees. These courses are normally accepted only when included in the AAS degree. A **maximum of 15 restricted credits**, including any used as Life Skills credit, can be included in the AAS degree.*

In addition to the list below, all courses listed in the sections of general education, humanities, natural sciences and social sciences distribution requirements may be used as general electives.

Accounting: 201, 202, 203

Art: 120

Business Administration: 101, 201, 204, 240, 241

Chemical Dependency Studies: 101

Criminal Justice: 101, 105

Education: 115, 200, 204, 210

History: 219

Latin: 110, 220

Math: 171, 172

Music: 145, 146

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

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

Political Science: 201

***A maximum of five P.E. activity credits are allowed in this degree. The first three credits are allowed as Life Skills or General Elective Credit; the last two credits earned are allowed as Restricted Electives.*

Associate of Science-Transfer (AS-T) Requirements

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

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

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

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

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

General education required for all (35 credits)

English: 101	5 credits
English: 201, 203 or 235	5 credits
Mathematics: 151, 152	10 credits
Humanities/Social Science:	15 credits
Humanities 5-10 credits and Social Science 5-10 credits.	

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

Specific Major Requirements (35 credits)

Chemistry: 161, 162, 163	15 credits
Math: 146 or 153	5 credits
Biology: 211, 212, 213 <i>or</i>	
Physics: 114, 115, 116, <i>or</i> 221, 222, 223	15 credits
Added Requirements (20 credits)	
Additional math/science requirements*	10-15 credits
Remaining elective credits specific to the major* ..	5-10 credits
Total	90 credits

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

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

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

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

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

Specific Major Requirements (25 credits)

Physics: 114, 115, 116, <i>or</i> 221, 222, 223	15 credits
Chemistry**: 161 or other required science.....	5 credits
Math: 146 or 153	5 credits
Remaining elective credits specific to the major**	30 credits
Total	90 credits

****Chemistry/science requirement:**

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

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

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

See WVC Degree Requirements on page 28.

Business Transfer Options

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

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

AAS (emphasizing business)

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

- ACCT& 201 Principles of Accounting I (WVC elective)
- ACCT& 202 Principles of Accounting II (WVC elective)
- ACCT& 203 Principles of Accounting III (WVC elective)
- BUS& 201 Business Law (WVC elective)
- ECON& 201 Micro Economics
- ECON& 202 Macro Economics (may use one economics class as WVC social science and one as WVC elective)
- MATH 105 College Algebra* *or*
MATH& 141 Precalculus I (WVC quantitative skills)
- MATH& 146 Introduction to Statistics (WVC natural science)

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

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

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

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

Associate in Business – DTA

Wenatchee Valley College

Writing Skills10 credits

Required: ENGL& 101

Select one: ENGL 201, 202, 203 or 235

Quantitative Skills 10 credits

MATH& 148

MATH 200

- You must meet published math prerequisites

Humanities15 credits

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

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

Natural Sciences15 credits

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

Social Sciences15 credits

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

- WSU requires POLS& 202

Business Specific Courses20 credits

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

Additional Electives5 credits

- WSU requires BCT 105

Associate in Elementary Education Direct Transfer Agreement

Each university sets minimum GPA requirements for admission to teaching programs, which may be higher than this degree requires (see WVC Degree Requirements, page 28). Meeting the minimum GPA does not guarantee admission into your transfer institution. It is recommended that you check with your transfer institution for specific GPA information, as it may vary depending on the university. You must also meet other university program requirements before entering into a bachelor's in elementary education program, including taking the WEST-B. Each university has foreign language requirements that must be met by the time of graduation from the university.

General Education Requirements 25 credits

If more than 25 General Education credits are earned, the excess credit may be used to meet other graduation requirements.

Writing Skills 10 credits

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

English 101 required

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

Quantitative Skills 15 credits

To meet this requirement, proficiency in intermediate algebra must be demonstrated. Students must also successfully complete the following:

Math: 171, 172, 173

Distribution Requirements 60 credits

If more than 60 Distribution credits are earned, the excess credit may be used to meet general electives requirements.

Humanities 15 credits

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

Required Course: CMST& 220

Choose 10 credits from the following:

Performance courses are underlined

If your teacher program will include children's literature, choose a literature class for its prerequisite.

Art: 100, 106, 107, 110, 111, 113, 116, 117, 130, 131, 132, 133, 134, 135, 136, 138, 141, 150, 151, 152, 154, 155, 201, 202, 203, 204, 206, 208, 210, 211, 212, 213, 217, 218, 219, 220, 222, 223, 234, 235, 236, 250, 256

Drama: 101

English: 111, 112, 113, 215, 226, 240, 245, 250

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

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

Natural Sciences 15 credits

Courses must be from three different science areas. Science areas are capitalized below. At least two courses must include a lab.

Course numbers with labs are underlined.

BIOLOGICAL SCIENCES ... 5 credits

Biology 100, 125, 126, 127, 185, 211, 212, 213, 216, 217, 218, 221, 225, 226, 227, 230, 241, 242, 260

Oceanography 100, 101

GEOLOGY AND EARTH SCIENCES 5 credits

Astronomy: 101

Geology: 101, 110, 208, 218

Meteorology: 110, 210

PHYSICAL SCIENCES 5 credits

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

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

Social Sciences 30 credits

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

Required Courses:

US History: HIST&146 or HIST& 147

Gender/Culture: ANTH& 206

Non-Western: HIST 174, 230, 271, 274, or 275

PSYC& 100

Choose two additional courses from Economics, Geography, Political Science, History, or Psychology

Economics: 101, 201, 202

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

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

Political Science: 101, 202, 203, 206

Psychology: 102, 200*, 205, 245

Elective Requirements 7 credits minimum

General Electives are normally accepted at institutions that grant bachelor's degrees whether or not an AAS degree is earned.

General Electives..... 7 credits

Required Electives: Education: 200, 210

If general electives, beyond the minimum, are chosen, in addition to the list below, all courses listed in the sections of humanities, natural sciences and social sciences distribution requirements may be used. Contact the transfer institution for advice.

Music: 145, 146

Political Science: 201

Continued on next page

Associate in Elementary Education Direct Transfer Agreement *continued*

World Languages

German 121, 122, 123

Latin 101, 102, 103

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

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

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

* *Central Washington University, Washington State University and Saint Mary's require PSYC& 200.*

General Transfer Information

When Considering a Transfer:

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

The Final Step: Applying for Transfer Admission

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

Associate of General Studies Degree

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

Course	Credits
ENGL& 101.....	5
Humanities	5
Social Sciences.....	5
Natural Sciences with laboratory	5
Quantitative Skills (MATH 099 or higher)	5
Electives	65

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

University Centers



CWU-Wenatchee Center

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

Call 509.665.2600

Email cwu_wenatchee@cwu.edu

Web www.cwu.edu/wenatchee

With Central Washington University’s **Dual Admission Program**, WVC students can make a smooth transition to CWU, be conditionally admitted and save \$150 in admission fees. For more information go to: www.cwu.edu/admissions/dual-admission-program

Program and Course Offerings

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

CWU-Wenatchee Programs:

BAEd Elementary Education
BS Interdisciplinary Studies-Social Sciences
Courses in Accounting
Courses in Business Administration

CWU Online Programs:

BAS Information Technology and Administrative Mgt
* Administrative Management Specialization
* Information Technology Specialization
BA Psychology
BA Sociology
BS Paramedicine
BS Interdisciplinary Studies-Social Sciences

Learn. Do. Live.



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

Call 1.800.222.4978

Website at online.wsu.edu

Professional/Technical Programs

Associates of Technical Science/Certificates of Completion

You can earn the Associate of Technical Science (ATS) degree by completing a prescribed two-year professional/technical program of 90 credits or more with a cumulative GPA of 2.0 (“C” grade) or above. You must earn a minimum of 30 credits at Wenatchee Valley College. See page 28 for additional WVC Degree Requirements.

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

Each ATS degree (professional/technical) program has its own degree requirements. See the program guide section, pages 40-85, for more details.

Associate of Technical Science

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

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

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

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

Technology

- Industrial Technology - Aerospace Electronics
- Industrial Technology - Electronics
- Medical Laboratory Technology
- Radiologic Technology
- Registered Nursing

See page 28 for general WVC Degree Requirements.

Associate in Applied Science-Transfer

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

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

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

Tech Prep

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

Certificate of Completion

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

Minimum requirements for the certificate of completion are outlined under each professional/technical program description, pages 40-85.

Certificates of completion can be earned in:

- Accounting Technician
- Automotive Technology
- Business, General
- Business Computer Technology
- Computer Technician
- Criminal Justice/Corrections

- Digital Design
- Early Childhood Education
- Environmental Systems and Refrigeration Technology
- Hispanic Orchard Employee Education
- Industrial Technology
 - Aerospace Electronics
 - Drafting
 - Welding and Fabrication
- Medical Assistant
- Nursing Assistant
- Practical Nurse
- Retail Management
- Tribal Gaming Management (*Omak only*)

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

Apprenticeships

WVC cooperates with apprenticeship and training councils by providing training for registered apprentices in selected fields. For information, call 509.682.6847.

Short-term Training

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

Professional/Technical Financial Assistance

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

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

Wenatchee Campus

Accounting, page 40
Agriculture: Sustainable Agriculture and Resource Systems Overview, page 41
AgriBusiness, page 45
Agricultural Technology – Non-transfer, page 45
General Agriculture Pathway – Transfer and Non-Transfer, page 42
Hispanic Orchard Employee Education Program, page 41
Horticulture Tree Fruit Production Pathway, page 43
Sustainable and Organic Agriculture Pathway, page 44
Allied Health and Safety Programs Overview, page 46
Automotive Technology, page 47
Business, General, page 48
Retail Management, page 49
Business Computer Technology Overview, page 51
Business Computer Technology ATS, page 51
Business Computer Technology AAS-T, page 52
Business Computer Technology Certificate, page 54
Accounting Clerk, page 52
Administrative Assistant, page 53
Computer Applications, page 53
Office Skills, page 54
Word Processing, page 54
Chemical Dependency Studies, pages 55-56
Computer Technology, page 57
Criminal Justice, page 58-59
Digital Design, page 60
Early Childhood Education Overview, page 61
Early Childhood Education ATS, page 62
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Environmental Systems and Refrigeration Technology, pages 66-67
Industrial Technology Overview, page 68
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Omak Campus

Accounting, page 40
Allied Health and Safety Programs Overview, page 46
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Tribal Gaming Management, page 50
Business Computer Technology Overview, page 51
Chemical Dependency Studies, pages 55-56
Criminal Justice, page 58-59
Early Childhood Education Overview, page 61
Early Childhood Education ATS, page 62
Early Childhood Education AAS-T, page 63
Early Childhood Education short certificate options, page 64
Early Childhood Education State Credential Certificate, page 65
Medical Assistant, page 73-74
Medical Laboratory Technology, pages 75-77
Nursing, pages 80-83

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

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

Accounting

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

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

Note: This degree option is for students who intend to work in the bookkeeping/accounting profession after two years of study, or for those currently employed who seek additional training. Students with the immediate goal of completing a four-year degree in accounting should seek the business transfer (associate of arts and sciences) option. See pages 28 and 33.

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

Required Courses: Associate of Technical Science Degree Program

Offered at Wenatchee and Omak campuses

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

Core Program Requirements		Credits
BCT 130	Spreadsheets I.....	5
BCT 105	Computer Applications.....	5
ACCT 102	Practical Accounting I.....	5
ACCT 103	Practical Accounting II.....	5
ACCT 105	Payroll and Tax Accounting.....	3
ACCT 165	Computerized Accounting.....	5
BUS 146	Business Ethics <i>or</i>	
BUS& 101	Introduction to Business.....	5
ACCT& 201	Principles of Accounting I.....	5
ACCT& 202	Principles of Accounting II.....	5
CMST& 210	Interpersonal Communications <i>or</i>	
CMST& 220	Public Speaking.....	5
ECON& 201	Micro Economics <i>or</i>	
ECON& 202	Macro Economics.....	5
	Total	53

General Requirements

ENGL& 101**	Composition: General.....	5
MATH 105**	College Algebra or higher.....	5
Natural Science	(choose one).....	5
Humanities	(choose one).....	5
Social Science	(choose one).....	5
Business Electives*	15
	Total	40
	Total Credits for Degree	93

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

**Assessment score required.

Required Courses: Certificate of Completion

Offered at Wenatchee and Omak campuses

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

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

Agriculture: Sustainable Agriculture and Resource Systems

- **General Agriculture Pathway** – page 42
- **Horticulture and Tree Fruit Production Pathways** – page 43
- **Sustainable and Organic Agriculture Pathways** – page 44
- **Agriculture Technology Pathway** – page 45
- **AgriBusiness Pathway** — page 45

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

- The ATS degree prepares students for employment in agriculture and related fields. The pathways are general agriculture, agribusiness, horticulture/tree fruit production, sustainable and organic agriculture, and agriculture technology.
- The transfer degree in general agriculture prepares students to continue their education at Washington State University through an articulation between the two institutions.
- WVC has articulations with the Washington State University College of Agricultural, Human, and Natural Resources Sciences (CAHNRS) that allows WVC students to transfer to WSU with an AAS-T in sustainable and organic agriculture, or horticulture and tree fruit production.
- The Hispanic Orchard Employee Education Program (HOEEP) offers several certificate programs to increase the professional abilities of agricultural employees and their contributions to the operations of their respective employment settings. The programs are taught in Spanish, but all students should have basic English conversational skills and some ability to read and write in Spanish when entering these programs. Each program includes applied English, mathematics and computer applications instruction and a civics component which covers everyday life situations. These programs are:
 - HOEEP I/Basic Horticulture: introduces tree fruit production and management practices
 - HOEEP II/ Advanced Horticulture: builds on the introductory class, focusing on a production system approach
 - HOEEP III/Integrated Pest Management Technician: prepares students as pest management scouts and assistants for apple, pear and cherry IPM projects
 - HOEEP IV/Farm Management: introduces the principles and practices of farm management
 - HOEEP V/Introduction to Viticulture: introduces the production and management of wine and juice grape vineyards
 - HOEEP VI/Advanced Viticulture: builds on the introductory class, focusing on a production system approach
 - HOEEP VII/Integrated Pest Management Technician and Vineyard Management: prepares Latino vineyard employees as pest management scouts and introduces them to basic vineyard economics and management.

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

Pathway for General Agriculture

Required Courses: transfer and non-transfer degrees

Offered at Wenatchee campus

Required Courses (for transfer and non-transfer)		Credits
AGRI 101	Ag Survey <i>or</i>	
AGRI 108	Introduction to Horticulture <i>or</i>	
AGRI 105	Ag Mechanics	3
AGRI 161	Introduction Plant Science	2
AGRI 162	Introduction to Soils	3
AGRI 254	Integrated Pest Management.....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soil Science	5

Required Courses: Associate of Technical Science transfer pathway to Washington State University Agriculture and Food Systems - Agriculture Education major.

AGRI 196/296	Cooperative Work Experience	5
BIOL& 211	Majors Cellular	5
CHEM& 121	Chemistry	5
CHEM& 131	Organic/Biochemistry	5
ECON& 201	Micro Economics	5
ENGL& 101*	Composition: General	5
ENGL 201 <i>or</i>		
ENGL 202 or ENGL 203	English Composition 2	5
Humanities	Electives	15
MATH 105*	College Algebra	5
MATH& 146	Introduction to Statistics	5
PE/Health	PE/Health electives	3
Social Science	Electives	10
	Degree Total	96

Required Courses: Associate of Technical Science non-transfer pathway

AGRI 196	Cooperative Work Experience	5
AGRI 296	Cooperative Work Experience	5
AGRI 241**	Farm and Ranch Management	5
200-level courses	in pathway	20
ENGL 100*	Writing in the Workplace	5
MATH 100T*	Technical Math	5
READ 100*	Technical Reading.....	5
BUS& 101	Introduction to Business	5
BIOL& 100	Survey of Biology.....	5
BCT 105	Computer Applications	5
CMST& 220	Public Speaking	5
	Degree Total	93

*Assessment score required.

**See agriculture adviser for approved course substitution.

Pathway for Horticulture and Tree Fruit Production

Required Course Sequence: Associate in Applied Science-Transfer Degree Pathway

Offered at Wenatchee campus

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

First Year

Fall Quarter

	Credits
AGRI 161/162 Intro. to Plant Science/Soils.....	5
HIST& 116 Western Civilization I.....	5
MATH 105* College Algebra	5

Winter Quarter

AGRI 254 Integrated Pest Management.....	5
ENGL& 101* Composition: General.....	5
SOC& 101 Intro. Sociology	5

Spring Quarter

AGRI 262 Intro. Pomology	5
HIST& 118 Western Civilization III	5
MATH& 146 Intro. Stats.....	5

Second Year

Fall Quarter

AGRI 261 Plant Science.....	5
ECON& 201 Microeconomics	5
ENGL 201 Composition: Adv. Essay	5

Winter Quarter

AGRI 263 Soils	5
BIOL& 211 Majors Cellular	5
CMST& 220 Public Speaking	5

Spring Quarter

AGRI 266 Crop Management	5
BIOL& 216 Plant Classification	5
	Humanities Elective..... 5
PSYC& 100 Intro. Psychology.....	5

Degree Total **95**

Required Course Sequence: Associate in Technical Science Degree Pathway

Offered at Wenatchee campus

Required Courses

	Credits
AGRI 101 Ag Survey <i>or</i>	
AGRI 108 Intro. to Horticulture <i>or</i>	
AGRI 105 Ag Mechanics	3
AGRI 161 Introduction to Plant Science.....	2
AGRI 162 Introduction to Soils	3
AGRI 254 Integrated Pest Management.....	5
AGRI 261 Plant Science.....	5
AGRI 263 Soils	5

Courses chosen based on student's emphasis or pathway:

AGRI 196 Work Experience.....	5
AGRI 296 Work Experience.....	5
AGRI 241** Farm and Ranch Management	5
AGRI 262 Intro. to Pomology	5
AGRI 264 Post Harvest Technology	5
AGRI 265 Crop Growth and Development.....	5
AGRI 266 Crop Production Management.....	5
	AGRI Elective
	5
ENGL 100* Writing in the Workplace.....	5
MATH 100T* Technical Math	5
READ 100* Technical Reading.....	5
BCT 105 Computer Applications	5
BIOL& 100 Survey of Biology.....	5
BUS& 101 Introduction to Business	5
CMST& 220 Public Speaking	5

Degree Total **98**

*Assessment score required.

** See agriculture adviser for approved course substitution.

Pathway for Sustainable and Organic Agriculture

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

Offered at Wenatchee campus

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

First Year

Fall Quarter

	Credits
AGRI 161/162 Intro. Plant/Soil Science	5
HIST& 116 Western Civilization I	5
MATH 105* College Algebra	5

Winter Quarter

AGRI 254 Integrated Pest Management.....	5
ENGL& 101* Composition: General.....	5
SOC& 101 Intro. Sociology	5

Spring Quarter

AGRI 255 Orchard IPM	5
HIST& 118 Western Civilization III	5
MATH& 146 Intro. Stats.....	5

Second Year

Fall Quarter

AGRI 261 Plant Science.....	5
AGRI 268 Organic Ag. Production	5
ENGL 201 Composition: Adv. Essay	5

Winter Quarter

AGRI 263 Soils	5
BIOL& 211 Majors Cellular	5
CMST& 220 Public Speaking	5

Spring Quarter

AGRI 269 Organic Plant Nutrition.....	5
BIOL 216 Plant Classification	5
ECON 201 Micro Economics.....	5
	Humanities Elective..... 5
CMST& 220 Public Speaking	5

Degree Total 95

This example schedule is predicated on students being program ready, having appropriate assessment scores for entry into specific courses and having all course requirements.

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

**Assessment score or prerequisite required.*

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

Offered at Wenatchee campus

Required Courses

	Credits
AGRI 101 Ag Survey <i>or</i>	
AGRI 108 Intro. to Horticulture <i>or</i>	
AGRI 105 Ag Mechanics	3
AGRI 161 Introduction to Plant Science.....	2
AGRI 162 Introduction to Soils	3
AGRI 254 Integrated Pest Management.....	5
AGRI 261 Plant Science.....	5
AGRI 263 Soils	5

Courses chosen based on student's emphasis or pathway:

AGRI 255 Orchard IPM	5
AGRI 289 Sustainable Ag & Food Systems.....	5
	200-level Organic Ag courses..... 10
	200-level approved electives
	20
ENGL 100* Writing in the Workplace.....	5
MATH 100T* Technical Math	5
READ 100* Technical Reading.....	5
BCT 105 Computer Applications	5
BIOL& 100 Survey of Biology.....	5
BUS& 101 Introduction to Business	5
CMST& 220 Public Speaking	5

Degree Total 93

Pathway for Agriculture Technology

Required Course Sequence: Associate in Technical Science Degree Pathway

Offered at Wenatchee campus

Tech Prep and Introductory Course Requirements Credits

AGRI 105	Agriculture Mechanics <i>or</i>	
WELD 128	Basic Welding	3
AGRI 161	Introduction to Plant Science.....	2
AGRI 162	Introduction to Soils <i>or</i>	
AGRI 130	Agriculture Technology	3

Core courses to be chosen from:

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

Elective Courses

Approved 200-level electives 35

Courses chosen based on student's emphasis or pathway:

	Approved 200-level courses in pathway.....	5
ENGL 100*	Writing in the Workplace.....	5
MATH 100T*	Technical Math	5
READ 100*	Technical Reading.....	5
BCT 105	Computer Applications	5
BIOL& 100	Survey of Biology.....	5
BUS& 101	Introduction to Business	5
CMST& 220	Public Speaking	5

Degree Total 93

Pathway for AgriBusiness

Required Course Sequence: Associate in Technical Science Degree Pathway

Offered at Wenatchee campus

Required Courses: transfer and non-transfer degrees

Required Courses (for transfer and non-transfer) Credits

AGRI 101	Ag Survey <i>or</i>	
AGRI 108	Introduction to Horticulture <i>or</i>	
AGRI 105	Ag Mechanics	3
AGRI 161	Introduction Plant Science.....	2
AGRI 162	Introduction to Soils	3
AGRI 254	Integrated Pest Management.....	5
AGRI 261	Plant Science.....	5
AGRI 263	Soil Science	5

Courses chosen based on student's emphasis or pathway:

Business courses will replace some introductory and core AGRI courses-- see adviser 58

ENGL& 101*	Composition: General	5
MATH 105*	College Algebra	5
CHEM& 110	Chemical Concepts	5
CHEM& 121*	Intro. to Chemistry	5
BIOL& 100	Survey of Biology.....	5
CMST& 220	Public Speaking	5

Degree Total 98

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

*Assessment score required.

Allied Health Programs

WVC offers the following allied health programs:

Chemical Dependency Studies, pages 55-56

Medical Assistant, pages 73-74

Medical Laboratory Technology, pages 75-77

Nursing (RN), pages 80-82

Practical Nursing (LPN), page 80

Nursing Assistant, page 83

Radiologic Technology, pages 84-85

Admission Requirements

Qualified applicants who have met the prerequisites for the allied health program of their choice are considered of equal merit and equally qualified to be accepted into a limited-enrollment program. However, if the number of qualified applicants exceeds the number of available spaces in a program, admission will be competitive and based on an estimate of the student's potential to succeed.

Students applying to an allied health program must attend an allied health information session prior to submitting a supplemental application for a program. The information sessions will describe the requirements of the programs, the application processes, the selection criteria and the occupation under consideration. Application materials are available on the website: www.wvc.edu. The schedule of information sessions is available in the allied health office and on the college website.

To be considered for an allied health program, it is your responsibility to:

- Submit a complete application package consisting of:
 - WVC Application for Admission.
 - Supplemental Application for Admission to WVC Allied Health program of choice.
 - Sealed, official transcripts from all colleges where you have earned credit.
- Complete all prerequisite coursework by the specific program deadline with a grade of "C" (2.0) or better, verified by transcript.
- Achieve a cumulative college GPA of at least 2.5.
- Meet any other specific program requirements as outlined on the WVC website.
- Be 18 years of age or older prior to entering clinical experience.

The application deadline for specific programs will be posted on the college website. Call the WVC Allied Health Educational Planner for more information, 509.682.6844.

Note: Admission to WVC is required, but does not guarantee admission into an allied health program. Admission to these programs follows the procedure outlined above.

** An interview may be required for students applying to the medical laboratory technology regional sites.*

Student Responsibilities

Once accepted into an allied health program, you must fulfill the following requirements prior to starting the program:

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

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

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

For more information about allied health admissions, contact the allied health educational planner at 509.682.6444.

Automotive Technology

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

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

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

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

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

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

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

Offered at Wenatchee campus

First Year

Fall Quarter		Credits
AUTO 100	Shop Procedures	1
AUTO 110	Electrical Systems.....	4
AUTO 112	Engine Repair	3
AUTO 113	Engine Performance.....	4
READ 100*	Technical Reading.....	5

Winter Quarter

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

Spring Quarter

AUTO 117	Brakes	4
AUTO 118	Heating and Air Conditioning.....	4
BCT 116	Professional Work Relations.....	3
HLTH 051	Basic First Aid	1
MATH 093*	Pre Algebra or higher	5
Total Credits for Certificate		51

Second Year

Fall Quarter		Credits
AUTO 210	Advanced Electrical Systems	4
AUTO 213	Advanced Engine Performance	8
Elective	5

Winter Quarter

AUTO 212	Advanced Engine Repair	4
AUTO 217	ABS/Brakes/Scanners.....	4
AUTO 219	Engine Driveability.....	4
AUTO 296**	Cooperative Work Experience	5

Spring Quarter

AUTO 220***	Advanced Technical Practices	12
WELD 128	Basic Welding	3
Total		49
Total Credits for Degree		100

*Assessment score required.

**Cooperative Work Experience can be taken any quarter with instructor's permission.

***More in-depth training (study) in any offered automotive area to satisfy AUTO 220.

Business, General

- **General Business Associate of Technical Science Degree**, page 48
- **General Business Certificate of Completion**, page 48
- **Retail Management Certificate of Completion**, page 49
- **Tribal Gaming Management Certificate of Completion**, page 50

WVC also offers business options leading to an associate of arts and sciences (transfer) or an associate in business transfer degree which is designed for transfer toward a bachelor's degree in business at a four-year college or university. See pages 27 and 32.

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

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

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

Required Courses: Associate of Technical Science Degree Program

Offered at Wenatchee and Omak campuses

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

Core Program Requirements		Credits
BCT 105	Computer Applications	5
BCT 130	Spreadsheets I	5
BUS 240	Principles of Management	5
BUS 241	Principles of Marketing	5
BUS 245	Small Business Management	5
ACCT& 201	Principles of Accounting I	5
BUS 146	Business Ethics	5
CMST& 210	Interpersonal Communications <i>or</i>	
CMST& 220	Public Speaking	5
ECON& 201	Micro Economics <i>or</i>	
ECON& 202	Macro Economics	5
Total		45

General Requirements

ENGL& 101**	Composition: General	5
MATH 105**	College Algebra or higher	5
Natural Science	(choose one)	5
Humanities	(choose one)	5
Social Science	(choose one)	5
Business Electives*	20
Total		45
Total Credits for Degree		90

Required Courses: Certificate of Completion

Offered at Wenatchee and Omak campuses

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

Core Program Requirements		Credits
BCT 105	Computer Applications	5
BCT 130	Spreadsheets I	5
BUS 240	Principles of Management <i>or</i>	
BUS 245	Small Business Management	5
BUS 241	Principles of Marketing	5
ACCT& 201	Principles of Accounting I	5
BUS 146	Business Ethics	5
ECON& 201	Micro Economics	5
ENGL& 101**	Composition: General <i>or</i>	
BCT 205**	Business Communication	5
MATH 099**	Intermediate Algebra or higher	5
Total for Certificate		45

Business schools in Washington state vary in their entry requirements. The business ATS is not designed as a transfer degree. For more information on the business transfer degree, see pages 28 and 33.

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

** Assessment score required.

Retail Management (Business, General)

• *Certificate of Completion*

The WVC Retail Management certificate is endorsed by the Western Association of Food Chains (WAFC), a high-profile, non-profit association dedicated to promoting academic preparation in the food industry. All of the WAFC member grocery companies recognize and value this college-level certificate, which is designed to provide individuals with the knowledge and skills that may increase their employability and career options in retail settings.

The retail management certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. Students who complete the courses for this program will develop a clear sense of the scope of a career in the field of retail management. The program serves both entry-level job candidates and incumbent employees. The curriculum includes courses in both written and oral communications, business math, human relations and microcomputer applications. Students also complete specific business and management courses in accounting, management, marketing, retailing and human resource management. After successful completion of the required coursework, students will receive a retail management certificate, which may also show the WAFC endorsement.

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

Suggested Course Sequence: *Certificate of Completion*

Offered at Wenatchee campus

Courses	Credits
BUS 240 Principles of Management	5
BCT 205* Business Communications <i>or</i>	
ENGL& 101* Composition: General	5
ACCT 102 Practical Accounting 1 <i>or</i>	
ACCT& 201 Principles of Accounting 1	5
BUS 241 Principles of Marketing	5
CMST& 220 Public Speaking <i>or</i>	
CMST& 210 Interpersonal Communications	5
BCT 116 Professional Work Relations	3
BCT 128* Business Math	5
BCT 105 Computer Applications	5
BUS 243 Human Resources Management	5
BUS 242 Retail Management	5
Total Credits for Certificate	48

**Assessment score required.*

Tribal Gaming Management (Business, General)

• *Certificate of Completion*

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

Prerequisites: Keyboarding skills, ENGL 097 Composition: Paragraph and MATH 099 Intermediate Algebra or appropriate placement scores.

Required Courses: *Certificate of Completion*

Offered at the Omak campus

Core Program Requirements			Credits
ACCT	102	Practical Accounting I <i>or</i>	
BCT	128*	Business Math.....	5
BCT	105	Computer Applications	5
BCT	116	Professional Work Relations.....	3
BUS	146	Business Ethics	5
BUS&	201	Business Law	5
CMST&	220	Public Speaking	5
BUS	196/296	Cooperative Work Experience <i>or</i>	
BUS	240	Principles of Management (5 credits).....	1-5
ECON	101	Intro. to Economics <i>or</i>	
ECON&	201	Micro Economics <i>or</i>	
ECON&	202	Macro Economics <i>or</i>	5
ENGL	100*	Writing in the Workplace <i>or</i>	
BCT	205*	Business Communications <i>or</i>	
ENGL&	101*	Composition: General.....	5
TGM	150	Tribal Law.....	3
TGM	160	Jurisdictional Issues	3
Total Credits for Certificate			45-49

*Assessment score required.

Business Computer Technology (BCT)

- **Associate of Technical Science Degree**, page 51
- **Associate in Applied Science - Transfer**, page 52
- **Certificate Programs**
 - **Accounting Clerk***, page 52
 - **Administrative Assistant***, page 53
 - **Computer Application Specialist***, page 53
 - **Office Skills (Omak)**, page 54
 - **Word Processing**, page 54
 - **BCT Certificate of Accomplishment**, page 54

* Short-term certificate available

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

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

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

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at Wenatchee campus

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

First Year		Second Year	
First Quarter	Credits	First Quarter	Credits
BCT 105	Computer Applications	ACCT 102	Practical Accounting 1
BCT 128*	Business Math (or higher)	CTS 120	Introduction to Networking <i>or</i>
BCT 120	Word Processing 1	CSC 201*	Programming Fundamentals
		BCT 170	Microsoft Outlook
		BCT 205*	Business Communication
Second Quarter		Second Quarter	
BCT 125	Internet Use.....	BCT 220	Spreadsheets 2
BCT 210	Word Processing 2	BCT 230	Database 2 <i>or</i>
BCT 116	Professional Work Relations <i>or</i>		BCT 200-level approved elective
BCT 118	Customer Service <i>or</i>	BCT 251	Web Publishing
BUS 146	Business Ethics	ACCT 165	Computerized Accounting
BCT 130	Spreadsheets 1		
		Third Quarter	
Third Quarter		BCT 250	Desktop Publishing
BCT 150	Database 1.....	BCT 240	Microsoft Publisher
BCT 160	Presentation Graphics	ACCT 105	Payroll and Tax Accounting.....
BCT 200	Operating Systems		
BCT 100-level electives:		BCT 200-level electives:	
BCT 102, 111, 112, 115, 196** or BUS course		BCT 255, 260, 270, 275 or BUS course.....	
(total 5 credits).....			
			Total Credits for Degree 94-96

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

*Assessment score required.

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

Note: Omak campus may offer other specialized certificates.

Business Computer Technology (BCT)

Required Courses: Associate in Applied Science - Transfer

Offered at Wenatchee campus

Prerequisites: MATH 099 or placement score equivalent; ENGL 097 or placement score equivalent; BCT 100 or 102 or keyboarding skills.

The AAS-T is built upon the technical courses required for job preparation but also includes a college general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BSA).

First Year

First Quarter		Credits
BCT 105	Computer Applications	5
MATH 105*	College Algebra (or higher)	5
BCT 120	Word Processing 1	5

Second Quarter

BCT 125	Internet Use	2
BCT 210	Word Processing 2	5
BCT 130	Spreadsheets 1	5

Third Quarter

BCT 150	Database 1	5
ENGL& 101*	Composition: General	5
BCT 160	Presentation Graphics	3
BCT 200	Operating Systems	5

Second Year

First Quarter		Credits
ACCT 102	Practical Accounting 1	5
BCT 170	Microsoft Outlook	2
Elective	Social Science	5
Elective	Natural Science or Humanities	5

Second Quarter

BCT 220	Spreadsheets 2	5
BCT 230	Database 2 <i>or</i> BCT 200-level approved elective	5
BCT 251	Web Publishing	3
ACCT 165	Computerized Accounting	5

Third Quarter

BCT 250	Desktop Publishing	3
BCT 240	Microsoft Publisher	2
ACCT 105	Payroll & Tax Accounting	3
BCT 200-level elective:		
BCT 255, 260, 270, 275 or BUS course		5

Total Credits for Degree 93

CERTIFICATE OF COMPLETION

Required Courses: Accounting Clerk

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

Prerequisite: MATH 098 Elementary Algebra or higher

First Quarter		Credits
BCT 102	Keyboarding Series	1
BCT 105	Computer Applications	5
BCT 125	Internet Use	2
BCT 128*	Business Math	5

Second Quarter

BCT 130	Spreadsheets 1	5
ACCT 102	Practical Accounting 1	5
BCT 205*	Business Communications	5

Third Quarter

ACCT 165	Computerized Accounting	5
BCT 118	Customer Service	5
BCT 275	Integrations	3
Electives	(see BCT adviser)	5

Total for Certificate 46

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: Accounting Clerk

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

First Quarter		Credits
BCT 102	Keyboarding Series	1
BCT 105	Computer Applications	5
BCT 120	Word Processing 1	5

Second Quarter

BCT 128*	Business Math	5
BCT 130	Spreadsheets 1	5
ACCT 102	Practical Accounting	5

Third Quarter

ACCT 165	Computerized Accounting	5
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Total for Certificate 31

* Assessment score required.

Business Computer Technology (BCT)

CERTIFICATE OF COMPLETION

Required Courses: *Administrative Assistant*

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

Prerequisite: MATH 093 Pre-Algebra or higher

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

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: *Administrative Assistant*

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

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

* Assessment score required.

CERTIFICATE OF COMPLETION

Required Courses: *Computer Applications*

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

Prerequisite: MATH 093 Pre-Algebra or higher

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

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: *Computer Applications*

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

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

Business Computer Technology (BCT)

CERTIFICATE OF COMPLETION

Required Courses: *Office Skills*

This certificate is available at the Omak campus.

Prerequisite: MATH 093 Pre-Algebra or higher.

First Quarter		Credits
BCT 100	Basic Computer Keyboarding.....	2
BCT 105	Computer Applications	5
ACCT 102	Practical Accounting 1	5
BCT 116	Professional Work Relations.....	3
Second Quarter		
BUS& 101	Introduction to Business	5
BCT 120	Word Processing I.....	5
Electives:		
BCT, BUS, CTS, CSC, ECON <i>or</i> CMST& 220.....		5
Third Quarter		
BCT 118	Customer Service.....	5
BCT 130	Spreadsheets 1	5
BCT 205*	Business Communication	5
Fourth Quarter		
BCT 275	Integrations <i>or</i>	
BCT 196	Cooperative Work Experience	3
Total for Certificate 48		

CERTIFICATE OF COMPLETION

Required Courses: *Word Processing*

This certificate is available at the Wenatchee campus..

Prerequisite: MATH 093 Pre-Algebra or higher.

First Quarter		Credits
BCT 100	Basic Computer Keyboarding.....	2
BCT 105	Computer Applications	5
BCT 120	Word Processing 1	5
Second Quarter		
BCT 115	Resume and Interview	2
BCT 125	Internet Use	2
BCT 116	Professional Work Relations.....	3
BCT 210	Word Processing 2	5
BCT 251	Web Publishing	3
Third Quarter		
BCT 205*	Business Communication	5
BCT 240	Microsoft Publisher	2
BCT 250	Desktop Publishing	3
BCT 200-level electives**		8
Total for Certificate 45		

CERTIFICATE OF ACCOMPLISHMENT

Required Courses: *Business Computer Technology*

Offered at Wenatchee and Omak campuses

First Quarter		Credits
BCT 100	Basic Computer Keyboarding.....	2
BCT 105	Computer Applications	5
BCT 120	Word Processing 1	5
Second Quarter		
BCT 116	Professional Work Relations.....	3
BCT 130	Spreadsheets 1	5
BCT 125	Internet Use.....	2
Electives (See BCT Adviser)**		8
Total for Certificate 30		

*Assessment score required.

**Electives can be taken any quarter.

Chemical Dependency Studies

• *Associate of Technical Science Degree*

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

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

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

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

- CMST& 210: Interpersonal Communications
- ENGL& 101: Composition: General
- MATH 100A: Technical Math for Allied Health

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

Chemical Dependency Studies

Suggested Course Sequence: Associate of Technical Science Degree Program

First Year

Fall Quarter		Credits
CDS 100	Survey of Chemical Dependency	5
CMST& 210	Interpersonal Communication	5
ENGL& 101	Composition: General	5
PEH 180	Personal Wellness	3
Winter Quarter		
CDS 101	Physiological Action of Alcohol and Other Drugs	5
CDS 110	Cultural Diversity Counseling	4
MATH 100A	Technical Math	5
PSYC& 100	General Psychology	5
Spring Quarter		
CDS 106	Case Management of the Chemically Dependent Patient	5
CDS 140	Chemical Dependency Relapse Prevention	2
CDS 150	Adolescent Treatment Plan	3
PSYC 102	Psychology of Adjustment	5
Total		52

Second Year

Fall Quarter		Credits
CDS 204	Group Process in Chemical Dependency Treatment	4
CDS 205	Issues of Chemical Dependent Behaviors and the Family	4
CDS 295	Field Experience	1
HCA 113	HIV/AIDS	1
PSYC& 200	Lifespan Psychology	5
Winter Quarter		
BCT 116	Professional Work Relations	3
CDS 207	Ethics for Chemical Dependency Counselors	3
CDS 208	Chemical Dependency and the Law	2
CDS 295	Field Experience	2
PEH*	Activity	1
Elective**	Elective	5
Spring Quarter		
CDS 210	Community Prevention	3
CDS 202	Chemical Dependency Counseling and Treatment	5
CDS 295	Field Experience	2
HLTH 051	First Aid	1
Total		42
Total Credits for Degree		94

* Any physical education activity course numbered 101-162 or 226-262 will satisfy this requirement.

** Any course from the following list of electives will satisfy this requirement:

- SOC& 201: Social Problems
- SOC 110: Introduction to Social Work
- SOC 225: Sociology of the Family
- SOC 151: Sociology of Race and Ethnic Groups
- BCT 105: Computer Applications
- SDS 101: Study Skills

Computer Technology

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

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

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

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

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

Offered on the Wenatchee campus

First Year – Computer Technician Certificate

Fall Quarter		Credits
CTS 110	Computer Hardware.....	5
CTS 115	Computer Software.....	5
CTS 120	Introduction to Networking	5
Support Course*	3-5
Winter Quarter		
CTS 130	Client Operating Systems	5
CTS 140	Server Operating Systems.....	5
Support Course*	5
Spring Quarter		
CTS 150	Network Infrastructure.....	5
CTS 160	Active Directory	5
Support Course*	5
Total		48-50

Second Year

Fall Quarter		Credits
CTS 222	Security Fundamentals.....	5
CSC 201	Programming Fundamentals.....	5
	Elective	5
Winter Quarter		
CTS 221	Introduction to Linux.....	5
CTS 232	Network Design	5
	Elective	5
Spring Quarter		
CTS 225	Web Server Management.....	5
CTS 235	Managing Mail and News Servers.....	5
	Elective (may use CTS 196/Internship).....	5
Total		45
Total Credits for Degree		93-95

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

Criminal Justice

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

The criminal justice program provides students with an understanding of the adult and juvenile criminal justice processes, its agencies, personnel and historical foundations. The program emphasizes the key components of the criminal justice system, police, corrections, juvenile justice and judicial systems. Realistic, practical exercises, mock scenes and modern technical and scientific applications will be used to teach modern day American police practices. Students will study crime prevention and tactical crime and intelligence analysis and its importance to investigation and patrol divisions. Students will also study the psychology of victims, crisis de-escalation and intervention and identification of social services available in the community. Computer literacy skills are required. At the end of the first year, students will have finished the certificate program in corrections in which specific emphasis will be placed on the application of this education toward institutional and community supervision within the criminal correctional field.

Criminal convictions may eliminate a candidate from consideration for certain types of employment in the field. Prospective students may wish to meet with the criminal justice program coordinator to determine the ramifications of their criminal record.

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

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

Suggested Course Sequence: *Associate of Technical Science Degree*

Offered on the Wenatchee and Omak campuses

First Year (Corrections Certificate)

Fall Quarter		Credits
CJ	101	Introduction to Criminal Justice 5
CJ&	105	Introduction to Corrections 5
**		Support Course 5

Winter Quarter

CJ	120	Introduction to Criminal Law 5
CJ	130	Introduction to Juvenile Justice 5
**		Support Course 5

Spring Quarter

CJ	140	Criminal Justice Report Writing 5
CJ	150	Laws of Arrest, Search and Seizure 5
**		Support Course 5
Total		45

Second Year

Fall Quarter		Credits
CJ	201	Criminal Investigations 5
CJ	110	Police Organization and Administration 5
**		Support Course 5

Winter Quarter

CJ	220	Crime Scene Investigations 5
CJ	230	Crisis Intervention 5
**		Support Course 5

Spring Quarter

CJ	240	Introduction to Traffic Investigations 5
CJ	250	Professional Development 5
**		Support Course 5
Total for Degree		90

** Support Courses

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

ENGL 097*: Composition: Paragraph *or higher*

MATH 093*: Pre-Algebra *or higher*

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

PSYC& 100: General Psychology

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

*Assessment score required.

Criminal Justice

Suggested Course Sequence: Associate in Applied Science-Transfer Degree

Offered on the Wenatchee and Omak campuses

Entry into this program is by permission only. This program requires a “C” or better in the criminal justice core courses and an accumulative GPA of 2.0 for successful completion. Students should work closely with the criminal justice program adviser.

This is a sample program guide. Individual students’ quarterly schedules may vary depending on the student’s readiness for the program and annual course offerings.

State Board for Community and Technical Colleges (SBCTC) definition of the AAS-T degree: The AAS-T is built upon the technical courses required for job preparation but also includes a college general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor’s degree commonly described as the bachelor of applied science (BSA).

First Year

Fall Quarter

	Credits
CJ& 101 Introduction to Criminal Justice	5
CJ& 105 Introduction to Corrections	5
ENGL& 101* Composition: General	5

Winter Quarter

CJ 120 Introduction to Criminal Law	5
CJ 130 Introduction to Juvenile Justice	5
MATH 105* College Algebra or higher	5

Spring Quarter

CJ 140 Criminal Justice Report Writing	5
CJ 150 Laws of Arrest, Search and Seizure	5
PSYC& 101 General Psychology	5

Second Year

Fall Quarter

	Credits
CJ 201 Criminal Investigations	5
CJ 110 Police Organization and Administration	5
CMST& 210 Interpersonal Communication	5

Winter Quarter

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

Spring Quarter

CJ 240 Introduction to Traffic Investigations	5
CJ 250 Professional Development	5
Elective** Science, Humanities or Social Science	5
Total for Degree	90

*Assessment score required.

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

Digital Design

• *Certificate of Completion*

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

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

Required courses: *Digital Design Certificate of Completion*

Offered at Wenatchee campus

First Year		Credits
Fall Quarter		
ART 106	Two-Dimensional Design	5
ART 110**	Drawing 1	5
ART 130	Graphic Design Tech I	5
Winter Quarter		
ART 107	3D Design	5
ART 132	3D Digital Design 1 (Rhino).....	5
ENGR 105	Intro to CAD.....	5
Spring Quarter		
ART 131**	Graphic Design Tech 2	5
ENGR 106**	Advanced AutoCAD.....	5
MATH 100T*	Technical Math for Industrial Fields.....	4
ART 133**	3D Digital Design 2 (Rhino).....	5
Second Year		
Fall Quarter		
ART 111**	Figure Drawing.....	5
ENGL& 101*	Composition: General.....	5
INDT 276	Digital Design Portfolio Capstone.....	3
BCT 116	Professional Work Relations.....	3
	Total	65

*Assessment score required.

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

Early Childhood Education

- **Associate of Technical Science Degree**, page 62
- **Associate in Applied Science - Transfer Degree**, page 63
- **Certificate of Accomplishment:**
 - **Initial Certificate**, page 64
 - **Short Certificate: General**, page 64
 - **Short Certificate: Infant/Toddler**, page 64
 - **Short Certificate: School Age**, page 64
 - **Short Certificate: Administration**, page 64
- **Early Childhood Education-State Certificate of Completion**, page 65

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

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

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

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

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

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

Early Childhood Education

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at Wenatchee and Omak campuses

Prerequisites for ATS degree and certificate options**: computer literacy skills and qualifying COMPASS assessment scores for placement in ENGL 100 and MATH& 171 or higher.

To be eligible for either of the associate degrees or the certificate, students must earn at least a “C” grade (2.0) in all ECE core courses and a cumulative 2.0 grade point average.

Required Courses: Early Childhood Education Associate of Technical Science Degree

First Year

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

Note: students completing ECED& 105, ECED& 120 and ECED& 107 and who have received training in CPR/first aid and bloodborne pathogens may be eligible to test for the Child Development Associate national certification. Contact ECE program adviser at 509.682.6833 for further information.

Winter Quarter

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

Spring Quarter

CMST& 101, 210 or 220	5
ECED& 170	Environments for Young Children.....	3
ECED& 190*	Observation & Assessment.....	3
ECE 132*	Field Experience II.....	2

**Note: concurrent enrollment in ECED& 190 and ECE 132 required*

Summer Quarter

ECED& 160	Curriculum Development.....	5
ECED& 180	Language & Literacy I.....	3
EDUC& 150	Child, Family and Community.....	3
Total		50

Second Year

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

Winter Quarter

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

Spring Quarter

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

Total **41**
Total Credits for Degree **91**

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

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

Early Childhood Education

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

Offered at Wenatchee and Omak campuses

Prerequisites for AAS-T degree**: computer literacy skills and qualifying COMPASS assessment scores for placement in ENGL& 101 and MATH& 171 or higher.

To be eligible for either of the associate degrees or the certificate, students must earn at least a “C” grade (2.0) in all ECE core courses and a cumulative 2.0 grade point average.

State Board for Community and Technical Colleges (SBCTC) definition of the AAS-T degree: The AAS-T is built upon the technical courses required for job preparation but also includes a college general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor’s degree commonly described as the bachelor of applied science (BSA).

First Year

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

Note: Students completing ECED& 105, ECED& 120 and ECED& 107 and who have received training in CPR/first aid and bloodborne pathogens may be eligible to test for the Child Development Associate national certification. Contact ECE adviser at 509.682.6633 for further information.

Winter Quarter

ENGL& 101**	Composition: General.....	5
EDUC& 115	Child Development.....	5
EDUC& 130	Guiding Behavior.....	3

Spring Quarter

CMST& 101, 210 or 220	5
ECED& 170	Environments for Young Children.....	3
ECED& 190*	Observation & Assessment.....	3
ECE 132*	Field Experience II.....	2

**Note: concurrent enrollment in ECED& 190 and ECE 132 required.*

Summer Quarter

ECED& 160	Curriculum Development.....	5
ECED& 180	Language & Literacy I.....	3
PSYC& 100	Intro. to Psychology.....	5
EDUC& 150	Child, Family and Community.....	3
Total		55

Second Year

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

Winter Quarter

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

Spring Quarter

EDUC& 204	Exceptional Child	5
ECE 221	Movement & Motor Development	3
ECE 260	Capstone	1
ECE 290	Practicum	4
Total		43
Total Credits for Degree		98

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

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

Early Childhood Education Certificate Options

Offered at Wenatchee and Omak campuses

Certificate of accomplishment options: qualifying COMPASS assessment scores for placement in ENGL 090 or ENGL 092 or above.

To be eligible for either of the associate degrees or the certificates, students must earn at least a "C" grade (2.0) in all ECE core courses and a cumulative 2.0 grade point average.

Required Courses: *ECE - Initial Certificate*

This certificate program is not eligible for financial aid.

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Nutrition & Safety.....	5
Total		12

Required Courses: *ECE Short Certificate - School Age*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Nutrition & Safety.....	5
Winter Quarter		
EDUC& 115	Child Development.....	5
EDUC& 136	School Age Care/Mgmt	3
Total		20

Required Courses: *ECE Short Certificate - General*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Nutrition & Safety.....	5
Winter Quarter		
EDUC& 115	Child Development.....	5
EDUC& 130	Guiding Behavior.....	3
Total		20

Required Courses: *ECE Short Certificate - Family Child Care*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Nutrition & Safety.....	5
Winter Quarter		
EDUC& 115	Child Development.....	5
ECED& 134	Family Child Care.....	3
Total		20

Required Courses: *ECE Short Certificate - Infant/Toddler*

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

Required Courses: *ECE Short Certificate - Administration*

Fall Quarter		Credits
ECED& 105	Intro. to Early Childhood.....	5
ECED& 120	Practicum-Nurturing Relationships	2
ECED& 107	Health, Nutrition & Safety.....	5
Winter Quarter		
EDUC& 115	Child Development.....	5
ECED& 139	Administration.....	3
Total		20

Early Childhood Education Certificate Options

Suggested Course Sequence: *Early Childhood Education Certificate of Completion - State Credential*

Offered at Wenatchee and Omak campuses

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

To be eligible for either of the associate degrees or the certificate, students must earn at least a “C” grade (2.0) in all ECE core courses and a cumulative 2.0 grade point average.

First Year

Fall Quarter

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

Winter Quarter

ENGL& 100** Writing in the Workplace or above	5
EDUC& 115 Child Development	5
Select one of the five courses below:	
EDUC& 130 Guiding Behavior	
ECED& 132 Infant/Toddler	
EDUC& 136 School Age	
ECED& 134 Family Child Care	
ECED& 138 Administration.....	3

Spring Quarter

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

Summer Quarter

ECED& 160 Curriculum Development	5
ECED& 180 Language & Literacy I.....	3
EDUC& 150 Child, Family and Community	3

Second Year

Fall Quarter

	Credits
MATH& 171 Math for Elementary Educators I	5

Total Credits for Degree **47**

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

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

Environmental Systems and Refrigeration Technology

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

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

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

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

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

Environmental Systems and Refrigeration Technology

Suggested Course Sequence:

Associate of Technical Science Degree (requires all first- and second-year courses)

Basic HVACR and Controls Certificate of Completion (complete all three quarters of first-year classes)

Commercial/Industrial HVACR and DDC Controls Certificate of Completion (complete all three quarters of second-year classes, plus ENGL 100 or higher, MATH 100T* or higher, and BCT 116 or their equivalents)*

Offered at Wenatchee campus

First Year

Fall Quarter		Credits
ELEC	115	Applied Electricity..... 5
ESRT	102	OSHA 10 HVAC Principles (Web)..... 1
ESRT	110	Refrigeration Principles..... 5
ESRT	114	Refrigerant Recovery/Recycle..... 1
ESRT	136	Indoor Air Quality..... 2
BCT	116	Professional Work Relations..... 3

Winter Quarter

ELEC	125	Wiring Diagrams and Schematics. 5
ESRT	120	Heating Systems..... 5
ESRT	210	Boiler Systems..... 3
ENGL	100*	Writing for the Workplace (or higher) 5

Spring Quarter

ELTRO	132	Introduction to Computer Controls and PLCs..... 5
ESRT	130	Air Conditioning and Heat Pumps..... 5
MATH	100T*	Technical Math (or higher) 5
WELD	128	Basic Welding 3
Total		53

Second Year

Fall Quarter		Credits
ELTRO	202	Introduction to NEC 2
ELTRO	210	Program Software for PLCs..... 5
ELTRO	223	Tag-Based PLC Programming..... 3
ESRT	200	Commercial HVACR Equipment..... 5
ESRT	205	Blueprint Reading (Seminar)..... 2
ESRT	215	Commercial DDC HVAC Controls..... 3

Winter Quarter

ELEC	225	Industrial Electricity/Controls 5
ELTRO	221	Graphic Interface Programs for PLCs 5
ESRT	220	Industrial Refrig. Systems 3
ESRT	222	Industrial Project Lab <i>or</i> Work Experience..... 3
ESRT	223	Design and Load Computer App. 3

Spring Quarter

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

Total **51**
Total Credits for Degree **104**

*Assessment score required.

Industrial Technology Programs

- ***Aerospace Electronics***, page 69
Associate of Technical Science Degree
Aerospace Electronics Technician Certificate
- ***Drafting***, page 70
Certificate of Completion
- ***Electronics***, page 71
Associate of Technical Science Degree
Electronics Technician Certificate of Completion
- ***Welding and Fabrication***, page 72
Certificate of Completion

WVC Industrial Technology offers students four programs from which to choose. Certificate programs in drafting technology or welding and fabrication provide training for individuals seeking employment in construction, maintenance, repair and fabrication fields, or within architect, utilities and engineering firms. The electronics program offers students the option of the two-year associate of technical science degree that provides training for maintenance electricians and electronics technicians within industrial facilities as well as advanced-level training for plant electricians and other employees seeking to improve their work classification within their company. The industrial technology-aerospace electronics associate of technical science (ATS) degree and one-year aerospace electronics technician certificate program provide a broad foundation in electronics training.

Each program of study has specific requirements and varying time frames in which the courses must be completed.

Aerospace Electronics (Industrial Technology - Aerospace Electronics)

- **Associate of Technical Science Degree**
- **Aerospace Electronics Technician Certificate**

Significant increases in employment are expected in the aerospace industry, as well as a need for more workers with aviation-related skills. WVC is part of the Air Washington consortium and will train electronics workers for manufacturing and servicing of electronic components and equipment.

The industrial technology-aerospace electronics associate of technical science (ATS) degree and one-year aerospace electronics technician certificate program provide a broad foundation in electronics training. Instruction emphasizes a hands-on approach, use of sophisticated test equipment, and a solid base of information concerning the hardware and software of control systems for technical applications. These programs offer preparation for multiple nationally recognized industry certifications that may lead to employment and opportunities for future advancements with companies specializing in manufacturing or servicing all types of electronic equipment, including manufacturing and servicing of aerospace electronics.

Suggested Course Sequence:

Associate of Technical Science Degree (requires all first- and second-year courses)

Aerospace Electronics Technician Certificate of Completion (entire first year)

Offered at Wenatchee campus

First Year

Fall Quarter		Credits
INDT 100	Intro. to Aerospace Electronics.....	3
ELEC 125	Wiring Diagrams & Schematics	5
ENGL 100*	Writing in the Workplace	5
ELTRO 101	DC-1 Electronics	5

Winter Quarter

OCED 100	Job Success Skills	1
ELEC 115	Applied Electricity	5
ELTRO 121	Digital Electronics	5
ENGR 102	Engineering Graphics and Design <i>or</i>	
WELD 128	Basic Welding	3-4

Spring Quarter

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

Total Credits for Certificate 51-52

Second Year

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

Winter Quarter

ELTRO 220	Control Devices and Motor Drives.....	3
ELTRO 221	Graphic Interface Programs for PLCs	4
ELEC 225	Industrial Electricity and Controls.....	5

Spring Quarter

INDT 164	Plant Maintenance	5
ELTRO 231	Troubleshooting Electronic PLC Control Systems	5
ELTRO 240	Hydraulics and Pneumatics.....	5

Total Credits for Degree 95

Suggested Course Sequence:

*Aerospace Pathway Readiness Certificate***

Offered at Wenatchee campus

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

Total Credits for Certificate 28

*Assessment score required.

**This certificate program does not qualify for financial aid if taken outside of the longer certificate or associate of technical science degree.

Drafting Technology (Industrial Technology - Drafting)

- **Certificate of Completion**

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

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

For more industrial technology program options see pages 68 through 72 of the catalog.

Program Course Sequence

This certificate program is not eligible for financial aid.

First Quarter (Winter)		Credits
ENGR	105*	Computer Aided Drafting 5
ART	132	Industrial Design Technology I..... 5
Second Quarter (Spring)		
ENGR	106	Advanced Computer Aided Drafting 4
ART	133	Industrial Design Technology II 5
Total Credits		19

*One or more of these courses may be taken in high school for Tech Prep credit if your school has an articulation agreement.

Industrial Technology - Electronics

- **Associate of Technical Science Degree**
- **Electronics Technician Certificate of Accomplishment**

The industrial technology - electronics program provides training for maintenance electricians and electronics technicians within industrial facilities such as wood processing plants, agricultural food storage and processing warehouses, manufacturing plants and hydroelectric power facilities. It also provides advanced-level training and skill improvement for plant electricians and other employees seeking to improve their work classification within their company on modern electronic circuits, programmable logic controllers (PLCs) and control systems.

Before entering the industrial technology - electronics program, you are strongly advised to complete one year of high school algebra or its equivalent. Prior to entry into the program, documentation of computer literacy, or BCT 105 Computer Applications, or instructor permission is required. A current first aid card with CPR is required upon graduation. Coursework in computers and basic electricity/electronics is also beneficial prior to entering the program. If you are planning additional education beyond the WVC associate of technical science (ATS) degree, work closely with your program adviser as some electronics coursework may be transferable, and you may want to consider taking English 101 and Math 105 as part of your ATS degree.

To be eligible for the degree, students must earn at least a cumulative 2.0 grade point average. Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in those subjects. See the course description for details. If you complete the industrial technology - electronics ATS degree, you can earn electrical hours toward the Washington State Labor and Industry (07) Nonresidential Maintenance Specialty Electrical License.

Suggested Course Sequence:

Associate of Technical Science Degree (requires all first- and second-year courses)

Electronics Technician Certificate of Completion (entire first year)

Offered at Wenatchee campus

First Year

Fall Quarter		Credits
ELEC 125	Wiring Diagrams & Schematics	5
ELTRO 101	DC Electronics	5
BCT 116	Professional Work Relations	3
ENGR 102	Engineering Graphics	4

Winter Quarter

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

Spring Quarter

MATH 100T*	Technical Math	5
OCED 130	Industrial Safety	4
ELTRO 132	Introduction to Computer Controls and PLCs	5
ELEC 135	Control Fundamentals	3
Total		54

Second Year

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

Winter Quarter

WELD 128	Basic Welding	3
ELTRO 220	Control Devices and Motor Drives	3
ELTRO 221	Graphic Interface Programs for PLCs	3
ELEC 225	Industrial Electricity and Controls	5

Spring Quarter

INDT 164	Plant Maintenance	5
ELTRO 230	PLC Networking	5
ELTRO 231	Troubleshooting Electronic PLC Control Systems	5
ELTRO 240	Hydraulics and Pneumatics	5

Total Credits for Degree 105

*Assessment score required.

Welding and Fabrication - (Industrial Tech. - Welding and Fabrication)

• *Certificate of Completion*

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

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

For more industrial technology degree options see pages 68 through 71 of the catalog.

Required Courses: *Certificate of Completion*

This certificate program is not eligible for financial aid.

Offered at the Wenatchee campus

Required courses

			Credits
WELD	128	Basic Welding	3
WELD	131	Gas Welding	3
WELD	132	Arc Welding	3
WELD	220	Welding Certification Prep.....	2
INDT	135*	Metal Fabrication I	5
INDT	136**	Metal Fabrication II	3
Total for Certificate			19

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

***INDT 136 is offered spring quarter.*

Medical Assistant

• *Certificate of Completion*

The medical assistant program is a four-quarter, limited-enrollment program that prepares you to support healthcare professionals in a variety of healthcare settings. The medical assistant performs duties in both **direct patient care** (assisting with patient examinations and treatments, administering medication and monitoring patient response) and **administrative procedures** (maintaining medical records, reception, scheduling appointments, and handling insurance and billing procedures). Upon successfully completing the medical assistant program, you will be awarded a certificate of completion and be eligible to take the national AAMA certification examination. Information is available at www.aama-ntl.org/.

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

Entry requirements include:

- A completed Wenatchee Valley College Application for Admission.
- A completed Supplemental Application for Admission to the WVC Medical Assistant Program.
- Sealed, official college transcripts from all colleges where you have earned credit (excluding WVC).
- A cumulative college grade point average of 2.5 or higher.
- Verification of current healthcare provider CPR training (copy of HCP card) and verification of current first aid training (copy of card). CPR cards must be renewed every two years.
- All prerequisites completed by the end of spring quarter with a “C” (2.0) or higher. See course descriptions for prerequisites:
 - One of the following: ENGL 097 Composition: Paragraph or higher, or one year of high school English
 - One of the following: MATH 090 Basic Mathematics, one year of high school algebra, or COMPASS placement into MATH 093 or higher.
 - One of the following: BCT 100 Beginning Keyboarding/Formatting, BCT 105 Computer Applications, documentation of computer literacy in MS Office, or ENGL& 101 Composition: General.
 - One of the following: PSYC& 100 General Psychology or PSYC& 200 Lifespan Psychology.

Clinical courses require your attendance during evenings and on Saturdays. The fourth-quarter externship is an unpaid, supervised, on-the-job work experience of 160 hours, which will require some daytime hours. You must furnish your own transportation.

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

You must fulfill the following requirements to start in the medical assistant program:

- Pay a non-refundable deposit.
- Provide a current healthcare provider CPR card. Must include but not be limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers.
- Provide a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to www.wvc.edu and visit the allied health pages).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier’s station or at www.summitamerica-ins.com.

Medical Assistant

- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within the first month of acceptance into the program. Students can order their own background checks securely at www.certifiedbackground.com.
- Provide results of a five-panel drug test, not older than one month, from a certified lab.
- Complete the allied health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

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

Suggested Course Sequence: *Certificate Program*

Offered at the Wenatchee and Omak campuses

Fall Quarter		Credits
HCA	110	Medical Office I..... 5
HCA	113*	HIV/AIDS Education..... 1
HCA	115	Clinical Procedures I..... 7
HCA	118	Medical Law and Ethics 2
HLTH	123**	Medical Terminology..... 3
Winter Quarter		
HCA	111	Body, Structure and Function 5
HCA	120	Medical Office II..... 5
HCA	125	Clinical Procedures II 7
Spring Quarter		
BCT	116	Professional Work Relations..... 3
HCA	112	Pharmacology 5
HCA	116	Office Communications 3
HCA	135	Clinical Procedures III..... 7
Summer Quarter		
HCA	260	Externship 8
HCA	265	Externship Seminar..... 2
		Total Credits for Certificate 63

*Meets the requirement for all allied health HIV/AIDS training.

** HLTH 123 Medical Terminology is highly recommended before entering the medical assistant program.

Medical Laboratory Technology

• Associate of Technical Science Degree

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

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

The MLT program is usually completed in eight quarters, but may be completed sooner if you have a strong academic background. Entry into the second year is on a competitive basis. You may apply to the second year of the MLT program in March of your first year. During the first year, you will take general education courses and specialized medical laboratory courses designed to provide a solid base for the second year of on-the-job training. The second year consists mostly of on-site training in medical laboratories, plus theory courses. Travel to distant training facilities may be required, and work on a variety of shifts may be necessary; therefore, **the use of an automobile is required**. You must maintain a GPA of 2.0 (“C”) or better in all MLT program courses.

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

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

Selection to the fourth quarter of the first year of the program:

Selection to the second year of the program occurs during spring quarter. You must either have completed or be currently enrolled in all of the courses required in the first three quarters of the program with a GPA of 2.0 or greater in each course (as listed on the following page) in order to be considered for this selection process. You must successfully complete courses before being permitted to continue with the second year of the program. An interview may be a part of the acceptance criteria. The number of positions available in the second year is dependent on the number of clinical training sites available.

Application Requirements:

- Complete the WVC Application for Admission
- Complete the appropriate MLT application for Wenatchee, Omak, Spokane, Walla Walla or Pendleton, Oregon
- Complete a recommendation form (only required for students applying to Spokane, Walla Walla or Pendleton, Oregon). Recommendation form is online at www.wvc.edu/mlt.
- Provide official college transcripts (excluding WVC transcripts)
- Demonstrate a cumulative college GPA of 2.5 or higher.
- Complete all first-year coursework with a grade of “C” (2.0) or higher no later than spring quarter. See course descriptions for prerequisites:

CHEM& 121 Intro to Chemistry

CHEM& 131 Intro to Organic/Biochemistry

BIOL& 241 Human Anatomy & Physiology 1

BIOL& 242 Human Anatomy & Physiology 2

BIOL& 260 Microbiology

ENGL& 101 Composition: General

One of the following: CMST& 101 Introduction to Communications, CMST& 210 Interpersonal Communications or

CMST& 220 Public Speaking

HLTH 123 Medical Terminology

PSYC& 100 General Psychology

MLT 100 Intro to Medical Lab Technology

MLT 101 Introductory Seminar

MLT 102 Intermediate Seminar

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

Medical Laboratory Technology

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

Immediately following acceptance to an allied health program you must fulfill the following requirements:

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

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

Regional MLT Program

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

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

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

Medical Laboratory Technology

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at the Wenatchee and Omak campuses

First Year—On Campus

Fall Quarter		Credits
BIOL& 241	Human Anatomy and Physiology 1	5
CHEM& 121	Introduction to Chemistry	5
MLT 100	Introduction to Medical Lab Technology ...	1
HCA 113*	HIV/AIDS Education.....	1
HLTH 123	Medical Terminology.....	3

Winter Quarter

BIOL& 242	Human Anatomy and Physiology 2	5
CMST& 101, 210 or 220**	Communications.....	5
ENGL& 101	Composition: General.....	5
MLT 101	Introductory Seminar	1

Apply to the second year of the program.

Spring Quarter

BIOL& 260	Microbiology	5
CHEM& 131**	Introduction to Organic Biochemistry	5
MLT 102	Intermediate Seminar.....	1
PSYC& 100	General Psychology <i>or</i>	
PSYC 102	Psychology of Adjustment.....	5

Second Year—On and Off Campus

Summer Quarter (Wenatchee campus)		Credits
MLT 150	Basic Laboratory Theory	4
MLT 151	Basic Laboratory Practice.....	3
Elective***	Optional	5

Fall Quarter

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

Winter Quarter

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

Spring Quarter

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

Summer Quarter

MLT 240	Clinical Experience IV.....	12
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Total Credits for Degree 132-137

*HCA 113 qualifies as the Washington state-mandated seven hours of training in HIV/AIDS education. This is not required if you have completed this training and can verify with a certificate of completion.

**WVC at Omak only: switch CMST& 210 to spring quarter and CHEM& 131 to winter quarter.

***The following courses are recommended as electives: BCT 101, BCT 105.

Multi-Occupational Trades

• Associate of Technical Science Degree (Apprentice Degree)

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

Program Requirements: Associate of Technical Science Degree

This program is not eligible for financial aid.

Offered at the Wenatchee campus

Required Courses			Credits
MATH	100T*	Technical Math (or higher)	5
ENGL	100*	Technical Writing (or higher)	5
BCT	116	Professional Work Relations.....	3
BCT	105	Computer Applications	5
Electives– Choose 12 credits from:			
BCT	100	Keyboarding	2
BCT	115	Resume and Interview	2
BUS&	101	Introduction to Business	5
CMST&	101	Introduction to Communications	5
MATH&	146	Introduction to Statistics	5
PSYC	102	Psychology of Adjustment.....	5
READ	100	Technical Reading.....	5
SDS	101	Study Skills.....	5
SDS	105	Effective Leadership.....	3
SDS	106	Career and Life Planning.....	3
SDS	110	Critical Thinking.....	2
Total Credits for ATS Degree			30

*Assessment score required.

Natural Resources

• Associate in Applied Science-Transfer Degree

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

The natural resources program offers an associate in applied science-transfer degree (AAS-T). The AAS-T degree is built upon the technical courses required for job preparation but also includes a college general education component, common in structure for all such degrees. The distinguishing characteristics of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor degree commonly described as the bachelor of applied science (BSA).

Graduates of this pathway will be able to choose between advanced studies in a four-year natural resources program and a broad range of technical natural resources careers, including seasonal and full-time positions in which they collect natural resources field information. In professional and personal functions, graduates will be able to draw on a basic understanding of aquatic and terrestrial ecosystems, safe and accurate measurement techniques, and the social context of natural resources management. Most program courses transfer to four-year institutions to create opportunities for educational and career advancement beyond the technical level in natural resources fields. The program was developed collaboratively with local natural resource agencies and organizations.

Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework in these subjects. See course descriptions for details. Students need a "C" grade (2.0) or better in the natural resource program courses to be successful in a career in natural resources. Students interested in transferring for a university degree in natural resources should work closely with the program adviser on course selection and sequencing.

Suggested Course Sequence: Associate in Applied Science-Transfer Degree

Offered at the Wenatchee campus

First Year		Second Year	
Fall Quarter		Fall Quarter	
	Credits		Credits
NATR 108	Exploring Natural Resources..... 3	BIOL 211	Majors Cellular..... 5
BIOL 185	Insects and Ecosystems <i>or</i>	ECON& 201	Micro Economics 5
BIOL 218	Insect Classification 5	CMST& 220	Public Speaking 5
NATR 103	Field Safety and Preparedness..... 3		
BCT 105	Computer Applications 5	Winter Quarter	
			Credits
Winter Quarter		AGRI 263	Soils 5
	Credits	BIOL 221	Ecology Majors..... 5
ENGL& 101*	Composition: General..... 5	MATH&146*	Introduction to Statistics..... 5
PEH 145	Winter Fitness, Safety and Recreation..... 5		
CHEM& 110	Chemical Concepts <i>or</i>	Spring Quarter	
CHEM& 121*	Intro. to Chemistry..... 5		Credits
Spring Quarter		NATR 235	Society and Natural Resources..... 5
	Credits	ENGL 201, 202, or 203..... 5	
BCT 116	Professional Work Relations..... 3	NATR 210	Natural Resources Portfolio and Final Project..... 5
BIOL 217	Intro. to Ornithology..... 5		
NATR 102	Maps and Navigation..... 3	Total for Degree	
BIOL& 186	Survey of Plants of PNW..... 5		98-102
Summer Quarter			
	Credits	<i>*Assessment score or prerequisite required.</i>	
NATR 196	Natural Resources Cooperative Work Experience..... 1-5		
BIOL 127	Northwest Environments 5		

Nursing

- **Practical Nursing Certificate of Completion**

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

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

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

- **Associate in Applied Science-Transfer**

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

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

The WVC Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing (formerly known as the National League for Nursing Accrediting Commission) (www.nlnac.org, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 409.975.5000).

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

Application requirements:

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

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

- **Associate of Technical Science Degree Applicants:**

BIOL& 241 Human Anatomy & Physiology 1

BIOL& 242 Human Anatomy & Physiology 2

BIOL& 260 Microbiology

ENGL& 101 Composition: General

One of the following: MATH 100A Technical Math for Allied Health or higher, or COMPASS placement into MATH 105 or higher

One of the following: Nursing Assistant Certificate of Completion from approved program (e.g., NURS 090 at WVC) or a current Washington State NA-C License

- **Associate in Applied Science-Transfer Degree Applicants:**

BIOL& 241 Human Anatomy & Physiology 1

BIOL& 242 Human Anatomy & Physiology 2

BIOL& 260 Microbiology

ENGL& 101 Composition: General

MATH& 146 Introduction to Statistics

One of the following: Nursing Assistant Certificate of Completion from approved program (e.g., NURS 090 at WVC) or a current Washington State NA-C license

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

Nursing

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

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

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

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

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

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

Nursing

Course Sequence: *Associate of Technical Science Degree Program and
Associate in Applied Science-Transfer Degree Program*

Offered at Wenatchee and Omak campuses

First Year and Certificate Program*

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

Second Quarter

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

Third Quarter

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

Fourth Quarter*

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

Second Year

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

Sixth Quarter

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

Seventh Quarter

NURS 203	Advanced Nursing Concepts III	6
NURS 203L	Advanced Nursing Concepts III Lab	6
NURS 214	Senior Seminar II (<i>optional</i>).....	1

Total Credits for Degree 88

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

Nursing Assistant

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

This certificate program is not eligible for financial aid.

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

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

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

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

Radiologic Technology

• Associate of Technical Science Degree

Radiologic technologists are important members of the modern healthcare team. Their special skills serve a key function in the medical specialty of radiology, which is characterized by new and exciting advances in the prevention, diagnosis and treatment of diseases.

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

The first year of the program starts each spring quarter. Radiologic technology requires eight consecutive quarters, including summer quarters, for completion. The first year is in the classroom, online and in the energized laboratory, where you receive practical instruction before being assigned to clinical instruction. You will need computer and e-mail access. The second year is dedicated to instruction under professional supervision in the affiliated clinical facilities. Clinical assignments require day, evening and weekend shifts. You must maintain a “C” (2.0) grade point average or better in each allied health program course. **Out-of-town clinical assignments may be drawn. You must furnish your own transportation, housing and living expenses.**

Wenatchee Valley College is accredited by the institutional accrediting agency Northwest Commission on Colleges and Universities (NWCCU), which is recognized by the American Registry of Radiologic Technologists (ARRT) (www.rrrt.org).

Application Requirements:

- A completed WVC Application for Admission.
- A completed supplemental application for admission to the WVC Radiologic Technology Program.
- Sealed, official college transcripts from all colleges where you have earned credit (excluding WVC).
- Demonstrate a cumulative college GPA of 2.5 or higher.
- All prerequisite courses must be completed by the end of fall quarter with a grade of “C” (2.0) or higher. See course descriptions for prerequisites:

BIOL& 241 Human Anatomy & Physiology 1

BIOL& 242 Human Anatomy & Physiology 2

ENGL 097 Composition: Paragraph or higher

One of the following: MATH 099 Intermediate Algebra, MATH 105 College Algebra or higher, or COMPASS placement into MATH 105 or higher

HLTH 123 Medical Terminology or qualifying score on the medical terminology competency exam.

One of the following: BCT 105 Computer Applications or documentation of computer literacy in MS Office or ENGL& 101

Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the healthcare field. A criminal record check is required prior to any clinical education experience or clinical field trip. If you have a criminal record, you should meet with the dean of allied health to determine if the criminal history would prevent access to a healthcare facility. To determine if the criminal record would prevent eligibility to take the national exam, you can go to the ARRT website at www.rrrt.org and download information from the “ethics” section.

Student Responsibilities:

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

- Pay an acceptance fee by the designated deadline.
- Provide a current healthcare provider CPR card, which must include but not be limited to first aid/CPR/AED for adult, children and infants. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for healthcare providers.
- Provide a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)

Radiologic Technology

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

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

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

Suggested Course Sequence: Associate of Technical Science Degree Program

Offered at Wenatchee campus

First Year

Spring Quarter		Credits
RADT 101	Introduction to Radiologic Technology	2
RADT 111	Radiation Physics.....	5
RADT 121	Principles of Exposure I.....	3
RADT 131	Radiographic Positioning I	4

Summer Quarter

PSYC& 100*	General Psychology	5
ENGL& 101*	Composition: General.....	5
RADT 132	Radiographic Positioning II.....	4
RADT 151	Imaging Modalities	1
RADT 181	Quality Assurance.....	2

Fall Quarter

RADT 122	Principles of Exposure II	3
RADT 133	Radiographic Positioning III.....	4
RADT 141	Radiation Biology and Protection.....	2
RADT 152	Patient Care.....	3

Winter Quarter

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

Second Year

Spring Quarter		Credits
RADT 231	Clinical Education I	13
RADT 241	Radiographic Seminar I	1

Summer Quarter

RADT 232	Clinical Education II.....	9
RADT 242	Radiographic Seminar II.....	1

Fall Quarter

RADT 233	Clinical Education III	13
RADT 243	Radiographic Seminar III	1

Winter Quarter

RADT 234	Clinical Education IV	13
RADT 244	Radiographic Seminar IV	1

Total Credits for Degree

107

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

Course Descriptions

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

Course Numbers and Credit Hours

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

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

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

Distance Learning Courses

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

Hybrid Courses

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

your schedule. With hybrid courses, you will not be required to be on campus every day of the week. Course content and college credit are equivalent to on-campus and distance courses. Transfer to other institutions is the same as any other credit classes. Because hybrid courses are writing intensive, you should have good writing skills as well as average keyboarding and word-processing skills (ENGL& 101 is highly recommended). Access to the internet is also required.

Telecourses

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

Online Courses

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

Interactive Television (K-20)

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

Cooperative Work Experience (CWE)

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

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

Special Topics

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

Independent Projects

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

Directed Study

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

Looking for some different or interesting options?

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

Common Course Numbering

In an effort to make it easier for Washington state community college students to transfer between and among the 34 technical colleges, the state introduced the Common Course Numbering Project. Through common course numbering the same courses at all community and technical colleges are titled and numbered in a similar way.

Common courses are identified with an “&” following the department or class name. Transfer courses that are not listed as common will still transfer under the direct transfer agreement outlined in the catalog and on the college website: www.wvc.edu. If you have questions regarding this change, please visit the Washington State Board for Community & Technical College’s website located at www.sbctc.ctc.edu.

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

Accounting

ACCT 102 Practical Accounting I 5 credits

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

ACCT 103 Practical Accounting II 5 credits

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

ACCT 105 Payroll and Tax Accounting 3 credits

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

ACCT 165 Computerized Accounting 5 credits

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

ACCT& 201 Principles of Accounting I 5 credits

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

ACCT& 202 Principles of Accounting II 5 credits

Second in the series on accounting theory. Continuation of current generally accepted accounting principles, theories and

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

ACCT& 203 Principles of Accounting III 5 credits

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

Adult Basic Education

ABE 030 Basic Reading Skills 5 credits

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

ABE 031 Intermediate Reading Skills 5 credits

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

ABE 032 Advanced Reading Skills 5 credits

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

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

Arithmetic with whole numbers: including counting, identifying place value, ordering, operations on 1 to 3 digit numbers, with

multiplying and dividing by only 1 digit numbers. Includes solving problems with whole numbers and understanding basic money problems. Prerequisites: appropriate assessment score.

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

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

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

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

ABE 043 Math IV 1-10 credits

Identify and use percents, equivalent fractions and decimals, including calculating discounts and tax. Covers simple interest problems, graphs and tables, ratios, proportional equations, and measurements. Includes simple geometry problems and algebraic terms and simple equations. Prerequisites: ABE 042 or appropriate assessment score.

ABE 050 Basic Writing Skills 5 credits

This course, in conjunction with ABE 051 Intermediate Writing and ABE 052 Advanced Writing, will prepare students to successfully pass the writing portion of the GED as well as transition to college-level coursework. Contextualized learning and goal-setting are emphasized. Prerequisites: appropriate CASAS placement score.

ABE 051 Intermediate Writing Skills 5 credits

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

ABE 052 **5 credits**
Advanced Writing Skills

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

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

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

Agriculture**AGRI 005** **19 credits**
Hispanic Orchard Employee Education Program I

Designed for Latino orchard employees at a supervisory level. Includes basic instruction in Spanish emphasizing technical terminology in English in many facets of tree fruit production; basic math, practice in reading, writing, speaking and listening in English based in horticultural topics; and presentations of subjects concerning everyday life and citizenship.

AGRI 006 **19 credits**
Hispanic Orchard Employee Education Program II

Designed for Latino employees who have satisfied all the requirements of the first-year program (AGRI 005). Offers in-depth instruction in tree fruit production, applied English terminology and math. Includes presentations of subjects concerning everyday life and citizenship. Prerequisite: AGRI 005 or instructor's signature.

AGRI 015 **19 credits**
Hisp Orch Employee Ed Program III/Integrated Pest Mgmt Tech

Intensive IPM program prepares Latino orchard employees as pest management scouts. Instruction, mostly in Spanish, emphasizes English terminology. Includes study of pests, field sampling techniques, pest management basics and record keeping. Includes basic math, reading, writing,

speaking and listening in English, and discussion of everyday life and citizenship.

AGRI 016 **19 credits**
Hispanic Orchard Education Level IV/Farm Mgmt

Taught in Spanish, this course introduces the principles and practices of farm management, including goal setting, developing a record-keeping system, cash flow, farm financial statements, balance sheets, budgets, personnel management, laws and regulations, legal forms, and food safety. Prerequisites: basic command of the English language.

AGRI 017 **19 credits**
Hispanic Orchard Education Level V/Intro Viticulture

Taught in Spanish, this course introduces the production and management of wine grapes and their juices. Includes plant physiology, canopy management, soils, irrigation, plant nutrition, thinning, harvest, storage, marketing and vineyard financial management. Prerequisites: basic command of English language.

AGRI 018 **19 credits**
Hispanic Orchard Employee ED Program VI/Adv Viticulture

Taught in Spanish. Offers more in-depth information about the production systems and management of wine grapes and their juices. Includes site selection and vineyard establishment, soils, pests and irrigation management, human resources, vineyard business plan, marketing and whole farm ecosystems. Prerequisites: basic command of English language.

AGRI 019 **19 credits**
HOEEP VII/Integrated Pest Mgmt Tech/Vineyard Mgmt

Intensive technical instruction to prepare Latino vineyard employees as pest management scouts and to introduce them to basic vineyard economics and management. Instruction is mostly in Spanish, emphasizing terminology in English. The purpose of this course is to prepare students for mid-management and management positions.

AGRI 030 **1 credit**
Private Applicator Certification in Spanish

Step-by-step instruction in Spanish in preparation for the USDA Private Applicator's Exam. Designed for agricultural employees or agricultural land owners who want to obtain their private applicator pesticide licenses.

AGRI 070 **0.5 credits**
Forklift Operation Safety

Provides forklift operation safety training for an agricultural, construction or industrial setting. Topics covered: forklift physics, safety, loading techniques, inspection, maintenance, fueling and recharging. The course consists of lecture and lab practice. Students who successfully pass the course evaluation will be prepared for OSHA testing for certification.

AGRI 101 **3 credits**
Survey of Agriculture

Profiles American agriculture and details challenges facing contemporary agriculture. Topics include food production, processing, resource management, global food supply and agricultural economics. Discover rewarding agricultural career possibilities using career assessment and planning tools, such as educational portfolio development, to create a strategy for your professional future.

AGRI 105 **3 credits**
Agricultural Mechanics

Introduction and exploration of the theory and practice of safe operation, maintenance, service and repair of most small engines for agricultural applications. Instruction will also include employment and careers in agricultural mechanics.

AGRI 108 **3 credits**
Introduction to Horticulture

Provides a comprehensive introduction to the horticultural industry. Focuses on careers and occupations in this complex industry, including horticultural sciences, biotechnology and food science, pomology, viticulture, landscape design, and many related industries.

AGRI 130 **3 credits**
Agricultural Technologies

Explores the significant aspects of modern agricultural systems, mechanization and sustainable technology industries. Instruction will include such topics as cropping and food processing, power and delivery, mechanics, maintenance and repair, soil, water, air conservation and employment and careers in agricultural technologies and related industries.

AGRI 161 **2 credits**
Introduction to Plant Science

Provides a comprehensive introduction to the agricultural disciplines of the plant science world. Instruction includes plant classification, plant anatomy, physiology, and propagation; the interactions of soil, water and temperature; and dynamic plant science subjects such as genetic engineering and biotechnology.

AGRI 162 **3 credits**
Introduction to Soils

This course is designed to introduce students to soil science, the formation of soils, its classification, physical and chemical properties, soil fertility, life in the soil and plant nutrition. Instruction will introduce students to the impact healthy soils have on plant and animal communities and the ecosystems of our state.

AGRI 189 **1-5 credits**
Agriculture Leadership

Schedule and participate in industry-related activities that enhance leadership capabilities. With guidance from an instructor, develop a written plan outlining the anticipated leadership experience, and complete a portfolio detailing the completed experiences with a self-assessment of the leadership qualities gained. Out-of-pocket fees/expenses may be required. Prerequisites: instructor's permission.

AGRI 196 **1-5 credits**
Cooperative Work Experience

Intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to working environment. A summary portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Prerequisites: instructor's permission.

AGRI 254 **5 credits**
Integrated Pest Management

Classification, morphology, anatomy, growth and development, ecology and management of arthropod, weed, disease and vertebrate pests and their natural enemies. History of pest management that includes development of IPM strategies and tactics and how they are utilized in ecologically-based pest management programs.

AGRI 255 **5 credits**
Orchard Integrated Pest Management

Lecture and lab-oriented class emphasizing the use of integrated pest management (IPM) in deciduous fruit orchards of the Pacific Northwest. Identification and biology of insect, mite, disease and weed pests that affect fruits. Hands-on experience with current methods for monitoring and managing major pests.

AGRI 261 **5 credits**
Plant Science

Develops an understanding of basic plant morphology and physiology emphasizing horticultural science and fruit tree crops. Topics include form and function of plants, plant metabolism, plant growth and

development, reproduction, techniques of fruit tree improvement, and plant/environment interaction.

AGRI 262 **5 credits**
Introduction to Pomology

Introduction to the horticultural principles and practices used in deciduous tree fruit production and orchard management. Topics include cultivars, root stocks, climate and environment, orchard systems, orchard establishment, pruning and training, flowering, pollination, fruit set, fruit growth and thinning, fruit maturation, harvest and storage, hardiness, and acclimation.

AGRI 263 **5 credits**
Soils

Introduction to basic concepts of soil science, plant nutrition and water management. Topics include soil formation and development, soil structure and composition, physical properties of soils, soils mineralogy, soil chemistry, soil fertility, fertilizers, irrigation management, and plant, soil and water relationships.

AGRI 264 **5 credits**
Post Harvest Technology

In-depth studies of principles and practices of deciduous tree fruit production in the Northwest, including: fruit maturation and ripening, indexes of maturity, harvesting, fruit tree acclimation, hardiness, fruit anatomy, cultivar identification, rodent control, and orchard floor management.

AGRI 265 **5 credits**
Crop Growth & Development

Principles and practices of deciduous tree fruit production in the Northwest, including pruning, formation and renovation of bearing trees, care of non-bearing trees, rootstocks, inter-stems, dwarf fruit trees, tree structure, growth, orchard systems, orchard establishment in new and old sites.

AGRI 266 **5 credits**
Crop Production Management

In-depth studies of principles and practices of deciduous tree fruit production in the Northwest. Includes flower bud initiation and development, pollination, fertilization, pollinizers, fruit set and development, thinning and alternate bearing, frost control, fruit tree propagation, and summer pruning.

AGRI 268 **5 credits**
Organic Agricultural Production

In this course, learn to grow and harvest vegetables, fruits and herbs organically. Learn to prepare and sell produce to local organic markets. Prerequisites: AGRI 261 and AGRI 263 recommended.

AGRI 269 **5 credits**
Organic Plant Nutrition

In-depth study of organic plant nutrition. Emphasis will be on how essential nutrients affect plant growth and development and food production, including the inter-relationships between organic nutrients and soil fertility. Composting and soil building practices will be emphasized. Prerequisites: AGRI 261 recommended.

AGRI 289 **5 credits**
Sustainable Agriculture and Food Systems

Examination of social, economical and ecological consequences of the modern, industrial agriculture paradigm. Topics include history of agriculture, worldviews, the sustainability concept, alternative agriculture systems, world food systems, agro ecology, ecological economics, biotechnology, local food systems and the geography of hunger.

AGRI 296 **1-5 credits**
Cooperative Work Experience II

The second level of Cooperative Work Experience is intended to continue providing authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. An expanded portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Prerequisites: instructor's permission.

American Sign Language**ASL& 121** **5 credits**
American Sign Language I

Beginning signing for communication using American Sign Language. Provides an understanding of the conceptual aspects of the language. Addresses sentence structure. Includes the manual alphabet and approximately 500 signs for words and phrases. Incorporates manual and non-manual markers. Introduces deaf history and culture.

ASL& 122 **5 credits**
American Sign Language II

Intermediate signing for communication using ASL. Introduction of broader vocabulary. Development and practice of conversational skills. Additional information regarding the history/culture of ASL and the deaf is explored. Prerequisite: ASL& 121 or instructor's signature.

Anthropology

ANTH 220 5 credits **Cross-Cultural Studies**

This is a discussion/seminar-oriented approach to cultural comparisons. Two or more cultural experiences will be compared with the American example and non-ethnocentric conclusions reached.

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

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

ANTH& 204 5 credits **Archaeology**

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

ANTH& 205 5 credits **Biological Anthropology**

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

ANTH& 206 5 credits **Cultural Anthropology**

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

ANTH& 217 5 credits **Plateau Native Peoples**

An overview of the culture and culture areas inhabited by the Sahaptian and Salish nations of the Plateau Region. A historical and contemporary view of the life ways, including Indian/non-Indian relations, adaptations and effects of contact on the Salish and Sahaptian cultures in the Plateau Region.

Art

ART& 100 5 credits **Art Appreciation**

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

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

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

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

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

ART 110 5 credits **Drawing I**

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

ART 111 5 credits **Figure Drawing I**

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

ART 113 5 credits **Drawing II**

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

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

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

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

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

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

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

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

Study of industry-standard software and how to integrate these programs into seamless communication, while producing works that conform to design principles and client expectations. Learn essential graphic-design terminology and continue developing knowledge and skills through advanced, hands-on projects implementing vector illustrations, page layouts, image manipulation and typography. Prerequisites: ART 130 required or instructor's signature.

ART 132 5 credits **3D Digital Design 1: Intro to 3D Comp Aided Model**

Provides an introduction to computer-aided three-dimensional modeling technology used by designers in various disciplines including industrial design, graphic design, Web design, game design, sculpture, and animation.

ART 133 5 credits **3D Digital Design 2: Adv Model, Rendering & Pres**

Provides further development of skills in the computer-aided three-dimensional modeling technology used by designers in various disciplines including industrial design, graphic design, Web design, game design, sculpture and animation. Focus is on developing advanced skills in rendering and presentation.

ART 134 5 credits **Introduction to Graphic Design**

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

ART 135 **5 credits**
Graphic Design I

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

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

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

ART 138 **5 credits**
Digital Photography

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

ART 141 **5 credits**
Illustration I

Introduction to the study of techniques and methods used in illustration. Concentrated practice in working with available media and techniques, with emphasis on the use of design elements in creating effective graphics for visual advertising and journalistic communications.

ART 150 **5 credits**
Ceramics I

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

ART 151 **5 credits**
Ceramics II

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

ART 152 **5 credits**
Ceramics III

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

ART 154 **5 credits**
Sculpture 1

Sculpture 1 follows 3D Design as a further investigation of three-dimensional form in art, including experience with subtractive, additive, modeling and casting processes. This project-based course focuses on developing the skills to work with traditional and non-traditional sculpture materials. Prerequisites: ART 107.

ART 155 **5 credits**
Sculpture 2

Sculpture 2 follows Sculpture 1 as a further investigation of three-dimensional form in art, including advanced experience with subtractive, additive, modeling, and casting processes, along with theoretical and conceptual practices of object making. The creative process is developed through projects that emphasize creative expression and the sculptural work's presentation. Prerequisites: ART 154.

ART 201 **5 credits**
Art History Survey: Ancient to Medieval

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

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

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

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

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

ART 206 **5 credits**
Printmaking: Intaglio

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

ART 208 **5 credits**
Printmaking: Relief

Studio problems and individual development in relief printmaking. Includes black and white,

color, subtractive, and multiblock processes. Prerequisite: ART 106 recommended.

ART 210 **5 credits**
Painting I

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

ART 211 **5 credits**
Painting II

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

ART 212 **5 credits**
Painting III

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

ART 213 **5 credits**
Watercolor I

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

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

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

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

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

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

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

ART 220 **5 credits**
Painting: Advanced

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

ART 222 **5 credits**
Drawing: Advanced

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

ART 223 5 credits
Printmaking: Advanced

Advanced study of the theory and practice of printmaking. Emphasis on the development of individual approaches to form and media. Prerequisites: ART 206 or 208.

ART 224 5 credits
Printmaking 1

Introduction to the art of printmaking, including studio problems and individual design development. Students will learn to use intaglio and relief processes to create editions of fine art prints. Prerequisites: ART 106 or ART 110 recommended.

ART 234 5 credits
Graphic Design II

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

ART 235 5 credits
Web Graphic Design

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

ART 236 5 credits
Graphic Design - Branding

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

ART 250 5 credits
Ceramics: Advanced

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

ART 256 5 credits
Sculpture: Advanced

Advanced Sculpture builds upon skills from previous sculpture classes, developing greater technical and conceptual skills in three-dimensional visual art practices. Students develop a sophisticated body of three-dimensional work, and a directed, productive approach to studio practice. Prerequisites: ART 155.

Astronomy**ASTR& 101** 5 credits
Introduction to Astronomy

Explore the universe through scientific analysis of astronomical images, observations and measurements. Learn the history of astronomy, the nature of light, how to locate and identify objects in the night sky, how the solar system originated, stars, galaxies, and the expansion of the universe. Indoor and outdoor laboratory exercises. Prerequisites: MATH 097 or MATH 093 or higher math.

Automotive Technology**AUTO 100** 1 credit
Shop Procedures

Includes use and maintenance of special tools and equipment, service and repair record keeping, use of technical reference materials, and regulations governing the automotive repair industry. Special emphasis placed on development of a positive attitude toward personal safety, a safe workplace and treatment of hazardous materials. Prerequisites: instructor's signature.

AUTO 110 4 credits
Electrical Systems

Modular, self-paced course presenting fundamental principles and terminology. Ohm's Law, wiring diagrams, diagnostic and test instruments. Diagnosis and repair of batteries, starting systems, charging systems, lighting systems, operator information systems, and on-board body, computer control systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

AUTO 112 3 credits
Engine Repair

Modular, self-paced course covering internal combustion engine mechanical systems, components and operation. Diagnosis of component systems malfunctions. Practical application in cylinder head reconditioning and repair. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

AUTO 113 4 credits
Engine Performance

Modular, self-paced instructor-guided course encompassing spark-system management, fuel-system management, emissions control, computerized engine control systems sensors and actuators, and use of diagnostic equipment. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 110 and instructor's signature.

AUTO 114 4 credits
Automatic Transmission/Transaxle

Modular self-paced course of study of theory, application, diagnosis and repair of fluid power, hydraulics, power transmission and final drive units as applied to automatic transmissions and transaxles. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

AUTO 115 4 credits
Manual Drivetrains

Modular, self-paced course of study in theory, diagnosis, adjustment and repair of manual drive train components including clutch, transmission, driveline and axles. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

AUTO 116 4 credits
Suspension Steering and Alignment Laboratory

Study and application of automotive suspension and steering systems. Studies include two-wheel and four-wheel alignment, diagnosis, adjustment, and repair of systems and system components. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

AUTO 117 4 credits
Brake Systems

Modular course covering theory, diagnosis, adjustment and repair of automotive brake systems including brake hydraulic systems, drum-brake and disc-brake systems, brake power boosters, parking brake systems and anti-skid brake systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

AUTO 118 4 credits
Auto Heating and Air Conditioning

Modular self-paced course on automotive heating and air conditioning systems, including diagnosis, service and repair of system components, theory of operation, and system controls. Leadership and human

relations are an integral part of instruction. Prerequisites: AUTO 100 and instructor's signature.

AUTO 191 **2 credits** **Auto Project Laboratory I**

This course is for full-time automotive students who require extra project laboratory time to update or enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. This course can be taken for credit three times. Prerequisites: current enrollment in automotive program classes and instructor's signature.

AUTO 210 **4 credits** **Advanced Electrical Systems**

Modular, self-paced course presenting fundamental principles and terminology. Ohm's Law, wiring diagrams, diagnostic and test instruments. Diagnosis and repair of batteries, starting systems, charging systems, lighting systems, operator information systems, and on-board body, computer control systems. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, instructor's signature.

AUTO 212 **4 credits** **Advanced Engine Repair**

Modular, self-paced course covering internal combustion engine mechanical systems, components and operation. Diagnosis of component systems malfunctions. Practical application in cylinder head reconditioning and repair. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 112, or instructor's signature.

AUTO 213 **8 credits** **Advanced Engine Performance**

Modular, self-paced instructor-guided course encompassing spark-system management, fuel-system management, emissions control, computerized engine control systems sensors and actuators, and use of diagnostic equipment. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 113, or instructor's signature.

AUTO 217 **4 credits** **A.B.S. Brakes/Scanners**

Course covering theory and the use of scan tools in the diagnosis, adjustment and repair of automotive brake systems including brake hydraulic systems, drum and disc-brake systems, brake power boosters, parking brake systems and anti-skid brake systems. Leadership and human relations are an

integral part of instruction. Prerequisites: AUTO 100, 117, or instructor's signature.

AUTO 219 **4 credits** **Engine Drivability**

Modular, self-paced, instructor-guided course covering diagnosis of actual live drivability problems and use of diagnostic equipment, including standard-industry scopes and scan tools. Leadership and human relations are an integral part of instruction. Prerequisites: AUTO 100, 113, or instructor's signature.

AUTO 220 **12 credits** **Advanced Technical Practices**

Designed as a review of previously completed classes as selected by the student and the advisor/instructor for the purpose of review and/or area specialization. Course outline consists of a composite of the learning competency packets that the student has completed during previous participation in automotive classes. Prerequisites: instructor's signature.

AUTO 291 **2 credits** **Auto Project Laboratory II**

This course is for full-time automotive students who require additional project laboratory time to update or to further enhance their skills to meet program or certification requirements. Students will be directed to complete ASE/NATEF tasks. Graded on a pass/fail basis. May be repeated for credit one time. Prerequisites: current enrollment in automotive program classes and instructor's signature.

AUTO 196/296 **1-5 credits** **Cooperative Work Experience**

Designed to provide students with on-the-job practical field experience. One credit for each five hours of work experience per week. Prerequisites: instructor's signature.

Biology

BIOL& 100 **5 credits** **Survey of Biology**

Covers the basic biological principles and processes for the nonscience major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory.

BIOL 125 **5 credits** **Environmental Science**

An introductory ecologically-oriented biological sciences laboratory course studying, from an interdisciplinary perspective, the environmental problems confronting humanity. An understanding of the nature of the ecological crisis and their

global implications will be emphasized. Includes laboratory.

BIOL 126 **5 credits** **Life Continuity**

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

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

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

BIOL 185 **5 credits** **Insects & Ecosystems**

This course is designed to create an awareness and appreciation of arthropods (insects and their relatives) and their role in the health of the local ecosystem. Course concentrates on the identification, biology, natural history, and the interaction of arthropods in their environments. Course designed for biologists, collectors and gardeners.

BIOL 186 **5 credits** **Survey of Plants of the Pacific Northwest**

Identification and the natural history of plants in regional ecosystems of the Pacific Northwest. Students will be introduced to the principles of plant identification and survey techniques while studying the local plant communities of the region. Taxonomic and pictorial keys will be used to identify the plants and their role in their plant community will be stressed.

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

Covers the structure and function of cells, metabolism, photosynthesis, cell reproduction, and Mendelian and molecular genetics. Recommended for science majors, preprofessional students and allied health majors. Includes laboratory. Prerequisites: CHEM& 121 with a grade of "C" or better or instructor permission.

BIOL& 212 **5 credits** **Majors Plants**

Covers the structure and function of plants: plant anatomy, plant physiology, plant

morphology, plant systematics and plant ecology. Plant evolution and diversity integrated throughout. Recommended for science majors and pre-professional students. Includes laboratory. Prerequisite: BIOL& 211 with a grade of "C" or better or instructor permission.

BIOL& 213 **5 credits**
Majors Animals

Covers the structure and function of animals. Evolution and ecology of animals introduced in the beginning, then integrated throughout in a survey of the major animal systems. Animal anatomy, physiology, ecology and evolution emphasized. Recommended for science majors, especially biology and pre-professional majors. Prerequisite: BIOL& 211 with a grade of "C" or better or instructor permission.

BIOL 216 **5 credits**
Plant Classification

Identification, classification and natural history of native plants in classification and nomenclature will be introduced while studying the local native flora of the area. Includes laboratory and field study. Prerequisites: recent college-level biology course or instructor's signature.

BIOL 217 **5 credits**
Introduction to Ornithology

Study of birds: flight, classification, behavior (migration, breeding, communication), habitats and distribution, and populations and conservation. Lab emphasizes observation and identification skills. Includes laboratory and field work. Prerequisite: an interest in birds.

BIOL 218 **5 credits**
Insect Classification

Identification, classification and biology of adult insects represented in our local fauna. Includes basic insect biology, external anatomy, keying, sight identification, and collecting and preserving skills. Includes lecture, lab and field work. Prerequisites: recent college-level biology course or instructor's signature.

BIOL& 221 **5 credits**
Majors Ecology/Evolution

Major topics include the physical environment, how organisms interact with each other and their environment, evolutionary processes, population dynamics, communities, energy flow and ecosystems, human influences on ecosystems, and the integration and scaling of ecological processes through systems ecology. Prerequisites: one majors biology course such as BIOL& 211, 212 or 213.

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

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

BIOL 225 **5 credits**
Environmental Science I

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

BIOL 226 **5 credits**
Environmental Science II

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

BIOL 227 **5 credits**
Environmental Science III

Comprehensive study of environmental science with an emphasis on Pacific Northwest ecosystems. A rigorous, field-based examination of energy production and use, alternative energy, water pollution, air pollution, ozone depletion, waste management, environmental economics, and environmental planning. Prerequisites: recent college-level biology course or instructor's signature.

BIOL 230 **5 credits**
Ethnobotany

Survey of native plants of the Okanogan and their cultural, medicinal, and ecological importance to the First People and ecosystems of the Plateau Region.

BIOL& 241 **5 credits**
Human Anatomy & Physiology 1

Includes study of cells, tissues, and the skeletal, muscular, integumentary and nervous systems. Designed primarily for allied health majors. Prerequisite: BIOL& 211 with a grade of "C" or better or instructor permission.

BIOL& 242 **5 credits**
Human Anatomy & Physiology 2

Continuation of BIOL& 241. Systematic treatment of special senses and endocrine, circulatory, respiratory, digestive, urinary and reproductive systems. Includes laboratory. Designed primarily for allied health majors. Prerequisites: BIOL& 241 with a grade of "C" or better or instructor permission.

BIOL& 260 **5 credits**
Microbiology

Introduction to the biology of microorganisms. Emphasis on the relationship of microbes to disease, including prevention, immunology and treatment. Designed primarily for allied health majors. Includes laboratory. Prerequisite: BIOL& 211 with a grade of "C" or better or instructor permission.

Business

BUS& 101 **5 credits**
Introduction to Business

Introduction to the basic principles of business. Surveys the stock market, economics, principles of capitalism, global business, ethics, social responsibility, small business, management, organization theory, labor relations, marketing, and finance. Emphasis placed on current events, using Web resources, and activities related to business and economics. Prerequisites: none, but ENGL& 101 (or current enrollment) preferred.

BUS 146 **5 credits**
Business Ethics

An in-depth view of the many ethical dilemmas encountered in today's organizational environment. A case-study approach is used to gain an understanding of the complex forces that shape the morals and values which are used in ethical decision-making.

BUS 177 **5 credits**
Business Leadership Development

Leadership development and training emphasizing leadership theory, team building, and practical application through simulations. Additionally, students will understand their individual leadership style strengths and weaknesses.

BUS& 201 **5 credits**
Business Law

Introduction to legal institutions, processes, and legal reasoning. Topics include the law of contracts, torts, agency, sales, negotiable instruments, real property, personal property, business organizations, employment, government regulation, and ethics. Emphasis on legal reasoning, legal theory, and practical

applications of legal issues as they relate to business.

BUS 230 **5 credits**
Introduction to Entrepreneurship

Introduction to the elements of successful entrepreneurship, business opportunity identification and assessment, economic development strategies, and development of an effective business plan.

BUS 240 **5 credits**
Principles of Management

Study of management theory and concepts to provide students with practical tools for planning, leading, organizing, staffing and controlling within a dynamic organizational environment. Decision-making techniques for developing competitive advantages based on cost, quality, innovation and speed are emphasized. Students will develop a comprehensive, industry-specific management project.

BUS 241 **5 credits**
Principles of Marketing

Problems and practices relating to the marketing exchange process. Emphasis on planning marketing strategies for product, price, promotion and distribution issues. Gain understanding of Integrated Marketing Communications systems approach, how to apply IMC concepts to both profit and nonprofit organizations. Develop a comprehensive, industry-specific marketing plan.

BUS 242 **5 credits**
Retail Management

A study of the highly competitive, rapidly changing retail business environment. Topics include product and services retailing, store management, e-tailing, consumer decision-making, growth, planning the strategic profit model and globalization issues. Retail management concepts are taught within a conceptual, theoretical, practical and strategic framework.

BUS 243 **5 credits**
Human Resources Management

Human resource management is concerned with managing people effectively in the workplace. Using theoretical and practical approaches it examines the human resource manager's role and the role of all managers. Topics include philosophy, policies, organization, job design, employee selection, compensation/benefits, development, appraisal, promotion, discipline, termination and federal statutes.

BUS 245 **5 credits**
Small Business Management

Major focus is developing a business plan for

a new or existing business, including market analyses and financial forecasts. Additional topics are human resource management, forms of ownership, operational planning, and establishing and maintaining competitive advantages.

BUS 196/296 **1-5 credits**
Work Experience

Designed to provide on-the-job practical field experience. One credit for each five hours of work experience per week. Prerequisites: instructor's signature. Variable credit class.

Business Computer Technology

BCT 100 **2 credits**
Basic Computer Keyboarding

For students with little or no keyboarding experience and not majoring in business computer technology. Basic computer operations. Alphabet, number and symbol keyboarding and basic numeric keypad. Emphasis on techniques, accuracy and speed development.

BCT 101 **5 credits**
Beginning Keyboarding/ Formatting

For students with little or no keyboarding experience who wish to learn touch keyboarding for business applications, including the numeric keypad. Basic computer operations; emphasis on touch keyboarding accuracy and speed; development of proofreading skills; basic formatting of business documents— memos, letters, reports, and tables.

BCT 102 **1 credit**
Keyboarding Series

Develops and reinforces touch-type keyboarding skills through a variety of speed and accuracy drills, writings and games. Complete "real-life" simulations as well as instruction on the numeric 10-key pad. Strive to reach the industry standard of 50 wpm in 5-minute writing. Prerequisites: computer skills.

BCT 103 **1 credit**
Computer Hardware Overview

Introductory exploration of computer hardware - what is in the box? Includes discussion of relationships between processor speed, memory and hard drive space as well as current storage options. This course provides the basic information to make a computer purchase decision. Part 1 of BCT 105 equivalency. Prerequisites: keyboarding skills, BCT 100, 101, 102 or instructor's signature.

BCT 104 **1 credit**
Operating Systems Overview

Use the basic functions in Windows to

display files and computer status information, organize drives, files or folders efficiently, use the help function and locate information. Discussions will include variations found on Mac and Linux systems as well as expectations for new systems. Part 2 of BCT 105 equivalency. Prerequisites: BCT 101 and BCT 103 (or instructor's signature).

BCT 105 **5 credits**
Computer Applications

Survey course introduces the operation and basic applications of microcomputers using Windows software. Basic concepts of hardware, software, operating systems, the Internet, word processing, spreadsheets and database applications are included. Prerequisites: keyboarding skills, BCT 100, 101 or 102 or instructor's signature.

BCT 106 **1 credit**
Getting Started with Word Processing

Use basic Word functions to enter, edit, cut, copy, paste and reorganize text. Documents will be enhanced with graphics and tables. Use Word tools including spell checker, grammar checker, page layout, and references. Flyers, letters, template resumes and research papers will be produced. Part 3 of BCT 105 equivalency. Prerequisites: BCT 101 and BCT 104 or instructor's signature.

BCT 107 **1 credit**
Getting Started with Spreadsheets

Use basic Excel functions to enter, edit, cut, copy, paste and reorganize text and data and create simple formula. Spreadsheets will be enhanced with formatting and charts. Part 4 of BCT 105 equivalency. Prerequisites: BCT 101 and BCT 106 or instructor's signature.

BCT 108 **1 credit**
Getting Started with Database

Use Microsoft Access to create a database and add basic elements such as tables, queries, forms and reports. Examine the features of built-in wizards. Either this course or BCT 109 is Part 5 of BCT 105 equivalency. Prerequisites: BCT 101 and BCT 107 or instructor's signature.

BCT 109 **1 credit**
Getting Started with Presentation Graphics

Use presentation graphics software to create and view presentations. Enhance the presentation with pictures, shapes, SmartArt, tables and charts. Apply transitions. Either this course or BCT 108 is Part 5 of BCT 105 equivalency. Prerequisites: BCT 101 and BCT 106 or instructor's signature.

BCT 112 **2 credits**
Records Management

Records management emphasizes principles and practices of effective management for both manual indexing and automated records systems. The manual indexing systems concept covers all standard indexing rules published by the Association of Records Managers and Administrators. Automated records systems provide the opportunity to work with computer databases encountered in business. Prerequisites: basic keyboarding skills.

BCT 115 **2 credits**
Resume and Interview

Designed to promote student success in obtaining employment. Includes preparation of job search documents and participation in individual and group interviews. Prerequisites: highly recommended that students enrolling in this class have basic computer and word processing skills.

BCT 116 **3 credits**
Professional Work Relations

Study of technical and interpersonal skills desired in a changing workplace environment, including leadership, teamwork and employers' expectations. The focus is on real-world tools for problem solving in a simulated workplace.

BCT 118 **5 credits**
Customer Service

Apply office and customer service skills during a 75-hour practicum at an area business. Learn skills in verbal and nonverbal communication, positive attitudes, listening, professional telephone techniques and conflict management. Learn and apply standard office procedures and the use of office machines.

BCT 120 **5 credits**
Word Processing

Uses a full-featured Windows word processing program to create personal and professional documents. Editing concepts and formatting techniques are used to create office documents such as memos, letters, reports and tables. May be repeated with different software. Prerequisites: keyboarding skills, BCT 100, 101, 102 and BCT 105 or instructor's signature.

BCT 125 **2 credits**
Internet Use

Introduction to Internet basics, Web vocabulary, use of major search engines, evaluate websites and develop research skills. Designed to prepare students to research e-topics and conduct business activities. Discover how to search for specialized

databases, resources and libraries. Look at current trends. Prerequisites: BCT 105 or instructor's signature.

BCT 128 **5 credits**
Business Math

Practical applications in the various fields of business, including a review of basic math fundamentals. Financial calculations, buying and selling goods, simple and compound interest, taxes, lending and problem solving strategies are presented. Prerequisites: MATH 097 or MATH 093 or equivalent.

BCT 130 **5 credits**
Spreadsheets

A Windows spreadsheet program is used to organize and analyze data, perform numerical calculations, and illustrate relationships in numerical data with charts. Formulas, functions, graphics, 3-D References, auditing tools, consolidating and linking workbooks, and what-if analysis. May be repeated with different software. Prerequisites: MATH 097 or MATH 093, BCT 105 or instructor's signature.

BCT 150 **5 credits**
Database 1

Presents theory and application in the basic concepts and terminology of relational database management. Plan, design, build, modify and organize databases, tables, forms and reports. May be repeated with different software. Prerequisites: BCT 105, MATH 097 or MATH 093 or instructor's signature.

BCT 160 **3 credits**
Presentation Graphics

Use Windows presentation graphics software to create, present and collaborate on presentations; use enhanced multimedia capabilities to deliver presentations with more impact; search reference materials, Internet services and other sources while working in presentation graphics software. May be repeated with different software. Prerequisites: BCT 105 or instructor's signature.

BCT 170 **2 credits**
Microsoft Outlook

Use Microsoft Outlook to store, track and organize business and personal information. Topics include managing e-mail, calendar, tasks, notes, address book, message templates, mail merge, help, customizing Outlook and Web/Outlook integration. May be repeated with different software. Prerequisites: BCT 105 or instructor's signature.

BCT 200 **5 credits**
Operating Systems

Fundamentals of Windows operating system,

computer hardware and software concepts. Windows desktop, Start menu, and file system to start Windows, run programs, organize files, and for system customization and maintenance. Windows Aero, Sidebar, Mail, Search, Photo Gallery, Mobility Center, Defender, Command Prompt are included. May be repeated with different software. Prerequisites: BCT 105 or equivalent.

BCT 205 **5 credits**
Business Communication

Provides learning and reinforcement in the art of communicating effectively in the business world. This is accomplished through planning, composing and evaluating written and/or oral communication and report writing. Current theories of communication, perception and cultural contexts will be used. Prerequisites: BCT 120 and ENGL 097 or placement score equivalent.

BCT 210 **5 credits**
Word Processing II

This course is designed for experienced Word users. It provides instruction in advanced word processing. Integrative learning is emphasized. Topics include advanced features of formatting and organizing content, collaborating on documents and customizing word processing software. May be repeated with different software. Prerequisites: keyboarding, BCT 120 or instructor's signature.

BCT 220 **5 credits**
Spreadsheets II

Create, format and audit workbooks at an advanced level using database functions, macros, templates, Web tools, multiple workbooks, workgroups, imported/exported data, data tables, scenario management, Solver and VBA. May be repeated with different software. Prerequisites: BCT 130 or instructor's signature.

BCT 230 **5 credits**
Database II

Advanced instruction in the theories and technical skills of database management systems; integrative learning is emphasized. Build relational databases and use advanced features and commands including VBA. May be repeated with different software. Prerequisites: BCT 205 or instructor's signature.

BCT 240 **2 credits**
Microsoft Publisher

Basic publishing skills for creating newsletters, brochures, business cards, postcards, flyers for print, e-mail and the Web. Create a publication from scratch or use available business or personal

designs software. Create, manage, revise, and distribute publications and use digital technology to enhance their work. Prerequisites: BCT 105, BCT 120.

BCT 250 **3 credits** **Desktop Publishing**

General desktop publishing concepts including basic typography, graphics, and classic design concepts will be applied to the planning and creation a variety of small single- and multiple-page publications. This class extends concepts presented in BCT 240 Microsoft Publisher. May be repeated with different software. Prerequisites: BCT 240 or instructor's signature.

BCT 251 **3 credits** **Web Publishing**

Provides an introduction to Web-editing software Logic and layout for beginning Web page designers. Provides all the information necessary to plan effective and attractive Web pages. Included are helpful tips on how to make professional-looking Web pages. May be repeated with different software. Prerequisites: BCT 105 and BCT 125 or instructor's signature.

BCT 255 **5 credits** **Adobe Illustrator**

Industry-standard computer illustration software will be used to produce graphic designs for business and artistic applications. Creative design strategies, arrangement of graphic elements and effective use of typography will be incorporated into print, Web and multimedia presentations. May be repeated with different software. Prerequisites: BCT 105 or instructor's signature.

BCT 260 **5 credits** **Adobe Photoshop**

Transform simple snapshots into works of art through software manipulation such as cropping, color management and re-touching. Create dramatic special effects. Transport images from camera and scanners to printed photos ready for a frame. May be repeated with different software. Prerequisites: BCT 105 or instructor's signature.

BCT 270 **5 credits** **Microsoft Project**

Introduction to project management using Microsoft Project. Topics include creating a plan, scheduling tasks and resources, establishing relationships and constraints, resolving conflicts and tracking progress. Projects will be created from scratch in addition to modifying existing plans. Project data will be filtered for reports. Prerequisites: BCT 130 or instructor's signature.

BCT 275 **3 credits** **Software Integrations**

This project-oriented course will prepare students to utilize spreadsheet, database, presentation, publishing and word processing software to perform integrated tasks and functions. Complete projects and simulations that require integrating shared data and information between those programs. Prerequisites: BCT 105, 120, 130, 150, 160 or instructor's signature.

BCT 196/296 **1-5 credits** **Work Experience II**

Designed to continue providing on-the-job practical field experience related to business computer technology. One credit is earned for each five hours of work experience per week. Prerequisite: permission of instructor.

Chemical Dependency Studies

CDS 100 **5 credits** **Survey of Chemical Dependency**

Overview of historical and current definitions of chemical dependency and abuse. The effects of abuse on behavior, health, youth, family, special populations and society. Focus on the nature of addictions, causality, progression, assessment, scope, intervention, treatment and prevention.

CDS 101 **5 credits** **Physiological Action of Alcohol and Other Drugs**

The human body's physical and behavioral response to alcohol and other drugs; current research findings; basic information and terminology essential for working on treatment teams with physicians and nurses, and for communicating with patients and with patients and families. Prerequisites: CDS 100, PEH 180.

CDS 106 **5 credits** **Case Management of Chemical Dependency Client**

Counselor skill training in case planning and case management of the substance-abusing client. Overview of federal, state and agency policies and procedures, assessments, treatment, and discharge planning. Prerequisites: CDS 100, 101 or instructor's signature.

CDS 110 **4 credits** **Cultural Diversity Counseling for Chemical Dependency Studies**

A course of study designed to improve knowledge and skills of the chemical dependency counselor while working with clients/patients with different cultural backgrounds. Prerequisites: CDS 100.

CDS 140 **2 credits** **Chemical Dependency Relapse Prevention**

Course will discuss the phenomena of post acute withdrawal as well as ensuing issues of relapse as they pertain to the disease of addiction, and the reuse of drugs after treatment as a separate and distinct episode not associated with treatment failure. Materials discussed are the work of T. Gorski. Prerequisites: CDS 100, 101 or instructor's signature.

CDS 150 **3 credits** **Counseling the Addicted Adolescent**

An overview class covering the needs of the addicted adolescent. Covers many developmental, cognitive and physiological issues that are complicated by an adolescent's use of alcohol or other drugs. Prerequisites: CDS 100, CDS 101 or instructor's permission.

CDS 202 **5 credits** **Counseling Theory and Techniques**

Overview of communication skills theories and techniques used in developing a common understanding of addictive behavior. Comprehensive review of how people behave and an introduction to counseling methods to facilitate change in working with chemically dependent patients. Prerequisites: CDS 100, 101 or instructor permission.

CDS 204 **4 credits** **Group Process in Chemical Dependency Treatment**

Theoretical foundation of group counseling as applied to alcohol/drug treatment. Use of groups in inpatient and outpatient treatment. Use of information in groups to foster change and growth. Dynamics of group interaction/group composition; goal setting; managing tasks, roles and normative boundaries; skill practice. Prerequisite: CDS 100, 101 or instructor's permission.

CDS 205 **4 credits** **Chemical Dependency and the Family**

Models of family therapy and overview of structural, functional and systems approaches as applied to the chemically dependent family. Treatment issues related to family, stages of adaptation to chemical dependency, family roles, co-dependency, children of alcoholics, and adult children of alcoholics. Prerequisites: CDS 100, 101 or instructor's permission.

CDS 207 **5 credits**
**Law and Ethics in Chemical
Dependency Counseling**

This course focuses on contemporary legal and ethical issues in the field of chemical dependency counseling including professional and peer relationships, boundaries, NADAAC code of ethics, multiple relationships and values in the counseling relationship and laws surrounding counseling including confidentiality and HIPPA regulations. Prerequisites: CDS 100, CDS 101 or instructor permission.

CDS 210 **3 credits**
Community Prevention

Focuses on prevention of alcohol and other drug abuse among children and adolescents. Discusses the history of prevention, current research, community needs assessments and best/promising practices in the field of prevention, and how to design and evaluate an effective prevention program.

CDS 295 **1-5 credits**
**Field Experience in Chemical
Dependency**

Supervised work experience in a chemical dependency treatment agency approved by college faculty. Prerequisite: instructor's permission.

Chemistry**CHEM 106** **5 credits**
Drugs in Society

Explores the basis of drug action, major categories of drugs, as well as risks and benefits of drug use from an individual, social and economic viewpoint. Other topics include historical perspective and ethno pharmacology; delivery, absorption, distribution, metabolism and elimination of drugs; modern drug development and regulation. Prerequisites: ENGL& 101 (Recommended: MATH 097 or MATH 098).

CHEM& 110 **5 credits**
Chemical Concepts

Chemical concepts course for the nonscience student. Basic chemical principles and laboratory techniques are applied to contemporary topics such as nuclear chemistry, energy use and pollution. While not intended for students planning to take additional chemistry classes, course may be helpful for students with limited chemistry background. Includes laboratory.

CHEM& 121 **5 credits**
Introduction to Chemistry

Inorganic chemistry for allied health students or for individuals needing a general

science transfer credit. Includes laboratory. Prerequisites: MATH 097 or MATH 099 or MATH 100A or equivalent or appropriate assessment score.

CHEM& 131 **5 credits**
**Introduction to Organic/
Biochemistry**

General survey course satisfying allied health and agriculture program requirements. Study of reactions and nomenclature and their applications to living systems. Includes laboratory. Prerequisites: CHEM& 121 or equivalent.

CHEM& 161 **5 credits**
General Chemistry I w/lab

Study of states of matter, molecular structure, thermodynamics and reactions. For science majors, engineers and other student requiring a year or more of college chemistry. Includes laboratory. Prerequisites: A year of high school chemistry or CHEM&121 and MATH 105 or MATH&141 (preferred) or equivalent, or appropriate math assessment score, or instructor permission.

CHEM& 162 **5 credits**
General Chemistry II w/lab

Study of periodic trends, solutions, chemical bonding, kinetics, equilibrium and acid base chemistry. Includes laboratory. Prerequisites: CHEM& 161.

CHEM& 163 **6 credits**
General Chemistry III w/lab

Descriptive chemistry of metals, aqueous chemistry and electrochemistry. Discussion and measurement of the qualitative and quantitative chemistry of common cations and anions. Includes two laboratories per week. Prerequisite: CHEM& 162.

CHEM& 261 **6 credits**
Organic Chem w/Lab I

The first of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. Topics include structure, nomenclature, physical properties, reactions and synthesis of the main types of organic compounds. Lab included. Prerequisites: CHEM& 163.

CHEM& 262 **6 credits**
Organic Chem w/Lab II

The second of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. CHEM& 262

further the development of the properties, transformations and identification of organic molecules. Lab included. Prerequisites: CHEM& 261.

CHEM& 263 **6 credits**
Organic Chem w/Lab III

The third of a three-quarter sequence in organic chemistry for university transfer, intended primarily for science majors and those fulfilling requirements for professional health science careers such as medicine, dentistry and pharmacy. CHEM& 263 furthers discussion of the properties, transformations and identification of organic molecules, including bimolecular. Lab included. Prerequisites: CHEM& 262.

Communications**CMST& 101** **5 credits**
Introduction to Communication

Introduction to basic theory and practice of effective communication in interpersonal, small group, public and mass communication contexts. Emphasizes self-concept, listening, verbal and nonverbal communication, small-group interaction, public speaking presentation techniques, and mass communication analysis.

CMST& 210 **5 credits**
Interpersonal Communication

Introduction to basic theory and practice of understanding the variables affecting communication in interpersonal relationships. Emphasizes personal perception, self-concept, and verbal and nonverbal language. Focus is on informal communication settings.

CMST& 220 **5 credits**
Public Speaking

Preparation and delivery of speeches to an audience. Emphasizes choice and organization of material, development of personal assurance, audience analysis, and the improvement of vocal and physical skills.

Computer Science**CSC 101** **5 credits**
Introduction to Programming

Introduction to computer programming. Intended for non-science majors. Explores the basics of computer programming using the BASIC language. Topics include console I/O, variables, expressions, decisions, arrays, repetition, console graphics, file I/O and functions. Prerequisites: MATH 096 or MATH 098, word processing competency.

CSC 151 **5 credits**
Web Design I

Introduction to Web content development

using HTML and a variety of Web development tools. Prerequisite: familiarity with Windows Operating System.

CSC 152 **5 credits** **Web Design II**

Web application client development, using interactive technologies such as JavaScript, JavaScript libraries, CSS, HTML, and asynchronous HTTP requests. Prerequisites: CSC 151 or instructor permission.

CSC 153 **5 credits** **Web Design III- Web Application Programming**

Web application server development, including writing software that runs on the server, database integration, and delivering Web pages generated from HTML templates. Prerequisites: CSC 152 or instructor permission.

CSC 154 **5 credits** **Macromedia Flash**

Introduces the Macromedia Flash multimedia authoring platform. Students will use Macromedia Flash to integrate images, drawing, audio, video and text into multimedia applications that can be published to an Internet website.

CSC 201 **5 credits** **Programming Fundamentals**

Introduces programming fundamentals using a procedural, object-oriented language. Topics include expressions, simple I/O, data storage, variable usage, decision and repetition control structures, functions and parameter passing, design principles, and problem solving strategies. Prerequisites: MATH 097 or MATH 099, word processing competency.

CSC 202 **5 credits** **Intermediate Programming**

Introduces the concept of object-oriented programming to students with a background in the procedural paradigm. Topics include project management, classes, APIs, instantiation of objects, references, lists, file I/O of records, inheritance, composition, polymorphism, interfaces, exception handling, computer graphics and basic GUI programming. Prerequisites: CSC 201.

CSC 203 **5 credits** **Data Structures and Algorithms**

Introduces the fundamental concepts of classic data structures with associated algorithms. Topics include recursion, searching and sorting lists (arrays, linked lists, stacks, queues, vectors), algorithmic analysis, big O notation, expression parsing, binary search operations, heaps, priority

queues, other types of trees, Huffman encoding, toolbars, hash tables, and graphs. Prerequisites: CSC 202.

CSC 241 **5 credits** **SQL Database Development**

Explores the use of SQL to create, populate and maintain databases. Topics include entity relations, normalization, referential integrity, join types, selections, insertions, updates, deletes, constraints, views, indexing, stored procedures, triggers, cursors, ER modeling and database design. Prerequisite: CSC 201.

Computer Technology

CTS 105 **3 credits** **Survey of Networking**

Networking for non-CTS majors or students seeking additional background on networking. Introduces the basics of networking, such as peer-to-peer, LANs, and WANs. Discover the history behind networking and how people use networking in the real world. Understand how computers share information. Learn the vocabulary of networking-understand the terms, abbreviations and acronyms.

CTS 110 **5 credits** **Computer Hardware**

Computer hardware troubleshooting. Designed to help prepare students for industry certifications as well as provide practical hands-on experience.

CTS 115 **5 credits** **Computer Software**

Fundamentals of supporting and troubleshooting computer operating systems. Prepare to pass CompTIA's A+ OS certification exam. Covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting and troubleshooting the different Windows operating systems.

CTS 120 **5 credits** **Introduction to Networking**

Beginning course in data networks. Emphasis is placed on the OSI model and discovery of modern data network design. Learn the functions and appropriate use of network hardware, software and protocols. Helps prepare students to pass CompTIA's Network+ certification exam.

CTS 130 **5 credits** **Client Operating Systems**

Familiarizes students with client operating systems (Windows, Linux, Mac OS platforms) with emphasis on connectivity,

troubleshooting and architectural models. Gain hands-on experience in the process of installing and configuring network clients.

CTS 140 **5 credits** **Server Operating Systems**

Introduces students to the fundamentals of planning, implementing, managing and troubleshooting network servers in a modern LAN environment. Topics include connectivity, security, maintenance and disaster planning/recovery. Students will install and configure windows server.

CTS 150 **5 credits** **Network Infrastructure**

Prepares students for industry certification exams. Learn to manage and maintain a Windows server environment. Provides an overview of networking, IP addressing basics, configuring a network interface, implementing Dynamic Host Configuration Protocol (DHCP), managing and monitoring DHCP and DNS. Prerequisites: CTS 140 or instructor's permission.

CTS 160 **5 credits** **Active Directory**

Introduces Active Directory and prepares students to plan, configure and administer Active Directory infrastructure. Learn how to configure the Domain Name System (DNS) to manage name resolution, schema and replication and how to use Active Directory to centrally manage a network. Prerequisites: CTS 140 or instructor's permission.

CTS 195 **2 credits** **Technology Seminar**

Regularly scheduled seminar covering contemporary news and issues dealing with technology. May be repeated with different topics.

CTS 196 **1-5 credits** **Cooperative Work Experience**

Cooperative work experience is intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. A summary portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Prerequisites: Computer Technology Systems (CTS) instructor written permission.

CTS 221 **5 credits** **Introduction to Linux**

Provides a comprehensive overview of the Linux operating system. Become familiar with the Linux command-line environment, utilities and applications, as well as the graphical X Window environment.

CTS 222 **5 credits**
Security Fundamentals

In this introductory course in network security, learn security fundamentals. Includes identification of security issues in modern networks and how to design a network to avoid security problems. Helps students prepare for the CompTIA Security+ Certificate.

CTS 225 **5 credits**
Web Server Management

Training in setting up, managing, securing and troubleshooting Web servers in both Windows and Linux environments. Prerequisites: CTS 140 or instructor's permission.

CTS 232 **5 credits**
Network Design

Advanced course that covers LAN/WAN Network design issues. Prerequisites: CTS 150, 160 or instructor's permission.

CTS 235 **5 credits**
Managing Mail and News Servers

Covers a wide range of material about e-mail servers, from installation, configuration, administration, troubleshooting, and maintenance. Prerequisites: CTS 140 or instructor's permission.

CTS 295 **2 credits**
Technology Seminar

Regularly scheduled seminar covering contemporary news and issues dealing with technology. May be repeated with different topics.

CTS 296 **1-5 credits**
Cooperative Work Experience

Cooperative work experience is intended to provide authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. A summary portfolio of learned experiences will document the specific abilities gained through working cooperatively in a business. Prerequisites: Computer Technology Systems (CTS) instructor written permission.

Cooperative Work Experience**CWE 195** **1-5 credits**
Workplace Experience and Practicum

Provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with on-the-job training. Students must participate in 11 hours of seminars on campus.

CWE 196/296 **1-5 credits**
Cooperative Work Experience

Provides on-the-job practical field experience while offering college credit. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Work experience must be appropriately related to the educational and career objectives of the student. Prerequisite: approved application.

Criminal Justice**CJ& 101** **5 credits**
Introduction to Criminal Justice

Overview of the scope of a law enforcement officer, corrections officer, and probation officer's role. Jurisdiction of local, state and federal agencies, career opportunities and qualifications for recruitment are emphasized. Includes administration of justice concepts and history of the criminal justice system. Formerly CJ 101.

CJ& 105 **5 credits**
Introduction to Corrections

An introduction and survey of the principles and practices of the corrections field in criminal justice settings. The objectives of probation and parole with an overview of rehabilitation methods and institutional settings are emphasized. Formerly CJ 210.

CJ 110 **5 credits**
Police Organization and Administration

Introduces principles, concepts and theories relating to a police organization and administration within line and staff functions in the uniformed and investigative units.

CJ 120 **5 credits**
Introduction to Criminal Law

Basic concepts of Titles 9 and 9A of the Revised Code of Washington are presented in this course. Elements, purposes and functions of criminal law are emphasized.

CJ 130 **5 credits**
Introduction to Juvenile Justice

Course covers the elements, functions and purpose of juvenile law. Arrest, detention, petition, records, interviewing interrogation, overview of contributing factors to delinquency and the officer's role in prevention are emphasized.

CJ 140 **5 credits**
Criminal Justice Report Writing

Presents technical writing content specific to the criminal justice system including standard grammar/punctuation and basic composition skills. Content includes forms such as traffic

citations, traffic accidents or evidence tags, and a variety of technical reports for which information may be obtained from investigations, interrogations or other written reports.

CJ 150 **5 credits**
Laws of Arrest, Search and Seizure

Concepts of how to conduct a lawful arrest; search and seizure of suspects and evidence; and practicalities of conducting a search of persons, cars and houses are emphasized in this course.

CJ 201 **5 credits**
Criminal Investigations

Origins and development of criminal investigation. Emphasis on the scientific method, interrelationship of criminal investigations with criminalistics; recognition, documentation and collection of physical evidence; rules of evidence including admissibility, chain of custody and hearsay. Case studies will be used to illustrate the methodology of criminal investigation.

CJ 220 **5 credits**
Crime Scene Investigations

All aspects of crime scene investigations. Areas of emphasis include fundamentals and techniques of investigations; crime scene search; field applications in the development, collection and preservation of physical evidence. Classification and rules of evidence, admissibility, weight and value of evidence, witnesses, and presentation of evidence in court also are included.

CJ 230 **5 credits**
Crisis Intervention

Theories of perception, emotion, motivation, personality and nonverbal communication used as tools by police officers in everyday contacts. Understanding and predicting human behavior in common police situations. Develop objective approaches to human relations problems and the ability to exercise skills in personal power and nonjudgmental communication.

CJ 240 **5 credits**
Introduction to Traffic Investigations

Gain basic skills and knowledge in traffic accident investigation. Practical applications and techniques required to conduct a field investigation are emphasized. Basics of traffic control and traffic laws also are presented.

CJ 250 **5 credits**
Professional Development

Self-development activities are provided to assist students in gaining employment after graduation. Activities include civil service

examinations, both written and oral, and exercises in professional conduct. Each student will go through initial physical assessments, physical training and final physical assessment in preparation for hiring standards and academy level testing standards.

CJ 260 **5 credits** **Introduction to White Collar Crime**

Examines concepts, extent and costs of white-collar and organized crime. "Upperclass" offenders are described/contrasted to the common "street" criminals. Individual/organizational forms of white-collar crime are reviewed and assessed. Special attention is paid to the use of criminal law in the control of what was once a civil arena.

CJ 261 **5 credits** **Law Enforcement Research Methods**

Introduces concepts, approaches and methods for conducting and analyzing empirical research for criminal justice settings. Topics covered include: quantitative and qualitative research, surveying, sampling, data tabulation and assessing how to choose the appropriate method for specific law enforcement situations.

CJ 262 **5 credits** **Criminal Justice Interpersonal Communication Skills**

Interpersonal communication skills and with practical applications for criminal justice settings. Topics include: effective listening, techniques for diffusing emotionally charged situations, recognizing criminal behavior dynamics, effective confrontation strategies and identifying problematic behaviors. Designed to increase observation and articulation skills used in emotionally charged situations common in criminal justice environments.

CJ 196/296 **1-5 credits** **Cooperative Work Experience**

Second level of experience is intended to continue providing authentic experiences in the world of work by applying knowledge and skills learned in the classroom to a working environment. Variable credit class. Prerequisites: instructor's permission.

Culinary Arts

CULI 101 **7 credits** **Basic Culinary Skills**

Training for career opportunities in the institutional food service industry. Learn and practice safety and sanitation procedures,

use and maintain commercial food service equipment, learn basic cooking and baking methods, plate presentation and service, technical math for food service employees, and train for dining room management. Prerequisites: food handlers' permit, ABE Math III or appropriate assessment score.

Custom Job Skill Training

CJST 076 **1-5 credits** **Intensive GD-WorkFirst**

WorkFirst students will increase advanced skills appropriate for success on the GED tests. Emphasis on application of vocabulary and language patterns to understand and recognize words, on math processes, and on essay writing and grammar. Prerequisites: CASAS placement.

Drama

DRAMA& 101 **5 credits** **Introduction to Theater**

A study of theater as an art form. Emphasis on Western dramatic literature analysis from Sophocles to Shepard; theatrical history and the roles of the various theater artists/playwrights, actors, directors and designers in the production of plays.

Early Childhood Education

ECE 117 **3 credits** **Diversity**

Introduction to incorporating cultural, ethnic, racial, gender and physical diversity into the early childhood setting. Includes recognizing and resisting stereotypical and discriminatory behavior and working with parents and communities to create a supportive environment for diversity.

ECE 119 **1 credit** **ECE Cornerstone**

Provides an overview of the early childhood education program expectations and philosophy. Students will gain knowledge and skills in collecting work samples for the professional portfolio which they are required to develop in ECE 260.

ECE 128 **2 credits** **CDA Field Experience-I-BEST**

Under the direct supervision of a qualified early childhood professional, take on the role of the lead teacher to demonstrate proficiency in the skills needed to acquire a CDA credential. The ECE instructor will observe the student using the CDA classroom observation tool to assess the student's competency. Prerequisite: concurrent enrollment in ECE 141.

ECE 132 **2 credits** **Field Experience II**

Complete 15 hours of field experience in each of the following four approved early childhood education settings: infant/toddler program, preschool program, kindergarten or first-grade classroom, and second- or third-grade classroom (60 hours total). Concurrent enrollment in ECED& 190 (formerly ECE 212) required.

ECE 133 **2 credits** **ECE Field Experience III**

Complete 66 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from EDUC& 150 to actual practice of technical skills per Washington Skill Standards.

ECE 140 **2 credits** **CDA Capstone**

Course assists students in final preparation for CDA assessment. Develop CDA professional resource file, distribute parent questionnaires and review CDA competency goals/functional areas. Formal observation not included - students must contract with an independent adviser to fulfill the formal observation requirement. (CDA assessment fee is NOT included in the cost of this course.) Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115 (formerly ECE 102), first aid/CPR training, bloodborne pathogen education and have at least 480 hours of experience working with preschool children within the past five years.

ECE 141 **4 credits** **CDA Capstone I-BEST**

Assists students in final preparation for CDA Assessment. Develop CDA professional resources files, distribute parent questionnaires and review CDA competency goals/functional areas. Integrates technical early childhood education and adult basic skills instruction. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115 (formerly ECE 102), first aid/CPR and bloodborne pathogens education, and at least 480 hours of experience working with children, five-years of age or younger, within the past five years.

ECE 219 **5 credits** **Language & Literacy Development II**

Covers the fundamental concepts of how language is acquired and literacy emerges in children from birth through eight years. Methods of enhancing language development, listening skills, and emergent reading and writing skills in the early childhood setting

and family environment will be explored. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115, ECED& 180 (formerly 206).

ECE 220 **3 credits** **Math and Science in Early Childhood**

Methods, materials and vocabulary to use in individualized and developmentally appropriate math and science experiences in early childhood and family environments. Role of technology will be explored. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115.

ECE 221 **3 credits** **Movement/Motor Development in Early Childhood**

Students will learn to select, create and use activities to foster development of muscle coordination and strength, body awareness, movement, balance, and endurance. Individual areas of physical and creative activities will be explored, as will family and community influences. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115.

ECE 222 **3 credits** **Arts & the Creative Process**

Provides students with skills to plan and implement creative experiences in art, music, drama, dance and literature. Community resources will be identified. The relationship of the creative domain to other developmental domains is a focus. Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115.

ECE 231 **2 credits** **Field Experience IV**

Complete 60 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from ECE 220 to actual practice of technical skills as defined in the Washington Skill Standards for Early Childhood Professionals.

ECE 232 **2 credits** **ECE Field Experience V**

Complete 66 hours of field experience in an approved early childhood setting with a qualified teacher. Apply classroom theory from ECE 222 to actual practice of technical skills per Washington Skill Standards.

ECE 260 **1 credit** **ECE Capstone**

Provides the knowledge and skills needed to develop and maintain a professional portfolio to use in job searches and other career endeavors. Prerequisites: ENGL 097, ECED& 105 (formerly ECE 101), ECED& 120 (formerly 132), ECED& 107 (formerly ECE 108), ECE 119, EDUC& 115, EDUC&

130, ECED& 170, ECED& 190 (formerly ECE 212), ECED& 160, ECED& 180 (formerly 206), EDUC& 150, ECE 117, ECE 222, ECE 220, ECED& 132 (formerly ECE 215), ECE 219.

ECE 290 **4 credits** **Early Childhood Education Practicum**

Student completes 90 hours of field experience in an approved early childhood setting. Under the direct supervision of a qualified early childhood professional, student takes on the role of lead teacher to demonstrate skills in curriculum planning and implementation, child guidance, environmental design, and communication with families and program staff. Students will meet once a week with course instructor to discuss practicum experiences. Prerequisites: ENGL 097, ECED& 105 (formerly ECE 101), ECED& 120 (formerly 132), ECED& 107 (formerly ECE 108), ECE 119, EDUC& 115, EDUC& 130, ECED& 170, ECED& 190 (formerly ECE 212), ECED& 160, ECED& 180 (formerly 206), EDUC& 150, ECE 117, ECE 222, ECE 220, ECED& 132 (formerly ECE 215), ECE 219.

ECE 196/296 **1-5 credits** **Cooperative Work Experience**

Designed to provide students with on-the-job practical field experience. One credit for each five hours of work experience per week. Prerequisite: instructor permission.

ECED& 105 **5 credits** **Introduction to Early Childhood Education**

Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. Formerly ECE 101.

ECED& 107 **5 credits** **Health, Safety and Nutrition**

Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

ECED& 120 **2 credits** **Practicum-Nurturing Relationships**

In an early learning setting, apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development. Prerequisite: concurrent enrollment in ECED& 105

(formerly ECE 101). Formerly ECE 132.

ECED& 132 **3 credits** **Infants & Toddlers**

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. Formerly ECE 215.

ECED& 134 **3 credits** **Family Child Care**

Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety, and nutrition; guiding behavior and promoting growth and development.

ECED& 139 **3 credits** **Administration of Early Learning Programs**

Develop administrative skills required to develop, open, operate, manage and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and National Association for the Education of Young Children (NAEYC) standard compliance. Formerly ECE 290.

ECED& 160 **5 credits** **Curriculum Development**

Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8). Prerequisites: ECED& 105 (formerly ECE 101), EDUC& 115.

ECED& 170 **3 credits** **Environments**

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED& 180 **3 credits** **Language and Literacy Development**

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing and reading. Formerly ECE 206.

ECED& 190 **3 credits** **Observation & Assessment**

Collect and record observation of and assessment data in order to plan for and support the child, the family, the group

and the community. Practice reflection techniques, summarizing conclusions and communicating findings. Formerly ECE 212. Prerequisites: concurrent enrollment in ECED& 120. Formerly ECE 132.

Economics

ECON 101 **5 credits** **Introduction to Economics**

Study of the organization and operation of the U.S. economic system including the roles of consumers, businesses and government. Investigation of the problems and policies associated with economic growth, environmental pollution, inflation, unemployment, poverty, energy and international trade.

ECON& 201 **5 credits** **Micro Economics**

Study of consumer behavior and the revenue concepts, firm behavior and the cost concepts, price and employment theory, industrial organization, labor, agricultural and international economics.

ECON& 202 **5 credits** **Macro Economics**

Study of the structure and operation of the U.S. economic system, including economic institutions, resources, price mechanisms, public finance, economic fluctuations, national income accounting, macroeconomic theory, fiscal policy, the banking system, monetary policy and economic growth.

Education

EDUC& 115 **5 credits** **Child Development**

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives.

EDUC 130 **2 credits** **Tutor Training I**

Presents basic orientation to tutoring program policies and procedures, tutoring methods and interpersonal relationship skills for tutors. Prerequisites: college-level writing skills and acceptance in an established tutoring program or permission of instructor.

EDUC& 130 **3 credits** **Guiding Behavior**

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive

individual guidance, and enhancing group experiences. Formerly ECE 113.

EDUC 131 **2 credits** **Tutor Training II**

Presents tutor center management, advanced tutoring methods and interpersonal relationship skills for tutoring. Prerequisites: college-level writing skills and one year's experience in a tutoring program or permission of instructor.

EDUC& 136 **3 credits** **School Age Care Management**

Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development and community outreach. Formerly ECE 216.

EDUC& 150 **3 credits** **Child, Family and Community**

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication. Formerly ECE 116.

EDUC 200 **5 credits** **Introduction to Education**

Introduction to the opportunities of education as a professional career. Study of the role, preparation and certification of teachers. Discussion of the responsibilities, organization, control and financing of schools in America. Prerequisites: ENGL& 101 or equivalent, or instructor permission.

EDUC& 204 **5 credits** **Exceptional Child (Intro to Special Education)**

Introduction to the field of special education. Includes various categories of disabilities and special needs, legal and historical perspectives for special education services, roles and responsibilities of special education team members, and instructional strategies for teaching in a special education environment. (Covers the 14 core competencies for special education paraeducators.)

EDUC 210 **2 credits** **Education Practicum**

This course acquaints teacher candidates with principal issues in educational practice, and begins developing reflective teaching. Students discuss and reflect on observations of classroom management, instructional methodology, instructional assessment, diversity, exceptionalities, educational legal issues, and educational technology. In this

field experience, students work directly with teachers, administrators, and para-educators. Prerequisites: EDUC 200; finger printing and background check required.

Electricity

ELEC 115 **5 credits** **Applied Electricity**

An introduction to applied electricity in the industrial trades, this course discusses basic alternating (AC) and direct (DC) current, transformers, motors, relays, reactance, electrical power generation and power distribution systems. Prerequisites: MATH 096 or MATH 093 or instructor's signature.

ELEC 125 **5 credits** **Wiring Diagrams and Schematics**

In-depth study of ladder and pictorial wiring diagrams and schematics as applied to various industrial applications specifically in electronics, manufacturing, industrial food processing, refrigeration and industrial equipment manufacturers' circuits.

ELEC 135 **3 credits** **Control Fundamentals**

Basic introductory course for understanding control theory and principles of automatic controls used for residential, commercial and industrial equipment. Includes application, service and installation procedures for electrical, electronic and mechanical control systems. Prerequisites: ELEC 125 or instructor's signature.

ELEC 225 **5 credits** **Industrial Electricity and Controls**

Review of industrial electricity to include discussion on generation, power distribution, wiring, electrical code, transformers, solid-state motor starters, AC and DC motors, power-factor correction, speed controllers and schematics. Prerequisite: ELEC 115.

Engineering

ENGR 102 **4 credits** **Engineering Graphics and Design**

This introductory course in graphical drawing and blueprint interpretation includes orthographic projections, pictorials, lettering, scales, basic dimensioning, blueprint reading plus interpretation of documents related to blueprints such as construction contract documents, specifications and addendum, emphasizing commercial and industrial building construction. Laboratory time includes practice with basic drafting techniques.

ENGR 105 5 credits
Computer-aided Design

This course provides familiarization with computer-aided drafting techniques using an interactive microcomputer CAD system. Students create, edit and store basic drawings using a tablet digitizer and/or screen menu consisting of geometric forms and alphanumeric characters. Laboratory included. Prerequisites: strongly recommend basic computer knowledge.

ENGR 106 4 credits
Advanced Computer Aided Design

This course provides a continuation of the topics introduced in ENGR 105 with an emphasis on basic customization. Topics include configuration profiles, script files, user-created menus, slide files, attribute creation and extraction, 3-D construction, and solid modeling. Laboratory included. Prerequisites: ENGR 105 or equivalent.

English/Academic Purpose**EAP 065** 5 credits
English Pronunciation

Learn the correct pronunciation of English words through phonetic exercises with emphasis on vowel and consonant syllable use. Tongue and mouth placement will be stressed with visuals. There will be homework practice.

EAP 066 5 credits
Pronunciation II

Perfecting English pronunciation intermediate level through advanced level by practicing stressed syllables in words and stressed words in sentences, intonation, contractions, rhythm and timing, compound words, word pairs, past tense verbs, possessives, consonant clusters, and much more. Prerequisite: EAP 065.

EAP 075 5 credits
Conversational English

Provides international students with the concepts to be able to communicate with English speakers, function in college life and the community, and understand spoken language.

EAP 076 5 credits
Oral Communication in Academic Setting

Intended for non-native speakers to achieve oral skills (speaking and listening) in the academic environment. Prerequisite: EAP 075, completion of ESL 021 or equivalent, and/or instructor permission.

EAP 077 5 credits
Oral Communication in Academic Settings II

Intended for international students and non-native speakers to refine oral skills (speaking and listening) in the academic environment. Prerequisites: completion of ESL 021 or equivalent, and/or instructor permission.

EAP 085 5 credits
Writing for Transition

Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and sentence to paragraph structure.

EAP 086 5 credits
Writing for Transition II

Designed for non-native speakers to understand and use conventions of the English language, including grammar, spelling and paragraph to short composition structure. Prerequisites: EAP 085 or instructor's signature.

EAP 090 5 credits
EAP Beginning Reading

Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.

EAP 091 5 credits
EAP Reading

Designed for international students to improve reading skills. Emphasizes vocabulary development, reading comprehension and retention, and critical thinking skills. Students will begin to appreciate cultural diversity through assigned readings and classroom interactions. Prerequisites: participation in international student program.

EAP 092 5 credits
Reading for the TOEFL

Intended for international students and non-native speakers to refine reading skills in preparation for the TOEFL. Prerequisites: EAP 076, completion intermediate ESL or equivalent, and/or instructor's signature.

English**ENGL 090** 5 credits
Basic English Structure

Designed to improve writing skills. Course topics emphasize grammar and sentence structure. Students must earn a minimum

grade of "C" (2.0) or better to progress to English 097. Prerequisites: appropriate assessment scores or completion of ABE 052.

ENGL 092 5 credits
Reading Concepts

Designed to improve reading skills. Emphasize vocabulary development, reading comprehension and retention, and critical thinking skills. Begin to appreciate cultural diversity through assigned readings and classroom interactions. Students must earn a minimum grade of "C" (2.0) or better to progress to English 097. Prerequisites: ABE 032, appropriate assessment score, or instructor permission.

ENGL 097 5 credits
Composition: Paragraph

Development of written composition skills using correct and appropriate mechanical and organizational skills to produce effective paragraphs appropriate for diverse adult audiences. Prerequisites: ASSET/COMPASS placement into ENGL 097 or a minimum grade of "C" (2.0) in ENGL 090 and/or ENGL 092 as determined by placement testing. Keyboarding skills recommended.

ENGL 100 5 credits
Writing in the Workplace

Introduces writing skills needed in the workplace with emphasis in technical writing. Practice specific skills as a single effort and a collaborative effort both in and out of class. Prerequisites: ASSET/COMPASS placement in ENGL 097 or a minimum grade of "C" (2.0) in ENGL 090 and/or ENGL 092 as determined by placement testing. Keyboarding skills recommended.

ENGL& 101 5 credits
Composition: General

Development of written composition skills: emphasis on both rhetorical and mechanical skills. Practice in the process of writing—prewriting, drafting, revision/rewriting, editing—through a variety of organizational formats. Students must earn a minimum grade of "C" (2.0) or better in this course to progress to a 200-level composition course. Prerequisites: appropriate assessment scores in language usage and reading or a grade of "C" in ENGL 097. Keyboard/word processing skills recommended.

ENGL& 111 5 credits
Introduction to Literature

Introduction to the principal literary forms of fiction, poetry and drama. Readings, discussions and lectures focusing on established authors to help develop awareness and understanding of literature. Terminology and techniques for this course can be applied to other literary works.

ENGL& 112 **5 credits**
Introduction to Fiction
(Contemporary Fiction)

An introduction to the analysis of traditional and contemporary themes and styles in fiction, emphasizing a variety of literary approaches.

ENGL& 113 **5 credits**
Introduction to Poetry

The basic elements of poetry. Through class discussion and writing assignments, students analyze, interpret and evaluate poems which are broadly representative of a variety of historical periods and poetic techniques.

ENGL 135 **5 credits**
Creative Writing

Writing and revising stories and poems. Reading and evaluating other students' works. May be repeated for a total of fifteen credits.

ENGL 201 **5 credits**
Composition: Advanced Essay

Continues process of planning, revising and editing essays begun in ENGL& 101. Writing expository/argumentative essays for a variety of applications. Learning research methods and appropriate documentation styles, avoidance of plagiarism. Students must earn a grade of "C" (2.0) or better to apply this course to the Writing Skills requirement for an AAS or AST degree. Prerequisite: ENGL& 101 with a grade of "C" (2.0) or better.

ENGL 202 **5 credits**
Composition: Critical Analysis

Continues process of planning, revising and editing essays begun in ENGL& 101. Writing expository/argumentative responses to professional publications. Learning research methods and appropriate documentation styles, avoidance of plagiarism. Students must earn "C" (2.0) or better to apply this course to the Writing Skills requirements for an AAS or AST degree. Prerequisite: ENGL& 101 with a grade of "C" (2.0) or better.

ENGL 203 **5 credits**
Composition: Research

Continues process of planning, revising and editing essays begun in ENGL& 101. Writing research papers. Emphasizes topic selection, use of print and electronic sources, note taking, credibility, fact and opinion, logic, avoidance of plagiarism, and documenting sources. Students must earn "C" (2.0) or better to apply this course to the Writing Skills requirement for AAS or AST degree. Prerequisites: ENGL& 101 with a grade of "C" (2.0) or better.

ENGL 215 **5 credits**
Fantasy Fiction

Study of fantasy, magical realism and speculative fiction as literary forms with emphasis on the analysis of theme, symbolism, structure and character.

ENGL& 226 **5 credits**
British Literature

A survey course of selected British authors and works of literature from Old English, Middle Ages, Renaissance, Neo-Classical, Romantic, Victorian and Modern periods.

ENGL& 235 **5 credits**
Technical Writing

Expands the writing process begun in ENGL& 101 through technical and professional writing. Emphasizes using print and electronic sources, note taking, logic, avoiding plagiarism, documenting sources, and addressing multiple audiences. Students must earn a "C" (2.0) or better to apply this course to the Writing Skills requirement for AAS, AST, or DTA. Prerequisites: ENGL& 101 with a grade of "C" (2.0) or better.

ENGL 240 **5 credits**
Survey of World Literature

A survey course which examines major works of literature, both ancient and modern, from various languages and diverse cultures--western and non-western.

ENGL 245 **5 credits**
20th Century World Literature

20th century literary selections from a wide variety of the world's cultures. Covers literary genre, critical methodologies, research and critical thinking. See WAOL official course outline.

ENGL 250 **5 credits**
Survey of American Literature

Survey of American literature from the sixteenth century through the twentieth century. Emphasizes the historical, political and cultural basis for the American myth, the American hero and the diversity of American literary genres, stressing the relation between societies/cultures and the works of American writers.

ENGL 275 **5 credits**
Fiction Writing

A workshop that introduces the varieties of literary fiction being written today, the techniques and strategies for writing fiction. Emphasizes reading professional models and the development and application of criteria for evaluating and revising stories.

ENGL 276 **5 credits**
Poetry Writing

A workshop that introduces the varieties of forms, styles, voices and strategies for writing poetry. Emphasizes reading professional models and the development and application of criteria for evaluating and revising poems.

English/2nd Language

ESL 007 **1 credit**
ESL via Computers

Designed for the non-native English speaking student. Focus is on the reinforcement of learning in the Intermediate ESL or Advanced ESL companion classes via use of email, internet searches, and word processing. Topics reflect student needs and interests. Contextualized learning and goal-setting are emphasized. Prerequisites: CASAS placement test, Basic ESL, or Intermediate ESL.

ESL 020 **10 credits**
Basic ESL

Designed for the non-English speaking student. Focus is on reading, writing, listening, and speaking skills important in everyday life, including the alphabet, grammar, pronunciation, vocabulary, and the present tenses, all at the introductory level. Topics reflect student needs and interests. Contextualized learning and goal-setting are emphasized. Prerequisites: CASAS placement test.

ESL 021 **10 credits**
Intermediate ESL

Designed for the non-native English speaking student. Focus is on reading, writing, listening, and speaking skills important in everyday life, including grammar, pronunciation, vocabulary, verb usage, and sentence structure, all at the intermediate level. Topics reflect student needs and interests. Contextualized learning and goal-setting are emphasized. Prerequisites: CASAS placement test or Basic ESL.

ESL 022 **5 credits**
Advanced ESL

Designed for the non-native English speaking student. Focus is on reading, writing, listening and speaking skills important in everyday life, including grammar, pronunciation, vocabulary, verb usage and sentence structure, all at the advanced level. Topics reflect student needs and interests. Contextualized learning, goal-setting and transition are emphasized. Prerequisites: CASAS placement test or Intermediate ESL.

Environ. Systems & Refrig. Tech.**ESRT 102** **1 credit**
OSHA 10 Safety Principles

An online course which focuses on the OSHA standards and guidelines for enhancing safety and health in the workplace. Topics include introduction to the OSHA Act, enforcement and recordkeeping, walking-working surfaces, means of egress, emergency action plans, fire protection plans, electrical safety, hazardous materials, personal protective equipment and hazard communication.

ESRT 110 **5 credits**
Refrigeration Principles

Introduction to basic heat transfer, refrigeration applications, major components, equipment and systems. Includes job opportunities, tools and test instruments. Lab encompasses experiments in boiling, freezing, temperature, refrigerants, gauges and repair standards. Lab projects include repairing residential and light commercial equipment while emphasizing the proper use of repair instruments and procedures. Prerequisites: MATH 096 or MATH 093 or instructor's signature.

ESRT 114 **1 credit**
Refrigerant Recovery/Recycle

Introduction to proper handling of CFC/HCFC refrigerants and non-CFC replacements, including recovery, recycle and reclaiming processes. Global issues, regulations and legislation discussion will prepare students for national certification. Prerequisites: ESRT 110 or concurrent enrollment.

ESRT 120 **5 credits**
Heating Systems

Introduction to heating systems, emphasizing electric, gas, oil, solar systems, hot water and steam boiler systems. Includes lab experience troubleshooting, practicing repair procedures and combustion analysis. Proper use of tools, instruments and tests to perform efficiency measurements included. Prerequisites: ESRT 110 or instructor's signature.

ESRT 130 **5 credits**
Air Conditioning and Heat Pumps

Principles of the air conditioning and heat pump processes, including mechanical components, ventilation, filtration, psychrometrics and relative humidity. Emphasis will be toward residential applications and tools for service and troubleshooting. Laboratory experience includes repairing and servicing residential and light commercial air conditioning and heat pump equipment. Prerequisites: ESRT 110 or instructor's signature.

ESRT 136 **2 credits**
Indoor Air Quality

Learn the techniques used to recognize the signs of IAQ problems, investigate for potential pollutants and their sources, determine the levels of common pollutants in indoor air, and propose solutions to the problem. Provides information, hands-on experience and practical guidance in conducting inspections and evaluating the performance of mechanical ventilation systems.

ESRT 200 **5 credits**
Commercial HVACR Equipment

Study of systems and components used in commercial HVACR applications. Emphasis on proper installation and diagnostic procedures. Ice machines, walk-ins, display cases, compressors, condensers, evaporators, valves, piping, service techniques and test equipment to be highlighted. Packaged rooftop HVAC units will also be covered. Prerequisites: ESRT 110 or instructor's permission.

ESRT 205 **2 credits**
Blueprint Reading

In-depth study of construction blueprints for residential, commercial and industrial facilities emphasizing interpretation as it applies to energy and HVAC industries. Additional information will include interpretation of contract documents, specifications and addendums emphasizing building components.

ESRT 210 **3 credits**
Boiler Systems

Advanced study of commercial and industrial boiler applications commonly found in larger facilities. Includes low-pressure hot water and steam boilers, high pressure steam boilers, boiler fittings, feed water accessories, combustion accessories, draft control and water treatment. Operations, maintenance, energy efficiency and boiler room safety are emphasized. Prerequisites: ESRT 110 or instructor's permission.

ESRT 215 **3 credits**
Commercial DDC HVAC Controls

Course on DDC - Direct Digital Controls for HVAC (heating, ventilation and air conditioning) controls used in commercial building systems. Includes information on electrical, pneumatic, DDC electronic controls and associated equipment. Course work emphasizes generic approach while studying specific manufacturers' specifications and data sheets. Prerequisites: ELTRO 132 or instructor's permission.

ESRT 220 **3 credits**
Industrial Refrigeration Systems

Principles of industrial refrigeration systems and equipment as applied to industrial warehouses and buildings. Includes information for direct expansion, flooded, overfeed systems. Discussion of ammonia and halocarbon (freon) compressor types, condensers, evaporators, metering devices, pumps, defrost methods, vessels and related devices. Prerequisites: ESRT 110 or instructor's signature.

ESRT 222 **3 credits**
Industrial Refrigeration Lab

Industrial refrigeration laboratory experience becoming familiar with machinery, electricity, and controls associated with industrial refrigeration equipment including compressors, valves, motors, controls, pumps, boilers, and associated components. Prerequisites: concurrent enrollment in ESRT 220 or instructor's permission.

ESRT 223 **3 credits**
Design and Load Applications

Application engineering and design course for calculating air conditioning and heating equipment. Includes computerized design of heat loads and heat gains, duct sizing and equipment selection. Design energy efficient HVAC equipment for heating and air conditioning systems used in residential and light commercial buildings. Prerequisites: ESRT 110 or instructor's permission.

ESRT 230 **2 credits**
Industrial Refrigeration Maintenance and Safety

Continuation of ESRT 220, with emphasis on maintenance, operation and safety. Information will include scheduling, preventive maintenance, water treatment, troubleshooting, repair procedures, energy conservation, process safety management (PSM) programs and risk management programs (RMP). Prerequisites: ESRT 220 or instructor's permission.

ESRT 232 **3 credits**
Industrial II Refrigeration Lab

Hands-on experience working with advanced industrial refrigeration equipment, applying process safety management and risk management principles. Additional lab work will include working on equipment for commercial and industrial buildings and facilities. Software, hardware, service, interpreting blueprints and troubleshooting control systems will be emphasized. Prerequisites: concurrent enrollment in ESRT 230 or instructor's permission.

ESRT 238 **3 credits**
HVAC Commissioning, LEED and TAB Testing

Reviews HVAC TAB (Test, Adjust and Balancing) process, including the process of commissioning of various types of building HVAC energy management and control systems, and how the LEED (Leadership in Energy and Environmental Design) certification process is implemented and steps to arrive at certification. Documentation requirements are covered to become a certified TAB and LEED individual for students to take the national exam. Prerequisites: ESRT 110, ESRT 223.

ESRT 295 **2 credits**
Capstone HVACR Project

Provides the second-year students the opportunity to advance their skills through an applied project in their field of interest or specialization within the HVACR industries.

ESRT 196/296 **1-5 credits**
Work Experience

Designed to provide students with on-the-job practical field experience. One credit for each five hours of work experience per week. Prerequisite: instructor's signature.

Geography

GEOG& 100 **5 credits**
Introduction to Geography

Introduction to the study of human geography and the major themes of the discipline. Topics include human-environment interaction, population and migration, cultural diffusion, patterns of health and nutrition, industrialization, economic development, and political geography. These will be approached in the context of regional difference and globalization.

GEOG& 102 **5 credits**
World Regional Geography

Examines the diversity of the world's human and physical landscapes using a regional approach. Geographic concepts and the dynamics of development are discussed within the context of 10 major geographic realms. Regional disparities and interdependencies provide an important focus for understanding the global complexity of social systems.

GEOG& 207 **5 credits**
Economic Geography

Survey of the field of economic geography, including globalization, economic development, location analysis, rural and urban land use. Economic debates and alternative theories examined in historical and current context. Global, regional and local

scales employed to explore how production, distribution and consumption of goods and services are geographically organized.

Geology

GEOL& 101 **5 credits**
Introduction to Physical Geology

Study the geologic processes that shape the earth. Determine how the earth works and its history by applying principles of geology, chemistry, and physics. Topics include plate tectonics, earthquakes, volcanoes, rocks, minerals, glaciers, rivers, geologic maps, and the structure of the earth. May include field trips. Includes laboratory. Prerequisites: MATH 96 or MATH 093 or higher.

GEOL& 208 **5 credits**
Geology of the Pacific Northwest

Learn Pacific Northwest geology and geologic history by studying rocks, sediments, landforms, fossils, geologic maps, and geologic structures. Examine how plate tectonics, volcanoes, rock formations, faulting, folding, geologic periods, mountain building, terrain accretion, earthquakes, glaciers, rivers, and floods have created our land. May require field trip(s). Includes laboratory.

GEOL 218 **5 credits**
Environmental Geology

Explore how the earth environment controls human existence and how earth itself changes in response to human activities. Study the determining factors and predict the effects of earthquakes, volcanic eruptions, landslides, floods, changing climates and human use of earth's resources of energy, minerals, water and soil. Prerequisites: MATH 096 or MATH 093 or higher.

German

GERM& 121 **5 credits**
German I

Elements of German phonetics and orthography. Introduction to German grammar and conversational usage. Background in English grammatical terminology is recommended. Formerly GER 101.

GERM& 122 **5 credits**
German II

Continuation of German I. Increased use of German as the language of instruction. Background in grammatical terminology is recommended. Courses should be taken in sequence. Prerequisite: GERM& 121 (formerly GER 101).

GERM& 123 **5 credits**
German III

Continuation of German II. Increased use of German as the language of instruction. Background in grammatical terminology is recommended. Courses should be taken in sequence. Prerequisite: GERM& 122 (formerly GER 102).

Health

HLTH 051 **1 credit**
First Aid & CPR

The standard first aid and CPR skills a person needs to know as the first link in the emergency medical services system. The focus is to prepare the participants to respond correctly in emergencies.

HLTH 110 **9 credits**
Emergency Medical Technician

Study and practice in the techniques of advanced emergency medical care required by emergency medical technicians. Consists of 66 classroom hours and 66 emergency laboratory hours.

HLTH 123 **3 credits**
Medical Terminology

Prepares students for beginning studies in allied health careers. Includes study of terms in anatomy, physiology and pathology through word analysis with emphasis on word parts: prefix, root and suffix. Also covered are medical abbreviations and pathologic terms used for common medical diagnoses, diagnostic tests and operative procedures. Prerequisites: basic English grammar and spelling skills required.

History

HIST& 116 **5 credits**
Western Civilization I

General survey of the Near East, Mediterranean area and Europe, emphasizing the political, economic, intellectual and cultural aspects that have contributed to the development of our own society. Covers the period between preliterate history and the Renaissance.

HIST& 117 **5 credits**
Western Civilization II

A general survey course of Europe and the Middle-East, covering the period C.500 C.E. to the French Revolution. Emphasis of the class will be on the political, social and cultural aspects that have contributed to the emergence of modern Europe and their effects on our own society and history.

HIST& 118 **5 credits**
Western Civilization III

Survey of the modernization of the West, from the French Revolution until the present. The political, economic, industrial, cultural and social aspects of the era as they relate to our own society will be stressed.

HIST& 146 **5 credits**
US History I

A general history of the United States from the earliest indigenous societies and cultures to the end of the American Civil War. The primary focus of this course is to chart the development American society, culture, and politics. Additionally, the course attempts to stress the diversity of cultures and peoples found in the United States and the impact of this diversity upon the development of American history.

HIST& 147 **5 credits**
US History II

A survey of American history from the Reconstruction Era until the present. The primary focus of this course is to describe the social, cultural, political, and economic emergence of contemporary America. The course will emphasize the tremendous economic, social, cultural, demographic, and political transformations that the United States experienced during this time period.

HIST 174 **5 credits**
Western World History-Latin America

A broad survey of Latin American history from the birth of New World civilizations until the 20th century. The purpose of this course is to describe the diverse societies and cultures that have shaped the Latin American world, as well as detail the unique historical experiences of this region of the world.

HIST& 214 **5 credits**
Pacific NW History

Survey of the historical, economic and political developments of the Pacific Northwest region. Course meets Washington state requirements for certification of teachers.

HIST 230 **5 credits**
History/First Peoples of the Plateau Region

Survey of the political, economic, social and spiritual changes affecting the 12 diverse nations of the Confederated Tribes on the Colville Reservation.

HIST 271 **5 credits**
Eastern World History-Southeast Asia

An introduction to the history of Southeast

Asia from the earliest civilizations until the 20th century. Emphasis is placed on understanding the development of Southeast Asian cultures and societies, as well as charting the emergence of the modern countries that are found in the region.

HIST 274 **5 credits**
Eastern World History-East Asia

A general survey of the history of East Asia from prehistoric times until the 20th century. This course seeks to help students understand the development of modern China, Korea and Japan from their ancient origins and traditions. The class will stress the emergence of these three distinct cultures and societies, as well as emphasizing the diversity found within each country.

HIST 275 **5 credits**
Eastern World History-South Asia

An overview of the history of South Asia from the earliest civilizations until the 20th century. A particular emphasis will be given to describing the development of unique societies and cultures in South Asia. The course will focus primarily upon the peoples and cultures of modern India and Pakistan, but attention will also be given to Nepal, Bhutan and Afghanistan.

Humanities**HUM& 101** **5 credits**
Introduction to Humanities

An introduction to the critical thinking, arts and philosophical ideas that enrich human experience.

HUMN 141 **5 credits**
Film and Culture

Explores the elements of film structure and content for analysis and understanding of the human experience. Through critical viewing, thinking and writing, students will gain a basis for understanding how cultural themes and values are expressed in film.

HUMN 200 **5 credits**
Ancient Greece

Probes the Ancient Greek history, government, science, philosophy, art, architecture and literature - both epic poetry and tragedy.

HUMN 201 **5 credits**
Humanities in Western Civilization I

A survey of the humanities from ancient Greece through the Italian Renaissance.

HUMN 202 **5 credits**
Humanities in Western Civilization II

A survey of the humanities from the

Renaissance through the 20th century.

HUMN 206 **5 credits**
Symbolism and Mythology

A study of the meaning, value and scope of symbolism and myth.

Industrial Electronics**ELTRO 101** **5 credits**
Basic DC-1

Fundamental theory, multi-meter usage, Ohm's Law, series and parallel circuits, voltage and current laws, series/parallel combination circuits, DC motors, generators, semi-conductors, and instrumentation. A lab section provides hands-on exercises to reinforce principles and applications to test and troubleshoot circuits. Prerequisites: MATH 096 or MATH 093 or instructor's permission.

ELTRO 121 **5 credits**
Digital Electronics

A comprehensive focus on the concepts, terminology, components and circuits that combine to form the basic digital electronic system. Includes digital number systems, gates, inverters, Boolean algebra, flip-flops, registers, timers and counters. Hands-on lab exercises include building logic gate circuits and working with 7400 series digital components. Prerequisites: ELTRO 101 or instructor's permission.

ELTRO 132 **5 credits**
Intro to Computerized Controls and PLCs

Introduction to programmable logic controllers (PLCs). Includes practical lab work on industrial PLC controls. Basic ladder logic programming skills and installation methods will be introduced. Experiment with a PLC controller/simulator and mechanically controlled systems with physical inputs and outputs to reinforce concepts. Prerequisites: ELTRO 121 or instructor's permission.

ELTRO 196 **1-5 credits**
Work Experience I

Designed to provide students with on-the-job practical field experience related to electrical and electronic industries. One credit is earned for each five hours of work experience per week. Prerequisites: by permission of the instructor.

ELTRO 202 **2 credits**
Intro to National Electric Code (NEC)

Covers the current edition of the National Electric Code (NEC). Through classroom lecture and discussion, develops comprehension of the NEC sections and

relevant industrial electronics and electricity applications.

ELTRO 210 **5 credits** **Programming Software for PLCs**

Course focuses on development, design and implementation of advanced programming ladder logic software and subroutines to perform industrial control processes and applications. Data organization, file management, relay instructions, comparisons, sequencers and PID control will be introduced and applied through hands-on exercises. Prerequisite: ELTRO 132.

ELTRO 220 **3 credits** **Control Devices and Motor Drives**

The theory of operation, calibration and troubleshooting of common control valves, actuators and motor drives, including electronic variable frequency drives (VFDs) and variable speed drives (VSDs). Prerequisite: ELTRO 210.

ELTRO 221 **5 credits** **Graphic Interface Programs for PLCs**

Covers elements of drag-and-drop, relaxed editor, programming and using graphics for touch-screen technology, and how to program symbolically for reusable ladder development. Includes use of software to create human machine interface (HMI/MMI) technologies, object-oriented animated graphics, and enhanced trending, alarming, derived tag creation and event detection. Prerequisite: ELTRO 210

ELTRO 223 **3 credits** **Programming Software for Tag-Based PLCs**

Focuses on the development, design and implementation of advanced programming ladder logic using tag-based data organization. Class focuses on the useful "tag-naming" of PLC outputs, inputs and their use in PLC logic. Tag-naming enables students to construct PLC programs that are readable and understandable by tradespersons across industry. Prerequisites: ELTRO 132.

ELTRO 230 **5 credits** **Programmable Logic Controller Networks**

Introduces the many networks for online communications, including Serial, ControlNet, DeviceNet, Profibus and Ethernet networks. Also use network technology to multicast input devices, share data between controllers, and control remote I/O. Prerequisite: ELTRO 220.

ELTRO 231 **5 credits** **Troubleshooting Electronic PLC Control Systems**

Learn procedures for isolating and safely correcting problems in an industrial electricity/electronics system. Includes editing, uploading, downloading, saving and restoring PLC programs, and interpreting basic ladder logic instructions. Hands-on practice uses actual electronic controls and PLC system workstations. Prerequisites: ELTRO 210.

ELTRO 240 **5 credits** **Industrial Hydraulics and Pneumatics**

Introduction to hydraulic and pneumatic systems, fluids, pumps, sensors, control devices, control valves, hydraulic cylinders, and receiver controllers. Includes system energy requirements, hydraulic and pneumatic logic, and the requirements and examples for interfacing into electronic Programmable Logic Controllers (PLC) automation controllers.

ELTRO 296 **1-5 credits** **Work Experience II**

Designed to provide students with additional on-the-job practical field experience related to electrical and electronic industries. One credit is earned for each five hours of work experience per week. Prerequisite: instructor permission.

Industrial Technology

INDT 100 **3 credits** **Introduction to Aerospace Electronics**

Introduction to careers in aerospace and related industries. Hands-on practice in basic electrical/electronic laboratory procedures including measurement, meters, use and maintenance of other tools and equipment. Emphasizes personal safety and maintaining a safe workplace.

INDT 135 **5 credits** **Metal Fabrication I**

Designed to introduce commonly used metal fabrication techniques. Including but not limited to: measuring instrumentation, metal preparation, welding, machines (drills, saws, grinders, mills and lathes) and metal bending devices. Emphasis placed on the safe use of tooling, preplanning and fabrication of structurally sound projects. Prerequisite: WELD 128.

INDT 136 **3 credits** **Metal Fabrication II**

Introduces an intermediate level of

fabrication techniques such as measurement instrumentation, metal preparation, welding, machines (drills, saws, grinders, mills and lathes) and metal benders. Emphasis is placed on the safe use of tooling, pre-planning and fabrication of structurally sound projects. Prerequisites: INDT 135.

INDT 140 **2 credits** **Plant Tours**

Bi-monthly power plant or production facility tours introduce specific working environments. Mechanical and electrical operational principles, workplace safety, OSHA/WISHA compliance, Personal Protective Equipment, apprenticeship opportunities, wages, and individual employment responsibilities will be addressed. Employee handbooks, accident investigations and safety materials will be discussed in lecture.

INDT 164 **5 credits** **Plant Maintenance**

An overview of the proper maintenance associated with industrial and commercial equipment. Both mechanical and electrical hands-on skills will be included. Students will study bearing and bearing failures, vibration analysis, thermal imaging, specific plant safety hazards and the monetary benefits of a well executed maintenance strategy.

INDT 250 **2 credits** **Aerospace Electronics Capstone**

Culmination of year-long certificate program including final project. Includes review for industry certification testing, guidance for compilation of simple portfolio for job-seeking purposes, and other job-seeking activities.

INDT 276 **3 credits** **Digital Design Capstone**

Provides a capstone experience for the digital design program, including practical application of the design and computer skills learned within the degree, portfolio development, and industry familiarity. Prerequisites: capstone of program sequence, taken in the last quarter.

Japanese

JAPN& 121 **5 credits** **Japanese I**

To develop students' communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level.

JAPN& 122 **5 credits** **Japanese II**

Continuation of Japanese I. Develop

communicative skills in everyday situations in Japanese. Learn reading and writing skills at the elementary level. Prerequisite: JAPN& 121.

JAPN& 123 **5 credits** **Japanese III**

Continuation of Japanese II. This course deals with more grammatical aspects of Japanese language than Japanese II. However, the primary objective is still to develop students' communicative skills in everyday situations in Japanese. Students also will learn reading and writing skills at the elementary level. Prerequisite: JAPN& 122 or equivalent.

Journalism

JOUR 101 **5 credits** **Introduction to Journalism**

An introduction to American journalism emphasizing reporting, interviewing and writing, and journalism history, law and ethics. Lectures, class discussions and guest speakers introduce students to the fundamentals of journalism. Prerequisites: assessment score for ENGL& 101 level.

Latin

LATN 101 **5 credits** **Latin I**

Introduction to the most fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student's request.

LATN 102 **5 credits** **Latin II**

Continued study of the fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student's request. Prerequisite: LATN 101 or equivalent.

LATN 103 **5 credits** **Latin III**

Conclusion of study of the fundamental elements of Latin with equal emphasis on reading, writing, speaking and listening skills. The classical pronunciation will be used in class, although Italian (liturgical) pronunciation can be given attention at the student's request. Prerequisite: LATN 102 or equivalent.

LATN 110 **1-4 credits** **Conversational Latin Workshop**

An immersive, activity-based workshop in

Latin conversation. Spend a minimum of two and a maximum of 10 and a half days speaking and engaging in a wide variety of both specialized and common daily activities in Latin. Prerequisite: one year of Latin and instructor's signature.

LATN 220 **1-4 credits** **Conversational Latin Workshop**

An immersive, activity-based workshop in Latin conversation. Spend a minimum of two and a maximum of 10 and a half days speaking and engaging in a wide variety of both specialized and common daily activities in Latin. Prerequisite: two or more years of Latin and instructor's signature.

Library

LIBR 101 **2 credits** **Computer Research Skills**

Covers the basic skills necessary to acquire and use information from a variety of electronic sources. Students will survey the types of information available via the WVC library computer network and the Internet with an emphasis on practical research skills. Prerequisite: basic computer skills are recommended.

LIBR 105 **5 credits** **Learning for the 21st Century**

Develops a framework for online research and builds skills for successful online learning. Through quarter-long research projects, examine strategies for locating, evaluating and applying information resources in the research process and explore information issues such as censorship, intellectual property and freedom of information. Independent library field trip required. Prerequisites: eligibility for ENGL& 101 and basic computer skills.

Mathematics

MATH 090 **5 credits** **Basic Mathematics**

Covers basic operations of adding, subtracting, multiplying, dividing; powers and roots with whole, fractional, and decimal numbers. Introduces adding, subtracting, multiplying and dividing with signed numbers. Covers ratios/proportions and percents. For students who need a firm foundation in math before pursuing academic objectives and/or higher level math. Calculators not allowed. Prerequisites: appropriate ABE or assessment score.

MATH 093 **5 credits** **Pre Algebra**

The course is designed for students

transitioning between arithmetic and algebra. Students will review arithmetic with real numbers, work with expressions containing variables, solve linear equations, graph linear equations in two dimensions, calculate slopes and intercepts for lines, and use unit analysis to solve applications. This course prepares students for MATH 098. Prerequisites: "C" or better in MATH 090 or appropriate assessment score.

MATH 098 **5 credits** **Elementary Algebra**

Topics include solving linear, quadratic (by factoring) and rational equations; solving a linear system of equations; manipulating polynomials (adding, subtracting, multiplying and dividing); and using exponent properties to simplify expressions. Students will also graph linear equations in two variables, calculate slopes, and find linear functions. Function vocabulary will be used. Prerequisites: a "C" or better in MATH 093 or appropriate placement score.

MATH 099 **5 credits** **Intermediate Algebra**

Topics include: solving quadratic, absolute value, rational, radical, exponential and logarithmic equations; graphing shifted quadratic and absolute value functions; simplifying radical expressions, solving systems of linear inequalities; evaluating logarithms; finding the vertex of a quadratic function. Prerequisites: a "C" or better in MATH 098 or appropriate placement recommendation.

MATH 100A **5 credits** **Technical Math for Allied Health**

Applied mathematics course for allied health students. Interpreting and computing dosages. Topics include fractions, percentages, measurement systems including time and temperature, unit conversions, oral, parenteral, IV and pediatric dosages. Topics from statistics and the TEAS test are also included. Not intended for students transferring to a four-year college. Prerequisites: MATH 096 or MATH 098 with a "C" (2.0) or better or appropriate assessment score.

MATH 100T **5 credits** **Technical Math for Industrial Fields**

Applied course in mathematics for industrial fields. Topics include proportions, formulas, conversions, geometry and basic trigonometry and their applications to industry. Not intended for the student planning to transfer to a four-year college. Prerequisites: MATH 096 or MATH 096B or MATH 093 with a "C" (2.0) or better or appropriate score.

MATH 105 **5 credits**
College Algebra

Includes fundamental operations, factoring, linear and higher equations, functions and their graphs, inequalities, systems of equations, exponential and logarithmic functions and their relationship to the social and natural sciences. Prerequisite: MATH 097 or MATH 099 with a grade of "C" (2.0) or better or appropriate assessment score.

MATH 108 **5 credits**
Mathematical Reasoning

Emphasizes the mathematical reasoning process. Explores problem solving, sets and their properties, symbolic logic, and geometry. Additional topics can include counting techniques, probability, consumer math or other topics in the text. Course is for students seeking to broaden their appreciation of math. Prerequisites: MATH 097 or MATH 099 with a grade of "C" (2.0) or better or appropriate assessment score. Evidence of competency in MATH 097 or MATH 099 is required for this course to transfer.

MATH& 141 **5 credits**
Precalculus I

Functions and their graphs (including elementary, exponential and logarithmic functions, and the conic sections) and their inverses in the context in which they are used in calculus. Work with graphing calculators will be integrated into the course. Prerequisites: MATH 105 with a grade of "C" (2.0) or better or appropriate assessment score.

MATH& 142 **5 credits**
Precalculus II

Introduction to trigonometric functions as they relate to the unit circle and right triangle. Graphs of the functions, applications, problem solving, identities, inverse functions, complex numbers, vectors and analytic geometry including polar coordinates and parametric equations. The basic concepts of sequences and series will be covered. Prerequisites: MATH& 141 with a grade of "C" (2.0) or better or appropriate assessment score.

MATH& 146 **5 credits**
Introduction to Stats

Fundamental concepts and applications of descriptive and inferential statistics. Includes measures of central tendency and variability, statistical graphs, probability, the normal distribution, hypothesis testing, confidence intervals, ANOVA testing and regression analysis. Graphing calculator or statistical software techniques are used throughout the course. Prerequisites: MATH 105 with a "C" (2.0) or better, appropriate placement score, or instructor signature.

MATH& 148 **5 credits**
Business Calculus

Differential and integral calculus designed for students majoring in business administration, social sciences and other programs requiring a short course in calculus. Work with graphing calculators will be integrated into the course. Prerequisite: MATH 105 with "C" (2.0) or better or appropriate assessment score.

MATH& 151 **5 credits**
Calculus I

Introduction to limits, derivatives, higher-order derivatives and implicit differentiation. Applications involving maximums and minimums, and related-rates. Analysis of graphs of functions. Prerequisites: MATH& 142 with a "C" (2.0) or better or appropriate assessment score.

MATH& 152 **5 credits**
Calculus II

Definite and indefinite integrals, techniques of integration. Application of the integral to areas, volumes and work problems. Derivatives and antiderivatives of the transcendental functions. Prerequisite: MATH& 151 with a "C" (2.0) or better.

MATH& 153 **5 credits**
Calculus III

More techniques and applications of integration. Parametric equations and polar coordinates, vectors and vector-valued functions, infinite series and sequences. Prerequisite: MATH& 152 with a grade of "C" (2.0) or better.

MATH& 171 **5 credits**
Math for Elementary Educators I

First of three math courses intended for elementary educators. Topics include number theory, mathematical problem solving, real number systems, arithmetic operations and functions. Other topics related to math instruction at the Pre-K – 8 level will be included. Hands-on activities are incorporated. Prerequisites: appropriate assessment score, or a grade of "C" (2.0) or higher in MATH 099 or a college-level math class. Evidence of competency in MATH 099 is required for this course to transfer.

MATH& 172 **5 credits**
Math for Elementary Educators II

Second of three math courses intended for elementary educators. Topics include two dimensional geometric shapes and their properties, angle measures, areas and perimeters, three dimensional figures, geometric construction, similar triangles, graphing in the coordinate system, trigonometric functions and tessellations.

Hands-on activities are incorporated. Prerequisites: MATH& 171 with a grade of "C" (2.0) or better.

MATH& 173 **5 credits**
Math for Elementary Educators III

Third of three math courses intended for elementary educators. Topics include arithmetic operations on real numbers as decimals and rational numbers; proportions; percents and their applications; probability; counting; data analysis and descriptive statistics. Hands-on activities are incorporated. Prerequisites: MATH& 171 with a grade of "C" (2.0) or better or instructor permission.

MATH 200 **5 credits**
Finite Mathematics

Survey of the essential quantitative ideas and mathematical techniques used in decision making in a diversity of disciplines. Includes systems of equations and matrices, linear programming, finance, probability and its uses. Additional topics may be included. Graphing calculators will be integrated into the course. Prerequisites: MATH 097 or MATH 099 with a grade of "C" (2.0) or better or appropriate assessment score.

MATH 211 **5 credits**
Linear Algebra

Studies matrices, determinants, systems of equations, vector spaces including row, column, null and nullspace of the transpose, orthogonality, inner product spaces, least square solutions, eigenvalues/eigenvectors, transformation matrices, dynamical systems and diagonalization. Geometrical understanding will be emphasized. Applications in business, computer science and engineering and an introduction to proofs. Prerequisites: MATH& 152 or instructor permission.

MATH 238 **5 credits**
Differential Equations

Modeling with and solving of first- and higher-order ordinary differential equations, systems of linear equations, Laplace Transforms and series solutions of linear differential equations. Methods include numerical, qualitative and analytic approaches. The course will include modeling applications in engineering, chemistry and population studies. Prerequisites: MATH& 152 or instructor permission.

MATH& 254 **5 credits**
Calculus IV

Multivariable calculus, vector functions, vector fields, gradients, functions of several variables, double and triple integrals in rectangular, polar, cylindrical and spherical

coordinate systems; line and surface integrals, Green's Theorem, curl and divergence, Divergence Theorem, Stokes' Theorem. Prerequisite: MATH& 153 with a "C" (2.0) or better.

Medical Assistant

HCA 110 5 credits Medical Office I

Beginning skills for use in a business office, including computer systems, reception, appointment scheduling, office mail, telephone skills and medical filing procedures. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 111 5 credits Body Structure and Function

Study of body structure and function of body systems and related diseases commonly associated with each system. Diagnostic and laboratory procedures used for diagnoses are discussed throughout the course. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 112 5 credits Pharmacology

Basic concepts of pharmacology, including basic drug categories and use of most commonly prescribed medications in the medical office. Includes a review of math concepts related to medications, dose calculations, administration principles, injection preparation and site choice, and safety practices associated with medication administration. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 113 1 credit HIV/AIDS Education

Meets requirements of the AIDS Omnibus Bill passed by the Washington state Legislature regarding HIV/AIDS education for employees working in a health-care setting. OSHA's bloodborne pathogens standard concerning universal precautions is emphasized. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 115 7 credits Clinical Procedures I

Introduction to clinical procedures for the medical office, including taking a medical history, exam room preparations, vital signs and measurements, assisting with minor surgery, medical asepsis and infection control, universal precautions for blood and body fluids, principles of rehabilitation and charting. Prerequisite: acceptance into the

medical assistant program or instructor's signature.

HCA 116 3 credits Office Communications

Includes integrated computer applications and development of professional written communication skills for use in the medical office, and principles of customer relations. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 118 2 credits Medical Law and Ethics

Study of workplace legalities, including a basic overview of the legal system and legal and ethical considerations for the medical assistant in the medical office. Topics include medical records, management, medical contracts, concepts of health-care reform and workplace responsibilities, including confidentiality, informed consent and patient rights. Prerequisite: acceptance into the medical assistant program or instructor's signature.

HCA 120 5 credits Medical Office II: Advanced Office Skills

Develops advanced skill in the use of computer systems for office billing procedures, including established accounts, accounts receivable and accounts payable, payroll inventory control, collections, and purchasing. Explores the basic types of medical insurance, study of claims processing and third-party reimbursement. Prerequisites: HCA 110 or instructor's signature.

HCA 125 7 credits Clinical Procedures II

Covers the principles of nutrition and dietary modifications as a form of treatment. Develop clinical skills in the following areas: care of cardiac patients (including EKGs), pediatrics, reproductive health, GI, pulmonary, ortho, neuro and EENT. Prerequisites: acceptance into the medical assistant program and continued good standing in program.

HCA 135 7 credits Clinical Procedures III

General introduction to the medical laboratory and use of the microscope. Topics of study include principles of safe specimen collection, handling and testing, phlebotomy, introduction to microbiology and hematology with special attention given to CLIA waived testing, urinalysis, principles of safe medication administration, and care of the diabetic patient. Prerequisites: acceptance into the medical assistant program, continued good standing in program.

HCA 260 8 credits Externship for Health Care Assistants

Application of knowledge and skill in an unpaid experience in a medical office (160 hours). Prerequisites: HCA 115, 125, 135.

HCA 265 2 credits Externship Seminar

Focus is on the externship experience (HCA/MA 260) and transitioning from student to professional medical assistant. Prerequisite: concurrent enrollment in HCA 260.

Medical Laboratory Technology

MLT 100 1 credit Introduction to Medical Laboratory Technology

Survey of the varied responsibilities connected with the medical and medical technology fields. For students interested in exploring employment opportunities in medical, molecular biology, industrial and research laboratories.

MLT 101 1 credit Introduction to MLT

Presentations and discussions designed to help the student understand the important role medical laboratory technicians play in the diagnosis and treatment of disease. Prerequisite: MLT 100 or concurrent enrollment.

MLT 102 1 credit Intermediate Seminar

Application of previous course knowledge, medical legal issues, professionalism and use of simulated experiences in furthering students' understanding of their roles as medical laboratory technicians. Prerequisite: MLT 101 or concurrent enrollment.

MLT 150 4 credits Basic Lab Theory

Introduction to the fundamental theories of laboratory practice and safety, including studies in hematology microbiology, clinical chemistry, serology, blood banking, urinalysis and venipuncture. Prerequisites: acceptance into the MLT program, MLT 102 and concurrent enrollment in MLT 151.

MLT 151 3 credits Basic Lab Practice

Introduction to the fundamental skills and procedures necessary in the clinical laboratory, including all of the practical laboratory tasks associated with the topics listed for MLT 150. Prerequisites: acceptance into the medical laboratory technology program, MLT 102 and concurrent enrollment in MLT 150.

MLT 210 12 credits
Clinical Experience I

Practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 150 and 151, or equivalent.

MLT 213 7 credits
Hematology

In-depth training in the practical and theoretical subjects associated with hematology, hemostasis, immunology, serology and immunohematology. Prerequisites: BIOL& 242 and concurrent enrollment in MLT 210 and MLT 214.

MLT 214 3 credits
Hematology Lab

Basic techniques of blood cell recognition and enumeration; typical serological and blood banking procedures are practiced. Blood coagulation studies practiced with results correlated to diagnosis of diseases of the blood. Prerequisites: MLT 151 and concurrent enrollment in MLT 213.

MLT 220 12 credits
Clinical Experience II

Continuing practical on-the-job training in a clinical setting. Rotation through the laboratory departments, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 210 and concurrent enrollment in MLT 223.

MLT 223 7 credits
Clinical Microbiology

In-depth training in the practical and theoretical subjects associated with clinical bacteriology, parasitology, mycology and virology. Prerequisites: BIOL& 260 and concurrent enrollment in MLT 220 and MLT 224.

MLT 224 3 credits
Clinical Microbiology Lab

Fundamental practice of diagnostic medical bacteriology, parasitology and mycology with simulated clinical specimens evaluated and the offending microbe identified. Prerequisites: BIOL& 260 and concurrent enrollment in MLT 223.

MLT 230 12 credits
Clinical Experience III

Continuing practical on-the-job training in different departments. Rotation through the laboratory, practicing test performance under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 220 and concurrent enrollment in MLT 233.

MLT 233 7 credits
Clinical Chemistry and Urinalysis

Fundamentals of chemical analysis and urinalysis procedures in the medical laboratory. Emphasis on proper use and care of equipment, safety procedures, recognition of sources of error, and the use of a variety of statistical tools as part of a quality-assurance program. Prerequisites: CHEM& 131, BIOL& 242 and concurrent enrollment in MLT 230 and MLT 234.

MLT 234 3 credits
Clinical Chemistry Lab

Practice of chemical analysis and urinalysis procedures in wide use in the medical laboratory, using visual methods, spectrophotometry, potentiometry, reflectance spectrophotometry and kinetic assays. Prerequisites: CHEM&131 and concurrent enrollment in MLT 233.

MLT 240 12 credits
Clinical Experience IV

Continuing practical on-the-job training in different departments with some opportunities to return for additional training in those areas where instructors feel it is needed. Rotation through the laboratory departments under direct supervision of the laboratory's technologists or technicians. Prerequisites: MLT 230.

Meteorology**METR 110** 5 credits
Earth's Changing Climate

Study climate and climate change. Determine what controls global climate and individual climate zones on earth. Reconstruct changing climates of the past. Analyze the effects of greenhouse gases and aerosols, human influences on climate, and the effects of earth's changing climate on humans and other species.

METR 210 5 credits
Introduction to Weather and Climate

Explore earth's atmosphere and the factors that determine weather, seasons, and climate. Practice measuring and forecasting the weather. Learn to read weather maps, identify clouds, and understand the causes and consequences of extreme storms. Includes laboratory. Prerequisites: MATH 096 or MATH 093 or higher.

Music**MUS 100** 5 credits
Introduction of Music

Introduction to music theory. Emphasis on fundamental concepts, including notation,

simple and compound meter, rhythm, major and minor scales (three forms), key signatures, simple and compound intervals, triads (major, minor, diminished, augmented), simple keyboard harmony, and sight singing of simple diatonic melodies.

MUSC& 105 5 credits
Music Appreciation

Humanities option for the music or non-music major. Lectures, readings, recordings, video presentations, guest artists and live concert attendance with emphasis on guiding students to musical understanding and appreciation of the musical styles and forms of Western music from the late Renaissance through the 20th century.

MUS 110 1 credit
Individual Voice Instructions

College level private vocal instruction. Primarily for music major and minors but open to all qualifying students. Instructor lessons fees and accompanist fees (in addition to tuition) apply. Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisite: instructor's signature.

MUS 111 1 credit
Individual Piano Instruction

College level private piano instruction. Primarily for music major and minors but open to all qualifying students. Instructor lessons fees (in addition to tuition) apply. Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisite: instructor's signature.

MUS 112 1 credit
Individual Instrument Instruction

College level private instrument instruction. Primarily for music major and minors but open to all qualifying students. Instructor lessons fees and accompanist fees (in addition to tuition) apply. Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisite: instructor's signature.

MUS 113 5 credits
Jazz History

A non-music major humanities course designed to trace the development of jazz from its roots to its contemporary modern styles.

MUS 114 3 credits
Survey of Music: History of Rock Music Styles

A non-music major humanities course designed to trace the development of rock

musical styles from roots in American pop music, blues and jazz to modern underground and alternative rock styles in the mid 1990s.

MUS 116 **5 credits** **Introduction to the Music/Audio Technology I**

An introduction and overview to industry music/audio technology. Receive theoretical and practical experience in acoustics, MIDI, digital sequencing, non-destructive digital recording and electronic music publishing. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100, basic computer literacy.

MUS 120 **1 credit** **Voice Class Instruction**

Introduction to the principles of voice production, vocal literature, techniques and stage presence, including basic preparation for solo performance. Class members may perform in public. Knowledge of notation and rhythm is expected or concurrent enrollment in MUS 121 is suggested. May be repeated for credit.

MUSC& 121 **2 credits** **Ear Training 1**

Fundamental ear training includes intervals, major and minor scales, triads, and seventh chords in root and inverted positions, dominant seventh chords in same, rhythm reading in simple and compound meter. Sight singing includes simple diatonic major and minor melodies. Prerequisites: knowledge of basic music notation or instructor's signature. Must be taken concurrently with MUSC& 131.

MUSC& 122 **2 credits** **Ear Training 2**

Continuation of MUSC& 121 with emphasis on triad and seventh chord inversions, chord progressions in major and minor modes, recognition of plagal and authentic cadences, melodic dictation in major and minor modes, and more advanced rhythmic reading and dictation in simple and compound meters. Prerequisites: MUSC& 121 or instructor's signature. Must be taken concurrently with MUSC& 132.

MUSC& 123 **2 credits** **Ear Training 3**

Continuation of Ear Training 2 with emphasis on triads and seventh chords in all inversions. Harmonic dictation to include modulations to near-related keys, nonharmonic tones, secondary dominants, altered chords and augmented sixth chords. Melodic dictation to include chromatic tones; rhythmic dictation to include complex examples in simple, compound and mixed meters. Prerequisites:

MUSC& 122 or instructor's signature. Must be taken concurrently with MUSC& 133.

MUS 125 **1 credit** **Piano Class Instruction**

Music reading and keyboard techniques from beginning through intermediate levels. No music background required. Emphasis on note reading, rhythm reading, key signatures, major scales and improvising with primary triads.

MUSC& 131 **3 credits** **Music Theory 1**

Develops an understanding of elementary compositional techniques. Emphasis on the structure of tonality, triads in all inversions (doubling and spacing), voice leading, seventh chords, phrase structure and cadences, nonharmonic tones, harmonic progression, and basic techniques of harmonization. Prerequisites: knowledge of basic music notation or instructor's signature. Must be taken concurrently with MUSC& 121.

MUSC& 132 **3 credits** **Music Theory 2**

Continuation of MUSC& 131 with emphasis on triad and seventh chord inversions, nonharmonic tones and the harmonization of melodies. Student compositions are performed by a lab choir. Further emphasis on secondary dominants and analysis techniques. Prerequisites: MUSC& 131 or instructor's signature. Must be taken concurrently with MUSC& 122.

MUSC& 133 **3 credits** **Music Theory 3**

Continuation of MUSC& 132, formerly MUS 107, with a working knowledge of triads and seventh chords in major and minor modes, modulations to near related keys, nonharmonic tones, and the harmonization of melody. Further emphasis on cadences, secondary dominants, analysis, chromatic harmony, altered chords and augmented sixths. Prerequisites: MUSC& 132 or instructor's signature. Must be taken concurrently with MUSC& 123.

MUS 145 **1 credit** **Brass Class Instruction**

An introductory master class that covers the principles of brass instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100.

MUS 146 **1 credit** **Woodwind (single reed) Class Instruction**

An introductory master class that covers the principles of woodwind (single reed) instrumental technique, performance and literature. Students will perform in class regularly and must have their own instruments. May be repeated for credit. Prerequisites: knowledge of notation and rhythm required or concurrent enrollment in MUS 100.

MUS 161 **1 credit** **Community Chorus**

Choral singing open to all students. No audition required. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary.

MUS 170 **2 credits** **WVC Chamber Choir**

A select vocal performance ensemble: The WVC Chamber Choir is a primary recruiting ensemble for the WVC Music Department. Participation will involve numerous performances and varied community outreach activities. Audition required. May be repeated for credit. Prerequisites: previous vocal/choral experience or instructor approval.

MUS 173 **2 credits** **Mariachi Music**

Traditional Mexican Mariachi music; violin, trumpet, guitar, guitarron, vihuela and voice. Learn traditional techniques and forms including the "son," ranchera, bolero, huapango and polka. Prerequisites: prior Mariachi performance experience required and instructor's signature.

MUS 174 **1-2 credits** **Jazz Ensemble**

Preparation and performance of jazz ensemble literature. Open to all students. The WVC Jazz Ensemble performs several concerts each term. Students are to bring their own instruments. May be repeated for credit. Prerequisites: prior instrumental and ensemble proficiency required.

MUS 175 **1-2 credits** **Instrumental Ensemble**

Preparation and performance of varied instrumental literature with the Wenatchee Valley Symphony or other professional or semiprofessional instrumental ensembles in the greater Wenatchee area. This may include the British Brass Band, the Wenatchee Big Band and others. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency required. Students

to bring their own instruments. Audition may be required.

MUS 177 **1-2 credits**
Guitar Orchestra

Preparation and performance of music for guitar orchestra. Course will focus on developing ensemble, technical and interpretive skills. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency recommended. Students to bring their own instruments. Audition may be required.

MUS 210 **1 credit**
Individual Voice Instruction

College level private vocal instruction. Primarily for music major and minors but open to all qualifying students. Instructor lessons fees (in addition to tuition) apply. Fees for accompanists (outside of tuition and course fees are likely to apply). Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisites: instructor's signature. MUS 110 (a student must demonstrate superior competency and knowledge of specific literature and pedagogy during MUS 110 to be allowed to enroll in MUS 210).

MUS 211 **1-2 credits**
Individual Piano Instruction

Beginning piano technique. Primarily for music majors and minors but open to all students. Lessons arranged with qualified off-campus instructors; fee determined by and paid directly to private instructor. This is in addition to tuition. Classical literature must be included. Performance at music student recital and quarterly jury exam mandatory. May be repeated for credit. Prerequisite: MUS 111 or instructor's signature.

MUS 212 **1-2 credits**
Individual Instrument Instruction

College level private instrumental instruction. Primarily for music major and minors but open to all qualifying students. Instructor lessons fees (in addition to tuition) apply. Fees for accompanists (outside of tuition and course fees are likely to apply). Performance at end of term student recital and quarterly jury participation is mandatory. Audition required. May be repeated for credit. Prerequisites: instructor's signature. MUS 112 (a student must demonstrate superior competency and knowledge of specific literature and pedagogy during MUS 112 to be allowed to enroll in MUS 212).

MUS 221 **1 credit**
Piano Class Instruction

Continuation of MUS 125 for those students desiring to learn more advanced playing techniques. May be repeated for credit. Prerequisite: MUS& 121 or MUS 125 (formerly MUS 121), or the equivalent or instructor's signature.

MUSC& 241 **5 credits**
Music Theory 4

The fourth of a six-term course sequence in written and aural music theory: Learn to analyze, employ, sing and transcribe chromatic music and intermediate forms. Prerequisites: MUSC& 133 and MUSC& 123 or equivalent.

MUSC& 242 **5 credits**
Music Theory 5

The fifth of a six-term course sequence in written and aural music theory: Learn to analyze, employ, sing and transcribe advanced chromatic music and advanced forms. Prerequisites: MUSC& 241 or equivalent.

MUSC& 243 **5 credits**
Music Theory 6

The sixth of a six-term course sequence in written and aural music theory: Learn to analyze, employ, sing and transcribe advanced chromatic music and advanced forms as well as 20th century techniques. Prerequisites: MUSC&242 or equivalent.

MUS 261 **1 credit**
Community Chorus

Choral singing open to all students. No audition required. Basic vocal and choral techniques, vocalization, optional public concerts. Literature to include a diversity of styles ranging from classical to contemporary.

MUS 270 **2 credits**
WVC Chamber Choir

A select vocal performance ensemble: The WVC Chamber Choir is a primary recruiting ensemble for the WVC Music Department. Participation will involve numerous performances and varied community outreach activities. Audition required. May be repeated for credit. Prerequisites: previous vocal/choral experience or instructor approval.

MUS 273 **2 credits**
Mariachi Music

Traditional Mexican mariachi music; violin, trumpet, guitar, guitarron, vihuela and voice. Learn traditional techniques and forms including the "son," ranchera, bolero, huapango and polka. Prerequisites: prior mariachi performance experience required, instructor's signature.

MUS 274 **1-2 credits**
Jazz Ensemble

Preparation and performance of jazz ensemble literature. Open to all students. The WVC Jazz Ensemble performs several concerts each term. Students are to bring their own instruments. May be repeated for credit. Prerequisites: prior instrumental and ensemble proficiency required.

MUS 275 **1-2 credits**
Instrumental Ensemble

Preparation and performance of varied instrumental literature with the Wenatchee Valley Symphony or other local professional or semiprofessional instrumental ensembles in the greater Wenatchee area. This may include the British Brass Band, the Wenatchee Big Band and others. May be repeated for credit. Prerequisites: previous performing experience and a minimum of intermediate-level technical proficiency required. Students to bring their own instruments. Audition may be required.

MUS 277 **1-2 credits**
Guitar Orchestra

Advanced preparation and performance of music for guitar orchestra. Course will focus on advanced ensemble, technical and interpretive skills. May be repeated for credit. Prerequisites: previous performing experience and a minimum of advanced-level technical proficiency recommended. Students to bring their own instruments. Audition may be required.

Native Language

NAL 101 **5 credits**
Native American Language I:
nselxcin

Introduction to nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet and vocabulary will be covered. Gain an awareness of the interconnection of language and culture.

NAL 102 **5 credits**
Native American Language II:
nselxcin

Continuation of NAL 101. Some instruction will be in nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisites: NAL 101 or instructor's signature.

NAL 103 **5 credits**
Native American Language III:
nselxcin

Continuation of NAL 102. Moderate use of nselxcin (the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 102 or instructor's signature.

NAL 111 **5 credits**
Native American Language I:
nimipu

Introduction to nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet, and elementary grammar and vocabulary will be covered. Students will gain an awareness of the interconnection of language and culture.

NAL 112 **5 credits**
Native American Language II:
nimipu

Continuation of NAL 111. Some instruction will be in nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisites: NAL 111 or instructor's signature.

NAL 113 **5 credits**
Native American Language III:
nimipu

Continuation of NAL 112. Moderate use of nimipu (the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 112 or instructor's signature.

NAL 121 **5 credits**
Native American Language I:
nxa?amxcin

Introduction to nxa?amxcin, the language spoken by the Moses/Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Basic pronunciation, the phonetic alphabet, and elementary grammar and vocabulary will be covered. Students will gain an awareness of the interconnection of language and culture.

NAL 122 **5 credits**
Native American Language II:
nxa?amxcin

Continuation of NAL 121. Some instruction will be in nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat

and Chelan tribes of the Colville Reservation. Students will increase their ability to correctly pronounce the phonemes of the language, as well as engage in elementary reading, writing and conversation. Prerequisite: NAL 121 or instructor's signature.

NAL 123 **5 credits**
Native American Language III:
nxa?amxcin

Continuation of NAL 122. Moderate use of nxa?amxcin (the language spoken by Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation) for instruction. Students will further their abilities in the language. Prerequisite: NAL 122 or instructor's signature.

NAL 204 **5 credits**
Native American Language IV:
nselxcin

Continuation of NAL 103. Increased use of the nselxcin language for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 103 or instructor's signature.

NAL 205 **5 credits**
Native American Language V:
nselxcin

Continuation of NAL 204. Most instruction is in nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 204 or instructor's signature.

NAL 206 **5 credits**
Native American Language VI:
nselxcin

Continuation of NAL 205. Instruction is in nselxcin, the language spoken by the Okanogan, Lakes, Colville, San Poil, Nespelem and Methow tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 205 or instructor's signature.

NAL 214 **5 credits**
Native American Language IV:
nimipu

Continuation of NAL 113. Increased use of one of the nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation, for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 113 or instructor's signature.

NAL 215 **5 credits**
Native American Language V:
nimipu

Continuation of NAL 214. Most instruction is in nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 214 or instructor's signature.

NAL 216 **5 credits**
Native American Language VI:
nimipu

Continuation of NAL 215. Instruction is in nimipu, the language spoken by the Nez Perce and Palouse tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 215 or instructor's signature.

NAL 224 **5 credits**
Native American Language IV:
nxa?amxcin

Continuation of NAL 123. Increased use of the nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation, for class instruction. Students will deepen their understanding of the interrelationship of language and culture while furthering their skills in the language. Prerequisite: NAL 123 or instructor's signature.

NAL 225 **5 credits**
Native American Language V:
nxa?amxcin

Continuation of NAL 224. Most instruction is in nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Students will gain a larger vocabulary and the ability to carry on impromptu conversations. Prerequisite: NAL 224 or instructor's signature.

NAL 226 **5 credits**
Native American Language VI:
nxa?amxcin

Continuation of NAL 225. Instruction is in nxa?amxcin, the language spoken by the Moses, Columbia, Wenatchee, Entiat and Chelan tribes of the Colville Reservation. Cultural topics are discussed in depth. Prerequisite: NAL 225 or instructor's signature.

Natural Resources

NATR 102 **3 credits** **Maps and Navigation**

Learn to navigate accurately and safely in an outdoor workplace and to perform map and field calculations required for effective and safe natural resource field work. Includes field use of maps and GPS (global positioning systems) and a brief introduction to GIS (Geographical Information Systems) in natural resource management.

NATR 103 **3 credits** **Field Safety and Preparedness**

Preparation for safe and efficient natural resource field work through understanding of when, where and how to safely use field equipment and tools. Emphasizes awareness of situational safety issues in the human and non-human environment. Includes field application of tools and equipment commonly used in natural resource jobs.

NATR 108 **3 credits** **Exploring Natural Resources Management**

A panoramic view of ecosystems, current topics, primary organizations and professions in modern natural resources management. Lectures, discussions and extensive field activities survey this diverse industry. Use career assessment and planning tools, such as educational portfolio development, to create a strategy for their professional future.

NATR 210 **5 credits** **Natural Resource Portfolio and Final Project**

Completion of student professional portfolio and final project. The portfolio contains course projects, work and educational experiences completed while pursuing an AST degree or certificate. Final project will be completed by a team of students and will contain culminating activities that demonstrate acquisition of natural resource program student learning outcomes. Prerequisite: completion of one year's course work in the natural resource program.

NATR 235 **5 credits** **Society & Natural Resources**

From personal to global levels, this course uses a systems approach to examine interaction of social, economic and ecological factors in natural resources management. Identify and explore the consequences of diverse natural resource philosophies and paradigms, and develop skills to direct, mitigate or change human impacts on natural systems. Prerequisite: ENGL& 101.

Nursing

NURS 090 **8 credits** **Nursing Assistant: Basic patient care**

Introduction to the basic skills and knowledge required for competency as a caregiver in accordance to WAC 246-842-100 for nursing assistants. Includes instruction of personal-care skills, roles and responsibilities of nursing assistants, communication skills, and safe and emergency procedures. Includes seven hours of HIV/AIDS training required by Washington state. Prerequisites: immunizations, background check, lifting requirements and mandatory attendance as required by state law. Applications are available online.

NURS 101 **6 credits** **Foundations of Nursing Practice**

This course is the introductory course which serves as the foundation for subsequent program courses. Cognitive, affective and psychomotor skills are introduced that enable the student to identify and begin to meet the basic needs of patients. NURS 101L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 101L and PCOL 101.

NURS 101L **6 credits** **Nursing 101 Foundations of Nursing Practice Lab**

This course provides introduction to and practice of nursing skills and concepts in the lab and clinical setting to gain proficiency for delivery of patient-centered care. This course will integrate concepts associated with the core themes of the nursing program. Prerequisites: acceptance into WVC nursing program; concurrent enrollment in NURS 101 and PCOL 101.

NURS 102 **6 credits** **Nursing Concepts I**

This course introduces students to care of common, acute and chronic illness across the lifespan that affect various systems of the body. The normal aspects of maternal and perinatal health and common risks and complications will be introduced. NURS 102L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102L and PCOL 102.

NURS 102L **6 credits** **Nursing Concepts I Practice Lab**

This course will enable students to learn and practice nursing skills and concepts in the lab and clinical setting to gain proficiency for delivery of safe, patient centered care.

Application of these concepts will be provided for in a variety of settings and students will be assigned to care for at least one patient. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 102 and PCOL 102.

NURS 103 **6 credits** **Nursing Concepts II**

This course focuses on a prioritizing patient centered care for adults with common chronic health problems within more complex body systems, building upon concepts introduced in Nursing Concepts I. NURS 103L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 103L and PCOL 103.

NURS 103L **6 credits** **Nursing Concepts II Practice Lab**

This course focuses on the prioritization of patient-centered care for children and adults with common acute and chronic health problems. Clinical experiences with 1-2 patients each week coupled with simulation experiences will assist students in the development of evidenced based clinical decision making skills to promote optimal patient outcomes. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 103 and PCOL 103.

NURS 104 **6 credits** **Nursing Concepts III**

This course focuses on the medical-surgical management of patients with acute and chronic pathological processes throughout the lifespan and builds on Nursing Concepts I and II. Application of mental health; promotion, maintenance and restoration of health will be introduced. NURS 104L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 104L and PCOL 104.

NURS 104L **6 credits** **Nursing Concepts III Practice Lab**

This course is the clinical component for Nursing 104: Nursing Concepts III. Clinical experiences include applications of mental health concepts in the state hospital clinical site. Collaboration and delegation concepts are applied in the acute care or long term care setting where students care for a minimum of two patients. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 104 and PCOL 104.

NURS 112 **2 credits** **Nursing Success**

Designed to integrate study skills and nursing knowledge. Students will learn to use knowledge of their personal learning

style to adapt lecture information, reading assignments and methods of study. Includes how to improve academic performance using a variety of resources, practice and application of the nursing process. Prerequisites: concurrent enrollment in NURS 101 and 101L.

NURS 113 **1 credit**
Nursing Success

Designed to integrate hands-on clinical practice and nursing knowledge. Includes how to improve academic and clinical performance using a variety of resources, practice and application of the nursing process. Prerequisite: concurrent enrollment in NURS 102 and 102L.

NURS 114 **1 credit**
Nursing Success

Designed to integrate hands-on clinical practice and nursing knowledge. Includes how to improve academic and clinical performance using a variety of resources, practice and application of the nursing process. Prerequisites: concurrent enrollment in NURS 103 and 103L.

NURS 190 **6 credits**
LPN Transition

Theory and clinical portions of selected areas of nursing knowledge and competencies from first-year curriculum for LPNs entering second-year nursing after time away from the classroom. Includes Orem's theoretical framework, nursing process, medication management and selected areas of nursing practice presented to the student to review as a lifelong learner. Prerequisites: ENGL& 101; HS CHEM; MATH 100; BIOL& 221, 222, 223; NUTR 115; PCOL 110; PSYC& 100, 200; LPN accepted as a transitional student.

NURS 201 **6 credits**
Advanced Concepts I

This course focuses on management of patients with common acute and chronic pathological processes across the lifespan. This course will also introduce principles of nursing leadership and provide an opportunity for the student to explore the transition from student to LPN and to RN. NURS 201L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 201L.

NURS 201L **6 credits**
Advanced Nursing Concepts I Lab

This course will utilize informational technology to collect and synthesize data when making safe and optimal clinical judgments. Clinical experience in acute care setting with 2-3 patients each week coupled with clinical simulation allows the student

to apply concepts from previous courses. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 201.

NURS 202 **6 credits**
Advanced Nursing Concepts II

This course focuses on the collaborative management of patients with common acute and chronic pathological processes across the lifespan and builds upon Advanced Concepts I. This course will also introduce principles of therapeutic nutrition to be applied to patients care across the lifespan to promote optimal patient outcomes. NURS 202L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202L.

NURS 202L **6 credits**
Advanced Nursing Concepts II Practice Lab

This course provides clinical experience in advanced medical surgical nursing. Application of these concepts will continue in both the simulation laboratory and the clinical setting which may include community health and acute care settings. Students will have the opportunity to participate in health teaching and learning activities. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 202.

NURS 203 **6 credits**
Advanced Nursing Concepts III

This course focuses on nursing management of patients with complex, multi-system acute and chronic processes throughout the life span. Students will use their knowledge of growth and development concepts to adapt care from birth to death. Healthcare concepts in the community setting will be introduced. NURS 203L is the clinical/lab portion of the course. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203L.

NURS 203L **6 credits**
Advanced Nursing Concepts III Practice Lab

This course focuses on nursing management of patients with complex, multi system acute and chronic pathological processes throughout the lifespan. Students collaborate with the healthcare team to provide compassionate care and facilitate optimal patient and organizational outcomes. Preceptor experiences are awarded in acute care, community health or long-term care. Prerequisites: acceptance into WVC Nursing Program; concurrent enrollment in NURS 203.

NURS 210 **1 credit**
Senior Seminar I

Employs patient-care scenarios to enhance the continued development of critical thinking. The critical thinking activities promote application of holistic concepts, healthcare promotion and illness prevention. Course is organized around Orem's conceptual framework. Prerequisites: concurrent enrollment in NURS 200, 201.

NURS 214 **1 credit**
Senior Seminar II

The seminar prepares the student for entry level into the workforce. It explores issues affecting current nursing practice. Scenarios, role play, discussion and modeling of professionalism will be used. Prerequisites: concurrent enrollment in NURS 203.

Nutrition

NUTR 101 **5 credits**
Introduction to Nutrition

An introduction to human nutrition with emphasis on metabolism, health, and the science of nutrition in the context of human form and function. Current issues in food safety and fad diets will be considered.

NUTR 115 **3 credits**
Nutrition for Health Professionals

Introduction to the fundamental concepts of human nutrition. Exploration of the role of nutrition in achieving and maintaining optimal health and disease prevention, as well as identifying the nutritional implications of various acute and chronic medical conditions. Prerequisites: NURS 101 required as a co-requisite or instructor's signature.

NUTR 116 **2 credits**
Applications of Nutrition in Healthcare

Overview of the theory underlying the clinical application of nutrition science. Prerequisites: previous completion or concurrent enrollment in NUTR 115 or instructor's signature.

Occupational Education

OCED 080 **1-5 credits**
Basic Literacy for Span speaking IBEST students

For Spanish-speaking students either in, preparing to enter or have completed an I-Best program of study but need to obtain a GED to obtain professional certification. The CONEVyT curriculum prepares students for the Spanish language GED. The curriculum is

available both in Web-based and print formats. Prerequisites: admission to I-Best program.

OCED 100 **1 credit** **Essentials for Job Success**

A survey of practical skills in how to survive, thrive and be a success on the job. Topics include responsible work habits employers value, how to get along with co-workers and supervisors, critical thinking and problem solving in the workplace, knowing yourself, setting goals and getting ahead.

OCED 130 **4 credits** **Industrial Safety**

This course informs students of hazards and related safety procedures in industrial facilities such as mills, smelters, power generation plants and packing facilities. First aid and CPR certifications will be given to successful students. Proper fire extinguishing techniques, MSDS, Lock-out Tag-out procedures, chemical safety, PPE and accident reporting are embedded.

Oceanography

OCEA& 100 **5 credits** **Introduction to Oceanography**

Investigation of the marine environment covering the geological, physical, chemical, biological and environmental processes which occur in the ocean. Topics include perspectives of oceanography, the intertidal zones, plate tectonics, islands, plankton and nekton, marine mammals, and pollution.

Pharmacology

PCOL 101 **1 credit** **Pharmacology in Nursing I**

Explores pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drugs. The nurse's legal role and scope of practice related to administration and monitoring of medications will be discussed. Considerations related to patient age, condition and route of administration will be presented. Safety concerns related to medication administration including accurate dosage calculation and conversions. Prerequisite: concurrent enrollment in NURS 101 and 101L.

PCOL 102 **1 credit** **Pharmacology in Nursing II**

Using a body systems approach, this course continues to explore the pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drugs. The nursing role in patient safety, documentation and patient education related to medication administration will be covered. Medications used to prevent or treat chronic

illness will be discussed. Prerequisites: concurrent enrollment in NURS 102 and 102L.

PCOL 103 **1 credit** **Pharmacology in Nursing III**

Using a body systems approach, this course continues to explore the pharmacodynamics, pharmacokinetics and pharmacotherapeutics of drugs. Special considerations of drug administration from conception across the lifespan will be highlighted. Safety concerns related to medication administration including dosage calculations based on weight will be presented. Prerequisites: concurrent enrollment in NURS 103 and 103L.

PCOL 104 **1 credit** **Pharmacology in Nursing IV**

Builds on the foundation from PCOL 101, PCOL 102 and PCOL 103. Administering medications safely via the intravenous route and evidence-based best practice will be addressed. The nurse's responsibility in IV drug administration, complications and potential drug interactions will be discussed. Prerequisites: concurrent enrollment in NURS 104 and 104L.

Philosophy

PHIL& 101 **5 credits** **Introduction to Philosophy**

Introduction to the various branches of philosophy, including metaphysics, the theory of knowledge and ethics. Major philosophers from the Greek, Roman, North African, European and American experiences are studied.

PHIL& 115 **5 credits** **Critical Thinking**

A non-symbolic approach to logic and critical thinking focusing on the principles of reasoning and the criteria for validity. Case studies in government, health, education and business, with an emphasis on real-life examples. Principles of argumentation in discourse as seen through the critique of sample arguments and analysis of informal fallacies.

PHIL 210 **5 credits** **Philosophy of Religion**

Examination of the relationship between philosophy and religion. Topics include the nature and knowledge of God, good and evil, and the problems of religious knowledge. Prerequisites: PHIL& 101 or equivalent recommended or instructor's signature.

PHIL 211 **5 credits** **Introduction to Ethics**

Survey of the ethical perspectives of various philosophers in the context of current ethical

issues. How our ideas about freedom, responsibility and values have an impact on ethical and moral decisions. Students are encouraged to develop their own ethical thinking.

PHIL 275 **5 credits** **Comparative World Religions**

Survey of major world religions, focusing on the Egyptian, Hebrew, Indian, Japanese and Chinese religions. Other religions are considered as time permits.

Physical Education

PEH 101 **1 credit** **Body Conditioning: Step Aerobics**

Coed, comprehensive aerobic conditioning class designed to increase flexibility, strength and the cardiorespiratory system through the use of routines set to music. Nutrition and diet programs addressed. Prescriptive and descriptive fitness testing administered. Prerequisite: orientation. Doctor's permission or physical within last year recommended for students age 40 and older.

PEH 102 **2 credits** **Body Conditioning: Step Aerobics**

Coed, comprehensive aerobic conditioning class designed to increase flexibility, strength and the cardio-respiratory system through the use of routines set to music. Nutrition and diet programs addressed. Prescriptive and descriptive fitness testing administered. Prerequisites: complete physical exam or doctor's permission for students age 40 and older.

PEH 103 **1 credit** **Body Conditioning: Weight Training**

Focuses on two areas: basic weight training for learning the proper techniques and safety, and power weight training for students to continue a regular lifting program. Provides an opportunity for rehabilitation of injuries. Prerequisite: orientation.

PEH 104 **2 credits** **Body Conditioning: Weight Training**

Focuses on two areas: basic weight training for learning the proper techniques and safety, and power weight training for students to continue regular lifting programs. Provides an opportunity for rehabilitation of injuries. Prerequisites: orientation.

PEH 112 **1 credit**
Functional Movement Training for the Athlete

Designed as an off-season functional conditioning class for WVC athletes. Course focus will be dictated by the demands of the individual sports.

PEH 114 **1 credit**
Bowling

Basic skills and techniques to help provide enjoyment and satisfaction, whether participating on a recreational or more competitive level.

PEH 118 **1 credit**
Beginning Karate

A comprehensive introductory course on traditional Okinawan karate. Designed with diversified subject matter including physical fitness, self-defense and traditional karate emphasizing the mental awareness, history and philosophy of karate-do.

PEH 119 **1 credit**
Tai Chi

A low-impact exercise based on the slow, fluid movement of tai chi and the breathing exercises of chi kung. Tai chi is an internal martial art based on Chinese philosophy and medicine. A simple, effective program for relaxation and stress reduction through greater mind-body awareness.

PEH 120 **1 credit**
Beginning Fencing

Designed to introduce the basic skills of fencing. Learn footwork, offensive and defensive moves to be utilized in fencing bouts.

PEH 121 **1 credit**
Pilates

Designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and core stability through a series of Pilates movements. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere.

PEH 122 **1 credit**
Yoga

Designed for students of all fitness levels. Gain balance, flexibility, strength, endurance and stability through a series of poses or asanas. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere.

PEH 123 **2 credits**
Yoga/Pilates

A unique blend of yoga and Pilates designed for students of all fitness levels. Gain

balance, flexibility, strength, endurance and core stability through a series of poses and Pilates movements. Learn relaxation methods through breathing techniques in a calming and energizing atmosphere.

PEH 124 **1 credit**
Intermediate Yoga

Students will refine and deepen their knowledge of yoga poses and alignment. Students will master challenging poses for balance, strength and stability, as well as learning basic arm balances and inversions. This class is contraindicated for those with serious back injury, inability to maintain challenging workouts, and those who are pregnant. Prerequisites: PEH 122.

PEH 125 **1 credit**
Golf

Basic skills, knowledge and techniques of golf. Introduces and prepares beginning golfers for a lifetime sport.

PEH 126 **1 credit**
Beginning Racquetball

Principle facets of racquetball. Basic foundations of stroke technique and rules interpretation, including game and tournament strategy as well as court safety. Prerequisites: complete physical exam or doctor's permission for students age 40 and older.

PEH 144 **1 credit**
Cross-Country Skiing

Basic to intermediate-level cross-country ski instruction in a weekend format. Skiing techniques for flats, hills, downhill and backcountry will be covered. Techniques such as diagonal stride, skating, uphill running, turning and stopping are incorporated into the session with an emphasis on safety.

PEH 145 **5 credits**
Winter Fitness, Safety and Recreation

Course designed to introduce lifetime winter recreation opportunities in NCW. Introduction to winter fitness, survival, orienteering in snowy terrain and avalanche awareness. Winter activities include snowshoeing, telemark and randonee skiing, snowboarding and downhill skiing, and cross country skiing (classic, skating and backcountry). Students are responsible for their own equipment. Prerequisites: orientation; doctor's permission or physical within last year recommended for students age 40 and older.

PEH 150 **1 credit**
Beginning Tennis

Fundamental skills of the game, the rules of play and accepted course etiquette.

PEH 155 **1 credit**
Beginning Volleyball

Designed to teach the basic fundamental skills, strategies and rules of the game.

PEH 161 **1 credit**
Fitness Lab

Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

PEH 162 **2 credits**
Fitness Lab

Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

PEH 180 **3 credits**
Personal Wellness

Creating a lifestyle that promotes personal health and well-being. Includes wellness concepts and theory with special emphasis on stress management and relaxation training, nutrition and fitness, addictive behaviors, human sexuality, and the ability to analyze the validity of health news and information sources.

PEH 181 **5 credits**
Health and Wellness

Online course emphasizing the relationship between course content and lifestyle choices. Includes physical fitness, nutrition, weight management, stress and emotional health, chemical use and abuse, communicable and noncommunicable disease, health-smart consumerism, the health-care system, aging, death and dying, and environmental health issues.

PEH 182 **5 credits**
1st Aid-Responding to Emergencies

Covers advanced first aid and emergency care procedures, including American Red Cross requirements for certification cards. Lecture and hands-on training including CPR/AED, splinting, bandaging and dealing with sudden illness or injury to the body. Includes Basic Life Support for Health-Care Providers.

PEH 189 **2 credits**
Athletic Training Practicum I

Provide a practical application of athletic

training knowledge and skills in the training room setting. Students serve as student athletic trainers for WVC men's and women's athletic teams. PEH 189 is intended for the first-year student athletic trainer and should be repeated three times for credit (fall, winter and spring quarters). Prerequisite: instructor permission only.

PEH 218 **1 credit**
Intermediate Karate

Learn to teach effective self-defense techniques to intermediate students. Other benefits of karate training, such as flexibility, coordination, self-confidence and physical fitness, are secondary to learning good self-defense. Prerequisite: one quarter of PEH 118 Beginning Karate or instructor's signature.

PEH 219 **1 credit**
Intermediate Tai Chi

A low-impact exercise based on the slow, fluid movement of tai chi and the breathing exercises of chi kung. Tai chi is an internal martial art based on Chinese philosophy and medicine. A simple, effective program for relaxation and stress reduction through greater mind-body awareness.

PEH 220 **1 credit**
Advanced Fencing

Designed to cover the principles of fencing for advanced students. Learn footwork, offensive and defensive moves to be used in fencing bouts. Prerequisite: PEH 120 or instructor's signature.

PEH 226 **2 credits**
Advanced Racquetball

Principles of racquetball for advanced players. Detailed information on stroke techniques, rules interpretation, including game and tournament strategy, as well as court safety. Aerobic value will be derived by participation and a lifetime sport activity will be the end result. Prerequisites: complete physical exam or doctor's permission for students age 40 and older. PEH 126 or instructor's signature.

PEH 261 **1 credit**
Fitness Lab

Designed to introduce the concept of fitness and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

PEH 262 **2 credits**
Fitness Lab

Designed to introduce the concept of fitness

and wellness, and to accommodate every level of fitness and age group. The Super Circuit is a fitness and cardiovascular-oriented program. Personalized strength, flexibility and fitness programs are available. Prerequisites: orientation. Doctor's permission or physical within last year recommended for students age 40 or older.

PEH 283 **3 credits**
Sports Nutrition

Define the basic nutritional needs of the human body and how to achieve them for optimum health. Nutrition considerations for sports and exercise will be examined in depth.

PEH 284 **3 credits**
Foundations of Fitness

Introduces the essential principles of fitness and exercise science and is intended to be one of the first steps in the preparation of individuals as fitness professionals. Provides the fundamental theories, applications and personal experiences necessary for a comprehensive understanding of fitness as a profession and as a lifestyle.

PEH 285 **3 credits**
Introduction to Physical Education & Sport

Designed to provide an introduction to physical education as a profession. This course serves as an introduction to all fields of physical education including teaching, coaching, sports and fitness management, athletic training/sports medicine, and various others.

PEH 286 **5 credits**
Exercise Physiology

Investigates the relationship between physical activity and physiological processes. Emphasis will be placed on the body's adaptation to strength training, cardiovascular endurance and neurological adaptations.

PEH 287 **5 credits**
Athletic Training

An introductory course to the field of athletic training. Will introduce prevention and care of athletic injuries and illnesses. Emphasis is placed on managing and preventing injuries common to an active lifestyle, including acute and overuse injuries.

PEH 288 **5 credits**
Anatomical Kinesiology

Study of the musculoskeletal structure of the living human body, bones and their articulation, segments and their movements, muscles and their attachments and actions, and systemic nerves and their innervations and function. Special emphasis is placed on musculoskeletal analysis of basic exercises

and movement patterns.

PEH 289 **2 credits**
Athletic Training Practicum II

Provides a practical application of athletic training knowledge and skills in the training room setting. Students serve as student athletic trainers for WVC men's and women's athletic teams. Intended for the second-year student athletic trainer and should be repeated three times for credit (fall, winter and spring quarters). Prerequisite: instructor permission only.

Physics

PHYS& 100 **5 credits**
Physics for Non-Science Majors

Physics for nonscience majors. Study of the basic fundamentals of physics, including mechanics, heat, light, sound, electricity, magnetism and modern physics.

PHYS& 114 **5 credits**
General Physics I w/lab

Study of the fundamental principles and applications of mechanics, including vectors, static equilibrium, linear and rotational motion, Newton's laws, work, energy, and momentum. Includes laboratory. Prerequisites: MATH 099, or equivalent, or instructor's permission. Formerly PHYS& 121.

PHYS& 115 **5 credits**
General Physics II w/Lab

Study of the basic principles and applications of fluids, harmonic motion and waves, thermodynamics, and geometric optics. Includes laboratory. Prerequisites: MATH 099, or equivalent, or instructor's permission. Formerly PHYS& 122.

PHYS& 116 **5 credits**
General Physics III w/Lab

Study of the basic principles and applications of electricity and magnetism and an introduction to modern physics. Includes laboratory. Prerequisites: MATH 099, or equivalent, or instructor's permission. Formerly PHYS& 123.

PHYS& 221 **5 credits**
Engineering Physics I

The study of kinematics, statics, rotational motion and collisions. Topics include one- and two-dimensional motion for point masses and rigid bodies, conservation laws for momentum and energy, and equilibrium conditions. Laboratory included. Prerequisites: one year high school physics, MATH& 151 or concurrent enrollment.

PHYS& 222 **5 credits**
Engineering Physics II

The study of simple harmonic motion, waves, temperature and heat. Topics include the Ideal Gas Laws, the Laws of Thermodynamics, and thermodynamic systems. Electrostatics through Gauss' law covered. Laboratory included. Prerequisites: one year high school physics, PHYS& 221, MATH& 152 or concurrent enrollment.

PHYS& 223 **5 credits**
Engineering Physics III

The study of electrical and magnetic phenomena, starting with electric potential and continuing on into optics and quantum mechanics. Topics include electrostatics, magnetostatics, DC and AC circuit theory, and geometric ray optics. Laboratory included. Prerequisites: one year high school physics, PHYS& 222, MATH& 153 or concurrent enrollment.

Political Science**POLS& 101** **5 credits**
Introduction to Political Science

Exploration of the concepts and methods of political philosophy. Class will draw on both classical and contemporary writers. Topics include liberty, equality, justice, rights and political obligations along with current topical issues.

POLS& 202 **5 credits**
American Government

The theory, principles, organization and functions of our national government, stressing the relationships between individuals, groups and the media, and the executive, legislative, and judicial branches of government. Includes a learning activity designed to ensure competence with the basic use of computers. Formerly POLS 101.

POLS& 203 **5 credits**
International Relations

The study of the interactions among the various actors that participate in international politics, including individuals, states, international organizations, nongovernmental organizations and sub-national entities, and the theories that try to predict their behavior. Includes a learning activity designed to ensure competence with the basic use of computers.

POLS 206 **5 credits**
State and Local Government

The study of people, institutions and political forces that shape policymaking and policy outcomes in state and local communities. The role of states' politics within the context of the Federalist political system established by the United States Constitution.

Psychology**PSYC& 100** **5 credits**
General Psychology

This course offers an overview of psychology as a scientific study. Both theories and research findings concerning all major branches of psychology including neuroscience, health psychology, social psychology, psychopathology and therapy, personality, cognitive, and developmental will be examined. Application of and critical thinking about psychology concepts will be emphasized. Prerequisite: college-level reading and study skills.

PSYC 102 **5 credits**
Psychology of Adjustment

A study of psychological adjustment, personal growth and personality. These factors are examined from various psychological orientations with applications and insight into one's own life, relationships and environmental situations. This course is not to be used in place of formal counseling.

PSYC& 200 **5 credits**
Lifespan Psychology

An examination of the developmental changes occurring throughout the entire life span: conception to death. Particularly emphasized are physical, emotional, cognitive, moral and social development, and application of theories and knowledge to real world applications. Various theories of development will be examined. Prerequisite: PSYC& 100.

PSYC 205 **5 credits**
Human Sexuality

This course examines human sexuality from the psychological, biological, sociocultural and historical perspectives. Students will be encouraged to become aware of their own sexual attitudes, values, and behaviors. By the end of the course, students will be able to communicate about sexuality with a greater degree of effectiveness. Prerequisites: college-level reading and study skills, PSYC& 100.

PSYC& 220 **5 credits**
Abnormal Psychology

Introduction to psychopathology and abnormal behavior. Theories, major diagnostic categories, and issues and ethics in diagnosis and treatment will be emphasized. Prerequisites: PSYC& 100.

PSYC 245 **5 credits**
Social Psychology

A theoretical and practical study of the social influence that helps determine human behavior. Small groups, mass media,

advertising, propaganda, the role of nature and nurture, cognition, discrimination/prejudice, persuasion, conformity, obedience, aggression, and attraction are among the topics considered. Small-group experiences included. Prerequisite: PSYC& 100.

Radiologic Technology**RADT 101** **2 credits**
Introduction to Radiologic Technology

An orientation to the WVC Radiologic Technology program, history of historical events in radiology, the radiographer's role in the health-care team, organization of the radiology department and hospital, professional organizations, elements of ethical behavior and medicolegal considerations, professional organizations and regulatory agencies. Prerequisites: enrollment in the radiologic technology program.

RADT 105 **1 credit**
RADT Success

Supplemental laboratory practice designed to reinforce theoretical principles and integrate hands on practice and radiologic technology knowledge. Skills are developed to improve performance and gain the competency required for entry into the clinical experience phase of the radiologic technology program. Prerequisites: enrollment in the radiologic technology program.

RADT 111 **5 credits**
Radiation Physics

An overview to the application of radiation physics; to include basic atomic structure, the nature of radiation, x-ray production and interaction of x-ray photons with matter. An introduction to mathematics for radiology, radiation quantities and units of measure, imaging equipment: x-ray circuitry, generators and x-ray tubes. Prerequisites: enrollment in the radiologic technology program.

RADT 121 **3 credits**
Principles of Exposure I

An introduction to the basics of radiation protection and an orientation to radiographic equipment. A detailed analysis of principles related to radiographic image formation and acquisition using film screen and digital based image receptors. Image evaluation and laboratory experiments reinforce theoretical principles. Prerequisites: enrollment in the radiologic technology program.

RADT 122 **3 credits**
Principles of Exposure II

A continuation of RADT 121 and analysis

of density / brightness, contrast, detail, distortion, permanent radiographic equipment, AEC, fluoroscopy, mobile equipment and systems of technique formation. Image evaluation and laboratory experiments reinforce theoretical principles. Prerequisites: RADT 121.

RADT 131 **4 credits** **Radiographic Positioning I**

An introduction to positioning terminology and the fundamental theory, principles and practices regarding radiographic examinations of the upper and lower extremities and shoulder girdle. Experience is gained via on-line positioning lecture and in the energized lab. Practical competency assessments reinforce principles learned in lecture. Prerequisites: enrollment in the radiologic technology program.

RADT 132 **4 credits** **Radiographic Positioning II**

A continuation of RADT 131: to include radiographic examinations of the hip, pelvis and spine. Experience is gained in the energized lab and practical competency assessments reinforce principles learned in lecture. Prerequisites: RADT 131.

RADT 133 **4 credits** **Radiographic Positioning III**

A continuation of RADT 132: to include radiographic and/or fluoroscopic examinations of the chest, bony thorax, skull, sinus, facial bones, abdomen, urinary and digestive system. Experience is gained in the energized lab and practical competency assessments reinforce principles learned in lecture. Prerequisites: RADT 132.

RADT 134 **4 credits** **Radiographic Positioning IV**

A continuation of RADT 133: image critique and introduction to clinical handbook. Introduction to special views of the upper and lower extremities, spine, pelvis, chest, bony thorax, cranium, abdomen, situations of trauma, mobile, pediatric and geriatric populations. Experience is gained in the energized laboratory; competency assessments reinforce principles learned. Prerequisites: RADT 133.

RADT 141 **2 credits** **Radiation Biology and Protection**

An overview of principles of the interaction of radiation with living systems, radiation effects on living systems and factors affecting biologic response; responsibilities of the radiographer regarding principles of radiation protection for the radiographer, patient and public; radiation health and safety recommendations and requirements of federal and state agencies. Prerequisites: RADT 111, 121.

RADT 151 **1 credit** **Imaging Modalities**

A basic overview of the advanced imaging areas to include, but not limited to, vascular/cardiac/interventional radiography, computed tomography, nuclear medicine, magnetic resonance imaging, ultrasonography, mammography, bone densitometry and radiation therapy. Prerequisites: RADT 111, 121.

RADT 152 **3 credits** **Patient Care**

Basic concepts and procedures of patient care, including consideration for the cultural, physical and psychological needs of various patient ages and their family. Routine and emergency patient care procedures and application of Standard Precautions. Basic concepts of pharmacology, basic theory and practice of venipuncture and administration of diagnostic contrast agents. Prerequisites: RADT 121, 131.

RADT 161 **2 credits** **Special Procedures**

An introduction to the theory, principles, equipment, contrast media, accessories and practices regarding special radiographic examinations to include but not limited to: surgical, mobile, CNS, GI, urinary, musculoskeletal, circulatory, respiratory, biliary, reproductive and salivary systems. Prerequisites: RADT 133, 152.

RADT 162 **1 credit** **Clinical observation**

Under direct supervision at a clinical education setting affiliated with Wenatchee Valley College, the student will obtain orientation to a radiographic department, observe and participate in radiographic examinations. Prerequisites: RADT 133 and 152.

RADT 171 **2 credits** **Radiographic Pathology**

An introduction to the concepts of disease and the etiology and pathophysiology of disease to body systems. Radiographic exam indicators and common radiographic findings are reviewed and compared to normal radiographic findings. Prerequisites: RADT 122, 152.

RADT 181 **2 credits** **Radiography Quality Assurance**

An overview of the quality management process and associated government and accreditation standards. Principles, equipment and procedures associated with radiographic quality control testing will be studied. Laboratory exercises will reinforce theoretical principles presented in lecture. Prerequisites: RADT 111, 121.

RADT 191 **3 credits** **Sectional Anatomy**

The study of structures in the head, neck, thorax, abdomen, pelvis, and extremities in the sectional imaging formats of Computed Tomography. The principles of CT including data acquisition methods, systems, selectable scan factors, factors that control image appearance, post processing and radiation protection. Hands-on experience with mobile CT machine. Prerequisites: RADT 133.

RADT 231 **13 credits** **Clinical Education I**

Part one of a four-part series. Focus on the clinical application and evaluation of radiography under professional supervision in a clinical education center affiliated with WVC. Apply technical and procedural knowledge through observation and participation in radiographic studies. Clinical 39 hours per week, competency based. Prerequisites: completion of first-year radiologic technology program.

RADT 232 **9 credits** **Clinical Education II**

Continuation of RADT 231. Continue to gain radiographic experiences under professional supervision in the clinical education center. Continue completing educational objectives and clinical competencies at specified levels of competence and patient care and learn to become a committed, team oriented, employable individual. Prerequisite: RADT 231.

RADT 233 **13 credits** **Clinical Education III**

Continuation of RADT 232. Transition to the second assigned clinical education center affiliated with WVC. Continue to develop and demonstrate an increasing degree of competence in performance, decision making, efficiency, speed, patient care, problem solving and professionalism. Clinical 39 hours per week, competency based. Prerequisite: RADT 232.

RADT 234 **13 credits** **Clinical Education IV**

Continuation of RADT 233. Continue to gain experience under professional supervision of the clinical education center. Demonstrate competency related to clinical competency requirements, decision making, efficiency, and problem solving in procedures demonstrated in all previous clinical courses. Clinical 39 hours per week. Prerequisite: RADT 233.

RADT 241 **1 credit** **Radiographic Seminar I**

Part one of a four-part series. Comprehensive review for the ARRT Certification

Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: completion of first-year radiologic technology program.

RADT 242 1 credit **Radiographic Seminar II**

Continuation of RADT 241: comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: RADT 241.

RADT 243 1 credit **Radiographic Seminar III**

Continuation of RADT 242: comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: RADT 242.

RADT 244 1 credit **Radiographic Seminar IV**

Continuation of RADT 243: final comprehensive review for the ARRT Certification Examination and expansion of theoretical basis for radiographic technological practices encountered by the student during clinical education. Prerequisites: RADT 243.

Reading

READ 100 5 credits **Technical Reading**

Introduces reading skills needed in the technical workplace with emphasis on strategies using context clues, word elements, identifying main ideas and thesis, understanding and reading graphs, diagrams and charts, webbing, and outlining. Prerequisites: appropriate assessment scores on the Compass test or at least a "C" (2.0) grade in ENGL 097.

Sociology

SOC& 101 5 credits **Introduction to Sociology**

Introduction to the basic principles of sociology with an emphasis on the sociological perspective. Areas of study include the economy, government, deviance, stratification, race and ethnicity, family, education, and social change.

SOC 110 5 credits **Introduction to Social Work**

A historical overview of social work as a profession by examining professional preparation and employment opportunities

as well as characteristics of practice settings with individuals, groups and communities. The course will be structured to promote the critical thinking and problem-solving skills of students by using the sociological perspective. Prerequisites: SOC& 101 is recommended.

SOC 135 5 credits **Sociology of Women**

Intersection of social institutions and women in American society. Explores research and formal theories on social and institutional pressures that shape women and their roles; confronts myths, misconceptions and stereotypes surrounding a woman's life, including her history, education, sexuality, politics, economics, religion, family, race, age, self-identity and potential.

SOC 151 5 credits **Sociology of Race and Ethnic Groups**

A historical overview of minority and ethnic relations with an examination of topics and theories related to the diversity of selected groups and intergroup relations. Topics include prejudice and discrimination, dominant/minority relations, and majority and minority groups in American society. Prerequisites: SOC& 101 is recommended.

SOC& 201 5 credits **Social Problems**

Investigates social problems of today from a sociological perspective. The course examines important issues of the economy, drug abuse, crime, inequality, family, education, race and ethnic relations, environment, and war and terrorism. The course is structured to promote the critical thinking and problem-solving skills of students by using the sociological imagination.

SOC 203 5 credits **Sociology of Sport**

An examination of the relationship between sport and society from a historical and sociological perspective. Emphasis will be given to sport as an economic enterprise, the relationship between sport and society's institutions, high school and college sports, and the issues of social class, race, gender, and violence in sports.

SOC 225 5 credits **Sociology of Family**

A comprehensive examination of marriage and family life, including past, current and future trends. The course will help students understand different family patterns and skills for meaningful, long-term, intimate relationships, and is structured to promote

the critical thinking and problem solving skills of students by using the sociological perspective. Prerequisites: SOC& 101 is recommended.

Spanish

SPAN& 121 5 credits **Spanish I**

Elementary grammar, writing and comprehension of the Spanish language. Instruction partly in Spanish. Background in English grammatical terminology is recommended.

SPAN& 122 5 credits **Spanish II**

Continuation of Spanish I. Elementary grammar, writing and comprehension of the Spanish language. Instruction increasingly in Spanish. Background in English grammatical terminology is recommended. Prerequisite: SPAN& 121.

SPAN& 123 5 credits **Spanish III**

Continuation of Spanish II. Elementary grammar, oral and written composition. Instruction mostly in Spanish. Background in English grammatical terminology is recommended. Prerequisite: SPAN& 122 or equivalent.

SPAN 124 5 credits **Spanish III for Native Speakers**

Provides bilingual students with the skills necessary to succeed in upper-division Spanish classes. Intensive review of grammar, readings of literary and journalistic texts, writing review, vocabulary expansion and oral presentations to enhance their verbal skills. Prerequisites: to be a native speaker.

SPAN& 221 5 credits **Spanish IV**

Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 123 or equivalent.

SPAN& 222 5 credits **Spanish V**

Continuation of Spanish IV. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 221 or equivalent.

SPAN& 223 5 credits **Spanish VI**

Continuation of Spanish V. Study of grammar, writing, comprehension, and Hispanic culture and literature. Instruction in Spanish. Prerequisite: SPAN& 222 or equivalent.

Student Development Skills

SDS 096 **Keys to College Success** 3 credits

An intensive college orientation class to help increase academic, professional and personal success in college and life.

SDS 101 **Study Skills** 5 credits

Course covers college-level study skills, including time management, goal setting, classroom etiquette, learning styles, math study skills, note-taking, textbook reading and comprehension, exam preparation and test taking, basic research skills, and basic presentation skills. Prerequisites: Compass score writing placement in ENGL 090 or above.

SDS 102 **Online Readiness** 1 credit

Introductory online course with emphasis on technical preparation, navigation, communication in online environment, and how online learning differs from face-to-face instruction. Students learn how online courses work, acquire personal preparation for successful learning online, and identify when and how online learning is best incorporated into their educational activities.

SDS 103 **Study Skills for Mathematics** 2 credits

An intensive course in basic math principles and math-specific study skills to improve student performance in pre-algebra and algebra. Prerequisites: Concurrent enrollment in MATH 093.

SDS 104 **Stress Management** 3 credits

Understanding of the nature of stress, principles of stress management and strategies for "creating, rejuvenating, and sustaining" a healthy, balanced life style. Through lecture and experiential learning, learn to reduce anxiety around tests, homework, relationships and more. Prerequisite: ENGL 097.

SDS 105 **Effective Leadership** 3 credits

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership. Prerequisite: appropriate assessment score. College-level reading and writing skills recommended.

SDS 106 **Career and Life Planning** 3 credits

An opportunity to explore career options that best fit with student's personality, interests, abilities and values. Emphasis is on personal assessment. Prerequisite: placement in English 097 strongly advised.

SDS 107 **College Navigation Skills 1** 1 credit

Introduces techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in goal setting, critical thinking, decision making and problem solving, time management and stress management. Prerequisites: may require instructor permission.

SDS 108 **College Navigation Skills 2** 1 credit

Introduces student development techniques, strategies and information fundamental for students to navigate in the college environment. Includes content in financial decision-making strategies, creating a financial plan for higher education, college paper writing requirements, understanding self awareness and motivation as tools for college success. Prerequisites: may require instructor permission.

SDS 109 **College Navigation Skills 3** 1 credit

Introduces career development techniques, strategies and information fundamental to prepare students to be successful in a professional environment. Includes content in resume writing, interview tips, career exploration, securing internships and the creation of an individualized portfolio. Prerequisites: may require instructor permission.

SDS 110 **Critical Thinking** 2 credits

Learning styles, holistic thinking, logic and problem solving will help students develop new thinking strategies and patterns. Prerequisites: placement in ENGL 097 strongly recommended.

Theater

THTR 165 **Acting I** 5 credits

Fundamentals of stage acting, employing practical exercises, games and performance activities. How to analyze, interpret and present a theatrical character to an audience. Voice, movement and concentration will be stressed, as well as basic stage terminology.

THTR 170 **Theater Production & Administration** 5 credits

Comprehensive basic course covering the elements of theater production and administration: stage types/rigging, lighting/sound, costumes, sets, makeup, theater management, box office, ticketing, and publicity. Concepts and techniques of stagecraft and stage administration and apply knowledge by working with a production team in a professional performing arts setting.

THTR 265 **Acting II** 5 credits

Focuses on advanced acting techniques and in-depth character/play analysis as well as more complex scene work. Projects related to play directing and production will be assigned. Prerequisites: THTR 165 or instructor's signature.

Tribal Gaming Management

TGM 150 **Tribal Law** 3 credits

Examines the roles of the tribal government and provides a broad overview of tribal law issues, including an understanding of tribal governments, tribal constitutions and codes, treaties, tribal court systems, and tribal gaming law.

TGM 160 **Jurisdiction Issues** 3 credits

Provides a broad overview of tribal jurisdiction issues, including an understanding of criminal and civil jurisdiction, particularly as applied to tribal gaming law.

Welding

WELD 128 **Basic Welding** 3 credits

Theory, application and practice of arc and oxyacetylene welding and cutting.

WELD 131 **Gas Welding** 3 credits

Fundamentals and experience in the operation of oxyacetylene welders and cutters in flat, horizontal, vertical and overhead positions, and an introduction to aluminum and stainless steel welding and brazing using TIG welding machines.

WELD 132 **Arc Welding** 3 credits

Fundamentals and experience in operation of AC and DC welders in flat, horizontal, vertical and overhead positions using a

variety of welding electrodes, including low-hydrogen rods. Introduction to MIG (Metallic Inert Gas) or GMAW (Gas Metal Arc Welding) included.

WELD 220 **2 credits**
Welding Certification Prep Course

Prepares experienced welders for welding examination and certification. Involves out of position welding with electric arc 6010 and 7018 electrodes, “flux core” welding wire, and GMAW (MIG) Welders (required during welding certification). Prerequisites: WELD 128 or industry experience.

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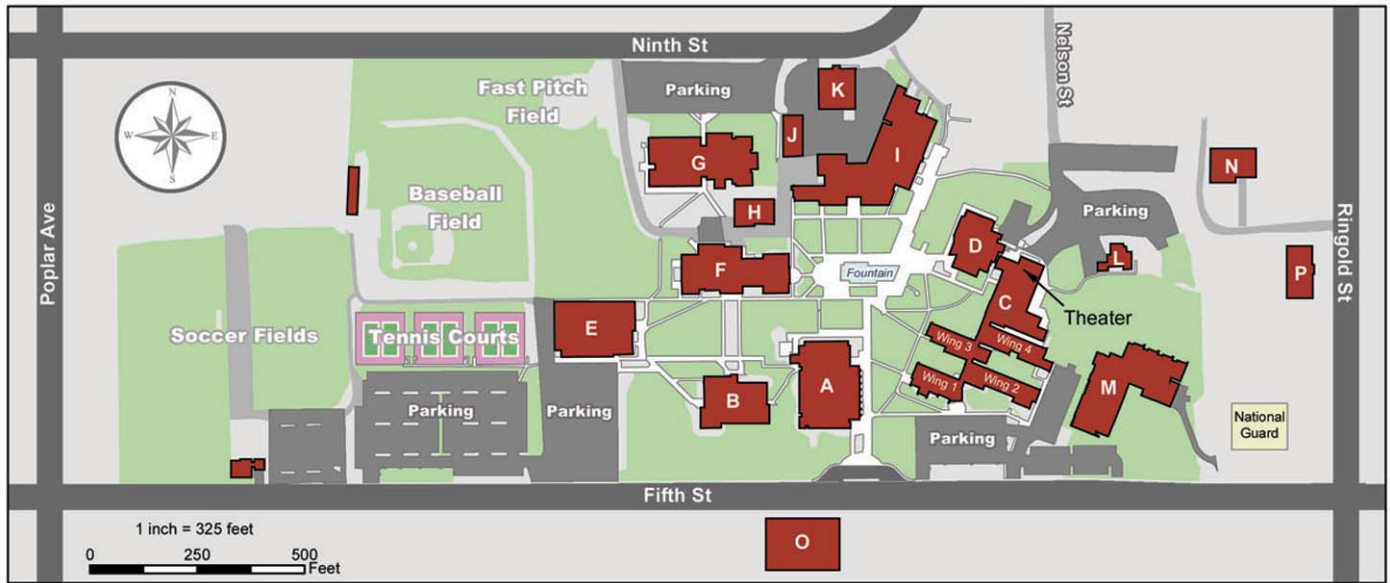
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Wenatchee Campus

1300 Fifth Street, Wenatchee

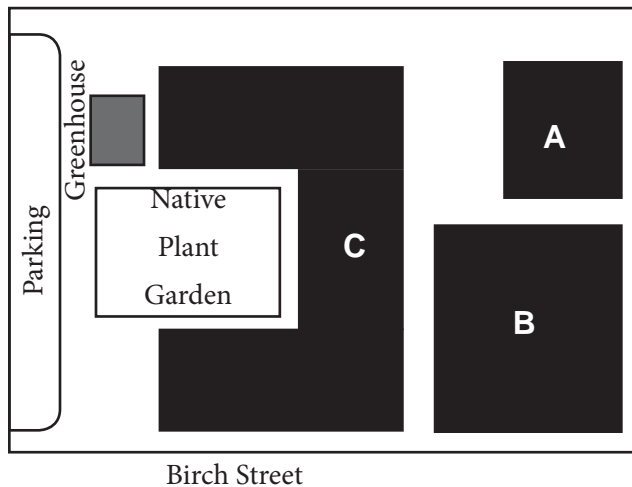


<p>A: Wenatchi Hall Admissions/Registration Allied Health Biology Business Office Cashier Community Relations Financial Aid Human Resources President's Office Math Nursing Radiologic Technology Testing Center WVC Foundation</p> <p>B. Eller-Fox Science Center Chemistry MLT Physics</p> <p>C: Wells Hall Adult Basic Skills</p>	<p>Campus Theater Ceramics Studio Instruction Office WSU</p> <p>D: Brown Library Distance Classrooms Tutor Center</p> <p>E: Smith Gymnasium Basketball Courts Fitness Lab</p> <p>F: Van Tassell Center Bookstore Cafe International Students Multicultural Affairs Running Start Student Lounge Student Programs</p> <p>G: Sexton Hall Computer Technology Business Computer</p>	<p>Technology Robert Graves Gallery WriteLab</p> <p>H: Central Washington University</p> <p>I: Batjer Hall Agriculture Automotive Criminal Justice Print Shop/Malboxes Security Office</p> <p>J: Environmental Systems and Refrigeration Technology 5500</p> <p>K: Industrial Technology 6000</p> <p>L: Wells House 7000</p> <p>M: Music and Art Center (MAC) 8000 Art Music Recital Hall</p>	<p>N: Facilities and Operations Shipping & Receiving</p> <p>O: Residence Hall</p> <p>P: Technology</p>
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Rooms	Building Name
Begin With	
1000	Wells Hall (C)
1500	Music and Art Center (M)
2000	Wenatchi Hall (A)
3000	Eller-Fox Science Center (B)
4000	Smith Gym (E)
5000	Van Tassell Center (F)
5500	Central Washington University (H)
6000	Sexton Hall (G)
7000	Refrigeration Lab (J)
7500	Industrial Technology (K)
8000	Batjer Hall (I)
9000	Brown Library (D)
9500	Facilities and Operations (N)

Omak Campus

116 West Apple Ave., Omak



Ash Street

D

F

G

We encourage Omak campus students to park in the lot on Ash and Apple Avenue (next to the fire hall) within a block of campus or in the campus lot. This will help leave street parking spaces for our neighbors.

P

Rooms begin with

A: Administration Building..... 100

B: Mary Henrie Friendship Hall..... 200

C: Classroom/Science Lab Building 300

D: Student Resource Center 500

E: Heritage House 900

F: WVC at Omak Foundation

G: WSU Upward Bound

E

Apple Avenue

Birch Street

Associate of Arts and Sciences Degree Requirements: 90 credits

General Education

Requirements 18 credits

If more than 18 general education credits are earned, the excess credits may be used to meet other graduation requirements.

WRITING SKILLS 10 credits

English 101 required

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

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

QUANTITATIVE SKILLS 5 credits

To meet this requirement, proficiency in intermediate algebra must be demonstrated. Students must also successfully complete one of the following:

Math: 105, 108, 141, 142, 146, 148, 151, 152, 153, 173, 200, 211, 238, 254

Computer Science: 201, 202, 203

LIFE SKILLS..... 3 credits

The requirement is met by taking either general or restricted courses from the following list. You must successfully complete three credits from the following:

General

Physical Education (Professional): 180, 181, 183, 283, 284, 285, 287

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

OR

Restricted Electives

Business Computer Technology: 105

Library: 101, 105

Reading: 176

Student Development Skills: 101, 105, 106, 110

Distribution Requirements

45 credits

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

HUMANITIES 15 credits

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

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

Classics: 100

Communications: 101, 210, 220, 240

Drama: 101

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

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

Journalism: 101

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

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

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

World Languages: (maximum 5 credits in Humanities distribution)

American Sign Language 121, 122

German 121, 122, 123

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

Latin 101, 102, 103

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

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

NATURAL SCIENCES 15 credits

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

Anthropology: 205

Astronomy: 101

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

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

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

Environmental - Biology: 125, 127, 221, 225, 226, 227, Oceanography 100, 101

Geology: 101, 110, 208, 218

Math/Computer Science (only 5 credits allowed from Math/Computer Science toward Natural Science distribution)

MATH 108, 141, 142, 146, 148, 151,

152, 153, 200, 211, 238, 254; CSC 201, 202, 203

Meteorology: 110, 210

Nutrition: 101

Physical Education: 286, 288

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

Zoology - Biology: 213, 217, 241, 242

SOCIAL SCIENCES 15 credits

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

Anthropology: 100, 204, 206, 217, 220

Economics: 100, 101, 201, 202

Geography: 101, 102, 201, 202, 207

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

Political Science: 101, 202, 203, 206

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

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

Elective Requirements

27 credits minimum

General Electives are normally accepted at institutions that grant bachelor's degrees whether or not an AAS degree is earned.

Restricted Electives are courses numbered 100 or higher that do not normally transfer to institutions that grant bachelor's degrees. These courses are normally accepted only when included in the AAS degree. A **maximum of 15 restricted credits**, including any used as Life Skills credit, can be included in the AAS degree.

In addition to the list below, all courses listed in the sections of general education, humanities, natural sciences and social sciences distribution requirements may be used as general electives.

Accounting: 201, 202, 203

Art: 120

Business Administration: 101, 201, 204, 240, 241

Chemical Dependency Studies: 101

Criminal Justice: 101, 105

Education: 115, 200, 204, 210

History: 219

Latin: 110, 220

Math: 171, 172

Music: 145, 146

Associate of Arts and Sciences Degree Requirements continued

Physical Education (Professional):

168, 169, 171, 174, 175, 180, 181, 182,
183, 184, 185, 189, 283, 284, 285, 287,
289

Physical Education (Activities):**

101-162, 218-262

Political Science: 201

***A maximum of five P.E. activity credits are allowed in this degree. The first three credits are allowed as Life Skills or General Elective Credit; the last two credits earned are allowed as Restricted Electives.*