

Fall 2009

Class Schedule



Graphic Technologies Program Inside Cover

Financial Aid makes college possible Page 2

We're here to help you succeed Page 3

CLOVER PARK

TECHNICAL COLLEGE

Excellence. Experience. Employment.

Classes start September 28

Why Clover Park?

Clover Park Technical College students get a time-honored style of hands-on learning experience taught by experts in a large variety of practical career fields. From aviation to health care, from computers to design, from cooking to welding, you can trust that you are learning the theory, the basics, the art and the best practice for a profession that's fulfilling and in demand today. At Clover Park Technical College, we focus on excellence, experience, and employment. Redefine education. See what Clover Park has for you.

Redefine Education: Define your future

Not sure what career would be best for you? Wondering what goes on inside the classrooms and labs? Think you are headed in the right direction, but want to make sure? At Clover Park Technical College we want you to be successful, so we have lots of ways for you to find out more about our certificate and degree programs.

- **Program Information Sessions** On most second and fourth Wednesdays of the month, instructors will meet with you about career opportunities, what is taught in the program, and what you will need to do to get started.
- **VIP Pass for Class** You are a very important person and we are happy to arrange for you to visit a class in any subject. Contact janet.holm@cptc.edu to arrange your VIP visit.
- **CPTC-TV** There's always information about our programs on television in Pierce County! Tune in Comcast channel 28 or CLICK! channel 89.
- **www.cptc.edu** Visit our website for program information and streaming videos.

Call (253) 589-5800

For more info Text **TECH4U** to **41513**

On the cover: Graphic Technologies Instructor Darryl Owens helps student, John Harkness, with Adobe InDesign. The Graphic Technologies program prepares students for careers in the print industry. For more info **Call 253-589-5800** or text **TECH4U** to **41513**



// My goal all along has been to build a bright future for myself and my son and to show him that **hard work pays off.** //

Stefany Vermillion, Interior Design Program Graduate,
CPTC Foundation scholarship recipient

IMPORTANT DATES

AUGUST

- 10 Web registration for continuing students
- 17 New student registration for admitted students
- 24 Open Registration
- 27 Fall Fees Due
- 31 Summer Quarter ends

SEPTEMBER

- 1 – 27 Quarter break
- 28 Fall Quarter begins

OCTOBER

- 20 NACE Auction, Student Center
- 22 Applications due for winter Foundation scholarships
- 26 Fall application for graduation award deadline
- 26 Foundation fundraiser event at Crown Bar

NOVEMBER

- 9 Annual Veterans Day Ceremony
- 11 College Closed, Veterans Day
- 16 Web registration for continuing students
- 23 New student registration for admitted students
- 30 Open registration

DECEMBER

- 3 Winter tuition and fees due
- 17 Winter Commencement

Getting Started at Clover Park

Step 1 Plan Ahead

- Review our more than 50 career programs at www.cptc.edu.
- Tour the campus and visit a class or attend a program information session.
- See an advisor for more career and program information and to help you set up your education plan.
- Apply for financial aid.

Step 2 Apply for Admission

- Once you have picked the career program or courses you want to take, fill out an admission application and submit it, with the program admission fee.
- Running Start students should contact our Running Start counselor to get required paperwork for their high school counselors.

Step 3 Have a Placement Review

- To help you succeed in your college experience, COMPASS Assessment may be required for your program. This computerized assessment helps us place you in appropriate general education classes.
- Your advisor will tell you if you need to take this assessment.
- You can take as much time as you need, but generally students take about two hours.
- No appointment is necessary, but you must have a picture ID and pay a fee.

Step 4 Register and Pay Tuition

- New students may register in person or by mail.
- Complete the registration form available at the Registration Office, and submit it to that office.
- Pay your tuition and fees at the cashier's office, located in Building 17.
- If you are a currently enrolled student, you may register online at www.cptc.edu/register and pay online at www.cptc.edu/pay.

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

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Advising & Counseling Center for educational planning and admissions applications

Where? Building 17

When? Monday, Tuesday and Thursday from 8 a.m. to 5 p.m., Wednesday from 8 a.m. to 7:30 p.m., Friday from 9:30 a.m. to 4:30 p.m.

How? Walk in. If you have questions, call (253) 589-5548 or advising@cptc.edu

Registration Office to sign up for classes

Where? Building 17

When? Monday through Thursday 7:30 a.m. to 7:30 p.m., Friday from 9 a.m. to 5 p.m.

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

Testing Center for the COMPASS assessment

Where? Building 17

When? Monday through Wednesday 7:45 a.m. to 7 p.m., Thursday 7:45 a.m. to 4 p.m., Friday from 7:45 a.m. to noon.

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

Paying for College

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

And there's more:

- **Scholarships.** Contact the Clover Park Technical College Foundation at (253) 589-5732.
- **Veterans.** Contact our VA clerk at (253) 589-5581.
- **WorkFirst.** If you are a TANF recipient or a low-income working parent, call (253) 589-5895 to learn about opportunities for free job skills training.
- **Worker Retraining.** If you are currently collecting unemployment benefits, or have exhausted those benefits in the past 24 months, or are a displaced homemaker, or have been honorably discharged from military service, or need to upgrade your skills to remain employed, you may qualify for comprehensive vocational services. Call (253) 589-5548.
- **Opportunity Grants.** If you are a low-income person interested in a career in Allied Health; Aviation Maintenance; Early Care and Education; Landscape Management, or Residential Construction, you may be eligible for a grant that will pay for tuition, books, child care and some other expenses. Call (253) 589-5957.

Financial Aid Office

for grants, loans, student employment and scholarships

Where? Building 17

When? Mon-Thurs, 7:30 a.m. to 5 p.m.
Friday, 9:00 a.m. to 5 p.m.

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

Running Start or Elective High School

students under age 21 do not pay tuition or an admission fee. Qualifying students are expected to pay a \$52.94 Laboratory/Supply Fee and the Assessment Fee as well as fees for consumables, books, tool kits, program testing fees and transportation costs required for the program. The college may require students to pay a refundable deposit for loaned tools.

Adult Basic Education or English as a Second Language

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

2009-10 TUITION

# of Credit Hours	Tuition & Fees	International Tuition & Fees
1	\$98.14	\$180.00
2	\$179.59	\$343.31
3	\$261.04	\$506.62
4	\$342.49	\$669.93
5	\$423.94	\$833.24
6	\$505.39	\$996.55
7	\$586.84	\$1,159.86
8	\$668.29	\$1,323.17
9	\$749.74	\$1,486.48
10	\$831.19	\$1,649.79
11	\$891.49	\$1,811.33
12	\$951.79	\$1,972.87
13	\$1,007.55	\$2,130.66
14	\$1,063.27	\$2,288.45
15	\$1,118.99	\$2,446.24

Student Tuition

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

Cost Per Credit

\$74.34
\$53.19
No Tuition Charge
\$54.62

# of Credit Hours	Tuition & Fees	International Tuition & Fees
16	\$1,174.71	\$2,604.03
17	\$1,230.43	\$2,761.82
18	\$1,286.15	\$2,919.61
19	\$1,286.15	\$2,919.61
20	\$1,286.15	\$2,919.61
21	\$1,286.15	\$2,919.61
22	\$1,286.15	\$2,919.61
23	\$1,286.15	\$2,919.61
24	\$1,286.15	\$2,919.61
25	\$1,286.15	\$2,919.61
26	\$1,340.77	\$3,076.25
27	\$1,395.39	\$3,232.89
28	\$1,450.01	\$3,389.53
29	\$1,504.63	\$3,546.17
30	\$1,559.25	\$3,702.81

International Tuition

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

Cost Per Credit

\$157.03
\$155.26
No Tuition Charge
\$156.64

2009-10 FEES

Quarterly fees

Student activities fee: \$16.69 per quarter

Parking fee: \$.83 per credit to a max of \$10.00 per quarter

ASG building fee:
\$3.75 per credit to a max of \$45.00 per quarter

State Building fee:
\$2.53 per credit to a max of \$45.54 per quarter

One-time fees

Program admission fee:
\$50.00 non-refundable

Assessment fee: \$19.00 non-refundable

Graduation fee: \$20.00 non-refundable

Additional fees

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

See page 56 for refund policy.

All fees are subject to change without notice.

Redefine Education:

Do it with the help you need

Advising and Counseling

It's all about your success. The Advising and Counseling department at Clover Park Technical College is dedicated to providing support and direction to help students meet their academic goals successfully. It's a good idea to talk to an advisor as soon as you start to think about attending classes and whenever you need assistance after that. Advisors can tailor an educational plan to meet your interests and strengths, assist you in a time of crisis or need, and connect you with community-based resources to help you succeed.

In Advising and Counseling, you'll find:

- The Career Center
- Crisis Counseling
- Disability Services
- Running Start
- Worker Retraining

Call 253-589-5800.

Students with disabilities

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

Find the degree or certificate that will change your life

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

Certificates at Clover Park Technical College

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

Degrees at Clover Park Technical College

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

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

Child care on campus

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

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

President:

Dr. John W. Walstrum

Board of Trustees:

Mary Moss, Chair
Shauna Weatherby, Vice Chair
Bruce Lachney
Dr. Robert Lenigan
Mark Martinez

Make sure you get all the information you need

For more detailed information about certificate and degree requirements and transfer options, please read the chapter "Academic Standards" pages 140-148 of the 2009-2010 College Catalog; be sure to talk with an academic advisor or counselor before enrolling in any program. They are here to help you make the best possible choices to have your experience at the College work for you.

Continuing on to the next degree

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

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

Redefine Education:

Fly high, dig deep, live well

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

South Hill Campus & Aviation Center • (253) 583-8944

17214 110 Ave. E. • Puyallup 98474

South Hill Campus & Aviation Center, the red and white checkered building next to the Pierce County Airport, is home to three degree and certificate programs:

Aviation Maintenance, Professional Pilot, and Health Unit Coordinator.

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

Fort Lewis Campus • (253) 583-8944

14800 Murray Road S.W. • Lakewood 98439

Fort Lewis Campus is the home of the Roofers Apprenticeship program.

Continuing education and industry training opportunities are also available at this site.

Lakewood Campus • (253) 589-5800

4500 Steilacoom Blvd. S.W. • Lakewood 98499

Campus map and driving directions are at www.cptc.edu

Click on "Contact Us." Click on "Campus Locations."

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CPTC Bookstore

(253) 589-5614

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

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

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

Permits are required

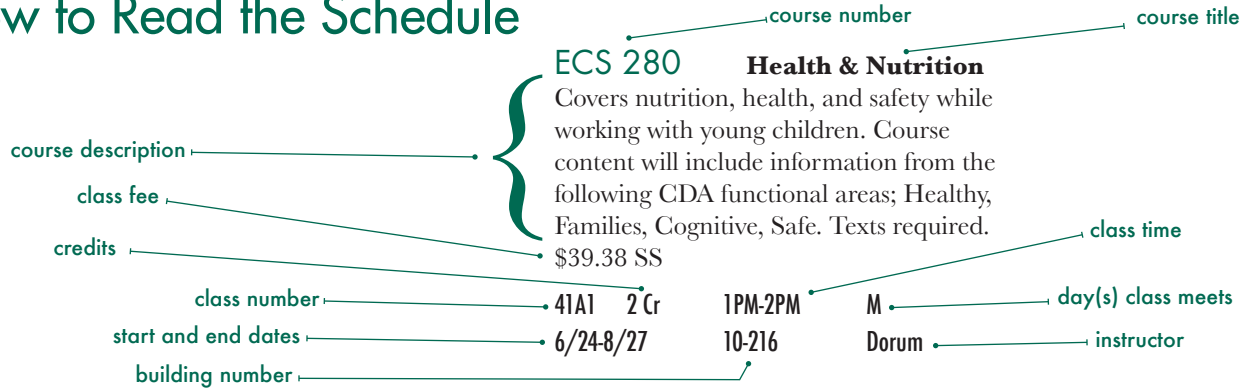
to park on campus. To get a permit for your vehicle, fill out a parking/ID application available at Student Records, the front desk, and the Cashier's Office – all in Building 17 – and in the Security Office, Building 23.

Suspended Operations

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

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

How to Read the Schedule



SYMBOLS:

- online courses**
- continuing education**
- community education**

Registration on the Web

Continuing students who have a student ID and a PIN number can register on the Web at www.cptc.edu/register.

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

Course Cancellations

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

What's continuing education?

What difference does it make?

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

- Continuing education classes in many career program areas begin on page 45.
- Community education classes for personal and professional enrichment begin on page 52.
- To register for any of these continuing and community education courses, use the registration procedure and form on pages 48 and 55.
- Please feel free to call (253) 589-5575 for more information.

Virtually yours, whenever you're ready!

Online courses for credit

You'll need a computer with Internet access, a web browser, an e-mail address and Microsoft Word; be sure to read the course descriptions for other requirements. Check out the online courses on pages 49-51. You'll also find courses marked ON-LINE throughout this schedule in accounting, computer networking and information systems security, emergency management, general education and continuing education. The possibilities are virtually endless!

Contact distanced@cptc.edu, call (253) 589-6076 or visit www.cptc.edu/online for more information.

ED2GO

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

For a complete list of courses, start dates and details, go to www.cptc.edu/online. To register, go to www.cptc.edu/register.

ACCOUNTING

ACCT& 201 Principles of Accounting I

Covers fundamentals of accounting theory and practice. Focus on double-entry accounting system, financial statement preparation for a business organized as a sold proprietorship and effects on balance sheet accounts. Prerequisite: ACTG 115 or instructor approval. Additional Fee: \$25.00 ☞

49ZE	5Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

ACCT& 202 Principles of Accounting II

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

49R2	5Cr	11AM-11:50AM	M-Th
9/28-12/16		10-214 — Fee: \$46.25	Staff

49ZF	5Cr	Arranged	Arranged
9/28-12/16		On-Line — Fee: \$25.00	Dorum

ACCT& 203 Principles of Accounting III

Introduces cost accounting as a part of the managerial process of planning and control to include job order, process and standard cost accounting data, budgets, and internal control reports necessary for making economic decisions for manufacturing businesses. Prerequisite: ACCT& 201. Additional Fee: \$25.00 ☞

49ZG	5Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

ACTG 110 Bookkeeping I

Introduces fundamental principles of full cycle, double-entry accounting including maintaining journals, ledgers and banking records to prepare basic financial statements for service and retail businesses organized as sole proprietorships or partnerships. ☞

4902	4Cr	9AM-10:50AM	TWThF
9/29-11/13		10-216 — Fee: \$42.00	Dorum

4922	4Cr	Arranged	Arranged
9/28-12/16		On-Line — Fee: \$25.00	Dorum

ACTG 115 Bookkeeping II

Introduces continued principles of full cycle, double-entry accounting, and specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals and end of period work for corporations. Prerequisite: ACTG 110. ☞

49ZB	4Cr	Arranged	Arranged
9/28-12/16		On-Line — Fee: \$25.00	Dorum

4912	4Cr	9AM-10:50AM	TWThF
11/17-12/16		10-216 — Fee: \$42.00	Dorum

ACTG 120 Electronic Business Math

Covers business math applications to include payroll, percents, merchandising, consumer credit, simple and compound interest, prorating, stocks and bonds, and the metric system using the key-board functions and the touch method of electronic calculator operation. Prerequisite: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher or Instructor approval. Additional Fee: \$25.00 ☞

49ZC	2Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

ACTG 135 Accounting Spreadsheets I

Introduces electronic spread sheets (Microsoft Office-Excel). Covers creating business forms and spreadsheets to prepare financial statements. Prerequisite: CAS 105 or Instructor approval. Additional Fee: \$21.25

4932	5Cr	11AM-11:50AM	TWF
9/29-12/16		10-216	Dorum

ACTG 160 Payroll & Business Taxes

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

49ZD	5Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

Principles of Accounting I Lab

Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment. Concurrent with ACCT& 201. Additional Fee: \$8.50

4972	2Cr	Arranged	Arranged
9/28-12/16		10-216	Dorum

Principles of Accounting II Lab

Provides instructional activities that support material covered in ACCT& 202 in a supervised lab environment. Concurrent with ACCT& 202. Additional Fee: \$12.75

4982	3Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

Principles of Accounting III Lab

Provides instructional activities that support material covered in ACCT& 203 in a supervised lab environment. Concurrent with ACCT& 203. Additional Fee: \$12.75

4992	3Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

ACTG 260 Business Office I

Provides an opportunity for students to experience and participate in a realistic office environment by providing Financial Statements, completing financial Examinations, preparing Payroll and furnishing other similar Financial Accounting work products to the public. Prerequisites: ACTG 235, CAS 125, and ACCT& 201 or instructor approval. Additional Fee: \$21.25

49F2	5Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

ACTG 262 Business Office II

Provides an opportunity for students to experience and participate in a realistic office environment by providing Financial Statements, completing financial Examinations, preparing Payroll and furnishing other similar Financial Accounting work products to the public. Prerequisite: ACCTG 260. Additional Fee: \$21.25

49G2	5Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

ACTG 271 Internship I

Offers students a way to combine classroom study with related work experience under the supervision of an employer. Instructor approval and weekly seminar required. Prerequisite: Instructor approval.

49H2	5Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

ACTG 273 Internship II

Offers students a way to combine classroom study with related work experience under the supervision of an employer. Instructor approval and weekly seminar required. Prerequisites: ACTG 271 and instructor approval.

49J2	5Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

ACTG 281 Specialized Accounting I

Introduces the theory and practice of governmental/nonprofit or managerial accounting. This includes a study of the accounting methods, concepts, and the purpose and use of budgets in this field of accounting. Independent study is to be arranged with the Instructor. Prerequisite: ACCT& 201, ACTG 224, ACTG 235 and CAS 125 or instructor approval. Concurrent with ACTG 281 ACTG 271 may be completed. Additional Fee: \$21.25

49K2	5Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

ACTG 283 Specialized Accounting Lab I

Continues with theory and practice of governmental/nonprofit or managerial accounting. This includes a study of the accounting methods, concepts, and the purpose and use of budgets in this field of accounting. Independent study is to be arranged with the Instructor. Prerequisites: ACTG 281 or instructor approval. Concurrent with or immediately following completion of ACTG 283, ACTG 271 and/or ACTG 273 must be completed. Additional Fee: \$21.25

49L2	5Cr	Arranged	Arranged
9/28-12/16		10-214	Staff

Individual Income Tax Accounting
ACTG 291

An intense study of the rules and regulations for preparation of the most common forms and schedules, tax legislation and GAAP versus income tax accounting. Prerequisite: ACTG 222 and ACCT& 201 or instructor approval. Concurrent with ACTG 293. Additional Fee: \$21.25

49M2	5Cr	9AM-9:50AM	M-Th
9/28-12/16		10-214	Staff

Individual Income Tax Accounting Lab
ACTG 293

Provides a supervised setting, with instructional support, to apply understanding of federal individual income tax rules and regulations to specific tax problems. Prerequisite: ACTG 222 and ACCT& 201 or instructor approval. Concurrent with ACTG 291. Additional Fee: \$21.25

49N2	5Cr	10AM-10:50AM	M-Th
9/28-12/16		10-214	Staff

ADULT BASIC EDUCATION

ABE 012 **ABE Level II - MATH**

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

CH56	5Cr	12:30PM-2PM	MWF
9/28-12/16		26P001	Weigelt
CH30	2Cr	5:30PM-6:30PM	TTh
9/29-12/17		26P002	Carney

ABE 013 **ABE Level III - MATH**

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

CH31	2Cr	5:30PM-6:30PM	TTh
9/29-12/17		26P002	Carney
CH32	5Cr	12:30PM-2PM	MWF
9/28-12/16		26P001	Weigelt

ABE 014 **ABE Level IV - MATH**

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

CH34	2Cr	5:30PM-6:30PM	TTh
9/29-12/17		25P	Hooker
CH35	4Cr	12:30PM-2PM	MWF
9/28-12/16		26P002	Nix

GED 010 **GED Basic Math**

Learn to make mathematical estimates of time and space, apply principles of geometry to measure angles, lines and surfaces, and apply trigonometric functions. Prerequisite: Students must successfully complete ABE Math IV or receive a score of 236 on the CASAS placement test \$25.00

CH38	2Cr	5:30PM-6:30PM	TTh
9/29-12/17		26P001	Hooker
CH62	4Cr	9AM-11AM	TTh
9/29-12/17		26P001	Weigelt

GED 011 **GED Advanced Math**

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

CH39	2Cr	5:30PM-6:30PM	TTh
9/29-12/17		26P001	Hooker
CHG2	4Cr	9AM-11AM	TTh
9/29-12/17		26P001	Weigelt

ABE Level III - READING

Learn to read with understanding, focusing on real-life materials. Prerequisite: Students must receive a score of 211-220 on the CASAS placement test. \$25.00

CH40	5Cr	8:30AM-10AM	MWF
9/28-12/16		26P002	Nix
CH42	2Cr	6:30PM-7:30PM	TTh
9/29-12/17		26P002	Martindale

ABE Level IV - READING

Learn to read with understanding expository writing, a variety of periodicals and non-technical journals on common topics. Prerequisite: Students must successfully complete ABE Reading III or receive a score of 221-235 on the CASAS placement test. \$25.00

CH43	5Cr	8:30AM-10AM	MWF
9/28-12/16		26P002	Nix
CH45	2Cr	6:30PM-7:30PM	TTh
9/28-12/16		26P002	Martindale

GED 010 **GED Basic Reading**

Learn to comprehend, explain and analyze information from a variety of literacy works, including primary source materials and professional journals. Prerequisite: Students must successfully complete ABE Reading IV or receive a score of 236-245 on the CASAS placement test. \$25.00

CH46	5Cr	8:30AM-10AM	MWF
9/28-12/16		26P001	Weigelt

GED 011 **GED Advanced Reading**

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

CH47	5Cr	8:30AM-10AM	MWF
9/28-12/16		26P001	Weigelt

GED 012 **GED Preparation - Reading**

Gain skills and knowledge of materials necessary to prepare for the GED exam. Students will develop test taking strategies and develop skills in the areas of social studies reading and science sections on the GED exam. Prerequisites: Students must successfully complete ABE Reading IV or receive a score of 236 or higher on the CASAS placement test. \$25.00

CH98	2Cr	6:30PM-7:30PM	TTh
9/28-12/16		26P001	Hooker

ABE Level III - WRITING

Focus on writing skills, increasing complexity of sentences and paragraphs. Prerequisite: Students must receive a score of 211-220 on the CASAS placement test. In addition, students will be asked to complete a writing sample. \$25.00

CH20	5Cr	10:10AM-11:40AM	MWF
9/28-12/16		26P002	Nix
CH22	2Cr	7:30PM-8:30PM	TTh
9/29-12/17		26P002	Martindale

ABE Level IV - WRITING

Learn to convey ideas in writing using several connected paragraphs with correct mechanics, usage, and varied sentence structure. Prerequisite: Students must successfully complete ABE Writing III or receive a score of 221-235 on the CASAS placement test. In addition, students will be asked to complete a writing sample. \$25.00

CH23	5Cr	10:10AM-11:40AM	MWF
9/28-12/16		26P002	Nix
CH25	2Cr	7:30PM-8:30PM	TTh
9/29-12/17		26P001	Hooker

GED 010 **GED Basic Writing**

Learn to write with clearly expressed ideas supported by relevant detail, and use varied and complex sentence structure with few mechanical errors. Prerequisites: Students must successfully complete Writing IV or receive a score of 236-245 on the CASAS placement test. In addition, students will be asked to complete a writing sample. \$25.00

CH26	5Cr	10:10AM-11:40AM	MWF
9/28-12/16		26P001	Weigelt

GED 011 **GED Advanced Writing**

Focus on fine-tuning writing skills necessary to successfully complete the writing section of the GED. Prerequisites: Students must successfully complete GED Basics writing or receive a score of 246 or higher on the CASAS placement test. In addition, students will be asked to complete a writing sample. \$25.00

CH28	5Cr	10:10AM-11:40AM	MWF
9/28-12/16		26P001	Weigelt

GED 012 **GED Preparation Writing**

Gain skills and knowledge of materials necessary to prepare for the GED writing exam. Prerequisites: Students must successfully complete ABE writing IV, or receive a score of 236 or higher. In addition, students will be asked to complete a writing sample. \$25.00

CH99	2Cr	7:30PM-8:30PM	TTh
9/29-12/17		26P001	Hooker

GED Preparation –**GED 012 Fast Track Reading & Writing**

Students will develop test taking strategies for the social studies, reading, science, and writing sections on the GED exam. Prerequisites: Must receive a CASAS score of 221 or more in reading. \$25.00

CH50	6Cr	4PM-7PM	TTh
9/29-12/17		26P-003	Nagle

GED Preparation –**GED 012 Fast Track Math**

Students will develop test taking strategies for the math sections on the GED exam. Prerequisites: Must receive a CASAS score of 211 or more in math. \$25.00

CH03	3Cr	4PM-7PM	W
9/30-12/16		27P-101	Hooker

GED 012 GED Jump Start

A multi-level, multi-content class that allows students to focus on areas of learning that match their abilities. Prerequisite: Reading and Math CASAS test score, writing sample and completion of Educational Interview class or by permission of instructor. \$25.00

CHC2	9Cr	12:30PM-2:30PM	MTWTh
9/28-12/17		30-105	Munizza

ESL 010 ESL I

Designed for those with little to no knowledge of the English language. Basic reading, writing, speaking and listening skills will be covered. Prerequisite: Students must receive a score of <180 on the CASAS placement test. \$25.00

CH01	6Cr	12:30PM-2:30PM	MWF
9/28-12/16		27P-103	Burghagen
CH02	6Cr	5:30PM-8:30PM	MW
9/28-12/16		27P-103	Burghagen

ESL 012 ESL II

Designed for those with very basic knowledge of the English language. Develop reading, writing, speaking and listening skills necessary to participate in family, community, and employment. Prerequisite: Students must successfully complete ESL I or receive a score 181-190 on the CASAS placement test \$25.00

CH04	6Cr	5:30PM-8:30PM	MW
9/28-12/16		27P-103	Burghagen
CH06	6Cr	12:30PM-2:30PM	MWF
9/28-12/16		27P-103	Burghagen

ESL 013 ESL III

Designed for those with an intermediate level of English language skills. Focuses on more complex reading, writing, speaking, listening skills and application of these skills life situations. Prerequisite: Students must successfully complete ESL II or receive a score of 191-200 on the CASAS placement test \$25.00

CH07	6Cr	12:30PM-2:30PM	MWF
9/28-12/16		27P-103	Burghagen
CH08	6Cr	5:30PM-8:30PM	MW
9/28-12/16		27P-103	Burghagen

ESL 014

Designed for those with a high intermediate level of English language skills. Read complex materials including descriptions and narratives. Convey ideas through writing and learn to edit own work. Prerequisite: Students must successfully complete ESL III or receive a score of 201-210 on the CASAS placement test. \$25.00

CH09	6Cr	9AM-11AM	MWF
9/28-12/16		27P-103	Lamberton
CH10	6Cr	5:30PM-8:30PM	MW
9/28-12/16		30P-105	Glithero

ESL 015 ESL V

Designed for those with an advanced level of English language skills. Learn to convey complex ideas in. Work on critical thinking skills. Prerequisite: Students must successfully complete ESL IV or receive a score of 211-220 on the CASAS placement test. \$25.00

CH11	6Cr	12:30PM-2:30PM	MWF
9/28-12/16		27P-101	Stevens
CH12	6Cr	5:30PM-8:30PM	MW
9/28-12/16		26P-001	Guinn

ESL 016 ESL VI

Designed for those high advanced levels of English language skills. In ESL VI, learn to participate independently in complex conversations. Organize and relay information effectively and monitor comprehension when reading and writing. Prerequisite: Students must successfully complete ESL V or receive a score of 221-235 or higher on the CASAS placement \$25.00

CH13	6Cr	9AM-11AM	MWF
9/28-12/16		27P-101	Stevens
CH14	6Cr	5:30PM-8:30PM	MW
9/28-12/16		27P-002	Bailey

ESL 017 ESL Communication 3-4

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on grammar and written communication. Prerequisite: Score of 191- 211 on CASAS Pre-Test and concurrently enrolled in ESL Levels 1- 4. \$25.00

CH16	4Cr	9AM-11AM	TTh
10/06-12/17		27P-103	Lamberton

ESL 018 ESL Communication 5-6

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on grammar and written communication. Prerequisite: Score of 211+ on CASAS Pre-Test and concurrently enrolled in ESL Levels 5-6. \$25.00

CH59	4Cr	9AM-11AM	TTh
10/06-12/17		27P-103	Stevens

ESL 019 Focused on Fluency Level I

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on pronunciation and oral language skills. Prerequisite: Score of 191- 211 on CASAS Pre-Test and concurrently enrolled in ESL Levels 1-4. \$25.00

CH86	3Cr	5:30PM-8:30PM	T
10/06-12/15		27P-103	Bailey
CH87	4Cr	12:30PM-2:30PM	TTh
10/06-12/17		27P-103	Stevens

ESL 020 Focused on Fluency Level II

Multi-level class that focuses on developing language competencies in listening, speaking, reading and writing with strong emphasis on pronunciation and oral language skills. Prerequisite: Score of 211+ on CASAS Pre-Test and concurrently enrolled in ESL Levels 5-6. \$25.00

CH88	3Cr	5:30PM-8:30PM	Th
10/08-12/17		27P-103	Burghagen
CH89	4Cr	12:30PM-2:30PM	TTh
9/29-12/17		27P-101	Stevens

ESL 021 ESL Writing Improvement

improve professional writing skills, practice keyboarding skills and learn to use the basic editing features of MS Word. Plan, write, and edit various types of documents. Develop process, descriptive and opinion paragraphs. Prerequisite: ESL 4-6 or CASAS score 201 or higher. Prepares students exiting ESL IV-VI or CASAS score 201 Fee: \$0.00

CHB2	3Cr	9AM-12PM	Sa
10/10-12/12		26P-LAB	Staff

ESL 022 ESL Transitions

Focus on advanced English vocabulary, academic and applied reading skills, conveying more complex ideas in written and oral English in preparation for transitioning to higher level academic classes, employment and/or career advancement. Prerequisite: CASAS range of 211-220, concurrent enrollment in ESL Levels 5-6 or instructor permission \$25.00

CHF2	3Cr	5:30PM-8:30PM	T
10/06-12/15		27P-101	

ESL 031 ESL for Health Careers

Fee: \$0.00

CH05	3Cr	9AM-12PM	Sa
10/10-12/12		27P-101	Lawrence

ADULT HIGH SCHOOL**ADHS 012 United States History II**

This course is a survey of American History from settling the West (1858) to the present. Additional Fee: \$23.51

5B10	5Cr	4:30PM-6PM	MTWTh
9/28		16-105	Quincy

ADHS 013 Current World Problems

This course focuses on Washington State History and Government with additional studies on the Pacific Northwest region as a whole. Additional Fee: \$23.51

5B08	5Cr	4:30PM-6PM	MTWTh
9/28-12/17		16-105	Quincy

ADHS 014 Civics

This is an introductory course on US government policy, procedures, and principles ranging from personal to global in nature. Economics deals with the pro. Additional Fee: \$23.51

5B03	5Cr	3PM-4:30PM	MTWTh
9/28-12/17		16-105	Hanby
5B06	5Cr	3PM-4:30PM	MTWTh
9/28-12/17		16-105	Hanby

ADHS 015 Science I
 This class is a study of cell energy and the process of cellular reproduction. Additional Fee: \$23.51
 5B02 5Cr 5PM-7:30PM TW
 9/29-12/16 23-104 Norton

ADHS 016 Pacific Northwest History
 This course focuses on Washington State History and Government with additional studies on the Pacific Northwest region as a whole. Additional Fee: \$23.51
 5B07 5Cr 4:30PM-6PM MTWTh
 9/28-12/17 16-105 Quincy

ADHS 017 Science II
 This class is an introduction of genetics. Additional Fee: \$23.51
 5B04 5Cr 5PM-7:30PM TW
 9/29-12/16 23-104 Norton

ADHS 018 Art
 This class is an introduction of art terminology and methods, with an overview of artist's methods and techniques. Additional Fee: \$23.51
 5B01 5Cr 1PM-1:50PM Daily
 9/28-12/17 18 Purvine

ADHS 019 Fitness & Health
 This is an intermediate exploration of personal and global health issues, emphasizing cause, effect, and possible remedy; additionally, physical fitness activities are pursued. Additional Fee: \$23.51
 5B12 5Cr 12PM-12:50PM Daily
 9/28-12/17 16-105 Hanby

ADHS 020 Biology I
 This class is a study of cell structure, cell energy and complex cellular reproduction. Additional Fee: \$23.51
 5B09 5Cr 5PM-7:30PM TW
 9/29-12/16 23-104 Norton

ADHS 021 Biology II
 This class is a student of genetics and heredity. Additional Fee: \$23.51
 5B11 5Cr 5PM-7:30PM TW
 9/29-12/16 23-104 Norton

AEROSPACE COMPOSITE

ACM 120 Composite Fabrication
 Learn manufacturing methods and processes commonly utilized for the fabrication of composite materials. Instruction includes material choices, fabrication techniques, material handling, and safety procedures.
 44AC 4Cr 4PM-8:15PM Daily
 9/28-12/16 SHC-122 Staff

AMT 104 Basic Mathematics, Basic Physics, and Weight & Balance
 Perform mathematical computations required in aircraft maintenance, understand the scientific principles that apply to the operation of aircraft, and the importance of weight and balance to aircraft safety. This course section has not been FAA approved. Fee: \$18.75
 44AB 5Cr 4PM-8:15PM Daily
 9/28-12/16 SHC-116 Staff

AMT 119 Materials & Processes
 Identification and selection of non-destructive testing methods. Dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections. Basic heat-treated processes. Aircraft hardware and materials. Inspect and check welds. Perform precision measurements. This course section has not been FAA approved. Fee: \$18.75
 44AD 5Cr 4PM-8:15PM Daily
 9/28-12/16 SHC-116 Staff

ALLIED HEALTH AIDE - I-BEST

AHA 101 Principles of Home Care Attending I
 Introduces students to the basics of home care attending such as communication skills, cultural competence, caring for people on bed rest, elder neglect, and caregiver resources. Prerequisite: Admission to AHA IBEST program.
 FK02 2Cr 3PM-5PM M
 9/28-12/14 14-201 Freyre
 FK9B 2Cr 3PM-5PM M
 9/28-12/14 14-201 Freyre

AMERICAN SIGN LANGUAGE

ASL& 121 American Sign Language I
 Informs students about deafness, deaf culture, the deaf community, and American Sign Language. Learn to communicate both expressively and receptively in American Sign Language in basic conversation situations. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.
 0502 5Cr 3PM-5:20PM TTh
 9/29-12/17 10-212 Wilson

ASL& 122 American Sign Language II
 An expansion of ASL& 121 working towards mastery of American Sign Language. Course focuses on deeper insights into vocabulary, grammar, receptive/expressive skills and history with increased knowledge of Deaf communities and culture. Prerequisite: Successful completion of ASL& 121.
 0503 5Cr 5:30PM-8PM TTh
 9/29-12/17 10-212 Wilson

ANEW APPRENTICESHIP & NONTRADITIONAL EMPLOYMENT FOR WOMEN

ANEW 119 Industrial Safety (ANEW)
 Students will learn the safety requirements for hearing conservation, ergonomics, basic volume math for tanks and vaults, competent person requirements, fall protection, ladder safety, respirator training, function of Labor and Industries, confined spaces requirements, shoring and trenching, scaffolds, and the relationship between OSHA, DOSH and labor and industries. Course includes First/Aid/CPR. Link with ANEW 120.
 E319 3Cr 8AM-4:30PM MTWTh
 10/12-10/15 18 Routley

ANEW 120 Construction Readiness Training
 Construction Readiness program introduces students to the basics of construction trades to prepare them for entry into and successful completion of registered apprenticeship programs. Provides trades math in preparation for apprenticeship entry examinations; assists students in developing job and life skills, workplace ethics, reliability, financial management, diversity awareness, conflict resolution, etc.); provides resources for barrier resolution, builds strength and agility with fitness training program ; and ensures employment readiness through building job search skills, resume writing skills and interviewing skills. On the job training provided through participating in work on active job sites and visiting union OJT training sites. Prerequisite: acceptance into the program. Contact: Jennifer Thorp: 253-589-5737.
 E320 43Cr 8AM-5PM Daily
 9/28-2/16 18 Grimes

ARCHITECTURAL ENGINEERING DESIGN

ARC 121 Architectural Drafting & Design
 Overview of floor plans, line types and line weights, introduction to media, computer-aided drafting, codes, basic design concepts, and presentation drawings and techniques. Prerequisites: English reading with comprehension, composition and basic verbal skills. Additional Fee: \$21.25 Open lab times arranged with instructor.
 6302 5Cr 8:30AM-9:30AM MW
 9/28-12/16 19-201 Lamb

ARC 123 Civil Engineering Site Design
 Overview of site design and planning, lot, subdivision and road layouts, contouring, slopes and profiles and zoning regulations. Prerequisites: ARC 121. Additional Fee: \$21.25 Open lab times arranged with instructor.
 63AB 5Cr 6PM-7PM MW
 9/28-12/16 19-201 Ulrich

ARC 125 Residential Design & Drafting

Overview of basic residential design and specialized floor plans, exterior and interior elevations. Prerequisites: ARC 123. Additional Fee: \$21.25. Open lab times arranged with instructor.

6322	5Cr	8:30AM-9:30AM	MW
9/28-12/16		19-201	Lamb

ARC 141 Architectural Reporting I

Investigation, research and report preparation on materials, methods and trends in construction. Prerequisites: English reading with comprehension, composition and basic verbal skills, and computer keyboarding skills of 30 wpm. Additional Fee: \$12.75

6332	3Cr	9:30AM-10:30AM	M
9/28-12/16		19-201	Lamb

ARC 143 Architectural Reporting II

Investigation, research, diagrams and report preparation on basic framing systems in house construction. Prerequisites: ARC 141. Additional Fee: \$8.50

63AE	2Cr	4PM-5:30PM	M
9/28-12/16		19-201	Ulrich

I-BEST Architectural Reporting II

Investigation, research, diagrams and report preparation on basic framing systems in house construction. Prerequisites: ARC 141. Additional Fee: \$8.50

63YY	2Cr	4PM-5:30PM	M
9/28-12/16		19-201	Ulrich

ARC 145 Architectural Reporting III

Investigation, research and report preparation on construction materials and an actual ArcView GIS project using word processing skills to prepare a report on ArcView and a detailed technical specification section. Prerequisites: ARC 143. Additional Fee: \$8.50

6352	2Cr	9:30AM-10:30AM	M
9/28-12/16		19-201	Lamb

Construction Material Research I

Requires research of manufacturers' and suppliers' information, and assembly of Construction Specifications Institute (CSI) materials Divisions 1 through 5. Prerequisites: English reading with comprehension, composition and basic verbal skills. Additional Fee: \$8.50 Open lab times arranged with instructor.

6362	2Cr	1PM-2PM	Th
10/01-12/10		19-201	Lamb

63XX	2Cr	2:30PM-3:30PM	F
10/02-12/11		19-201	Ulrich

Construction Materials Research II

Requires research of manufacturers' and suppliers' information, and assembly of Construction Specifications Institute (CSI) materials Divisions 6 through 11. Prerequisites: ARC 151. Additional Fee: \$4.25 Open lab times arranged with instructor.

6372	1Cr	1PM-2PM	Th
10/01-12/10		19-201	Lamb

63AH	1Cr	4:30PM-5:30PM	T
9/29-12/15		19-201	Ulrich

ARC 162 Sketching I

Basic line weights, proportions, and sketches of residential projects. Prerequisites: English reading with comprehension, composition and basic verbal skills, ARC 171. Additional Fee: \$12.75 Open lab times arranged with instructor.

63AJ	3Cr	3:30PM-4:30PM	TTh
9/29-12/15		19-201	Ulrich

ARC 162 I-BEST Sketching I

Basic line weights, proportions, and sketches of residential projects. Prerequisites: English reading with comprehension, composition and basic verbal skills, ARC 171. Additional Fee: \$12.75 Open lab times arranged with instructor.

6312	3Cr	3:30PM-4:30PM	TTh
9/29-12/17		19-201	Ulrich

ARC 163 Sketching II

Covers intermediate concepts and sketches of residential projects. Prerequisites: ARC 161. Additional Fee: \$8.50 Open lab times arranged with instructor.

63AK	2Cr	2:30PM-3:30PM	Th
10/01-12/10		19-201	Ulrich

ARC 171 Drafting Technologies I

Covers basic manual drafting skills, orthographics, isometrics, and roof plans for basic design and construction necessary for residential design, and printing completed drawings on industry standard hardware. Prerequisites: English reading with comprehension, composition and basic verbal skills. Additional Fee: \$8.50 Open lab times arranged with instructor.

6392	5Cr	8:30AM-9:30AM	MW
9/28-12/16		19-201	Lamb

ARC 173 Drafting Technologies II

Covers basic manual drafting skills for perspective drawings, shade and shadows, for basic design drawings necessary for residential design, and printing completed drawings on industry standard hardware. Prerequisites: ARC 171. Additional Fee: \$21.25 Open lab times arranged with instructor.

63AM	5Cr	3:30PM-4:30PM	TTh
9/29-12/15		19-201	Ulrich

ARC 181 Introduction to AutoCAD

Use IBM-compatible computers and Windows software for AutoCAD to produce basic design and production drawings and details, and saving and printing drawings on industry standard hardware. Prerequisites: English reading with comprehension, composition and basic verbal skills, basic keyboarding skills, 30 w p m, ARC 123, ARC 173. Additional Fee: \$21.25 Open lab times arranged with instructor.

63B2	5Cr	9:30AM-10:30AM	TWTh
9/29-12/16		19-207	Lamb

6342	5Cr	7:30PM-8:30PM	WTh
9/30-12/17		19-207	Ulrich

Engineering**Mechanics of Materials**

ARC 191
Analysis of loading conditions and selection of wood member sizes and materials for house design. Material stress and strain are computed. Prerequisites: ARC 125, MAT 107. Additional Fee: \$21.25 Open lab times arranged with instructor.

63AN	5Cr	7PM-8PM	TTh
9/29-12/15		19-201	Ulrich

ARC 221 Detailing & Light Commercial

Overview of specialized floor plan types, framing, sections, detailing and specifications for light-framing and commercial buildings. Prerequisites: ARC 125. Additional Fee: \$21.25 Open lab times arranged with instructor.

63AP	5Cr	4:30PM-5:30PM	T
9/29-12/15		19-201	Ulrich

ARC 223 Design Project I

Design and Project Management of a civil or architectural project: a subdivision layout or one-story house and lot, conforming to codes and schedules. Complete a set of CAD construction drawings. Prerequisites: ARC 173, ARC 221. Additional Fee: \$21.25 Open lab times arranged with instructor.

63F2	5Cr	12:30PM-1:30PM	MTWTh
9/28-12/16		19-201	Lamb

ARC 225 Design Project II

Design and Project Management of an intermediate civil or architectural project conforming to codes, client needs and schedules. Complete set of CAD construction drawings. Prerequisites: ARC 223, ARC 281. Additional Fee: \$21.25

63AS	5Cr	4:30PM-5:30PM	MTWTh
9/28-12/16		19-201	Ulrich

ARC 227 Special Intern Project

Complete the written Work-Based Learning Experience Plan. Open lab times arranged with instructor.

63H2	5Cr	Arranged	Arranged
9/28-12/16		19-201	Lamb

63AT	5Cr	Arranged	Arranged
9/28-12/16		19-201	Ulrich

ARC 229 Special Design Project

Complete special design projects as assigned by the instructor to aid in realistic training. Prerequisites: ARC 225, ARC 231, ARC 235, ARC 281. Complete Special Design Project as assigned by the instructor to aid in Realistic Training. Additional Fee: \$21.25 Open lab times arranged with instructor.

63J2	5Cr	12:30PM-3PM	MTWTh
9/28-12/16		19-201	Lamb

63AU	5Cr	4:30PM-5:30PM	MTWTh
9/28-12/16		19-201	Ulrich

ARC 231 Cost Estimating I

Completion of a computerized detailed cost estimate for one-story house with site development. Prerequisites: ARC 163, ARC 225, ARC 231, ARC 235, ARC 281. Additional Fee: \$12.75 Open lab times arranged with instructor.

63AV	3Cr	3:30PM-4:30PM	MW
9/28-12/16		19-201	Ulrich

ARC 232 I-BEST Cost Estimating I

Completion of a computerized detailed cost estimate for one-story house with site development. Prerequisites: ARC 163, ARC 225, ARC 231, ARC 235, ARC 281. Additional Fee: \$12.75

6382	3Cr	3:30PM-4:30PM	MW
11/02-11/20		19-201	Ulrich

ARC 233 Cost Estimating II

Completion of a computerized detailed cost estimate for two-story house. Prerequisites: ARC 225, ARC 231. Additional Fee: \$8.50 Open lab times arranged with instructor.

63L2	2Cr	12:30PM-1:30PM	MW
11/02-11/25		19-201	Lamb

63AV	2Cr	3:30PM-4:30PM	MW
9/28-12/16		19-201	Ulrich

ARC 236 Energy Analysis I

Completion of two computerized energy analyses for a one-story house. Prerequisites: ARC 223, MAT107. Additional Fee: \$4.25

63M2	1Cr	1:30PM-2PM	W
11/25-19-201		Lamb	

63AX	1Cr	4:30PM-5:30PM	M
9/28-12/14		19-201	Ulrich

ARC 238 Energy Analysis II

Completion of two computerized energy analyses for a two-story house. Prerequisites: ARC 225, ARC 235. Additional Fee: \$4.25

63N2	1Cr	1:30PM-2PM	W
11/25-19-201		Lamb	

63AY	1Cr	8PM-9PM	M
9/28-12/14		19-201	Ulrich

Construction Materials

ARC 251 Research III

Requires research of manufacturers' and suppliers' information, and assembly of Construction Specifications Institute (CSI) materials Divisions 12 through 16. Prerequisites: ARC 153 Additional Fee: \$4.25 Open lab times arranged with instructor.

63P2	1Cr	1PM-2PM	Th
10/01-12/10		19-201	Lamb

ARC 253 Employment Research

Basic job-seeking skill activities including resume preparation, employer contacts and employment opportunities. Prerequisites: ARC 145, ARC 173, ARC 225, ARC 231, ARC 235, ARC 261 Additional Fee: \$8.50 Open lab times arranged with instructor.

63R2	2Cr	Arranged	Arranged
9/28-12/16		19-201	Lamb

63BC	2Cr	Arranged	Arranged
9/28-12/16		19-201	Ulrich

ARC 261 Sketching III

Advanced concepts and sketches of residential projects. Prerequisites: ARC 163. Additional Fee: \$4.25 Open lab times arranged with instructor.

63BD	1Cr	2:30PM-3:30PM	T
9/29-12/14		19-201	Ulrich

ARC 281 Intermediate AutoCAD

Use IBM-compatible computers and Windows software for AutoCAD to produce intermediate design and production drawings and details, and saving and printing drawings on industry standard hardware. Prerequisites: ARC 181 Additional Fee: \$21.25. Open lab times arranged with instructor.

63T2	5Cr	12:30PM-1:30PM	TTh
9/29-12/15		19-201	Lamb

63A2	5Cr	6PM-7PM	TTh
9/29-12/17		19-201	Ulrich

ARC 284 Applied AutoCAD

Includes IBM-compatible computers and Windows software for AutoCAD to a complete set of design and production drawings and details for a design project, and saving and printing drawings on industry standard hardware. Prerequisites: ARC 225, ARC 281 Additional Fee: \$21.25 Open lab times arranged with instructor.

63U2	5Cr	12:30PM-1:30PM	TTh
9/29-12/15		19-207	Lamb

63BF	5Cr	7PM-8PM	TTh
9/29-12/15		19-201	Ulrich

ARC 293 Engineering Statics

Beam loading, shear and moment diagrams, analysis, calculations and selection of wood members for light framing. Material stress is computed. Prerequisites: ARC 191. ESRI and ArcView® are trademarks of Environmental Systems Research Institute, Inc. Additional Fee: \$21.25 Open lab times arranged with instructor.

63BG	5Cr	4:30PM-5:30PM	TTh
9/29-12/15		19-201	Ulrich

ART

ART& 100 Art Appreciation

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

0501	5Cr	Arranged	Arranged
9/24-12/02		On-Line	WAOL

AUTOMOTIVE COLLISION TECHNICIAN

ACT 102 Fundamentals of Collision Repair

Explore career safety, industry certifications, vehicle construction and an overview of the career field. Additional Fee: \$12.75

9602	3Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ACT 106 Body Shop Equipment

Covers operating hand tools, power tools, and shop equipment. Explore air systems and their design and function. Additional Fee: \$12.75

9612	3Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ACT 110 Welding, Heat, and Cutting

Covers the skills of welding, heating, and cutting as it relates to the Collision Industry. Additional Fee: \$17.00

9622	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ACT 115 Plastic/SMC Repair

Explore plastic, fiberglass and SMC repairs as they relate to the Collision Industry. Additional Fee: \$17.00

9632	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ACT 120 Glass, Trim, and Hardware

Covers the practical skills used to repair/replace door locks and windows and to repair water leaks on car and truck bodies, interior parts and door skin repair. Additional Fee: \$21.25

9642	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ACT 125 Introduction to Metal Straightening

Introduces basic body panel straightening techniques. Additional Fee: \$12.75

9652	3Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ACT 145 Collision Estimating

Covers collision damage estimating, review work orders, and acquire work skills for job success. Additional Fee: \$21.25

96A2	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Richards

ACT 151 Refinish Equipment Preparation

Covers paint shop equipment and painting fundamentals

96B2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Richards

ACT 156 Pre-Prime Preparation

Explores corrosion protections and vehicle refinish preparation. Additional Fee: \$21.25

96D2	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Richards

ACT 157 Post-Prime Preparation

Explores final preparations, blocking and final sanding for application of topcoat. Additional Fee: \$21.25

96E2	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Richards

ART

AUTOMOTIVE RESTORATION & CUSTOMIZATION

Fundamentals of Shop Equipment

ARCF 103

Covers shop safety, fundamentals of tool use and proper use of shop equipment. Additional Fee: \$12.75

1702	3Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ARCF 109

Welding & Metal Skills

Covers welding, heating, and cutting techniques using MIG and Oxyacetylene equipment. Students will learn safe handling and correct metal forming techniques of sheet metal. Additional Fee: \$17.00

1712	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ARCF 114

Basic Repairs & Assembly

Covers basic repair and assembly procedures for bolt on body components. Additional Fee: \$34.00

1722	8Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ARCF 119

Custom Fabrication

Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts. Additional Fee: \$25.50

1732	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-301	Freeman

ARCF 124

Refinishing Equipment

Explores refinishing equipment use and maintenance. Additional Fee: \$17.00

1742	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-306	Richards

ARCF 129

Refinishing Preparation

Explores corrosion protection and vehicle refinishing preparation. Additional Fee: \$29.75

1752	7Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-306	Richards

ARCF 134

Custom Refinishing

Covers top coat, clear coat, and custom refinishing. Additional Fee: \$25.50

1762	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-306	Richards

Surface Imperfections/Show & Shine

ARCF 141

Covers paint application problem solving and show detailing. Additional Fee: \$17.00

1772	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-306	Richards

ARCF 149

Custom Seat Upholstery

Introduces custom interior upholstery. Additional Fee: \$29.75

1782	7Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

Custom Headliner & Side Panel

ARCF 156

Fabricate and install custom upholstery of doors, quarter panel trim, and headliners. Additional Fee: \$21.25

17A2	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

Custom Carpets

ARCF 161 Fabrication & Installation

Fabricate and install custom carpet and other automotive floor coverings. Additional Fee: \$21.25

17B2	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

Custom Glass

ARCF 164 Patterning & Installation

Covers patterning and installation of custom automotive glass. Additional Fee: \$17.00

17C2	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUTOMOTIVE TECHNICIAN

AUT 120

Automotive Basics

Provides information on basic shop safety, hazardous material handling, industry trends and opportunities, tools and fasteners. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$8.50

4602	2Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-704	Offerdahl

AUT 147

Automotive Brakes

Theory and troubleshooting of hydraulic systems, disc brake systems, drum brake systems, power booster systems, and anti-lock brake systems. Prerequisites: Must have required tools and textbooks. Additional Fee: \$25.50

4622	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-704	Offerdahl

AUT 149

Automotive Brakes, Suspension, Steering, & Wheel Alignment

Theory, troubleshooting and repair of suspension systems, steering systems, and computer controlled systems, two- and four-wheel alignment. Prerequisites: Must have required tools and textbooks. Additional Fee: \$29.75

4632	7Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-704	Offerdahl

AUT 156

Automotive Brakes, Suspension, Steering, & Wheel Alignment Lab

Repair automotive brakes, steering, and suspension systems by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Prerequisites: Must successfully complete AUT 147, 149 and have required tools and textbooks. Additional Fee: \$21.25

4642	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-704	Offerdahl

AUT 203

Electrical Systems

Diagnose and repair automotive electrical systems and basic application of computerized electronic control systems. Prerequisites: Must have required tools and textbooks. Additional Fee: \$46.75

4692	11Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-904	Covington

46M2	11Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-804	Brown

46AP	11Cr	3PM-9:30PM	Daily
9/28-12/16		03-904	Moeckel

AUT 209

Electronic Systems

Diagnose and repair automotive electronic systems and basic application of computerized electronic control systems. Prerequisites: Must successfully complete AUT 120, 203 and must have required tools and textbooks. Additional Fee: \$29.75

46A2	7Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-904	Covington

46N2	7Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-804	Brown

46AR	7Cr	3PM-9:30PM	Daily
9/28-12/16		03-904	Moeckel

AUT 239

Clutches & Manual Transmissions

Provides student with the knowledge and skills to competently repair automotive clutches and manual transmissions/transaxles. Prerequisites: Must have required tools and textbooks. Additional Fee: \$38.25

46E2	9Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-604	Bridges

AUT 243

Automotive Axles, Drivelines, Differentials & Transfer Cases

Provides the student with the knowledge and skills to competently repair automotive axles, drivelines, differentials and transfer cases. Prerequisites: Must successfully complete AUT 239 and have required tools and textbooks. Additional Fee: \$25.50

46F2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-604	Bridges

AUT 246

Manual Drive Trains & Axles Lab

Competently repair drive train components by applying knowledge attained in required courses. A hands-on class, utilizing live projects. Prerequisites: Must successfully complete courses AUT 120, 239, 243 and must have required tools and textbooks. Additional Fee: \$17.00

46G2	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-604	Bridges

AUT 255 **Air-Conditioning, Heating & Ventilation**
Theory, troubleshooting, and repair of automotive air-conditioning systems, heating systems, and ventilation systems. Also covers recovery and recycling of both R-12 and R-134A refrigerants. Prerequisites: Must successfully complete AUT 120, 203, 209, and have required tools and textbooks. Additional Fee: \$25.50

46AS	6Cr	3PM-9:30PM	Daily
9/28-12/16		03-904	Moeckel
46L2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-904	Covington
46P2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-804	Brown

AUTOMOTIVE UPHOLSTERY & GLASS TECHNICIAN

AUG 103 **Introduction to Automotive Upholstery & Glass I**
Perform to a required standard in the following skill areas: school policies, departmental practice and procedures, sewing machine technology, and acceptable business practice.

4302	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 104 **Introduction to Automotive Upholstery & Glass II**
Perform to a required standard in the following skill areas: sewing, hand tools and shop equipment, fabrics and materials, and measuring and estimating. Prerequisite: AUG 103

4312	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 107 **Interior Upholstering - Bench Seats I**
Perform to a required standard in removal of a bench seat, preparing it for upholstery, and creating a pattern. Prerequisite: AUG 104

4322	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 111 **Interior Upholstering - Bench Seats II**
Perform to a required standard in bench seat and headrest fabrication and re-installation. Prerequisite: AUG 104, 107

4332	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 112 **Interior Upholstering - Bucket Seats I**
Perform to a required standard in removal of bucket seats, preparing them for upholstery, and creating a pattern. Prerequisite: AUG 104

4342	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 114 **Interior Upholstering - Bucket Seats II**
Perform to a required standard in bucket seat and headrest fabrication and re-installation. Prerequisite: AUG 104, 112

4352	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 115 **Interior Upholstering - Door & Quarter Panels I**
Perform to a required standard in interior upholstery, creating patterns, fabricating quarter panels and removing sun visors. Prerequisite: AUG 104

4362	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 116 **Interior Upholstering - Door & Quarter Panels II**
Perform to a required standard in upholstery interior doors, patterning and fabricating sun visors, and re-installing interiors. Prerequisite: AUG 104

4372	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 118 **Headliners I**
Perform to a required standard in the removal, repair and installation of hard shell headliners. Prerequisite: AUG 104

4382	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 122 **Headliners II**
Perform to a required standard in the removal, repair and installation of bow headliners. Prerequisite: AUG 104, 118

4392	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 123 **Vinyl Tops I**
Perform to a required standard in removing a vinyl top and preparing a roof for a replacement top. Prerequisite: AUG 104

43A2	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 124 **Vinyl Tops II**
Perform to a required standard in the ordering or fabrication and installation of vinyl tops. Prerequisite: AUG 104, 123.

43B2	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 129 **Carpets I**
Perform to a required standard in removing carpets and preparing floor for carpet installation. Prerequisite: AUG 104

43C2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 130 **Carpets II**
Perform to a required standard in the planning, fabricating, binding, fitting, and installing carpet. Prerequisite: AUG 104, 129

43D2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 131 **Glass (Auto & Flat)**
Perform to a required standard in glass removal, ordering, patterning and cutting of glass (auto and flat). Prerequisite: AUG 104

43E2	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 134 **Boat Seats I**
Perform to a required standard in the proper layout, patterning, and fabricating of boat seats. Prerequisite: AUG 104

43F2	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 135 **Boat Seats II**
Perform to a required standard in repairing, fitting and installation of boat seats. Prerequisite: AUG 104, 134

43G2	4Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 137 **Convertible Tops I**
Perform to a required standard in repairing convertible tops, disassembling tops and fabricating top pads. Prerequisite: AUG 104

43H2	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 140 **Convertible Tops II**
Perform to a required standard in the installation of convertible tops. Prerequisite: AUG 104, 137

43J2	5Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 201 **Interior Upholstery - Advanced Bench Seats**
Develops skills in advanced and/or specialized techniques in building bench seats. Prerequisite: Advanced standing with instructor's permission

43K2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 203 **Interior Upholstery - Advanced Bucket Seats**
Develops skills in advanced and/or specialized techniques in building bucket seats. Prerequisite: Advanced standing with instructor's permission

43L2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 205 **Interior Upholstery - Advanced Panels**
Develops skills in advanced and/or specialized techniques in constructing door and quarter panels. Prerequisite: Advanced standing with instructor's permission

43M2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AUG 207 **Special Projects**
Develops skills in advanced and/or specialized techniques. Student will have the opportunity to apply knowledge to projects of personal interest, as assigned, and/or job shadowing. Prerequisite: Advanced standing with instructor's permission

43N2	6Cr	7:30AM-1:50PM	Daily
9/28-12/16		03-401	Glasgow

AVIATION MAINTENANCE TECHNICIAN

Basic Mathematics, Physics, and Weight & Balance

AMT 104

Perform mathematical computations required in aircraft maintenance, understand the scientific principles that apply to the operation of aircraft, and the importance of weight and balance to aircraft safety. Additional Fee: \$21.25

4402	5Cr	7AM-1PM	Daily
9/28-10/15		SHC-116	Dayon

Aircraft Drawings, Cleaning & Corrosion Control, Ground Operations & Servicing, Fluid Lines & Fittings

AMT 116

Covers aircraft drawings. Recognition of corrosion and treatment. Ground handling procedures, aircraft movement and storage. Identify, fabricate and install fluid lines and fittings on aircraft. Additional Fee: \$21.25

4422	5Cr	7AM-1PM	Daily
11/14-11/24		SHC-116	Dayon

AMT 119

Materials & Processes

Identification and selection of non-destructive testing methods. Dye-penetrant, eddy current, ultra-sound, and magnetic particle inspections. Basic heat-treated processes. Aircraft hardware and materials. Inspect and check welds. Perform precision measurements. Additional Fee: \$21.25

4432	5Cr	7AM-1PM	Daily
10/16-11/03		SHC-116	Dayon

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

AMT 127

Generate and review FAA maintenance forms, records, entries, Publications and Regulations, including Airworthiness Directives, Mechanic Privileges and Limitations. Additional Fee: \$17.00

4462	4Cr	7AM-1PM	Daily
11/25-12/16		SHC-116	Dayon

Wood Structures, Aircraft Coverings, & Finishes

AMT 131

Covers wood aircraft construction, repair, and inspection; selection, application, inspection, testing, and repair of aircraft fabric and fiberglass covering materials; types of aircraft protective coatings, trim applications, markings, finish problems and the inspection of finishes. Additional Fee: \$12.75

4472	3Cr	7AM-1PM	Daily
10/26-11/12		SHC-117	Potter

AMT 135

Sheet Metal Structures

Covers inspection and repair of all types of sheet metal. Information regarding the fabrication, construction, and repair of sheet metal aircraft structures. Additional Fee: \$17.00

4492	4Cr	7AM-1PM	Daily
10/12-10/23		SHC-117	Potter

Welding, Position & Warning Systems

AMT 136

Covers principles regarding the fabrication, construction, and repair of welded aircraft structures. Principles of operation of speed and configuration warning systems, electrical brake controls, anti-skid systems, and landing gear position indicating and warning systems. Additional Fee: \$12.75

44A2	3Cr	7AM-1PM	Daily
11/13-11/24		SHC-117	Potter

AMT 137

Non-Metallic Structures

Inspection and repair of all types of non-metallic and composite structures including transparent plastic enclosures and interiors. Additional Fee: \$17.00

44B2	4Cr	7AM-1PM	Daily
11/25-12/16		SHC-117 3	Potter

AMT 138

Aircraft Inspections

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

44C2	4Cr	7AM-1PM	Daily
9/28-10/13		SHC-118	Rhonemus

AMT 139

Assembly & Rigging

Covers basic information regarding the assembly of aircraft, components, rigging of all flight control surfaces, balancing and inspection of flight controls, alignment of aircraft structures, and jacking of aircraft. Additional Fee: \$17.00

44D2	4Cr	7AM-1PM	Daily
9/28-10/09		SHC-117	Potter

Helicopter Operation & Maintenance Practices

AMT 208

Covers history, operations, regulations, publications, records, special use equipment, and basic maintenance fundamentals, as they relate to rotorcraft.

44N2	4Cr	7AM-1PM	Daily
10/12-10/23		SHC-118	Rhonemus

Basic Rotor System Maintenance & Repair

AMT 210

Covers history of rotorcraft and principles of flight; types and function of rotor systems; overhaul of rotor hub assemblies; installation and static balancing of rotors; types and function of anti-torque control systems; inspection of rotor blades using manufacturers' data.

44P2	4Cr	7AM-1PM	Daily
10/26-11/09		SHC-118	Rhonemus

Advanced Rotor Systems Maintenance & Repair

AMT 212

Covers vibration analysis; installation and dynamic balancing of rotor systems; tracking of helicopter rotor blades; principles of helicopter auto-rotation and adjustment of auto-rotation RPM for power off operations.

44R2	4Cr	7AM-1PM	Daily
11/10-11/25		SHC-118	Rhonemus

AMT 215

Helicopter Systems

Covers helicopter flight system theory and controls; fuel systems and components, oil systems, mechanical drives, clutches, drive shafts, and transmissions; flight controls, hydraulic, and instrument systems.

44S2	4Cr	7AM-1PM	Daily
11/30-12/16		SHC-118	Rhonemus

AMT 224

Powerplant Reciprocating Engine Theory

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

44W2	6Cr	7AM-1PM	Daily
9/28-10/19		SHC-120	Vick

AMT 226

Engine Fuel Systems & Fire Protection

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

44Z2	1Cr	7AM-1PM	Daily
11/13-12/07		SHC-120	Vick

AMT 228

Engine Fuel Metering Systems

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

44AA	5Cr	7AM-1PM	Daily
12/08-12/16		SHC-120	Vick

BARBERING

BARBR 145

Advanced Men's Sculpture

Provides the scientific approach to men's hair sculpture, starting with the basic concepts and continuing through intermediate and advanced techniques. Trichology and all related infection control and safety procedures will be emphasized. Prerequisite: Successful completion of COSMO 133.

53BA	5Cr	8AM-10AM	Daily
9/28-12/17		08-102	McGlauthlin

[LAB]		10AM- 2:30PM	Daily
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BARBR 150

Advanced Ladies' Sculpture

Provides a scientific approach to ladies' hair sculpture. Starting with basic concepts, this class progresses through intermediate and advanced design techniques, appropriate terminology and related infection control/safety. Prerequisite: Successful completion of COSMO 133.

53BB	4Cr	8AM-10AM	Daily
9/28-12/17		08-102	McGlauthlin

[LAB]		10AM- 2:30PM	Daily
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BARBR 155

State Board Practical Preparation

Provides preparation for the state board practical exam. Prerequisite: Successful completion of COSMO 124, COSMO 133, BARBR 145, BARBR 150, COSMO 160, COSMO 178.

53BC	2Cr	8AM-10AM	Daily
9/28-12/17		08-102	McGlauthlin

[LAB]		10AM- 2:30PM	Daily
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**State Board
Written Test Review**

BARBR 160

Provides preparation for the state board written exam. Prerequisite: Successful completion of COSMO 111, COSMO 114, COSMO 119, COSMO 124, COSMO 133, COSMO 178.

53BD	4Cr	8AM-10AM	Daily
9/28-12/17		08-102	McGlaughlin
(LAB)		10AM- 2:30PM	Daily

Realistic Training

Provides students realistic job experiences including salon ecology, trichology, styling, beard and mustache trimming. Prerequisite: Successful completion of COSMO 111, COSMO 114, COSMO 119, COSMO 124, COSMO 133, BARBR 145, BARBR 150, COSMO 160, COSMO 178

53BE	3Cr	Arranged	Arranged
9/28-12/17		08-102	McGlaughlin

BIOLOGY

BIOL 100 Survey of Biology

Helps the student better understand the many current biological issues such as cancer, genetic disease, evolution, and human impact on the environment. Laboratory component included. Additional Fee: \$25.00

0536	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Cairns

BIOL 118 Human Anatomy & Physiology

Approaches the body systems emphasizing the relationship between structure and functions. A nonlaboratory course for non-science majors or students beginning study in life sciences.

Prerequisites: Appropriate COMPASS/SLEP placement score or Instructor permission.

Prerequisite: COMPASS Reading score 81 or approval of instructor. Additional Fee: \$25.00

0537	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Noffke

0538	5Cr	8AM-8:50AM	Daily
9/28-12/17		36P	Noffke

0539	5Cr	11AM-11:50AM	Daily
9/28-12/17		36P	Noffke

0540	5Cr	2PM-2:50PM	Daily
9/28-12/17		36P	Noffke

0541	5Cr	6PM-8:30PM	TTh
9/29-12/17		16-103	Staff

Human Anatomy & Physiology I

BIOL& 241

Includes an in-depth study of cells and tissues. The integumentary, skeletal, muscular, nervous and sensory systems are discussed. Laboratory component included. Prerequisites: BIOL 118 with a grade of C or 2.0 or better and CHEM 161 with a grade of C or 2.0 or better. Additional Fee: \$21.25

0542	5Cr	3PM-5:30PM	MW
9/28-12/16		15-104	Freyre

BIOL& 242

Includes an in-depth study of immunology. Cardiovascular, lymphatic, respiratory, digestive/ metabolism, excretory, reproductive and endocrine systems are discussed. Laboratory component included. Prerequisites: A grade of C or 2.0 or better in BIOL 241. Additional Fee: \$21.25

0543	5Cr	6PM-8:30PM	MW
9/28-12/16		15-104	Freyre

BUSINESS SUPPORT SERVICES

OFCT 108 Outlook for Office Professionals

Explore advanced Microsoft Outlook concepts utilized by office professionals. Assign delegates and share calendars. Create rules and alerts. Manage Outlook accounts. Prerequisite: Completion of or concurrent enrollment in CAS 110. Additional Fee: \$4.25

8402	1Cr	7:30AM-8:50AM	MTWTh
11/30-12/10		19-205	Westerberg

OFCT 110 Keyboard Mastery

Students will use computers to develop touch control and proper keyboarding techniques and will build keyboarding skill improving both speed and accuracy. Additional Fee: \$4.25

8412	1Cr	Arranged	MTWTh
9/29-12/16		19-205	Naranjo

OFCT 126 Business English I

Includes a review of grammar, sentence structure, and vocabulary. Writing applications will be addressed. This course should be completed prior to enrolling in ENGL& 101. Additional Fee: \$25.50

8422	6Cr	9:15AM-10:15AM	Daily
9/28-12/16		19-205	Naranjo

OFCT 131 Business English II

Continuation of English I and includes the use of capitalization, number and word usage, and punctuation. This course should be completed prior to enrolling in ENGL& 101. Prerequisite: OFCT 126 Additional Fee: \$25.50

8432	6Cr	10:45AM-12PM	Daily
9/29-12/16		19-205	Naranjo

OFCT 135 Business Terminology I

Covers developing a business vocabulary, utilizing a dictionary, thesaurus, and other references, and applying spelling and hyphenation rules. Additional Fee: \$4.25

8442	1Cr	1PM-2PM	Daily
9/29-12/16		19-205	Naranjo

OFCT 140 Business Terminology II

Continuation coverage of developing a business vocabulary, utilizing a dictionary, thesaurus, and other references, and applying spelling and hyphenation rules. Prerequisite: OFCT 135 Additional Fee: \$4.25

8452	1Cr	1PM-2PM	Daily
9/29-12/16		19-205	Naranjo

Human Anatomy & Physiology II

OFCT 145 Business Terminology III

Continuation coverage of developing a business vocabulary, utilizing a dictionary, thesaurus, and other references, and applying spelling and hyphenation rules. Prerequisite: OFCT 140 Additional Fee: \$4.25

8462	1Cr	1PM-2PM	Daily
9/29-12/16		19-205	Naranjo

OFCT 150 Business Procedures I

Covers topics such as professional ethics; personal safety, including ergonomics and environmental concerns; communication techniques, prioritization of work; and learning styles. Additional Fee: \$8.50

8472	2Cr	Arranged	Arranged
9/29-12/16		19-205	Naranjo

OFCT 155 Business Procedures II

Explore business procedures covering topics relevant to today's office environment. Research and present a business procedural topic. Demonstrate personal development and increase student responsibility. Prerequisite: Completion of OFCT 150 and enrollment in at least the fourth quarter of program. Additional Fee: \$8.50

8482	2Cr	9AM-10:30AM	M
9/28-12/14		19-205	Westerberg

OFCT 162 Electronic Math I

Covers business math applications to include payroll, percents, discounts, invoices, and the metric system using the keyboard functions and the touch method of electronic calculator operation. Additional Fee: \$112.00 SS

8492	1Cr	2PM-3PM	MTWTh
9/29-12/16		19-205	Naranjo

OFCT 163 Electronic Math II

Introduces stocks and bonds and calculating interest, installment buying, prorating, and using the metric system as a continuation of math applications. Prerequisite: OFCT 162 Additional Fee: \$4.25

84A2	1Cr	2PM-3PM	MTWTh
9/29-12/16		19-205	Naranjo

OFCT 165 Filing

Apply the Association of Records Management and Administration (ARMA) rules governing alphabetic, numerical, geographical, and government filing system. Cross referencing techniques and correct filing practices will be introduced. Additional Fee: \$8.50

84B2	2Cr	Arranged	MTWTh
9/29-12/16		19-205	Naranjo

OFCT 168 Word Applications for the Office Professional

Create professional business documents utilizing word processing, English, and proofing skills. Enhance your proofreading skills while editing existing documents. Create mail merge documents. Prerequisite: Completion of or concurrent enrollment in CAS 125 and OFCT 180, or instructor permission. Additional Fee: \$8.50

84C2	2Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

OFCT 180**Proofreading**

Proofread documents for accuracy in grammar, punctuation, spelling, number usage, and capitalization. Decide on appropriate corrections and format documents into acceptable text.

Prerequisite: OFCT 126 and OFCT 131

Additional Fee: \$12.75

84D2	3Cr	Arranged	MTWTh
9/29-12/16		19-205	Naranjo

OFCT 185**Job Search Skills**

Explore job search activities. Create a job search portfolio. Participate in a job shadow experience.

Prerequisite: Enrollment in a Computer

Applications or Office Technology program or certificate. Word processing skills highly recommended. Additional Fee: \$8.50

84F2	2Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

OFCT 206**Business Procedures III**

Introduce skills necessary for effective management of an office such as understanding the office environment, assessing the pros and cons of different management styles, evaluating and delegating workloads, handling financial tasks, and leadership techniques. Continues the professional development of the student. Prerequisite: Completion of OFCT 155 and enrollment in the last quarter of the Office Technology degree. Additional Fee: \$12.75

84G2	3Cr	9AM-10:30AM	M
9/28-12/14		19-205	Westerberg

OFCT 226**Advanced Word for Office Professionals**

Apply advanced word processing techniques creating professional reports, forms, templates, newsletters, brochures, and mail merges. Create and manage master and subdocuments including table of contents and indexes. Automate tasks with macros. Enhance your proofreading skills. Prerequisite: OFCT 168 Additional Fee: \$21.25

84H2	5Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

OFCT 228**Applying Excel to Business Applications**

Use your Microsoft Excel skills in this project-based class to solve business problems. Create what-if worksheets that assist in making business decisions. Create automated workbooks that are user friendly. Link workbooks from different sources. Import data from other programs. Learn more about the "numbers" that support business. Prerequisite: CAS 135. Additional Fee: \$12.75

84J2	3Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

OFCT 245**Business Support Services/Internship**

Participate in an internship related to your training. The internship can be a working opportunity or participation in the Business Support Services (BSS), a student-operated business that will provide an opportunity to experience and participate in a realistic office environment. Prerequisite:

Enrollment in last two quarters of program or certificate and successful completion of all prior courses. Additional Fee: \$25.50

84K2	6Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

OFCT 256**Capstone Project**

Culminate Business Support Services training with a research project that utilizes the acquired skills in English, Gregg Reference Manual, research, and computer applications to create a thesis report and PowerPoint presentation. Prerequisite: Completion of or enrollment in CAS 135, CAS 140, CAS 155, CAS 165, OFCT 131, OFCT 226 Additional Fee: \$12.75

84L2	3Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CHEMISTRY**General Chemistry with Lab I****CHEM& 161**

Course covers methods and measurements including significant figures and scientific notation, states of matter, atomic structure, the periodic table, ionic and covalent bonding, and calculations and chemical equations including the mole.

0544	5Cr	6PM-8PM	MTW
9/28-12/16		16-104	Staff
(lab)		4PM- 6PM	W

CIVIL ENGINEERING**CIV 132****Roadway Design**

Gain the fundamentals of roadway and infrastructure design and layout, preliminary surveys, design specifications, horizontal and vertical alignment and layout, rights-of-way, easements and plan detail Additional Fee: \$17.00

63BK	4Cr	7:45PM-9:30PM	MWF
9/28-12/16		19-202	Ulrich

CIV 282**Introduction to Civil 3-D**

Utilize the concepts involved in civil engineering graphics, including location and direction, scales, map symbols, plot plans. Additional Fee: \$17.00

63BM	4Cr	5:30PM-8PM	TTh
9/29-12/15		19-202	Ulrich

COLLEGE SUCCESS**Foundations for Student Success****COLL 101**

Provides students with skills to be successful in college. Topics include study skills, learning styles, communication skills, time management, campus resources, test taking strategies and diversity. This program is required for certificate and degree seeking students with COMPASS placement at or below Math 82 and/or English 82 and is available to any students that would benefit from the course.

All sections below require students to attend a 6-hour initial session on Monday, September 21, 8 a.m. – 3 p.m. in Building 23 as part of the class.

0561	2 Cr	9AM-10:30AM	M
9/28-11/23		17-270	Hooker
0562	2 Cr	11AM-12:30PM	M
9/28-11/23		28P-102	Gove
0563	2 Cr	3PM-4:40PM	M
9/28-11/23		34P	Venditti
0564	2 Cr	4PM-5:30PM	M
9/28-11/23		08-327	Stedlicki
0565	2 Cr	6PM-7:30PM	M
9/28-11/23		28P-102	Felch/Colombini
0566	2 Cr	7AM-8:30AM	T
9/29-11/24		23-104	Van Beek
0567	2 Cr	3PM-4:30PM	T
9/29-11/24		16-116	Hathaway
0568	2 Cr	3PM-4:30PM	T
9/29-11/24		28P-104	Pennisi
0569	2 Cr	3PM-4:30PM	T
9/29-11/24		23-104	Solbrack
0570	2 Cr	4PM-5:30PM	T
9/29-11/24		10-125	Schwarder
0571	2 Cr	8:30AM-10AM	Th
10/1-12/3		10-111	Meziere
0572	2 Cr	3:30PM-5PM	Th
10/1-12/3		14-110	Jones
0573	2 Cr	3PM-4:30PM	F
10/2-12/10		16-116	White
0574	2 Cr	4PM-5:30PM	F
10/2-12/10		08-319	Shields
0575	2 Cr	1:30PM-3PM	W
9/30-12/2		SHC-	Doyon

COMPUTER APPLICATIONS**Mandatory Orientation for Westerberg Arranged CAS and OFCT Classes**

Contact the listed instructor for other arranged classes.
Building 19 Room 205

CAS and OFCT arranged classes

Monday, September 28, 10:30 a.m., noon
Tuesday, September 29, 9 a.m., 11 a.m.
Wednesday, September 30, 10 a.m., noon
Thursday, October 1, 11:00 a.m.
Friday, October 5, 7 a.m., noon

Business Lab arranged classes with Westerberg do not have structured class time. You may drop in during open hours to work on your projects and/or get assistance.

HOURS: Monday – Friday 7 a.m. – 4 p.m.

CAS 105**Keyboarding**

Students will use computers to develop touch control and proper keyboarding techniques and will be introduced to the implementation of basic functions. Additional Fee: \$12.75

2002	3Cr	1PM-2PM	MTWTh
9/29-12/16		19-205	Naranjo

CAS 110**Introduction to Outlook**

Utilize Microsoft Outlook to manage e-mail, schedules, contacts, and notes. Emphasizes the 2003 MOS (Microsoft Office Specialist) competencies. Prerequisite: Keyboarding and basic computer experience preferred. Additional Fee: \$4.25

2022	1Cr	7:30AM-8:50AM	MTWTh
11/02-11/25		19-205	Westerberg

CAS 115**Introduction to Computing**

Explore personal computer concepts from a user's perspective. In this introductory course, learn computer terminology; run programs; save, retrieve, and search for files; use help; and perform computer maintenance. Develop basic skills in word processing, Internet, e-mail, and PowerPoint. Prerequisite: None. Additional Fee: \$12.75

2032	3Cr	7:30AM-8:50AM	MTWTh
9/28-10/29		19-205	Westerberg

6192	3Cr	1PM-3PM	MT
9/28-12/15		10-118	Wilson

CAS 120**Word I**

Utilize beginning word processing to create and edit business documents. Create tables, columns, Web pages, envelopes, and labels. Use special features to track/review to changes and compare documents. Additional Fee: \$7.50

2052	2Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

2042	2Cr	2PM-3PM	MTWTh
9/29-12/16		19-205	Naranjo

CAS 125**Word II**

Explore advanced word processing to create mail merges; styles; advanced graphics; basic forms with formulas; advanced report functions including indexes. Create macros and modify Word.

Prerequisite: CAS 120. Additional Fee: \$12.75

2062	3Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CAS 130**Excel I**

Create and analyze professionally formatted spreadsheets. Enter data, formulas, and functions. Create charts and insert graphics. Sort and filter lists. Emphasizes the 2003 MOS (Microsoft Office Specialist) competencies. Prerequisite: Math 82 skills preferred. Additional Fee: \$12.75

2072	3Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

65PC	3Cr	1PM-3:45PM	MTWTh
9/28-12/08		10-125	Schwarder

CAS 135**Excel II**

Use advanced tools to analyze/project data and perform what-if analysis: scenarios, solver, pivot tables. Create macros; validate data; link worksheets/books; track errors; share/merge workbooks. Prerequisite: CAS 130. Additional Fee: \$12.75

2082	3Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CAS 140**Powerpoint**

Create professionally formatted presentations including animation, transitions, charts, graphics, diagrams, and pictures. Track changes; enter comments. Save presentations for various delivery options including Web pages. Additional Fee: \$8.50

2092	2Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CAS 145**Publisher**

Create and edit flyers, newsletters, brochures, logos, calendars, Web pages, graphic objects, logos, and various business publications in this project-based class. Create mail merge documents. Additional Fee: \$21.25

20A2	5Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CAS 150**Access I**

Develop basic relational databases: create/edit/format/print tables, queries, forms, reports. Import data, define properties, create relationships. Run/sort/filter queries. Use comparison and logical operators, create calculations. Additional Fee: \$8.50

20B2	2Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CAS 155**Access II**

Project-based class expands database knowledge. Action queries, custom forms/reports, advanced join properties. Integrate Access with other applications. Create macros, design switchboards. Explore database design techniques. Prerequisite: CAS 150. Additional Fee: \$17.00

20C2	4Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CAS 160**Office 2007**

Use your Office 2003 experience to learn the ribbon environment of Office 2007. Apply your existing Word, Excel, PowerPoint, Access skills to create Office projects. Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or instructor permission. Additional Fee: \$21.25

20D2	5Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

CAS 165**Internet Research Project**

Explore advanced Internet topics. Utilize the Internet to research topics and prepare reports. Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155, or instructor permission. Additional Fee: \$12.75

20F2	3Cr	Arranged	Arranged
9/28-12/17		19-205	Westerberg

COMPUTER INFORMATION TECHNOLOGY

CIT 101**Programming Fundamentals**

Learn the building blocks of computer programming concepts such as programming process, boolean logic, structuring, and flow charts. Prerequisite: none. Corequisite: CIT-131. Additional Fee: \$21.25

5402	5Cr	9AM-11:30AM	TTh
9/29-12/15		10-219	Valdez

CIT 105**Fundamentals of Information Technology**

Explore the hardware and software components of your personal computer system, as well as its connection to the network. Additional Fee: \$21.25

5412	5Cr	9AM-11:30AM	MW
9/28-12/16		10-219	Valdez

CIT 143**Java Object-Oriented Programming II**

Build your problem-solving skills with the fundamental concepts and techniques of Object-Oriented Java Programming in analyzing, designing and implementing computer programs. Prerequisite: CIT-142. Additional Fee: \$21.25

5442	5Cr	12:30PM-3PM	MW
9/28-12/16		10-219	Van Beek

CIT 151**MySQL**

Apply your understanding of relational database theory, and gain practical experience designing and implementing data-driven business applications using MySQL in a client-server environment. Prerequisite: CIT-141, CIT-150. Additional Fee: \$21.25

5462	5Cr	11:30AM-12:30PM	MW
9/28-12/16		10-219	Valdez

CIT 161**HTML & CSS**

Learn basic programming and graphical user interface techniques for developing effective and useful web sites utilizing XHTML and CSS. Prerequisite: none. Additional Fee: \$46.25

5482	5Cr	Arranged	Arranged
9/28-12/16		On-Line	Van Beek

CIT 164**Server-Side Web Programming**

Activate web pages by learning how to add server-side scripting to your work. Explore the possibilities of CGI that brings static web pages to life. Prerequisite: CIT-141, CIT-160. Additional Fee: \$21.25

54A2	5Cr	11:30AM-12:30PM	TTh
9/29-12/15		10-219	Valdez

CIT 234**C#.NET**

Learn C#, a commercially successful, and important object-oriented computer language based on Microsoft's successful .NET platform. Prerequisite: CIT-143. Additional Fee: \$21.25

54D2	5Cr	9AM-11:30AM	TTh
9/29-12/15		10-205	Van Beek

CIT 245**Data & Logic Structures**

Expand your understanding of object-oriented programming techniques by implementing abstract data types as data structures in solving complex computing problems. Prerequisite: CIT-143. Additional Fee: \$21.25

54E2	5Cr	9AM-11:30AM	MW
9/28-12/16		10-205	Van Beek

CIT 265**ASP.Net**

Earn professional experience in analyzing, designing, developing active, commercial web applications for the Microsoft web server using Microsoft ASP.Net with C#, connecting to Microsoft relational database management systems.

Prerequisite: CIT-153, CIT-164, and CIT-234.

Additional Fee: \$21.25

54G2	5Cr	9AM-11:30AM	MW
9/28-12/16		10-205	Van Beek

CIT 298**Special Projects**

This course provides an opportunity for in-depth study of topics of special interest to advanced students through directed readings, independent study, experimental research, or creative exercise.

Prerequisite: Instructor's permission. Additional Fee: \$21.25

54H2	5Cr	Arranged	Arranged
9/28-12/16		10-205	Van Beek

54J2	5Cr	Arranged	Arranged
9/28-12/16		10-205	Valdez

CIT 299**Internship**

Earn college credit by applying learned technical skills in professional work experiences directly related to your studies in Computer Information Technology. Prerequisite: Instructor's permission. Additional Fee: \$21.25

54K2	5Cr	Arranged	Arranged
9/28-12/16		10-205	Van Beek

54L2	5Cr	Arranged	Arranged
9/28-12/16		10-205	Valdez

COMPUTER NETWORKING & INFORMATION SYSTEMS SECURITY

NSS 101**IT Essentials I**

Introduces the knowledge and skills necessary to competently install, build, configure, upgrade, troubleshoot and repair PC compatible hardware. Additional Fee: \$21.25

4702	5Cr	8AM-3PM	MWF
9/28-10/19		16-107	Robinson

NSS 105**IT Essentials II**

Introduces the students to the knowledge and skills necessary to competently use, install, configure, upgrade and troubleshoot current Operating Systems technologies. Prerequisites: NSS 101 or equivalent knowledge and skills. Additional Fee: \$17.00

4712	4Cr	8AM-3PM	MWF
10/20-11/20		16-107	Robinson

NSS 110**Networking Fundamentals I**

Introduction to local area networks, wide area networks, peer-to-peer and client-server network environments, Includes network architectures, protocols, and media. Additional Fee: \$17.00

4722	4Cr	8AM-3PM	MWF
11/23-12/17		16-107	Robinson

NSS 115 Law & Ethics in the Workplace

Introduces students to Computer Crime laws, Federal, State and Local, also includes an introduction to Ethical behavior within the Computer Security Profession. Additional Fee: \$17.00

4732	4Cr	2PM-3PM	TTh
9/29-12/15		16-107	Robinson

NSS 120**MS Desktop Support I**

Introduces the student to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face while running a desktop operating system. Additional Fee: \$21.25

4742	5Cr	8AM-3PM	MWF
9/28-11/06		16-207	Robbins

NSS 125**Ms Desktop Support II**

Introduces the student to the knowledge, skills, and tasks necessary to troubleshoot basic problems computer users will face related to configuring and maintaining applications running on a desktop operating system. Prerequisites: NSS 120 or equivalent knowledge and skills. Additional Fee: \$17.00

4752	4Cr	8AM-3PM	MWF
11/09-11/16		16-207	Robbins

NSS 130**Server Fundamentals**

An introduction to server concepts including; architectures, installation, configuration, physical security concepts, hardware issues, upgrading, maintenance, troubleshooting, and disaster recovery in a vendor neutral environment. Additional Fee: \$17.00

4762	4Cr	8AM-11AM	TTh
9/29-12/15		16-207	Robbins

NSS 135 Implementing System Security

Capstone course of general security concepts, communications security, infrastructure security, basics of cryptography, and organizational security. Includes access, attacks, auditing, vulnerabilities, devices, algorithms protocols, disaster recover and documentation. Additional Fee: \$17.00

4772	4Cr	12PM-3PM	TTh
9/29-12/15		16-111	Hollowell

NSS 140**Intro to Data Analysis**

Introduces the use of software to perform recovery of deleted or corrupted data. Techniques will be used to demonstrate the use of statistical analysis practices to predict or show trends involving security issues of access, crime, or loss prevention. Additional Fee: \$21.25

4782	5Cr	11AM-2PM	TTh
9/29-12/15		16-107	Robinson

NSS 150**Internet Basics**

Presents technical knowledge of Internet, intranet and extranet technologies independent of specific internet-related career roles. The Client / Server Model are discussed. Additional Fee: \$17.00

4792	4Cr	8AM-10:30AM	TTh
9/29-12/15		16-111	Hollowell

NSS 155**Computer Security Concepts**

Basic concepts of computer and information systems security and a conceptual model of a total security program comprised of high technology, classical security practices, and common sense. An overview of the CISS program and its utility in today's work environment. Additional Fee: \$17.00

47A2	4Cr	12PM-3PM	TTh
9/29-12/15		16-207	Robbins

NSS 160**Introduction to Linux**

Introduces the fundamentals of the UNIX operating system, concepts, architecture, and administration. The student will practice these basic concepts and approaches using LINUX. Additional Fee: \$21.25

47B2	5Cr	12PM-3PM	MWF
9/28-12/16		16-111	Hollowell

NSS 165**Contingency Planning**

Contingency Planning presents methods to identify vulnerabilities and take appropriate countermeasures to prevent risks and presents a foundation in disaster recovery principles and planning, it also emphasizes the importance of incident response. Additional Fee: \$17.00

47C2	4Cr	1PM-3PM	MWF
9/28-12/16		16-205	Randall

NSS 170**Telecom Security**

Presents Telecommunications systems, including voice, video, and data services. The basic network structures, services, and methods of communication are presented. Common telephone services fraud and theft are introduced. Additional Fee: \$17.00

47D2	4Cr	12PM-3PM	TTh
9/29-12/15		16-205	Randall

NSS 180**Internship I**

Provides the student with on-the-job practical field experience combining classroom study with related work experience under the supervision of an employer. Includes a scheduled seminar.

29Z2	2Cr	Arranged	Arranged
9/28-12/17		Arranged	Haas

47E2	2Cr	Arranged	Arranged
9/28-12/16		16-107	Robinson

NSS 201**Advanced Linux**

Advanced fundamentals of the Linux operating system. The operating system of the Internet, servers and desktop computers. This course is a hands-on, practical approach to the advanced abilities and usage of Linux system concepts, architecture and administration. Prerequisites: Successful completion of NSS 160. Additional Fee: \$21.25

47F2	5Cr	8AM-11AM	MWF
9/28-12/16		16-111	Hollowell

NSS 203**Securing Client Operating Systems**

Introduces knowledge, skills and tasks necessary to deploy, support, and secure windows desktop operating systems in a variety of stand-alone and enterprise network environments. Prerequisites: NSS 105 & NSS 110 or equivalent knowledge and skills. Additional Fee: \$21.25

47G2	5Cr	8AM-11:30AM	Daily
9/28-10/22		16-109	Souza

Securing Server Operating Systems

NSS 210

Introduces knowledge, skills and tasks necessary to deploy, support, and secure windows server network operating systems in a variety of stand-alone and enterprise network environments. Prerequisites: NSS 203 or equivalent knowledge and skills. Additional Fee: \$21.25

47H2	5Cr	8AM-11:30AM	Daily
10/23-11/19		16-109	Souza

NSS 217 Securing Network Infrastructure

Introduces knowledge, skills and tasks necessary to deploy, support, and secure a windows network infrastructure. Prerequisites: NSS 210 or equivalent knowledge and skills. Additional Fee: \$21.25

47J2	5Cr	8AM-11:30AM	Daily
11/20-12/17		16-109	Souza

NSS 250 Internship II

Provides the student with practical field experience in an emergency management related specialty area. Students will apply classroom study to an on-the-job situation in the community.

47K2	2Cr	Arranged	Arranged
9/28-12/16		16-107	Robinson

NSSB 215 Computer Forensics

Basic practices and techniques used in computer forensics. Topics include: Chain of custody, evidence collection, interpretation of clues, common tools and utilities for analysis, and file signatures on computer storage or media. Additional Fee: \$17.00

47N2	4Cr	8AM-12PM	Daily
10/16-11/16		16-205	Randall

NSSB 224 Communications Fraud

This class introduces students to common techniques used to commit communications fraud. Reviews the history of Communications fraud, and introduces countermeasures, and best practices to protect a corporate network from exploitation. Additional Fee: \$17.00

47P2	4Cr	8AM-12PM	Daily
9/28-10/15		16-205	Randall

NSSB 245 Scripting

This class will illustrate some practical applications of scripting and provide an introduction to some of the most widely used scripting languages. Introduces commonly used scripting languages such as; Perl, Microsoft Windows Powershell, and Bash scripting. Additional Fee: \$21.25

47T2	5Cr	8AM-12PM	Daily
11/17-12/16		16-205	Randall

NSSC 200 Cisco Networking I

The first of four in the Cisco Networking Academy curriculum which teaches networking concepts by applying them to a type of network the student may encounter in a home or small office. Additional Fee: \$46.25

47U2	5Cr	9AM-10:50AM	MWF
9/28-11/04		16-209	Broyles

NSSC 201 Cisco Networking II

The second of four in the Cisco Networking Academy curriculum which teaches networking concepts by applying them to a type of network the students may encounter on the job in a small-to-medium business or ISP. Prerequisites: Successful completion of NSSC 200 (CISCO Networking I) Additional Fee: \$46.25

47V2	5Cr	9AM-10:50AM	MWF
11/06-12/16		16-209	Broyles

NSSC 203 Cisco Networking III

The third of four in the CISCO Networking Academy curriculum which familiarizes the student with the equipment, applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements and security. Prerequisites: Successful completion of NSSC 201 (CISCO Networking II) Additional Fee: \$46.25

47W2	5Cr	1PM-2:50PM	MWF
9/28-11/04		16-209	Broyles

NSSC 205 Cisco Networking IV

The last of four in the CISCO Networking Academy curriculum which progress the student through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management. Prerequisites: Successful completion of NSSC 203 (CISCO Networking III) Additional Fee: \$46.25

47X2	5Cr	1PM-2:50PM	MWF
11/06-12/16		16-209	Broyles

NSSC 207 Cisco Learning Lab I

Provides opportunities for students to gain the knowledge, skills and hands-on experience needed to prepare for the Cisco CCNA certification exam. Prerequisites: Concurrently enrolled in NSSC 200 (Cisco Networking I) & NSSC 201 (Cisco Networking II) Additional Fee: \$12.75

47Y2	3Cr	11AM-12:50PM	Daily
9/28-12/16		16-209	Broyles

NSSC 210 Cisco Learning Lab II

Provides opportunities for students to gain the knowledge, skills and hands-on experience needed to prepare for the Cisco CCNA certification exam. Prerequisites: Concurrently enrolled in NSSC 203 (Cisco Networking III) & NSSC 205 (Cisco Networking IV) Additional Fee: \$12.75

47Z2	3Cr	11AM-12:50PM	Daily
9/28-12/16		16-209	Broyles

NSSC 250 Wireless LAN Admin I

Provides the networking professional a complete foundation of knowledge for entering into or advancing in the wireless network industry. From basic RF theory to 802.11 frame exchange processes, this course delivers training that will benefit the novice as well as the experienced network professional. Additional Fee: \$46.25

47AA	5Cr	9AM-10:50AM	TTh
9/29-11/03		16-209	Broyles

NSSC 252 Wireless LAN Admin II

Provides advanced knowledge in the configuration, implementation, administration, and support of IEEE 802.11 compliant wireless networks. Prerequisites: Successful completion of NSSC 250. Additional Fee: \$46.25

47AB	5Cr	1PM-2:50PM	TTh
11/05-12/15		16-209	Broyles

NSSD 233 Design Network Infrastructure

Introduces the student to the knowledge, skills, and tasks to plan, deploy and support a network infrastructure. Additional Fee: \$21.25

47AC	5Cr	12PM-3:30PM	Daily
9/28-10/22		16-109	Souza

Implementing & Securing Directory Services

NSSD 240

Introduces knowledge, skills and tasks necessary to deploy, support, and secure a windows directory service infrastructure. Prerequisites: NSSD 233 or equivalent knowledge and skills. Additional Fee: \$21.25

47AD	5Cr	12PM-3:30PM	Daily
10/23-11/19		16-109	Souza

Implementing Network Security

NSSD 247

Introduces knowledge, skills and tasks necessary to deploy, support, and secure a windows enterprise networking environments. Prerequisites: NSSD 240 or equivalent knowledge and skills. Additional Fee: \$21.25

47AE	5Cr	12PM-3:30PM	Daily
11/20-12/16		16-109	Souza

CONSTRUCTION

CONST 105 Measurement, Tools & Safety

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

2202	2Cr	8AM-2:30PM	Daily
9/28-10/07		05-100	Smith

Site Leveling, Plans, Codes & Materials

CONST 108

Introduction to use and operation of a builder level including leveling and squaring a building site. Covers building plans, codes and inspections, and construction materials.

2212	2Cr	8AM-2:30PM	Daily
10/08-10/21		05-100	Smith

CONST 112 Footings & Foundations

Introduction to the methods of construction footing and foundation forms, terminology and inspections for the typical residential home.

2222	3Cr	8AM-2:30PM	Daily
10/22-11/04		05-100	Smith

CONST 116 Floor Framing

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

2232	3Cr	8AM-2:30PM	Daily
11/05-11/18		05-100	Smith

CONST 120 **Wall Framing, Sheeting & Ceilings**

Introduction to wall framing construction procedures and terminology, the application of ceiling and or two story framing, inspections, sheeting and aligning.

2242	5Cr	8AM-2:30PM	Daily
11/19-12/02		05-100	Smith

CONST 122 **Roof Framing**

Introduction to roof framing and the use of a framing square, including both truss roof and stick built residential roofs.

2252	5Cr	8AM-2:30PM	Daily
12/03-12/15		05-100	Smith

CONST 126 **Roofing Materials & Installation**

Introduction to various roofing materials including proper installation techniques.

2262	3Cr	8AM-2:30PM	Daily
9/28-10/07		05-100	Smith

CONST 130 **Stairway Construction**

Introduction to basic stair construction including the application of building codes, stairway arrangements, component, and layout.

2272	4Cr	8AM-2:30PM	Daily
10/08-10/21		05-100	Smith

CONST 134 **Exterior Finish**

Introduction to the installation of exterior trim, siding, window and door installation or the equivalent of typical residential homes.

2282	3Cr	8AM-2:30PM	Daily
10/22-11/04		05-100	Smith

CONST 138 **Interior Finish I**

Introduction to interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim and finish flooring.

2292	3Cr	8AM-2:30PM	Daily
11/05-11/18		05-100	Smith

CONST 142 **Interior Finish II**

Continuation of interior wall and ceiling finish, interior doors and hardware, cabinet and counter top installation, interior trim and finish flooring.

22A2	3Cr	8AM-2:30PM	Daily
11/19-12/02		05-100	Smith

CONST 146 **Deck Construction**

Introduction to outside deck construction including types, code requirements and safety.

22B2	3Cr	8AM-2:30PM	Daily
12/03-12/10		05-100	Smith

CONST 150 **Carpentry Trades**

Introduction to trade regulations, other building trades workers, industry and standards organization, and entering the carpentry trade.

22C2	1Cr	8AM-2:30PM	Daily
12/11-12/16		05-100	Smith

CORE ALLIED HEALTH

CAH 102 **Medical Terminology**

Provide students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems and will include key terms and the introduction of anatomical, physiological, and pathological terms. 📌

30A2	5Cr	Arranged	Arranged
9/28-12/17		On-Line — Fee: \$25.00	Freyre

30B2	5Cr	12PM-2:30PM	MW
9/28-12/16		14-102 — Fee: \$21.75	Freyre

CAH 103 **Introduction to Health Professions**

Provides overview of Law & Ethics a student should know to help provide competent, compassionate care to patients. 📌

3022	5Cr	Arranged	Arranged
9/28-12/17		On-Line — Fee: \$25.00	Freyre

3032	5Cr	12PM-2:30PM	TTh
9/29-12/17		14-102 — Fee: \$21.75	Freyre

CAH 105 **Computer Applications**

Additional Fee: \$21.25

3052	5Cr	10AM-10:50AM	Daily
9/28-12/17		14-102	Grimes

3042	5Cr	3PM-5:30PM	ThF
10/01-12/17		14-102	Grimes

COSMETOLOGY

COSMO 111 **Salon Ecology**

Salon Ecology presents the concepts of microbiology, infection control, first aid, and safety. Topics include safe handling of tools, proper dispensing of chemicals, and how to stop the spread of bacteria in a school, clinic, and salon atmosphere.

53BF	3Cr	8AM-10AM	Daily
9/28-10/07		08-102	McGlauthlin

(LAB)		10AM- 2:30PM	Daily
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53C2	3Cr	3PM-9:30PM	Daily
9/28-10/02		08-207	Chiaro

53G2	3Cr	8AM-2:30PM	Daily
9/28-10/02		08-207	Ganyon

COSMO 114 **Trichology**

Trichology includes concepts of hair theory, hair care and draping, shampooing and scalp massage. Recognition of hair and scalp disorders are also covered in this course. Prerequisite: Successful completion of COSMO 111.

53AC	4Cr	3PM-9:30PM	Daily
10/05-10/14		08-207	Chiaro

53AG	4Cr	8AM-2:30PM	Daily
10/05-10/13		08-207	Ganyon

53BG	4Cr	8AM-10AM	Daily
10/08-10/22		08-102	McGlauthlin

(LAB)		10AM- 2:30PM	Daily
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COSMO 119 **Design Decisions**

Designs Decisions covers the concepts of consultation with your client. Prerequisite: Successful completion of COSMO 114.

53CG	3Cr	8AM-2:30PM	Daily
10/14-10/20		08-207	Ganyon

53CC	3Cr	3PM-9:30PM	Daily
10/15-10/21		08-207	Chiaro

53BH	3Cr	8AM-10AM	Daily
10/23-10/29		08-102	McGlauthlin

(LAB)		10AM- 2:30PM	Daily
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COSMO 124 **Hair Design**

The Hair Design course serves as a foundation in wet styling and thermal styling. The practice of infection control/safety as it relates. Prerequisite: Successful completion of COSMO 133.

53DG	2Cr	8AM-2:30PM	Daily
10/21-10/27		08-207	Ganyon

53BJ	2Cr	8AM-10AM	Daily
11/02-11/13		08-102	McGlauthlin

(LAB)		10AM- 2:30PM	Daily
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53DC	2Cr	3PM-9:30PM	Daily
12/10-12/17		08-207	Chiaro

COSMO 131 **Advanced Design**

Presents various fundamental long hair techniques that, when used alone or in combination, can create any number of finished looks. Prerequisite: Successful completion of COSMO 124 and COSMO 133.

53EF	5Cr	8AM-2:30PM	WTh
11/12-12/17		08-205	Frederick

COSMO 133 **Hair Sculpting**

This course provides fundamental guidelines for knowing and understanding the theory of haircutting and procedures. Infection control/safety is also presented as it relates. Prerequisite: Successful completion of COSMO 119.

53FC	11Cr	3PM-9:30PM	Daily
10/22-12/09		08-207	Chiaro

53FG	11Cr	8AM-2:30PM	Daily
10/28-12/17		08-207	Ganyon

53BK	11Cr	8AM-10AM	Daily
11/16-12/11		08-102	McGlauthlin

(LAB)		10AM-2:30PM	Daily
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COSMO 143 **Chemical Texturizing**

The three main concepts of chemical texturizing: Permanent Waving, chemical relaxing and curl reforming. Including theory, tool usage and client consultation. Infection Control/safety as it relates to chemical texturing. Prerequisite: Successful completion of COSMO 124 and COSMO 133.

53GD	5Cr	8AM-2:30PM	MTF
11/03-12/14		08-205	David

COSMO 156 **Hair Coloring**

This course covers concepts of color theory identifying existing hair color and changing existing hair color. Related topics, include color chemistry, application techniques and infection control/safety as it relates. Prerequisite: Successful completion of COSMO 124 and COSMO 133

53HD	6Cr	8AM-2:30PM	MTF
9/28-10/30		08-205	David

COSMO 160 Lab Clinic I

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will practice the skills of Design Decisions, Hair Sculpting, and various hair styling techniques on clients. All related safety and sanitation measures will be followed. Prerequisite: Successful completion of COSMO 124 and COSMO 133.

53BL	9Cr	9AM-2:30PM	Daily
9/28-12/17		08-102	McGlauthlin
53JD	9Cr	8AM-2:30PM	MTF
9/29-12/14		08-CL#1	David

COSMO 165 Lab Clinic II

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic I in addition to chemical services of perming and hair color. Prerequisite: Successful completion of COSMO 160, COSMO 143, COSMO 156.

53BM	9Cr	9AM-2:30PM	Daily
9/28-12/17		08-102	McGlauthlin
53KK	9Cr	8AM-2:30PM	WThF
10/30-12/17		08-CL#2	Klug

COSMO 170 Lab Clinic III

Hands on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic 1 and 2, in addition to advanced design services. Prerequisite: Successful completion of COSMO 165, COSMO 131.

53LF	9Cr	8AM-2:30PM	MTF
9/28-12/17		08-CL#2	Frederick

COSMO 178 Artificial Hair

Introduces different types of artificial hair and their applications and removal techniques. Infection control and safety related to artificial hair services are also covered. Prerequisite: Successful completion of COSMO 143, COSMO 156, COSMO 160.

53MK	2Cr	8AM-2:30PM	MT
11/24-12/01		08-208	Klug
53BN	2Cr	8AM-10AM	Daily
12/14-12/17		08-102	McGlauthlin

COSMO 179 Study of Nails

An introduction to the fundamental principles of manicuring and nail care. Topics include basic nail theory, nail disease and disorder, and anatomy of the hands. Prerequisite: Successful completion of COSMO 170, COSMO 178, COSMO 223, COSMO 247.

53NF	3Cr	8AM-2:30PM	WTh
9/30-10/15		08-205	Frederick

COSMO 186 Study Of Skin

An introduction to the principles of esthetics. Topics include temporary hair removal, basic skin care, skin diseases and disorders, physiology and histology of the skin, and waxing services. Prerequisite: Successful completion of COSMO 170, COSMO 178, COSMO 223, COSMO 247.

53PF	3Cr	8AM-2:30PM	WTh
10/21-11/05		08-205	Frederick

COSMO 223 Advanced Hair Coloring

Covers the advanced skills and the many techniques of the chemical and physical process of hair coloring. Safety precautions, sanitation, and first aid will be applied throughout the course. Prerequisite: Successful completion of COSMO 143, COSMO 156, COSMO 160.

53GK	8Cr	8AM-2:30PM	MT
10/28-11/17		08-208	Klug

COSMO 228 State Board Practical Preparation

Prepares the student to take the Washington State practical skills exam. Topics of safety and sanitation, hair design, hair sculpting, chemical texturizing, hair coloring, skin care and nail care will be reviewed. Prerequisite: Successful completion of COSMO 131, COSMO 165, COSMO 186; taken concurrently with COSMO 230.

53RJ	3Cr	3PM-9:30PM	MT
9/28-12/15		08-205	Johnson
53RL	3Cr	8AM-2:30PM	MT
9/28-12/07		08-CL#4	Lind

COSMO 230 Lab Clinic IV

Hands-on learning experience in Clover Park Technical College's student clinic. The learner will continue skills applied in Lab Clinic 1, 2, and 3, in addition to artificial hair services, advanced hair sculpture and advanced chemical texturing techniques. Prerequisite: Successful completion of COSMO 170, COSMO 178.

53SJ	9Cr	3PM-9:30PM	TThF
9/29-12/17		08-CL#4	Johnson
53SL	9Cr	8AM-2:30PM	WThF
9/30-12/11		08-CL#4	Lind

COSMO 235 State Board Written Test Review

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

53TJ	4Cr	3PM-9:30PM	MT
9/28-12/15		08-205	Johnson
53TL	4Cr	8AM-2:30PM	T
12/15		08-205	Lind

COSMO 242 CPTC Practical Boards

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

53UJ	6Cr	3PM-9:30PM	MT
9/28-12/15		08-205	Johnson
53UL	6Cr	8AM-2:30PM	T
12/08		08-CL#4	Lind

COSMO 247 Design Forum

Utilizes Pivot Point's Design Forum to present current trends in hair design. Step-by-step procedures for cutting, coloring, and styling the hair are given to create specific looks. Prerequisite: Successful completion of COSMO 131, COSMO 170, COSMO 179, COSMO 186, COSMO 223.

53VK	1Cr	8AM-2:30PM	MT
12/07-12/08		08-208	Klug

COSMO 248 Industry Internship I

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

53WJ	1Cr	Arranged	Arranged
9/28-12/17		Arranged	Johnson
53VL	1Cr	Arranged	Arranged
9/28-12/17		Arranged	Lind

COSMO 250 Industry Internship II

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

53XJ	2Cr	Arranged	Arranged
9/28-12/17		Arranged	Johnson
53XL	2Cr	Arranged	Arranged
9/28-12/17		Arranged	Lind

COSMO 252 Industry Internship III

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

53YJ	3Cr	Arranged	Arranged
9/28-12/17		Arranged	Johnson
53YL	3Cr	Arranged	Arranged
9/28-12/17		Arranged	Lind

COSMO 254 Industry Internship IV

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

53ZJ	4Cr	Arranged	Arranged
9/28-12/17		Arranged	Johnson
53ZL	4Cr	Arranged	Arranged
9/28-12/17		Arranged	Lind

COSMO 256 Industry Internship V

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

53JA	5Cr	Arranged	Arranged
9/28-12/17		Arranged	Johnson
53IA	5Cr	Arranged	Arranged
9/28-12/17		Arranged	Lind

CULINARY ARTS

CUL 109 Cooking Methods I

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will learn dish washing and basic food preparation, reading and following standardized recipes, along with deli operations and station organization. Additional Fee: \$29.75

3222	7Cr	9:15AM-1:45PM	WThF
9/30-12/17		31-100	Massey

CUL 123 Cooking Methods II

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product and working under stringent time guidelines. Prerequisite: CUL109 Additional Fee: \$29.75

3272	7Cr	9:15AM-1:45PM	WThF
9/30-12/17		31-100	Massey

CUL 127 Professional Cooking III

Introduces students to basic meat cooking procedures, breakfast cookery and dairy products. Students will learn the composition of meats, eggs and dairy products along with applying various cooking methods.

3252	7Cr	7AM-9AM	Daily
9/28-12/15		31-100	Massey

CUL 132 American Regional Cuisine

Explores the history and styles of food from specific regions. Pacific Northwest, California, Southwest, New England and Florida will be studied. Students will create regionally inspired dishes with continued emphasis on solid cooking methodologies.

3242	3Cr	9AM-2PM	MT
11/09-12/15		31-100	Massey

CUL 135 Food Preparation III

Focuses on beef, chicken, fish cookery and fabrication. Instruction will center on understanding the structure and composition of meats, identify a variety of fish and shellfish, proper storage and application of various cooking methods.

3262	3Cr	9AM-2PM	MT
9/28-11/03		31-100	Jolly

CUL 139 Cooking Methods III

Introduces students to the experience of preparing and cooking meals for restaurant service. Students will be given assignments and will rotate through restaurant stations throughout the quarter. Students will be expected to practice a high level of previously learned competencies in knife skills, sanitation, proper handling and storage of product and working under stringent time guidelines. Prerequisite: CUL123 Additional Fee: \$29.75

32B2	7Cr	9:15AM-1:45PM	WThF
9/30-12/17		31-100	Massey

CUL 241 Advanced Restaurant Baking

32Q2	3Cr	8:30AM-1:45PM	T
9/29-12/15		31-100	Jolly

CUSTOMER SERVICE/ CALL CENTER SPECIALIST

CSCCS 116 Filing

Apply the basic rules of alphabetical filing, including indexing and coding. Additional Fee: \$8.50

6102	2Cr	8AM-9:30AM	M
9/28-12/14		10-118	Wilson

CSCCS 127 Electronic Math Applications I

Review the fundamental rules and practices of business mathematics and apply them to common business problems. Students will also develop the touch method for speed and accuracy using an electronic calculator. Additional Fee: \$12.75

6112	3Cr	10AM-1PM	Th
10/01-12/10		10-118	Wilson

CSCCS 128 Electronic Math Applications II

Continuation of Math Applications I. Review the fundamental rules and practices of business mathematics and apply them to common business problems. Students will increase speed and accuracy using the touch method on an electronic calculator. Prerequisite: CSCCS 127 Additional Fee: \$12.75

6122	3Cr	10AM-1PM	Th
10/01-12/10		10-118	Wilson

CSCCS 131 Business English I

Practice the basic rules of business English for writing and speech, including a review of English grammar principles, spelling, and vocabulary. Additional Fee: \$8.50

6132	2Cr	8AM-8:45AM	ThF
10/01-12/11		10-118	Wilson

CSCCS 132 Business English II

Continuation of Business English I. Students will practice the basic rules of business English for writing and speech, including a review of English grammar principles, spelling, and vocabulary. Prerequisite: CSCCS 131 Additional Fee: \$8.50

6142	2Cr	8:45AM-9:30AM	ThF
10/01-12/11		10-118	Wilson

CSCCS 141 Sales Techniques

Discuss sales concepts and develop skills in selling techniques. They will also develop the knowledge and attitudes necessary to become effective salespeople. An awareness of the importance of selling to any business will be developed. Students will perform sales demonstrations. Additional Fee: \$17.00

6152	4Cr	10AM-12PM	T
9/30-11/25		10-118	Wilson

Computerized Billing Procedures

CSCCS 157

Apply data entry skills and billing techniques to a computerized system using basic billing terminology, computer forms, and the various billing methods, such as posting payments and making adjustments to accounts. These basic practices, once learned, can be applied to any business. Additional Fee: \$17.00

6162	4Cr	8AM-3PM	Daily
9/28-10/30		10-118	Wilson

CSCCS 162 Job Search Skills

Prepare resumes and review job search skills; includes preparing cover letters and thank you letters. Additional Fee: \$8.50

6172	2Cr	Arranged	Daily
12/09-12/17		10-118	Wilson

CSCCS 171 Electronic Business Communications I

Apply basic Internet concepts using Internet Explorer to navigate, search, and browse the Web, complete basic and complex searches using search engines, use email to communicate effectively, define and set favorites, and use attachments. These skills may then be applied at school, at work, and at home. Additional Fee: \$4.25

6182	1Cr	10AM-12PM	MW
9/28-12/17		10-118	Wilson

CSCCS 180 Keyboarding

Use computers to develop touch control and proper keyboarding techniques, as well as build basic speed and accuracy skills. This course includes keyboarding alphabetic, figure, and symbol keys and extended skill building. Additional Fee: \$12.75

61A2	3Cr	8AM- 9:30AM	T
9/30-11/13		10-118	Wilson

[LAB]		8AM-3PM	Daily
10/1-11/13			

CSCCS 182 MS Word I

Students will use the Microsoft Word program to create, edit and format basic business documents including letters and memos. Additional Fee: \$8.50

61B2	2Cr	8AM-3PM	Daily
11/03-12/17		10-118	Wilson

CSCCS 185 MS Word II

Continuation of WORD I. Additional topics include formatting different types of reports and tables. Prerequisite: CSCCS 182 Additional Fee: \$12.75

61C2	3Cr	8AM-3PM	Daily
9/28-12/17		10-118	Wilson

CSCCS 186 MS Excel

Use the Microsoft Excel program to create, plan, and modify electronic spreadsheets. Prerequisite: CSCCS 185 Additional Fee: \$12.75

61D2	3Cr	Arranged	Daily
11/10-12/17		10-118	Wilson

**Switchboard/
Receptionist Skills**

CSCCS 192

Effectively handle both incoming and outgoing business telephone calls, take accurate messages, use various telephone equipment and services, and use proper speech and enunciation. Students will have the opportunity to apply these skills through operation of the college PBX. Receptionist skills will be applied and honed within various offices on the college campus. Additional Fee: \$4.25

61G2	1Cr	8AM-12PM	Daily
10/13-12/17		10-118	Wilson

CSCCS 194 Call Center Procedures II

Continuation of Call Center I. Previously learned skills such as selling, keyboarding, problem solving, locating information, computation, reading for information, and listening will be applied. Prerequisite: CSCCS 195 Additional Fee: \$4.25

61H2	1Cr	8AM-3PM	Daily
11/30-12/08		10-118	Wilson

CSCCS 195 Call Center Procedures I

Using real-life, call center scenarios, and role-play situations, students will demonstrate proper telephone etiquette and develop skills in building customer rapport, call management and follow through. Additional Fee: \$8.50

61J2	2Cr	8AM-3PM	Daily
11/30-12/08		10-118	Wilson

DENTAL ASSISTANT

DAS 101 Biomedical Sciences

Course covers anatomy and physiology, head and neck anatomy, prevention of disease transmission, infection control and proper handling of hazardous materials. Additional Fee: \$185.00

7702	5Cr	8AM-12PM	W
9/30-12/17		10-120	Day
		12PM- 2:30PM	MTWTh
		10-120	

DAS 103 General Studies

Introduces the student to the dental profession, dental terminology, and dental charting symbols. Additional Fee: \$25.00

7712	2Cr	Arranged	Arranged
9/29-12/17		On-Line	Wirth

DAS 109 Dental Sciences I

Course covers the process of exposing and processing dental radiographs. Students will accurately identify oral anatomy, oral embryology, histology, and personal oral hygiene and nutrition.

7722	7Cr	8AM-11AM	TTh
9/29-12/17		10-120	Day
(LAB)		12PM- 2:30PM	MTWTh
		14-107	

DAS 111 Dental Assisting Skills I

Course covers the dental treatment room, instruments and equipment, moisture control techniques. Students will make study models, perform coronal polish, and accurately record vital signs.

7732	7Cr	8AM-12PM	F
10/02-12/17		10-120	Day
(LAB)		12PM- 2:30PM	MTWTh
		14-107	

DAS 210

Dental Sciences II

Course covers dental materials, pharmacology, oral pathology, medically and physically compromised patient care, and emergency management in the dental office. Prerequisite: Student must complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program. Additional Fee: \$185.00

7742	5Cr	12PM-2PM	TTh
9/29-12/17		10-120	lewandowski
(LAB)		8AM- 12PM	Daily
		14-107	

DAS 212

Dental Specialties

Explore in depth the dental specialties including endodontics, removable and fixed prosthodontics, oral and maxillofacial surgery including implants, pediatric dentistry, orthodontics and periodontics. Prerequisite: Student must complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program.

7752	8Cr	12PM-2:30PM	MW
9/28-12/17		10-120	lewandowski
(LAB)		8AM- 11AM	Daily
		14-107	

(LAB)		12PM- 2PM	F
		14-107	

DAS 214

Dental Assisting Skills II

Covers chairside assisting and employment. The culminating projects in this course cover the operator preparation for various dental procedures and assisting during restorative procedures. Prerequisite: Student must complete DAS 103, DAS 101, DAS109, DAS111 prior to continuing in the Dental Assisting Program.

7762	10Cr	8AM-11AM	Daily
9/28-12/17		14-107	lewandowski

DAS 240

Clinical Experience I

Provides the student with the opportunity to utilize the skills and information acquired in an internship site. Course will also cover basic business administration skills. Prerequisite: Successful completion of DAS 103, 101,109, 111, 210, 212, 214 and the Infection Control component of the DANB Exam and completion of the Radiation Health & Safety component. Additional Fee: \$185.00

7772	10Cr	8AM-2PM	M
9/28-12/17		10-120	Wirth
		Arranged	TWThF
		Arranged	

DAS 245

Clinical Experience II

Provides the student with the opportunity to utilize the skills and information acquired in an internship site. Course will also cover basic business administration skills. Prerequisite: Successful completion of DAS 103, 101,109, 111, 210, 212, 214 and the Infection Control component of the DANB Exam and completion of the Radiation Health & Safety component.

7782	7Cr	8AM-2PM	M
9/28-12/17		10-120	Wirth
		Arranged	TWThF
		Arranged	

DENTAL BUSINESS OFFICE ASSISTANT

Dental Terminology & Procedures

DBOA 104

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

0402	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Hunter

Dental Scheduling & Recall Management

DBOA 111

Explores dental charting symbols and treatment descriptions. Develop, decipher and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system, maintain productive and effective patient scheduling. Identify and mount a complete series of 18 radiographs. Prerequisite or Corequisite: DBOA 104 Additional Fee: \$25.00

0412	5Cr	4PM-7PM	W
9/28-12/17		14-102	Hunter

Dental Correspondence & Employment Skills

DBOA 118

Introduces the various types of written communication for the dental office. Students will be required to produce professional dental correspondence and learn how to efficiently process office mail. Explores a wide variety of dental office forms and development of simple manual and computerized filing and inventory systems. Covers the information and tools necessary to successfully seek a work based learning experience and employment. During this course students will be required to complete an employment packet to include a cover letter, resume and reference list. Students will demonstrate their ability to participate in a professional job interview. Organizational skills are the primary emphasis of this course. Prerequisite or Corequisite: DBOA 104 Additional Fee: \$25.00

0422	9Cr	Arranged	Arranged
9/28-12/17		On-Line	Hunter

DBOA 120

Dental Insurance

Covers the process of accurately processing dental insurance claim forms, making financial arrangements and collecting on past due accounts. Students will receive Health Insurance Portability & Accountability Act (HIPAA) training. Provides students with the information to accurately operate an electronic calculator. Prerequisite or Corequisite: DBOA 104 Additional Fee: \$25.00

0432	6Cr	4PM-7PM	T
9/29-11/03		14-102	Hunter

DBOA 121 Fiscal Management

Covers the financial management of a dental office. Students will perform manual and computerized bookkeeping processes and make banking arrangements as it applies to the dental office. Students will create their own dental office in QuickBooks software and electronically complete banking and payroll activities. Prerequisite or Corequisite: DBOA 104 Additional Fee: \$25.00

0442	6Cr	4PM-7PM	T
11/10-12/15		14-102	Hunter

DBOA 126 Professional Communications

Designed to introduce students to the professional phone skills that are necessary in the dental environment. The students will receive information regarding appropriate professional telephone communication as well as information regarding telephone technology. Additional Fee: \$25.00 ☞

0452	4Cr	Arranged	Arranged
9/28-12/17		On-Line	Hunter

DBOA 128 Dental Law & Ethics

Designed to familiarize students with the state and federal laws as they apply to dentistry. In addition, students will become acquainted with OSHA Guidelines for infection control and risk management for the dental office. Prerequisite or Corequisite: DBOA 104 Additional Fee: \$25.00 ☞

0462	5Cr	M-M	Arranged
9/28-12/17		On-Line	Hunter

Work-Based**DBOA 132 Learning Experience**

Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses. Students will be expected to participate in all aspects of training in the dental business office. Emphasis is placed on performance of duties and utilization of skills to the satisfaction of the Work Station Supervisor who will complete the student evaluation at the end of the 330 hours of work-based experience. Prerequisite: Completion of DBOA 104, 111, 118, 120, 121, 126, 128, ACTG: 110, & 141, Elective Computer Skills Courses Additional Fee: \$25.50

0472	6Cr	Arranged	Arranged
9/28-12/17		Arranged	Hunter

EARLY CARE & EDUCATION**ECS 102 Basic Child Care Training (Stars)**

Covers the elements and criteria to satisfy the required 20-hour basic training for child care providers required by S.T.A.R.S (State Training and Registry System). Curriculum is based on the STARS Core Competencies. The elements and criteria to satisfy the required 20 hour basic training for child care providers required by the State of Washington. Curriculum is based on the STARS core competencies. Additional fee: \$6.00.

4182	2Cr	8AM-4PM	Sa
10/31-11/14		38P	Johnson

41A2	2Cr	8AM-4PM	Sa
11/21-12/12		38P	Fortenberry

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

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

4102	3Cr	6PM-9PM	M
10/05-12/14		38P	Felch

ECS 182 ECE Practicum II

Provides the student with practical field experience. Students will work at community Child Care Centers or the campus Child Development Center allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar. Text required. Additional fee: \$15.00.

41E2	5Cr	5PM-6PM	Arranged
10/07-12/16		38P	Colombini Hyke

ECS 202 Preschool Activities

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

4142	2Cr	6PM-9PM	WV
10/07-12/02		38P	Staff

ECS 217 Practicum IV: Infant/Toddler

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

41F2	3Cr	5PM-6PM	W
10/07-12/16		38P	Colombini Hyke

ECS 230 Practicum IV: School Age

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

41M2	3Cr	5PM-6PM	W
10/07-12/16		38P	Colombini Hyke

ECS 235 Issues & Trends

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

41L2	2Cr	5PM-6PM	W
10/07-12/16		38P	Colombini Hyke

Curriculum for Family Child Care**ECS 260**

A focus on developmentally appropriate curriculum for children in family child care settings with multiple ages. Additional fee: \$6.00.

4192	2Cr	9AM-1PM	Sa
10/03-11/07		36P	Fortenberry

ECS 264 Partnerships with Family

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

4152	3Cr	6PM-9PM	WV
9/30-12/04		36P	Staff

ECS 265**Leadership in ECE**

Designed for leaders in the early childhood field. Essential skills for effective leadership will be covered; creating a shared vision, teambuilding, managing change, personal development, communication, conflict management, mentoring, decision making and empowerment strategies. Additional fee: \$9.00.

4162	3Cr	5:30PM-9PM	Th
10/01-12/10		28P-104	Chase-Deitrich

ECS 270**Introduction to Early Childhood Management**

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

4112	3Cr	6PM-9PM	M
10/05-12/07		36P	McClintock

ECS 281**Observations & Applications in ECE**

Monitor a budget, maintain systems, and select appropriate equipment for a child care center or early childhood program. Covers these CDA functional areas: Program Management and Professionalism. Additional fee: \$15.00.

4122	5Cr	6PM-9PM	Th
10/06-12/15		38P	Colombini Hyke

ECS 286**Practicum IV: Leadership**

Provides the student with the opportunity for a practical field experience with a leadership specialization. Includes a seminar component and observations. There is a focus on emotional intelligence and conducting meetings. Text required. Additional fee: \$9.00.

41G2	3Cr	5PM-6PM	W
10/07-12/16		38P	Colombini Hyke

ECS 287**Practicum IV: Child Development**

Provides the opportunity for a practical field experience with a Child Development specialization. Includes a seminar component. Text required. Additional fee: \$9.00.

41K2	3Cr	5PM-6PM	W
10/07-12/16		38P	Colombini Hyke

ECS 288**Practicum IV: Family Child Care**

Provides the student with the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component and observations. Text required. Additional fee: \$9.00.

41J2	3Cr	5PM-6PM	W
10/07-12/16		38P	Colombini Hyke

ECS 297**Practicum IV: Special Needs**

Provides the student with the opportunity for a practical field experience with special needs specialization. Includes a seminar component. Additional fee: \$9.00.

41H2	3Cr	5PM-6PM	W
10/07-12/16		38P	Colombini Hyke

ECE 102**Introduction to Apprenticeship**

Additional Fee: \$25.00 ☞

41C2	1Cr	Arranged	Arranged
10/05-12/14		On-Line	Sysko

General Orientation & Introduction to Practicum

ECE 104

Provides the student with practical field experience as well as overview of the profession and program requirements to include health cards, background checks and food handler's permits. Students will work at community Child Care Centers or the campus Child Development Center allowing them to apply classroom study to the on-the-job situations. Includes a scheduled seminar. Additional fee: \$15.00.

41B2 5Cr 5PM-6PM M
10/05-12/04 38P Colombini Hyke

ECE 125 Just For the Fun of it: Preschool

Students will explore the use and development of age appropriate curriculum, creative ideas, projects and activities that will make planning for the individual child and group fun and exciting! A fun hands on class that will inspire you and enrich the lives of children in your program. ***Meets STARS continuing education requirements. Additional fee: \$10.00.

4172 1Cr 9AM-12PM Sa
10/03-10/24 28P-104 Holland-O'Hern

Raising an Emotionally Intelligent Child

ECE 132

This course will focus on teaching parent's, teachers and providers how to use emotion coaching techniques that foster emotional intelligence in children. Additional fee: \$3.00.

4132 1Cr 6PM-8:30PM T
10/20-11/17 36P Staff

ECE 290 Portfolio Adventure

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

41D2 2Cr 5PM-6PM Th
10/01-12/10 38P Colombini Hyke

ECONOMICS

ECON& 201 Micro Economics

Study of scarcity; supply and demand; production; labor and capital markets; role of government in a market economy; international trade; and distribution of income. Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MATH& 99. Additional Fee: \$25.00

0547 5Cr Arranged WAOL
9/24-12/02 On-Line

ECON& 202 Macro Economics

Studies of the organization and operation of the U.S. economy including unemployment, national income accounting; aggregate supply and demand, taxation, budget deficit and international trade. Prerequisites: Appropriate COMPASS/SLEP placement score or successful completion of MATH& 99. Additional Fee: \$25.00

0548 5Cr Arranged WAOL
9/24-12/02 On-Line

ELECTRICIAN LOW VOLTAGE FIRE/SECURITY

AC/DC: Basic Theory, Fractions & Ohms Law

EFS 105

Introduces the student to basic theory of electricity, Electrical measurements of circuits, fractions, ohm's law, decimals and decimal fractions. Formulas in electrical work, positive and negative numbers, exponents, powers of ten and solving ohms law formulas.

5802 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

AC/DC Electricity: Series, Parallel & Combination Circuits

EFS 106

Introduces the student to voltage, current and resistance in a series circuit, total values and control of current in a series circuit. Introduction to parallel circuits, current and resistance and voltage in a parallel circuit. Prerequisites: EFS 105, or Instructor's permission.

5812 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

AC/DC: Electricity:

EFS 107 Electrical Power & Power App

Introduces the student to electric power in electric circuits, solving the power formula for current and voltage. Instantaneous values, maximum values and phase angles of an AC sine wave. Prerequisites: EFS 106, or Instructor's permission.

5822 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

National Electrical Codes Print Reading

EFS 108

Introduces the student to practical print reading as it applies to the National Electrical Code. Prerequisites: EFS 105, 106, and 107 or instructors permission.

5832 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

National Alarm Installer Training Program

EFS 109

Introduces the student to basic alarm by completing the comprehensive lessons, viewing video and completing lesson tests. With final test the student will have a thorough exposure to alarm systems. Prerequisites: EFS 105 to EFS 107, or Instructor's permission.

5842 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

CCTV Application & Design

EFS 110

Introduces the student to basic of CCTV systems design and applications. Through individual lessons, the student will be exposed to the basics of CCTV systems design and applications. Prerequisites: EFS 105 to EFS 107, or Instructor's permission.

5852 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

EFS 118

National Electrical Codes

Introduces the student to National Electrical Code. Through individual tests the student will be able to research applicable electrical codes. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5862 6Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

EFS 119

National Fire Codes

Introduces the National Fire Codes, through individual tests the student will be able to research applicable Fire codes. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5872 6Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

CCTV Field Service & Installation

EFS 121

Introduces the student to basic systems service and installation of CCTV systems. Through individual lessons, the student will be exposed to the basics of CCTV field service and installation. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5882 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

Washington

EFS 124

Administrative Codes

Introduces the student to the Washington Administrative Code pertaining to industrial safety and the administrative code pertaining to electrical installations in the state of Washington. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5892 2Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

Addressable Fire SLC Systems/Design

EFS 207

Introduces Addressable and Intelligent Fire Alarm Systems using SLC Circuits (Signaling Line Circuits). Includes comprehensive lessons, lecture, and hands-on practical application, and design. Prerequisites: Successful completion of the 78 Credit Hour Electrician Low Voltage Fire/Security Certificate Program, or Instructor's permission.

58A2 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

EFS 211

Biometrics Access

Introduces Biometrics Access Control. Various Biometrics Systems are explored as well as Computer Programmed Access Control Systems. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design. Prerequisites: EFS- 207 or Instructor's permission.

58B2 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

Advanced Voice

EFS 216

Evacuation Fires Systems

Introduces Advanced Voice Evacuation Fire Alarm Systems as used in high rise applications. Includes comprehensive lessons, lecture and hands-on practical application, installation and design. Prerequisites: EFS-211 or Instructor's permission.

58C2 7Cr 7:30AM-3PM Daily
9/28-12/16 16-202 Gordon

EFS 221 Fire Codes, NICET, NFPA

Introduces Fire Codes, AHJ (Authority Having Jurisdiction), NICET (National Institute for Certification of Engineering Technologies), NFPA (National Fire Protection Association). Includes comprehensive lessons, lecture, as well as hands on practical application, installation, and design. Prerequisites: EFS-216 or Instructor's permission.

58D2	7Cr	7:30AM-3PM	Daily
9/28-12/16		16-202	Gordon

EFS 226 High Security Structured Cabling

Introduces High Security Structured Cabling in residential and commercial applications. Explores cabling as a total package. Includes most applications of security and low voltage needs. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design. Prerequisites: EFS-221 or Instructor's permission.

58E2	7Cr	7:30AM-3PM	Daily
9/28-12/16		16-202	Gordon

EFS 231 CCTV Digital Network Solutions

Introduces CCTV (Closed Circuit Television) Digital Network Solutions. Explores applications that require the camera to be recorded and viewed digitally and or remotely via various networks. Includes comprehensive lessons, lecture, as well as hands-on practical application, installation, and design. Prerequisites: EFS-226, or Instructor's permission.

58F2	7Cr	7:30AM-3PM	Daily
9/28-12/16		16-202	Gordon

ENGLISH**ENG 079 Reading & Writing Preparation**

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

5W01	5Cr	3PM-3:50PM	Daily
9/28-12/17		36P	Morford

ENG 082 Basic Reading & Writing

Basic reading and writing skills. Focus on sound sentences and paragraphs.. Helps refine reading comprehension and increase vocabulary. Prerequisite: Appropriate COMPASS/SLEP placement score.

5W02	5Cr	8AM-8:50AM	Daily
9/28-12/17		16-105	Mallas

5W03	5Cr	1PM-1:50PM	Daily
9/28-12/17		03-205	Staff

5W04	5Cr	3PM-3:50PM	Daily
9/28-12/17		38P	Mallas

ENG 094 Advanced Reading & Writing

Introduction to various types of paragraphs and essays. Focus on organization, unity, coherence, and development of short essays. Review of standard written English conventions. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 082. Enhances writing ability with emphasis on organization, unity, coherence, and adequate development of short essays. Introduction to various types of paragraphs and essays and review of the rules and conventions of standard written English. Both paper and electronic communication tools will be used. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 082.

5W05	5Cr	8AM-8:50AM	Daily
9/28-12/17		03-402	Williams

5W08	5Cr	10AM-10:50AM	Daily
9/28-12/17		28P-102	Avery

5W06	5Cr	1:15PM-2:05PM	Daily
9/28-12/17		SHC-119	Lawrence

5W07	5Cr	2PM-2:50PM	Daily
9/28-12/17		36P	Morford

5W09	5Cr	9AM-2:30PM	Sa
10/03-12/12		17-230 — Fee: \$25.00	Quincy

ENG 104 Business Writing

Business correspondence. Clear, effective business communication, including memoranda, email, letters, resumes, and feasibility reports. Research and documentation. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Online fee: \$20.00.

0517	5Cr	Arranged	Arranged
9/28-12/17		Online	Lawrence

ENGL & 101 English Composition I

Emphasizes writing as a process to support critical thinking. Focus on unified, coherent essays that support a strong thesis. Use secondary MLA/APA documentation styles. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Fee: \$25.00.

0515	5Cr	Arranged	Arranged
9/24-12/02		On-Line	WAOL

0508	5Cr	8AM-8:50AM	Daily
9/28-12/17		28P-102	Avery

0509	5Cr	11AM-11:50AM	Daily
9/28-12/17		38P	Avery

0510	5Cr	11AM-11:50AM	Daily
9/28-12/17		SHC-101	Staff

0511	5Cr	1PM-1:50PM	Daily
9/28-12/17		28P-102	Gove

0512	5Cr	2PM-2:50PM	Daily
9/28-12/17		28P-102	Gove

0513	5Cr	3PM-3:50PM	Daily
9/28-12/17		28P-102	Gove

0514	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Lawrenson

0516	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Gove

CMST& 220

Assists students in developing oral communication skills. Classroom practice, the Internet, e-mail, community interactions, and other resources support learning and yield enhanced confidence and competence. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

0504	5Cr	9AM-9:50AM	Daily
9/28-12/17		34P	Venditti

0505	5Cr	11AM-11:50AM	Daily
9/28-12/17		34P	Venditti

0506	5Cr	1PM-1:50PM	Daily
9/28-12/17		34P	Venditti

0507	5Cr	2PM-3:05PM	MTWTh
9/28-12/17		34P	Venditti

ENVIRONMENTAL SCIENCE**ENV 152****Mapping & Surveying**

Provides students with a wide variety of mapping skills necessary for many phases of environmentally related investigations. This will be accomplished utilizing guided hands-on training with a wide variety of map resources and texts. Additional Fee: \$8.50

4542	2Cr	12PM-1:50PM	MTW
9/28-12/16		16-102	Smith

ENV 153 Environmental Sampling Methods

Students will learn basic principles of environmental sampling of both water and soil. Students will practice sampling techniques and learn procedural requirements for defensible sampling methods. Additional Fee: \$8.50

4552	2Cr	12PM-1:50PM	MTW
9/28-12/16		16-102	Smith

ENV 157 Environmental Site Assessment

Course includes studying potential liability associated with property transfers. Students learn and implement historical research, site investigation, liability assessment and regulatory assessment. Additional Fee: \$17.00

4562	4Cr	Arranged	Arranged
9/28-12/16		16-102	Smith

ENV 161 Environmental Law I

Provides an overview of the American Legal system and how the branches of government work together to create and enforce laws. Focuses on environmental legislation and case law. Additional Fee: \$21.25

4572	5Cr	9AM-11:20AM	MW
9/28-12/16		16-102	Smith

ENV 230 Rural Technologies

Look at potential job areas in which the student might seek employment. The "rural" aspect explores agriculture, forestry, fish, and wildlife. Prerequisite: Successful completion of all ENV 100 level courses except ENV 134 Additional Fee: \$17.00

4582	4Cr	9AM-3PM	Th
10/01-12/10		16-104	Fritz

ENV 240 Internship

A position in the public or private sector where the student gains experience in a chosen area of employment. Prerequisite: Successful completion of 4th Quarter Courses, or instructor permission.

45A2	10Cr	Arranged	Arranged
9/28-12/16		16-104	Fritz

ENV 248 Hydrology

Provides the basic principles of applied surface water hydrology, ground water hydrology and water quality. Prerequisite: Successful completion of all ENV 100 level courses except ENV 134 Additional Fee: \$25.50

45D2	6Cr	10AM-11:30AM	MWTF
9/28-12/16		16-104	Fritz

ENV 250 Introduction to Air Pollution

Covers the sources, mechanisms, and health effects of air pollution, and its interaction with the weather and other climatological conditions. Prerequisite: Successful completion of all ENV 100 level courses except ENV 134 Additional Fee: \$12.75

45E2	3Cr	9AM-9:50AM	MWTF
9/28-12/16		16-104	Fritz

ENV 261 Watershed Analysis

Watershed monitoring and analytical skills will be covered and demonstrated through the collection of field data in remote areas. Prerequisite: Successful completion of all ENV 100 level courses except ENV 134 Additional Fee: \$17.00

45J2	4Cr	9AM-3PM	T
9/29-12/15		16-104	Fritz

GEO 215 GPS Technologies

Use global positioning system equipment to create maps and to create files for use in ArcGIS (geographic information system). Focuses Trimble GPS technologies. Analysis tools and layout features for map creation are covered. Additional Fee: \$8.50

45M2	2Cr	12PM-2PM	MWTF
9/28-12/16		16-104	Fritz

GEOL& 110 Environmental Geology

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

45N2	5Cr	9AM-10:50AM	TTh
9/29-12/15		16-102	Smith
(LAB)		11AM-12:50PM	Th
		16-102	Smith

ESTHETIC SCIENCES

ES 103 Skin Physiology & Histology I

Covers skins cellular structure and function, basic anatomy and physiology as it pertains to esthetics, basic skin diseases and disorders. All related First Aid, Safety, and Sanitation are covered.

6202	4Cr	10AM-12PM	Daily
9/28-12/17		08-319	Shields
(LAB)		7:30AM- 9:30AM	Daily
		08-319	Shields

ES 106 Facial Procedures I

The basic European facial to include; analysis, cleansing, exfoliation, facial massage, mask and moisturize, IDI techniques and determining treatment protocols for facials, health histories and recording of services. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 103

6212	4Cr	7:30AM-9:30AM	Daily
9/28-12/17		08-319	Shields

ES 109 Machine Facials & Electricity

Covers equipment used in facial treatments such as galvanic and high frequency machines, including the benefits and indications for treatment. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 106

6222	4Cr	8AM-2:30PM	MTWTh
9/28-12/17		08-325	Errigo
(LAB)		8AM- 2:30PM	WThF
		08-319	Errigo

ES 112 Temporary Hair Removal I

Structure and function of hair, common disorders, indications, contraindications and recording of services, temporary hair removal used in the salon or spa atmosphere, including strip wax, hard wax and tweezing. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 109

6232	3Cr	7:30AM-9:30AM	Daily
9/28-12/17		08-319	Shields
(LAB)		7:30AM- 9:30AM	Daily
		08-319	Shields

ES 115 Makeup Application Techniques I

Color theory as it relates to the skin, psychology of color and basic make up application including liquid foundation and mineral make up. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 112

6242	2Cr	1PM-2:30PM	Daily
9/28-12/17		08-319	Shields
(LAB)		7:30AM- 9:30AM	Daily

ES 117 Skin Care & Body Wraps

Body treatment protocol such as salt scrub, mud wrap applications and technique, draping techniques as well as discussion of various body treatments in today's market. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 103

6252	3Cr	8AM-2:30PM	MTWTh
9/28-12/17		08-325	Errigo
(LAB)		8AM- 2:30PM	WThF
		08-319	Errigo

ES 121 Skin Physiology & Histology II

Advanced skin cell structure, genetic and hereditary skin disorders. Advanced skin analysis, IDI face mapping. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 103

6262	4Cr	7:30AM-9:30AM	Daily
9/28-12/17		08-319	Shields
(LAB)		7:30AM- 9:30AM	Daily
		08-319	Shields

Salon Management & State Laws I

Washington State Department of Licensing laws and regulations regarding sanitation, safety and licensing requirements. Preparation for state boards. Course hours do not apply toward Washington State Licensing requirements.

6272	2Cr	8AM-2:30PM	MTWTh
9/28-12/17		08-325	Errigo
(LAB)		8AM- 2:30PM	WThF
		08-319	Errigo

ES 124 Facial Procedures II

Advanced facial techniques and treatments, including enzyme therapy and extractions techniques. Basic nutrition All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 106

6282	4Cr	8AM-2:30PM	MTWTh
9/28-12/17		08-319	Errigo
(LAB)		8AM- 2:30PM	WThF
		08-319	Errigo

ES 127 Temporary Hair Removal II

Advanced hair removal techniques such as speed waxing through proper application and removal techniques. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 112

6292	4Cr	8AM-2:30PM	MTWTh
9/28-12/17		08-325	Errigo
(LAB)		8AM- 2:30PM	WThF
		08-319	Errigo

ES 129 Makeup Application Techniques II

Advanced makeup techniques including artificial lash application and basic theatrical techniques. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 115

62A2	2Cr	1PM-2:30PM	Daily
9/28-12/17		08-319	Shields
(LAB)		7:30AM- 9:30AM	Daily
		08-319	Shields

ES 131 Skin Care & Body Wraps II

Advanced body and spa services to include parafin, herbal wraps, customized wraps including basic aromatherapy. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 117

62B2	3Cr	8AM-2:30PM	MTWTh
9/28-12/17		08-325	Errigo
(LAB)		8AM- 2:30PM	WThF
		08-319	Errigo

Salon Management & State Laws II

Reception desk duties, retail, inventory control and marketing techniques, bookkeeping and records management, interview preparation and resume writing. Course hours do not apply toward Washington State Licensing requirements. Prerequisite: ES 122.

62C2	2Cr	8AM-2:30PM	MTWTh
9/28-12/17		08-325	Errigo
(LAB)		8AM- 2:30PM	WThF
		08-319	Errigo

ES 199 Chemistry for Esthetics

Branches of chemistry, matter, acidity and alkalinity, chemical reactions, chemistry as applied to cosmetics and skin care products, cosmetic ingredients and product safety.

62D2	3Cr	10AM-12PM	Daily
9/28-12/17		08-319	Shields

GEOLOGY**GEOL& 110 Environmental Geology**

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

45N2	5Cr	9AM-10:50AM	TTh
9/29-12/15		16-102	Smith
(LAB)		11AM-12:50PM	Th
		16-102	Smith

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

Introduction to visual arts and design principles. Study various media and apply the design process and its use of basic elements of typography, images, layout. Additional Fee: \$21.25

8502	5Cr	9AM-3:30PM	Th
10/01-12/17		11-158	Owens
(LAB)		9AM-3:30PM	F

Macintosh Operation & Image Acquisition**GTC 123**

Introduction to Macintosh computer operations and file management. Covers image acquisition and archiving from internet and analog sources. Additional Fee: \$21.25

8512	5Cr	9AM-3:30PM	M
9/28-12/14		11-154	Moyer
(LAB)		9AM-3:30PM	F

GTC 130 Digital Imaging I: Photoshop

Introduces the fundamentals of Photoshop to include basic tools, image editing, painting, and the creation, use, and management of layers and channels. Additional Fee: \$21.25

8522	5Cr	9AM-3:30PM	T
9/29-12/15		11-154	Moyer
(LAB)		9AM-3:30PM	F
89PA	5Cr	9AM-12PM	T
9/29-12/15		11-107	Mosterdyke
(LAB)		12:30PM-3:30PM	T
(LAB)		9AM-12PM	Th

GTC 143 Electronic Publishing & Layout

Apply typographic terms, examine type identification, explore the relationships of type and design. Learn proofreading and type-correcting skills and apply to InDesign page layout documents. Additional Fee: \$21.25

8532	5Cr	9AM-3:30PM	W
9/30-12/16		11-158	Owens
(LAB)		9AM-3:30PM	F

GTC 210 Digital Imaging III: Photoshop

Explore advanced color theory and utilization of Photoshop for color correction. Prerequisite: GTC 154 or instructor approval. Additional Fee: \$21.25

8582	5Cr	9AM-3:30PM	W
9/30-12/16		11-154	Moyer
(LAB)		9AM-3:30PM	F

GTC 223 Prepress II

Covers the digital production of printing jobs through the use of postscript language and raster image processing. Prerequisite: GTC 164 or instructor approval. Additional Fee: \$21.25

8592	5Cr	9AM-3:30PM	Th
10/01-12/17		11-154	Moyer
(LAB)		9AM-3:30PM	F

GTC 276 InDesign II

Perform advanced techniques with InDesign, create documents and use color and color separations for a variety of projects, and prepare files for electronic output. Prerequisite: GTC 174 or instructor approval. Additional Fee: \$21.25

85D2	5Cr	9AM-3:30PM	T
9/29-12/15		11-158	Owens
(LAB)		9AM-3:30PM	F

HEALTH UNIT COORDINATOR**Orientation to Health Unit****HUC 103 Coordinator & Automat**

Orientation: program policies, dress code, attendance, classroom and workplace rules of conduct, program goals, and grading system. Instruction and demonstrations of various communication devices will be presented. Additional Fee: \$29.75

8102	7Cr	8AM-10AM	Daily
9/28-10/16		14-100	Fludd
(LAB)		12PM- 2:30PM	Daily

Medical Terminology/**HUC 105 Anatomy & Physiology I**

Introduction: basic word elements for medical terminology and pathology of body systems. Systems studied: Body Structure, Integumentary, Musculoskeletal, Sensory, Circulatory, Nervous, Endocrine, and Digestive. Prerequisite: HUC 103 Additional Fee: \$12.75

8112	3Cr	8AM-12PM	TTh
9/29-12/17		14-100	Fludd
(LAB)		12PM- 2:30PM	Daily
		14-100	

Medical Terminology/**HUC 107 Anatomy & Physiology II**

Completion of instruction of Anatomy/Physiology and Pathology of body systems. Systems studied: Urinary / Male Reproductive, and Female Reproductive. Prerequisite: HUC 103,105. Additional Fee: \$8.50

8122	2Cr	3PM-10PM	MTWTh
9/28-12/17		14-100	Briggs
(LAB)		7PM- 10PM	Daily
81A2	2Cr	8AM-10AM	MTh
9/28-12/17		SHC-122	Scotland
(LAB)		12PM-1:30PM	Daily

Unit Coordinator**HUC 109 Tasks & Procedures I**

Introduction: Chart forms and responsibilities. Scheduling appointments via computer and telephone. Introduction: Transcription of Physicians orders to appropriate chart forms. Prerequisites: HUC103; enrollment in Huc105. Additional Fee: \$34.00

8132	8Cr	10AM-12PM	M
9/28-12/17		14-100	Fludd
(LAB)		12PM- 2:30PM	Daily

Unit Coordinator**HUC 111 Tasks & Procedures II**

Evaluation: cognitive knowledge and performance skills in the computer laboratory for maintaining patients medical records. Prerequisite: HUC 109: completion of 103, 105, 115, and 120. Additional Fee: \$21.25

8142	5Cr	3PM-7PM	MThF
9/28-12/17		14-100	Briggs
(LAB)		7PM- 10:00PM	Daily
81B2	5Cr	10AM-12PM	MThF
9/28-12/17		SHC-122	Scotland
(LAB)		12PM- 2:30PM	Daily

Communications**Application in the Health****Unit Coordinator Role**

HUC 115
Focus on development of skills for the communicator of the nursing unit. Instructions will be given for developing and practicing assertive communication, interpersonal relationships, and confidentiality skills. Prerequisite: HUC 103. Additional Fee: \$12.75

8152	3Cr	9:30AM-12PM	W
9/30-12/17		14-100	Fludd
(LAB)		12PM- 2:30PM	Daily

HUC 120 Unit Management I

Introduction: management responsibilities, time management, fire and safety hazards on the nursing unit. Prerequisite: HUC 103; enrollment in HUC 105, 109, and 115. Additional Fee: \$12.75

8162	3Cr	8AM-2:30PM	F
10/02-12/11		14-100	Fludd
(LAB)		12PM- 2:30PM	Daily

HUC 122 Unit Management II

Focus on developing cognitive knowledge for managing the nursing unit. Developing verbal written communication skills. Demonstration of leadership/performance skills by practicing classroom management. Prerequisites: Completion of HUC 115 and 120 Additional Fee: \$12.75

8172 3Cr 3PM-7PM TW
9/29-12/16 14-100 Briggs

(LAB) 7PM- 10:00PM Daily

81C2 3Cr 8AM-10AM TW
9/29-12/17 SHC-122 Scotland

(LAB) 12PM- 2:30PM Daily

81X2 3Cr 3PM-7PM TW
9/29-12/16 14-100 Briggs

Legal/Ethical Aspects of Unit Coordinating

HUC 126
Focus on legal elements that are necessary for preparation of legal documents, hospital / patient confidentiality, and consents for treatment.

Introduction: ethics in professional behaviors. Instruction: AIDS, Blood borne pathogens, HIPPA, Diversity, and Hepatitis education. Prerequisites: Completion of HUC 103, 105, 109, 115, and 120: enrollment in HUC 107, 111, and 122. Additional Fee: \$8.50

8182 2Cr 3PM-7PM WF
9/30-12/16 14-100 Briggs

(LAB) 7PM- 10:00PM Daily

81D2 2Cr 10AM-12PM WF
9/30-12/16 SHC-122 Scotland

(LAB) 12PM- 2:30PM Daily

HUC 131 Clinical Experience

Utilize the cognitive and performance objectives that were presented in courses HUC 103 – 126. Clinical hours vary from 6, 8, to 12 hours per day, 3 days a week. Prerequisite: Completion of HUC 103, 105, 109, 115, 120,107, 111, 122, and 126.

81E2 8Cr 8AM-12PM M
9/28-12/17 SHC-122 Scotland

(LAB) 8AM-3:30PM Arranged

8192 8Cr 3PM-11:30PM TWThF
9/30-12/17 14-100 Briggs

HEATING/VENTILATION/ AIR CONDITIONING

HAC 102 Basic Electricity

Discuss the structure of matter, electrons, conductors, direct & alternating current. The electrical circuit, Ohms Law, magnetic fields, inductance, transformers, capacitance, and impedance will be studied. Additional Fee: \$21.25

1802 5Cr 7AM-1:50PM Daily
9/28-12/16 25-202 Johnson

HAC 105 Electrical Circuits

Discuss types of automatic electrical controls that respond to thermal changes. Additional Fee: \$17.00

1812 4Cr 7AM-1:50PM Daily
9/28-12/16 25-202 Johnson

HAC 120

Control terminology, applications and control circuits are covered. Procedures for troubleshooting basic circuits are practiced. Additional Fee: \$17.00

1822 4Cr 7AM-1:50PM Daily
9/28-12/16 25-202 Johnson

HAC 162 Electric Motors & their Applications

Types of electric motors, starting and running components, and power supplies are discussed. Additional Fee: \$17.00

1832 4Cr 7AM-1:50PM Daily
9/28-12/16 25-202 Johnson

HAC 164 Electric Motor & Troubleshooting Motors

Discusses electrical motor troubleshooting, including problems with drive assemblies, belt tension, pulley alignments, open and shorted motors, shorts to ground, capacitors, wiring and connectors and hermetic motors. Additional Fee: \$12.75

1842 3Cr 7AM-1:50PM Daily
9/28-12/16 25-202 Johnson

HAC 166 Siemens Controls

The DDC training course serves as an introduction to the concepts of direct digital controls. It is a generic approach to DDC terminology and fundamentals. Additional Fee: \$12.75

1852 3Cr 7AM-1:50PM Daily
9/28-12/16 25-202 Johnson

HAC 168 PLC Programming

This class is the beginning instruction for the student or trades worker wanting to enter the field of Programmable Logic Controllers. Additional Fee: \$8.50

1862 2Cr 7AM-1:50PM Daily
9/28-12/16 25-202 Johnson

HAC 201 Advanced Refrigeration System

Troubleshoot and repair refrigeration equipment, thermal physics and equipment for refrigeration systems analysis and efficiency. Fee: \$37.50

18B2 10Cr 7AM-1:50PM Daily
9/28-12/16 25-300 Pearce

HAC 230 EPA Refrigerant Recovery Certification

Mandatory course designed to provide EPA nationally recognized certification required for purchasing, removing and recycling of refrigerants. The class is a 12-hour training session with the certification test upon completion and is taught by a registered proctor. Additional Fee: \$4.25

18C2 1Cr 7AM-1:50PM Daily
9/28-12/16 25-302 Pearce

HAC 237 Basic Refrigeration I

Introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Prerequisites: HAC 101, 103, 205, 208, 215. Additional Fee: \$29.75

18D2 7Cr 7AM-1:50PM Daily
9/28-12/16 25-402 Anderson

HAC 242 Basic Refrigeration I Lab

Hands-on experience with introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Prerequisites: Must have required hand tools of the trade and enrolled in the Basic Refrigeration. Additional Fee: \$21.25

18E2 5Cr 7AM-1:50PM Daily
9/28-12/16 25-302 Pearce

HAC 246 Basic Refrigeration II

Introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Additional Fee: \$25.50

18F2 6Cr 7AM-1:50PM Daily
9/28-12/16 25-402 Anderson

HAC 249 Job Readiness

This course will cover resume writing, cover letter preparation, Internet job search, Work Source job readiness work shop, and tips on filling out job application. Additional Fee: \$21.25

18G2 5Cr Arranged Arranged
9/28-12/16 25-302 Pearce

HAC 255 Basic Refrigeration II Lab

Hands-on experience with introduction to controls, thermal physics, and equipment for air-conditioning system installation and servicing. Additional Fee: \$12.75

18H2 3Cr 7AM-1:50PM Daily
9/28-12/16 25-302 Pearce

HAC 256 Commercial Heat Pumps

Troubleshoot & repair residential and commercial heat pumps through study material and DVD format Heat Pump Fundamentals, Heat Pump Electrical, and Heat Pump Charging. Must be enrolled in HAC 201 Additional Fee: \$29.75

18J2 7Cr 7AM-1:50PM Daily
9/28-12/16 25-302 Pearce

HEMODIALYSIS TECHNICIAN

HDT 105 Law & Ethics for Hemodialysis Technician

Covers the aspects of the legal relationship between the Hemodialysis Technician and patient with an emphasis on the principles of medical ethics, standards of conduct and patient confidentiality. Includes an overview of HIPAA and OSHA regulations and national and state governmental structure and the legal system as it relates to medical facilities. Additional Fee: \$12.75

8802 3Cr 8:30AM-10:30AM F
10/02-12/17 16-112 Markovits

Computer Applications/ Keyboarding

HDT 116

Students will use computers to develop touch control and proper keyboarding and keypad techniques with emphasis on alpha/numeric data entry. Course includes keyboarding alphabetic, figure, symbol keys and skill building; continued keyboarding drills and practice to develop a minimum speed and accuracy of 25 wpm. Introduction to MS Office Suite for basic business correspondence. Internet navigation will be used for student research projects. Additional Fee: \$8.50

8822 2Cr 12PM-2:40PM MW
9/28-12/17 16-112 Markovits

Hemodialysis Terms Anatomy Physiology

HDT 122

Provides the basic techniques of medical word building to be applied in acquiring an extensive medical vocabulary. Introduces anatomical, physiological and pathological terms relating to body systems and medical abbreviations. Additional Fee: \$25.50

8832 6Cr 8:30AM-11AM MW
9/28-12/17 16-112 Markovits

Hemodialysis

HDT 131

Principles & Procedures

Defines the basic principals of diffusion, filtration, fluid dynamics and osmosis relating to the dialysis process. Overviews of the dialysis environment and kidney functions. Patient vitals and monitoring the treatment, including normal and abnormal values. Perform laboratory tests and utilize patient documentation procedures. Identify causes, signs and symptoms, preventions and interventions for medical and technical complications that may occur during dialysis. Includes patient dietary and nutrition requirements. Additional Fee: \$17.00

8852 4Cr 8:30AM-11AM TTh
9/28-12/17 16-112 Markovits

HDT 138 Machine Setup/Maintenance

Use and setup of hemodialysis machines. Organize and set up the dialysis machine and equipment. Priming and dry machine stringing. Instruction on various testing equipment commonly used in dialysis units. Preparation and mixing of hemodialysis concentrates. Includes standard precautions and aseptic techniques. Prepares student to initiate monitor and terminate a routine hemodialysis treatment. Additional Fee: \$17.00

8862 4Cr 12PM-2:40PM TTh
9/29-12/17 16-112 Markovits

HDT 161

Clinical Practicum

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

88A2 6Cr Arranged ThF
10/01-12/17 16-112 Markovits

HDT 163

Familiarizes the student with various dialysis companies in the greater Puget Sound area. The student will be partnered up with another student and be required to contact four of the companies in the area in order to conduct an interview with a staff member. The information gathered will be collected into a notebook to be submitted at the end of the class. Information to be included: interview notes, locations of individual dialysis units, maps to each unit, maps to each unit, contact person for each of the units, size of the company etc. The notebook will be a reference for the student(s) when obtaining a dialysis technician position at the end of the course. Additional Fee: \$4.25

88B2 1Cr 10:45AM-11:45AM F
10/02-12/17 16-112 Markovits

MAT 072

Medical Math

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

88C2 4Cr 12:45PM-2:40PM F
10/02-12/17 16-112 Markovits

HUMAN SERVICES

Therapeutic

HS 115

Communication Skills

Acquaints students with the basic methods of therapeutic communication such as active listening skills and multi-cultural communication. Students participate in mock interviews and videotaping. Acquaints students with theories and methods of therapeutic communication as well as multicultural communication. Students will demonstrate mastery of theory through classroom activities including mock interviews and work related client interactions.

2482 5Cr 10AM-11:45AM MWF
9/28-12/17 16-116 White

HIV/Aids &

HS 123

Blood Bourne Pathogens

Provides knowledge of the history of HIV/AIDS & blood borne pathogens. Provides ten hours of HIV/AIDS training in the areas of transmission, occupational safety, and standard precautions. Additional Fee: \$25.00

2412 1Cr 12:30PM-1PM Daily/Hybrid
9/28-12/17 16-112 Hathaway

HS 127 Introduction to Human Services

Addresses typical duties and tasks of human service workers, the sociocultural aspects of providing services in a multicultural diverse society, and the history & philosophical framework of human service delivery will be covered.

2492 5Cr 9AM-9:50AM Daily
9/28-12/17 16-116 White

HS 130

Family Development

Additional Fee: \$25.00

24H2 3Cr Arranged Arranged
9/28-12/17 On-Line White

Field Study

Culturally Responsive Case Management

HS 132

Additional Fee: \$25.00

24J2 3Cr Arranged Arranged
9/28-12/17 On-Line White

HS 220

Theories of Counseling

Increases student knowledge of a variety of counseling theories, theorists and techniques, practical application and appropriate uses of these theories in the human services system.

2432 5Cr 9AM-9:50AM Daily
9/28-12/17 16-105 Hathaway

HS 225 Survey of Community Resources

Introduces students to a variety of community based human service agencies through examination of their services, functions, and service populations. Participation in field visits and guest lectures required.

2422 3Cr 1PM-2:50PM WF
9/30-12/16 16-116 White

HS 227

Behavioral Health & Wellness

Explores strategies for personal behavioral health & wellness including coping strategies, personal boundaries, self awareness and how to avoid burnout on the job.

2442 5Cr 10AM-11:45AM MWF
9/28-12/17 16-105 Hathaway

HS 229

Introduction to Gangs

Examines the historical foundations of gangs, gang symbols, attire, language and culture in the United States, in a culturally sensitive manner.

24G2 5Cr Arranged Arranged
9/28-12/17 On-Line - Fee: \$25.00 White

24A2 3Cr 10AM-11:45AM TTh
9/29-12/17 16-105 White

HS 237

Law & Ethics for Human Services

Presents an overview of the ethical and professional issues that Human Services workers will face in the field.

2402 3Cr 10AM-11:45AM TTh
9/29-12/17 16-116 Hathaway

HS 238

Special Projects

Requires completion a special project related to the human services field. Instructor permission required. Variable Credit Course.

2452 5Cr Arranged Arranged
9/28-12/17 16-116 Hathaway

HS 244

Internship II

"On the job training" in the human services field of their choice. Successful completion of Internship I and instructor permission is required for site choice. Prerequisite: HS 150.

24B2 5Cr 12:30PM-3:30PM Daily
9/28-12/17 16-116 White

HUMAN SERVICES/ CHEMICAL DEPENDENCY

Introduction to

HSCD 135 Chemical Dependency
Introduces students to the field of chemical dependency. Interactive work stressed.

24E2	3Cr	5PM-10PM	W
9/30-11/18		16-116	Fitzgerald

Ethics for

HSCD 140 Chemical Dependency
Focuses on students understanding their obligation to adhere to ethical and behavioral standards of conduct in the helping relationship.

24F2	2Cr	5PM-10PM	W
11/25-12/16		16-116	Fitzgerald

Case Management &

HSCD 215 Recordkeeping for the CDP
Examines basic case management skills of service coordination, referral practices, community services, ongoing evaluation of treatment progress, client needs, and learning documentation standards and applicable laws.

24D2	5Cr	5PM-10PM	M
9/28-12/14		16-116	Ferguson

HSCD 259 Selected Topics

Requires completion of either a literature review and/or research on a chemical dependency related topic. Instructor permission required. Variable Credit Course.

24C2	5Cr	Arranged	Arranged
9/28-12/17		16-116	White

INTERIOR DESIGN

DSN 105 Drafting I

An introduction to the fundamentals of architectural drafting and procedures required for the interior designer. Exercises in line weight quality, blue print reading and lettering, including the use of drafting tools and the use of scale. Additional Fee: \$25.50

36O2	6Cr	8AM-10AM	W
9/28-12/16		19-210	Houser
(LAB)		10AM- 2PM	W

Interior Design & The Design Process

DSN 119
Provides a historical focus on creating safe, comfortable, aesthetically pleasing spaces for residential and contract clients. Addresses the 21st century concerns of sustainability, universal design, and adaptive reuse. The basic applications of color theory, lighting, communication and forecasting are examined. Additional Fee: \$17.00

36I2	4Cr	8AM-10AM	M
9/28-12/16		19-210	Bowman
(LAB)		10AM- 2PM	M

DSN 124 Color Theory

An introduction to color, color systems, color theorists, coloring agents, dimensions of color in compositions, the influence of color and exercises of putting color to use. Additional Fee: \$17.00

3642	4Cr	9AM-10AM	T
9/28-12/16		19-210	Bowman
(LAB)		8AM- 9AM	T
(LAB)		10AM- 2PM	T

DSN 136 Introduction to Drawing & Rendering

An introduction to I point perspective, drawing, shade and shadow and marker rendering. Additional Fee: \$17.00

3662	4Cr	9AM-10AM	Th
9/28-12/16		19-210	Houser
(LAB)		8AM- 9AM	Th
(LAB)		10AM- 2PM	Th

DSN 152 Furniture & Cabinet Design

An introduction to the major aspects of furniture and cabinet design, with a focus on concept, defining scope, standards, and construction techniques. Also included is an overview to the collection, application, and preservation of furniture.

Prerequisites: DSN 121, 123, 132, & 140
Additional Fee: \$8.50

3692	2Cr	8AM-9AM	W
9/28-12/16		19-202	Bowman
(LAB)		Arranged	Th
		19-202	Houser
(LAB)		9AM- 2PM	W

DSN 227 Commercial Specifications

Investigate general notes used within construction documents, the specification of products, fabrication, and applications for commercial interior design, and the liabilities of the designer in regard to specification writing. Prerequisites: DSN 225
Additional Fee: \$17.00

36R2	4Cr	8AM-10AM	M
9/28-12/16		19-202	Bowman
(LAB)		10AM- 2PM	M

DSN 236 Design II

Through team planning, design, drawing, color rendering, materials specification, and the use of products and fixtures in commercial design, the student will design, develop, and present plans for a renovation project of commercial nature, utilizing an existing space as a model. Prerequisites: DSN 227
Additional Fee: \$29.75

36T2	7Cr	8AM-10:30AM	Th
9/28-12/16		19-202	Houser
(LAB)		10:30AM- 2PM	Th

DSN 239 Cad II

This course includes the intermediate level use of 2-dimensional CAD (computer aided drafting). To develop increased knowledge, speed, and accuracy, following demonstration and in class exercises, the student will use AutoCAD software to develop advanced layouts. They will explore many uses of the program by working with 2-D group assignments. Prerequisites: DSN 225
Additional Fee: \$21.25

36U2	5Cr	8AM-10AM	W
9/28-12/16		19-202	Houser
(LAB)		10AM- 2PM	T

LANDSCAPE MANAGEMENT

LM 110 Landscape Basics I

Covers a variety of basic landscape subjects and materials for the landscape technician. Referred to as course essentials, basics are required to advance in the landscape management program. Additional Fee: \$42.50

9904	10Cr	9AM-3PM	Daily
9/29-12/17		25-103	Roberts

LM 115 Landscape Basics II

Students will be exposed to a variety of landscape activities and perform realistic training in areas including pruning, chemical application, turf-grass identification, and safe application of hand tools. Additional Fee: \$42.50

9912	10Cr	9AM-3PM	Daily
9/28-12/16		25-103	Roberts

LM 145 Installation Lab

Perform project installation using approved design plans. Application of landscape technology with customer service provides project management and scheduling of operations. Additional Fee: \$63.75

9922	15Cr	9AM-3PM	Daily
9/28-12/16		25-103	Roberts

LM 150 Design I

Overview of urban landscape design projects including computer applications. Additional Fee: \$42.50

9932	10Cr	9AM-3PM	Daily
9/28-12/16		25-103	Roberts

LM 155 Design II

Utilizes leadership skills working with customers using computer aided designing to create marketable landscape plans for a final presentation. Additional Fee: \$42.50

9942	10Cr	9AM-3PM	Daily
9/28-12/16		25-103	Roberts

LM 215 Turf Grass Management

Explores the genus/species of turf grasses indigenous to the northwest. Compares their physiological make-up, their use and function in the landscape, sports fields, and golf courses. Prerequisites: Completion of Landscape Technician Core Courses or Instructor Approval. Additional Fee: \$42.50

9952	10Cr	Arranged	Arranged
9/28-12/16		25-103	Roberts

Landscape Community Based Lab I

LM 223
Designed for students currently operating a landscape business or employed part time in the industry. Additional Fee: \$38.25

9962	9Cr	Arranged	Arranged
9/28-12/16		25-103	Roberts

Landscape Community Based Lab II

LM 235
Designed for students who want to intern with an employer prior to the completion of the program. Additional Fee: \$46.75

9972	11Cr	Arranged	Arranged
9/28-12/16		25-103	Roberts

Landscape Community Based Cert

LM 238

Certification Additional Fee: \$46.75

9982	11Cr	Arranged	Arranged
9/28-12/16		25-103	Roberts

LM 242 Operating a Landscape Business

Overview of owning and operating a small landscape business within Washington State. The final project will be submitted as a "culmination project." Additional Fee: \$42.50

9992	10Cr	Arranged	Arranged
9/28-12/16		25-103	Roberts

LEADERSHIP

LEADR 100

Leadership I

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course.

0582	6Cr	Arranged	Arranged
9/28-12/17		16-116	Hathaway

Korchinowski

LEADR 101

Leadership II

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course.

0581	6Cr	Arranged	Arranged
9/28-12/17		23-ASG	Hathaway

Korchinowski

LEADR 102

Leadership III

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course.

0583	6Cr	Arranged	Arranged
9/28-12/17		23-ASG	Hathaway

Korchinowski

LEADR 103

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course.

0584	6Cr	Arranged	Arranged
9/28-12/17		16-116	Hathaway

Korchinowski

Leadership IV

MANUFACTURING TECHNOLOGIES

MCH 101

Orientation/ Machine Shop Safety

Provides an overview of the program, orientation to shop procedures, and the responsibilities associated with personal safety and the safety of others. Prerequisite: Instructor's permission. Additional Fee: \$8.50

7802	2Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 105

Shop Math/Blueprint I

Provides a review of basic arithmetic using addition, subtraction, fractions, and decimal fractions. Study of drawings and prints, and an overview of basic measuring tools. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

7812	6Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 107

Shop Math/Blueprint II

Provides study of basic geometry concepts and introduction to calculators. Advanced study of prints and reading of machine details. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

7822	6Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 109

Shop Math/Blueprint III

An introduction to trigonometric functions, practical machine mathematical applications, the Cartesian coordinate system, geometric dimensioning and tolerancing. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

7832	6Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 111

Shop Machine & Tools

Use and care of hand and machine tools used in measurement, layout and inspection. Beginning machine tool operation of pedestal grinders, drill presses, and power saws. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

7842	6Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 117

Progressively difficult operations on lathes with emphasis on setups, speeds and feeds, turning, facing, grooving, threading and tapers. Actual turning jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

7852	6Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 121

Mills I

Progressively difficult operations on milling machines, with emphasis on setups, speeds and feeds, end milling, side milling, shell milling, drilling and tapping. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

7862	6Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 122

Lathes & Mills II

Intermediate calculations and machining operations with emphasis on accessories for lathes and milling machines. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$34.00

7872	8Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 125

Lathes & Mills III

Progressively advanced turning and milling techniques with emphasis placed on precision setup using geometric dimensioning and tolerancing. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$42.50

7882	10Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 126

Lathes & Mills IV

Progressively advanced turning and milling techniques with emphasis placed on the use of all shop equipment to complete advanced precision projects. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$34.00

7892	8Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 129

Surface Grinding

Progressively difficult grinding operations with emphasis on surface grinding, mounting, dressing and truing grinding machine wheels. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$17.00

78A2	4Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 133

Tool & Cutter Grinding

Progressively difficult tool and cutter grinding with emphasis on milling cutters, reamers, and form tools. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$21.25

78B2	5Cr	7AM-1:50PM	Daily
9/28-12/16		25-105	Dam

MCH 202 Introduction to CNC

Introduction to CNC programming software and setups using CAD/CAM interfacing and project milling, drilling and lathe turning. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$29.75

78C2 7Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

MCH 211 Intermediate CNC

Understanding and operating Computer Numerical Control (CNC) machinery. Writing programs and manual data input. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$42.50

78D2 10Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

MCH 216 Advanced CNC

Progressively advanced CNC machining techniques with emphasis placed on program troubleshooting, and increased production. Actual machining jobs from industry may be utilized. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$51.00

78E2 12Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

MCH 219 Career Opportunities

Resumes, researching employers, and job search techniques. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$17.00

78F2 4Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

MCH 223 Inspection Techniques

Proper use of inspection tools and equipment. Emphasis is on applied use of geometric dimensioning and tolerancing, with use of granite layout surfaces. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

78G2 6Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

MCH 229 Metallurgy & Heat Treatment

Provides insight into the study of the properties and compositions of metals. Emphasis is on heat treatment of metals. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$17.00

78H2 4Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

Manufacturing Resources

MCH 231 & Research

Study of resources for machining information with emphasis on methods of research. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$17.00

78J2 4Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

MCH 240 Training & Practice

Special instruction to suit the individuals needs. Repeated enrollment ensures progressively advanced training. The number of times one may enroll is based on the students needs, at the instructor's advisement. Prerequisite: Instructor's permission and MCH 101. Prerequisite: MCH 101 and Instructor's permission.

78K2 10Cr 7AM-1:50PM Daily
9/28-12/16 25-105 Dam

MASSAGE

MASST 109 Massage Theory I

Introduces the learner to the history, application, and principles of Swedish massage. This includes not only the massage strokes, but also client safety, communication, and charting of results. Prerequisite: The student will have submitted a medical statement of health from a primary care provider verifying their ability to safely participate in all aspects of the program prior to admission. MASST 109 must be taken concurrently with MASST 113

1202 6Cr 8:30AM-11AM MWF
9/28-12/16 10-111 Meziere

Anatomy Physiology

MASST 110 & Pathology I

Introduces the student to anatomy and physiology, cytology, integumentary, osteology, mycology and nervous system.

1222 5Cr 8:30AM-11AM TTh
9/29-12/17 10-111 Slegers

Anatomy, Physiology,

MASST 111 & Pathology II

Includes endocrinology, cardiovascular, digestive and respiratory systems. Prerequisite: Successful completion of MASST 110

12X2 5Cr 3PM-6PM MW
9/28-12/17 10-111 Slegers

MASST 113 Massage Practice I

Apply knowledge and techniques taught in Massage Theory I. This class prepares the learner to practice safe, relaxing, therapeutic, and effective Swedish massage. In addition to proper use and application of Swedish massage strokes, the learner will also practice proper self-care techniques, and learn how to care for their equipment. Prerequisite: The student will have submitted a medical statement of health from a primary care provider verifying their ability to safely participate in all aspects of the program prior to admission. MASST 113 must be taken concurrently with MASST 109

1242 6Cr 11:45AM-3PM MWF
9/28-12/16 08-305 Meziere

MASST 115 Clinical Massage Tech

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

1272 4Cr 6:30PM-9:30PM TTh
10/06-12/15 08-305 Simpkins

Clinical Application of

MASST 123 Massage Therapy

Introduces and prepares the learner to recognize, assess and effectively treat common musculoskeletal pathologies. Other information covered here is scope of practice, tissue healing, defining causes of injury, stages of rehabilitation, and common mistakes that massage therapists make. Prerequisite: Successful completion of Swedish Practitioner course, successfully completed an accredited massage course with at least 600 hours, or currently a Washington State Licensed Massage Practitioner.

12D2 4Cr 3PM-6PM TTh
10/06-12/15 10-111 Simpkins

MASST 127 Kinesiology I

Introduces students to the study of movement. This course presents the beginning principles and skills for locating and identifying bony landmarks and muscles using palpation techniques, movement and anatomical terminology.

12F2 3Cr 11:30AM-3PM TTh
9/29-12/17 10-111 Meziere

Assessment &

MASST 131 Treatment of the Back

Detailed and extensive review of the structure and function of the back. Students will explore common musculoskeletal and neurological pathologies that can affect the back, and formulate a treatment plan to safely and effectively assess and treat those conditions. Prerequisite: Successful completion of MASST 115 and MASST 123

12L2 2Cr 6:30PM-9:30PM M
9/28-12/14 08-305 Simpkins

MASST 139 Clinical Business & Ethics I

Prepares the learner to communicate with other Health Care Practitioners through proper and thorough documentation. Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

12N2 1Cr 3PM-9:30PM T
9/29-10/11 Simpkins

3PM- 9:30PM Th

MASST 143 **Massage Business & Ethics I**

Introduces the learner to important business knowledge, skills, and professional ethics vital to the successful practice of massage therapy after licensure. Students know and follow professional ethics as relates to massage, will learn and practice universal safety precautions, utilize and understand common medical terms, research the different avenues of employment available, and begin the process of building a successful massage business. Prerequisite: Enrolled in MASST 109.

12P2	2Cr	8:30AM-3PM	F
10/02-12/11		10-111	Meziere

MASST 145 **Orthopedic Assessment**

Detailed analysis of joints, ligaments and how movements are affected by surrounding structures. Integrating basic assessment and treatment of common musculoskeletal injuries and conditions. Prerequisite: Successful completion of MASST 129 or equivalent

12U2	4Cr	3PM-9:30PM	F
10/02-12/11		08-305	Simpkins

Clinical Massage**MASST 147** **Anatomy & Physiology I**

Explores body systems with an emphasis on the common pathologies of those systems. In addition to covering the cause and effect of those pathologies, the learner will also be presented with the common allopathic treatment(s) their clients may be receiving for those conditions. Pharmacology will include effects and side-effects of the medications, and how those relate to the indications and contraindications of massage. Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

12V2	3Cr	3PM-6PM	M
9/28-12/07		10-111	Slegers

MASST 158 **Practicum I**

Allows the student to choose and pursue individual workplace experience opportunities. This opportunity may be in a supervised internship setting, on-site events, and/or practice in Clover Park Technical College's student-run massage clinic. Prerequisite: Successful completion of Swedish Massage Practitioner program, completion of a similar program from another accredited institution, or currently a Washington State Licensed Massage Practitioner.

12AH	3Cr	3PM-9:30PM	W
10/21-12/16		08-305	Simpkins

MASST 162B	Student Clinic		
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12AR	1Cr	3PM-9:30PM	W
9/30-10/16		08-305	Simpkins

MATH**MAT 060** **Fundamentals of Arithmetic**

Comprehensive instruction in basic arithmetic including whole numbers, fractions, decimals, ratio, proportion and percentages. Math vocabulary and problem solving strategies and approaches are taught. Prerequisite: Appropriate COMPASS placement score is required.

5W10	5Cr	8AM-8:50AM	Daily
9/28-12/17		17-270	Hooker

5W11	5Cr	11AM-11:50AM	Daily
9/28-12/17		17-270	Hooker

5W12	5Cr	2PM-2:50PM	Daily
9/28-12/17		17-270	Hooker

5W13	5Cr	3PM-3:50PM	Daily
9/28-12/17		17-270	Hooker

5W14	5Cr	4PM-4:50PM	Daily
9/28-12/17		17-270	Staff

MAT 082 **Basic Mathematics**

Addresses basic operations with whole numbers, fractions, and decimals, order of operations, signed numbers, ratio and proportion, percentages, geometric figures and the U.S. and metric systems of measurement. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 60 is required. Additional Fee: \$21.25

5W15	5Cr	7AM-7:50AM	Daily
9/28-12/17		35P	Lingenfeller

5W16	5Cr	8AM-8:50AM	Daily
9/28-12/17		35P	Sandoval

5W17	5Cr	11AM-11:50AM	Daily
9/28-12/17		35P	Mollas

5W18	5Cr	1PM-1:50PM	Daily
9/28-12/17		35P	Mollas

5W19	5Cr	2PM-2:50PM	Daily
9/28-12/17		35P	Mollas

5W20	5Cr	3PM-3:50PM	Daily
9/28-12/17		35P	Staff

5W30	5Cr	4PM-6:30PM	MW
9/28-12/16		15-103	Herring

5W33	5Cr	6:30PM-9PM	TTh
9/29-12/17		15-103	Herring

5W36	5Cr	9:10AM-10:50AM	TWTh
9/29-12/17		15-103	Parnell

5W39	5Cr	1:30PM-4PM	TTh
9/29-12/17		SHC-107	Lingenfeller

5W21	5Cr	9AM-2:30PM	Sa
10/03-12/12		35P	Parnell

MAT 091 **Introduction to Algebra**

Develops algebraic topics including algebraic expressions, solving linear equations and inequalities, coordinate graphing, systems of equations, polynomials, factoring and introduction to rational expressions. Prerequisite: Appropriate COMPASS placement score; or successful completion of MAT 82 is required. Additional Fee: \$21.25

5W22	5Cr	8AM-8:50AM	Daily
9/28-12/17		15-103	Schmeling

5W23	5Cr	11AM-11:50AM	Daily
9/28-12/17		15-103	Schmeling

5W24	5Cr	1PM-1:50PM	Daily
9/28-12/17		15-103	Schmeling

5W25	5Cr	2PM-2:50PM	Daily
9/28-12/17		15-103	Sandoval

5W26	5Cr	3PM-3:50PM	Daily
9/28-12/17		15-103	Parnell

5W31	5Cr	4PM-6:30PM	MW
9/28-12/16		15-103	Herring

5W34	5Cr	6:30PM-9PM	TTh
9/29-12/17		15-103	Herring

5W37	5Cr	9:10AM-10:50AM	TWTh
9/29-12/17		15-103	Parnell

5W40	5Cr	1:30PM-4PM	TTh
9/29-12/17		SHC-107	Lingenfeller

5W27	5Cr	9AM-2:30PM	Sa
10/03-12/12		15-103	Sandoval

MAT 099 **Intermediate Algebra**

Algebraic operations and concepts, solving equations and inequalities including quadratic equations, rational expressions, exponents, roots and radicals, graphing of linear and quadratic functions, and introduction to logarithms. Prerequisites: Appropriate COMPASS or successful completion of MAT 91 is required. Additional Fee: \$21.25

5W29	5Cr	Arranged	Arranged
9/24-12/02		On-Line — Fee: \$25.00	WAOL

5W28	5Cr	8AM-8:50AM	Daily
9/28-12/17		38P	Lingenfeller

5W32	5Cr	4PM-6:30PM	MW
9/28-12/16		15-103	Herring

5W35	5Cr	6:30PM-9PM	TTh
9/29-12/17		15-103	Herring

5W38	5Cr	9:10AM-10:50AM	TWTh
9/29-12/17		15-103	Parnell

5W41	5Cr	1:30PM-4PM	TTh
9/29-12/17		SHC-107	Lingenfeller

MAT 105 **Math for Industrial Professions**

Develops elements of algebra, geometry, metric measure, trigonometry to calculate areas, volumes, and angles for polygonal objects, and objects with smooth curves. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0550	5Cr	7AM-7:50AM	Daily
9/28-12/17		17-230	Staff

MAT 107 Business Mathematics

Covers discounts, markup and markdown, payroll, simple and compound interest, annuities, taxes, insurance, and business statistics in an algebra-based development. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0551	5Cr	8AM-8:50AM 9/28-12/17	17-230	Daily DeBruyne
0552	5Cr	11AM-11:50AM 9/28-12/17	17-230	Daily DeBruyne
0553	5Cr	5PM-5:50PM 9/28-12/17	17-230	Daily Staff

MAT 108 Math for Health Occupations

Covers solutions to linear equations and quadratic equations with real roots, calculation of dosages and intravenous fluid infusions, logarithms and pH. Scientific calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MAT 91 is required.

0554	5Cr	8AM-8:50AM 9/28-12/17	17-240	Daily Sweerus
0555	5Cr	2PM-2:50PM 9/28-12/17	17-240	Daily Sweerus

MAT 110 Math for Non-Science Majors

Covers a variety of topics including probability, statistics, finance, modeling, sets and counting, matrix operations, and exponential and logarithmic functions. Graphing calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required.

0557	5Cr	9/24-12/02	Arranged OnLine — Fee: \$25.00	Arranged WAOL
0556	5Cr	9/28-12/17	1PM-1:50PM 17-240	Daily Sweerus

MATH& 141 Pre Calculus I

Covers linear, quadratic, polynomial, exponential, logarithmic, and inverse functions and equations; linear and quadratic inequalities, graphs of functions, and graphic transformations. Graphing calculator required. Prerequisite: Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required.

0558	5Cr	9/28-12/17	2PM-2:50PM 17-230	Daily Schmeling
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MATH& 142 Pre Calculus II

Covers circular, trigonometric, and inverse-trigonometric functions and graphs, trigonometric and inverse trigonometric identities, trigonometric equations, vectors and elementary vector operations. Graphing calculator required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 141 or equivalent is required.

0559	5Cr	9/28-12/17	3PM-3:50PM 17-240	Daily Sweerus
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MATH& 146 Introduction to Statistics

Descriptive and inferential statistics, including measures of central tendency, dispersion or variation, and skewness. The student is introduced to basic concepts in probability, as well as discrete and continuous probability distribution functions. Statistical inference includes sampling, elementary experimental design, and hypothesis testing using normal, student-t, and F distributions, linear regression and correlation, and the Chi-square distribution. Graphing calculator is required. Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required. Additional Fee: \$25.00

0560	5Cr	9/24-12/02	Arranged On-Line	Arranged WAOL
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MECHANICAL ENGINEERING DESIGN

MED 138 Basic Mechanical Drafting

Covers basic concepts of drafting, including, multiview projection, section views, isometric/oblique views, ANSI Y14.M dimensioning and tolerancing standards, threads, and detail drawing production. Additional Fee: \$21.25 Open lab times arranged with instructor.

6002	5Cr	9/29-12/15	8AM-8:50AM 19-203	TTh DeMars
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MED 140 Advanced Mechanical Drafting

Applies the basic principles surrounding the design and drawing of gears, cams, linkages and bearings. Introduces the concepts of location, running and interference fits. Prerequisites: MED 138-139 Additional Fee: \$21.25. Open lab times arranged with instructor.

6022	5Cr	9/28-12/16	6PM-6:50PM 19-203	MW DeMars
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MED 145 Structural Drafting I

Emphasizes the development of drawing skills related to structural steel required for steel buildings. Prerequisites: MED 138. Additional Fee: \$21.25. Open lab times arranged with instructor.

6042	5Cr	9/29-12/15	10AM-10:50AM 19-203	TTh DeMars
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MED 148 Descriptive Geometry I

Covers the creation of auxiliary views. Applies auxiliary view projection to create successive auxiliary views and uses auxiliary views for reverse construction. Prerequisites: MED 138 or instructor permission. Additional Fee: \$21.25. Open lab times arranged with instructor.

6062	5Cr	9/29-12/15	9AM-9:50AM 19-207	TTh DeMars
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MED 149 Descriptive Geometry II

Defines and applies the principles of geometric intersections, applies the theoretical principles of geometric developments to create developments of various solids and transition shapes. Prerequisites: MED 148 or instructor permission. Additional Fee: \$21.25. Open lab times arranged with instructor.

6072	5Cr	9/29-12/15	9AM-9:50AM 19-203	TTh DeMars
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Shop & Manufacturing Processes

MED 150

Covers manufacturing processes, materials and systems, terms, and operation of machines and equipment. Additional Fee: \$21.25. Open lab times arranged with instructor.

6082	5Cr	9/28-12/16	Arranged 19-203	Arranged DeMars
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Geometric Dimension & Tolerancing

MED 159

Covers the fundamentals of geometric dimensioning and tolerancing, including datums, material condition, geometric characteristics and their symbols. This module follows ANSI Y14.5-1994 standards. Prerequisites: MED 138 or instructor permission. Additional Fee: \$21.25. Open lab times arranged with instructor.

60B2	5Cr	9/28-12/16	5PM-5:50PM 19-203	MW DeMars
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MED 167 Engineer Design Math I

Covers common fractions, decimal fractions, equivalents, percentages and powers and roots. Also covers application of units, precision and tolerances. Additional Fee: \$21.25. Open lab times arranged with instructor.

60C2	5Cr	9/28-12/16	Arranged 19-203	Arranged DeMars
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MED 168 Engineer Design Math II

Covers fundamentals of algebra, fundamentals of plane geometry, area and volume of geometric figures, and trigonometry. Prerequisites: MED 167 Additional Fee: \$21.25. Open lab times arranged with instructor.

60D2	5Cr	9/28-12/16	Arranged 19-203	Arranged DeMars
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MED 181 Solidworks

This module will cover SolidWorks operations doing solid model design and the major functions of SolidWorks: 2D sketching, 3D part modeling, assembly generation and drawing creation. Prerequisites: MED 138-139-140. Additional Fee: \$21.25. Open lab times arranged with instructor.

60F2	5Cr	9/28-12/16	11AM-11:50AM 19-207	MTWTh DeMars
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MED 194 Employment Research

Students will research, present oral reports, prepare a professional resume with cover letter, and conduct a job search with proper grooming and dress. Additional Fee: \$17.00. Open lab times arranged with instructor.

60K2	4Cr	9/28-12/16	Arranged 19-207	Arranged DeMars
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MED 198 Industry Tours

Participate in various field trips to industry partners in order to observe real world examples of mechanical design and manufacturing. Open lab times arranged with instructor.

60L2	1Cr	9/28-12/16	Arranged 19-203	Arranged DeMars
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MEDIA DESIGN & PRODUCTION

MDP 103 Fundamentals of Drawing

Drawing is broken down into methods of observing the world around you and capturing it on paper. Examining simple and complex objects in term of contour, proportions, weight, negative space and light. Gain a heightened awareness and understanding of form is gained. Additional Fee: \$21.25

8902	5Cr	9AM-12PM	W
9/30-12/16		11-127	Iverson
(LAB)		12:30PM-3:30PM	W
(LAB)		9AM-12PM	F

Digital Portfolio:

MDP 124 Resume, DVD, Web Flash

Design and develop a personal interactive media portfolio and resume using Encore authoring software to output to DVD and Flash. Additional Fee: \$21.25

8942	5Cr	9AM-12PM	M
9/28-12/14		11-107	Mosterdylke
(LAB)		12:30PM-3:30PM	M
(LAB)		9AM-12PM	Th

MDP 133 Introduction to Dreamweaver

Build and upload a 12 page, interface based xhtml portfolio site with Dreamweaver and Photoshop featuring JavaScript rollovers, pop up windows and contact form. Additional Fee: \$21.25

8952	5Cr	9AM-12PM	ThF
11/05-12/11		11-111 E	Webster
(LAB)		12:30PM-3:30PM	ThF
(LAB)		9AM-12PM	T

Digital Video & Audio

MDP 146 For the Web

Digital video production and editing using Adobe Premiere Pro. Perform nested and multiple sequencing, add transitions, motion paths, special effects, titles, manage color, apply opacity keying, prepare for export to the web. Additional Fee: \$21.25

8962	5Cr	9AM-12PM	F
10/02-12/11		11-107	Mosterdylke
(LAB)		12:30PM-3:30PM	F
(LAB)		1PM-3PM	Th

MDP 231 Independent Study Project

Students prepare an advanced project for their portfolio, practicing all aspects of their specialization area. Prerequisite: Instructor permission. Additional Fee: \$21.25

85K2	5Cr	9AM-3:30PM	F
10/02-12/11		11-154	Moyer
(LAB)		9AM-3:30PM	F

MDP 239

A work based learning experience in industry. Actual work applications and assignments related to areas of specialization. Internships may be paid or non-paid. Prerequisite: Instructor permission.

89XA	5Cr	9AM-12PM	F
10/02-12/11		11-110	Iverson
(LAB)		12:30PM-3:30PM	F
8982	5Cr	9AM-12PM	T
09/29-12/15		11-111W	Webster
(LAB)		12:30PM-3:30PM	T
85L2	5Cr	9AM-3:30PM	F
10/02-12/11		11-158	Owens
(LAB)		9AM-3:30PM	F

Internship

MDP 245 Special Effects & Techniques

Building on a solid knowledge of Photoshop's basic functions, this course explores advanced texturing and special effects using layers, masks, channels, blending modes, filters, styles, painting modes, etc. Prerequisite: GTC 130 Additional Fee: \$21.25

8992	5Cr	9AM-12PM	W
9/30-12/16		11-107	Mosterdylke
(LAB)		12:30PM-3:30PM	W
(LAB)		1PM-3PM	Th

Photoshop:

Advanced Multimedia

MDP 250 Team Project

An advanced collaborative team project using Video, 3D, and Motion Graphic media skills. The goal of the project is to create a client based video applying each students area of expertise. Prerequisite: Instructor Approval Additional Fee: \$21.25

89XE	5Cr	9AM-12PM	T
9/29-12/15		11-111 W	Iverson
(LAB)		12:30PM-3:30PM	T
(LAB)		9AM-12PM	F

MDPA 151 Animation I

Bring life to your 3D objects with basic animation techniques. Use modifiers to control animation, combine modifiers to create great animations. Prerequisite: MDPA 114 or permission of instructor. Additional Fee: \$21.25

89AB	5Cr	9AM-12PM	Th
10/01-12/17		11-111 W	Iverson
(LAB)		12:30PM-3:30PM	Th
(LAB)		1PM-3PM	F

Introduction to

MDPV 115 Compositing After Effects

Introduces the fundamentals of digital compression and simple 2D/3D animations. Includes the operational interfaces of Adobe After Effects. Additional Fee: \$21.25

89VA	5Cr	9AM-12PM	M
9/28-12/14		11-111 W	Iverson
(LAB)		12:30PM-3:30PM	M
(LAB)		1PM-3PM	F

Field & Studio

MDPV 257 Production Techniques I

Live-to tape Studio production, EFP/ENG Field production, and editing. Students use professional cameras, switches, audio mixers, and videotape/machines, and field lighting. Additional Fee: \$21.25

89VC	5Cr	9AM-12:00PM	T
9/29-12/15		11-STUDA	Staff
(LAB)		1230PM-330P	T

Field & Studio

MDPV 260 Production Techniques II

Television and field production procedures used for all the components of studio controls, cameras, lights and audio equipment. Advanced Editing Techniques Practiced. Additional Fee: \$21.25

89VD	5Cr	9AM-12:00PM	W
9/30-12/16		11-STUDA	Staff
(LAB)		12:30PM-3:30PM	W

MDPW 123 Web Design Principles

Build and upload a four page interface based web site using notepad for the code and Photoshop for the graphics and slicing. Additional Fee: \$21.25

89WB	5Cr	9AM-12PM	ThF
10/01-10/29		11-111 E	Webster
(LAB)		12:30PM-3:30PM	ThF
(LAB)		9AM-12PM	T

MDPW 134 Web Animation I - FLASH

Build 9 flash animations using graphic symbols, buttons and movie clips. Final project is an interactive all flash web site with a bouncy menu. Additional Fee: \$21.25

89WC	5Cr	9AM-12PM	W
9/30-12/16		11-111 E	Webster
(LAB)		12:30PM-3:30PM	W
(LAB)		1PM-3PM	T

MDPW 246 Advanced Digital Illustration

Explores the advanced use of vector-based software to create professional-quality graphics for multimedia. Additional Fee: \$21.25

85T2	5Cr	9AM-3:30PM	M
9/28-12/14		11-158	Owens
(LAB)		9AM-3:30PM	F

MDPW 252 Web Capstone Project

Provides the practical experience of developing a fully functional web site from start to finish. Students are expected to employ their entire knowledge base in defining, designing, and implementing their Capstone Project. Prerequisite: Instructor Approval. Additional Fee: \$21.25

89XL	5Cr	9AM-12PM	M
9/28-12/14		11-111 E	Webster
(LAB)		12:30PM-3:30PM	M
(LAB)		1PM-3PM	T

MEDICAL ASSISTANT

Introduction to Medical Assisting

MAP 105

Instruction and discussion of the overall function of the medical assistant within the health care team, along with school and program policies and procedures. Prerequisite: Successful completion of CAH 102, 103 & CAH 105 or Corequisite CAH 102, CAH 103, and CAH 105.

3802	4Cr	4:30PM-9PM	F
10/09-12/11		14-104	Lasso

Medical Assistant Theory & Applications II

MAP 130

Caring for patients with disorders of the Integumentary, Musculoskeletal, and Respiratory Systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology and terminology. Included is hands-on experience with wound and burn care, assisting with sutures and suture removal, and cast application and removal. Students will also learn to use peak flow meters and small volume nebulizers. Prerequisites: Successful completion of all quarter 1 classes. Additional Fee: \$29.75

3832	7Cr	7PM-9PM	MTWTh
10/05-12/17		14-104	Lasso

MAP 143 Medical Office Procedures

Emphasis on customer service, within the health care field, while projecting and promoting a positive image of the profession and the office. This course also includes telephone techniques, chart management, business correspondence for the medical office, including preparation of cover letter and resume. Prerequisite: Successful completion of all quarter 1 classes. Additional Fee: \$25.50

3842	6Cr	4:30PM-6:30PM	MTWTh
10/05-12/17		14-104	Lasso

Health Insurance, Coding Practices & Billing & Collecting

MAP 148

Acquire information regarding private and public insurance programs. Practice the fundamental skills relating to ICD-9 and CPT coding. Included are patient scheduling and manual procedures for accounts receivable management for both private patients and insurance companies. Prerequisite: Successful completion of all quarter 1 classes. Corequisite: MAP 162. Additional Fee: \$17.00

3852	4Cr	12:30PM-3PM	MTWTh
10/05-11/09		14-104	Jones

Medical Assistant Theory & Applications III

MAP 149

Caring for patients with disorders of the Nervous, Cardiovascular, Digestive, and Urinary Systems. Instruction will include anatomy and physiology, pathophysiology, pharmacology and terminology. Included is hands-on experience with performing an electrocardiography and urinalysis (physical and chemical). Prerequisites: Successful completion of all quarter 1 classes. Additional Fee: \$29.75

3862	7Cr	8:30AM-10:30AM	MTWTh
10/05-12/17		14-104	Stroup

Automated

MAP 162

Computer Applications

Perform computerized applications relating to information obtained in MAP 148. Included is computerized office scheduling and patient account management. Prerequisite: Successful completion of all quarter 1 classes. Corequisite: MAP 148. Additional Fee: \$12.75

3882	3Cr	12:30PM-3PM	MTWTh
11/10-12/16		10-122	Jones

MAP 167

Preparation for Externship

Demonstrate competencies of basic skills acquired throughout the Medical Assistant Program. Each student will perform and must pass the following skills; urinalysis, hematocrit, blood pressure, work-ups, blood glucose check, audio and visual exam, electrocardiogram and telephone techniques within the medical office, and chart management. Prerequisites: Successful completion of all quarter 1 classes and all other MAP courses, excluding MAP 221, 222, 232 and MAP courses taken with this quarter... This course must be taken the quarter immediately prior to taking MAP 221. Only 4th Quarter students should register for this class. Additional Fee: \$12.75

3892	3Cr	8:30AM-10:30AM	F
10/09-12/11		14-104	Stroup

		12PM-2:30PM	F
			Jones

MAP 221

Invasive Procedures

Introduction of intramuscular, subcutaneous, and intradermal injections as well as phlebotomy. Prerequisites: Successful completion of all MAP 105 through MAP 16, program authorized accounting course, and compliance with the Medical Assistant Program Immunization and Health Insurance Policies. Recommend meeting the prerequisites for college level math. Corequisite courses MAP 222 and MAP 232. Additional Fee: \$21.25

38A2	5Cr	8AM-11AM	Daily
9/28-10/09		14-110	Stroup

		12PM-3PM	Daily
			Jones

Community Employment Opportunities & Locations

MAP 222

Locate the major medical employers (including hospitals) in their community. This course also includes updating the cover letter/resume, methods of applying for employment through a variety of sources, and completion of program required forms. Prerequisites: Successful completion of MAP 105 through MAP 232, excluding MAP 222. Corequisite courses MAP 221 and MAP 232. Additional Fee: \$4.25

38B2	1Cr	8:30AM-11AM	MTWTh
12/14-12/17		14-110	Stroup

		12PM-2:30PM	MTWTh
			Jones

MAP 232

Externship

Capstone course gives students practical experiences in physician offices and clinics. Prerequisites: Successful completion of all MAP courses, excluding MAP 222. Corequisites: MAP 221 & 222.

38C2	10Cr	Arranged	Daily
10/12-12/11		Arranged	Stroup

		Arranged	Daily
			Jones

MEDICAL ESTHETICS

Business Skills & Professional Development

ES 240

Covers business skills necessary for the medical esthetician to succeed. Resume writing, cover letters, developing business plans, marketing and proposals to physicians or companies. Prerequisite: All courses included in first quarter of Medical Esthetics and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

7282	5Cr	9AM-3:30PM	Daily
9/28-12/17		08-327	Sorensen

(LAB)		11AM-3:30PM	Daily
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ES 242

Laser Theory

Covers necessary theory of laser and laser physics, types and styles of lasers and what laser should be used for each skin type and condition. Covers first aid and safety.

7292	4Cr	9AM-3:30PM	Daily
9/28-12/17		08-327	Sorensen

(LAB)		11AM-3:30PM	Daily
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ES 252

Advanced Cosmetic Chemistry

In depth study of cosmetic chemicals, product knowledge and how to read a medical study. Research papers will be produced consisting of chemical products, ingredients and contraindications that may occur during a medical esthetic treatment. Prerequisite: ES 211 and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

72A2	2Cr	9AM-3:30PM	Daily
9/28-12/17		08-327	Sorensen

(LAB)		11AM-3:30PM	Daily
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Clinical Lab for Medical Estheticians

ES 256

Participate in practical application of the medical esthetic skills and services while working in the student run clinic. Includes chemical peels, Microdermabrasion, LED and cellulite treatments with all related safety, sanitation, first aid, and contraindication procedures. Prerequisite: Successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

72B2	10Cr	9AM-3:30PM	Daily
9/28-12/17		08-327	Sorensen

(LAB)		11AM-3:30PM	Daily
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MEDICAL HISTOLOGY

HISTO 105 Orientation to Histology Lab

Introduces laboratory and chemical safety. This course covers basic overview of standard instrumentation, quality control, specimen accessioning, record keeping and documentation.

5602	2Cr	8AM-2PM	Daily
9/28-10/02		16-103	Haggerty

HISTO 110 Histotechnology I

Explores the theory and principles of fixation, processing, embedding, sectioning, and coverslipping of tissue sections.

5612	10Cr	8AM-2PM	Daily
9/28-12/17		16-103	Haggerty

HISTO 115 Histotechnology Lab I

Explores work in a simulated histology laboratory. The students will have hands-on training in basic gross techniques, processing, embedding, microtomy and microscopic tissue structures.

5622	5Cr	8AM-2PM	Daily
9/28-12/17		16-103	Haggerty

MEDICAL LABORATORY TECHNICIAN

MLT 221 Body Fluids

Lecture-only course covering production, collection, and analyses of various body fluids, including spinal and joint fluids. Prerequisite: MLT 218

4892	1Cr	1PM-3PM	W
10/21-12/16		14-213	O'Neil

MLT 227 Clinical Chemistry

Manual and semi-automated procedures are performed for the assay of many commonly measured blood components. Emphasis on instrument maintenance, troubleshooting, and quality assurance. Prerequisite: MLT 223.

48A2	8Cr	8AM-3:30PM	Daily
9/28-10/16		14-213	O'Neil

MLT 232 Clinical Experience I

Begin the clinical phase of training in an affiliated laboratory in the Puget Sound area, performing current routine laboratory procedures. This course is offered during fall quarter. Prerequisite: MLT 218

48B2	11Cr	Arranged	Daily
10/19-12/16		Arranged	O'Neil

MEDICAL MATERIEL MANAGEMENT/CENTRAL SERVICE

MMN 103 Introduction to Healthcare

Covers program philosophy, terminal objectives, policies, and procedures. Review history and evolution of the Central Service Profession, human relations, safety, legal issues and regulatory agencies. Fee: \$0.00

8302	3Cr	7:30AM-2:30PM	Daily
9/28-12/17		14-201	Wagers

Anatomy & Physiology/ Medical Terminology

MMN 108

Explore the overall makeup of the human body, its systems and functions, related terminology, and surgical terminology. Prerequisite: Completion of MMN 103. Fee: \$0.00

8312	3Cr	7:30AM-2:30PM	Daily
9/28-12/17		14-201	Wagers

MMN 113 Microbiology/Infection Control

Basic microbiology with emphasis on human pathogens. Infection control regulations and techniques including bloodborne pathogen guidelines. Mandatory AIDS and Hepatitis training for healthcare personnel. Prerequisite: Completion of MMN 103 and 108.

8322	3Cr	7:30AM-2:30PM	Daily
9/28-12/17		14-201	Wagers

MMN 124 Surgical Instrumentation

Identify basic and complex surgical instruments. Students will demonstrate thorough knowledge of the manufacture, care, and processing of surgical, Endoscopic, and power instruments. In addition, students will have an understanding of special protocols required with loaner instruments.

8382	4Cr	7:30AM-2:30PM	Daily
9/28-12/17		14-201	Wagers

Principles and Methods of

MMN 126 Cleaning & Disinfection

Classroom and laboratory experience in the fundamentals of cleaning and disinfection. Topics include water quality issues, water purification systems, chemical cleaning and disinfecting agents, handling and transporting of soiled patient care equipment, and general cleaning protocols for instruments. The proper and safe handling of infectious waste is also covered.

8332	6Cr	7:30AM-2:30PM	Daily
9/28-12/17		14-201	Wagers

Principles & Practices

MMN 129 of Sterilization

Classroom and laboratory experience in the packaging, assembly, and sterilization of procedural trays, instrument sets, and sterile supplies. Major topics learned are methods of high and low temperature sterilization, sterilization chemicals, and packaging materials. Guidelines for point of use processing are discussed. Operation parameters and maintenance of various sterilizers is included, as well as monitoring of the sterilization process and quality control. Proper storage and storage concerns for sterile supplies are included.

8342	6Cr	7:30AM-2:30PM	Daily
9/28-12/17		14-201	Wagers

Materiel Mgmt & Central Service Applications

MMN 131

Overview of the handling and distribution of materials in a medical facility. Inventory management, replenishment methods, and tracking systems are included. Students become familiar with quality assurance measures and techniques. For two weeks, the students participate at area healthcare facilities and are introduced to the role of the CS technician in the clinical setting. In order to participate in the clinical aspect of the program, students must receive a "No Record on File" report from the Washington State Patrol, re: Crimes against Persons, have proof of current immunizations, complete CPR for healthcare professionals, be able to lift 50 pounds, and be able to work on your feet for up to 8 hours.

8352	4Cr	7:30AM-2:30PM	Daily
9/28-12/17		14-201	Wagers

MUSIC

MUSC& 105 Music Appreciation

Learn about elements of music, that is, the building blocks: pitch, melody, harmony, rhythm, texture, timbre and dynamics and study the evolution of music through the ages. Prerequisite: Appropriate COMPASS/SLEP score; or successful completion of ENG 094 is required. Additional Fee: \$25.00

0549	5Cr	Arranged	Arranged
9/24-12/02		On-Line	WAOL

NURSING ASSISTANT

NAC 101 Nursing Assistant Theory

The Nursing Assistant Certified Program prepares students for employment as a basic patient care provider under the supervision of a professional licensed provider such as a Registered Nurse. This course is an introduction to the role and responsibilities of being a Nursing Assistant and includes the following topics: Resident/Work Environment, Infection Control, HIV/AIDS training, Special Needs of the Elderly, Communication and Interpersonal Skills, Body systems (introduction to key anatomical, physiological and pathological terms), CPT training, documentation responsibilities, Residents Rights, long-term care setting, Legal/ethical Issues, Stages of Death and Dying and HIPPA training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training. Prerequisites: Documentations of required immunizations, ability to lift up to 50 lbs, and a "no record on file" for crimes against children or vulnerable adults from the Washington State Patrol and DSHS prior to the first day of class. Washington State Patrol (WSP) background check must be complete prior to acceptance into the program. Fee: \$10.00 – WSP.

NS02	6Cr	7:30AM-3:30PM	MWF
9/28-10/21		2	Brown

NSE2	6Cr	4PM-8PM	MTWTh
9/28-10/22		2	Rose-Bungoy

NAC 103 Unit Based Clinical Experience

Prepares students for employment as a basic patient care provider under the supervision of professional licensed providers such as a Registered Nurse. The course includes content describing principles of documentation, accurate observation and reporting of resident's conditions and philosophy of restorative nursing program as well as clinical practice experience under the supervision of the NAC instructor. Students must demonstrate skills at an "Acceptable" or "Exceeds Standard" level to pass this course.

Students must correctly demonstrate at least 85% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled. Prerequisites: Documentations of required immunizations, ability to lift up to 50 lbs, and a "no record on file" for crimes against children or vulnerable adults from the Washington State Patrol and DSHS prior to the first day of class. Successful completion of NAC 101 and NURS 104.

NS12	3Cr	6:30AM-2PM	MT
11/16-12/14		2	Brown
NS72	3Cr	6:30AM-2PM	MTWTh
11/16-12/03		2	RoseBungay
NSB2	3Cr	6:30AM-2PM	WTh
11/18-12/11		2	RoseBungay

NURS 104 Nursing Skill Fundamentals

Students learn and demonstrate fundamental skills needed to provide basic patient care. Prerequisites: Documentation of required Immunizations, ability to lift up to 50 pounds and a "no record on file" for crimes against children or vulnerable adults from the Washington State Patrol and DSHS prior to the first day of class. Successful completion of NAC 101.

NSC2	4Cr	7:30AM-3PM	WTh
10/22-11/12		02	RoseBungay
NS22	4Cr	7:30AM-3PM	MT
10/26-11/10		02	Brown
NSG2	4Cr	4PM-8PM	MTWTh
10/26-11/12		02	RoseBungay

NURSING ASSISTANT - I-BEST

NAC 105 Introduction to Long-Term Care

Content focuses in describing the long-term care setting and Omnibus Budget Reconciliation Act (OBRA) requirements for nursing assistant training. The Integrated/Nursing Assistant Program (Nursing Assistant Program for ESL) combines oral and written English language skills and basic health care concepts specific to long-term care and the role of the nursing assistant. Focus in describing the long-term care setting and Omnibus Budget Reconciliation Act (OBRA) requirements for nursing assistant training. The Integrated/Nursing Assistant Program (Nursing Assistant for ESL) combines oral and written English language skills and basic health care concepts specific to long-term care and the role of the nursing assistant. Documentations of required immunizations, ability to lift up to 50 lbs, and a "no record on file" for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Washington State Patrol (WSP) background check must be complete prior to acceptance into the program. Fee: \$10.00 - WSP.

NS32	2Cr	4PM-8PM	MTWTh
9/28-10/05		2	Lawrence

Working Environment/Safety/

NAC 113 Infection Control

Emergency and accident prevention, causes of communicable diseases and ways that infections are spread are discussed. Combines oral and written English language skills and basic safety and infection control skills specific to long-term care and the responsibility of the nursing assistant in that environment.

NS42	3Cr	4PM-8PM	MTWTh
10/06-10/19		2	Lawrence

Special Need of the

NAC 116 Elderly & Chronic III: Part I

Philosophy of care and rehabilitation, psychological aspects of aging, understanding the needs of resident and changes associated with aging, common causes and care of residents with cancer, and understanding end of life issues and the differences in cultural responses by residents are studied. Combines oral and written English language skills and basic care issues specific to long-term care and the responsibility of the nursing assistant in that environment.

NS52	4Cr	4PM-8PM	MTWTh
10/20-11/04		2	Lawrence

Body System Review/

NAC 123 Restorative Nursing

Functions of systems and age-related changes specific to: integumentary, muscular, skeletal, digestion, urinary, nervous and endocrine systems and restorative nursing are studied. Combines oral and written English language skills and basic care issues specific to long-term care and the responsibility of the nursing assistant in that environment.

NS62	6Cr	4PM-8PM	MTWTh
11/05-12/03		2	Lawrence

PRACTICAL NURSING

NURS 102 Issues & Trends in Nursing I

Explores the health care system and the profession of nursing with emphasis on care of clients in a multicultural environment. Prerequisites: Admission to nursing program. Additional Fee: \$25.00.

8002	3Cr	8AM-11:30PM	T
9/28-12/17		02	Lasater

NURS 103 Fundamentals of Nursing

Presents basic nursing concepts and skills utilized in client care with emphasis on communication, professional conduct, documentation and legal issues in Nursing. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$25.00.

8012	5Cr	8AM-11:30AM	ThF
9/28-12/17		02	West

NURS 105 Nursing Lab I

Provides opportunity of laboratory demonstration and supervised practice of nursing skills discussed in NURS 103 and 117. Prerequisite: Admission to Practical Nursing program.

8022	4Cr	12:30PM-3PM	WThF
9/28-12/17		02	West

NURS 107 Mental Health Nursing

Focuses on the continuum between mental health and illness and the therapeutic nurse-client relationship. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$25.00.

8032	3Cr	12:30PM-3PM	M
9/28-12/17		02	Lazarus

NURS 109 Basic Nutrition for Nursing

Focuses on the role of nutrition in promoting, achieving, and maintaining healthy lifestyles with consideration of developmental stages, cultures, lifestyles, and socioeconomic status. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$25.00.

8042	3Cr	8AM-11:30AM	M
9/28-12/17		02	Collins

NURS 111 Medical-Surgical Nursing I

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Also included in AIDS Education as required by the WAC. Prerequisite: Admission to Practical Nursing program. Additional Fee: \$25.00.

8052	5Cr	12:30PM-3PM	TWTh
9/28-12/17		02	Lazarus

		12:30PM-3PM	TWTh
			West

NURS 119 Dosage Calculation for Nursing

Prepares the student for calculation of drug dosages in order to accurately prepare and administer medications to a varied client population. Prerequisites: Admission to Practical Nursing and NURS 101, 103, 105, 107, 109 NURS 117, and 119 are taken concurrently. Additional Fee: \$25.00.

8062	2Cr	8AM-11:30AM	W
9/28-12/17		02	Lazarus

Interim Medical-

NURS 144 Surgical Nursing III

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Prerequisites: NURS 125,127, 129, 135, 136, 138 and 140. Additional Fee: \$25.00.

80E2	6Cr	8AM-11:30AM	M
9/28-12/17		02	West

		12:30PM-3PM	M
		02	Lasater

NURS 147 Clinical Practicum I

Students have the opportunity to provide care to clients in a variety of health care settings with focus on safe nursing practice, nursing process, communication, documentation, and client teaching. Prerequisites: NURS 125, 127, 129, 135, 136, 138 and 140. NURS 143 and 146 are taken concurrently. Additional Fee: \$44.00

80F2	12Cr	8AM-3PM	TWThF
9/28-12/17		Arranged	Lasater

PARAEDUCATOR

PARA 105 Introduction to Education

Explores teaching as a profession as well as the history and philosophy of education. Includes classroom procedures, reports and research.

7502	5Cr	3PM-5:30PM	TTh
9/29-12/17		33P	Cozza

MEDICAL HISTOLOGY

PARA 109 Child Development

How children change in physical, mental, social and emotional development as they grow from preschool to school age. A brief description of the special education child will also be introduced.

7512 5Cr 3PM-5PM MW
9/28-12/16 33P Cozzo

PARA 126 Community Based Learning I

On-the-job practical field experience offering students an opportunity to apply classroom study under the supervision of an educational professional. Includes an arranged seminar. Prerequisite: Instructor permission.

7532 4Cr 3PM-4:30PM F
10/02-12/11 33P Cozzo

PARA 129 Language Development

Mastering concepts of language mechanics related to spelling, grammar phonics, contractions, and compound words. Students practice using D'Nealian manuscript and cursive writing. Analysis of student writing.

7522 4Cr 6PM-8PM MW
9/28-12/16 33P Cozzo

PARA 131 Community Based Learning II

Additional on-the-job practical field experience offering students an opportunity to apply classroom study under the supervision of an educational professional. Includes an arranged seminar. Prerequisite: Instructor permission.

7542 5Cr 3PM-4:30PM F
10/02-12/11 33P Cozzo

PARA 201 Core Competencies Portfolio

Students prepare portfolios documenting completion of the 14 Washington State Core Competencies required for paraeducators working with special needs children. Additional Fee: \$21.25

7552 5Cr 3PM-4PM F
10/02-12/11 33P Cozzo

PHARMACY TECHNICIAN**Introduction to Pharmacy & Pharmacy Law**

Orients students to the work of pharmacy technicians. Pharmacy Law as it pertains to the practice of pharmacy in the State of Washington. Prerequisites: High school diploma or GED. Computer literate. Ability to speak, read and write the English language. Successful completion of Math 107, 108 or 109, or have tested into Math 107, 108 or 109, and are enrolled in Math 107, 108 or 109, concurrent with this quarter. All courses must be completed with a 3.0 grade or above. Additional Fee: \$46.25

2772 5Cr 7:30PM-8:30PM W
9/28-12/17 14-109 Autry

PT 128 Pharmacology, Part II

Continues the exploration of drug action mechanisms, and the routes of administration, and the effects on body systems. Emphasis on the uses, effects, and side effects of the major drug classes and the systems they are used on. Prerequisite: Successful completion of PT 124 with a grade of B or above. Additional Fee: \$46.25

2721 5Cr 7:30AM-10:00AM MW
9/28-12/17 14-109 Simmons

PT 129 Community Pharmacy Practice

Introduces the retail pharmacy experience. All aspects of community pharmacy practice including keyboarding, prescription filling and compounding are explored in this course. Prerequisite: Same as PT 121 Additional Fee: \$46.25

27K2 5Cr 5PM-7:20PM MTW
9/28-12/17 14-109 Autry

PT 143 Generic Drug Names Part I

Introduces the top 200 drugs prescribed in the United States each year. Prerequisites: Same as PT 121. Additional Fee: \$33.50

27L2 2Cr 7:30PM-8:30PM MT
9/28-12/17 14-109 Autry

PT 147 Clinical Capstone Research

Discover local pharmacies and the requirements for internship. Explores professional conduct and appearance. Prerequisite: Successful completion of all first quarter pharmacy technician requirements with grades of B in all courses. Additional Fee: \$37.75

2752 3Cr 11AM-1:50PM F
9/28-12/17 14-109 Autry Simmons

PT 149 Hospital Practice

Introduce the students to formularies, manual and electronic distribution systems and procedures for hospital practice. Prerequisite: Successful completion of all first quarter pharmacy technician requirements with grades of B in all courses. Additional Fee: \$46.25

2762 5Cr 7:30AM-11:30AM TH
9/29-12/17 14-109 Simmons

PT 152 Generic Drug Names II

Continues the exploration of the top 200 drugs prescribed in the United States each year, adding a component of drugs used specifically in the hospital setting. Prerequisite: Successful completion of PT 143 with a grade of B or above. Additional Fee: \$33.50

2772 2Cr 12:30PM-1:30PM MW
9/28-12/17 14-109 Simmons

PT 156 Pharmaceutical Calculations

Math specific to the practice of pharmacy will be explored. Prerequisite: Successful completion of all first quarter pharmacy technician requirements with grades of B in all courses. Additional Fee: \$33.50

2782 2Cr 12:30PM-1:30PM TH
9/29-12/17 14-109 Simmons

PT 159 Sterile Parenteral Product Prep

Apply the techniques learned to make intravenous admixture, and chemotherapy products. Prerequisite: Successful completion of all first quarter pharmacy technician requirements with grades of B in all courses. Additional Fee: \$37.75.

2792 3Cr 10:00AM-11:30AM MW
9/28-12/17 14-109 Simmons

PT 162 Clinical Capstone Part 1-A

Clinical training in retail, hospital and/or long term pharmacies. This is the first of three clinical rotations in local pharmacies. Prerequisite: Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses. Additional Fee: \$25.00.

27A2 4Cr Arranged Arranged
9/28-12/17 Arranged Autry

PT 166 Clinical Capstone Part 2-A

Clinical training in retail, hospital and/or long term pharmacies. This is the second of three clinical rotations in local pharmacies. Prerequisite: Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses. Additional Fee: \$25.00.

27B2 4Cr Arranged Arranged
9/28-12/17 Arranged Autry

PT 171 Clinical Capstone Part 3-A

Clinical training in retail, hospital and/or long term pharmacies. This is the third of three clinical rotations in local pharmacies. Prerequisite: Successful completion of all in-class pharmacy technician requirements except PT 183 with grades of B in all courses. Additional Fee: \$25.00.

27C2 4Cr Arranged Arranged
9/28-12/17 Arranged Autry

PT 183 Entering the Workplace

Students will investigate and practice resume writing and interview skills. Discussions of clinical experiences will take place, along with National Exam studies. Prerequisite: Successful completion of all other in-class pharmacy technician requirements with a grade of B or above. Additional Fee: \$25.00.

27D2 2Cr 3PM-4:50PM M
9/28-12/14 14-109 Autry

PHYSICS**PHYS& 121 General Physics**

Study the behavior of dynamics as it relates to civil engineering design. A analytical approach will be used to develop solutions to civil problems.

0545 5Cr 9AM-9:50AM MTWTh
9/28-12/17 17-230 Debruyne

PROFESSIONAL PILOT**AVP 105 Private Pilot I**

Training in basic aircraft control, aircraft systems, airport procedures and traffic pattern operations. Prerequisite: FAA Class II Medical with Student Pilot Certificate Additional Fee: \$42.00

5102 4Cr 12PM-3PM Daily
9/28-12/16 SHC-105 Coyner

AVP 110 Private Pilot II

Covers aircraft control, establishing and maintaining specific flight attitudes and ground reference maneuvers. Prerequisite: AVP 105 or equivalent Additional Fee: \$42.00

5112	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

AVP 115 Private Pilot III

Basic performance maneuvers, traffic pattern procedures and takeoffs and landings. Upon successful completion the student shall solo the aircraft. Prerequisite: AVP 110 or equivalent Additional Fee: \$17.00

5122	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

AVP 125 Private Pilot IV

Introduces knowledge, skill and aeronautical experience necessary to successfully complete the navigation and cross country flight portion of flight training. Prerequisite: AVP 115 or equivalent Additional Fee: \$17.00

5132	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

AVP 130 Private Pilot V

Provides the knowledge, skill and aeronautical experience necessary to read and understand disseminated weather reports and forecasts. Meets the requirements for cross country navigation and basic instrument flight. Prerequisite: AVP 125 or equivalent Additional Fee: \$17.00

5142	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

AVP 135 Private Pilot VI

Gain the proficiency to meet the requirements necessary for FAA Private Pilot Certification with an Airplane Category and Single-Engine Class Rating. Prerequisite: AVP 130 or equivalent Additional Fee: \$17.00

5152	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

AVP 140 Instrument Pilot I

Introduces skills that will establish a strong foundation in basic attitude instrument flying and basic instrument navigation. Prerequisite: FAA Private Pilot Certificate Additional Fee: \$42.00

5162	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

51U2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 145 Instrument Pilot II

Perform precision attitude instrument flight including advanced navigation techniques and procedures. Prerequisite: AVP 140 or equivalent Additional Fee: \$17.00

5172	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

51V2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 150 Instrument Pilot III

Apply advanced navigation techniques and perform holding pattern entry procedures. Prerequisite: AVP 145 or equivalent. The student will have actual hands-on flight experience but will not include solo flight. Additional Fee: \$17.00

5182	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

51W2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 155 Instrument Pilot IV

Perform holding patterns and instrument approach procedures. Prerequisite: AVP 150 or equivalent Additional Fee: \$17.00

5192	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

51X2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 160 Instrument Pilot V

Perform x-country flight utilizing advanced navigation procedures. Utilize ATC communication procedures and conduct instrument departures, arrivals and approaches. Prerequisite: AVP 155 or equivalent Additional Fee: \$17.00

51A2	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

51Y2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 170 Instrument Pilot VI

Acquire the flight and aeronautical knowledge proficiency required for the issuance of the FAA Instrument-Airplane Rating. Prerequisite: AVP 160 or equivalent Additional Fee: \$17.00

51B2	4Cr	12PM-3PM	Daily
9/28-12/16		SHC-105	Coyner

51Z2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 175 Commercial Pilot I

Acquire initial VFR cross-country flight training. Pilotage, dead-reckoning and radio navigation will be covered. Prerequisite: FAA Private Pilot Certificate, Instrument-Airplane Rating Additional Fee: \$42.00

51C2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 180 Commercial Pilot II

Receive additional VFR cross-country flight training. Additional flight training will encompass mountain flying techniques and local night flight operations. Prerequisite: AVP 175 or equivalent Additional Fee: \$17.00

51D2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 185 Commercial Pilot III

Receive final training in VFR cross-country flight and night operations. The necessary cross-country flight hours required for Commercial Pilot Certification will be completed. Prerequisite: AVP 180 or equivalent Additional Fee: \$17.00

51E2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 210 Commercial Pilot IV

Receive initial flight and ground training in high performance Commercial Pilot Certification maneuvers. Flight maneuver training includes chandelles, lazy eights, steep power turns, and accuracy landings. Prerequisite: AVP 185 or equivalent Additional Fee: \$17.00

51F2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 215 Commercial Pilot V

Gain additional aeronautical knowledge and flying skills necessary for the performance of advanced precision flight maneuvers. Prerequisite: AVP 210 or equivalent Additional Fee: \$17.00

51G2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 220 Commercial Pilot VI

Receive advanced training in all of the required Commercial Pilot Certification maneuvers. Prerequisite: AVP 215 or equivalent Additional Fee: \$17.00

51H2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 230 Commercial Pilot VII

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Basic flight maneuvers and aircraft systems will be covered. Prerequisite: AVP 220 or equivalent Additional Fee: \$17.00

51J2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 235 Commercial Pilot VIII

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Advanced flight maneuvers as well as emergency procedures will be mastered. Prerequisite: AVP 230 or equivalent Additional Fee: \$17.00

51K2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 240 Commercial Pilot IX

Operate a high-performance aircraft with retractable landing gear and constant speed propeller. Prerequisite: AVP 235 or equivalent Additional Fee: \$17.00

51L2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 245 Commercial Pilot X

Receive initial preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate. Prerequisite: AVP 240 or equivalent Additional Fee: \$17.00

51M2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 250 Commercial Pilot XI

Receive additional preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate. Prerequisite: AVP 245 or equivalent Additional Fee: \$17.00

51N2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 255 Commercial Pilot XII

Receive final advanced preparative training to increase aeronautical skills and experience to meet the requirements for the issuance of a Commercial Pilot Certificate. Prerequisite: AVP 250 or equivalent. Additional Fee: \$17.00

51P2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 260 Certified Flight Instructor I

Receive initial training in teaching and learning theory as well as overall review of commercial pilot aeronautical knowledge subject areas. Prerequisite: FAA Commercial Pilot; Airplane Certificate and Instrument Airplane Rating. Additional Fee: \$17.00

51R2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 265 Certified Flight Instructor II

Master proper teaching techniques from the right seat of the training aircraft. Develop proficiency in conducting aeronautical knowledge briefings. Prerequisite: AVP 260 or equivalent. Additional Fee: \$17.00

51S2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

AVP 268 Instrument Flight Instructor

Acquire the aeronautical knowledge, skills and experience necessary to obtain a FAA Instrument Flight Instructor Rating added to their Certified Flight Instructor Certificate. Prerequisite: FAA Commercial Pilot-Airplane Certificate with Instrument Airplane Rating Certified Flight Instructor-Airplane Certificate. Additional Fee: \$42.00

51T2	4Cr	8AM-11AM	Daily
9/28-12/16		SHC-105	Coyner

PSYCHOLOGY**PSY 112 Psychology of the Workplace**

Introduces general psychological principles and their application to the workplace emphasizing critical thinking with regard to self-awareness, interpersonal relations, motivation, and teamwork. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Fee: \$25.00

0526	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Wheeler

0527	5Cr	1PM-1:50PM	Daily
9/28-12/17		03-402	Thompson

0528	5Cr	3PM-3:50PM	Daily
9/28-12/17		03-402	Thompson

0529	5Cr	9AM-2:30PM	Sa
10/03-12/12		17-270	Thompson

PSYC& 100 General Psychology

General Psychology surveys the diverse areas of the discipline of psychology. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094.

0525	5Cr	Arranged	Arranged
9/24-12/02		On-Line — Fee \$25.00	WAOL

0518	5Cr	8AM-8:50AM	Daily
9/28-12/17		03-205	Wheeler

0519	5Cr	9AM-9:50AM	Daily
9/28-12/17		28P-104 — Fee \$25.00	Pennisi

0520	5Cr	11AM-11:50AM	Daily
9/28-12/17		03-205	Wheeler

0521	5Cr	1PM-1:50PM	Daily
9/28-12/17		28P-104 — Fee \$25.00	Pennisi

0522	5Cr	3PM-3:50PM	Daily
9/28-12/17		03-205 — Fee \$25.00	Daniels

0523	5Cr	5PM-5:50PM	Daily
9/28-12/17		03-205 — Fee \$25.00	Daniels

0524	5Cr	Arranged	Arranged
9/28-12/17		On-Line — Fee \$25.00	Wheeler

PSYC& 200 Lifespan Psychology

Introduction to the Milestones of human development from conception to death. Physical, cognitive, and social growth of people. Prerequisite: successful completion of the PSYC& 100.

Additional Fee: \$25.00

0532	5Cr	Arranged	Arranged
9/24-12/02		On-Line	WAOL

0531	5Cr	2PM-2:50PM	Daily
9/28-12/17		03-402	Thompson

PSYC& 220 Abnormal Psychology

Abnormal Psychology addresses the development, symptoms, and treatment of psychological and personality disorders. Prerequisite: Successful completion of PSYC& 100 or PSY 112.

Additional Fee: \$25.00

0530	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Thompson

PUBLIC SPEAKING

See English offerings for course listings CMST& 220.

RESTAURANT OPERATIONS**REST 107 Kitchen & Dining Management**

Students will be responsible for specific operational procedures. These include receiving and storing product, invoicing, inventory, and station management. Additional Fee: \$37.75

32D2	3Cr	9:30AM-1:45PM	WThF
9/30-11/04		31	Jolly

REST 112 Restaurant Dining

Familiarizes the student with all aspects of running a casual style dining room which is open to the public. Included are opening/closing procedure, table set-up, customer service techniques, and leadership, sanitation and safety procedures. Additional Fee: \$54.75

32G2	7Cr	9:30AM-1:45PM	WThF
9/30-12/16		31	Jolly

REST 122 Food Service Nutrition

Learn the basics of food service nutrition for culinary professionals. This class will teach students about the biological process that occurs as you eat, what constitutes a healthy diet and an understanding of the structure and functions of food. Additional Fee: \$25.00

32K2	4Cr	7AM-9:30AM	ThF
10/01-12/11		31	Jolly

REST 126 Finance & Accounting

Prepares students to understand, interpret, and analyze financial statements, budgeting, cash flow, and cash management procedures. Additional Fee: \$42.00

32L2	4Cr	7AM-8:30AM	MT
9/28-12/16		31	Jolly

		7AM-9AM	WV
			Jolly

REST 131 Business Plan Development

Develop a restaurant concept from start to finish, including a hands on look at how to develop a business plan to present to possible investors. Students will practice decision making and problem solving skills through creating and planning their own concept. Additional Fee: \$42.00

32M2	4Cr	9:30AM-1:45PM	WThF
11/12-12/16		31	Jolly

		9AM-2PM	Arranged
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REST 133 Beverage Service

Learn to set up and manage a beverage service operation successfully. Includes the history of a bar service, beverage making ingredients and processes, and safety sanitation in the bar. Additional Fee: \$25.00

32P2	4Cr	8:30AM-1:45PM	M
9/28-12/14		31	Jolly

REST 137 Hospitality Law

Learn about laws affecting the hospitality industry on both a national and state level. This class will look at operating an establishment according to government regulations regarding sales, civil rights, liability, administration issues and organization. Additional Fee: \$25.00.

32N2	4Cr	8:30AM-1:45PM	T
9/29-12/15		31	Jolly

RETAIL BUSINESS**RBM 000 Program Orientation**

5700	0Cr	9AM-3:30PM	M
9/28		23-111	Williams

RBM 120 College Keyboarding

Use computers to develop touch control and proper keyboarding techniques, as well as build basic speed and accuracy skills, and 10 key alphabetic figures. Additional Fee: \$12.75

5702	3Cr	12:00PM-3:30PM	Daily
9/28-12/14		23-111	Williams

RBM 121 Successful Career Development

Participate in self-analysis, goal setting, career exploration, personal appearance, resume writing, application letter writing, interviewing, communication of ideas, and other techniques of successful career development.

5712	3Cr	9AM-3:30PM	MTW
9/29-10/07		23-111	Williams

RBM 123 Customer Service Strategies

Concepts of effective customer service, step-by-step suggestions for improving your skills, and valuable references for delivering exceptional internal and external customer service skills.

5722	5Cr	9AM-12:00PM	ThF
10/01-12/04		23-111 — Fee: \$21.25	Williams

57B2	5Cr	Arranged	Arranged
9/28-12/17		Online — Fee: \$25.00	Williams

Fundamentals of

RBM 124 Retail Mathematics

Presents business applications of mathematical concepts. Brief math review; cash and trade discounts; markups and markdowns; insurance, inventory pricing; bank statements; credit; mortgage loans, statistical techniques, payroll computations; promissory notes; simple interest and discounting; compound interest and present value; annuities; depreciation. Additional Fee: \$25.50

57T2	6Cr	Arranged	Arranged
9/28-12/17		On-Line — Fee: \$25.00	Williams

5732	6Cr	9AM-12:00PM	MTW
10/12-12/16		23-111	Williams

RBM 125 Introduction to the Internet

Internet concepts using Netscape Navigator and Microsoft Explorer applications: search engines, file transfer protocols, and electronic mail. Accessing various types of technical information, strategies for finding and using online employment resources. Prerequisites: RBM 120. Additional Fee: \$12.75

5742	3Cr	12:00PM-3:30PM	Arranged
9/28-12/14		23-111	Williams

(LAB)		12:00PM-3:30PM	Daily
		23-111	Williams

RBM 127 Retail Sales Applications I

Realistic training experience in the on-campus Expressions clothing store. Students are exposed to store operations and applications used in running a actual business. Additional Fee: \$4.25

5752	1Cr	11:10AM-2:30PM	Arranged
9/28-12/14		23-108	Williams

RBM 137 Microsoft Publisher 2003

Learn to use a step-by-step desktop publishing program to create professional publications with various design elements. Prerequisites: RBM 135 Additional Fee: \$21.25

57A2	5Cr	12:00PM-3:30PM	Arranged
9/28-12/14		23-111	Williams

(LAB)		12:00PM-3:30PM	Daily
		23-111	Williams

RBM 141 Fundamental of Supervision

Explore the job of the supervisor; human relations, leadership, converting policy into action, job analysis and performance, how and when to discipline, and effective supervising techniques.

57U2	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Williams

RBM 143 Principle of Retailing

Introduction to retail management operations and merchandising. Covers business ownership, retail target markets, trading area analysis, retail organization, buying, handling, financial management, development of retail image.

57V2	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Williams

RBM 145 Microsoft Word 2003

Step-by-step instruction using Microsoft Word to create business letters, staff memos, newsletter and professional forms and more. Use formatting features tables, graphics, or drawing tools. Prerequisites: RBM 135. Additional Fee: \$21.25

57G2	5Cr	12:00PM-3:30PM	Arranged
9/28-12/14		23-111	Williams

(LAB)		12:00PM-3:30PM	Daily
		23-111	Williams

RBM 151 Internship I

Provides the student with on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer.

57J2	5Cr	Arranged	Arranged
9/28-12/15		23-111	Williams

RBM 153 Microsoft Powerpoint 2003

Introduces the student to Microsoft PowerPoint and teaches the basic terms and concepts used in presentations. Use animation, color scheme, slide show tools, drawing toolbars and internet resources. Prerequisites: RBM 135, RBM 145. Additional Fee: \$21.25

57L2	5Cr	12:00PM-3:30PM	Arranged
9/28-12/14		23-111	Williams

(LAB)		12:00PM-3:30PM	Daily
		23-111	Williams

RBM 158 Human Resource Management

Identify the role of the human resource management including its scope and responsibilities. Principles used in recruitment issues, selection, placement training of employees, current laws. Additional Fee: \$25.00

57W2	5Cr	Arranged	Arranged
9/28-12/17		On-Line	Williams

RBM 161 Internship II

Provides the students with on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Prerequisites: RBM 151

57Q2	5Cr	Arranged	Arranged
9/28-12/15		23-111	Williams

RBM 171 Internship III

Provides the students with on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Prerequisites: RBM 161

57R2	5Cr	Arranged	Arranged
9/28-12/15		23-111	Williams

RBM 182 Internship IV

Provides the students with on-the-job practical field experience. Program offers students a way to combine classroom study with related work experience under the supervision of an employer. Prerequisites: RBM 171

57S2	5Cr	Arranged	Arranged
9/28-12/15		23-111	Williams

SOCIOLOGY

SOC& 101 Introduction to Sociology

Provides an overview of many theories relating to contemporary society and a historical context for these theories. Prerequisite: Appropriate COMPASS/SLEP placement score or successful completion of ENG 094. Additional Fee: \$25.00

0533	5Cr	Arranged	Arranged
9/24-12/02		On-Line	WAOI

0534	5Cr	11AM-11:50AM	Daily
9/28-12/17		28P-104	Pennisi

0535	5Cr	2PM-2:50PM	Daily
9/28-12/17		28P-104	Pennisi

SURGICAL TECHNOLOGY

SURG 126 Patient Care Theory I

Covers surgical attire, instrument groups, OR preparation and equipment, case selection, patient transfer, positioning, skin preparation and draping concepts, patient identification, consent and biopsychosocial needs. Prerequisites: Successful completion of SURG 136, 137, 138 and 146. Additional Fee: \$21.25

4002	5Cr	7AM-7:50AM	Daily
9/28-12/17		14-205	Clark

SURG 127 Pharmacology & Anesthesia

Introduces the student to basic surgical-related pharmacologic and anesthetic principles, including drug classification, proper medication labeling and handling, aseptic medication preparation and usage principles of anesthesia administration and monitoring, including complications and intervention. Prerequisites: Successful completion of SURG 136, 137, 138, and 146. Additional Fee: \$21.25

4012	5Cr	8AM-8:50AM	Daily
9/28-12/17		14-205	Clark

SURG 141 Operating Room Theory II

Classroom and lab presentations of surgical specialties to include otorhinolaryngologic, orthopedic, oral/maxillofacial, and plastic/reconstructive procedures along with surgical anatomy. Prerequisites: Successful completion of SURG 136, 137, 138, and 146. Additional Fee: \$34.00

4062	8Cr	9AM-10:30AM	Daily
9/28-12/17		14-205	Clark

SURG 151 Surgical Lab II

Lab presentations and practice of surgical procedures to include otorhinolaryngologic, oral/maxillofacial, and plastic/reconstructive procedures. Prerequisites: Successful completion of SURG 136, 137, 138, and 146.5 Additional Fee: \$21.25

4082	5Cr	11AM-1:30PM	Daily
9/28-12/17		14-211	Clark

SURG 215 Clinical Applications I

Additional Fee: \$40.00

40C2	5Cr	6:30AM-11:30AM	MTWTh
9/28-11/06		Arranged	Nolan

SURG 220 Clinical Applications II

Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior and skills to reinforce their role as a member of the perioperative team. Prerequisites: Successful completion of SURG 130, 206, 207, and 211 Additional Fee: \$40.00

40D2	5Cr	6:30AM-11:30AM	MTWTh
11/06-12/10		Arranged	Nolan

SURG 235 Seminar I

Classroom presentations on health and wellness, and death and dying. Classroom preparation for the PAE. Prerequisites: Successful completion of SURG 130, 206, 207, and 211 Additional Fee: \$40.00

40G2	3Cr	7AM-11AM	F
9/28-12/10		TBD	Nolan

WELDING TECHNOLOGY**WLD 105 Welding Theory I**

Introduces the tools and equipment used in welding. Includes safety considerations, electrical principles, weld quality and technical orientation for select welding and cutting processes. Corequisites: WLD 110 and WLD 112

9802	5Cr	7AM-8AM	Daily
9/28-12/16		25-403	Main

WLD 110 Thermal Cutting & Gouging

Develops the knowledge and skill for manual and machine-guided oxyfuel cutting, manual plasma arc cutting and carbon arc gouging. Corequisite: WLD 105

9812	3Cr	8AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 112 Oxyacetylene Welding & Brazing

Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment. Co requisite: WLD 105

9822	4Cr	8AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 116 Shielded Metal Arc Welding I

Introduces the shielded metal arc welding (SMAW) process with emphasis on skill development using deep penetrating electrodes in the flat and horizontal positions. Prerequisite: Completion of or concurrent enrollment in WLD 105

9832	7Cr	8AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 120 Shielded Metal Arc Welding II

Builds further skill with SMAW deep penetrating electrodes by welding various joints in the vertical and overhead positions. Prerequisite: WLD 105

9842	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 124 Shielded Metal Arc Welding III

Develops understanding of the applications and techniques for using low hydrogen SMAW electrodes in the flat and horizontal positions. Prerequisite: WLD 105

9852	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 135 Shielded Metal Arc Welding IV

Develops further skill with SMAW low hydrogen electrodes by welding various joint designs in the vertical and overhead positions. Prerequisite: WLD 105

9862	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 144 Print Reading for Welders

Develops the ability to interpret prints used in welding and fabrication. Introduction to sketching, lines, views, visualization, dimensioning, applied math and welding symbols. Prerequisite: WLD 105

9882	5Cr	8AM-9AM	Daily
9/28-12/16		25-403	Main

WLD 152 Gas Metal Arc Welding

Develops the ability to use the gas metal arc welding process to join carbon steels and aluminum with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142

9892	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 168 Flux Cored Arc Welding I

Develops the ability to use gas-shielded flux cored arc welding electrodes to join carbon steels with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142

98B2	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 172 Flux Cored Arc Welding II

Develops the ability to use self-shielded flux cored arc welding to join carbon steels with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142

98C2	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 176 Preparation for Welding Certification

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests. Prerequisite: WLD 142 or instructor's permission

98D2	3Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 178 Fabrication

Develops knowledge in project planning, layout methods, fixturing, distortion control, and the use of tools and equipment for metal fabrication. Prerequisite: WLD 144

98E2	5Cr	9AM-11AM	Daily
9/28-12/16		25-403	Main

WLD 210 Gas Tungsten Arc Welding I

Develops the ability to use the gas tungsten arc welding process to join carbon and stainless steels with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142

98F2	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 213 Gas Tungsten Arc Welding II

Develops the ability to use the gas tungsten arc welding process to join aluminum alloys with various joint designs in all positions. Prerequisite: Completion of or concurrent enrollment in WLD 142

98G2	7Cr	7AM-1:45PM	Daily
9/28-12/16		25-403	Main

WLD 215 Cooperative Work Experience

Provides on-the-job practical experience under the supervision of an employer. Instructor permission is required for site choice. Prerequisite: Advanced standing with instructor's permission

98H2	5Cr	Arranged	Arranged
9/28-12/16		25-403	Main

WLD 217 Special Projects

Develops skill in project planning, layout, and fabrication techniques. Students will have the opportunity for personal and/or assigned projects. Prerequisite: Advanced standing with instructor's permission

98J2	5Cr	Arranged	Arranged
9/28-12/16		25-403	Main

Continuing Education Courses ↔

The following classes are offered through Continuing Education. Please read "What's continuing education?" on page 5 and use the procedures on pages 48 to register.

BUSINESS & OFFICE MANAGEMENT ACCOUNTING

Administrative Professional Certificate

Develop and hone skills required to be a business administrative professional. Learn basic office procedures, business correspondence, computer applications, customer service skills, resume building, interviewing techniques, and workplace ethics. The Administrative Professional certificate will be awarded upon completion of all components.

ELOFT 125 Professional Development

Instructs on professional business office behavior, dress, workplace ethics, and effective communication skills to use when working with diverse office populations. Guides participants through building a professional resume package using "Dependable Strengths" techniques, then through finding and applying for jobs; coaching students through interactive interviewing exercises to hone interviewing knowledge and skills. Fee: \$385.00 SS

6830	5 Cr	8AM-9:30AM	Daily
9/28-12/14		22-121	Gisler

CAS 105 Keyboarding

Students will use computers to develop touch control and proper keyboarding techniques and will be introduced to basic word processing. Fee: \$290.00 SS

6828	3 Cr	9:30AM-11AM	Daily
9/28-11/23		22-121	Gisler

CAS 120 Word I

Utilize beginning word processing to create and edit business documents. Create tables, columns, Web pages, envelopes, labels. Use special features track/review changes and compare documents. Prerequisite: Keyboarding and basic computer experience preferred. Fee: \$155.00 SS

6832	2 Cr	11AM-12:30PM	Daily
9/28-10/26		22-121	Gisler

OFCT 162 Electronic Math I

Covers business math applications to include payroll, percents, discounts, invoices, and the metric system using the keyboard functions and the touch method of electronic calculator operations. Text required. Fee: \$112.00 SS

6827	1Cr	11AM-12PM	Daily
10/27-11/30		22-121	Gisler

ELOFT 120 Office Procedures

Covers filing, inventory control and use and maintenance of office machinery. Fee: \$153.00 SS

6829	2 Cr	9:30AM-11AM	Daily
11/24-12/14		22-121	Gisler

CSCCS 190 Telephone Customer Service

Through role-play and practice, students will develop techniques for providing superior service on the telephone. Areas covered will be developing listening skills, determining caller needs, voice mail, handling difficult and upset callers, telephone etiquette, complaints, and effective questioning techniques. Fee: \$165.00 SS

6831	2 Cr	11:30AM-3:30PM	Daily
12/1-12/14		22-121	Gisler

COMPUTER TECHNOLOGY

CompTIA Certificate Preparation

The CompTIA A+ Certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Those holding the A+ certification have a broad base of knowledge and competency in core hardware and operating system technologies. The Certification Program includes the following two units:

A+ Essentials Certification Preparation

CSTH 260

CompTIA A+ Essentials validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance, with additional elements of security and soft skills. The Essential Exam validates the basic skills needed by an entry-level service technician regardless of job environment. Through lecture and hands-on exercises students who successfully complete this course should obtain the skills and knowledge necessary to install, build, upgrade, repair, and perform preventive maintenance on PC computer hardware and operating systems. Text required. Fee: \$435.00 SS

6839	3 Cr	6PM-10PM	MWTF
9/28-10/19		16 107	Lyons

A+ 2020-602 IT Technician Certification Preparation

CSTS 260

This course covers a wide range of material on computer hardware and software. Begins with general overview of how software & hardware actually relate to each other on a computer system. Other topics include supporting hard drives from a software point of view, supporting/troubleshooting Windows on networks and internet, and introduction to Linux and Mac OS Operating systems. Final topic addresses issues related to notebook computers. Course takes a hands-on approach to learning steps to installing, troubleshooting, and supporting the most common operating systems in use on the PC. In addition to explaining concepts, the course uses a multitude of real world examples of problems and issues related to operating systems, making it a practical preparation for the real world. Text required. Fee: \$435.00 SS

6840	3 Cr	6PM-10PM	MWTF
10/21-11/13		16-107	Lyons

ACCTG 170 QuickBooks

Learn how to enter account balances, track sales invoices, process payments, enter and pay bills, use online services and more with this software program. Prerequisite: Basic computer skills to include use of Windows Explorer. Text required. Additional Fee: \$7.50

0608	2 Cr	6:30PM-9:30PM	TTh
10/06-10/27		10-212	Salmon

ACCTG 170A QuickBooks Intermediate

Manage payroll, track and pay sales tax, create customized forms, work with credit cards and more as you learn with this software program. Prerequisite: QuickBooks. Text Required. Additional Fee: \$7.50

0609	2 Cr	6:30PM-9:30PM	TTh
11/03-11/24		10-212	Salmon

Basic Bookkeeping for the Small Business Certificate

Provides basic skills in manual and automated bookkeeping for entry level positions. Complete all 4 classes with a "C" average or better for a certificate or take classes individually.

ACTG 110 Bookkeeping I

Introduces fundamental principles of full cycle, double-entry accounting including maintaining journals, ledgers and banking records to prepare basic financial statements for service and retail businesses organized as sole proprietorships or partnerships. Additional Fee: \$25.00

4922	4 Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

ACTG 115 Bookkeeping II

Introduces continued principles of full cycle, double-entry accounting, and specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals and end of period work for corporations. Prerequisite: ACTG 110. Additional Fee: \$25.00

492B	4 Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

EMPL 101 Pathway to Employment

Prepares students to compete in the current job market with an updated skills inventory including Microsoft Office Suite and self evaluations in management and communication. Explore green collar jobs and career pathways at the college that lead to high demand, sustainable employment.

6842 18 Cr 8AM-3:30PM Daily
9/28-12/09 10-200 Altimus

Basic Excel for Home & Business**ELCAM 001**

Use Microsoft Excel to create worksheets including formulas that summarizes information. Create and modify charts. Link different worksheet together to create an annual summary. Use file management tools to easily sort, subtotal, filter, and summarize your data. Fee: \$55.00 SS

6846 1 Cr 6PM-8PM TTh
10/6-10/20 SHC-107 Westerberg

MICRO 200 Network+ Certification

Learn about networking fundamentals, components of a Local Area Network, Wide Area Network, peer-to-peer and client-server network environments, network architectures, network protocols and media used in network communications. Text required. Fee: \$435.00 SS

6841 3 Cr 6PM-10PM MWf
11/16-12/11 16-107 Lyons

ELCOM 101 Computer Basics 101

Are you new to using the computer? Do you want to learn about desktops and laptops? Wish you knew more how your computer does its job? Computer Basics introduces the basic concepts you need to know. Fee: \$65.00 SS

6855 0.6 Cr 3PM-4:30PM W
10/07-10/28 SHC-107 Wilson

ELCOM 102 Using the Internet 101

It seems like everyone is talking about the Internet these days. But what is it really? How does it work? How do you access it? And most important, what can it do for you at work or at home? Fee: \$50.00 SS

6856 0.4 Cr 4:30PM-5:30PM W
10/07-10/28 SHC-107 Wilson

ELCOM 103 Online Job Hunting 101

How to find and apply for employment opportunities online. We will search the online job search sites, like America's Job Bank, Monster, Career Builder, and Indeed, and utilizing offline resources including networking, which is still the way most people find jobs. Fee: \$65.00 SS

6857 0.6 Cr 3PM-4:30PM W
11/18-12/09 SHC-107 Wilson

CULINARY**CNTED 026 Power Cooking**

Save time, money and stress by learning to prepare 30 healthy and delicious dinner meals all at one time; shop, chop, stew and freeze. Servings can be adapted from 1-2 up to 8-10. Join a registered dietitian and certified diabetes educator and receive a month of recipes, demonstrations and food samples. Great for holiday planning and everyday life. Fee: \$41.00 SS

6837 0.3 Cr 6PM-9PM Th
12/10 SHC-112 Kramer

ELECTRICAL**National Electrical Code 2008 Code Update for****Journeyman & Trainees**

CNTED 042
Provides the required 8 hours of Continuing Education instruction on the latest National Electrical Code Changes, meeting the requirements of WAC 298-401A-110. Fee: \$122.00 SS

6821 0.5 Cr 8AM-4PM Sa
11/21 16-202 Gordon

Washington RCW-WAC**ELEFS 001 Review For Trainees**

This Course provides the required 8 hours of Continuing Education instruction for Trainees on the latest National Electrical Code update. Meets WAC Code 298-401A-110. Fee: \$122.00 SS

6820 0.5 Cr 8AM-4PM Sa
11/07 16-202 Gordon

Washington RCW-WAC Code**ELWAC 001 Update for Journeyman**

Provides the student with the necessary 4 hours of Continuing Education Units (CEU) as required by the State of Washington under WAC 298-401A-110. Fee: \$60.00 SS

6819 0.5 Cr 8AM-12PM Sa
11/07 16-202 Gordon

EMERGENCY MANAGEMENT**ECT 160 Emergency 911 Call Taker**

Course prepares you to test and interview for a career in Emergency 911 Call Taking. Learn caller interrogation, prioritizing, map reading, call taker procedures, and CPR. Each lesson includes a study of the chapter from the Emergency Communications Manual and actual 911 call review and skill building exercises. This class also prepares the student for the testing and oral interview process of 9-1-1 Communication Centers. Prerequisites: Typing 25 wpm, background check for "No Record on File" with the Washington State Patrol for crimes against persons, interview with instructor and HS/GED. Call 253-589-5575 to schedule an interview with the instructor. Text required.

0604 12 Cr 5PM-10PM MTW
9/28-12/21 16-113 Ferris

ENGINEERING**Blueprint Reading for Construction****ELPRI 002**

Basic understanding of residential, commercial, blueprint, construction drawings, and progress to more advanced topics. Text required. Fee: \$325.00 SS

6802 2 Cr 9AM-1PM Sa
10/10-11/28 25-105 Morrison

Intro to REVIT for Building Design**ELREV 100**

For experienced CAD users who have not yet done building information modeling but want a jump start in "Autodesk Revit Architecture" software. Text Required. Fee: \$395.00 SS

6824 2 Cr 6PM-9:30PM TTh
10/15-11/19 19-207 Johnson

ENTREPRENEURSHIP**Starting a New Business Series****CNTED 018**

Register for all four of the following classes for the discounted price of \$149.00.SS Avoid start-up pitfalls and prepare for success. Business management, administration and finding motivated employees are just a few of the many areas covered in this session. Explore market research, analyze competition, create attention grabbing advertising, and promote strategic partnerships with customers. Financial knowledge equals business success. Cash flow, budgeting, taxes, receivables and financial goals are just the beginning in this session that will have your business seeing green. Expanding on the knowledge gained from the three prior sessions, you will leave this session with the information to create your own business plan. This session is essential for those who wish to start their own business. Fee: \$149.00 SS

6803 1 Cr 6:30PM-9PM TTh
10/27-11/05 19-104 Westin

CNTED 018 Getting Started

General management practices, licensing, typical startup challenges, planning, business structure, selecting good employees and sources of information are discussed at length. Fee: \$49.00 SS

6804 1 Cr 6:30PM-9PM T
10/27 19-104 Westin

CNTED 018 Marketing & Sales

Practical guidance for all areas, including identification of your target market, pricing, customer relations, analyzing your competition and guidance to prepare your marketing plan. Fee: \$49.00 SS

6805 1 Cr 6:30PM-9PM Th
10/29 19-104 Westin

CNTED 018 Financial Management

Financial Management is vital in the establishment and operation of your business: cash flow, budgeting, financial goals and IRS issues and much more is covered. Fee: \$49.00 SS

6806 1 Cr 6:30PM-9PM T
11/03 19-104 Westin

CNTED 018 Business Plan

Knowledge gained in previous sessions, combined with this final session, will enable you to create a successful business plan-your most important document. This session is essential for persons wanting to start their own business. Fee: \$49.00 SS

6807 1 Cr 6:30PM-9PM Th
11/05 19-104 Westin

FLORAL**ELFDM 001 Floral Design Basics**

Take home a fresh floral arrangement each night as you learn the tips and techniques of professional florists. After completing the class, you can apply the skills you've learned each week to create arrangements for all seasons and holidays. Please bring a small paring or pocket knife to class. Fun and relaxing! Fee: \$150.00 SS

6808 1.8 Cr 6PM-9PM W
9/30-11/04 Arranged Newton

HEALTH/MEDICAL

Dietary Management Program

Training in the aspect of normal and therapeutic nutrition and diet therapy; management of food service operations and sanitation including equipment use, food preparation techniques and quality assurance; human relations and human resource development, including staffing and job assignments and HACCP regulations. Note: National credentialing exam offered by the Dietary Manager's Association requires 150-hours work experience plus 120 hours of classroom instruction. The work experience needs to be completed in a health care or other institutional food service facility with a satisfactory evaluation from a Registered Dietician who has acted as a preceptor.

- Fall Qtr: DMP 110 - Nutrition and Diet Therapy (40 hrs)
- Winter Qtr: DMP 120 - Operations Management / Sanitation (40 hrs)
- Spring Qtr: DMP 130 - HR Management / HACCP (40 hrs)

Certificate will be awarded upon completion of 120 hours of classroom instruction (40 hours per quarter / 3 quarters). Student must maintain a C average or above.

DMP 110 Nutrition & Diet Therapy

Functions of nutrients, digestion and nutritional needs. Various food preferences and customs. Guidelines for diet planning and symptoms of deficiency and excess. Principles of diet therapy, diet modification, special needs, nutritional assessment, care, quality assurance and clinical nutritional services. Text required. Fee: \$379.00 SS

6813	4 Cr	5PM-7:30PM	TTh
9/29-11/19		19-118	lundberg

PTN 150 CPR & First Aid for Health Care Providers

American Heart Association approved course consists of adult, child and infant CPR and First Aid. Overview of AED procedures included. This class meets OSHA and WISHA requirements. The student must pass both the written and skills exams for certification. The Healthcare Provider and First Aid card are valid for two years. Fee: \$76.00 SS

6809	0.5 Cr	8AM-4PM	Sa
10/03		31P	Chase
6810	0.5 Cr	8AM-4PM	Sa
11/07		31P	Chase
6811	0.5 Cr	8AM-4PM	Sa
12/05		31P	Chase

HUC 204 ECG Monitor Technician

Gain understanding of electro-cardiograms (ECG) to interpret rhythms and arrhythmias in a clinical setting. Includes basic anatomy and physiology of the heart and its relationship to ECG. Recommended for current and future Health Unit Coordinators or Monitor Technicians. Previous exposure/experience in medical field preferred. Text required. Fee: \$365.00 SS

6812	3 Cr	4PM-8PM	Th
10/01-12/10		14-201	Gregg

Medical Insurance Billing Certificate

Learn the basic skills to begin providing services for accountants ranging from acute care hospitals to clinics, physician's offices and individual practices and may be employed as medical receptionists or medical insurance billing and coding specialists. All courses in this two-part program must be completed with a minimum C grade in order to receive a certificate.

ELMAP 125 Medical Terminology I & II

Provides students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems, and introduce anatomical, physiological, and pathological terms. Text required. Fee: \$26.25 (Also available On-line)

0612	7 Cr	6PM-9:30PM	MWF
9/28-12/16		14-201	Forch

MAP 129 Medical Insurance Billing

Provides training for new medical office personnel in claims processing and entry-level billing. Introduces information and billing requirements related to major insurance programs and federal health care legislation. Prerequisites: Medical Terminology I & II and "No Record on File" with the Washington State Patrol related to crimes against persons. Text required. (Also available On-line)

0601	8 Cr	5:30PM-9:30PM	TTh
9/29-12/22		18-107	lason

MAP 153 Medical Office Support Certificate

Basic skill training for medical office support positions such as medical receptionist or clerk. Includes medical terminology, computer software applications, and math for the medical business office. Prerequisites: High school diploma/GED, keyboarding 25 wpm, and "No Record on File" report from the Washington State Patrol related to crimes against persons. Texts required.

0611	12 Cr	5:30PM-9:30PM	MTWTh
10/01-12/10		10-120	Marcelle/Grimes

OAS 150 Orthodontic Assistant

Course includes an overview of the orthodontic profession including terminology, preventive and corrective treatments, charting, dental impression and study models, and device fitting of braces and archwires. Learn customer service and gain experience with clinical procedures. Prerequisites: Experienced dental assistant or instructor permission. Supplies included. Fee: \$675.00 SS

6823	6 Cr	6PM-9:30PM	WTh
9/30-12/09		14-107	Mckinney

MLT 200 Phlebotomy Skills Certificate

Develop the skills necessary to collect blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Hands-on practice in phlebotomy skills will be provided. Prerequisite: Formal training in a health career or 1-year work experience in health occupations. NOTE: Students must bring documentation of training and/or experience to first class. Text required.

0613	3 Cr	8AM-5PM	Sa
10/03-10/31		14-213	Harper
0607	3 Cr	6:30PM-9:30PM	MW
10/12-11/30		SHC-102	Roberts
0610	3 Cr	8AM-5PM	Sa
11/14-12/12		14-213	Marcelle

HUMAN RESOURCES

Human Resources Generalist Certificate

This eight part program is geared toward those already employed or those planning to enter the field. Upon completion of all 8 required courses you will earn the Human Resource Generalist Certificate.

- Fall Qtr: Employment Legal Issues (12 hrs), Labor Relations (20 hrs)
- Winter Qtr: Recruitment/Retention (16 hrs), Training & Development (12 hrs)
- Spring Qtr: Compensation/Benefits (8 hrs), Classification/Pay (12 hrs)
- Summer Qtr: Budget Overview (4 hrs), Strategic Planning (8 hrs)

Required textbook covers all classes for both the Human Resources Generalist and the Human Resources Management program.

HURES 154 Employment Legal Issues

Day-to-day functions of the HR professional, decision making, investigations, risk management, writing policies and procedures, interpretation of personnel labor laws, and managing EEOC/AA programs. Fee: \$117.00 SS

6825	1 Cr	6PM-8PM	W
9/30-11/04		19-107	Irby

HURES 153 Labor Relations

Collective bargaining process, laws that govern labor relations, alternative dispute resolution methods, grievances, arbitration, and negotiation styles. Manage grievances, collective bargaining, and bargaining styles. Text required. Fee: \$190.00 SS

6826	2 Cr	6PM-8PM	W
11/18-1/20		19-107	Irby

SKILLED TRADES

AVIATION

CNTED 081

Introduction to Flight

Explore becoming a pilot! Take a flight, receive industry employment information, and see Clover Park's Aviation Center. Call 253-583-8904 to reserve a date and time. Fee: \$50.00 SS

6801	0 Cr	Arranged	Arranged
9/28-12/16		SHC	Coyner

HEATING & AIR CONDITIONING

Refrigerant Recovery

HAC 152

Certification

Upon successful completion of this course and test, a student can earn EPA certification. This certification is nationally recognized and required for purchasing, removing, and recycling refrigerants. All testing materials are included in the course fee and the course is co-sponsored by the ESCO Institute. This is a self-study course. Materials are available from instructor. Call 253-589-6014 for information.

0602	1 Cr	Arranged	Arranged
9/28-12/16		Arranged	Pearce

TRANSPORTATION

WRKFR 212

Flagger Training

Approved training by the Washington State Department of Labor and Industries for flagging and traffic control with hands-on practice.

Fee: \$65.00 SS

6833	0.5 Cr	8AM-4PM	Sa
10/17		33P-102	Foy

6834	0.5 Cr	8AM-4PM	Sa
11/21		33P-102	Foy

6835	0.5 Cr	8AM-4PM	Sa
12/05		33P-102	Foy

WRKFR 279 Forklift Operation & Safety

Covers all aspects of forklift operation with a strong emphasis on safety. Forklift certification presented upon successful completion of course. Text required. Fee: \$412.00 SS

6814	3 Cr	9AM-5PM	Sa
10/24-11/21		23-103	Quirocho

ELWRK 001 Forklift Recertification

For those who have taken an operation and safety course over the past three years and need to update their certification. Fee: \$85.00 SS

6815	0.5 Cr	9AM-5PM	Sa
10/24		23-103	Quirocho

WELDING

WLD 151

Basic Welding

Designed for individuals who use welding occasionally in their trade. Training can be tailored to meet each person's interests. Must bring gloves, hood, goggles and safety glasses. Text required.

0606	3 Cr	6PM-9PM	TTh
10/06-11/05		25-403	Tilzer

WLD 150

Basic MIG & TIG Welding

Training can be tailored to meet individual needs. Must bring gloves, hood, goggles, safety glasses and tungsten. Text required.

0605	3 Cr	6PM-9PM	MW
10/05-11/04		25-403	Tilzer

How to Register for Continuing Education



Fax (253) 589-5852

Complete the registration form on page 55 and Fax in to Student Records/Registration (253) 589-5852. Be sure to include your MasterCard or Visa number and expiration date. Available 24 hours a day.



Walk-In

4500 Steilacoom Blvd. S.W., Lakewood WA 98499

You may register in person by coming to Clover Park Technical College, Building 17, Monday-Thursday 7:30 a.m. to 7:30 p.m., Fridays 9:00 a.m. to 5:00 p.m. Extended Hours: 8 a.m.-12 p.m., October 3, 2009



Internet

www.cptc.edu/register

Register Online @ www.cptc.edu/register



Phone-In (253) 589-5666

You may also call in your registration to (253) 589-5666. Registrations are accepted Monday-Thursday 7:30 a.m. to 7:30 p.m., Fridays 9:00 a.m. to 5:00 pm. Please have your credit card number ready when you call.



Mail-In

4500 Steilacoom Blvd. S.W.,
Lakewood WA 98499

Simply complete the registration form (page 55) and send it to the address listed. If your class is scheduled to meet within 7 days please Phone-In, Walk-In, Fax-In or use the Internet to register.

VISA, MasterCard, check or cash may be used to pay for tuition and fees.

If you fax, mail or phone in you will be automatically registered unless otherwise notified. Your cancelled check is your confirmation! If your registration cannot be processed for some reason, we will contact you by phone or mail. It is recommended that you register early to secure your place in class.

On-Line Courses

For information about online classes go to www.cptc.edu/online or call (253) 589-6076.

Spanish for Emergency Responders

ELLAN 007

A conversational Spanish course for students who have little or no knowledge of the language and wish to acquire skills to communicate with Spanish-speaking individuals during an emergency response. Text required. Fee: \$375.00 SS

0802	6 Cr	Arranged	Arranged
9/28-12/16		On-Line	Schmelzer

HEALTH/MEDICAL

Medical Billing & Medical Transcription Certificates

Graduates receive a Certification for a comprehensive course of study either in Medical Billing of Medical Transcription. Graduates have both the education and technology skills to begin providing services for accounts ranging from acute care hospitals to clinics, physician's offices and individual practices. Graduates may be employed as medical transcriptions, or medical billing and coding specialists. Certificates may be obtained by enrolling in the following programs:

Medical Billing Certificate

Medical Terminology I & II
Medical Insurance Billing

Medical Transcription Certificate

Medical Terminology I & II
Medical Transcription Basic
Medical Transcription Adv. I
Medical Transcription Adv. II

Students are responsible for obtaining books, and transcription equipment. **MOST CLASSES BEGIN 1ST MONDAY OF EVERY MONTH.** Students receive all course information via e-mail from the Office of Online Learning. One week before the course begins; students will receive an online orientation notice via e-mail. Students who register past this date will receive an online orientation notice the Friday before the course begins. Students who register past the start date will begin the following month. For course information, please contact Carol Orr at (253) 589-6076. E-mail: carol.orr@cptc.edu.

ELMAP 125 Medical Terminology I & II

Provides students with the basic techniques of medical word building using basic word elements. The class will be organized according to specific body systems, and introduce anatomical, physiological, and pathological terms. Text required. Fee: \$375.00 SS

0837	5 Cr	Arranged	Arranged
10/05-12/18		On-Line	Keith
0838	5 Cr	Arranged	Arranged
11/02-1/15		On-Line	Keith
0840	5 Cr	Arranged	Arranged
11/30-2/12		On-Line	Keith

Online Account Fee

All of the online courses have a \$25 per class account fee charged. Student supported classes (ss) also include this fee.

Minimum Technical Requirements for Online Courses:

- Operating System: Windows 98, ME, NT or XP
- Software: PC with Pentium III (or higher recommended)
- Modem: 56k or higher, Cable or DSL
- Browser: Internet Explorer 5.0 or higher, Netscape 6 or higher, Firefox 1.3 or higher
- Internet: Daily Internet Access

BUSINESS & OFFICE MANAGEMENT

ACTG 110 Bookkeeping I

Introduces fundamental principles of full cycle, double-entry accounting including maintaining journals, ledgers and banking records to prepare basic financial statements for service and retail businesses organized as sole proprietorships or partnerships. Fee: \$25.00

4922	4 Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

ACTG 115 Bookkeeping II

Introduces continued principles of full cycle, double-entry accounting, and specialty issues such as uncollectible accounts, depreciation, inventory, notes, interest, accruals and end of period work for corporations. Prerequisite: ACTG 110. Fee: \$25.00

492B	4 Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

ACTG 120 Electronic Business Math

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

492C	2 Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

ACTG 160 Payroll & Business Taxes

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

492D	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Dorum

Principles of Accounting I Lab

ACTG 211

Provides instructional activities that support material covered in ACCT& 201 in a supervised lab environment. Concurrent with ACCT& 201. Fee: \$8.50

4972	2 Cr	Arranged	Arranged
9/28-12/16		10-216	Dorum

CAS 105 Keyboarding

Students will use computers to develop touch control and proper keyboarding techniques and will be introduced to basic word processing. Fee: \$375.00 SS

0847	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Altimus

EMERGENCY MANAGEMENT

911 Online Academy-

ECT 140 Emergency Communications

Covers fundamental understanding of emergency communications with police, fire and EMS basics. Offers information needed to successfully pass the National Emergency Communications Telecommunicator Level I Certification. Certification insures that successful candidates have a solid foundation of knowledge on best practices in emergency or 9-1-1 call taking and dispatching for police, fire or EMS communications centers. Text required. Fee: \$375.00 SS

0807	5 Cr	Arranged	Arranged
10/05-12/18		On-Line	Ferris
0809	5 Cr	Arranged	Arranged
11/02-1/15		On-Line	Ferris
0810	5 Cr	Arranged	Arranged
11/30-2/12		On-Line	Ferris

MAP 129 Medical Insurance Billing

Provides training for new medical office personnel in claims processing and entry-level billing. Introduces information and billing requirements related to major insurance programs and federal health care legislation. Prerequisites: Medical Terminology I & II and "No Record on File" with the Washington State Patrol related to crimes against persons. Text required. Fee: \$375.00 SS

0832	8 Cr	Arranged	Arranged
10/05-12/18		On-Line	Keith

0833	8 Cr	Arranged	Arranged
11/02-1/15		On-Line	Keith

0834	8 Cr	Arranged	Arranged
11/30-2/12		On-Line	Keith

MAP 131 Medical Transcription-Basic

Provides the fundamentals in machine medical transcription. Focuses on building keyboarding speed and accuracy, correct medical spelling, proofreading, proper grammar and punctuation, and formatting medical documents. Prerequisites: Medical Terminology I & II, keyboarding minimum of 30 wpm, "No Record on File" report from the Washington State Patrol related to crimes against persons. Text and wave player required. Fee: \$375.00 SS

0803	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Larson

Medical Transcription**MAP 134 Advanced I**

Class covers advanced machine medical transcription, focusing on specialty areas like diagnostic imaging/interventional radiology, oncology, gastro/enterology, and lithotripsy in urology. Prerequisites: MAP 131, keyboarding minimum 30 wpm, and "No Record on File" from the Washington State Patrol, related to crimes against persons. Text and wave player required. Fee: \$375.00 SS

0805	4 Cr	Arranged	Arranged
9/28-12/16		On-Line	Larson

Medical Transcription**MAP 136 Advanced II**

Class covers advanced machine medical transcription, focusing on specialty areas like hematology, neurology, plastic surgery, psychiatry, and oral surgery. Prerequisites: MAP 134, keyboarding minimum 30 wpm, and "No Record on File" from the Washington state Patrol, related to crimes against persons. Text and wave player required. Fee: \$375.00 SS

0806	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Larson

CMA/RMA Certification**MAP 141 Preparation Course**

Review course for medical assistants who are preparing to take a national certification exam. Text required. Fee: \$375.00 SS

0827	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Keith

ELHEA 002 Getting a Job in Health Care

Topics covered include effective resumes and cover letters, employment applications, research job leads, prepare for interviews, resignation techniques, secure references, dealing with downsizing and terminations. Text required. Fee: \$375.00 SS

0828	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Keith

Grammar and Writing Skills**ELGHP 001 for the Health Professional**

Topics covered include grammar, syntax, medical spelling and punctuation. Text required. Fee: \$375.00 SS

0829	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Keith

Health Information**HUC 121****Management**

Class covers health care delivery systems, health information management professions, health care settings, patient records, numbering and filing systems, record storage and circulation, health data collection, and legal requirements. Text required. Fee: \$375.00 SS

0830	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Keith

HIPAA for Medical**Office Personnel****ELHIP 001**

This will cover the basics of the HIPAA rulings, security of information, and legal requirements. Text required. Fee: \$375.00 SS

0831	4 Cr	Arranged	Arranged
9/28-12/16		On-Line	Keith

ELMAP 175 Medical Law & Ethics

Topics covered are the law and ethics necessary for anyone involved in patient care. Text required. Fee: \$375.00 SS

0835	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Keith

MAP 139 Medical Software Applications

Learn to input patient information, schedule appointments, and handle billing applications using Medisoft medical software. Prerequisite: Basic computer skills. Text required. Fee: \$375.00 SS

0836	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Keith

MAP 127 3-2-1 Code It

Intermediate level CPT-4 & ICD-9 coding class. Covers all aspects of physician coding. Prerequisite: Medical Billing Specialist or Medical Office Support course at Clover Park Technical College or similar work experience or instructor approval. Texts required. Fee: \$375.00 SS

0801	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Gibson

HOSPITALITY & TOURISM**TRC 125 Airline Reservations - Amadeus**

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$375.00 SS

0841	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Altimus

TRC 127 Airline Reservations - Apollo

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$375.00 SS

0843	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Altimus

TRC 123 Airline Reservations - Sabre

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$375.00 SS

0844	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Altimus

TRC 126 Airline Reservations - Worldspan

Covers flight availability, selling air segments, passenger name records, fare displays, ticketing, special service requests, seat assignments, payment processing, hotel reservations, and car reservations. Fee: \$375.00 SS

0846	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Altimus

ELSEP 100 Special Event Professional

Get paid for planning weddings, birthdays, fundraisers, corporate parties and other special events. Provides a "how to" guide for anyone wishing to pursue a career in Event Management. Event leadership, coordination, risk management, decorating, contracts and more are covered. Material is covered for those who wish to pursue their CSEP certification (Certified Special Event Professional). Texts included. Fee: \$450.00 SS

0849	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Altimus

TRC 124 Virtual Hotel

This class covers room availability, booking reservations, updating reservations, group reservations, property information, front desk operations (check-in, arrivals report, guest folio), back office operations (accounting, posting charges, credits, guest accounts), check out and reports. Fee: \$375.00 SS

0851	5 Cr	Arranged	Arranged
9/28-12/16		On-Line	Altimus

HUMAN RESOURCES

Management Certificate

This program is for those currently employed in human resource management. Upon completion of all four required courses you will earn the Human Resource Management Certification. Required textbook covers all 4 classes.

Effectively Administer Uncomfortable Personnel Issues

HURES 161

Learn to identify work competencies and how to conduct non-criminal internal complaint investigations. Obtain the skills to increase productivity by conducting performance appraisals. Text required. Fee: \$375.00 SS

0824	7 Cr	Arranged	Arranged
10/05-12/18	On-Line		Irby
0825	7 Cr	Arranged	Arranged
11/02-1/15	On-Line		Irby
0826	7 Cr	Arranged	Arranged
11/30-2/12	On-Line		Irby

Navigate Collective Bargaining Agreements, Mediation, & Arbitration

HURES 162

Students will learn contract negotiations & collective bargaining agreements, mediation skills & techniques, arbitration principles and arbitration preparation & presentation. Text required. Fee: \$375.00 SS

0812	5 Cr	Arranged	Arranged
10/05-12/18	On-Line		Irby
0813	5 Cr	Arranged	Arranged
11/02-1/15	On-Line		Irby
0815	5 Cr	Arranged	Arranged
11/30-2/12	On-Line		Irby

Promote & Maintain a Healthy Work Environment

HURES 163

Covers ethics in human resources, problem solving & decision making, EEO & affirmative action plans, reasonable accommodations & a healthy workplace, and HR's role in the culture of change. Text required. Fee: \$375.00 SS

0816	6 Cr	Arranged	Arranged
10/05-12/18	On-Line		Irby
0818	6 Cr	Arranged	Arranged
11/02-1/15	On-Line		Irby
0819	6 Cr	Arranged	Arranged
11/30-2/12	On-Line		Irby

Refine Supervision Competencies & Staff Productivity

HURES 160

Learn the basics of supervision, supervision competencies, supervision & the disciplinary process, and mentoring supervisors. Text required. Fee: \$375.00 SS

0821	4 Cr	Arranged	Arranged
10/05-12/18	On-Line		Irby
0822	4 Cr	Arranged	Arranged
11/02-1/15	On-Line		Irby
0823	4 Cr	Arranged	Arranged
11/30-2/12	On-Line		Irby

SOUTH HILL CAMPUS CLASSES

MLT 200 Phlebotomy Skills Certificate

Develop the skills necessary to collect blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Hands-on practice in phlebotomy skills will be provided. Prerequisite: Formal training in a health career or 1-year work experience in health occupations. NOTE: Students must bring documentation of training and/or experience to first class. Text required.

0607	3 Cr	6:30PM-9:30PM	MW
10/12-11/30		SHC-102	Roberts

ELCOM 101 Computer Basics 101

Are you new to using the computer? Do you want to learn about desktops and laptops? Wish you knew more how your computer does its job? Computer Basics introduces the basic concepts you need to know. Fee: \$65.00 SS

6855	0.6 Cr	3PM-4:30PM	W
10/07-10/28		SHC-107	Wilson

ELCOM 102 Using the Internet 101

It seems like everyone is talking about the Internet these days. But what is it really? How does it work? How do you access it? And most important, what can it do for you at work or at home? Fee: \$50.00 SS

6856	0.4 Cr	4:30PM-5:30PM	W
10/07-10/28		SHC-107	Wilson

ELCOM 103 Online Job Hunting 101

How to find and apply for employment opportunities online. We will search the online job search sites, like America's Job Bank, Monster, Career Builder, and Indeed, and utilizing offline resources including networking, which is still the way most people find jobs. Fee: \$65.00 SS

6857	0.6 Cr	3PM-4:30PM	W
11/18-12/09		SHC-107	Wilson

Basic Excel for Home & Business

Use Microsoft Excel to create worksheets including formulas that summarizes information. Create and modify charts. Link different worksheet together to create an annual summary. Use file management tools to easily sort, subtotal, filter, and summarize your data. Fee: \$55.00 SS

6846	1 Cr	6PM-8PM	Th
10/6-10/20		SHC-107	Westerberg

CNTED 081 Introduction to Flight

Explore becoming a pilot! Take a flight, receive industry employment information, and see Clover Park's Aviation Center. Call 253-583-8904 to reserve a date and time. Fee: \$50.00 SS

6801	0 Cr	Arranged	Arranged
9/28-12/16		SHC	Coyner

CNTED 026

Save time, money and stress by learning to prepare 30 healthy and delicious dinner meals all at one time; shop, chop, stew and freeze. Servings can be adapted from 1-2 up to 8-10. Join a registered dietitian and certified diabetes educator and receive a month of recipes, demonstrations and food samples. Great for holiday planning and everyday life. Fee: \$41.00 SS

6837	0.3 Cr	6PM-9PM	Th
12/10		SHC-112	Kramer

ELPER 001 Organization & Stress Relief

Learn organizing solutions and the resulting benefits. Solutions and systems to increase productivity and reduce stress will be shared to help restore order to the lives of the participants to help enable them to live and work in a peaceful, non-chaotic environment. Fee: \$81.00 SS

6844	0.3 Cr	6:30PM-8:00PM	M
10/05-10/19		SHC-114	Warren

ELMSG 001 Couples Massage

Class will cover a very general description about human anatomy and muscle Trigger Points (TP's or tension knots) TP's cause most of the muscle & headache pain we feel. The class will be divided into three sessions: Neck & Shoulders, Hands & Arms, and Feet. You will learn the basics of safe and therapeutic massage while understanding how to determine appropriate massage pressure. Signing up as a couple is encouraged but not required. Please note that when you do sign up individually you must be willing to work on a stranger of either gender. Fee: \$35.00 SS

6845	0.5 Cr	6PM-7:45PM	W
10/14-10/28		SHC-115	Wills/Hayden

ELPER 003 Yoga: Stretch Your Stress Away

Yoga to relax your mind, stretch you muscles, increase your flexibility, and bring clarity and focus. Yoga creates long lean muscles as you tighten and tone your whole body! Yoga benefits are a total Mind-Body workout! Note: Students will be required to bring a yoga mat, a towel, and a bottle of water to each class. Fee: \$50.00 SS

6847	0.5 Cr	6PM-7PM	W
10/07-11/4		SHC-114	Asplund

ELPER 002 Stretch Your Budget

Save hundreds on your groceries and keep you pantry stocked for a fraction of the price. Learn tricks and techniques for getting groceries, toiletries and drug store items cheap and even free by using coupons, rebates, and sales. Saving money with coupons and rebates doesn't have to be time consuming and confusing - learn the basics of why and how you should use them, tips for keeping you organized, and start stretching your budget today. Note: Students please bring one Sunday newspaper with all inserts to class. Fee: \$25.00 SS

6848	0.1 Cr	9:30AM-12PM	Sa
10/10		SHC-114	Clarke

6849	0.1 Cr	6PM-8:30PM	Th
11/5		SHC-114	Clarke

Redefine Education

Community education courses are designed to enrich your personal and professional life. They may give you new skills for hobbies, for travel, for staying healthy or for a new career. Most of all they are about you. If you have an idea for a class you wish we were offering or if you'd like to teach a course yourself, we're all ears. To request a course proposal form and share your ideas and suggestions, please call (253) 589-5736.

COMMUNITY EDUCATION

FREE Seminar:

ELBUS 101 Understanding Your Credit

This class is designed to provide information on understanding credit and how to manage the use of someone's credit that will aid them in our current economic environment. Note: Class has limited space, please register.

6850	0.1Cr	6PM-7:30PM	T
10/6		SHC-114	Swanson

6851	0.1Cr	10AM-11:30AM	Sa
11/14		SHC-114	Swanson

FREE Seminar: Which

ELBUS 102 Mortgage is Right for You

This class is designed to provide information on understanding which mortgage is right for you and your financial situation. Note: Class has limited space, please register.

6851	0.1Cr	10AM-11:30AM	Sa
11/14		SHC-114	Swanson

Keys for Navigating Through Change

ELPER 006

Change is one of the foremost issues, if not the foremost business issue, of our day. Change represents growth, opportunity, and innovation: on the other hand, threat, disorientation and upheaval. Like it or not, change has become the norm. Our economic times have obliged us to take a different look at our present and learn to manage the inevitable...more change. This program will help individuals and organizations navigate through change with a positive approach.

Participants will gain insights on achieving a holistic wellness and life balance approach in dealing with these turbulent times. Fee: \$65.00 SS

6852	0.6Cr	6PM-8PM	TTh
10/13-10/20		SHC-114	Buchanan

ELSGN 001

Sign & Sing

Sign and Sing classes give parents the tools and knowledge to communicate with their babies using American Sign Language through songs and play. Fee: \$82.00 SS

6853	0.3Cr	10AM-10:45AM	Sa
10/03-10/31		SHC	McCoy

6854	0.3Cr	10AM-10:45AM	W
09/30-10/28		SHC	McCoy

ELPER 007 24/7 Dads - Long Distance Dads

Parenting education that promotes, enhances, emphasizes, a positive fatherhood model. This community-based program helps men develop the attitudes, knowledge, and skills they need to get, and stay, involved with their children. Text Required. Fee: \$85.00 SS

6838	2Cr	6PM-8PM	MW
9/28-11/4		19-118	Carter

ELPER 003 Yoga: Stretch Your Stress Away

Yoga to relax your mind, stretch your muscles, increase your flexibility, and bring clarity and focus. Yoga creates long lean muscles as you tighten and tone your whole body! Yoga benefits are a total Mind-Body workout! Note: Students will be required to bring a yoga mat, a towel, and a bottle of water to each class. Fee: \$50.00 SS

6847	0.5Cr	6PM-7PM	W
10/07-11/4		SHC-114	Asplund

ELPER 002 Stretch Your Budget

Save hundreds on your groceries and keep your pantry stocked for a fraction of the price. Learn tricks and techniques for getting groceries, toiletries and drug store items cheap and even free by using coupons, rebates, and sales. Saving money with coupons and rebates doesn't have to be time consuming and confusing - learn the basics of why and how you should use them, tips for keeping you organized, and start stretching your budget today. Note: Students please bring one Sunday newspaper with all inserts to class. Fee: \$25.00 SS

6848	0.1Cr	9:30AM-12PM	Sa
10/10		SHC-114	Clarke

6849	0.1Cr	6PM-8:30PM	Th
11/5		SHC-114	Clarke

ELPER 001 Organization & Stress Relief

Learn organizing solutions and the resulting benefits. Solutions and systems to increase productivity and reduce stress will be shared to help restore order to the lives of the participants to help enable them to live and work in a peaceful, non-chaotic environment. Fee: \$81.00 SS

6844	0.3 Cr	6:30PM-8:00PM	M
10/05-10/19		SHC-114	Warren

ELMSG 001

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Class will cover a very general description about human anatomy and muscle Trigger Points (TP's or tension knots) TP's cause most of the muscle & headache pain we feel. The class will be divided into three sessions: Neck & Shoulders, Hands & Arms, and Feet. You will learn the basics of safe and therapeutic massage while understanding how to determine appropriate massage pressure. Signing up as a couple is encouraged but not required. Please note that when you do sign up individually you must be willing to work on a stranger of either gender. Fee: \$35.00 SS

6845	0.5 Cr	6PM-7:45PM	W
10/14-10/28		SHC-115	Wills/Hayden

CNTED 026

Power Cooking

Save time, money and stress by learning to prepare 30 healthy and delicious dinner meals all at one time; shop, chop, stew and freeze. Servings can be adapted from 1-2 up to 8-10. Join a registered dietitian and certified diabetes educator and receive a month of recipes, demonstrations and food samples. Great for holiday planning and everyday life. Fee: \$41.00 SS

6837	0.3 Cr	6PM-9PM	Th
12/10		SHC-112	Kramer

CLASSES FOR 50+

CAM 159 Internet for 50+

An introduction to using the Internet. Includes a brief review of how to use the PC. Learn to use the Internet to find information, use the various features and communicate using e-mail. Fee: \$86.00 SS

6818	1 Cr	2PM-4:30PM	MW
11/02-11/18		03 -507	Sutton

CAM 160 Introduction to Computers

Introduces basic computer terminology, software and hardware. Introduction to practical applications for personal and business use. Covers the basics of Windows and creates a foundation for additional training such as our 'Intermediate Computers' course. Use MS Windows Explorer to learn how to work with files and folders and learn some keyboard shortcuts. Learn important maintenance, beginning use of word processing and spreadsheets, as well as new information. Please bring a Flash Drive to class. Fee: \$86.00 SS

6816	1 Cr	2PM-4:30PM	MW
9/28-10/12		03-507	Sutton

6817	1 Cr	2PM-4:30PM	MW
10/14-10/28		03 -507	Sutton

CAM 160 Intermediate Computers

Expands upon basic computer terminology, software and hardware. Expands upon practical applications as presented in 'Introduction to Computers'. Increases the foundation for additional training. A more advanced use of MS Windows Explorer to work with files and folders and more keyboard shortcuts. Learn maintenance, advancements in word processing and spreadsheets, as well as new information. Please bring a Flash Drive to class. Note: Must have a basic knowledge of Windows on the PC. Fee: \$86.00 SS

6822	1 Cr	2PM-4:30PM	MW
11/23-12/07		03 -507	Sutton

FREE Open PC Lab Workshop for 50+

CMTY 033

This open hands-on PC lab will introduce personal computer (PC), PC equipment, and applications information including Word, Excel, PowerPoint, Email, and Internet searching to Plus 50 citizens with little or no computer knowledge or experience. Following a short introduction to the PC and applications, get hands-on experience on a computer to practice what you have learned to have an idea of how you can use the PC for business or leisure activities. Staff will be on hand to answer any questions or suggest follow-on alternatives.

5J03	0.3 Cr	9AM-12PM	W
11/04		03-507	Staff

CMTY 030 Green Getaways

Learn about destinations that are Earth friendly and support sustainable tourism. Learn how to travel to these global destinations and share how to "travel green". Fee: \$25.00 SS

5J04	0.2 Cr	4PM-6PM	T
10/20		10-200	Altimus

CMTY 031 Earths Natural Wonders

Explore destinations that hold the wonder and beauty that only nature can provide. Learn how to travel to these natural wonders and bring back pictures of a lifetime! Fee: \$ 25.00 SS

5J01	0.2 Cr	4PM-6PM	W
11/18		10-200	Altimus

CMTY 036 Traveling 101

Escape to paradise in no time at all. Learn the basics about how to pick the perfect vacation spot, finding the lowest fare (it is not where you think) and planning your stay. Adventure, Eco and everything in between! Fee: \$ 25.00 SS

5J06	0.2 Cr	4PM-6PM	W
12/09-10-200		Altimus	

CMTY 012 Oil Painting-50+

Demonstrations of beginning and advanced oil painting techniques will be covered. Students will work on individual projects. Fee: \$55.00 SS

5J05	3 Cr	9AM-12PM	M
9/28-11/30		33P	Adey

CMTY 015 Woodcarving for 50+

Demonstration of woodcarving techniques will be covered. Selection, use, and care of tools and materials will be covered. Students will do individual projects. Fee: \$55.00 SS

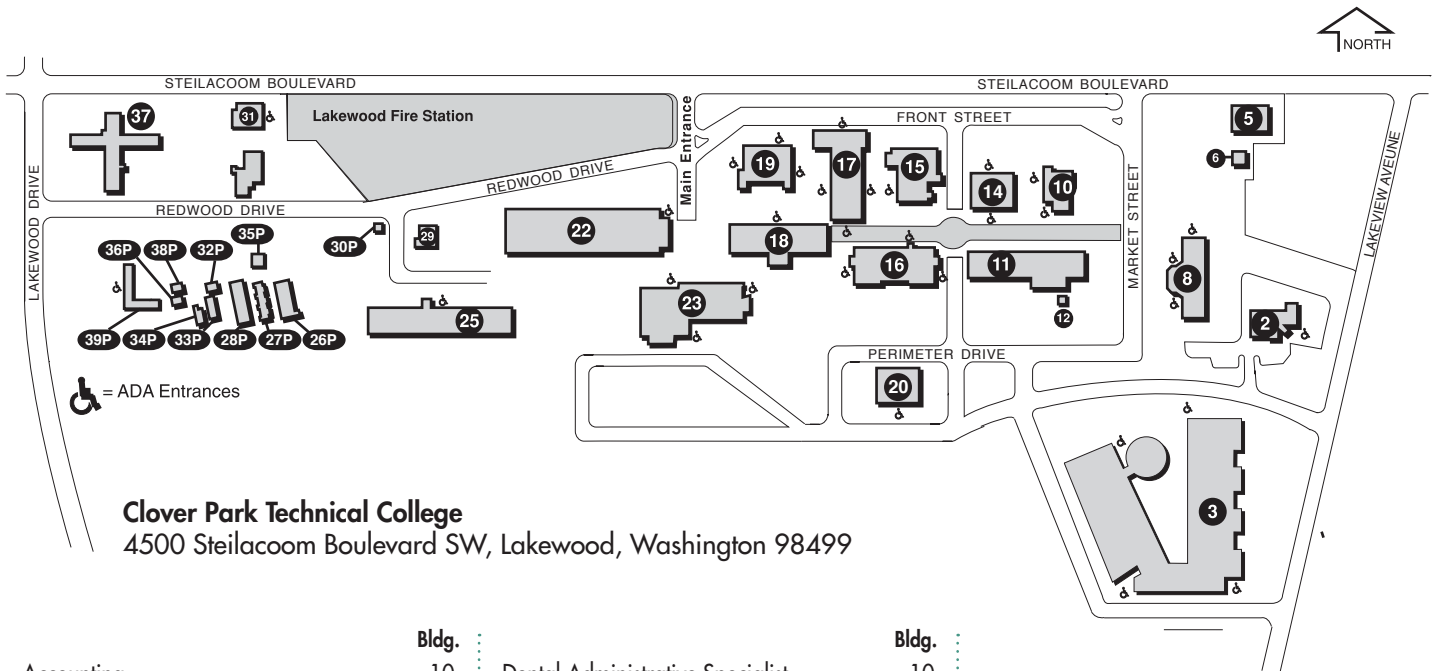
5J07	3 Cr	6PM-9PM	M
9/28-11/30		33P	Olliges

5J08	3 Cr	9AM-12PM	T
9/29-12/01		33P	Olliges

Intermediate Drawing & Art for 50+

Fundamentals of drawing as a foundation to painting will be taught; how to use various materials and techniques in a series of effective lessons. Supply list will be provided by instructor. Fee: \$67.00 SS

5J09	3 Cr	9AM-12PM	W
9/30-12/23		33P	Mitchell



Clover Park Technical College
4500 Steilacoom Boulevard SW, Lakewood, Washington 98499

Bldg.		Bldg.		Bldg.	
Accounting	10	Dental Administrative Specialist	10	Medical Laboratory Technician	14
Accounting Tax Office	10	Dental Business Office Assistant	10	Medical Materiel Management/ Central Service Technician	14
Administration Offices	17	Early Care & Education	39P	Nursing Programs	14
Adult Basic Education	26P, 27P, 30P	Electrician Low Voltage Fire/ Security	16	NW Career and Technical High School	16
Architectural Engineering Design	19	Environmental Sciences & Technology	16	Operations & Facilities	17
Assessment Center	17	ESL Classroom	30P	Paraeducator	33P
Associated Student Government	23	Esthetic Sciences	8	Pharmacy Technician	14
Auto Restoration & Customization	3	Expressions Apparel	23	President's Office	17
Auto Upholstery & Glass	3	Family Literacy	30P	Rainier Communications Commission	12
Automotive Collision Technician	3	Financial Aid	17	Rainier Room	31
Automotive Technician	3	Foundation	19	Resource Center (Library)	15
Barbering	8	GED Testing	30P	Restaurant Operations	31
Board Room	15	Graphic Technologies	11	Retail Business Marketing/Management	23
Bookstore	23	Guest & Leisure Services	10	Security Office	22
Business Office	17	Head Start	20	Shipping and Receiving	22
Business Support Services	19	Health Unit Coordinator	14	Student Records	17
CAD Laboratory	19	Heating/Air-Conditioning Service Technician	25	Student Services	17
Cafeteria	23	Hemodialysis Technician	16	Surgical Technology	14
Child Development Center	20	Human Resources	17	Video Teleconference Center	11
Clover Park Cafeteria	23	Human Services	16	Welding Technologies	25
College Relations	19	IBEST	27P	Worker Retraining	17
Computer Applications	19	Instruction	17	WorkFirst, Work Source	19
Computer Information Technology	10	Interior Design	19		
Computer Networking & Information Systems Security	16	International Programs	22		
Construction - Residential	5	Maintenance Office	22		
Continuing Education	19	Maintenance Shop	22		
Cosmetology	8	Manufacturing Technologies	25		
Counseling/Advising	17	Massage Studies	8		
Culinary Arts	31	Mechanical Engineering Design	19		
Custodial Services	22	Media Design & Production	11		
Customer Service/Call Center Specialist	10	Medical Assistant	14		
Dental Assistant	14	Medical Histology Technician	16		

South Hill Campus & Aviation Center
17214 - 110th Ave E, Puyallup WA 98474
Aviation Maintenance Technician
Health Unit Coordinator
Professional Pilot

Clover Park Technical College Continuing Education Mail-In & FAX Registration

I do not wish to disclose my social security number.

INITIAL _____ DATE _____

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

PLEASE PRINT

SOCIAL SECURITY NUMBER									
STUDENT I.D. NUMBER		LAST NAME		FIRST NAME		MI	BIRTHDATE		SEX M F
CURRENT ADDRESS	STREET			APT. #		DAY TELEPHONE			
	CITY			STATE	ZIP CODE	EVENING TELEPHONE			
	E-MAIL ADDRESS								
EDUCATIONAL BACKGROUND	LAST HIGH SCHOOL ATTENDED			CITY	STATE	LAST YEAR ATTENDED		GRADUATED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	LAST COLLEGE ATTENDED			CITY	STATE	LAST YEAR ATTENDED		GRADUATED? <input type="checkbox"/> YES <input type="checkbox"/> NO	

IN EACH CATEGORY BELOW, PLEASE CHECK ONE BOX THAT BEST APPLIES TO YOU

Student information will be protected by the Educational Rights & Privacy Act of 1974. Information is requested to comply with State and Federal Requirements.

ETHNIC ORIGIN: WHITE (800) NATIVE HAWAIIAN (653) CHINESE (605) OTHER PACIFIC ISLANDER (681)
You may select two origins. AFRICAN-AMERICAN (872) OTHER PACIFIC ISLANDER (681) KOREAN (612) OTHER ASIAN (621)
 AMERICAN INDIAN (597) FILIPINO (608) JAPANESE (611) OTHER RACE:
 ALASKA NATIVE (015) (Please specify) _____

Are you of Spanish/Hispanic/Latino ethnicity? NO (999) Yes, Puerto Rican (727) Yes, Mexican, Mexican Amer, Chicano (722)
 Yes, Cuban (709) Yes, other Spanish/Hispanic/Latino (please specify) _____

U.S. CITIZEN? YES NO (If no, check type of Visa) Resident Alien/Immigrant (IM) Student (M1) Refugee (RF) Visitor Business (B1)
 Visitor Pleasure (B2) Other (ZZ) _____

LIMITED ENGLISH PROFICIENCY: (2) YES – An individual not born in the United States or whose native language is a language other than English, and who by reason thereof, has sufficient difficulty speaking, reading, writing, understanding the English language.

DISABILITY: YES NO Do you have physical, sensory or mental impairment that substantially limits one or more of the major life functions such as seeing, hearing, speaking, walking, breathing, working with your hands, learning, caring for self and working? **To request accommodations, contact Advising/Counseling 589-5767.**

STUDENT PURPOSE

What is your goal for attending CPTC?
 (11) Take courses related to current/future work (14) Explore career direction
 (12) Transfer to a 4-year college (15) Personal enrichment
 (13) High school diploma or GED (90) OTHER

How long do you plan to attend CPTC?
 (11) One quarter (12) Two quarters (15) Complete a degree
 (13) One year (16) Don't know
 (14) Two years (90) OTHER

<p>What is your current work status while attending CPTC?</p> <input type="checkbox"/> (11) Full-time homemaker <input type="checkbox"/> (12) Full-time employment (including self-employed and military) <input type="checkbox"/> (13) Part-time off-campus <input type="checkbox"/> (14) Part-time on-campus <input type="checkbox"/> (15) Not employed, but seeking employment <input type="checkbox"/> (16) Not employed, not seeking employment <input type="checkbox"/> (90) OTHER	<p>What is your prior level of education at entry to CPTC?</p> <input type="checkbox"/> (11) Less than high school graduation <input type="checkbox"/> (12) GED <input type="checkbox"/> (13) High school graduate <input type="checkbox"/> (14) Some post high school, but no degree or cert. <input type="checkbox"/> (15) Certificate <input type="checkbox"/> (16) Associate Degree <input type="checkbox"/> (17) Bachelor's Degree or above <input type="checkbox"/> (90) OTHER	<p>What is your family status?</p> <input type="checkbox"/> (11) A single parent with children or other dependents <input type="checkbox"/> (12) A couple with children or other dependents in your care <input type="checkbox"/> (13) Without children or other dependents in your care <input type="checkbox"/> (90) OTHER
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CLASS REGISTRATION

CLASS NUMBER	CLASS TITLE	CLASS FEE
TOTAL		

If paying by credit card, please complete all of the following:

VISA MasterCard

Credit Card Number _____

Expiration Date _____ Security Code _____

Signature _____

PLEASE CHECK METHOD OF PAYMENT: Check Money Order Credit Card
PLEASE DO NOT SEND CURRENCY

*Make checks or money orders payable to: Clover Park Technical College
 To the best of my knowledge, the above information is true and correct.*

SIGNATURE _____ DATE _____

SEND TO:
 Student Records
 Clover Park Technical College
 4500 Steilacoom Blvd SW
 Lakewood, WA 98499-4098
FAX (253) 589-5852

LIMIT OF LIABILITY: 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.
FOR INFORMATION CONCERNING THE COLLEGE NON-DISCRIMINATION POLICY, PLEASE SEE PAGE 56 OF THIS SCHEDULE.

College Policies

Student rights & responsibilities

Clover Park's student code of conduct sets forth rules of student conduct, guarantees certain student rights and establishes procedures governing student conduct. A complete listing of students rights and responsibilities is available in Student Services.

Family Educational Rights and Privacy Act

Information pertaining to the Family Educational Rights and Privacy Act (FERPA) is published in the Clover Park Technical College Catalog and is available from Student Services.

AIDS information

Human Immunodeficiency Virus (HIV) is a virus that destroys the body's ability to fight off illness. HIV can cause the disease called AIDS (Acquired Immunodeficiency Syndrome). An AIDS information pamphlet is provided to all students at general college orientations and is also available in the Advising and Counseling and Student Services offices.

Smoking

Smoking is allowed in designated outdoor areas at Clover Park Technical College. This policy may be curtailed if the privilege is abused.

Student right to know

In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the College web site, www.cptc.edu/sr2k. A printed copy of this information may be obtained by calling Registration at (253) 589-5666.

Equal Opportunity/Affirmative Action

Clover Park Technical College is an Equal Opportunity and Affirmative Action employer and is in compliance with sex and disability regulations. For more information, contact the EEO/AA Officer at (253) 589-5533.

Non-discrimination

Clover Park Technical College does not discriminate on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, veteran status, or the presence of any physical, sensory or mental disability. Any person at the College who feels he or she has reason to claim discrimination or unfair treatment may contact Human Resources at (253) 589-5533 to speak to an equity representative.

Refund Policy

1. The assessment test fee is not refundable.
2. All program admission fees are not refundable.
3. For State-funded classes, the tuition and laboratory/supply/computer use fee will be refunded for a payment period upon official withdrawal according to the following schedule:
 - 100% Prior to the first day of instruction.
 - 80% First through fifth day of instruction.
 - 40% On or after the sixth day of instruction through the twentieth calendar day following the beginning of instruction.
 - 0% Twenty-first calendar day through the end of the payment period.

Financial aid recipients are subject to the Title IV Return of Funds policy stated in the catalog.

4. For Self-Support classes, the following schedule will apply:
 - 100% If the College cancels the class.
 - 100% When you withdraw from the class on or before one business day prior to the first day of class. To officially withdraw from the class, you may come to the College in person, call registration at 253-589-5666, fax your request to be withdrawn to 253-589-5852, or withdraw online at www.cptc.edu/drop. The College must receive the fax on or before one business day prior to the first day of class.
 - 0% When you register but do not attend the class. No refunds are available after the class has started.

Self-support classes are indicated in the quarterly class schedule by an SS after the cost of class. The fees charged for self-support classes cover all costs of the class.

5. Programs cancelled by the College will be refunded at 100 % of the fees paid but unused as of the cancellation date.
6. Refunds will not be granted for students withdrawn for disciplinary reasons.

7. Students called for military active duty will be granted a refund of tuition and laboratory/supply/computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources and payment methods. Presentation of written confirmation is required.
8. Students who do not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal without refund.
9. The graduation fee is not refundable.
10. Upon official withdrawal, refunds will be made by mail to the student or his or her respective funding agencies.

Refund exceptions

Exceptions to the refund policy must be requested in writing to the Director of Enrollment Services before the last day of the quarter in which payment was made. A Petition for Refund Exception form is available in Student Records. Eligible requests will have detailed information and supporting documentation attached.

Drug free environment

Clover Park Technical College maintains an active program to prevent the illicit use of drugs and the abuse of alcohol by students and employees on College property or as any part of the College's activities. A complete statement of philosophy and standards of conduct are contained in the pamphlet "Aims for a Drug-Free Environment" available at general College orientations, and in the Advising and Counseling and Student Services offices. Any person violating the Drug Free Environment policy will be dealt with in accordance with the institutional policy. Procedures conform to applicable state law.

For more College policies, including academic standards, see the current Clover Park Technical College Catalog.

Landscape Management Program Relocates to Lakewood Campus

The reconstruction and relocation of the Landscape Management Program, moving from the Ft. Lewis campus to the Lakewood Campus will be complete at the beginning of Fall Quarter. The program's advisory committee, consisting of industry representatives, fully endorse the move.

"The program will benefit immeasurably in terms of awareness and exposure simply from being on the main campus," said John Ashworth, Chair of the program's Advisory Committee.



Contact Dan Roberts for more information about the Landscape Management Program. **253-589-5800 or text TECH4U to 41513.**

Northwest Career and Technical High School

on the Clover Park Technical College campus is a unique high school of choice for juniors and seniors who want to get started now on their career pathway. School is in session Monday through Friday from 1 to 6 p.m. Students can earn their high school diplomas and certificates of initial competencies in their chosen careers and graduate ready for the next step of post-high school education and training.

Call (253) 589-5900



For your viewing pleasure, check out CPTC-TV now airing on Comcast channel 28 and CLICK! Channel 89.

It's nothing but the IBEST

at Clover Park Technical College! Integrated Basic Education Skills Training (IBEST) is designed to integrate English language and basic skills into professional and technical training in high-wage, high demand fields. We have two IBEST - Nursing Assistant and Architectural CAD Drafting. Students get the same technical education as in the traditional programs, and can earn a certificate. These short-term programs are part of career pathways that open the opportunity to continue with further education. To learn more about IBEST Nursing Assistant and IBEST Architectural CAD Drafting, call (253) 589-5800 or text TECH4U to 41513.

Listen up! Tune in KVTI 90.9 FM for continuous hit music and news in the mornings and afternoons. Operated by students in the Radio Broadcasting program.



Worker Retraining is here for you. Are you currently collecting unemployment benefits, or have you exhausted those benefits within the past 24 months? Were you recently self-employed, but are now unemployed due to economic changes in your community? Are you a displaced homemaker? Do you need to upgrade your skills to remain employed? You may qualify for comprehensive vocational services, including educational planning and funding for your training.

Call now (253) 589-5548



South Hill Campus now offers Aerospace Composite Technician program. Call 253-589-5808

ECRWSS
Residential Customer

Register today! Go to www.cptc.edu/register

**17th Annual Foundation Golf Tournament,
A HUGE SUCCESS**
Players help students succeed.

The Clover Park Technical College Foundation's 17th annual golf tournament proved to be a huge success. On Friday, July 10th more than 150 golfers and volunteers dedicated their time, generosity and support to ensure Clover Park Technical College continues to provide access to all students seeking to obtain their educational and career goals.

"Our college is facing record enrollment and this event ensures that our students can continue to succeed. This event is critical to growing funds to support students, making the investment to grow our future workforce and empower our local economy during this difficult economic time. The tournament

allows our Foundation to provide emergency assistance and scholarships to more than 200 students each year," said Cecelia Loveless, Executive Director of Resource Development.

Clover Park Technical College Foundation appreciates the generosity of its sponsors. The event would not have been made possible without their support. The Foundation would like to recognize the following companies:

CNR
McGranahan Architects
Harborstone Credit Union
Mountain View Funeral Home
Northwest Commercial Bank
SBI
Wade Perrow Construction
BCE Engineers
Brink & Sadler
Columbia State Bank
Harkness Furniture
Moberg Family
McDonalds



// Ever since I was a child I was moved, influenced and inspired by the miracle of film. I am at Clover Park to **pursue my dreams and jumpstart my career.** //

Carlos Ortiz, Media Design and Production student

IMPORTANT DATES

AUGUST

- 10 Web registration for continuing students
- 17 New student registration for admitted students
- 24 Open Registration
- 27 Fall Fees Due
- 31 Summer Quarter ends

SEPTEMBER

- 1 – 27 Quarter break
- 28 Fall Quarter begins

OCTOBER

- 20 NACE Auction, Student Center
- 22 Applications due for winter Foundation scholarships
- 26 Fall application for graduation award deadline
- 26 Foundation fundraiser event at Crown Bar

NOVEMBER

- 9 Annual Veterans Day Ceremony
- 11 College Closed, Veterans Day
- 16 Web registration for continuing students
- 23 New student registration for admitted students
- 30 Open registration

DECEMBER

- 3 Winter tuition and fees due
- 17 Winter Commencement