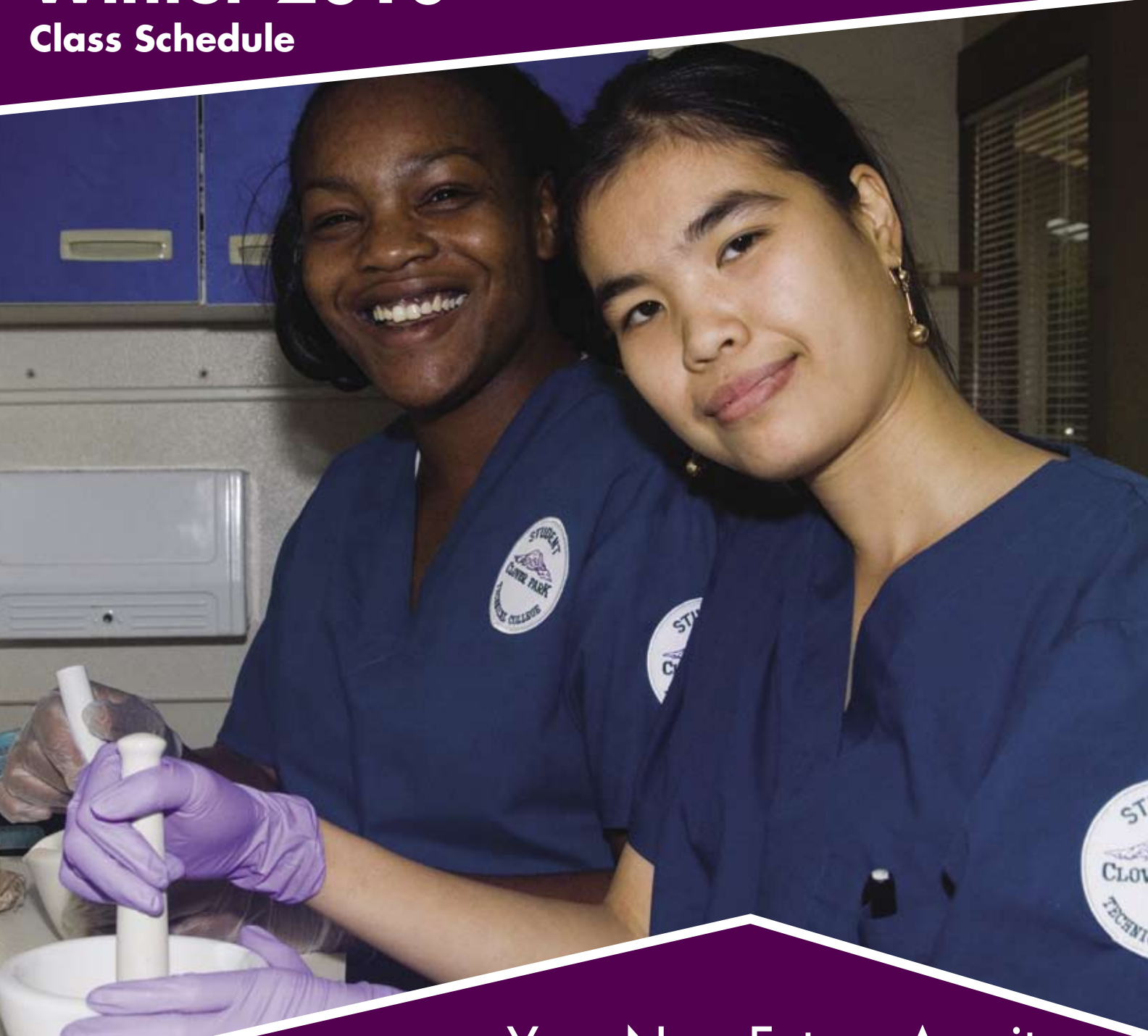


# Winter 2010

## Class Schedule



Your New Future Awaits  
[www.cptc.edu/ContinuingEd](http://www.cptc.edu/ContinuingEd)

Classes start January 4

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

# 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](mailto:janet.holm@cptc.edu) to arrange your VIP visit.
- **CPTC-TV** There's always information about our programs on television in Pierce County! Tune in Comcast channel 28 or CLICK! channel 27.
- **[www.cptc.edu](http://www.cptc.edu)** Visit our website for program information and streaming videos.

**Call (253) 589-5800**

For more info Text **TECH4U to 41513**

### IMPORTANT DATES

#### 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 Fall Quarter ends

#### JANUARY

- 4 Winter Quarter begins
- 18 College closed, Martin Luther King Jr. Day

#### FEBRUARY

- 1 Winter application for graduation award deadline
- 15 College closed, President's Day
- 16 Web registration for continuing students
- 22 New student registration for admitted students

#### MARCH

- 1 Open registration for Spring Quarter
- 4 Fees due for Spring Quarter
- 23 Winter Quarter ends
- 24 Spring Break begins



// The foundation scholarship was **that extra nudge I needed** to push me through the Aviation Maintenance Technician Program //

Alicia Mathurin, AMT Student, Foundation Scholarship Recipient

# Getting Started at Clover Park

## Step 1 Plan Ahead

- Review our more than 50 career programs at [www.cptc.edu](http://www.cptc.edu).
- Tour the campus or attend a program information session.
- Attend an Advising Workshop for more career and program information.
- Apply for financial aid.

## Step 2 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.
- Advising 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 3 Apply for Admission

- Once you have picked the career program or courses you want to take and have met with a counselor to develop an education plan, 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 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](http://www.cptc.edu/register) and pay online at [www.cptc.edu/pay](http://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 or schedule an appointment. Call 253-589-5548 or [advising@cptc.edu](mailto: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](http://www.FAFSA.ed.gov).

## And there's more:

- **Scholarships.** Contact the Clover Park Technical College Foundation at (253) 589-5732.
- **Veterans.** Contact our VA clerk at (253) 589-5581.
- **WorkFirst.** If you are a TANF recipient or a low-income working parent, call (253) 589-5895 to learn about opportunities for free job skills training.
- **Worker Retraining.** If you are currently collecting unemployment benefits, or have exhausted those benefits in the past 24 months, or are a displaced homemaker, or have been honorably discharged from military service you may qualify for worker retraining. Call 253-589-5548.
- **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
- Dedicated WorkFirst Counselor
- Running Start
- Wellness Programming
- Crisis Counseling
- Foster Youth
- Worker Retraining

Call 253-589-5800.

### Disability Services

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

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

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

### Certificates at Clover Park Technical College

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

### Degrees at Clover Park Technical College

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

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

### Child care on campus

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

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

#### President:

**Dr. John W. Walstrum**

#### Board of Trustees:

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

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

For more detailed information about certificate and degree requirements and transfer options, please read the chapter "Academic Standards" pages 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, is home to three degree and certificate programs: Aviation Maintenance, Professional Pilot, and Health Unit Coordinator. You'll also find continuing education courses in computers, cooking and more.

### Lakewood Campus

(253) 589-5800

4500 Steilacoom Blvd. S.W. • Lakewood 98499

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

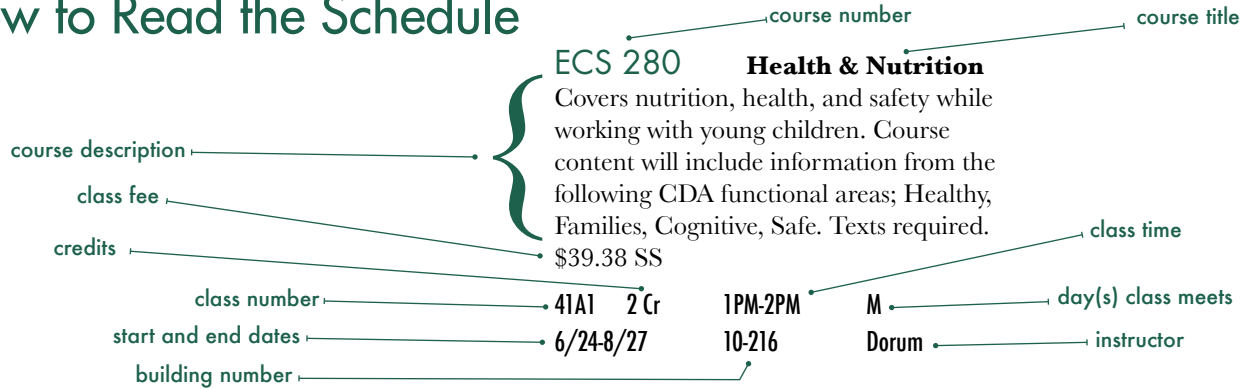
to park on campus. To get a permit for your vehicle, fill out a parking/ID application available at Student Records, the front desk, and the Cashier's Office - all in Building 17 - and in the Security Office, Building 23.

### 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](http://www.cptc.edu); and at the Public Schools Emergency Communications system web site, [www.schoolreport.org](http://www.schoolreport.org).

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

# 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](http://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 on page 54.
- 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 45-51. 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](mailto:distanced@cptc.edu), call (253) 589-6076 or visit [www.cptc.edu/online](http://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](http://www.cptc.edu/online). To register, go to [www.cptc.edu/register](http://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 On-Line	Arranged Dorum
49Q3	5Cr	11AM-11:50AM 10-216	TWF 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. Additional Fee: \$25.00 📌

49ZF	5Cr	Arranged On-Line	Arranged Dorum
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### 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 On-Line	Arranged Dorum
49S3	5Cr	9AM-10:50AM 10-216	TTh 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. Additional Fee: \$25.00 📌

49ZA	4Cr	Arranged On-Line	Arranged Dorum
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### 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. Pre-requisite: ACTG 110. Additional Fee: \$25.00 📌

49ZB	4Cr	Arranged On-Line	Arranged Dorum
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### 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. Pre-requisite: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher or Instructor approval. Additional Fee: \$25.00 📌

49ZC	2Cr	Arranged On-Line	Arranged Dorum
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### ACTG 141

Covers principle applications, basic operating commands and functions necessary to use QuickBooks automated accounting software. Basic applications include, but are not limited to, vendor, customer and banking activities and creating files.

Additional Fee: \$8.50

4943	2Cr	9AM-10:50AM 1/05-3/18	TTh Cooke
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### ACTG 143

Covers continued applications for vendor and customer activities using QuickBooks automated accounting software. Also covers starting up companies, inventory management, sales tax, payroll, and working with balance sheet accounts. Prerequisite: ACTG 141 or Instructor approval. Additional Fee: \$12.75

4953	3Cr	9AM-10:50AM 1/05-3/18	TTh Cooke
------	-----	--------------------------	--------------

### ACTG 160 Payroll & Business Taxes

Provides practice in all payroll operations, the recording of accounting entries involving payroll, and the preparation of payroll and business tax returns that are required of 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 On-Line	Arranged Dorum
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4963	5Cr	9AM-10:50AM 1/06-3/19	WF Dorum
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### ACTG 211 Principles of Accounting I Lab

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

4973	2Cr	11AM-11:50AM 1/04-3/18	Th Dorum
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### ACTG 213 Principles of Accounting III Lab

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

4993	3Cr	Arranged 10-216	Arranged Dorum
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### ACTG 235 Accounting Spreadsheets II

Provides advanced instruction in electronic worksheets, various business spread sheets, 3-D worksheets, various functions including the Conditional function and accounting schedules. Prerequisite: ACTG 135 or Instructor approval. Additional Fee: \$17.00

49C3	4Cr	10AM-10:50AM 1/06-3/19	WF Cooke
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### QuickBooks I

### QuickBooks II

### ACTG 260

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

49F3	5Cr	Arranged 1/05-3/19	Arranged Dorum
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### ACTG 262

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

49G3	5Cr	Arranged 1/05-3/19	Arranged Cooke
------	-----	-----------------------	-------------------

### ACTG 271

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.

49H3	5Cr	Arranged 1/05-3/19	Arranged Cooke
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### BUS& 201

Introduces the Uniform Commercial Code and Business Laws pertaining to business contracts, sales, bailments, commercial paper, employment, agency, business organization, insurance and property. Prerequisite: ACTG 115 or instructor approval. Additional Fee: \$21.25

49PA	5Cr	11AM-11:50AM 1/05-3/19	TWThF Cooke
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## ADULT BASIC EDUCATION

### ABE 012

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	1:00PM-2:30PM 1/04-3/22	MWF Weigelt
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CH30	2Cr	5:30PM-6:30PM 1/05-3/23	TTh Carney
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### ABE 013

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 1/05-3/23	TTh Carney
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CH32	5Cr	1:00PM-2:30PM 1/04-3/22	MWF Nix
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### Business Office I

### Business Office II

### Internship I

### Business Law

### ABE Level II - MATH

### ABE Level III - MATH



**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 1/05-3/23	5:30PM-6:30PM 26P001	TTh Hooker
CH35 5Cr 1/05-3/23	9AM-11:00AM 26P002	TTh Weigelt

**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 1/05-3/23	5:30PM-6:30PM 26P001	TTh Hooker
CH62 5Cr 1/05-3/23	9AM-11:00AM 26P001	TTh 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 1/05-3/23	5:30PM-6:30PM 26P001	TTh Hooker
CHG2 5Cr 1/05-3/23	9AM-11:00AM 26P001	TTh 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 1/04-3/22	8:45AM-10:15AM 26P002	MWF Nix
CH42 2Cr 1/05-3/23	6:30PM-7:30PM 26P002	TTh 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 1/04-3/22	8:45AM-10:15AM 26P002	MWF Nix
CH45 2Cr 1/05-3/23	6:30PM-7:30PM 26P002	TTh 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 1/04-3/22	8:45AM-10:15AM 26P001	MWF Weigelt
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**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 1/04-3/22	8:45AM-10:15AM 26P001	MWF Weigelt
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**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 1/05-3/23	6:30PM-7:30PM 26P001	TTh Hooker
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**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 1/04-3/22	10:20AM-11:50AM 26P002	MWF Nix
CH22 2Cr 1/05-3/23	7:30PM-8:30PM 26P002	TTh 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 1/04-3/22	10:20AM-11:50AM 26P002	MWF Nix
CH25 2Cr 1/05-3/23	7:30PM-8:30PM 26P001	TTh 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 1/04-3/22	10:20AM-11:50AM 26P001	MWF Weigelt
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**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 1/04-3/22	10:20AM-11:50AM 26P001	MWF Weigelt
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**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 1/05-3/23	7:30PM-8:30PM 26P001	TTh Hooker
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**GED PREPARATION**

**- FAST TRACK**

**GED 012 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 1/05-3/23	5:30PM-8:30PM 27P-104	TTh Jewell
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**GED PREPARATION**

**- FAST TRACK MATH**

Students will develop test taking strategies for the math sections on the GED exam. Prerequisites: Must receive a CASAS score of 221 or more in math. \$25.00

CH03 3Cr 1/06-3/17	5:30PM-8:30PM 27P-104	W Hooker
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**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 1/04-3/23	10:30AM-12:30PM 30-105	MTWTh Munizza
CHD2 11Cr 1/04-3/23	2PM-4PM 30P-105	Daily Williams
CH21 5Cr 1/05-3/23	10AM-12:30PM SHC-114	TTh Staff

**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 1/04-3/22	1:00PM-3:00PM 27P-103	MWF Burghagen
CH02 6Cr 1/04-3/17	5:30PM-8:30PM 27P-103	MW Carney

**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 1/04-3/17	5:30PM-8:30PM 27P-103	MW Carney
CH06 6Cr 1/04-3/22	1:00PM-3:00PM 27P-103	MWF Burghagen

**ESL 013**

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	1:00PM-3:00PM	MWF
1/04-3/22	27P-103	Burghagen
CH08 6Cr	5:30PM-8:30PM	MW
1/04-3/17	27P-103	Carney

**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
1/04-3/22	27P-103	Lamberton
CH10 6Cr	5:30PM-8:30PM	MW
1/04-3/17	30P-105	Glithero

**ESL 015**

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	1:00PM-3:00PM	MWF
1/04-3/22	27P-101	Stevens
CH12 6Cr	5:30PM-8:30PM	MW
1/04-3/17	26P-001	Lamberton

**ESL 016**

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
1/04-3/22	27P-101	Stevens
CH14 6Cr	5:30PM-8:30PM	MW
1/04-3/17	27P-101	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
1/05-3/23	27P-103	Lamberton

**ESL 018****ESL Communication 5-6**

Multi-level class that focuses on developing more complex 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
1/05-3/23	27P-101	Stevens

**ESL III****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
1/05-3/16	27P-103	Bailey
CH87 4Cr	1:00PM-3:00PM	TTh
1/05-3/23	27P-103	Stevens

**ESL 020****Focused on Fluency Level II**

Multi-level class that focuses on developing more complex 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

CH89 4Cr	1:00PM-3:00PM	TTh
1/05-3/23	27P-101	Stevens
CH88 3Cr	5:30PM-8:30PM	Th
1/07-3/18	27P-103	Glithero

**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. \$25.00

CHB2 3Cr	9AM-12PM	Sa
1/16-3/20	26P-IAB	Carney/Burghagen

**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
1/12-3/16	27P-101	Lamberton

**ESL 031****ESL for Health Careers**

Increase language fluency and vocabulary for the health care professions. Study medical terminology and abbreviations, ethics, workplace safety and oral and written communication. Recommended for ESL students interested in enrolling in an IBEST medical program. Prerequisite: Minimum CASAS score 211 or instructor permission. \$25.00

CH05 3Cr	9AM-12PM	Sa
1/16-3/20	27P-101	Staff

**ADULT HIGH SCHOOL****ADHS 011****United States History I**

This course is a survey of American History from our beginnings to the Civil War Reconstruction. Additional Fee: \$23.51

5B06 5Cr	4:30PM-6PM	MTWTh
1/04-3/23	16-208	Quincy

**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	3PM-4:30PM	MTWTh
1/04-3/23	16-105	Hanby

**ADHS 013****Current World Problems**

This course explores causes and effects of contemporary global issues. Additional Fee: \$23.51

5B05 5Cr	4:30PM-6PM	MTWTh
1/04-3/23	16-208	Quincy
5B08 5Cr	3PM-4:30PM	MTWTh
1/04-3/23	16-105	Hanby

**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
1/04-3/23	16-105	Hanby

**ADHS 015****Science/Biology**

This class integrates various areas of science, including biology, anatomy, chemistry, physics, and earth science with an emphasis in complex reasoning and critical thinking. This class is designed around authentic performance with students working in teams using knowledge and reasoning to solve scientific problems. Additional Fee: \$23.51

5B02 5Cr	5PM-7:30PM	TW
1/05-3/23	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
1/04-3/23	16-208	Quincy

**ADHS 017****Science II**

This class is an introduction of genetics. Additional Fee: \$23.51

5B04 5Cr	5PM-7:30PM	TW
1/05-3/23	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	12PM-12:50PM	Daily
1/04-3/23	TBD	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
1/04-3/23	16-105	Hanby

**ADHS 020****Biology I**

This is class is a study of cell structure, cell energy and complex cellular reproduction. Additional Fee: \$23.51

5B09 5Cr	5PM-7:30PM	TW
1/05-3/23	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
1/05-3/23		23-104	Norton

**AEROSPACE COMPOSITE**

**ACM 125**

**Composite Assembly**

Learn to identify and utilize appropriate materials and processes to assemble structures made of composite materials. This course covers the lay-up, vacuum bagging, and cure processing of wet laminating techniques and preimpregnated materials. Also included are processes of resin transfer molding, filament winding, pultrusion, bonding, and fabrication of composite structures with honeycomb core materials. Laboratory experience will cover safety of handling resins, reinforcements, and related materials.

44AJ	4Cr	4PM-8:15PM	Daily
1/04-3/23		SHC-122	Staff

**ACM 130**

**Composite Repair**

Inspect, test, and repair composite structures. This course explains how imperfections such as nicks, scratches, punctures, tears, porosity, and delamination affect composite properties and provides hands-on training for the repair of defects. Areas of emphasis include structural and nonstructural (cosmetic) evaluation, material handling, surface preparation, and repair procedures.

44AF	4Cr	4PM-8:15PM	Daily
1/04-3/23		SHC-122	Staff

**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

44AD	4Cr	4AM-8:15PM	Daily
1/04-3/23		SHC-122	Staff

**ALLIED HEALTH AIDE – I-BEST**

**Principles of**

**AHA 101**

**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. Prerequisites: Admission to AHA I-BEST program. Additional Fee: \$10.00

FK03	2Cr	Arranged	Arranged
1/04-1/21		TBD	Avery

**Principles of**

**AHA 102**

**Home Care Attending**

Uses knowledge and skills from AHA 101 to further skills development in home care techniques and services, technical vocabulary, record-keeping and self-care, and professionalism. Student skills practice and demonstration in a lab setting are included. Prerequisite: AHA 101. Additional Fee: \$35.00

FK13	6Cr	Arranged	Arranged
1/04-3/23		TBD	Avery

**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
1/05-3/23		10-212	Wilson

0575	5 Cr	5:30PM-8PM	TTh
1/05-3/23		10-212	Wilson

**ARCHITECTURAL ENGINEERING DESIGN**

**Architectural**

**Drafting & Design**

**ARC 121**

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. Open lab times arranged with instructor. Additional Fee: \$21.25

63AA	5Cr	5:30PM-6:30PM	MW
1/04-3/22		19-201	Ulrich

**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. Open lab times arranged with instructor. Additional Fee: \$21.25

6313	5Cr	8:30AM-9:30AM	MW
1/04-3/23		19-201	Lamb

**ARC 125**

**Residential Design & Drafting**

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

63AC	5Cr	5:30PM-6:30PM	MW
1/04-3/22		19-201	Ulrich

**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. Open lab times arranged with instructor. Additional Fee: \$12.75

63AD	3Cr	5:30PM-6:30PM	M
1/04-3/22		19-201	Ulrich

**ARC 143**

**Architectural Reporting II**

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

6343	2Cr	9:30AM-10:30AM	M
1/04-3/22		19-201	Lamb

6303	2 Cr	4PM-5:30PM	M
1/04-3/22		19-201	Ulrich

**Architectural**

**Reporting II I-BEST**

**ARC 143**

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

631C	2Cr	4PM-5:30PM	M
1/04-3/22		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. Open lab times arranged with instructor. Additional Fee: \$8.50

6353	2Cr	9:30AM-10:30AM	M
1/04-3/22		19-201	Lamb

63AF	2Cr	5:30PM-6:30PM	M
1/04-3/22		19-201	Ulrich

**Construction Material**

**Research I**

**ARC 152**

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. Open lab times arranged with instructor. Additional Fee: \$8.50

63AG	2Cr	2:30PM-3:30PM	Th
1/07-3/18		19-201	Ulrich

**Construction Material**

**Research I I-BEST**

**ARC 152**

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. Open lab times arranged with instructor. Additional Fee: \$8.50

632C	2Cr	2:30PM-3:30PM	F
1/08-3/19		19-201	Benson

**Construction Materials**

**Research II**

**ARC 153**

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

6373	1Cr	1PM-2PM	F
1/08-3/19		19-201	Lamb

63AH	1Cr	2:30PM-3:30PM	Th
1/07-3/18		19-201	Ulrich

**ARC 162**

**Sketching I I-BEST**

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

633C	3Cr	3:30PM-4:30PM	TTh
1/05-3/23		19-201	Ulrich

ADULT HIGH SCHOOL



**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. Open lab times arranged with instructor. Additional Fee: \$21.25

63AL	5Cr	6:30PM-7:30PM	MW
1/04-3/22		19-201	Ulrich

**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. Open lab times arranged with instructor. Additional Fee: \$21.25

63A3	5Cr	9:30AM-10:30AM	MW
1/04-3/23		19-201	Lamb

**Drafting Technologies II****ARC 173 I-BEST**

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. Open lab times arranged with instructor. Additional Fee: \$21.25

634C	5Cr	3:30PM-4:30PM	MW
1/04-1/22		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. Open lab times arranged with instructor. Additional Fee: \$21.25

63AN	5Cr	7:30PM-8:30PM	TT
1/05-3/23		19-207	Ulrich

**Introduction to AutoCAD****ARC 181 I-BEST**

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. Open lab times arranged with instructor. Additional Fee: \$21.25

635C	5Cr	7:30PM-8:30PM	TT
1/05-2/23		19-207	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. Open lab times arranged with instructor. Additional Fee: \$21.25

63E3	5Cr	1PM-2PM	T
1/05-3/23		19-201	Lamb

**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. Open lab times arranged with instructor. Additional Fee: \$21.25

63AR	5Cr	3:30PM-4:30PM	MTWTh
1/04-3/23		19-201	Ulrich

**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. Open lab times arranged with instructor. Additional Fee: \$21.25

63G3	5Cr	12:30PM-2:30PM	MTWTh
1/04-3/23		19-201	Lamb

**ARC 227 Special Intern Project**

Complete the written Work-Based Learning Experience Plan.

63H3	5Cr	Arranged	Arranged
1/04-3/23		19-201	Lamb

63AT	5Cr	Arranged	MTWTh
1/04-3/23		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

63AU	5Cr	4:30PM-5:30PM	MTWTh
1/04-3/23		19-201	Ulrich

63J3	5Cr	12:30PM-2:30PM	MTWTh
1/04-3/23		19-201	Lamb

**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. Open lab times arranged with instructor. Additional Fee: \$12.75

63K3	3Cr	12:30PM-1:30PM	MW
2/01-2/17		19-201	Lamb

**ARC 231 Cost Estimating I I-BEST**

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. Open lab times arranged with instructor. Additional Fee: \$12.75

636C	3Cr	3:30PM-4:30PM	MW
1/04-3/22		19-201	Benson

**ARC 233 Cost Estimating II**

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

63AW	2Cr	8:30PM-9:30PM	MW
1/04-3/22		19-201	Ulrich

63L3	2Cr	12:30PM-1:30PM	MW
1/04-3/23		19-201	Lamb

**ARC 236 Energy Analysis I**

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

63M3	1Cr	1:30PM-2PM	MW
1/25-1/27		19-201	Lamb

**ARC 238 Energy Analysis II**

Completion of two computerized energy analyses for a two-story house. Prerequisites: ARC 225, ARC 235. Open lab times arranged with instructor. Additional Fee: \$4.25

63N3	1Cr	1:30PM-2PM	MW
1/04-3/23		19-201	Lamb

63AY	1Cr	4:30PM-5:30PM	MW
1/04-3/22		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. Open lab times arranged with instructor. Prerequisites: ARC 153. Additional Fee: \$4.25

63P3	1Cr	Arranged	F
1/08-3/19		19-201	Lamb

63AZ	1Cr	8PM-9PM	Th
1/07-3/18		19-201	Ulrich

**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

63R3	2Cr	Arranged	F
1/08-3/19		19-201	Lamb

63BA	2Cr	Arranged	F
1/08-3/19		19-201	Ulrich

**ARC 261 Sketching III**

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

63S3	1Cr	12:30PM-1:30PM	T
1/05-3/23		19-201	Lamb

**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. Open lab times arranged with instructor. Prerequisites: ARC 181. Additional Fee: \$21.25

63BE	5Cr	7PM-8PM	TT
1/05-3/22		19-207	Ulrich

**ARC 281 Intermediate AutoCAD I-BEST**

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. Open lab times arranged with instructor. Prerequisites: ARC 181. Additional Fee: \$21.25

637C	5Cr	6PM-7PM	TT
1/05-3/23		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. Open lab times arranged with instructor. Prerequisites: ARC 225, ARC 281  
Additional Fee: \$21.25

63U3 5Cr 8:30AM-9:30AM TTh  
1/05-3/23 19-207 Lamb

**ARC 293 Engineering Static's**  
Beam loading, shear and moment diagrams, analysis, calculations and selection of wood members for light framing. Material stress is computed. Open lab times arranged with instructor. Prerequisites: ARC 191 ESRI and ArcView© are trademarks of Environmental Systems Research Institute, Inc.  
Additional Fee: \$21.25

63V3 5Cr 9:30AM-10:30AM TTh  
1/05-3/23 19-201 Lamb

63BG 5Cr 4:30PM-5:30PM TTh  
1/05-3/22 19-201 Ulrich

**GEO 210 Introduction to ArcGIS® 1**  
Introduces ESRI's ArcGIS© software. Includes basic GIS (Geographic Information System) functionality, how to use view and use maps composed of data frames, tables, charts and layouts. Open lab times arranged with instructor. Additional Fee: \$8.50

63W3 2Cr 12:30PM-2:30PM Daily  
2/22-3/05 19-207 Lamb

**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  
1/07-3/17 On-Line WAOL

**AUTOMOTIVE COLLISION TECHNICIAN**

**ACT 132 Panel Replacement**  
Covers the fundamentals of replacing hoods, bumpers, fenders, grilles, lids and other bolted on panels. Additional Fee: \$25.50

9663 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ACT 133 Panel Repair**  
Covers metal straightening fundamentals, including proper tool usage, application of fillers, and sanding for proper size, shape and texture. Additional Fee: \$25.50

9673 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ACT 134 Auto Collision Major Repairs**  
Introduces vehicle damage measuring systems, straightening auto body structure, and replacing structural components. Additional Fee: \$21.25

9683 5Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ACT 140 Auto Systems Repair**  
Explores basic mechanical repairs, wheel alignments, electrical repairs, and restraint system repairs. (available Winter quarter only) Additional Fee: \$17.00

9693 4Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ACT 154 Topcoat Refinishing**  
Covers color matching, final masking, surface cleaning and topcoat finishing. Additional Fee: \$34.00

96C3 8Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Richards

**ACT 166 Surface Imperfections/ Exterior Trim**  
Covers paint application problem-solving, final detailing, decals, and trimming. Additional Fee: \$21.25

96F3 5Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Richards

**ACT 171 Plastic Refinishing**  
Covers paint shop equipment and painting fundamentals as it relates to plastics. Additional Fee: \$21.25

96G3 5Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Richards

**AUTOMOTIVE RESTORATION & CUSTOMIZATION**

**Fundamentals of Shop Equipment**

**ARC 103**  
Covers shop safety, fundamentals of tool use and proper use of shop equipment. Additional Fee: \$12.75

1703 3Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ARC 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

1713 4Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ARC 114 Basic Repairs & Assembly**  
Covers basic repair and assembly procedures for bolt on body components. Additional Fee: \$34.00

1723 8Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ARC 119 Custom Fabrication**  
Explores basic customizing techniques used on original factory parts, as well as fabrication of custom parts. Additional Fee: \$25.50

1733 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ARC 124 Refinishing Equipment**  
Explores refinishing equipment use and maintenance. Additional Fee: \$17.00

1743 4Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-306 Richards

**ARC 129 Refinish Preparation**  
Explores corrosion protection and vehicle refinish preparation. Additional Fee: \$29.75

1753 7Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-306 Richards

**ARC 130 Advanced Paint Application**  
Covers application of advanced masking, topcoat shading and graphics on a restoration or custom project. Additional Fee: \$25.50

1763 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-306 Richards

**ARC 133 Composites Techniques**  
Learn techniques used to fabricate parts such as speaker enclosures. Interior panels and custom exterior body panels. Additional Fee: \$25.50

1773 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ARC 134 Custom Refinishing**  
Covers top coat, clear coat, and custom refinishing. Additional Fee: \$25.50

1783 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-306 Richards

**ARC 141 Surface Imperfections/ Show & Shine**

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

1793 4Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-306 Richards

**ARC 149 Custom Seat Upholstery**  
Introduces custom interior upholstery. Additional Fee: \$29.75

17A3 7Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-401 Glasgow

**ARC 156 Custom Headliner & Side Panel**  
Fabricate and install custom upholstery of doors, quarter panel trim, and headliners. Additional Fee: \$21.25

17B3 5Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-401 Glasgow

**ARC 159 Metal Strengthening & Shaping**  
Metal straightening and shaping techniques on a custom or restoration project. Additional Fee: \$25.50

17C3 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-301 Freeman

**ARC 160 Custom Upholstery - Advanced Panels**  
Develop skills in custom and/or restoration techniques in designing, patterning, removing and fabricating advanced interior panels. Additional Fee: \$25.50

17D3 6Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-401 Glasgow

**ARC 161 Custom Carpets Fabrication & Installation**  
Fabricate and install custom carpet and other automotive floor coverings. Additional Fee: \$21.25

17E3 5Cr 7:30AM-1:50PM Daily  
1/04-3/23 03-401 Glasgow

ART

### ARC162 Custom Upholstery - Advanced Bench Seats

Additional Fee: \$25.50

17F3	6Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-401	Glasgow

### ARC163 Custom Upholstery - Advanced Bucket Seats

Develop skills in custom and/or specialized techniques in designing, patterning, removing and fabricating advanced bucket seats and headrest covers. Additional Fee: \$25.50

17G3	6Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-401	Glasgow

### ARC164 Custom Glass Patterning & Installation

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

17H3	4Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-401	Glasgow

### ARC165 Custom Upholstery - Convertible Tops

Develop skills in custom and/or restoration techniques to repair or replace a convertible top for a custom or restoration project. Additional Fee: \$25.50

17J3	6Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-401	Glasgow

### ARC169 Custom Upholstery - Vinyl Tops

Develop skills in custom and/or restoration techniques to replace a vinyl top for a custom or restoration project. Additional Fee: \$25.50

17K3	6Cr	7:30AM-1:50PM	Daily
1/04-3/23		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

46R3	2Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-804	Brown

4603	2Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-704	Offerdahl

### AUT 132 Automotive Welding

Provides the knowledge and skill for industry standard requirements in welding, brazing, and soldering within the automotive industry using oxy-gen/acetylene and wire feed welding. Prerequisites: Must have required textbooks, coveralls, and eye protection. Additional Fee: \$17.00

4613	4Cr	7:30AM-1:50PM	Daily
1/04-1/15		03-701	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: required tools and textbooks. Additional Fee: \$25.50

46S3	6Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-801	Brown

### AUT 149 Automotive Suspension Steering & Wheel Alignment

Theory, troubleshooting and repair of suspension systems, steering systems, and computer controlled systems, two- and four-wheel alignment.

Prerequisites: have required tools and textbooks. Additional Fee: \$29.75

46T3	7Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-801	Brown

### AUT 156 Automotive Suspension Steering & Wheel Align Lab

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

46U3	5Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-801	Brown

### AUT 174 Engine Minor Mechanical Repair

Diagnose and repair general engine mechanical, lubrication, and cooling system problems.

Prerequisites: have required tools and textbooks. Additional Fee: \$25.50

4653	6Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-701	Offerdahl

### AUT 175 Engine Major Mechanical Repair

Diagnose and repair engine blocks, heads, and valve trains. Prerequisites: Must have successfully completed AUT 174 and have required tools and textbooks. Additional Fee: \$29.75

4663	7Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-701	Offerdahl

### AUT 178 Engine Mechanical Lab

Repair engine components by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Prerequisites: Must have successfully completed AUT 174, and 175 and have required tools and textbooks. Additional Fee: \$12.75

4673	3Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-701	Offerdahl

### AUT 201 Special Projects

4683	2Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-601	Bridges

### AUT 217 Automatic Ignition Systems

Diagnose and repair electronic and computer controlled automotive ignition systems. Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209 and must have required tools and textbooks. Additional Fee: \$29.75

46B3	7Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-901	Covington

46AE	7Cr	3PM-9:30PM	Daily
1/04-3/23		03-901	Moeckel

### AUT 223 Automatic Fuel Systems

Diagnose and repair fuel management systems. Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, and must have required tools and textbooks. Additional Fee: \$29.75

46C3	7Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-901	Covington

46AF	7Cr	3PM-9:30PM	Daily
1/04-3/23		03-901	Moeckel

### AUT 236 Automatic Emissions Systems

Diagnose and repair emissions control systems. Prerequisites: Must successfully complete courses AUT 174, 175, 178, 203, 209, 217, 223 and have required tools and textbooks. Additional Fee: \$29.75

46D3	7Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-901	Covington

46AG	7Cr	3PM-9:30PM	Daily
1/04-3/23		03-901	Moeckel

### AUT 247 Automatic Transmissions

Provides the necessary knowledge and skills to competently repair automatic transmissions. Prerequisites: have required tools and textbooks. Additional Fee: \$29.75

46H3	7Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-601	Bridges

### AUT 250 Automatic Transaxles

Provides the knowledge and skills necessary to competently repair automatic transaxles. Prerequisites: Must successfully complete AUT 247 and have required tools and textbooks. Additional Fee: \$29.75

46J3	7Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-601	Bridges

### AUT 251 Automatic Transmissions/ Transaxles Lab

Competently repair automatic transmission/transaxle assemblies by applying knowledge attained in required courses. This is a hands-on class, utilizing live projects. Prerequisites: Must successfully complete courses AUT 247, 250, and must have required tools and textbooks. Additional Fee: \$17.00

46K3	4Cr	7:30AM-1:50PM	Daily
1/19-3/23		03-601	Bridges

## AUTOMOTIVE UPHOLSTERY & GLASS TECHNICIAN

### 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.

4303	4Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-401	Glasgow

### 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

4313	4Cr	7:30AM-1:50PM	Daily
1/04-3/23		03-401	Glasgow

**Interior Upholstery - Bench Seats I**  
**AUG 107**  
 Perform to a required standard in removal of a bench seat, preparing it for upholstery, and creating a pattern. Prerequisite: AUG 104  
 4323 5Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Bench Seats II**  
**AUG 111**  
 Perform to a required standard in bench seat and headrest fabrication and re-installation. Prerequisite: AUG 104, 107  
 4333 5Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Bucket Seats I**  
**AUG 112**  
 Perform to a required standard in removal of bucket seats, preparing them for upholstery, and creating a pattern. Prerequisite: AUG 104.  
 4343 4Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Bucket Seats II**  
**AUG 114**  
 Perform to a required standard in bucket seat and headrest fabrication and re-installation. Prerequisite: AUG 104, 112  
 4353 5Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Door Panels & Quarter Panels I**  
**AUG 115**  
 Perform to a required standard in interior upholstery, creating patterns, fabricating quarter panels and removing sun visors. Prerequisite: AUG 104  
 4363 5Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Door Panels & Quarter Panels II**  
**AUG 116**  
 Perform to a required standard in upholstering interior doors, patterning and fabricating sun visors, and re-installing interiors. Prerequisite: AUG 104.  
 4373 5Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Headliners I**  
**AUG 118**  
 Perform to a required standard in the removal, repair and installation of hard shell headliners. Prerequisite: AUG 104  
 4383 6Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Headliners II**  
**AUG 122**  
 Perform to a required standard in the removal, repair and installation of bow headliners. Prerequisite: AUG 104, 118  
 4393 4Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Vinyl Tops I**  
**AUG 123**  
 Perform to a required standard in removing a vinyl top and preparing a roof for a replacement top. Prerequisite: AUG 104  
 43A3 4Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Vinyl Tops II**  
**AUG 124**  
 Perform to a required standard in the ordering or fabrication and installation of vinyl tops. Prerequisite: AUG 104, 123  
 43B3 4Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Carpets I**  
**AUG 129**  
 Perform to a required standard in removing carpets and preparing floor for carpet installation. Prerequisite: AUG 104  
 43C3 6Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Carpets II**  
**AUG 130**  
 Perform to a required standard in the planning, fabricating, binding, fitting, and installing carpet. Prerequisite: AUG 104, 129  
 43D3 6Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Glass (Auto & Flat)**  
**AUG 131**  
 Perform to a required standard in glass removal, ordering, patterning and cutting of glass (auto and flat). Prerequisite: AUG 104  
 43E3 4Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Boat Seats I**  
**AUG 134**  
 Perform to a required standard in the proper layout, patterning, and fabricating of boat seats. Prerequisite: AUG 104  
 43F3 4Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Boat Seats II**  
**AUG 135**  
 Perform to a required standard in repairing, fitting and installation of boat seats. Prerequisite: AUG 104, 134  
 43G3 4Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Convertible Tops I**  
**AUG 137**  
 Perform to a required standard in repairing convertible tops, disassembling tops and fabricating top pads. Prerequisite: AUG 104  
 43H3 5Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Convertible Tops II**  
**AUG 140**  
 Perform to a required standard in the installation of convertible tops. Prerequisite: AUG 104, 137  
 43J3 5Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Advanced Bench Seats**  
**AUG 201**  
 Develops skills in advanced and/or specialized techniques in building bench seats. Prerequisite: Advanced standing with instructor's permission  
 43K3 6Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Advanced Bucket Seats**  
**AUG 203**  
 Develops skills in advanced and/or specialized techniques in building bucket seats. Prerequisite: Advanced standing with instructor's permission  
 43L3 6Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Interior Upholstery - Advanced Panels**  
**AUG 205**  
 Develops skills in advanced and/or specialized techniques in constructing door and quarter panels. Prerequisite: Advanced standing with instructor's permission  
 43M3 6Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**Special Projects**  
**AUG 207**  
 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  
 43N3 6Cr 7:30AM-1:50PM Daily  
 1/04-3/23 03-401 Glasgow

**AVIATION MAINTENANCE TECHNICIAN**

**Basic Electricity**  
**AMT 109**  
 Covers direct current circuits, series and parallel circuit arrangements and their application, understanding the relationship of voltage, current, resistance, and power, calculating and measuring these values, and understand the operation of the multimeter and its use in troubleshooting. Additional Fee: \$17.00  
 4413 4Cr 7AM-1PM Daily  
 1/04-1/15 SHC-116 Doyon

**Advanced Electricity**  
**AMT 125**  
 Understand the effect of resistance, capacitance, and inductance in AC circuits, and understand transformers. Basic semi-conductor devices (diodes and transistors), and be able to explain their function in simple circuits. Additional Fee: \$17.00  
 4453 4Cr 7AM-1PM Daily  
 1/19-1/28 SHC-116 Doyon

**Aircraft Fuel/Ice/Rain Control/ Fire Protect System**  
**AMT 133**  
 Covers principles and maintenance of various control, warning and indicating systems for brakes, anti-skid, landing gear, ice and rain protection, fire protection and detection. Additional Fee: \$17.00  
 4483 4Cr 7AM-1PM Daily  
 2/04-2/22 SHC-117 Potter

**Aircraft Landing Gear**  
**AMT 140**  
 Inspection, checking, servicing, and repair of landing gear retraction systems, shock struts, brakes, wheels, tires, and steering systems. Additional Fee: \$12.75  
 44E3 3Cr 7AM-1PM Daily  
 1/04-1/12 SHC-117 Potter

**Hydraulic & Pneumatic Power Systems**  
**AMT 141**  
 Inspection, checking, servicing, troubleshooting, and repair of hydraulic and pneumatic power systems and components. Identification and selection of hydraulic fluids. Additional Fee: \$12.75  
 44F3 3Cr 7AM-1PM Daily  
 1/13-1/22 SHC-117 Potter



### Hangar & Flight Line Operations

#### AMT 142

Perform maintenance on items of shop equipment used in the day to day operation of the aircraft maintenance hangar, calibrate precision tools as needed, and assist in repair station operations. NOTE: Offered during winter quarters. Additional Fee: \$12.75

44G3	3Cr	7AM-1PM	Daily
3/11-3/23		SHC-116	Dayon
44H3	3Cr	7AM-1PM	Daily
3/11-3/23		SHC-117	Potter

#### AMT 143 Airframe Electrical Systems

Operation of AC and DC electrical systems used on large and small aircraft, generating and starting systems, AC and DC electric motors, wiring, controls, switches, indicators, and protective devices, and constant speed and integrated drive generators. Additional Fee: \$21.25

44J3	5Cr	7AM-1PM	Daily
2/01-2/19		SHC-116	Dayon

#### AMT 144 Engine Electrical Systems

Understand principles and operation and maintenance of electrical components and systems installed in, on, or for aircraft engines, propellers and related accessories, including wiring, controls, switches, and indicators. Additional Fee: \$21.25

44K3	5Cr	7AM-1PM	Daily
2/22-3/10		SHC-116	Dayon

### Cabin Atmosphere Control Systems

#### AMT 145

Physiological aspects of flight. Inspection and maintenance of oxygen, pressurization, heating, cooling, and air conditioning systems. Additional Fee: \$12.75

44L3	3Cr	7AM-1PM	Daily
1/25-2/03		SHC-117	Potter

### Aircraft Instrument/Communication/Navigation Systems

#### AMT 146

Principles of operation of common aircraft instruments, gyros, pilot-static systems, principles of avionics equipment, antennas, autopilots, servos, ground proximity warning systems, and their inspection and maintenance. Additional Fee: \$12.75

44M3	3Cr	7AM-1PM	Daily
2/23-3/10		SHC-117	Potter

#### AMT 217 FAA Testing & Turbine Engines

Administration of Final Airframe examinations. Also covers turbine engine history, types, theory of operation, maintenance, removal, overhaul, inspection, installation, test and repair procedures. Additional Fee: \$29.75

44T3	7Cr	7AM-1PM	Daily
1/04-2/04		SHC-118	Rhonemus

#### AMT 219 Engine Lubrication Systems

Covers the components of and the operation of engine lubrication systems. Introduction to the requirements and characteristics of engine lubricants and lubrication systems. Additional Fee: \$17.00

44U3	4Cr	7AM-1PM	Daily
2/05-2/19		SHC-118	Rhonemus

#### AMT 221 Engine Instrument Systems

Covers the theory and principal of operation of electrical and mechanical fluid rate of flow indicating systems, and electrical and mechanical temperature, pressure, and RPM indicating systems. Additional Fee: \$17.00

44V3	4Cr	7AM-1PM	Daily
2/22-3/10		SHC-118	Rhonemus

#### AMT 229 Propellers & FAA Final Testing

Covers the theory, operation, inspection, maintenance, and repairs of propellers, controls, instrumentation, anti-ice, phasing and synchronization systems including governors and unducted fan engines. Administration of Final Powerplant examinations. Note: Fees for these examinations are not included in the college tuition or lab fees. Additional Fee: \$17.00

44AB	4Cr	7AM-1PM	Daily
2/08-2/24		SHC-120	Vick

#### AMT 231 Engine Inspection

Engine inspection consists of detailed work with the Federal Aviation Regulations, types of inspections, conformance to type certificate data sheets and major alterations, airworthiness directives, and maintenance record entries. Additional Fee: \$17.00

44AC	4Cr	7AM-1PM	Daily
1/04-1/15		SHC-120	Vick

### Engine Ignition & Starting Systems

#### AMT 233

Covers the operation, maintenance, and overhaul of magnetos and ignition, harnesses, the inspection, servicing, troubleshooting, and repair of reciprocating and turbine engine ignition system, components and turbine engine electrical and pneumatic starting systems. Additional Fee: \$17.00

44AH	4Cr	7AM-1PM	Daily
1/19-2/05		SHC-120	Vick

### Induction, Airflow,

#### AMT 235 Cooling & Exhaust Systems

Includes principles and maintenance of air cooled engines, carburetor, fuel injected, naturally aspirated, turbo-charged, and supercharged induction systems, ice and rain control, also exhaust systems components, thrust reversing. Additional Fee: \$12.75

44AE	3Cr	7AM-1PM	Daily
2/25-3/10		SHC-120	Vick

#### AMT 239 Advanced Hanger Operations

Advanced hangar operations and maintenance is designed for the students currently enrolled in the helicopter and power plant classes. It includes servicing and repair of shop equipment, calibration of precision tools, and assisting in the repair station operations. Note: This course work is only offered during the winter quarters. Additional Fee: \$12.75

44AG	3Cr	7AM-1PM	Daily
3/11-3/23		SHC-118	Vick

44AK	3Cr	7AM-1PM	Daily
3/11-3/23		SHC-120	Rhonemus

## 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
1/04-3/23		08-108	McGlauthlin
(LAB)		10AM-2:30PM	Daily

#### 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
1/04-3/23		08-108	McGlauthlin
(LAB)		10AM-2:30PM	Daily

### State Board Practical Preparation

#### BARBR 155

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
1/04-3/23		08-108	McGlauthlin
(LAB)		10AM-2:30PM	Daily

### State Board

#### BARBR 160

### Written Test Review

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
1/04-3/23		08-108	McGlauthlin
(LAB)		10AM-2:30PM	Daily

#### BARBR 180

### 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
1/04-3/23		08-108	McGlauthlin



## BIOLOGY

### 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.

Additional Fee: \$25.00

0537	5Cr	2PM-2:50PM	Daily
1/04-3/23		36P	Noffke

0534	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Noffke

0535	5Cr	8AM-8:50AM	Daily
1/04-3/23		36P	Noffke

0536	5Cr	11AM-11:50AM	Daily
1/04-3/23		36P	Noffke

### Human Anatomy & Physiology I

#### BIOL& 241

Includes an in-depth study of cells and tissues. The integumentary, skeletal, muscular, nervous and sensory systems are discussed. Laboratory component included. Prerequisites: BIOL 118 with a grade of C or 2.0 or better and CHEM 100 with a grade of C or 2.0 or better. Additional Fee: \$21.25

0539	5Cr	3PM-5:30PM	MW
1/04-3/22		23-104(M) / 23-111(W)	Freyre

### Human Anatomy & Physiology II

#### BIOL& 242

Includes an in-depth study of immunology. Cardiovascular, lymphatic, respiratory, digestive/metabolism, excretory, reproductive and endocrine systems are discussed. Laboratory component included. Prerequisites: A grade of C or 2.0 or better in BIOL 221. Additional Fee: \$21.25

0540	5Cr	6PM-8:30PM	MW
1/04-3/22		23-104(M) / 23-111(W)	Freyre

### BIOL& 260 Microbiology

Provides students with the content of diversity, structure, and physiology of beneficial and harmful microbes. Laboratory practice in identification of microbial species through culturing, staining, and biochemical testing. Includes laboratory.

Prerequisites: BIOL 118 with a grade of C or 2.0 or better and CHEM 100 with a grade of C or 2.0 or better. Additional Fee: \$25.00

0541	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Noffke

[LAB]		3PM-7PM	Th
2/18-2/25		36P	

## BUSINESS SUPPORT SERVICES

### Outlook for Office Professionals

#### OFCT 108

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

8403	1Cr	7:30AM-8:50AM	MTWTh
3/08-3/18		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

8413	1Cr	Arranged	Arranged
1/05-3/22		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

8423	6Cr	9:15AM-10:15AM	Daily
1/04-3/23		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

8433	6Cr	10:45AM-12PM	Daily
1/04-3/23		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

8443	1Cr	2PM-3PM	Daily
1/05-3/19		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

8453	1Cr	2PM-3PM	Daily
1/05-3/19		19-205	Naranjo

#### 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

8463	1Cr	2PM-3PM	Daily
1/05-3/29		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

8473	2Cr	Arranged	Arranged
1/05-3/23		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

8483	2Cr	9:30AM-11AM	M
1/04-3/22		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. Text required. Additional Fee: \$4.25

8493	1Cr	1PM-2PM	MTWTh
1/05-3/23		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

84A3	1Cr	1PM-2PM	MTWTh
1/05-3/23		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

84B3	2Cr	2PM-3PM	MTWTh
1/05-3/23		19-205	Naranjo

### Word Applications for the Office Professional

#### OFCT 168

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

84C3	2Cr	Arranged	Arranged
1/04-3/23		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

84D3	3Cr	2PM-3PM	MTWTh
1/05-3/23		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

84F3	2Cr	Arranged	Arranged
1/04-3/08		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

84G3	3Cr	9:30AM-11AM	M
1/04-3/22		19-205	Westerberg

### Advanced Word for the Office Professional

#### OFCT 226

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

84H3	5Cr	Arranged	Arranged
1/04-3/23	19-205		Westerberg

### Applying Excel to Business Applications

#### OFCT 228

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: Completion or concurrent enrollment in CAS 135. Additional Fee: \$17.00

Prerequisite: Completion or concurrent enrollment in CAS 135. Additional Fee: \$17.00

84J3	4Cr	Arranged	Arranged
1/04-3/23	19-205		Westerberg

### Business Support Services/Internship

#### OFCT 245

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

84K3	6Cr	Arranged	Arranged
1/04-3/23	19-205		Westerberg


### 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

84L3	3Cr	Arranged	Arranged
1/04-3/08	19-205		Westerberg

## CHEMISTRY

### CHEM 100

Presents basic concepts in preparation for health occupations fields. Includes a survey of the periodic table, structure of atoms and molecules, stoichiometry, and basic chemical reactions. 

0599	On-Line	Arranged
1/04-3/23	On-Line	Bird

### CHEM& 161 General Chemistry with Lab I

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.

0543	5Cr	6PM-8PM	MTW
1/04-3/23	16-104		Nelson
(LAB)		6PM-8PM	W
		16-104	

## COLLEGE SUCCESS

### COLL 101 Foundation for Student Success

Provides students with skills to be successful in college. Topics include study skills, learning styles, communication skills, time management, campus resources, test taking strategies and diversity.

This 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.

#### Opening Session (required for all sections)

7:45AM - 2PM	12/17/09	Bldg 23
2P03 2 Cr	9AM-10:30AM	M
1/04-3/01	17-270	Hooker
2P13 2Cr	1PM-2:30PM	M
1/04-3/01	3-205	Miller-Starks
2P23 2Cr	3:30PM-5PM	M
1/04-3/15		Holster
2P33 2Cr	3PM-4:40PM	M
1/04-3/01	34P	Venditti
2P43 2Cr	7AM-8:30AM	T
1/05-3/02	3-402	Van Beek
2P53 2Cr	4PM-5:30PM	T
1/05-3/02	16-116	Hathaway
2P63 2Cr	2PM-3:30PM	T
1/05-3/02	28P-104	Pennisi
2P73 2Cr	3PM-4:30PM	T
1/05-3/02		Solbrack
2P83 2Cr	4PM-5:30PM	T
1/05-3/02	10-125	Schwarder
2P93 2 Cr	3PM-4:30PM	W
1/06-3/03	28P-102	Gove
2PA3 2 Cr	1:30PM-3PM	W
1/06-3/03	SHC	Doyon
2PB3 2 Cr	8:30AM-10AM	Th
1/07-3/04	10-111	Meziere
2PC3 2 Cr	3PM-4:30PM	F
1/08-3/05	16-116	White

## COMPUTER APPLICATIONS

### Orientation for Westerberg

Arranged Classes  
Building 19 Room 205

### CAS 105 Keyboarding

Monday, January 4 - 10:30, 1:30

Tuesday, January 5 - 12, 3

Thursday, January 7 - 9, 4

Friday, January 8 - 12

Monday, January 11 - 4

Tuesday, January 12 - 9

### All other CAS arranged classes

Monday, January 4 - 11:30, 3, 5

Tuesday, January 5 - 8:30, 4

Wednesday, January - 9, 12

Thursday, January 7 - 12, 5:30

Friday, January 8 - 8:30

Monday, January 11 - 5

Tuesday, January 12 - 10

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

Students will use computers to develop touch control and proper keyboarding techniques and will be introduced to the implementation of basic functions. Students will use computers to develop touch control and proper keyboarding techniques and will be introduced to basic word processing.

Additional Fee: \$12.75

2013	3Cr	Arranged	Arranged
1/04-3/23	19-205		Westerberg
2003	3Cr	1PM-2PM	MTWTh
1/05-3/22	19-205		Naranjo

### CAS 110

### Introduction to Outlook

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

2023	1Cr	7:30AM-8:50AM	MTWTh
2/08-3/04	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.

Additional Fee: \$12.75

2033	3Cr	7:30AM-8:50AM	MTWTh
1/04-2/04	19-205		Westerberg
62K3	3Cr	1PM-3PM	MT
1/04-3/23	10-118		Wilson

### 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.

Keyboarding and basic computer experience preferred. Additional Fee: \$8.50

2053	2Cr	Arranged	Arranged
1/04-3/23	19-205		Westerberg
2043	2Cr	2PM-3PM	MTWTh
1/05-3/22	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 Fees: \$12.75

2063	3Cr	Arranged	Arranged
1/04-3/23	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. Keyboarding, basic computer experience and Math 82 skills preferred. Additional Fee: \$12.75

2073	3Cr	Arranged	Arranged
1/04-3/23	19-205		Westerberg
20K3	3Cr	7AM-8:30AM	F
1/08-3/19	19-205		Westerberg

**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

2083	3Cr	Arranged	Arranged
1/04-3/23		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. Keyboarding and basic computer experience preferred. Additional Fee: \$8.50

2093	2Cr	Arranged	Arranged
1/04-3/23		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. Keyboarding and basic computer experience preferred. Additional Fee: \$21.25

20A3	5Cr	Arranged	Arranged
1/04-3/23		19-205	Westerberg

**CAS 150** **Access I**

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

20B3	2Cr	Arranged	Arranged
1/04-3/23		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

20C3	4Cr	Arranged	Arranged
1/04-3/23		19-205	Westerberg

**CAS 160** **Advanced Office Applications**

Use your Office experience to learn an alternate application environment of Office. 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

20D3	5Cr	Arranged	Arranged
1/04-3/23		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

20F3	3Cr	Arranged	Arranged
1/04-3/08		19-205	Westerberg

**CAS 180** **Vista Operating System**

Explore the Vista Operating system as you utilize the old and new functions available with this computer operating system. Projects and training will emphasize the 2007 Microsoft Certified Application Specialist competencies for Windows Vista. Prerequisite: Completion of or concurrent enrollment in CAS 125, CAS 135, CAS 140, CAS 145, CAS 155. Additional Fee: \$8.50

20G3	2Cr	Arranged	Arranged
1/04-3/23		19-205	Westerberg

**COMPUTER INFORMATION TECHNOLOGY****CIT 107** **Operating Systems Fundamentals**

Learn operating systems concepts, architecture, and administration from the perspective of a new user using Windows, UNIX and Linux. Prerequisites: none. Additional Fee: \$21.25

5423	5Cr	9AM-11:30AM	TTh
1/05-3/23		10-219	Van Beek

**Java Object-Oriented Programming I**

Construct a foundation of procedural programming concepts and skills requisite for professional object-oriented software development using Java. Prerequisite: CIT-141. Additional Fee: \$21.25

5433	5Cr	12:30PM-3PM	MW
1/04-3/23		10-219	Van Beek

**Principles of Relational Databases**

Delve into the fundamental concepts, terminology, methodologies, and system organizations of database management systems. Prerequisite: none. Additional Fee: \$21.25

5453	5Cr	9AM-11:30AM	MW
1/04-3/23		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: \$25.00

5483	5Cr	8AM-3PM	Arranged
1/04-3/23		On-Line	Van Beek

**CIT 163** **Client-Side Web Programming**

Develop your understanding of the tools necessary to create Dynamic Hypertext Markup Language applications that effectively manipulate and put some life into static web pages. Prerequisite: CIT-141, CIT-160. Additional Fee: \$46.25

5493	5Cr	11:30AM-12:30PM	MW
1/04-3/23		10-205	Van Beek

**CIT 167** **XML & Web Services**

Advance into the future of web programming by discovering how to integrate HTML-accessible web services in processing XML encapsulated data. Prerequisite: CIT-141, CIT-160. Additional Fee: \$46.25

54B3	5Cr	11:30AM-12:30PM	TTh
1/05-3/23		10-205	Valdez

**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: \$46.25

54E3	5Cr	9AM-11:30AM	TTh
1/05-3/23		10-205	Valdez

**CIT 264** **JSP & Servlets**

Design and produce a professional e-commerce web application using JSP and MySQL. Prerequisite: CIT-143, CIT-164. Additional Fee: \$46.25

54F3	5Cr	11:30AM-12:30PM	MW
1/04-3/23		10-219	Valdez

**CIT 298** **Special Projects In CIT**

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

54H3	5Cr	Arranged	Arranged
1/04-3/23		10-205	Van Beek

54J3	5Cr	Arranged	Arranged
1/04-3/23		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

54K3	5Cr	Arranged	Arranged
1/04-3/23		10-205	Van Beek

54L3	5Cr	Arranged	Arranged
1/04-3/23		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

4703	5Cr	8AM-3PM	MWF
1/04-1/27		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

4713	4Cr	8AM-3PM	MWF
1/28-2/22		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

4723	4Cr	8AM-3PM	MWF
2/24-3/22		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

4733 4Cr 2PM-3PM TTh  
1/05-3/23 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

4743 5Cr 8AM-3PM MWF  
1/04-2/16 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

4753 4Cr 8AM-3PM MWF  
2/17-3/23 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

4763 4Cr 8AM-11AM TTh  
1/05-3/23 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

4773 4Cr 12PM-3PM TTh  
1/05-3/23 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

4783 5Cr 11AM-2PM TTh  
1/05-3/23 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

4793 4Cr 8AM-10:30AM TTh  
1/05-3/23 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

47A3 4Cr 12PM-3PM TTh  
1/05-3/23 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

47B3 5Cr 12PM-3PM MWF  
1/04-3/22 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

47C3 4Cr 1PM-3PM MWF  
1/04-3/22 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

47D3 4Cr 12PM-3PM TTh  
1/05-3/23 16-205 Randall

**NSS 180 Internship I**

On-the-job practical field experience combining classroom study with related work experience under the supervision of an employer. Includes scheduled seminars.

47E3 2Cr Arranged Arranged  
1/04-3/23 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

47F3 5Cr 8AM-11AM MWF  
1/04-3/23 16-111 Hollowell

**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

47J3 5Cr 12PM-3PM Daily  
1/04-1/28 16-109 Souza

**NSS 250**

**Internship II**  
This course provides practical field experience in a security-related specialty area. Includes a scheduled seminar.

47K3 2Cr Arranged Arranged  
1/04-3/23 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

47N3 4Cr 8AM-12PM Daily  
1/19-2/17 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

47P3 4Cr 8AM-12PM Daily  
1/04-1/15 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

47T3 5Cr 8AM-12PM Daily  
2/18-3/23 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

47U3 5Cr 9AM-10:50AM MWF  
1/04-2/10 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

47V3 5Cr 9AM-10:50AM MWF  
2/12-3/22 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

47W3 5Cr 1PM-2:50PM MWF  
1/04-2/10 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

47X3	5Cr	1PM-2:50PM	MWF
2/12-3/22		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

47Y3	3Cr	11AM-12:50PM	Arranged
1/04-3/23		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

47Z3	3Cr	11AM-12:50PM	Arranged
1/04-3/23		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: \$21.25

47AA	5Cr	9AM-10:50AM	TTh
1/05-3/23		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: \$21.25

47AB	5Cr	1PM-2:50PM	TTh
1/05-3/23		16-209	Broyles

**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
1/29-2/24		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
2/25-3/23		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.

2203	2Cr	8AM-2:30PM	Daily
1/04-1/08		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.

2213	2Cr	8AM-2:30PM	Daily
1/11-1/22		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.

2223	3Cr	8AM-2:30PM	Daily
1/25-2/12		05-100	Smith

**CONST 116 Floor Framing**

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

2233	3Cr	8AM-2:30PM	Daily
2/16-2/26		05-100	Smith

**Wall Framing, Sheeting & Ceilings**

**CONST 120**

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

2243	5Cr	8AM-2:30PM	Daily
3/01-3/12		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.

2253	5Cr	8AM-2:30PM	Daily
3/15-3/23		05-100	Smith

**Roofing Materials & Installation**

**CONST 126**

Introduction to various roofing materials including proper installation techniques.

2263	3Cr	8AM-2:30PM	Daily
1/04-1/08		05-100	Smith

**CONST 130 Stairway Construction**

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

2273	4Cr	8AM-2:30PM	Daily
1/11-1/22		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.

2283	3Cr	8AM-2:30PM	Daily
1/25-2/12		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.

2293	3Cr	8AM-2:30PM	Daily
2/16-2/26		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.

22A3	3Cr	8AM-2:30PM	Daily
3/01-3/12		05-100	Smith

**CONST 146**

**Deck Construction**

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

22B3	3Cr	8AM-2:30PM	Daily
3/15-3/18		05-100	Smith

**CONST 150**

**Carpentry Trades**

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

22C3	1Cr	8AM-2:30PM	Daily
3/19-3/23		05-100	Smith

**CONSTRUCTION - SUSTAINABLE BUILDING SCIENCE**

**SBS 105 Introduction to Sustainability**

A survey of economic, environmental, and human health principles behind the different approaches to sustainability in the workforce. Additional Fee:

22D3	3Cr	8AM-2:30PM	Daily
1/4-3/23		05-100	Staff

**SBS 110 Green Building Design**

Overview of sustainable "green" building models, with a focus on energy, indoor health, natural resources and other environmental impact. Additional Fee:

22E3	4Cr	8AM-2:30PM	Daily
1/4-3/23		05-100	Staff

**Sustainable Materials in Construction**

**SBS 115**

Introduction to the construction materials used in sustainable building design and their impact on a structures initial and long term costs, as well as considerations for the local environment and economy. Additional Fee:

22F3	4Cr	8AM-2:30PM	Daily
1/4-3/23		05-100	Staff

**SBS 120 Survey of Energy Ratings**

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

22G3	4Cr	8AM-2:30PM	Daily
1/4-3/23		05-100	Staff

**SBS 125 Alternative Energy Systems**

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

22H3 4Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 140 Insulation Basics**

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

22J3 4Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 145 Building Envelope**

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

22K3 5Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 150 Moisture Mitigation**

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

22L3 3Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 155 Solar Basics**

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

22M3 4Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 170 Diagnostics & Testing**

Overview of the equipment, technology, systems and software used to measure a building's energy usage and loss. Additional Fee:

22N3 3Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 175 Indoor Air Testing**

An introduction to understanding and diagnosing environmental problems in residential structures, and the means for mitigating those issues. Additional Fee:

22P3 3Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 180 Thermography**

Introduction to infrared thermography, its principles and the proper operations of IR camera equipment for diagnosing problems that lead to energy loss in a building. Additional Fee:

22R3 3Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**SBS 185 Service Learning Project**

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

22T3 3Cr	8AM-2:30PM	Daily
1/4-3/23	05-100	Staff

**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. Additional Fee: \$25.00 ☞

30A3 5Cr	Arranged	Arranged
1/04-3/23	On-Line	Freyre

30B3 5Cr	12PM-2:30PM	MW
1/04-3/22	14-102	Freyre

**CAH 103 Introduction to Health Professions**

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

3023 5Cr	Arranged	Arranged
1/04-3/23	On-Line	Freyre

3063 5Cr	Arranged	Arranged
1/04-3/23	On-Line	Avery

3033 5Cr	12PM-2:30PM	TTh
1/05-3/23	14-102	Freyre

**CAH 105 Computer Applications**

Introduces uses of Microsoft Windows and familiarizes students with community resources for career and educational opportunities. Develop proficiency in the use of technology. Additional Fee: \$21.25

3053 5Cr	10AM-10:50AM	Daily
1/04-3/23	14-102	Grimes

3043 5Cr	3PM-5:30PM	ThF
1/07-3/19	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.

53AL 3Cr	3PM-9:30PM	MTWTh
1/04-1/07	08-205	Lawrence

53BF 3Cr	8AM-10AM	Daily
1/04-1/15	08-108	McGlauthlin

(LAB)	10AM-2:30PM	Daily
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53G3 3Cr	8AM-2:30PM	Daily
1/04-1/08	08-207	Ganyon

**COSMO 113 Trichology**

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

53AG 6Cr	8AM-2:30PM	Daily
1/11-1/21	08-207	Ganyon

53BL 6Cr	3PM-9:30PM	Daily
1/11-1/22	08-205	Lawrence

53BG 6Cr	8AM-10AM	Daily
1/19-1/28	08-108	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
1/22-1/28	08-207	Ganyon

53CL 3Cr	3PM-9:30PM	Daily
1/25-1/29	08-205	Lawrence

53BH 3Cr	8AM-10AM	Daily
3/01-3/11	08-108	McGlauthlin

(LAB)	10AM-2:30PM	Daily
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**COSMO 126 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 9Cr	8AM-2:30PM	Daily
1/29-2/05	08-207	Ganyon

53BJ 9Cr	8AM-10AM	Daily
3/12-3/23	08-108	McGlauthlin

(LAB)	10AM-2:30PM	Daily
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53DL 9Cr	3PM-9:30PM	Daily
3/15-3/23	08-205	Lawrence

**COSMO 134 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.

53BK 13Cr	8AM-10AM	Daily
1/04-3/23	08-108	McGlauthlin

(LAB)	10AM-2:30PM	Daily
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53EL 13Cr	3PM-9:30PM	Daily
2/01-3/12	08-205	Lawrence

53FG 13Cr	8AM-2:30PM	Daily
2/08-3/23	08-207	Ganyon

**COSMO 143 Chemical Texturizing**

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

53GC 5Cr	3PM-9:30PM	TWTh
1/04-2/10	08-207	Chiara

53GD 5Cr	8AM-2:30PM	WTh
2/04-3/10	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 1/06-2/03	8AM-2:30PM 08-205	WThF David
53HC 6Cr 2/11-3/23	3PM-9:30PM 08-207	TWTh Chiario

**COSMO 161 Lab Clinic I**

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

5303 6Cr 1/04-3/23	8AM-10AM 08-108	Daily McGlaughlin
[LAB]	10AM-2:30PM	Daily
53JD 6Cr 1/04-3/23	8AM-2:30PM 08-CL#1	MTF David
53JC 6Cr 1/11-3/22	3PM-9:30PM 08-207	MF Chiario

**COSMO 166 Lab Clinic II**

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

53BM 7Cr 1/04-3/23	8AM-10AM 08-108	Daily McGlaughlin
[LAB]	10AM-2:30PM	Daily
53KK 7Cr 1/06-3/03	8AM-2:30PM 08-CL#2	WThF Klug
53KJ 7Cr 1/12-3/23	3PM-9:30PM 08-CL#4	TWTh Johnson

**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 1/04-3/23	8AM-2:30PM 08-CL#3	MTF Frederick
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**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 3/08-3/15	8AM-2:30PM 08-208	MT Klug
53BN 2Cr 3/15-3/18	8AM-10AM 08-108	Daily McGlaughlin
53MJ 2Cr 3/16-3/22	3PM-9:30PM 08-205	Daily Johnson

**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 1/06-1/27	8AM-2:30PM 08-205	WTh Frederick
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**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 1/27-2/17	8AM-2:30PM 08-205	WTh Frederick
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**COSMO 224 Advanced Hair Coloring**

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

53GJ 10Cr 1/04-2/17	3PM-9:30PM 08-205	Daily Johnson
53GK 10Cr 1/04-3/02	8AM-2:30PM 08-208	MT Klug

**COSMO 228 Clover Park Practical Preparation**

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

53RL 3Cr 1/04-3/23	8AM-2:30PM 08-CL#4	MT Lind
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**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.

53SL 9Cr 1/06-3/19	8AM-2:30PM 08-CL#4	WThF Lind
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**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.

53TL 4Cr 1/04-3/16	8AM-2:30PM 08-205	MT Lind
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**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.

53UL 6Cr 1/05-3/16	8AM-2:30PM 08-CL#4	MT Lind
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**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.

53VJ 1Cr 2/22-3/10	3PM-9:30PM 08-205	Daily Johnson
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53VK 1Cr 3/16-3/22	8AM-2:30PM 08-208	MT Klug
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**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.

53VL 1Cr 1/04-3/23	Arranged Arranged	Arranged Lind
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**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.

53XL 2Cr 1/04-3/23	Arranged Arranged	Arranged Lind
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**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.

53YL 3Cr 1/04-3/23	Arranged Arranged	Arranged Lind
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**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.

53ZL 4Cr 1/04-3/23	Arranged Arranged	Arranged Lind
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**COSMO 256 Industry Internship V**

Provides on-the-job experience for students in the field of cosmetology. This is an optional 165 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.

53LA 5Cr 1/04-3/23	Arranged Arranged	Arranged Lind
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## CULINARY ARTS

### Sanitation in Food Service Operations

#### CUL 104

Presents the principles of food microbiology, food born illness and the standards that are enforced by regulatory agencies. Applied measures for the prevention of food borne illness and other microbiological factors are incorporated. National Restaurant Association ServSafe Certification.

3203	3Cr	9AM-2PM	MT
1/04-2/08		31-100	Massey

#### CUL 107

### Professional Cooking I

Provides the student with a general understanding of the professional kitchen. Topics include kitchen safety, how a professional kitchen is organized, and kitchen equipment. Students will learn how to recognize and use a variety of herbs and spices.

3213	7Cr	7AM-9AM	Daily
1/04-3/23		31-100	Massey

#### 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

3223	7Cr	9:15AM-1:45PM	WThF
1/06-3/19		31-100	Massey

#### CUL 111

### Food Preparation I

Practice and apply skills of a restaurant cook. Students will learn the importance of organizing and planning their work stations as well as preparing items needed prior to actual cooking. Topics include fruit and vegetable varieties, uses and preparation.

3233	3Cr	9AM-2PM	MT
2/09-3/23		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

3273	7Cr	9:15AM-1:45PM	WThF
1/06-3/19		31-100	Massey

#### CUL 139

### Cooking Methods III

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

32B3	7Cr	9:15AM-1:45PM	WThF
1/06-3/19		31-100	Massey

## CUSTOMER SERVICE/CALL CENTER SPECIALIST

### CSCCS 116

#### Filing

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

6103	2Cr	10AM-12PM	M
1/04-3/22		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

6113	3Cr	10AM-1PM	Th
1/07-3/11		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

6123	3Cr	10AM-1PM	Th
1/07-3/11		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

6133	2Cr	8AM-8:45AM	ThF
1/07-3/19		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

6143	2Cr	8:45AM-9:30AM	ThF
1/07-3/19		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

6153	4Cr	10AM-12PM	T
1/05-3/09		10-118	Wilson

### CSCCS 157

#### Computerized Billing Procedures

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

6163	4Cr	8AM-3PM	Daily
1/04-2/05		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

6173	2Cr	Arranged	Daily
3/15-3/19		10-118	Wilson

### CSCCS 172

#### Electronic Business Communications II

Continuation of Electronic Business Communications I. Complete a series of learning activities utilizing the Internet and World Wide Web. Prerequisite: CSCCS 171 Additional Fee: \$4.25

6193	1Cr	Arranged	Daily
1/04-3/23		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

61A3	3Cr	8AM-10AM	T
1/05-2/23		10-118	Wilson

[LAB]		8AM-3PM	Daily
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### 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

61B3	2Cr	8AM-10AM	Daily
2/23-3/23		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

61C3	3Cr	Arranged	Daily
1/04-3/23		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

61D3	3Cr	Arranged	Daily
2/08-3/05		10-118	Wilson

### 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. Additional Fee: \$8.50

61F3	2Cr	10AM-12PM	W
1/06-3/10		10-118	Wilson

### CSCCS 192

#### Switchboard /Receptionist Skills

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

61G3	1Cr	8AM-12PM	Arranged
1/19-3/19		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

61H3 1Cr	8AM-3PM	Daily
3/15-3/23	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

61J3 2Cr	8AM-3PM	Daily
3/15-3/23	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

7703 5Cr	8AM-12PM	W
1/06-3/23	10-120	lewandowski
(LAB)	12PM-2:30PM	TWThF
	14-107	

**DAS 103 General Studies**

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

7713 2Cr	Arranged	Arranged
1/04-3/23	On-Line	lewandowski

**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.

7723 7Cr	8AM-11AM	TTh
1/05-3/23	10-120	lewandowski
(LAB)	12PM-2:30PM	TWThF
	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.

7733 7Cr	8AM-12PM	F
1/08-3/19	10-120	lewandowski
(LAB)	12PM-2:30PM	TWThF
	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

7743 5Cr	12PM-2PM	TTh
1/05-3/23	10-120	Day
(LAB)	8AM-11AM	Daily
	14-107	Day

**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.

7753 8Cr	12PM-2:30PM	MWF
1/04-3/22	10-120	Day
(LAB)	8AM-11AM	Daily
	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.

7763 10Cr	8AM-11AM	Daily
1/04-3/23	14-107	Day

**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: \$210.00

7773 10Cr	8AM-10AM	M
1/04-3/22	10-120	Wirth
(LAB)	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. Additional Fee: \$25.00

7783 7Cr	8AM-10AM	M
1/04-3/22	10-120	Wirth
(LAB)	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

0403 5Cr	Arranged	Arranged
1/04-3/23	On-Line	Hunter
(Optional Lab)	10AM-1PM	T
	10-122	

**Dental Charting, Scheduling & Recall Management**

**DBOA 111**  
Explores dental charting symbols and treatment descriptions. Develop, decipher and present a comprehensive treatment plan. Covers the necessary information to accurately develop a patient recall system, maintain productive and effective patient scheduling. Identify and mount a complete series of 18 radiographs. Prerequisite or Co-requisite: DBOA 104. Additional Fee: \$46.25

0413 5Cr	3PM-7PM	W
1/06-3/23	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. 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 portfolio to include a cover letter, resume and reference list. Organizational skills are the primary emphasis of this course. Prerequisite or Co-requisite: DBOA 104. Additional Fee: \$25.00

0423 9Cr	Arranged	Arranged
1/04-3/23	On-Line	Hunter

**Dental Insurance**

**DBOA 120**  
Covers the process of accurately processing dental insurance claim forms, making financial arrangements and collecting on past due accounts. Students will receive Health Insurance Portability & Accountability Act (HIPAA) training. Provides students with the information to accurately operate an electronic calculator. Prerequisite or Co-requisite: DBOA 104. Additional Fee: \$50.50

0433 6Cr	3PM-7PM	T
1/04-2/12	14-102	Hunter
(Optional Lab)	10AM-1PM	Th
	10-122	

**Fiscal Management**

**DBOA 121**  
Covers the financial management of a dental office. Students will perform computerized book-keeping processes 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 Co-requisite: DBOA 104. Additional Fee: \$50.50

0443 6Cr	3PM-7PM	T
2/16-3/23	14-102	Hunter
(Optional Lab)	10AM-1PM	Th
	10-122	

**Professional Communications**

**DBOA 126**  
Designed to introduce students to the professional phone skills that are necessary in the dental environment. The students will receive information regarding appropriate professional communications and learn to interpret and respond to patients non-verbal communications. Additional Fee: \$25.00

0453 4Cr	Arranged	Arranged
1/04-3/23	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, risk management for the dental office and complete a Cultural Diversity project. Prerequisite or Co-requisite: DBOA 104 Additional Fee: \$25.00 🎯

0463	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Hunter

**Work-Based Learning Experience****DBOA 132**

Provides the Dental Administrative Specialist student the opportunity to utilize the skills and information acquired in the previous courses. 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.

0473	6Cr	Arranged	Arranged
1/04-3/23		Arranged	Hunter

**EARLY CARE & EDUCATION****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

41G3	5Cr	5PM-6PM	M
1/11-3/15		38P	Colombini Hyke

**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 🎯

41F3	2Cr	Arranged	Arranged
1/04-3/23		On-Line	Fortenberry

41B3	2Cr	8AM-4PM	Sa
2/20-3/06		38P	Johnson

**Overview of Early Childhood Education II****ECS 107**

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

41O3	3Cr	6PM-9PM	M
1/04-3/22		38P	Felch

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

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

4143	2Cr	6PM-9PM	W
1/06-2/24		36P	Michener

**ECE Curriculum****Health & Nutrition****ECS 156**

Explore the different aspects of the early childhood curriculum in health and nutrition. Explore the different aspects of the early childhood curriculum in health and nutrition. Additional Fee: \$34.00 🎯

41E3	3Cr	Arranged	Arranged
1/04-3/23		On-Line	Sysko

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

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

4123	5Cr	6PM-10PM	T
1/05-3/23		36P	Sledge

**ECS 183****Practicum III**

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. Additional Fee: \$15.00

41H3	5Cr	5PM-6PM	W
1/13-3/17		38P	Colombini Hyke

**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

41J3	3Cr	5PM-6PM	W
1/13-3/17		38P	Colombini Hyke

**ECS 220****Curriculum for School Age**

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

4193	2Cr	6PM-9PM	Th
1/14-3/04		28P-102	Barnett

**ECS 230****Practicum IV School Age**

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

41R3	3Cr	5PM-6PM	W
1/13-3/17		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

41L3	2Cr	5PM-6PM	W
1/13-3/17		38P	Colombini Hyke

**ECS 277****Professionalism & Ethics**

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

4153	2Cr	6PM-9PM	W
1/06-2/24		38P	Mickelson

**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. Provides the opportunity for a practical field experience with a leadership specialization. Includes a seminar component. Text required. Additional Fee: \$9.00

41M3	3Cr	5PM-6PM	W
1/13-3/17		38P	Colombini Hyke

**Practicum IV -****ECS 287****Child Development**

Provides the student with the opportunity for a practical field experience with a Preschool specialization. Includes a seminar component and observations. Includes a seminar component. Text required. Fee: \$9.00

41S3	3Cr	5PM-6PM	W
1/13-3/17		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. Provides the opportunity for a practical field experience with a Family Childcare specialization. Includes a seminar component. Text required. Additional Fee: \$9.00

41P3	3Cr	5PM-6PM	W
1/13-3/17		38P	Colombini Hyke

**ECS 290****Mentoring in ECE**

Fundamental skills needed for early childhood mentors who practice as trainers and coaches. Covers concepts of adult learning, communication, observation, feedback, and conflict resolution. Text required. Additional Fee: \$3.00

41A3	1Cr	6PM-9PM	F
2/19-3/12		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

41Q3	3Cr	5PM-6PM	W
1/13-3/17		38P	Colombini Hyke

**Interpersonal Skills for****ECE 120****the ECE Professional**

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

4173	2Cr	5:30PM-8:30PM	Th
1/07-2/18		28P-104	Chase-Deitrich

**Raising an Emotionally****ECE 132****Intelligent Child**

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

41C3	1Cr	6PM-9PM	M
3/01-3/22		28P-104	Jones

**ECE 135 School Age Math, Science, & Technology**  
Explore the different aspects of the School Age curriculum in Science, Math and Technology. Additional Fee: \$34.00

41D3 3Cr Arranged On-Line  
1/04-3/23 Lane

**ECE 162 Math? What's The Problem?**  
Identify and learn strategies to overcome math anxiety in order to reduce barriers to success in math courses and increase practice and use of math in industry field. Students will review basic math concepts, math language and explore the implications of how their own confidence and successes in math impact the teaching of young children in an educational setting. Additional Fee: \$6.00

4163 2Cr 5PM-7PM Th  
1/07-3/11 38P Colombini Hyke

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

4113 2Cr 6PM-9PM M  
1/11-3/15 36P Kaasa

**ECE 230 Inclusion in ECE**  
Introduction to including children with special needs in the ECE field. Additional Fee: \$9.00

4183 3Cr 6PM-9PM Th  
1/07-3/11 36P Edmondson

**ECE 240 Literacy in Early Childhood Education**

Provides exploration of emergent literacy within the context of developmentally appropriate practice to include children's picture books, language development, writing and reading. Additional Fee: \$15.00

4133 5Cr 6PM-9:30PM T  
1/05-3/23 38P McClintock

**ECONOMICS**

**ECON 200 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

0545 5Cr Arranged On-Line  
1/04-3/18 WAOL

**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

0546 5Cr Arranged On-Line  
1/07-3/17 WAOL

**ELECTRICIAN LOW VOLTAGE FIRE/SECURITY**

**EFS 105 AC/DC: Basic Theory, Fractions & Ohms Law**

Introduces the student to basic theory of electricity, Electrical measurements of circuits, fractions, ohm's law, decimals and decimal fractions. Formulas in electrical work, positive and negative numbers, exponents, powers of ten and solving ohms law formulas.

5803 7Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 106 AC/DC Electricity: Series, Parallel & Combination Circuits**

Introduces the student to voltage, current and resistance in a series circuit, total values and control of current in a series circuit. Introduction to parallel circuits, current and resistance and voltage in a parallel circuit. Prerequisites: EFS 105, or Instructor's permission.

5813 7Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 107 AC/DC: Electricity: Electrical Power & Power Applications**

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.

5823 7Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 108 National Electrical Codes Print Reading**

Introduces the student to practical print reading as it applies to the National Electrical Code. Prerequisites: EFS 105, 106, and 107 or instructors permission.

5833 7Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 109 National Alarm Installer Training Program**

Introduces the student to basic alarm by completing the comprehensive lessons, viewing video and completing lesson tests. With final test the student will have a thorough exposure to alarm systems. Prerequisites: EFS 105 to EFS 107, or Instructor's permission.

5843 7Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 110 CCTV Application & Design**

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.

5853 7Cr 7:30AM-3PM Daily  
1/04-3/23 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.

5863 6Cr 7:30AM-3PM Daily  
1/04-3/23 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.

5873 6Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 121 CCTV Field Service & Installation**

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.

5883 7Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 124 Washington Administrative Codes**

Introduces the student to the Washington Administrative Code pertaining to industrial safety and the administrative code pertaining to electrical installations in the state of Washington. Prerequisites: EFS 108 to EFS 110, or Instructor's permission.

5893 2Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 207 Addressable Fire SLC Systems/Design**

Introduces Addressable and Intelligent Fire Alarm Systems using SLC Circuits (Signaling Line Circuits). Includes comprehensive lessons, lecture, and hands-on practical application, and design. Prerequisites: Successful completion of the 78 Credit Hour Electrician Low Voltage Fire/Security Certificate Program, or Instructor's permission.

58A3 7Cr 7:30AM-3PM Daily  
1/04-3/23 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.

58B3 7Cr 7:30AM-3PM Daily  
1/04-3/23 16-202 Gordon

**EFS 216 Advanced Voice 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.

58C3 7Cr 7:30AM-3PM Daily  
1/04-3/23 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.

58D3	7Cr	7:30AM-3PM	Daily
1/04-3/23		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.

58E3	7Cr	7:30AM-3PM	Daily
1/04-3/23		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.

58F3	7Cr	7:30AM-3PM	Daily
1/04-3/23		16-202	Gordon

**ENGLISH**

Eligible for basic skills advanced reading and writing classes at a reduced tuition rate. Contact Kyle Huling in Bldg. 26 at (253) 589-5760 for information and registration assistance.

**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.

5W50	5Cr	7AM-7:50AM	Daily
1/04-3/23		16-105	Mollas
5W01	5Cr	8AM-8:50AM	Daily
1/04-3/23		16-105	Mollas
5W03	5Cr	3PM-3:50PM	Daily
1/04-3/23			Mollas

**ENG 094 Advanced Reading & Writing**

Introduction to various types of paragraphs and essays. Focus on organization, unity, coherence, and development of short essays. Review of standard written English conventions. Prerequisite: Appropriate COMPASS placement score or successful completion of ENG 082. 📌

5W515	Cr	7AM-7:50AM	Daily
1/04-3/23			Staff
5W04	5Cr	8AM-8:50AM	Daily
1/04-3/23			Williams
5W05	5Cr	2PM-2:50PM	Daily
1/04-3/23			Morford
5W06	5Cr	10AM-10:50AM	Daily
1/04-3/23		28P-102	Gove
5W08	5Cr	Arranged	Arranged
1/04-3/23		On-Line / Fee: \$25.00	Lawrence
5W07	5Cr	9AM-2:30PM	Sa
1/08-3/20			Quincy

**ENGL& 101 English Composition I**

Emphasizes writing as a process to support critical thinking. Focus on unified, coherent essays that support a strong thesis. Use secondary MLA/APA documentation styles. Prerequisite: Appropriate COMPASS placement score or successful completion of ENG 094. Additional Fee \$25.00. 📌

0507	5Cr	8AM-8:50AM	Daily
1/04-3/23		28P-102	Avery
0508	5Cr	11AM-11:50AM	Daily
1/04-3/23		28P-102	Avery
0509	5Cr	1:15PM-2:05PM	Daily
1/04-3/23		SHC-119	Lawrence
0510	5Cr	1PM-1:50PM	Daily
1/04-3/23		28P-102	Gove
0511	5Cr	2PM-2:50PM	Daily
1/04-3/23		28P-102	Gove
0512	5Cr	3PM-3:50PM	Daily
1/04-3/23		28P-102	Gove
0513	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Lawrenson
0515	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Gove
0514	5Cr	Arranged	Arranged
1/07-3/17		On-Line	WAOL
0560	5Cr	8AM-1:30PM	Sa
1/08-3/20		28P-104	Richardson

**CMST& 220 Public Speaking**

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 placement score or successful completion of ENG 094.

0503	5Cr	9AM-9:50AM	Daily
1/04-3/23		34P	Venditti
0504	5Cr	11AM-11:50AM	Daily
1/04-3/23		34P	Venditti
0505	5Cr	1PM-1:50PM	Daily
1/04-3/23		34P	Venditti
0506	5Cr	2PM-3:05PM	MTWTh
1/04-3/23		34P	Venditti

**ENVIRONMENTAL SCIENCE****ENV 109 Introduction to Ecology**

Covers the basic topics of Ecology including population biology, plant and animal species characterization and habitat restoration.

Additional Fee: \$17.00

4503	4Cr	9AM-9:50AM	MWF
1/04-3/22		16-104	Fritz
(IAB)		9AM-12PM	Th
		16-104	Fritz

**ENV 141 Orientation to Environmental Science**

Survey the wide range of duties and career choices available to the environmental technician.

Additional Fee: \$25.00 📌

4533	4Cr	Arranged	Arranged
1/04-3/23		On-Line	Fritz

**ENV 237 Urban Environmental Technologies**

Course explores a variety of urban environmental issues. Storm water management, sewage treatment, drinking water treatment, and waste disposal.

Prerequisite: Successful completion of all ENV 100 level courses except ENV 134. Additional Fee: \$17.00

4593	4Cr	9AM-10:50AM	TF
1/05-3/23		16-102	Smith

**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.

45A3	10Cr	Arranged	Arranged
1/04-3/23		16-104	Fritz

**ENV 244 Environmental Law II**

Course covers Federal Regulations including RCRA, CERCLA, CWA, SDWA, Federal Energy Policy (alternative energy and fossil fuels) and other applicable State, Federal and Local Regulations. Prerequisite: Successful completion of all ENV 100 level courses except ENV 134. Additional Fee: \$17.00

45C3	4Cr	11AM-1:20PM	MW
1/04-3/22		16-102	Smith

**ENV 259 Introduction to Soils**

Course focuses on basic physical, biological and chemical concepts of soil science. Practical exercises and projects will be utilized to demonstrate how soils data is commonly used in regulatory, legal and scientific land use interpretations and decisions. Prerequisite: Successful completion of all ENV 100 level courses except ENV 134.

Additional Fee: \$17.00

45H3	4Cr	9AM-10:50AM	MW
1/04-3/22		16-102	Smith

**ENV 265 Advanced Laboratory Techniques**

Covers basic applied scientific techniques, including spectrometry and chromatography. Students will utilize a variety of scientific processes used in environmental careers. Prerequisite: Successful completion of all ENV 100 level courses except ENV 134. Additional Fee: \$12.75

45K3	3Cr	9AM-1:50PM	Th
1/07-3/18		16-102	Smith



**Hazardous Material  
Transportation**

**ENV 270**

Covers the requirements associated with transportation of hazardous materials as defined in Title 49 Code of Federal Regulations (49CFR) and 171.8 (not including radioactive). Meets the Hazmat Employee training requirements found in 49 CFR 172 Subpart H. Additional Fee: \$12.75

45L3 3Cr	11:30AM-12:50PM	TF
1/05-3/23	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.

6203 4Cr	10AM-12PM	Daily
1/04-3/23	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 moisturizer, 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

6213 4Cr	7:30AM-9:30AM	Daily
1/04-3/23	08-319	Shields

(LAB)	7:30AM-9:30AM	Daily
	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

6223 4Cr	8AM-2:30PM	Daily
1/04-3/23	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

6233 3Cr	7:30AM-9:30AM	Daily
1/04-3/23	08-318	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

6243 2Cr	1PM-2:30PM	Daily
1/04-3/23	08-318	Shields

(LAB)	7:30AM-9:30AM	Daily
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**ES 117 Skin Care & Body Wraps I**

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

6253 3Cr	8AM-2:30PM	Daily
1/04-3/23	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

6263 4Cr	10AM-12PM	Daily
1/04-3/23	08-318	Shields

(LAB)	7:30AM-9:30AM	Daily
	08-319	Shields

**ES 122 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.

6273 2Cr	8AM-2:30PM	Daily
1/04-3/23	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

6283 4Cr	8AM-2:30PM	Daily
1/04-3/23	08-325	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

6293 4Cr	8AM-2:30PM	Daily
1/04-3/23	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

62A3 2Cr	1PM-2:30PM	Daily
1/04-3/23	08-318	Shields

(LAB)	7:30AM-9:30AM	Daily
	08-319	Shields

**ES 131 Skin Care & Body Wraps II**

Advanced body and spa services to include paraffin, herbal wraps, customized wraps including basic aromatherapy. All related First Aid, Safety, and Sanitation are covered. Prerequisite: ES 117

62B3 3Cr	8AM-2:30PM	Daily
1/04-3/23	08-325	Errigo

(LAB)	8AM-2:30PM	WThF
	08-319	Errigo

**ES 147 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. Course hours do not apply toward Washington State Licensing requirements.

62C3 2Cr	8AM-2:30PM	Daily
1/04-3/23	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.

62D3 3Cr	10AM-12PM	Daily
1/04-3/23	08-318	Shields

**GRAPHIC TECHNOLOGIES**

**GTC 149 Digital Imaging II: Photoshop**

Introduction to advanced imagery to include blending, advanced layers, advanced selections, vector tools, filters and tonal correction. Prerequisite: GTC 130 or instructor approval. Fee: \$21.25.

8543 5Cr	8AM-3:30PM	W
1/06-3/17	11-154	Moyer

(LAB)	8AM-3:30PM	F
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**GTC 164 Prepress I**

Perform image generation operations in both digital and analog to produce a wide variety of press-ready projects. Prerequisites: GTC 154 and MDP 170 or instructor approval. Additional Fee: \$21.25

8553 5Cr	8AM-3:30PM	Th
1/07-3/18	11-154	Moyer

(LAB)	8AM-3:30PM	F
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**GTC 174 InDesign I**

Explore and apply page layout techniques using InDesign software on the MacIntosh computer by creating documents for ads, brochures, flyers. Prerequisite: GTC 143 or instructor approval. Additional Fee: \$21.25

8563 5Cr	8AM-3:30PM	T
1/05-3/16	11-158	Owens

(LAB)	8AM-3:30PM	F
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**GTC 203 Preflight**

Use applications on the Macintosh computer to create high-level graphics, images, logos, projects in color. Perform graphic manipulation, computer output, PDF formats and postscript files. Additional Fee: \$21.25

8573 5Cr	8AM-3:30PM	Th
1/07-3/18	11-158	Owens

(LAB)	8AM-3:30PM	F
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**GTC 233 Quark Xpress I**

Explore and apply page layout techniques using QuarkXPress software on the MacIntosh computer. Examine the software and its use for preflight, EPS and PDF exporting. Prerequisite: GTC 143 or instructor approval. Additional Fee: \$21.25

85A3 5Cr	8AM-3:30PM	W
1/06-3/17	11-158	Owens

(LAB)	8AM-3:30PM	F
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**GTC 254****Capstone Class**

Preparation of portfolio covering all aspects of student's chosen specialty within the Graphic Technologies program. Prerequisite: GTC 223, 243 or instructor approval. Additional Fee: \$21.25

85B3	5Cr	8AM-3:30PM	M
1/04-3/22		11-154	Moyer
(LAB)		8AM-3:30PM	F

**GTC 264****Paper, Pricing & Estimating**

Explore paper choices and cost within the printing industry. Estimate both materials and time for various printing processes. Additional Fee: \$21.25

85C3	5Cr	8AM-3:30PM	T
1/05-3/16		11-154	Moyer
(LAB)		8AM-3:30PM	F

**HEALTH UNIT COORDINATOR****Orientation to Health Unit Coordinator & Automat****HUC 103**

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

8103	7Cr	3PM-5PM	Daily
1/04-3/23		14-100	Briggs
(LAB)		7PM-10PM	Daily
		14-100	

81A3	7Cr	8AM-10AM	Daily
1/04-3/23		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily
		SHC-122	

**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

8113	3Cr	5PM-7PM	TTh
1/04-3/23		14-100	Briggs
(LAB)		7PM-10PM	Daily
		14-100	

81B3	3Cr	8AM-12PM	Daily
1/04-3/23		SHC-122	Scotland

**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

8123	2Cr	8AM-10AM	MTh
1/04-3/23		14-100	Staff
(LAB)		12PM-2:30PM	Daily
		14-100	

**Unit Coordinator Tasks & Procedures I****HUC 109**

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

8133	8Cr	5PM-7PM	M
1/04-3/23		14-100	Briggs
(LAB)		7PM-10PM	Daily
		14-100	

81C3	8Cr	10AM-12PM	Daily
1/04-3/23		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily
		SHC-122	

**Unit Coordinator Tasks & Procedures II****HUC 111**

Evaluation: cognitive knowledge and performance skills in the computer laboratory for maintaining patient's medical records. Prerequisite: HUC 109; completion of 103, 105, 115, and 120 Additional Fee: \$21.25

8143	5Cr	10AM-12PM	MTThF
1/04-3/23		14-100	Staff
(LAB)		12PM-2:30PM	Daily

**Communications Application in****HUC 115****Health Unit Coordinator Role**

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

8153	3Cr	3PM-7PM	F
1/08-3/19		14-100	Briggs
(LAB)		7PM-10PM	Daily
		14-100	

81D3	3Cr	9:30AM-12PM	Daily
4/04-3/23		SHC-122	Scotland
(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

81E3	3Cr	8AM-12PM	Daily
1/04-3/23		SHC-122	Scotland
(LAB)		12PM-2:30PM	Daily
		SHC-122	

8163	3Cr	4PM-7PM	W
1/06-3/17		14-100	Briggs
(LAB)		7PM-10PM	Daily
		14-100	

**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

8173	3Cr	8AM-10AM	TW
1/05-3/23		14-100	Staff
(LAB)		12PM-2:30PM	Daily
		14-100	

**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

8183	2Cr	10AM-12PM	W
1/06-3/19		14-100	Staff
(LAB)		8AM-10AM	F
		14-100	

(LAB)		12PM-2:30PM	Daily
		14-100	

**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.

8193	8Cr	8AM-11AM	M
2/09-3/19		14-100	Staff
(LAB)		7AM-3:30PM	TWThF
		Arranged	

**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

1803	5Cr	7AM-1:50PM	Daily
1/04-3/23		25-202	Johnson

**HAC 105****Electrical Circuits**

Discuss types of automatic electrical controls that respond to thermal changes. Additional Fee: \$17.00

1813	4Cr	7AM-1:50PM	Daily
1/04-3/23		25-202	Johnson

**HAC 120****Advanced Controls & Troubleshooting**

Control terminology, applications and control circuits are covered. Procedures for troubleshooting basic circuits are practiced. Additional Fee: \$17.00

1823	4Cr	7AM-1:50PM	Daily
1/04-3/23		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

1833	4Cr	7AM-1:50PM	Daily
1/04-3/23		25-202	Johnson

**HAC 164 Electric Motor Controls & 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

1843 3Cr 7AM-1:50PM Daily  
1/04-3/23 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

1853 3Cr 7AM-1:50PM Daily  
1/04-3/23 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

1863 2Cr 7AM-1:50PM Daily  
1/04-3/23 25-202 Johnson

**HAC 170 Heating I**

Covers controls, thermal physics, electrical, and equipment for residential and light commercial heating system installation and servicing with emphasis on gas heating. Prerequisite: HAC 102, 105. Additional Fee: \$29.75

1873 7Cr 7AM-1:50PM Daily  
1/04-3/23 25-300 Anderson

**HAC 175 Heating I Lab**

Will teach students to competently troubleshoot and repair gas burning appliances. Thermal physics and equipment for heating systems analysis and efficiency. Pipe threading and silver brazing. This is a hands-on class utilizing live projects. Prerequisite: Must have required hand tools of the trade and be enrolled in Heating. Additional Fee: \$21.25

1883 5Cr 7AM-1:50PM Daily  
1/04-3/23 25-300 Pearce

**HAC 181 Heating II**

This course covers controls, thermal physics, and equipment for residential and light commercial heating system installation and servicing with emphasis on electric, oil and hydronic heating. Additional Fee: \$25.50

1893 6Cr 7AM-1:50PM Daily  
1/04-3/23 25-300 Anderson

**HAC 183 Heating II Lab**

Will teach students to competently troubleshoot and repair electric, oil and hydronic heating equipment. Thermal physics and equipment for heating systems analysis and efficiency. This is a hands-on class utilizing live projects. Additional Fee: \$17.00

18A3 4Cr 7AM-1:50PM Daily  
1/04-3/23 25-300 Pearce

**HAC 201 Advanced Refrigeration System**

Troubleshoot and repair refrigeration equipment, thermal physics and equipment for refrigeration systems analysis and efficiency. Additional Fee: \$42.50

18B3 10Cr 7AM-1:50PM Daily  
1/04-3/23 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 processor. Additional Fee: \$4.25

18C3 1Cr 7AM-1:50PM Daily  
1/04-3/23 25-302 Pearce

**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

18G3 5Cr Arranged Arranged  
1/04-3/23 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

18J3 7Cr 7AM-1:50PM Daily  
1/04-3/23 25-302 Pearce

**HEMODIALYSIS**

**HDT 113 Phlebotomy Fundamentals**

Develop the skills necessary to draw blood specimens for analysis in a laboratory. Includes an introduction to the structure and function of a clinical laboratory. Safety procedures and universal precautions are included. Hands-on practice in phlebotomy skills will be provided. Additional Fee: \$17.00

8813 4Cr 8:30AM-10AM MTW  
1/04-3/23 16-112 Markovits

**HDT 125 First Aid/CPR/HIV**

Adult CPR, First Aid and rescue breathing for adult patients. Includes history, causes, virility of blood borne pathogens, bodily substance isolation and personal protection devices relating to dealing with HIV/Aids patients. Proper lifting techniques and body mechanics. Additional Fee: \$4.25

8843 1Cr 8:30AM-2:40PM MTW  
1/04-3/23 16-112 Markovits

**HDT 141 Water Treatment**

Basic concepts of water treatment and dialyzer reuse, including instruction on the varied devices used in hemodialysis. Advantages and disadvantages of filters, carbon tanks, dionizers, ultraviolet light, and reverse osmosis in the treatment of water for dialysis. Prepare a typical water treatment-monitoring schedule. Additional Fee: \$12.75

8873 3Cr 1:40PM-2:40PM MTW  
1/04-3/23 16-112 Markovits

**HDT 149**

**Vascular Access**  
History and importance of vascular access. Review the major types of permanent and temporary vascular access. Use of appropriate needle insertion for arteriovenous fistulae and grafts. Instruction in catheter care and connections. Utilize the four types of anastomosis used for internal arteriovenous fistulae. Management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm and catheter dislodgment. Additional Fee: \$12.75

8883 3Cr 12:20PM-1:20PM MTW  
1/04-3/23 16-112 Markovits

**HDT 151 Professional Patient Interaction**

Explores the relationship and psychological boundaries between the technician, the patient and the renal facility. Includes concepts of patient education. Basic interpersonal verbal and non-verbal with a focus on adapting communication to an individual's special needs or cultural orientation. Students will be given the tools to develop listening skills by practicing assertive communication, and develop appropriate interpersonal relationships using the concepts of patient confidentiality. Covers body mechanics and proper lifting techniques. Includes information on sexual harassment. Additional Fee: \$12.75

8893 3Cr 10:20AM-11:20AM MTW  
1/04-3/23 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.

88A3 6Cr Arranged ThF  
1/04-3/23 Arranged Markovits

**HUMAN SERVICES**

**HS 134 Counseling Techs for Gang Involved Youth & Families**

Specific culturally relevant counseling techniques as they apply to gang involved youth and families are explored in this course. Students will learn the theory and application of relevant techniques such as assessment, family and community education and empowerment. Students will examine ethical issues, cultural evaluations, personal boundaries and self exploration. Additional Fee: \$25.00

2453 3Cr Arranged Arranged  
1/04-3/23 On-Line White



### Prevention, Early Intervention & Assessment

#### HS 136

Provides students with the opportunity to work with professionals in the field and provide assessments to gang involved youth and families. Students will learn prevention and early intervention techniques that can be applied within the community, take part in community educational forums and provide case management services to youth and families. Students will be responsible for obtaining a 44 hour field study placement in their local community. Additional Fee: \$25.00

2463	4Cr	Arranged	Arranged
1/04-3/23	On-Line		White

#### HS 151

### Internship I

"On the job training" in the human services field of their choice. Instructor permission is required for site choice.

2473	5Cr	Arranged	Arranged
1/04-3/23	Arranged		White

#### HS 221

### Family Systems

Explores the dynamics of healthy and unhealthy family systems in both traditional and alternative families and the human service skills needed to provide services.

2493	3Cr	10AM-11:45AM	TTh
1/05-3/23		16-116	White

#### HS 223

### Interview & Assessment Skills

Examines a variety of interviews used in human service agencies, an overview of symptoms & diagnosis, and documentation procedures associated with client interviews and assessments.

24A3	5Cr	10AM-11:45AM	MWF
1/04-3/23		16-116	Hathaway

#### HS 224

### Dynamics of Violence

Examines areas of neglect, sexual and physical abuse of children, missing and exploited children & adolescents, domestic violence, cycle of violence and the impact on the family system.

24B3	5Cr	10AM-11:45AM	MWF
1/04-3/22		16-105	White

#### HS 230

### Case Management

Provides the fundamentals of case management practice including common case management functions such as outreach, engagement, assessment, planning, accessing resources, coordination and advocacy.

24F3	5Cr	9AM-9:45AM	Daily
1/04-3/23		16-116	Hathaway

#### HS 235

### Culturally Competent Practice

Provides an awareness of the historical, cultural, socio-economic, biological and psychosocial influences that define diversity. Examines best practice standards for human service workers.

24G3	5Cr	9AM-9:50AM	Daily
1/04-3/23		16-105	White

#### HS 238

### Special Projects

Requires completion a special project related to the human services field. Instructor permission required.

24J3	5Cr	Arranged	Arranged
1/04-3/23		16-116	Hathaway

#### HS 244

"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.

24M3	5Cr	Arranged	Arranged
1/04-3/23		16-116	Hathaway

#### HS 246

### Group Process

Examines the dynamics of group interaction. It is designed to assist human services students who will function as group leaders and co-leaders.

24L3	3Cr	10AM-11:45AM	TTh
1/04-3/23		16-105	Hathaway

## HUMAN SERVICES/ CHEMICAL DEPENDENCY

### Physiological Actions of

### Alcohol & Drugs

#### HSCD 145

Students will learn to identify the physiological effects of psychoactive substances on the user. Management of chronic and acute conditions and drug interactions are covered. Students will learn to identify the physiological effects of psychoactive substances on the user. Management of chronic and acute conditions and drug interaction.

24P3	3Cr	5PM-10PM	W
1/06-2/10		16-116	Fitzgerald

### Chemical Dependency &

### Counseling I:

### Individual & Group

#### HSCD 155

Focuses on learning a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives. Group dynamics & strategies will also be covered.

Individual Counseling focuses on learning a collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives. Students will learn counseling competencies that will include: sensitivity to the client's individual characteristics and culture, the role of the counselor, approaches to counseling & addiction disorders, use of warmth, respect, genuineness, concreteness and empathy, and the therapeutic use of power & authority. Group dynamics & strategies will also be covered. Additional Fee: \$25.00

24Q3	5Cr	Arranged	Arranged
1/04-3/23	On-Line		Ferguson

### Chemical Dependency

### Assessment & Evaluation

#### HSCD 226

Screening, evaluation and assessment techniques as well as being able to determine a client's readiness for treatment & determining level of care will be covered. The Assessment & Evaluation course will include learning how to use screening, evaluation and assessment techniques as well as being able to determine a client's readiness for treatment & change, and determining an appropriate level of care for the client.

24S3	2Cr	5PM-10PM	W
2/17-3/17		16-116	Fitzgerald

#### HSCD 259

### Selected Topics

Requires completion of either a literature review and/or research on a chemical dependency related topic. Instructor permission required.

24X3	5Cr	Arranged	Arranged
1/04-3/23		16-116	White

#### Internship II

## INTERIOR DESIGN

#### DSN 121

### Drafting II

An introduction and exercise in space planning techniques while utilizing advanced drafting procedures, (kitchen, bath and small spaces) and ADA requirements. Prerequisites: DSN 119, 105. Additional Fee: \$21.25

3623	5Cr	9AM-11AM	T
1/05-3/23		19-210	Houser
[LAB]		11AM-2PM	T

### Materials, Methods

### & Techniques

#### DSN 123

An introduction to design and construction techniques, with a focus on architectural mill work, hardware, doors, windows, finishes for interiors, finishes for case-goods, floor and countertop materials. Prerequisites: DSN 119 & 124. Additional Fee: \$17.00

3633	4Cr	9AM-11AM	Th
1/07-3/18			Bowman
[LAB]		11AM-2PM	Th

#### DSN 132

### Lighting

An introduction and exercise in lighting design and techniques including function, color, controls, special effects, choosing the correct luminaires, and lighting calculations. Prerequisites: DSN 119 & 124. Additional Fee: \$21.25

3653	5Cr	9AM-11AM	W
1/06-3/17		19-210	Houser
[LAB]		11AM-2PM	W

#### DSN 140

### Textiles

A comprehensive coverage of the textile products available to interior designers for windows, walls, and goods. Prerequisites: DSN 119, & 124. Additional Fee: \$17.00

3673	4Cr	9AM-11AM	M
1/04-3/22		19-210	Bowman
[LAB]		11AM-2PM	M

#### DSN 241

### Business Practices

Business practice as it is generally conducted by interior designers. The intent of this study is to acquaint the student with some of the basic procedures and written forms in the industry within various business formats. Additional Fee: \$17.00

36V3	4Cr	9AM-11AM	M
1/04-3/22		19-202	Houser
[LAB]		11AM-2PM	M

#### DSN 245

### Internship

Interact with interior design related businesses by working one scheduled day per week or as an option, participate in a specific design project. Prerequisites: DSN 241 or Instructor's permission

36W3	4Cr	9AM-11AM	W
1/06-3/17		19-202	Watts
[LAB]		11AM-2PM	W



**DSN 251 Contract Furniture**

Introduction to the various types of furniture that are used in commercial design. This course will concentrate on the specification and use of actual furnishings from manufacturer's catalogues. Additional Fee: \$12.75

36X3 3Cr	9AM-11AM	T
1/05-3/23	19-202	Watts
(LAB)	11AM-2PM	T

**Portfolio Professional Presentation**

**DSN 266**  
Create and present a unique portfolio of collected work done over the total length of the program. The portfolio will illustrate the level of design and technical skill the student is capable of achieving. The successful student will also learn to present themselves and their work professionally. Additional Fee: \$29.75

36Z3 7Cr	9AM-11AM	Th
1/07-3/18	19-202	Bowman
(LAB)	11AM-2PM	Th

**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

9903 10Cr	9AM-3PM	Daily
1/04-3/23	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

9913 10Cr	9AM-3PM	Daily
1/04-3/23	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

9923 15Cr	9AM-3PM	Daily
1/04-3/23	25-103	Roberts

**LM 150 Design I**

Overview of urban landscape design projects including computer applications. Additional Fee: \$42.50

9933 10Cr	9AM-3PM	Daily
1/04-3/23	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

9943 10Cr	9AM-3PM	Daily
1/04-3/23	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

9953 10Cr	Arranged	Arranged
1/04-3/23	25-103	Roberts

**LM 223 Landscape/Horticulture Community Based Lab I**

Community Based Lab I Additional Fee: \$38.25

9963 9Cr	Arranged	Arranged
1/04-3/23	25-103	Roberts

**LM 235 Landscape/Horticulture Community Based Lab II**

Community Based Lab II Additional Fee: \$46.75

9973 11Cr	Arranged	Arranged
1/04-3/23	25-103	Roberts

**LM 238 Landscape/Horticulture Community Based Cert**

Certification Additional Fee: \$46.75

9983 11Cr	Arranged	Arranged
1/04-3/23	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

9993 10Cr	Arranged	Arranged
1/04-3/23	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.

0599 6Cr	Arranged	Arranged
1/04-3/23	23-ASG	Hathaway
	Arranged	Arranged
	23-ASG	Korschnowski

**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.

05A3 6Cr	Arranged	Arranged
1/04-3/23	23-ASG	Hathaway

**LEADR 102 Leadership III**

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course.

0583 6Cr	Arranged	Arranged
1/04-3/23	23-ASG	Hathaway

**LEADR 103 Leadership IV**

Students taking this course will gain a basic understanding of the concept of leadership theory while developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership and to develop and improve their own leadership skills. This course integrates leadership studies through study, observation and application. Instructor permission required. Variable Credit Course.

0584 6Cr	Arranged	Arranged
1/04-3/23	16-116	Hathaway

**MANUFACTURING TECHNOLOGIES**

**MCH 101 Orientation/Safety**

Provides an overview of the program, orientation to shop procedures, and the responsibilities associated with personal safety and the safety of others. Prerequisite: Instructor's permission. Additional Fee: \$8.50

7803 2Cr	7AM-1:50PM	Daily
1/04-3/23	25-105	Dam

**MCH 105 Shop Math/Blueprint**

Provides a review of basic arithmetic using addition, subtraction, fractions, and decimal fractions. Study of drawings and prints, and an overview of basic measuring tools. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$25.50

7813 6Cr	7AM-1:50PM	Daily
1/04-3/23	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

7823 6Cr	7AM-1:50PM	Daily
1/04-3/23	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

7833 6Cr	7AM-1:50PM	Daily
1/04-3/23	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

7843	6Cr	7AM-1:50PM	Daily
1/04-3/23		25-105	Dam

**MCH 117 Lathes I**

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

7853	6Cr	7AM-1:50PM	Daily
1/04-3/23		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

7863	6Cr	7AM-1:50PM	Daily
1/04-3/23		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

7873	8Cr	7AM-1:50PM	Daily
1/04-3/23		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

7883	10Cr	7AM-1:50PM	Daily
1/04-3/23		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

7893	8Cr	7AM-1:50PM	Daily
1/04-3/23		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

78A3	4Cr	7AM-1:50PM	Daily
1/04-3/23		25-105	Dam

**MCH 133 Tool & Cutter Grinder**

Progressively difficult tool and cutter grinding with emphasis on milling cutters, reamers, and form tools. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$21.25

78B3	5Cr	7AM-1:50PM	Daily
1/04-3/23		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

78C3	7Cr	7AM-1:50PM	Daily
1/04-3/23		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

78D3	10Cr	7AM-1:50PM	Daily
1/04-3/23		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

78E3	12Cr	7AM-1:50PM	Daily
1/04-3/23		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

78F3	4Cr	7AM-1:50PM	Daily
1/04-3/23		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

78G3	6Cr	7AM-1:50PM	Daily
1/04-3/23		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

78H3	4Cr	7AM-1:50PM	Daily
1/04-3/23		25-105	Dam

**Manufacturing Resources****& Research**

Study of resources for machining information with emphasis on methods of research. Prerequisite: Instructor's permission and MCH 101. Additional Fee: \$17.00

78J3	4Cr	7AM-1:50PM	Daily
1/04-3/23		25-105	Dam

**MCH 240 Training And 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.

78K3	10Cr	7AM-1:50PM	Daily
1/04-3/23		25-105	Dam

**MASSAGE****Anatomy, Physiology, & Pathology II****MASST 111**

Includes endocrinology, cardiovascular, digestive and respiratory systems. Prerequisite: Successful completion of MASST 110

1233	5Cr	8:30AM-11AM	TTh
1/05-3/23		10-111	Slegers

**MASST 118 Massage Theory II**

Introduces the student to a variety of massage treatment techniques, providing groundwork for clinical massage applications. Indications, contraindications and treatment modifications will be identified. Different modalities and other forms of bodywork will be studied, including deep tissue, sports massage, hydrotherapy, pregnancy, postural and gait analysis, and seated massage Prerequisite: Successful completion of MASST 109 and MASST 113. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training. MASST 118 must be taken concurrently with MASST 119.

1283	5Cr	8:30AM-11AM	MWF
1/04-3/22		10-111	Meziere

**MASST 119 Massage Practice II**

Building on the massage techniques learned in first term, students become proficient in a variety of modalities and treatment techniques. Students learn the proper application of deep tissue massage, sports massage, pregnancy massage, seated massage, hydrotherapy and assessment of posture and gait. Prerequisite: Successful completion of MASST 109 and MASST 113. Student must have current First Aid/CPR certification, as well as having completed a minimum of four hours HIV-AIDS training. MASST 119 must be taken concurrently with MASST 118.

12A3	5Cr	11:45AM-2:50PM	MWF
1/04-3/22		08-LAB	Meziere

**MASST 129 Kinesiology II**

Continue the study of movement. This course builds upon the principles and skills for locating and identifying bony landmarks and muscles using palpation techniques, movement and anatomical terminology. Students will also be introduced to assessment of structures, using Range of Motion assessment. Prerequisite: Successful completion of MASST 127.

12H3	3Cr	11:30AM-1:50PM	TTh
1/05-3/23		10-111	Meziere

**Massage Business & Ethics II**

**MASST 144**

Learn and demonstrate a variety of successful business strategies, from marketing to record keeping, in addition to becoming knowledgeable regarding state and local laws that govern massage therapy in Washington State. Prerequisite: Successful completion of MASST 143

12R3 2Cr	2PM-2:50PM	TTh
1/05-3/23	10-111	Mezriere
(LAB)	8:30AM-3PM	TTh

**Clinical Massage Theory: Special Populations**

**MASST 149**

Explores how massage can be modified to safely and effectively treat individuals who have unique situations that could include physical, emotional and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 151. 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.

12X3 5Cr	3PM-6PM	TWTF
1/05-1/13	10-111	Simpkins
	3PM-6:30PM	T
1/19-3/23		

**Clinical Massage Practice: Special Populations**

**MASST 151**

Practice techniques and positioning to adapt massage to safely and effectively treat individuals who have unique situations that could include physical, emotional and health-related challenges. Indications and contraindications will be discussed as they apply to each population. To be taken concurrently with MASST 149. 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.

12Z3 3Cr	6:30PM-9:30PM	MTWTF
1/04-1/13	08-LAB	Simpkins
(LAB)	6:30PM-9:30PM	MT
1/19-3/23		

**Assessment & Treated: Upper Extremity**

**MASST 153**

Detailed and extensive review of the structure and function of the upper extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the arm and shoulder, and how to safely and effectively assess and treat those conditions. Prerequisite: Successful completion of MASST 115 and MASST 123.

12AB 2Cr	3PM-9:30PM	WF
1/15-2/03	08-LAB	Simpkins

**Assessment & Treatment: Lower Extremity**

**MASST 155**

Detailed and extensive review of the structure and function of the lower extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the lower extremity, and how to safely and effectively assess and treat those conditions. Prerequisite: Successful completion of MASST 115 and MASST 123.

12AD 2Cr	3PM-9:30PM	WF
2/10-2/26	08-LAB	Simpkins

**Assessment & Treatment: Head & Neck**

**MASST 157**

Detailed and extensive review of the structure and function of the head and neck. Students will explore common musculoskeletal and neurological pathologies that can affect the head and neck, and formulate a treatment plan to safely and effectively assess and treat those conditions. Prerequisite: Successful completion of MASST 115 and MASST 123.

12AF 2Cr	3PM-9:30PM	WF
3/03-3/19	08-LAB	Simpkins

**Clinical Massage Business & Ethics II**

**MASST 159**

Prepares the learner to communicate with and leads the learner through the process of billing insurance companies for services; from codes to filling out forms and follow-up. 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.

12AK 1Cr	3PM-9:30PM	Th
1/07-2/05	10-111	Simpkins
	3PM-9:30PM	F
2/05		

**MASST 160 Practicum II**

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.

12AM 3Cr	3PM-9:30PM	Th
1/14-3/18	Arranged	Simpkins

**MASST 161 Student Clinic I**

12AN 2Cr	8:30AM-3PM	F
2/19-3/19	08-LAB	Mezriere

**Clinical Anatomy & Physiology II**

**MASST 163**

Continues the exploration of body systems with an emphasis on the common pathologies of those systems started in MASST 147. 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 MASST 147.

12AS 3Cr	3PM-6PM	M
1/04-3/22	10-111	Slegers

**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.

5W09 5Cr	8AM-8:50AM	Daily
1/04-3/23	17-270	Hooker
5W10 5Cr	11AM-11:50AM	Daily
1/04-3/23	17-270	Hooker
5W11 5Cr	2PM-2:50PM	Daily
1/04-3/23	17-270	Hooker
5W12 5Cr	3PM-3:50PM	Daily
1/04-3/23	17-270	Hooker
5W13 5Cr	4PM-4:50PM	Daily
1/04-3/23	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

5W14 5Cr	7AM-7:50AM	Daily
1/04-3/23	35P	Lingenfelter
5W15 5Cr	8AM-8:50AM	Daily
1/04-3/23	S 35P	Staff
5W16 5Cr	11AM-11:50AM	Daily
1/04-3/23	S 35P	Mollas
5W17 5Cr	1PM-1:50PM	Daily
1/04-3/23	S 35P	Mollas
5W18 5Cr	2PM-2:50PM	Daily
1/04-3/23	S 35P	Parnell
5W19 5Cr	3PM-3:50PM	Daily
1/04-3/23	x 35P	Sandoval
5W20 5Cr	4PM-6:30PM	MW
1/04-3/22	S 15-103	Herring
5W21 5Cr	6:30PM-9PM	TTh
1/05-3/23	S 15-103	Herring
5W22 5Cr	9:10AM-10:50AM	TWTh
1/05-3/23	S 15-103	Parnell
5W23 5Cr	1:30PM-4PM	TTh
1/05-3/23	S SHC-107	Lingenfelter
5W24 5Cr	9AM-2:30PM	Sa
1/08-3/20	S 15-103	Parnell
5W43 5Cr	8AM-8:50AM	Daily
1/04-3/23	x 17-220	Sandoval
5W52 5Cr	9AM-11:30AM	MW
1/04-3-23	16-113	Staff

S = Self paced lab  
x = No computer software

**MAT 089 Introduction to Algebra Part 1**

Designed for students with no algebra background. Reviews basic operations and order of operations with real numbers. Develops algebraic topics including solving linear equations, and graphing linear equations. Prerequisite: COMPASS placement score of 32 or higher or successful completion of MAT 082. Additional Fee: \$21.25

5W60 5Cr	1PM-1:50PM	Daily
1/04-3/23	35P	Mollas



**MAT 090 Introduction to Algebra Part II**

Continuation of a course designed for students with no algebra background. Develops algebraic topics including systems of equations, polynomials, factoring and rational expressions. Additional Fee: \$21.25

5W61	5Cr	2PM-2:50PM	Daily
1/04-3/23	S	16-113	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

5W29	5Cr	7AM-7:50AM	Daily
1/04-3/23		16-113	Staff

5W25	5Cr	8AM-8:50AM	Daily
1/04-3/23		15-103	Schmeling

5W26	5Cr	9AM-9:55AM	Daily
1/04-3/23		15-103	Debruyne

5W53	5Cr	9AM-11:30AM	MW
1/04-3/23		16-113	Staff

5W27	5Cr	11AM-11:50AM	Daily
1/04-3/23		15-103	Schmeling

5W28	5Cr	1PM-1:50PM	Daily
1/04-3/23		15-103	Schmeling

5W30	5Cr	3PM-3:50PM	Daily
1/04-3/23		15-103	Parnell

5W31	5Cr	4PM-6:30PM	MW
1/04-3/22	S	15-103	Herring

5W32	5Cr	6:30PM-9PM	TTh
1/05-3/23	S	15-103	Herring

5W33	5Cr	9:10AM-10:50AM	TWTh
1/05-3/23	S	15-103	Parnell

5W34	5Cr	1:30PM-4PM	TTh
1/05-3/23	S	SHC-107	Lingenfeller

5W35	5Cr	9AM-2:30PM	Sa
1/08-3/20	S	15-103	Parnell

5W44	5Cr	2PM-2:50PM	Daily
1/04-3/23	X	17-220	Sandoval

S = Self paced lab

X = No computer software

**Introduction to****MAT 098 Intermediate Algebra**

Designed for students who have an extensive algebra background and only need a refresher before moving to college level work. Develops algebraic topics including solving equations and inequalities, graphing of linear and nonlinear equations, solving systems of equations, polynomials, factoring, rational expressions, roots and radicals, solving absolute value equations and inequalities, solving quadratic, exponential and logarithmic equations, and introduction to functions. Prerequisite: COMPASS score of 62 or higher AND instructor permission. Additional Fee: \$21.25

5W62	5Cr	9AM-11:30AM	MW
1/04-3/22		16-113	STAFF

**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

5W36	5Cr	8AM-8:50AM	Daily
1/04-3/23		38P	Lingenfeller

5W38	5Cr	4PM-6:30PM	MW
1/04-3/22	S	15-103	Herring

5W39	5Cr	6:30PM-9PM	TTh
1/05-3/23	S	15-103	Herring

5W40	5Cr	9:10AM-10:50AM	TWTh
1/05-3/23	S	15-103	Parnell

5W41	5Cr	1:30PM-4PM	TTh
1/05-3/23	S	SHC-107	Lingenfeller

5W37	5Cr	Arranged	Arranged
1/07-3/17	X	On-Line	WAOL

5W42	5Cr	9AM-2:30PM	Sa
1/08-3/20	S	15-103	Parnell

5W45	5Cr	4PM-4:50PM	Daily
1/04-3/23	X	TBD	Livingstone

5W46	5Cr	On-Line	Arranged
1/04-3/23	X	On-Line	Livingstone

S = Self paced lab

X = No computer software

**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.

0548	5Cr	3PM-3:50PM	Daily
1/04-3/23		17-230	Debruyne

0549	5Cr	11AM-12PM	Daily
1/04-3/23		SHC-101	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.

0550	5Cr	8AM-8:50AM	Daily
1/04-3/23		17-230	Debruyne

0551	5Cr	11AM-11:50AM	Daily
1/04-3/23		17-230	Debruyne

0552	5Cr	3PM-3:50PM	Daily
1/04-3/23		17-240	Sweerus

**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.

0553	5Cr	8AM-8:50AM	Daily
1/04-3/23		17-240	Sweerus

0554	5Cr	2PM-2:50PM	Daily
1/04-3/23		17-240	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.

0555	5Cr	1PM-1:50PM	Daily
1/04-3/23		17-240	Sweerus

0556	5Cr	Arranged	Arranged
1/07-3/17		On-Line	WAOL

**MATH& 141 Pre Calculus I**

Covers linear, quadratic, polynomial, exponential, logarithmic, and inverse functions and equations; linear and quadratic inequalities, graphs of functions, and graphic transformations. Graphing calculator required. Prerequisite: Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 99 is required. Additional Fee: \$21.25

0557	5Cr	2PM-2:50PM	Daily
1/04-3/23		15-104	Schmeling

**MATH& 142 Pre Calculus II**

Covers circular, trigonometric, and inverse-trigonometric functions and graphs, trigonometric and inverse trigonometric identities, trigonometric equations, vectors and elementary vector operations. Graphing calculator required.

Prerequisite: Appropriate COMPASS placement score or successful completion of MATH& 141 or equivalent is required. Additional Fee: \$21.25

0558	5Cr	3PM-3:50PM	Daily
1/04-3/23		15-104	Schmeling

**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

0559	5Cr	Arranged	Arranged
1/07-3/17		On-Line	WAOL

**MECHANICAL ENGINEERING DESIGN****Intermediate****MED 139 Mechanical Drafting**

Introduces the principles for specific working drawings, including welding, and piping. Covers advanced multiview projection drawing concepts, including assembly drawing package development. Open lab times arranged with instructor.

Prerequisites: MED 138 Additional Fee: \$21.25

6023	5Cr	9AM-9:50AM	TTh
1/05-3/23		19-203	DeMars



**MED 145 Structural Drafting I**

Emphasizes the development of drawing skills related to structural steel required for steel buildings. Open lab times arranged with instructor. Prerequisites: MED 138. Additional Fee: \$21.25

6013	5Cr	10AM-10:50AM	MW
1/04-3/22		19-203	DeMars

**Shop & Manufacturing Processes**

**MED 150**  
Covers manufacturing processes, materials and systems, terms, and operation of machines and equipment. Open lab times arranged with instructor. Additional Fee: \$21.25

6083	5Cr	Arranged	Arranged
1/04-3/23		19-203	DeMars

**MED 158 Beginning AutoCAD**

Introduces the concepts of computer aided drafting. Covers AutoCAD 2D drawing commands required for sketching, text creation, dimensioning, hatching, editing, and block creation. Open lab times arranged with instructor. Prerequisites: MED 138 or instructor permission. Additional Fee: \$21.25

60A3	5Cr	8AM-8:50AM	TTh
1/05-3/23		19-207	DeMars

**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. Open lab times arranged with instructor. Prerequisites: MED 138 or instructor permission. Additional Fee: \$21.25

60B3	5Cr	11AM-11:50AM	MW
1/04-3/22		19-203	DeMars

**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. Open lab times arranged with instructor. Additional Fee: \$21.25

60C3	5Cr	Arranged	Daily
1/04-3/23		19-203	DeMars

**MED 168 Engineer Design Math II**

Covers fundamentals of algebra, fundamentals of plane geometry, area and volume of geometric figures, and trigonometry. Open lab times arranged with instructor. Prerequisites: MED 167. Additional Fee: \$21.25

60D3	5Cr	Arranged	Daily
1/04-3/23		19-203	DeMars

**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. Open lab times arranged with instructor. Prerequisites: MED 138-139-140 or Instructor Permission. Additional Fee: \$21.25

60F3	5Cr	4:30PM-7PM	MW
1/04-3/22		19-207	DeMars

**Statics & Strength of Materials I**

**MED 188**  
Covers statics and strengths of materials, terms, operations, and procedures in calculating loads and relations on beams and trusses. Open lab times arranged with instructor. Prerequisites: MED 167-168-184. Additional Fee: \$21.25

60H3	5Cr	11AM-11:50AM	TTh
1/05-3/23		19-203	DeMars

**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. Open lab times arranged with instructor. Additional Fee: \$17.00

60K3	4Cr	Arranged	Daily
1/04-3/23		19-203	DeMars

**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.

60L3	1Cr	Arranged	Daily
1/04-3/23		19-203	DeMars

**MEDIA DESIGN & PRODUCTION**

**Visual Art, Design & Storyboarding**

**MDP 107**  
Introduction to visual arts and storytelling, stressing the components of visual thinking and visual language underlying design for digital media. Additional Fee: \$21.25

8913	5Cr	9AM-12PM	W
1/06-3/17		11-127	Staff

(LAB)		12:30PM-3:30PM	W
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**MDP 119 Digital Photography**

Digital technology in still cameras is explored and the exposure triangle practiced. Focus on principles of composition and lighting allow the photographer better photographs. Additional Fee: \$21.25

8923	5Cr	9AM-12PM	T
1/05-3/23		11-127	Staff

(LAB)		12:30PM-3:30PM	T
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**Photoshop:**

**MDP 121 Compositing & Retouching**

Evaluation of photographs and advanced techniques in Photoshop retouching, color and tone adjustments. Compositing of multiple photos for unique new imagery. Prerequisite: GTC 130. Additional Fee: \$21.25

8933	5Cr	9AM-12PM	Th
1/07-3/18		11-107	Staff

(LAB)		12:30PM-3:30PM	Th
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**Designing with Illustration Software**

**MDP 171**  
Vector-based software, tools and features will be used to create text and logos, apply image effects, build vector graphics and incorporate branding and identifiers when designing products. Special attention will be given to developing skill with the pen tool. Additional Fee: \$21.25

85J3	5Cr	8AM-3:30PM	M
1/04-3/22		11-158	Owens

(LAB)		8AM-3:30PM	F
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8973	5Cr	9AM-12PM	F
1/08-3/19		11-107	Webster

(LAB)		12:30PM-3:30PM	F
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**Camera & Lighting: Portraits/Products**

**MDP 189**  
Design lighting in a studio controlled environment for digital still capture of portraits and products to use in multimedia projects or as stand alone photographs. Prerequisite: MDP 119. Additional Fee: \$21.25

8983	5Cr	9AM-12PM	W
1/06-3/17		11-127	Staff

(LAB)		12:30PM-3:30PM	W
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**MDP 231 Independent Study Project**

Students prepare an advanced project for their portfolio, practicing all aspects of their specialization area. Prerequisite: Instructor permission. Fee: \$21.25.

8903	5Cr	9AM-12PM	Th
1/05-3/23		11-111E	Webster

(LAB)		12:30PM-3:30PM	T
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8943	5Cr	9AM-12PM	T
1/5-3/23		11-111W	Iverson

(LAB)		12:30PM-3:30PM	T
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**MDP 239 Internship**

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.

89XB	5Cr	9AM-12PM	T
1/05-3/23		11-111W	Iverson

(LAB)		12:30PM-3:30PM	T
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89XM	5Cr	9AM-12PM	Th
1/07-3/18		11-111E	Webster

(LAB)		12:30PM-3:30PM	T
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**MDP 251 Multimedia Capstone Project**

Explore video for web production needs. Produce ads, music video's, promo's and PSA's. Explore compression schemes for successful export to web. Prerequisite: MDP 146 & MDPV 257. Additional Fee: \$21.25

89B3	5Cr	9AM-12PM	T
1/05-3/23		11-111W	Iverson

(LAB)		9:00PM-3:30PM	T
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**MDPA 114 3D Fundamentals**

Explore 3DS Max in hands-on classes. Areas covered will include UI, Modeling, UVW Mapping, Animation, Materials, Lighting and Rendering, Workflow and Scene Management. Additional Fee: \$21.25

89AA 5Cr	9AM-12PM	F
1/08-3/19	11-111W	Iverson
(LAB)	12:30PM-3:30PM	F
(LAB)	9AM-3:30PM	W

**Intermediate****MDPV 214 Compositing - After Effects**

The theory, procedures, and practices of multimedia video compositing. Students create training and marketing video packages. Prerequisite: MDPV 110

89VB 5Cr	9AM-12PM	M
1/04-3/22	11-111W	Iverson
(LAB)	12:30PM-3:30PM	M
(LAB)	9AM-3PM	W

**MDPV 261 Media Delivery Pipelines**

Design and develop video and audio production encoded for internet streaming delivery with Real Media, Quicktime, and Windows Media codecs. Additional Fee: \$21.25

89VE 5Cr	9AM-12PM	Th
1/07-3/18	11-111W	Iverson
(LAB)	12:30PM-3:30PM	Th
(LAB)	9AM-3PM	W

**Web Development****MDPW 111 Languages I - XHTML & CSS**

Provides demonstrations and practical exercises for using XHTML and CSS to create attractive and well-formed web documents. Prerequisite: MDPW 123, MDP 133 Additional Fee: \$21.25

89VA 5Cr	9AM-12PM	Th
1/07-3/18	11-111E	Dague
(LAB)	12:30PM-3:30PM	Th
(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	M
1/04-3/22	11-107	Webster
(LAB)	12:30PM-3:30PM	M
(LAB)	1PM-3PM	T

**Emerging Technologies -****MDPW 265 Search Engine Opt**

Introduces emerging technologies such as Search Engine Optimization (SEO), Search Engine Marketing (SEM). New technologies are always changing and therefore the material is subject to change based on instructor discretion. Prerequisite: MDPW 123, MDP 133 Additional Fee: \$21.25

89VL 5Cr	9AM-12PM	M
1/04-3/22	11-111E	Dague
(LAB)	12:30PM-3:30PM	M
(LAB)	1PM-3PM	T

**MDPW 271 Graphic Design for the Web**

Use Photoshop, Notepad and Dreamweaver to create a series of websites featuring all CSS based interface structure using standards compliant search engine friendly XHTML. Additional Fee: \$21.25

89WM 5Cr	9AM-12PM	W
1/06-3/17	11-111E	Webster
(LAB)	12:30PM-3:30PM	W
(LAB)	1PM-3PM	T

**MEDICAL ASSISTANT****Introduction to****MAP 105 Medical Assisting**

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, CAH 103 & CAH 105 or co-requisite CAH 102, CAH 103 and CAH 105.

3803 4Cr	9AM-11AM	TTh
1/12-3/18	14-104	Jones

**Medical Assistant Theory****MAP 125 & Applications I**

Caring for patients with disorders of the Blood, Reproductive, Endocrine, Sensory and Immune Systems. Included is hands-on experience relating to those body systems. Prerequisites: Successful completion of all quarter 1 classes. Additional Fee: \$29.75

3823 7Cr	8AM-11AM	MTW
1/19-3/23	14-104	Stroup

**Health Insurance, Coding Practices & Billing & Collecting****MAP 148**

Acquire information regarding private and public insurance programs. Practice the fundamental skills relating to ICD-9 and CPT coding. Included are patient scheduling and manual procedures for accounts receivable management for both private patients and insurance companies. Prerequisite: Successful completion of all quarter 1 classes. Co-requisite: MAP 162 Additional Fee: \$17.00

3853 4Cr	4PM-6:30PM	MTWTh
1/11-2/16	14-110	Lasso

**Medical Assistant Theory****MAP 149 & Applications III**

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

3863 7Cr	7PM-9PM	MTWTh
1/11-3/23	14-110	Lasso

**MAP 161****Financial Recordkeeping**

Basics of accounting, bookkeeping, and banking procedures. Provides the foundation for the management of accounts payable, financial records, and methods of preparation for employee payroll and business taxes. Additional Fee: \$25.50

3873 6Cr	12PM-3PM	MTW
1/19-3/23	14-110	Jones

**Automated Computer****MAP 162****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. Co-requisite: MAP 148 Additional Fee: \$12.75

3883 3Cr	4PM-6:30PM	MTWTh
2/17-3/23	10-122	Lasso

**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: \$8.50

3893 2Cr	8:30AM-11AM	F
1/15-3/19	14-110	Stroup
	12PM-2:30PM	
1/15-3/19	14-110	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 166, program authorized accounting course, and compliance with the Medical Assistant Program Immunization and Health Insurance Policies. Recommend meeting the prerequisites for college level math.

Co-requisite courses MAP 222 and MAP 232. Additional Fee: \$21.25

38A3 5Cr	8AM-11AM	Daily
1/04-1/15	14-110	Stroup
	12PM-3PM	Daily
	14-110	Jones

**Community Employment****MAP 222****Opportunities & Locations**

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. Co-requisite courses MAP 221 and MAP 232. Additional Fee: \$4.25

38B3 1Cr	8AM-11AM	MTThF
3/18-3/23	14-110	Stroup
	12PM-3PM	MTThF
	14-110	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. Co-requisites: MAP 221 & 222.

38C3	10Cr	Arranged	Arranged
1/19-3/17		Arranged	Stroup

**MEDICAL ESTHETICS**

**ES 201 Pharmacology for Estheticians**

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

7203	3Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**ES 205 Introduction to Esthetic/ Medical Office Procedure**

Develop skills necessary to work efficiently in a medical office including ethics, professionalism, medical terminology, chart writing, patient intake, post care skills, first aid and CPR. Prerequisites: Successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

7213	4Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**ES 211 Infection Control for Medical Estheticians**

Sanitation, disinfection and autoclaving instruments and equipment are covered. OSHA and bloodborne pathogens will be covered in addition to HIV/AIDS/HEPATITIS for patient and esthetician safety and protection. Prerequisite: ES 205 and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

7223	1Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**ES 216 Camouflage Makeup**

Introduces the theory and application of makeup services used in dermatology or plastic surgery offices. Tips on how to apply to cover bruising, scarring or redness in addition to reducing pain during application on post surgical clients. Prerequisites: Successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State. Prerequisites: ES 211.

7233	2Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**ES 221 Medical Esthetic Procedures**

Theory of medical esthetic procedures including such topics as: botox, collagen, microdermabrasion, cellulite reduction, micro current, IPL, modalities of lymphatic drainage release. Safety, first aid and contraindications for each procedure are included. Prerequisite: ES 252 and successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State.

7243	6Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**ES 227 Medical Esthetics Machinery**

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

7253	4Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**ES 230 Patient Education**

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

7263	1Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**ES 236 Independent Research**

Independent project for students to research any medical esthetic topic or treatment modality of their choice. Prerequisite: Successful completion of state approved entry level esthetic program and proof of esthetic license from Washington State

7273	2Cr	9AM-3:30PM	Daily
1/04-3/23		08-327	Siedlicki

**MEDICAL HISTOLOGY**

**HISTO 120 Histotechnology II**

Expands upon knowledge and skills learned in Histotechnology I. Students will learn the theory of hematoxylin and eosin staining and principles and procedures of carbohydrate staining.

5633	10Cr	8AM-2PM	Daily
1/04-3/23		16-103	Haggerty

**HISTO 125 Histotechnology Lab II**

Expands upon knowledge and skills learned in Histotechnology Lab I. Students will increase their skills in embedding, microtomy, frozen sectioning and carbohydrate staining.

5643	5Cr	8AM-2PM	Daily
1/04-3/23		16-103	Haggerty

**HISTO 130 Math Apps for Histology**

Introduces laboratory mathematics with an emphasis on solution preparation.

5653	3Cr	8AM-2PM	Daily
1/04-3/23		16-103	Haggerty

**MEDICAL LABORATORY TECHNICIAN**

**MLT 235 Clinical Experience II**

Continues the clinical training begun in MLT 232 for six weeks of 8-hour days of training in departments not yet experienced. Prerequisite: MLT 232

48C3	9Cr	Arranged	Daily
1/04-2/12		Arranged	O'Neil

**MLT 236 Clinical Experience III**

Completes the clinical training begun in MLT 232 and 235. Prerequisite: MLT 236

48D3	7Cr	Arranged	Daily
2/16-3/23		Arranged	O'Neil

**MEDICAL MATERIEL MANAGEMENT/ CENTRAL SERVICE**

**MMN 213 Clinical Internship I**

Clinical internship provides students the opportunity to practice learned theory and techniques in a hospital setting. Students must meet healthcare guidelines for clinical sites. Prerequisite: Completion of MMN 103, 108, 113, 124, 126, and 129 and 131.

8363	6Cr	Arranged	Arranged
1/04-3/23		Arranged	Wagers

**MMN 215 Clinical Internship II**

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

8373	6Cr	Arranged	Arranged
1/04-3/23		Arranged	Wagers

**MMN 216 Job Skills**

Twice a month, instruction will be given on preparing resumes, cover letters, and applications. Interviewing tips and techniques will be covered through lecture, role-playing, and practice. Prerequisite: Completion of MMN 103, 108, 113, 124, 126, 129 and 131.

8383	3Cr	7:30AM-11:30AM	F
1/08-3/19		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

0547	5Cr	Arranged	Arranged
1/07-3/17		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 HIPAA training. This course will meet the didactic portion of Washington State and Omnibus Budget Reconciliation Act (OBRA) requirements for Nursing Assistant Training. Prerequisites: Documentations of required immunizations, ability to lift up to 50 lbs, and a "no record on file" for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Additional Fee: \$10.00

NSO3 6Cr 1/04-1/29	8AM-2:30PM TBD-TBD	MTWTF Castle/Marks
NSA3 6Cr 1/04-1/29	8AM-2:30PM TBD-TBD	MTWTF Castle/Marks
NSE3 6Cr 1/04-2/02	4PM-8PM 14-200B	MTWTh Sword

### 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 100% of the steps for each skill tested. Students will not be allowed to participate in the final skills exam unless attendance for all clinical hours has been fulfilled. Prerequisites: Documentations of required immunizations, ability to lift up to 50 lbs, and a "no record on file" for crimes against children or vulnerable adults from the Washington State Patrol and DSHS. Successful completion of NAC 101 and NURS 104.

NS13 3Cr 2/01-2/22	6AM-2PM Arranged	MT Castle/Marks
NSB3 3Cr 2/24-3/19	6AM-2PM Arranged	WTh Castle/Marks
NSG3 3Cr 2/24-3/16	6AM-1:30PM Arranged	MTWTh Sword

### 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. Successful completion of NAC 101.

NS23 4Cr 2/01-2/22	7:30AM-3:30PM TBD-TBD	MT Castle/Marks
NSC3 4Cr 2/03-2/18	7:30AM-3:30PM 14-200B	WTh Castle/Marks
NSF3 4Cr 2/03-2/23	4PM-8PM 14-200B	MTWTh Sword

## NURSING ASSISTANT – I-BEST

### Special Need of the

### NAC 132 Elderly & Chronic III: Part II

The course include content describing functions of systems and age related changes specific to cardiovascular and respiratory, types of services provided in a subacute unit and identification of life-threatening emergencies. Students will receive a CPR card. The Integrated/Nursing Assistant Program (Nursing Assistant Program for ESL) 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. Additional Fee: \$10.00

NS73 3Cr 1/04-1/14	4PM-8PM 2-123	MTWTh Martindale/Primm
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### NAC 139 Unit Based Clinical Experience

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 are covered. 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 specific to long-term care and the responsibility of the nursing assistant in that environment.

NS83 3Cr 2/16-3/03	6AM-2PM Arranged	MTWTh Primm
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### NAC 145 Career Preparation

This course is designed for ESL student sin the Nursing Assistant program. The course will help students acquire and develop the skills needed to obtain and hold onto a job. Additional Fee: \$10.00

NSK3 2Cr 1/07-3/19	11AM-1PM 2-123	F Avery
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### 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. Successful completion of NAC 101.

NSD3 6Cr 1/19-2/11	4PM-8PM 2-123	MTWTh Martindale
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## NURSING – PRACTICAL NURSING

### NURS 125 Pharmacology in Nursing

Presents pharmacological concepts and principles for preparation and administration of medications along with related client assessment and teaching. Prerequisites: NURS 101, 103, 105, 107, 109, 117, 119 Additional Fee: \$25.00

8073 3Cr 1/06-3/17	12:30PM-3PM 2	W West
(LAB)	8AM-11:30AM	F

### Contemporary

### NURS 128 Maternity Nursing

Focuses on the care of childbearing women and their families through all stages of pregnancy and childbirth as well as the first 6 weeks after birth. Prerequisites: NURS 101, 103, 105, 107, 109, 117, and 119. Additional Fee: \$25.00

8083 3Cr 1/05-3/23	8AM-11:00AM 2	TTh TBD
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### NURS 130 Nursing of Children

Prepares the student to care for clients from infancy through adolescence and explores common diseases and disorders of this group of clients. Prerequisites: NURS 101, 103, 105, 107, 109, 117, and 119 Additional Fee: \$25.00

8093 3Cr 1/05-3/23	8AM-11:00AM 2	TTh TBD
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### NURS 135 Geriatric Nursing

Provides a review of issues related to aging and nursing management in care of the older adult, including end of life care. Prerequisites: NURS 101, 103, 105, 107, 109, 117, and 119. Additional Fee: \$25.00

80A3 3Cr 1/06-3/17	8AM-11:00AM 2	W Collins
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### NURS 136 Medical-Surgical Nursing II

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Prerequisites: NURS 101, 103, 105, 107, 109, 117, and 119. Additional Fee: \$25.00

80B3 6Cr 1/05-3/23	12:30PM-3PM 2	TThF West
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### NURS 139 Nursing Lab II

Provides opportunity for lab demonstration and supervised practice of skills discussed in NURS 125, 129, and 136. Prerequisites: NURS 101, 103, 105, 107, 109, 125., Concurrent enrollment in NURS 125, 127, 129, 135, 136 and 138

80C3 3Cr 1/04-3/22	6AM-2PM Arranged	M West
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### Interim Medical-

### Surgical Nursing

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Prerequisites: NURS 125, 127, 129, 135, 136 and 138

80D3 6Cr 1/04-1/15	8AM-11AM 2	Daily Collins
	12:30PM-3PM 2	Daily Bates

**NURS 152 Medical-Surgical Nursing IV**

Focuses on the utilization of the nursing process in care of clients with selected health disturbances. Prerequisites: NURS 143 and 146. Additional Fee: \$44.00

80G3	4Cr	8AM-12PM	M
1/04/3/22	2		West

**NURS 154 Issues & Trends in Nursing II**

Prepares the student for entry into nursing practice, with emphasis on leadership, management, and career progression. Prerequisites: NURS 143, and 146. Additional Fee: \$44.00

80H3	2Cr	12:30PM-2:30PM	M
1/04/3/22	2		TBD

**NURS 158 Clinical Practicum II**

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, 143, 146. NURS 152 154 and 157 are taken concurrently. Additional Fee: \$44.00

80J3	12Cr	Arranged	TWThF
1/04/3/23		Arranged	Asetre/Collins/Taylor

**NURSING - RN OPTION**

**Introduction to**

**NURS 209 Nursing Transitions**

Introduces students to critical thinking and differentiation between the roles of the LPN and the RN. Prerequisites: Be a Washington State LPN, have completed the equivalent of at least 3 months (1,500 hours) of employment as an LPN, and have completed the following prerequisites with a B or better; Eng. 101, Bio. 210, Bio. 211, Bio. 215, Psych.101, Psych. 210, Chem. 131, Math 115. Additional Fee: \$190.00

2503	2Cr	4PM-8PM	TV
1/05-1/19		14-212	TBA

**Health Assessment**

**NURS 213 & Promotion I**

Focuses on health assessment throughout the life span. Identifies health patterns of individuals and groups. Prerequisites: Be a Washington State LPN, have completed the equivalent of at least 3 months (1,500 hours) of employment as an LPN, and have completed the following prerequisites with a B or better; Eng. 101, Bio. 210, Bio. 211, Bio. 215, Psych.101, Psych. 210, Chem. 131, Math 115. Additional Fee: \$25.00

2513	3Cr	4PM-8PM	W
1/20-3/17		14-212	TBA

**NURS 216 Nursing Therapeutics I**

Focuses on theory for the nervous system; hematological disorders; fluid and electrolyte imbalances; cancer; and mental health issues. On-line assignments and dialogue groups. Prerequisites: Be a Washington State LPN, have completed the equivalent of at least 3 months (1,500 hours) of employment as an LPN, and have completed the following prerequisites with a B or better; Eng. 101, Bio. 210, Bio. 211, Bio. 215, Psych.101, Psych. 210, Chem. 131, Math 115. Additional Fee: \$25.00

2523	3Cr	4PM-8PM	T
1/26-3/23		14-212	TBA

**Client Care:**

**NURS 217 Management Practice I**

Through portfolio development, the student examines, evaluates, and expands clinical nursing expertise within the community. Prerequisites: Be a Washington State LPN, have completed the equivalent of at least 3 months (1,500 hours) of employment as an LPN, and have completed the following prerequisites with a B or better; Eng. 101, Bio. 210, Bio. 211, Bio. 215, Psych.101, Psych. 210, Chem. 131, Math 115

2533	5Cr	2:30PM-10:30PM	FSa
1/08-3/20		Arranged	TBA

**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.

7553	5Cr	3PM-5:30PM	TTh
1/04/3/22		33P-001	Cozza

**Introduction to**

**PARA 124 Exceptional Children**

Focuses on human development risk factors and early intervention. Includes cultural perspectives and family dynamics. Covers specific disability information. Additional Fee: \$17.00

75H3	4Cr	3PM-5PM	MW
1/04/3/22		33P-002	Cozza

**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.

75C3	4Cr	3PM-4:30PM	F
1/08-3/19		33P-001	Cozza

**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.

7563	5Cr	3PM-4:30PM	F
1/08-3/19		33P-001	Cozza

(LAB)		8AM-12PM	MTWTh
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**Strategies for**

**PARA 140 Teaching Reading**

Techniques to aid the special needs child's reading comprehension and the gifted child's ability to elevate to a higher level of comprehension. Covers general principles for teaching reading. Additional Fee: \$17.00

75E3	4Cr	6PM-8PM	MW
1/04/3/22		33P-002	Cozza

**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

7533	5Cr	3PM-4:30PM	F
1/08-3/19		33P-001	Cozza
(LAB)		8AM-12PM	MTWTh

**PHARMACY TECHNICIAN**

**Introduction to Pharmacy**

**PT 121 & 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 other college level math, and are enrolled in Math 107, 108 or other college level math concurrent with this quarter. All courses must be completed with a 3.0 grade or above. Additional Fee: \$46.25

2703	5Cr	10AM-1:30PM	MW
1/04-3/22		14-TBA	Simmons

**PT 124 Pharmacology Part I**

Explores 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. Prerequisite: Same as PT 121. Additional Fee: \$46.25

2723	5Cr	7:30AM-10AM	MW
1/04-3/22		14-TBA	Simmons

2713	5Cr	7:30PM-9PM	T
1/05-3/23		14-TBA	Autry

(LAB)		5PM-8:30PM	Th
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**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: \$21.25

2733	5Cr	7:30AM-11:30AM	TTh
1/05-3/23		14-TBA	Simmons

**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: \$8.50

2743	2Cr	12:30PM-1:30PM	TTh
1/05-3/22		14-TBA	Simmons

**PT 149 Hospital Practice**

Introduce the student 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: \$21.25

2763	5Cr	5PM-7:30PM	MTW
1/04-3/23		14-TBA	Autry

### Sterile Parenteral Product Preparation

#### PT 159

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: \$12.75

2793	3Cr	7:30PM-9PM	MW
1/04-3/23		14-TBA	Autry

#### 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.

27A3	4Cr	Arranged	Arranged
1/04-3/23		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.

27B3	4Cr	Arranged	Arranged
1/04-3/23		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.

27C3	4Cr	Arranged	Arranged
1/04-3/23		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.

27D3	2Cr	2PM-4PM	M
1/04-3/22		14-TBA	Autry

## PROFESSIONAL PILOT

#### AVP 105

#### Private Pilot I

Training in basic aircraft control, aircraft systems, airport procedures and traffic pattern operations. Prerequisite: FAA Class II Medical with Student Pilot Certificate. Additional Fee: \$17.00

5103	4Cr	12PM-3PM	Daily
1/04-3/23		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: \$17.00

5113	4Cr	12PM-3PM	Daily
1/04-3/23		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

5123	4Cr	12PM-3PM	Daily
1/04-3/23		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

5133	4Cr	12PM-3PM	Daily
1/04-3/23		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

5143	4Cr	12PM-3PM	Daily
1/04-3/23		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

5153	4Cr	12PM-3PM	Daily
1/04-3/23		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: \$17.00

5163	4Cr	12PM-3PM	Daily
1/04-3/23		SHC-105	Coyner

51U3	4Cr	8AM-11AM	Daily
1/04-3/23		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

5173	4Cr	12PM-3PM	Daily
1/04-3/23		SHC-105	Coyner

51V3	4Cr	8AM-11AM	Daily
1/04-3/23		SHC-105	Coyner

#### AVP 150

#### Instrument Pilot III

Apply advanced navigation techniques and perform holding pattern entry procedures. Prerequisite: AVP 145 or equivalent. Additional Fee: \$17.00

5183	4Cr	12PM-3PM	Daily
1/04-3/23		SHC-105	Coyner

51W3	4Cr	8AM-11AM	Daily
1/04-3/23		SHC-105	Coyner

#### AVP 155

#### Instrument Pilot IV

Perform holding patterns and instrument approach procedures. Prerequisite: AVP 150 or equivalent. Additional Fee: \$17.00

5193	4Cr	12PM-3PM	Daily
1/04-3/23		SHC-105	Coyner

51X3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51A3	4Cr	12PM-3PM	Daily
1/04-3/23		SHC-105	Coyner

51Y3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51B3	4Cr	12PM-3PM	Daily
1/04-3/23		SHC-105	Coyner

51Z3	4Cr	8AM-11AM	Daily
1/04-3/23		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: \$17.00

51C3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51D3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51E3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51F3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51G3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51H3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51J3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51K3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51L3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51M3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51N3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51P3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51R3	4Cr	8AM-11AM	Daily
1/04-3/23		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

51S3	4Cr	8AM-11AM	Daily
1/04-3/23		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: \$17.00

51T3	4Cr	8AM-11AM	Daily
1/04-3/23		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

0524	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Wheeler
0525	5Cr	1PM-1:50PM	Daily
1/04-3/23		03-402	Thompson
0526	5Cr	3PM-3:50PM	Daily
1/04-3/23		03-402	Thompson
0527	5Cr	9AM-2:30PM	Sa
1/08-3/20		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.

0516	5Cr	8AM-8:50AM	Daily
1/04-3/23		03-205	Wheeler
0517	5Cr	9AM-9:50AM	Daily
1/04-3/23		28P-104	Pennisi
0518	5Cr	11AM-11:50AM	Daily
1/04-3/23		03-205	Wheeler
0519	5Cr	1PM-1:50PM	Daily
1/04-3/23		28P-104	Pennisi
0520	5Cr	3PM-3:50PM	Daily
1/04-3/23		03-205	Daniels
0521	5Cr	5PM-5:50PM	Daily
1/04-3/23		03-205	Daniels
0522	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Wheeler
0523	5Cr	Arranged	Arranged
1/07-3/17		On-Line	WAOL

**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

0529	5Cr	2PM-2:50PM	Daily
1/04-3/23		03-402	Thompson
0530	5Cr	Arranged	Arranged
1/07-3/17		On-Line	WAOL

**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

0528	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Thompson

## PUBLIC SPEAKING

See English offerings for course listings  
CMST& 220.

## RESTAURANT OPERATIONS

### REST 103 Food & Beverage Cost Control

Outlines the fundamentals of food costing in relation to menu writing. Students will be responsible for pricing out each item on the menu as well as preparing yield tests and standardizing recipes. Fee: \$17.00

32A3	4Cr	7AM-8:30AM	MTW
01/04-3/23	31		Jolly

### Kitchen & Dining Management

#### REST 107

Students will be responsible for specific operational procedures. These include receiving and storing product, invoicing, inventory, and station management. Additional Fee: \$12.75

32D3	3Cr	9:30AM-1:45PM	WThF
1/06-3/19	31		

#### REST 109 Marketing/Public Relations

Learn how to create a marketing concept for your restaurant, define your target market and understand the importance of effective marketing. Understand current trends, consumer behavior, and positioning of your business in the marketplace. Fee: \$12.75

3243	3Cr	8:30AM-10:00AM	MT
1/04-3/23	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: \$29.75

32G3	7Cr	9:30AM-1:45PM	WThF
1/06-3/19	31		Jolly

#### REST 115 Catering Production

Emphasis will focus on buffet preparation and presentation. Students will receive hands-on experience creating and executing catering requisitions. Students will explore designing menus for various events, functions, and price limits. Fee: \$17.00

3253	4 Cr	11AM-1:45PM	MT
1/04-3/23	31		Jolly

#### REST 119 Operations Management

Explore all aspects of running a successful operation in the hospitality industry. Students will learn how to create a positive work environment, team building, leadership skills, hiring procedures, and implementing systems and controls. Fee: \$17.00

3263	4Cr	8:30AM-1:45PM	MT
1/04-3/23	31		Jolly

#### REST 131 Business Plan Development

Develop a restaurant concept from start to finish, including a hands on look at how to develop a business plan to present to possible investors. Students will practice decision making and problem solving skills through creating and planning their own concept. Additional Fee: \$17.00

32M3	4Cr	9:30AM-1:45PM	WThF
1/06-3/19	31		Jolly
		9AM-2PM	Arranged

## RETAIL BUSINESS MARKETING MANAGEMENT

#### RBM 000 Orientation

5700	0Cr	9AM-12:15PM	M
1/0423-111		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

5703	3Cr	12PM-3:30PM	Daily
1/04-3/23		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.

Additional Fee: \$25.00 ☼

57T3	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Williams

#### RBM 124 Fundamentals of 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: \$25.00 ☼

57U3	6Cr	Arranged	Arranged
1/04-3/23		On-Line	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

5743	3Cr	12PM-3:30PM	Daily
1/04-3/23		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

5753	1Cr	11:10AM-2:30PM	Arranged
1/04-3/23		23-108	Williams

#### RBM 129 Speaking For Success

Theory and practice in composing and presenting oral business communications, both impromptu and prepared. Effective writing of business documents, methods of research, and presentation of oral class reports. Additional Fee: \$21.25

5763	5Cr	9AM-11:30AM	ThF
1/07-3/12		23-111	Williams

#### RBM 130 Applied Interpersonal Skill

Additional Fee: \$12.75

5773	3Cr	9AM-11:30AM	M
1/11-3/22		23-111	Williams

#### RBM 133 Effective Selling

Nature and scope of selling and understanding buying motives with strong emphasis on the selling process, prospecting, pre-approach, demonstration of products and services and closing. Additional Fee: \$21.25 ☼

5783	5Cr	9AM-11:30AM	TW
1/05-3/10		23-111	Williams

57V3	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Williams

#### RBM 135 Windows Applications

Introduction to the Microsoft Windows graphical user interface. Windows applications, maximizing, minimizing and sizing Windows, switching screens, finding files and using other Windows features.

Prerequisites: RBM 120, RBM 125

5793	3Cr (LAB)	12PM-3:30PM	Daily
1/04-3/23		23-111	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

57A3	5 Cr (LAB)	12PM-3:30PM	Daily
1/04-3/23		23-111	Williams

#### RBM 139 Retail Sales Applications II

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

57B3	1Cr	11:10AM-2:30PM	Arranged
1/04-3/23		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 Additional Fee: \$25.00 ☼

57W3	5Cr	Arranged	Arranged
1/04-3/23		On-Line	Williams

#### RBM 142 Marketing - Presentation & Survey Skills

Methods and techniques of marketing research and the principles on which they are based. Includes the elements of the research process, evaluation and effective presentation of finding. Additional Fee: \$25.00 ☼

57X3	3Cr	Arranged	Arranged
1/04-3/23		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. Additional Fee: \$25.00

57Y3	5Cr	Arranged	Arranged
1/04-3/23		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

57G3	5Cr	12PM-3:30PM	Daily
1/04-3/23		23-111	Williams

**RBM 148 Retail Sales Applications III**

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

57H3	1Cr	11:10AM-2:30PM	Arranged
1/04-3/23		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.

57J3	5Cr	Arranged	Arranged
1/04-3/23		Arranged	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

57L3	5Cr	12PM-3:30PM	Daily
1/04-3/23		23-111	Williams

**RBM 157 Retail Sales Applications IV**

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

57M3	1Cr	11:10AM-2:30PM	Arranged
1/04-3/23		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

57Z3	6Cr	Arranged	Arranged
1/04-3/23		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

57Q3	5Cr	Arranged	Arranged
1/04-3/23		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

57R3	5Cr	Arranged	Arranged
1/04-3/23		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

57S3	5Cr	Arranged	Arranged
1/04-3/23		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

0532	5Cr	11AM-11:50AM	Daily
1/04-3/23		28P-104	Pennisi

0533	5Cr	Arranged	Daily
1/04-3/23		On-Line	Pennisi

0531	5Cr	Arranged	Arranged
1/07-3/17		On-Line	WAOL

**SURGICAL TECHNOLOGY**

**SURG 130 Patient Care Theory II**

Develops the students understanding of the surgical patient, the needs of special patient populations and basic biomedical science. Prerequisites: Successful completion of SURG 126, 127, 141, and 151. Additional Fee: \$46.25

4023	5Cr	11AM-12PM	Daily
1/04-3/23		14	Nolan

**SURG 136 Operating Room Theory I**

Introduces the student to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving, and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic, and genitourinary surgeries. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$34.00

4033	8Cr	9AM-10:50AM	Daily
1/04-3/23		14-205	Clark

**SURG 137 Introduction to Surgery**

Orients the student to the field of surgical technology including history, working conditions, personal characteristics, professionalism, health care facilities, standards of conduct, and the physical environment and safety standards. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$21.25

4043	5Cr	7AM-7:50AM	Daily
1/04-3/23		14-205	Clark

**Introduction to Asepsis & Instrumentation**

Orients the student to the principles of asepsis and sterile technique, surgical case management, instrumentation, supplies, wound healing related to sutures, needles, and stapling devices. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$21.25

4053	5Cr	8AM-8:50AM	Daily
1/04-3/23		14-205	Clark

**SURG 146 Surgical Lab I**

Introduces students to the OR environment, aseptic principles and practices, scrubbing, gowning, gloving and preparation of the sterile field, abdominal incisions, ob-gyn, general, ophthalmic and genitourinary surgeries. Prerequisites: Successful completion of BIOL 118, CAH 102, 103, 104, and SOC& 101. Additional Fee: \$21.25

4073	5Cr	11AM-1:30PM	Daily
1/04-3/23		14-205	Clark

**SURG 206 Operating Room Theory III**

Classroom and lab presentations of surgical procedures to include cardiothoracic, peripheral vascular, and neurosurgical procedures along with surgical anatomy. Prerequisites: Successful completion of SURG 126, 127, 141, and 151. Additional Fee: \$59.00

4093	8Cr	12PM-1:30PM	Daily
1/04-3/23		14	Nolan

**SURG 207 Microbiology**

Students will discuss the historical background of microbiology and be able to identify basic equipment used to identify microorganisms. We will go into many aspects of and pertaining to microbiology including the description of structure and characteristics of different microorganisms, conditions that affect the life and the death of microorganisms, the relationships between humans and pathogenic and nonpathogenic bacteria and factors that enable pathogens to invade a host and cause a disease. Prerequisites: Successful completion of SURG 126, 127, 141, and 151. Additional Fee: \$46.25

40A3	5Cr	10AM-11AM	Daily
1/04-3/23		14	Nolan

**SURG 211 Surgical Lab III**

Lab presentations and practice of surgical procedures to include cardiothoracic, peripheral vascular, laparoscopic, emergent and neurosurgical procedures. Prerequisites: Successful completion of SURG 126, 127, 141, and 151. Additional Fee: \$253.25

40B3	5Cr	7AM-10AM	Daily
1/04-3/23		14-211	Nolan



**SURG 225 Clinical Applications III**

Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior and skills to reinforce their role as a member of the perioperative team. Prerequisites: Successful Completion of SURG 215, 220, and 235. Additional Fee: \$46.25

40E3	5Cr	7AM-11AM	F
1/04-2/14		14	Nolan
		6:30AM-4PM	Arranged
		Arranged	

**SURG 230 Clinical Applications IV**

Provides the framework for the student to receive experience in the operating room. Through one-on-one training in a perioperative setting, the student will develop the professional attitude, behavior and skills to reinforce their role as a member of the perioperative team. Prerequisites: Successful Completion of SURG 215, 220, and 235. Additional Fee: \$46.25

40F3	5Cr	7AM-11AM	F
2/15-3/23		14-TBD	Nolan
		6:30AM-4PM	Arranged
		Arranged	

**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.

Co-requisites: WLD 110 and WLD 112

9803	5Cr	7AM-8AM	Daily
1/04-3/23		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. Co-requisite: WLD 105

9813	3Cr	8AM-1:45PM	Daily
1/04-3/23		25-403	Main

**Oxyacetylene Welding & Brazing****WLD 112**

Develops the knowledge and skill for welding, brazing, and braze welding various joint designs using oxyacetylene equipment. Co-requisite: WLD 105

9823	4Cr	8AM-1:45PM	Daily
1/04-3/23		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

9833	7Cr	8AM-1:45PM	Daily
1/04-3/23		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

9843	7Cr	7AM-1:45PM	Daily
1/04-3/23		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

9853	7Cr	7AM-1:45PM	Daily
1/04-3/23		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

9863	7Cr	7AM-1:45PM	Daily
1/04-3/23		25-403	Main

**WLD 142 Welding Theory II**

Explores methods of weld inspection and testing, and continues the technical orientation to select welding processes. Prerequisite: WLD 105

9873	5Cr	8AM-9AM	Daily
1/04-3/23		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

9883	7Cr	7AM-1:45PM	Daily
1/04-3/23		25-403	Main

**WLD 156 Metallurgy**

Examines metal identification and classification, mechanical properties, crystalline structures, heat treatments, and metallurgical effects of welding. Prerequisite: WLD 142

98A3	2Cr	9AM-11AM	Daily
1/04-3/23		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

98B3	7Cr	7AM-1:45PM	Daily
1/04-3/23		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

98C3	7Cr	7AM-1:45PM	Daily
1/04-3/23		25-403	Main

**Preparation for Welding Certification****WLD 176**

Develops skill in preparation for employer, Washington Association of Building Officials (WABO), or similar welder qualification tests.

Prerequisite: WLD 142 or instructor's permission

98D3	3Cr	7AM-1:45PM	Daily
1/04-3/23		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

98E3	7Cr	7AM-1:45PM	Daily
1/04-3/23		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

98F3	7Cr	7AM-1:45PM	Daily
1/04-3/23		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.

98G3	5Cr	Arranged	Arranged
1/04-3/23		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.

98H3	5Cr	7AM-1:45PM	Daily
1/04-3/23		25-403	Main

# Continuing Education Courses

Continuing Education courses can be credit or not for credit. Please see the course description to find out whether your particular course is offered for credit or not for credit. Generally, Continuing Education courses are not eligible for Financial Aid. For more information about a Continuing Education class, call 253-589-5575. To register for a Continuing Education course go to [www.cptc.edu/ContinuingEd](http://www.cptc.edu/ContinuingEd).

## 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. Additional Fee: \$25.00

49ZF 5Cr Arranged 1/04-3/23 On-Line Arranged 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 1/04-3/23 On-Line Arranged Dorum

## 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 behaviors, 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

6843 5Cr 8AM-9:30AM Daily 1/04-3/19 22-121 Gisler

## 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. Fee: \$290.00 SS

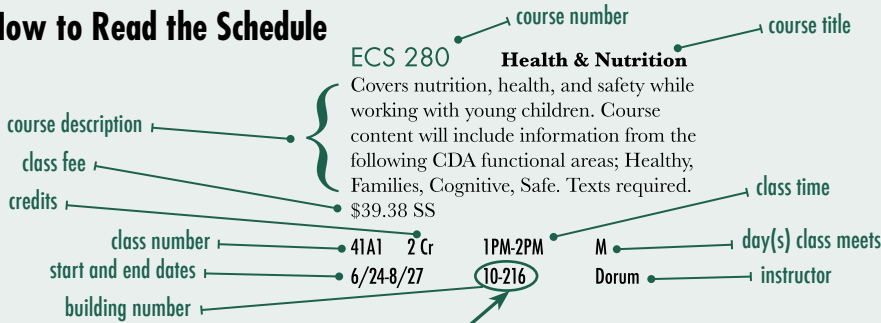
6805 3Cr 9:30AM-11AM Daily 1/04-3/02 22-121 Gisler

## 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. Keyboarding and basic computer experience preferred. Fee: \$155.00 SS

6806 2Cr 11AM-12:30PM Daily 1/05-3/09 22-121 Gisler

### How to Read the Schedule



### Locations:

SHC-112 means the course is held at our **South Hill Campus**, in Room 112.

10-216 means that the class is held at our **Lakewood Campus**, in Bldg. 19, Room 102.

**On-Line** is the designation for all of our online courses.

## On-Line Courses

For information about online classes go to [www.cptc.edu/online](http://www.cptc.edu/online) or call (253) 589-6076.

### Online Account Fee

All of the online courses have a \$25 per class account fee charged. Student supported classes (ss) also include this fee.

### Minimum Technical Requirements for Online Courses:

- Operating System: Windows 98, ME, NT or XP
- Software: PC with Pentium III (or higher recommended)
- Modem: 56k or higher, Cable or DSL
- Browser: Internet Explorer 5.0 or higher, Netscape 6 or higher, Firefox 1.3 or higher
- Internet: Daily Internet Access

## 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

6822 0Cr Arranged 1/04-3/24 SHC Arranged Coyner

## BUSINESS ACADEMY

### 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 1/04-3/23 On-Line Arranged Dorum

CONTINUING EDUCATION

**BUSINESS ACADEMY CONT.****Administrative Professional Certificate** Continued**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

6884 1Cr 11AM-12PM Daily  
02/03-03/05 22-121 Gisler

**ELOFT 120 Office Procedures**

Covers filing, inventory control and use and maintenance of office machinery. Fee: \$153.00 SS

6844 2Cr 9:30AM-11AM Daily  
3/03-3/22 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

6823 2Cr 11:30AM-3:30PM Daily  
3/08-3/19 22-121 Gisler

**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

49ZA 4Cr Arranged Arranged  
1/04-3/23 On-Line Durum

**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. Pre-requisite: ACTG 110. Additional Fee: \$25.00

49ZB 4Cr Arranged Arranged  
1/04-3/23 On-Line Durum

**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

0601 2Cr 6:30PM-9:30PM TTh  
01/05-01/26 10-212 Staff

**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

0602 2Cr 6:30PM-9:30PM TTh  
2/02-2/23 10-212 Staff

**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

6831 0.5Cr 3PM-4:30PM W  
1/06-1/27 SHC-107 Wilson

**ELCAM 001 Basic Excel**

Use Microsoft Excel to create worksheets including formulas that summarizes information. Create and modify charts. Link different worksheets together to create an annual summary. Use file management tools to easily sort, subtotal, filter, and summarize your data. Fee: \$55.00 SS

6830 1Cr 6PM-8PM TTh  
3/02-3/16 SHC-107 Westerberg

**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. Fee: \$375.00 SS

6804 3Cr Arranged Arranged  
1/04-3/24 On-Line Altimus

**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. Pre-requisite: COMPASS score equivalent to completion of MAT 82 and ENG 82 or higher or Instructor approval. Additional Fee: \$8.50

49ZC 2Cr Arranged Arranged  
1/04-3/23 On-Line Durum

**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: \$21.25

49ZD 5Cr Arranged Arranged  
1/04-3/24 On-Line Durum

**Starting a New Business Certificate****CNTED 018****Starting a New Business Series**

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

6819 1Cr 6:30PM-9PM TTh  
2/23-3/04 19-104 Westin

**CNTED 022****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

6817 0.2Cr 6:30PM-9PM T  
2/23 19-104 Westin

**CNTED 023****Marketing, Sales, and Advertising**

Practical guidance for all areas, including identification of your target market, pricing, customer relations, analyzing your competition, guidance to prepare your marketing plan, and principles and successful methods of advertising. Fee: \$49.00 SS

6818 0.2Cr 6:30PM-9PM Th  
2/25 19-104 Westin

**CNTED 020****Financial Management**

Financial Management is vital in the establishment and operation of your business: cash flow, budgeting, financial goals, IRS issues and much more is covered. Fee: \$49.00 SS

6816 0.2Cr 6:30PM-9PM T  
3/02 19-104 Westin

**CNTED 019****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

6815 0.2Cr 6:30PM-9PM Th  
3/04 19-104 Westin

**// The instructors at Clover Park Technical College are really dedicated to helping you succeed – not only in your training but also in real life. //**

**Megan Lyons, Cosmetology Graduate and Hairstylist for Angelo Mendi Salon, Tacoma**



## 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. Fee: \$41.00 SS

6820	0.3Cr	6PM-9PM	Th
2/11		SHC-112	Kramer

## ELECTRICAL

**CNTED 042 National Electrical Code -2008 Code Update**  
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	0.5Cr	8AM-4PM	Sa
2/06		16-202	Gordon

**ELEFS 001 Washington RCW-WAC 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

6834	0.5Cr	8AM-4PM	Sa
3/06		16-202	Gordon

**ELWAC 001 Washington RCW-WAC Code 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

6855	0.5Cr	8AM-12PM	Sa
3/06		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 for Police, Fire, and EMS. Learn caller interrogation, prioritizing, map reading, call taker procedures, and CPR. Each lesson includes a study of the chapter from the Emergency Communications Manual and actual 911 call review and skill building exercises. This class also prepares the student for the testing and oral interview process of 9-1-1 Communication Centers. Prerequisites: Typing 25 wpm, background check for "No Record on File" with Washington State Patrol for crimes against persons, interview with instructor and HS/GED. Call 253-589-5575 to schedule an interview with the instructor. Text required.

0603	12Cr	5PM-10PM	MTW
1/04-3/30		16-113	Ferris

## 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

6825	5Cr	Arranged	Arranged
1/04-3/19		On-Line	Ferris

6826	5Cr	Arranged	Arranged
2/01-4/16		On-Line	Ferris

6827	5Cr	Arranged	Arranged
3/01-5/14		On-Line	Ferris

## ELLAN 007 Spanish for Emergency Responders

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

6838	6Cr	Arranged	Arranged
1/04-3/24		On-Line	Schmelzer

## ENGINEERING

**MED 155 AutoCAD I**  
Fundamentals of AutoCAD 2008, its interface, the commands and special features. Text required.

Auto CAD 2009 Basic features functions, interface and commands are explained. Students are instructed how to perform basic commands to complete exercises during lab time. Primary focus is on gaining basic computer drafting skills using the industry's number one software. Prerequisites: Knowledge of Microsoft based computing, understanding of basic drafting. Text required. Fee: \$603.00 SS

6881	5Cr	6PM-9:20PM	MW
1/20-3/24		19-210	Morrison

## FITNESS

### ELPER 008 Beginning Belly Dancing

Beginning belly dancing will break down traditional oriental belly dancing movements, technique and posture, to increase muscle flexibility and isolation. Get a great work out for the mind, body and spirit. Fee: \$85.00 SS

6851	0.7Cr	6PM-7PM	Th
1/14-3/04		19-124	Sledge

### 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

6848	0.5Cr	6PM-7PM	W
1/20-2/17		SHC-114	Asplund

## FLAGGER TRAINING

**WRKFR 212 Flagger Training**  
Approved training by the Washington State Department of Labor and Industries for flagging and traffic control with hands-on practice. Flagger card presented after successful completion in class. Fee: \$65.00 SS

6893	0.5Cr	8AM-4PM	Sa
1/16		33P-102	Foy

6894	0.5Cr	8AM-4PM	Sa
2/13		33P-102	Foy

6895	0.5Cr	8AM-4PM	Sa
3/13		33P-102	Foy

## FORKLIFT OPERATION

**WRKFR 279 Forklift Operation & Safety**  
Covers all aspects of forklift operation with a strong emphasis on safety. Forklift card presented in class. Text required. Fee: \$412.00 SS

6896	3Cr	9AM-5PM	Sa
1/09-2/06		23-119	Quioccho

### ELWRK 001 Forklift Recertification

For those who need to update their certification. 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

6856	0.5Cr	9AM-5PM	Sa
1/09		23-119	Quioccho

## HAZARDOUS MATERIALS

### ENV 171 HAZMAT

Provides an opportunity to maintain skills and knowledge about protecting the health and safety of personnel working with hazardous waste and operation of a hazardous waste site. Intended audience: hazardous waste site workers, supervisors, consultants and other personnel required to have annual refresher training.

68A7	0.8Cr	8AM-5PM	Sa
1/30		16-102	Goodman

**Register Now!**

Here's How

**Internet** [www.cptc.edu/register](http://www.cptc.edu/register)

**Fax** (253) 589-5852

**Walk-In** 4500 Steilacoom Blvd SW,  
Lakewood, WA 98499

## HAZARDOUS MATERIALS CONT.

### ENV 170 HAZWOPER

Applicable training per 29 CFT 1910.120 for 40 hour occupational safety and health regulatory requirements. Topics include regulation overview, hazard recognition, personal protective equipment, chemical toxicology, biological and radiological toxicology medical surveillance, monitoring and sampling decontamination, safe work practices and emergency procedures.

68A8	8AM-5PM	Sa
2/6-3-6	16-102	Goodman

## HEALTHCARE ACADEMY

### Basic Life Support for Healthcare Providers

#### PTN 150 (Includes First Aid & CPR)

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

6885	0.5Cr	8AM-4PM	Sa
1/09		31P	Chase

6886	0.5Cr	8AM-4PM	Sa
2/06		31P	Chase

6887	0.5Cr	8AM-4PM	Sa
3/06		31P	Chase

#### 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

6872	5Cr	Arranged	Arranged
1/04-3/24		On-Line	Gibson

### CMA/RMA Certification Preparation Course

#### MAP 141

Review course for medical assistants who are preparing to take a national certification exam. Text required. Fee: \$375.00 SS

6880	5Cr	Arranged	Arranged
1/04-3/24		On-Line	Keith

## How to read the Continuing Ed Schedule

Below your class' description, on the bottom line in the middle, you'll see these designations:

SHC-112 means the course is held at our South Hill Campus, in Room 112.

19-102 means that the class is held at our Lakewood Campus, in Bldg. 19, Room 102.

On-Line is the designation for all of our online courses.

## 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.

### Operations

#### DMP 120 Management/Sanitation

Procurement procedures including production, presentation of food items, storage, inventory control, preparation techniques and delivery. Food service equipment use including maintenance, sanitation practices and safety. Principles of supervision including staffing, job assignment, menu planning, recipe development and quality assurance. Text required. Fee: \$379.00 SS

6813	4Cr	5PM-7:30PM	TTh
1/05-3/04		19-118	Lundberg

#### 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

6836	5Cr	Arranged	Arranged
1/04-3/24		On-Line	Keith

### Grammar & Writing Skills for

#### ELGHP 001 the Health Care Professional

Topics covered include grammar, syntax, medical spelling and punctuation. Text required. Fee: \$375.00 SS

6835	5Cr	Arranged	Arranged
1/04-3/24		On-Line	Keith

### Health Information Management

#### HUC 121

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. Prerequisite: None. Text required. Fee: \$375.00 SS

6857	5Cr	Arranged	Arranged
1/04-3/24		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

6837	4Cr	Arranged	Arranged
1/04-3/24		On-Line	Keith

## MASSAGE THERAPY CEUs

### Assessment & Treatment:

#### MASST 153 Upper Extremity

Detailed and extensive review of the structure and function of the upper extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the arm and shoulder, and how to safely and effectively assess and treat those conditions. Text required. Fee \$495.00 SS

68A9	2Cr	3PM-9:30PM	WF
1/15-2/03		10-103	Simpkins

### Assessment & Treatment:

#### MASST 155 Lower Extremity

Detailed and extensive review of the structure and function of the lower extremity. Students will explore common musculoskeletal and neurological pathologies that can affect the lower extremity, and how to safely and effectively assess and treat those conditions. Text required. Fee \$495.00 SS

68B1	2Cr	3PM-9:30PM	WF
2/10-2/26		10-103	Simpkins

### Assessment & Treatment:

#### MASST 157 Head & Neck

Detailed and extensive review of the structure and function of the head and neck. Students will explore common musculoskeletal and neurological pathologies that can affect the head and neck, and formulate a treatment plan to safely and effectively assess and treat those conditions. Text required. Fee \$495.00 SS

68B2	2Cr	3PM-9:30PM	WF
3/03-3/19		10-103	Simpkins

## 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

**HEALTHCARE ACADEMY CONT.**

**Medical Billing & Medical Transcription Certificates** Continued

Students are responsible for obtaining books, and transcription equipment. Students who register past the start date will begin the following month.

**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

6873	8Cr	Arranged On-Line	Arranged Keith
1/04/3/19			
6874	8Cr	Arranged On-Line	Arranged Keith
2/01-4/16			
6875	8Cr	Arranged On-Line	Arranged Keith
3/01-5/14			

**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. This class will be organized according to specific body systems, and introduce anatomical, physiological, and pathological terms. Text required. Additional Fee: \$26.25 (Also available On-line)

0604	7Cr	6PM-9:30PM	MW Forch
1/04/3/24		14 -201	

**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)

0607	8Cr	5:30PM-9:30PM	TTh Larson
1/05-3/25		18 -107	

**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

6842	5Cr	Arranged On-Line	Arranged Keith
1/04-3/24			

**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

6879	5Cr	Arranged On-Line	Arranged Keith
1/04-3/24			

**ELMAP 125 Medical Terminology I & II**

Provides students with the basic techniques of medical word building using basic word elements. This class will be organized according to specific body systems, and introduce anatomical, physiological, and pathological terms. Text required. Fee: \$375.00 SS

6839	5Cr	Arranged On-Line	Arranged Keith
1/04-3/19			
6840	5Cr	Arranged On-Line	Arranged Keith
2/01-4/16			
6841	5Cr	Arranged On-Line	Arranged Keith
3/01-5/14			

**MAP 131 Medical Transcription-Basic**

Provides the fundamentals in machine medical transcription. Focuses on building keyboarding speed and accuracy, correct medical spelling, proof-reading, 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

6876	5Cr	Arranged On-Line	Arranged Larson
1/04-3/24			

**Medical Transcription-Advanced I**

**MAP 134**

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

6877	5Cr	Arranged On-Line	Arranged Larson
1/04-3/24			

**Medical Transcription-Advanced II**

**MAP 136**

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

6878	5Cr	Arranged On-Line	Arranged Larson
1/04-3/24			

**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. Students must bring documentation of training and/or experience to first class. NOTE: To be eligible to sit for the National Exam each student must complete, on their own outside the college, a minimum of 100 sticks on top of a successful completion of the classroom instruction. Text required.

0609	3Cr	8AM-5PM	Sa Marcelle
1/09-2/06		14 -213	
0610	3Cr	6:30PM-9:30PM	MW Roberts
1/11-3/03		SHC-102	
0611	3Cr	8AM-5PM	Sa Harper
2/13-3/13		14 -213	

**HOSPITALITY ACADEMY**

**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

6890	5Cr	Arranged On-Line	Arranged Altimus
1/04-3/24			

**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

6892	5Cr	Arranged On-Line	Arranged Altimus
1/04-3/24			

**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

6888	5Cr	Arranged On-Line	Arranged Altimus
1/04-3/24			

**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

6891	5Cr	Arranged On-Line	Arranged Altimus
1/04-3/24			

**Register Now!**  
Classes fill quickly.  
[www.cptc.edu/register](http://www.cptc.edu/register)



## HOSPITALITY ACADEMY CONT.

### 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: \$445.00 SS 📖

6852	5Cr	Arranged	Arranged
1/04-3/24	On-Line		Allimus

### 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 📖

6889	5Cr	Arranged	Arranged
1/04-3/24	On-Line		Allimus

## HUMAN RESOURCES ACADEMY

### 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 and Development (12 hrs)

**Spring Qtr:** Compensation/Benefits (8 hrs), Classification/Pay (12 hrs)

**Summer Qtr:** Budget Overview (4 hrs), Strategic Planning (8 hrs)

2 Required textbooks cover all classes for both the Human Resources Generalist and the Human Resources Management program.

### HURES 152 Recruitment/Retention

Develop a recruitment and retention of employee strategy; maximize advertising to attract qualified applicants, screening and interviewing technique, testing, reference checking, career fairs, and retention programs. Fee: \$180.00 SS

6858	1Cr	6PM-8:30PM	W
1/06-2/17		19-107	Irby

### HURES 155 Training & Development

Training and development efforts are a key to your organization's success. This course focuses on developing, coordinating and implementing a training and development program that satisfies the needs of the organization and staff. Fee: \$135.00 SS

6859	1Cr	6PM-8:30PM	W
2/24-3/24		19-107	Irby

### HR 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. 📖

### 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 📖

6860	4Cr	Arranged	Arranged
1/04-3/19	On-Line		Irby

6861	4Cr	Arranged	Arranged
2/01-4/16	On-Line		Irby

6862	4Cr	Arranged	Arranged
3/01-5/14	On-Line		Irby

### 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 📖

6863	7Cr	Arranged	Arranged
1/04-3/19	On-Line		Irby

6864	7Cr	Arranged	Arranged
2/01-4/16	On-Line		Irby

6865	7Cr	Arranged	Arranged
3/01-5/14	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 📖

6866	5Cr	Arranged	Arranged
1/04-3/19	On-Line		Irby

6867	5Cr	Arranged	Arranged
2/01-4/16	On-Line		Irby

6868	5Cr	Arranged	Arranged
3/01-5/14	On-Line		Irby

### Promote & Maintain a

#### HURES 163 Healthy Work Environment

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 📖

6869	6Cr	Arranged	Arranged
1/04-3/19	On-Line		Irby

6870	6Cr	Arranged	Arranged
2/01-4/16	On-Line		Irby

6871	6Cr	Arranged	Arranged
3/01-5/14	On-Line		Irby

### PHR/SPHR Certification

#### ELHRS 001

#### Exam Prep

If you are a Human Resources Professional with 2 or more years of exempt-level experience, you may be eligible to sit for the "Professional in Human Resources" or the "Senior Professional in Human Resources" Certification Exams. We'll discuss which exam is most appropriate for you, and help you get ready to take these rigorous exams, so that you may receive one of these internationally recognized distinctions. Prerequisite: 2 years of exempt-level Human Resources Experience. Text required. Fee: \$895.00 SS

68A1	3Cr	6PM-9PM	T
1/12-3/16		Arranged	Staff

## I.T. ACADEMY

### 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:

**(Summer and Winter) CSTH 260**  
A+ Essentials Certification Preparation

**(Fall and Spring) CSTS 260**  
A+ 2020-602 IT Technician  
Certification Preparation

#### A+ Essentials

#### CSTH 260 Certification Preparation

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

6824	3Cr	6PM-10PM	MWF
1/25-2/17		16-107	lyons

### Microsoft Certified Systems Engineer (MCSE) Program Certificate

Develop the skills required to design, install, configure, and troubleshoot a network system infrastructure based on Microsoft Windows 2003 platform. This program will prepare students to enter the industry as backup operators, system engineers, system administrators, and technical support engineers. Prerequisite: A+ Certification, successful completion of an A+ Certification course, passing a written exam administered by the College or a waiver from instructor base on student's experience.

## Microsoft Certified Systems Engineer (MCSE) Program Certificate Continued

**Winter:** MS Windows XP Professional (40 hrs)

Maintaining a MS Server 2003 Network Infrastructure (30 hrs)

**Spring:** Managing & Maintaining a MS Windows Server 2003 Environment (30 hrs)

Maintaining a MS Windows Server 2003 Active Directory Infrastructure (32 hrs)

**Summer:** Implementing & Managing a MS Windows Servers 2003 (40 hrs)

Designing Security for a MS Windows Server 2003 (40 hrs)

### Microsoft Windows XP Professional

**MICRO 210**

Acquire the skills and knowledge necessary to install, configure, and manage Microsoft Windows XP Professional. Text included. Fee: \$450.00 SS

6882	3Cr	6PM-8:30PM	MWV
1/11-2/19		16-109	Souza

### Maintaining a MS Windows Server 2003 Network Infrastructure

**MICRO 211**

Intended for anyone who wants to learn how to install, configure, administer, and support the primary services in the Microsoft Windows Server 2003 operating system as well as for those individuals seeking Microsoft certification.

Prerequisite: Successful completion of Microsoft Windows XP Professional or instructor permission. Text included. Fee: \$330.00 SS

6883	3Cr	6PM-8:30PM	MWV
2/22-3/19		16-109	Souza

## PARENTING

**ELPER 007** **24/7 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

6850	2Cr	6PM-8PM	MW
2/01-3/15		19-118	Carter

**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
1/23-2/20		SHC	McCoy

6854	0.3Cr	10AM-10:45AM	W
1/27-2/24		SHC	McCoy

## Single Moms Raising Boys: Learning to Enjoy the Spice of Life

**ELPER 010**

How to enjoy the vivacious spirit of boys from collecting snakes, learning about the science of junk yards (for car parts), hospital visits, sports and laundry, we will cover it all. Includes techniques for how to listen to your son so you can hear what he is trying to say, what you can learn from turning off the TV, and teaching your son how to go through the bumps of life and finally how to celebrate life together. Fee: \$25.00 SS

68A2	0.2Cr	10AM-12PM	Sa
2/20		Arranged	Rubida
68A2	0.2Cr	6PM-8PM	Th
3/11		Arranged	Rubida

## PHOTOGRAPHY

**Introduction to**

**ELPER 011**

**Digital Photography**

Explore the digital world of pictures; learn the basic functions and uses of a digital camera. Plus, learn how to download digital pictures onto your personal computer and more! Fee: \$137.00 SS

6807	1Cr	6PM-8PM	TTh
2/2-2/28		SHC	Henley

## PROFESSIONAL DEVELOPMENT

**CNTED 100 Cultural Competency/Diversity**

Introduces important differences that exist in people from a variety of different backgrounds, ethnicities, nationalities and cultures. Increase your cross-cultural awareness and communication skills, and become more effective in both your personal relationships and your work role. Fee: \$99.00 SS

68A3	0.3Cr	6PM-9PM	W
1/6		Arranged	Staff

68B3	0.3Cr	6PM-9PM	W
2/3		Arranged	Staff

68B4	0.3Cr	6PM-9PM	W
3/3		Arranged	Staff

**Time Management for**

**ELBUS 001**

**Busy Professionals**

Busy professional, or entrepreneur? Need to maximize your productivity? Here are the Time and Attention Management tools and best practices that will allow you to not just DO a lot, but rather, to ACCOMPLISH your most critical goals. Fee: \$99.00 SS

68A4	0.3Cr	6PM-9PM	T
1/12		Webinar	Staff

68B5	0.3Cr	6PM-9PM	T
2/9		Webinar	Staff

68B6	0.3Cr	6PM-9PM	T
3/9		Webinar	Staff

**ELPER 009** **Social Networking 101**

Wondering what all the hype is about Social Networking? Come and learn about MySpace, Facebook, Twitter and LinkedIn, and how you can utilize them to forward your personal, business or career goals. Fee: \$49.00 SS

68A5	0.2Cr	6PM-8PM	W
1/6		Arranged	Staff

68B7	0.2Cr	6PM-8PM	W
2/3		Arranged	Staff

68B8	0.2Cr	6PM-8PM	W
3/3		Arranged	Staff

**ELCOM 103**

**Online Job Hunting**

How to find and apply for employment opportunities online. We will search the online job search sites, like America's Job Bank, Career Builder, and Indeed, and utilizing offline resources including networking, which is still the way most people find jobs. Fee: \$65.00 SS

6833	0.6Cr	3PM-4:30PM	W
2/03-2/24		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

6832	0.4Cr	4:30PM-5:30PM	W
3/03-3/24		SHC-107	Wilson

## PROJECT MANAGEMENT

**ELBUS 002**

**Project Management**

Interested in a new career in Project Management, or just want to make yourself more marketable by adding Project Management Coursework to your resume? This 40 hour course will utilize world-recognized Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) Standard to cover the nine knowledge areas of Project Management. This course will meet the pre-requisite project management education requirements to sit for either the Certified Associate in Project Management (CAPM) or the Professional Project Manager (PMP) certification exams. CAPM requires 23 hours and the PMP requires 35 hours of project management education. You will receive a Certificate of Completion upon the successful conclusion of the 40 hour course. Text required. Fee: \$995.00 SS

68A6	4Cr	9AM-1PM	Sa
1/16-3/20		Arranged	Staff

## TELECOMMUNICATIONS



**BICSI**

Clover Park Technical College is an official BICSI training site for Installer I, II and Technician training for the telecommunications and construction industry. Successful completion of these courses along with passing an 8-hour certification test can result in a globally recognized standard by the State of Washington Department of Labor and Industries for electricians and technicians for 24 hours of industry-related credits (CEU ID# 2005-293, 2005-294, 2005-295). For more information, please call (253) 589-5575.

## WELDING

**WLD 151**

**Basic Welding**

Introduction to the shielded metal welding (SMAW) process, including; equipment, safety, and skill development with deep penetrating electrodes in the flat and horizontal positions. Develops further skill with SMAW deep penetrating electrodes by welding various joints in the vertical and overhead positions. Training can be tailored to meet individual needs. Each student must bring gloves, hood, goggles, and safety glasses. Text required.

0613	3Cr	9AM-2PM	Sa
2/20-3/27		25-403	Staff

**Register Now!**  
www.cptc.edu/register

**plus 50**  
Community Colleges:  
**AGELESS LEARNING**

retired *wired*



**FREE Seminar:  
Which Mortgage is  
Right for You?**

**ELBUS 102**

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. SS

6829	0.1Cr	10AM-11:30AM	Sa
1/30		SHC-114	Swanson

**FREE Seminar:  
Understanding  
Your Credit**

**ELBUS 101**

Organizational structure strategic planning and principles of supervision and general management. 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. SS

6828	0.1Cr	6PM-7:30PM	T
2/02		SHC-114	Swanson

**Frugal Shopping:  
Stretch Your Budget**

**ELPER 002**

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 the inserts to class. Fee: \$25.00 SS

6846	0.2Cr	9:30AM-12PM	Sa
1/09		SHC-116	Clarke

6847	0.2Cr	6:30PM-9PM	Th
2/18		SHC-116	Clarke

**Introduction to Digital  
Photography**

**ELPER 011**

Explore the digital world of pictures; learn the basics, functions, and uses of a digital camera. Plus learn how to download digital pictures onto a Personal Computer. Fee: \$137.00 SS

6807	1Cr	6PM-8PM	TTh
2/02-2/28		SHC-102	Henley

**Intermediate Drawing  
& Art for 50+**

**CMTY 028**

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

6810	3Cr	9AM-12PM	W
1/06-3/24		33P-102	Mitchell

**Register Now!**  
Classes fill quickly.  
[www.cptc.edu/register](http://www.cptc.edu/register)

**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
2/1-2/8		SHC-114	Buchanan

**EMPL 001 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. Fee: \$129.00.

68B9	2Cr	6:30PM-8:30PM	MW
2/1-3/8		Arranged	Staff

**Scrapbooking: Capturing  
Winter Memories**

**ELPER 010**

This class will teach you the basics of scrapbooking and give you the opportunity to create meaningful 'Winter' themed pages. You will gain experience and confidence in personalized scrapbook pages centered around your photos, paper crafts, and cards that will last for many generations to come. Please call 253-589-5575 for the required student supply list. Fee: \$30.00 SS

6899	0.7Cr	6:30PM-8:15PM	Th
1/7-1/28		SHC	Cook

**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

6808	3Cr	6PM-9PM	M
1/04-3/22		33P	Olliges

6809	3Cr	9AM-12PM	T
1/04-3/22		33P	Olliges



# Computer Classes for Plus 50

**plus 50**  
Community Colleges:  
**AGELESS LEARNING**

## 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

6802	1Cr	2PM-4:30PM	MW
1/11-1/27		03-507	Sutton

## CAM 161 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 short cuts. Learn maintenance, advancements in word processing and spreadsheets, as well as new information. Please bring Flash Drive to class. Note: Must have basic knowledge of Windows on the PC. Fee: \$86.00 SS

6803	1Cr	2PM-4:30PM	MW
2/08-2/24		03-507	Sutton

## ELCAM 001

## Basic Excel

Use Microsoft Excel to create worksheets including formulas that summarizes information. Create and modify charts. Link different worksheets together to create an annual summary. Use file management tools to easily sort, subtotal, filter, and summarize your data. Fee: \$55.00 SS

6830	1Cr	6PM-8PM	TT
3/02-3/16		SHC-107	Westerberg

## CAM 159

## Internet for 50+

An introduction to using the Internet. Includes a basic overview of how to use a computer. Learn to use the Internet to find information, use the various features, and communicate with family using email. Fee: \$86.00 SS

6801	1Cr	2PM-4:30PM	MW
3/01-3/15		03-507	Sutton

## 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. Fee: \$290.00 SS

6805	3Cr	9:30AM-11AM	Daily
1/04-3/02		22-121	Gisler

## ELPER 009

## Social Networking 101

Wondering what all the hype is about Social Networking? Come and learn about MySpace, Facebook, Twitter and LinkedIn, and how you can utilize them to forward your personal, business or career goals, or just stay in touch with family and friends! Fee: \$49.00 SS

68A5	0.2Cr	6PM-8PM	W
1/6		Arranged	Staff

68B7	0.2Cr	6PM-8PM	W
2/3		Arranged	Staff

68B8	0.2Cr	6PM-8PM	W
3/3		Arranged	Staff

## 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. Keyboarding and basic computer experience preferred. Fee: \$155.00 SS

6806	2Cr	11AM-12:30PM	Daily
1/05-3/09		22-121	Gisler

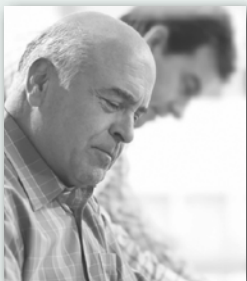
## More classes, more opportunities

In addition to the programs listed here, Clover Park Technical College develops many additional classes in career areas (such as business, computer technology and real estate) and classes for personal and professional enrichment, from glassblowing to computers to how to start a second career.



### retired inspired

The Plus 50 Initiative is open-ended because there is no end to the kinds of things your may want to learn. Whether your dream is to try your hand at floral arranging or to become more proficient with new technologies, whether you want inspiration for planning a trip or help setting up a new business, we are here to help you achieve those goals.



### retired wired

Plus 50 offers both on-line and face-to-face classes that will give you the skills and knowledge you need and want for today's high tech and green conscious society. We offer computer technology courses at all levels and opportunities to learn about and participate in the newest kinds of environmental science to green construction.



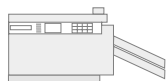
### retired hired

Clover Park Technical College has always been a college with a focus on employment. Pathway to Employment is a class focused entirely on giving you the skills you need to get back into the workforce from learning computer applications to creating resumes, letters and job portfolios that work. We also offer skills assessments and help with interviews.

# How to Register for Continuing Education at Clover Park



**Internet** [www.cptc.edu/register](http://www.cptc.edu/register)  
Register Online @ [www.cptc.edu/register](http://www.cptc.edu/register)



**Fax** (253) 589-5852

Complete the registration form and Fax it in to Student Records/Registration at (253) 589-5852. Be sure to include your MasterCard or Visa number and expiration date. Available 24 hours a day.



**Mail-In** 4500 Steilacoom Blvd. S.W., Lakewood WA 98499

Simply complete the registration form 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.



**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., January 9, 2010**

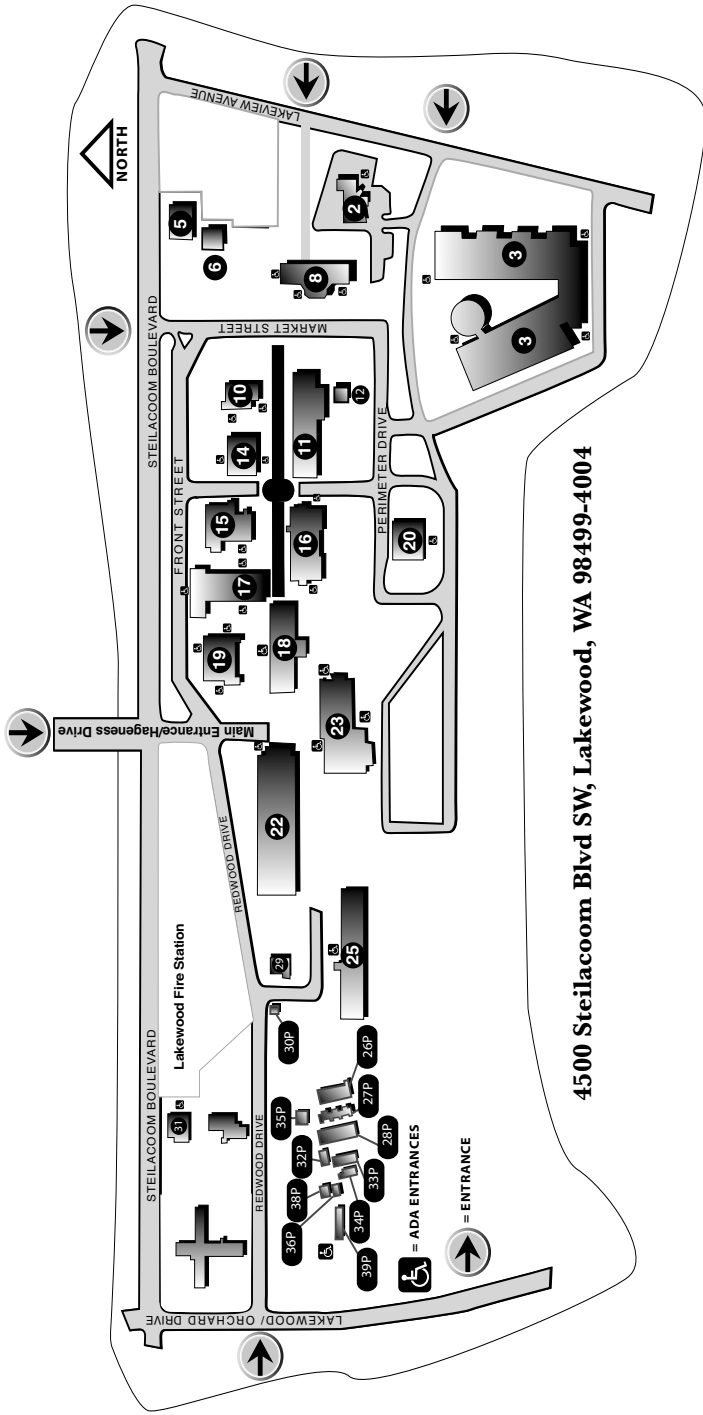
## **VISA, MasterCard, check or cash may be used to pay for tuition and fees.**

If you fax, mail or phone in you will be automatically registered unless otherwise notified. Your cancelled check is your confirmation! If your registration cannot be processed for some reason, we will contact you by phone or mail. It is recommended that you register early to secure your place in class.



**www.cptc.edu**  
**(253) 589-5800**

**WiFi** located in select areas of these buildings.  
 WIRELESS NETWORK = cptc    PASSWORD = free



**4500 Stellacoom Blvd SW, Lakewood, WA 98499-4004**

Accounting	10	WiFi
Accounting Tax Office	10	WiFi
Administrative Offices	17	WiFi
Adult Basic Education	26P, 27P, 30P	
Architectural Engineering Design	19	WiFi
Assessment Center	17	WiFi
Associated Student Government	23	WiFi
Auto Collision Technician	3	
Auto Restoration & Customization	18	WiFi
Automotive Technician	3	WiFi
Auto Upholstery & Glass	3	WiFi
Barbering	8	WiFi
Boardroom	23	WiFi
Bookstore	17	WiFi
Business Office	19	WiFi
Business Support Services	19	WiFi
CAD Laboratory	19	WiFi
Cafeteria	23	WiFi
Career Center	17	WiFi
Child Development Center	20	
College Relations	17	WiFi
Computer Applications	19	WiFi
Computer Information Technology	10	WiFi
Computer Networking & Information Systems Security	16	WiFi
Conference Center	23	WiFi
Construction - Residential	5	
Continuing Education	19	WiFi
Cosmetology	8	WiFi
Counseling/Advising	17	WiFi
Culinary Arts	31	
Custodial Services	22	
Customer Service/Call Center Specialist	10	WiFi
Dental Assistant	14	
Dental Administrative Specialist	10	WiFi
Early Care & Education	27	
Electrician Low Voltage Fire/Security	16	WiFi
eLearning	16	WiFi
Environmental Sciences & Technology	16	WiFi
Esthetic Sciences	8	WiFi
Expressions Apparel	23	WiFi
Financial Aid	17	WiFi
Foundation	19	WiFi
GED Testing	17	WiFi
Graphic Technologies	11	WiFi
Head Start	20	
Health Unit Coordinator	14	
Heating/Air Conditioning Service Technician	25	
Hemodialysis	16	WiFi
Hospitality & Tourism	10	WiFi
Human Resources	17	WiFi
Human Services Program	16	WiFi
IBEST	19	WiFi
Instruction	17	WiFi
Interior Design	19	WiFi
International Programs	22	
KVTT Radio Station	11	WiFi
Lakewood Chamber of Commerce	19	WiFi
Landscape Program	25	
Learning Lab	17	WiFi
Library	15	WiFi
Maintenance Department Buildings	6, 29	
Maintenance Office	22	
Maintenance Shop	22	
Manufacturing Technologies	25	
Massage Studios Lab	8	
Massage Studios Classroom	10	WiFi
Math Labs	35P/15	WiFi
Mechanical Engineering Design	19	WiFi
Media Design & Production	11	WiFi
Medical Assistant	14	
Medical Histology	16	WiFi
Medical Material Management/Central Service	14	
Medical Histology Technician	16	WiFi
Medical Laboratory Technician	14	
Nursing Programs	14 & 2	
NW Career & Technical High School	16	WiFi
Operations/Facilities	17	WiFi
Paraeducation	33P	
Parking	23	WiFi
Personal Care Services	8	WiFi
Pharmacy Technician	14	
President's Office	17	WiFi
Radio Station (KVTT)	11	WiFi
Rainier Media Center Studio	11	WiFi
Rainier Media Center Offices	12	
Rainier Room Cafe/ Culinary Arts	14 & 2	
Resource Center (Library)	31	
Restaurant Operations Program	15	WiFi
Retail Business Marketing/Management	31	
Rotunda	23	WiFi
Rotunda	3	WiFi
Security Office	22	
Self Paced Computer Lab	19	WiFi
Shipping/Receiving	22	
Student Center	23	WiFi
Student Records	17	WiFi
Student Services	17	WiFi
Studio A	17	WiFi
Studio B	11	WiFi
Surgical Technology	14	
Tutoring Center	15	WiFi
Video Teleconference Center	11	WiFi
Welding Technology	25	
Worker Retraining	17	WiFi
Workforce Training & Development	19	WiFi
WorkFirst/Work Source	19	WiFi
Accounting	10	WiFi
Accounting Tax Office	10	WiFi
Administrative Offices	17	WiFi
Adult Basic Education	26P, 27P, 30P	
Architectural Engineering Design	19	WiFi
Assessment Center	17	WiFi
Associated Student Government	23	WiFi
Auto Collision Technician	3	
Auto Restoration & Customization	18	WiFi
Automotive Technician	3	WiFi
Auto Upholstery & Glass	3	WiFi
Barbering	8	WiFi
Boardroom	23	WiFi
Bookstore	17	WiFi
Business Office	19	WiFi
Business Support Services	19	WiFi
CAD Laboratory	19	WiFi
Cafeteria	23	WiFi
Career Center	17	WiFi
Child Development Center	20	
College Relations	17	WiFi
Computer Applications	19	WiFi
Computer Information Technology	10	WiFi
Computer Networking & Information Systems Security	16	WiFi
Conference Center	23	WiFi
Construction - Residential	5	
Continuing Education	19	WiFi
Cosmetology	8	WiFi
Counseling/Advising	17	WiFi
Culinary Arts	31	
Custodial Services	22	
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Environmental Sciences & Technology	16	WiFi
Esthetic Sciences	8	WiFi
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Human Resources	17	WiFi
Human Services Program	16	WiFi
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Instruction	17	WiFi
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Massage Studios Lab	8	
Massage Studios Classroom	10	WiFi
Math Labs	35P/15	WiFi
Mechanical Engineering Design	19	WiFi
Media Design & Production	11	WiFi
Medical Assistant	14	
Medical Histology	16	WiFi
Medical Material Management/Central Service	14	
Medical Histology Technician	16	WiFi
Medical Laboratory Technician	14	
Nursing Programs	14 & 2	
NW Career & Technical High School	16	WiFi
Operations/Facilities	17	WiFi
Paraeducation	33P	
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Rainier Media Center Offices	12	
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Security Office	22	
Self Paced Computer Lab	19	WiFi
Shipping/Receiving	22	
Student Center	23	WiFi
Student Records	17	WiFi
Student Services	17	WiFi
Studio A	17	WiFi
Studio B	11	WiFi
Surgical Technology	14	
Tutoring Center	15	WiFi
Video Teleconference Center	11	WiFi
Welding Technology	25	
Worker Retraining	17	WiFi
Workforce Training & Development	19	WiFi
WorkFirst/Work Source	19	WiFi



# College Policies

## Student rights & responsibilities

Clover Park's student code of conduct sets forth rules of student conduct, guarantees certain student rights and establishes procedures governing student conduct. A complete listing of students rights and responsibilities is available in Student Services.

## Family Educational Rights and Privacy Act

Information pertaining to the Family Educational Rights and Privacy Act (FERPA) is published in the Clover Park Technical College Catalog and is available from Student Services.

## AIDS information

Human Immunodeficiency Virus (HIV) is a virus that destroys the body's ability to fight off illness. HIV can cause the disease called AIDS (Acquired Immunodeficiency Syndrome). An AIDS information pamphlet is provided to all students at general college orientations and is also available in the Advising and Counseling and Student Services offices.

## Smoking

Smoking is allowed in designated outdoor areas at Clover Park Technical College. This policy may be curtailed if the privilege is abused.

## Student right to know

In compliance with the federal Student Right-to-Know (SR2K) and Campus Security Act of 1990 (Public Law 101-542), Clover Park Technical College makes available information about program completions on the College web site, [www.cptc.edu/sr2k](http://www.cptc.edu/sr2k). A printed copy of this information may be obtained by calling Registration at (253) 589-5666.

## Equal Opportunity/Affirmative Action

Clover Park Technical College is an Equal Opportunity and Affirmative Action employer and is in compliance with sex and disability regulations. For more information, contact the EEO/AA Officer at (253) 589-5533.

## Non-discrimination

Clover Park Technical College does not discriminate on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, veteran status, or the presence of any physical, sensory or mental disability. Any person at the College who feels he or she has reason to claim discrimination or unfair treatment may contact Human Resources at (253) 589-5533 to speak to an equity representative.

## Refund Policy

1. The assessment test fee is not refundable.
2. All program admission fees are not refundable.
3. For State-funded classes, the tuition and laboratory/supply/computer use fee will be refunded for a payment period upon official withdrawal according to the following schedule:
  - 100% Prior to the first day of instruction.
  - 80% First through fifth day of instruction.
  - 40% On or after the sixth day of instruction through the twentieth calendar day following the beginning of instruction.
  - 0% Twenty-first calendar day through the end of the payment period.

Financial aid recipients are subject to the Title IV Return of Funds policy stated in the catalog.

4. For Self-Support classes, the following schedule will apply:
  - 100% If the College cancels the class.
  - 100% When you withdraw from the class on or before one business day prior to the first day of class. To officially withdraw from the class, you may come to the College in person, call registration at 253-589-5666, fax your request to be withdrawn to 253-589-5852, or withdraw online at [www.cptc.edu/drop](http://www.cptc.edu/drop). The College must receive the fax on or before one business day prior to the first day of class.
  - 0% When you register but do not attend the class. No refunds are available after the class has started.

Self-support classes are indicated in the quarterly class schedule by an SS after the cost of class. The fees charged for self-support classes cover all costs of the class.

5. Programs cancelled by the College will be refunded at 100 % of the fees paid but unused as of the cancellation date.
6. Refunds will not be granted for students withdrawn for disciplinary reasons.

7. Students called for military active duty will be granted a refund of tuition and laboratory/supply/computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources and payment methods. Presentation of written confirmation is required.
8. Students who do not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal without refund.
9. The graduation fee is not refundable.
10. Upon official withdrawal, refunds will be made by mail to the student or his or her respective funding agencies.

## Refund exceptions

Exceptions to the refund policy must be requested in writing to the Director of Enrollment Services before the last day of the quarter in which payment was made. A Petition for Refund Exception form is available in Student Records. Eligible requests will have detailed information and supporting documentation attached.

## Drug free environment

Clover Park Technical College maintains an active program to prevent the illicit use of drugs and the abuse of alcohol by students and employees on College property or as any part of the College's activities. A complete statement of philosophy and standards of conduct are contained in the pamphlet "Aims for a Drug-Free Environment" available at general College orientations, and in the Advising and Counseling and Student Services offices. Any person violating the Drug Free Environment policy will be dealt with in accordance with the institutional policy. Procedures conform to applicable state law.

**For more College policies, including academic standards, see the current Clover Park Technical College Catalog.**

## Continuing Education Department Expands

Clover Park Technical College is expanding its Continuing Education offerings! We offer courses on every imaginable topic, from accounting and IT classes, to belly dancing and welding. Don't see the one you want? Please visit us at [www.cptc.edu/ContinuingEd](http://www.cptc.edu/ContinuingEd), and click on, "Suggest a Class."

We offer the Certificate Programs you need to amp up your job skills. We can help you increase your promotability, or help you prepare for a total career change. And you can do it in a lot less time than you think!

Administrative Professional Certificate

CompTIA A+ Certification Exam Prep

Human Resources Generalist Certificate

Massage Therapy CEUs

Microsoft (MCSE) Certified System Engineer

Phlebotomy Skills Certificate

BICSI Telecommunications Training

Forklift and Flagger Certification

Human Resources Management Certificate

Medical Insurance Billing Certificate

PHR/SPHR Certification Exam Prep

Project Management Essentials Certificate

Call us at **253-589-5575** or visit [www.cptc.edu/ContinuingEd](http://www.cptc.edu/ContinuingEd)

### 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) 589-5770



### For your viewing

pleasure, check out CPTC-TV now airing on Comcast channel 28 and CLICK! Channel 27.

### 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](http://www.cptc.edu/register)

### Continuing Education Classes

- Need a certification or recertification to get a better job?
- Unemployed and want to get trained in a new career field?
- Need CEUs to keep your license current?
- Want to learn how to do something you always wanted to do?
- Want to add to your job skills to make yourself more marketable?

This is your chance. Call us at 253-589-5575.

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

### Business Training

- Entrepreneurial training to get you to the next level
- Mandatory topics such as Sexual Harassment Prevention, Diversity, Workplace Violence Prevention and Supervisory Essentials
- Sales, Productivity Improvement and Waste Reduction
- Word, Excel, Outlook, Access and PowerPoint Training
- Technical Training like Forklift, Flagger, HAZMAT and Welding
- Green / Sustainable Business Practices
- Leadership, Conflict Resolution and Interpersonal Skills Training

Your location or ours. The sky is the limit. Call 253-589-4533.

### IMPORTANT DATES

#### 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 Fall Quarter ends

#### JANUARY

- 4 Winter Quarter begins
- 18 College closed, Martin Luther King Jr. Day

#### FEBRUARY

- 1 Winter application for graduation award deadline
- 15 College closed, President's Day
- 16 Web registration for continuing students
- 22 New student registration for admitted students

#### MARCH

- 1 Open registration for Spring Quarter
- 4 Fees due for Spring Quarter
- 23 Winter Quarter ends
- 24 Spring Break begins

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