

catalog



Jess and Heidi Sheneberger-
The Big Choice, Made Easy, pg. 7.

2002-
2004 ✓

Green River Community College



Donielle, Alva, and Jonathan Sadler-
GRCC is a Family Tradition, pg. 3.



Donna and Sherry Vincent-
Location, Location, Location,
pg. 17.



FOR MORE INFORMATION ABOUT THE COLLEGE

For additional information about GRCC and the programs and services we offer, check out our web site at www.grcc.ctc.edu.

IMPORTANT PHONE NUMBERS

The main college telephone numbers are:

Auburn	(253) 833-9111
Eastside	(206) 464-6133
Tacoma	(253) 924-0180

Offices:

Admissions	ext. 2500
Assessment and Testing Center	ext. 2650
Campus Tours	ext. 2400
Career Services	ext. 2555
Cashier	ext. 2050
Continuing Education	ext. 2535
Cooperative Education	ext. 2550
Counseling Services	ext. 2460
Dean of Student Services	ext. 2414
Disability Support Services	ext. 2631
Distance Learning	ext. 3354
Educational Planning	ext. 2641
Enrollment Services	ext. 2500
Enumclaw Center	ext. 3400
Financial Aid	ext. 2440
Health Services	ext. 2430
International Programs	ext. 3300
Library	ext. 2090
Multicultural Services	ext. 2403
The Paper Tree bookstore	ext. 2069
Project TEACH	ext. 4361
Registration	ext. 2500
Running Start	2641
Security	ext. 3350
Skillstream	(253) 856-9595
Student Programs	ext. 2400
Tech Prep	2581
Trio/Project Class	ext. 2655
Tutoring	ext. 2325
Veterans' Service	ext. 2466
Women's Programs	ext. 2547
Worker Retraining	ext. 2211
WorkFirst	ext. 2211

FAX (ENROLLMENT SERVICES OFFICE)

(253) 288-3454

WRITING

To write for information or to send materials to the college, use the following mailing address:

Enrollment Services Office
Green River Community College
12401 SE 320th St.
Auburn, WA 98092-3699

WEB SITE

www.grcc.ctc.edu

CAMPUS VISITS

One of the best ways to get information about a college is to visit the campus. Many students have reported that a personal visit to campus was how they decided that GRCC was right for them.

The College invites everyone interested to come to GRCC for a visit. Individuals interested in a campus tour or visit should call ext. 2400 for more information. Groups should call ext. 2637. Visits can include a stop at the Educational Planning Center and a talk with faculty members in programs of interest.

CATALOGS

Catalogs are available at Enrollment Services, on the web at www.grcc.ctc.edu, and will soon be available on cd-rom.

CLASS SCHEDULES

GRCC publishes a class schedule for each quarter of the academic year. Copies are available on campus, on the web, and are mailed to all residences in the college's service area several weeks before the quarter begins. A special early fall edition is printed in the spring for the following fall quarter. This schedule is available only on campus and is primarily used by continuing students who register for fall during spring quarter. For information, call Enrollment Services at ext. 2500.

PROFESSIONAL AND TECHNICAL PROGRAM INFORMATION GUIDES

Call Enrollment Services (ext. 2500) for guides that give detailed information about individual professional and technical programs.

STUDENT INFORMATION KIOSK

The Student Information Kiosk allows students access to relevant information in a convenient, easy manner. The Student Kiosks are located in Holman Library and throughout offices in the Lindbloom Student Center. They allow students to:

- view their student schedules
- access class information
- view their financial aid information
- run a degree audit
- print an unofficial transcript
- view their registration appointments
- change student PIN
- access tax credit information
- HOPE scholarships
- access scholarship information
- access schedule planner
- change student address
- pay tuition by credit card
- register via web
- update their address

The Internet address for Student Online Services is www.grcc.ctc.edu, then click on Online Services.



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Green River Community College has made reasonable efforts to provide in this catalog information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses, and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

Green River Community College does not discriminate against anyone based on race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, or the presence of any sensory, mental or physical disability, or status as a disabled person or veteran of war, in accordance with the Americans With Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Students needing an alternative medium for communicating must contact Disability Support Services in the Educational Planning Center.



Donielle, Alva, and Jonathan Sadler.

A Family Tradition

For Jonathan Sadler, Green River was a family tradition. His mother, Alva, had attended while he was still a child, and his sister, Donielle, had also attended. So, after graduating from high school, Jonathan headed for Green River. "My mother told me that it was a great place to get my focus set. You need to get your wings before you can fly." Jonathan recommends making use of all the campus services, and is serving as co-chair of Multicultural Services, while also working with the Lead and Earn and Trio programs. "Students really do come first here. There really is an open door policy." Jonathan and his family have had to overcome many obstacles on their path toward education and feel that Green River is the place that can help them reach their goals.



Welcome

Welcome



WELCOME

to Green River Community College, where student success is our highest priority. We are eager to assist you in achieving your goals through our innovative programs, responsive services, and instructional excellence. We have been doing so for generations.

The college has found that families value higher education. This was certainly true in my own situation. For my mother, the higher education of my brother and me was a primary life goal. As you will see throughout this catalog, that tradition has followed for many students of GRCC, who have encouraged their sons and daughters, siblings or spouses to attend.

When you come to our campus, you will see the college's commitment to the environment in the lush landscape and towering evergreen trees that reflect the natural wonder of each season.

GRCC recognizes the importance of student involvement and offers many clubs, activities, and support services to its students. Educational planning services, intramural sports, student

government, student employment, and internships are just some of the advantages we think will contribute to your success and enjoyment at college.

Above all, GRCC is committed to providing you with a quality education. Our faculty is dedicated to teaching. Academic courses prepare students to transfer to four-year universities and colleges and our professional/technical programs give students a competitive edge in business and industry.

By choosing to join the Green River Community College family, you are following in the footsteps of people who have gone on to success in the workplace and at four-year universities and colleges. Congratulations! You are choosing an experience that will benefit you for a lifetime.

A handwritten signature in cursive script that reads "Richard A. Rutkowski".

Richard Rutkowski
President



VISION

Green River will be a leading community college committed to lifelong learning and student success.

MISSION

Green River Community College improves lives by supporting students as they achieve their goals. We provide quality education and training to the communities we serve through instructional excellence, innovative programs, and responsive services.

INSTITUTIONAL GOALS

1. Provide quality programs and support services that are responsive to student and community needs.
2. Enhance student learning through exceptional teaching and innovative instructional delivery methods.
3. Provide technology, equipment, and facilities that enhance the learning environment.
4. Promote and support employee training and development.
5. Support the success of people with diverse backgrounds and abilities by continuously promoting a campus culture of understanding and respect.
6. Collaborate with government, business, and community organizations to advance common goals.
7. Maximize resources through responsible management, entrepreneurial activity, and fundraising.

PURPOSE

Green River provides learning opportunities for the residents of Washington. We continue to operate in accordance with the state of Washington's Community College Act of 1967.

ROLE AND SCOPE

Green River offers courses and programs leading to a variety of associate degrees, certificates, and diplomas in professional and technical fields and academic transfer. The college also offers customized training, developmental and basic skills programs, as well as a variety of noncredit activities and courses for personal enrichment. Students enroll at the main campus in Auburn, the Center at Enumclaw, Skillstream, other community locations, and through distance learning. Green River also offers a variety of support services to currently enrolled and prospective students to increase their chances for success.

VALUES

We, the faculty, staff, administration and Board of Trustees of Green River, embrace the following values and beliefs:

- Recognizing student success as our highest priority
- Providing access to those who can benefit
- Embracing diversity
- Holding teaching excellence in high regard
- Recognizing the importance of student involvement
- Demonstrating accountability for achieving our goals
- Developing a global consciousness
- Ensuring a safe environment
- Preserving the natural campus environment
- Promoting innovation
- Fostering individual growth and development
- Respecting the worth and dignity of the individual



ABOUT GREEN RIVER COMMUNITY COLLEGE

Named after the river that winds through most of its service area, Green River Community College is a two-year public college that offers degrees and certificates in academic and professional and technical programs, as well as courses in continuing education and developmental education. Located on 186 acres, Green River has been committed to maintaining the ecological integrity of the campus's forested growth. Students enjoy this beautiful campus in its safe and peaceful environment.

A core of about 120 full-time faculty and 210 part-time faculty teach daytime and evening classes. The student population is approximately 9,000—both full-time and part-time students—and features a growing diversity of ages and ethnic backgrounds.

The roots of GRCC stretch back to 1945, when the Auburn School District started a program of adult evening education, which soon became the largest in the state. The popularity of the program convinced citizens from the surrounding communities that the Green River Valley needed its own community college. Local committees began working to secure state approval to start a community college in 1959. In 1963, the determination of local citizens paid off when the State Board of Education approved the community college.

GRCC's professional and technical program began in September 1964 at a location near the Auburn Boeing plant. A year later, Green River Community College opened its doors at its present location on Lea Hill, east of Auburn. This favorable location is easy to reach from local communities and is a 40-minute drive from either Seattle or Tacoma. With increasing demand for higher education, GRCC has opened satellite campuses in Kent and Enumclaw.

Green River Community College's service area is defined as District 10 by the 1967 Washington State Legislature; the college is governed by a five-member board of trustees. Financial support comes from state appropriations and student tuition.

ACCREDITATION

Green River Community College is accredited by the Northwest Association of Schools and Colleges and by the Washington State Board for Community and Technical Colleges.

CAMPUS-WIDE LEARNING OUTCOMES/ ABILITIES

Green River Community College is committed to the goal of continuous improvement of teaching and learning. Toward that end, faculty and administrators have identified core learning outcomes, called campus-wide outcomes (CWO's), that are vital to the success of all students. The outcomes are critical thinking, quantitative and/or symbolic reasoning skills, responsibility, and written communication. These campus-wide outcomes enable students to develop the abilities needed to become lifelong learners. GRCC believes that the outcomes will be promoted by reinforcing these learning experiences across the curriculum. Therefore, the College's goal is to assure that graduates will be able to:

- recognize and use essential components of effective reasoning to evaluate information and to improve the quality of their own thinking;
- access, evaluate, apply, and translate quantitative and/or symbolic information from a variety of sources, and in a variety of contexts;
- accept responsibility for their own learning and actions; and
- express their thoughts, feelings, and ideas effectively and clearly and make connections that create meaning for themselves and their peers.

Critical thinking, quantitative and/or symbolic reasoning skills, responsibility, and written communication represent core competencies we want all students to develop. While not every class will incorporate all four campus-wide outcomes into its course curriculum, each class will incorporate at least one. Class syllabi identify the outcomes and/or abilities addressed in each class and how the outcomes will be assessed.

GRCC believes students who develop these outcomes and/or abilities, in addition to achieving competency in their subject areas, are more likely to become lifelong learners and to become successful in their personal lives, in the work force, and in fulfilling their citizenship responsibilities.

The Decision
Was Easy



Jess and Heidi Sheneberger.

Heidi and Jess Sheneberger's family has lived near GRCC since 1976 and they attended many cultural events on the campus throughout the years. With their parent's belief in the community college concept, the cost, and the fact that their dad, a retired teacher, took a job in the college bookstore, the decision to attend GRCC was an easy one. Heidi pursued her AA transfer degree and Jess took advantage of the Running Start program. They both enjoyed their programs and "It was definitely a benefit for Jess and I to have Dad so close on campus, working in the bookstore. We would meet in the cafeteria for coffee, to sit and talk." Heidi found the campus atmosphere to be intellectually stimulating and fun. They both graduated in 1999 and were pleased that they had chosen to begin their college experience so close to home. They both went on to earn Bachelor's degrees from Washington state universities.



GETTING STARTED AT GREEN RIVER COMMUNITY COLLEGE

THE STUDENT SUCCESS PROGRAM CHECKLIST

To help students get the best possible start in college, Green River offers a comprehensive new student entry process called the Student Success Program. **Follow these steps** and you can discover academic and personal success at GRCC.

Step 1____ Exploration and Admission	<p>Are you undecided about your career direction or do you want to confirm that the choice you have made is actually the best fit for you? At the Career Development and Employment Services Center you have many services available to you: participation in a career development and assessment workshop series or career exploration credit course, Internet access to research occupational and labor market information, a career resource library, resume review, mock interviewing and more.</p> <ul style="list-style-type: none"> • Career Services. See page 9 for additional information. <p>Obtain an application for admission from GRCC or apply online at our web site: www.grcc.ctc.edu. Complete the form, indicating your intended degree program, and return it to Enrollment Services on the second floor of the Lindbloom Student Center. If you plan to transfer in credits from any previously attended colleges, you need to provide an official copy of your transcript(s) and submit the Transcript Evaluation Request form to Enrollment Services. Forms are provided in your acceptance packet.</p> <ul style="list-style-type: none"> • Enrollment Services. See page 13 for additional information.
Step 2____ Financial Assistance	<p>GRCC offers financial assistance in the form of grants, scholarships, loans, and work study programs. You should complete your financial aid application packet (FAFSA and GRCC's Financial Aid Application form) by April 15th for fall quarter. Allow at least 12 weeks for application processing before the beginning of any other academic quarter. The Financial Aid office is located on the second floor of the Lindbloom Student Center.</p> <ul style="list-style-type: none"> • Financial Aid. See page 10 for additional information. • Workforce Education. See pages 11 and 20 for additional information.
Step 3____ Assessment	<p>New students are required to take the COMPASS assessment or provide appropriate documentation of college placement prior to registering for classes. If you think you qualify for accommodations with assessment for reasons of disability, please see Disability Support Services.</p> <ul style="list-style-type: none"> • Assessment and Testing Center. See page 12 for additional information. • Disability Support Services. See page 26 for additional information.
Step 4____ Orientation	<p>Student Orientation is an important step towards understanding the resources, services, and programs available to you as a GRCC student.</p> <ul style="list-style-type: none"> • New Student Orientation. See page 12 for additional information. • Campus Tours. See inside front cover for additional information.
Step 5____ Advising/Educational Planning	<p>Speak with a faculty advisor or educational planner prior to registration. When you meet with an advisor you should have your COMPASS scores and copies of any previous college coursework available. If you have selected a professional/technical program, schedule an appointment with an appropriate faculty member prior to registration to ensure appropriate course selection.</p> <ul style="list-style-type: none"> • Educational Planning. See pages 12 and 13 for additional information. • Professional/Technical Programs. See page 41 for additional information.
Step 6____ Registration	<p>Register for classes on your appointed day. Information about registration will be mailed to you, once your application is processed. The quarterly class schedule explains tuition due dates and registration procedures. You may access your registration appointment via our website at www.grcc.ctc.edu and select Online Services.</p> <ul style="list-style-type: none"> • Enrollment Services. See page 13 for additional information. • Cashier's Office. Call ext. 2050 for additional information.



STEP 1 Exploration and Admission

CAREER DEVELOPMENT AND EMPLOYMENT SERVICES CENTER

253-833-9111, ext. 2555

The Career Development and Employment Services Center (CDESC) provides students, community members and employers with a comprehensive one-stop approach to all of your career development needs during your time at Green River and in the future. A variety of services are available including modules on career exploration, occupational and labor market information, portfolio development, resume writing, interviewing skills, employment opportunities, cooperative education internship leads and more.

To find out more, call or visit the CDESC in LSC Room 225 to use the computerized services or enroll in a module.

ADMISSIONS CHECKLIST

1. ____	Apply on-line at www.grcc.ctc.edu , or by submitting the GRCC or State of Washington Uniform Community College Admissions form to the college.
2. ____	Upon receiving your acceptance packet, please review the complete instructions included therein.
3. ____	Plan early for taking the COMPASS assessment.
4. ____	Students wishing to transfer credits in to GRCC from other colleges or universities should send for official transcripts and request an evaluation of the transcripts (request form is included in acceptance packet).
5. ____	Send for official high school transcripts only if student is applying for the high school completion program or the Practical Nursing program.
6. ____	Apply for financial aid if there is a need for financial assistance to attend the college.

WHO CAN BE ADMITTED?

Admission to the college is open to anyone who has a high school diploma, GED, or is at least 18 years old. Green River welcomes people of all income levels, backgrounds and previous educational experience.

WHEN SHOULD YOU APPLY?

Students who plan to start classes fall quarter may apply any time beginning December 1 of the preceding year. Students who complete the entry process first, get to register first—so applying early is an advantage.

Students may begin most programs any quarter, but some professional and technical programs are designed to begin fall quarter only. See area of interest in "Programs of Study" to determine program entry times.

Students who plan to begin studies winter, spring or summer quarter may apply any time prior to the beginning of that quarter. Applications are

accepted beginning September 1 for the following winter quarter; January 1 for the following spring quarter; and April 1 for the following summer quarter.

HOW TO APPLY

Students may apply for admission to GRCC:

- on-line at www.grcc.ctc.edu
- by submitting a GRCC or State of Washington Uniform Community College Admissions form to Enrollment Services via mail or in person

Students may request that an application be mailed to them by calling Enrollment Services at ext. 2500.

After the college has processed the application, students will be mailed an acceptance packet. The packet will include their student identification number, a checklist guiding them through the process, and forms used to request that official transcripts be sent to GRCC and to request a transcript evaluation. The checklist includes information on assessment, orientation, advising, how to access their registration, registration for classes, and more.

AGE EXCEPTION POLICY

The following guidelines apply to the admission of those persons who do not meet general admission requirements.

1. Students under the age of 18 who have not earned a diploma or the equivalent from an accredited high school may be admitted only upon appropriate release from their high school. Home-schooled students are also subject to the special admission requirements. Students will be required to submit a High School Release Form signed by the appropriate high school official when they register. These forms are available at area high schools.
2. Persons who meet the requirements of the Running Start program may enroll in most college transfer and vocational classes if the student meets the prerequisites associated with the given course and are authorized for such enrollment by their high school.
3. Students under the age of 16 normally will not be admitted. If a potential student will not be 16 by the starting date of the quarter they wish to attend and want to pursue enrollment, the interested party must contact the Director of Educational Planning to seek an exception. Enrollment decisions will be made according to the following criteria:
 - a. The student must be referred to GRCC from an academic institution or educator. This referral will include a required release form from the student's home institution, signed by the counselor (referring agency) and the student's parent or guardian.
 - b. Students will be admitted on a space-available basis; formal enrollment may be completed no earlier than the third day of the quarter.
 - c. If it is determined that the student is eligible for courses available through the public school system, the student should not be enrolled.
 - d. Students must meet course prerequisites and demonstrate academic preparedness thorough COMPASS placement or an independent evaluation by a full-time faculty from the impacted division(s).



Getting Started

- e. Appropriate evaluation of the student's maturity/college readiness. This can be accomplished through a personal interview between the student, the Dean of Student Services or his/her designee, the dean of the appropriate academic division, and the instructor of record for the course(s) to be taken. It may be appropriate to include the parent/guardian of the student in these discussions.
- f. Students may not drop or add courses during an approved quarter without appropriate approval from the instructor.
- g. Students are required to make academic progress (GPA of 2.0 or above) each quarter.

Students not complying with these procedures will be disenrolled.

APPLICATION FOR RE-ADMISSION

Students who have not attended GRCC for at least one quarter, may re-apply on-line or by calling Enrollment Services. Once their record has been updated, they will be assigned a registration time. Only students who have earned credit at GRCC in the past are eligible to register as a returning student.

HEALTH SCIENCE SPECIAL ADMISSION REQUIREMENTS

The programs in Practical Nursing, Occupational Therapy Assistant and Physical Therapist Assistant have special admission requirements to ensure student success. Students need to refer to the Programs of Study section in this catalog for individual program requirements. For further information, contact the curriculum advisor for the Health Science Programs in Educational Planning at ext. 2636.

The Health Science programs comply with the "Child/Adult Abuse Information Act," RCW 43.43.830-43.43.840. Each Health Science student is required to submit to a background investigation for criminal history information prior to entry into the program.

TRANSFER-IN STUDENTS

Admission of students transferring from other colleges is regulated by the same academic standards that apply to other GRCC students. Transfer students are required to indicate all previous college work when they complete the application process. Failure to do so may jeopardize their educational plans.

Students transferring credits from other institutions, military experience or advanced placement must provide the Enrollment Services Office with official transcript copies, along with a request form for transcript translation. Records become the property of GRCC and will not be returned to students. Upon completion of the translation, students will be provided with a written response indicating which courses have been accepted as transfer credit to GRCC and what the GRCC course equivalent is for each transfer course. This correspondence will become part of the student's official record.

It is to the incoming student's advantage to request a transcript translation as early as possible. Registration appointments at Green River are calculated on a credit-earned basis. Translated (accepted) credits will be used to assign an earlier registration appointment after students have attended their first quarter at GRCC. A transcript translation must be completed by the evaluator prior to the next quarter's registration in order for students to get an earlier registration appointment.

Students transferring from international institutions need to contact the International Programs Office for a list of accepted agencies approved by Green River for transcript validation and translation of international transcripts. The cost of the agency service is the student's expense. Fees may vary.

STEP 2 Financial Assistance

Financial Aid Office
(253) 833-9111, ext. 2440

If paying for college expenses is a concern, contact the Financial Aid Office to apply for assistance. GRCC's philosophy is that people should have the opportunity to achieve their educational goals, regardless of income. Grant, loan and work-study programs are available for those needing assistance.

ELIGIBILITY

To be eligible for financial assistance through federal and state programs, a student must do all of the following:

- have a high school diploma or GED certificate;
- be enrolled in an eligible degree or certificate program;
- be a U.S. citizen or national, or an eligible non-citizen;
- meet satisfactory academic progress standards;
- not owe a refund on any federal grant or be in default on a federal student loan;
- register for selective service, if male and age 18 or older; and not recently convicted for possession or sale of a controlled substance (illegal drugs).

HOW TO APPLY FOR FINANCIAL AID

Apply for admission to the college.

Students should complete the Free Application for Federal Student Aid (FAFSA) and mail it to the federal processor by April 15. In addition, complete and return the GRCC Financial Aid Application and any other required documents to the Financial Aid Office by April 15. Applications completed after April 15, will be awarded only if funds remain available.

Students need to re-apply for financial aid each year.

Students will be notified of any financial aid award by mail. Awarding typically begins in June and continues throughout the year. For more information, contact the Financial Aid Office.

Financial aid is available to all qualified students regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, or the presence of any sensory, mental or physical disability, status as a disabled person or veteran of war, in accordance with the Americans With Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.



SCHOLARSHIPS

Financial Aid Office
(253) 833-9111, ext. 2449

The Green River Community College Foundation offers over 40 different scholarships to new and/or returning students each year. Scholarship criteria can range from areas such as talent, academics, career interest, program of study, or leadership to a need basis or single parent status. In addition, the Financial Aid Office provides scholarship search resources, scholarship listings and applications from off-campus.

SPECIAL PROGRAMS

Financial Aid Office
(253) 833-9111, ext. 2465

Students working with agencies such as Labor and Industries, Division of Vocational Rehabilitation, Workforce Training, Job Training Partnership Act (JTPA), Private Industry Council, Trade Readjustment Act, Division of Rehabilitation-Veterans Chapter 31 or other agencies that are assisting in the funding of tuition, fees, books and supplies, should come to Special Programs, located in the Financial Aid Office, to turn in paperwork and pick up tuition and book vouchers.

WORKFIRST TUITION ASSISTANCE

(253) 833-9111, ext. 2211

WorkFirst helps needy families learn job-specific skills so that they can earn a better living. Participants who qualify for WorkFirst can receive financial aid to pay for tuition, books, and fees.

WORKER RETRAINING

(253) 833-9111, ext. 2211

Assistance for Laid-off Unemployment Recipients and Displaced Homemakers

Worker Retraining is a partnership of community and technical colleges and the state Employment Security Department. It provides job training for both unemployed workers and those who face imminent layoffs. With Commissioner Approval, Worker Retraining students can enroll in professional or technical training, continue to draw the unemployment benefits to which they are entitled, and stop seeking work if it interferes with classes or studies. In addition, if you have been self-employed or consider yourself a displaced homemaker, you may qualify for Worker Retraining assistance.

FINANCIAL AID PROGRAMS

Grants

Grants	Brief Description
Federal Pell Grant	A federal grant program for undergraduate students.
Federal Supplemental Educational Opportunity Grant	A federal grant program for undergraduate students.
Washington State Need Grant	A state grant program for undergraduate students.
State Tuition Waiver	A state program to cover tuition costs.

Employment Programs

Federal Work-Study	A federal program to provide employment opportunities for students on or off campus.
State Work-Study	A state program to provide employment opportunities for students on or off campus.

Loan Programs

Federal Stafford Loan	A federal loan program with deferred repayment and variable interest rates.
Federal Plus Loan	A federal loan program for parents of dependent students. Variable interest rate with immediate repayment.

Scholarships

Green River Foundation Scholarships	Variety of need- and nonneed-based scholarships funded by the Green River Foundation.
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Getting Started

STEP 3 *Assessment*

Assessment & Testing Center
(253) 833-9111, ext. 2650

ASSESSMENT AND TESTING CENTER

Enrolling students take a computerized assessment for course placement. Assessment is a tool that identifies the student's skill levels in math, reading, and writing. Students must have an application for admission on file prior to testing.

Sometimes referred to as an assessment test, it is not a test that can be passed or failed. The "score" on assessment simply indicates the appropriate starting point for each student enrolling in core subjects.

ENGLISH PLACEMENT

Students are placed in their first English writing classes based on their assessment evaluation. The English assessment will evaluate skills in writing, punctuation, grammar and composition. Students then follow the English sequence required for their educational or degree goals.

READING PLACEMENT

Students are recommended to the appropriate reading or study skills class by the assessment. Skills reviewed are vocabulary, comprehension, ability to make inferences and locating main topics and ideas. A reading prerequisite may apply.

MATHEMATICS PLACEMENT

Students are placed in their first math class after they have completed the COMPASS math evaluation. Students then follow the math sequence that is necessary for their degree or educational goals.

ASSESSMENT WAIVER

Assessment is required for all new students, those seeking a degree and/or certificate, and those who plan to enroll in English or math courses. Assessment may be waived for the following:

- Students who have earned an Associate in Arts degree or higher from another college or university and who submit official transcripts showing successful completion of college-level math and English 110 (or its equivalent) with a grade of 2.0 or above.
- Transfer students who submit official transcripts showing successful completion of college-level math and English 110 (or its equivalent) with a grade of 2.0 or above.
- Students planning to take seven or fewer total credits that do not include or require math or English.
- Students who have taken the Advanced Placement examination in Math and English and received a grade of 3, 4 or 5 in each area. (See Advanced Placement on pages 21 and 22 for more information.)

Questions regarding student entry assessment and exemptions should be directed to the Assessment and Testing Center in the Rutkowski Learning Center. Call ext. 2650.

FOREIGN LANGUAGE PLACEMENT

1. Beginning students or those with one year or less of a high school language beginning in foreign language courses numbered 101 unless otherwise placed by a foreign language instructor.
2. Students who have taken more than one year of a high school foreign language must be placed by a foreign language instructor.
3. Students who have taken a college foreign language should continue the sequence.
4. Students transferring to a four-year institution should know the foreign language requirements at the school of their choice.

STEP 4 *Orientation*

Educational Planning Center
(253) 833-9111, ext. 2641

New Student Orientation is an opportunity to meet other new students and to learn more about the many campus resources and services available to students at GRCC. Topics covered as part of orientation include:

- Advising and Registration Procedures
- Academic and Personal Resources available at Green River
- Student Rights and Responsibilities
- Educational Programs available at Green River
- Professional and Technical Degrees and Certificates
- Academic Transfer Degrees
- Student Activities and Student Government
- Frequently Asked Questions

STEP 5 *Advising*

Educational Planning Center
(253) 833-9111, ext. 2641

The mission of GRCC's Educational Planning Center is to foster success by assisting students in the development of meaningful educational plans to fulfill their stated goals. The programs and services are designed to inform, support and encourage individuals to be self-directed in the educational planning process. Our professional staff provides academic, professional and technical, and exploratory advising and planning assistance. The educational planning process will help students:

- Interpret COMPASS assessment scores
- Interpret institutional and program requirements
- Identify and evaluate your academic skills and interests
- Interpret requirements for transfer to four-year institutions
- Discuss your educational goals and develop an educational plan
- Understand the connection between your educational program and career choice
- Interpret unofficial transcripts from previously attended colleges and universities
- Obtain referrals to campus departments that provide additional services or resources



The Educational Planning staff will guide you through the process of enrolling in courses to meet your educational needs. The advising program is an important service to students. Full-time faculty members, educational planners and other trained staff serve as advisors to help students set educational goals. Advisors will provide information about classes, programs and educational support services within the college. Participation in advising will provide students with individualized attention needed to discuss goals, select classes and meet with knowledgeable faculty in their field of study.

Although advisors are available to assist with program planning, it is the student's responsibility to be informed about their degree or program requirements and college policies. Students who intend to transfer to a four-year college, should take time to learn about that school's requirements.

To make the advising experience work, GRCC suggests students:

- Get to know their advisor. Visit with their assigned advisor at least once a quarter, if not more often. This person is available to help students succeed, so they should take advantage of this resource.
- Determine the classes they need to complete their educational goals. Make a list and ask their advisor to help map out an educational plan and timetable.

If transferring to a four-year college or university, identify the school(s) as early as possible and carefully review their catalog(s) and transfer requirements. College catalogs, transfer guides and other college information are available for student use in the Educational Planning.

Additional advising resources are available under Educational Planning in the Getting Started section on the GRCC web site.

STEP 6 Registration

Enrollment Services
(253) 833-9111, ext. 2500

The final step in the Student Success Program is to secure class selection. Registration is the process by which students schedule classes at the beginning of each quarter or at other specified times. Dates to register for classes are announced by the college for each quarter and published in the quarterly class schedule. Students may access their registration time at www.grcc.ctc.edu, select online services, then more. By registering and paying the necessary tuition and fees, students can begin to pave their way to many successes at Green River.

CANCELLATION OF ADMISSIONS AND REGISTRATION

Green River Community College reserves the right to deny admission to, or cancel the registration of, any individual whose attendance would not be of mutual benefit to the individual and the college.

COLLEGE COSTS

Many students choose GRCC because it offers high-quality, cost-effective education. If the student's goal is a four-year college degree, the money saved by attending GRCC freshman and sophomore years will be significant. Students who want to prepare immediately for a job will find that GRCC gives them top-quality professional and technical education for less than other schools.





Getting Started

In estimating college costs, students will need to include amounts for tuition, special fees, books, supplies, transportation and living expenses. Textbooks and supplies can cost up to \$500 per quarter, depending on the program. Textbook prices are subject to change without notice.

TUITION AND FEES

Tuition and fees are set by the Washington State Legislature and are subject to change. The following chart of approximate tuition rates for 2002-2003 is published as an aid to estimating college costs and is for planning purposes only. Current tuition rates are published each quarter in the Quarterly Class Schedule.

OTHER FEES

- A special services fee of 50¢ per credit is applied to all credits.
- A technology fee of \$2 per credit, not to exceed \$20, is applied to all credits.
- A facilities fee of \$15 minimum, and \$3 per credit after 5 credits, not to exceed \$30, is applied to all credits.

SPECIAL FEES

Assessment	10.00
Cap and gown, tassel	24.00
General Education Development Test (GED)	50.00
GED retest	12.50
GED Essay Test	12.50
Graduation fee	10.00
Lock fee (refundable)	7.50

COMPLETE WITHDRAWAL FROM COLLEGE

We strongly encourage students to discuss any plans for withdrawal with their faculty advisor or an educational planner. If students wish to terminate enrollment in the college, they must do the following:

- Obtain a registration form from the Enrollment Services Office.
- Complete the withdrawal portion and obtain the signatures of all instructors involved (if it's after the third day of the quarter).
- Return the form to the Enrollment Services Office.

CREDIT LOAD

Students must enroll for a minimum of 12 credits to be considered a full-time student for financial aid, insurance or other programs. (The definition of full-time student is 10 or more credits for tuition purposes only.) A full-time student will enroll for an average of 15 to 18 credits each quarter.

If students are enrolled in a professional and technical degree or certificate program, a load of 25 credits is the maximum for which they may register per quarter. Students don't need permission from an administrator for a credit overload.

If students are not in a professional and technical program and wish to enroll for more than 20 credits, they must complete a Student Request for Overload form and obtain special permission from their advisor and from an administrator. Students must have a minimum cumulative GPA of 3.0 for their request to be considered.

If students are heavily involved in extracurricular activities, they may want to limit themselves to a 12-credit load. Twelve credits is the normal requirement for eligibility in the activity program at GRCC and the Northwest Athletic Association of Community Colleges.

WHEN TO REGISTER

Currently enrolled students are assigned registration access times determined by the number of credits earned at GRCC, and by any transferred credits from other institutions that have been evaluated by GRCC. Registration dates are listed in the quarterly class schedule and registration access times are posted two weeks prior to the start of registration. Students may access their registration time through our web site at www.grcc.ctc.edu, select online services, then more.

New student registration begins immediately following the currently enrolled student registration cycle. New students who have an application on file will automatically be assigned a registration time, determined by their application date. New students will be mailed registration information prior to the new student registration cycle.

ONLINE REGISTRATION

Personal Identification Number (PIN)

Your originally assigned PIN is your six-digit birthdate (mm/dd/yy). To change your PIN via the Web, follow these instructions:

Web (online)

- Go to web site www.grcc.ctc.edu
- Select Online Services
- Select more
- Select Student PIN change
- Enter Student ID
- Enter old PIN
- Enter new PIN
- Confirm new PIN
- Select change

Web Inquiry Option

In addition to registering, the Web offers a variety of inquiry options. Once you have accessed the Web, a menu will walk you through the steps. The options available through Online Services are:

Web (online)

- Class Information
- Degree Audit
- Financial Aid Inquiry
- Hope Scholarship
- Registration Appointment
- Web Registration
- Schedule Planner
- Student Address change
- Student PIN Change
- Student Schedule
- Tax Credit Information
- Unofficial Transcript Payment



LAST DAY TO REGISTER

Students must register by the third day of classes. Students may not unofficially attend a class and register after the third day of a quarter. The only exceptions to this rule are identified late-start classes and those classes categorized as continuous enrollment, as indicated by the Enrollment Services Office.

NO SHOW REPLACEMENT

If a student misses the first three sessions of a day class or the first two sessions of an evening class without notifying the instructor, the student may be submitted as a 'no-show'. If submitted as a 'no-show', a "0.0" grade (failing) will be posted to the student's transcript at the end of the quarter. To have the failing grade removed from the student's permanent record, the student must officially withdraw him/herself from the class prior to the last day to complete official withdrawal date as published in the quarterly class schedule. It is the student's responsibility to complete and submit the required paperwork to the Enrollment Services office with the instructor's signature.

REFUND POLICY

When students reduce their class load or completely withdraw from school, whether they have attended classes or not, GRCC will refund tuition for their dropped credit(s) according to the refund conditions listed below. **Fees are non-refundable after the first day of the quarter.**

Students will receive a 100 percent refund when:

- Students reduce their class load to fewer than 10 credits or completely withdraw from school. Students complete the Registration Change of Schedule form and submit to Enrollment Services prior to or on the first official day of the quarter (or prior to or on the first session of class for identified late-start classes that begin after the first week of the quarter).
- Courses or programs are canceled by the college.

Students will receive an 80 percent refund when:

- Students reduce their class load to fewer than 10 credits or completely withdraw from school. Students complete the Registration Change of Schedule form and submit to Enrollment Services during the second through fifth day of classes of the quarter (or during the second through fifth day of classes of the quarter for identified late-start classes that begin after the first week of the quarter).

Students will receive a 40 percent refund when:

- They reduce their class load to fewer than 10 credits or completely withdraw from school. Students complete the Registration Change of Schedule form and submit to Enrollment Services during the sixth through 20th calendar day of the quarter (or during the sixth through 20th day of the quarter for identified late-start classes that begin after the first week of the quarter).

Students forfeit all claims to refunds of tuition when:

- They discontinue their class or classes without completing the proper forms and procedures. See change of schedule directions, page 16.
- They withdraw after the 20th calendar day of the quarter or after 25 percent of the course or program has elapsed, whichever comes first.
- They discontinue their class or classes because of misconduct.
- The board of trustees indicates in the college catalog, quarterly class schedule, and/or course announcement, that such fees are non-refundable.

Please note these additional conditions:

- Course fees for self-supporting, continuing education, and Skillstream classes are exempt from this refund policy. (Contact the Continuing Education Office or Skillstream for further information.)
- Exceptions may be made for medical reasons or unforeseen military duty. A written appeal must be sent to the Registrar with documented proof.
- The college will charge a refund-processing fee of five dollars (\$5.00).
- Refunds of less than five dollars (\$5.00) will not be made.
- Students who have paid fees for equipment or materials that have a return/refund value must have the responsible instructor or staff person complete the appropriate form approving the refund.
- Co-op, technology, and facility fees will be refunded for withdrawals through the first day of the quarter (or prior to or on the first session of class for identified late-start classes that begin after the first week of the quarter).
- Other fees that are non-refundable and not subject to this policy will be set by the college board of trustees and identified as such in the quarterly class schedule and/or course announcement.
- Special service fees (50 cents per credit) will be refunded for withdrawals through the first day of the quarter (or prior to or on the first session of class for identified late-start classes that begin after the first week of the quarter).

FORMS

Change of schedule forms, which enable students to request refunds, are available in Enrollment Services and on the web (click on Getting Started, then Registration). Forms are also available for requesting an exception to the refund policy.

APPEALS

Students have the right to appeal refund decisions within one calendar year of their payment when there are special circumstances involved. All appeals must be submitted to the college registrar in writing with documentation.



Getting Started

REFUNDS/RETURN OF FEDERAL FINANCIAL AID FUNDS

GRCC's tuition refund policy operates independently from the refund of federal financial aid funds policy required for financial aid recipients. Tuition refunds are not returned directly to financial aid recipients; instead, they are returned to financial aid accounts.

When students withdraw from classes or quit attending before 60% of the quarter has elapsed, unearned Title IV Federal funds (grant and loan) must be returned to the federal accounts by both the student and the college. The amount of earned and unearned funds is based upon the number of calendar days of class attendance. If the student attended 40% of the quarter, both the school and the student will be allowed to retain 40% of the eligible aid. The student and the college would then be required to return a portion of the unearned 60% of aid to the grant and loan accounts.

If the student shows eligibility for funds not yet disbursed, a late disbursement of aid can be made even though the student has ceased attendance.

RESIDENCY REQUIREMENTS

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

1. Financially Independent Student:

- a. Have established a bona fide domicile in the state of Washington primarily for purposes other than education for the period of one year immediately before the first day of the semester or quarter for which they have registered at any institution; and
- b. Be financially independent.

OR

2. Financially Dependent Student:

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

Students can apply for residency reclassification through the 30th day of the quarter. Citizenship, financially dependent or independent, and established domicile in Washington for at least one year are factors used to determine residency status. To apply for residency reclassification, students must submit the residency questionnaire and provide the required documentation. Residency questionnaires are available in Enrollment Services, or by calling ext. 2500.

Note these additional points:

- Residence is not necessarily the equivalent of domicile.
- The domicile of a minor is normally that of the parents or legally appointed guardian.
- International students attending GRCC who have been issued an I-20 form are classified as non-residents regardless of length of residency in Washington state.

SCHEDULE CHANGES

After students register, it may be necessary to change their schedule or discontinue classes for some reason.

ADDING OR DROPPING

Adding and/or dropping classes is a serious step and should not be taken without consulting a faculty advisor or an educational planner. Students are responsible for completing the add or drop sections of the registration form and presenting it to the Enrollment Services Office for processing.

Students may withdraw from the college or from classes until the last lecture or lab session (prior to study day) of the quarter during fall, winter and spring. For summer, see the quarterly class schedule for withdrawal dates.

Students will need to follow the procedure below to add a class, change sections or drop a class:

1. Obtain a change of schedule form from Enrollment Services.
2. With the assistance of a faculty advisor or an educational planner, fill in all the information requested on the form.
3. If the change occurs after the third day of classes, obtain the signature of all instructors involved.
4. When adding a class, students must present the change of schedule form to Enrollment Services before paying any fees to the Cashier's Office.
5. Class changes occurring after classes begin may result in additional charges in conjunction with the refund policy. See College Costs, pages 13 and 14.

WITHDRAWAL FROM CLASSES

During the first three days of the quarter, students may withdraw from any class without an instructor's signature. After the third day, students must secure each instructor's signature. If students withdraw after the third week of the quarter, a "W" will be posted to their permanent record. Failure to withdraw may result in a grade of 0.0 posted to transcript.

Regulations pertaining to withdrawal from individual classes also apply to withdrawal from the college. In both cases, students should complete a change of schedule form to guarantee the accuracy of their permanent records and to begin refund procedures when applicable.



Donna and Sherry Vincent.

A Beautiful
Campus

Donna Vincent graduated from GRCC in a beautiful commencement ceremony on the Kennelly Commons in 1967. Her focus was business courses, and in fact, she went on to receive her Bachelor's and Master's degrees in Business Administration. Donna knew that college was not easy but she was "bound and determined" that her daughter Sherry would also attain a college degree. Sherry says that her mom told her about all the great programs and the beautiful campus at GRCC. Sherry graduated in 1993 with an AA degree from GRCC, and like Donna, went on to earn her Bachelor's degree in Business Administration. Donna "touts GRCC to everybody. It's a good location, the tuition is reasonable, and I like it." Donna is still at GRCC, not as a student, but working as the Volunteer Coordinator for the GRCC Foundation.



Academic Information

ACADEMIC OPPORTUNITIES

ARTICULATION AGREEMENTS

High Schools

GRCC recognizes that quality education takes place in area high schools and has signed articulation agreements with many schools to grant college credit to students earning a B (3.0) or better in their high school professional and technical courses. Credits are posted to transcripts during the summer following the school year in which they were earned. To qualify, students must meet specific requirements established by the college and high school instructors. Further agreements between high schools and additional professional and technical programs are being developed.

Students can contact their high school counselor or the Tech Prep office for more details.

Tech Prep

(253) 833-9111, ext. 2581

Tech Prep is a course of study that combines academic, vocational, and technical instruction in the high school setting, and then directly applies those high school credits to a specific community or technical college program.

Transfer Institutions

GRCC has articulation agreements with several four-year institutions. These agreements are designed to provide a smooth transition from GRCC into specific college departments. Contact your GRCC advisor for agreements in your area of study.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

(253) 833-9111, ext. 2633

GRCC recognizes that many students learn traditional college course content in non-traditional ways. To accommodate those students who seek traditional credit for informal learning experiences by taking the CLEP General and/or Subject Examinations, the college has established criteria and procedures listed below. (Consult Enrollment Services for more information.)

General Exams

The number of credits granted for the General Examination will vary according to student's level of performance.

- A maximum of 9 credits will be granted in each of the five major subject areas if the score is in the 50th percentile or above.
- A maximum of 5 credits will be granted in each of the five major subject areas if the score falls within the 35th through the 49th percentile.
- The evaluation for credit does not relate to specific courses and students may take courses numbered 100 and above in the specific area in which they have received general distribution credit.
- Students who have not completed any previous college work are eligible for a maximum of 45 credits. Students who have completed courses in the major subject area prior to taking the exam will have those hours subtracted from the maximum of 9 hours in the major subject area. Example: If a student has completed a 5-hour math class and 15 hours in science, he or she would be eligible to receive by examination 9 hours each in social science, English and humanities; 4 hours in math; and 0 hours in science. This is a total of 31 credits.

Subject Exams

GRCC will accept the College Level Examination Program specific examination as the equivalent of specific courses offered by GRCC. The division responsible for the instruction of the specific course will evaluate each examination and recommend to the registrar the specific class and credits to be awarded by GRCC. No credit will be awarded for any specific subject examination if the student has already earned credit in a course essentially duplicating the content of the examination in question.

Procedure

1. Students completing the College Level Examination Program exams will be required to submit testing reports which become part of their personal files at GRCC.
2. The CLEP testing report for the general exam will be reviewed by the credentials evaluator.
3. When students graduate from GRCC, advanced credit from CLEP general exams or CLEP specific exams will be noted in the "Transfer Credit" portion of their GRCC transcript, and the total number of credits earned by that system will be noted.
4. Note that this will occur only upon graduation. If a student does not graduate from GRCC, credit earned by examination will not be posted to his/her permanent transcript. However, an evaluation form will be forwarded upon request.

Note: Some four-year schools will not accept CLEP credits. Students should check with the college they plan to attend after GRCC for more information on the transferability of CLEP.

DISTANCE EDUCATION

(253) 833-9111, ext. 3354

Distance Learning courses—both on-line and telecourses—offer students additional opportunities to pursue courses, degrees, and certificates that might not otherwise be available to them. These courses are equivalent in content and credit to courses offered on campus. Similar to on-campus classes, these courses are usually transferable to other institutions.

Distance courses utilize technology-computers, Internet, and televised or videotaped lessons—as well as text materials to assist students in working independently. Some of the distance courses, telecourses in particular, may require on-campus meetings for orientation, discussion, or testing. Although distance courses are convenient, to be successful students need to have strong motivation, self-discipline, and good learning skills.

The class schedule and the web site <http://www.grcc.ctc.edu> display current Distance Learning offerings. For further information, contact the Office of Distance Learning.

Telecourses

Telecourses bring the classroom to your television set. They are a great option for students with busy schedules. Students view videocassettes and read accompanying texts, send in assignments, as well as attend a few on-campus meetings. Try a telecourse if you are an independent learner and self-motivated. Most are transferable to other Washington institutions. If you do not have access to a VCR, you may choose to view the videotapes in the college library.

Telecourses require a licensing fee of \$20.00. Optional tape rental fee of \$30.00. GRCC student ID card required.



GRCC Internet Courses

GRCC faculty have adapted a number of the courses that they regularly teach in the classroom for on-line delivery using the Internet and a web browser. Some of these courses include discussion boards and on-line testing capabilities. Students who are comfortable with computers and the World Wide Web will enjoy the flexibility that Internet courses provide.

Some GRCC courses use e-education courseware. On-line classrooms do not open until the first day of the quarter. Please go to www.grcc.ctc.edu/distance/e-education.htm for additional information on these courses.

Washington Online Internet Courses

Washington State Community and Technical College system provide courses and student services through the Internet. WAOL courses are developed by college instructors from around the state, and give students exciting opportunities to learn outside of the typical college format.

WAOL distance classes are not self-paced. They have regularly scheduled beginning and end dates, as well as deadline dates for class assignments.

If you have questions, call 1-888-580-9011. See web sites at www.waol.org or www.grcc.ctc.edu/distance/classsched.htm.

FLEX—Flexible Learning Experience

FLEX courses combine on-line learning with the traditional lecture format. Seminars are held once a week with the instructor, with the remaining coursework completed utilizing the Internet and established web sites.

Distance Learning Self-Test

Distance Learning classes are rigorous and require students to structure their own schedules to include the assignments and requirements of the class. These courses usually require more readings and assignments to ensure that students will cover the same material as an equivalent on-campus class. Distance Learning courses have many opportunities for students to communicate with their instructors through on-line discussion rooms, email, correspondence, and telephone.

Although distance courses are convenient, to be successful, students need to have strong motivation, self-discipline, and good learning skills.

Distance Learning courses may be right for you if you can answer “yes” to the following questions:

- Are you self-motivated and self-disciplined?
- Can you stay on task and prioritize your work without direct supervision?
- Are you good at assessing your own progress?
- Do you enjoy using your computer and technology skills?
- Do you feel comfortable communicating in writing?
- Are you willing to take an active part in the learning process?
- Can you devote the appropriate amount of time to participate in a course?

Assessing your technical strengths:

- Can you create, save, and manage files on your computer?
- Do you know how to install software on your computer if needed?
- Can you do word processing?
- Do you know how to send and receive e-mail attachments?

- Do you have access to e-mail and the World Wide Web (WWW) at least five times a week?
- If you do not have your own computer, can you arrange to use some other computer at least two hours a day?

Students who hesitate to answer “yes” to these questions may find Distance Learning a challenge.

MILITARY SCHOOL CREDITS

Credits for military personnel’s military school and experiences are granted according to the publications of the American Council on Education. Current editions are on file with the credentials evaluators in the Enrollment Services Office.

Note: Some four-year schools will not accept military credits.

Procedure

1. Students should submit official copies of their CCAF, SMART or AART, certified copy of their transcripts or a copy of their DD214s to the Enrollment Services Office with a request for transcript translation form.
2. The credential evaluator will review the record and translate military credit into GRCC course numbers and credit values.
3. The student will receive a copy of the results and a copy will be maintained in the student’s folder.
4. Credits will be posted to the “Transfer Credit” portion of the transcript upon graduation only.

PROJECT TEACH

(253) 833-9111, ext. 4361

Project TEACH is a teacher preparation program that creates a smooth transition into the teaching profession. Programs include: opportunities to gain hands-on experiences in area schools; certificates and degrees for early childhood education, educational assistants, paraeducators, and those wishing to continue on to full teacher certification. For future elementary teachers, we have an Associate Pre-Professional Degree in Elementary Education.

GRCC also provides a Teachers of Tomorrow club; specific courses to fit the needs of educators; many opportunities to connect with teachers in K-12 classrooms; scholarships; and knowledgeable faculty advisors to help students plan their teaching career path.

For more information about Project TEACH, visit our web site at www.projectteach.org

RUNNING START

(253) 833-9111, ext. 2641

Running Start, a program created by the Washington State Legislature, provides an opportunity for academically qualified high school juniors and seniors to take college courses as part of their high school curriculum. Students are allowed to take only courses numbered 100 or higher (transfer level) and they must take a writing reading, and math assessment prior to enrolling to verify that they are eligible to take college-level courses. Students are required to coordinate their admission into the program from local, state-funded high schools. Students attending private or home schools are therefore required to contact their local public high school to gain admission.



Academic Information

Running Start students take college classes tuition-free but are required to pay for textbooks, supplies, and any special class fees.

The decision to begin college early is an important one. We recommend that students discuss this decision carefully with parents or guardians and high school counselors. Please pick up a copy of our Running Start Handbook for more information on this exciting opportunity.

TECH PREP

(253) 833-9111, ext. 2581

Through Tech Prep, students have the opportunity to get a head start on their future and begin to prepare for a career while still in high school. Tech Prep consists of a coordinated, planned set of courses taken at the secondary and post secondary levels. Through articulation agreements developed between high school teachers and Green River instructors, high school students can earn college credit when they earn a B (3.0) or better in select classes.

Through the South King County Tech Prep Consortium, Green River Community College has articulation agreements in a variety of programs with the following school districts: Auburn, Enumclaw, Federal Way, Issaquah, Kent, Renton, Sumner, Tahoma, and White River.

College credits are awarded on Green River transcripts during the spring and summer quarters following the school year in which they were earned.

Students can contact their high school counselor or the Tech Prep office for more details.

WORKFIRST AND WORKER RETRAINING

(253) 833-9111, ext. 2211

Worker Retraining

Worker Retraining is a partnership of community and technical colleges and the state Employment Security Department. It provides job training for both unemployed workers and those who face imminent layoffs. With Commissioner Approval, Worker Retraining students can enroll in professional or technical training, continue to draw the unemployment benefits to which they are entitled, and stop seeking work if it interferes with classes or studies. In addition, if you have been self-employed or consider yourself a displaced homemaker, you may qualify for Worker Retraining assistance.

You qualify for Worker Retraining if-

- You've been terminated or have received a notice of layoff from your employer and will be drawing unemployment benefits; or,
- You are currently drawing unemployment benefits; or,
- You have exhausted your benefits within the past 24 months; or,
- You have been self-employed; or,
- You are a displaced homemaker.

If you are currently receiving Employment Security Benefits and would like to attend school during your traditional hours of employment, you need to receive Commissioner Approval from Employment Security to pursue an appropriate training program. You may be eligible for Training Benefits, an extension to your regular Employment Security Benefits, provided that you apply in a timely fashion.

WorkFirst

WorkFirst helps needy families learn job-specific skills so that they can earn a better living. Participants who qualify for WorkFirst can receive financial aid to pay for tuition, books, and fees.

To qualify, you must be a working parent who is financially responsible for your child or children. You also must have monthly gross earnings and family income within 175 percent of the federal poverty level, adjusted for family size (call for details).

WorkFirst can pay for the following coursework:

- Any Professional/Technical program
- Some Continuing Education Courses
- High School Completion
- GED Testing Fees

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC RECORDS

Change of Address

If the students' current address is different from the one on file, they must file a change of address form with the Enrollment Services Office or access our web site at <http://www.grcc.ctc.edu/>. This will enable the college to mail important information to the correct address. If students fail to complete a change of address form, the college will not be responsible for problems in communication with the student.

Confidentiality of Records

A student at Green River has the right to examine his/her educational records, and the college may not, without the student's permission, let others examine those records for other than educational purposes, per the Family Educational Rights and Privacy Act policy.

DegreeWorks

Degree Works is a degree audit program that allows **current** students to view courses that are completed, transferred, or currently enrolled against the degree requirements in their program. DegreeWorks can be accessed at our web site at www.grcc.ctc.edu, select Online Services, click more, then Degree Works Audit.

Name changes

It is important that a student's name is accurately reflected on his or her individual record. The Enrollment Services Office maintains a confidential record of the student's last name, first name, middle initial and up to two previous last names. It is the student's responsibility to notify the Enrollment Services Office of any change.

To report a name change on their record, students must:

- Submit it in writing. Complete a student information change form.
- Initiate the change. Signature is required.



- Show documentation. A copy of a marriage certificate, divorce decree, adoption papers, court order or other legal documents must be attached to the request.

Student Identification Number

All students are assigned a SID to use for all transactions at Green River Community College. If you forget, or lose your assigned SID, you will need to bring picture ID into Enrollment Services to obtain your number.

Green River Community College request social security numbers at the time students make application to the college. As authorized under state law SB5509, the SSN will not be used as the SID number that would appear on the class rosters and most other documents. Generally, the SSN is stored confidentially in your records and used only for necessary purposes as authorized by law. Those purposes include the following:

- Financial aid, including loan deferments from other colleges or universities
- Hope scholarship and Lifelong Learning (tuition tax credits)
- Financial aid related to verification through National Student Clearinghouse
- Workforce or unemployment data matching purposes
- Official transcripts for identification of official records

Student Right to Privacy (FERPA)

All student educational records are maintained according to the Family Educational Rights and Privacy Act of 1974 (FERPA) concerning the information, which becomes part of the student's permanent record and governing the conditions of its disclosure. Students have the right to see their records and to request an amendment to those records.

Only directory information can be released without student's authorization. Student must sign a release in order to have any other information disclosed or to withhold all information. Education information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report. Additionally, Congress requires student information to be released to military recruiters if officially requested. Directory information may include student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Transcripts

A transcript of your permanent record of grades is maintained in the Enrollment Services Office and is available to you by written request only. An official transcript of grades will be sent to any high school, college, university or other agency upon the student's request. To have a transcript sent, you must complete and submit a transcript request form to the Enrollment Services Office. Processing takes one or two business days contingent upon completion of current quarter's grading. Total number of transcripts exceeding 9 copies will be subject to a charge.

A "hold" may be placed upon your records for financial obligations to the college. Holds on permanent records must be cleared by the student before transcripts will be released.

Transcripts covering previous secondary or college education that are submitted to GRCC as part of the admissions/records process become part of your official file. They cannot be returned to you or forwarded to a third party. If you want a transcript of work completed elsewhere, you must order a transcript from the appropriate institution. GRCC does not issue or certify copies of transcripts from other institutions.

How do I get a copy of my transcript?

- Students can fill out a transcript request form at the Enrollment Services window to receive an official copy of their transcript, allowing one or two business days for processing. Picture ID required.
- Students can send a letter requesting a transcript which includes student name, student identification number, birth date, and the approximate date when they last attended GRCC.
- Students may print unofficial copies of their transcript at our web site at www.grcc.ctc.edu, select Online Services, then more, or request a copy from Enrollment Services. Picture ID required.

ACADEMIC POLICIES

ACADEMIC STANDARDS POLICY

The faculty and staff at Green River understand that balancing college and outside responsibilities can be difficult. Therefore, the Board of Trustees has adopted an Academic Standards Policy that addresses satisfactory academic progress. This policy requires that students maintain a minimum 2.0 cumulative GPA. Early detection of academic difficulties and appropriate intervention and referral are the college's best opportunity to assist students in meeting established academic policies. If you have questions about this policy, please call or visit the Educational Planning Center. The Academic Standards Policy is published in the Student Handbook, available in Enrollment Services.

ADVANCED CREDITS

Some students may receive credit for work they have done prior to entering college. This includes credit through the Advanced Placement Program of the College Entrance Examination Board, articulation agreements with area high schools, the College Level Examination Program, and military schools or experience. Information regarding these programs is detailed below.

For information on transferring credit from other colleges, see page 10.



Academic Information

ADVANCED PLACEMENT (COLLEGE BOARD)

Students who do college-level work in high school can receive appropriate credit or placement, or both, on the basis of performance in the Advanced Placement (AP) program of the College Entrance Examination Board. Credits may only be awarded if the student submitted an official copy of the Advanced Placement (AP) scores. Credit is posted to the student's transcript at the time of graduation only.

Listed below are division policies on granting placement or credit for AP examinations. Grades range from a high of 5 to a low of 1; in most departments, credit and/or placement is awarded for grades of 3 or higher. In some cases, the student must consult the appropriate departmental advisor.

Biology:

AP 3-5 Biology 100 (5 credits)

History:

AP-5 History 221 and 222 (10 credits)

AP-4 History 221 or 222 (5 credits)

AP-3 No credit

English:

AP-5 English 110 (5 credits)

English 111, 112 or 113 (5 credits)

AP-4 English 110 (5 credits)

AP-3 Waive English 110 (no credit)

Mathematics:

AB Examination

AP-5 Math 124 and 125 (10 credits)

AP-4, AP-3 Math 124 (5 credits)

BC Examination

AP-5, AP-4 Math 124 and 125 (10 credits)

AP-3 Math 124 (5 credits)

The Mathematics Division can award Advanced Placement credits. If students are placed by the Mathematics Division at a level higher than the College Board Placement, they may receive additional credits. If students have not taken the AP Calculus test, but have done college-level work in high school and are placed by the Mathematics Division into either Math 125 or 126, they may receive additional credits.

If students' first mathematics course is Math 125, they will earn credit for Math 124. If students' first mathematics course is Math 126, they will earn credit for both Math 124 and 125. Students may apply through the Mathematics Division and receive Mathematics Division Advanced Placement credits by challenging the course and paying the appropriate fees.

AUDITING A CLASS

Students may audit a class by enrolling for information only (no credit given) and attending class regularly. Students must declare their intention to audit at the time of registration. Auditing does not affect the grade point average (GPA). Auditors must pay regular tuition and fees.

CHANGE OF PROGRAM

Students planning to change their professional and technical program or their intended major (if transferring to a college or university), must do the following:

Obtain a Change of Advisor/Program Request form from Enrollment Services.

With the assistance of a faculty advisor or an educational planner, fill out the Change of Advisor/Program Request form and obtain the signature of the new advisor.

A list of faculty advisors with their departments, extensions and office locations is available in Educational Planning.

GRADING SYSTEM AND POLICY

Grades

Under Green River's numerical grading system, instructors may report grades from 4.0 to 0.0 in 0.1 increments.

4.0			2.1		
3.9	A	Superior	2.0	C	Average or Acceptable
3.8			1.9		
3.7			1.8		
3.6	A-		1.7	C-	
3.5			1.6		
3.4			1.5		
3.3	B+		1.4		
3.2			1.3	D+	
3.1			1.2		
3.0	B	Above Average	1.1		
2.9			1.0	D	Below Average
2.8			0.9		
2.7	B-		0.8		
2.6			0.7	D-	
2.5			0.6	F	Fail
2.4			0.5		
2.3	C+		0.4		
2.2			0.3		
			0.2		
			0.1		
			0.0		

Additional Grade Designations:

- I Incomplete.** An instructor may record a student's work as incomplete when the student has been delayed in completing the required work for a good reason. Incompletes are to be made up according to a signed agreement between the instructor and student. A copy of this agreement is kept on file in the Enrollment Services Office. Incompletes not made up remain permanently on the record. The Incomplete is not posted to "hours attempted" until the Incomplete has been made up. "I" does not affect GPA. Student has four quarters (or less if instructor indicates) to finish incomplete grades.



- N Audit.** Indicates the student enrolled for information only (no credit given) and attended class regularly. "N" does not affect GPA. (See "Audit A Class"). "N" is considered a grade and is affected by the repeat grade policy on the student's transcript.
- NC No Credit.** Indicates the student petitioned the registrar for a P/NC grade (prior to the end of the fifth week of the quarter) and received a decimal grade lower than 1.0.
- P Pass.** Indicates the student petitioned the registrar for a P/NC grade (prior to the end of the fifth week of the quarter) and received a decimal grade equal to or greater than 1.0.
- S Satisfactory.** Indicates the student is making satisfactory progress but has not completed all the competencies for a given level of instruction. No credit is awarded. The S grade may be used only for BASIC and ESL classes numbered under 100. Courses with "S" grade designators cannot be applied toward any degree or certificate program. Courses with "S" grades indicate "work in progress" and do not denote course completion.
- W Official Withdrawal.** Indicates the student initiated an official withdrawal from class. See "Withdrawal From Classes" and other appropriate sections on page 16. "W" does not affect GPA.

Grading Symbols

These symbols may also be used on grade reports or transcripts:

- * **Missing Grade.** No grade assignment given. Student must contact instructor.
- R Repeat.** The symbol "R" after a grade indicates the student later repeated the class. The grade/credit from this class does not affect GPA. (This is used on transcripts after the grade or grades earned in a first/previous class.)
- Y Work in Progress.** The class is in progress at grading time.

Students should contact the instructor regarding questions about the grade received.

Grades, Obtaining

Students may request an unofficial copy of their transcript, which includes all the classes the student has taken at Green River and the grades earned. Unofficial transcripts can also be printed off the Internet at www.grcc.ctc.edu, select Online Services, then more, then unofficial transcript.

Grading Policy

Grade changes are valid only for courses in which students were OFFICIALLY registered.

Approved grade changes will be accepted for up to four (4) quarters following the quarter in which the original grade was assigned.

Grade changes are not valid for W or N grades.

Grade changes are to be signed by the "instructor of record" or, in cases when the instructor cannot come to campus, by the chairperson or instructional dean.

Pass/No-Credit Policy (P/NC)

To declare an intention to be graded pass/no-credit, the student must file a petition with the registrar no later than the end of the fifth week of the quarter. For students who qualify, the registrar will convert the decimal grade submitted by the instructor either to credit (P) or to no credit (NC). This petition is a contract and is not rescindable.

No more than 25% of the required credits may be graded "Pass" to satisfy requirements for the Associate in Arts, Associate of Science, Associate in Applied Arts, Associate in Applied Science, Associate Pre-Professional, Associate in Applied Arts in Professional and Technical Studies, or Associate in Applied Science in Professional and Technical Studies degrees.

Courses with "Pass" grades may not satisfy the transfer requirements of a student's major field. Students are urged to consult the catalog of the four-year institution to which they plan to transfer.

Repeating a Course

Students may not repeat a course for which they have earned credit except when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grades). Under no circumstance can students repeat any course more than twice. (This is defined as two repeats in addition to the original enrollment.) The Health Science and Family Studies Division has more restrictive policies regarding repeating classes. See program advisor for specific information.

Credit by Challenge

Students may enroll for credit by challenge in a course with the instructor's approval if they meet the following:

- Students believe they have achieved the required knowledge or skills necessary to receive credit without regularly attending the class sessions; and
- Students are eligible to take the course.

Courses offered by the college but not appearing in the quarterly class schedule may be challenged by requesting that they be added to the schedule for "credit by challenge" purposes. Students who wish to challenge a course must accomplish the following:

- Consult with the instructor of the class they wish to challenge; and
- Pay regular tuition and fees.

All procedures for the granting of credit by challenge, other than those related to the registration process are determined by the appropriate instructor and approved division procedures.



Academic Information

GRADUATION

(253) 833-9111, according to first letter of student's last name.
A-G, ext. 2629 H-P, ext. 2633 Q-Z, ext. 2518

When students are one quarter away from completing their educational program, they should submit an application for graduation to Enrollment Services.

Applications for graduation and detailed instructions are available at the Enrollment Services window on the second floor of Lindbloom Student Center. Students may also run a degree audit by accessing Online Services at www.grcc.ctc.edu. To be eligible for graduation, students must have accomplished the following:

- Completed all admissions requirements;
- Earned a minimum grade point average of 2.0;
- Completed 24 credits at GRCC (doesn't pertain to high school diploma or professional and technical certificate candidates);
- Completed their last quarter at GRCC;
- Filed an application for graduation with Enrollment Services;
- Completed all degree requirements as specified by the GRCC catalog.

Students may graduate using the degree requirements in effect during their first quarter of enrollment at Green River Community College for up to six years. After six years, students need to meet the requirements listed in the current catalog. Students may petition the degree exception committee with proof of continuous enrollment to be exempt from this policy.

Each degree or certificate requires a separate application form.

Students may graduate at the end of any quarter.

Commencement

One commencement ceremony is held at the end of the academic year. Any student who has been approved for graduation during that year is eligible to participate in the June ceremony. Students who plan to complete their requirements during the following summer quarter may apply for graduation and participate in the ceremony. All diplomas and certificates will be mailed to students two or three months after the end of the quarter in which they have completed graduation.

Degree Exception

In some cases, students may wish to appeal graduation requirements. All requests must be in writing (see the Enrollment Services Office for degree exception forms) and should be submitted to the Enrollment Services Office for action. The Degree Exception Committee meets approximately every other month. Written faculty and/or advisor approval is required prior to submitting your request to the committee.

Graduation Awards

Scholastic Awards

Scholastic awards celebrate student success by recognizing graduates who:

- Earn associate degrees in arts, applied science or pre-professional (academic transfer or professional and technical programs only);
- Attain a minimum 3.9 grade point average (includes transfer credits and grades from all quarters except the spring quarter in which they may be graduating);
- Earn a minimum of 24 credits at GRCC, including the last quarter in residence; and
- Earn no more than 25% of the required credits on a pass/no-credit basis.

Division Awards

Each instructional division selects one outstanding graduate to receive a Division Award. The recipient is selected by a vote of divisional faculty members.

Honors

Graduates who achieve outstanding grade point averages receive honor cords to wear at commencement and are recognized in the commencement program. These are awarded as follows:

Highest Honors	3.9 GPA
High Honors	3.7 GPA
Honors	3.5 GPA

Graduation honors are based on GRCC grades only. A minimum of 24 credits must be graded (not pass/non-credit). All levels of honors will be noted on the diploma and Green River transcript.

International Academic and Leadership Award

The International Programs Award is presented to an international student who has demonstrated academic excellence and has made an outstanding contribution to international understanding on the campus.

Leadership and Service Awards

A leadership or service award is presented to three students who have held a position of leadership or have contributed to a major service project on campus.

Multicultural Award

The Multicultural Award is presented to a student who has demonstrated academic promise and has made an outstanding contribution to the on-campus multicultural population.

President's Award

The President's Award is presented to a student who has exhibited professional promise and outstanding citizenship, personal qualities, and grade point average. The recipient is selected by a vote of faculty, administrators and staff.



Ivonne and Xoche Salas.

A Caring
Staff

With a goal of transferring to a college in either Florida or New York to pursue a degree in international business, Ivonne Salas is enjoying her studies at GRCC. Both she and her sister, Xoche, came to GRCC because it was local and offered an excellent array of available classes. Once here, they discovered the wonderful faculty, and Ivonne discovered many new opportunities due to the caring and invested staff. She is involved with the Multicultural Student Alliance, and will recommend GRCC to yet another sister, who will be graduating from high school this year. "I am getting great transfer classes, and am telling my friends and family to come to GRCC."



Student Resources

BOOKSTORE

The Paper Tree Bookstore
(253) 833-9111, ext. 2069

The Paper Tree bookstore is located on the first floor of Lindbloom Student Center. Students can purchase textbooks, art and engineering supplies, computer software, greeting cards, college sweatshirts, candy and more. The Paper Tree also offers movie rentals, fax services, and shipping services. Students can now order their textbooks and software on-line at: www.grcc.ctc.edu/bookstore.

The Paper Tree is open Monday through Thursday from 7:45 a.m. to 7:30 p.m. and Friday 7:45 a.m. to 4:00 p.m. Hours vary during summer quarter.

Refunds on textbooks are made the first 15 days of each quarter, except summer quarter. Receipts are required for any refund or exchange.

CAREER DEVELOPMENT CENTER

(253) 833-9111, ext. 2555

The Career Development and Employment Services Center (CDESC) will provide students, community members, and employers with an integrated, comprehensive career services program. Clients will be empowered to develop the strong foundation needed to self-manage their careers. Using a central location, clients will be able to access resources, develop skills, and pursue educational and career goals.

CHILD CARE CENTER

(253) 939-7400

The college's childcare center is adjacent to the main campus on 124th Avenue SE. The center accommodates children from six weeks to five years old. Scholarship assistance is available. For more information, contact the Financial Aid Office, ext. 2449, or call the center at: (253) 939-7400.

COUNSELING

(253) 833-9111, ext. 2460

Short-term personal counseling services are available to Green River students whose personal concerns are interfering with their educational success. Professional counselors provide support, teach new coping skills, and help students access community resources. Workshops and counseling groups are offered each quarter and counseling is confidential and free to students. The Counseling Services Office is located on the second floor of Lindbloom Student Center.

DISABILITY SUPPORT SERVICES (DSS)

(253) 833-9111, ext. 2631

The college encourages all students to achieve the highest level of skill development possible and to achieve the ability to function independently. GRCC is committed to equal access to all campus programs and activities.

The campus is designed to be physically accessible to all students. Wide, paved walkways connect the campus buildings, and special doors and ramps make access to buildings easy. Disability Support Services offers accommodation support services on a case-by-case basis to qualified

students with documented disabilities. Services include: campus orientation, sign language interpreters, notetakers, test scribes, readers, taped textbooks, use of assistive technology, FM systems, and assistance in referring students to other College programs, community agencies and services designed to meet the individual access needs of each student. Contact the DSS coordinator to discuss accommodation requests. DSS is located on the first floor of LSC, in Educational Planning.

FOOD SERVICE

(253) 833-9111, ext. 2395

The Gator Grill, in Lindbloom Student Center, provides a variety of quality food and professional services. It offers nutritional, well-balanced entrees daily and maintains a variety of convenient food items. Hours are Monday through Thursday, 7 a.m. to 7 p.m., and Friday, 7 a.m. to 2 p.m. Hours are shorter during summer school and quarter breaks.

HEALTH SERVICES

(253) 833-9111, ext. 2430

Green River's Health Services coordinator provides programs that educate and inform the campus on a variety of health care topics, with an emphasis on prevention. The coordinator keeps office hours for drop-in students, for referrals to community physicians, clinics and agencies, and for minor first aid treatments. Students may contact Health Services to learn about existing health-related support groups or for assistance in organizing new support groups.

Health Services is located in Lindbloom Student Center. If you need help with any health-related subject, stop by the Health Services Office in person or call the office, ext. 2430.

HOLMAN LIBRARY

(253) 833-9111, ext. 2090

Green River Community College's Holman Library provides the students, faculty, staff and surrounding community with resources and services for finding, evaluating and using information.

Users of Holman Library's collections have access both on-campus and from their homes and offices to full-text databases and the library catalog through the library's web site: <http://www.grcc.ctc.edu/library/>. The library catalog leads users to 40,000 books, 327 periodical subscriptions, videotapes, audiotapes, and other resources in the collection. Through full-text databases such as ProQuest Direct, the Health Reference Center, and Ethnic NewsWatch, the library offers access to over 2,000 magazines, journals and newspapers. Interlibrary loan services provide additional access to library collections throughout the United States.

Funded by the student technology fee, the Information Commons of Holman Library features over 100 networked computers with access to the library catalog, full-text databases, MS Office applications and the Internet. One of the newest buildings on campus, Holman Library has extensive study space for groups and individuals.

Our librarians offer credit courses in research skills and information retrieval as well as class sessions in beginning and specialized search techniques.



GRCC student identification is required for most services provided by Holman Library. This card is free and is available at the Paper Tree bookstore with proof of registration. Lost cards may be replaced for \$10.00.

The Media Services department, located on the first floor of the library building, provides audiovisual services to faculty in the classroom and to students for class projects. Equipment and media production assistance must be scheduled 24 hours in advance. The faculty has access to digital video editing and sound recording services.

MULTICULTURAL SERVICES

(253) 833-9111, ext. 2403

The goal of Multicultural Services is to promote an open campus environment that supports and reflects the histories and experiences of under-represented students. The office sponsors campus community events and educational workshops that create opportunities for constructive dialogue about diversity issues, while celebrating different cultures. Multicultural Services also encourages students to express pride in their identity, ethnicity, and culture by joining student associations, which include but are not limited to the Multicultural Student Alliance, Black Student Union, Asian Student Union, Native American Student Association, Latino Unidos, and the Gay/Straight Alliance. All students are welcome to participate.

The services available through the Multicultural Services office and through networked referrals include:

- Academic advising
- Advocacy within the college system
- Career exploration
- College tours and transfer advising
- Financial aid application and scholarship search assistance
- Support regarding cultural and identity issues
- Tutoring

PARKING

(253) 833-9111, ext. 2250

The college provides parking facilities for students and college employees. All vehicles parked on campus must be registered. Registration forms for vehicles are available at Parking and Security in the AD Building or Cashier's Office in the LSC. Staff pays a fee for parking in designated staff parking stalls. The college has designated parking for persons with disabilities, carpool, motorcycles, staff and Parent Observation Lab. Additional off-campus parking is available a few blocks north of campus at the Family of Grace Lutheran Church. The campus speed limit is 10 miles per hour. All traffic and parking rules are enforced by campus security.

SECURITY

(253) 833-9111, ext. 2250

The Campus Security Office is located in the Administration Building. Business hours are from 8:00 a.m. to 5:00 p.m. Security assists with emergency aid, patrols parking lots, issues violation tickets, takes the lead in crime prevention and investigation, performs security checks of campus buildings at night and oversees after-hours facility access. Security is available 24 hours a day by calling (253) 288-3350. In the case of a life-threatening emergency please use the following directions: From a campus

extension, dial "9" plus 9-1-1. From a pay phone, dial 9-1-1 direct. Notify Security immediately. From a campus extension, dial ext. 2250. From a campus payphone, press the "campus security" button, which automatically dials the security office at no charge. To contact Security for all other non-life threatening emergencies, using a campus extension, dial ext. 2250.

STUDENT HANDBOOK

The college produces an annual Student Handbook which is distributed to all students at the beginning of fall quarter, to all new students in subsequent quarters, and is available at Enrollment Services. The handbook explains current student services, campus and academic resources, as well as campus policies and procedures.

STUDENT INSURANCE

(253) 833-9111, ext. 2050

Students may choose to participate in a comprehensive insurance program. Information is distributed by and premiums are collected in the Cashier's Office in Lindbloom Student Center.

TRANSPORTATION

(253) 833-9111, ext. 2250

Students are encouraged to ride the bus or to carpool to campus. Bus route 164 runs from downtown Kent to the East Hill on its way to GRCC. Bus route 181 runs from Federal Way through downtown Auburn to GRCC. Carpools are encouraged with financial incentives as well as preferred parking. A transportation board, posted with bus route maps and ride share information, is located in Lindbloom Student Center. More information on transportation is available in the Student Programs Office.

TRIO/PROJECT CLASS

(253) 833-9111, ext. 2655

TRIO is a U.S. Department of Education federally funded Student Support Services program designed to provide services to first generation college students, low income students, or students with disabilities. The program is geared to help students improve academic skills primarily in the areas of reading, writing, and math and to increase retention and graduation rates.

Some of the services offered include assistance in securing financial aid and scholarships, career and educational planning, tutoring, cultural experiences, and transfer information. GRCC welcomes students for whom attending college is a new and challenging experience.

The TRIO/Project CLASS offices are located in Lindbloom Student Center.

TUTORING SERVICES

MATH TUTORING SERVICES

(253) 833-9111, ext. 4498

Supplemental math learning services and resources are available through the Math Learning Center (MLC) and the MLC Transaction Office. The MLC has a network of computers with math and math-related courseware, along with an office suite for report writing and presentations. There are math videos for selected math courses and topics that can be checked out or viewed on the



Student Resources

VCRs in the MLC. In addition, there are supplemental textbooks that can be checked out for the quarter and various handouts on math concepts and study skills.

Drop in tutoring is also available at no charge to students. We employ student peer tutors to provide assistance for students' math learning needs. However, MLC peer tutors are not meant to take the place of math instructors. Our student tutors have been approved by the Math Division faculty and are supervised by a member of the college staff.

The Math Learning Center is a place to study individually or in small groups. The Math Learning Center supervisor, a member of the college staff, also works with students on special problems, helps to organize workshops, and refers students to other campus resources as needed. The MLC also has a graphing calculator rental service to serve students who are enrolled in math classes that require this device.

The MLC is located in the SMT building, room 355. For the current tutor and Transaction Office schedule, you may call ext. 4498.

OTHER TUTORING SERVICES

(253) 833-9111, ext. 2325

If you need help keeping up with your classes, you can get free tutoring at Student Learning Services. Students (who have been approved by the faculty) help other students with English, math, science, social science, computer science, business, foreign language and basic skills. The tutors are supervised by a member of the college staff, who also work with students on special problems, organize study groups and skill-practice training sessions, and refer students to other campus services.

The Student Learning Services office is located in Holman Library, second floor. Some tutoring is also available by appointment for times other than open hours.

Evening students should call to make an appointment for tutoring.

VETERAN'S SERVICES

(253) 833-9111, ext. 2466

A representative is available in the Lindbloom Student Center, to assist veterans. All paperwork or questions regarding veterans' programs and benefits should be addressed to the Veterans Office staff in LSC-245, in the Financial Aid Office. The veterans office can also be reached via e-mail at veterans@grcc.ctc.edu. See Enrollment Services regarding veterans' tuition discounts.

GRCC's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code. All payments are made directly to students. It is the responsibility of the student to complete applications, file reports when due, and maintain contact with the Veterans' Administration and the college regarding changes in information, programs or attendance.

When initially applying for educational benefits, it is necessary to provide a certified copy of the veteran's DD-214 to the Veteran's office. If the veteran has previous college credits, a transcript and another certified copy of the veteran's DD-214 must be turned in to Enrollment Services and translated prior to the completion of the second quarter so that benefits are not interrupted.

ENROLLMENT AND SATISFACTORY PROGRESS

To receive educational benefits from the Department of Veterans Affairs, a veteran must make satisfactory progress toward completion of an approved program by following an approved program outline. To make satisfactory progress, a student must maintain a cumulative GPA of 2.0 in the approved program. The Veterans Office must monitor grades on a quarterly basis, as well as track attendance on a monthly basis.

A veteran receiving educational benefits who fails to make satisfactory progress in a given quarter will be placed on probation at the end of that quarter. A veteran receiving educational benefits who fails to make satisfactory progress in two consecutive quarters will be decertified. The student will successfully have to complete one quarter, without benefits, earning at least a 2.0 GPA, before being certified for educational benefits again.

TUITION DISCOUNTS FOR VETERAN STUDENTS

Veterans of the Vietnam conflict who served in the Southeast Asia theater of operations are exempt from the payment of any increases in tuition and fees, provided that they meet the following requirements:

- Must have served in a U.S. military unit between August 5, 1964 and May 7, 1975 in the Southeast Asia theater of operations;
- Must qualify as a Washington state resident under RCW 28B.15.012.
- A copy of the veteran's DD-214 must be on file with Enrollment Services.

Veterans who served in a combat zone in Southwest Asia (Persian Gulf) are exempt from the payment of any increase in tuition and fees, provided that they meet the following requirements:

- Must have served in a U.S. military unit in a combat zone designated by the president during the 1991 calendar year;
- Must qualify as a Washington state resident under RCW 28B.15.012;
- Would have qualified as a Washington state resident in August, 1990.
- A copy of the veteran's DD-214 and proof of residency in August, 1990, must be on file with Enrollment Services.

WOMEN'S PROGRAMS

(253) 833-9111, ext. 2547

Women's Programs provides education and support services for campus and community women and men with an emphasis on promoting a successful entry and adjustment to college life.

Information and referral services are provided for resources both on and off campus on a wide variety of subjects. Students can learn how and where to get help with the following:

- Re-entering school (special advising for returning women in transition including how to start school).
- Using other resources on campus such as financial aid, health services, career planning, tutoring, and counseling, displaced homemakers, WorkFirst, and Worker Retraining.
- Referrals to off-campus resources for help with issues such as childcare, financial assistance, legal matters, health care, domestic and sexual abuse, and eating disorders.



GETTING INVOLVED ON CAMPUS

Student Programs
(253) 833-9111, ext. 2400

Learning experiences outside the classroom are a vital part of the collegiate atmosphere students will find at Green River. Meet new people and get involved on campus through clubs, forums, musical entertainment and other special events. The events are all coordinated by students, so students can get involved not only by participating but also by producing the activities. Visit the Student Programs office for more information. The following are descriptions of activities students can get involved in at Green River.

ATHLETICS

Student Programs
(253) 833-9111, ext. 2480

GRCC offers a wide range of athletics for both men and women. GRCC competes in the NWAACC, with 36 member schools located in Washington, Oregon, Idaho, and British Columbia. All athletic events are free for Green River students.

Men compete in baseball, basketball, golf, soccer and tennis. Women compete in basketball, softball, tennis, golf, volleyball and soccer.

CLUBS

Student Programs
(253) 833-9111, ext. 2403

Meet new people and get involved on campus through clubs, forums, musical entertainment and other special events. The events are all coordinated by students, so students can get involved not only by participating, but also by producing the activities. Visit the Multicultural Services office for more information.

THE CURRENT (STUDENT NEWSPAPER)

Student Programs
(253) 833-9111, ext. 2375

Develop skills in preparation for a career in journalism or simply add to your college experience. The campus newspaper, The Current, is published by and for students during the regular school year. It helps inform students about activities on campus and lets students get hands-on experience in newspaper production.

FITNESS CENTER

Student Programs
(253) 833-9111, ext. 4140

Here is your opportunity to participate in physical activity on campus! Use of the equipment in the Fitness and Wellness Center (F&WC) is free to students during posted open hours. The F&WC is in the building located between the gymnasium and International Programs. You will discover an impressive array of equipment, including StairMasters, stepmills, treadmills, rowing machines, Nordic Tracks, Cybex bicycles, stationary bicycles, and Reebok elliptical trainers. Fitness and wellness opportunities on and off campus, such as local fun runs and campus-sponsored activities, are posted on the bulletin board.



Classes for credit are also offered in the F&WC and the gymnasium. Meet your fitness needs with bench aerobics, kick box aerobics, karate, dance, physical fitness lab, aerobic walking, jogging, weight training, and numerous court games and team sports. Check it out! For more information call the F&WC (see above), Dan Keene, extension 2490/2498, or Student Programs, extension 2400.

INTERURBAN CENTER FOR THE ARTS

(253) 833-9111, ext. 2735

The Interurban Center for the Arts is a division of Green River Community College Foundation. It is a community outreach arts program intended to introduce elementary school children and their parents to the arts. We serve twenty area elementary schools with our visual arts program. If you would like to volunteer in the office or present an art lesson in an elementary school, contact ext. 2735. Ask your Project Teach instructor about us!

KENU 1330 AM RADIO

(253) 833-9111, ext. 3388

KENU is an AM radio station owned by the Green River Community College Foundation and operated by students in the radio broadcast program. The radio station's digital broadcasting operation offers a unique training opportunity for students. There are no records or CDs at KENU; all of the programming is on a computer hard drive. The station, which features a Modern Dance/Techno music format, can be heard throughout South King and northeastern Pierce counties.



Student Resources

KGRG 89.9 FM RADIO

(253) 833-9111, ext. 2188

KGRG is a "New Rock" music station operated by the students of Green River Community College. The high-profile station operates 24 hours a day, 365 days a year. KGRG broadcasts at 89.9 FM in South King County and 89.3 FM in Pierce County. Live remotes, concerts, sports broadcasts, news and public affairs round out KGRG's broadcast schedule. KGRG serves the Seattle-Tacoma area and is a great vehicle to prepare students for a career in broadcasting.

COMMUNITY LEADERSHIP, EDUCATION AND OUTREACH (CLEO)—LEADERSHIP PROGRAM

Student Programs

(253) 833-9111, ext. 2400

GRCC's leadership program, CLEO, is a unique opportunity within the Washington community college system for self-motivated, hard-working students to challenge themselves and gain substantial work experience.

Qualified students learn valuable skills with hands-on experience in managing a program while at the same time earning money. Each position assumes responsibility for planning, organizing, and implementing activities to meet the varied needs of GRCC students, faculty, staff, and surrounding communities. Participants spend a portion of their time in workshops and training sessions that supplement their on-the-job training. Some of the coordinator positions include: Artist & Speakers Series, music and entertainment, and outdoor programs.

PERFORMING ARTS

Check out:

- Heavier Than Air Family Theatre
- Theatre Extemporé
- Rendezvous

There are plenty of opportunities at Green River to develop skills in music or drama. The college is home to Rendezvous, a vocal jazz ensemble, and two theater groups. Theatre Extemporé is tailored to adults, while Heavier Than Air Family Theatre Company, our resident community theater group, is designed for families with children. You are invited to try out for all productions.

Auditions for Heavier Than Air Family Theatre and Theatre Extemporé are held during the first week of each quarter. Auditions for Rendezvous are held early in fall quarter.

RECREATION

Green River offers competitive and noncompetitive recreation during the noon hour. Students can meet other students while participating in intramural leagues, tournaments, and fitness classes. The open gym time is available to everyone. Other activities include volleyball, basketball, pickleball, indoor soccer and aerobics classes.

STUDENT GOVERNMENT

Students can develop leadership skills and take an active role in governance of the college through student government. The major objectives of the Associated Students of Green River Community College are to provide the opportunity for student organization, to promote growth of the academic and social life of students, and to help further student relations with the total college community. It's another way GRCC offers students a complete college experience.

See Student Handbook for the Constitution of the Associated Students of Green River Community College.

SATELLITE CAMPUSES

SKILLSTREAM TRAINING PROGRAMS

(253) 833-9111, ext. 5000

Skillstream is located in Kent at 841 North Central Avenue, Suite 106. For information please call (253) 856-9595.

NETWORK ADMINISTRATION

Skillstream delivers a full range of Network Administration courses to serve a complete range of needs, including Microsoft(r) Certified Systems Engineer (MCSE) training, complete network support training, small/home office courses, and many shorter courses for those who are expanding their existing skills to help update their networks.

Microsoft Certified Systems Engineer (MCSE)

The Microsoft® Certified Systems Engineer credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows® platform and Microsoft server software.

CISCO

Utilizing real world training, Skillstream instructors teach the hands-on skills that a Cisco professional needs to perform on the job. Individuals work on a broad range of equipment that provides a realistic depth of exposure to the technology found in the field. Enough equipment is provided for participants to work individually or in small groups, whatever their learning preferences.

Cisco Home Integration

The Cisco Home Integration courses develop the skills needed to support small or home office technology.

Cisco Certified Network Associate (CCNA)

The Cisco Certified Network Associate (CCNA) certification program prepares individuals for the exam required for CCNA certification.



Cisco Certified Network Professional (CCNP)

The Cisco Certified Network Professional (CCNP) certification program prepares individuals to take the four exams required for CCNP certification.

Cisco Certified Design Associate (CCDA)

The Cisco Certified Design Associate (CCDA) certification course prepares individuals to take the Designing Cisco Networks (DCN) exam. The CCDA certification indicates a foundation of network design for the small business market.

Cisco Certified Internet Expert (CCIE)

Cisco's CCIE (Cisco Certified Internet Expert) - Routing and Switching Track: The two requirements to become a CCIE are a passing grade on the qualification exam (#350-001) and a passing grade on the one-day lab exam (San Jose). The qualification exam is a prerequisite for attempting and scheduling the lab exam. Cisco CCIE Exam #350-001 is a two-hour, multiple-choice exam. It is computerized, closed-book, contains 100 questions and is administered at Cisco authorized testing centers (Prometric and VUE).

INTERNET WEBMASTER

The Skillstream Internet Webmaster program is organized into three curriculum tracks: Web Designer, Web Client-side Developer, and Web Application Developer. These curriculum tracks are designed to provide well-rounded knowledge and skills in the areas of web design and web development. These tracks are appropriate for someone looking for an entry level position, or someone currently working in the field.

Web internships are also available.

A+ COMPUTER SUPPORT TECHNICIAN

The Skillstream A+ Computer Support Technician program prepares individuals to take the A+ certification exam. The certification qualifies individuals for entry level jobs in the technology industry and serves as an essential foundation for higher level technology positions. The program provides a thorough knowledge of personal computers, their software drivers and how they interface with the network.

PC SOFTWARE APPLICATIONS

Skillstream PC Software Applications courses include Microsoft Office 2000, Office XP, and other current PC software applications. Classes are available as both 1-day workshops and 5-week professional courses for individuals who need in-depth knowledge of an application. We also offer one-on-one tutoring and special quantity discounts for companies and individuals.

FIBER OPTICS

Skillstream's Fiber Optic lab includes a complete working telecom system, from the building entrance closet, intermediate communication closets, all the way through to the workstation, as well as a live video system and PBX. Participants learn on an actual working representation of what's found in a typical office building.

BICSI Continuing Education Credits are available upon completion of each course. The application for all CECs is provided directly from BICSL.

3M Multimode Fiber Optic Certification

The Skillstream 3M Multimode course provides a thorough understanding of fiber technology, industry standards and LAN system designs.

3M Singlemode Fiber Optic Certification

The Skillstream 3M Singlemode course prepares individuals to install, connectorize, splice, test and maintain Long Haul singlemode systems, such as telephone and cable television operations.

3M Volition Fiber Optic Certification

This training prepares the individual to install, connectorize, splice, test and maintain fiber cable networks and components necessary for modern organizations to operate and communicate.

Mastering Optical Time Domain Reflectometers (OTDRs)

The Skillstream OTDR training course provides the necessary skills to safely and effectively perform industry recognized evaluating, testing, troubleshooting and documenting procedures.

LAN CABLING

The Skillstream LAN Cabling programs provide practical, hands-on experience in a "live" network environment. We offer training and certification preparation for AMP ACT I and ACT II. Skillstream's Copper LAN Cabling lab includes a complete working telecom system, starting with the building entrance closet, intermediate communication closets, all the way through to the workstation. Participants learn on an actual working representation of what's found in a typical office building.

BUSINESS

Clients come to Skillstream for business training because we help them achieve measurable results. Our business training is hands-on, practical and utilizes real world learning scenarios. The skills acquired are directly applicable to the workplace. Skillstream instructors work with you to adapt and fine-tune the program to meet your organization's specific requirements and work schedules. Programs can be presented at your facility or our site, depending on your requirements. Available topics include:

- Learning to Lead
- Customer Service
- Financial Management
- Leading Edge Manufacturing
- Quality Improvement - Quality Auditing
- Supervision and Leadership
- Organization Development
- Team Effectiveness
- Data Mining



Student Resources

CENTER AT ENUMCLAW

1414 Griffin Ave., Enumclaw, WA 98022
(253) 833-9111, ext. 3400 or (360) 829-2450

The Center at Enumclaw is an extension of the Green River Community College campus located in downtown Enumclaw, 15 miles south of Auburn. The Center offers a variety of credit and non-credit classes serving the needs of the Enumclaw community and surrounding plateau area. Instructional programs include: credit core classes, adult basic education, GED, running start for high school students, ESL, business and career education, self-paced lab classes, distance learning, and non-credit community education classes.

The community-based Enumclaw Center offers a personalized environment to students seeking degrees or personal enrichment, and to businesses who send employees to the Center for business training. Student services and programs such as student orientations, registration, advising, placement testing, and women's programs are also offered at various times throughout the quarter.

SMALL BUSINESS ASSISTANCE CENTER

Co-located in downtown Auburn with the Auburn Area Chamber of Commerce and the GRCC Adult Continuing Education Center at 108 South Division St. Suite A
(253) 333-1600

The Green River Community College Small Business Assistance Center is designed to provide technical assistance to small businesses in the South King County area. Individual counseling sessions provided by a certified business counselor offer business owners the chance to tackle and solve new business challenges. In addition, assessment, referrals and small class training sessions are offered to meet the needs of local businesses. Lending options are presented for those clients needing capital. The Green River Community College Small Business Assistance Center is part of the statewide Small Business Development Network. The mission of the Small Business Assistance Center is to improve the profitability of independent businesses, thereby stimulating economic growth in our community.

Appointments can be made to meet at the Center or at your place of business.

Please call the Center or the Continuing Education department to set up appointments.

CONTINUING EDUCATION

(253) 833-9111, ext. 2535

Green River Community College realizes education is a never-ending process. Continuing Education programs at Green River help people learn new skills, explore different fields and update techniques in a career or a favorite pastime. Classes and seminars are conveniently scheduled for adults, during the evening hours and on weekends at various locations around South King County.

Continuing Education classes are non-credit and self-supporting. Classes are financed by student participation fees and not by state tax funds.

The quarterly Green River class schedule features all Continuing Education courses.

PROFESSIONAL EDUCATION

A number of Continuing Education classes are designed to meet the needs of professionals, such as business management and real estate. Often courses are tailored in cooperation with professional organizations and associations to upgrade existing skills. Professionals can also earn credits for college, clock hours, continuing education units or specific requirements for licensing or certification. On-line Professional Education classes are taught through our distance-learning program at www.Ed2go.com/greenriver.

LIFELONG LEARNING

The objective of lifelong learning classes is to provide educational opportunities for persons not seeking a degree, but seeking direction in creative, leisure and personal enrichment activities. Taught by professionals and qualified hobbyists, these non-credit special interest classes include subject areas such as: personal finance, computers, creative arts and writing, home and garden, conversational foreign languages, music, dance, fitness and other special topics. Classes are changed frequently to meet community need and are open to people at all skill levels.

SMALL BUSINESS

In partnership with the Washington State Small Business Development Center, and our own Green River Community College Small Business Assistance Center in downtown Auburn, Continuing Education offers a number of classes for the small business and the budding entrepreneur. These courses are designed for those who need specific hands-on information that can be implemented quickly and produce results.

JOB TRAINING

Short-term, non-credit job training programs are designed for the individual who wants training for an entry-level position, or who is combining the program with previously developed skills to move in a new career direction. These programs are typically one quarter or less and meet during evenings and weekend hours.

ENROLLMENT

Any person 18 years of age or older may enroll in continuing education classes by completing registration and paying the class fee. You will not be required to complete college admissions procedures.

COURSES OFF CAMPUS

Individual continuing education courses may be offered anywhere in the area served by the college. At the present time, courses are being offered in Auburn, Enumclaw, Kent, Maple Valley, and at the SuperMall during evenings and weekend hours. For information, call the Continuing Education office at extension 2535.



Megumi and Sayuri Kuwabara.

The First Step ✓

Sisters Megumi and Sayuri Kuwabara came to GRCC from Japan on the recommendation of an educational agency. "The agency spoke well of GRCC's Intensive English as a Second Language program and International Student Programs." Megumi is a participant in the Lead and Earn program, an opportunity that she had not expected to encounter. "In addition to Lead and Earn, I am also a senator on the Judicial Committee. I have had many opportunities to get involved here at GRCC, and the range of classes offered here allowed me to discover my major, psychology. When I graduate, I intend to pursue this field at a four-year institution." Megumi found the advisors and faculty so helpful that she recommended to Sayuri, who was attending a school in Oregon, that she transfer to GRCC. Both sisters found that the college is a great place to learn English and to take a first step toward their degrees.



Programs of Study

UNIVERSITY TRANSFER DEGREES

Green River Community College is fully accredited. This means that we have completed numerous evaluation processes and have been recognized for performance, integrity and quality. This is important to students who transfer credits to other colleges. It signifies that our coursework has been assessed and makes credit transfer decisions easier. Academic courses will usually be accepted by other institutions offering the same (or similar) courses. However, each institution has its own policy and transferability should never be assumed. The Educational Planning Center staff is able to answer most questions involving transfer of credits and provides transfer guides for most four-year colleges and universities in Washington state.

Students should be aware that courses with "Pass" grades may not satisfy the requirements in their major field. Each student is responsible for knowing transfer requirements and policies, and they are urged to consult the catalog of the college, which they plan to attend after GRCC.

Students who plan to transfer to another college or university to complete their educational goals should obtain a current catalog from that institution and have it available when consulting with their advisor to determine the best program at Green River Community College.

In most cases, four-year institutions will accept 90 credits. GRCC is a member of the Intercollege Relations Commission, and GRCC's AA and AS degrees complies with ICRC recommendations for transfer degrees within Washington state.

The Intercollege Relations Commission for the state of Washington has developed a direct transfer agreement with Washington community colleges. This ensures students that by completing a designated direct transfer AA degree at a community college they will have satisfied all or most of the general education (or core) requirements at the various four-year institutions in the state. For most AA and AS students, this means that students can begin work on their specialized, major-area course work as soon as they transfer. However, each four-year college or university has different general graduation requirements and students should check with the college they plan to attend after Green River for information.

For some college majors, students will need to meet more specific admissions requirements, which may mean they will want to pursue an Associate Pre-Professional degree. Working with a GRCC advisor, an Associate of Pre-Professional degree can be designed to meet specific transfer needs.

Information regarding general education and major requirements of four-year institutions in Washington is available in the Transfer Center, located in Lindbloom Student Center. During the school year, representatives from various colleges visit the campus to meet with students about transfer requirements. Watch for notices in campus publications, on GRCC's web site, or call the Transfer Center in Educational Planning. The Transfer Center features information for students who plan to transfer to a four-year institution and includes a library of catalogs from four-year colleges, transfer guides, information about transfer policies and transfer requirements.

ASSOCIATE IN ARTS DEGREE (AA)

The Associate in Arts degree is a liberal arts degree fulfilling the general requirements taken by freshmen and sophomores at most colleges. GRCC's Associate in Arts degree is designed to meet the distribution requirements at four-year institutions in the state. It will give students the broad background they need before beginning more specialized, upper-division courses. This degree is generally pursued by students who plan to transfer to a four-year college or university after attending GRCC. This degree also indicates that a student has completed a two-year liberal arts program, which will be valuable to his or her career and lifetime goals.

To earn this degree, students must complete 90-quarter credits in courses numbered 100 or above (from approved distribution list below) and meet specific distribution requirements. No more than 20 credits may be taken on a pass/no-credit basis. Students must attain a cumulative grade point average of 2.0, and earn a minimum of 24 credits, including the last quarter in residence, at Green River Community College. Students should include some 200-level classes in their course of study.

ASSOCIATE IN SCIENCE DEGREE (AS)

The Associate in Science Degree is a liberal arts degree encompassing general education courses required of freshmen and sophomores and is intended to improve the preparation of students transferring in the field of science. It will give students the broad background needed before beginning more specialized, upper-division courses. This degree is intended for students who want to major in the field of science, and plan to transfer to a four-year college or university after attending GRCC. It also indicates you have completed a two-year liberal arts program, which will be valuable to students in their career and all aspects of their life. The Associate in Science degree curriculum is not intended to fulfill General Education/University (GER/GUR) requirements but rather to prepare prospective transfer science students to enter the state universities with junior standing not only in credits but with major/program preparation as well.

To earn this degree, you must complete 90-quarter credits in courses numbered 100 or above (from approved Associate in Science distribution list) and meet specific distribution requirements. No more than 20 credits may be taken on a pass/no credit basis. You must attain a cumulative grade point average of 2.0, and earn a minimum of 24 credits, including the last quarter in residence, at Green River Community College. You should include some 200-level classes in your course of study.

The Associate in Science degree has two track options:

- Option 1: Associate in Science in Biology, Environmental Science, Chemistry, Geology, and Earth Science.
- Option 2: Associate in Science in Engineering, Computer Science, Physics and Atmospheric Sciences.

Students need to declare which option they are pursuing, and with the direction of their academic advisor carefully design their educational plan.



Associate in Arts Degree (AA)
Minimum of 90 Credits

1. BASIC SKILLS

(15 credits)

Any course used to satisfy **Basic Skills** distribution may not be used to satisfy any other portion of the Associate in Arts degree requirements.

A. **Communications:** 10 credits. English 110 and one of the following: English 111, 112, or 113.

B. **Quantitative Skills:** 5 credits (explained below)

1. Completion of Mathematics course for which Intermediate Algebra (Math 097) or higher is a prerequisite.
2. Completion of General Engineering 106, 112, 235, or 281.
3. Completion of Philosophy 120*

**If option 3 is chosen, the student must, in addition, satisfy one of the following before graduation:*

- a) *Qualify for placement in Math 102 or above; or*
- b) *Complete Intermediate Algebra (Math 097) with a grade of 2.0 or higher.*

2. HUMANITIES/FINE ARTS/ENGLISH

(Minimum 15 credits from three separate areas.)

No more than 5 credits of performance or skills classes (all courses in bold type) may be applied to the Humanities/Fine Arts/English distribution.

Art 100, 105, 106, 107, 109, 110, 111, 112, 113, 114, 115, 194, 209, 210, 212, 213, 214, 251, 252, 253, 255, 256, 257, 275, 276, 277, 279, 291, 294, 295, 296, 297, 298, 299

Chinese 101, 102, 103

Communication 145, 180, 194, 299

Dance 101, 102, 103, 105, 204

Drama 102, 105, 111, 112, 113, 120, 151, 152, 153, 180, 298

English 131, 132, 133, 135, 151, 152, 154, 160, 165, 180, 181, 185, 187, 194, 199, 221, 222, 223, 240, 244, 245, 246, 265, 266, 267, 299

French 101, 102, 103

German 101, 102, 103, 110, 115, 194, 299

Humanities 100, 110, 133, 186, 190, 191, 194

Japanese 101, 102, 103

Journalism 101, 110, 111, 112, 120, 121, 122, 150, 151, 152, **153, 154, 155, 198, 199, 201, 205, 206, 207**, 251, 252, 253, 298, 299

Music 100, 103, 105, 106, 111, 112, 113, **114, 115, 116, 118, 119, 120, 124, 127, 128, 129, 130.1, 130.2, 130.3, 132, 133, 218, 219, 220, 227, 228, 229, 230.1, 230.2, 230.3, 298, 299**

Philosophy 100, 102, 103, 104, 105, 110, 112, 114, 115, 160, 194, 200, 206, 210, 220, 240, 299

Photography 101, 102, 103, 104, 204

Spanish 101, 102, 103, 110, 115, 194, 201, 202, 203, 299

Speech 100, 110, 194, 212, 215, 225, 234, 235, 238, 245, 299

3. SOCIAL SCIENCE

(Minimum 15 credits from three separate areas.)

American Ethnic And Minority Studies 100, 194, 215

Anthropology 100, 194, 201, 202, 203, 205, 210, 215, 220, 273, 274, 294, 298, 299

Behavioral Science 175

Business Administration 101, 200, 205

Criminal Justice 100, 215, 245

Economics 100, 101, 194, 200, 201, 298, 299

Education 110, 110.1, 110.2

Ethnic Studies 299

Geography 100, 108, 120, 190, 200, 260, 298, 299

Geographic Information Systems 260

Health Education 175

History 101, 102, 103, 120, 122, 135, 194, 200, 202, 221, 222, 225, 226, 230, 231, 235, 236, 240, 250, 254, 299

Political Science 100, 194, 201, 202, 203, 204, 205, 298

Psychology 100, 175, 201, 209, 210, 220, 250, 298, 299

Social Science 194, 200, 215

Sociology 110, 194, 201, 215, 220, 245, 260, 298

4. MATH/SCIENCE

(Minimum 15 credits from at least two separate areas except for completion of **IDS 101, 102, and 103** sequence which will satisfy the full math/science and lab science requirement.) **A minimum of 5 credits from the lab sciences (courses designated in bold type) must be included in the Math/Science distribution.**

Anatomy-Physiology 100, 103, 104, 205, 206, 210

Anthropology 201

Astronomy 100, 101

Biology 100, 110, 127, 194, 195, 201, 202, 203, 210, 298

Business Administration 256

Chemistry 101, 102, 105, 140, 150, 160, 194, 195, 235, 236, 237, 296, 299

Computer Science 142, 143, 144, 145

Engineering (GE) 106, 112, 140, 142, 143, 240, 280, 281

Environmental Science 194, 204

Geology 101, 194, 200, 206, 208, 299

Interdisciplinary Science 101, 102, 103

Mathematics 102, 104, 106, 107, 124, 125, 126, 156, 157, 170, 171, 172, 194, 224, 238, 240, 256, 297

Natural Science 100, 194

Philosophy 120

Physics 101, 110, 111, 112, 201, 202, 203, 208, 221, 298

5. ADDITIONAL CREDITS

(Minimum 15 credits)

At least 15 additional quarter hours shall be selected from courses in **HUMANITIES/FINE ARTS/ ENGLISH, SOCIAL SCIENCE, or MATH/SCIENCE** categories.

6. ACTIVITIES

(Three different activities)

An activity is a fully instructed course of study that primarily involves the student in physical activity that develops a technique or skill. **One of the activity classes must be fitness-related.** Medical waivers must be submitted to the Physical Education Department Chair.

A. Fitness-related activity classes—**must take one:**

Physical Education 101, 102, 103, 104, 111, 131, 160

B. Activity classes—**must take two:**

Art 111, 114

Biology 140

Business Education 111, 115

Business Management 103 or 104 or 105; 107 or 108 or 109

Dance 101

Drama 111, 153

Early Childhood Education 103, 104, 175, 214, 215, 220, 221

Education 210

German 115

Health Education 190

Industrial Education 101, 102.1 or 102.2 or 102.3, 103

Journalism 100.1, 110, 120, 200

Music 118, 124, 127, 130.1, 132

Natural Resources 197

Photography 101

Physical Education 101, 102, 103, 104, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 121, 122, 124, 125, 126, 128, 129, 131, 132, 136, 137, 138, 139, 150, 151, 152, 153, 159, 198, 201, 202, 203, 206, 207, 210, 211, 212, 214, 215, 224, 231, 251, 253

Spanish 115

Technology 100

C. If a technique or skill not taught on campus has previously been developed, students may request a waiver of one activity requirement if they present evidence to the Degree Exception Committee that they have achieved competence in the activity equal to or greater than that expected after one quarter of instruction. In such cases, the requirement may be waived for one activity, but no credit shall be granted. The total number of credits for the AA degree shall remain the same, and the student shall be responsible for attaining that total prior to the degree being awarded.

7. ELECTIVES

All courses listed previously except **BASIC SKILLS** may also be taken as electives. In addition, classes numbered 100 or above may be taken as electives (consult transfer institution).

TRANSFERABILITY OF CREDITS

Green River Community College is fully accredited. Academic courses will usually be accepted by other institutions offering the same (or similar) courses. However, each institution has its own transfer policies and each student is responsible for knowing transfer and admission requirements of the receiving institution. Students are urged to consult with their advisor and a representative from the college they plan to attend after Green River.

ADDITIONAL NOTES:

Computer Competency:

Information technology continues to transform the way students acquire information. Green River Community College faculty is considering various proposals to ensure that all students acquire relevant computer proficiencies of the receiving institution. We encourage all students to work with their advisors to include courses that teach and /or use computer technology in their curricula.

Note: Courses underlined are intended for transfer. However, due to content variability, these courses will need to be assessed individually by the transfer institution.



Associate in Arts Degree Planning Sheet

1. BASIC SKILLS

English 110 _____
 English 111, or 112, or 113 _____
 Quantitative Skills _____

2. HUMANITIES (15 credits)

Three different areas

3. SOCIAL SCIENCE (15 credits)

Three different areas

4. MATH/SCIENCE (15 credits)

Two different areas; include one lab

5. ADDITIONAL CREDITS (15 credits)

Choose among the distribution areas

6. ACTIVITIES/PE FITNESS

Include one fitness/two activities

7. ELECTIVES

Any course 100 or above

** You must maintain a minimum overall GPA of 2.0. This minimum may **not** meet the entrance requirements at four-year colleges.

SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	
SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	
SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

** Please note that some majors at four-year colleges have special requirements. It is your responsibility to know these. Consult an Educational Planner or your Faculty Advisor for assistance in identifying or researching specific major requirements.



Associate in Science Degree (AS) Option 1	Biology, Environmental Science, Chemistry, Geology and Earth Science (Minimum of 90 credits)
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1. GENERAL REQUIREMENTS:
(20 credits)

A. Communication (5 credits)
English 110, College Writing (5 credits)
After consultation with a science advisor, five additional credits are recommended from the following:
English 111, 112, or 113.

B. Quantitative Skills: (15 credits)
1. Math 124, Calculus & Analytic Geometry 1
2. Math 125, Calculus & Analytic Geometry 2
3. Math 126, Calculus & Analytic Geometry 3
OR
Math 256, Statistics for Business and Social Science

2. HUMANITIES/FINE ARTS/ENGLISH and SOCIAL SCIENCE
(Select 15 credits of humanities and social science with at least five credits taken from each. Three different subjects required.)

A. Humanities/Fine Arts/English
A minimum of 5 credits from the following:
No more than 5 credits of performance or skills classes (all courses in bold type) may be applied to the Humanities/Fine Arts/English distribution.

- Art** 100, 105, 106, 107, 109, 110, 111, 112, 113, 114, 115, 194, 209, 210, 212, 213, 214, 251, 252, 253, 255, 256, 257, 275, 276, 277, 279, 291, 294, 295, 296, 297, 298, 299
- Chinese** 101, 102, 103
- Communication** 145, 180, 194, 299
- Dance** 101, 102, 103, 105, 204
- Drama** 102, 105, 111, 112, 113, 120, 151, 152, 153, 180, 298
- English** 131, 132, 133, 135, 151, 152, 154, 160, 165, 180, 181, 185, 187, 194, 199, 221, 222, 223, 240, 244, 245, 246, 265, 266, 267, 299
- French** 101, 102, 103
- German** 101, 102, 103, 110, 115, 194, 299
- Humanities** 100, 110, 133, 186, 190, 191, 194
- Japanese** 101, 102, 103
- Journalism** 101, 110, 111, 112, 120, 121, 122, 150, 151, 152, 153, 154, 155, 198, 199, 201, 205, 206, 207, 251, 252, 253, 298, 299
- Music** 100, 103, 105, 106, 111, 112, 113, 114, 115, 116, 118, 119, 120, 124, 127, 128, 129, 130.1, 130.2, 130.3, 132, 133, 218, 219, 220, 227, 228, 229, 230.1, 230.2, 230.3, 298, 299

- Philosophy** 100, 102, 103, 104, 105, 110, 112, 114, 115, 160, 194, 200, 206, 210, 220, 240, 299
- Photography** 101, 102, 103, 104, 204
- Spanish** 101, 102, 103, 110, 115, 194, 201, 202, 203, 299
- Speech** 100, 110, 194, 212, 215, 225, 234, 235, 238, 245, 299

B. Social Science
A minimum of 5 credits from the following:

- American Ethnic and Minority Studies** 100, 194, 215
- Anthropology** 100, 194, 201, 202, 203, 205, 210, 215, 220, 273, 274, 294, 298, 299
- Behavioral Science** 175
- Business Administration** 101, 2002, 205
- Criminal Justice** 100, 215, 245
- Economics** 100, 101, 194, 200, 201, 298, 299
- Education** 110, 110.1, 110.2
- Ethnic Studies** 299
- Geography** 100, 108, 120, 190, 200, 260, 298, 299
- Geographic Information Systems** 260
- Health Education** 175
- History** 101, 102, 103, 120, 122, 135, 194, 200, 202, 221, 222, 225, 226, 230, 231, 235, 236, 240, 250, 254, 299
- Political Science** 100, 194, 201, 202, 203, 204, 205, 298
- Psychology** 100, 175, 201, 209, 210, 220, 250, 298, 299
- Social Science** 194, 200, 215
- Sociology** 110, 194, 201, 215, 220, 245, 260, 298

3. SPECIFIC REQUIREMENTS:
Class selection depends on the student's area of study. After consultation with a science advisor, a total of 50 credits are required from the following list:

- A. Chem** 140, 150 and 160 (18 credits)
Chem 235, 236 and 237 may be substituted with prior consultation with a science advisor.
- B. Select 15–18 credits to be taken in sequence order from the following:**
 - 1. Biol 201, 202 and 203 or
 - 2. Phys 110, 111 and 112 or
 - 3. Phys 201, 202 and 203

C. Math/Science:
Select 14–17 credits from the following list (after consultation with a science advisor):

- Anatomy/Physiology** 205, 206, 210
- Biology** 201, 202, 203, 210, 298
- Chemistry** 140, 150, 160, 195, 235, 236, 237, 299
- Engineering (GE)** 106, 112, 280
- Environmental Science** 204
- Geology** 101, 206
- Mathematics** 102, 104, 106, 126, 194, 224, 238, 240, 256, 297
- Philosophy** 120
- Physics** 110, 111, 112, 201, 202, 203, 208, 221, 298

4. ACTIVITIES:
An activity is a fully instructed course of study that primarily involves the student in physical activity that develops a technique or skill. Medical waivers must be submitted to the Physical Education Department Chair. Select one course from the following:
P E 101, 102, 103, 104, 111, 131, 160

5. ELECTIVES:
Select 3 credits of any course 100 level or above. Engl 111, 112 or 113 may be used.

Transferability of Credits:
Green River Community College is fully accredited. Academic courses will usually be accepted by other institutions offering the same (or similar) courses. However, each institution has its own transfer policies and each student is responsible for knowing transfer and admission requirements of the receiving institution. Students are urged to consult with their advisor and a representative from the college they plan to attend after Green River.

Computer Proficiency:
Information technology continues to transform the way students acquire information. Green River Community College faculty is considering various proposals to ensure that all students acquire relevant computer proficiencies of the receiving institution. We encourage all students to work with their advisors to include courses that teach and/or use computer technology in their curricula.

Note: Courses underlined are intended for transfer. However, due to content variability, these courses will need to be assessed individually by the transfer institution.



Associate in Science (AS-Option 1) Degree Planning Sheet

Biology, Environmental Science, Chemistry, Geology and Earth Science (*Minimum of 90 credits*)

1. GENERAL REQUIREMENTS (20 credits)

- A. ENGL 110 _____ (5)
ENGL 111, or 112, or 113 (Optional)
- B. MATH 124 _____ (5)
MATH 125 _____ (5)
MATH 126 or 256 _____ (5)

2. HUMANITIES/FINE ARTS/ENGLISH and SOCIAL SCIENCE (15 credits) with at least 5 credits from each; three separate areas:

3. SPECIFIC REQUIREMENTS (50 credits)

- A. 18 Credits:
CHEM 140 _____ (6)
CHEM 150 _____ (6)
CHEM 160 _____ (6)
(CHEM 235, 236, 237 may be substituted)
- B. Select 15-18 credits to be taken in sequence order from the following list:
BIOL 201 _____ (6)
BIOL 202 _____ (6)
BIOL 203 _____ (6)
OR
PHYS 110 _____ (5)
PHYS 111 _____ (5)
PHYS 112 _____ (5)
OR
PHYS 201 _____ (5)
PHYS 202 _____ (5)
PHYS 203 _____ (5)

C. MATH/SCIENCE (Select 14-17 from list after consultation with a Science advisor.)

4. ACTIVITIES (2 credits)

P E 101, 102, 103, 104, 111, 131, 160

5. ELECTIVES (3 credits)

Any course 100 or above (ENGL 111, 112, or 113 may be used.)

**** You must maintain a minimum overall GPA of 2.0. This minimum may not meet the entrance requirements at four-year colleges.**

SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	
SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	
SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

**** Please note that some majors at four-year colleges have special requirements. It is your responsibility to know these. Consult an Educational Planner or your Faculty Advisor for assistance in identifying or researching specific major requirements.**



**Associate in Science Degree (AS)
Option 2**

**Engineering, Engineering Technology, Computer Science, Physics,
and Atmospheric Sciences (Minimum of 90 credits)**

1. GENERAL REQUIREMENTS:
(20 credits)

A. Communication (5 credits)

English 110, College Writing (5 credits)
After consultation with a science/engineering advisor, five additional credits are recommended from the following: English 111, 112, or 113.

B. Quantitative Skills: (15 credits)

1. Math 124, Calculus & Analytic Geometry 1
 2. Math 125, Calculus & Analytic Geometry 2
 3. Math 126, Calculus & Analytic Geometry 3
- OR**
Math 256, Statistics for Business and Social Science

2. HUMANITIES/FINE ARTS/ENGLISH and SOCIAL SCIENCE

(Select 15 credits of humanities and social science with at least five credits taken from each. Three different subjects required.)

A. Humanities/Fine Arts/English

*A minimum of 5 credits from the following: **No more than 5 credits** of performance or skills classes (all courses in bold type) may be applied to the Humanities/Fine Arts/English distribution.*

- Art** 100, 105, 106, 107, 109, 110, 111, 112, 113, 114, 115, 194, 209, 210, 212, 213, 214, 251, 252, 253, 255, 256, 257, 275, 276, 277, 279, 291, 294, 295, 296, 297, 298, 299
Chinese 101, 102, 103
Communication 145, 180, 194, 299
Dance 101, 102, 103, 105, 204
Drama 102, 105, 111, 112, 113, 120, 151, 152, 153, 180, 298
English 131, 132, 133, 135, 151, 152, 154, 160, 165, 180, 181, 185, 187, 194, 199, 221, 222, 223, 240, 244, 245, 246, 265, 266, 267, 299
French 101, 102, 103
German 101, 102, 103, 110, 115, 194, 299
Humanities 100, 110, 133, 186, 190, 191, 194
Japanese 101, 102, 103
Journalism 101, 110, 111, 112, 120, 121, 122, 150, 151, 152, 153, 154, 155, 198, 199, 201, 205, 206, 207, 251, 252, 253, 298, 299
Music 100, 103, 105, 106, 111, 112, 113, 114, 115, 116, 118, 119, 120, 124, 127, 128, 129, 130.1, 130.2, 130.3, 132, 133, 218, 219, 220, 227, 228, 229, 230.1, 230.2, 230.3, 298, 299
Philosophy 100, 102, 103, 104, 105, 110, 112, 114, 115, 160, 194, 200, 206, 210, 220, 240, 299
Photography 101, 102, 103, 104, 204

- Spanish** 101, 102, 103, 110, 115, 194, 201, 202, 203, 299
Speech 100, 110, 194, 212, 215, 225, 234, 235, 238, 245, 299

B. Social Science:

A minimum of 5 credits from the following:

- American Ethnic and Minority Studies** 100, 194, 215
Anthropology 100, 194, 201, 202, 203, 205, 210, 215, 220, 273, 274, 294, 298, 299
Behavioral Science 175
Business Administration 101, 200, 205
Criminal Justice 100, 215, 245
Economics 100, 101, 194, 200, 201, 298, 299
Education 110, 110.1, 110.2
Ethnic Studies 299
Geography 100, 108, 120, 190, 200, 260, 298, 299
Geographic Information Systems 260
Health Education 175
History 101, 102, 103, 120, 122, 135, 194, 200, 202, 221, 222, 225, 226, 230, 231, 235, 236, 240, 250, 254, 299
Political Science 100, 194, 201, 202, 203, 204, 205, 298
Psychology 100, 175, 201, 209, 210, 220, 250, 298, 299
Social Science 194, 200, 215
Sociology 110, 194, 201, 215, 220, 245, 260, 298

3. SPECIFIC REQUIREMENTS:

Class selection depends on the student's area of study. After consultation with a science/engineering advisor, a total of 50 credits are required from the following list:

- A. Phys** 201, 202 and 203 (15 credits)
Phys 110, 111 and 112 may be substituted with prior consultation with a science/engineering advisor.
- B. Select 6 credits from the following:**
Chem 140, 150, 160, 235, 236, 237
- C. Select 5 credits from the following:**
GE/C Sci 142, 143
C Sci 144, 145
- D. Math/Science:**
Select 24 credits from the following list after consultation with a science/engineering advisor.

- Anatomy/Physiology** 205, 206, 210
Biology 201, 202, 203, 210, 298
Chemistry 140, 150, 160, 194, 195, 235, 236, 237, 299
Computer Science 142, 143, 144, 145
Engineering (GE) 100, 106, 112, 123, 140, 142, 143, 240, 280, 281
Environmental Science 204
Geology 101, 206
Mathematics 102, 104, 106, 126, 194, 224, 238, 240, 256, 297
Philosophy 120
Physics 110, 111, 112, 201, 202, 203, 208, 221, 298

4. ACTIVITIES:

An activity is a fully instructed course of study that primarily involves the student in physical activity that develops a technique or skill. Medical waivers must be submitted to the Physical Education Department Chair. Select one course from the following:

- P E** 101, 102, 103, 104, 111, 131, 160

5. ELECTIVES:

Select 3 credits of any course 100 level or above. Engl 111, 112 or 113 may be used.

Transferability of Credits:

Green River Community College is fully accredited. Academic courses will usually be accepted by other institutions offering the same (or similar) courses. However, each institution has its own transfer policies and each student is responsible for knowing transfer and admission requirements of the receiving institution. Students are urged to consult with their advisor and a representative from the college they plan to attend after Green River.

Computer Proficiency:

Information technology continues to transform the way students acquire information. Green River Community College faculty is considering various proposals to ensure that all students acquire relevant computer proficiencies of the receiving institution. We encourage all students to work with their advisors to include courses that teach and/or use computer technology in their curricula.

Note: Courses underlined are intended for transfer. However, due to content variability, these courses will need to be assessed individually by the transfer institution.



Associate in Science Degree AS (Option 2) Degree Planning Sheet

Engineering, Engineering Technology, Computer Science, Physics, and Atmospheric Sciences (*Minimum of 90 credits*)

1. GENERAL REQUIREMENTS (20 credits)

- A. ENGL 110 _____ (5)
ENGL 111, or 112, or 113 (Optional)
- B. MATH 124 _____ (5)
MATH 125 _____ (5)
MATH 126 or 256 _____ (5)

2. HUMANITIES/FINE ARTS/ENGLISH and SOCIAL SCIENCE (15 credits) with at least 5 credits from each; three separate areas:

3. SPECIFIC REQUIREMENTS (50 credits)

- A. 15 Credits:
PHYS 201 _____ (5)
PHYS 202 _____ (5)
PHYS 203 _____ (5)
(PHYS 110, 111, and 112 may be substituted)
- B. Select 6 credits from:
CHEM 140, 150, 160, 235, 236, 237
_____ (6)
- C. Select 5 credits from:
GE/C SCI 142, 143; C SCI 144, 145
_____ (5)
- D. MATH/SCIENCE (24 credits)

4. ACTIVITIES (2 credits)

PE 101, 102, 103, 104, 111, 131, 160

5. ELECTIVES (3 credits)

Any course 100 or above (ENGL 111, 112, or 113 may be used.)

*** You must maintain a minimum overall GPA of 2.0. This minimum may **not** meet the entrance requirements at four-year colleges.*

SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	
SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	
SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

*** Please note that some majors at four-year colleges have special requirements. It is your responsibility to know these. Consult an Educational Planner or your Faculty Advisor for assistance in identifying or researching specific major requirements.*



ASSOCIATE PRE-PROFESSIONAL DEGREE

While students in most college majors take the same general education requirements during their first two years, some major fields demand more specialized subjects. The Associate Pre-Professional degree is designed for those students who need specific requirements that prevent them from satisfying the broad requirements of the AA or AS degrees or that will enhance their program of study at the transfer institution.

If students wish to design a program to transfer to a specific department within a four-year institution, they should consult advisors at both GRCC and the Transfer College or university. Students are responsible for finding out the unique requirements of the institution they plan to attend after GRCC. An advisor will help students plan an appropriate selection of classes to ensure that all requirements of the transfer institution are met; the program will be customized for the transfer institution of their choice. Students are required to present an Associate Pre-Professional degree plan to their advisor for approval. The plan becomes a permanent part of the student's record.

GRCC programs with AP-P degrees are indicated in the table on pages 47-48. Contact an advisor or educational planner for assistance in submitting an AP-P degree plan.

PROFESSIONAL/TECHNICAL EDUCATION

Students will find more than 40 different job-training programs at Green River, each of which is designed to prepare students for immediate employment.

Professional and Technical programs are offered in business and office occupations, health sciences, trades, and technical fields. In each program, students will find hands-on training using advanced technology. Expert instructors provide individual attention in classrooms, labs and workshops. Each program is guided by an industry advisory committee, making sure the training meets the needs of local business and industry.

Studies consistently show high placement rates for all of GRCC's professional and technical program graduates. Training programs range in length from one quarter (11 weeks) to two years or more.

In some programs, classes are designed to provide up-to-date information to people already in industry who need to learn new technology.

ASSOCIATE IN APPLIED ARTS DEGREE and ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Arts and the Associate in Applied Science degrees are designed for students in professional and technical programs. The only difference between these degrees is the field of study. Applied Arts degrees are generally awarded for business and business-related fields; applied science degrees are granted in health sciences, technical and trade subjects.

These professional and technical degrees are designed for students who want to prepare for employment. In some cases, the credits they earn may be applied to study at a four-year college or university.

Degree requirements include:

- Earning a minimum of 90 credits with a minimum grade point average of 2.0.
- Completing a minimum of 24 credits, including the last quarter of residence, at GRCC.

- Earning no more than 25% of the requirements on a pass/no-credit basis.

The curriculum for each professional and technical program is determined by the faculty of Green River Community College and in some cases an advisory committee from business and industry. Specific requirements are listed in "Programs of Study." On pages 42-43, you'll find the related instruction requirements for AAA and AAS degrees. Consult the listing of the program of your choice for specific classes required, or check out the college web site at www.grcc.ctc.edu.

ASSOCIATE IN APPLIED ARTS - PROFESSIONAL TECHNICAL STUDIES (AAA-PTS)

and

ASSOCIATE IN APPLIED SCIENCE - PROFESSIONAL TECHNICAL STUDIES (AAS-PTS)

These degrees are intended to provide flexibility for students with specific needs not met by other AAA and AAS degrees. Under the guidance of a faculty member in one of the disciplines of interest, a student may combine requirements from two or three professional and technical disciplines to create a "customized" program. It is strongly recommended that students develop an advisory relationship with a faculty member from one of the disciplines to be included in the degree early in the process. The following guidelines provide specific information about how this degree may be developed.

Degree requirements include:

- Written contract between student and advisor.
- Minimum of 101 credits.
- 75 credits from two or three P/T disciplines.
- 40 credits in area of concentration, 10 of which must be work-based.
- Earn a minimum grade point average of 2.0.
- Complete a minimum of 24 credits with last quarter of residence at Green River.
- No more than 25% of required credits may be earned on a pass/no-credit basis.
- Minimum of 5 credits basic computer skills (see pages 42-43).
- Minimum of 5 credits of diversity/global awareness (see pages 42-43).

PROFESSIONAL AND TECHNICAL CERTIFICATE

Professional and Technical Certificates are awarded in some programs.

Professional and Technical Certificates are designed for students who want to prepare for immediate employment. The certificate includes specific courses in your area of study as well as "related instruction" courses that are intended to enhance your learning. In some cases, the credits you earn for these certificates may be applied to an Associate in Applied Arts Degree, Associate in Applied Science Degree, or to study at a four-year college or university.

Professional and Technical Certificate requirements include:

- Earning a minimum of 45 credits with a minimum grade point average of 2.0.
- Completing a minimum of 12 credits, including the last quarter of residence, at GRCC.



Programs of Study

- Earning no more than 25% of the requirements on a pass/no-credit basis.

The curriculum for each professional and technical program is determined by the faculty of GRCC and an advisory committee from business and industry. Specific requirements are listed in "Programs of Study." Students will find the general requirements for Professional and Technical Certificates on the college web site, www.grcc.ctc.edu. Consult the listing of the program of your choice for specific classes required.

CERTIFICATE OF PROFICIENCY

Certificates of Proficiency are awarded in some professional and technical as well as academic programs. The curriculum for each professional and technical program is determined by the faculty of Green River Community College, and in some cases an advisory committee from business and industry. Certificates of Proficiency coursework is 44 or less credits and generally do not include "related instruction" courses. See "Programs of Study" for availability and specific requirements for Certificates of Proficiency, which usually do not include classes outside the major subject.

Certificate of Proficiency requirements include:

- Earn a minimum grade point average of 2.0.
- Complete a minimum of 25% of the credits required, including the last quarter of residence, at GRCC.
- Earning no more than 10 credits on a pass/no-credit basis.

RELATED INSTRUCTION REQUIREMENTS

ASSOCIATE IN APPLIED ARTS DEGREE (AAA) and ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

The Associate in Applied Arts (AAA) and the Associate in Applied Science (AAS) degrees are designed for students in professional and technical programs. The faculty of Green River Community College and an advisory committee from local business and industry determines the curriculum for each professional/technical program. Each curriculum includes major field requirements, related instruction requirements and elective courses. To earn either degree, a student must accumulate a minimum of 90 credits, meet the specific requirements of the program, and earn a minimum grade point average of 2.0. Twenty-four of the total 90 credits, including the last quarter of study, must be completed at Green River. No more than 20 credits may be earned on a pass/no-credit basis.

Students seeking AAA or /AAS degrees must complete related instruction requirements in the program-related areas of communication, computation, and human relations. Where appropriate, safety and environmental awareness courses are also required for degree programs.

In most professional/technical fields at Green River, these related instructions are already included within the program. The requirements may be part of several courses or may be included in one particular course. Most students, in meeting the specific requirements of the programs, will automatically meet the related instruction requirements. (Courses designated as related instruction requirements will be denoted with a # symbol.)

The related instruction requirements and their minimum levels of proficiency are listed below. The listed courses in communication, computation, and human relations may be credited toward no more than one related instruction requirement.

Certificates

Related instruction requirements are included in all certificates that are one year in length or longer (45 credits or more).

Because of the condensed nature of the certificate programs, many related instruction requirements may be embedded within existing course work.

AAA and AAS Degrees and Certificates

1. COMMUNICATION

A. Writing

The student will earn a minimum of three credits* from the following: English 102, 110, 111, 112, or 113.

or

Business Education 130 for the following business-related degrees and certificates:

Degrees:

Accounting Technician
Administrative Assistant
Business Management-International Business
Business Management-Marketing & Sales
Business Management-Logistics Management
Business Management-Manufacturing Management
Computer Applications Specialist
Computer Reporting Technologies-Court Reporting
Computer Reporting Technologies-Captioning
Legal Administrative Assistant
Medical Office Assistant

Certificates:

Administrative Assistant
Computer Applications Specialist

or

Advanced placement 3 (AP3):

Waiver from writing requirement; no credit granted.

Advanced placement 4 (AP4):

Waiver from writing requirement and 5 credits granted for college-level writing

Advanced placement 5 (AP5):

Waiver from writing requirement and 10 credits granted for college-level writing

* *Although three credits are the minimum requirement, all of the above English courses are offered at five credits.*

B. Oral

The student will earn a minimum of three credits* from the following: Speech 100, 110, 234, 235, or Communication 100 or 180.

* *Although three credits are the minimum requirement, most Speech and Communication courses are offered at five credits.*

2. COMPUTATION

Students pursuing degrees or certificates in programs without a specified computation or math course may satisfy this requirement by one of the following:

- A. The student will earn a minimum of three credits* from a



mathematics course numbered 100 or above (excluding co-op math courses).

B. Achieve a COMPASS score sufficient for eligibility for Math 104 or higher.

or

Advanced placement 3 or 4 (AP3 or AP4) on the AB Examination Waiver from computation requirement and 5 credits granted for Math 124

Advanced placement 5 (AP5) on the AB Examination Waiver from computation requirement and 10 credits granted for Math 124 and Math 125

Advanced placement 3 (AP3) on the BC Examination Waiver from computation requirement and 5 credits granted for Math 124

Advanced placement 4 or 5 (AP4 or AP5) on the BC Examination Waiver from computation requirement and 10 credits granted for Math 124 and Math 125

C. Business Education 110 and Business Administration 145 for the following business related degrees and certificates:

Degrees:

- Accounting Technician
Administrative Assistant
Business Management-International Business
Business Management-Marketing & Sales
Business Management-Logistics Management
Business Management-Manufacturing Management
Computer Applications Specialist
Computer Reporting Technologies-Court Reporting
Computer Reporting Technologies-Captioning
Legal Administrative Assistant
Medical Office Assistant

Certificates:

- Administrative Assistant
Computer Applications Specialist

* Although three credits is the minimum requirement, most mathematics courses are offered at five credits.

D. Acomp 100N for Practical Nursing Certificate.

E. Acomp 100T for Trades degrees and certificates courses.

3. HUMAN RELATIONS

The student will participate in a minimum of three credits* or 33 hours of course work in which personal quality foundation skills and interpersonal workplace competencies are taught and practiced. These qualities and competencies are identified in the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS). They include, but are not limited to the following: demonstrates responsibility, self-worth, sociability in groups, self-management and integrity/honesty; participates as a team member; helps others; exhibits leadership; negotiates agreement; and develops an appreciation of socio-cultural differences while respecting the rights of others.

Human Relations may be embedded into a course or program (see program requirements). If not embedded, the student will earn a minimum of three credits from the following courses:

- Behsc 103, 185, 190
Bus 166

- Comm 100
PE 113
Psych 100
Soc 110
Speech 100, 110

* Although three credits are the minimum requirement, most courses that meet this requirement are offered at five credits.

OTHER EDUCATIONAL OPPORTUNITIES

ASSOCIATE DEVELOPMENT

The Associate Development degree allows students to plan their educational program with an opportunity for self-direction and development without specific requirements in subject areas.

Associate Development Requirements are:

- Complete a minimum of 90 credits in any of the courses offered at GRCC.
Earn a minimum grade point average of 2.0.
Complete a minimum of 24 credits, including the last quarter in residence, at GRCC.
No more than 20 credits may be earned on a pass/no-credit basis.

DEVELOPMENTAL EDUCATION

ADULT BASIC EDUCATION

For a variety of reasons, some adults have "educational gaps." Somewhere along the way, they missed the opportunity to develop certain skills or complete necessary steps in their education. Green River's Basic Skills and Developmental programs are designed to help improve performance in areas considered basic to successful adjustment and achievement in the community college and in life.

We offer many different kinds of help, from full-quarter classes to walk-in individualized assistance for particular skills development. The idea is to help students fill in educational deficiencies, develop study skills, and discover career potential. The instructors in these skill-building programs offer the individualized attention that is required for meeting such goals.

Students may work on adult basic education/GED preparation, high school diploma, reading, mathematics, English, medical terminology, career exploration, study skills and interpersonal relations. GED Tests are given by the Assessment and Testing Center in Rutkowski Learning Center.

Self-improvement and understanding, based on individual needs rather than group competition, are the foundation of each program. Students participate in the planning and evaluation of the quality and quantity of their work. They work at a realistic pace in terms of their strengths and needs.

Tutoring services are available not only to help students with formal class work for credit, but also to enable students who have learning problems to receive help on an individual drop-in basis.

The objectives of developmental education include academic preparation, assisting students in self-evaluation, defining and establishing realistic goals, adjusting to college, and adjusting to life. It is also designed to support classroom instruction with additional educational experiences and opportunities determined by student needs and interests.



Programs of Study

These classes are designed for adults who want to improve, refresh, or learn basic skills in English writing, reading, and math or computation. These classes are also helpful for parents who wish to refresh their skills in order to assist children with homework, and also help people who need to refresh skills for job or job promotion. Classes are free and are offered in morning, afternoon and evening sessions.

ENGLISH AS A SECOND LANGUAGE

ESL classes are offered free for all immigrants and refugees. Classes provide life skills, job skills, and preparation for basic skills and/or academic classes. Classes are available morning and evening at the college and at several off campus sites.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

The NEW GED standards are in effect as of January 2002.

The GED Tests measure your knowledge and academic skills against those of today's traditional high school graduates. The GED is a high school equivalency test that documents your level of learning and is recognized by many employers and colleges.

If your reason for taking the GED Test is to go on to college or postsecondary training, you aren't alone. More than 60% of GED Test-takers say they intend to further their education beyond the GED program. Ninety-five percent of U.S. colleges and universities recognize GED credential. Passing the GED Test lets colleges know that you have the skills and knowledge equivalent to applicants from traditional high schools.

The GED Tests (2002 series) measure knowledge in five different areas: language arts-writing; social studies; science; language arts-reading; and mathematics. An important feature of the GED Tests is an essay that documents your ability to write and communicate effectively.

Test Area	No. of Questions	Time Limit
• Language Arts, Writing, Part I	50	75 minutes
• Language Arts, Writing, Part II	1 essay	45 minutes
• Social Studies	50	70 minutes
• Science	50	80 minutes
• Language Arts, Reading	40	65 minutes
• Mathematics	50	90 minutes

The GED Tests may look a little intimidating at first; there is no shame in admitting you need to do some extra studying. GRCC offers several GED preparation classes that will assist you in preparing for the test or just to help enhance the knowledge you already possess to increase your confidence before taking your test. Additional books, preparation, and on-line tools are available to help you in your desire to obtain your GED credential. Additional information is available in the quarterly class schedule and the course description portion of this catalog.

Classes are available for students who are 16 years of age or older. Classes are designed to prepare students to successfully complete the GED Test. Students under the age of 19 must have a high school release form for classes and another for testing. GRCC is a test site for the GED. Please contact the Assessment and Testing Center at ext. 2650 for information on days, times, and fees.

HIGH SCHOOL COMPLETION

Note: The Washington Board of Education will be introducing new graduation requirements effective July 1, 2004.

Green River Community College offers a complete schedule of courses every quarter that meets the requirements for a high school diploma as defined by the Office of the State Superintendent of Public Instruction and the Washington Board of Education and the Washington Board of Education. Students complete the required classes to earn a Washington State Diploma. Students can pursue high school credits in a variety of ways:

- Earn credits at GRCC and transfer them back to your high school, for a high school awarded diploma
- Earn credits at GRCC and apply those credits along with your high school credits to a GRCC awarded high school diploma.
- Obtain a high school release to earn all remaining high school credits at GRCC to be awarded a GRCC high school diploma.

High School Completion Admission Requirements

Entrance into the program has special requirements, and students must complete a minimum number of credits to remain in the high school completion program and earn a diploma.

- Students need to make an appointment with a Green River advisor.
- Provide a copy of their high school transcript. A high school release form may be required in some cases.
- Students are required to provide identification, proof of birth date.
- Students must provide official transcripts of all previous academic credit.

Reduced tuition (tuition waivers) is available for those students 19 years or older, or in some cases, for those students under the age of 19 with special permission from the school district.

Special Admissions Procedures

There are special admissions procedures for high school completion.

If students are 19 years old or older and want to apply for High School Completion, they must complete the following prior to the start of classes:

- Submit an official copy of their high school transcript to the Educational Planning Center.
- Complete an application for admission and take the college assessment test.
- Call Educational Planning Center for an appointment with an educational planner. The educational planner will determine the classes needed to complete the diploma.
- To be eligible for special tuition for this program, students need to meet with an educational planner each quarter prior to registering.

If students are 18 years old and their original high school class has not graduated, they must complete the following prior to the start of classes:

- Submit an official copy of their high school transcript to the Educational Planning Center.



- Turn in a release form signed by their high school counselor.
- Complete an application for admission and take the college assessment test.
- Call Educational Planning Center for an appointment with an educational planner. The educational planner will determine the classes needed to complete the diploma.

Tuition Waivers for High School Completion

In order to qualify for a tuition waiver for the high school completion program, students will be required to:

- Verify by picture ID that they are 19 years of age or older OR provide proof from the high school that your class has graduated.
- Complete their application and assessment prior to the start of classes.
- Submit their official transcripts and have them evaluated prior to registration.
- Schedule their advising session each quarter prior to their registration. Advising is required.
- Successfully complete classes in prior quarters for waiver in a subsequent quarter.

HIGH SCHOOL DIPLOMA			
Credits Completed		High School (Semester)	GRCC (Quarter)
1	English	6	15
2	Fine Arts/ Humanities	2	5
3	Mathematics	4	10
4	U.S. History	2	5
5	Civics/ Government / Political Science	1	3
6	Washington State History	1	3
7	Contemporary World Problems	2	5
8	Non-Lab Science	2	5
9	Lab Science	2	5
10	Occupational Education	2	5
11	Health/Physical Education	4	10
13	Elective	10	24
Total Credits		38	95

High school credits = 3 GRCC credits 2 High School Credits = 5 GRCC credits

SEMESTER credits completed in high school(s) = 38

QUARTER credits required to graduate = 95

INTERNATIONAL PROGRAMS

APPLICATION FOR REQUIREMENTS FOR INTERNATIONAL STUDENTS

Applicants must be high school graduates or at least 18 years of age to apply.

- Complete an international application for admission and submit it to GRCC's International Programs Office
- Send \$50.00 application fee.
- Submit one of the following as a statement of financial support for one full year of study in the U.S.A.:
 1. Personal or family sponsored: Bank statement, certification of wages, or similar statement of financial resources;
 2. Government or company scholarship: Official sponsorship letter;
 3. Sponsor living in the U.S.A.: Notarized I-134 sponsorship document.

English proficiency requirements for admission into the academic program:

- Successful completion of all Level 5 classes in Green River's Intensive English as a Second Language (IESL) program;
- Score of 500 on international Test of English as a Foreign Language (TOEFL) or on the Green River institutional TOEFL;
- Score of 85 or higher on the IESL Placement Test;
- Completion of the final level of the English as a Second Language program at either ELS or EF Language Schools;
- Placement in or completion of English 100 or higher at a recognized English language college or university.

INTERNATIONAL STUDENT ADMISSIONS

Qualified international students are admitted to Green River Community College each of the four academic quarters. Applicants should submit an international application form no later than five to six weeks prior to the beginning of the academic quarter for which they want admission to the college. (See calendar for quarter dates, inside back cover.) The admissions process must be completed before the International Programs Office will issue the Certificate of Eligibility Form I-20.

On the basis of their educational background and knowledge of the English language, students may be admitted either to the college's academic or professional and technical programs or to the Intensive English as a Second Language Program (IESL).

For more information, please contact the International Programs Office at (253) 288-3300 or visit the web site at www.grcc.ctc.edu/international.



Programs of Study

HOUSING OPTIONS

International students can choose either a homestay or with five weeks' notice, housing coordinators can help international students find alternative housing arrangements.

Homestays allow students to live with caring host families. Students experience American customs and culture, and they can practice English skills by speaking with family members. Homestay students have a private bedroom, and they share living expenses of approximately \$450 a month.

Students who would like to rent an apartment may stay with a Friendship Family for \$25 per day. The Friendship Family will greet the student at the airport and provide temporary housing and meals while helping the student locate an apartment. Assistance with opening a checking account is also provided. Staying with a Friendship Family allows students the opportunity to choose their own apartments and locate roommates if needed.

For currently enrolled students, information about local apartments is available in the International Programs Office.

Homeshare Placement is available on a limited basis. Students share a home with other students, and prepare their own meals. An agreement is signed between the homeowner and the student upon arrival, and the homeowner provides an airport greeting. The cost is approximately \$400 per month.

STUDENT SERVICES

The International Programs staff at Green River Community College is dedicated to assisting international students. The staff consists of advisors, housing coordinators, activity coordinators, and support staff, all of whom are committed to providing quality service. International students are offered services such as assistance with immigration issues, orientation, academic and cultural advising, housing assistance, transfer advising and help getting involved in campus activities.

Intensive English as a Second Language

GRCC's Intensive English as a Second Language (IESL) program is designed to give international students the strong English communication skills necessary for success in college. The IESL program is for students who score lower than 500 on TOEFL.

The program includes five levels of courses in speaking and listening (oral), grammar, writing, reading, and optional TOEFL. Free tutoring is available for IESL students. Classes meet four hours a day, five days a week, with a special schedule during summer quarter. After successfully completing the IESL program, international students can enroll directly in GRCC's academic classes.

TRANSFER CREDITS FOR INTERNATIONAL STUDENTS

Academic education at GRCC provides international students with the first two years of their four-year degree. Students take general courses in English, math, humanities, science, social science, fine arts, physical education and electives to build a foundation for their bachelor's degree. Academic education at GRCC prepares students to transfer to a four-year college or university as a third-year student.

Some of GRCC's international students have been accepted at prestigious universities, including the following: Seattle University, University of Washington, Oregon State University, University of Oregon, Purdue University, Indiana University, University of Michigan, University of Minnesota, University of Texas, University of Wisconsin, and many others.





DEGREE AND CERTIFICATE PROGRAMS

The following lists the degree and certificate programs offered at Green River Community College:

- A-PP = Associate Pre-Professional Degree
- AAA = Associate of Applied Arts Degree
- AAS = Associate of Applied Science Degree
- Cert = Certificate

Program of Offerings	A-PP	AAA	AAS	Cert	Page
Accounting		X		X	49
Accounting Clerk				X	50
Auto Body Technology			X		50
Collision Repair				X	50
Paint and Refinishing				X	50
Automotive Technology			X		51
Brakes, Steering & Suspension				X	51
Electrical Systems				X	52
Engine Performance				X	52
Heating & Air Conditioning				X	52
Transmission & Transaxle				X	53
Aviation Technology—Air Traffic Control/ Aircraft Dispatcher, Professional Pilot, Helicopter Pilot			X		53
Advanced Aviation Knowledge				X	55
Advanced Air Traffic Control				X	54
Air Transportation			X		54
Aircraft Dispatcher				X	54
Airline Dispatcher Completion				X	55
Basic Aviation Knowledge				X	55
Intermediate Aviation Knowledge				X	55
International Flight Planning				X	55
Broadcasting	X			X	56
Business Administration	X				56

Program of Offerings (<i>continued</i>)	A-PP	AAA	AAS	Cert	Page
Business Education					57
Administrative Assistant		X		X	57
Data Entry				X	58
File Clerk				X	59
Office Support 1				X	59
Office Support 2				X	59
Computer Applications Specialist		X		X	59
Distance Education Preparation				X	60
Legal Administrative Assistant		X			61
Medical Office Assistant		X			62
Medical Office Manager				X	62
Medical Transcriptionist				X	63
Business Education Teacher	X				63
Business Management		X		X	64
International Business Specialist		X		X	65
Logistics Management		X			64
Logistics Entry-Level				X	65
Logistics Mid-Level				X	65
Manufacturing Management		X		X	66
Marketing & Sales		X		X	66
Supervisor				X	66
Carpentry Technology, Residential & Light Commercial Carpentry			X	X	66
Basic Construction Management Skills				X	69
Concrete Forming and Placement				X	67
Exterior Finish, Level 1				X	68
Framing 1				X	67
Framing 2				X	68
Interior Finish, Level 1				X	68
Interior Finish, Level 2				X	68
Intermediate Construction Mgmt Skills				X	69
Cashier/Checker Training (offered only as WorkFirst)				X	69
Computer Reporting Technologies- Captioning		X			69



Programs of Study

Program of Offerings (<i>continued</i>)	A-PP	AAA	AAS	Cert	Page
Computer Reporting Technologies-Court Reporting		X			71
Medical Stenographer				X	73
Scotist/Text Editor				X	73
Text Entry				X	73
Computer Science	X				74
Computer Systems Administration-Network Technology			X		74
Computer Systems Administration-Programming			X		75
Advanced Network Certificate				X	75
Fundamental Network Certificate				X	76
Help Desk				X	76
I T Basics				X	77
Criminal Justice			X		77
Corrections				X	78
Law Enforcement				X	78
Fingerprint Technology				X	78
Design Technology					78
Architectural Drafting Proficiency				X	83
Architectural, Structural & Civil Drafting				X	82
Civil Drafting Proficiency				X	83
Construction Design Technology			X		79
Design Drafting Technology			X		80
Drafting Proficiency				X	84
Manufacturing Technology CIM			X		81
Mechanical 3-D CAD Proficiency				X	84
Mechanical CAD Proficiency				X	84
Mechanical Design Technology			X		81
Mechanical Drafting				X	82
Structural Drafting Proficiency				X	84
Early Childhood Education		X		X	85
Early Childhood Education Teacher				X	85
Montessori Assistant Teacher				X	86
Montessori Teacher				X	86
Paraeducator				X	86
Elementary Education	X				87

Program of Offerings (<i>continued</i>)	A-PP	AAA	AAS	Cert	Page
Engineering	X				87
Fiber Optic Technician				X	88
Forensic Technology			X	X	88
Geographic Information System			X	X	89
Manufacturing Technology			X	X	90
Natural Resources	X		X		91
Natural Resources-Geographic Information Systems Option			X		92
Natural Resources-Park Management			X		93
Natural Resources-Water Quality			X		93
Nursing	X				94
Nurse Assistant				X	95
Practical Nursing				X	94
Occupational Therapy Assistant			X		96
Physical Therapist Assistant			X		97
Special Needs Services Paraprofessional				X	99
Speech Communication				X	99
Speech Communication, Advanced				X	99
Wastewater Technology			X		101
Wastewater Treatment Technology				X	101
Water Supply Technology			X		100
Water Distribution Technology				X	101
Welding Technology			X		102
Advanced Arc and Flame				X	102
Basic Arc and Flame				X	102
Intermediate Arc and Flame				X	102



This section contains descriptions and required courses for each of the programs of study listed on pages 47-48. See Course Descriptions, pages 103-170, for further information on classes.

Accounting

Associate in Applied Arts Degree 90 Credits

The graduate of this two-year program will be prepared for employment in accounting and future supervisory positions in accounting and business.

Dept./No.	Course Title	Credits
Core Requirements:		
Bus 164 <u>or</u> B A 101	Business Principles <u>or</u> Business, Gov't & Society	5
* B A 110	Practical Financial Accounting 1	5
B A 111	Practical Financial Accounting 2	5
B A 112	Microcomputer Application for Accounting	5
B A 113	Practical Financial Accounting 3	5
B A 118	Individual Taxation	5
B A 120	Gov't & Non-Profit Accounting	5
B A 200 <u>or</u> B A 205 <u>or</u> Bus E 100	Intro to Law & Commerce <u>or</u> Business Law <u>or</u> Fund'ls of Microcomputers	5
† Bus E 101	Beginning Typing/Keyboarding	0-5
Bus E 162	Intro to Excel for Windows	3
Electives	See list below	3
Related Instruction Requirements:		
Reading	Eligible for Read 104, Reading Mastery	0-5
# B A 145 <u>or</u> Bus E 110	Basic Business Math <u>or</u> Business Math Applications	5
# Behsc 103 <u>or</u> Bus 166 <u>or</u> Comm 100 <u>or</u> P E 113 <u>or</u> Psych 100 <u>or</u> Soc 110 <u>or</u> Spch 100 <u>or</u> Spch 110	Interpersonal Relations <u>or</u> Human Resources & Work Readiness <u>or</u> Fund's of Oral Communication <u>or</u> Group Dynamics Activities <u>or</u> General Psychology <u>or</u> Survey of Sociology <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	3-5
# Comm 100 <u>or</u> Comm 180 <u>or</u> Spch 100 <u>or</u> Spch 110 <u>or</u> Spch 234 <u>or</u> Spch 235	Fund's of Oral Communication <u>or</u> Comm Skills for Teachers & Trainers <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication <u>or</u> Small Group Leadership <u>or</u> Small Group Discussion	5
# Engl 102 <u>or</u> Engl 110 <u>or</u> Engl 111 <u>or</u> Engl 112 <u>or</u> Engl 113	Practical College Writing <u>or</u> College Writing <u>or</u> Writing: Humanities <u>or</u> Writing: Social Sciences <u>or</u> Writing: Science & Business	5
Electives: Students may choose from the following courses to total 90 credits:		
B A 175	Instructor Aide	1-5
B A 177-179	Cooperative Education	2-12
Bus E 112	Beginning Word for Windows	5
Bus E 150	Intro to Windows	5
Bus E 163	Adv Excel for Windows	3
Bus E 184	Internet & Basic Web Design	5
Bus E 185	Intro to Microsoft Access	4
Bus E 190	FrontPage	3

Bus E 255	Adv Word for Windows	5
Bus E 266	Inside Microsoft Office	5
Coop 171	Work Experience Seminar	1

Satisfies related instruction requirements.

* Prerequisites: Eligible for Read 104 or concurrent enrollment in Read 094.

† Bus E 101 Beginning Typing/Keyboarding may be waived by passing a 3-minute typing test at 30 wpm with 5 or less errors using the proper touch typing techniques. Elective credits may be used to meet the minimum degree credit requirements.

Note: B A 210, Financial Accounting may be substituted for B A 110 and B A 111; the prerequisite is either eligible for Math 102 or eligible for Engl 110; or instructor's permission. Electives credits may be used to meet the minimum degree requirements.

B A 220, Financial Accounting may be substituted for B A 113; the prerequisite is passing B A 210 with a grade of 2.0 or above; or instructor's permission.

Accounting

Certificate 38 Credits

For the student who desires early employment, or wishes to add specialty credentials to an already earned degree. GRCC offers a course of instruction culminating in an Accounting Certificate. (Tech Prep students may articulate into this program as a continuation of training started in high school qualified programs.)

Dept./No.	Course Title	Credits
Core Requirements:		
Bus 164 <u>or</u> B A 101	Business Principles <u>or</u> Business, Gov't & Society	5
* B A 110	Practical Financial Accounting	5
B A 111	Practical Financial Accounting	5
B A 112	Microcomputers Application for Accounting	5
Bus E 100	Fund'ls of Microcomputers	5
† Bus E 101	Beginning Typing/Keyboarding	5
Bus E 110	Business Math Applications	5
Bus E 162	Intro to Excel for Windows	3
† Bus E 101 Beginning Typing/Keyboarding may be waived by passing a 3-minute typing test at 30 wpm with 5 or less errors using the proper touch typing techniques, and 5 credits from the following list may be completed in its place.		
B A 175	Instructor Aide	1-5
B A 177-179	Cooperative Education	2-12
Bus E 112	Beginning Word for Windows	5
Bus E 130	Business Correspondence	5
Bus E 185	Intro to Microsoft Access	4
Coop 171	Work Experience Seminar	1

Satisfies related instruction requirements.

Note: B A 210, Financial Accounting may be substituted for B A 110 and B A 111; the prerequisite is either eligible for Math 102 or eligible for Engl 110; or instructor's permission. Electives credits may be used to meet the minimum degree requirements.



Accounting Clerk

Certificate 15 Credits

Dept./No.	Course Title	Credits
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Core Requirements:

B A 110	Practical Financial Accounting	5
Bus E 100	Fund'ls of Microcomputers	5
Bus E 110	Business Math Applications	5

Satisfies related instruction requirements.

Note: B A 210, Financial Accounting may be substituted for B A 110 and B A 111; the prerequisite is either eligible for Math 102 or eligible for Engl 110; or instructor's permission. Electives credits may be used to meet the minimum degree requirements

Related Instruction Requirements:

# Comm 100	Fund'ls of Oral Communication	5
# Engl 102	Practical College Writing	5
# Human Relations	Any course that satisfies the related instruction requirements listed on pages 42-43	3-5
# Acomp 100T	Computation for the Trades <u>or</u> eligible for Math 102 or higher	0-5

Satisfies related instruction requirements. For scheduling or transferability reasons, other courses from the current list of general education requirements may be substituted.

* Abody 177-179 is a variable credit course (1-12); only 4 credits may be applied to this degree.

Note: Students whose primary language is not English, must pass ESL Level 3 before enrolling in the Auto Body Technology program.

Auto Body Technology

Associate in Applied Science Degree 110-117 Credits

Auto Body Technology is a two-year Associate in Applied Science degree (AAS), designed to educate students in the complete repair and refinishing of collision damaged vehicles. Graduates of this NATEF certified program will have acquired the skills necessary to enter into other aspects of the trade such as management, sales, and appraising.

The auto collision repair industry is becoming more technical and our graduates will have been trained with that in mind due to the help of competencies set forth by the National Automotive Technicians Education Foundation (NATEF) the National Institute for Automotive Service Excellence (ASE), and the Inter-Industry Conference on Collision Repair (I-Car).

This is an open entry program, and providing space is available, students may enter at the beginning of any quarter with instructor's permission.

Suggested first quarter classes for new students: Abody 100, 12 credits of Abody 104, and Indus 102.1. See advisor for scheduling of subsequent quarters.

Contact: Mark Millbauer, ext 4285
mmillbau@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Abody 100	Conduct/Safety/Equipment	1
Abody 104	Non-Structural Repair	14
Abody 105	Structural Damage Repair	14
Abody 106	Mechanical and Electrical Repair	15
Abody 107	Plastics and Adhesives	6
Abody 108	Painting and Refinishing	17
Abody 109	Special Shop Practice	11
Abody 110	Estimating For Collision Repair	3
* Abody 177-179 <u>and</u> Coop 171	Abody Work Experience <u>and</u> Work Experience Seminar	4 1
Abody 180-184	Industry Leadership 1-5	5
Indus 102.1	Welding Survey 1	3
Indus 102.2	Welding Survey 2	3
First Aid/CPR	Possess First Aid/CPR card upon graduation	

Auto Body Technology— Collision Repair

Certificate 44 Credits

The collision repair certificate is designed to prepare students for entry-level employment in the auto body and the collision repair industries. Students will be instructed in the basics of auto body repair including structural and non-structural repair and welding through completion of NATEF (National Automotive Technician Education Foundation) certified courses.

This is an open-entry program, and providing space is available, students may enter at any time with instructor's permission.

Contact: Mark Millbauer, ext 4285
mmillbau@grcc.ctc.edu

Dept./No.	Course Title	Credits
Abody 100	Conduct/Safety/Equipment	1
Abody 104	Non-Structural Repair	14
Abody 105	Structural Damage Repair	14
Abody 107	Plastics and Adhesives	6
Abody 109	Special Shop Practice	3
Indus 102.1	Welding Survey 1	3
Indus 102.2	Welding Survey 2	3

Auto Body Technology— Paint and Refinishing

Certificate 39 Credits

The paint and refinishing certificate is intended to prepare students for entry-level employment in the auto body paint shop. Students will be instructed in the basics of shop and hazardous material safety, painting, and basic auto body repair through completion of NATEF (National Automotive Technician Education Foundation) certified courses.

This is an open entry program, and providing space is available, students may enter at any time with instructor's permission.



Contact: Mark Millbauer, ext 4285
mmillbau@grcc.ctc.edu

Dept./No.	Course Title	Credits
Abody 100	Conduct/Safety/Equipment	1
Abody 104	Non-Structural Repair	14
Abody 107	Plastics and Adhesives	6
Abody 108	Painting and Refinishing	17
Abody 109	Special Shop Practice	1

Automotive Technology

Associate in Applied Science Degree

105-110 Credits

Automotive Technology is a two-year Associate in Applied Science degree program designed to prepare the student for employment in the automotive industry.

Graduates of the program will have achieved competencies set forth by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE) and obtained related education in the fields of leadership, human relations and communication.

Credit for hours of training is usually granted to those entering into an approved apprenticeship program and is granted for the certification experience requirement.

Entry into the program will be on a space-available basis with instructor's permission.

New students must show proof of a valid driver's license.

Contact: Dan Sorensen, ext. 4202 Karl Hoffman, ext. 4253
dsorensen@grcc.ctc.edu khoffman@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Reading requirement	Eligible for Read 104	
Atech 110	Shop Procedures	2
Atech 116	Suspension and Steering	6
Atech 117	Brakes	6
Atech 150	Automotive Leadership Skills 1	1
#* Comm 100	Fund'ls of Oral Communication	5
Second Quarter		
#* Acomp 100T	Computation for the Trades	5
Atech 111	Electrical/Electronic System	13
Atech 151	Automotive Leadership Skills 2	1
Third Quarter		
Atech 113	Engine Repair	4
Atech 112	Engine Performance	9
Atech 152	Automotive Leadership Skills 3	1
Indus 102.1	Welding Survey 1	3

Fourth Quarter		
Atech 115	Manual Drive Trains Axle	8
Atech 112	Engine Performance	6
Atech 153	Automotive Leadership Skills 4	1
#* Engl 102	Practical College Writing	5

Fifth Quarter		
Atech 114 <u>and/or</u>	Auto Trans and Trans Axle <u>and/or</u>	
Atech 108.1	State Emission Specialist 1	4-6
Atech 118	Heating and Air Conditioning	6
Atech 154	Automotive Leadership Skills 5	1
#* Behsc 103	Interpersonal Relations	5

Sixth Quarter		
Atech 119 <u>or</u>	Special Shop Practice <u>or</u>	
Auto 177	Cooperative Education	13
HI Ed 190	Standard First Aid/CPR <u>or</u>	
	possess a valid First Aid card	
	upon graduation	0-3

Satisfies related instruction requirements.

* Other courses from the current list of related instruction requirements on pages 42-43 may be substituted.

Automotive Technology— Brakes, Steering and Suspension

Certificate

15 Credits

Recipients of the certificate will have achieved competencies set forth by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

The major objective of the Brakes, Steering and Suspension certificate program is to provide students opportunity to develop essential skills necessary for an entry-level position in the field of Automotive Brakes, Steering and Suspension repair.

Entry into the program will be on a space-available basis with instructor's permission.

New students must show proof of a valid driver's license.

Contact: Dan Sorensen, ext. 4202 Karl Hoffman, ext. 4253
dsorensen@grcc.ctc.edu khoffman@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Reading requirement	Eligible for Read 104	
Atech 110	Shop Procedures	2
Atech 116	Suspension and Steering	6
Atech 117	Brakes	6
Atech 150 <u>or</u>	Automotive Leadership Skills 1 <u>or</u>	
Atech 151 <u>or</u>	Automotive Leadership Skills 2 <u>or</u>	
Atech 152 <u>or</u>	Automotive Leadership Skills 3 <u>or</u>	
Atech 153 <u>or</u>	Automotive Leadership Skills 4 <u>or</u>	
Atech 154	Automotive Leadership Skills 5	1



Automotive Technology— Electrical Systems

Certificate
14 Credits

Recipients of the certificate will have achieved competencies set forth by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

The major objective of the Electrical Systems certificate program is to provide students opportunity to develop essential skills necessary for an entry-level position in the field of Automotive Electrical Systems repair.

Entry into the program will be on a space-available basis with instructor's permission.

New students must show proof of a valid driver's license.

Contact: Dan Sorensen, ext. 4202
dsorensen@grcc.ctc.edu

Karl Hoffman, ext. 4253
khoffman@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Reading requirement	Eligible for Read 104	
Atech 111	Electrical and Electronic Systems	13
Atech 150 <u>or</u>	Automotive Leadership Skills 1 <u>or</u>	
Atech 151 <u>or</u>	Automotive Leadership Skills 2 <u>or</u>	
Atech 152 <u>or</u>	Automotive Leadership Skills 3 <u>or</u>	
Atech 153 <u>or</u>	Automotive Leadership Skills 4 <u>or</u>	
Atech 154	Automotive Leadership Skills 5	1



Automotive Technology— Engine Performance

Certificate
16 Credits

Recipients of the certificate will have achieved competencies set forth by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

The major objective of the Engine Performance certificate program is to provide students opportunity to develop essential skills necessary for an entry-level position in the field of Automotive Engine Performance and Drivability repair.

Entry into the program will be on a space-available basis with instructor's permission.

New students must show proof of a valid driver's license.

Contact: Dan Sorensen, ext. 4202
dsorensen@grcc.ctc.edu

Karl Hoffman, ext. 4253
khoffman@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Reading requirement	Eligible for Read 104	
Atech 112	Engine Performance	15
Atech 150 <u>or</u>	Automotive Leadership Skills 1 <u>or</u>	
Atech 151 <u>or</u>	Automotive Leadership Skills 2 <u>or</u>	
Atech 152 <u>or</u>	Automotive Leadership Skills 3 <u>or</u>	
Atech 153 <u>or</u>	Automotive Leadership Skills 4 <u>or</u>	
Atech 154	Automotive Leadership Skills 5	1

Automotive Technology— Heating/Air Conditioning

Certificate
7 Credits

Recipients of the certificate will have achieved competencies set forth by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

The major objective of the Automotive Heating/Air Conditioning certificate program is to provide students opportunity to develop essential skills necessary for an entry-level position in the field of Automotive Heating/Air Conditioning repair.

Entry into the program will be on a space-available basis with instructor's permission.



New students must show proof of a valid driver's license.

Contact: Dan Sorensen, ext. 4202
dsorensen@grcc.ctc.edu

Karl Hoffman, ext. 4253
khoffman@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Reading requirement	Eligible for Read 104	
Atech 118	Heating and Air Conditioning	6
Atech 150 <u>or</u>	Automotive Leadership Skills 1 <u>or</u>	
Atech 151 <u>or</u>	Automotive Leadership Skills 2 <u>or</u>	
Atech 152 <u>or</u>	Automotive Leadership Skills 3 <u>or</u>	
Atech 153 <u>or</u>	Automotive Leadership Skills 4 <u>or</u>	
Atech 154	Automotive Leadership Skills 5	1

Automotive Technology— Transmission and Transaxle Certificate 15 Credits

Recipients of the certificate will have achieved competencies set forth by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE).

The major objective of the Transmission and Transaxle certificate program is to provide students opportunity to develop essential skills necessary for an entry-level position in the field of Automotive Transmission and Transaxle repair.

Entry into the program will be on a space-available basis with instructor's permission.

New students must show proof of a valid driver's license.

Contact: Dan Sorensen, ext. 4202
dsorensen@grcc.ctc.edu

Karl Hoffman, ext. 4253
khoffman@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Reading requirement	Eligible for Read 104	
Atech 114	Automatic Transmission	6
Atech 115	Manual Transmission and Transaxle	8
Atech 150 <u>or</u>	Automotive Leadership Skills 1 <u>or</u>	
Atech 151 <u>or</u>	Automotive Leadership Skills 2 <u>or</u>	
Atech 152 <u>or</u>	Automotive Leadership Skills 3 <u>or</u>	
Atech 153 <u>or</u>	Automotive Leadership Skills 4 <u>or</u>	
Atech 154	Automotive Leadership Skills 5	1

Aviation Technology

Associate in Applied Science Degree 90 Credits

Contact: John Robin Dinnis, ext. 4335
jdinnis@grcc.ctc.edu

George Comollo, ext. 4336
gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
Avia 110	Airline Operation	5
Avia 111	Private Pilot Ground School	5
Avia 123	Aviation Weather	5
Avia 201	Air Traffic Control 1	5
Avia 210 <u>or</u>	Aviation and the Law <u>or</u>	
Avia 211 <u>and</u>	Aerodynamics for Pilots (3) <u>and</u>	
Avia 212	Human Factor for Aviators (2)	5
Avia 214	Airport Management and Operations	5
Avia 216	Instrument Pilot Ground School	5
# Behsc 103 <u>or</u>	Interpersonal Relations <u>or</u>	
Behsc 190 <u>or</u>	Stress Management <u>or</u>	
Bus 166 <u>or</u>	Human Resources and Work Readiness <u>or</u>	
Psych 100 <u>or</u>	General Psychology <u>or</u>	
Soc 110 <u>or</u>	Survey of Sociology <u>or</u>	
Spch 110	Interpersonal Communication	3-5
Bus E 100	Fund'ls of Microcomputers	5
# Engl 110	College Writing	5
# Math	Any Math courses 100 or higher	5
# Spch 100	Basic Speech Communication	5
Science	Any physics, chemistry, geology, biology, astronomy course with a lab	5

Options (must choose one)

A. ATC/Aircraft Dispatcher

Avia 202 <u>or</u>	Air Traffic Control 2 <u>or</u>	
Avia 209	Int'l Flight Planning and ETOPS	5
Avia 208	Aircraft Dispatch	5

Suggested Electives

Avia 177-179 <u>and</u>	Aviation Work Experience <u>and</u>	
Coop 171	Work Experience Seminar	17

B. Professional Pilot

Avia 218	Commercial Pilot Ground School	5
Avia 230	Private Pilot Flight	5
Avia 236	Instrument Pilot Flight	5
Avia 240	Commercial Pilot Flight	5

Suggested Electives

Avia 177-179 <u>and</u>	Aviation Work Experience <u>and</u>	
Coop 171	Work Experience Seminar	
Avia 208	Aircraft Dispatch	10

C. Helicopter Pilot

Avia 114	Helicopter Ground School	1
Avia 218	Commercial Pilot Ground School	5
Avia 219	Commercial Helicopter Ground School	1
Avia 231	Private Helicopter Flight	5
Avia 241	Commercial Helicopter Flight	5

Suggested Electives

Avia 177-179 <u>and</u>	Aviation Work Experience <u>and</u>	
Coop 171	Work Experience Seminar	
Avia 208	Aircraft Dispatch	10

Satisfies related instruction requirements.



Aviation Technology— Air Transportation

Associate in Applied Science Degree
93 Credits

Aviation, business and human relations courses form the core of this program, which is designed to help prepare a student for entry into the airline industry. It is intended for students interested in ramp service, customer service, reservations, flight attendant service, aircraft servicing, airport maintenance and airport management careers.

Students may enter this program at the beginning of any quarter.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
Avia 110	Airline Operation	5
Avia 111 <u>or</u>	Private Pilot Ground School <u>or</u>	
Avia 123	Aviation Weather	5
Avia 210	Aviation and the Law	5
Avia 214	Airport Management and Operations	5
B A 101 <u>or</u>	Business, Gov't and Society <u>or</u>	
Bus 164	Business Principles	5
B A 110 <u>or</u>	Practical Financial Accounting <u>or</u>	
B A 210	Financial Accounting	5
Bus 121	Marketing Fundamentals	5
# Bus 166	Human Resources and Work Readiness	5
Bus E 100	Fund'ls of Microcomputer	5
Econ 100 <u>or</u>	Economic Principles and Application <u>or</u>	
Econ 200	Intro to Economics	5
# Engl 110	College Writing	5
# Math	Any Math course 100 or higher	5
Psych 100	General Psychology	5
# Spch 100	Basic Speech Communication	5
Activities	Any three courses as described in AA degree activities list	3

Suggested electives (20 credits)

Must include any two of the following:

Avia 177-179 <u>and</u>	Aviation Work Experience <u>and</u>	1-13
Coop 171	Work Experience Seminar	1
B A 205	Business Law	5
Bus 159	Professional Selling	5
Bus 182 <u>or</u>	International Logistics <u>or</u>	
Bus 181	Intro to International Business	5
Bus 254	Mgmt Communication Techniques	5
Avia 211 <u>and</u>	Aerodynamics for Pilots <u>and</u>	3
Avia 212	Human Factor for Aviators	2

Satisfies related instruction requirements.

Aviation Technology— Advanced Air Traffic Control

Certificate
25 Credits

The program will prepare an individual with no background in aviation for the FAA admission test into the Air Traffic Control System.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Avia 111	Private Pilot Ground School	5
Avia 123	Aviation Weather	5
Avia 216	Instrument Pilot Ground School	5
Second Quarter		
Avia 201	Air Traffic Control 1	5
Avia 202	Air Traffic Control 2	5

Aviation Technology— Aircraft Dispatcher

Certificate
41-43 Credits

The program will prepare students with no background in aviation for the FAA Aircraft Dispatcher practical examination. This examination must be taken within 90 days of graduation.

Entrance Requirements:

1. Math scores of 86-100 on the numerical skill portion of the COMPASS or qualifies for Math 072.
2. Reading competency as measured by COMPASS reading test.
3. Recommended keyboarding/typing skill of 30 wpm. Keyboarding/typing skills may be demonstrated by passing a 3-minute typing test at 30 wpm with 5 or less errors using the proper touch typing technique administered by the Business Education department.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Avia 110	Airline Operation	5
Avia 111	Private Pilot Ground School	5
Avia 123	Aviation Weather	5
Second Quarter		
Avia 201	Air Traffic Control 1	5
Avia 216	Instrument Pilot Ground School	5
Bus E 111 <u>or</u>	Personal Computing <u>or</u>	
Bus E 101	Fund'ls of Microcomputers	3-5
Third Quarter		
Avia 208	Aircraft Dispatch	5
Avia 209	Int'l Flight Planning and ETOPS	5
Elective	Any course 100 or above	3



Aviation Technology— Airline Dispatcher Completion

Certificate
20-25 Credits

The program will prepare an individual with no background in aviation for the FAA Aircraft Dispatcher practical Examination. This examination must be taken within 90 days for graduation.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Avia 111	Private Pilot Ground School (if necessary)	0-5
Avia 123	Aviation Weather	5
Avia 216	Instrument Pilot Ground School	5
Second Quarter		
Avia 201	Air Traffic Control 1	5
Avia 208	Aircraft Dispatch	5

Aviation Technology— Basic Aviation Knowledge

Certificate
10 Credits

The program will prepare an individual with no background in aviation for the FAA Private Pilot written exam.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Avia 111	Private Pilot Ground School	5
Avia 123	Aviation Weather	5

Aviation Technology— Intermediate Aviation Knowledge

Certificate
15 Credits

The program will prepare an individual with only the Private Pilot background in aviation for the FAA Instrument Pilot written exam.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Avia 111	Private Pilot Ground School	5
Avia 123	Aviation Weather	5
Avia 216	Instrument Pilot Ground School	5

Aviation Technology— Advanced Aviation Knowledge

Certificate
20 Credits

The program will prepare an individual with a Private Pilot and Instrument Rating Background for the FAA Commercial Pilot written exam.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Avia 111	Private Pilot Ground School	5
Avia 123	Aviation Weather	5
Avia 216	Instrument Pilot Ground School	5
Second Quarter		
Avia 218	Commercial Pilot Ground School	5

Aviation Technology— International Flight Planning

Certificate
25-30 Credits

The program will prepare an individual with only an Aircraft Dispatcher's License to be knowledgeable in international operations and ETOPS procedures.

Contact: John Robin Dinnis, ext. 4335 George Comollo, ext. 4336
jdinnis@grcc.ctc.edu gcomollo@grcc.ctc.edu

Dept./No.	Course Title	Credits
First Quarter		
Avia 111	Private Pilot Ground School (if necessary)	0-5
Avia 123	Aviation Weather	5
Avia 216	Instrument Pilot Ground School	5
Second Quarter		
Avia 201	Air Traffic Control 1	5
Avia 208	Aircraft Dispatch	5
Avia 209	Int'l Flight Planning and ETOPS	5



Broadcasting

Associate Pre-Professional Degree 90-94 Credits

Broadcasting students may earn a one-year certificate in Broadcasting or a two-year Associate Pre-Professional degree.

Contact: Tom Evans Krause, ext. 2190
tkrause@grcc.ctc.edu

Dept./No.	Course Title	Credits
Engl 110	College Writing	5
Engl 111 <u>or</u>	Writing: Humanities <u>or</u>	5
Engl 112 <u>or</u>	Writing: Social Sciences <u>or</u>	
Engl 113	Writing: Science and Business	
Journ 150	Intro to Broadcasting	3
Journ 151	Radio Production	3
Journ 152	Radio and the Community	3
Journ 153	Broadcast Newswriting	3
Journ 154	Adv Radio Production	3
Journ 155	Marketing the Broadcast Media	3
Math 102	Pre-Calculus 1	5
Spch 100	Basic Speech Communication	5
Activities	Three classes, including one P E fitness-related	3
Humanities/Fine Arts	One additional course (not Spch or Journ)	1-5
Social Science	Three separate areas	15
Science/Math	Three separate areas including one lab	15
Electives	As needed	8

Total of 10 credits to be taken from the following group of Journalism classes:

# Journ 110 <u>or</u> Journ 205	Radio Laboratory 1 <u>or</u> Radio Management	3-5
# Journ 111 <u>or</u> Journ 206	Radio Laboratory 2 <u>or</u> Radio Workshop	3-5
# Journ 112 <u>or</u> Journ 207	Radio Laboratory 3 <u>or</u> Adv Radio Workshop	3-5

Recommended Electives:

Journ 177-179 <u>and</u> Coop 171	Cooperative Education <u>and</u> Work Experience Seminar	1-12 1
Journ 201	Intro to Mass Media	5
Journ 251-253	Journalism Internship	3-9

Broadcasting

Certificate 45-50 Credits

Contact: Tom Evans Krause, ext. 2190
tkrause@grcc.ctc.edu

Dept./No.	Course Title	Credits
Reading	Eligible for Read 104 (as determined by the appropriate COMPASS score <u>or</u> completion of Read 094)	0-5
# Engl 110	College Writing	5
Journ 150	Intro to Broadcasting	3
Journ 151	Radio Production	3
Journ 152	Radio and the Community	3
Journ 153	Broadcast Newswriting	3
Journ 154	Adv Radio Production	3

Journ 155	Marketing the Broadcast Media	3
# Math	Math course 100 or above	5
# Spch 100	Basic Speech Communication	5
Electives		2

Total of 10 credits to be taken from the following group of Journalism classes:

# Journ 110 <u>or</u> Journ 205	Radio Laboratory 1 <u>or</u> Radio Management	3-5
# Journ 111 <u>or</u> Journ 206	Radio Laboratory 2 <u>or</u> Radio Workshop	3-5
# Journ 112 <u>or</u> Journ 207	Radio Laboratory 3 <u>or</u> Adv Radio Workshop	3-5

Recommended Electives:

Journ 177-179 <u>and</u> Coop 171	Cooperative Education <u>and</u> Work Experience Seminar	1-12 1
Journ 201	Intro to Mass Media	5
Journ 251-253	Journalism Internship	3-9

* Leadership skills, group activity, goal setting, teamwork and human relations are important elements of Journ 110, 111, 112, 205, 206 and 207.

Satisfies related instruction requirements.

Business Administration

Students who intend to transfer to the School of Business Administration at most four-year colleges or universities in the state should complete the requirements for the Associate of Arts degree. However, their program of academic classes should incorporate the "business core" classes. A broad liberal arts education is stressed during the first year with classes in mathematics, the humanities, social sciences, and sciences. During the sophomore year, the curriculum includes the business core consisting of classes in accounting, law, statistics, and economics. By completing the requirements for the AA degree, the student achieves the flexibility to transfer to most four-year colleges and to pursue any major including Business Administration. A planning guide outlining the AA degree requirements, including the business core classes, is available in the Educational Planning Center. It is essential that students in this program consult with an advisor in their first or second quarter.

Students who intend to transfer to a specific four-year school can work with a GRCC faculty advisor or Educational Planner to determine the lower division requirements at that institution. The student and advisor can develop a program of GRCC classes equivalent to those required at the four-year school. After satisfying those requirements, the student will be granted the Associate Pre-Professional degree in Business Administration.

Requirements at business schools frequently change. Business Administration students should keep in close contact with the school(s) to which they intend to transfer.

Contact: Mark Blaisdell, ext. 4372
mblaisde@grcc.ctc.edu

Frank Primiani, ext. 4397
fprimian@grcc.ctc.edu



Business Education

The college's related instruction requirements for the Administrative Assistant, Computer Application Specialist, Legal Administrative Assistant, and Medical Office Assistant degrees are met by the following:

1. **Communication**
 - a. **Writing** (Bus E 130)
 - b. **Oral** (Comm 100, Spch 100 or 110)
2. **Computation** (Bus E 110)
3. **Human Relations** (Bus E 250)

Course offerings in the Business Education curriculum prepare students for a wide variety of office occupations. The student's program will vary with the amount of previous education and experience and with individual objectives. The Associate in Applied Arts degree requires 90 credit hours. Day or evening students may earn the Administrative Assistant and Computer Applications Specialist degrees.

After one successful quarter, students may participate in the Business Education Cooperative program. Co-op allows students an opportunity to acquire work experience in business and industry as well as earn credits toward their degree.

All required Bus E courses must be completed with a grade of 2.0 or better.

The pass/no-credit grading option cannot be used for required Business Education classes to be applied toward Business Education degrees or certificate programs.

Students may receive credit for prior learning through the following:

Articulation

Students entering the Business Education program through an approved articulation agreement can earn the two-year Associate in Applied Arts degree in one year. Articulation students must have completed an approved certificate program while in high school with grades of "B" or better in all office education classes. In addition, a high school instructor must nominate students for articulation.

Credit by Advanced Placement

Credit by advanced placement may be granted in typing classes after department review of prior training.

Ethics

Students are required to uphold the following basic ethical principles or risk expulsion from class:

- Respect copyright laws
- Honest testing procedures
- Respect the rights of students and instructors

Tech Prep

If a student can provide verification of measured competencies through a Tech Prep program, they need to meet with a Business Education instructor to determine course placement. The ability to be placed in advanced courses will provide an opportunity to earn an Associate in Applied Arts degree in less than two years.

Contact: Steve Sauers, ext. 4392
ssauers@grcc.ctc.edu

Business Education— Administrative Assistant

Associate in Applied Arts Degree 90 Credits

The major objective of the Administrative Assistant degree program is to provide students an opportunity to develop essential business skills in their area of interest as well as to offer a comprehensive general education. Placement in courses depends on the student's prior education and experience. Earning an Administrative Assistant degree qualifies a student to secure employment in a wide variety of office occupations. Students in this program must complete all required Bus E classes with a grade of 2.0 or better. This program meets related instruction requirements for the Associate in Applied Arts degree. Students may enter this program at the beginning of any quarter.

Contact: Steve Sauers, ext. 4392 Joyce Strain, ext. 4385
ssauers@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Activity	Any course as described in general catalog AA degree activities list	1+
Bus E 100	Fund'ls of Microcomputers	5
* Bus E 101	Beginning Typing/Keyboarding	5
* Bus E 102	Intermediate Keyboarding	5
Bus E 103	Adv Keyboarding	5
# Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 120	Machine Transcription	5
# Bus E 130	Business Correspondence	5
Bus E 140	Records Management	5
Bus E 150	Intro to Windows	5
Bus E 177 <u>and</u>	Cooperative Education <u>and</u>	
Coop 171	Work Experience Seminar	3-5
Bus E 200	Production Typing	1
# Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110	Interpersonal Communication	5
Reading	Eligible for Read 104 (as determined by the appropriate COMPASS test score) <u>or</u> completion of Read 094	0-5

Elective Courses: In addition to the required courses, choose from the following to total 90 credits:

Art 109	Beginning Design	5
B A 101 <u>or</u>	Business, Gov't and Society <u>or</u>	
Bus 164	Business Principles	5
Behsc 190	Stress Management	5
Bus 166	Human Resources and Work Readiness	5
Bus E 090 <u>or</u>	Office Accounting <u>or</u>	
B A 110 <u>or</u>	Practical Accounting <u>or</u>	
B A 210	Financial Accounting	5
Bus E 107 <u>and/or</u>	Typing Speed and Accuracy 1 <u>and/or</u>	
Bus E 108	Typing Speed and Accuracy 2	4-8
° Bus E 115	Professional Image Building	1
Bus E 119 <u>or</u>	MOUS Core & Expert Cert Prep <u>or</u>	
Bus E 119.1-119.7	Prep Tests: Microsoft Access, Excel, PowerPoint or Word	1-7

(continued)



Programs of Study • Business Education

(Business Education—Administrative Assistant continued)

Bus E 151	WordPerfect	4
Bus E 161	Adv WordPerfect	5
Bus E 162 <u>or</u>	Intro to Excel for Windows <u>or</u>	
Bus E 163	Adv Excel for Windows	3
Bus E 175	Instructor Assistant	1-5
† Bus E 178-179	Cooperative Education	2-10
Bus E 184	Internet and Basic Web Design	5
Bus E 185	Intro to Microsoft Access	4
Bus E 216	Computer Support Intern I	5
Bus E 255	Adv Word for Windows	5
Engl 105	Grammar and Usage	5
Psych 100	General Psychology	5
Soc 110	Survey of Sociology	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

† Students may earn up to 10 credits through Co-op classes.

Satisfies related instruction requirements.

° Qualifies as AAA activity credit

Note: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 255 in place of Bus E 112.

Business Education— Administrative Assistant

Certificate 60-65 Credits

The major objective of the Administrative Assistant certificate program is to provide students an opportunity to develop essential business skills. After completing this program, students will be qualified to secure employment as an office worker in an entry-level position. These credits can be applied to any Business Education degree program. Students in this program must complete all required Bus E classes with a grade of 2.0 or better.

Contact: Steve Sauers, ext. 4392 Joyce Strain, ext. 4385
ssauers@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
* Bus E 102	Intermediate Keyboarding	5
Bus E 103	Adv Keyboarding	5
# Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 120	Machine Transcription	5
# Bus E 130	Business Correspondence	5
Bus E 140	Records Management	5
Bus E 150	Intro to Windows	5
# Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110	Interpersonal Communication	5
Reading	Eligible for Read 104 (as determined by the appropriate COMPASS test score) <u>or</u> completion of Read 094	0-5

To enhance the student's preparation for future employment, we recommend the following:

Art 109	Beginning Design	5
B A 101 <u>or</u>	Business, Gov't & Society <u>or</u>	
Bus 164	Business Principles	5
Bus 166	Human Resources & Work Readiness	5
Bus E 090 <u>or</u>	Office Accounting <u>or</u>	
B A 110 <u>or</u>	Practical Accounting <u>or</u>	
B A 210	Financial Accounting	5
Bus E 107 <u>and/or</u>	Typing Speed and Accuracy 1 <u>and/or</u>	
Bus E 108	Typing Speed and Accuracy 2	4-8
* Bus E 115	Professional Image Building	1
Bus E 151	WordPerfect	4
Bus E 161	Adv WordPerfect	5
Bus E 162 <u>or</u>	Intro to Excel for Windows <u>or</u>	
Bus E 163	Adv Excel for Windows	3
† Bus E 177-179 <u>and</u>	Cooperative Education <u>and</u>	2-10
Coop 171	Work Experience Seminar	1
Bus E 184	Internet and Basic Web Design	5
Bus E 185	Intro to Microsoft Access	4
Bus E 255	Adv Word for Windows	5
Engl 105	Grammar and Usage	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

† Students may earn up to 10 credits through Co-op classes.

Satisfies related instruction requirements.

° Qualifies as AAA activity credit

Note: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 255 in place of Bus E 112.

Business Education— Data Entry

Certificate 14-15 Credits

These classes may be applied toward the two-year Associate in Applied Arts degree.

Contact: Judy Duthie, ext. 4394 Joyce Strain, ext. 4385
jduthie@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
Bus E 101 <u>or</u>	Beginning Typing/Keyboarding <u>or</u>	
Bus E 107	Typing Speed and Accuracy	4-5
Bus E 110	Business Math Applications	5



**Business Education—
File Clerk
Certificate
14-15 Credits**

These classes may be applied toward the two-year Associate in Applied Arts degree.

Contact: Judy Duthie, ext. 4394 Joyce Strain, ext. 4385
jduthie@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
Bus E 101 <u>or</u> Bus E 107	Beginning Typing/Keyboarding <u>or</u> Typing Speed & Accuracy	4-5
Bus E 140	Records Management	5

**Business Education—
Office Support 1
Certificate
14-15 Credits**

These classes may be applied toward the two-year Associate in Applied Arts degree.

Contact: Judy Duthie, ext. 4394 Joyce Strain, ext. 4385
jduthie@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 102 <u>or</u> Bus E 107	Intermediate Keyboarding <u>or</u> Typing Speed & Accuracy	4-5
Bus E 112	Beginning Word for Windows	5
Bus E 130	Business Correspondence	5

**Business Education—
Office Support 2
Certificate
14-15 Credits**

These classes may be applied toward the two-year Associate in Applied Arts degree.

Contact: Judy Duthie, ext. 4394 Joyce Strain, ext. 4385
jduthie@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 103 <u>or</u> Bus E 107	Adv Typing/Keyboarding <u>or</u> Typing Speed & Accuracy	4-5
Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5

**Business Education—
Computer Applications Specialist
Associate In Applied Arts Degree
90 Credits**

The major objective of the Computer Applications Specialist degree program is to provide students an opportunity to develop essential business skills in their area of interest as well as to offer a comprehensive general education. Placement in courses depends on the student's prior education and experience. Earning a Computer Applications Specialist degree qualifies a student to secure employment in a wide variety of office occupations. Students in this program must complete all required Bus E classes with a grade of 2.0 or better. Students may enter this program at the beginning of any quarter. This program meets the college's related instruction requirements for the Associate in Applied Arts degree.

Contact: Bud Shafer, ext 4320 Judy Duthie, ext 4394
bshafer@grcc.ctc.edu jduthie@grcc.ctc.edu

Dept./No.	Course Title	Credits
Activity	Any course as described in general catalog AA degree activities list	1+
Bus E 100	Fund'ls of Microcomputers	5
* Bus E 101	Beginning Typing/Keyboarding	5
* Bus E 102	Intermediate Keyboarding	5
# Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
# Bus E 130	Business Correspondence	5
Bus E 140	Records Management	5
Bus E 150	Intro to Windows	5
Bus E 162	Intro to Excel for Windows	3
Bus E 184	Internet & Basic Web Design	5
Bus E 185	Intro to Microsoft Access	4
Bus E 216	Computer Support Intern 1	5
Bus E 218	Basic Office PC Support	5
Bus E 219	Basic Networking Concepts	5
# Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
Reading	Eligible for Read 104 (as determined by the appropriate COMPASS test score) <u>or</u> completion of Read 094	0-5

Elective Courses: Students must choose from the following courses to total 90 credits.

Art 109	Beginning Design	5
B A 101 <u>or</u> Bus 164	Business, Gov't & Society <u>or</u> Business Principles	5
Behsc 190	Stress Management	5
Bus 166	Human Resources & Work Readiness	5
Bus E 090 <u>or</u> B A 110 <u>or</u> B A 210	Office Accounting <u>or</u> Practical Accounting <u>or</u> Financial Accounting	5
Bus E 103	Adv Keyboarding	5
Bus E 107 <u>and/or</u> Bus E 108	Typing Speed & Accuracy 1 <u>and/or</u> Typing Speed & Accuracy 2	4-8
° Bus E 115	Professional Image Building	1
Bus E 118	Basics for Online Preparation	5

(continued)



Programs of Study • Business Education

(Business Education—Computer Applications Specialist continued)

Bus E 119 <u>or</u> Bus E 119.1-119.7	MOUS Core & Expert Cert Prep <u>or</u> Prep Tests: Microsoft Access, Excel, PowerPoint or Word	1-7
Bus E 151	WordPerfect	4
Bus E 161	Adv WordPerfect	5
Bus E 162 <u>or</u> Bus E 163	Intro to Excel for Windows <u>or</u> Adv Excel for Windows	3
Bus E 175	Instructor Assistant	1-5
† Bus E 177-179 <u>and</u> Coop 171	Business Education Work Experience <u>and</u> Work Experience Seminar	2-10 1
Bus E 217	Computer Support Intern 2	5
Bus E 255	Adv Word for Windows	5
CIT 102	Program Design	5
Psych 100	General Psychology	5
Soc 110	Survey of Sociology	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

† Students may earn up to 10 credits through Cooperative Education classes.

Satisfies related instruction requirements.

° Qualifies as AAA activity credit

Note: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 255 in place of Bus E 112.

Business Education— Computer Applications Specialist

Certificate 77-82 Credits

The major objective of the Computer Applications Specialist certificate program is to provide students an opportunity to develop essential business skills. After completing this program, students will be qualified to secure employment as an office worker in an entry-level position. These credits can be applied to any Business Education degree program. Students in this program must complete all required Bus E classes with a grade of 2.0 or better.

Contact: Bud Shafer, ext 4320 Judy Duthie, ext 4394
bshafer@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
* Bus E 101	Beginning Typing/Keyboarding	5
* Bus E 102	Intermediate Keyboarding	5
# Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
# Bus E 130	Business Correspondence	5
Bus E 140	Records Management	5
Bus E 150	Intro to Windows	5
Bus E 162	Intro to Excel for Windows	3
Bus E 184	Internet & Basic Web Design	5
Bus E 185	Intro to Microsoft Access	4
Bus E 216	Computer Support Intern 1	5
Bus E 218	Basic Office PC Support	5
# Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5

# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110 Reading	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
	Eligible for Read 104 (as determined by the appropriate COMPASS test score) <u>or</u> completion of Read 094	0-5

To enhance the student's preparation for future employment, the following electives are recommended:

Art 109	Beginning Design	5
B A 101 <u>or</u> Bus 164	Business, Gov't & Society <u>or</u> Business Principles	5
Bus 166	Human Resources & Work Readiness	5
Bus E 090 <u>or</u> B A 110 <u>or</u> B A 210 <u>or</u> Bus E 103	Office Accounting <u>or</u> Practical Accounting <u>or</u> Financial Accounting <u>or</u> Adv Keyboarding	5
Bus E 107 <u>and/or</u> Bus E 108	Typing Speed & Accuracy 1 <u>and/or</u> Typing Speed & Accuracy 2	4-8
Bus E 111	Personal Computing	3
° Bus E 115	Professional Image Building	1
Bus E 119 <u>or</u> Bus E 119.1-119.7	MOUS Core & Expert Cert Prep <u>or</u> Prep Tests: Microsoft Access, Excel, PowerPoint or Word	1-7
Bus E 151	WordPerfect	4
Bus E 161	Adv WordPerfect	5
Bus E 163	Adv Excel for Windows	3
Bus E 175	Instructor Assistant	1-5
Bus E 177 <u>and</u> Coop 171	Business Education Work Experience <u>and</u> Work Experience Seminar	3-5 1
Bus E 217	Computer Support Intern 2	5
Bus E 219	Basic Networking Concepts	5
Bus E 255	Adv Word for Windows	5
CIT 102	Program Design	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

† Students may earn up to 10 credits through Cooperative Education classes

Satisfies related instruction requirements

° Qualifies as AAA activity credit

Note: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 255 in place of Bus E 112.

Business Education— Distance Education Preparation

Certificate 15 Credits

Contact: Bud Shafer, ext 4320 Judy Duthie, ext 4394
bshafer@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
Bus E 118	Basics for Online Education	5
Bus E 184	Internet & Basic Web Design	5



Business Education— Legal Administrative Assistant

Associate in Applied Arts Degree
90 Credits

The major objective of the Legal Administrative Assistant degree program is to provide students an opportunity to develop essential business skills in their area of interest as well as to offer a comprehensive general education. Placement in courses depends on the student's prior education and experience. Earning a Legal Administrative Assistant degree qualifies a student to secure employment in a wide variety of office occupations. Students in this program must complete all required Bus E classes with a grade of 2.0 or better. This program meets the college's related instruction requirements for the Associate in Applied Arts degree. Students may enter this program at the beginning of any quarter.

Contact: Judy Nordyke, ext. 4662
jnordyke@grcc.ctc.edu

Joyce Strain, ext. 4385
jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
Activity	Any course as described in general catalog AA degree activities list	1+
B A 200 <u>or</u> B A 205	Intro to Law & Commerce <u>or</u> Business Law	5
Bus E 100	Fund'ls of Microcomputers	5
* Bus E 101	Beginning Typing/Keyboarding	5
* Bus E 102	Intermediate Keyboarding	5
Bus E 103	Adv Keyboarding	5
# Bus E 110	Business Math Applications	5
Bus E 112 <u>or</u> Bus E 151	Beginning Word for Windows <u>or</u> WordPerfect	4-5
Bus E 121	Legal Machine Transcription	5
# Bus E 130	Business Correspondence	5
Bus E 140	Records Management	5
Bus E 150	Intro to Windows	5
Bus E 177 <u>and</u> Coop 171	Business Education Work Experience <u>and</u> Work Experience Seminar	3-5
Bus E 201	Legal Production Keyboarding	5
Bus E 235	Legal Office Procedures	4
# Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
Engl 109	Legal Terminology	3

Elective Courses: Students must choose from the following courses to total 90 credits:

Art 109	Beginning Design	5
B A 101 <u>or</u> Bus 164	Business, Gov't & Society <u>or</u> Business Principles	5
B A 200 <u>or</u> B A 205	Intro to Law & Commerce <u>or</u> Business Law	5
Behsc 190	Stress Management	5
Bus 166	Human Resources & Work Readiness	5
Bus E 090 <u>or</u> B A 110 <u>or</u> B A 210	Office Accounting <u>or</u> Practical Accounting <u>or</u> Financial Accounting	5
Bus E 107 <u>and/or</u> Bus E 108	Typing Speed & Accuracy 1 <u>and/or</u> Typing Speed & Accuracy 2	4-8
Bus E 112 <u>or</u> Bus E 151	Beginning Word for Windows <u>or</u> WordPerfect	4-5
° Bus E 115	Professional Image Building	1
Bus E 119 <u>or</u> Bus E 119.1-119.7	MOUS Core & Expert Cert Prep <u>or</u> Prep Tests: Microsoft Access, Excel, PowerPoint or Word	1-7
Bus E 161	Adv WordPerfect	5
Bus E 162 <u>or</u> Bus E 163	Intro to Excel for Windows <u>or</u> Adv Excel for Windows	3
Bus E 175	Instructor Assistant	1-5
† Bus E 178-179	Business Education Work Experience	2-10
Bus E 184	Internet & Basic Web Design	5
Bus E 185	Intro to Microsoft Access	4
Bus E 219	Basic Networking Concepts	5
Bus E 255	Adv Word for Windows	5
Engl 105	Grammar & Usage	5
Psych 100	General Psychology	5
Soc 110	Survey of Sociology	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

† Students may earn up to 10 credits through Co-op classes

Satisfies related instruction requirements

° Qualifies as AAA activity credit

Note: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 255 in place of Bus E 112.



Business Education— Medical Office Assistant

Associate in Applied Arts Degree
90 Credits

The major objective of the Medical Office Assistant degree program is to provide students an opportunity to develop essential business skills in their area of interest as well as to offer a comprehensive general education. Placement in courses depends on the student's prior education and experience. Earning a Medical Office Assistant degree qualifies a student to secure employment in a wide variety of office occupations. Students in this program must complete all required Bus E classes with a grade of 2.0 or better. This program meets the college's related instruction requirements for the Associate in Applied Arts degree. Students may enter this program at the beginning of any quarter.

Contact: Judy Nordyke, ext 4662
jnordyke@grcc.ctc.edu

Dept./No.	Course Title	Credits
Activity	Any course as described in general catalog AA degree activities list.	1+
AP 100 <u>or</u>	Survey of Human Anatomy & Physiology <u>or</u>	
AP 103	Essentials of Human Anatomy & Physiology 1	5
Bus E 100	Fund'ls of Microcomputers	5
* Bus E 101	Beginning Typing/Keyboarding	5
* Bus E 102	Intermediate Keyboarding	5
Bus E 103	Adv Keyboarding	5
# Bus E 110	Business Math Applications	5
Bus E 112 <u>or</u>	Beginning Word for Windows <u>or</u>	
Bus E 151	WordPerfect	4-5
Bus E 122	Medical Machine Transcription	5
# Bus E 130	Business Correspondence	5
Bus E 140	Records Management	5
Bus E 145	ICD Medical Coding	3
Bus E 150	Intro to Windows	5
Bus E 177 <u>and</u>	Business Education Work Experience <u>and</u>	3-5
Coop 171	Work Experience Seminar	1
Bus E 202	Medical Production Typing	5
Bus E 245	Medical Office Procedures	4
# Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110	Interpersonal Communication	5
Engl 108	Medical Terminology	2
Reading	Eligible for Read 104 (as determined by the appropriate COMPASS test score) <u>or</u> completion of Read 094	0-5

Elective Courses: Students must choose from the following courses to total 90 credits.

Art 109	Beginning Design	5
B A 101 <u>or</u>	Business Gov't & Society <u>or</u>	
Bus 164	Business Principles	5
Behsc 190	Stress Management	5
Bus 166	Human Resources & Work Readiness	5
Bus E 090 <u>or</u>	Office Accounting <u>or</u>	
B A 110 <u>or</u>	Practical Accounting <u>or</u>	
B A 210	Financial Accounting	5
Bus E 107 <u>and/or</u>	Typing Speed & Accuracy 1 <u>and/or</u>	
Bus E 108	Typing Speed & Accuracy 2	4-8

° Bus E 115	Professional Image Building	1
Bus E 119 <u>or</u>	MOUS Core & Expert Cert Prep <u>or</u>	
Bus E 119.1-119.7	Prep Tests: Microsoft Access, Excel, PowerPoint or Word	1-7
Bus E 123	Adv Medical Machine Transcription	5
Bus E 151 <u>or</u>	WordPerfect <u>or</u>	
Bus E 112	Beginning Word for Windows	4-5
Bus E 161	Adv WordPerfect	5
Bus E 162 <u>or</u>	Intro to Excel for Windows <u>or</u>	
Bus E 163	Adv Excel for Windows	3
Bus E 175	Instructor Assistant	1-5
† Bus E 178-179	Cooperative Education	2-10
Bus E 184	Internet & Basic Web Design	5
Bus E 185	Intro to Microsoft Access	4
Bus E 255	Adv Word for Windows	5
Engl 105	Grammar & Usage	5
Psych 100	General Psychology	5
Soc 110	Survey of Sociology	5

* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.

† Students may earn up to 10 credits through Cooperative Education classes.

Satisfies related instruction requirements.

° Qualifies as AAA activity credit.

Note: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 255 in place of Bus E 112.

Business Education— Medical Office Manager

Certificate
42 Credits

The major objective of the Medical Office Manager certificate program is to provide students an opportunity to develop management skills for the medical office environment. This program is designed for students who have had previous business experience and will allow them to increase their ability to achieve the goal of medical office manager. Students in this program must complete all required classes with a grade of 2.0 or better, and some prerequisites may be needed to enter the required classes. Students may enter this program at the beginning of any quarter.

Contact: Judy Nordyke, ext 4662 Joyce Strain, ext. 4385
jnordyke@grcc.ctc.edu jstrain@grcc.ctc.edu

Dept./No.	Course Title	Credits
B A 110	Practical Financial Accounting	5
Bus 166	Human Resources & Work Readiness	5
Bus E 130	Business Correspondence	5
Bus E 140	Records Management	5
Bus E 145	ICD Medical Coding	3
Bus E 245	Medical Office Procedures	4
Bus E 250	Office Administration	5
Bus E 266	Inside Microsoft Office	5
Spch 110	Interpersonal Communications	5

To enhance the student's preparation for future employment, the following electives are recommended:

AP 100	Survey of Human Anatomy & Physiology	5
Bus E 100	Fund'ls of Microcomputers	5
Bus E 112	Beginning Word for Windows	5
Bus E 122	Medical Machine Transcription	5



Bus E 150	Intro to Windows	5
Bus E 162	Intro to Excel for Windows	3
Engl 108	Medical Terminology	2

Business Education— Medical Transcriptionist

Certificate 43-44 Credits

The major objective of the Medical Transcriptionist certificate program is to provide students an opportunity to develop essential medical transcription skills. After completing this program, students will be qualified to secure employment as a medical transcriptionist in an entry-level position. Students in this program must complete all required Bus E classes with a grade of 2.0 or better. These credits can be applied to any Business Education degree program. Students may enter this program at the beginning of any quarter.

Contact: Judy Nordyke, ext 4662
jnordyke@grcc.ctc.edu

Dept./No.	Course Title	Credits
AP 100 <u>or</u> AP 103	Survey of Human Anatomy & Physiology <u>or</u> Essentials of Human Anatomy & Physiology	5
Bus E 100	Fund'ls of Microcomputers	5
* Bus E 107	Typing Speed & Accuracy 1	4
Bus E 122	Medical Machine Transcription	5
Bus E 123	Adv Medical Machine Transcription	5
Bus E 124 <u>or</u> Bus E 177 <u>and</u> Coop 171	Medical Transcription Production <u>or</u> Business Education Work Experience <u>and</u> Work Experience Seminar	4-5
Bus E 130	Business Correspondence	5
Bus E 151	WordPerfect	4
Bus E 245	Medical Office Procedures	4
Engl 108	Medical Terminology	2

To enhance the student's preparation for future employment, we recommend the following courses:

Bus E 101	Beginning Typing/Keyboarding	5
† Bus E 102	Intermediate Keyboarding	5
† Bus E 103	Adv Keyboarding	5
Bus E 108	Typing Speed & Accuracy 2	4
Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 115	Professional Image Building	1
Bus E 140	Records Management	5
Bus E 145	ICD Medical Coding	3
Bus E 150	Intro to Windows	5
Bus E 161	Adv WordPerfect	5
Bus E 177 <u>and</u> Coop 171	Business Education Work Experience <u>and</u> Work Experience Seminar	3 1
Bus E 250	Office Administration	5
Bus E 255	Adv Word for Windows	5
Bus E 266	Inside Microsoft Office	5

† Credit by advanced placement may be granted in typing after department review of prior training.

* Bus E 108 is required if Bus E 107 is not completed at 70 wpm or better.

Note: Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 161 instead of Bus E 151.

Business Education Teacher

This program is for the student who plans to become a business education teacher. A two-year program will be developed that will satisfy the lower division requirements of the four-year institution to which the student plans to transfer. The student must work closely with an advisor from the Business Education Department to develop this program. All courses must be numbered 100 and above, and the student must have a minimum of 2.0 grade point average for graduation. A total of 90 credit hours, including three activity classes, are required. Pursuit of an Associate in Arts degree includes the courses identified in the Planning Guide that follows (see advisor).

The GRCC Business Education Department has a formal articulation agreement with the Department of Information Technology and Administrative Management at Central Washington University. It is designed to make the students transfer to CWU as efficient as possible.

Note: Students can be admitted to CWU with the AA degree, but students must have at least a 3.0 GPA in the last 45 graded quarter credits to be admitted to the teacher education program. See the program advisor for other entrance requirements.

Contact: Steve Sauers, ext. 4392
ssauers@grcc.ctc.edu

Dept./No.	Course Title	Credits
Engl 110	College Writing	5
Engl 113	Writing: Science & Business	5
Humanities/Fine Arts	Three separate areas	15
Math 102	Pre-Calculus	5
Math 156	Finite Math for Business & Social Science	5
Social Science	Three separate areas	15
Science (Lab)	Lab science	5
Science/Math	Two separate areas	10
Additional	Humanities/fine arts, science/math, and social science	15
Activity	Fitness-related	1
Additional	Activities (two separate courses)	2
Electives	Courses 100 or above (Bus E courses are recommended)	7



Business Management

Associate in Applied Arts Degree 94-120 Credits

This program permits the student maximum flexibility in designing his/her own personalized two-year program of study in Business. The student may specialize in a specific area of Business such as international, marketing and sales, logistics, manufacturing, or select courses which provide a general exposure to several different areas of business, which will include accounting and computer related skills.

Students who are considering a four-year transfer program will also benefit from this business program. Many of our course requirements are integrated with classes from the humanities, social sciences, and distribution areas that are imbedded in the Associate in Arts transfer degree program. It is recommended that students consult with a Business advisor or an educational planner regarding the selection of classes that meet their needs.

All of our Business Management students in the Associate in Applied Arts program are required to complete an internship with a local Business. The internship was established to provide students with an opportunity to gain industry experience as well as provide students an opportunity to establish a network of employment opportunities prior to graduation. Students will be provided assistance with obtaining their supervised work experience site through our Career Development Center and Cooperative Education department.

Contact: Bill Jackson, ext. 4373 Vic Rafanelli, ext. 4377
bjackson@grcc.ctc.edu vrafanel@grcc.ctc.edu

Mark Blaisdell, ext. 4372
mblaisdel@grcc.ctc.edu

Dept./No.	Course Title	Credits
Reading	Eligible for Read 104 <u>or</u> completion of Read 094	0-5
* Keyboarding	30 wpm (test administered by Bus. Ed. Dept.)	
# Math	Eligible for Math 072 <u>or</u> completion of Math 070 or above	0-5
B A 101 <u>or</u> Bus 164	Business, Gov't & Society <u>or</u> Business Principles	5
B A 110 <u>or</u> B A 210	Practical Financial Accounting <u>or</u> Financial Accounting	5
B A 145	Basic Business Math	5
B A 200 <u>or</u> B A 205	Intro to Law & Commerce <u>or</u> Business Law	5
Bus 103 <u>or</u> Bus 104 <u>or</u>	Business Leadership: Sales & Communication <u>or</u> Business Leadership: Group & Team Activities <u>or</u>	
Bus 105 <u>or</u>	Business Leadership: Start your Own Business <u>or</u>	
Bus 107 <u>or</u> Bus 108 <u>or</u> Bus 109 <u>or</u> Bus 116	Business Leadership: Activity 1 <u>or</u> Business Leadership: Activity 2 <u>or</u> Business Leadership: Activity 3 <u>or</u> Professional Leadership Development	5
Bus 121	Intro to Marketing	5
# Bus 166	Human Resources & Work Readiness	5

Bus 173	Basic Money Management	5
Bus 177-180	Supervised Work Experience (two quarters)	4-12
Bus 181	Intro to International Business	5
Bus 258	Principles of Management	5
Bus E 100	Fund'ls of Microcomputers	5
# Bus E 130 <u>or</u> Engl 110	Business Correspondence <u>or</u> College Writing	5
Bus E 162	Intro to Excel	5
Econ 100 <u>or</u> Econ 200	Economics: Principles & Application <u>or</u> Intro to Economics	5
# Spch 100	Basic Speech Communication	5

Options: Students must choose at least one option from the following:

A. Business Management

Bus 159	Professional Sales	5
Bus 182	International Logistics	5
Bus 210	Intro to Operations Management	5

B. International Business

Bus 182	International Logistics	5
Bus 186	Cultural Imperatives of Int'l Business	5
Human 133	People, Language, Culture	5

C. Marketing and Sales

Bus 159	Professional Sales	5
Bus 257	Adv Marketing.com	5
Bus E 184	Internet & Basic Web Design	5

D. Logistics Management

Bus 125	Industrial Traffic Management	5
Bus 159	Professional Sales	5
Bus 182	International Logistics	5
Bus 212	Supply Chain Management	5

E. Manufacturing Management

Bus 182	International Logistics	5
Bus 210	Intro to Operations Management	5
Bus 212	Supply Chain Management	5
Bus 214	Process Management	5
Bus 216	Financial Decision Making	5

Satisfies related instruction requirements.

* Keyboarding/typing skills may be demonstrated by passing a 3-minute typing test at 30 wpm with 5 or less errors using the proper typing techniques administered by the Business Education Department.



Business Management

Certificate
24 - 32 Credits

This certificate focuses on the theory and practice of businesses involved in international trade. The program provides an overview of international trade theory, economic environments, issues that impact trade negotiations, and international leadership styles. Students will also be exposed to communication skills required for domestic and international negotiations. All courses are part of the requirements for completion of the Associate in Applied Arts degree in Business Management with emphasis in Business Management.

Contact: Bill Jackson, ext. 4373 Mark Blaisdell, ext. 4372
bjackson@grcc.ctc.edu mblaisde@grcc.ctc.edu

Dept./No.	Course Title	Credits
B A 101 <u>or</u> Bus 164	Business, Gov't & Society <u>or</u> Business Principles	5
Bus 103 <u>or</u>	Business Leadership:	
	Sales & Communication <u>or</u>	
Bus 104 <u>or</u>	Business Leadership:	
	Group & Team Activities <u>or</u>	
Bus 105 <u>or</u>	Business Leadership:	
	Start your Own Business <u>or</u>	
Bus 107 <u>or</u>	Business Leadership: Activity 1 <u>or</u>	
Bus 108 <u>or</u>	Business Leadership: Activity 2 <u>or</u>	
Bus 109 <u>or</u>	Business Leadership: Activity 3 <u>or</u>	
Bus 116	Professional Leadership Development	5
Bus 181	Intro to International Business	5
Bus 159 <u>or</u> Spch 100	Professional Sales <u>or</u> Basic Speech Communication	5
Bus 177-180	Supervised Work Experience (two quarters)	4-12

Business Management— International Business—Specialist

Certificate
20 Credits

This program was designed for students who need a specialized concentration of basic strategies for exporting or importing products and/or services. The program provides students with logistics and transportation issues, international marketing concepts and requirements for distribution and sales, economic and political factors that impact trade relationships, and finance strategies. All courses are part of the requirements for completion of the Associate in Applied Arts degree in Business Management with emphasis in International Business.

Contact: Bill Jackson, ext. 4373 Mark Blaisdell, ext. 4372
bjackson@grcc.ctc.edu mblaisde@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus 181	Intro to International Business	5
Bus 182	International Logistics	5
Bus 186	International Marketing	5
Econ 100 <u>or</u> Econ 200	Economic Principles & Applications <u>or</u> Intro to Economics	5

Business Management— Logistics Entry-Level

Certificate
20 Credits

This entry-level certificate is designed to prepare the student for an entry-level position in Logistics.

Contact: Vic Rafanelli, ext. 4377
vrafanel@grcc.ctc.edu

Dept./No.	Course Title	Credits
B A 145	Basic Business Math	5
Bus E 100	Fund'ls of Microcomputers	5
Bus 125	Industrial Traffic Management	5
Bus 159 <u>or</u> Spch 100	Professional Sales <u>or</u> Basic Speech Communication	5

Business Management— Logistics Mid-Level

Certificate
30 Credits

The role of the logistics professional in today's ever-changing and increasingly complex business organization is both varied and vital. The well-trained and skilled logistician may be called upon to direct and coordinate a variety of supply-chain activities including the purchase and acquisition of materials, inbound and outbound distribution, warehousing, inventory control, customer service, and transportation operations. This program familiarizes students with the common logistics issues and activities in business and government including documentation, regulation, operations and the interrelationship between product and service quality, and reliability. Employment opportunities within the various users, transportation modes, and government agencies are diverse and challenging. All courses are part of the requirements for completion of the Associate in Applied Arts degree in Business Management with emphasis in Logistics Management.

Contact: Vic Rafanelli, ext. 4377
vrafanel@grcc.ctc.edu

Dept./No.	Course Title	Credits
B A 101 <u>or</u> Bus 164	Business, Gov't & Society <u>or</u> Business Principles	5
B A 110 <u>or</u> B A 210	Practical Financial Accounting <u>or</u> Financial Accounting	5
Bus E 130	Business Correspondence	5
Bus 166	Human Relations & Work Readiness	5
Bus 182	International Logistics	5
Bus 212	Supply Chain Management	5



Business Management— Manufacturing Management

Certificate
35 Credits

The major objective of the Manufacturing Management certificate program is to prepare students for management careers in manufacturing or service operations, operations consulting, or logistics and e-commerce. The goal is to develop the skills necessary for balancing the need for lower costs, higher quality, and meeting customer expectations. Emphasis is placed on project management, productivity analysis, supply chain management, process management, capital investment analysis, material, procurement, operations planning, inventory control, operations scheduling, and quality control and assurance. All courses are part of the requirements for completion of the Associate in Applied Arts degree in Business Management with emphasis in Manufacturing Management.

Contact: Bill Jackson, ext. 4373 Mark Blaisdell, ext. 4372
bjackson@grcc.ctc.edu mblaisde@grcc.ctc.edu

Dept./No.	Course Title	Credits
B A 145	Basic Business Math	5
B A 110 <u>or</u>	Practical Financial Accounting <u>or</u>	
B A 210	Financial Accounting	5
Bus 182	International Logistics	5
Bus 210	Intro to Operations Management	5
Bus 212	Supply Chain Management	5
Bus 214	Process Management	5
Bus 216	Financial Decision Making	5

Business Management— Marketing and Sales

Certificate
20 Credits

Marketing involves students in a broad spectrum of business activities. Students that need specialized training in consumer and industrial buying patterns, personal and professional communication strategies, and development of a marketing promotional strategy will benefit from this program. Students also are exposed to business activities as E-commerce, public relations, media, budgeting, and advertising. The Fundamentals of Marketing class can be articulated with the area high schools through Tech Prep. All courses are part of the requirements for completion of the Associate in Applied Arts degree in Business Management with emphasis in Marketing and Sales.

Contact: Bill Jackson, ext. 4373 Mark Blaisdell, ext. 4372
bjackson@grcc.ctc.edu mblaisde@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus 121	Intro to Marketing	5
Bus 159	Professional Sales	5
Bus 257	Adv Marketing.com	5
Bus E 184	Internet & Basic Web Design	5

Business Management— Supervisor

Certificate
19-27 Credits

The supervisor's certificate is for students who want to increase their skills and abilities in the area of supervising people in a business environment. This concentration of courses will provide students with specific skills and strategies that are essential to employee productivity. All courses are part of the requirements for completion of the Associate in Applied Arts degree in Business Management.

Contact: Bill Jackson, ext. 4373 Mark Blaisdell, ext. 4372
bjackson@grcc.ctc.edu mblaisde@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus 101 <u>or</u>	Business, Gov't & Society <u>or</u>	
Bus 164	Business Principles	5
Bus 103 <u>or</u>	Business Leadership:	
	Sales & Communication <u>or</u>	
Bus 104 <u>or</u>	Business Leadership:	
	Group & Team Activities <u>or</u>	
Bus 105 <u>or</u>	Business Leadership:	
	Start your Own Business <u>or</u>	
Bus 107 <u>or</u>	Business Leadership: Activity 1 <u>or</u>	
Bus 108 <u>or</u>	Business Leadership: Activity 2 <u>or</u>	
Bus 109 <u>or</u>	Business Leadership: Activity 3 <u>or</u>	
Bus 116	Professional Leadership Development	5
Bus 166	Human Resources & Work Readiness	5
Bus 177-180	Supervised Work Experience	4-12

Carpentry Technology Residential and Light Commercial

Associate in Applied Science Degree
93 Credits

The Residential and Light Commercial Carpentry program is dedicated to providing individuals with the skills and knowledge to become successfully employed in the field of construction. Primarily the focus is on training individuals to become employed in the field of carpentry, but in addition, students can also learn the basic skills and knowledge to manage a small construction company. Students can choose to earn a variety of certificates relating to the construction field, or an Associate in Applied Science degree in Residential and Light Commercial Carpentry. After the completion of certificates or the degree, students can seek employment as a carpenter helper for either general or specialty contractors. Generally after a period of time, most students find themselves in careers as: Lead Carpenters, General Contractors, Specialty Contractors, Supervisors, Vendor Representatives, Designers, Retail Sales Specialists, Building Inspectors, or in other construction related employment such as construction management positions.

Contact: Glen Martin, ext 4208 Paul Mueller, ext. 2635
gmartin@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
#* Carp 101.1	Residential & Light Commercial Carpentry	13
* Carp 101.2	Carpentry Seminar 1	3



#* Carp 102.1	Residential & Light Commercial Carpentry	13
* Carp 102.2	Carpentry Seminar 2	3
#* Carp 103.1	Residential & Light Commercial Carpentry	13
* Carp 103.2	Carpentry Seminar 3	3
Carp 144	Residential Blueprint Reading	4
Carp 145	Stair Design & Construction	4
Carp 146	Basic Cabinet Construction	4
Carp 147	Kitchen Design & Remodel	2
Carp 148	Material Estimating	4
Carp 149	Roof Cutting & Assembly	4

* Carp 101.1, 101.2, 102.1, 102.2, 103.1, and 103.2 offered fall, winter and spring quarter, days only

Related AAS Degree Requirements

# Human Relations	5 credits of Human Relations as listed in the Related Instruction Requirements on page 43	5
# Oral Communication	5 credits of Oral Communication as listed in the Related Instruction Requirements on page 42	5
# Written Communication	5 credits of Written Communication listed in the Related Instruction Requirements on page 42	5
# Computation	Acomp 100T, Computation for the Trades	5
Indus 102.1	Welding Survey 1	3
OSHA/WISHA	Student must have a valid Red Cross or Labor & Requirement First Aid/CPR card upon exiting the program or being employed	

Satisfies related instruction requirements.

Note: Most General Education courses have prerequisites. Please work with a Carpentry advisor for selecting which course will meet program requirements and scheduling constraints.

Students enrolled in the program may elect to take up to, but no more than, 13 credits total of Carp 177 Cooperative Education and apply them toward any carpentry course(s) agreed upon by instructor. See Carpentry Advisor for details.

**Carpentry Technology—
Residential and Light Commercial**

**Certificate
42 Credits**

This certificate prepares students with carpentry skills and knowledge related to the entire spectrum of residential as well as parts of light commercial construction. Completion can lead to employment with either general or specialty contractors whose focus is on residential or light commercial building. Students will develop a wide range of skills and knowledge in the carpentry trade ranging from foundations to interior trim.

Contact: Glen Martin, ext 4208 gmartin@grcc.ctc.edu Paul Mueller, ext. 2635 pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Carp 101.1	Residential & Light Commercial Carpentry	13
Carp 101.2	Carpentry Seminar 1	3

Carp 102.1	Residential & Light Commercial Carpentry	13
Carp 103.1	Residential & Light Commercial Carpentry	13

**Carpentry Technology—
Residential Concrete Forming and Placement
Certificate
16 Credits**

This certificate prepares students with the basic skills and knowledge required to find employment with specialty or general contractors whose focus is residential foundations or concrete flatwork (driveways, sidewalks, etc.). Primarily, the focus is on locating and forming residential foundations that are square, level, and plumb, and per specifications. In addition, students will learn portable power tool usage related to foundation work as well as how to calculate, order, and place concrete.

Contact: Glen Martin, ext 4208 gmartin@grcc.ctc.edu Paul Mueller, ext. 2635 pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
* Carp 101.1	Residential & Light Commercial Carpentry	13
* Carp 101.2	Carpentry Seminar 1	3

* Must complete sections I and II in student manual.

**Carpentry Technology—
Residential and Light Commercial Framing 1**

**Certificate
16 Credits**

This certificate prepares students with the basic skills and knowledge required to find employment with specialty or general contractors whose focus is residential and/or light commercial framing, i.e., floors, walls, truss roofs, light gauge metal, etc. Students will develop basic skills in blueprint reading, layout skills, assembly and erection of floors, walls and truss roof systems, WISHA/OSHA safety regulations, and code requirements relating to framing. In addition, students will learn portable power tool usage designed specifically to frame structures, framing material knowledge, and specifications.

Contact: Glen Martin, ext 4208 gmartin@grcc.ctc.edu Paul Mueller, ext. 2635 pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
* Carp 102.1	Residential & Light Commercial Carpentry	13
* Carp 102.2	Carpentry Seminar 2	3

* Must complete sections I and III in student manual.



Carpentry Technology— Residential and Light Commercial Framing 2

Certificate
24 Credits

This certificate prepares students with the additional skills and knowledge required for advancement with specialty or general contractors whose focus is residential and/or light commercial framing, i.e., floors, walls, truss roofs, light gauge metal, etc. Students will develop basic skills in two areas specific to framing: straight run stairs and turn stairs, and basic circular stairs and knowledge of all the Uniform Building Code requirements that govern stairs; calculating, cutting, and assembly of “stick framed” roof systems (ceiling joist and common, hip, valley, and jack rafters).

Contact: Glen Martin, ext 4208 Paul Mueller, ext. 2635
gmartin@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
* Carp 102.1	Residential & Light Commercial Carpentry	13
* Carp 102.2	Carpentry Seminar 2	3
Carp 145	Stair Design & Construction	4
Carp 149	Roof Cutting & Assembly	4

* Must complete sections I and III in student manual.

Carpentry Technology— Residential Interior Finish Level 1

Certificate
16 Credits

This certificate prepares students with the basic skills and knowledge required to find employment with specialty or general contractors whose focus is interior finishing. Students will develop basic skills in drywall installation and finishing, installing interior doors, installing running and standing trim, installing various interior accessories, and basic cabinet installation. In addition, students will learn portable power tool usage designed specifically for interior trim, interior material knowledge, and specifications.

Contact: Glen Martin, ext 4208 Paul Mueller, ext. 2635
gmartin@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
* Carp 103.1	Residential & Light Commercial Carpentry	13
* Carp 103.2	Carpentry Seminar 3	3

* Must complete sections I and IV in student manual.

Carpentry Technology— Residential Interior Finish Level 2

Certificate
22 Credits

This certificate prepares students with the additional skills and knowledge that can lead to advancement when working for specialty or general contractors whose focus is interior finishing. Students will develop skills in cabinet construction, advanced cabinet installation techniques, countertop construction and installation (laminated and basic solid surface products), kitchen/bath design, and material estimating.

Contact: Glen Martin, ext 4208 Paul Mueller, ext. 2635
gmartin@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
* Carp 103.1	Residential & Light Commercial Carpentry	13
* Carp 103.2	Carpentry Seminar 3	3
Carp 146	Basic Cabinet Construction	4
Carp 147	Kitchen Design & Remodel	2

* Must complete sections I and V in student manual.

Carpentry Technology— Residential Exterior Finish Level 1

Certificate
9 Credits

This certificate prepares students with the basic skills and knowledge required to find employment with specialty or general contractors whose focus is exterior finish. Students will develop skills in applying various types of roof covering and materials, various types of siding and related trim pieces, and basic deck construction. In addition, students will learn portable power tool usage designed specifically for exterior trim, as well as exterior material knowledge and specifications.

Contact: Glen Martin, ext 4208 Paul Mueller, ext. 2635
gmartin@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
* Carp 103.1	Residential & Light Commercial Carpentry	9

* Must complete units 21-25 in section IV of student manual.



Carpentry Technology— Basic Construction Management Skills

Certificate
19 Credits

This certificate prepares students with the basic skills needed to either manage their own small construction business, or be employed in basic managerial positions for small construction firms. Students may also find employment in retail and wholesale construction suppliers.

This certificate does not qualify for federal financial aid or VA funding.

Contact: Glen Martin, ext 4208 Paul Mueller, ext. 2635
gmartin@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Carp 144	Residential Blueprint Reading	4
Carp 148	Material Estimating	4
Carp 151	Understanding the Uniform Building Code	3
Bus E 090 <u>or</u> B A 110	Office Accounting <u>or</u> Practical Financial Accounting 1	5
Bus E 111	Personal Computing	3

Carpentry Technology— Intermediate Construction Management Skills

Certificate
37 Credits

This certificate prepares students with the further skills needed to manage their own construction company, or be employed to manage a mid-size construction company. Courses can be directly transferred to Central Washington University's Bachelor of Science degree in Construction Management.

This certificate does not qualify for federal financial aid or VA funding.

Contact: Glen Martin, ext 4208 Paul Mueller, ext. 2635
gmartin@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Carp 144	Residential Blueprint Reading	4
Carp 148	Material Estimating	4
B A 101	Business, Gov't & Society	5
Bus E 163	Adv Excel for Windows	5
Bus E 255	Adv Word for Windows	5
D T 110	Intro to AutoCAD	4
D T 125	Civil Drafting 1	5
D T 141	Architectural Drafting 1	5

Cashier/Checker Training

Certificate
22 Credits

Green River Community College offers a program to prepare checkers for immediate employment. A checker works in all aspects of retail business, including grocery checking, retail cashiering, shipping and receiving, and management.

Students may enter the Checker Training Program at the beginning of any quarter. The program can be completed in one quarter (11 weeks). There are no requirements for admittance to this program. You do not need to have a GED or high school diploma.

The Checker Training program is not designed for transfer to a four-year school.

Contact: Jenny Rockl, (253) 852-7144
jrockl@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus 048	Checker Training	22

Computer Reporting Technologies— Captioning

Realtime captioning is done by specially trained court reporters called stenocaptioners. The stenocaptioner utilizes a steno machine to provide captions of live television programs and other forms of media for deaf and hard-of-hearing viewers through realtime technology that instantly produces readable English text. Broadcast captioners work for local stations and for national networks captioning news, emergency broadcasts, sporting events, and other programming.

Another facet of the captioning process is called Communication Access Realtime Translation (CART). This area allows stenocaptioners to provide more personalized services for deaf and hard-of-hearing people. Most deaf people lose their hearing postlingually — after acquiring reading and speaking skills — and many of them do not become as proficient with a sign language as they are at reading text. CART reporters may accompany deaf or hard-of-hearing clients as needed to classes, meetings, conferences, doctor appointments, church services, etc., to provide instant conversion of speech into text using the steno machine linked to a laptop computer.

Postproduction captioning is the process by which the script text is placed onto a video in order that a deaf or hard-of-hearing individual can view the tape and read the audio portion that would otherwise be missed. Postproduction captioning utilizes additional hardware for synchronizing the visible text to the timing of the audio and then recording or "burning" the text onto another videotape to create a captioned version of the original.

The Computer Reporting Technologies program is approved by the National Court Reporters Association. All students entering the program must be high school graduates or have earned a GED certificate.

Upon completion of the required classes, students qualify for the Associate in Applied Arts degree in Captioning. They must have completed a minimum of 40 hours of internship encompassing both realtime and postproduction captioning.

In addition to the course work, there are recommended state and/or national examinations that a student should pass to become a captioner or CART provider.

Contact: Sidney Weldele-Wallace, ext. 4705 Lori Rapozo, ext. 4219
sweldele@grcc.ctc.edu lrapozo@grcc.ctc.edu



Computer Reporting Technologies— Captioning

Associate in Applied Arts Degree
133 to 194 Credits

SEQUENCE A

Dept./No.	Course Title	Credits
# B A 145 <u>or</u> Bus E 110 <u>or</u> Math 072	Basic Business Math <u>or</u> Business Math Applications <u>or</u> Eligible for Math 072	0-5
Bus E 107 <u>or</u> Bus E 108	Typing Speed & Accuracy 1 <u>or</u> Typing Speed & Accuracy 2 <u>or</u> Typing test (60 wpm with fewer than 5 errors)	0-8
* # Bus 116	Professional Leadership Development	5
# Comm 100 <u>or</u> Spch 100 Engl 090	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication Spelling Improvement or spelling pre-test score of 90% or above	5 0-3
Crpt 100.1	Machine Shorthand Theory 1	5
Crpt 100.2	Machine Shorthand Theory 2	5
Crpt 101.1	Machine Shorthand Theory 2	5
Crpt 101.2	Machine Shorthand – 60 wpm	5
Crpt 102	Machine Shorthand – 80 wpm	8-12
Crpt 133	Machine Shorthand – 100 wpm	8-12
Crpt 134	Machine Shorthand – 120 wpm	8-12
Crpt 135	Machine Shorthand – 140 wpm	8-12
Crpt 136	Machine Shorthand – 160 wpm	8-12
# Crpt 153	Court Reporting Procedures 1	5
Crpt 201	Machine Shorthand – 180 wpm	8-16
Crpt 202	Machine Shorthand – 200 wpm	8-16
Crpt 203	Machine Shorthand – 225 wpm	8-16
Crpt 250	Computer-Aided Transcription	3
Crpt 251	Intro to Captioning/Alternative Careers	3
Crpt 252 <u>and</u>	Captioning Intern 1 <u>and</u>	(4)
Crpt 253 <u>and</u>	Captioning Intern 2 <u>and</u>	(4)
Crpt 254 <u>or</u>	Captioning Intern 3 <u>or</u>	(4)
Crpt 177-179 <u>and</u> Coop 171	Cooperative Education <u>and</u> Work Experience Seminar	12-13
# Bus E 130 <u>or</u> Engl 102 <u>or</u> Engl 110	Business Correspondence <u>or</u> Practical College Writing <u>or</u> College Writing	5
ECE 220	Intro to Sign Language 1	3
Engl 108	Medical Terminology	2
Engl 109	Legal Terminology	3
Journ 150	Intro to Broadcasting	3

To enhance the student's preparation for future employment, the following are recommended:

B A 110	Practical Financial Accounting 1	5
B A 205	Business Law	5
Bus E 184	Internet & Basic Web Design	5
Bus E 266	Inside Microsoft Office	5
Bus 105	Business Leadership	3
Bus 167	Business Ethics & Social Responses	5
ECE 221	Sign Language 2	3
Lib 101	Searching Electronic Databases	2
Lib 102	Searching the Web	1

Additional Suggested Electives: Electives might not be eligible for financial aid or veteran's benefits. (See your financial aid advisor.)

Bus E 100	Fund'ls of Microcomputers	5
Bus E 100.1	Microcomputer Fund'ls: Internet	2

Bus E 100.2	Microcomputer Fund'ls: Word	2
Bus E 112	Beginning Word for Windows	5
Bus E 115	Professional Image Building	1
Bus E 190	FrontPage	3
Bus E 255	Adv Word for Windows	5
Engl 106	Vocabulary Mastery	5
Journ 155	Marketing the Broadcast Media	3
Phil 112	Ethics in the Workplace	5
Spch 225	Intermediate Public Speaking	5

Satisfies related instruction requirements.

* Keyboarding/typing skills may be demonstrated by passing a 5-minute typing test at 60 wpm with 5 or less errors using the proper typing techniques administered by the Business Education Department.

Computer Reporting Technologies— Captioning

Associate in Applied Arts Degree
113 to 186 Credits

SEQUENCE B

Dept./No.	Course Title	Credits
# B A 145 <u>or</u> Bus E 110 <u>or</u> Math 072	Basic Business Math <u>or</u> Business Math Applications <u>or</u> Eligible for Math 072	0-5
Bus E 107 <u>or</u> Bus E 108	Typing Speed & Accuracy 1 <u>or</u> Typing Speed & Accuracy 2 <u>or</u> Typing test (60 wpm with fewer than 5 errors)	0-8
* # Bus 116	Professional Leadership Development	5
# Comm 100 <u>or</u> Spch 100 Engl 090	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication Spelling Improvement <u>or</u> spelling pre-test score of 90% or above	5 0-3
Crpt 090	Machine Shorthand Theory	3-4
Crpt 091	Machine Shorthand Adv Theory	3-4
Crpt 092	Machine Shorthand – 40 wpm	3-4
Crpt 093	Machine Shorthand – 60 wpm	3-4
Crpt 094	Machine Shorthand – 80 wpm	6-12
Crpt 095	Machine Shorthand – 100 wpm	6-12
Crpt 096	Machine Shorthand – 120 wpm	6-12
Crpt 097	Machine Shorthand – 140 wpm	6-12
Crpt 098	Machine Shorthand – 160 wpm	6-12
Crpt 099	Machine Shorthand – 180 wpm	6-12
# Crpt 153	Court Reporting Procedures	5
Crpt 202	Machine Shorthand – 200 wpm	8-16
Crpt 203	Machine Shorthand – 225 wpm	8-16
Crpt 250	Computer-Aided Transcription	3
Crpt 251	Intro to Captioning/Alternative Careers	3
Crpt 252 <u>and</u>	Captioning Intern 1 <u>and</u>	
Crpt 253 <u>and</u>	Captioning Intern 2 <u>and</u>	
Crpt 254 <u>or</u>	Captioning Intern 3 <u>or</u>	
Crpt 177-179 <u>and</u> Coop 171	Cooperative Education <u>and</u> Work Experience Seminar	12-13
# Bus E 130 <u>or</u> Engl 102 <u>or</u> Engl 110	Business Correspondence <u>or</u> Practical College Writing <u>or</u> College Writing	5
ECE 220	Sign Language 1	3
Engl 108	Medical Terminology	2
Engl 109	Legal Terminology	3
Journ 150	Intro to Broadcasting	3



To enhance the student's preparation for future employment, the following are recommended:

B A 110	Practical Financial Accounting 1	5
B A 205	Business Law	5
Bus 105	Business Leadership: Start Your Own Business	3
Bus 167	Business Ethics & Social Responses	5
Bus E 184	Internet & Basic Web Design	5
Bus E 266	Inside Microsoft Office	5
ECE 221	Sign Language 2	3
Lib 101	Searching Electronic Databases	2
Lib 102	Searching the Web	1

Additional Suggested Electives: Electives might not be eligible for financial aid or veteran's benefits. (See your financial aid advisor.)

Bus E 100	Fund'ls of Microcomputers	5
Bus E 100.1	Microcomputer Fund'ls: Internet	2
Bus E 100.2	Microcomputer Fund'ls: Word	2
Bus E 112	Beginning Word for Windows	5
Bus E 115	Professional Image Building	1
Bus E 190	FrontPage	3
Bus E 255	Adv Word for Windows	5
Engl 106	Vocabulary Mastery	5
Journ 155	Marketing the Broadcast Media	3
Phil 112	Ethics in the Workplace	5
Spch 225	Intermediate Public Speaking	5

Satisfies related instruction requirements.

* Keyboarding/typing skills may be demonstrated by passing a 5-minute typing test at 60 wpm with 5 or less errors using the proper typing techniques administered by the Business Education Department.

Computer Reporting Technologies— Court Reporting

Court Reporters record the verbatim proceedings of a courtroom, deposition, hearing, arbitration, or meeting and provide an accurate transcript of the proceedings. Students learn how to prepare the transcript with the use of a computer. Additionally, students are trained in realtime writing and captioning for the hard of hearing and nonhearing community. This skill affords new job opportunities.

Official court reporters record the proceedings in a court or hearing room. Freelance reporters may work in various offices or locations as the job necessitates and may be employed by a reporting firm.

The Court Reporting program is approved by the National Court Reporters Association. All students entering the Court Reporting program must be high school graduates or have earned a GED certificate.

Upon completion of the required classes, students qualify for the Associate in Applied Arts degree in Court Reporting. They must have completed 60 hours of internship of which 50 hours is actual writing time during internship training; passed three 5-minute tests with 96% accuracy or above on literary at 180 wpm and jury charge at 200 wpm; and passed four 5-minute tests on QandA (two-voice) at 225 wpm, two with 95% accuracy and two with 96% accuracy or above.

In addition to the course work, there are state and/or national examinations that a student should pass to become a court reporter. Reporters must pass the Washington State Licensing examination in order to be certified to work in the state of Washington.

Students may enter the program in the beginning of fall quarter for both day and evening classes, or spring quarter in the evening. Students cannot complete the program by taking evening classes only.

Contact: Lori Rapozo, ext. 4219 Sidney Weldele-Wallace, ext. 4705
lrapozo@grcc.ctc.edu sweldele@grcc.ctc.edu

Computer Reporting Technologies— Court Reporting

Associate in Applied Arts Degree
142-202 Credits

SEQUENCE A

Dept./No.	Course Title	Credits
AP 100	Survey of Human Anatomy-Physiology	5
# B A 145 <u>or</u>	Basic Business Math <u>or</u>	
Bus E 110 <u>or</u>	Business Computation <u>or</u>	
Math	Eligible for Math 072	0-5
B A 205	Business Law	5
Bus E 107 <u>or</u>	Typing Speed & Accuracy 1 <u>or</u>	
Bus E 108	Typing Speed & Accuracy 2 <u>or</u>	
*	Typing test (60 wpm with fewer than 5 errors)	0-8
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100	Basic Speech Communication	5
Engl 090	Spelling Improvement or spelling pre-test score of 90% or above	0-3
Crpt 100	Machine Shorthand Theory	10
Crpt 101	Machine Shorthand – 60 wpm	10
Crpt 102	Machine Shorthand – 80 wpm	12
Crpt 133	Machine Shorthand – 100 wpm	8-12
Crpt 134	Machine Shorthand – 120 wpm	8-12
Crpt 135	Machine Shorthand – 140 wpm	8-12
Crpt 136	Machine Shorthand – 160 wpm	8-12
# Crpt 153	Court Reporting Procedures 1	5
# Crpt 154	Court Reporting Procedures 2	5
Crpt 177-179 <u>and</u>	Cooperative Education <u>and</u>	2-6
Coop 171	Work Experience Seminar	1
Crpt 201	Machine Shorthand – 180 wpm	8-16
Crpt 202	Machine Shorthand – 200 wpm	8-16
Crpt 203	Machine Shorthand – 225 wpm	8-16
Crpt 250	Computer-Aided Transcription	3
Crpt 251	Intro to Captioning/Alternative Careers	3
# Bus E 130 <u>or</u>	Business Correspondence <u>or</u>	
Engl 102 <u>or</u>	Practical College Writing <u>or</u>	
Engl 110	College Writing	5
Engl 105	Grammar & Usage	5
Engl 106	Vocabulary Mastery	5
Engl 108	Medical Terminology	2
Engl 109	Legal Terminology	3

To enhance the student's preparation for future employment, the following are recommended:

B A 110	Practical Financial Accounting 1	5
Bus E 184	Internet & Basic Web Design	5
Bus E 266	Inside Microsoft Office	5
CRJ 250	The Courts	5
Crpt 252	Captioning Intern 1	4

(continued)



Programs of Study • Computer Reporting Technologies

(Computer Reporting Technologies—Court Reporting continued)

Additional Suggested Electives: Electives might not be eligible for financial aid or veteran's benefits. (See your financial aid advisor.)

Bus E 100	Fund'ls of Microcomputers	5
Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 115	Professional Image Building	1
Bus E 120	Machine Transcription	5
Bus E 121	Legal Machine Transcription	5
Bus E 122	Medical Machine Transcription	5
Bus E 140	Records Management	5
Bus E 150	Intro to Windows	5
Bus E 162	Intro to Excel for Windows	3
Bus E 185	Intro to Microsoft Access	4
Bus E 190	FrontPage	3
Bus E 255	Adv Word for Windows	5
CRJ 100	Intro to Criminal Justice	5
CRJ 200	Individual Rights in Criminal Justice	5
Crpt 252	Captioning Intern 1	4

Satisfies related instruction requirement.

* Keyboarding/typing skills may be demonstrated by passing a 5-minute typing test at 60 wpm with 5 or less errors using the proper typing techniques administered by the Business Education Department.

**Computer Reporting Technologies—
Court Reporting**

**Associate in Applied Arts Degree
118-194 Credits**

SEQUENCE B

<u>Dept./No.</u>	<u>Course Title</u>	<u>Credits</u>
AP 100	Survey of Human Anatomy-Physiology	5
# B A 145 <u>or</u>	Basic Business Math <u>or</u>	
Bus E 110 <u>or</u>	Business Math Applications <u>or</u>	
Math	Eligible for Math 072	0-5
B A 205	Business Law	5
Bus E 107 <u>or</u>	Typing Speed & Accuracy 1 <u>or</u>	
Bus E 108	Typing Speed & Accuracy 2 <u>or</u>	
*	Typing test (60 wpm with fewer than 5 errors)	0-8
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100	Basic Speech Communication	5
Crpt 090	Machine Shorthand Theory	3-4
Crpt 091	Machine Shorthand Adv Theory	3-4
Crpt 092	Machine Shorthand – 40 wpm	3-4
Crpt 093	Machine Shorthand – 60 wpm	3-4
Crpt 094	Machine Shorthand – 80 wpm	6-12
Crpt 095	Machine Shorthand – 100 wpm	6-12
Crpt 096	Machine Shorthand – 120 wpm	6-12
Crpt 097	Machine Shorthand – 140 wpm	6-12
Crpt 098	Machine Shorthand – 160 wpm	6-12
Crpt 099	Machine Shorthand – 180 wpm	6-12
# Crpt 153	Court Reporting Procedures 1	5
# Crpt 154	Court Reporting Procedures 2	5
Crpt 177-179 <u>and</u>	Cooperative Education <u>and</u>	2-6
Coop 171	Work Experience Seminar	1

Crpt 202	Machine Shorthand – 200 wpm	8-16
Crpt 203	Machine Shorthand – 225 wpm	8-16
Crpt 250	Computer-Aided Transcription	3
Crpt 251	Intro to Captioning/ Alternative Careers	3
Engl 090	Spelling Improvement or spelling pre-test score of 90% or above	0-3
# Engl 102 <u>or</u>	Practical College Writing <u>or</u>	
Bus E 130 <u>or</u>	Business Correspondence <u>or</u>	
Engl 110	College Writing	5
Engl 105	Grammar & Usage	5
Engl 106	Vocabulary Mastery	5
Engl 108	Medical Terminology	2
Engl 109	Legal Terminology	3

To enhance the student's preparation for future employment, the following are recommended:

B A 110	Practical Financial Accounting 1	5
Bus E 184	Internet & Basic Web Design	5
Bus E 266	Inside Microsoft Office	5
CRJ 250	The Courts	5
Crpt 252	Captioning Intern 1	4

Suggested Electives: Electives might not be eligible for financial aid or veteran's benefits. (See your financial aid advisor.)

Bus E 100	Fund'ls of Microcomputers	5
Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 115	Professional Image Building	1
Bus E 120	Machine Transcription	5
Bus E 121	Legal Machine Transcription	5
Bus E 122	Medical Machine Transcription	5
Bus E 140	Records Management	5
Bus E 150	Intro to Windows	5
Bus E 162	Intro to Excel for Windows	3
Bus E 185	Intro to Microsoft Access	4
Bus E 190	FrontPage	3
Bus E 255	Adv Word for Windows	5
CRJ 100	Intro to Criminal Justice	5
CRJ 200	Individual Rights in Criminal Justice	5

Satisfies related instruction requirement.

* Keyboarding/typing skills may be demonstrated by passing a 5-minute typing test at 60 wpm with 5 or less errors using the proper typing techniques administered by the Business Education Department.



Computer Reporting Technologies— Medical Stenoscristist

Certificate
43 Credits

Contact: Lori Rapozo, ext. 4219 Sidney Weldele-Wallace, ext. 4705
lrapozo@grcc.ctc.edu sweldele@grcc.ctc.edu

Dept./No.	Course Title	Credits
AP 100 <u>or</u>	Survey of Human Anatomy & Physiology <u>or</u>	
AP 103	Essentials of Human Anatomy & Physiology 1	5
Bus E 122	Medical Machine Transcription	5
Bus E 123	Adv Medical Machine Transcription	5
Bus E 124 <u>or</u>	Medical Transcription Production <u>or</u>	
Crpt 177 <u>and</u>	Cooperative Education <u>and</u>	
Coop 171	Work Experience Seminar	2-5
Bus E 130 <u>or</u>	Business Correspondence <u>or</u>	
Engl 110	College Writing	5
Crpt 136 <u>or</u>	Machine Shorthand – 160 wpm <u>or</u>	
Crpt 098	Machine Shorthand – 160 wpm	9-12
Crpt 251	Intro to Captioning/ Alternative Careers	4
Engl 108	Medical Terminology	2

Suggested Electives: Students must choose from the following courses to total 43 credits:

B A 110	Practical Financial Accounting 1	5
Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 140	Records Management	5
Bus E 145	ICD Medical Coding	2
Bus E 184	Internet & Basic Web Design	5
Bus E 190	FrontPage	3
Bus E 255	Adv Word for Windows	5
Bus E 266	Inside Microsoft Office	5
Engl 105	Grammar & Usage	5

Computer Reporting Technologies— Scoptist/Text Editor

Certificate
35-44 Credits

Contact: Lori Rapozo, ext. 4219 Sidney Weldele-Wallace, ext. 4705
lrapozo@grcc.ctc.edu sweldele@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 130 <u>or</u>	Business Correspondence <u>or</u>	
Engl 110	College Writing	5
Crpt 100.1 <u>and</u>	Machine Shorthand Theory 1 <u>and</u>	
Crpt 100.2 <u>or</u>	Machine Shorthand Theory 2 <u>or</u>	
Crpt 090	Machine Shorthand Theory	3-10
Crpt 101.1 <u>and</u>	Machine Shorthand Theory 3 <u>and</u>	
Crpt 101.2 <u>or</u>	Machine Shorthand – 60 wpm <u>or</u>	
Crpt 091	Machine Shorthand Adv Theory	3-10
Crpt 153	Court Reporting Procedures 1	5
Crpt 250	Computer Aided Transcription	4
Engl 105	Grammar Usage	5
Engl 108	Medical Terminology	2
Engl 109	Legal Terminology	3

Suggested Electives: Students must choose from the following courses a minimum of 35 credits:

B A 110	Practical Financial Accounting 1	5
Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 140	Records Management	5
Bus E 145	ICD Medical Coding	2
Bus E 184	Internet & Basic Web Design	5
Bus E 190	FrontPage	3
Bus E 255	Adv Word for Windows	5
Bus E 266	Inside Microsoft Office	5
Crpt 177 <u>and</u>	Cooperative Education <u>and</u>	1-2
Coop 171	Work Experience Seminar	1

Computer Reporting Technologies— Text Entry

Certificate
42 Credits

Contact: Lori Rapozo, ext. 4219 Sidney Weldele-Wallace, ext. 4705
lrapozo@grcc.ctc.edu sweldele@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 120	Machine Transcription	5
Bus E 121	Legal Machine Transcription	5
Bus E 130 <u>or</u>	Business Correspondence <u>or</u>	
Engl 110	College Writing	5
Crpt 136 <u>or</u>	Machine Shorthand 160 wpm <u>or</u>	
Crpt 098	Machine Shorthand 160 wpm	9-12
Crpt 251	Intro to Captioning/ Alternative Careers	4
Crpt 177 <u>and</u>	Cooperative Education <u>and</u>	1-2
Coop 171	Work Experience Seminar	1
Engl 106	Vocabulary Mastery	5
Engl 109	Legal Terminology	3

Suggestive Electives: Students must choose from the following courses to total 42 credits:

B A 110	Practical Financial Accounting 1	5
Bus E 110	Business Math Applications	5
Bus E 112	Beginning Word for Windows	5
Bus E 140	Records Management	5
Bus E 184	Internet & Basic Web Design	5
Bus E 190	FrontPage	3
Bus E 255	Adv Word for Windows	5
Bus E 266	Inside Microsoft Office	5
Engl 105	Grammar & Usage	5
Engl 108	Medical Terminology	2



Computer Science

Associate Pre-Professional Degree
90 Credits

Students planning a bachelor's degree in computer science must consult a GRCC math advisor to plan an appropriate selection of classes and to ensure that all requirements of the transfer institution are met. Students are responsible for finding out the unique requirements of the college or university they plan to attend after Green River.

This Associate Pre-Professional degree meets the distribution requirements of the Associate in Arts degree. Specific course emphasis is embedded within the degree to help the student transfer to a four-year university within a program area.

In some cases, course substitutions may be granted (upon approval of the department) when a student provides proof that a specific four-year college or university has differing entrance requirements.

See also information on the Associate Pre-Professional degree on page 41.

The following list of classes is intended only as a guide to some of the classes that should be taken at GRCC for this major field of study.

Contact: Jeff McCauley, ext. 4326
jmccauley@grcc.ctc.edu

Dept./No.	Course Title	Credits
Engl 110	College Writing	5
Engl 111 <u>or</u> Engl 112 <u>or</u> Engl 113	Writing: Humanities <u>or</u> Writing: Social Science <u>or</u> Writing: Sciences & Business	5
Humanities (Spch 100) (Choice)	Three separate areas (Basic Speech Communication) (Courses 100 or above)	5
Math 124	Calculus & Analytic Geometry	5
Science (Lab) (Phys 201)	Lab science (Physics/Science/Engineering)	5
Science/Math (Science) (Math 125)	Two separate areas (Any science course) (Calculus & Analytic Geometry 2)	10
Social Science Additional (Math 126) (Phil 120) (Phys 202)	Three separate areas Humanities, science, math, or social science (Calculus & Analytic Geometry 3) (Intro to Logic) (Physics/Science/Engineering)	15
Activity Additional	P E Fitness-related Activities (two courses)	2 2
Electives: Select 11 credits from the following:		11
CIT 102	Program Design	
Math 224	Intermediate Analysis	
Math 238	Elements of Differential Equations	
Math 240	Topics in Linear Algebra	
Phys 203	Physics/Science/Engineering	

Computer Systems Administration— Network Technology

Associate in Applied Science Degree
111 Credits

This Associate in Applied Science degree program is designed to prepare students with little or no experience for entry-level positions in user/network support and network administration. Washington State Employment Security* is expecting computer related services to be the fastest growing job market in King County from now till 2005 with over 13,000 new jobs expected. Students exiting this program will possess a unique combination of skills, knowledge, and cooperative education related work experience that will make them well prepared to get entry-level jobs in networking administration and similar areas. In addition to the AAS degree, students may choose to use the concepts they learn in certain courses to help them prepare for and earn important industry recognized certifications, such as the MCSA, MCSE, etc.

*Washington State Employment Security's King County Occupational Outlook 1995-2005.

Contact: Mike Ferrell, ext. 4630
mferrell@grcc.ctc.edu

Dept./No.	Course Title	Credits
# Bus 166	Human Relations & Work Readiness	5
Bus E 266	Inside Microsoft Office	5
CIT 101	Intro to Computer Information Technology	5
CIT 102	Program Design	5
CIT 110	Operating Systems Basics	5
CIT 120	Internet Basics	5
CIT 177	Network Development Work Experience	3
CIT 178	Help Desk Work Experience	5
CIT 181	Network Management Work Experience	3
CIT 222	User Support	5
CIT 242	Basic Hardware	5
CIT 268	Microsoft Network & Operating System Essentials	5
CIT 269	Microsoft Windows (Current Version) Professional Implementation	5
CIT 270	Microsoft Windows (Current Version) Server Implementation	5
CIT 271	Implement & Manage Microsoft Exchange (Current Version)	5
CIT 272	System Administration for Microsoft SQL Server (Current Version)	5
CIT 273	Manage Microsoft Windows (Current Version) Network Environment	5
CIT 274	Implement & Administer Microsoft (Current Version) Directory Services	5
CIT 275	Design Microsoft (Current Version) Directory Services Infrastructure	5
CIT 280	Design a Secure Microsoft Windows (Current Version) Network	5
# Engl 110	College Writing	5
# Math 102 <u>or</u> Math 156	Pre-Calculus 1 <u>or</u> Finite Math for Business & Social Science	5
# Spch 100 <u>or</u> Spch 110 <u>or</u> Spch 234 <u>or</u> Spch 235	Basic Speech Communication <u>or</u> Interpersonal Communication <u>or</u> Small Group Leadership <u>or</u> Small Group Discussion	5

Satisfies related instruction requirements.



Computer Systems Administration— Programming

Associate in Applied Science Degree
111 Credits

This Associate in Applied Science degree program is designed to prepare students and meet all prerequisites for entrance to the University of Washington-Tacoma. Students exiting this program will also possess a unique combination of skill, knowledge, and cooperative education work experience that will make them well prepared for entry-level positions in the public or private sectors. Students acquire the necessary computer programming skills for positions concerned with the utilization of the computer in the analysis and solution of scientific, engineering, business and other technical problems.

Contact: Gus Gomez, ext. 4309
ggomez@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus 166	Human Relations & Work Readiness	5
# Bus E 266	Inside Microsoft Office	5
C Sci 142	C Programming	5
C Sci 144	Java 1	5
C Sci 145	Java 2	5
CIT 101	Intro to Computer Information Technology	5
CIT 102	Program Design	5
CIT 110	Operating Systems Basics	5
CIT 120	Internet Basics	5
CIT 178	Help Desk Work Experience	3
CIT 194 <u>or</u>	Special Topics <u>or</u>	
CIT 177	Network Development Work Experience	3
CIT 222	User Support	5
CIT 235	Database Management	5
CIT 242	Basic Hardware	5
# Engl 110	College Writing	5
Engl 113	Writing: Science & Business	5
# Math 124	Calculus & Analytic Geometry I	5
Math 256	Statistics for Business & Social Science	5
Psych 100 <u>or</u>	General Psychology <u>or</u>	
Soc 110	Survey of Sociology	5
Phys 201	Physics/Science/Engineering	5
# Spch 100	Basic Speech Communication	5
Select 10 credits from the following:		10
CIT 201 <u>and</u>	Database Design <u>and</u>	
CIT 265	Structured Query Language (SQL)	
CIT 202 <u>and</u>	Intro to HTML <u>and</u>	
CIT 230	Web Client Development	
CIT 221 <u>and</u>	Advanced Visual Basic <u>and</u>	
C Sci 143	C++ Programming for Engineers	

Satisfies related instruction requirement.

Computer Systems Administration— Advanced Network

Certificate
18 Credits

Students will learn about the computer resources and software used to run Microsoft Windows (Current Version) network and Internet environments, and help figure out what configurations of hardware and/

or software are best suited for various networking environments. The students will also be exposed to some advanced levels of server environments such as applying and managing Microsoft Exchange (Current Version), and Microsoft SQL Server (Current Version). This certificate program provides the student with the information necessary to make effective hardware/software/ configuration choices, including coverage of system components, upgrades, and new systems.

The student will develop basic skills in:

- Identifying the various hardware and software components of a network computer system.
- Describing the functions of internal and external network devices that are commonly connected to networks.
- Performing troubleshooting, backup, and recovery tasks.
- Upgrading and maintaining computer systems including hardware and software components.
- Installing and upgrading of operating systems and application software.
- Determining the overall characteristics, design, and capabilities of networks and network equipment.
- Providing leadership, team building, and customer satisfaction by demonstrating excellent communication and urgency in problem resolution.
- Using the most popular software applications to produce professional looking documents, business applications using spreadsheets, database management application, powerful business presentations and methods to organize and manage time more effectively using a desktop management information system.
- Applying and managing advanced server environments such as Microsoft Exchange (Current Version) and Microsoft SQL Server (Current Version).

To be eligible for this certificate, students must complete the Fundamental Network certificate. The classes in this certificate can be applied to the Computer Systems Administration Network Technology Associate in Applied Science degree program. Students in this degree program must complete all required CIT courses with a 2.0 grade point average or above. Upon completion of the Advanced Network certificate, students will be eligible to take the MCSA certification examinations.

Contact: Mike Ferrell, ext. 4630
mferrell@grcc.ctc.edu

Dept./No.	Course Title	Credits
CIT 181	Network Management Work Experience	3
CIT 271	Implement & Manage Microsoft Exchange (Current Version)	5
CIT 272	System Administration for Microsoft SQL Server (Current Version)	5
CIT 273	Manage Microsoft Windows (Current Version) Network Environment	5



Computer Systems Administration— Fundamental Network

Certificate
18 Credits

The students will learn about the computer resources and software used to run Microsoft Windows (Current Version) network and Internet environments, and determine what configurations of hardware and/or software are best suited for various networking environments. This certificate program provides the student with the information necessary to make effective hardware/software/ configuration choices, including coverage of system components, upgrades, and new systems.

The student will develop basic skills in:

- Identifying the various hardware and software components of a network computer system.
- Describing the functions of internal and external network devices that are commonly connected to networks.
- Performing trouble shooting, back up, and recovery tasks.
- Upgrading and maintaining computer systems including hardware and software components.
- Installing and upgrading of operating systems and application software.
- Determining the overall characteristics, design, and capabilities of networks and network equipment.
- Providing leadership, team building, and customer satisfaction by demonstrating excellent communication and urgency in problem resolution.
- Using the most popular software applications to produce professional looking documents, business applications using spreadsheets, database management application, powerful business presentations and methods to organize and manage time more effectively using a desktop management information system.

To be eligible for this certificate, students must complete the IT Basics certificate and the Help Desk certificate, or their equivalents. The classes in this certificate can be applied to the CSA-Network Technology Associate in Applied Science degree program. Students in this degree program must complete all required CIT courses with a 2.0 grade point average or above. Upon completion of the Fundamental Network certificate, students will be eligible to take the Microsoft Windows (Current Version) Professional and Windows (Current Version) Server MCP exams.

Contact: Mike Ferrell, ext. 4630
mferrell@grcc.ctc.edu

Dept./No.	Course Title	Credits
CIT 177	Network Development Work Experience	3
CIT 268	Microsoft Windows Network & Operating System Essentials	5
CIT 269	Microsoft Windows (Current Version) Professional Implementation	5
CIT 270	Microsoft Windows (Current Version) Server Implementation	5

Computer Systems Administration— Help Desk

Certificate
23 Credits

Students will learn about the computer hardware needed to run today's personal computer operating systems and Internet software, and help determine what configuration of hardware is best for the user. This certificate program provides the information necessary to make effective hardware choices, including coverage of system components, upgrades, and new systems. This certificate also introduces the basic concepts of computer programming and applications software (MS Office) running under a Windows environment.

The student will develop basic skills in:

- Identifying the various hardware components of a personal computer.
- Describing the functions of internal and peripheral devices that are connected to the computer.
- Performing troubleshooting, backup, and recovery tasks.
- Upgrading and maintaining computer systems including hardware and software components.
- Installing and upgrading of operating systems and application software.
- Determining the overall characteristics, design, and capabilities of networks and network equipment.
- Providing leadership, teambuilding, and customer satisfaction by demonstrating excellent communication and urgency in problem resolution.
- Problem solving, programming logic, and design techniques of an event-driven programming language (Visual Basic).
- Dealing with a visual interface while acquiring important programming skills such as creating projects with loops, decisions, and data management.
- Using the most popular software application using spreadsheets, database management application, powerful business presentations and methods to organize and manage time more effectively using a desktop management information system.

To be eligible for this certificate, students must complete the IT Basics certificate. The classes in this certificate can be applied to the Computer Systems Administration Associate in Applied Science degree program. Students in this degree program must complete all required CIT courses with a 2.0 grade point average or above. Upon completion of the Help Desk certificate, students will be eligible to take the A+ certification examination.

Contact: Gus Gomez, ext. 4309
ggomez@grcc.ctc.edu

Mike Ferrell, ext. 4630
mferrell@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 266	Inside Microsoft Office	5
CIT 102	Program Design	5
CIT 178	Help Desk Experience	3
CIT 222	User Support	5
CIT 242	Basic Hardware	5



Computer Systems Administration— IT Basics

Certificate 20 Credits

People who are fluent with information technology (FIT persons) are able to express themselves creatively, to reformulate knowledge, and to synthesize new information. Fluency with Information Technology (FITness) entails a process of lifelong learning in which individuals continually apply what they know to adapt to change and acquire more knowledge to be more effective at applying information technology to their work and personal lives.

The IT Basics certificate is designed to prepare students for entry-level employment. The student will be able to establish a sense of interaction, personal involvement and competency by using interpersonal skills effectively in interactions with others.

The student will develop basic skills in three areas:

- **Contemporary skills:** The ability to use today's computer operating systems and applications software and therefore apply information technology immediately. In the present labor market, skills are an essential component of job readiness and most importantly, provide a stored practical experience on which to build new competence.
- **Foundational concepts:** The basic principles and ideas of computers, networks, the Internet, and information, underpin the technology. Concepts explain the how and why of information technology, and they give insight into its opportunities and limitations. Concepts are the raw material for understanding new information technology as it evolves.
- **Intellectual capabilities:** The ability to apply information technology in complex and sustained situations, and encapsulate higher-level thinking in the context of information technology. The intellectual capabilities foster more abstract thinking about information and its manipulation.

The classes in this certificate program can be applied to the Computer Systems Administration Associate in Applied Science degree program. Students in this program must complete all required CIT courses with a 2.0 grade point average or more.

Contact: Gus Gomez, ext. 4309 Mike Ferrell, ext. 4630
ggomez@ggcc.ctc.edu mferrell@ggcc.ctc.edu

Dept./No.	Course Title	Credits
Bus 166	Human Relations & Work Readiness	5
CIT 101	Intro to Computer Information Technology	5
CIT 110	Operating Systems Basics	5
CIT 120	Internet Basics	5
CIT 178	Help Desk Experience	3

Criminal Justice

Associate in Applied Science Degree 104 Credits

The Criminal Justice program is a broad discipline, encompassing the scientific study of crime, criminals, the criminal justice system, treatment of offenders, and theories of crime causation. The program is interdisciplinary in nature, drawing from such fields as psychology,

political science, sociology, economics, biology and law. Students are encouraged to participate in the Criminal Justice Advisory Committee and the criminal justice club called "Future Criminal Justice Professionals." Those interested in transferring to a four-year institution should consider this degree because it also satisfies the requirements of the Associate of Arts degree. Students should contact a criminal justice advisor in order to create a customized program of study.

Many of our students continue their academic careers, others seek employment with a variety of criminal justice agencies, while other students are returning law enforcement officers updating their skills and education.

Contact: Steven M. Christiansen, ext. 4388
schristi@ggcc.ctc.edu

Dept./No.	Course Title	Credits
A P 100	Survey of Human Anatomy & Physiology	5
Anthr 201	Physical Anthropology	5
Anthr 202	Cultural Anthropology	5
Biol 100	Introductory Biology	5
# Engl 110	College Writing	5
Engl 112	Writing: Social Science	5
# Math 107	Contemporary Mathematics	5
P E 101	Physical Fitness Lab	2
P E 113	Group Dynamics Activities	1
Phil 160	Intro to the Philosophy of Science	5
Photo 101	Beginning Black & White Photography	5
# Psych 100	General Psychology	5
Soc 110	Survey of Sociology	5
# Spch 110	Interpersonal Communication	5
Spch 234	Small Group Leadership	5
Additional	Activity (1 Course)	1

Required Core Classes: 20 Credit Hours

CRJ 100	Intro to Criminal Justice	5
CRJ 200	Individual Rights in Criminal Justice	5
CRJ 215	Criminology	5
CRJ 220	Multicultural Diversity	5

Electives: Select from the following courses to total 15 credits

Bus E 100	Fund'ls of Microcomputers	5
CRJ 115	Fingerprinting	5
CRJ 177-179 and Coop 171	Cooperative Education and Work Experience Seminar	4 1
CRJ 205	Criminal Evidence	5
CRJ 210	Research Methods & Statistics	5
CRJ 225	Criminal Law	5
CRJ 230	Corrections	5
CRJ 235	Intermediate Sanctions	5
CRJ 240	Community Oriented Policing	5
CRJ 245	Juvenile Delinquency	5
CRJ 250	The Courts	5
CRJ 255	Forensics: An Intro to Criminalistics	5
CRJ 265	Forensic Anthropology	5
CRJ 294	Special Topics	5
CRJ 299	Independent Study	5
Soc 260	Crime & Justice	5

Satisfies related instruction requirements.

Note: Students must attain a grade of 2.0 or above in all CRJ classes.



Criminal Justice— Corrections

Certificate
20 Credits

Great career opportunities are available to those seeking employment in federal, state and local correctional facilities. The Seattle area is home to the new King County Detention facility, and other federal correctional facilities are still under construction.

Contact: Steven M. Christiansen, ext. 4388
schristi@grcc.ctc.edu

Dept./No.	Course Title	Credits
CRJ 100	Intro to Criminal Justice	5
CRJ 200	Individual Rights in Criminal Justice	5
CRJ 230	Corrections	5
CRJ 235	Intermediate Sanctions	5

To enhance the student's preparation for future employment, the following are recommended:

CRJ 177-179	Cooperative Education	1-5
Coop 171	Work Experience Seminar	1

Note: Students must attain a grade of 2.0 or above in all classes.

Criminal Justice— Fingerprint Technology

Certificate
20 Credits

This short-term certificate can be completed in just two quarters and includes training in the new Automatic Fingerprint Identification System (AFIS), classification, evidence presentation, court testimony preparation and basic job skill preparation. Students who earn the certificate are afforded great opportunity for immediate employment with local law enforcement agencies who currently have more vacancies than qualified technicians.

Contact: Steven M. Christiansen, ext. 4388
schristi@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
CRJ 100	Intro to Criminal Justice	5
CRJ 115	Fingerprinting	5
CRJ 205 or CRJ 255	Criminal Evidence or Forensics: An Intro to Criminalistics	5

To enhance the student's preparation for future employment, the following are recommended:

CRJ 177-179	Cooperative Education	1-5
Coop 171	Work Experience Seminar	1

Note: Students must attain a grade of 2.0 or above in all classes.

Criminal Justice— Law Enforcement

Certificate
25 Credits

This short-term certificate is designed to be completed in just two quarters. It includes an introduction to the criminal justice system and a more focused examination of current trends and practices in policing. Students who earn this certificate have employment opportunities with local law enforcement agencies.

Contact: Steven M. Christiansen, ext. 4388
schristi@grcc.ctc.edu

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
CRJ 100	Intro to Criminal Justice	5
CRJ 200	Individual Rights in Criminal Justice	5
CRJ 225	Criminal Law	5
CRJ 240	Community-Oriented Policing	5

To enhance the student's preparation for future employment, the following are recommended:

CRJ 177-179	Cooperative Education	1-5
Coop 171	Work Experience Seminar	1

Note: Students must attain a grade of 2.0 or above in all classes.

See page 88 for Forensic Technology degree and certificate.

Design Technology

Design Technology offers a variety of curricula for students to complete. The curricula ranges from six "Certificate of Proficiency" programs, usually completed in three quarters or less, to two "Certificate" programs, completed in five quarters, to four "Associate in Applied Science (AAS) Degree" programs, which may be completed in seven quarters.

The six "Certificate of Proficiency" programs are in one of the following concentrations of drafting; Architecture, Civil, Drafting, Mechanical CAD, Mechanical 3D CAD, and Structural. The two "Certificate" programs, which build upon and combine the curricula of the proficiency programs, include the Architecture, Structural, and Civil Drafting Program and the Mechanical Drafting Program. The four "AAS Degree" programs, which build upon and combine the certificate programs, allow students to complete their education in one of the following disciplines: Construction Design, Design Drafting, Manufacturing-CIM, or Mechanical Design.

Suggested first quarter courses are:

D T 100	Introduction to CADD/CAM
D T 101	Technical Drafting
D T 105	Design Drafting Careers or Tech 100 Careers for the New Millenium

Students may enter any program at the beginning of any quarter and should be able to demonstrate proficiency in basic skills by being eligible to enroll in Engl 102 and Math 116T. An advisor will assist students in scheduling courses to remedy basic skills deficiencies concurrently with



scheduling of courses required for the program. Arrange with a program advisor for course sequence and scheduling details. Students should check with an advisor regarding cost of equipment, time for completion, cooperative education, and articulation agreements.

Design Technology— Construction Design Technology

**Associate in Applied Science Degree
120 Credits**

The Construction Design Technology Associate in Applied Science Degree program is designed to allow students to be employed by firms connected with the construction and building industry. Using board drafting techniques and computer-aided drafting, the students will prepare drawings in both 2D and 3D. Throughout the program, industry accepted drafting and design standards will be taught and reinforced. Students will be required to use sketches, notes, technical literature, and personal research to complete assignments. Students will complete related credits in the areas of construction and engineering.

For additional information, see the description listed under Design Technology located at the beginning of this catalog section.

Contact: Dick King, ext. 4342 Felix Serna, ext. 4321
 dking@grcc.ctc.edu fserna@grcc.ctc.edu

Dept./No.	Course Title	Credits
Required Courses		
Carp 151	Understanding Building Code	3
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110	Interpersonal Communication	5
Coop 171	Work Experience Seminar	1
D T 100 <u>or</u>	Intro to CADD/CAM <u>or</u>	(7) 7-8
D T 110 <u>and</u>	Intro to AutoCAD <u>and</u>	(4)
D T 112	Intro to CADkey	(4)
D T 101 <u>or</u>	Technical Drafting <u>or</u>	7
D T 101.1 <u>and</u>	Drafting Fund'ls <u>and</u>	(4)
D T 101.2	Machine Drafting 1	(3)
D T 102 <u>or</u>	Descriptive Geometry <u>or</u>	7
D T 102.1 <u>and</u>	Descriptive Geometry <u>and</u>	(4)
D T 102.2	Machine Drafting 2	(3)
D T 105 <u>or</u>	Design Drafting Careers <u>or</u>	
Tech 100	Careers for the New Millenium	2
D T 125	Civil Drafting 1	5
D T 131	Mechanical Drafting (CAD)	7
D T 141	Architectural Drafting 1	5
D T 145 <u>or</u>	Structural Drafting-Steel <u>or</u>	
D T 146	Structural Drafting-Concrete	4
D T 151 <u>or</u>	Technical Illustration <u>or</u>	
Natrs 181	Forest Navigation & Mapping	7-8
D T 225	Civil Drafting 2	4
# D T 231 <u>or</u>	Mechanical Design (CAD) <u>or</u>	
Human Relations	Three credits of Human Relations-Related instruction requirements listed on page 43	3-7
D T 240 <u>or</u>	Electrical & Mechanical Building Systems <u>or</u>	
Bus 164	Business Principles	5
D T 241	Architectural Drafting 2	4
# Engl 102 <u>or</u>	Practical College Writing <u>or</u>	

Engl 113	Writing: Science & Business	5
GIS 120	Intro to ArcView	3
GIS 260	Intro to Cartography	5
I E 204 <u>or</u>	Statics & Strengths <u>or</u>	
G E 112	Statics	5
# Math 116T <u>or</u>	Technical Math 2 <u>or</u>	
Math 104 <u>or</u>	Pre-Calculus 2 <u>or</u>	
Math 124	Calculus & Analytical Geometry 1	5
Phys 110 <u>or</u>	Intro to College Physics <u>or</u>	
Phys 201	Physics/Science/Engineering	5

Electives: Students must choose from the following courses to total 120 credits:

Carp 148	Material Estimating	(4)
D T 146	Structural Drafting-Concrete	(4)
D T 175	Drafting Work Experience	(4-6)
D T 180-182	Leadership Skills 1-3	(1 ea)
D T 177-179	Drafting Work Experience 1-3	(3 ea)
D T 199 or 299	Independent Study	(1-5 ea)
D T 277-279	Drafting Work Experience 4-6	(3 ea)
D T 200	ADDA Certification Preparation	(2)
G E 106	Intro to Engineering Problems	(3)
P E 113	Group Dynamics Activities	(1)

Satisfies related instruction requirements.





Design Technology – Design Drafting Technology

Associate in Applied Science Degree
110-111 Credits

The Design Drafting Technology Associate in Applied Science degree program is designed to allow students to sample a broad range of drafting careers, including studies in mechanical, architectural, civil, structural, and electrical-electronics. Students selecting this degree program will develop proficiency in board drafting and computer-aided drafting. Students are able to prepare drawings for manufacturing and fabrication. The ANSI (American National Standards Institute) and the ASME (American Society of Mechanical Engineers) drafting and design standards will be taught and reinforced as students prepare drawings in both 2D and 3D using AutoCAD, CADkey, and Mastercam applications software. Throughout this course of study, students will be required to use sketches, notes, technical literature, and personal research to complete assignments. Students may take related credits in the trade areas of building, manufacturing, engineering, welding, and surveying.

For additional information, see the description listed under Design Technology located at the beginning of this catalog section.

Contact: Dick King, ext. 4342 Felix Serna, ext. 4321
dking@grcc.ctc.edu fserna@grcc.ctc.edu

Dept./No.	Course Title	Credits
Required Courses		
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
D T 100 <u>or</u> D T 110 <u>and</u> D T 112	Introduction to CADD/CAM <u>or</u> Introduction to AutoCAD <u>and</u> Introduction to Cadkey	7-8 (4) (3)
D T 101 <u>or</u> D T 101.1 <u>and</u> D T 101.2	Technical Drafting <u>or</u> Drafting Fund'ls <u>and</u> Machine Drafting 1	7 (4) (3)
D T 102 <u>or</u> D T 102.1 <u>and</u> D T 102.2	Descriptive Geometry <u>or</u> Descriptive Geometry <u>and</u> Machine Drafting 2	7 (4) (3)
D T 105 <u>or</u> Tech 100	Design Drafting Careers <u>or</u> Careers for the New Millenium	2
D T 131	Mechanical Drafting (CAD)	7
D T 135	3D CADD/CAM	7
D T 151	Technical Illustration	7
# D T 231	Mechanical Design (CAD)	7
D T 236	3D AutoCAD	4
# Engl 102 <u>or</u> Engl 113	Practical College Writing <u>or</u> Writing: Science & Business	5
# Math 116T <u>or</u> Math 104 <u>or</u> Math 124	Technical Mathematics 2 <u>or</u> Pre-Calculus 2 <u>or</u> Calculus & Analytical Geometry 1	5
Phys 110 <u>or</u> Phys 201	Intro to College Physics <u>or</u> Physics/Science/Engineering	5
Three credits from the following courses:		3
Carp	Any Carpentry shop/lab course	(1-4)
Indus 102.1	Welding Survey 1	(3)
Indus 103	Manufacturing Processes	(4)
Mach	Any Machining shop/lab course	(1-4)
Weld	Any Welding shop/lab course	(1-4)

Four credits from the following courses:		4
Carp 148	Material Estimating	(4)
G E 112	Statics	(4)
I E 189	Basic Metallurgy	(5)
I E 204	Statics & Strengths	(5)

Elective Courses: Additionally, complete 28 credits from the following list:		28
Bus 164	Business Principles	(5)
D T 110	Intro to AutoCAD	(4)
D T 115	Geometric Dimensioning & Tolerancing	(4)
D T 125	Civil Drafting 1	(5)
D T 141	Architectural Drafting	(5)
D T 145	Structural Drafting-Steel	(4)
D T 146	Structural Drafting-Concrete	(4)
D T 161	Electrical-Electronic Drafting (CAD)	(5)
D T 200	ADDA Certification Preparation	(2)
D T 225	Civil Drafting 2	(4)
D T 232	Drafting and Design Projects	(7)
D T 237	Adv 3D CADD/CAM	(4)
D T 240	Electrical and Mechanical Building Systems	(5)
D T 241	Architectural Drafting 2	(4)
D T 261	Printed Circuit Board Design	(4)
Elec 110	Fund'ls of Direct Current Circuits	(4)
GIS 120	Intro to ArcView	(3)
GIS 140	Intro to ArcInfo	(5)
GIS 260	Intro to Cartography	(5)
I E 114	CATIA – 2D	(4)
I E 210	CATIA – Modeling	(7)
I E 214	CATIA – Solids	(5)
I E 215	CATIA – 3D Surfacing	(4)
Natrs 181	Forest Navigation & Mapping	(8)

A maximum of 8 credits from the following courses:		8
Carp 148	Material Estimating	(3)
G E 106	Intro to Engineering Problems	(3)
G E 112	Statics	(5)
I E 189	Basic Metallurgy	(4)
I E 204	Statics and Strengths	(5)

A maximum of 8 credits from the following courses:		8
Carp	Any Carpentry shop/lab course	(1-8)
Indus	Any Industry shop/lab course	(1-8)
Mach	Any Machining shop/lab course	(1-8)
Weld	Any Welding shop/lab course	(1-8)

A maximum of 13 credits from the following courses:		13
Coop 171	Work Experience Seminar	(1)
D T 175	Drafting Work Experience	(4-12)
D T 177-179	Drafting Work Experience 1-3	(3 ea)
D T 180-182	Leadership Skills 1-3	(1 ea)
D T 199/299	Independent Study	(1-5 ea)
D T 277-279	Drafting Work Experience 4-6	(3 ea)
Tech 100	Careers for the New Millenium	(2)

A maximum of 10 credits from the following courses:		10
Engl 100	Introductory Composition	(5)
Engl 110	College Writing	(5)
Math 117T	Technical Math 3	(5)
Math 102	Pre-Calculus 1	(5)
Math 124	Calculus & Analytical Geometry 1	(5)
Math 125	Calculus & Analytical Geometry 2	(5)

Satisfies related instruction requirements.

Note: Courses used to satisfy "Required Courses" requirements may not be used to satisfy "Elective Courses" requirements.



Design Technology— Manufacturing Technology—CIM

Associate in Applied Science Degree
110-111 Credits

The Manufacturing Technology-CIM Associate in Applied Science degree program is designed to allow students to specialize in manufacturing. It includes courses designed to blend the study of design with the skills of manufacturing. Students selecting this degree program will develop proficiency in board drafting computer-aided drafting, machining, precision measuring, CNC machining, and machine tooling. The ANSI (American National Standards Institute) and the ASME (American Society Mechanical Engineers) drafting and design standards will be taught and reinforced as students prepare drawings in both 2D and 3D using AutoCAD, CADkey, and Mastercam applications software. Throughout this course of study, students will be required to use sketches, notes, technical literature, and personal research to complete assignments.

For additional information, see the description listed under Design Technology located at the beginning of this catalog section.

Contact: Dick King, ext. 4342 Felix Serna, ext. 4321
dking@grcc.ctc.edu fserna@grcc.ctc.edu

Dept./No.	Course Title	Credits
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
D T 100 <u>or</u> D T 110 <u>and</u> D T 112	Intro to CADD/CAM <u>or</u> Intro to AutoCAD <u>and</u> Intro to CADkey	7-8 (4) (4)
D T 101 <u>or</u> D T 101.1 <u>and</u> D T 101.2	Technical Drafting <u>or</u> Drafting Fund'ls <u>and</u> Machine Drafting 1	7 (4) (3)
D T 115 D T 131 D T 135	Geometric Dimensioning & Tolerancing Mechanical Drafting (CAD) 3D CADD/CAM	4 7 7
# D T 231 I E 189 Mach 101 <u>or</u> Mach 102 Mach 105 Mach 106 <u>or</u> Mach 178	Mechanical Design (CAD) Basic Metallurgy Beginning Machining <u>or</u> Intermediate Machining Beginning CNC Adv CNC <u>or</u> CNC Cooperative Education	7 4 13 13 13
# Engl 102 <u>or</u> Engl 113 # Math 116T <u>or</u> Math 104 <u>or</u> Math 124	Practical College Writing <u>or</u> Writing: Science & Business Technical Math 2 <u>or</u> Pre-Calculus 2 <u>or</u> Calculus & Analytical Geometry 1	5 5 5
Select an area of emphasis:		
A. Machining Emphasis:	One of the following courses:	13
Mach 102 Mach 103	Intermediate Machining Adv Machining	(13) (13)
B. Design Drafting Emphasis:	All of the following courses:	13
D T 105 <u>or</u> Tech 100 D T 237	Design Drafting Careers <u>or</u> Careers for the New Millenium Adv 3D CADD/CAM	(2) (4)

* Indus 090 Technical Skills (3)
* Indus 103 Manufacturing Processes (4)

Satisfies related instruction requirements.

* Credits from Mach 102 or Mach 103 may be substituted for either or both Indus 090 or 103.

Design Technology— Mechanical Design Technology

Associate in Applied Science Degree
120 Credits

Mechanical designers and technicians assist engineers in industry and require a very broad technological background. Students selecting this Associate in Applied Science degree program will develop proficiency in board drawing and computer-aided drafting. Students are able to prepare drawings for manufacturing and fabrication. The ANSI (American National Standards Institute) and the ASME (American Society of Mechanical Engineers) drafting and design standards will be taught and reinforced as students prepare drawings in both 2D and 3D using AutoCAD, CADkey, and Mastercam applications software. Throughout this course of study, students will be required to use sketches, notes, technical literature, and personal research to complete assignments. Students will complete related credits in the areas of manufacturing and engineering.

For additional information, see the description listed under Design Technology located at the beginning of this catalog section.

Contact: Dick King, ext. 4342 Felix Serna, ext. 4321
dking@grcc.ctc.edu fserna@grcc.ctc.edu

Dept./No.	Course Title	Credits
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
D T 100 <u>or</u> D T 110 <u>and</u> D T 112	Intro to CADD/CAM <u>or</u> Intro to AutoCAD <u>and</u> Intro to Cadkey	7-8 (4) (4)
D T 101 <u>or</u> D T 101.1 <u>and</u> D T 101.2	Technical Drafting <u>or</u> Drafting Fund'ls <u>and</u> Machine Drafting 1	7 (4) (3)
D T 102 <u>or</u> D T 102.1 <u>and</u> D T 102.2	Descriptive Geometry <u>or</u> Descriptive Geometry <u>and</u> Machine Drafting 2	7 (4) (3)
D T 105 <u>or</u> Tech 100 D T 115 D T 131 D T 135 D T 151 D T 161 # D T 231 D T 232 D T 236 D T 237 Elec 110 # Engl 102 <u>or</u> Engl 113	Design Drafting Careers <u>or</u> Careers for the New Millenium Geometric Dimensioning & Tolerancing Mechanical Drafting (CAD) 3D CADD/CAM Technical Illustration Electrical & Electronic Drafting Mechanical Design (CAD) Drafting & Design Projects (CADD) 3D AutoCAD Adv 3D CADD/CAM Fund'ls of Direct Current Circuits Practical College Writing <u>or</u> Writing: Science & Business	2 4 4 7 7 7 5 7 7 4 4 4 4 5

(continued)



Programs of Study • Design Technology

(Design Technology—Mechanical Design Technology continued)

I E 189	Basic Metallurgy	4
I E 204 <u>or</u>	Statics & Strengths <u>or</u>	
G E 112	Statics	5
Phys 110 <u>or</u>	Intro to College Physics <u>or</u>	
Phys 201	Physics/Science/Engineering	5

Ten credits from the following Math courses: 10

Math 102	Pre-Calculus 1	(5)
Math 104	Pre-Calculus 2	(5)
Math 116T	Technical Math 2	(5)
Math 117T	Technical Math 3	(5)
Math 124	Calculus and Analytical Geometry 1	(5)
Math 125	Calculus and Analytical Geometry 2	(5)

Electives: Students must choose from the following courses to total 120 credits:

Coop 171	Work Experience Seminar	(1)
D T 175	Drafting Work Experience	(4-6)
D T 177-179	Drafting Work Experience 1-3	(3 ea)
D T 180-182	Leadership Skills 1-3	(1 ea)
D T 199-299	Independent Study	(1-5 ea)
D T 200	ADDA Certification Preparation	(2)
D T 277-279	Drafting Work Experience 4-6	(3 ea)
G E 106	Intro to Engineering Problems	(3)
Indus 090	Technical Skills	(3)
Indus 102.1	Welding Survey 1	(3)
Indus 103	Manufacturing Processes	(3)
Mach 101	Beginning Machining	(1-6)

Satisfies related instruction requirements.

Design Technology— Architectural, Structural and Civil Drafting

Certificate 74 Credits

Students selecting the Architectural-Structural-Civil Drafting certificate program will develop entry-level skills in preparing detail drawings, using both board drafting skills and computer-aided drafting skills, from sketches, notes, specifications and technical data furnished by architects, engineers, surveyors, builders, and firms connected with the construction and building industry. Students completing this program may enter into the following Associate of Applied Science degree programs – Construction Design Technology and Design Drafting Technology.

For additional information, see the description listed under Design Technology located at the beginning of this catalog section.

Contact: Dick King, ext. 4342 Felix Serna, ext. 4321
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Dept./No.	Course Title	Credits
Core Requirements:		
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110	Interpersonal Communication	5
D T 100 <u>or</u>	Intro to CADD <u>or</u>	7-8
D T 110 <u>and</u>	Intro to AutoCAD <u>and</u>	(4)
D T 112	Intro to CADKey	(4)

D T 101 <u>or</u>	Technical Drafting <u>or</u>	7
D T 101.1 <u>and</u>	Drafting Fund'ls <u>and</u>	(4)
D T 101.2	Machine Drafting 1	(3)
D T 102 <u>or</u>	Descriptive Geometry <u>or</u>	7
D T 102.1 <u>and</u>	Descriptive Geometry <u>and</u>	(4)
D T 102.2	Machine Drafting 2	(3)
D T 105 <u>or</u>	Design Drafting Careers <u>or</u>	
Tech 100	Careers for the New Millenium	2
D T 125	Civil Drafting 1	5
D T 131	Mechanical Drafting-CADD	7
D T 141	Architectural Drafting 1	5
D T 145 <u>or</u>	Structural Drafting-Steel <u>or</u>	
D T 146	Structural Drafting-Concrete	4
# D T 231 <u>or</u>	Mechanical Design (CAD) <u>or</u>	
Human Relations	Three credits of Human Relations-Related Instruction Requirements on page 43	3-7
D T 241 <u>or</u>	Architectural Drafting 2 <u>or</u>	
D T 225	Civil Drafting 2	4
# Engl 102 <u>or</u>	Practical College Writing <u>or</u>	
Engl 113	Writing: Science & Business	5
# Math 116T <u>or</u>	Technical Math 2 <u>or</u>	
Math 104 <u>or</u>	Pre-Calculus 2 <u>or</u>	
Math 124	Calculus & Analytical Geometry 1	5

Electives: Students must choose from the following courses to total 74 credits:

Carp	Any Carpentry course(s) except Carp 146, Blueprint Reading	(1-8)
Coop 171	Work Experience Seminar	(1)
D T 145	Structural Drafting-Steel	(4)
D T 146	Structural Drafting-Concrete	(4)
D T 151	Technical Illustration	(7)
D T 161	Electrical & Electronic Drafting (CAD)	(5)
D T 177	Drafting Work Experience 1	(3)
D T 180-181	Leadership Skills 1-2	(1) ea
D T 199/299	Independent Study	(1-5)
D T 200	ADDA Certification Preparation	(2)
D T 225	Civil Drafting 2	(4)
D T 240	Electrical & Mechanical Building Systems	(5)
D T 241	Architectural Drafting 2	(4)
G E 106	Intro to Engineering Problems	(3)
G E 121	Plane Surveying	(7)
GIS 120	Intro to ArcView	(3)
GIS 260	Intro to Cartography	(5)
I E 204 <u>or</u>	Statics & Strengths <u>or</u>	(5)
G E 112	Statics	(5)

Satisfies related instruction requirements.

Design Technology— Mechanical Drafting

Certificate 74 Credits

Students selecting the Mechanical Drafting certificate program develop entry-level board drafting and computer-aided drafting skills in mechanical drafting and design. The ANSI (American National Standards Institute) and the ASME (American Society of Mechanical Engineers) drafting and design standards will be taught and reinforced as students prepare working 2D and 3D drawings of objects for fabrication with AutoCAD, CADkey, and Mastercam application software. Throughout this course of study, students will be required to use sketches, notes,



technical literature, and personal research to complete assignments. Students completing this program may enter into one of three Associate of Applied Science degree programs: Design Drafting Technology, Mechanical Design Technology, or Manufacturing Technology-CIM.

For additional information, see the description listed under Design Technology located at the beginning of this catalog section.

Contact: Dick King, ext. 4342 Felix Serna, ext. 4321
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Dept./No.	Course Title	Credits
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
D T 100 <u>or</u> D T 110 <u>and</u> D T 112	Intro to CADD/CAM <u>or</u> Intro to AutoCAD <u>and</u> Intro to Cadkey	7-8 (4) (4)
D T 101 <u>or</u> D T 101.1 <u>and</u> D T 101.2	Technical Drafting <u>or</u> Drafting Fund'ls <u>and</u> Machine Drafting 1	7 (4) (3)
D T 102 <u>or</u> D T 102.1 <u>and</u> D T 102.2	Descriptive Geometry <u>or</u> Descriptive Geometry <u>and</u> Machine Drafting 2	7 (4) (3)
D T 105 <u>or</u> Tech 100	Design Drafting Careers <u>or</u> Careers for the New Millenium	2
D T 115 D T 131 D T 135	Geometric Dimensioning & Tolerancing Mechanical Drafting (CAD) 3D CADD/CAM	4 7 7
# D T 231 D T 236 <u>or</u> D T 237	Mechanical Design (CAD) 3D AutoCAD <u>or</u> Adv 3D CADD/CAM	7 4 4
# Engl 102 <u>or</u> Engl 113 Indus 102.1 <u>or</u> Indus 103 <u>or</u> Mach 101	Practical College Writing <u>or</u> Writing: Science & Business Welding Survey 1 <u>or</u> Manufacturing Processes <u>or</u> Beginning Machining	5 3-4
# Math 116T <u>or</u> Math 104 <u>or</u> Math 124	Technical Math 2 <u>or</u> Pre-Calculus 2 <u>or</u> Calculus & Analytical Geometry 1	5

Electives: Students must choose from the following courses to total 74 credits:

Coop 171	Work Experience Seminar	(1)
D T 161	Electrical & Electronic Drafting (CAD)	(5)
D T 177	Drafting Work Experience 1	(3)
D T 180-181	Leadership Skills 1-2	(1 ea)
D T 199/299	Independent Study	(1-5 ea)
D T 200	ADDA Certification Preparation	(2)
D T 232	Drafting & Design Projects (CADD)	(7)
D T 236	3D AutoCAD	(4)
D T 237	Adv 3D AutoCAD	(4)
D T 261	Printed Circuit Board Design (CAD)	(4)
D T 277-279	Drafting Work Experience 4-6	(3 ea)
GE 106	Intro to Engineering Problems	(3)
I E 204 <u>or</u> G E 112	Statics & Strengths <u>or</u> Statics	(5) (5)

Satisfies related instruction requirements.

Design Technology – Architectural Drafting Proficiency

Certificate
39-42 Credits

Dept./No.	Course Title	Credits
D T 100 <u>or</u> D T 110 <u>and</u> D T 112	Intro to CADD/CAM <u>or</u> Intro to AutoCAD <u>and</u> Intro to Cadkey	7-8 (4) (4)
D T 101 <u>or</u> D T 101.1 <u>and</u> D T 101.2	Technical Drafting <u>or</u> Drafting Fund'ls <u>and</u> Machine Drafting 1	7 (4) (3)
D T 105 <u>or</u> Tech 100	Design Drafting Careers <u>or</u> Careers for the New Millenium	2
D T 131 D T 141 D T 241	Mechanical Drafting (CAD) Architectural Drafting 1 Architectural Drafting 2	7 5 4

Complete a minimum of 2 classes from the following courses: 7-10

Carp 148	Material Estimating	(4)
Carp 151	Understanding Building Code	(3)
D T 125	Civil Drafting 1	(5)
D T 145	Structural Drafting-Steel	(4)
D T 146	Structural Drafting-Concrete	(4)
D T 225	Civil Drafting 2	(4)
D T 240	Electrical & Mechanical Building Systems	(5)

Design Technology— Civil Drafting Proficiency

Certificate
40-42 Credits

Dept./No.	Course Title	Credits
D T 100 <u>or</u> D T 110 <u>and</u> D T 112	Intro to CADD/CAM <u>or</u> Intro to AutoCAD <u>and</u> Intro to CADkey	7-8 (4) (4)
D T 101 <u>or</u> D T 101.1 <u>and</u> D T 101.2	Technical Drafting <u>or</u> Drafting Fund'ls <u>and</u> Machine Drafting 1	7 (4) (3)
D T 105 <u>or</u> Tech 100	Design Drafting Careers <u>or</u> Careers for the New Millenium	2
D T 131 D T 125 D T 225	Mechanical Drafting (CAD) Civil Drafting 1 Civil Drafting 2	7 5 4

Complete a minimum of two (2) classes from the following courses: 8-9

D T 141	Architectural Drafting 1	(5)
D T 145	Structural Drafting-Steel	(4)
D T 146	Structural Drafting-Concrete	(4)
D T 241	Architectural Drafting 2	(4)



Design Technology— Drafting Proficiency

Certificate
39-44 Credits

Dept./No.	Course Title	Credits
D T 100 <u>or</u>	Intro to CADD/CAM <u>or</u>	7-8
D T 110 <u>and</u>	Intro to AutoCAD <u>and</u>	(4)
D T 112	Intro to Cadkey	(4)
D T 101 <u>or</u>	Technical Drafting <u>or</u>	7
D T 101.1 <u>and</u>	Drafting Fund'ls <u>and</u>	(4)
D T 101.2	Machine Drafting 1	(3)
D T 102 <u>or</u>	Descriptive Geometry <u>or</u>	7
D T 102.1 <u>and</u>	Descriptive Geometry <u>and</u>	(4)
D T 102.2	Machine Drafting (CAD)	(3)
D T 105 <u>or</u>	Design Drafting Careers <u>or</u>	
Tech 100	Careers for the New Millenium	2
D T 131	Mechanical Drafting (CAD)	7

Complete a minimum of nine (9) credits but no more than 14 credits from the following courses: (9-14)

D T 125	Civil Drafting 1	(5)
D T 135	3D CADD/CAM	(7)
D T 141	Architectural Drafting 1	(5)
D T 145	Structural Drafting-Steel	(4)
D T 146	Structural Drafting-Concrete	(4)
D T 151	Technical Illustration	(7)
D T 161	Electrical & Electronic Drafting (CAD)	(5)
D T 225	Civil Drafting 2	(4)
D T 231	Mechanical Design (CAD)	(7)
D T 232	Drafting and Design Projects (CAD)	(7)
D T 236	3D AutoCAD	(4)
D T 237	Adv 3D CADD/CAM	(4)
D T 241	Architectural Drafting 2	(4)
D T 255	Civil Drafting 2	(4)
D T 261	Printed Circuit Board Design	(4)
I E 114	CATIA – 2D	(4)
I E 210	CATIA – Modeling	(7)
I E 214	CATIA – Solids	(5)
I E 215	CATIA – 3D Surfacing	(4)

Design Technology— Mechanical CAD Proficiency

Certificate
35-36 Credits

Dept./No.	Course Title	Credits
D T 100 <u>or</u>	Intro to CADD/CAM <u>or</u>	7-8
D T 110 <u>and</u>	Intro to AutoCAD <u>and</u>	(4)
D T 112	Intro to CADkey	(4)
D T 101 <u>or</u>	Technical Drafting <u>or</u>	7
D T 101.1 <u>and</u>	Drafting Fund'ls <u>and</u>	(4)
D T 101.2	Machine Drafting 1	(3)
D T 131	Mechanical Drafting (CAD)	7
D T 135	3D CADD/CAM	7
D T 231	Mechanical Design (CAD)	7

Design Technology— Mechanical 3D CAD Proficiency

Certificate
43-44 Credits

Dept./No.	Course Title	Credits
Required Courses:		
D T 100 <u>or</u>	Intro to CADD/CAM <u>or</u>	7-8
D T 110 <u>and</u>	Introduction to AutoCAD <u>and</u>	(4)
D T 112	Introduction to CADkey	(4)
D T 101 <u>or</u>	Technical Drafting <u>or</u>	7
D T 101.1 <u>and</u>	Drafting Fund'ls <u>and</u>	(4)
D T 101.2	Machine Drafting 1	(3)
D T 131	Mechanical Drafting (CAD)	7
D T 135	3D CADD/CAM	7
D T 231	Mechanical Design (CAD)	7
D T 236	3D AutoCAD	4
D T 237	Adv 3D CADD/CAM	4

Design Technology – Structural Drafting Proficiency

Certificate
38-42 Credits

Dept./No.	Course Title	Credits
D T 100 <u>or</u>	Intro to CADD/CAM <u>or</u>	7-8
D T 110 <u>and</u>	Intro to AutoCAD <u>and</u>	(4)
D T 112	Intro to Cadkey	(4)
D T 101 <u>or</u>	Technical Drafting <u>or</u>	7
D T 101.1 <u>and</u>	Drafting Fund'ls <u>and</u>	(4)
D T 101.2	Machine Drafting 1	(3)
D T 105 <u>or</u>	Design Drafting Careers <u>or</u>	
Tech 100	Careers for the New Millenium	2
D T 131	Mechanical Drafting (CAD)	7
D T 145	Structural Drafting-Steel	4
D T 146	Structural Drafting-Concrete	4

Complete a minimum of two (2) classes from the following courses: 7-10

Carp 151	Understanding Building Code	(3)
D T 125	Civil Drafting 1	(5)
D T 141	Architectural Drafting 1	(5)
D T 225	Civil Drafting 2	(4)
D T 240	Electrical & Mechanical Building Systems	(5)



Early Childhood Education

Associate in Applied Arts Degree
95-99 Credits

The Early Childhood Education curriculum is designed primarily for students wishing to prepare for a career in Early Childhood Education. The completion of the two-year degree or certificate program prepares graduates to seek employment in child care centers, Headstart, family child care homes, cooperative and private preschools, children's homes, institutions and other programs serving children from birth through 8 years of age. This curriculum is designed also to provide meaningful instruction for parents, foster parents and persons working with young children as instructional aides or paraeducators. Cultural relevancy is integrated into each course.

A second option is available for those students who intend to transfer to a four-year institution and complete a bachelor's degree in Early Childhood or Elementary Education. Students should consult with their advisor to match course selection with transfer institution requirements.

Students may specialize in one or more areas of emphasis and may enter this program at the beginning of any quarter.

Contact: Diana Holz, ext. 4334 Leslie Kessler, ext. 4555
dholz@grcc.ctc.edu lkessler@grcc.ctc.edu

Dept./No.	Course Title	Credits
# ECE 103	ECE Practicum 1	3
# ECE 104	ECE Practicum 2	3
ECE 140	Health, Safety, Nutrition	3
ECE 150	Language Arts	5
ECE 155	Math & Science for Children	5
ECE 160	Art for Children	3
ECE 175	Music & Movement Activities	3
ECE 205	Learning Environments	3
# ECE 214	ECE Practicum 4	2
# ECE 215	ECE Practicum 5	2
ECE 225	Early Identification/Intervention, Birth to Five	3
ECE 235	Interaction Skills	2
ECE 243	Creative Teaching of the Young Child	5
ECE 250	ECE Practicum	5
Educ 101	Intro to Teaching, Preschool to Grade 3	3
Educ 102	Computers in ECE	3
Educ 110 <u>or</u> Educ 110.1 <u>and</u> 110.2	Child Development	5
Educ 115	Issues & Trends	3
Educ 130	Guidance & Discipline	3
Educ 240	Multicultural/Anti-Bias Issues in Education	3-5
# Engl 110	College Writing	5
# Spch 100 <u>or</u> Spch 110	Basic Speech Communication <u>or</u> Interpersonal Communication	5
# Computation	B A 145. Business Computations <u>or</u> Bus E 110, Business Math Applications <u>or</u> any Acomp or Math course 100 or above	3-5

Electives or Areas of Specialization **15**

Any ECE or EDUC class numbered over 100
Students wishing to specialize in Montessori Education may take the Montessori practicum: ECE 181, 182, and 265 instead of ECE 103-104, and 215 for a total of 10 credits. Any combination of 181, 182, 265, 103, 104, 210, 214 and 215 may be taken to satisfy practicum classes for this degree. EDUC 210 may substitute for 103 and 104 (6 credits of practicum), or may be used as an elective.

Satisfies related instruction requirements.

Early Childhood Education

Certificate
44 Credits

Contact: Diana Holz, ext. 4334 Leslie Kessler, ext. 4555
dholz@grcc.ctc.edu lkessler@grcc.ctc.edu

Dept./No.	Course Title	Credits
Students must choose from the following courses to total 44 credits		
ECE 103	ECE Practicum 1	3
ECE 104	ECE Practicum 2	3
ECE 140	Health, Safety, Nutrition	3
ECE 225	Early Identification/Intervention, Birth to Five	3
ECE 235	Interaction Skills	2
Educ 101	Intro to Teaching, Preschool to Grade 3	3
Educ 110.1 <u>or</u> Educ 110.1 <u>and</u> 110.2	Child Development <u>or</u>	3
Educ 115	Issues & Trends	3
Educ 130	Guidance & Discipline	3
Educ 240	Multicultural/Anti Bias Issues in Education	3-5

Electives or Areas of Specialization **12-15**
Any ECE or Educ class numbered over 100

Areas of Specialization include:

Center Management
Family Child Care
Preschool Teaching
Montessori
Infant & Toddler Caregiving
School-Age Programs
A Child Development Associate (CDA) credential can also transfer in as the area of specialization.

Early Childhood Education— Early Childhood Education Teacher

Certificate
23 Credits

Contact: Diana Holz, ext. 4334 Leslie Kessler, ext. 4555
dholz@grcc.ctc.edu lkessler@grcc.ctc.edu

Dept./No.	Course Title	Credits
ECE 103	ECE Practicum 1	3
ECE 140	Health, Safety & Nutrition	3
ECE 160	Art for Children	3
ECE 175	Music & Movement Activities	3
Educ 101	Intro to Teaching, Preschool to Grade 3	3
Educ 110 <u>or</u> Educ 110.1 <u>and</u> 110.2	Child Development	5
Educ 130	Guidance & Discipline	3



Early Childhood Education— Montessori Assistant Teacher

Certificate 21-23 Credits

Contact: Diana Holz, ext. 4334 Leslie Kessler, ext. 4555
dholz@grcc.ctc.edu lkessler@grcc.ctc.edu

Dept./No.	Course Title	Credits
ECE 181	Montessori Practicum 1	3
ECE 194 <u>or</u> Educ 195-196 <u>or</u> Educ 294-296	ECE Special Topics <u>or</u> Special Topics <u>or</u> Special Topics	3-5
ECE 211	Intro to Montessori	4
Educ 110 <u>or</u> Educ 110.1 <u>and</u> 110.2	Child Development	5
Educ 130	Guidance & Discipline	3
Educ 240	Multicultural/Anti-Bias Issues in Education	3

Early Childhood Education— Montessori Teacher

Certificate 41-43 Credits

Contact: Diana Holz, ext. 4334 Leslie Kessler, ext. 4555
dholz@grcc.ctc.edu lkessler@grcc.ctc.edu

Dept./No.	Course Title	Credits
ECE 175	Music & Movement Activities	3
ECE 181	Montessori Practicum 1	3
ECE 182	Montessori Practicum 2	3

ECE 211	Intro to Montessori	4
ECE 212	Montessori 2	4
ECE 213	Montessori 3	4
ECE 235	Interaction Skills	2
ECE 265	Supervised Montessori Teaching	4
Educ 110 <u>or</u> Educ 110.1 <u>and</u> 110.2	Child Development	5
Educ 130	Guidance & Discipline	3
Educ 240	Multicultural/Anti-Bias Issues in Education	3
ECE 194 <u>or</u> Educ 194-196 <u>or</u> Educ 294-296	Special Topics <u>or</u> Special Topics <u>or</u> Special Topics	3-5

Early Childhood Education— Paraeducator

Certificate 44 Credits

Contact: Diana Holz, ext. 4334 Leslie Kessler, ext. 4555
dholz@grcc.ctc.edu lkessler@grcc.ctc.edu

Dept./No.	Course Title	Credits
Students must choose from the following courses to total 44 credits		
Educ 101	Intro to Teaching, Preschool to Grade 3	3
Educ 102	Computers in Education	3
Educ 110 <u>or</u> Educ 110.1 <u>and</u> 110.2	Child Development	5
Educ 115	Issues & Trends	3
Educ 195	Education Special Topics: The Role of the Paraeducator	2
Educ 196	Education Special Topics: Curriculum Development in Literacy	2
Educ 197	Intro to Special Education	3
Educ 210	Assisting Practicum	6
Educ 240	Multicultural/Anti-Bias Issues in Education	3

Plus:

Elementary Education Option:

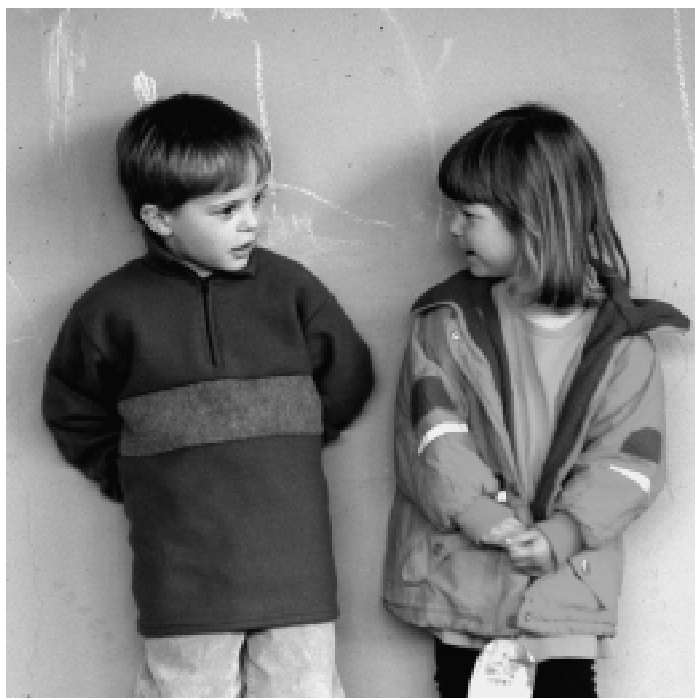
Educ 172.1	Elementary School Practicum	1
IDS 101	Interdisciplinary Science 1	5
HI Ed 190	Standard First Aid/CPR	3
Math 170	Foundations of Elementary Mathematics 1	5

Or

ECE Majors:

Educ 130	Guidance & Discipline	3
ECE 140	Health, Safety & Nutrition	3
ECE 225	Early Identification/Intervention, Birth to Five	3
ECE 235	Interaction Skills	2
Any class in ECE or EDUC numbered over 100 for 3 credits		3

Note: Students may take Educ 240 for an additional 2 credits plus one more credit to total 3 credits of electives.





Elementary Education

Associate Pre-Professional Degree 100-102 Credits

This degree is intended for all future elementary teachers. It provides a broad foundation in liberal arts and beginning coursework in teacher education that is needed upon transfer to teacher certification programs at colleges/universities. It is designed to provide early experiences in teacher education, including opportunities for hands-on work in local classrooms and specific courses for elementary teachers. The requirements for the traditional Associate in Arts Degree are embedded within this special degree and students can request to have it posted to their transcript.

Project TEACH is a preservice teacher preparation program designed to provide future educators with a seamless pathway to a teaching career through partnership with local schools and Central Washington University. Preservice education students at Green River receive specialized advising and assistance with transfer to four-year institutions. In addition, Project TEACH provides hands-on experiences in the K-12 classroom, along with classes designed specifically for future teachers.

Future elementary educators can complete a specialized Associate Pre-Professional degree in Elementary Education, which also provides them with a Direct Transfer Associate in Arts degree to any public baccalaureate institution. Central Washington University offers a BA in Education with a Science Education minor on the GRCC campus. Students who graduate from Green River with the Associate Pre-Professional degree will be especially well prepared for this program.

Contact: Keith Clay, ext. 4248
kclay@grcc.ctc.edu

Dept./No.	Course Title	Credits
English		
Engl 110	College Writing	5
Engl 111 <i>or</i>	Writing: Humanities <i>or</i>	
Engl 112	Writing: Social Sciences	5
Engl 180	Children's Literature	5
Humanities/Fine Arts		
Spch 100	Basic Speech Communication	5
Electives	Select 10 credits from courses with prefixes of Art, Music, Drama, or Dance	10
Social Science		
Psych 100 <i>or</i>	General Psychology <i>or</i>	
Psych 210	Developmental Psychology	5
Anthr 202 <i>or</i>	Cultural Anthropology <i>or</i>	
Ames 100	Intro to Ethnic & Minority Studies	5
Electives	Select 10 credits from courses with prefixes of Hist, Geog, P Sci, or Econ	10
Science		
IDS 101	Interdisciplinary Science 1	5
IDS 102	Interdisciplinary Science 2	5
IDS 103	Interdisciplinary Science 3	5
Math		
Math 170	Foundation of Elementary Math 1 (Number Theory)	5
Math 171	Foundation of Elementary Math 2 (Geometry)	5
Math 172	Foundation of Elementary Math 3 (Problem & Stats)	5

Fitness/Wellness Activities

P E	Fitness Course	2
P E	Activity Elective	2
HI Ed 190	Standard First Aid & CPR	3

Professional Core/Practicum

Educ 110 <i>or</i>	Child Development	5
Educ 110.1 <i>and</i> 110.2		
Educ 170	Intro to Education	3
Educ 172.1	Elementary School Tutoring	1-3
Educ 197	Intro to Special Education	3
Educ 270	Teacher Portfolio Review	1

Engineering

Associate Pre-Professional Degree 90-100 Credits

The prospective engineering student ideally will have completed the following courses in high school: chemistry (one year), mathematics (four years), and physics (one year). Those who have not completed these prerequisite courses will be required to take equivalent courses in addition to the regular required program courses. This usually increases the time needed to earn a degree. Engineering students at Green River can complete the freshman and sophomore years and transfer to an accredited school of engineering as a junior. The student planning to receive an Associate Pre-Professional degree in Engineering at Green River and transfer to a university as a junior in engineering must fulfill the following requirements.

Contact: Janet Hannan, ext. 4614
jhannan@grcc.ctc.edu

Dept./No.	Course Title	Credits
Chem 140	General Chemistry	5
Engl 110 <i>or</i>	College Writing <i>or</i>	
Engl 113	Writing: Science & Business	5
G E 100	Careers in Engineering	2
G E 106	Intro to Engineering Problems	3
G E 112	Statics	5
G E 142	C Programming	5
* G E	Engineering courses	11-15
Humanities/Soc Sci	Any college level course	10-15
Math 124-126	Calculus & Analytic Geometry 1-3	15
Math 238	Elements of Differential Equation	5
Math	Any 200 level course or above	4-5
Phys 201-202	Physics/Science/Engineering	10
Science/G E	Any college level course except elementary survey courses	10

Suggested courses for first-quarter students:

Chem 140	General Chemistry	5
G E 100	Careers in Engineering	2
G E 123	Engineering Design Visual & Graphics	5
Math	Any level math course consistent with placement score	5

* G E 177-179 (Cooperative Education) courses do not satisfy degree requirements in Engineering.



Fiber Optic Technician

Certificate 20 Credits

The Fiber Optic Technician certificate program prepares students for entry-level industry positions. The course of study includes hands-on practice on state-of-the-art equipment. Students are prepared to perform fiber optic system design, installation, testing and maintenance.

Contact: John McKlosky (253) 856-9595, ext. 5019
jmcklosk@skillstream.org

Dept./No.	Course Title	Credits
Required Courses:		
FOT 100	Fiber Optic Intro	5
FOT 110	Fiber Optic Splicing	5
FOT 120	Fiber Optic Connectorization	5
FOT 130	Fiber Optic Maintenance & Restoration	5

Forensic Technology

Associate in Applied Science 117 Credits

This new and innovative degree program is one of the first in the State of Washington. This program answers the need for trained individuals who wish to gain employment in areas such as police support, crime scene investigations, fingerprint and trace evidence examination. Forensics or criminalistics is concerned with the recognition, identification, individualization, and evaluation of physical evidence using the methods of the natural sciences. Some of the major areas of this specialty may include: forensic medicine, toxicology, serology, anthropology, odontology, trace evidence (hair, fibers, glass etc.), documentary evidence, ballistics, explosives, accelerates, and fingerprint examination.

This degree will help prepare students to enter the field of criminalistics or to transfer to a four-year institution to continue their education. Those interested in transferring to a four-year institution should consider this degree as it also satisfies the requirement of the Associate in Arts degree.

Contact: Steven M. Christiansen, ext. 4388
schristi@grcc.ctc.edu

Dept./No.	Course Title	Credits
AP 103	Essentials of Human Anatomy-Physiology 1	5
AP 104	Essentials of Human Anatomy-Physiology 2	5
Anthr 201	Physical Anthropology	5
Biol 100	Introductory Biology	5
# Engl 110	College Writing	5
Engl 112	Writing: Social Science	5
# Math 107	Contemporary Math	5
P E 101	Physical Fitness Lab	2
P E 113	Group Dynamics Activities	1
Phil 160	Intro to the Philosophy of Science	5
Photo 101	Beginning Black & White Photography	5
Photo 104	Digital Photography: Photoshop	3
# Psych 100	General Psychology	5

Psych 250	Abnormal Psychology	5
Soc 260	Crime & Justice	5
Spch 100	Basic Speech Communication	5
# Spch 110	Interpersonal Communication	5
Additional	Activity (One Course)	1

Required core classes (25 credits):		
# CRJ 100	Intro to Criminal Justice	5
CRJ 115	Fingerprinting	5
CRJ 205	Criminal Evidence	5
CRJ 255	Forensics: An Intro to Criminalistics	5
CRJ 265	Forensic Anthropology	5

Electives, select any three classes (15 credits maximum)		
CRJ 177	Cooperative Education	5
CRJ 200	Individual Rights in Criminal Justice	5
CRJ 210	Research Methods & Statistics	5
CRJ 220	Multicultural Diversity	5
CRJ 225	Criminal Law	5
CRJ 230	Corrections	5
CRJ 235	Intermediate Sanctions	5
CRJ 240	Community Oriented Policing	5
CRJ 245	Juvenile Delinquency	5
CRJ 250	The Courts	5
CRJ 294	Special Topics	5
CRJ 299	Independent Study	5

Satisfies related instruction requirements.

Note: Students must attain a grade of 2.0 or above in all CRJ classes.

Forensic Technology

Certificate 25 Credits

This short-term certificate will help prepare students for employment with various law enforcement agencies. Forensics or criminalistics is concerned with the recognition, identification, individualization, and evaluation of physical evidence using the methods of the natural sciences. Some of the major areas of specialty may include forensic medicine, toxicology, serology, anthropology, odontology, trace evidence (hair, fibers, glass, etc.), documentary evidence, ballistics, explosives, accelerates, and fingerprint examination.

Contact: Steven M. Christiansen, ext. 4388
schristi@grcc.ctc.edu

Dept./No.	Course Title	Credits
CRJ 100	Intro to Criminal Justice	5
CRJ 115	Fingerprinting	5
CRJ 205	Criminal Evidence	5
CRJ 255	Forensics: An Intro to Criminalistics	5
# Bus E 100	Fund'ls of Microcomputer	5
Suggested Electives:		
CRJ 177-179	Cooperative Education	1-5
Coop 171	Work Experience Seminar	1

Note: Students must attain a grade of 2.0 or better in all classes.



Geographic Information Systems

Associate in Applied Science Degree 99-111 Credits

The Geographic Information System (GIS) programs prepare students for employment as GIS technicians. Graduates are employed by a wide variety of government agencies, utilities, and private businesses that operate and maintain GIS facilities.

Green River offers students two programs to reach various career goals.

Students may enroll in:

- A program that results in an Associate in Applied Science degree
- A GIS certificate program

Contact: Bob Vincent, ext. 4757
bvincen@grcc.ctc.edu

Dept./No.	Course Title	Credits
FIRST YEAR		
Fall Quarter		
GIS 101	Careers in Geographic Information Systems	2
# Math 102 <u>or</u>	Pre-Calculus <u>or</u>	
Math 116T <u>or</u>	Technical Math 2 <u>or</u>	
Math 156	Finite Math for Business & Social Science	5
Bus E 100 <u>or</u>	Fund'ls of Microcomputers <u>or</u>	
Bus E 111 <u>or</u>	Personal Computing <u>or</u>	
D T 100 <u>or</u>	Intro to CADD/CAM <u>or</u>	
Natrs 117	Aerial Photo Uses & Ground-Based Mapping	3-7
Winter Quarter		
D T 110	Intro to CAD	4
# Engl 102 <u>or</u>	Practical College Writing <u>or</u>	
Engl 110 <u>or</u>	College Writing <u>or</u>	
Engl 113	Writing: Science & Business	5
Geog 100	Intro to Geography	5
GIS 120	Intro to ArcView	3

Spring Quarter

D T 125	Civil Drafting	5
Geog 120 <u>or</u>	Intro to Physical Geography <u>or</u>	
Natrs 195	Stream & Wetland Ecology	5
GIS 220	ArcView Spatial Analyst	3
# Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110	Interpersonal Communication	5

SECOND YEAR

Fall Quarter

Bus E 185	Intro to Microsoft Access	4
Geog 260	Intro to Cartography	5
GIS 200	GIS Principles & Concepts	5

Winter Quarter

# Behsc 103 <u>or</u>	Interpersonal Relations <u>or</u>	5
Psych 100 <u>or</u>	General Psychology <u>or</u>	
Soc 110	Survey of Sociology	
GIS 201	Arc/Info	8
GIS 250	Spatial Database Design	4

Spring Quarter

Coop 171	Work Experience Seminar	1
* GIS 177-179	GIS Work Experience	8
GIS 202	ArcInfo Applications	8
GIS 255	Arc Macro Language (AML) Programming	4

Electives:

Env S 204	Natural Science & the Environment	5
G E 106	Intro to Engineering Problems	3
G E 121	Surveying	7
Geol 101	Physical Geology	5
Math 256	Statistics for Business & Social Science	5
Natrs 100	Intro to Natural Resources	5
Natrs 182	Aerial Photo Interpretation & Remote Sensing	5

Satisfies related instruction requirements.

* Students majoring in either GIS or Natural Resources may satisfy this requirement by completion NATRS 290.



Geographic Information Systems

Certificate 44 Credits

This certificate program is an intensive 9-12 month program. It is designed for those professionals wishing to enhance their current employment by obtaining GIS skills, or by those anticipating GIS careers in government, industry, utilities, planning, municipal services, health or business.

Contact: Bob Vincent, ext. 4757
bv Vincent@grcc.ctc.edu

Dept./No.	Course Title	Credits
Fall Quarter		
GIS 101	Careers in Geography Information Systems	2
GIS 200	GIS Principles & Concepts	5
GIS/Geog 260	Intro to Cartography	5
Natrs 117	Aerial Photo & Ground-Based Mapping	2
Winter Quarter		
GIS 120	Intro to ArcView	3
GIS 201	Arc/Info	8
GIS 250	Spatial Database Design	4
Spring Quarter		
GIS 202	Arc/Info Applications	8
GIS 220	ArcView Extensions	3
GIS 255	Arc Macro Language (AML) Programming	4
To enhance student's preparation for employment, an internship is highly recommended:		
GIS 177-179	GIS Work Experience	8

Manufacturing Technology

Associate in Applied Science Degree 106-111 Credits

The Manufacturing Technology program is a two-year Associate in Applied Science degree program designed to prepare students for employment in the metalworking industry.

A graduate of the program will be able to perform simple layout, work from planned sequence of operations, and set up and operate conventional machine tools with a minimum of supervision. More advanced students will have proficiencies in areas of Computerized Numerical Control (C.N.C.) programming and machine operations.

Credit for hours of training is usually granted to those entering an approved apprenticeship program. Entry into the program at any time is possible on a space-available basis with instructor's permission.

Suggested first quarter classes for beginning Manufacturing Technology students are:

- Mach 101
- Acomp 100T
- Mach 167 - Blueprint Reading

Note: Students whose primary language is not English must pass ESL Level 3 before enrolling in the Manufacturing Technology Program

Contact: Charles Lenegar, ext. 4237
clenegar@grcc.ctc.edu

Tom Tagliente, ext. 4228
ttaglien@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
# Acomp 100T	Computation for the Trades	5
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110 <u>or</u> Spch 235	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication <u>or</u> Small Group Discussions	3-5
# Engl 102 <u>or</u> Engl 110 <u>or</u> Engl 111 <u>or</u> Engl 112 <u>or</u> Engl 113	Practical College Writing <u>or</u> College Writing <u>or</u> Writing: Humanities <u>or</u> Writing: Social Sciences <u>or</u> Writing: Science & Business	5
HI Ed 190	Standard First Aid/CPR or possess Current First Aid/CPR card	0-3
Indus 102.1	Welding Survey 1	3
I E 189	Basic Metallurgy	4
Mach 101	Beginning Machining	13
Mach 102	Intermediate Machining	13
Mach 103	Adv Machining	13
Mach 104	Precision Machining	13
Mach 105	Beginning CNC	13
Mach 167	Blueprint Reading-Machine Shop	3
# Soc 110	Survey of Sociology	5

Select 13 credits from the following options:

Option 1

† Mach 106 <u>or</u> Mach 178 <u>and</u> Coop 171	Intermediate CNC <u>or</u> CNC Machine Work Experience <u>and</u> Work Experience Seminar	(13) (12) (1)
OR	OR	

Option 2

Mach 109 <u>or</u> Mach 177 <u>and</u> Coop 171	Special Machining Practice <u>or</u> Conventional Machine Work Experience <u>and</u> Work Experience Seminar	(13) (12) (1) 13
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† Learners are allowed to substitute Mach 177 and Coop 171 for Mach 109 or Mach 178 and Coop 171 for Mach 106. This substitution is by faculty permission only.

Satisfies related instruction requirements.

To enhance the learner's preparation for future employment, we recommend the following:

Bus E 111	Personal Computing	3
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Manufacturing Technology

Certificate 44 Credits

Contact: Charles Lenegar, ext. 4237
clenegar@grcc.ctc.edu

Tom Tagliente, ext. 4228
ttaglien@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Acomp 100T	Computation for the Trades	5
Mach 101	Beginning Machining	13
Mach 102	Intermediate Machining	13
Mach 103	Adv Machining	10
Mach 167	Blueprint Reading-Machine Shop	3

Suggested first quarter classes for beginning Machine Technology students are:

Acomp 100T	Computation for the Trades	5
Mach 101	Beginning Machining	13
Mach 167	Blueprint Reading-Machine Shop	3

Natural Resources

Associate Pre-Professional Degree 99 Credits

The pre-professional degree prepares students to transfer to a college or university program as juniors in several Natural Resources areas. By developing academic skills in mathematics, science, English, humanities, and natural resources courses, the student can transfer directly into a professional program such as forest management, forest engineering, or wildlife biology. Selected natural resource courses will transfer to these four-year programs.

Course substitutions may be granted, in some cases, when a student provides proof that a specific professional program has different entrance requirements. If time permits, the student should take electives to meet the general graduation requirements of the schools they plan to attend. Some professional schools require a foreign language.

This program of study is designed to transfer to most four-year professional programs in Natural Resources or closely related fields. While setting up your specific program, you should consult the catalog of the school to which you plan to transfer.

Contact: Dick Hopkins, ext. 4509
dhopkins@grcc.ctc.edu

Rob Sjogren, ext. 4582
rsjogren@grcc.ctc.edu

Paul Mueller, ext. 2635
pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
FIRST YEAR		
Fall Quarter		
Math 102	Pre-Calculus 1	5
Natrs 100	Intro to Natural Resources	5

Natrs 172	Computer Applications Overview or any three-credit computer course with prior approval from Natural Resources instructor	3
Natrs 183	Tree & Shrub Identification	5

Winter Quarter

Chem 101	Survey of General Chemistry	5
Math 104	Pre-Calculus 2	5
Natrs 195	Stream & Wetland Ecology	5

Spring Quarter

Natrs 181	Forest Navigation & Mapping	8
Natrs 182	Air Photo Interpretation & Remote Sensing	5
Natrs 184	Shrub & Wildflower Identification	5
P E 113	Group Dynamics Activity	1

SECOND YEAR

Fall Quarter

Biol 201	General Biology	6
Engl 110	College Writing	5
Math 124	Calculus & Analytic Geometry	5

Winter Quarter

Econ 200	Intro to Economics	5
Engl 113	Writing: Science & Business	5
Geol 101	Physical Geology	5

Spring Quarter

Biol 203	Plant Biology	6
Chem 102	Survey of Organic Chemistry & Biochemistry	5
Spch 100	Basic Speech Communication	5

Natural Resources

Associate in Applied Science Degree 119 Credits

The Associate in Applied Science degree in Natural Resources prepares graduates to work in a variety of outdoor careers. The growing awareness of water quality, wetland protection, reforestation and environmentally sensitive timber harvest requires the services of technicians with a broad knowledge base. People who are trained to measure and sample the forest, its wildlife, streams and wetlands will enhance their employment opportunities. Wildlife biologists and professional foresters need personnel to efficiently produce accurate data. Park managers need knowledgeable personnel to perform maintenance duties and interpret wildland ecology for the public.

Students may enter these professional/technical programs at the beginning of any quarter:

Natural Resources with specialties in Natural Resources-Geographic Information System (GIS), Park Management, and Water Quality.

All courses also apply to the Associate in Arts degree as elective courses and may be transferrable to a four-year natural resources program.

Completion of high school algebra and trigonometry courses, or equivalent, is recommended before beginning this program.

Contact: Dick Hopkins, ext. 4509
dhopkins@grcc.ctc.edu

Rob Sjogren, ext. 4582
rsjogren@grcc.ctc.edu

(continued)



(Natural Resources continued)

Dept./No.	Course Title	Credits
# Engl 110	College Writing	5
Engl 113	Writing: Science & Business	5
# Spch 100	Basic Speech Communication	5
FIRST YEAR		
Fall Quarter		
# Math 115T	Natural Resources Algebra/Trigonometry 1	5
Natrs 100	Intro to Natural Resources	5
Natrs 172	Computer Applications Overview	3
Natrs 183	Tree & Shrub Identification	5
Winter Quarter		
Natrs 161	Wildlife Habitat Management	5
Natrs 180	Natural Resources Measurements	5
Natrs 195	Stream & Wetland Ecology	5
Natrs 197	Wildland Recreation	3
Spring Quarter		
Natrs 181	Forest Navigation & Mapping	8
Natrs 182	Air Photo Interpretation & Remote Sensing	5
Natrs 184	Shrub & Wildflower Identification	5
P E 113	Group Dynamics Activity (taken concurrently with Natrs 181)	1
SECOND YEAR		
Fall Quarter		
Natrs 285	Forest Protection	5
# Natrs 286	Natural Resources Business Principles	5
Natrs 292	Resource Sampling & Appraisal	8
Winter Quarter		
Geol 101	Physical Geology	5
Natrs 284	Road & Trail Engineering	6
Natrs 290	Internship Seminar	1
Natrs 293	Silvicultural Analysis	5
Spring Quarter		
Natrs 294	Natural Resources Internship	14
To enhance the student's preparation for future employment, the following are recommended:		
Bus E 101	Beginning Typing/Keyboarding	5
Fores 114	Chainsaw Operation & Maintenance	1
G E 106	Intro to Engineering Problems	3
G E 121	Surveying	7
Geog 120	Intro to Physical Geography	5
GIS 120	Intro to ArcView	5
GIS 200	GIS Principles & Concepts	5
GIS 201	Arc/Info	8
GIS 220	ArcView Spatial Analyst	3
GIS 250	Spatial Database Design	4
GIS 255	Arc Macro Language (AML) Programming	4
HI Ed 190	Standard First Aid/CPR	3
Indus 080	Technical Skills	3
Natrs 198-199	Independent Study	1-5
Natrs 297-299	Independent Study	1-5
St Sk 110	College Success Strategies	5

Satisfies related instruction requirements.

Note: Students may enter the Natural Resources program in any quarter, however most Natural Resources courses are only offered one time each year with the exception of Natrs 100 (offered fall and spring). Correct sequencing is important!

Natural Resources— Geographic Information Systems Option

Associate in Applied Science Degree
100 Credits

Contact: Dick Hopkins, ext. 4509 Rob Sjogren, ext. 4582
dhopkins@grcc.ctc.edu rsjogren@grcc.ctc.edu

Dept./No.	Course Title	Credits
FIRST YEAR		
Fall Quarter		
GIS 260	Intro to Cartography	5
# Math 115T	Natural Resources Algebra/Trigonometry 1	5
Natrs 100	Intro to Natural Resources	5
Natrs 172	Computer Applications Overview	3
Winter Quarter		
# Engl 110	College Writing	5
GIS 120	Intro to ArcView	3
Natrs 180	Natural Resources Measurements	5
Natrs 195	Stream & Wetland Ecology	5
Spring Quarter		
GIS 220	ArcView Spatial Analyst	3
Natrs 181	Forest Navigation & Mapping	8
Natrs 182	Air Photo Interpretation & Remote Sensing	5
# P E 113	Group Dynamics Activities (taken concurrently with Natrs 181)	1
SECOND YEAR		
Fall Quarter		
Natrs 285	Forest Protection	5
# Natrs 286	Natural Resources Business Principles	5
Natrs 292	Resource Sampling & Appraisal	8
Winter Quarter		
# Engl 113	Writing: Science & Business	5
GIS 250	Spatial Database Design	4
Natrs 290	Internship Seminar	1
# Spch 100	Basic Speech Communication	5
Spring Quarter		
Natrs 294	Natural Resources Internship	14
To enhance the student's preparation for future employment, the following are recommended:		
Bus E 101	Beginning Typing/Keyboarding	5
Fores 114	Chainsaw Operation & Maintenance	1
G E 121	Surveying	7
Geog 120	Intro to Physical Geography	5
HI Ed 190	Standard First Aid/CPR	3
Indus 090	Technical Skills	3
Natrs 198, 199 or Natrs 297-299	Independent Study	1-5
St Sk 110	College Success Strategies	5

Satisfies related instruction requirements.



Natural Resources— Park Management

Associate in Applied Science Degree
116 Credits

Contact: Dick Hopkins, ext. 4509 Rob Sjogren, ext. 4582
dhopkins@grcc.ctc.edu rsjogren@grcc.ctc.edu

Dept./No.	Course Title	Credits
# Engl 110	College Writing	5
Engl 113	Writing: Science & Business	5
# Spch 100	Basic Speech Communication	5
FIRST YEAR		
Fall Quarter		
# Math 115T	Natural Resources Algebra/Trigonometry 1	5
Natrs 100	Intro to Natural Resources	5
Natrs 172	Computer Applications Overview	3
Natrs 183	Tree & Shrub Identification	5
Winter Quarter		
Natrs 161	Wildlife Habitat Management	5
Natrs 180	Natural Resources Measurements	5
Natrs 195	Stream & Wetland Ecology	5
Natrs 197	Wildland Recreation	3
Spring Quarter		
Natrs 181	Forest Navigation & Mapping	8
Natrs 182	Air Photo Interpretation & Remote Sensing	5
Natrs 184	Shrub & Wildflower Identification	5
# P E 113	Group Dynamics Activity (taken concurrently with Natrs 181)	1
SECOND YEAR		
Fall Quarter		
Geol 101	Physical Geology	5
Natrs 285	Forest Protection	5
Natrs 286 or Behsc 103	Natural Resources Business Principles or Interpersonal Relations	5
Winter Quarter		
Natrs 284	Road & Trail Engineering	6
Natrs 290	Internship Seminar	1
Natrs 293	Silvicultural Analysis	5
# Soc 110	Survey of Sociology	5
Spring Quarter		
Natrs 294	Natural Resources Internship	14
To enhance the student's preparation for future employment, the following are recommended:		
Bus E 101	Beginning Typing/Keyboarding	5
Fores 114	Chainsaw Operation & Maintenance	1
Geog 120	Intro to Physical Geography	5
Geol 200	Geology of National Parks	5
Geol 208	Geology of the Northwest	5
HI Ed 190	Standard First Aid/CPR	3
Indus 080	Technical Skills	3
Natrs 198-199	Independent Study	1-5
Natrs 292	Resource Sampling & Appraisal	8
Natrs 297-299	Independent Study	1-5
St Sk 110	College Success Strategies	5
Other	Small Engine Repair, Basic Carpentry, Plumbing, Wiring	

Satisfies related instruction requirements.

Note: Students may enter the Natural Resources program in any quarter, however all Natural Resources courses are only offered one time each year with the exception of Natrs 100 (offered fall and spring), and Natrs 183/184/195 which are offered as summer field courses. Correct sequencing is important!

Note: Substitutions of required courses may be made with the department's prior approval when it is agreed that the student's suitability for employment will be enhanced. Examples include courses involving small engine repair, basic carpentry, plumbing or wiring.

Natural Resources—Water Quality

Associate in Applied Science Degree
118 Credits

Contact: Dick Hopkins, ext. 4509 Rob Sjogren, ext. 4582
dhopkins@grcc.ctc.edu rsjogren@grcc.ctc.edu

Dept./No.	Course Title	Credits
# Engl 110	College Writing	5
Engl 113	Writing: Science & Business	5
FIRST YEAR		
Fall Quarter		
# Math 115T	Natural Resources Algebra/Trigonometry 1	5
Natrs 100	Intro to Natural Resources	5
Natrs 172	Computer Applications Overview	3
Natrs 183	Tree & Shrub Identification	5
Winter Quarter		
Chem 101	Survey of General Chemistry	5
Natrs 161	Wildlife Habitat Management	5
Natrs 180	Natural Resources Measurements	5
Natrs 195	Stream & Wetland Ecology	5
Spring Quarter		
Natrs 181	Forest Navigation & Mapping	8
Natrs 182	Air Photo Interpretation & Remote Sensing	5
Natrs 184	Shrub & Wildflower Identification	5
# P E 113	Group Dynamics Activity (taken concurrently with Natrs 181)	1
SECOND YEAR		
Fall Quarter		
Biol 201	General Biology	6
Natrs 285	Forest Protection	5
# Natrs 286	Natural Resources Business Principles	5
Winter Quarter		
Geol 101	Physical Geology	5
Natrs 290	Internship Seminar	1
Natrs 293	Silvicultural Analysis	5
# Spch 100	Basic Speech Communication	5
Spring Quarter		
Chem 102	Survey of Organic Chemistry & Biochemistry	5
Natrs 294	Natural Resources Internship	14
To enhance the student's preparation for future employment, the following are recommended:		
Any course	Biology, Chemistry, Geology	5
Any course	GIS	3-8
Bus E 101	Beginning Typing/Keyboarding	5

(continued)



(Natural Resources continued)

Fores 114	Chainsaw Operation & Maintenance	1
Geog 120	Intro to Physical Geography	5
HI Ed 190	Standard First Aid/CPR	3
Indus 080	Technical Skills	3
Natrs 198-199	Independent Study	1-5
Natrs 292	Resource Sampling & Appraisal	8
Natrs 297-299	Independent Study	1-5
St Sk 110	College Success Strategies	5
Other	Small Engine Repair, Basic Carpentry, Plumbing, Wiring	

Satisfies related instruction requirements.

Note: Students may enter the Natural Resources program in any quarter, however many classes are only offered one time each year. Correct sequencing is important!

Social Science (Psych 100) (Soc 110) (Choice)	Three separate areas (General Psychology) (Survey of Sociology) (Course 100 or above)	15
Additional (Biol 210) (Chem 102)	Humanities, Science, Math, or Social Science (Microbiology) (Survey of Organic Chemistry & Biochemistry)	
(Choice)	(Course 100 or above)	15
Activity	Fitness-related	1
Additional	Activities (two courses)	2
Electives	(Courses 100 or above)	6

* Consult catalog of transfer institution.

Nursing

Associate Pre-Professional Degree 100 Credits

Students planning a bachelor's degree in nursing must consult a Green River Educational Planner to plan an appropriate selection of classes and to ensure that all requirements of the transfer institution are met. Students are responsible for obtaining information that is a unique requirement of the college or university they plan to attend after Green River.

This Associate Pre-Professional degree meets the distribution requirements of the Associate in Arts degree. Specific course emphasis is embedded within the degree to help the student transfer to a four-year university within a program area.

In some cases, course substitutions may be granted upon approval of the department, when a student provides proof that a specific four-year college or university has differing entrance requirements.

The following list of classes is intended only as a guide to some of the classes that should be taken at Green River for this major field of study.

Contact: Jessica Boyd, ext. 2639
Jboyd@gccc.ctc.edu

Dept./No.	Course Title	Credits
AP 205, 206	Human Anatomy & Physiology 1, 2	10
Engl 110	College Writing	5
Engl 111 <u>or</u>	Writing: Humanities <u>or</u>	
Engl 112 <u>or</u>	Writing: Social Sciences <u>or</u>	
Engl 113	Writing: Science & Business	5
Humanities	Three separate areas	15
Math 097	Intermediate Algebra	5
Math 104 <u>or</u>	Pre-Calculus 2 <u>or</u>	
Math 156 <u>or</u>	Finite Math for Business & Social Sciences <u>or</u>	
Phil 120	Intro to Logic	5
* Science (Lab)	Lab Science	
(Biol 201)	(General Biology)	6
Science/Math	Two separate areas	
(Chem 101)	(Survey of General Chemistry)	
(Math choice)	(Course 100 or above)	10

Nursing— Practical Nursing

Certificate 106-111 Credits

The Practical Nursing program prepares a student to provide safe and efficient nursing care. Health facilities such as hospitals, nursing homes, clinics and public health nursing services employ practical nurses under the supervision of a registered nurse or physician.

A multimedia system of individualized instruction, offering stated objectives with a wide range of learning experiences to accomplish each objective is provided.

The Practical Nursing program is a 106 to 111-credit program in which students must demonstrate academic proficiency by completing basic curriculum requirements prior to entry into the core sequence of nursing classes. A high school diploma or GED is required, and a physical exam is required after entrance into the core program. A minimum grade of 2.3 is required in each nursing and supporting course. Evidence of academic proficiency is established by completion of each of the following curriculum requirements with a 2.3 grade or better.

The following courses are required prior to entry into the Practical Nursing program:

- AP 103 and 104, or 205 and 206 (10 credits);
- Read 094 or 104, Reading Mastery (5 credits), or college-level reading ability as measured by COMPASS assessment;
- Engl 108, Medical Terminology (2 credits). Placement into Engl 108 is based upon a spelling placement test* or completion of English 090, Spelling Improvement; and
- Acomp 100N, Computation for Practical Nurses (3 credits). Placement into Acomp 100N is based on an appropriate COMPASS score or by completion of Math 062 (5 credits).

It is recommended that the remaining curriculum requirements also be taken prior to entry into the core coursework; however, a student may choose to enroll in these courses later in the program:

- Comm/Spch (5 credits). Choose from Comm 100, Spch 100, Spch 110, Spch 234, or Spch 235; and
- English Composition (5 credits). Choose from Engl 102, 110, 111, 112, or 113.



The student is expected to provide his/her own transportation to off-site clinical facilities. In addition to paying for tuition and books, the student is required to purchase a uniform, pin, white shoes, watch, bandage, scissors, and liability insurance. For additional information about a required nursing orientation and the application procedure, contact the Health Science curriculum advisor in Educational Planning, at ext. 2639.

Upon successful completion of the required credits, the student will earn a certificate in Practical Nursing. The graduate will be eligible to take the licensing examination and upon passing, practice as a Licensed Practical Nurse. Application for LPN licensure asks information regarding legal convictions, and drug/alcohol and addiction conditions that may inhibit nursing practice. For additional questions on this issue, contact the Washington State Nursing Care Quality Assurance Commission. The program is fully accredited by the Washington State Nursing Care Quality Assurance Commission and the Northwest Association of Schools and Colleges.

Contact: Julia Short, ext. 4210 Jessica Boyd, ext. 2639
 jshort@grcc.ctc.edu jboyd@grcc.ctc.edu

Dept./No.	Course Title	Credits
Fall Quarter		
* Nurse 100	Nutrition	3
Nurse 101	Intro to Computers in Nursing	1
Nurse 102	Intro to Clinical Pharmacology in Nursing	3
Nurse 104	Nursing 1 – Fund'ls	6
Nurse 105	Community Lab 1	4
# Nurse 116	Nursing Issues & Delivery Systems	3
Nurse 119	Nursing Pro Reports I	1
Winter Quarter		
Nurse 103	Drug Therapy & the Nursing Process	2
Nurse 106	Nursing 2	8
Nurse 107	Nursing 2 Community Lab 2	8
Nurse 108	Intro to Computer Case Studies in Nursing	1
Nurse 120	Nursing Pro Reports 2	1
Spring Quarter		
H Sci 150	Human Life Span, Growth & Development	5
Nurse 109	Nursing 3 Community Lab 3	8
Nurse 110	Nursing 3	8
# Nurse 117	Nursing Care Mgmt & Concept Development	2
Nurse 118	Adv Computer Case Studies in Nursing	2
Nurse 121	Nursing Pro Reports 3	1
Summer Quarter		
# Nurse 112	Nursing 4	6
Nurse 113	Nursing 4 Community Lab 4	6
Nurse 114	Principles & Practices of Intravenous Therapy	2

Curriculum Requirements

# Acomp 100N	Computation for Practical Nursing	3
AP 103 <u>and</u> 104 <u>or</u>	Essentials of Human Anatomy & Physiology 1 and 2 OR	
AP 205 <u>and</u> 206	Human Anatomy & Physiology 1 and 2	10
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communications <u>or</u>	
Spch 110 <u>or</u>	Interpersonal Communications <u>or</u>	
Spch 234 <u>or</u>	Small Group Leadership <u>or</u>	
Spch 235	Small Group Discussion	5
# Engl 102 <u>or</u>	Practical College Writing <u>or</u>	
Engl 110 <u>or</u>	College Writing <u>or</u>	
Engl 111 <u>or</u>	Writing: Humanities <u>or</u>	
Engl 112 <u>or</u>	Writing: Social Sciences <u>or</u>	
Engl 113	Writing: Science & Business	5
Engl 108	Medical Terminology	2
Read 094	Reading Improvement	0-5

* May be taken prior to entrance into the Practical Nursing Program

Satisfies related instruction requirements.

**Nursing—
Nurse Assistant**

**Certificate
33 Credits**

Contact: Julia Short, ext. 4210 Jessica Boyd, ext. 2639
 jshort@grcc.ctc.edu jboyd@grcc.ctc.edu

Dept./No.	Course Title	Credits
Fall Quarter		
Engl 108	Medical Terminology	2
Nurse 100	Nutrition	3
Nurse 104	Nursing 1 – Fund'ls	6
Nurse 105	Community Lab 1	4
Nurse 106	Nursing 2	8
Nurse 107	Nursing 2 – Community Lab 2	7
Nurse 116	Nursing Issues & Delivery Systems	3



Occupational Therapy Assistant

Associate in Applied Science Degree
117-127 Credits

Occupational therapy is a health discipline that provides services to people whose lives have been disrupted by physical injury, illness, and developmental, psychosocial, or aging-related problems. "Occupational" in this sense does not necessarily refer to a person's employment. Instead, it means therapy that enables a person to gain the function necessary to perform day-to-day work, self-care and leisure activities as related to one's roles. Occupational therapy assistants are often part of a health team that not only includes an occupational therapist but may also include physicians, nurses, social workers, teachers, physical therapists and other specialists. Besides preparing to become occupational therapy assistants, students in this program learn many skills that will serve in other helping careers.

Occupational therapy assistants are employed at public schools, long-term care centers, hospitals, rehabilitation centers and geriatric day centers to name a few. Assistants work under the supervision and consultation of an occupational therapist to provide patient treatments. They also provide assistance with patient assessments.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification of Occupational Therapy (NBCOT). After successful completion of this examination, the graduate will be a Certified Occupational Therapy Assistant (COTA). Washington state requires licensure in order to practice.

New students are admitted once a year. Level 2 fieldwork requirement must be completed within 18 months of academic courses.

Admission Requirements

Students may enroll in the Occupational Therapy Assistant (OTA) program at the beginning of fall quarter. Green River begins accepting applications for fall quarter admission on December 1. Interested applicants should contact a program advisor prior to that date.

The Occupational Therapy Assistant program has specific admission requirements. Admission to the program is based on a first come, first served basis as determined by the date of formal submittal by the applicant of the program application. Upon receipt of the applications, students are placed on an acceptance list contingent on completion of the following by fall quarter.

Each student must complete the following:

1. Schedule an interview with a faculty advisor concerning:
 - A. Familiarity with the Occupational Therapy Assistant profession
 - B. Physical and psychological requirements for success in the program and profession
 - C. Employment potential upon completion of the program
 - D. Obtaining official program application

2. At the time of the interview, submit a handwritten statement to the faculty advisor describing applicant's interest and knowledge in the field.
3. Submit evidence of academic preparation. This may be ONE of the following:
 - A. High school college preparatory curriculum that includes the following:
 1. 4 semester credits of science
 2. 4 semester credits of mathematics
 3. 6 semester credits of English (preferably writing and composition)
 4. 6 semester credits of social science
 5. graduation GPA of 3.0 or above, 2.5 GPA in each of the areas above.

Note: To be considered with high school grades only, the applicant must have graduated within the past three years.
 - B. Completion of the following college-level courses with a 2.5 grade or better.
 1. Lab science (5 quarter credits). Must have been taken within the last 5 years. Recommended: anatomy-physiology, biology or chemistry. Other lab science courses will be considered.
 2. English writing and composition course (3-quarter credits)
 3. Social science or humanities course (3-quarter credits). Must have been taken within the last 8 years.
 - C. In some circumstances, standardized test scores will be considered as part of the admission process.

Contact: Noel Hepler, ext.4341 Jessica Boyd, ext. 2639
 nhepler@grcc.ctc.edu jboyd@grcc.ctc.edu

Dept./No.	Course Title	Credits
CORE COURSES:		
First Quarter		
AP 103 <i>or</i>	Essentials of Human Anatomy & Physiology 1 <i>or</i>	
AP 205	Human Anatomy & Physiology 1	5
H Sci 150	Human Life Span Growth & Development	5
O T 100	Intro to Occupational Therapy	3
O T 110	Occupational Therapy Principles	4
Second Quarter		
AP 104 <i>or</i>	Essentials of Human Anatomy & Physiology 2 <i>or</i>	
AP 206	Human Anatomy & Physiology 2	5
O T 108	Psychosocial Dysfunction	5
O T 109	Developmental Disabilities	4
Third Quarter		
H Sci 104	Fund'ls of Gerontology	4
O T 102	Physical Dysfunction Treatment	8
O T 105	Application of Occupational Therapy 1	2
O T 106	Professional Advocacy Experience	1
O T 115	Therapeutic Activities 1	3



Fourth Quarter		
O T 202	Ethics, Values, & Responsibility in Health Care	3
O T 204	Application of Activities	5
O T 206	Application of Occupational Therapy 2	2
O T 215	Pre-Vocational Practicum	1
Fifth Quarter		
O T 207	Application of Occupational Therapy 3	2
O T 210	Therapeutic Adaptations	3
O T 211	Pre-Fieldwork Experience Seminar	2
O T 212	Therapeutic Activities 3	4
Six Quarter		
O T 250	Fieldwork Experience 1	12
Seventh Quarter		
O T 251	Fieldwork Experience 2	12
Required Supporting Course		
* Computers	Any computer course	0-3
# Engl 102 <u>or</u> Engl 110	Practical College Writing <u>or</u> College Writing	5
Indus 101	Basic Wood Shop	4
# Math	Eligible for Math 104 <u>or</u> any Math course 100 or above <u>or</u> B A 145, Business Computation <u>or</u> Bus E 110, Business Math Applications <u>or</u> any Acomp 100 or above	0-5
# Psych 100	General Psychology	5
# Spch 100 <u>or</u> Spch 110 <u>or</u> Spch 234 <u>or</u> Spch 235 <u>or</u> Comm 100 <u>or</u> Comm 180	Basic Speech Communication <u>or</u> Interpersonal Communication <u>or</u> Small Group Leadership <u>or</u> Small Group Discussion <u>or</u> Fund'ls of Oral Communication <u>or</u> Comm Skills for Teachers & Trainers	3-5
One of the following is required		
Ames 100	Intro to Ethnic & Minority Studies	5
Anthr 100 <u>or</u> Anthr 202	Intro to Anthropology <u>or</u> Cultural Anthropology	5
Anthr 205	Intro to Medical Anthropology	5
Engl 112 <u>or</u> Engl 160	Writing: Social Sciences <u>or</u> Literature By & About Women	5
Geog 108 <u>or</u> Geog 200	Intro to Human Geography <u>or</u> World Regional Geography	5
Human 110	Background for the Humanities	5
Phil 102 <u>or</u> Phil 110	Contemporary Moral Problems <u>or</u> Social & Political Philosophy	5
Soc 110	Survey of Sociology	5
Electives (Instructor's permission required)		
Art 114	Pottery	5
Art 105	Drawing	5
Behsc 190	Stress Management	5
Bus 116	Professional Leadership Development	5
Dance 101	Intro to Dance	3
Nurse 100	Nutrition	3
O T 194	Special Topics	1-2
O T 198	Independent Study	1
Soc 201	Social Problems	5

Satisfies related instruction requirements.

* May be waived by program advisor upon demonstration of computer competency.



Physical Therapist Assistant

Associate in Applied Science
110-117 Credits

This program awards an Associate in Applied Science degree and is accredited by the Commission on Accreditation in Physical Therapy Education. Once students begin PT classes, they typically complete the program in two years with 110-117 credits, depending on previous college work. Graduates are prepared to work as Physical Therapist Assistants. The Physical Therapist Assistant, under the supervision of a licensed physical therapist, treats individuals with physical disabilities to relieve pain and restore function. Physical therapist assistants work in hospitals, rehabilitation centers, school systems, private physical therapy practices, home health care agencies and sports medicine facilities.

Students must complete the following admissions prerequisites in order to apply for the Physical Therapist Assistant program. Please contact the PTA Admissions Coordinator at ext. 2639, for specific information. Requirements are subject to change.

Admissions Prerequisites:

1. College
 - A. Completion of at least 15 quarter credits at the 100 level or above with GPA of 2.5 or better. Courses taken on a pass/no-credit basis may not be included in these 15 credits.

(continued)



Programs of Study • Physical Therapist Assistant

(Physical Therapist Assistant continued)

- B. Documentation of writing competence.
- 1) COMPASS score showing placement into Engl 110; or
 - 2) Completion of Engl 100, 102 or 110 with a grade of 2.0 or better.
- C. Documentation of Math competence.
- 1) COMPASS score showing placement into Math 097 or higher; or
 - 2) Completion of Math 072 or higher with a grade of 2.0 or better; or
 - 3) Completion of Math supporting course requirement.
2. High school only (for students graduating from high school during the spring prior to program entry):
- C. High school GPA of 3.0 or above with a minimum GPA of 2.5 in science and math, and at least a 2.0 grade in each required class.
 - D. COMPASS scores placing the student in college level math and English 110.

Students who satisfy the above prerequisites will be selected based on academic preparation, COMPASS scores, GPA and familiarity or experience with physical therapy or closely related field. Qualified applicants who have not completed related instruction requirements may be accepted on a provisional basis until these requirements are completed with a 2.0 or better grade. Such students should have a plan for the completion of related instruction requirements.

All college admissions requirements must also be met prior to entry.

In addition to paying the usual tuition and fees charged at Green River, the student is also required to purchase liability insurance and personal health insurance. The student is expected to provide his/her own transportation to clinical off-site facilities.

The Physical Therapist Assistant courses must be taken in sequence. Related Instruction requirements should be taken prior to entry to the program.

Students who wish to pursue a professional physical therapy program should NOT enroll in GRCC's Physical Therapist Assistant program. Transfer of professional/technical coursework is limited.

Contact: Barbara Brucker, ext. 4343 Jessica Boyd, ext. 2639
 bbrucker@grcc.ctc.edu jboyd@grcc.ctc.edu

Dept./No.	Course Title	Credits
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FIRST YEAR

Fall Quarter

P T 101	Intro to Physical Therapy	3
P T 102	Therapeutic Interaction in Health Care	2
P T 105	Patient Care Skills	3
H Sci 102	Applied Anatomy	3
H Sci 102L	Applied Anatomy Lab	2

Winter Quarter

P T 110	Principles of Physical Therapy Agents 1	2
P T 110L	Principles of Physical Therapy Agents 1 Lab	3
P T 270	Survey of Pathophysiology	5
H Sci 150	Human Life Span, Growth & Development	5

Spring Quarter

P T 111	Principles of Physical Therapy Agents 2	3
P T 111L	Principles of Physical Therapy Agents 2 Lab	3
P T 113	Posture & Movement	3
P T 113L	Posture & Movement Lab	1
P T 114	Tests & Measurements	2
P T 151	Clinical Preparation	1
H Sci 101	Intro to Neuroanatomy & Neurology	3

SECOND YEAR

Fall Quarter

P T 210	Therapeutic Exercise	3
P T 210L	Therapeutic Exercise Lab	4
P T 112	Physical Restoration	2
P T 212	Selected Exercise Procedures	1
P T 212L	Selected Exercise Procedures Lab	1
P T 251	Clinical Experience 1	2

Winter Quarter

P T 201	Issues in Health Care	3
P T 211	Adv Rehab Procedures	4
P T 211L	Adv Procedures Lab	2
P T 213	Orthopedic Therapy	3
P T 213L	Orthopedic Therapy Lab	2
P T 252	Clinical Experience 2	2

Spring Quarter

P T 253	Clinical Affiliation	14
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Required supporting courses:

* AP 104 <u>and</u>	Essentials Human Anatomy & Physiology 2 <u>and</u>	
AP 206	Human Anatomy & Physiology 2	10
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110 <u>or</u>	Interpersonal Communication <u>or</u>	
Spch 234 <u>or</u>	Small Group Leadership <u>or</u>	
Spch 235	Small Group Discussion	3-5
# Engl 102 <u>or</u>	Practical College Writing <u>or</u>	
Engl 110 <u>or</u>	College Writing <u>or</u>	
Engl 111 <u>or</u>	Writing: Humanities <u>or</u>	
Engl 112 <u>or</u>	Writing: Social Sciences <u>or</u>	
Engl 113	Writing: Science & Business	5
# Math 102 <u>or</u>	Pre-Calculus 1 or Eligible for Math 104 <u>or</u>	
Acomp <u>or</u>	Any Acomp or Math course 100 or above <u>or</u>	
Bus E 110 <u>or</u>	Business Math Applications <u>or</u>	
B A 145	Basic Business Math	0-5
# Psych 100 <u>or</u>	General Psychology <u>or</u>	
Soc 110	Survey of Sociology	5

* Must be taken prior to entry into PTA program.

Satisfies related instruction requirement, complete prior to entry into the program or during summer quarter.



Special Needs Services Paraprofessional

Certificate
12 Credits

This twelve-credit certificate course will prepare persons for employment in a variety of entry-level healthcare provider and human services positions. These job titles may include but are not limited to: Assisted Living Resident Support Staff; Job Coach/Supervisor; Activities Aide/Assistant; Case Manager; Para-educator; Family and Community Resource Coordinator; Home Health Aide; Group Home Worker; Therapy Aide; Teen Program Coordinator; Recreation/Playground Assistant and Special Needs Consumer Advocate. In addition to receiving instruction through a lecture/lab format, students will receive job site supervised practical experience. Certificate completers will receive help with resume preparation and the job application process.

Contact: Noel Hepler, ext. 4341 Jessica Boyd, ext. 2639
nhepler@grcc.ctc.edu jboyd@grcc.ctc.edu

Dept./No.	Course Title	Credits
Fall Quarter		
H Hsc 100	Basic Professional Skills for Health Care Providers	3
H Hsc 101	Health Care Skills and Procedures	4
H Hsc 102	Physical Management and Self Care Skills	4
H Hsc 103	Health Services Job Skills Practicum	1



Speech Communication

Certificate
20 Credits

Contact: Kate Katims, ext. 4283
kkatims@grcc.ctc.edu

Dept./No.	Course Title	Credits
Comm 100	Fund'ls of Oral Communication	5
* Comm 177-179 and	Cooperative Education and	1-5
Coop 171	Work Experience Seminar	1
Comm 194	Special Studies	1-5
Spch 100	Basic Speech Communication	5
Spch 110	Interpersonal Communication	5
Spch 194	Special Studies	1-5
Spch 212	Persuasion & Propaganda	5
Spch 225	Intermediate Public Speaking	5
Spch 234	Small Group Leadership	5
Spch 235	Small Group Discussion	3-5
Spch 299	Independent Study	2-5

* Variable credit classes; only 1-5 credits may be applied to this certificate.

Note: Students must complete a minimum of 10 credits from any of the courses in bold.

Speech Communication (Advanced)

Certificate
30 Credits

Contact: Kate Katims, ext. 4283
kkatims@grcc.ctc.edu

Dept./No.	Course Title	Credits
Comm 100	Fund'ls of Oral Communication	5
* Comm 177-179 and	Cooperative Education and	1-5
Coop 171	Work Experience Seminar	1
Journ 194	Special Studies	1-5
Journ 110 or	Radio Laboratory or	1-5
Journ 111 or	Radio Laboratory 2 or	
Journ 112	Radio Laboratory 3	
Journ 150	Intro to Broadcasting	3
Journ 201	Intro to Mass Media	5
Journ 205 or	Radio Management or	1-5
Journ 206 or	Radio Workshop or	
Journ 207	Adv Radio Workshop	
Spch 100	Basic Speech Communication	5
Spch 110	Interpersonal Communication	5
Spch 194	Special Studies	1-5
Spch 212	Persuasion & Propaganda	5
Spch 225	Intermediate Public Speaking	5
Spch 234	Small Group Leadership	5
Spch 235	Small Group Discussion	3-5
Spch 299	Independent Study	2-5

* Variable credit classes; only 1-5 credits may be applied to this certificate.

Note: Students must complete a minimum of 10 credits from any of the courses in bold.



Water Supply Technology And Wastewater Technology

The Water Supply Technology and Wastewater Technology programs prepare students for entry-level employment as water supply or wastewater technicians. Professionals in these fields make daily decisions that protect public health and the environment. Graduates are employed by those who operate and maintain water treatment, water distribution, wastewater collection and/or wastewater treatment systems; primarily municipalities such as water and/or sewer districts, counties, cities, towns, states and some federal agencies. Private water/wastewater systems and industries that operate their own facilities may also employ graduates.

Water Supply Technicians are responsible for purification and distribution of drinking water that is taken from a natural source. There are two major careers in this field.

- A Water Treatment Operator monitors, operates and maintains drinking water purification plants. Duties include maintenance of equipment including pumps, valves and mechanical devices; conducting chemical analyses of water to assess the effectiveness of the treatment process; and maintaining related treatment records.
- A Water Distribution Technician is responsible for seeing that treated drinking water is distributed to where it will be used by the public, by industry, and for fire fighting. Drinking water reaches its destination through a broad network of pipes under cities and towns. Additional responsibilities include installation, maintenance and repair of this primarily underground equipment.

Wastewater Technologists are responsible for the operation and maintenance of wastewater collection systems and/or wastewater treatment plants – facilities where wastes are removed to make water suitable for return to the environment. There are two major careers in this field:

- A Wastewater Collection System Technician operates and maintains wastewater pumping stations; and inspects, maintains, and repairs underground pipelines that carry wastewater to treatment plants. They utilize specialized equipment including high-pressure pipeline cleaning machinery and closed-circuit television pipeline inspection devices.
- Wastewater Treatment Operators monitor, operate and maintain treatment plant equipment, perform laboratory analyses of wastewater, and utilize a variety of information to control the wastewater treatment process. Maintenance of equipment including pumps, valves and mechanical drivers is also included in operator responsibilities. Generating written reports and maintaining records is also important.

Graduates must be physically able to perform the work required to gain employment in the field. Entry-level positions in the field include a significant amount of strenuous physical activity including lifting, digging, squatting, and reaching. Workers in the field regularly utilize hazardous chemicals, including chlorine, and are exposed to hazardous situations including confined space entry, excavations, and traffic. Wastewater Technologists are exposed to human and industrial wastes. Students should be capable of working individually as well as with others on teams.

Water Supply Technology

Associate in Applied Science
92 Credits

The Associate in Applied Science degree in Water Supply Technology is designed to prepare graduates for positions in municipal drinking water distribution and drinking water treatment facilities. Along with appropriate operating experience, this degree provides a foundation for positions with responsibilities beyond the entry level. The requirements build on those for the Water Distribution Technology Certificate of Proficiency, which should generally be completed first.

Dept./No.	Course Title	Credits
# Behsc 103 <u>or</u>	Interpersonal Relations <u>or</u>	
Psych 100 <u>or</u>	General Psychology <u>or</u>	
Soc 110	Survey of Sociology	5
Bus E 100	Fund'ls of Microcomputers	5
Chem 140	General Chemistry	6
Chem 150	General Chemistry	6
# Comm 100 <u>or</u>	Fund'ls of Oral Communication <u>or</u>	
Spch 100 <u>or</u>	Basic Speech Communication <u>or</u>	
Spch 110	Interpersonal Communication	5
# Engl 110	College Writing	5
Engl 113	Writing: Science & Business	5
# Math 102 <u>or</u>	Pre-Calculus 1 <u>or</u>	
Math 107	Contemporary Math	5
Spch 234 <u>or</u>	Small Group Leadership <u>or</u>	
Spch 235	Small Group Discussion	5
Wtech 181	Water Hydraulics	3
Wtech 182	Pumps & Pumping Systems	3
Wtech 183	Utility Worker Safety	3
Wtech 184	Chemical Feed Systems	3
Wtech 187	Drawings & Manuals	3
Wtech 188	Electrical Fund'ls for Water/Wastewater	3
Wtech 191	Pre-Employment Seminar	2
WST 177	Water Cooperative Education	11
WST 180	Water Distribution	3
WST 183	Water Sources	1
WST 184	Water Regulations	2
WST 185	Water Treatment 1	3
WST 186	Water Treatment 2	3
WST 188	Water Laboratory	2

Satisfies related instruction requirement



Water Distribution Technology

Certificate 31-41 Credits

The Certificate of Proficiency in Water Distribution Technology is intended to prepare graduates for entry-level positions in operating and maintaining water distribution systems. This program is designed for a fall quarter start, depending upon student composition, computation and computing skills; please contact an advisor for skills assessment information.

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
* Engl 081	Fund'ls of Written Communication	5
** Math 072	Elementary Algebra	5
Wtech 181	Water Hydraulics	3
Wtech 182	Pumps & Pumping Systems	3
Wtech 183	Utility Worker Safety	3
Wtech 184	Chemical Feed Systems	3
Wtech 187	Drawings & Manuals	3
Wtech 188	Electrical Fund'ls for Water/Wastewater	3
WST 180	Water Distribution	3
WST 183	Water Sources	1
WST 184	Water Regulations	2
WST 188	Water Laboratory	2

* Not required if eligible for Engl 100 or higher.

** Not required if eligible for Math 097 or higher.

Wastewater Technology

Associate in Applied Science Degree 92 Credits

The Associate in Applied Science degree in Wastewater Technology is designed to prepare graduates for positions in municipal wastewater collection and wastewater treatment facilities. Along with appropriate operating experience, this degree provides a foundation for positions with responsibilities beyond the entry-level. The requirements build on those for the Wastewater Treatment Technology Certificate of Proficiency, which should generally be completed first.

Dept./No.	Course Title	Credits
# Behsc 103 <u>or</u> Psych 100 <u>or</u> Soc 110	Interpersonal Relations <u>or</u> General Psychology <u>or</u> Survey of Sociology	5
Biol 100 <u>or</u> Env S 204	Introductory Biology <u>or</u> Natural Science & the Environment	5
Bus E 100	Fund'ls of Microcomputers	5
Chem 140	General Chemistry	6
Chem 150	General Chemistry	6
# Comm 100 <u>or</u> Spch 100 <u>or</u> Spch 110	Fund'ls of Oral Communication <u>or</u> Basic Speech Communication <u>or</u> Interpersonal Communication	5
# Engl 110	Freshman English	5
# Engl 113	Writing: Science & Business	5
# Math 102 <u>or</u> Math 107	Pre-Calculus 1 <u>or</u> Contemporary Mathematics	5
Spch 234 <u>or</u> Spch 235	Small Group Leadership <u>or</u> Small Group Discussion	5

Wtech 181	Water Hydraulics	3
Wtech 182	Pumps & Pumping Systems	3
Wtech 183	Utility Worker Safety	3
Wtech 184	Chemical Feed Systems	3
Wtech 187	Drawings & Manuals	3
Wtech 188	Electrical Fund'ls for Water/Wastewater	3
Wtech 191	Pre-Employment Seminar	2
WWT 177	Wastewater Cooperative Education	9
WWT 180	Wastewater Collection	3
WWT 185	Wastewater Treatment 1	3
WWT 186	Wastewater Treatment 2	3
WWT 188	Wastewater Laboratory	2

#Satisfies related instruction requirement.

Wastewater Treatment Technology

Certificate 31-41 Credits

The Certificate of Proficiency in Wastewater Treatment Technology is intended to prepare graduates for entry-level positions in wastewater treatment facilities. The program is designed for a fall quarter start, depending upon student composition, computation and computing skills; please contact an advisor for skills assessment information.

Dept./No.	Course Title	Credits
Bus E 100	Fund'ls of Microcomputers	5
* Engl 081	Fund'ls of Written Communication	5
** Math 072	Elementary Algebra	5
Wtech 181	Water Hydraulics	3
Wtech 182	Pumps & Pumping Systems	3
Wtech 183	Utility Worker Safety	3
Wtech 184	Chemical Feed Systems	3
Wtech 187	Drawings & Manuals	3
Wtech 188	Electrical Fund'ls for Water/Wastewater	3
WWT 185	Wastewater Treatment 1	3
WWT 186	Wastewater Treatment 2	3
WWT 188	Wastewater Laboratory	2

* Not required if eligible for Engl 100 or higher.

** Not required if eligible for Math 097 or higher.



Welding Technology

Associate in Applied Science Degree
105 Credits

Upon completion of the two-year program, the student will qualify for an Associate in Applied Science degree. This training will permit the student to seek employment in the welding field as an engineering aide, sales engineer, and structural steel detailer or trade welder. The student will be prepared to advance rapidly to inspection, shop planning, supervision or one of many related fields. With the proper selection of courses, the student can continue his/her education to become a welding engineer. Consultation with the Welding Department is required for admission to the program.

Students may enter the Welding Technology program during any quarter, as space is available.

Contact: Jack Danielson, ext. 4257 Paul Mueller, ext. 2635
jdaniels@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
FIRST YEAR		
# Acomp 100T	Computation for the Trades	5
# Comm 100	Fund'ls of Oral Communication	5
# Engl 102	Practical College Writing	5
Weld 141	Basic Arc Welding & Flame	13
Weld 142	Intermediate Arc Welding	13
Weld 143	Adv Arc Welding	13
SECOND YEAR		
I E 189	Basic Metallurgy	4
Weld 107	Basic Blueprint	3
Weld 194	Special Welding Project: GMAW-Gas Metal Arc Welding	13
Weld 195	Special Welding Project 2: FCAW-Flux Core Arc Welding	13
Weld 196	Special Welding Project 3: GTAW-Gas Tungsten Arc Welding	13
# Human Relations	Any course that satisfies the Human Relations Related Requirements on page 43	5

Satisfies related instruction requirements. For scheduling or transferability reasons, other courses from the current list of Related Instruction Requirements may be substituted.

Note: Student must possess a valid first aid card or similar Washington State L&I Training Card upon exiting the program.

Welding Technology Basic Arc And Flame

Certificate
26 Credits

Dept./No.	Course Title	Credits
Weld 141	Basic Arc & Flame	13
Weld 142	Intermediate Welding	13

Welding Technology Intermediate Arc And Flame

Certificate
26 Credits

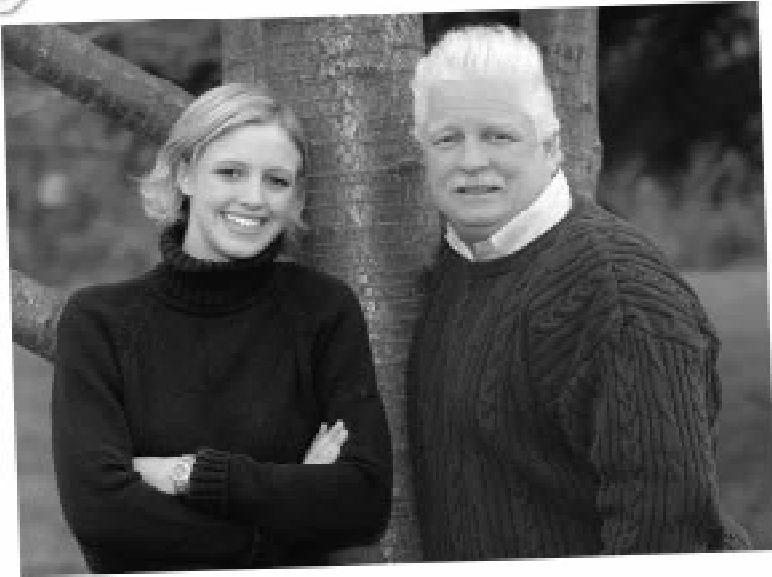
Dept./No.	Course Title	Credits
Weld 142	Intermediate Welding	13
Weld 143	Adv Arc Welding	13

Welding Technology Advanced Arc And Flame

Certificate
26 Credits

Contact: Jack Danielson, ext. 4257 Paul Mueller, ext. 2635
jdaniels@grcc.ctc.edu pmueller@grcc.ctc.edu

Dept./No.	Course Title	Credits
Weld 194	Special Welding Projects 1	13
Weld 195	Special Welding Projects 2	13



Lizzy and Duane Heutmaker.

Inspiration

Since it had been nearly eight years between high school graduation and enrollment at GRCC, Duane Heutmaker had not expected to do well. However, he found himself surrounded by an inspirational faculty that simply refused to expect less than his best. Duane graduated in 1971 with nearly a 4.0 G.P.A and went on to earn his Master's degree. Duane's daughter Lizzy spent her first 18 years hearing about the benefits of a college education and especially about the positive aspects of a two-year community college versus a four-year institution: reduced class size; reduced cost and faculty instruction versus teaching assistant instruction. In fact, Lizzy had even been able to call on an instructor that her father had studied with at GRCC to help her solve a high school math class problem. Although retired, he still had all the answers and was enthusiastic to help. Since she had attended a few events on campus with her dad, Lizzy knew the campus and felt comfortable here. "I heard from my dad that GRCC instructors were inspiration and helpful...I guess attending GRCC has become a family tradition." GRCC is the first step of Lizzy's plan to obtain her PhD in Zoology.



Course Descriptions

Department/Division	Abbrev.	Page No.
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Automotive Technology	Atech	109-110
Aviation	Avia	110-111
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Biology	Biol	112-113
Business Administration	B A	113-114
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Business Management	Bus	118-120
Carpentry Technology	Carp	120-122
Chemistry	Chem	122
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Communication	Comm	123
Computation	Acomp	123
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Computer Reporting Technology	Crpt	125-127
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Criminal Justice	CRJ	128-129
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Forensic Technology	See CRJ	140
Forest Resources	Fores	140
French	Fren	140
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Department/Division	Abbrev.	Page No.
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Humanities	Human	145
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Industrial Education	Indus	145
Industrial Engineering	I E	146
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Journalism	Journ	147-148
Library	Lib	148
Machine Technology	Mach	149
Management	Mgmt	149
Manufacturing	Mfg	150
Mathematics	Math	150-152
Music	Music	152-153
Natural Resources	Natrs	153-155
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Nursing	Nurse	155-156
Occupational Therapy	O T	156-157
Parent Child Education	PCE	157
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Welding	Weld	170



This section includes a brief description of each credit class offered on a regular basis by Green River Community College. Classes are arranged in alphabetical order according to the college department that offers the class.

Each listing includes a course number, course title, number of credits awarded and course description. Prerequisites are also designated where appropriate.

Courses numbered 100-299 are designed for Green River Community College programs and courses that transfer to senior institutions (transfer is sometimes limited). The 100 series is ordinarily for first-year students and the 200 series for second-year students, but this distinction varies because of differing requirements of other colleges and universities.

Consult the "Programs of Study" section of this catalog and your faculty advisor for specific information about each class and about which classes will meet your requirements.

American and Ethnic Minority Studies (AMES)

100 Introduction to Ethnic and Minority Studies (5)

A social and historical overview of the interrelationships that exist between various groups in the United States. Focuses on Native American, African American, Latino and Asian American relations with each other and with the dominant society. *Satisfies social science requirement for AA and AS degrees.*

194 Special Topics (varies) (1-5)

Focuses on a special topic in ethnic studies. Any theoretical concept needed by students will be developed in course presentations. Students may repeat the course when a different topic is presented. *This course is intended to transfer as a social science requirement for AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

215 Northwest Coast Indians: The Nuu-Chah-Nulth (5)

The Nuu-Chah-Nulth peoples of the northwest coast will be studied, as they are known from historical, ethnographic and informant sources. A field course in conjunction with the Clayoquot Sound Summer Program. *PREREQUISITE: Instructor's permission. Cross-listed with ANTHR 215 and S SCI 215. Satisfies social science requirement for AA and AS degrees.*

Anatomy and Physiology (AP)

100 Survey of Human Anatomy and Physiology (5)

Study of the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Introduction to common human disease processes. For non-science majors or as preparation for allied-health profession students intending to take advanced anatomy and physiology courses. *Satisfies math/science requirement for AA degree.*

103 Essentials of Human Anatomy and Physiology 1 (5)

Introductory course in human anatomy and physiology. First of a two-quarter sequence including the study of structure and function cells, tissues, and the integumentary, skeletal, muscular, and nervous systems. Introduction to common human disease processes. Laboratory component includes anatomical studies using microscopy and dissection and the study of physiological concepts via experimentation. *AP 100 recommended. Satisfies math/science or lab science requirement for AA degree.*

104 Essentials of Human Anatomy and Physiology 2 (5)

Introductory course in human anatomy and physiology. Second quarter of a two-quarter sequence including the study of the endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Introduction to common human disease processes. Laboratory component includes anatomical studies using microscopy and dissection and the study of physiological concepts via experimentation. *PREREQUISITE: AP 103. Satisfies math/science or lab science requirement for AA degree.*

205 Human Anatomy and Physiology 1 (5)

Study of human structure and function. First of a two-quarter sequence, including the study of cells, tissues and the integumentary, skeletal, muscular and nervous systems. Mechanisms of common human disease processes are explored. Laboratory component includes anatomical studies using microscopy, palpation, and dissection and the study of physiological concepts via experimentation. Intended for transfer students. *PREREQUISITE: (BIOL 100 or 201) or (AP 100 or 104) or instructor's permission. Satisfies math/science or lab science requirement for AA and AS degrees.*

206 Human Anatomy and Physiology 2 (5)

Study of human structure and function. Second quarter of a two-quarter sequence including endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Mechanisms of common human disease processes are explored. Laboratory component includes anatomical studies using microscopy, palpation, dissection, and the study of physiological concepts via experimentation. Intended for transfer students. *PREREQUISITE: AP 205. Satisfies math/science or lab science requirement for AA and AS degrees.*

210 Cadaver Anatomy (1)

A comprehensive review of human cadaver anatomy for health professionals and students of the health professions. Major muscles, skin, bones and joints, internal organs, the brain, spinal cord and major nerves, and blood vessels will be reviewed, palpated, and discussed. Use of several dissected cadavers provides opportunities to study anatomical variations, pathologies, and anatomical change resulting from the aging process. *PREREQUISITE: Concurrent enrollment in AP 104 or 206; or instructor's permission. Satisfies math/science requirement for AA and AS degrees.*

Anthropology (ANTHR)

100 Introduction to Anthropology (5)

Provides a basic understanding of the four sub-fields of anthropology: physical anthropology, archeology, linguistics, and socio-cultural anthropology. Units of study include the concept of evolution, the concept of culture, human biological and cultural origins, primate behavior, pre-history, language acquisition, and cultural development. *Satisfies social science requirement for AA and AS degrees.*

194 Special Topics (varies) (1-5)

Focuses on a special topic in anthropology. Theoretical concepts needed by students will be developed in course presentations. Students may repeat the course when a different topic is presented. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*



201 Physical Anthropology (5)

Study of human evolution. Includes study of the theories of evolution by natural selection and other means. The evidence for human evolution through the fossil record, the comparison of human and non-human primates on behavior and morphology, and modern human variations and their implications to human adaptation will be covered. *PREREQUISITE: ANTHR 100 or (BIOL 100 or 201) or instructor's permission. Satisfies math/science or social science requirement for AA and AS degrees.*

202 Cultural Anthropology (5)

A study of the field of sociocultural anthropology with emphasis on the nature of culture, what types of social systems exist in society, and how they work in relation to the members of society. Includes both theoretical and methodological issues in anthropology, as well as ethnographic studies. *PREREQUISITE: Eligible for ENGL 110 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

203 Principles of Archaeology (5)

An introduction to the techniques, methods and goals of archaeological research, including excavation and dating of archaeological materials and general problems encountered in explaining archaeological phenomena. *Satisfies social science requirement for AA and AS degrees.*

205 Introduction to Medical Anthropology (5)

Cross-cultural examination of health beliefs, care systems and healer/patient relationships will be studied as they are known from ethnographic, informant and popular sources. *Satisfies social science requirement for AA and AS degrees.*

210 Indians of North America (5)

Indians of North America (north of Mexico) as they are known from historical and ethnographic sources. Representative cultures of all the major regions will be studied with some greater emphasis on the Northwest Coast. *Satisfies social science requirement for AA and AS degrees.*

215 Northwest Coast Indians: The Nuu-Chah-Nulth (5)

The Nuu-Chah-Nulth peoples of the northwest coast will be studied, as they are known from historical, ethnographic and informant sources. A field course in conjunction with the Clayoquot Sound Summer Program. *PREREQUISITE: Instructor's permission. Cross-listed with AMES 215, and S SCI 215. Satisfies social science requirement for AA and AS degrees.*

220 Northwest Coast Indians (5)

The Native American Cultures of the Northwest Coast (a culture area that extends from Southern Alaska to Northern California with an internal boundary of the Cascade Mountains) will be studied as they are known from historical, ethnographic and informant sources. *Satisfies social science requirement for AA and AS degrees.*

273 Field Archeology (1-10)

Provides the student with fieldwork in archeology through experiences in site survey, excavation, recording, classifying, cataloging and reporting. *PREREQUISITE: ANTHR 100 or instructor's permission. Satisfies social science requirement for the AA and AS degrees.*

274 Anthropology of Mexico (5)

Students study Mexico through readings and lecture discussions on Mexico's past cultures and civilization as well as modern village and urban life. *Satisfies social science requirement for AA and AS degrees.*

294 Special Topics (varies) (1-5)

Focuses on a special topic in anthropology. Theoretical concepts needed by students will be developed in course presentations. Students may repeat the course when a different topic is presented. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

298-299 Independent Study—Anthropology (1-5)

Permits a student to pursue a special interest in the field of anthropology with the personal direction and assistance of an instructor. *PREREQUISITE: Instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Art (ART)

100 Introduction to Art (5)

Studies the basic elements and principles of art and the media with which artists can create. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

105 Beginning Drawing (5)

Introduces students to the elements of observation, recording, and pictorial organization as a means of visual expression. Emphasis on contour line, value studies, perspective, and foreshortening. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

106 Intermediate Drawing (5)

Emphasis on still life, techniques, various materials, composition and introduction to the figure. *PREREQUISITE: ART 105 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

107 Advanced Drawing (5)

Concentration on still life, landscape, and the figure. Composition and analysis of the picture plane emphasized. *PREREQUISITE: ART 106 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

109 Beginning Design (5)

An introduction of the visual elements of design and the fundamental principles of visual organization in two-and three-dimensional spatial representation. The computer will be utilized as the primary mechanical tool in visual problem solving. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

110 Design and Color (5)

A study of the basic theories of color. Theories include complimentary, triadic, analogous, monochromatic, gray scales, and black and white. The computer will be utilized as the primary mechanical tool in visual problem solving. *PREREQUISITE: ART 109 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

111 Painting 1 (5)

Introduces students to traditional and contemporary concepts and techniques in oil painting. Working from still life and landscape, students learn to organize form, color, and tone while practicing various methods of application, color mixing, and surface preparation. *Satisfies nonfitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

112 Painting 2 (5)

An advanced instruction in painting using objectives taught in Art 111. For students who wish to further investigate painting as a means to self-expression. The students will become familiar with the exploration of advanced compositions and various materials. *PREREQUISITE: Art 111. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

113 Painting 3 (5)

Advanced instruction in painting using objectives taught in Art 112. The student will demonstrate further exploration of advanced compositional theories and painting methods. *PREREQUISITE: Art 112. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



114 Pottery (5)

Introductory program in pottery designed for students who wish to develop an understanding and appreciation of clay as an art medium. Focuses on handbuilding forms, dipping and pouring, surface glazing, and loading bisque kilns. Students are introduced to the cultural heritage of pottery in America. Transfer art majors must take ART 251. *Satisfies nonfitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

115 Pottery 2 (5)

Intermediate program in pottery for students who wish to investigate clay as an art medium. Emphasis is on theory, history and technique. Focuses on wheelthrowing; spray and airbrush glazing; raku, smoke and high firing techniques. Students are introduced to the international cultural heritage of pottery such as the "easte" firing technique of raku. Transfer art majors must take ART 251. *PREREQUISITE: ART 114. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

177-179 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

194 Special Topics (varies) (1-5)

Study of special subject matter that is not part of the regular art curriculum. Content varies from course to course each time it is offered. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to variability in content, however, this course will need to be assessed individually by the transfer institution.*

209 3-Dimensional Design (5)

Explores the basic theories of three-dimensional shape relationship and sculpture. Projects investigate various materials, fabrication techniques and finishing processes. *PREREQUISITE: ART 109 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

210 Advanced 3-Dimensional Design (5)

Continuation and further development of design factors for students in the Associate in Arts degree program or for transfer credit. Design factors include the exploration of plane, mass, color, volume and texture in the open and closed three-dimensional form. Various materials such as wood, paper, plastic, metal and glass are used in problem solutions. *PREREQUISITE: ART 209. Satisfies humanities/fine arts/English requirements for AA and AS degrees.*

212 History of Art (5)

Study of the development of visual art from the Prehistoric Period to the Gothic Period of Western Civilization. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

213 History of Art (5)

Study of the development of visual art from the Gothic Period to the beginning of the Romantic Period. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

214 History of Art (5)

Study of the development of visual art from the Romantic Period up to and including contemporary art. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

251 Ceramics 1 (5)

Pottery: handbuilding, wheelthrowing and glazing methods, with emphasis on form, color and design principles. Experimentation with different clay bodies and kiln firings (electric, reduction, raku, smoke and salt firing). Presentations, films and slides. *PREREQUISITE: ART 105, 109, 114 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

252 Ceramics 2 (5)

Emphasis on experimentation with advanced techniques of handbuilding, wheelthrowing and mold fabrication, glaze mixing and application, luster and airbrush glaze application. *PREREQUISITE: ART 251 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

253 Ceramics 3 (5)

Emphasis on individual approach the student has developed in the previous two courses. Proficiency in firing various types of kilns and glaze calculations. *PREREQUISITE: ART 252 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

255 Advanced Painting 1 (5)

An advanced course in painting. The students will further their study of development of compositional organization in the picture plane using perspective and localized color evaluation and application. Students will practice simple to involved still life, figure, and landscape subject matters. *PREREQUISITE: ART 105, 109 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

256 Advanced Painting 2 (5)

For students who are continuing their studies in painting for an Associates in Arts degree or for transfer credit. Emphasizes objectives taught in Art 255. Instruction in advanced compositional theories and abstract concepts. *PREREQUISITE: ART 255. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

257 Advanced Painting 3 (5)

For those students who are continuing their studies in the Associate in Arts degree program or for transfer credit. *PREREQUISITE: ART 256. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

275-277 Independent Study–Ceramics (5)

Encourages students to study and develop independently in their major areas of ceramics. Students develop their own objectives, evaluation criteria and performance standards in conjunction with the appropriate instructor. *PREREQUISITE: Instructor's permission. Satisfies humanities/fine arts/English requirement for AA degree.*

279 Web Design (3)

An introduction to the technology of digital design as it applies to the web. *PREREQUISITE: ART 109. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

291 Computer Animation (5)

An introduction to the art of computer animation techniques, which engage the elements of time, motion, graphic images and sound. *PREREQUISITE: ART 109 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

294-296 Independent Study-Painting (5)

Encourages students to study and develop independently in their major areas of painting. Students develop their own objectives, evaluation criteria and performance standards in conjunction with the appropriate instructor. *PREREQUISITE: Instructor's permission. This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to variability in content however, this course will need to be assessed individually by the transfer institution.*

297-298 Independent Study-Advanced Drawing (5)

Encourages students to study and develop independently in their major areas of advanced drawing. Students develop their own objectives, evaluation criteria and performance standards in conjunction with the appropriate instructor. *PREREQUISITE: Instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



painting. Workplace ethics to include attendance, punctuality, efficiency, and good housekeeping, will be an integral part of all instruction. Credits earned in this course at a 3.0 or higher will articulate directly to the GRCC Auto Body Technology program.
PREREQUISITE: High School permission.

100 Conduct/Safety/Equipment (1)
A modular, self-paced course presenting fundamental principles and terminology of auto body conduct, safety and equipment. Hazardous materials, workplace ethics, leadership, human relation fundamentals, cultural diversity, attendance, punctuality and good housekeeping as applied to the industry, will be an integral part of instruction in all applicable situations.
PREREQUISITE: Instructor's permission and concurrent enrollment in ABODY 180.

104 Non-Structural Repair (1-14)
A modular, self-paced course presenting fundamental principles and terminology of non-structural analysis and damage repair. Includes preparation, metal finishing, body filling, movable glass and hardware, outer panel repairs and replacement, adjustments, and welding. Hazardous materials, workplace ethics, leadership, human relation fundamentals, cultural diversity, attendance, punctuality, and good housekeeping, will be an integral part of instruction in all applicable situations.
PREREQUISITE: Instructor's permission and concurrent enrollment in any one of ABODY 180, 181, 182, 183 and 184.

105 Structural Damage Repair (1-14)
A modular, self-paced course presenting fundamental principles and terminology of auto body structural analysis and damage repair. Includes unibody inspection, measurement and repair, frame inspection and repair, structural welding, and fixed glass damage analysis and repair. See instructor for current list of competencies for this course. *PREREQUISITE: Instructor's permission and concurrent enrollment in any one of ABODY 180, 181, 182, 183 and 184.*

106 Mechanical and Electrical Repair (1-15)
A modular, self-paced course presenting fundamental principles and terminology of auto body mechanical and electrical components, suspension, steering, electrical, brakes, heating, and air conditioning, cooling systems, drive train, fuel, intake, exhaust and restraint systems. See instructor for current list of competencies for this course. *PREREQUISITE: Instructor's permission and concurrent enrollment in any one of ABODY 180, 181, 182, 183 and 184.*

Astronomy (ASTRO)

100 Introduction to General Astronomy (5)
Introduces the history of astronomy; how stars form, live and die; the rapidly changing field of galactic astronomy; the beginning and evolution of the universe; how our own solar system forms and operates; and the possibility of intelligent life elsewhere in the universe. Offered in an on-line format only. Does not include a laboratory experience. *Satisfies math/science requirement for AA degree.*

101 Introduction to General Astronomy (5)
Presents a unified account of contemporary astronomy beginning here at home with our earth and moving outward toward infinity through our solar system, beyond to the stars of our home galaxy and out into the physical universe. Laboratory portion has the purpose of introducing the students to methods and techniques commonly employed in astronomy. Actual experiments performed will vary depending upon weather conditions and which celestial objects are observable that season. *Not open to students who have taken ASTRO 100. Satisfies math/science and lab science requirement for AA degree.*

Auto Body Technology (ABODY)

051 Repair and Painting (4)
Provides an introduction to auto body and painting for the hobbyist. Students will be introduced to current industry safety practices, hazardous materials practices, and receive instruction in skills from metal straightening to spot and complete repainting. It also serves as additional practice for the experienced auto body student. *PREREQUISITE: Instructor's permission.*

052 Summer Repair and Painting (1-13)
Provides an introduction to auto body and painting for the hobbyist. Students will be introduced to current industry safety practices, hazardous material practices, and receive instruction in skills from metal straightening to spot and complete repainting. It also serves as additional practice for the experienced auto body student. *PREREQUISITE: Instructor's permission.*

060 Fundamentals of Auto Body Repair and Painting (1-15)
A variable credit course designed for high school students presenting fundamental principles of basic, non-structural auto body repair and painting. Course content includes safety, metal straightening and filling, panel replacement and adjustment, welding, preparation for paint, and



107 Plastics and Adhesives (1-6)

A modular, self-paced course presenting fundamental principles and terminology of plastics and adhesives including identification of plastics to be repaired, plastics repair procedures, rigid and flexible plastics, fiberglass, exterior and interior plastics repair and refinishing. See instructor for current list of competencies for this course. *PREREQUISITE: Instructor's permission and concurrent enrollment in any one of ABODY 180, 181, 182, 183 and 184.*

108 Painting and Refinishing (1-17)

A modular, self-paced course presenting fundamental principles and terminology of auto body painting and refinishing including surface preparation, spray gun operation, paint mixing, matching and applying, solving paint application problems, finish defects causes and cures, safety precautions and miscellaneous analysis and repair. See instructor for current list of competencies for this course. *PREREQUISITE: Instructor's permission and concurrent enrollment in any one of ABODY 180, 181, 182, 183 and 184.*

109 Special Shop Practice (1-11)

A modular, self-paced course presenting fundamental principles, application and practice of competencies learned in ABODY 100 through 108. A capstone course in which the student may choose to refine their skills in the following competencies: Non-structural Repair, Structural Damage Repair, Mechanical and Electrical Repair, Plastics and Adhesives, and Painting and Refinishing. *PREREQUISITE: Instructor's permission.*

110 Estimating for Collision Repair (3)

Focuses on the process of evaluating collision damaged vehicles and generating repair cost estimates. Students will be introduced to modern vehicle designs including frame and unibody construction. Damage diagnosis and how vehicle systems can be affected in a collision will be covered. Emphasis will be placed on the generation of organized, competitive, and efficient damage reports. Additionally, students will be introduced to computerized estimating.

177-179 Auto Body Work Experience (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. *PREREQUISITE: Instructor's permission.*

180-184 Industry Leadership 1 (1)

Enables auto body students to engage in personal development and leadership activities outside of their regular auto body course work. In addition to class meetings, participation in the GRCC chapter of Skills USA/VICA, other leadership clubs, or various other leadership activities on campus or off, will provide the student with opportunities to grow professionally and personally.

194 Special Topics (varies) (1-13)

Studies and trains to meet established local needs in auto body repair industry, supplemental to classes currently offered. *PREREQUISITE: Instructor's permission.*

Automotive Technology (ATECH)

108.1 State Emission Control Specialist Phase 1 (4)

A lecture/demonstration course presenting fundamental principles and terminology of automotive emission control systems. Special emphasis is on development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and disposal of hazardous materials. Students passing with an 80% score will receive a certificate from the Department of Ecology designating them a State Emission Specialist. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

108.3 Emission Re-certification (2)

A lecture/demonstration course presenting fundamental principles and terminology of automotive emission control systems. Emphasizes development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and disposal of hazardous materials. Students passing with an 80% score will receive a certificate from the Department of Ecology designating them a State Emissions Specialist. *This is a pass/no credit course. PREREQUISITE: ATECH 108.1 or instructor's permission.*

110 Shop Procedures (2)

Training in Automotive Shop Procedures to include use and maintenance of special tools and equipment, service and repair record keeping, use of technical reference materials, and regulations governing the automotive repair industry. Special emphasis on developing a positive attitude toward work ethics, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: Instructor's permission and reading placement of 81 or above.*

111 Electrical/Electronic Systems (1-13)

A modular self-paced course presenting fundamental principles and terminology of automotive electrical systems. Use of Ohm's Law, wiring diagrams, diagnostic and test instruments. Diagnosis and repair of batteries, starting systems, charging systems, lighting systems, operator information and warning systems, and onboard body computer control systems. Emphasizes development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110 and instructor's permission. Reading placement score of 81 or above.*

112 Engine Performance (1-15)

A modular self-paced, comprehensive course encompassing spark system management, emissions control, computerized engine control system sensors and actuators and use of diagnostic equipment necessary to test, adjust, and repair engine systems. Emphasizes development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110, 111 and instructor's permission. Reading placement score of 81 or above.*

113 Engine Repair (1-4)

A modular self-paced course covering internal combustion engine mechanical systems and components operation. Diagnosis of component or system malfunctions. Practical application in cylinder head reconditioning and repair. Emphasizes development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110. Reading placement score of 81 or above.*

114 Automatic Transmission and Trans-Axle (1-6)

A modular self-paced course of study of theory, application, diagnosis and repair of fluid power, hydraulics, power transmission, and final drive units as applied to automatic transmissions and trans-axles. Emphasizes development of positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110 and instructor's permission. Reading placement score of 81 or above.*



115 Manual Drive Trains/Axle (1-8)

A modular self-paced course of study in theory, diagnosis, adjustment and repair of manual drive train components: i.e., clutch, transmission, drive line and axles. Emphasizes development of positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110 and instructor's permission. Reading placement score of 81 or above.*

116 Suspension and Steering (1-6)

Study and application of automotive suspension and steering systems in a modular, self-paced format. Studies include tires and wheels, suspension systems, steering systems, two and four wheel alignment; diagnosis, adjustment, and repair of systems and components. Emphasis on development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110 and instructor's permission. Reading placement score of 81 or above.*

117 Brakes (1-6)

A modular self-paced course covering theory, diagnosis, adjustments, and repair of automotive brake systems to include hydraulic systems, drum brakes, boosters, parking brakes and anti-skid brake system (ABS). Emphasizes development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110 and instructor's permission. Reading placement score of 81 or above.*

118 Heating and Air Conditioning (1-6)

A modular self-paced course in automotive heating and air conditioning systems including diagnosis, service and repair of systems and system components. Emphasizes development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials. *PREREQUISITE: ATECH 110 and instructor's permission. Reading placement score of 81 or above.*

119 Special Shop Practice (1-13)

Practical application and development of those skills acquired during study and application of competencies listed in course modules ATECH 111 through 118. Special emphasis on development of a positive attitude toward work ethic, cultural and gender diversity, personal safety and a safe workplace, and handling and disposal of hazardous materials.

PREREQUISITE: ATECH 110 and instructor's permission. Reading placement score of 81 or above.

150-154 Automotive Leadership Skills 1 (1)

Provides personal development experiences through participation in class as well as leadership activities at school and in the community. Emphasizes individual participation in identifying, planning, implementing, promoting, and evaluating activities. Provides instruction to facilitate development of personal skills in such areas as speaking, applying for a job, practicing management skills, and developing a plan of work. *PREREQUISITE: Instructor's permission.*

177-179 Cooperative Education (1-13)

Offers student an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Instructor's permission.*

194 Special Topics (varies) (4)

Provides training to meet established local needs in automotive repair industry, supplemental to classes currently offered. *PREREQUISITE: Instructor's permission.*

Aviation (AVIA)

110 Airline Operation (5)

Operation of large U.S. and international airlines. Includes setting passenger fares and cargo rates, regulations, marketing, labor, responding to competition, scheduling, reservations, dispatch and aircraft selection. Also includes discussion of aviation careers.

111 Private Pilot Ground School (5)

Includes aerodynamics, navigation, weather, communications, regulations, flight physiology, weight/balance, and other subjects preparatory to the FAA Private Pilot written exam.

114 Helicopter Ground School (1)

Includes helicopter systems, aerodynamics, regulations, weight/balance and operations including liftoff, hover, hover-taxi, forward flight, landings, emergency procedures, and slope and pinnacle operations.

123 Aviation Weather (5)

Covers theory of weather processes and interpretation of weather reports and charts. Special aviation-related topics such as high-altitude weather, arctic weather and tropical weather are covered. Students gain a fundamental knowledge of weather observation and forecasting techniques and instruments. Includes special aviation problems, such as windshear and microburst detection. Terminal Aerodrome Forecast/Aviation Routine Weather.

160 Aviation Communication (5)

Intensive instruction and practice in listening and speaking the words and phrases used in pilot-controller-dispatcher radio communication. Emphasis is on accuracy and efficiency. Course very useful for, but not limited to, persons who have completed ESL. In both USA and ICAO (international) format.

177-179 Aviation Work Experience (1-13)

Offers students an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer.

201 Air Traffic Control 1 (5)

Introduction to radar and non-radar air traffic control. Flight data processing, aircraft communication, FAA separation standards, controller techniques, and airspace management. Computer simulation of ATC problems. *PREREQUISITE: AVIA 216 or concurrent enrollment or instructor's permission.*

202 Air Traffic Control 2 (5)

Pilot and controller roles and responsibilities for instrument flight. Controller-controller and pilot-controller communication with emphasis on speed and accuracy. Extensive computer simulation of radar and non-radar ATC problems. *PREREQUISITE: AVIA 201 or instructor's permission.*

208 Aircraft Dispatch (5)

Practical dispatching for airline and corporate operations. Preflight, in-flight and postflight duties. Federal aviation regulations, meteorology, navigation, large aircraft weight/balance, performance, systems, communications. Air traffic control procedures, and pilot departures and arrival procedures. *PREREQUISITE: AVIA 123 and 216 or instructor's permission.*

209 International Flight Planning and ETOPS (5)

Air carrier flight planning to points outside the United States. Federal Aviation Regulations (Part 121) and International Civil Aviation Organization regulations (ICAO). Flight planning practice using ICAO forms. Extended two-engine overwater operation procedures (ETOPs). Routing, fuel, equipment and weather requirements. *PREREQUISITE: AVIA 208 or concurrent enrollment or instructor's permission.*



210 Aviation and the Law (5)

Description of U.S. legal system including federal and state court processes and the administrative law process as it applies to airmen violations. Topics include airline deregulation, airmen violations, aircraft ownership, accident investigation, product liability, airport issues, and the Federal Tort Claims Act.

211 Aerodynamics for Pilots (3)

Covers aerodynamic forces, symbols-equations, airspeed measurements, and the four forces of light, jet aircraft performance, propeller aircraft performance, helicopter aerodynamics, stability, takeoff and landing performance.

PREREQUISITE: AVIA 111 or instructor's permission.

212 Human Factors for Aviators (2)

Explains how human factors relate to the aviation system and how crucial their understanding is to the aviator. Understanding why accidents happen and how humans react to different situations, such as emotional stress and fatigue, can adversely affect the safety of flight. The effects of different flight environments can affect human physiology, such as the eyes and ears, the brain and the body, where these effects on human physiology can cloud judgment of flight crews. Cockpit and dispatch resource managements are also crucial in the development of good communication skills between flight personnel and ground crews. A good interpersonal relationship between these groups promotes a safe and efficient environment for the aviation industry.

PREREQUISITE: AVIA 111, 211 or concurrent enrollment; or instructor's permission.

214 Airport Management and Operations (5)

Examines the administration of public airports and their relationship with airlines, fixed-base operators and the FAA. Federal airport standards for security, fuel handling and storage, noise abatement, bird control, clear zones, and lighting, and federal and state financial aid programs to airports for improvements and upgrades are also studied.

216 Instrument Pilot Ground School (5)

Provides students with information necessary to pass the FAA Instrument Pilot written examination. Covers radio navigation, IFR flight planning and decision-making, ATC procedures, and Federal Aviation regulations pertinent to instrument flight. FAA part 141 approved. *PREREQUISITE: AVIA 111 or instructor's permission.*

218 Commercial Pilot Ground School (5)

Topics include navigation, weather, advanced aircraft performance, high-power engine operation, multi-engine factors, regulations, weight shift, instrument flight, and communication and airspace. FAA Part 141 approved. Prepares students for the FAA Commercial Pilot written exam. *PREREQUISITE: AVIA 111 or instructor's permission.*

219 Commercial Helicopter Ground School (1)

Advanced helicopter operation: crosswind lift-offs and landings, confined area operation, rapid decelerations, slope operations, high altitude lift-offs, and run-on landings. Settling with power, emergency procedures and external loads.

PREREQUISITE: AVIA 218 or concurrent enrollment, or instructor's permission.

220 Flight Instructor Ground School (5)

Prepares students to pass the FAA Fundamentals of Instructing, Basic Ground Instructor, Advanced Ground Instructor and Flight Instructor—airplane written tests. Covers aviation instructing methods, the learning process, elements of effective teaching and lesson planning. Also covers aerodynamic, aircraft systems, aviation weather, flight maneuvers and navigation. *PREREQUISITE: AVIA 111, 216 and 218.*

230 Private Pilot Flight (5)

Qualifies the student for the FAA Private Pilot test or updates skills necessary to retain flight proficiency. A local authorized flight school will provide all in-flight instruction. Six hours of flight simulator experience is provided on campus. *This is a pass/no credit course.*

231 Private Helicopter Flight (5)

Helicopter flight training. Basic aerodynamics and parts of a helicopter, hovering, climbing, turning, descent, night operation, emergency procedures, autorotation, slope, and confined area operations.

236 Instrument Pilot Flight (5)

Qualifies students for the FAA Instrument Pilot rating or upgrades skills necessary to retain proficiency. A local authorized flight school will provide all in-flight instruction. Six hours of flight simulator experience is provided on campus. *PREREQUISITE: AVIA 111, 216, 230 or instructor's permission.*

240 Commercial Pilot Flight (5)

Instruction and experience in knowledge and flight maneuvers required by the FAA for the Commercial Pilot flight test. Inflight instruction provided by local authorized flight school. Six hours of flight simulator experience is provided on campus. *This is a pass/no credit course. PREREQUISITE: Private Pilot Certificate or instructor's permission.*

241 Commercial Helicopter Flight (5)

Advanced helicopter flight training. Normal and crosswind takeoffs and landings, load and balance determination, slow flight, cross-country navigation, limited visibility operations, high altitude takeoffs and landings, emergency procedures including autorotation with a power-on recovery hover.

Basic Education (BASIC)

047 Adult Basic Education (18)

Provides instruction in basic reading, writing and computation to help students acquire fundamental academic, vocational and adult life skills. *This is a pass/no credit course.*

PREREQUISITE: Age 19 or instructor's permission.

050 GED Preparation (18)

Helps students master the skills required in writing, social studies, science, reading, and mathematics to pass the GED exam. For students 19 years and older. *This is a pass/no credit course. PREREQUISITE: Age 19 or instructor's permission.*

053 Adult Basic Math (5)

Helps students achieve proficiency in basic math skills in order to function better in their daily lives, perform job-related math tasks, prepare for college-level math classes, or prepare for the math portion of the GED exam. *This is a pass/no credit course.*

055 Adult Basic Reading 1 (5)

Provides native and non-native English speaking students with the opportunity to learn phonetic skills and basic sight words that enable them to decode the sounds of English and to increase vocabulary in order to improve comprehension of increasingly challenging materials. *This is a pass/no credit course. PREREQUISITE: Appropriate placement score (e.g. COMPASS, CASAS, TABE) or instructor's permission.*

056 Adult Basic Reading 2 (5)

Provides native and non-native English speaking students with the opportunity to learn reading strategies and techniques that improve their understanding of reading materials for work, study, or pleasure. Also provides instruction in the following basic reading skills: developing vocabulary, using the dictionary, and improving reading comprehension. *PREREQUISITE: Appropriate placement score or instructor's permission.*



057 Preparation for Citizenship (2)

Assists participants in preparing for the U.S. naturalization examination and interview. Focus is on correctly completing application, studying the material necessary to pass the interview and examination, and practicing examination/interview skills. *This is a pass/no credit course.*
PREREQUISITE: Students must be able to read, write, and speak basic English.

059 Adult Basic Writing (5)

Help students achieve proficiency in basic writing skills to help them communicate more effectively in writing, perform job-related writing tasks, and prepare for college-level writing classes. *This is a pass/no credit course.*
PREREQUISITE: Non-native speakers of English must have completed ESL 080 or have instructor's permission.

060 Adult Basic and GED Writing (1-5)

Helps students improve proficiency in basic writing skills to prepare for college-level writing classes or for the writing skills test on the GED exam. Students write connected paragraphs with correct mechanics, usage and sentence structure on topics applicable to their roles as learners, workers, and community and family members. *This is a pass/no credit course.*
RECOMMEND: Non-native speakers of English should complete ESL classes or take BASIC 047, 055, or 059 prior to registering for BASIC 060.

089 Basic Skills Review (6)

A free course for students who do not need instruction in all basic skills, but who need to correct deficits in only one basic area. Students study in the basic skills class for shorter periods of time, and remain only until the deficits have been corrected. *This is a pass/no credit course.*
PREREQUISITE: Instructor's permission.

Behavioral Science (BEHSC)

101 College Experience (2)

Helps the first-year student adjust to the college experience, to develop a better understanding of the learning process, and to acquire basic "survival skills." Provides a "support group" experience for students in that first critical year of college by assisting them in examining problems common to that experience in an atmosphere less formal than a traditional course.

103 Interpersonal Relations (5)

Assists students with increasing their effectiveness in interacting with other people. Focuses on learning skills to build relationships, maintain ongoing relationships, and develop relationships in transition. Communication, conflict resolution and anger management skills will be presented in a lecture/discussion format.

107 Career Explorations (5)

For any person entering the labor force for the first time, or who is re-entering the world of work, or who wishes to change to a more satisfying occupation. Particular emphasis is placed on the needs of each individual student.

107.1 Career Planning (3)

Participants assess their skills, interests and personality, and identify career paths and options. Students also participate in activities that help them determine and establish career and educational goals.

115 Assertiveness Training (3)

Teaches communication skills that will assist students in stating their thoughts and feelings honestly, directly and appropriately in various situations. Students receive instruction on the influence of human territoriality about the quality of communication and relationships. Instruction is also given on specific assertiveness skills.

175 Human Sexuality (5)

Explores the physiological, social and psychological aspects of sexuality. Major theoretical constructs and empirical data regarding sexuality will be studied. Particularly valuable for individuals who are either working or plan to work in the fields of physical and mental health. *Cross-listed with HL ED 175 and PSYCH 175. Satisfies social science requirement for AA and AS degrees.*

180 Introduction to Psychodrama (3)

Exploratory course in beginning therapy designed to introduce an individual to the fundamental elements and principles of psychodramatic methods. The use of action methods such as role-playing complements traditional verbal approaches in resolving personal problems.

185 Psychology of the Self (5)

Introduces the theoretical paradigms of the human self and methods of optimizing the development of the Self. Each class member will demonstrate through class discussions, essay and multiple choice examinations, an understanding of the major paradigm regarding the Psychology of Self. In addition, each class member will develop, implement and evaluate a program of self-understanding using the presented theoretical concepts and methods.

190 Stress Management (5)

Assists students in increasing their awareness of stress, anxiety and frustration. Provides a broad physical, social and psychological understanding of the human stress response. Provides students with materials from a wide background of stress research and experimentation, offering scientific insight and practical skills for effective stress management.

194 Special Studies (1-5)

Offers special behavioral science subject matter, which is not part of the regular curriculum. As such, the content varies from *course to course*, depending upon the requests from students or the opportunity to present unusual topics. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

294 Special Studies (1-5)

Content varies each time course is offered. May include studies in transpersonal experiences, intra-psychic phenomena, hypnotically modified behavior, electronically mediated learning, micro-counseling techniques, or other experiences that are therapeutic in nature where need or interest is expressed. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

298-299 Independent Study (3)

For the student with basic preparation in counseling or guidance who wishes to apply his/her knowledge and abilities, working under the close supervision of a professional counselor in the community college, secondary schools or community agencies. Content and credits determined by the nature of the student proposal, by the time required to complete the project and by the institution. **PREREQUISITE:** Instructor's permission.

Biology (BIOL)

100 Introductory Biology (5)

For non-biology majors. Fundamental topics chosen from all areas of modern biology including the environment, ecology, physiology and cell biology. Uses examples from all the kingdoms of life. *Satisfies math/science or lab science requirement for AA degree.*

110 Northwest Ecology (5)

Focuses on fundamental ecology of the Pacific Northwest, and is designed for the beginning college student. The diversity, characteristics, and interactions of terrestrial, freshwater, and marine organisms especially as they relate to community and ecosystem sustainability will be discussed. *This course does not meet the lab requirement. Satisfies math/science requirement for AA degree.*



127 Natural Science of Australia (5)

Focuses on the ecology of Australia, including ecosystems and human impact on ecosystems. The biodiversity, characteristics, and interactions of Australian flora and fauna will also be investigated within various habitats and ecosystems. A significant portion of the course will involve field observations and experiences. *This course does not meet the lab requirement. PREREQUISITE: Enrollment in the Australia Study Abroad program. Satisfies math/science requirement for AA degree.*

140 Field Trips in Biology 1 (1)

Explores various biological ecosystems of the Pacific Northwest. Locations of the field trips vary from year to year. *PREREQUISITE: Instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

177-179 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

194 Special Topics-Lecture (1-5)

Focuses on a variety of topics, e.g., bird study, local plants and environmental issues—timber management and pollution in Puget Sound. Classes are conducted through lectures, class and group discussion and/or readings. May be repeated when a different topic is presented. *This course is intended to transfer as a math/science requirement for the AA degree. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

195 Special Topics-Lab (1-4)

A lab component that may be linked to BIOL 194. Focuses on a variety of topics, e.g. bird study, local plants, and environmental issues—timber management, pollution in Puget Sound. *This course is intended to transfer as a lab science requirement for the AA degree. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

201 General Biology (6)

This class has three primary goals: to develop an understanding of the chemical basis of life, cell structure and function, cell division/reproduction, biological energy pathways, molecular genetics and the principles of inheritance, natural selection; to interpret and evaluate biological information; and to understand science as a process. Intended for students planning to take advanced biology courses and/or those completing pre-

professional programs. CHEM 160 is recommended for Biology majors and pre-professional majors. *PREREQUISITE: CHEM 101, 105, or 140; ENGL 110 or eligible for ENGL 110; and eligible for MATH 102. Satisfies math/science or lab science requirement for AA and AS degrees.*

202 Animal Biology (6)

Surveys the animal kingdom in the context of evolution, taxonomic classification, fundamental physiology, and fundamental ecology. Specific topics will focus on selected representatives of the animal kingdom. The laboratory portion of this class corresponds to selected lecture topics, and provides hands-on experience for students. *PREREQUISITE: BIOL 201. Satisfies math/science or lab science requirement for AA and AS degrees.*

203 Plant Biology (6)

Covers the phylogenetic relationships of flowering plants with each other and other kingdoms, photosynthesis, plant structure and function, water and mineral nutrition, control of growth and development, and animal and plant ecology. Topics are presented using a problem solving approach to plant biology through observation and discussion. Independent laboratory work is stressed. Successful students will be able to apply their understanding of the principles taught to new situations. *PREREQUISITE: BIOL 201. Satisfies math/science or lab science requirement for AA and AS degrees.*

210 Microbiology (5)

Introduction to the characteristics and activities of microorganisms with emphasis on the role of microorganisms in medicine, the environment and industry. Major topics include microbial classification, growth, metabolism, the role of microorganisms in disease, and immune responses of the host. Laboratory includes culture, identification and control of selected microorganisms. *PREREQUISITE: AP 104, 206, BIOL 202 or instructor's permission. Satisfies math/science or lab science requirement for AA and AS degrees.*

298 Independent Study (5)

Independent study of selected topic(s) in various areas of the biological sciences. Topics selected and scope of study to be determined in conference between student and instructor. Successful students will be able to apply their understanding of the principles taught to new situations. *PREREQUISITE: Instructor's permission. Satisfies math/science requirement for AA and AS degrees.*

Business Administration (B A)

101 Business, Government and Society (1-5)

Students sample the functional operations of any business, e.g., accounting, organization, personnel management, marketing, and social responsibility. Students also play the role of investor to experience the market process as it operates through contemporary financial institutions. A survey of the evolution of free market and command economies leads to understanding relationships of business with labor and government in today's mixed economy. *PREREQUISITE: Writing skills and eligible for ENGL 100. Satisfies social science requirement for AA and AS degrees.*

110 Practical Financial Accounting 1 (5)

Elementary course covering the complete accounting cycle for service and merchandising businesses. The basic functions of analyzing, classifying, recording, and summarizing accounting data are studied. Topics include journals, ledgers, worksheets, adjusting entries and financial statement preparation. A computerized general ledger application is included in this course. *PREREQUISITE: Eligible for READ 104 or concurrent enrollment in READ 094, or instructor's permission.*

111 Practical Financial Accounting 2 (5)

A continuation of B A 110. Topics include receivables, payables, bad debts, interest, recording and discounting of notes, inventories, depreciation, payroll, short-term investments, cash handling procedures, internal accounting controls, intangible assets, all done with an emphasis on generally-accepted accounting principles. Includes computerized accounting applications. *PREREQUISITE: B A 110 with a grade of 2.0 or higher, or instructor's permission.*

112 Microcomputer Applications for Accounting (5)

The capstone financial accounting course for the Bookkeeping certificate. It will provide hands-on experience in learning how computerized, integrated accounting systems function. Topics covered will be accounts receivable, accounts payable, payroll, inventory and job costs. *PREREQUISITE: B A 110 or 210; and BUS E 100 with a grade of 2.0 or higher; or instructor's permission.*



113 Practical Accounting (5)

A continuation of B A 112, this is the last in the financial accounting series for the two-year Accounting degree. More advanced topics and concepts are introduced. Topics include long-term debt, including corporate bonds, stock transactions, retained earnings reconciliation, the statement of cash flows, and financial statement analysis. A computerized simulation will be used to review basic concepts and procedures. *PREREQUISITE: B A 112 with a grade of 2.5 or higher, and MATH 072 or eligible for MATH 097, or instructor's permission.*

118 Individual Taxation (5)

Introduction to the principles and problems in tax accounting for individuals, including the concepts of gross income, adjusted gross income, taxable income, deductions, exemptions, credits and experience in completing tax reporting forms. *PREREQUISITE: B A 111 or 210 with a grade of 2.5 or higher, or instructor's permission.*

120 Governmental and Non-Profit Accounting (5)

Basic course for those enrolled in the two-year associate degree program and for others who have completed financial accounting courses and want to learn about governmental and non-profit accounting. Should be familiar with financial statement preparation including the statements of cash flows before enrolling in this class. Topics include budgeting, appropriations, encumbrances, general and special revenue funds, capital projects funds, proprietary funds, account groups, fiduciary funds and transfers between funds. *PREREQUISITE: B A 113 or 220 with a grade of 2.5 or higher, or instructor's permission.*

145 Business Computation (5)

Course sharpens the computational skills of students preparing to enter business employment. It provides a thorough review of basic arithmetic operations and their application to typical business problems. It also provides broad consumer education covering topics such as bank reconciliation, discounts, markups and markdowns, payroll, simple and compound interest and present value.

146 Intermediate Business Math (3)

Study of simple and compound interest, negotiable instruments, discounting notes, applying cash discounts and markup, the mathematics of payroll and payroll procedures, and calculation of adjusted gross income for tax purposes. *PREREQUISITE: B A 145 or special placement.*

147 Advanced Business Math (3)

Study of the mathematics of merchandising, accounting ratios, fire and life insurance rates and claims, "present value", and descriptive statistics. *PREREQUISITE: B A 146 or special placement.*

175 Instructor Aide (1-5)

The student assists the instructor. Includes working with students in accounting classes, answering their questions, and doing tutorial-type work. *PREREQUISITE: Instructor's permission.*

177-179 Cooperative Education (1-12)

Offers student an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

200 Introduction to Law and Commerce (5)

Introduces legal system through an examination of several substantive areas that will be of interest to both business and non-business students. Covers constitutional law, contracts, torts, product liability, and criminal law. Uses business environment perspective, but also considers general social context within which these laws have emerged. Discusses structure of American legal system and investigates sources of law for that system. *Cross-listed with S SCI 200. Satisfies social science requirement for AA and AS degrees.*

205 Business Law (5)

Focuses on business law and the regulation of business activities. Central emphasis will be on contracts, the uniform commercial code, sales and secured transactions, bankruptcy, and third party contract rights. Course concepts will be illustrated using the "case method" presentation approach.

210 Financial Accounting 1 (5)

The first course in the three-quarter sophomore accounting transfer series. Concentrates on basic principles, concepts, theories and procedures of recording, analyzing, and interpreting financial data. Students will learn the fundamentals of the accounting cycle, recording and classifying of transactions, worksheet preparation, and construction of financial statements. Students will study manual and electronic accounting systems, accounting for cash, internal control, receivables, payables, inventory and fixed assets. *PREREQUISITE: Eligible for ENGL 110 and MATH 102; or instructor's permission.*

220 Financial Accounting 2 (5)

The second course in the three-quarter accounting sequence. Topics include liabilities and equity sections of the balance sheet, the statement of cash flows, financial statement analysis, and topics on consolidations and foreign subsidiaries. Case studies and unstructured problems will be used to promote critical reasoning and writing skills. *RECOMMEND: B A 101 and computer spreadsheet skills. PREREQUISITE: B A 210 with a grade of 2.0 or higher; or instructor's permission.*

230 Managerial Accounting (5)

Third course in the three-quarter accounting sequence. Covers introductory concepts of managerial accounting. Topics include absorption and variable costing, job and process costing, cash and capital budgeting. Includes computer application. *RECOMMEND: ECON 200 and MATH 156 prior to enrolling in this course, and computer spreadsheet skills. PREREQUISITE: B A 220 with a grade of 2.0 or higher; or instructor's permission.*

256 Statistics for Business and Social Sciences (5)

Study of descriptive and inferential statistics; measures of central tendency; frequency distributions; probability distributions; sampling and sampling distributions; hypothesis testing; and linear regression. A graphing calculator may be required. Not open to students who have taken MATH 256. *PREREQUISITE: MATH 102 or 156 with a grade of 2.0 or higher, or instructor's permission. Eligible for READ 104. Satisfies math/science requirement for AA and AS degrees.*

Business Education (BUS E)

080 Keyboarding (2)

Keyboards are used to record words and data in the business office as well as in personal communications. It enables a student to develop touch keyboarding (typewriting) skills in a minimum amount of time. Alphabet, number and symbol keys will be presented. Students will also learn to operate a 10-key computer keypad by touch. *For students with little or no keyboarding skills.*

090 Office Accounting (5)

General presentation of financial accounting designed to meet the needs of the non-accountant in business. Develops fundamental accounting principles and applications from initial journal entries through the preparation of financial statements for service and merchandising firms. Topics include the accounting equation, the accounting cycle in service and merchandising firms, special



journals, cash transactions, and payroll, accounting professionals and computerized accounting systems. *RESTRICTION: Accounting majors are not eligible for this class.*

100 Fundamentals of Microcomputers (5)

Introduction to computers for home and business applications. Course content will include history, terminology, word processing, spreadsheets, databases, presentations, desktop information management, and OLE. An overview of the Internet will also be covered. In addition, course will provide a foundation for all Business Division computer courses. *A minimum typing speed of 20 wpm is recommended.*

100.1 Microcomputer Fundamentals: Internet (2)

Incorporates self-paced individual resource module to cover the following concepts: The Internet, using Netscape Communicator or Microsoft Internet Explorer to access the World Wide Web, and using the more popular search engines. Recommended for students who are self-motivated, computer literate, and self-disciplined. Presented as an independent learning environment with no instructor present.

100.2 Microcomputer Fundamentals: Word (2)

Incorporates self-paced individual resource module to cover the following: using Word to create documents, editing and proofing Word documents, formatting Word documents. Recommended for students who are self-motivated, computer-literate, and self-disciplined. Presented as an independent learning environment with no instructor present.

100.3 Microcomputer Fundamentals: Excel (2)

Incorporates self-paced individual resource module to cover the following concepts: using Excel to create worksheets, modifying Excel worksheets, formatting Excel worksheets, and creating charts. Recommended for students who are self-motivated, computer-literate, and self-disciplined. Presented as an independent learning environment with no instructor present.

100.4 Microcomputer Fundamentals: Access (2)

Incorporates self-paced individual resource module to cover the following concepts: using Access to create databases, manipulating data in a database, creating forms, creating reports, and creating queries. Recommended for students who are self-motivated, computer-literate, and self-disciplined. Presented as an independent learning environment with no instructor present.



100.5 Microcomputer Fundamentals: PowerPoint (2)

Incorporates self-paced individual resource module to use PowerPoint to create presentations. Recommended for students who are self-motivated, computer-literate, and self-disciplined. Presented as an independent learning environment with no instructor present.

101 Beginning Typing/Keyboarding (5)

Keyboards are used to record words and data in the business office as well as in personal communication. Students will learn to operate the alphabet, number, and symbol keys on a computer by touch. Speed and accuracy skill development will be emphasized. Students will apply these computer skills to the formatting of basic business documents using a current word processing program. For students with little or no prior keyboarding (typewriting) instruction. *RECOMMEND: BUS E 102 for those with a keyboarding speed in excess of 30 words per minute.*

102 Intermediate Keyboarding (5)

Builds on the keyboarding (typewriting) skills and concepts developed in BUS E 101 (Beginning Typing/Keyboarding). There is continued emphasis on speed and accuracy development on a computer keyboard. A modern word processing program will be used to refine formatting skills on basic business documents such as business letters, memorandums, reports, and tables. *A minimum typing speed of 30 wpm is recommended. PREREQUISITE: BUS E 101 or equivalent.*

103 Advanced Keyboarding (5)

Builds on the keyboarding (typewriting) skills and concepts developed in BUS E 102 (Intermediate Keyboarding). There is continued emphasis on speed and accuracy development on a computer keyboard. Students will use a modern word processing program to further refine formatting skills on a computer. Students will enhance their ability to make decisions and to work independently in this course. *A minimum typing speed of 40 wpm is recommended. PREREQUISITE: BUS E 102 or equivalent.*

107 Typing Speed and Accuracy 1 (4)

For the student who knows the typewriter keyboard and would like extensive speed and accuracy skill development. Emphasis is placed on proper technique, rhythm development, straight-copy skill, and accuracy improvement. *Knowledge of keyboard and type 30 wpm is recommended. This is a pass/no credit course.*

108 Typing Speed and Accuracy 2 (4)

For the student who knows the typewriter keyboard and would like intensive speed and accuracy skill development. Emphasis is placed on proper technique, rhythm development, straight-copy skill, and accuracy improvement. *PREREQUISITE: BUS E 107. This is a pass/no credit course.*

110 Business Math Application (5)

Provides a thorough review of basic arithmetic fundamentals and their application to typical business problems. Students will learn to solve business problems using an electronic desktop calculator and a computer.



111 Personal Computing (3)

Introduction to the personal computer in a small office/home setting. Includes terminology, file management, word processing, e-mail, Internet and electronic checkbook. No previous computer experience required. *Satisfies nonfitness-related activity requirement for the AA degree.*

112 Beginning Word for Windows (5)

Focuses on the following concepts: creating, saving and printing a document; editing and managing documents, formatting characters and paragraphs, using spellchecker, autocorrect, thesaurus, word count and grammar tools, conducting a find and replace, using autotext, manipulating tabs, merging documents, creating headers, footers, footnotes and endnotes. *A minimum typing speed of 30 wpm is recommended. PREREQUISITE: BUS E 100 or instructor's permission.*

115 Professional Image Building (1)

Students learn to project a professional and successful image in today's competitive workplace. Business wardrobe, color analysis and design, hygiene (skin care and hairstyle), self-esteem, professional etiquette and the techniques for a successful interview are discussed. *This is a pass/no credit course. Satisfies nonfitness-related activity requirement for AA degree.*

117 PowerPoint for Windows (3)

Learn to create and deliver easy, effective professional looking presentations using Microsoft PowerPoint. *PREREQUISITE: BUS E 150 or instructor's permission.*

118 Basics for Online Education (5)

An introduction to online issues such as how to access the Internet, apply appropriate file management, attach Word documents, and effectively communicate through email.

119 MOUS Core and Expert Preparation Certification (7)

Prepares users to take the Microsoft MOUS core and expert certification tests in Microsoft Access, Excel, Word and PowerPoint. *A minimum typing speed of 30 wpm is recommended.*

119.1 Preparation Test 1: Microsoft Access (1)

For users of Microsoft Access for Windows who are preparing to take the Microsoft MOUS core certification tests. *A minimum typing speed of 30 wpm is recommended.*

119.2 Preparation Test 2: Microsoft Access (1)

For users of Microsoft Access for Windows who are preparing to take the Microsoft MOUS expert certification tests. *A minimum typing speed of 30 wpm is recommended.*

119.3 Preparation Test 1: Microsoft Excel (1)

For users of Microsoft Excel for Windows who are preparing to take the Microsoft MOUS core certification tests. *A minimum typing speed of 30 wpm is recommended.*

119.4 Preparation Test 2: Microsoft Excel (1)

For users of Microsoft Excel for Windows who are preparing to take the Microsoft MOUS expert certification tests. *A minimum typing speed of 30 wpm is recommended.*

119.5 Preparation Test: Microsoft PowerPoint (1)

For users of Microsoft PowerPoint for Windows who are preparing to take the Microsoft MOUS core and expert certification tests. *A minimum typing speed of 30 wpm is recommended.*

119.6 Preparation Test 1: Microsoft Word (1)

For users of Microsoft Word for Windows who are preparing to take the Microsoft MOUS core certification tests. *A minimum typing speed of 30 wpm is recommended.*

119.7 Preparation Test 2: Microsoft Word (1)

For users of Microsoft Word for Windows who are preparing to take the Microsoft MOUS expert certification tests. *A minimum typing speed of 30 wpm is recommended.*

120 Machine Transcription (5)

Development of transcription skills using pre-recorded materials. Emphasis is given to producing mailable transcripts with specific attention given to the placement, arrangement, correct spelling, and grammar of letters, memos, tables, and reports. *A college level composition class is recommended. PREREQUISITE: BUS E 102 or instructor's permission.*

121 Legal Machine Transcription (5)

Development of legal transcription skills using pre-recorded materials. Emphasis is on producing mailable transcripts with specific attention given to the placement, arrangement, correct spelling and grammar of letters, memos, tables, reports, legal documents and specific pre-printed forms. *A college-level composition class is recommended. PREREQUISITE: BUS E 102 and ENGL 109, or instructor's permission.*

122 Medical Machine Transcription (5)

Development of medical transcription skills using pre-recorded materials. Emphasis is given to producing mailable transcripts with specific attention given to placement, arrangement, correct spelling, and grammar of letters, medical documents, and laboratory reports. *A college level composition class is recommended.*

PREREQUISITE: BUS E 102 and ENGL 108, or instructor's permission.

123 Advanced Medical Machine Transcription (5)

Pre-recorded advanced medical dictation tapes are used to further develop terminology/transcription skills. Emphasis is given to 15 specialty topics, terminology and documents, for those who plan to work as a medical secretary, medical transcriber or court reporter. *A college level composition is recommended. PREREQUISITE: BUS E 122 or instructor's permission.*

124 Medical Transcription Production (5)

Development of advanced medical production transcription skills using realistic pre-recorded materials. Emphasis is given to transcribing medical reports and correspondence meeting the entry-level standards for both accuracy and production speed of the medical transcription field. *PREREQUISITE: AP 100, BUS E 123 and BUS E 151.*

130 Business Correspondence (5)

Emphasizes techniques used to develop and compose psychologically sound business letters and memorandums that deal with good news, bad news, and persuasive messages. In addition, students will be able to write a clear and well-organized business report. *PREREQUISITE: Eligible for ENGL 102.*

140 Records Management (5)

Study of filing methods (alphabetic, geographic, subject, and numeric) and related rules and applications. Attention is also given to filing equipment and supplies, microfilms, vital record plans, retention scheduling, and the records cycle. Students will also gain experience in the area of computerized record management through the completion of ten computing applications.

145 International Classification of Diseases Medical Coding (3)

Instruction to the basic principles of coding diseases and operations according to the International Classification of Diseases. An introductory course for beginners as well as a review course for practitioners. *PREREQUISITE: ENGL 108 or instructor's permission.*

150 Introduction to Windows (5)

Introduces the student to the Windows graphical user interface, the preparation of text and graphics documents, and the management of windows on the desktop. Includes the customizing of the Windows desktop; techniques for working with files, folders and documents; and communication with other computers through the Internet. *PREREQUISITE: BUS E 100 or instructor's permission.*



151 WordPerfect (4)

IBM PC-based word processing with WordPerfect. Focuses on fundamental operations to include creating a document, editing, and printing a document. Other areas covered are file handling, naming conventions, and use of directories and subdirectories under MS-DOS. *A typing speed of 30 wpm is recommended. PREREQUISITE: BUS E 100 or instructor's permission.*

161 Advanced WordPerfect (5)

Focuses on standardized text, search and replace, headers and footers, macros, merge, columns, sorting, calculations, and graphics. *PREREQUISITE: BUS E 151 or instructor's permission.*

162 Introduction to Excel for Windows (3)

Introduction to the basic skills for developing spreadsheets in Microsoft Excel for Windows. Students create Excel spreadsheets, including formatting, graphing, saving and printing. Basic database functions and macros are also covered. *PREREQUISITE: BUS E 100 or instructor's permission.*

163 Advanced Excel for Windows (3)

Introduction to the advanced features of Microsoft Excel for Windows. Students will learn to create spreadsheets and graphs using the advanced features of Microsoft Excel for Windows. *PREREQUISITE: BUS E 162 or instructor's permission.*

172 Project for Windows (5)

Introduction to the use of Microsoft Project for Windows in developing and tracking project schedules using Gantt Charts, Pert Charts, Task Sheets, Resource Sheets, Task Forms, and Resource Forms. *RECOMMEND: BUS E 252. PREREQUISITE: BUS E 150 or instructor's permission.*

175 Instructor Assistant (1-5)

The student assists the instructor. Includes working with students individually in business education classes, answering questions, doing tutorial-type work, and checking papers. *PREREQUISITE: Instructor's permission.*

177-179 Business Education Work Experience (1-12)

Offers student an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

184 Internet and Basic Web Design (5)

Students will apply the necessary on-line skills to be successful using the Internet. Topics include understanding and using the Internet, Web, FTP, Email, HTML, Web graphics, browsers, browser plug-ins, relative/absolute addressing, and other related aspects. Students will produce a web site using a variety of available technologies. *PREREQUISITE: BUS E 100 or instructor's permission.*

185 Introduction to Microsoft Access (4)

Provides students with introductory Microsoft Access database training, specifically storage of data in a logical manner for later retrieval and use in the business environment. *PREREQUISITE: BUS E 100 or instructor's permission.*

185.1 Creation of Tables in Microsoft Access (2)

Incorporates self-paced individual resource module to cover the following concepts: designing a database, saving a database, creating a table, defining fields, adding records to a table, and modifying structure of a table. Recommended for students who are self-motivated, computer-literate, and self-disciplined. Presented as an independent learning environment with no instructor present.

185.2 Creation of Forms in Microsoft Access (2)

Incorporates self-paced individual resource module to cover the following concepts: creating a form, using a form, printing a form, creating a form with a subform, finding data using a form. Recommended for students who are self-motivated, computer-literate, and self-disciplined. Presented as an independent learning environment with no instructor present.

185.3 Creation of Queries in Microsoft Access (2)

Incorporates self-paced individual resource module to cover the following concepts: creating and running a query; defining table relationships; filtering data; using a comparison operator; creating a calculated field; using aggregate functions. Recommended for students who are self-motivated, computer-literate and self-disciplined. Presented as an independent learning environment with no instructor present.

185.4 Creation of Reports in Microsoft Access (2)

Incorporates self-paced individual resource module to cover the following concepts: creating a report, designing a report, sorting and grouping data in a report, calculating group totals and overall totals, and creating charts. Recommended for students who are self-motivated, computer-literate, and self-disciplined. Presented as an independent learning environment with no instructor present.

186 Advanced Microsoft Access (5)

Focuses on advanced multi-table database design and techniques using Microsoft Access. *PREREQUISITE: BUS E 185 or instructor's permission.*

190 FrontPage (3)

Introduction to developing, designing, publishing, and managing Web pages. FrontPage will be used to create an integrated site, which includes not only the creation but also the maintenance of a Web site. *PREREQUISITE: BUS E 100 or instructor's permission.*

200 Production Typing (5)

Emphasis is on preparation of documents found in business offices. Students will use a modern word processing program to further refine formatting skills on a computer. Students will develop decision-making skills while improving keyboarding (typing) skills. Speed and accuracy improvement are emphasized. Students will work from unarranged copy with minimal narrative instruction. Projects will include correspondence, reports, forms, and tables. Emphasis is on producing mailable, error-free copy. *PREREQUISITE: BUS E 103 or equivalent.*

201 Legal Production Typing (5)

Develops decision-making skill and improves keyboarding (typing) and proofreading skills. Students will work from unarranged legal copy with minimal narrative instruction. Speed and accuracy improvement as well as legal terminology are emphasized. Projects will include preparation of documents commonly prepared in a legal office setting using a modern word processing program. Projects include legal correspondence and documents, reports, forms, and tables. Emphasis is on producing mailable, error-free copy. *PREREQUISITE: BUS E 103 or equivalent.*

202 Medical Production Typing (5)

Develops decision-making skills and improves keyboarding (typing) and proofreading skills. Students will work from unarranged medical copy with minimal narrative instruction. Speed and accuracy improvement as well as medical terminology are emphasized. Projects will include preparation of documents commonly prepared in a medical office setting using a modern word processing program. Projects include medical correspondence, documents and records, reports, forms, and tables. Emphasis is on producing mailable, error-free copy. *PREREQUISITE: BUS E 103 or equivalent and a minimum typing speed of 50 wpm.*



212 Computer Applications for Teachers (5)

Specifically designed to assist teachers in integrating computer applications into classroom management. A database will be used to generate charts for maintaining grades; a spreadsheet to produce graphs; a word processor to generate form letter; and a presentation software to produce slide presentation, speaker notes, outlines, or paper printouts.

216 Computer Support Internship 1 (2-5)

The student will be working in the Computer Center assisting students with computer applications and basic hardware functions. Students may receive 2-5 credits that will apply toward the completion of the Computer Applications Specialist degree. *PREREQUISITE: Instructor's permission.*

217 Computer Support Internship 2 (2-5)

The student will be working in the Computer Center learning to troubleshoot, maintain hardware and software, as well as train lab assistants. Students may receive 2-5 credits, which will apply toward the completion of the Computer Application Specialist degree. *PREREQUISITE: BUS E 216 and instructor's permission.*

218 Basic Office Personal Computer Support (5)

Focuses on troubleshooting and resolving computer problems. Prepares students to improve general computer skills in a variety of applications. Various aspects of customer communication will be covered, including dealing with users, training techniques, and general expectations of a support person. *PREREQUISITE: BUS E 150 or instructor's permission.*

219 Basic Networking Concept (5)

A basic course in the management of a local area network. Identifies the responsibilities of the network system administrator and develops skills necessary in that function. *PREREQUISITE: BUS E 150 or instructor's permission.*

235 Legal Office Procedures (4)

Provides a study of activities most often performed by a legal assistant. Topics include legal office environment, communication services and responsibilities, legal research, file management, legal code of ethics, scheduling/docketing techniques, messenger services, Washington's legal court system structure, legal billing procedures, wills/probate procedures, job search and informational interview, preparation of job-ready resume/portfolio, leadership, and human relations. *PREREQUISITE: BUS E 103 and 121.*

245 Medical Office Procedures (4)

Provides a study of activities most often performed by medical assistants and/or transcriptionists. Topics include medical office environment, communication services and responsibilities, medical research, file management, medical code of ethics, scheduling techniques, medical billing procedures, medical records, job search and informational interview, preparation of job-ready resume/portfolio, computerized patient scheduling/billing software, leadership, and human relations. *PREREQUISITE: BUS E 103 and 122.*

250 Office Administration (5)

Responsibilities of the administrative assistant are covered. Topics include human relations, office environment, communication services, time management, conferences, meetings, minutes, travel, postal services, reports, reference resources, CPS (Certified Professional Secretary), team building, sexual harassment, and job search. Provides human relations experience for business education students.

255 Advanced Word for Windows (5)

For advanced users of MS Word for Windows. Focuses on the following: using bookmarks and hyphenation; creating annotations and macros; adding borders, frames, and pictures; using MS Draw, WordArt, and Equation Editor; creating tables and charts; formatting text into columns; sorting text; formatting with styles; creating outlines, fill-in forms, tables of contents and indexes. *A minimum typing speed of 30 wpm is recommended. PREREQUISITE: BUS E 112 or instructor's permission.*

266 Inside Microsoft Office (5)

Focuses on the use of object linking and embedding (OLE) and the integration of applications. Prior application skills enhanced through the use of macros and the visual basic programming language. These skills will culminate in a professional PowerPoint group presentation. *PREREQUISITE: BUS E 100 or CIT 101.*

297 Independent Study (1-5)

Special courses and topics designed for students' individual learning in business and office education. Students may register for a contracted learning experience by obtaining a permission card from a business education faculty advisor. *PREREQUISITE: Instructor's permission.*

Business Management (BUS)

048 Checker Training (22)

A 378-hour course with lectures, discussions, role playing, lab and self-study where the student gains knowledge of the procedures required by grocery stores to handle situations and duties in the check stand.

103 Business Leadership: Sales and Communications (3)

104 Business Leadership: Group and Team Activities (3)

105 Business Leadership: Starting Your Own Business (3)

Leadership training in which students must enroll for two quarters. Can enroll for additional quarters if they so desire. The student is provided with materials to develop skills in conducting meetings, brainstorming, working on committees, and developing a program of work. Membership in Delta Epsilon Chi (DECA) is optional. *Satisfies nonfitness-related activity requirement for AA degree.*

107-109 Business Leadership Activity 1-3 (2)

Students will plan and organize activities relative to leadership conferences, workshops, and community service projects. All students will be members of Delta Epsilon Chi. Students will learn effective organizational skills, using parliamentary procedure. *PREREQUISITE: Instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

116 Professional Leadership Development (5)

Leadership training that introduces and develops the skills necessary to be an effective leader in our transforming global society. Focuses on key leadership and human relation theory, and how to use the ideas in a professional setting. Topics include goal setting, time management, positive attitude, leadership development, problem solving, and how to make a positive impact in your personal performance.

121 Marketing Fundamentals (5)

An examination of the flow of goods and services in both the consumer and industrial markets. Buyer behavior, development of the distribution structure, pricing, product policy, and promotional activities in the marketing system are examined and analyzed.



125 Industrial Traffic Management (5)

Addresses procurement and use of transportation service and the operation of transportation activities as related to the firm's transportation mission. Emphasizes the managerial and operational elements of transportation strategy. Provides the student with an understanding of transportation operations, documentation, and regulation used by today's logistics, traffic, and carrier managers. Includes an introduction to the skills necessary for a successful logistics career.

159 Professional Selling (5)

Selling as a factor in distribution of goods and services; analysis of the customer and their wants; getting, holding, and closing customers; retail, wholesale, and personal selling principles and practices.

164 Business Principles (5)

Examines the business system and the environment in which it operates. Provides the student with a basic understanding and overall view of the role of business. Introduces the forms of ownership, the fundamentals of management, financial control, production and marketing. Basic business law and human resources are also examined. *RESTRICTION: Students who have completed B A 101 are not eligible for this course.*

166 Human Resources and Work Readiness (5)

Focuses on how to deal with an organization's most important resource, the people. Attention is also given to how customer-driven organizations determine and improve their service quality. Students will also discover how to apply their knowledge and skills learned to practical work experience.

167 Business Ethics and Social Responses (5)

Provides participants with realistic case problems and films to dramatize the ethical situations faced by today's business managers. Allows generous research and discussion of the social responsibility areas of the modern business environment. *PREREQUISITE: B A 101, BUS 164, or instructor's permission.*

168.1 Analysis for Decision Making–CQI (5)

Introduction to some of the analytical and quantitative methods modern day managers employs in decision making. Focuses on the study and application of Continuous Quality Improvement tools. *PREREQUISITE: B A 145 or instructor's permission.*

169 Seminar in Management Techniques (5)

Seminar is used for discussion of various management or supervisory topics as defined by requesting organizations, or as agreed by seminar leader and participants.

170 Statistical Process Control (5)

Builds understanding in the underpinnings and approaches used in Advanced Quality Systems. Develops competencies using the tools of classical and advanced Statistical Process Control (SPC). This application-based course gives students an opportunity to design and develop projects in their areas of interest. *PREREQUISITE: B A 145 or instructor's permission.*

170.1 Statistical Process Control (2)

Provides students with basic understanding of statistics and applications of a process. Students will be introduced to statistical terminology and various tools utilized in statistical processes. Includes brief introduction to Hardware Variation Control (HVC). *PREREQUISITE: B A 145 or instructor's permission.*

173 Basic Money Management (5)

For individual and family budgeting. Deals with flows of income into and expenditures out of the budget. Typical pitfalls and opportunities in this personal financial cycle are identified. Includes treatment of insurance, savings and investment decisions directed toward a better standard of living.

175 Supervised Work Experience Seminar (1)

Cooperative vocational education seminar for Business/Management majors. Seminar topics include resume writing, cover letters, human resource management and supervisory responsibilities. One seminar credit required for Business Management Degree.

177-180 Supervised Work Experience (1-6)

Cooperative vocational education for Business Management majors. Coordinated classroom and on-the-job-training to develop employment and pre-supervisory skills. Employment must be in a bona fide remunerated position where the work involves frequent interactions with other people. Attendance at the accompanying on-campus seminar is required. At least 2 quarters of the 177-180 series are required for the Associate in Applied Arts degree in Business Management, but no more than 12 of these credits may be counted toward graduation. *PREREQUISITE: Instructor's permission.*

181 Introduction to International Business (5)

Studies and examines the factors that contribute to a business participating in international business. Investigates country demographics, economic systems and theories, investment strategies, cultural perspectives of business negotiations, as well as marketing and human resource management issues. *PREREQUISITE: B A 101, BUS 164, or instructor's permission.*

182 International Logistics (5)

Studies the process of planning, implementing, and controlling the flow and storage of raw materials, in-process inventory, finished goods, and related information from point of origin to point of consumption for the purposes of satisfying global customer requirements while efficiently using the firm's global resources. Emphasis will be on understanding global business operations, transportation, documentation, customs, cultures, and banking. *PREREQUISITE: BUS 181 or instructor's permission.*

186 Cultural Imperatives of International Business (5)

Heightens comprehension of the complexities of operating in international business environments. Examines interpersonal and cross-cultural factors that affect communication, compose and deliver speeches, participate in team discussions, and evaluate participant presentations. Studies the impact of "non-verbal" (body language) in cross-cultural communications. Gains insight into their own communication behavior in order to work more effectively in their interpersonal and cross-cultural business relationships.

202 How to Supervise People (5)

Practical applications of human motivation theory via case studies, role-play and group discussions. Studies included leadership, delegating, supervision by objective, cost-cutting techniques and innovations, budgeting of time, and the leading of conferences. *PREREQUISITE: B A 101, BUS 164 or instructor's permission.*



210 Introduction to Operations Management (5)

Overview of the field of operations management in manufacturing and service organizations. Follows the production process from perception of customer need through to end product delivery. An in-depth analysis of project management techniques. Design and execute new processes for the production of goods and services. Explores specific issues in process analysis, continuous improvement, and the quality issues that underlie all processes and work activity. Participants are actively involved in hands-on activities, simulations and plant tours. *PREREQUISITE: Eligible for MATH 072 or completion of MATH 070; B A 145; B A 110 or 210; and BUS 182.*

212 Supply Chain Management (5)

Examines the principles of logistics and supply chain management. Emphasis is given to integrating management and performance of activities such as transportation, inventory, warehousing, customer service, and information technology. The systems viewpoint is explored at the individual firm level and from the perspective of interim relationships among participants in logistics supply chains. Recognition is also given to important relationships between logistics production, marketing, and financial management. *PREREQUISITE: Eligible for MATH 072 or completion of MATH 070; B A 145; B A 110 or 210; and BUS 182.*

214 Process Management (5)

Complements BUS 210, focuses on working interdependently with customers, suppliers and in-house teams to design, measure and manage operating processes that consistently and accurately predict and profitably respond to customer needs anywhere in the world. Key elements are management of procurement, forecasting, working with dependent demand, inbound and outbound logistics management, vendor certification and monitoring, inventory control, and production scheduling alternatives. *PREREQUISITE: Eligible for MATH 072 or completion of MATH 070; B A 145; B A 110 or 210; and BUS 182.*

216 Financial Decision Making (5)

Introduction to some of the analytical and quantitative methods currently employed by managers for decision-making. Study, application and interpretation of financial tools and ratios used to evaluate the effectiveness and efficiencies of a business. Focuses on the economic model a company uses to evaluate and provide feedback for the operational model. Theory and calculation topics include relevant costs for decision making, make or buy decisions, return on investment, time value of money, discounted cash flows, and income taxes in capital budgeting decision. *PREREQUISITE: Eligible for MATH 072 or completion of MATH 070; B A 145; B A 110 or 210; and BUS 182.*

254 Management Communication Techniques (5)

A broad integrated course in which students will apply organizational theories, management practices and communications from a management point of view. Practical applications will be accomplished through case studies, individual and team communication assignments and discussions. Focuses on organizational communications, leadership, power, team problem-solving and managing conflict and change. *PREREQUISITE: ENGL 081 or 110, and COMM 100 or SPCH 100.*

257 Advanced Marketing.com (5)

A study of advertising and electronic marketing, and its role in a firm's marketing effort. Includes e-marketing, buyer behavior, communication, persuasion, advertising, sales and customer service. The project GMMI, will be planned, organized, and implemented by students. *PREREQUISITE: BUS 121 or instructor's permission.*

258 Principles of Management (5)

General study of the principles and techniques of management and organization. The managerial and organizational processes and the functions of management are examined. Study is directed toward planning and control, budgets, decision making and organizational relationships. *PREREQUISITE: Sophomore standing or instructor's permission.*

299 Independent Study (1-5)

Encourages students to study and develop independently in the major area of management. Each student is on a tutorial basis with his/her instructor. *PREREQUISITE: Instructor's permission.*

Carpentry Technology (CARP)

101.1 Residential and Light Commercial Carpentry (1-13)

A competency-based course dedicated to the study of residential and light commercial carpentry skills. The major areas of study will be: basic terms and knowledge; common carpentry-related hand and power tool use; basic carpentry mathematics; site and building layout procedures; footing and foundation forming; concrete specifications, calculations, and ordering; concrete placement and finishing; common materials, fasteners, and hardware; and OSHA/WISHA safety standards and compliance. Credits will be awarded upon competency completion. Leadership, workplace ethics, human relations, and cultural diversity, attendance, punctuality, and craftsmanship will be an integral part of instruction. *PREREQUISITE: Instructor's permission.*

101.2 Carpentry Seminar 1 (1-3)

A linked class to CARP 101.1. This competency-based course is dedicated to the in-depth study of residential and light commercial knowledge and skills. The major areas of study will be: basic terms and knowledge; carpentry-related hand and power tools use; basic carpentry mathematics; site and building layout procedures; footing and foundation forming; concrete specifications, calculations, and ordering; concrete placement and finishing; common materials, fasteners, and hardware; and OSHA/WISHA safety standards. Credits will be awarded upon competency completion. Leadership, workplace ethics, human relations, cultural diversity, and craftsmanship will be an integral part of instruction. *PREREQUISITE: Instructor's permission.*

102.1 Residential and Light Commercial Carpentry (1-13)

A competency-based course dedicated to the study of residential and light commercial carpentry skills. The major areas of study will be: floor, roof, and wall framing terms and knowledge; common framing related hand and power tool use; basic carpentry mathematics related to framing; floor, wall, and truss roof assembly and erecting procedures; Uniform Building Code requirements relating to framing; light gauge steel framing; exterior door and window installation; roof covering material and installation; OSHA/WISHA safety standards and compliance related to framing and working on elevated surfaces. Credits will be awarded upon competency completion. Leadership, workplace ethics, human relations, cultural diversity, attendance, punctuality, and craftsmanship will be an integral part of instruction. *PREREQUISITE: Instructor's permission.*



102.2 Carpentry Seminar 2 (1-3)

A linked class to CARP 102.1. This competency-based course is dedicated to the in-depth study of residential and light commercial knowledge and skills. The major areas of study will be: floor, roof and wall framing materials and specifications; common framing related hand and power tool use; basic carpentry mathematics related to framing; floor, wall and truss roof layout procedures; Uniform Building Code requirements relating to framing; light gauge steel framing material and specifications; exterior door and window specifications; roof covering material and specifications; OSHA/ WISHA safety standards and compliance related to framing and working on elevated surfaces. Credits will be awarded upon competency completion. Leadership, workplace ethics, human relations, cultural diversity, and craftsmanship will be an integral part of instruction. *PREREQUISITE: Instructor's permission.*

103.1 Residential and Light Commercial Carpentry (1-13)

A competency-based course dedicated to the study of residential and light commercial carpentry skills. The major areas of study will be: exterior and interior finishing materials and specifications; basic carpentry mathematics related to exterior and interior finishing; insulation installation and specifications; drywall installation and finishing; interior doors and running trim installation; cabinet and countertop installation; basic deck and sidewalk construction; and related OSHA/WISHA safety standard. Credits will be awarded upon competency completion. Leadership, workplace ethics, human relations, cultural diversity, attendance, punctuality, and craftsmanship will be an integral part of instruction. *PREREQUISITE: Instructor's permission.*

103.2 Carpentry Seminar 3 (1-3)

A linked class to CARP 103.1. A competency-based course dedicated to the in-depth study of residential and light commercial carpentry knowledge and skills. The major areas of study will be: exterior and interior finishing materials and specifications; common exterior and interior finish related hand and power tools; insulation materials and specifications; drywall materials and specifications; cabinet/countertop materials and specifications; basic deck and sidewalk materials and specifications; related OSHA/ WISHA safety standards. Credits will be awarded upon competency completion. Leadership, workplace ethics, human relations, cultural diversity, and craftsmanship will be an integral part of instruction. *PREREQUISITE: Instructor's permission.*



144 Residential Blueprint Reading (1-4)

How to read and interpret architectural blueprints for residential construction and what drawing requirements are needed to obtain a building permit.

145 Stair Design and Construction (4)

Introduction to the design and construction of residential and commercial stair construction. Topics include stair design factor, building code requirements, stair layout, cutting, installation, and various tread/riser installations.

146 Basic Cabinet Construction (1-4)

Introduction to basic box cabinet design and construction. Topics include basic cabinetry terminology; basic cabinet standard sizes and specifications; hardwood and softwood lumber types and grading; sheet material types, grades and sizes; basic wood joinery; fasteners and adhesives; stationary woodworking machinery set-up, operations and safety procedures; portable power tool operations; and surface preparation. *PREREQUISITE: Instructor's permission.*

147 Kitchen Design and Remodel (1-2)

Introduction to basic kitchen design and remodeling techniques. Topics include basic kitchen design and layout; computer kitchen design programs; basic electrical and plumbing requirements; kitchen cabinet removal and installation techniques; intermediate cabinet construction techniques; laminate preparation and installation; ceramic tile preparation and techniques; and material/cost estimating.

148 Material Estimating (1-4)

Introduction to estimating materials, services and other related costs needed to construct a residential home using general pick-off methods.

149 Rafter Cutting and Assembly (1-4)

Introduction to calculating lengths, laying-out, cutting and installation of common hip, and valley rafters. Covers calculating, laying-out, and cutting other roof framing members such as hip and valley jacks, ridge boards, cripple jacks and other related special rafter components. The study of load designs and span requirements for different types of framing material will also be covered.

151 Understand Building Code (3)

Students will learn general and specific requirements of building codes, particularly as they apply to the residential carpenter, contractor, builder, or homeowner. Energy codes, zoning laws, and environmental protection requirements are also covered.

177-179 Cooperative Education (1-12)

Offers student an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*



194 Special Studies (varies) (1-13)

Studies and skill development to meet student-identified needs within the carpentry trade.
PREREQUISITE: Instructor's permission.

Chemistry (CHEM)

101 Survey of General Chemistry (5)

Beginning course for the non-science student who is interested in chemistry at a level with less mathematical rigor than CHEM 105. Taken along with CHEM 102, it satisfies the chemistry requirement for many students in the allied health sciences and related fields.
PREREQUISITE: MATH 072 or eligible for MATH 097. Satisfies math/science or lab science requirement for AA degree.

102 Survey of Organic Chemistry and Biochemistry (5)

General course satisfying allied health program requirements. Study of the structure, nomenclature and reactions of organic and biological compounds, and applications to living systems.
PREREQUISITE: CHEM 101, 105 or 140. Satisfies math/science or lab science requirement for AA degree.

105 Introduction to General Chemistry (5)

Preparatory course for those planning to enroll in the science and engineering major's sequence (CHEM 140, 150 and 160), who have not completed a high school chemistry course or who need a refresher course prior to entering CHEM 140. Metric conversions, equation writing and other quantitative aspects of chemistry are stressed. (When CHEM 105 is not available, CHEM 101 may be helpful.) Transfers as a lab science. Students who have completed one year of high school chemistry may not be able to transfer more than five credits from CHEM 101, 105 and 140.
PREREQUISITE: One year of high school algebra or concurrent enrollment in MATH 097, or eligible for MATH 102 or higher. Satisfies math/science or lab science requirement for AA degree.

140 General Chemistry 1 (6)

For science, engineering and other majors who plan to take a year or more of chemistry. The structure of matter, solution chemistry (acid-base and oxidation-reduction), stoichiometry of reaction in solution, thermo chemistry, atomic and electronic structure and quantitative relationships.
PREREQUISITE: CHEM 105 or one year of high school chemistry and eligible for MATH 102; or instructor's permission. Satisfies math/science or lab science requirement for AA and AS degrees.

141 Computer Applications in Chemistry (1)

For students in CHEM 140. Students will learn to use word processing and spreadsheet software to analyze data, lab data and prepare reports.
PREREQUISITE: MATH 097 and concurrent enrollment in CHEM 140.

150 General Chemistry 2 (6)

Continuation of CHEM 140. Modern atomic theory, chemical bonding, molecular and electronic structure, valence bond theory, liquids and solids, and intermolecular forces.
PREREQUISITE: CHEM 140 with a minimum grade of 1.5. Satisfies math/science or lab science requirement for AA and AS degrees.

151 Computer Applications in Chemistry (1)

For students in CHEM 150. Students will learn to use spreadsheet and graphing software to analyze data, lab data and prepare reports.
PREREQUISITE: MATH 102 and concurrent enrollment in CHEM 150.

160 General Chemistry 3 (6)

Continuation of CHEM 150. Metals and non-metals, electro-chemistry, nuclear reactions and coordination compounds, thermodynamics, kinetics, equilibrium, acid-based and solubility equilibria, and electro/chemistry.
PREREQUISITE: CHEM 140 and 150 with a minimum grade of 1.5. Satisfies math/science or lab science requirement for AA and AS degrees.

161 Computer Application In Chemistry (1)

For students in CHEM 160. Students will learn to use spreadsheet and graphing software to analyze data, lab data and prepare reports.
PREREQUISITE: MATH 102 and concurrent enrollment in CHEM 160.

177-179 Cooperative Education (1-12)

Offers student an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer.
PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.

194-195 Special Topics (varies) (1-5)

Allows chemistry faculty to teach a variety of topics of special interest in chemistry upon demand. Not taught on a regular basis.
PREREQUISITE: Instructor's permission. This course is intended to transfer as a math/science requirement for the AA and AS degrees. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.

235 Organic Chemistry (6)

For science and other related majors which require a full year of organic chemistry. Structure, nomenclature, reactions (including mechanisms) and synthesis of organic compounds. Spectroscopic analysis.
PREREQUISITE: CHEM 160. Satisfies math/science or lab science requirement for AA and AS degrees.

236 Organic Chemistry (6)

Continuation of CHEM 235.
PREREQUISITE: CHEM 235. Satisfies math/science or lab science requirement for AA and AS degrees.

237 Organic Chemistry (6)

A continuation of CHEM 236. The chemistry of selected classes of biomolecules will also be covered.
PREREQUISITE: CHEM 236. Satisfies math/science or lab science requirement for AA and AS degrees.

296, 299 Independent Study (1-5)

Permits a student to pursue a special field of interest in chemistry under the guidance of an instructor.
PREREQUISITE: Instructor's permission. Satisfies math/science requirement for AA and AS degrees.

Chinese (CHIN)

101 Elementary Chinese 1 (5)

Begins the study of Mandarin Chinese (the official Chinese Language) focusing on the four basic skills of listening, speaking, reading, and writing. Emphasizes pronunciation, vocabulary development, and sentence structure. Includes practices with simplified Chinese characters as well as introduction to more complicated forms.
PREREQUISITE: No previous background in Chinese, or no more than one year of high school Chinese, or no more than two years of high school Chinese with a "C" average or less. Satisfies humanities/fine arts/English requirement for AA and AS degrees.

102 Elementary Chinese 2 (5)

Continues the study of Mandarin Chinese (the official Chinese language) focusing on the four basic skills of listening, speaking, reading, and writing. Emphasizes pronunciation, vocabulary development, and sentence structure. Includes practice with complex Chinese characters as well as simpler forms.
PREREQUISITE: CHIN 101 or two years of high school Chinese with a "B" average or better, or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.



103 Elementary Chinese 3 (5)

Completes the study of Mandarin Chinese (the official Chinese language) at the elementary level, focusing on the four basic skills of listening, speaking, reading, and writing. Emphasizes pronunciation, vocabulary development, complex sentence structure, and writing with Chinese characters. *PREREQUISITE: CHIN 102 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Communication (COMM)

100 Fundamentals of Oral Communication (5)

Develops ability to communicate orally, but includes writing letters and resumes. Oral activities include interpersonal exercises, group discussion, giving directions and interviewing. Emphasizes critical thinking and problem-solving skills related to communication in business and organizational settings.

145 The Vietnam War and Media (5)

Introduces students to the films, plays, books, comic books, popular music, and other cultural phenomena of the Vietnam War era and after. Examines the relationship between "the most reported war in history" and the media that reported it; how the course of the war and its aftermath were influenced by the media; and how the war was and is reflected in the cultural artifacts of the '60s, '70s, and '80s. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

177-179 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

180 Communication Skills for Teachers and Trainers (5)

Focuses on learning and communication skills directed at increasing personal and instructional effectiveness. Develops the following skills: understanding and using adult learning theories and techniques, motivating and teaching, planning and delivering clear communication, clarifying task performance, conducting and participating in meetings, listening and questioning techniques, problem solving, conflict resolution, feedback, and business and instructional writing. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

194 Special Studies (1-5)

Includes special communication projects that are not part of the regular curriculum. Content varies from course to course but could include public relations, advertising, organizational design, research grants, and professional publications. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

299 Independent Study (1-5)

Encourages a student to study independently in a field of his or her choice in communication. Each student meets on a tutorial basis with the instructor. *PREREQUISITE: Two courses from the following: COMM 100, 145, 177, 178, 179, 180 and 194; a topic that a member of the department is qualified to direct and evaluate, and permission from the division chair and instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Computation (ACOMP)

100N Computation for Practical Nursing (3)

Study of the basic operations of mathematics as applied to nursing concepts. Topics include computations of medications including IV's, powders, and infant/child/geriatric dosages. This is a computational course designed to meet the specific needs of students in the nursing professional program. *This course is not intended for transfer to any college-level mathematics sequence at GRCC or at any other four-year institution. PREREQUISITE: MATH 062 with a grade of 2.5 or higher or appropriate COMPASS placement score or instructor's permission.*

100T Computations for the Trades (5)

Study of the basic operations of arithmetic and an overview of applied geometry concepts and their applications to specific trades. Topics include applications of whole numbers, fractions, decimals, percents, ratios, proportions, place value, roots, and basic concepts related to measurement, algebra, and geometry. Appropriate for trades students in Auto Body, Automotive, Carpentry, Machinist, and Welding programs. This is a computational course designed to meet the specific needs of students in the trades technical program. *This course is not intended for transfer to any college-level mathematics sequence at GRCC or at any other four-year institution. PREREQUISITE: BASIC 053 or appropriate COMPASS score. Eligible for READ 094.*

Computer Information Technology (CIT)

101 Introduction to Computer Information Technology (5)

A survey course providing an overview of computer information technology. Introduces computer hardware, software, procedures and systems, and human resources, and their applications in various segments of society. This is a prerequisite class for many other CIT classes and should be taken early in the CIT tracks. *PREREQUISITE: Eligible for READ 104 and eligible for MATH 102 or 156.*

102 Program Design (5)

Provides students with a solid background in logic for resolving problems while developing structured program logic and design techniques of an event-driven language, MS Visual Basic. The programmer will learn how to work with a visual interface while acquiring important programming skills such as creating projects with loops, decisions, and data management. *PREREQUISITE: CIT 101, 110 and 120; or ELEC 112; and MATH 097 or eligible for MATH 102.*

110 Operating Systems Basics (5)

A technical introduction to Windows and DOS for students who have a strong interest in this area. Covers the role of the operating system from a systems perspective, user interfaces issues, data management, batch files, and other technical issues associated with modern operating systems. *PREREQUISITE: CIT 101 or concurrent enrollment.*

120 Internet Technologies (5)

A comprehensive journey of the different technologies that makes the Internet work. Prepares the student to pass CompTIA's i-NET+ exam. Helps students make decisions concerning how business careers are linked to the Internet. Topics include the history of the Internet, how the Internet operates, networking basics, common Internet applications, basic HTML, and Web Site implementation. *PREREQUISITE: CIT 101 or concurrent enrollment.*

175 Computer Aide (1-3)

The student works in the Computer Center. Includes assisting students with computer applications and computer programming on the available hardware. *PREREQUISITE: Instructor's permission.*

177 Network Development Work Experience (3)

Offers students an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *This is a pass/no credit course. PREREQUISITE: CIT 201, 225, 268 and 290; or concurrent enrollment in all; and CIT 178.*



178 Help Desk Work Experience (5)

Offers students an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *This is a pass/no credit course.*
PREREQUISITE: CIT 102, 222, 242 and BUS E 266; or concurrent enrollment in all.

179 Web Development Work Experience (3)

Offers students an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *This is a pass/no credit course.*
PREREQUISITE: CIT 202, 230, 245 and 250; or concurrent enrollment in all; and CIT 177.

180 Database Development Work Experience (3)

Offers students an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *This is a pass/no credit course.*
PREREQUISITE: CIT 235, 265, 292 and 276 or concurrent enrollment in all; and CIT 177.

181 Network Management Work Experience (3)

Provides individuals who are seeking an advanced network certification and/or an AAS degree in CSA-Networking with critical exposure to network design and management strategies as they apply in real-world working environments. *PREREQUISITE: CIT 120, 222, 242 or equivalent by exam; and CIT 268, 269 and 270.*

194 Special Topics (varies) (1-5)

Permits students to pursue special CIT topics, under the guidance of an instructor. Topics might include: 1) a discussion of the Open Systems movement, its impact on the computer industry and exposure to its software, or 2) the role of PDAs as thin clients and how to integrate them into existing systems and development of their applications, data transfer, and impact on society, or 3) developments in client/server technologies, like XML and DHTML, the impacts how data is generated and presented to users. *PREREQUISITE: CIT 110 or instructor's permission.*

201 Fundamental Database Design (5)

Helps students accomplish useful tasks in the real world through the use of a database management system (DBMS) such as Access 2000 and/or Oracle. Students learn the de-facto industry standard query language (SQL) in order to create and maintain the database and database objects, such as tables, forms, reports, queries, macros, modules, and web pages. Students gain proficiency with the System Development Life Cycle techniques in order to develop the right business application. Students

learn about the various modeling techniques such as Enhanced Entity Relationship Diagrams (EER) and the United Modeling Language (UML) to identify entities, stakeholders, and processes of the business. Student expands skills through hands-on exercises demonstrating actual business scenarios. *PREREQUISITE: CIT 102; BUS E 266 or 185; and CIT 178 or concurrent.*

202 Introduction to HTML (Hypertext Markup Language) (5)

Students learn the most important topics of HTML (Hypertext Markup Language), from the basics of creating Web Pages with graphics and links, and controlling page layout with frames, to more advanced topics, including cascading style sheets, programming with JavaScript and JavaScript objects and events, creating a multimedia Web Page with forms. *PREREQUISITE: CIT 102.*

221 Advanced Visual Basic (5)

Provides students with a solid foundation for developing applications within the context of a business setting using Visual Basic programming language. Students make use of the rules of logic learned in the previous course and an assortment of VB functionalities to create efficient, user friendly, and powerful IC applications. *PREREQUISITE: CIT 102.*

222 User Support (5)

Introduces students to the basics of delivering computer user support within an organization. Topics include identifying users and their needs, providing support with help desks and training, supporting their technical needs with installations and troubleshooting. *PREREQUISITE: CIT 101, 110 and 120; and BUS 166.*

225 Advanced Operating Systems (5)

A technical introduction to network server for students who have a strong interest in this area. Covers the purpose of a network, basic network concepts, basic network operations, basic user management, and basic resource management. *PREREQUISITE: CIT 268 or concurrent enrollment.*

230 Web Client Development (5)

A technical introduction to Web client development for students who have a strong interest in this area. Covers Web page design using artwork, forms, frames, objects, scripting, and trends in Web page development. *PREREQUISITE: CIT 201, 225, 268 and 290; CIT 177 or concurrent enrollment; and CIT 202 or concurrent enrollment.*

235 Database Management (5)

An introduction to database management that will introduce database principles, data modeling, normalization process, data manipulation (QBE and SQL), and issues related to data integrity. *PREREQUISITE: CIT 201, 225, 268 and 290.*

242 Basic Hardware (5)

A technical introduction to basic hardware used by computer systems for students who have a strong interest in this area. Provides a review of current computer hardware used in the microcomputer environment. Also deals with the configuration of hardware components of a system and interfacing hardware with related software. *PREREQUISITE: CIT 222 or concurrent enrollment.*

245 Web Server (5)

Emphasizes the fundamentals of the Microsoft Internet Information Server or similar server. Students will demonstrate their ability to install and use basic Internet services; including the Web, FTP, DNS, security, and other server extensions. The basic system architecture of a Web server, such as TCP/IP and security, will be explored through installing an Internet server as part of a class project. *PREREQUISITE: CIT 225 and 268.*

250 Active Web Site (5)

Introduces students to the concepts and applications of an active Web site. An active Web site creates Web pages "on the fly" to meet the specific needs of each user. Students will demonstrate an active Web site with client-side and server-side scripting, cookies to maintain a user state, and a database connection. Emphasizes the role of the developer and issues to be considered when creating an active Web site. *PREREQUISITE: CIT 245.*

265 Structured Query Language (SQL) (5)

Provides the hands-on experience in creating a database using the Structured Query Language (SQL), which is the standard de-facto database language used in mid and large sized corporations. Students will demonstrate the ability to derive physical database design, develop logical data models, manage and maintain databases, provide database security, and use integrity constraints to control data entry. Students will learn important concepts and terminology associated with relational databases. *PREREQUISITE: CIT 201 and CIT 235 or concurrent enrollment.*



268 Microsoft Network and Operating System Essentials (5)

Provides individuals who are new to Microsoft Windows (current version) with the knowledge necessary to understand and identify the tasks involved in supporting Windows (current version) networks. An introductory course that provides an overview of networking concepts and how they are implemented in both Windows (current version) and other technologies. *PREREQUISITE: CIT 120, 222 and 242 or equivalent by exam.*

269 Microsoft Windows (Current Version) Professional Implementation (5)

Provides students with the knowledge and skills necessary to install and configure version of Microsoft Windows (current version) Professional on stand-alone and client computers that are part of a workgroup or domain. *PREREQUISITE: CIT 268.*

270 Microsoft Windows (Current Version) Server Implementation (5)

Provides students with the knowledge and skills necessary to install and configure Microsoft Windows (current version) Server to create file, print, Web, and terminal servers. *PREREQUISITE: CIT 269.*

271 Implement and Manage Microsoft Exchange (Current Version) (5)

Teaches students the knowledge and skills necessary to install, configure, and administer Microsoft Exchange (current version). *PREREQUISITE: CIT 270.*

272 System Administration for Microsoft SQL Server (Current Version) (5)

Provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the current versions of Microsoft SQL Server, client/Server, and database management system. *PREREQUISITE: CIT 270.*

273 Manage Microsoft Windows (Current Version) Network Environment (5)

Gives students the ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows (current version). *PREREQUISITE: CIT 271 and CIT 272.*

274 Implement and Administer Microsoft Windows (Current Version) Directory Services (5)

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows (current version) Active Directory services. Focuses on implementing group policy and performing and group policy-related tasks that are required to centrally manage users and computers. *PREREQUISITE: CIT 270 and CIT 273.*

275 Design Microsoft Windows (Current Version) Directory Services Infrastructure (5)

Provides students with the knowledge and skills necessary to design a Microsoft Windows (current version) directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an active directory structure that meets those needs. *PREREQUISITE: CIT 270 and CIT 274.*

276 Advanced Database Applications With Visual Basic Application (5)

Students create powerful and dynamic real-world programs through the use of Visual Basic for Applications (VBA). The robust features provided by VBA are achieved through the combination of Access, Excel, and Visual Basic in one single business application. MS Access is a database program that enables the user to store, retrieve, analyze, edit, and print information. Excel is the most popular electronic data sheet program and Visual Basic is a powerful programming language that used in conjunction with Access and/or Excel provides excellent application performance, added user interface features, back up and recovery, platform interoperability, and security. *PREREQUISITE: CIT 102 and CIT 201.*

280 Design Secure Microsoft Windows (Current Version) Network (5)

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise network by using Microsoft Windows (current version) technologies. Course contains four units that describe the securing of specific areas of the network: Unit 1, Providing Secure Access to Local Network Users; Unit 2, Providing Secure Access to Remote Users and Remote Offices; Unit 3, Providing Secure Access Between Private and Public Networks; and Unit 4, Providing Secure Access to Partners. *PREREQUISITE: CIT 270, 272 and 275.*

290 Systems Analysis and Design (5)

Emphasizes a practical approach to learning systems analysis and design using a blend of traditional development with current technologies. Defines and describes in detail the five phases of the System Development Life Cycle (SDLC): systems planning, systems analysis, systems design, systems implementation, and systems operation and support. Provides students with a comprehensive Systems Analysis Tool kit that highlights the importance of communication, economic analysis, and project planning skills across all phases of the SDLC. *PREREQUISITE: CIT 201 or concurrent enrollment.*

292 Data Analysis and Design (5)

Continues the study of database management and expands to advanced techniques of analysis and design. The spreadsheet post-analysis process is introduced as an organizational tool for understanding and analyzing customer requirements. Students learn to analyze problems in four different components: given data, required results, processing required, and a list of solution alternatives. *PREREQUISITE: BUS E 266 and CIT 201.*

297-299 Independent Study (1-5)

Encourages students to study and develop independently in the major area of CIT. Students must receive permission from the appropriate instructor. Each student will be on a tutorial basis with his/her instructor. *PREREQUISITE: Instructor's permission.*

Computer Reporting Technology (CRPT)

090 Machine Shorthand Theory (4)

Studies the theory and arrangement of the keyboard. Sten-Ed Computer-Compatible Theory is taught. Intensive practice dictation with emphasis on rapid and accurate reading of notes. Students use Computer Tutor to reinforce theory. Beginning night students can only start fall and spring quarters.

091 Advanced Machine Shorthand Theory (4)

Continues to study the theory and arrangement of the keyboard. Sten-Ed Computer-Compatible Theory is taught. Students use Computer Tutor to reinforce the theory. Intensive practice dictation with emphasis on rapid and accurate reading of notes. *PREREQUISITE: CRPT 090.*

092 Machine Shorthand-40 wpm (4)

Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 40 wpm with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 091 or 100.2.*

093 Machine Shorthand-60 wpm (4)

Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 60 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 092 or 101.1.*

094 Machine Shorthand-80 wpm (12)

Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 80 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 093 or 101.2.*



095 Machine Shorthand-100 wpm (12)
Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 100 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 094 or 102.*

096 Machine Shorthand-120 wpm (12)
Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 120 words per minute with 95 percent accuracy in typewritten transcript. *PREREQUISITE: CRPT 095 or 133.*

097 Machine Shorthand-140 wpm (12)
Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 140 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 096 or 134.*

098 Machine Shorthand-160 wpm (12)
Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 160 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 097 or 135.*

099 Machine Shorthand-180 wpm (12)
Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 180 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 098 or 136.*

100.1 Machine Shorthand Theory 1 (5)
Studies the theory and arrangement of the keyboard. Sten-Ed Computer-Compatible Theory is taught. Intensive practice dictation with emphasis on rapid and accurate reading of notes. Students use Computer Tutor to reinforced theory.

100.2 Machine Shorthand Theory 2 (5)
Studies the theory and arrangement of the keyboard. Sten-Ed Computer-Compatible Theory is taught. Intensive practice dictation with emphasis on rapid and accurate reading of notes. Students use Computer Tutor to reinforce theory. *PREREQUISITE: CRPT 100.1.*

101.1 Machine Shorthand Theory 3 (5)
Continues to study the theory and develop skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 40 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 100.2.*

101.2 Machine Shorthand-60 wpm (5)
Continues to study the theory and develop skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 60 words per minute with 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 101.1 or instructor's permission.*

102 Machine Shorthand-80 wpm (12)
Development of skill in recording dictation and reading notes with practice on new and familiar material. Students should attain a minimum of 80 words per minute with a minimum of 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 093 or 101.2.*

133 Machine Shorthand-100 wpm (12)
Concentrated drill and dictation on two-voice and multi-voice testimony, jury charge, literary and medical material. Students should attain a minimum of 100 words per minute on new material with a minimum of 95 percent accuracy in a typewritten transcript. *PREREQUISITE: CRPT 094 or 102.*

134 Machine Shorthand-120 wpm (12)
Concentrated drill and dictation on two-voice and multi-voice testimony, jury charge, and medical material. Students should attain a minimum of 120 words per minute on new material with a minimum of 95 percent accuracy in transcription. *PREREQUISITE: CRPT 095 or 133.*

135 Machine Shorthand-140 wpm (12)
Concentrated drill and dictation on two-voice and multi-voice testimony, jury charge, literary and medical material. Students should attain a minimum of 140 words per minute on new material with a minimum of 95 percent accuracy in transcription. *PREREQUISITE: CRPT 096 or 134.*

136 Machine Shorthand-160 wpm (12)
Concentrated drill and dictation on two-voice and multi-voice testimony, jury charge, and medical material. Students should attain a minimum of 160 words per minute on new material with a minimum of 95 percent accuracy in transcription. *PREREQUISITE: CRPT 097 or 135.*

153 Court Reporting Procedures 1 (5)
Begins to prepare the student for the reporting profession and related job opportunities. Topics include professional responsibilities and ethics, professional associations, professional image and dress, notary public, reference materials including methods of researching medical information and more, deposition procedures, transcript preparation and format, marking exhibits, indexing and storing steno notes, and reporting techniques will be stressed. Punctuating the spoken word, vocabulary building, capitalization, and proofreading will also be included. *PREREQUISITE: Instructor's permission.*

154 Court Reporting Procedures 2 (5)
Covers more advanced reporting procedures such as court transcripts and procedures, overview of video equipment in depositions and trials, state and federal judicial system, civil and criminal law and the trial process, administrative hearings, dictating a transcript, reporting interpreted proceedings including administering the oath, voir dire proceedings, polling of the jury, daily copy, computer-aided transcription, computer-integrated courtroom, and types of reporting possibilities. Students will participate in mock depositions and trials. All punctuation aspects and proofreading will continue to be stressed. *PREREQUISITE: CRPT 153.*

177-179 Cooperative Education (1-12)
Offers student an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

201 Machine Shorthand-180 wpm (16)
Concentrated drill and dictation on two-voice and multi-voice testimony, jury charge, literary, and medical material. Students should attain a minimum of 180 words per minute on new material with a minimum of 95 to 98 percent accuracy in transcription. *PREREQUISITE: CRPT 098 or 136.*

202 Machine Shorthand-200 wpm (16)
Concentrated drill and dictation on two-voice and multi-voice testimony, jury charge, literary, and medical material. Students should attain a minimum of 200 words per minute on new material with a minimum of 95 percent accuracy in transcription. *PREREQUISITE: CRPT 201.*

203 Machine Shorthand-225 wpm (16)
Concentrated drill and dictation on two-voice and multi-voice testimony, jury charge, literary and medical material. Students should attain a minimum of 225 words per minutes on new material with a minimum of 95 percent accuracy in transcription. *PREREQUISITE: CRPT 202.*



250 Computer Aided Transcription (3)

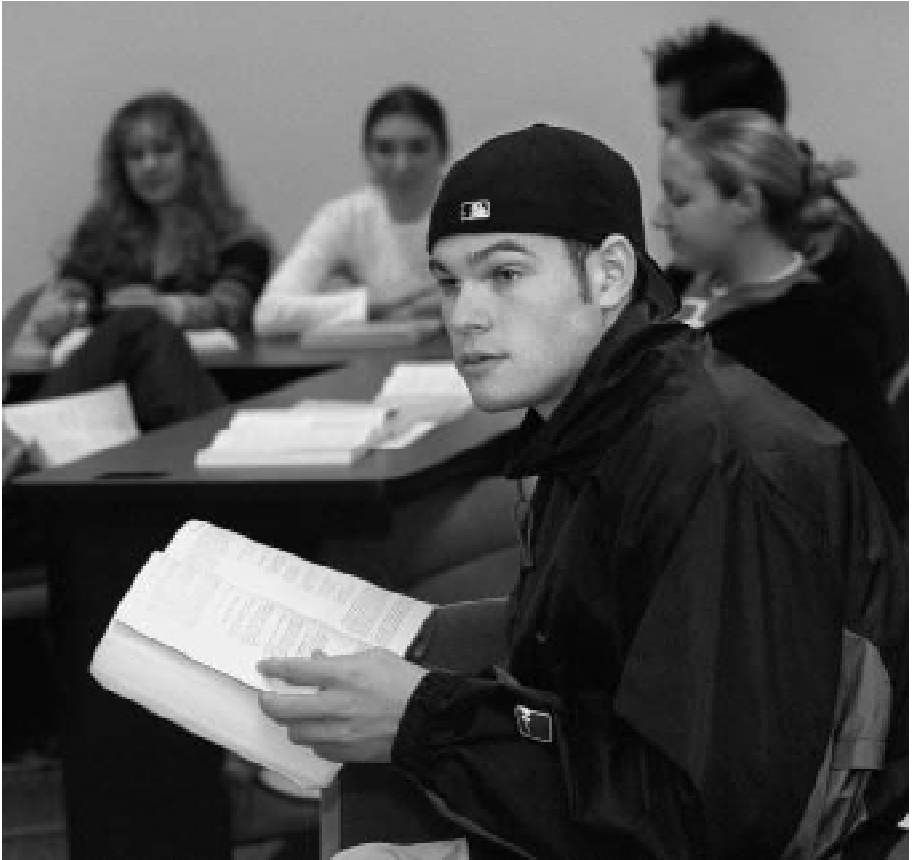
Students receive instruction in the basic care and maintenance of computer hardware and CAT writers as well as understanding computer technology. Students learn the necessary steps to produce a transcript learning how to read, translate, edit and print transcripts through hands-on techniques utilizing Case Catalyst software. An overview of other softwares and their applications are discussed. Psychology of realtime writing, utilization of resource materials preparatory to writing realtime, updating dictionaries, file maintenance, and litigation support ASCII disks, keyword indexes, etc. are also covered. Previous computer familiarity required. *PREREQUISITE: Instructor's permission.*

251 Introduction to Captioning (3)

Students receive instruction on the various types, applications, and environments of captioning as well as the necessary equipment and setup required for each method. Students gain an understanding of the Americans with Disabilities Act and the FCC Telecommunications Act and their impact on the demand for captioning and court reporters with realtime skills. Students are given an overview of additional high-tech career options within the reporting industry, including scoping, medical/legal transcription, CART reporting, etc. *PREREQUISITE: CRPT 250 or instructor's permission.*

252 Captioning Internship 1 (4)

Students receive technical instruction and hands-on experience using a complete captioning station. Various types, applications, and environments of captioning are discussed. An overview of Internet applications as they relate to research for realtime and post-production captioning will also be covered. Instruction focuses on industry-approved guidelines for captioning, including formats, methods of presentation, text placement, presentation rate, special considerations, etc. Students practice continued refinement of realtime skills utilizing the steno machine through various classroom drills. Dictionary building for specialized areas of captioning will also be covered. Interns gain experience in post-production captioning with specialized emphasis focused on the completion of a captioning project utilizing GRCC's instructional video library. *PREREQUISITE: CRPT 251 or instructor's permission.*



253 Captioning Internship 2 (4)

Students receive additional technical instruction and hands-on experience using a complete captioning system. Continued use of Internet applications as they relate to research for realtime and post-production captioning will also be covered. Instruction focuses on industry-approved guidelines for captioning preparation including formats, methods of presentation, text placement, presentation rate, special considerations, etc. Students practice continued refinement of realtime skills utilizing the steno machine through various classroom drills. Dictionary building for specialized areas of captioning and CART will be covered. Interns gain additional hands-on experience in public meetings, educational captioning, CART and post-production captioning with specialized emphasis focused on the completion of captioning projects utilizing GRCC's instructional video library. *PREREQUISITE: CRPT 252.*

254 Captioning Internship 3 (4)

A third course in captioning designed to provide advanced, hands-on experience in captioning and CART. Continued use of Internet applications as they relate to research for realtime and post-production captioning will also be covered. Instruction focuses on industry-approved guidelines for captioning preparation including formats, methods of presentation, text placement, presentation rate, special considerations, etc. Students practice continued refinement of realtime skills utilizing the steno machine through various classroom drills. Dictionary building for specialized areas of captioning and CART will be covered. Interns gain additional hands-on experience in public meetings, educational captioning, CART and post-production captioning with specialized emphasis focused on the completion of captioning projects utilizing GRCC's instructional video library. *PREREQUISITE: CRPT 253.*



Computer Science (C SCI)

142 C Programming (5)

C programming language applied to engineering problems. Students organize and write C programming language computer programs to obtain the solutions to assigned problems. Engineering design competencies in teamwork, information gathering, problem definition, idea generation, evaluation and decision making, implementation, and communication are integrated in this course. *Cross-listed with G E 142. PREREQUISITE: MATH 104. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

143 C++ Programming for Engineers (5)

Covers C++ programming language applied to engineering problems. Student organize and write C++ programming language computer programs to obtain the solutions to assigned problems. Emphasis is on using common data structures, abstract data types, modularity, and encapsulation. Students learn to understand, design and implement medium-sized programs. Engineering design competencies in teamwork, information gathering, problem definition, idea generation, evaluation and decision-making, implementation, and communication are integrated in this course. *Cross-listed with G E 143. PREREQUISITE: G E/C SCI 142 and MATH 124. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

144 Java 1 (5)

A first course in JAVA programming. Students will use various data types, loops, nested structures, conditional operators, arrays, applets, graphic objects and methods, super classes and subclasses, and will design, implement, document and debug Java computer programs. *PREREQUISITE: CIT 102 or MATH 104. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

145 Java 2 (5)

Uses JAVA language to cover topics that will include classes and interfaces, inheritance, basic design principles, exceptions, stream I/O, user interfaces, recursion, elementary data structures and associated algorithms (lists, queues, stacks, trees), and an introduction to performance analysis and implementation tradeoffs. Successful completion of the course will give students the tools needed to construct substantial computer programs and the concepts needed to better understand computers and softwares. Also provides a good foundation for further study in computer science and engineering. *PREREQUISITE: C SCI 144. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

215 Introduction to Unix (3)

Overview of current and future mainstreams of the UNIX operating system. Lectures will be reinforced with examples and exercises performed on a UNIX system. Students should be familiar with computers. No previous experience with UNIX is required. *PREREQUISITE: BUS E 111 and either CIT 102 or 106, or BUS E 150 or C SCI/G E 142.*

Cooperative Education (COOP)

171 Work Experience Seminar (1)

Supplements and enhances on-the-job work experience through projects, films, and research. The basic content of the course will reflect those issues that are general to the world of work. It also serves as a guideline for students as they go through the employment cycle of setting goals, researching careers, applying for and getting jobs, and dealing with workplace issues.

Criminal Justice (CRJ)

100 Introduction to Criminal Justice (5)

Students will learn about current events in crime, criminal justice agencies and the response by correctional institutions in dealing with criminal offenders. Includes detailed descriptions of the duties and functions of specific actors in the system, including victim, offender, police, prosecuting and defense attorneys, courts and corrections. *Satisfies social science requirement for AA and AS degrees.*

115 Fingerprinting (5)

Fingerprint classification and latent fingerprinting. For anyone interested in the field and as preparation for the "fingerprint technician" position. Basic skills included preparing students for direct entry into the workforce.

177-179 Cooperative Education (1-5)

Offers students an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, or instructor's permission.*

200 Individual Rights (5)

Provides students the historic, legal and political basis of individual rights in the United States. Some areas that will be analyzed are search and seizure, freedom of expression, pornography, sexual harassment, arrest, and workings of the United States Supreme Court.

205 Criminal Evidence (5)

Covers basic rules of guidance applicable to criminal and other related police duties. Fundamental questions of evidence and theories of proof, including hearsay, documentary proof, self-incrimination, relevance, and presumptions are examined. Special emphasis is on the exclusionary rule and search and seizure aspects of the Fourth Amendment.

210 Research Methods and Statistics (5)

Introduction to research design and basic concepts of elementary statistical methods. Topics include levels of measurement, central tendency, sampling techniques, correlation, research design and the scientific method. Introduces students to SPSS (Statistical Package for the Social Sciences) application. *PREREQUISITE: MATH 102, 107 or 256.*

215 Criminology (5)

Introduces students to the academic discipline devoted to the development of reliable information about the causes of crime, trends and patterns. Students will apply sociological, psychological and criminological theories to study deviant behavior, crime and delinquency. *Cross-listed as SOC 215. Satisfies social science requirement for AA and AS degrees.*

220 Multicultural Diversity (5)

Addresses the beauty and richness of a culturally diverse population. The areas of uniqueness, diversity, stereotypes, prejudice and discrimination are also examined in relation to criminal justice professionals.

225 Criminal Law (5)

Examination of a variety of criminal laws including federal, state, and county criminal laws. Focuses on criminal laws and their impact through selective enforcement by criminal justice officials. Special attention on substantive criminal law.

230 Corrections (5)

Examines the progression of correctional practices from the colonial period to the modern day penitentiary of the 21st century. Other topics include the roles of inmates, correctional officers and administration.

235 Intermediate Sanctions (5)

Examines the increased use of boot camps, electronic monitoring, intensive supervised probation and other forms of corrections that fall between prison and probation.



240 Community Oriented Policing (5)

Examines the growing trend of placing police officers back into the community to enhance the relationship between society and law enforcement. As we approach the twenty-first century, police have found the need to better communicate with citizens. Community oriented policing engages the officer to work with individuals in the community to resolve community crime.

245 Juvenile Delinquency (5)

Examines the history of the juvenile justice system, environmental influences on delinquency, theories of delinquency, controlling delinquency and current trends in juvenile crime. The rationale behind the juvenile system will be examined as well as the juvenile courts. Various theories of crime causation including, but not limited to, sociological, psychological and criminological theories will be analyzed. *Cross-listed with SOC 245. Satisfies social science requirement for AA and AS degrees.*

250 The Courts (5)

An examination and analysis of the local, state and federal court system in the United States and how law enforcement interacts with the judicial system.

255 Forensics: An Introduction to Criminalistics (5)

Covers the many different areas of forensic science that are used today, covering the latest methods and technology used to solve crimes. The class will be taught through lecture and expert speakers on topics such as: autopsy procedures, arson investigation, explosives, ballistics and toolmarks, DNA, and many other topics that are an issue in criminal justice.

265 Forensic Anthropology (5)

Forensic Technology is defined as the application of physical anthropology to medico-legal death investigation. Course introduces the science of skeletal biology, and the associated concepts of human variation, and explore their applications within a forensic context.

294 Special Topics (varies) (5)

Consists of current areas in the criminal justice field and may focus on areas in policing, corrections and other topics relevant to current trends and interests during the year.

299 Independent Study (1-5)

Encourages students to study independently in a field they find most useful to their academic or career aspirations. Students choose an area in criminal justice and work in conjunction with instructor to study and conduct research independently. *PREREQUISITE: Instructor's permission.*

Dance (DANCE)

101 Introduction to Dance (3)

Emphasizes basic jazz and ballet techniques and introduces the skills and practices of both dance forms. Jazz involves body toning exercises, physical fitness, cardiovascular endurance, and strength and flexibility. Students learn short dance routines. Ballet focuses on body awareness, mental and physical discipline, balance, poise, gracefulness and rhythmic awareness, as well as an appreciation of the arts. *Satisfies nonfitness-related activity for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

102 Dance Technique (3)

Emphasizes jazz and ballet techniques. Further develops the skills and practice of both dance forms. Jazz involves body toning exercises, physical fitness, cardiovascular endurance, strength and flexibility. Students learn short dance routines. Ballet focuses on body awareness, mental and physical discipline, balance, poise, gracefulness and rhythmic awareness, as well as building an appreciation of the arts. *PREREQUISITE: DANCE 101. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

103 Dance Technique 2 (3)

Emphasizes jazz and ballet techniques. Further develops the skills and practice of both dance forms. Jazz involves body toning exercises, physical fitness, cardiovascular endurance, and strength and flexibility. Students learn short dance routines. Ballet focuses on body awareness, mental and physical discipline, balance, poise, gracefulness and rhythmic awareness, as well as building an appreciation of the arts. *PREREQUISITE: DANCE 102. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

105 Choreography Workshop (3)

Specialized choreography for drama musical production. Choreography of show tunes and dance numbers. Jazz and Broadway-style movement and routines. *PREREQUISITE: Instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

204 Choreography Workshop (3)

Rehearsal and performance of dance works to be presented in concert. Practice in advanced dance skills. Development of choreography for a variety of dance pieces. *PREREQUISITE: DANCE 101 and 102, or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Design Drafting Technology (D T)

050 Aircraft Blueprint Reading (3)

Develops the student's ability to: visualize various manufacturing of fabricating processes required to make aircraft parts; understand the basic principles underlying the use of lines; and recognize the universal standards, symbols, and other techniques used to describe completely a part, unit or mechanism.

100 Introduction to CADD/CAM (7)

Introduction to computers and software applicable to design drafting-related careers. Primary instruction will be on the AutoCAD and CADKEY software used for computer-aided drafting to originate and edit drawings. Instruction of file management and an introduction to word processing will be included. *PREREQUISITE: Eligible for both ENGL 081 and READ 104.*

101 Technical Drafting (1-7)

Fundamental drawing course that provide students with knowledge of drafting tools and techniques. Includes drafting fundamentals, lettering, geometric construction, orthographic projection, isometric drawing, dimensioning, and sectional views. *PREREQUISITE: Eligible for both ENGL 081 and READ 104.*

101.1 Drafting Fundamentals (4)

Fundamental drawing course that provides students with knowledge of drafting tools and techniques. Includes drafting fundamentals, lettering, geometric construction, orthographic projection, and isometric drawing. Equivalent to completing the first half of D T 101, Technical Drafting. *PREREQUISITE: Eligible for both ENGL 081 and READ 104.*

101.2 Machine Drafting 1 (3)

Fundamental drawing course that provides students with knowledge of orthographic projection, dimensioning, and sectional views. Equivalent to completing the second half of D T 101, Technical Drafting. *PREREQUISITE: D T 101.1 or instructor's permission.*

102 Descriptive Geometry (1-7)

Descriptive geometry is a graphical process used to analyze space relationships by viewing the object or situation in such a way the relationship being investigated is actual size and measurable. (Applying descriptive geometry develops and dimensions primary and secondary auxiliary views of 3-D objects.) Dimensions and tolerancing will be in compliance with the ASME Y14.5M-1994 standard, with an introduction to the GD&T symbols. Draw cross sections and develop flat patterns for sheet metal components. *PREREQUISITE: D T 101 or 101.2.*



102.1 Descriptive Geometry (4)

Descriptive geometry is a geographical process used to analyze space relationships by viewing the object or situation in such a way the relationship being investigated is actual size and measurable. Equivalent to the first half of D T 102. *PREREQUISITE: D T 101 or 101.2.*

102.2 Machine Drafting 2 (3)

Applying descriptive geometry, develop and dimension primary and secondary auxiliary views of 3-D objects. Dimensions and tolerancing will be in compliance with ASME Y 14.5M-1994 standard, with an introduction to GD&T symbols. Draw cross sections and flat patterns for sheet metal components. Equivalent to the second half of D T 102. *PREREQUISITE: D T 102.1.*

105 Design Drafting Careers (2)

Explores the profession of design drafting, the types of jobs, the required skills, and the degree and certificate programs offered at GRCC. Introduction to the competencies required for design drafting. Each student will prepare a program of study necessary to achieve his or her educational goal.

110 Introduction to AutoCAD (4)

Introductory course to Computer Aided Drafting (CAD) using the AutoCAD software. Instruction will focus on learning the commands necessary for creating, editing, and dimensioning 2-D drawing. Methods for creating documents that are accurate and accomplished in a timely manner will be discussed. File management techniques using Windows Explorer will be emphasized.

112 Introduction to CADKEY (4)

Learn the commands necessary for creating, editing, and dimensioning 2-D drawings and 3-D drawings solid models using the CADKEY software. Methods for creating documents that are accurate and accomplished in a timely manner will be discussed. File management skills using Windows Explorer will be emphasized.

115 Geometric Dimensioning and Tolerancing (4)

GD&T is an international technical language of symbols used to describe the function and relationship of a part's feature. The symbology of GD&T, as defined in the ASMEY14.5 standard, is understood and applied by all of the designing and manufacturing communities. Students learn to recognize, interpret and apply GD&T theories and symbols. Applicable mathematical formulas will be studied.

125 Civil Drafting 1 (5)

An introduction to civil drafting, symbols, terminology, and standards. Includes development of an engineering drawing from survey notes to its inclusion into a set of construction plans or an engineering report. *PREREQUISITE: D T 100 and 101; or D T 101.1 and 101.2.*

131 Mechanical Drafting-CADD (7)

An introduction to principles, techniques and applications of designing mechanical parts. Areas of study include selection of views, sectioning and auxiliary views, drafting conventions, format selection, dimensioning conventions using ANSI Y14.5 standards, setting DIMVARS in AutoCAD, threads and fasteners, machine shop practices, purchasing parts, and career opportunity discussions. *PREREQUISITE: Instructor's permission.*

135 3D CADD/CAM (7)

Focuses on geometric modeling, display manipulation, geometric analysis, file management, on-line plotting, the development of wireframe modeling, surface modeling and solids modeling. Mechanical drafting will be introduced with an emphasis on dimensioning. Computer-aided manufacturing will be introduced by developing a 2D toolpath on Mastercam CADD/CAM program then machining 2D toolpaths on milling machine. *PREREQUISITE: Instructor's permission.*

141 Architectural Drafting 1 (5)

Development of architectural drafting skills using AutoCAD and manual drafting which will include site planning, floor plans, wall sections, roof types, and elevations of single-story structures. Assignments are structured to allow good exchange of information between instructor and students. *PREREQUISITE: D T 101; or D T 101.1 and 101.2; and either D T 100 or 110.*

145 Structural Drafting-Steel (4)

An introductory study of structural steel drafting. Includes engineering fundamentals, welding symbols, seated and framed connections (both welded and bolted), moment connections, detailing various steel products and using standard industry practices. *PREREQUISITE: D T 101; or D T 101.1 and 101.2; or instructor's permission.*

146 Structural Drafting-Concrete (4)

An introductory study in structural concrete drafting. Pre-stressed and post-tensioned concrete is discussed. Includes engineering fundamentals, reinforcement bar detailing, P/C and P/S concrete products, and connections for P/C and P/S concrete, detailing using standard P/C and P/S concrete building products. *PREREQUISITE: D T 101; or D T 101.1 and 101.2; or instructor's permission.*

151 Technical Illustration (7)

Provides an emphasis on visualization by developing three dimensional pictorial drawings, dealing with non-isometric surfaces and irregular shapes and compound angles with the use of the isometric protractor. Perspective development, inking techniques, line shading and contrast techniques, exploded and cut-away views. *PREREQUISITE: D T 101; or D T 101.1 and 101.2)*

161 Electrical and Electronic Drafting (CAD) (5)

Covers symbolization and good drafting techniques. Also covers how to apply symbols to the circuit and what identifications each one has. Prepares schematics and logic diagrams which follow standard drafting practices. Methods for handling wiring requirements. Sheet metal packaging for electronic components. How to lay out a simple printed circuit board and how to check their work for accuracy. *PREREQUISITE: D T 100; and D T 101 or 101.1 and 101.2; or instructor's permission.*

165 Electronics Drafting (3)

Introduces students to the AutoCAD drafting program and drafting procedures. Covers symbolization and good drafting techniques. Covers how to apply symbols to the circuit and what identifications each one has. Prepares schematics and logic diagrams which follow standard drafting practices. Methods for handling wiring requirements. Sheet metal packaging for electronic components. How to lay out a simple printed circuit board and how to check their work for accuracy. *PREREQUISITE: Instructor's permission.*

175 Drafting Work Experience (3-12)

Supervised work experience at an approved training location. Work experience activities are opportunities for the student to utilize the drafting knowledge and skills learned in the classroom. Student is required to work a minimum of three hours each week for each credit enrolled and to participate in weekly seminars designed to facilitate personal growth and workplace ethics. *This is a pass/no credit course.*

177 Drafting Work Experience 1 (3)

Supervised work experience at an approved training location. Work experience activities are opportunities for the student to utilize the drafting knowledge and skills learned in the classroom. Student is required to work a minimum of six hours each week and to participate in weekly seminars designed to facilitate personal growth and workplace ethics. *This is a pass/no credit course.*



178 Drafting Work Experience 2 (3)

Supervised work experience at an approved training location. Work experience activities are opportunities for the student to utilize the drafting knowledge and skills learned in the classroom. Student is required to work a minimum of six hours each week and to participate in weekly seminars designed to facilitate personal growth and workplace ethics. *This is a pass/no credit course. PREREQUISITE: D T 177.*

179 Drafting Work Experience 3 (3)

Supervised work experience at an approved training location. Work experience activities are opportunities for the student to utilize the drafting knowledge and skills learned in the classroom. Student is required to work a minimum of six hours each week and to participate in weekly seminars designed to facilitate personal growth and workplace ethics. *This is a pass/no credit course. PREREQUISITE: D T 178.*

180-182 Leadership Skills 1 (1)

Provides personal development experiences through participation in class as well as leadership activities at school and in the community. Emphasis is placed on individual participation to identify, plan, implement, promote, and evaluate activities. Provided instruction will facilitate development of personal skills in such areas as speaking, applying for a job, conducting business meetings, working on committees, and developing a plan of work.

199 Independent Study (1-5)

Encourages students to study and develop independently in a special topic area of drafting under the guidance of an instructor. Course content to be developed in conference between the student and instructor. Students meet on a tutorial basis with the instructor. *PREREQUISITE: Instructor's permission.*

200 ADDA Certification (2)

Strengthens your students potential for passing the ADDA Drafter Certification Examination. Technical material to be reviewed includes sketching, scales, lettering, line weights, geometric construction, orthographic views, auxiliary views, sectional views, dimensions, notes, working drawings, basic welding symbols, fits, tolerances, and architectural terms/standards. The ADDA Drafter Certification Examination will be scheduled at the conclusion of this course.

210 Advanced AutoCAD Development 1 (4)

Gives an introduction into the tools and skills necessary to develop advanced utilities to improve your AutoCAD performance. Focuses on learning and mastering basic customization tools. You will also gain a basic understanding of the capabilities and limitations of AutoCAD menus and scripts. *PREREQUISITE: D T 110, 131 or instructor's permission.*

225 Civil Drafting 2 (4)

Advanced civil drafting techniques. Stadia note reduction, cross sections and profiles, use of planimeter, grade lines, planimetric map and preparation of short plat documents will be covered. *PREREQUISITE: D T 125 or instructor's permission.*

231 Mechanical Design (CADD) (7)

Advanced principles, techniques and applications of drafting technology required for the preparation of detail and assembly drawings. Based on current industrial practices and standards, areas of study include dimensioning and tolerancing, geometric, form and positional tolerancing, shop processes and procedures, layout drawings including developments and triangulation, piping and tubing drawings, welding and welding symbols, and forging and casting drawings. *PREREQUISITE: D T 131 or instructor's permission.*

232 Drafting and Design Projects (CADD) (7)

A broad review of the factors influencing the function of mechanical components such as materials and manufacturing methods. Emphasis on complete graphical representation of each of the components that go into a set of working drawings. Students will work on a project selected by the class or projects assigned by the instructor. Projects will be selected on the basis of difficulty and completeness. The instructor will endeavor to obtain a project from a local manufacturing company. Design teams will create documentation for manufacturing. *PREREQUISITE: D T 131 or instructor's permission.*

236 3D AutoCAD (4)

Focuses on 3D AutoCAD, AME (Advanced Modeling Extension), user coordinate systems, working in 3D space, modeling with solid primitives, shortcuts to solids, editing the model, detailing the model, advantages over wireframe, constructive geometry, establishing vpoints, solidisplay variables, vports, analyzing the model. *PREREQUISITE: An understanding of AutoCAD commands or D T 100 or 110; or instructor's permission.*

237 Advanced 3D CADD/CAM (4)

Focuses on rapid prototyping using Mastercam software. Includes creation and editing of 3D wireframe modeling, 3D solid modeling, and 3D surface modeling. Programming 3D toolpaths from 3D wireframe models and 3D derived and composite surface models. Toolpath editing to include project and trim functions. Production of prototype model using the milling machine. Verification and editing of toolpath programs using rendered backplots. *PREREQUISITE: D T 135.*

240 Electrical and Mechanical Building Systems (5)

Instruction in the design, construction principles, methods, and materials of the following building systems: electrical, water supply, sanitary, storm drainage, heating, air conditioning, ventilating, fire protection, and conveying. *PREREQUISITE: D T 141 or instructor's permission.*

241 Architectural Drafting 2 (4)

Development of advanced architectural drafting skills, which will include multi-level floor plans, stairs and stair sections, foundation plans, floor framing and wall sections, and/or building cross sections. Drafting assignments are done by AutoCAD and/or manual drafting. *PREREQUISITE: D T 141.*

261 Printed Circuit Board Design (4)

Introduction to logic symbolization and circuit flow. Includes layout of circuit using a logic drawing for input; obtaining drill and trim information; drawing drill and trim documents; preparing the circuit to allow flow of voltage and amperage levels; reading vendor manuals for component data; preparing assembly information or circuit boards; and checking finished electronic circuit board. *PREREQUISITE: D T 161 or instructor's permission.*

277 Drafting Work Experience 4 (3)

Supervised work experience at an approved training location. Work experience activities are opportunities for the student to utilize the drafting knowledge and skills learned in the classroom. Student is required to work a minimum of fifteen hours each week. *This is a pass/no credit course. PREREQUISITE: D T 179.*

278 Drafting Work Experience 5 (3)

Supervised work experience at an approved training location. Work experience activities are opportunities for the student to utilize the drafting knowledge and skills learned in the classroom. Student is required to work a minimum of fifteen hours each week. *This is a pass /no credit course. PREREQUISITE: D T 277.*



279 Drafting Work Experience 6 (3)
Supervised work experience at an approved training location. Work experience activities are opportunities for the student to utilize the drafting knowledge and skills learned in the classroom. Student is required to work a minimum of fifteen hours each week. *This is a pass /no credit course. PREREQUISITE: D T 278.*

299 Independent Study (5)
Encourages students to study and develop independently in a special topic area of drafting under the guidance of an instructor. Course content to be developed in conference between the student and instructor. Students meet on a tutorial basis with the instructor.

Drama (DRAMA)

102 Drama Appreciation (5)
Introductory course designed to increase the student's understanding and enjoyment of the arts, theater and films. Course regards drama as one of the performing arts and not as literature. *PREREQUISITE: Eligible for READ 104. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

111 Rehearsal and Performance (5)
Participation in actual play production and performance. *Satisfies nonfitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

112 Rehearsal and Performance (5)
Participation in actual play production and performance at an intermediate level. *PREREQUISITE: DRAMA 111. Satisfies nonfitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

113 Rehearsal and Performance (5)
Participation in actual play production and performance at an advanced level. *PREREQUISITE: DRAMA 112. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

120 The Art of the Film (5)
Gives the general or transfer student an appreciation for the motion picture as an art form. The approach of the course is to consider films as a vital, contemporary art experience rather than on the basis of historical or cultural significance. *PREREQUISITE: Eligible for READ 104 or concurrent enrollment in READ 094. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

151 Acting-Living the Role (5)
Presents the psychological approach to acting. The student practices observation of personality traits and types and techniques for concentrating one's consciousness into the character being played. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

152 Acting-Technical Aspects (5)
Instructs the student in elementary stage techniques for the actor/actress. Attention is focused on movement, voice, gesture, characteristic mannerisms and stock character types. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

153 Acting Workshop (5)
Offers the opportunity for students of varying abilities and interests in drama to learn about acting through performance experiences in scenes, one-act plays and possibly full-length plays. *Satisfies activity requirement or humanities/fine arts/English requirement for AA and AS degrees.*

180 On-Camera Acting (5)
Study of specialized acting techniques for films and television: types analysis, role models, and mannerisms, improves, résumé's, auditioning. Practice with contemporary TV and movie scripts. Frequent video critiques. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

298 Independent Study (1-5)
Encourage students to study and develop independently their special interests in drama. Each student meets on a tutorial basis with his/her instructor. *PREREQUISITE: Permission of the division chair who assigns student to the appropriate instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Early Childhood Education (ECE)

100 Basic Stars Training (2)
Offers students the required training set forth by the Washington State Training and Registry System (STARS). A career development system for those who work in child care, early education, and school-age care. Content areas include child growth and development, child guidance, and health and safety.

103 Early Childhood Education Practicum 1 (3)
Provides the opportunity for practical work experience in an ECE setting with the purpose of applying theoretical knowledge. Student is under the guidance and supervision of a college instructor working with children under the age of six. *PREREQUISITE: Instructor's permission. Satisfies nonfitness related activity requirement for AA degree.*

104 Early Childhood Education Practicum 2 (3)
Provides the opportunity for practical work experience in an ECE setting with the purpose of applying theoretical knowledge. Student is under the guidance and supervision of a college instructor working with children under the age of six. *PREREQUISITE: ECE 103 or instructor's permission. Satisfies nonfitness related activity requirement for AA degree.*

120 Introduction to Child Development Associates (3)
Introduces the Child Development Associates (CDA) process, and helps students understand the terminology and requirements needed to earn this ECE teaching credential. Covers the first four functional areas and the first competency goal of the CDA process.

140 Health, Safety and Nutrition (3)
A study of the health, safety and nutrition guidelines that promote quality in an early childhood setting. An examination of the relationship between a healthy and safe environment and a child's growth and development will be included.

145 Foster Parent Scope (5)
Taught by a team of professionals. Meets the ongoing in-service training needs of licensed foster parents. Attention is given to the foster parent, the foster child, and to developing effective working relationships with biological parents and caseworker. Particular emphasis is on developing the guidance and discipline strategies necessary to deal with the special needs of foster children.

150 Language Arts (5)
Students prepare materials and design environments that enhance literacy and language skills for young children. Emphasis is placed on developmentally appropriate multicultural books and activities.

155 Math and Science for Children (5)
Plan, present and evaluate developmentally appropriate science, math and problem solving activities. Incorporate fine and gross motor development into math and science activities that build self-esteem and social skills.

160 Art for Children (3)
The development and enhancement of creative expression in children. Plan, present and evaluate developmentally appropriate curriculum units in art. A lab course that provides experiences with creative materials and activities that are multi-cultural, build self-esteem and social skills, and encourage fine and gross motor development.



175 Music/Movement Activities (3)

Students plan, present, and evaluate developmentally appropriate curriculum activities in music and movement. Appropriate for teachers who wish to work in a preschool setting, early elementary program or childcare center. Students learn about the importance of creative expression, providing movement and music activities that promote social skills, are multicultural, and self-esteem building. Covers physical development of children through the elementary years with attention toward their fine and gross motor development.

177-179 Cooperative Education (1-12)

Offers student an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission*

181 Montessori Practicum 1 (3)

Provides the opportunity for practical work experience in a Montessori classroom setting with the purpose of applying theoretical knowledge. Student is under the guidance and supervision of a Montessori-certificated college instructor working with children between the ages of 3-6. *PREREQUISITE: Instructor's permission.*

182 Montessori Practicum 2 (3)

Provides the opportunity for practical work experience in a Montessori classroom setting with the purpose of applying theoretical knowledge. Student is under the guidance and supervision of a Montessori-certificated college instructor working with children between the ages of 3-6. *PREREQUISITE: ECE 181 or instructor's permission.*

190 Child Development Associates Course Content (3)

Helps students meet the requirement for the Child Development Associates (CDA) process, by earning the credits and clock hours required in five of the thirteen functional areas. Covers cognitive, communication, creative, self-esteem, and social development.

194 Special Topics 1 (1-5)

Enables students to pursue areas of special interest in the Early Childhood Education field. Students participate in approved regularly scheduled workshops, seminars, or classes sponsored by the college or by a recognized institution or organization, i.e., Child Care Resources, Educational Service District, the Washington Association for the Education of Young Children or local affiliate, health department, or childcare agency.

200 Child Development Associates Work Ethics (3)

Helps students meet the requirements for the Child Development Associates (CDA) process, by earning the credits and clock hours specific to the last four functional areas and four of the competency goals. Covers guidance and discipline, working with families, program management, and professionalism.

205 Learning Environments (3)

Studies facilities, equipment, materials and teacher behaviors that support safe and health learning environments for children. Models of curriculum are assessed as to developmental appropriateness.

211 Introduction to Montessori (4)

An introduction to the Montessori philosophy and method focusing on the 3-6 year old child. Practical life and sensorial exercises are presented along with a general overview of the Montessori subjects. A contemporary approach to the method is used with added emphasis on cultural relevancy and anti-bias curriculum practices.

212 Montessori 2 (4)

Continues the study of the Montessori philosophy and method focusing on the 3-6 year old child. Language and math lessons and exercises are presented along with the continued overview of the Montessori classroom. A contemporary approach to the method is used with added emphasis on cultural relevancy and anti-bias curriculum practices. *PREREQUISITE: ECE 211 or instructor's permission.*

213 Montessori 3 (4)

Concludes the study of the Montessori philosophy and method focusing on the 3-6 year old child. Cultural subjects are presented emphasizing developmentally appropriate practices. The student studies environment, equipment, materials, and teacher behaviors that support the Montessori method of education. *PREREQUISITE: ECE 212 or instructor's permission.*

214 Early Childhood Education Practicum 3 (2)

Provides second year practical work experience in an ECE setting with the purpose of applying theoretical knowledge. Student works under the guidance and supervision of a college instructor working with children under the age of six. *PREREQUISITE: ECE 104. Satisfies nonfitness-related activity requirement for AA degree.*

215 Early Childhood Education Practicum 4 (2)

Provides second year practical work experience in an ECE setting the purpose of applying theoretical knowledge. Student works under the guidance and supervision of a college instructor

working with children under the age of six. *PREREQUISITE: ECE 214. Satisfies nonfitness-related activity requirement for AA degree.*

220 Introduction to Sign Language (2)

An introduction to the use of sign language. Alphabet and vocabulary will be presented using Signed English. Finger-spelling activities include a variety of games and songs. *Satisfies nonfitness-related activity requirement for AA degree.*

221 Sign Language 2 for ECE and Primary Classrooms (3)

A continuation of activities presented in ECE 220. *PREREQUISITE: ECE 220 or instructor's permission. Satisfies nonfitness related-activity requirement for AA degree.*

225 Identification/Intervention (3)

A study of the development of hearing, speech, language, vision, and motor skills in children birth through five in order to assess whether that development is within normal limits. Observations are used to identify developmental discrepancies, and preventative interventions are accomplished by working with parents in referrals to appropriate resources for diagnosis and remediation to allow earliest treatment in the prevention of further delays or future disabilities.

235 Interaction Skills (2)

A study of the relationship between parents and ECE worker and the impact this relationship has on professionalism. Special emphasis on the communication skills and attitudes that allow the ECE worker to develop mutually respectful relationships with parents, co-workers and community.

245 Time Management and Assertiveness (3)

An exploration of the necessary assertive skills, as well as time and stress management, which are vital for today's ECE professionals. Emphasis is on using the problem solving approach for developing, implementing, and evaluating solutions for individual problems.

250 Education Childhood Practicum (5)

Intended as the final course in the ECE degree program, ECE 250 provides the student with leadership experience in an approved early childhood education site selected by the ECE department. The student will be expected to assume a lead teaching role in which he or she demonstrates application of all previous coursework with emphasis on developmentally appropriate and culturally appropriate practices. *PREREQUISITE: ECE 103, 104, 140, 150, 155, 160, 175, 200, 205, 214, 215, 225, 235 and EDUC 101, 110, 115, 130, 240, 243 and instructor's permission.*



260 Child Development Associate Resource File (3)

For students who require assistance in preparing their Child Development Associates (CDA) resource file for submittal in order to apply for the CDA credential. Students will be provided with information to help them understand, define, and clarify the requirements established by the CDA Council. May be taken in conjunction with one of the other CDA courses.

PREREQUISITE: ECE 120 and/or 190 and/or 200, or instructor's permission.

265 Supervised Montessori Teaching (4)

Provides an opportunity for leadership experience in a Montessori setting with the purpose of applying the Montessori philosophy and method in all areas of the classroom.

Student is under the guidance and supervision of a Montessori-certificated college instructor working with children between the ages of 3-6.

PREREQUISITE: ECE 211, 212 and 213; or instructor's permission.



Economics (ECON)

100 Economic Principles and Application (5)

General survey course stressing basic principles of economic analysis and their applications to current problems and social issues. Intended primarily for students not majoring in business or economics and not intending to take ECON 200. *Satisfies social science requirement for AA and AS degrees.*

194 Special Topics (varies) (1-5)

Focuses on a special topic such as inflation, unemployment, population growth, environmental pollution, energy, taxation, discrimination, poverty, crime, health care or energy. Occasionally, a single course may cover several of these topics. Consists of lectures, class and small group discussions and student presentations. Any economic concepts needed by students are developed in course presentations. May be repeated when a different topic is presented. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

200 Introduction to Economics (5)

General introduction to economic reasoning. An overview of microeconomics and questions concerning economizing, competition and exchange, plus an overview of macroeconomics and questions relating to the determination of national income, output, employment and the price level. *PREREQUISITE: Eligible for ENGL 100 and MATH 156 or instructor's permission; and completion of 45 transferable college*

credits. Satisfies social science requirement for AA and AS degrees.

201 Principles of Economics (5)

Continuation of the analysis of problems involving scarcity, choice, competition, and cost. Detailed examination of the basic principles and models of microeconomics and their application to contemporary issues and problems. Primarily for students who will be taking additional courses requiring a working knowledge of microeconomic theory. *PREREQUISITE: ECON 200 or instructor's permission; Completion of 45 transferable college credits or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

299 Independent Study (1-5)

Enable students individually to pursue special interests or opportunities in economics under guidance of an instructor. *PREREQUISITE: At least one 200-level course and instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Education (EDUC)

101 Introduction to Teaching, Preschool to Grade 3 (3)

An overview of the teaching profession, spanning the ages of early childhood through grade 3. Includes an overview of current research on effective teaching strategies, learning styles, and developmentally appropriate practices as well as an introduction to current issues related to education. Reviews the Essential Academic Learning Requirements (EALRs) for Washington state along with the

Washington State Skill Standard Requirements. Appropriate for individuals interested in exploring the options in teaching in the areas of early childhood education or Para education in the elementary K-3 classrooms.

102 Computers in Education (3)

Provides students an opportunity to use computers in a manner related to the education field. Appropriate for experienced as well as inexperienced computer users. Includes exposure to software for children.

110 Child Development (5)

A study of developmental tasks and characteristics of infants and children. Course uses current research that includes the influence of culture on development as well as other environmental influences. Includes observation techniques. *Satisfies social science requirement for AA and AS degrees.*

110.1 Child Development (3)

A study of developmental tasks and characteristics of infants and toddlers. Course uses current research that includes the influence of culture on development as well as other environmental influences. Includes observation techniques. *Satisfies social science requirement for AA and AS degrees.*

110.2 Child Development (2)

A study of developmental tasks and characteristics of preschool children. Course uses current research that includes the influence of environment on development. Includes observation techniques. *PREREQUISITE: EDUC 110.1 Satisfies social science requirement for AA and AS degrees.*

**115 Issues and Trends (3)**

Emergent issues and trends impacting the field of education are examined and interpreted along with current research and views of society. Historical and social foundations of teaching young children are addressed, including issues relating to cultural diversity.

130 Guidance and Discipline (3)

An introductory course that explores positive guidance and discipline techniques that are developmentally appropriate and culturally sensitive. Theories as well as styles of discipline will be discussed with an emphasis on building positive self-esteem in children.

170 Introduction to Education (3)

Acquaints students with the K-college American education system and the profession of teaching within this system. Appropriate for all those wishing to gain a better understanding of schools and teaching, especially those planning to enter the teaching profession. Includes historical perspective of American education, an overview of current research on effective teaching strategies, and a discussion of current issues related to schools, teaching and learning.

172.1 Elementary School Practicum (1-3)

A lab experience that gives students the opportunity to practice concepts learned in EDUC 170, by tutoring at a local elementary school. Students will tutor a minimum of 2 hours per week for 1 credit, and 4 hours a week for 2 credits, and 6 hours per week for 3 credits. Tutoring assignments will be made in consultation with school personnel. Tutoring assignments can include both one-on-one and small group experiences. A minimum of two site visits will be made by the EDUC 170 instructor or by a school district liaison. In addition, students will also take part in other activities including teacher meetings, class visitations, and observing various educational programs/resources. *This is a pass/no credit course.*

172.2 Secondary School Practicum (1-3)

A lab experience that gives students the opportunity to practice concepts learned in EDUC 170 by tutoring at a local secondary school. Students will tutor a minimum of 4 hours per week for 2 credits and 6 hours a week for 3 credits. Tutoring assignments will be made in consultation with school personnel. Tutoring can include both one-on-one and small group experiences. In addition to tutoring, students will also take part in other activities including teacher meetings, class visitations, and observing various educational programs/resources. *This is a pass/no credit course.*

194-196 Education Special Topics 2 (1-5)

Enables students to pursue areas of special interest in the field of Education. Students participate in approved regularly scheduled workshops, seminars, or classes sponsored by the college or by a recognized institution or organization, e.g., Child Care Resources, Educational Services District, the Washington Association for the Education of Young Children or local affiliate, health department, or childcare agency.

197 Introduction to Special Education (3)

Explores the history, psychology, and medical aspects of special education, as practiced in the United States, in addition to opportunities available in the profession. Recommended for future educators and others interested in understanding children with special needs.

210 Assisting Practicum (6)

Students work with children in the elementary classroom, learning and demonstrating the fundamentals of developmentally-appropriate and culturally-sensitive practices. In addition, the student participates in a two-hour seminar each week, linking the practicum experience to theory. *Satisfies nonfitness-related activity requirement for AA degree.*

240 Multicultural/Anti-Bias Issues in Education (5)

Examines attitudes and practices that are explicitly and/or subtly biased on the basis of race, gender, socioeconomic status, ethnicity, age, culture, disability, and family/life-style. Emphasis is placed on the implications for classroom practices and developing a plan for incorporating anti-bias attitudes and practices into an educational setting.

243 Creative Teaching of the Young Child (5)

Development of creative, developmentally appropriate materials, curricula and teaching strategies for educational settings. Culturally sensitive, multicultural, and anti-bias approaches are presented throughout the course. *PREREQUISITE: Instructor's permission.*

270 Teacher Portfolio Review (1)

An independent study follow up course to EDUC 170, Introduction to Education, in which elementary and secondary education students continue to document their participation in activities related to teacher education and GRCC's campus wide learning outcomes. These experiences are documented in the student's teaching portfolio. *PREREQUISITE: EDUC 170 and 60 or more credits.*

294-296 Education Special Topics 4-6(1-5)

Enables students with a basic knowledge in the discipline to pursue areas of special interest in the field of education. Students participate in approved regularly scheduled workshops and seminars sponsored by the college or by a recognized institution or organization, e.g., Educational Service District, the Washington Association for the Education of Young Children or local affiliate; health department, or childcare agency.

Engineering (G E)**100 Careers in Engineering (2)**

An introductory course to explore the functions of engineering and computer science, branches of the professions, educational requirements, and transfer institutions offering these programs. Includes an introduction to the competencies required for programming, problem solving, engineering design, and the planning of a program of study necessary to receive a Bachelor of Science Degree in Engineering or Computer Science. *Satisfies math/science requirement for AS-Option 2 degree.*

106 Introduction to Engineering Problems (3)

Introduction to dimensional analysis, vector algebra and their use in solving engineering problems. Newton's laws are used in problems involving forces, moments, acceleration and velocities. Problem format, significant figures, statistics and error analysis, and their role in the design process are discussed. *PREREQUISITE: MATH 104 or equivalent. Satisfies quantitative skills or math/science requirement for AA degree; and math/science requirement for AS degrees.*

112 Statics (5)

A fundamental and rigorous course in the mechanics of rigid bodies in static equilibrium conditions. Practical engineering problems involving the loads carried by structural components are solved using Statics principles, vector notation and calculus for mathematical modeling. Principles and their limitations are learned together within the context of engineering applications and the engineering design process. *PREREQUISITE: G E 106 and MATH 125 or concurrent enrollment. Satisfies quantitative skills for AA degree; and math/science requirement for AA and AS degrees.*



121 Surveying (7)

Basic and advanced techniques of field surveying include distance measurement, leveling, the measurement by means of transits and theodolites of angles and direction, electronic surveying instruments, common survey computations including intersections and highway curves, and the application of these tools and methods to traverse surveys, topographic survey, control surveys, construction surveys and legal or land surveys. *PREREQUISITE: MATH 104 or 116T.*

123 Engineering Design Visual and Graphics (5)

A beginning lab course focusing on visualization, sketching, and 3-D parametric modeling computer aided drafting (CAD). Involves an introduction to the basic design competencies and graphical solutions of spatial problems using basic engineering drawing principles. Provides skills in graphic communication and visualization of three-dimensional objects, as well as design and problem solving skills. Recommended for all beginning engineering students. *Satisfies math/science requirement for AS Option 2 degree.*

140 Materials Science (5)

An introductory course that investigates the basic principles relating to the structure and properties of materials used by practicing engineers. The properties of organic and inorganic materials are related to their atomic, molecular, and crystalline structure. *PREREQUISITE: CHEM 140. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

142 C Programming (5)

C PROGRAMMING language applied to engineering problems. The student organizes and writes C PROGRAMMING language computer programs to obtain the solutions to assigned problems. Engineering design competencies in teamwork, information gathering, problem definition, idea generation, evaluation and decision making, implementation, and communication are integrated in this course. *Cross-listed with C SCI 142. PREREQUISITE: MATH 104. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

143 C++ Programming for Engineers (5)

Covers C++ programming language applied to engineering problems. The student organizes and writes C++ programming language computer programs to obtain the solutions to assigned problems. Emphasis is on using common data structures, abstract data types, modularity, and encapsulation. Students learn to understand, design and implement medium-sized programs. Engineering design

competencies in teamwork, information gathering, problem definition, idea generation, evaluation and decision-making, implementation, and communication are integrated in this course. *Cross-listed with C SCI 143. PREREQUISITE: MATH 124 and G E/C SCI 142. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

177-178 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their program and interests. Students may receive a salary or volunteer. *PREREQUISITE: Concurrent enrollment in COOP 171 and instructor's permission.*

198 Independent Study in Computer Programming (5)

Encourages students to study and develop independently their special interests in computer programming. *PREREQUISITE: Instructor's permission.*

199 Independent Study-Design Project (5)

A special project is designed, built, and tested by the student. The student with the approval of an engineering instructor selects the project. Permits a student to explore a field of special interests under the guidance of an instructor. *PREREQUISITE: Instructor's permission.*

235 Fundamentals of Electrical Circuits (5)

An introduction to basic electrical circuits and systems. Topics include basic analysis techniques nodal and mesh analysis, Thevenin and Norton equivalent circuits. Linear differential equations will be applied to basic circuits. *PREREQUISITE: MATH 126 and PHYS 202. Concurrent enrollment in MATH 238 is desirable. Satisfies quantitative skills requirement for AA degree.*

240 Mechanics of Materials (5)

A rigorous investigation of the concepts of stress and deformation in structural members. Focuses on the development of basic relationships between loads, stress, and deformation in members such as beams, columns, shafts, and tension members. *PREREQUISITE: G E 112 and MATH 126 or concurrent enrollment. Satisfies math/science requirement or AA and AS-Option 2 degrees.*

280 Thermodynamics (4)

Introduction to the basic principles of thermodynamics. Energy transformations, work and heat, ideal and real gases, first and second laws of thermodynamics, applications to engineering systems. *PREREQUISITE: CHEM 140, G E 112, MATH 125 or PHYS 201. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

281 Dynamics (5)

An in-depth treatment of the dynamics of particles and rigid bodies using vector analysis. Topics include kinematics, kinetics, momentum, and energy principles for both particles and rigid bodies. A required course for numerous engineering programs. *PREREQUISITE: G E 112, MATH 125 and PHYS 201. Satisfies math/science requirement for AA and AS-Option 2 degrees.*

English (ENGL)

081 Fundamental of Written Communication (5)

Reading and writing course for general studies, professional, and technical students. Students study basic sentence structure, review mechanics and punctuation, improve vocabulary and spelling, learn to write well-organized and developed paragraphs, write a short essay that shows the author can make relationships between paragraphs, and read short stories and essays. *PREREQUISITE: COMPASS placement and eligible for READ 094.*

090 Spelling Improvement (3)

For students who want to increase their proficiency in spelling. Students learn to apply basic spelling rules to sound out words that are spelled phonetically, and to memorize commonly misspelled words that are not spelled entirely by sound. Lecture, discussion, class exercises, homework review, and testing are included in each concept-based unit.

091 Vocabulary Improvement (1-5)

Offers students the opportunity to improve their vocabularies. Lectures and discussions introduce basic techniques and guidelines for vocabulary development.

092 Composition Skills (3)

An individualized course for improvement of skills in composition. Students may work to improve punctuation, sentence structure, paragraph writing, short essay construction or other composition techniques. Students may also strengthen writing skills by reading examples of good writing as illustrated in published essays. *This is a pass/no credit course.*

098 Bridge to College English (5)

A skill building class to help students move from ENGL 081 and READ 094 to college level English skills classes. Students learn to use basic skills to improve reading skills in vocabulary, fluency and comprehension and to improve writing skills in sentence, paragraph and essay construction. *PREREQUISITE: (ENGL 081 or 100), or READ 094 or instructor's permission.*

**100 Introductory Composition (5)**

Intensive writing course designed to prepare students for ENGL 110. Focuses on the writing and revision process in forming the college essay. A general review of the rules of English grammar will also be presented. *This is a pass/no credit course. PREREQUISITE: COMPASS placement or ENGL 081 and eligible for READ 104.*

102 Practical College Writing (5)

Teaches critical reading and clear, effective practical college writing. Readings are keyed to professional and technical topics. Writing assignments reflect actual work products, including letters, memoranda, surveys, reports, evaluations, and proposals. *PREREQUISITE: ENGL 081 or eligible for READ 104 or instructor's permission.*

103 Writing Skills: Draft/Revision (1-3)

An individualized course for improvement of skills related to drafting, revision and presenting whole pieces of writing. Students make extensive use of computer-assisted instructional programs related to writing. *PREREQUISITE: ENGL 100 with a P grade or eligible for ENGL 110 or instructor's permission.*

105 Grammar and Usage (5)

Teaches the structure of sentences through analysis of the five basic patterns and their alterations. Principles of usage and punctuation are presented as they relate to the structure of the sentence. Students may take this course to improve their grammar and usage, and their editing skills.

106 Vocabulary Mastery (5)

For transfer and pre-professional students who wish to increase their vocabularies and develop more effective vocabulary skills. Emphasizes increasing knowledge of vocabulary to enhance reading, writing, and speaking. *PREREQUISITE: ENGL 091, eligible for a transfer level reading class, or instructor's permission.*

108 Medical Terminology (1-2)

Designed primarily for Health Occupations and Court Reporting program majors; however, course is useful for anyone desiring a background in the language of medicine. *PREREQUISITE: ENGL 090, spelling pretest score of 80%, or instructor's permission.*

109 Legal Terminology (3)

Equips students for further legal studies, focuses on preparing court reporters for legal work, but would be useful for any students pursuing a career in the legal field. Emphasizes Latin as the basis of legal terminology.

110 College Writing (5)

A composition course designed to teach critical reading and clear, purposeful, and effective writing. Writing tasks are related to course readings and prepare students for writing assignments in other college classes. *PREREQUISITE: COMPASS placement or ENGL 100, and college level reading skills or READ 104. Satisfies basic skills requirement for AA and AS degrees.*

111 Writing: Humanities (5)

Composition course with readings in literature. It may include study of other arts, including painting, music, film, etc., and literary and cultural criticism, at discretion of individual instructor. It continues to reinforce basic reading and writing skills taught in ENGL 110, but emphasizes the development of reading and writing techniques involving interpretation, analysis, and critical judgment. *PREREQUISITE: ENGL 110. Satisfies basic skills requirement for AA and AS degrees.*

112 Writing: Social Sciences (5)

A composition course with readings related to issues in the social sciences. It continues to emphasize the basic reading and writing skills taught in ENGL 110; its major emphasis, however, is on the development of reading and writing techniques involving critical thinking: the analysis, interpretation, and evaluation of the readings. *PREREQUISITE: ENGL 110. Satisfies basic skills requirement for AA and AS degrees.*

113 Writing: Science and Business (5)

A composition course with readings in nonfiction designed to teach written communication in business, engineering, and the sciences. It emphasizes reading and writing in science and business. It continues to emphasize the basic reading and writing skills taught in ENGL 110, but its major emphasis is on the development of reading and writing techniques involving critical thinking: the analysis, interpretation, and evaluation of materials read. *PREREQUISITE: ENGL 110. Satisfies the basic skills requirement for AA and AS degrees.*

131 Introduction to Short Fiction (5)

Increases understanding and appreciation of fiction through intensive reading and analysis of short stories. *Satisfies humanities/fine arts/English requirement for AA and AS degrees*

132 Introduction to Reading Drama (5)

Increases understanding and appreciation of drama through extensive reading and analysis. Readings include, but not limited to, plays from Greek theater, plays from the Renaissance, and plays from the modern world playwrights. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

133 Introduction to Poetry (5)

Increases understanding and appreciation of poetry through a study of poetic techniques and through extensive readings in various poetic forms by selected poets. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

135 Introduction to Novels (5)

Study of various novels with emphasis on how to read, enjoy and understand the works. Includes selected works of significant English, European, and American novelists from Cervantes to the present. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

151 Creative Writing 1 (5)

A discussion and application of the principles and techniques used in writing fiction and poetry. Development of analytical skills to enhance the writing of fiction and poetry. Includes readings of sample fiction and poetry. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

152 Creative Writing 2 (5)

Develops skills in using techniques for writing poetry (metaphor and simile, use of diction, irony, imagery, sound, and structure) and develops skills in using techniques for writing fiction (generating ideas; controlling viewpoint; and exploring development of theme, tone, symbols, and style). *PREREQUISITE: ENGL 151. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

154 Literary/Art Journal Production (3)

Course leads students through the process of creating a student-centered literary and art journal for Green River Community College. Students will be assigned to specific tasks and will be in charge of all elements of the production of a journal of student fiction, poetry, and artwork/photography. *PREREQUISITE: ENGL 151 or concurrent enrollment; or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

160 Literature By and About Women (5)

Introduction to writings by and about women. Studies cultural/historical concepts and paradigms that have impacted women's concepts of themselves, of their relationships to men, and of their relationships to the general cultures that surround them. Introduces students to writers from various literary periods and from various nations and cultures. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine art/English requirement for AA and AS degrees.*



Course Descriptions • English

165 Introduction to Myths of the World (5)

Introduction to common myths of the world. Myths are approached thematically: creation, rites of passage, and the hero. Includes a study of the relationship of primitive and non-primitive mythology and the importance of myth in the contemporary world. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

180 Children's Literature (5)

Deals with the elements of literature as applied to children's books ranging from wordless picture books to junior high level reading. Specific subjects include character, plot, setting, theme, point of view, style, and tone as applied to poetry and prose written for children. Visual communication will also be addressed through analysis of illustrations accompanying the texts. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

181 Literary Approach to Popular Culture (5)

A critical view of literary theories applied to popular culture in a variety of forms (such as literature, television, advertising, music). Students study examples of works of popular culture and produce their own literary and social commentary in a variety of forms. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

185 Literary Approaches to the Bible (5)

The Bible is the main literary text to be studied. Students will also study the history and cultures of Biblical and neighboring peoples. Students will understand and apply a variety of literary approaches and concepts, including but not limited to these: archetypal, traditional, feminist, symbolic/figurative, paradigmatic. Readings focus on the Hebrew Bible with a few samples from the New Testament. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

187 Paradise and Hell as Literary Concepts (5)

A study of the various cultural and artistic visions (secular and religious) of "heaven" and "hell." Begins with a study of theoretical explorations of the human need to conceptualize ideal and abhorrent worlds, including, but not limited to those of Morse Peckman, Northrop Frye, D.H. Lawrence, and Joseph Campbell. Also studies and analyzes visions of "heaven" and "hell" in paintings, song lyrics, essays, poems, and prose fiction from various cultures and cultural epochs. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

194 Special Studies (varies) (5)

The content of this course varies each time it is offered. May include such studies as Literature of the American West, Afro American Literature, contemporary novels or poets or other topics related to literature or media where need and interest are expressed. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

199 Independent Study (1-5)

Encourages a student to work on a project related to a specific English course. The project must increase the student's knowledge in the specified course. Specific requirements and directions for writing a proposal are on file with the English Division. *PREREQUISITE: Instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

221 American Literature to 1860 (5)

A study of the development of American literature from early Native American storytellers to 1860, focusing on Puritanism, the Enlightenment, Romanticism, and Transcendentalism as literary movements. Course studies cultural/historical/literary concepts that characterize these movements. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

222 American Literature: Civil War to World War I (5)

A study of American literature from the Civil War to World War I, with special attention given to the rise of realism and naturalism, including the works of Whitman, Dickinson, Twain, Chopin, Crane, Norris and Gilman. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

223 American Literature: World War I to Present (5)

A study of American literature in the modern world. Includes the works of Frost, Hemingway, Porter, Hughes, Baldwin, Walker, Sexton, and Rich. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

240 Introduction to Shakespeare (5)

A study of a selection of Shakespeare's comedies, histories, and tragedies. Plays included may vary each quarter that the course is offered. Selections may include plays being staged in the Seattle area and those to be presented in the forthcoming season at Ashland Shakespearean Festival. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

244 English Literature: 7th–16th Century (5)

A historical and critical survey of selected works of English literature from the seventh through the sixteenth centuries. Readings may include selections from Beowulf, The Canterbury Tales, "The Alliterative Revival," early English drama, and early English prose and lyric poetry. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

245 English Literature: 17th–18th Century (5)

A historical and critical survey of selected works of English literature of the seventeenth and eighteenth centuries, including the metaphysical and neoclassical movements and their historical contexts. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English distribution for AA and AS degrees.*

246 English Literature: 19th–21st Century (5)

Historical and critical survey of selected works of English literature of the 19th through the 21st centuries, including representative writers of Romanticism, modernism and postmodernism and their historical context. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

265 Literature of the Ancient World (5)

A historical and critical survey of selected works of the ancient world with representative writing from a diversity of places and periods. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English distribution for AA and AS degrees.*

266 World Literature: 7th–18th Century (5)

A historical and critical survey of selected works of world literature of the 7th through the 18th centuries from a diversity of cultures. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

267 World Literature: 19th–21st Century (5)

A historical and critical survey of selected works of world literature of the 19th through the 21st centuries from a diversity of cultures. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

299 Independent Study (1-5)

Encourages students to work on a project in a field of their special interest in English. A student must have completed course work in the area of the proposed independent study. Specific requirements and directions for writing a



proposal are on file with the English Division.
PREREQUISITE: Permission of division chairperson and instructor supervising project. Satisfies humanities/fine arts/English requirement for AA and AS degrees.

English as a Second Language (ESL)

051 English as a Second Language Conversation (1-5)

Provides low, intermediate and above ESL students with a language practice opportunity to share their ideas, opinions, and experiences. Students become active participants in conversations and improve their ability to manage conversations by learning specific language strategies. *This is a pass/no credit course. PREREQUISITE: Eligible for ESL 070 or above, or instructor's permission.*

052 English as a Second Language Literacy Level 1 (1-12)

Beginning literacy level of English as a Second Language for students who are permanent residents of the State of Washington. Students learn letters, numbers, and begin to develop reading and writing skills. Students also learn to follow simple directions and learn some words and phrases. *This is a pass/no credit course.*

055 Technology Assisted Language Learning (1-5)

Provides students at all levels of English with opportunities to learn and use English through technology, extensive reading, and conversation groups. As they use technology, ESL students will enhance the ESL language instruction they receive in other classes, and they will discover new ways to improve their language learning skills. Students will also acquire basic computing skills needed for today's workforce. Students will study individually with the instructor, in small groups, and together as a whole class. *This is a pass/no credit course.*

056 English Pronunciation (1-4)

Practical studies of spoken American English for non-native speakers who find others have difficulty understanding their spoken English. Emphasizes the importance of syllable stress, linking words within a phrase, pitch rise for focus words, intonation and sounds. A listening component is included to help students improve their ability to comprehend fast speech. *This is a pass/no credit course.*

057 English at Work (1-2)

Assists adult ESL students with beginning to high-intermediate language ability to develop the skills needed to maintain employment and advance on the job. Students acquire speaking, listening, reading and writing skills. Students also develop the cultural awareness necessary to

participate successfully in the American workplace. *This is a pass/no credit course. PREREQUISITE: Eligible for ESL 070 or instructor's permission.*

058 English as a Second Language Group Discussions (1-5)

Provides high intermediate and above ESL students with the opportunity to participate in and lead group discussions. ESL students will learn techniques for being active participants in the classroom while improving their interpersonal communication and teamwork skills in a culturally diverse setting. *PREREQUISITE: Eligible for ESL 070 or above, or instructor's permission.*

059 English Grammar for ESL Students (1-5)

Helps English as Second Language students to understand and use English for a variety of purposes from informal discussion to more formal speech and writing. Students will study grammatical forms of written and spoken English as well as some elements of writing such as punctuation and capitalization. Students should take this course if they enjoy learning a language by studying and using the rules of the language. *This is a pass/no credit course. PREREQUISITE: Eligible for ESL 070 or higher.*

060 English as a Second Language-Level 2 (1-15)

This is the second level of English as a Second Language course offered to beginning students who are permanent residents of the State of Washington and literate in their first language. Students will learn the basic level of English needed to functionally communicate in daily life. Emphasis will be on improving student's ability in listening and speaking the English needed in daily life. *This is a pass/no credit course. PREREQUISITE: Placement test or instructor's permission.*

070 English as a Second Language-Level 3 (1-15)

This is the third, or low intermediate level of English as a Second Language course offered to students who are permanent residents of the State of Washington. Students will improve their ability to communicate in English and participate in their communities as parents, workers, and citizens. The emphasis will be on improving a student's ability in listening and speaking the English needed for daily life. *This is a pass/no credit course. PREREQUISITE: ESL 060, placement test, or instructor's permission.*

080 English as a Second Language-Level 4 (1-15)

This is the fourth, or high intermediate level of English as a Second Language course offered to students who are permanent residents of the state of Washington. Students will work toward fluency in functional communication in their roles as parent, worker, and citizen. All language skills will be taught. *PREREQUISITE: ESL 070, placement test, or instructor's permission.*

085 English as a Second Language-Level 5 (1-15)

This is the fifth, or advanced level of English as a Second Language course offered to students who are permanent residents of the state of Washington. Students will continue to develop their fluency in preparation for assuming a productive role in their community, participating fully in family and work situations, and succeeding in pursuit of vocational or academic goals. *PREREQUISITE: ESL 080, placement test, or instructor's permission.*

Environmental Science (ENV S)

194 Special Topics (varies) (1-5)

Investigates the interaction of physical and biological systems in the environment. Examines the scientific principles that are involved in modern environmental problems and issues. Scientific topics could include energy, climate, soils, water, animal studies, local plants, and the dynamics of plants and animal populations and the communities they form. For students wishing to obtain a broad picture of human activities and their relationship to basic processes of ecosystems. Classes are conducted through lectures, class and group discussion and/or readings. May be repeated when a different topic is presented. This class does not meet the lab distribution requirement. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

204 Natural Science and the Environment (5)

The interaction of physical and biological systems in the environment. Examines the scientific principles that are involved in modern environmental problems. Scientific topics will include energy, climate, soils, water, and the dynamics of plants and animal populations and the communities they form. For students wishing to obtain a broad picture of human activities and their relationship to basic processes of ecosystems. *This class does not meet the lab requirement. PREREQUISITE: ENGL 110 or eligible for ENGL 110 and MATH 097. Satisfies math/science requirement for AA and AS degrees.*



Ethnic Studies (ETH S)

299 Independent Study (5)

Allows and encourages a student to study independently in an area of his/her special interest in Ethnic Studies. Course contents and/or type and scope of work to be decided in conference between student and instructor. *PREREQUISITE: AMES 100 and/or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Fiber Optic Technician (FOT)

100 Fiber Optic Introduction (1-5)

Topics include fiber optic history and theory, various light sources and detectors, fiber optic cable and fiber types, installation techniques, system designs and documentation. *PREREQUISITE: Eligible for MATH 070 and READ 104.*

110 Fiber Optic Splicing (1-5)

Develops knowledge and skills in fiber optic splicing and related testing. Topics include cable and closure preparation, fiber cleaving, fusion and mechanical splicing, optical time domain reflectometer (OTDR) theory and applications, system documentation. *PREREQUISITE: FOT 100 or concurrent enrollment or instructor's permission.*

120 Fiber Optic Connectorization (1-5)

Develops knowledge and skills in fiber optic connectorization and related testing. Topics include cable breakout, various connectorization techniques, connector assembly and polishing, optical loss testing, optical talk sets, total system loss budgets and testing, system documentation. *PREREQUISITE: FOT 110 or concurrent enrollment or instructor's permission.*

130 Fiber Optic and Restoration (1-5)

Develops knowledge and skills in fiber optic maintenance, restoration and copper systems. Topics include an overview of various topologies; a review of optical time domain reflectometer (OTDR) theory and application; fault location; system monitoring; visible LASER use; fiber identifier use; emergency restoration techniques, LAN cable installation preparation, punch-down and testing methods, teamwork, and readiness; system documentation. *PREREQUISITE: FOT 120 or concurrent enrollment or instructor's permission.*

194 Special Topics (varies) (5)

Study and practice of specialized applications of fiber optic technology. Applications covered will be defined by requesting organizations or agreed upon by the instructor and participants. For off campus students and may be repeated when different topics are presented. *PREREQUISITE: FOT 100 or instructor's permission.*

Forensic Technology

(See Criminal Justice)

Forest Resources (FORES)

114 Chainsaw Operation and Maintenance (1)

Students shall demonstrate competency using small engine-powered forestry equipment. Safety, maintenance, repairs and operation of the equipment is taught and emphasizes how the equipment is used in current forestry operations. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

French (FREN)

101 Elementary French (5)

Begins the systematic study of French with an emphasis on speaking and listening. Includes basic grammar, vocabulary, reading, writing, and conversation practice. Practice with lab materials required. This class together with FREN 102 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: No previous background in French, or no more than one year of high school French, or no more than two years of high school French with a "C" average or less. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

102 Elementary French 2 (5)

Systematic study of French using the four basic skills of listening, speaking, reading, and writing. Practice with lab materials required. This class together with FREN 101 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: FREN 101 or two years of high school French with "B" or better or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

103 Elementary French 3 (5)

Completion of basic grammar system—grammar, vocabulary, reading, writing, and conversation. Practice with lab materials required. Fulfills University of Washington College of Arts and Sciences graduation requirement. *PREREQUISITE: FREN 102 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

201 Intermediate French (5)

Systematic review of French grammar. Intensive practice in listening, speaking, reading, and writing, with special emphasis on reading and writing. Oral practice through drills and discussion of selected pieces of French written materials. *PREREQUISITE: FREN 103 or placement by language instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



Geographic Information System (GIS)

101 Careers in Geographic Information System (2)

An introductory course to explore the GIS profession, types of jobs in the field, required skills, and programs offered at GRCC and four-year institutions.

120 Introduction to ArcView (3)

Provides a conceptual overview and gives hands-on experience using ArcView's access, display, query, analysis and mapping capabilities. Explores procedures of linking traditional data analysis tools, such as spreadsheets and business graphics, with maps for a completely integrated analysis system. *PREREQUISITE: BUS E 100, D T 100, NATRS 172, or instructor's permission.*

130 Introduction to Avenue (3)

A task-oriented approach to learning to use Avenue, ArcView's programming language. For students with no previous programming background. Students will learn to customize the ArcView interface and write avenue scripts. *PREREQUISITE: GIS 120.*

151 Technical Issues in GIS 2 (8)

Covers advanced functionality of the UNIX operating system. Teaches GIS-related software programs on the workstations. ARC/INFO. Continuing with the previous coursework in the creation, storage, management, manipulation, analysis, and display of geographic data, GIS 151 also introduces topographic surface modeling with GRID (raster-based GIS, including introduction to digital elevation models (DEMs), triangulated irregular network (TIN) processing,



and ARC Macro Language (AML).

PREREQUISITE: GIS 150 or instructor's permission.

177-179 GIS Work Experience (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program.

PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.

194 Special Topics (varies) (1-5)

Permits students to pursue a special GIS topic, under the guidance of an instructor. Possible topics might be: applying various GIS course operations to specific regional databases, analyzing the data, making inferences, and producing mapped data; collecting local or regional data, analyzing the data and producing conclusions; doing a library and computer search of published materials on a specific topic and designing a database system to incorporate that data and expand the area of research.

200 GIS Principles and Concepts (5)

Introduces students to the principles of Geographic Information System (GIS), and how these relate to Arc/Info. Teaches the concepts of relational databases and the geo-relational data model used by GIS to store and manipulate geographic data. Also introduces students to basic UNIX operations. *PREREQUISITE: BUS E 100 or NATRS 172 or instructor's permission.*

201 Unix-Based Arc/Info (8)

Introduces students to Arc/Info GIS UNIX-based software. Teaches the concept of relational databases and the geo-relational data model used by Arc/Info to store and manipulate spatial data. Introduces students to geographic data creation, management, manipulation, analysis, and visualization using UNIX-based Arc/Info software. *PREREQUISITE: GIS 200 or instructor's permission.*

202 Arc/Info Applications (8)

GIS is a technology that is being applied in a variety of sectors including natural resources, utilities, urban planning and retail. Focuses on a GIS project that looks at these applications, designed to enhance Arc/Info skills and provide experience in data gathering, database design, GIS analysis and product generation. *PREREQUISITE: GIS 201 or instructor's permission.*

220 ArcView Spatial Analyst (3)

Introduces student to ArcView Spatial Analyst encompassing both Raster and Vector data. Emphasis is on application in both Raster and Vector environment. *PREREQUISITE: GIS 120 or instructor's permission.*

250 Spatial Database Design (4)

Covers basic database design principles, methods, and strategies for designing and building Arc/Info databases. *PREREQUISITE: GIS 201 or concurrent enrollment or instructor's permission.*

255 Arc Macro Language (AML) Programming (4)

Introduces the Arc/Info GIS software programming language Arc Macro Language (AML). Students will learn to automate Arc/Info tasks with macros, custom-designed menus, forms and other graphical user interfaces. *PREREQUISITE: GIS 201 or instructor's permission.*

260 Introduction to Cartography (5)

Develops sequential map construction skills for both manual and computer production of mapmaking. Students will utilize hand technique in drawing and labeling maps, and also utilize computer software to digitize data, design maps and print full color maps, using the latest computer technology. *PREREQUISITE: GEOG 100 and 120, or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

299 Independent Study (1-5)

Encourages students to study and develop independently in a special topic area of Geographic Information Systems under the guidance of an instructor. Course content to be developed in conference between the student and instructor. Students meet on a tutorial basis with the instructor. *PREREQUISITE: Instructor's permission.*

Geography (GEOG)

100 Introduction to Geography (5)

Survey of elements, major concepts and methods of the field of geography. Topics include weather, climate, soils, wild vegetation, settlement, population, agricultural systems, and other selected topics. *Satisfies social science requirement for AA and AS degrees.*

108 Introduction to Human Geography (5)

Focuses on describing and analyzing the ways language, religion, agriculture, architecture, government and other cultural phenomena vary from one place to another. Emphasizes the creation of distinctive "built" landscapes by various culture groups. *Satisfies social science requirement for AA and AS degrees.*

120 Introduction to Physical Geography (5)

A macro environmental study of the character, location and origins of different types of physical phenomena such as landforms, weather, climate, soil, vegetation, wildlife, and their

relationship to humans. Maybe accepted as a Natural Science requirement at some four-year schools in the state of Washington. *Satisfies social science requirement for AA and AS degrees.*

190 Geographic Exploration (1-10)

Field course designed to give a student the opportunity to study the components that make up and contribute to the character of various selected, distinct landscapes while actually in the field. Skill training (kayak, glacier climbing, scuba, wilderness camping) and subject briefing sessions are usually a part of this course. *Satisfies social science requirement for AA and AS degrees.*

200 World Regional Geography (5)

A study of the world's regional structure; and analysis and interpretation of the world's cultural, economic, and resource patterns. Previous college-level geography would be helpful. *Satisfies social science requirement for AA and AS degrees.*

260 Introduction to Cartography (5)

Develops sequential map construction skills for both manual and computer production of mapmaking. Students will utilize hand technique in drawing and labeling maps, and also utilize computer software to digitize data, design maps and print full color maps, using the latest computer technology. *PREREQUISITE: GEOG 100 and 120, or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

298-299 Independent Study (1-5)

Permit students individually to pursue a special field of interest under the guidance of an instructor. *PREREQUISITE: GEOG 100, 120 or equivalent and instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Geology (GEOL)

101 Physical Geology (5)

Survey of the physical systems that give the Earth its form. Emphasizes the dynamic nature of interior and exterior processes and their relevance to humans. Laboratory class with field trips. *Satisfies math/science or lab science requirement for AA and AS degrees.*

102-104 Field Trips in Geology (1)

Investigates the geology of the Pacific Northwest. Locations of field trips will vary from quarter to quarter. Some of the trips involve hiking up to 3 or 4 miles on variable terrain. *This is a pass/no credit course. PREREQUISITE: Concurrent enrollment in Geology or instructor's permission.*



194 Special Topics (varies) (1-5)

Pursues topics of interests in the field of geosciences. Specific topics vary from quarter to quarter. *This course is intended to transfer as a math/science requirement for the AA degree, however, due to the variability in content, however, this course will need to be assessed individually by your transfer institution.*

200 Geology of National Parks (5)

An investigation of the geology of national parks of the United States and Canada. The primary emphasis will be on the geology of the western park. *PREREQUISITE: GEOL 101. Satisfies math/science requirement for AA degree.*

206 Earth History (5)

A study of the geological theories of the evolution of the earth, the oceans, the atmospheres, and life. Includes principles of physical stratigraphy, biostratigraphy, geochronology, plate tectonics, fossil identification, and the paleogeographic changes in North America through time. *PREREQUISITE: GEOL 101. Satisfies lab science requirement for AA and AS degrees.*

208 Geology of the Northwest (5)

A geological history of Washington, Oregon, and Idaho. Emphasizes the use of geologic principles in interpreting evidence found in landscapes and rocks. Includes field trips. *PREREQUISITE: GEOL 101 or equivalent. Satisfies math/science or lab science requirement for AA degree.*

299 Independent Study (1-5)

Allows and encourages a student to study independently in a field of his/her special interest in geology. Course contents and/or type and scope of project to be decided in conference between student and instructor. *PREREQUISITE: GEOL 101 and/or instructor's permission. Satisfies math/science requirement for AA degree.*

German (GERM)

101 Elementary German (5)

Introduction to the systematic study of German with emphasis on speaking and listening. Includes basic grammar, vocabulary, reading, writing, and conversation practice. This class together with GERM 102 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: No previous background in German, or no more than one year of high school German, or no more than two years of high school German with a "C" average or less. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

102 Elementary German 2 (5)

Continues the systematic study of the language using the four basic skills of listening, speaking, reading, and writing. This class together with GERM 101 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: GERM 101 or two years of high school German with a "B" or better or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

103 Elementary German 3 (5)

Continues the systematic study of German with emphasis on speaking and listening. Includes grammar, vocabulary, reading, writing, and conversation practice. Fulfills the University of Washington College of Arts and Sciences graduation requirements. *PREREQUISITE: GERM 102 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

110 German Oral Practice (1-5)

For the student of German who desires additional speaking and listening practice. Class sessions are devoted to oral discussions of current events, cultural topics, and subjects of particular interest to the class. *PREREQUISITE: GERM 101, or one year of high school German or equivalent, or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

115 German Activities (1)

Allow students to participate in such elements of German culture as music, visual arts, cuisine, sports and games, and holiday celebrations. Knowledge of German is not necessary. Class meets once a week. *Satisfies nonfitness-related activity for AA degree, and humanities/fine arts/English requirement for AA and AS degrees.*

194 Special Studies-German (1-5)

Offers special subject matter that is not part of the regular German curriculum. Content will vary depending upon requests from students or the opportunity to present unusual topics. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

299 Independent Study (5)

Encourages a student to study independently in a field of his/her special interest in German. Each student meets on a tutorial basis with his/her instructor. Course content to be decided in conference between student and instructor. *PREREQUISITE: GERM 202 or equivalent and permission of division chair and instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Health Education (HL ED)

150 Total Wellness (5)

Explores wellness and provides students with the information necessary to make informed choices and decisions regarding physical activity, diet/weight control, nutrition, death and dying, recognizing and reducing stress, relaxation techniques, relationships, environmental issues, and risk factors for disease. Taught by a team of instructors.

160 Applied Wellness (3)

Explores the application of concepts and principles learned in HL ED 150, in addition to advanced concepts in wellness. *PREREQUISITE: HL ED 150.*

170 Wellness Approach to Final Stages of Life (3)

Educate students of the issues surrounding death, dying, surviving and living. Topics include Elisabeth Kubler-Ross's Stages of Loss Model, cross-cultural attitudes toward death, the dying person and one's own death, grieving, epidemiology and danger signals of suicide, euthanasia, body disposal, wills, living wills, organ donation, and options for funeral arrangements. This wellness approach emphasizes celebration in quality of life. *PREREQUISITE: HL ED 150.*

175 Human Sexuality (5)

Explores the physiological, social and psychological aspects of sexuality. Major theoretical constructs and empirical data regarding sexuality will be studied. Topics to be covered may include research techniques, sexual anatomy and physiology, sexual response, sexual behavior, orientation, relationships, love, sexual communication, sexual dysfunctions, deviations and treatment. *Cross-listed with BEHSC 175 and PSYCH 175. Satisfies social science requirement for AA and AS degrees.*

180 Food and Health (2)

An exploration of diet and its relationship to the health and vitality of the individual. Provides practical information necessary for evaluating the relationship between diet and disease, caloric need with respect to fat, protein and carbohydrate, recommended daily allowance (RDA) for vitamins and minerals, diet and weight control, vegetarianism, eating disorders, and food labels. *PREREQUISITE: Eligible for MATH 070 and READ 094.*

190 Standard First Aid/CPR (3)

American Red Cross requirement for First Aid and CPR Certification maybe met. Covers adult, child, and infant first aid, CPR, rescue breathing, medical emergencies, bandaging, splinting and transporting. *Satisfies non-fitness related activity requirements for AA degree.*



198 Independent Study in Health (1-3)

For any student wishing to develop a basic knowledge in health when there is no offering in the regular curriculum to do this.

PREREQUISITE: Instructor's permission.

Health and Human Services (H HSC)

100 Basic Professional Skills for Health Care Providers (3)

Students learn the essential skills necessary for becoming an entry level health care and human services provider which includes basic workplace skills and ethics, responsibilities of a care provider, communication skills, patient rights and confidentiality, and general patient and work place safety rules. *PREREQUISITE: Instructor's permission.*

101 Health Care Skills and Procedures (4)

Students learn basics of patient/client care, which includes documentation using correct terminology, nutritional concerns, an understanding of select diagnoses, patient/client safety, infection control and measuring vital signs. Students earn CPR and Basic First Aid certificates with completion of the course. *PREREQUISITE: Instructor's permission.*

102 Physical Management and Self Care Skills (4)

Students learn the basics of physical management and assistance of the individual requiring support for basic activities of daily living and gross motor skills including assistance with transfers, ambulation, the use of assistive devices, and the supervision of routine exercise programs. Also includes the use of superficial heat and cold. *PREREQUISITE: Instructor's permission.*

103 Human Services Job Skills Practicum (1)

Students are provided hands-on, supervised experience at one or more community healthcare/service provider center. Seminar portion teaches students the essentials of completing job applications, resume writing, and job interviewing. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

Health Science (H SCI)

101 Introduction to Neuroanatomy and Neurology (3)

Introduction to neuroanatomy and neurology as it relates to patients with neurological diagnoses. *PREREQUISITE: H SCI 102.*

102 Applied Anatomy (3)

Anatomy of the musculoskeletal system including bony landmarks; origins, insertions innervations of muscles and fundamentals of clinical kinesiology. *PREREQUISITE: Instructor's permission.*

102L Applied Anatomy Lab (2)

Laboratory for H SCI 102 with emphasis on musculoskeletal anatomy and fundamentals of clinical kinesiology. *PREREQUISITE: Concurrent enrollment in H SCI 102.*

104 Fundamentals of Gerontology (4)

Study of physical, emotional and social processes involved in normal aging, plus a brief study of the pathology associated with the aging process. Emphasizes techniques used in maintaining independence, adjusting to the special problems of aging and the utilization of community resources. *Open to health science majors interested in the aging process. PREREQUISITE: Instructor's permission.*

150 Human Life Span Growth and Development (5)

Includes a study of the basic theories and processes of normal human growth and development. Emphasis is on practical assessment and integration of all components—psychosocial, physical and cognitive—relative to the needs of health care recipients. *For students pursuing health science careers. PREREQUISITE: Instructor's permission.*

History (HIST)

021 United States History and Government (3)

Survey of the events and trends in the history of the United States from the discovery, exploration and colonization by Europeans to the Civil War. Special emphasis is given to the Revolutionary and Constitutional periods, the development of democracy, the growth and expansion of the nation to 1865, and the problems and issues of the time. *RESTRICTION: Student must be at least 18 years of age or have permission from high school principal. For high school completion only.*

022 United States History and Government (3)

Survey of the events and trends in the history of the United States from the Civil War to the beginning of World War I. Special emphasis is given to the development of democracy, economic growth, continued expansion of the nation, fate of the American Indian, industrialization, and progressivism. *RESTRICTION: Student must be at least 18 years of age or have permission from high school principal. For high school completion only.*

023 United States History and Government (3)

Survey of the events and trends in the history of the United States from 1914 to the present. Special emphasis is given to World Wars I and II, the Great Depression, McCarthyism, the Vietnam War, the Nixon years, and the role of the United States in world affairs since 1945. *RESTRICTION: Student must be at least 18 years of age or have permission from high school principal. For high school completion only.*

024 Washington State History (5)

The substance and activities of this course consist of major interests, concerns, and problems in the regional development of the Pacific Northwest from the era of exploration to the present. *RESTRICTION: Student must be at least 18 years of age or have permission from high school principal. For high school completion only.*

031-033 Current World Problems (3)

Reading and discussion course dealing with current world problems, geography and recent history. *RESTRICTION: Student must be at least 18 years of age or have permission from high school principal. For high school completion only.*

101 The Ancient World (5)

The rise of civilization in Mesopotamia, Egypt, India, China, Africa, and Europe. A study of the economy, society, government, religion, arts and literature of mankind to approximately 1000 A.D. *Satisfies social science requirement for AA and AS degrees.*

102 Early Modern World (5)

The medieval and early modern world in Europe, Asia, Africa, and the Americas. The Renaissance, the Protestant Revolt, the rise of the national state, the rise of democracy, the great revolutions, science, literature, and the arts are traced to 1815. *Satisfies social science requirement for AA and AS degrees.*

103 The Modern World (5)

The world since 1815. The Industrial Revolution, the domination of the world by Europe, the rise of democracy, the challenge of communism and fascism, the great world wars, the rise of industrial-urban complexes, and the power struggles of the 20th century. The meaning of history and the social sciences for the citizen of the contemporary world. *Satisfies social science requirement for AA and AS degrees.*



120 History of the Movies (5)

Examines the emergence of movies as a form of popular culture during the early decades of the 20th century, traces their development through the introduction of sound and color, the competition with the new medium of television, and concludes with the movies' emergence as a pervasive world culture at the end of the 20th century. *Satisfies social science requirement for AA and AS degrees.*

122 History of Australian Movies (5)

Examines the emergence of a unique Australian cinema during the early decades of the twentieth century, the struggle to maintain independence from the Hollywood and British film industry, and the development of an internationally recognized Australian style in the later decades of the twentieth century. *Satisfies social science requirement for AA and AS degrees.*

135 America Since 1940 (5)

A survey of American history since 1940. Emphasis is given to the contributions of minorities and women to American society, to cultural, intellectual and political developments, and to scientific and technological changes that have marked this period. *Satisfies social science requirement for AA and AS degrees.*

194 Special Studies (varies) (1-3)

Provides an opportunity to visit and work at local museums; learn about the gathering, preserving, organizing and managing of historical records at the local, state and federal level; and learn about procedures used in determining and preserving historic sites. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

200 The Pacific Northwest (5)

The substance and activities of this course consist of major interests, concerns and problems in the regional development of the Pacific Northwest from the era of exploration to the present. *Satisfies social science requirement for AA and AS degrees.*

202 History of the Puget Sound Region (5)

Examines the natural and human history of the region defined by the watersheds of Puget Sound. Examines the history of the region from its geologic formation, through Settlement by First Peoples, Contact with European and Asian cultures, Settlement by Euro-Americans, Industrialization, and the emergence of the Modern Pugetopolis. *Satisfies social science requirement for AA and AS degrees.*

221 United States to 1877 (5)

First quarter of a survey of American history commencing with European origins and ending with the outbreak of the Civil War. Emphasizes the contributions of minority groups in the development of American society. Also focuses on major interpretations and revisionist schools of historical literature. *Satisfies social science requirement for AA and AS degrees.*

222 United States 1877 to Present (5)

Second quarter of a survey of American history commencing in 1877 and ending with contemporary affairs. Emphasis is given to the contributions of minority groups on the development of American society. Also focuses on major interpretations and revisionist school of historical literature. *Satisfies social science requirement for AA and AS degrees.*

225 Women in United State History (5)

A brief survey of gender and American history from colonial times to the 20th century at the outset and sustained study of woman's history in 20th century America: cultural, intellectual and political. *Satisfies social science requirement for the AA and AS degrees.*

230 20th Century Europe (5)

A study of Europe since 1890 stressing the causes and results of global wars, revolutionary upheavals, and other forms of political and social violence. Attention is given to efforts to develop a new stability, security and prosperity in present-day Europe. *Satisfies social science requirement for AA and AS degrees.*

231 Modern Asia (5)

Deals with the historical factors that have shaped the domestic and international relations of China, Japan, and Korea. Primary focus is the evolution of political and economic power of those countries from 1850 to the present. Attention is given to the role of religious and philosophical backgrounds and to the changes that have occurred in the economic, social and political structures of these societies. *Satisfies social science requirement for AA and AS degrees.*

235 History of Great Britain (5)

Examines the history of Britain from the island's first inhabitants through the long and difficult struggles to become a United Kingdom. Attention is given to the various social and political groups that have dominated British life during the past and the present. For the London quarter, particular attention is given to the city of London as the center of British life and culture. *Satisfies social science requirement for AA and AS degrees.*

236 History of Australia (5)

Examines the history of Australia from the first human inhabitants 40,000 years ago, through the long and difficult process to become the modern continent nation Australia. Attention is given to the various groups who have migrated to Australia, the exploration and colonization of the continent, the gold rushes and bushrangers, the creation of a federation, and the emergence of the modern Australian nation during the 20th century. *Satisfies social science requirement for AA and AS degrees.*

240 The Civil War (5)

Studies the events and conditions leading to the Civil War, the conflict itself, the war's legacy. Begins with a review of the roots of slavery in the British colonies, the consolidation of slavery as a major institution, and its increasing influence in the polarization of the young republic. A number of important developments will be examined, including but not limited to the Missouri Compromise, Manifest Destiny, the divisive events of the 1850s, the election of Abraham Lincoln, the constitutional crisis and secession, the Confederate and Unions political, economic, and military strategies, the reality of "total war", and the military campaign and its decisive battles. Concludes with an examination of the legacy of conflict. *Satisfies social science requirement for AA and AS degrees.*

250 The Vietnam War (5)

Traces the background of the Vietnam War to the eventual direct involvement of the United States, Russia and China into the revolt of the Vietnamese against French colonialism in Indo-China. A major portion of the course deals with the period from the defeat of the French at Dienbienphu in 1954 to the defeat of South Vietnam by the North in April 1975. Recent trends and problems are also identified and dealt with. Offered for general students. *Satisfies social science requirement for AA and AS degrees.*

254 American Military History (5)

Examines the origins and evolution of America's military institutions and thought. Rather than focusing exclusively on battles and campaigns, the course will place these conflicts in their historical context, that is, how they contributed to the institutional development of the Army, Navy and Air Force. The course will be divided into three units. The first unit, covers the period from 1600 to 1815, will examine how European military institutions brought to the New World change over time, adjusting to the political and geographical realities of the New World. The second unit, 1815-1898, will explore how US military institutions developed during the Civil War and as an instrument of American foreign



policy in the age of Imperialism. The final unit, 1898 to the present, will bring the story to the present, focusing on how the military adjusted to the military, political and technological challenges of the 20th century. *Satisfies social science requirement for AA and AS degrees.*

299 Independent Study – History (1-5)

Permits a student to pursue a special field of interest under the guidance of an instructor. *PREREQUISITE: 5 credits of history at the 100 or 200 level plus instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Humanities (HUMAN)

100 Creative and Critical Thinking (5)

Helps students identify the aspects of creative and critical thought in themselves and others. Offers experiences, theories, and concepts through which students develop statements of personal principle and world views. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

110 Background for the Humanities (5)

Study of the common language of the arts and humanities and their relationship to the societies in which they were created. Includes the study of critical concepts and vocabulary as well as common motifs and elements in the humanities. Also includes the study of the relationship between arts and humanities of a culture and that culture's economic, political and technological environment. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

133 People, Language, Culture (5)

Examines the relationship between language and culture, in particular how the language of a national or ethnic group provides a key to understanding the people who speak that language. Focuses chiefly on Indo-European (other than English) and East Asian languages and cultures, but specific languages studied may vary from quarter to quarter. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

186 Peoples of the World (5)

Provides students with multicultural insights into the peoples of other countries. Examines people as a total cultural product: history, geography, literature, art, music, architecture, religion and politics. The country studied may change each time the course is offered. May be part of a field course. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

190 Latin American Culture through Literature (5)

Introduction to the study of Latin American culture through seminal works of literature. An analysis of how Latin American literature has reflected the cultural changes throughout the history of the region. Focuses on the connection between literature and culture in three countries: Mexico, Argentina and Cuba. *PREREQUISITE: Eligible for ENGL 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

191 Latin America in Film (5)

Explores the relationship between film and the cultural interpretation and understanding of Latin America. It will briefly consider the history of cinema in Latin America. Focuses on how film has been used to interpret Latin American culture and on how we can use it to understand Latin America's past and present. No knowledge of Spanish language required. *PREREQUISITE: Eligible for ENGL 100. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

194 Special Studies (varies) (1-5)

Special subject matter that is not part of the regular curriculum. Content varies from course to course, depending on requests from students, or the opportunity to present unusual topics. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

Interdisciplinary Science (IDS)

101 Interdisciplinary Science I (5)

This is the first of a three-quarter sequence of classes. An integrated science course that involves physics, chemistry, biology, and geology. Uses climate and global change as a theme to develop basic concepts in science, such as measurement, analysis of data, hypothesis generation, and testing. Students will be actively involved in the class as they collect and analyze data in physics, chemistry, biology and geology that relate to the topic of climate and global change. Includes field trips during class time to locations near the college. Students who complete this course may not receive credit in PHYS 101. *PREREQUISITE: MATH 072 or concurrent enrollment; no previous college science or instructor's permission. Satisfies math/science or lab science requirement for AA degree.*

102 Interdisciplinary Science 2 (5)

This is the second of a three-quarter sequence of classes. An integrated science course that involves physics, chemistry, biology and geology. Uses climate and global change as a theme to develop basic concepts in science,

such as measurement, analysis of data, hypothesis generation and testing. Students will be actively involved in the class as they collect and analyze data in physics, chemistry, biology and geology that relate to the topic of climate and global change. May include field trips during class time to locations near the college. *PREREQUISITE: IDS 101. Satisfies math/science or lab science requirement for AA degree.*

103 Interdisciplinary Science 3 (5)

This is the last of the three-quarter sequence of classes. An integrated science course that involves physics, chemistry, biology and geology. Uses climate and global change as a theme to develop basic concepts in science, such as measurement, analysis of data, hypothesis generation and testing. Students will be actively involved in the class as they collect and analyze in physics, chemistry, biology and geology that relate to the topic of climate and global change. May include during class time field trips to locations near the college. *PREREQUISITE: IDS 102. Satisfies math/science or lab science requirement for AA degree.*

Industrial Education (INDUS)

090 Technical Skills (3)

Introduction to basic knowledge, concepts and skills related to various Trade and Technology programs. Covers core areas in both a weekly lecture and supported laboratory exercises. Each core area will have competencies that are significant to the Trade/Technology program in which students are enrolled.

101 Basic Wood Shop (4)

Develops a working knowledge of woodworking as related to layout, assembling, joining, fastening and finishing, practical application through the use of hand tools and power tools. The student builds and keeps a personal wood project. *Satisfies nonfitness-related activity requirement for AA degree.*

102.1-102.3 Welding Survey 1 (3)

Lecture plus lab experience in the areas of arc welding, oxy-acetylene welding, brazing, and cutting. Basic study of MIG and TIG and other special processes. *PREREQUISITE: Instructor's permission. Satisfies non fitness-related activity requirement for AA degree.*

103 Manufacturing Processes (4)

Lecture and laboratory situations to provide learners with basic knowledge of metal manufacturing processes. Includes terminology, surface finishes, tolerances, and logical sequence of operations. Solving production problems and metal cutting technology. *This is a pass/no credit course. PREREQUISITE: Instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*



Industrial Engineering (I E)

114 CATIA-2D (4)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on learning file structure and management, 2D and 3D concepts, and the creation of elementary elements (points, lines, curves) that will be used in future solid creation. The learner will gain a working knowledge of how to move geometry within a model, change the graphical characteristics of existing geometry, and analyze and establish model standards. *PREREQUISITE: Eligible for both ENGL 081 and READ 104; or instructor's permission.*

114.1 CATIA-2D (2)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on learning file structure and management, 2D and 3D concepts, and the creation of elementary elements (points, lines, curves) that will be used in future solid creation. The learner will gain a working knowledge of how to move geometry within a model, change the graphical characteristics of existing geometry, and analyze and establish model standards. *PREREQUISITE: Eligible for both ENGL 081 and READ 104; or instructor's permission.*

114.2 CATIA-2D (2)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on learning file structure and management, 2D and 3D concepts, and the creation of elementary elements (points, lines, curves) that will be used in future solid creation. The learner will gain a working knowledge of how to move geometry within a model, change the graphical characteristics of existing geometry, and analyze and establish model standards. *PREREQUISITE: I E 114.1.*

189 Basic Metallurgy (4)

An introduction to the basic structure of metals and the effects of alloying elements, mechanical working and heat on the strength and other properties of the metal. Testing procedures for evaluating strength, hardness and heat treating processes are performed in the laboratory. *Satisfies math/science requirement for AS-Option 1 degree.*

204 Statics and Strengths (5)

Introduction to the concepts of forces, moments, and equilibrium; and the application of these concepts to the determination of stresses and deformations in simple structural members. Includes the analyses of beams, columns and tension members. Some materials testing are involved. *PREREQUISITE: MATH 116T or equivalent. Satisfies math/science requirement for AS-Option 1 degree.*

210 CATIA Modeling (7)

Focuses on creating 2D and 3D geometry using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on learning the commands necessary for creating and editing drawings. CATIA will be the software used for this instruction. Covers three modules: 2-D geometry creating and editing; 3-D parametric solids modeling and editing; and 3-D parametric surface modeling and editing. The CAD instruction will emphasize methods for creating documents that are accurate and accomplished in a timely manner. *PREREQUISITE: D T 135 and 236.*

214 CATIA-3D Solids (5)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on creation and modification of solid modeling using CATIA. The student will gain an understanding of the history of solids creation and the ability to extract elements from the history of solid bodies. The CAD instruction will emphasize methods for creating documents that are accurate and accomplished in a timely manner. *PREREQUISITE: I E 114 or 114.2.*

214.1 CATIA 3D Solids (3)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on creation and modification of solid modeling using CATIA. The student will gain an understanding of the history of solids creation and the ability to extract elements from the history of solid bodies. The CAD instruction will emphasize methods for creating documents that are accurate and accomplished in a timely manner. *PREREQUISITE: Instructor's permission.*

214.2 CATIA 3D Solids (2)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on creation and modification of solid modeling using CATIA. The student will gain an understanding of the history of solids creation and the ability to extract elements from the history of solid bodies. The CAD instruction will emphasize methods for creating documents that are accurate and accomplished in a timely manner. *PREREQUISITE: I E 214.1.*

215 CATIA 3D Surfacing (4)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on creation and modification of surface modeling using CATIA. The student will learn to use the variety of curves available in CATIA and how they interact with different disciplines, such as SOLIDS, N/C toolpath creation, and volume creation. The CAD instruction will emphasize methods for creating

documents, which are accurate and accomplished in a timely manner. *PREREQUISITE: I E 214 or 214.2.*

215.1 CATIA 3D Surfacing (2)

Focuses on using CATIA (Computer Aided 3-Dimensional Interactive Application) software. Instruction will focus on creation and modification of surface modeling using CATIA. The student will learn to use the variety of curves available in CATIA and how they interact with different disciplines, such as SOLIDS, N/C toolpath creation, and volume creation. The CAD instruction will emphasize methods for creating documents that are accurate and accomplished in a timely manner. *PREREQUISITE: I E 214 or 214.2.*

215.2 CATIA 3D Surfacing (2)

Focuses on using CATIA (Computer Aided Three-Dimensional Interactive Application) software. Instruction will focus on creation and modification of surface modeling using CATIA. The student will learn to use the variety of curves available in CATIA and how they interact with different disciplines, such as SOLIDS, N/C toolpath creation, and volume creation. The CAD instruction will emphasize methods for creating documents that are accurate and accomplished in a timely manner. *PREREQUISITE: I E 215.1.*

Japanese (JAPAN)

101 Elementary Japanese (5)

Begins the systematic study of Japanese. Includes basic grammar, vocabulary, reading, writing, and conversation practice, and introduction of Hiragana and Kanji writing systems. Practice with lab materials required. This class together with Japan 102 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: No previous background in Japanese, or no more than one year of high school Japanese, or no more than two years of high school Japanese with a "C" average or less. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

102 Elementary Japanese 2 (5)

Systematic study of Japanese using the four basic skills of listening, speaking, reading, and writing. Practice with lab materials required. This class together with JAPAN 101 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: JAPAN 101, or two years of high school Japanese with a "B" average or better, or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



103 Elementary Japanese 3 (5)

Fulfills the University of Washington College of Arts and Sciences graduation requirement. *PREREQUISITE: JAPAN 102 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Journalism (JOURN)

100.1 Newspaper Laboratory 1 (1-5)

Writing, editing, designing, taking photographs, cartooning and producing the print and electronic versions of the student publication, The Current. Students are encouraged to be enrolled in JOURN 101 while taking this class, or have already completed the course.

100.2 Newspaper Laboratory 2 (1-5)

Continued writing, editing, designing, taking photographs, cartooning, and producing the print and electronic versions of the student publication, The Current. Students are encouraged to be enrolled in JOURN 101 while taking this class, or have already completed the course. *PREREQUISITE: JOURN 100.1.*

100.3 Newspaper Laboratory 3 (1-5)

For students who have had JOURN 100.2. Continued writing, editing, designing, taking photographs, cartooning and producing the print and electronic versions of the student publication, The Current. Students are encouraged to be enrolled in JOURN 101 while taking this class, or have already completed that course. *PREREQUISITE: JOURN 100.2.*

101 Newswriting (5)

Beginning newswriting prepares students to write for newspapers or online publications. Newswriting mechanics are stressed, including covering a news beat, learning AP news style as well as newsroom organization and terminology. Students are also encouraged to enroll in JOURN 100.1 sequence and join The Current, GRCC's print and online publication. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

103 Introduction to Desktop Publishing (5)

An introduction to publication design and production. Some basic knowledge of computers (either PC or Mac) is recommended. Students will develop skills and an understanding of the basics for designing a publication, including the following: use of desktop publishing; use of typography and graphics; working with page grids and templates; different treatments for features, columns, departments; effective cover design; and basic computer skills needed to prepare a publication for print. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



110 Radio Laboratory (1-5)

For students working at GRCC campus radio station KGRG. Gives students both on-the-air and behind the scenes experience in news broadcasting, radio production, and disc jockey work. *Satisfies nonfitness-related activity requirement for AA degree, and humanities/fine arts/English requirement for AA and AS degrees.*

111 Radio Laboratory 2 (1-5)

For students working at GRCC campus radio station KGRG. Gives students additional experience in newscasting, newsgathering, remote broadcasting, and on-air performance. *PREREQUISITE: JOURN 110. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

112 Radio Laboratory 3 (1-5)

For students working at GRCC campus radio station KGRG. Gives students additional experience in production work, newscasting, and on-the-air performance. *PREREQUISITE: JOURN 111. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

120 Digital Radio Laboratory (1-5)

A course for students working exclusively on all-digital KENU radio at the Auburn campus, designed to give them experience with computer-based over-the-air broadcasting, radio station operations, FCC rules and regulations, and both live and voice-tracked disc jockey work. *PREREQUISITE: JOURN 120 or instructor's permission. Satisfies nonfitness-related activity requirement for AA degree, and humanities/fine arts/English requirement for AA and AS degrees.*

121 Digital Radio Laboratory 2 (5)

An intermediate level course for students working exclusively on all-digital KENU Radio at the Auburn campus, designed to give students threaded experience with computer-based over-the-air broadcasting. Students will also be introduced to computerized broadcast programming and digital recording techniques. *PREREQUISITE: JOURN 120 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

122 Digital Radio Laboratory 3 (1-5)

An advanced level course for students working exclusively on all-digital KENU Radio at the Auburn campus, designed to give further experience with computer-based over-the-air broadcasting. Students will gain experience with the KENU over-the-Internet web site as well as webcast development and maintenance. *PREREQUISITE: JOURN 121 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

150 Introduction to Broadcasting (3)

Offers the student an overview of the broadcast industry from the origin of the wireless through the golden age of radio to the domination of television. Covers the different radio formats and explores the growth of cable television and the new satellite-delivered technology. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



151 Radio Production (3)

Provides the student with hands-on production of radio commercials, promotional announcements, and newscasts. Students develop their copywriting skills in the classroom and refine their production technique in the studio. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

152 Radio and the Community (3)

Covers radio management practices with emphasis on the business of broadcasting. Includes sales, promotion, community relations, governmental, demographics and programming. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

153 Broadcast Newswriting (3)

Gives the student a fundamental working knowledge of newsgathering and newswriting for radio and television. Includes hands-on experience in a radio studio, as well as discussions of public affairs, government regulations, and the role of the electronic reporter in society. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

154 Advance Radio Production (3)

Gives the student a chance to further develop skills gained in JOURN 151, through hands-on production of radio commercials, promotional announcements, and newscasts. Advanced techniques in copywriting, voicework, and digital production will be emphasized. *PREREQUISITE: JOURN 151 or instructor's permission.*

155 Marketing the Broadcast Media (3)

Gives the student a detailed understanding of sales, marketing, and research at broadcast radio and television stations. The role of advertising agencies and new technologies such as the Internet in broadcasting are also explored. *RECOMMEND: JOURN 150 or 152. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

177-179 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

198 Independent Study (1-5)

Encourages students to study and develop independently in various areas of journalism. Students develop their own focus area and objectives in consultation with the instructor. *PREREQUISITE: JOURN 101 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

199 Independent Study (1-5)

Encourages students to study and develop independently in various areas of Journalism. Students develop their own focus area and objectives in consultation with the instructor. *PREREQUISITE: JOURN 198 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

200 Advanced Newspaper Laboratory (3)

Advanced writing, editing, designing, taking photographs, cartooning and producing the print and electronic versions of the student publication, The Current. Students are encouraged to be enrolled in JOURN 101 while taking this class, or have already completed that course. *PREREQUISITE: JOURN 100.1, 100.2, 100.3, and instructor's permission.*

201 Introduction to Mass Media (5)

Examines newspaper profession, radio, television, magazines, public relations, and films with specialists from the field as guest lecturers. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

205 Radio Management (1-5)

For students working at GRCC campus radio station KGRG. Gives students experience in radio management, including promotion, news and public affairs, music, traffic and logging procedures, production copywriting and/or sports broadcasting, as well as disc jockey work. *PREREQUISITE: Instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

206 Radio Workshop (1-5)

For students working at GRCC campus radio station KGRG. Give students additional experience in radio station management, including promotion, news and public affairs, music, traffic and logging procedures, production copywriting and/or sports broadcasting, as well as disc jockey work. *PREREQUISITE: JOURN 205 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

207 Advanced Radio Workshop (1-5)

For students working at GRCC campus radio stations KGRG. Give students experience in radio station management, including promotion, news and public affairs, music, traffic and logging procedures, production copywriting and/or sports broadcasting, as well as disc jockey work. *PREREQUISITE: JOURN 206 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

251-253 Journalism Internship (3)

The student works for a local newspaper or radio station 10 hours per week each quarter and meets one hour once a week with an instructor to evaluate his/her on-the-job training. *PREREQUISITE: Instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

298 Independent Study (1-5)

Encourages students to study and develop independently in various areas of Journalism. Students develop their own focus area and objectives in consultation with the instructor. *PREREQUISITE: JOURN 199 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

299 Independent Study (1-5)

Encourages students to study and develop independently in various areas of Journalism. Students develop their own focus area and objectives in consultation with the instructor. *PREREQUISITE: JOURN 298 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Library (LIB)

100 Searching Reference Book (1)

Helps students learn how to use reference materials for information retrieval and research. Examines both "ready-reference" titles and scholarly materials. Focus is on books that form the core of the reference collection at Green River Community College. *This is a pass/no credit course.*

101 Searching Electronic Databases (2)

An independent study course designed to help students learn how to use CD-ROM and Internet-delivered databases for information retrieval and research. Topics include database selection, search techniques, and evaluation of results. Focuses primarily on databases that provide access to materials published in magazines, journals and newspapers. *This is a pass/no credit course.*

102 Searching the Web (1)

An independent study course that helps students learn how to use the World Wide Web for information retrieval and research. Topics include search engines, search techniques, and evaluation of results. Examines the Yahoo and Alta Vista search engines in depth. *This is a pass/no credit course.*



Machine Technology (MACH)

101 Beginning Machining (1-13)

Beginning machine tool operation. Includes use and care of hand tools used in measurement, layout, and inspection. Safety to self and others is stressed in the operation of pedestal grinders, drill presses, lathes and milling machines. Occupational safety and health are taught. *PREREQUISITE: Instructor's permission.*

102 Intermediate Machining (1-13)

Intermediate Machining introduces progressively difficult operations on lathes and milling machines, with emphasis on close tolerances as applied to flatness, squareness and parallelism on surface grinders. Leadership skills are evaluated. *PREREQUISITE: Instructor's permission.*

103 Advanced Machining (1-13)

Involves advanced calculations and machining operations, with emphasis on milling machines and surface grinders and their accessories. Milling operations include making table setups, digital readout, angles and pockets. Emphasizes use of optical comparator and surface plate. Leadership skills are evaluated. *PREREQUISITE: Instructor's permission.*

104 Precision Machining (1-13)

Involves advanced calculations and machining operations, with emphasis on milling machines, lathes and surface grinders and their accessories. Milling operations include making table setups, digital readout, angles and pockets. Lathe operations include turning, threading, knurling and tapping. Emphasizes use of optical comparator and surface plate. Leadership skills are evaluated. *PREREQUISITE: Instructor's permission.*

105 Beginning Computerized Numerical Control (CNC) (1-13)

Introduction to computer numerically controlled programming and machining. Areas of study include manual programming commands, G&M codes, programming, set-up operation of a CNC mill, sequence of a CNC programming operations and fundamental use of a computer-aided manufacturing (CAD/CAM) system. Instruction time is divided between classroom, computer lab, and shop, providing an unusual blend of practical theory and hands-on experience. *PREREQUISITE: Instructor's permission and basic computer skills, such as BUS E 111 or equivalent, are required for entry into MACH 105 and 106.*

106 Intermediate Computerized Numerical Control (CNC) (1-13)

Advanced CNC Machining is offered to students who desire a greater proficiency in CNC programming and machining. MASTERCAM an off line programming CAD/CAM system is used to teach students to CAD (draw), CAM (create tool path), NC (post process) and to transfer data from a computer to a CNC machining center. Instruction time is divided between classroom, computer lab and shop. *PREREQUISITE: Instructor's permission and basic computer skills, such as BUS E 111 or equivalent, are required for entry into MACH 105 and 106.*

109 Special Machining Practice (1-13)

A modular, group-paced course presenting fundamental principles, application and practice of competencies learned in MACH 101 through MACH 104. A capstone course in which learners may choose to refine their skills in all various levels of conventional machining. *PREREQUISITE: Instructor's permission*

162 Training and Practice (1-4)

Provides training and practice in the safe and efficient set-up and operation of all basic machine tools, including machine accessories, measuring tools and inspection equipment. Instruction is geared toward those interested only in skills rather than certification. *PREREQUISITE: Instructor's permission.*

163 Machine Shop Theory (1-3)

For entry into or advancement in the occupation of tool and diemaker or precision machinist, one should have a mechanical interest and aptitude, plus a basic arithmetic ability in addition, subtraction, multiplication, and division. Requires no previous experience or courses. Includes precision measurements, shop math (geometry and trigonometry), blueprint reading, and calculations of speeds and feeds. *PREREQUISITE: Instructor's permission*

167 Blueprint Reading-Machine Shop (1-3)

Reading and interpretation of orthographic and isometric mechanical drawings specific to the machining industry. Emphasis upon details, relevant manufacturing requirements, and industry standards and terminology. *PREREQUISITE: Instructor's permission.*

169 Introduction to Computerized Numerical Control (CNC) (1-5)

Understand and operate Computer Numerical Control (CNC) machinery. Includes terminology, dimensioning, program writing, drilling, milling and lathe, program preparation and manual data input, and the use of floppy disc terminal. *PREREQUISITE: Instructor's permission.*

177 Conventional Machine Work Experience (1-13)

178 CNC Machine Work Experience (1-13)

179 Machine Work Experience (1-13)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

196 Special Training Modules (1-13)

Special individualized, competency-based training may be provided in an area of instruction as determined by instructor. May include one or more of the following modules: a) Coordinate Measuring Machine (CMM); b) Advanced Computerized Numerical Control (CNC), using MasterCam; c) Statistical Process Control (SPC). Co-op, Internship, and OTJ (on the job) experiences will be utilized when available. *PREREQUISITE: Instructor's permission*

Management (MGMT)

106 Survey of Business Accounting (5)

Builds a foundation for understanding financial accounting systems and standard reports. Areas surveyed include accounting overview, accounting cycle, general accounting principles, distinction among service, merchandising, and manufacturing accounting, and ratio analysis. Management, control, and business organization issues are also discussed. *Designed for off campus programs and students.* *PREREQUISITE: BUS E 110 or instructor's permission.*

109 Manufacturing Cost Flows (5)

Study of internal procedures and manufacturing cost flows. Traditional cost accounting and innovations addressed. Topics include the manufacturing cycle, job and process costing, overhead cost allocation, fixed and variable cost behaviors, budget development, variance analysis, cost and profit centers. *Designed for off-campus programs and students.* *PREREQUISITE: MGMT 106 or instructor's permission.*



Manufacturing (MFG)

101 Production Technician Training (18)

A dynamic and interactive six-week training program that prepares adult learners to work in a variety of manufacturing environments. Built on six core components: Teamwork, Valuing Diversity, Safety, Use of Computer Technology, Job Readiness, and Washington State's Manufacturing Training Advisory Group's Core Competencies. In addition to acquiring skills training, the curriculum is also designed to assist students in attaining employment success.

Mathematics (MATH)

062 Review of Arithmetic (5)

Study of the basic operations of arithmetic and an overview of basic geometry concepts. Topics include whole numbers, fractions, decimals, percents, ratios, proportions, place, value, roots, and basic concepts related to measurements and geometry. Also incorporates hands-on manipulatives and study skills related to learning math concepts. *PREREQUISITE: BASIC 053 or appropriate placement score.*

062R Review of Arithmetic-Resource Module (1-2)

Incorporates self-paced, individual resource modules that supplement concepts learned in MATH 062. Recommended for students who want extra help in MATH 062 and for those who need to work on specific skills to prepare for MATH 062. Students will use Math Learning Center resources such as videos, computers, supplementary books, and/or drop-in tutoring to work on specific concepts learned in MATH 062. A minimum of 22 hours of work must be completed to receive one credit, 44 hours for two credits. *This is a pass/no credit course.*

070 Pre-Algebra (5)

Study of problem solving, geometry and measurement, exponents and signed numbers. Includes introductory work with polynomials, simple equations, basic descriptive statistics and graphing. *PREREQUISITE: MATH 062 with a grade of 2.5 or higher; or appropriate placement score; or instructor's permission.*

070R Pre-Algebra-Resource Module (1-2)

Incorporates self-paced, individual resource modules that supplement concepts learned in MATH 070. Recommended for students who want extra help in MATH 070 and for those who need to work on specific skills to prepare for MATH 070. Students will use Math Learning Center resources such as videos, computers, supplementary books, and/or drop-in tutoring to work on specific concepts learned in MATH 070. A minimum of 22 hours of work must be completed to receive one credit, 44 hours for two credits. *This is a pass/no credit course.*

072 Elementary Algebra (5)

Study of sets, operations on signed numbers, properties and terminology of real numbers, absolute value, simplifying algebraic expressions, integer exponents, graphing and solving linear equations and inequalities, unit analysis, ratios, rates, and proportions, solving systems of equations, factoring and performing operations on polynomial expressions, Pythagorean Theorem, functions, and applications. A graphing calculator will be required. *PREREQUISITE: MATH 070 with a grade of 2.5 or higher; or appropriate placement score; or instructor's permission. Concurrent enrollment in READ 094 or eligible for READ 104.*

072.1 Extended Elementary Algebra (5)

Students will learn beginning algebra concepts. Topics include problem solving, geometry and measurement, order of operations, signed numbers, fractions, ratios and proportions. Focus will also be on using mathematics as a language and math processing strategies. Students will participate in various class projects, group and individual activities designed to transform math processing from concrete to the abstract level. *A graphing calculator will be required. PREREQUISITE: Instructor's permission.*

072R Elementary Algebra-Resource Module (1-2)

Incorporates self-paced, individual resource modules that supplement concepts learned in MATH 072. Recommended for students who want extra help in MATH 072 and for those who need to work on specific skills to prepare for MATH 072. Students will use Math Learning Center resources such as videos, computers, supplementary books, and/or drop-in tutoring to work on specific concepts learned in MATH 072. A minimum of 22 hours of work must be completed to receive one credit, 44 hours for two credits. *This is a pass/no credit course.*

085 Technical Math 1 (5)

Study of signed numbers, exponents, properties of real numbers, solving equations, percents, calculator operations, measurement systems, geometry and formula rearrangement. For technical students only. *PREREQUISITE: MATH 070 with a grade of 2.5 or higher; or appropriate placement score; or instructor's permission.*

097 Intermediate Algebra (5)

Study of the definition of a function; graphs and solutions of linear equations and inequalities in one and two variables; graphs and solutions of quadratic equations; rational, radical, and literal equations; equations in quadratic form; complex numbers; radical expressions; variation; systems of equations; applications. A graphing calculator will be required. *PREREQUISITE: MATH 072*

with a grade of 2.5 or higher; or MATH 085 or MATH 116T with a grade of 2.5 or higher or appropriate placement test score; or instructor's permission; and concurrent enrollment in READ 094 or eligible for READ 104.

097R Intermediate Algebra-Resource (1-2)

Incorporates self-paced, individual resource modules that supplement concepts learned in MATH 097. Recommended for students who want extra help in MATH 097 and for those who need to work on specific skills to prepare for MATH 097. Students will use Math Learning Center resources such as videos, computers, supplementary books, and/or drop-in tutoring to work on specific concepts learned in MATH 097. A minimum of 22 hours of work must be completed to receive one credit, 44 hours for two credits. *This is a pass/no credit course.*

102 Pre-Calculus 1 (5)

Study of linear, logarithmic, exponential, and other functions and their properties; transformations, compositions, combinations of these functions and their inverse functions; applications. A graphing calculator will be required. *PREREQUISITE: MATH 097 or 117T with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission. Satisfies quantitative skills requirement for AA degree, and math/science requirement for AA and AS degrees.*

104 Pre-Calculus 2 (5)

Study of trigonometric functions; inverse trigonometric functions; trigonometric equations and identities; solutions of right and oblique triangles; complex numbers; vectors; polar coordinates; polynomial and rational expressions; and applications. A graphing calculator will be required. *PREREQUISITE: MATH 102 with a grade of 2.0 or higher; or appropriate placement score; or instructor's permission. Satisfies quantitative skills requirement for AA degree, and math/science requirement for AA and AS degrees.*

106 Essentials of Pre-Calculus Math (5)

Study of linear, polynomial, rational, exponential, logarithmic, and trigonometric functions; algebraic combinations of functions, composition of functions, and inverse functions. Additional topics may include complex numbers, polar coordinates, and parametric equations. *PREREQUISITE: Instructor's permission. Satisfies quantitative skills requirement for AA degree, and math/science requirement for AA and AS degrees.*

**107 Contemporary Mathematics (5)**

Study of a variety of mathematical topics that may include finance, management science, statistics, probability, social choice, and measurement/geometry. *PREREQUISITE: MATH 097 with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission. Satisfies quantitative skills or math/science requirement for AA degree.*

115T Natural Resources Algebra Trigonometry 1 (5)

Topics include signed numbers, exponents, solving equations, percents, calculator operations, geometry, right triangle and oblique triangle trigonometry with applications to natural resources technology. *For technical students only. PREREQUISITE: MATH 070 with a grade of 2.5 or higher; or appropriate placement test score; or instructor's permission.*

116T Technical Math 2 (5)

Study of applications of trigonometry to technical fields using the calculator, right and oblique triangles, trigonometric functions of any angle, radian measure, periodic functions, vectors, circles, linear and angular velocity, identities, and complex numbers. *For technical students only. PREREQUISITE: MATH 085 with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission.*

117T Technical Math 3 (5)

Study of systems of linear equations, determinants, polynomials, factoring, radicals and radical equations, quadratic equations, common and natural logarithms, all with applications to technical areas. *For technical students only. PREREQUISITE: MATH 116T with a grade of 2.0 or higher; or instructor's permission.*

124 Calculus and Analytic Geometry 1 (5)

Math 124 is the first course of a four-quarter calculus sequence. An introduction to differential calculus. Topics include limits, derivatives of algebraic and transcendental functions and applications of derivatives such as continuity, optimization, linearization, numerical methods and modeling using symbolic, graphical and numerical representations. *A graphing calculator will be required. PREREQUISITE: MATH 104 or 106 with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission. Satisfies quantitative skills or math/science requirement for AA and AS degrees.*

125 Calculus and Analytic Geometry 2 (5)

Math 125 is the second course of a four-quarter calculus sequence. An introduction to integral calculus. Topics include antiderivatives of algebraic and transcendental functions, the Fundamental Theorem of Calculus, definite and indefinite integration techniques and applications

of the integral using symbolic, graphical and numerical representations. *A graphing calculator will be required. PREREQUISITE: MATH 124 with a grade of 2.0 or higher or instructor's permission. Satisfies quantitative skills or math/science requirement for AA and AS degrees.*

126 Calculus and Analytic Geometry 3 (5)

Math 126 is the third course of a four-quarter calculus sequence. Topics include sequences, series, vectors, analytic geometry and the calculus of vector-valued functions using symbolic, graphical and numerical representations. *A graphing calculator will be required. PREREQUISITE: MATH 125 with a grade of 2.0 or higher; or instructor's permission. Satisfies quantitative skills or math/science requirement for AA and AS degrees.*

156 Finite Math for Business and Social Science (5)

Study of graphs and solutions of linear equations; systems of equations; matrices; linear inequalities and linear programming; the simplex method; exponential and logarithmic functions; financial formulas; sets and set notation; permutations; and combinations. Many problems and examples are drawn from the fields of business, economics, and social science. *A graphing calculator will be required. PREREQUISITE: MATH 097 with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission. Satisfies quantitative skills or math/science requirement for AA degree.*

157 Calculus for Business and Social Science (5)

Study of differential and integral calculus of polynomial, logarithmic and exponential functions. Many problems and examples are drawn from the fields of business, economics, and social science. A graphing calculator will be required. *PREREQUISITE: MATH 156 with a grade of 2.0 or higher or instructor's permission. Satisfies quantitative skills or math/science requirement for AA degree.*

170 Foundation of Elementary Math 1 (5)

An introduction to problem-solving techniques and number theory related to topics taught at the K-8 level. Topics will include problem solving, set theory, number theory, numeration systems, and the fundamental nature of non-negative real numbers and their subsystems. Recommended for prospective or practicing elementary school teachers and others interested in the foundations of mathematics. *PREREQUISITE: MATH 097 with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission. Satisfies math/science requirement for AA degree.*

171 Foundation of Elementary Math 2 (4-5)

Study of geometry and its applications including problem solving techniques and concepts in measurement. Recommended for prospective or practicing elementary teachers. *PREREQUISITE: MATH 170 with a grade of 2.0 or higher; or instructor's permission. Satisfies quantitative skills and math/science requirement for AA degree.*

172 Fundamentals of Elementary Math 3 (4-5)

The fundamental nature of the Real Number system and its subsystems, applications of basic probability and statistics, and problem solving. Recommended for prospective or practicing elementary teachers. *PREREQUISITE: MATH 170 with a grade of 2.0 or higher; or instructor's permission. Satisfies quantitative skills or math/science requirement for AA degree.*

177-179 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

191 Modeling Physical System 1 (2)

Study of techniques and procedures for mathematical modeling of physical systems. *PREREQUISITE: MATH 104 or 106 with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission; and concurrent enrollment in MATH 124 and PHYS 201.*

192 Modeling Physical System 2 (2)

Study of techniques and procedures for mathematical modeling of physical systems. *PREREQUISITE: MATH 124 and PHYS 201 with a grade of 2.0 or higher; or appropriate placement test score; or instructor's permission; and concurrent enrollment in MATH 125 and PHYS 202.*

194 Special Topics (varies) (1-5)

Consists of the study of some specialized mathematical topics. The topics chosen depend upon interest and staffing. Possible areas of study include number theory, probability, logic, and mathematics for parents, and computer applications. *PREREQUISITE: Instructor's permission and eligible for READ 104. This course is intended to transfer as quantitative skills or math/science requirement for the AA degree. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*



224 Intermediate Analysis (5)

Study of calculus in functions of two and three variables; limits and continuity; partial differentiation; gradients; multiple integration; iterated integrals; vector analysis including such topics as divergence, curl, line integrals, and the fundamental theorems of vector calculus. *A graphic calculator will be required.* **PREREQUISITE:** MATH 126 with a grade of 2.0 or higher, or instructor's permission. *Satisfies quantitative skills requirement for AA degree, and math/science requirement for AA and AS degrees.*

238 Differential Equations (5)

Study of the theory and solutions involving first and second order equations, existence and uniqueness theorems, numerical methods of solution, and applications. Additional topics may be chosen from the following: (1) series solutions for differential equations, (2) systems of linear differential equations, (3) Laplace transforms, (4) stability theory. *A graphing calculator will be required.* **PREREQUISITE:** MATH 224 with a grade of 2.0, or higher or instructor's permission. *Satisfies quantitative skills for AA degree, and math/science requirement for AA and AS degrees.*

240 Topics In Linear Algebra (5)

Study of systems of linear equations; vector spaces; matrices and matrix equations; eigenvalues and eigenvectors; linear transformations; and applications. *A graphing calculator will be required.* **PREREQUISITE:** MATH 124 with a grade of 2.0 or higher, or instructor's permission. *Satisfies quantitative skills requirement for AA degree, and math/science requirement for AA and AS degrees.*

256 Statistics for Business and Social Science (5)

Study of descriptive and inferential statistics; measures of central tendency; frequency distributions; probability distributions; sampling and sampling distributions; hypothesis testing; and linear regression. *A graphing calculator may be required. Not open to students who have taken B A 256. Cross-listed with B A 256.* **PREREQUISITE:** MATH 156 or 102 with a grade of 2.0 or higher, or instructor's permission. *Eligible for READ 104 is recommended. Satisfies math/science and quantitative skills requirement for AA and AS degrees.*

Music (MUSIC)

100 Music Survey (5)

Introduction to music of the great master composers beginning with the elements of music and progressing through the common style periods. Listening lab included. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

103 American Popular Music (5)

The study of the history and genesis of American popular music from its birth to the present day. Folk music, Dixieland and jazz, Broadway shows, rock and roll and current musical trends will be both studied and listened to. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

105 Introduction to Computer Music (5)

Introduction to computer assisted notation, composition and performance utilizing a Macintosh computer, digital electronic piano. multi-timbral sound module, and software conforming to General MIDI (Musical Instrument Digital Interface). Keyboard experience helpful but not necessary. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

106 Computer Music Notation (5)

A continuation of MUSIC 105 with an emphasis on advanced music writing, editing, and score preparation including articulation and dynamic markings, transposition, lyric writing, chord symbols and printing standard MIDI files. **PREREQUISITE:** MUSIC 105 or instructor's permission. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

111 Music Theory 1 (3)

The study of basic music notation with emphasis on intervals, scales, key signatures, triads, principles of rhythm and simple harmonization in four parts on the grand staff. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

112 Music Theory 2 (3)

Continuation of MUSIC 111. A study of diatonic harmony including the dominant seventh chord, non-harmonic tones, cadences and inversions in a variety of choral and keyboard textures in common practice style. Includes analysis, composition and performance. **PREREQUISITE:** MUSIC 111. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

113 Music Theory 3 (3)

Continued study of diatonic harmony including diminished and half-diminished seventh chords, minor and major seventh chords, simple two- and three-part form, secondary dominants and an introduction to tonal counterpoint. **PREREQUISITE:** MUSIC 112. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

114 Ear Training 1 (2)

Study of simple intervals, triads and rhythm through a program designed to train the ear to identify and write down simple musical structures from dictation. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

115 Ear Training 2 (2)

Continued study of simple and compound intervals, basic four-part harmony, rhythm and pitch through a program designed to train the ear to identify and write down musical structures from dictation. **PREREQUISITE:** MUSIC 114. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

116 Ear Training 3 (2)

Continued study of simple and compound intervals, triads and seventh chords in four-part harmony and complete melodies through a program designed to train the ear to identify and write down musical structures from dictation. **PREREQUISITE:** MUSIC 115. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

118 Concert Choir 1 (3)

Preparation and presentation of various selected choral works. Basic fundamentals of vocal production are studied in depth. One required evening performance each quarter. *Satisfies nonfitness-related activity requirement for AA degree, and humanities/fine arts/English requirement for AA and AS degrees.*

119 Concert Choir 2 (3)

Continuation of MUSIC 118 with preparation and presentation of various selected choral works. Basic fundamentals of vocal production also studied in-depth. One required evening performance each quarter. **PREREQUISITE:** MUSIC 118. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

120 Concert Choir 3 (3)

Continuation of MUSIC 119 with preparation and presentation of various selected choral works. Basic fundamentals of vocal production also studied in depth. One required evening performance each quarter. **PREREQUISITE:** MUSIC 119. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

124 Musical Rehearsal and Performance (5)

Participation in a musical comedy or drama as a performer or technician. *Satisfies non fitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

127 Rendezvous Chambers Singers 1 (5)

Preparation and presentation of choral music classical, jazz, and pop idioms. Some students may be involved in rhythm section players or sound technicians. Extensive performance demands are required. **BY AUDITION ONLY.** **PREREQUISITE:** *Instructor's permission.* *Satisfies non fitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*



128 Rendezvous Chambers Singers 2 (5)
Preparation and presentation of classical, jazz, and pop idioms. Some students may be involved as rhythm section players or sound technicians. Extensive performance demands are required. **BY AUDITION ONLY.** **PREREQUISITE:** *MUSIC 127 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

129 Rendezvous Chambers Singers 3 (5)
Preparation and presentation of choral music in classical, jazz and pop idioms. Some students may be involved as rhythm section players or sound technicians. Extensive performance demands are required. **BY AUDITION ONLY.** **PREREQUISITE:** *MUSIC 128 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

130.1 Private Instruction 1 (1)
Individual instruction in voice or on any common instrument. Students pay instructor fee. **PREREQUISITE:** *Instructor's permission. Satisfies nonfitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

130.2 Private Instruction 2 (1)
Individual instruction in voice or on any common instrument. Student pays instructor fee. **PREREQUISITE:** *MUSIC 130.1 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

130.3 Private Instruction 3 (1)
Individual instruction in voice or on any common instrument. Student pays instructor fee. **PREREQUISITE:** *MUSIC 130.2 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA degree.*

132 Class Piano (2)
Basic piano pedagogy in a group classroom situation. Hand positions, fingering, basic chord structure. Beginning music majors or minors who do not meet piano proficiency must enroll in Class Piano until requirements are met. *Satisfies non fitness-related activity for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

133 Class Piano (2)
Basic piano pedagogy in a group classroom situation. Hand positions, fingering, basic chord structure. Beginning music majors or minors who do not meet piano proficiency must enroll in Class Piano until requirements are met. **PREREQUISITE:** *MUSIC 132. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

218 Concert Choir 4 (3)
Continuation of MUSIC 120 with preparation and presentation of various selected choral works. Basic fundamentals of vocal production also studied in-dept. One required evening performance each quarter. **PREREQUISITE:** *MUSIC 120. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

219 Concert Choir 5 (3)
Continuation of MUSIC 218 with preparation and presentation of various selected choral works. Basic fundamentals of vocal production also studied in depth. One required evening performance each quarter. **PREREQUISITE:** *MUSIC 218. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

220 Concert Choir 6 (3)
Continuation of MUSIC 219 with preparation and presentation of various selected choral works. Basic fundamentals of vocal production also studied in depth. One required evening performance each quarter. **PREREQUISITE:** *MUSIC 219. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

227 Rendezvous Chambers Singers 4 (5)
Preparation and presentation of choral music in classical, jazz and pop idioms. Some students may be involved as rhythm section players or sound technicians. Extensive performance demands are required. **BY AUDITION ONLY.** **PREREQUISITE:** *MUSIC 129 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

228 Rendezvous Chambers Singers 5 (5)
Preparation and presentation of choral music in classical, jazz and pop idioms. Some students may be involved as rhythm section players or sound technicians. Extensive performance demands are required. **BY AUDITION ONLY.** **PREREQUISITE:** *MUSIC 227 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

229 Rendezvous Chambers Singers 6 (5)
Preparation and presentation of choral music in classical, jazz and pop idioms. Some students may be involved as rhythm section players or sound technicians. Extensive performance demands are required. **BY AUDITION ONLY.** **PREREQUISITE:** *MUSIC 228 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

230.1 Private Instruction 4 (1)
Individual instruction in voice or on any common instrument. Student pays instructor fee. **PREREQUISITE:** *MUSIC 130.3 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

230.2 Private Instruction 5 (1)
Continued individual instruction in voice or on any common instrument. Student pays instructor fee. **PREREQUISITE:** *MUSIC 230.1 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

230.3 Private Instruction 6 (1)
Continued individual instruction in voice or on any common instrument. Student pays instructor fee. **PREREQUISITE:** *MUSIC 230.2 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

298 Independent Study (1-5)
Encourages students to study independently in their fields of special interest in music. Each student meets on a tutorial basis with the instructor. **PREREQUISITE:** *Instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

299 Independent Study (1-5)
Encourages students to study independently in their fields of special interest in music. Each student meets on a tutorial basis with the instructor. **PREREQUISITE:** *MUSIC 298 and instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Natural Resources (NATRS)

100 Introduction to Natural Resources (5)
Study of natural resources at an introductory level outdoors and in a classroom setting. Natural resources careers will be explored. Concepts of systems, Biomes forest biology, tree physiology, forest ecology, silviculture, water resources, fish and wildlife management, and fire ecology will be introduced. Forest history, forest policy, and forest ownership will be studied. **PREREQUISITE:** *Eligible for ENGL 100 and NATRS 172; or instructor's permission.*

117 Aerial Photography Uses and Ground Based Mapping (2)
Study and use of maps and aerial photographs to interpret vegetation and landforms, measure distance and direction, and navigate. Aviation students will become proficient in identifying ground development through the use of aerial photography. Survey of remote sensing technologies, and GPS systems, which are used in GIS and Aviation. Course not intended for Natural Resources majors. **PREREQUISITE:** *Eligible for ENGL 100 and any 100-level MATH or concurrent enrollment.*



161 Wildlife Habitat Management (5)

Study the management of wildlife and wildlife habitats to encourage incidence and diversity of mammals, birds, amphibians, and reptiles. Students will develop field wildlife research projects to aid management skills. Students will visit, observe, and participate in actual projects, which gives the student the opportunity to see Pacific Northwest wildlife in its ever-changing environments within the growing research-based industry. *PREREQUISITE: NATRS 172 or instructor's permission. Eligible for ENGL 100.*

172 Computer Applications Overview (3)

Topics include data location collection techniques, Global Positioning Systems (GPS), hand-held data recorders, Excel uses, development of forestry databases, PowerPoint skills, map preparation using Geographic Information System (GIS) software, cost analysis techniques, and development of an employment portfolio. *For Natural Resources students. Recommend NATRS 100 taken concurrently.*

180 Natural Resources Measurement (5)

Application of algebra, geometry, and trigonometry to the solution of tree measurement, surveying, mapping, and orienteering problems. A calculator with trigonometric functions and capability is required. *PREREQUISITE: MATH 115T or equivalent with a grade of 1.0 or higher, or concurrent enrollment.*

181 Forest Navigation and Mapping (8)

The use of a compass and chain/tape, mapping, map reading, topography, orientation, area determination, triangulation, the U.S. survey system, notekeeping, field reporting, GPS (Global Positioning Systems), and pacing are learned. Extensive field exercises are used in individual, team, and group situations. Open and closed traverses of roads, trails, and areas will be conducted. *PREREQUISITE: NATRS 180 with a grade of 1.0 or higher, or instructor's permission.*

182 Air Photo Interpretation and Remote Sensing (5)

Study of and use of maps and aerial photographs to interpret vegetation and landforms, measure distance and direction, and to navigate. Survey of remote sensing technologies, GPS and GIS systems. Extensive field exercises are used. Basic tree measurements are conducted. The student will apply previously learned mathematical concepts and field skills. *PREREQUISITE: NATRS 181 or concurrent enrollment.*

183 Tree and Shrub Identification (5)

Collection of specimens and identification of common trees and shrubs found in Washington forests. The use of taxonomic keys is taught. Ecological characteristics and growth habits are studied. *PREREQUISITE: NATRS 172 or instructor's permission.*

184 Shrub and Wildflower Identification (5)

Collection of specimens and identification of common trees, shrubs, and wildflowers found in Washington forests. The use of taxonomic keys is taught. Ecological characteristics and growth habits are studied. *PREREQUISITE: NATRS 172 or instructor's permission.*

195 Stream and Wetland Ecology (5)

Students will gain an understanding of stream and wetland ecology. Stream and wetland dynamics, associated plant and animal ecology, streamflow hydraulics, and Washington Forest Practices Regulations will be studied. Measurements and sampling will be conducted within ponds, streams and wetlands with follow-up analysis and reports. *PREREQUISITE: Eligible for ENGL 100; and NATRS 172 or instructor's permission.*

197 Wildland Recreation (3)

Students will learn skills needed to develop and manage wildland parks and recreational sites for private, state, and federal owners. Students will visit, observe, and participate in actual projects within the growing wildland recreational industry. *PREREQUISITE: Eligible for ENGL 100; and NATRS 172 or instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

198-199 Independent Study (1-5)

Encourages natural resources students to study and develop independently in their special interests. The student must obtain approval on his/her selected special study project from the instructor involved. *PREREQUISITE: Instructor's permission.*

284 Road and Trail Engineering (6)

Road and recreational trail location priorities, location on topographic maps with grade, slope, and property line constraints; Forest Practice Regulations; harvesting and construction equipment; curve computation and field layout; slope staking and cut/fill computation; culvert location; surfaces and drainage; calculations for cut/fill and curves; plan and profile drawing of fieldwork. Extensive field exercises are used in team and group situations. *PREREQUISITE: NATRS 172 and 181, or concurrent enrollment.*

285 Forest Protection (5)

A study of forest health and the effects of wildfire, insects, disease, animal damage, and abiotic damage on natural resources. Classroom, field studies, and library research are used. *PREREQUISITE: ENGL 100 or equivalent or concurrent enrollment; and NATRS 172 or equivalent or concurrent enrollment.*

286 Natural Resource Business Principles (5)

A study of human relations and business activities unique to small independent businesses and organizations. Emphasis on contract supervision and consulting/contracting in natural resources management. Interactions of individuals, teams and crews, organizations, and business ethics will be studied. Types of ownership, organization, state and federal laws, contracts, taxation, insurance, payroll, finance, accounting, customer relations, personnel management, and negotiation will be learned. *PREREQUISITE: NATRS 172 or concurrent enrollment, and ENGL 100 or concurrent enrollment.*

290 Internship Seminar (1)

For career-oriented natural resources students as a sequential course to NATRS 294, Natural Resources Internship. Business letters, resumes, and applications are completed; interviewing skills and internship procedures are studied. Mock interviews and actual interviews for spring internships are conducted. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

292 Resource Sampling and Appraisal (8)

Since natural resources are valuable, students acquire skills and knowledge to measure, calculate, and sample resources and forest products to determine value using statistically valid procedures. A rigorous course utilizing skills and knowledge gained in previous natural resources courses. *PREREQUISITE: NATRS 182 and NATRS 285; or concurrent enrollment.*

293 Silvicultural Analysis (5)

Study of silvicultural practices common in management of natural resources in the Pacific Northwest. Prescriptions are written for specific management objectives. Resources and soils are inventoried. A research project is designed, measured, and reported. Students work independently and in-group projects indoors and outdoors. *PREREQUISITE: Instructor's permission.*



294 Natural Resources Internship (14)

Requires the student to work full time in a paid or volunteer position for an agency or company that will best help the student enhance his/her technical skills and prepare the student for career employment. The student must earn all 14 credits by working 462 hours during spring quarter following completion of the second year Natural Resources courses. Students will find and choose their employers and obtain instructor approval before beginning work. Students must have suitable field clothes and equipment for internship position. *This is a pass/no credit course. PREREQUISITE: NATRS 290 and instructor's permission.*

297-299 Independent Study (1-5)

Encourages natural resources students to study and develop independently in their special interests. The student must obtain approval on his/her selected special study project from the instructor involved. *PREREQUISITE: Instructor's permission.*

Natural Science (N SCI)

100 Earth Systems Science (5)

Introduces students to the physical evidence, scientific principles, and methods of analysis necessary to understand how earth systems interact to generate and sustain the physical environment in which we live. The following earth systems will be studied: the geosphere (the rocky and metallic earth), the hydrosphere (water), and the biosphere (living things). *Offered in an on-line format only. Includes laboratory experience. PREREQUISITE: ENGL 100 and MATH 072. Satisfies math/science or lab science requirement for AA degree.*

194 Special Topics (varies) (1-5)

Non-lab science in which special subject matter is offered which is not part of the regular curriculum. Content varies from course to course. *This course is intended to transfer as math/science requirement for the AA degree. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

Nursing (NURSE)

100 Nutrition (3)

Introduces students to the fundamental nutritional concepts throughout the life span. The major focus will be upon foods included in the food pyramid, which supply the major nutrients.

101 Introduction to Computers in Nursing (1)

Introduction to the use of computers in nursing. Familiarizes students with computers and hospital computerized information systems. Students will explore a computer-based hospital information system; learn to apply the nursing process in nursing care development, and practice precise and accurate patient documentation. *PREREQUISITE: Instructor's permission.*

102 Introduction to Clinical Pharmacology (3)

Introduction to clinical drug therapy with emphasis on the knowledge and interventions needed to maximize therapeutic effects and prevent or minimize adverse effects of drugs. Major content areas include basic concepts of pharmacology, groups of therapeutic drugs, prototypes of drugs, commonly prescribed individual drugs, drug effects on body tissues, and applying the nursing process in relation to prescribed therapy regimens. *PREREQUISITE: Enrollment in Practical Nursing program or instructor's permission.*

103 Drug Therapy and the Nursing Process (2)

Additional study of clinical pharmacological principles for practice, administration of medication, and the evaluation of the patient. Emphasis is on major drug classes (cardiovascular, respiratory, gastrointestinal, central nervous system) and the application of the nursing process. *PREREQUISITE: NURSE 102 or instructor's permission.*

104 Nursing 1 Fundamentals (6)

Introduction to the health-illness continuum. Concepts of basic health and nursing process are integrated throughout each unit. *PREREQUISITE: Completion of pre-admission requirements.*

105 Community Lab 1 (4)

Taken concurrently with NURSE 104. Laboratory experience in both long term and acute care setting provides the opportunity to learn basic nursing skills including patient/client health assessment, basic hygiene and assistance with activities of daily living. *PREREQUISITE: Concurrent enrollment in NURSE 104 and instructor's permission.*





106 Nursing 2 (8)

Diseases are studied through the identification of the relationships and similarities of health problems. This information can be applied to all age groups. *PREREQUISITE: NURSE 104 and 105, or instructor's permission.*

107 Nursing 2 Community Lab 2 (8)

Community lab experience planned concurrently with NURSE 106. Local health facilities utilized. *PREREQUISITE: Concurrent enrollment in NURSE 106.*

108 Introduction to Computer Case Studies in Nursing (1)

Using a computer-based hospital information system, nursing students will search a simulated client database to locate requested information and answer questions posed in exercises, including, administration of medication, nursing care development, and documentation of nursing care. Students will gain problem-solving and organizational skills required to provide nursing care to adult and pediatric clients. *PREREQUISITE: NURSE 101 and instructor's permission.*

109 Nursing 3 Community Lab 3 (8)

Lab experience planned concurrently with NURSE 110. *PREREQUISITE: Concurrent enrollment in NURSE 110.*

110 Nursing 3 (8)

Diseases are studied through the identification of the relationships and similarities of health problems. This information can be applied to all age groups. *PREREQUISITE: NURSE 106 or instructor's permission.*

112 Nursing 4 (6)

Concepts of mental, physical and emotional health of the mother and newborn are studied. Complex health problems through the life span are studied with focus on mental illness and complex medical conditions. *PREREQUISITE: NURSE 109 and 110, or instructor's permission. Enrollment in Practical Nursing Program.*

113 Nursing 4 Community Lab 4 (6)

Lab experience planned concurrently with NURSE 112. *PREREQUISITE: NURSE 109 and 110, or instructor's permission.*

114 Principles and Practice of Intravenous Therapy (2)

Provides the novice and experienced nurse with the basic knowledge and awareness of the skills necessary to initiate and monitor intravenous therapy. Methods of instruction are both didactic and practice. *PREREQUISITE: Enrollment in*

Practical Nursing program or instructor's permission.

115 Basic CCU (2)

Provides basic anatomy/physiology of the electrical impulses of the heart. The student will learn to identify normal rhythms and dysrhythmia. *PREREQUISITE: Instructor's permission and graduate of an approved Practical Nursing program.*

116 Nursing Issues and Delivery Systems (3)

Introduces the concepts and tools to assist the nurse to remain flexible in the ever-changing nursing care scene. Provides a brief historical overview of nursing practice. Identifies trends and nursing issues of the future. *PREREQUISITE: NURSE 104 and enrollment in Practical Nursing program.*

117 Nursing Care Management and Concept Development (2)

Helps students develop strategies for better development of nursing care management. *PREREQUISITE: Enrollment in Practical Nursing program.*

118 Advanced Computer Case Study in Nursing (2)

Focuses on concepts relevant to hospital information systems combined with critical thinking and analysis in a variety of clinical simulations. The main focus will be on the use of patient case studies to support clinical decision-making. *PREREQUISITE: Enrollment in Practical Nursing program, or NURSE 101 or 108.*

119 Nursing Process Reports 1 (1)

Additional study of the nursing process focuses upon oral and written patient data reports. *PREREQUISITE: NURSE 104.*

120 Nursing Process Reports 2 (1)

Additional study of the nursing process focuses upon oral and written patient assessment and data reports. *PREREQUISITE: NURSE 104.*

121 Nursing Process Reports 3 (1)

Additional study of the nursing process focuses upon more complex oral and written patient data reports. *PREREQUISITE: NURSE 104.*

198 Independent Study (1-10)

Meets special objectives of a licensed practical nurse from other states seeking licensure in Washington state. The student is responsible for meeting with the Practical Nursing advisor and agreeing to a specific objective contract, which identifies units, credits, and learning experiences to be completed. This contract is to be filed with the Dean of Instruction, Health Science and Family Studies. *PREREQUISITE: Instructor's permission.*

Occupational Therapy (O T)

100 Introduction to Occupational Therapy (3)

The practice of occupational therapy, its history and philosophical base are introduced. Performance areas, components, contexts, the occupational therapy process, and the promotion of health are included. Ethics and professional behavior are introduced. *PREREQUISITE: Instructor's permission.*

102 Physical Dysfunction Treatment (8)

Study of anatomical, physiological and pathological factors relative to specific clinical conditions. Includes a study of basic treatment theory and techniques. Lab allows for practical experience in transfers, daily living skills, splint fabrication and patient assessment. *PREREQUISITE: AP 103 or 205, and instructor's permission.*

105 Application of Occupational Therapy 1 (2)

Students participate in supervised clinical experience with patients in a community health care facility. Includes observation, planning and implementation of patient treatments as assigned by clinical supervisor. *PREREQUISITE: Instructor's permission.*

106 Professional Advocacy Experience (1)

Students will become acquainted with therapy practitioners' responsibilities in professional activities and for promotion of occupational therapy to other professionals, consumers, third-party payers and the public. *PREREQUISITE: Instructor's permission.*

108 Psychosocial Dysfunction (5)

An understanding of techniques used to meet mental health needs within the occupational therapy setting. Includes the application of psychosocial frames of reference, clinical conditions, and the application of occupational therapy to these conditions. *PREREQUISITE: Instructor's permission.*

109 Developmental Disabilities (4)

Study of conditions that impede normal growth and development with special emphasis on cerebral palsy, mental retardation and learning disabilities. Developmentally appropriate occupational therapy treatment methods are explored with opportunity for experiential learning of patient handling techniques. *PREREQUISITE: Instructor's permission.*

110 Occupational Therapy Principles (4)

Students learn basic patient-therapist interaction, recordkeeping/ documentation, special equipment usage, daily living skills, therapeutic intervention, and medical terminology.



115 Therapeutic Activities 1 (3)

Study of techniques and assessments used in a therapeutic environment. Includes basic therapeutic craft techniques, body mechanics with video taping, hand function assessments, visual impairments, and homemaking adaptations. *PREREQUISITE: Instructor's permission.*

194 Special Topics (varies) (1-2)

Intermediate level course designed to encourage students to complete study in a special area of Occupational Therapy. Students will attend class on a regular basis to complete course project. *PREREQUISITE: Instructor's permission.*

198 Independent Study (1)

Students may participate in an in-depth study of specific areas of occupational therapy through library research, field investigation, or experience in selected activities under instructor guidance. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

202 Ethics, Values and Responsibility in Health Care (3)

Students learn through lecture/discussion and practical experiences those professional behaviors consistent with standards established by occupational therapy practice.

204 Application of Activities (5)

Advanced level course incorporates application of theories in the analysis, selection and use of activities in a therapeutic environment that addresses needs of diverse patient populations. Documentation, recordkeeping, service operations, safety and infection control responsibilities are included. *PREREQUISITE: O T 102 and 108.*

206-207 Application of Occupational Therapy 2-3 (2)

Students participate in supervised clinical experience with patients in a community health care facility. Emphasizes observation, planning and implementation of patient treatments as assigned by clinical supervisor. *PREREQUISITE: Instructor's permission.*

210 Therapeutic Adaptations (3)

An advanced course where students demonstrate previously learned technical skills as well as their knowledge of physical dysfunctions as they work with a variety of materials to design, modify and fabricate special equipment and assistive devices for the disabled. Skills need to safely work with hand and power tools are stressed. *PREREQUISITE: INDUS 101.*

211 Pre-Fieldwork Experience Seminar (2)

Prepares student for successful completion of Level 2 fieldwork with emphasis placed on further development of documentation and therapeutic intervention skills. Other topics include job search skills, service operations, and supervision issues. *PREREQUISITE: Instructor's permission.*

212 Therapeutic Activities 2 (4)

Students learn to adapt, structure, and implement socio-culturally appropriate therapeutic leisure and social activities for patients/clients in variety of community settings. Therapeutic program planning and group leadership skills are emphasized. *PREREQUISITE: Instructor's permission.*

215 Pre-Vocational Practicum (1)

Provides students with experience in instructing and supervising developmentally disabled clients in a sheltered workshop environment. Students gain experience in task analysis and application of the teaching-learning process. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

250 Fieldwork Experience 1 (12)

Fieldwork experience includes practice in one of the following areas: physical disabilities, psychological dysfunction, geriatrics, developmental disabilities, pediatrics, work hardening/pain management, or hand therapy under the supervision of a licensed occupational therapy practitioner. *PREREQUISITE: Instructor's permission.*

251 Fieldwork Experience 2 (12)

Fieldwork experience includes practice in one of the following areas: physical disabilities, psychological dysfunction, geriatrics, developmental disabilities, pediatrics, work hardening/pain management, or hand therapy under the supervision of a licensed occupational therapy practitioner. *PREREQUISITE: O T 250 and instructor's permission.*

Parent Child Education (PCE)

051-059 Parent Child Education 0-1 Year Old (2)

061-069 Parent Child Education 1-2 Years Old (2)

071-079 Parent Child Education 2-3 Years Old (2)

081-089 Parent Child Education 3-4 Years Old (2)

091-099 Parent Child Education 4-5 Years Old (2)

Through lecture, group discussion, and laboratory experience, parents will explore concepts and learn skills to improve parenting practices with children of different ages. Topics for discussion include (but are not limited to) growth and development, temperament, sleep, nutrition, and child safety. *PREREQUISITE: Instructor's permission.*

Philosophy (PHIL)

100 Introduction to Western Philosophy (5)

An introductory survey of the major issues and problems of western philosophy. Gives students a greater understanding of human experience through the examination of reality, knowledge and value. Questions posed may include: "Does God exist?", "Do we act freely?", "Is the mind distinct from the body?", "Can we ever know anything for certain?", and "What really matters?". *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

102 Contemporary Moral Problems (5)

An introductory survey of the moral problems confronting contemporary society and civilization. Helps students better understand and deal with moral problems confronting them in everyday life. Includes discussion of such topics as abortion, sexual morality, war, biochemical technology, paternalism, discrimination, and capital punishment. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

103 History Survey of Ancient Philosophy (5)

Historical introduction to the ancient philosophy of western culture. Examines the beginnings of philosophy from pre-Socratic ancient Greece up to the early Christian era. Some of the philosophers include Thales, Pythagoras, Heraclitus, Parmenides, Socrates, Plato, Aristotle, and Epicurus. Historical perspective shows the interaction between the philosophies of a particular time, their social and political life, as well as the evolution of the philosophical thought over this six hundred year period. Emphasizes how past thinkers have influenced current thought and practice. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



104 History Survey of Medieval Philosophy (5)

Historical introduction to the medieval philosophy of western culture. Looks at the period of philosophy from the early Christian era through the scholasticism of the Medieval period. Some of the philosophers include St. Augustine, St. Anselm, Averroes, St. Thomas Aquinas, Duns Scotus and William of Ockham. Historical perspective shows the interaction between the philosophies and social and political life of a particular time, as well as the evolution of philosophical thought over this thousand-year period. Emphasizes how past thinkers have influenced current thought and practice. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

105 History Survey of Modern Philosophy (5)

Historical introduction to the renaissance and contemporary philosophy of western culture. Examines the period of philosophy from the humanism of the renaissance through the natural language philosophy and existentialism of this century. Some of the philosophers include Descartes, Hobbes, Locke, Leibniz, Berkeley, Hume, Marx, Mill, James, Kierkegaard, and Wittgenstein. Historical perspective shows the interaction between the philosophies of a particular time, their social and political life, as well as the evolution of philosophical thought through this six hundred year period. Emphasizes how past thinkers have influenced current thought and practices. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

110 Social and Political Philosophy (5)

An introductory survey of fundamental social and political issues such as liberty, justice, fairness, democracy, peace and human survival. Helps students better understand and deal with issues and problems that arise in the context of social and political interaction. Sample topics include "What is a just distribution of income?", "Is majority rule the best form of government?", "Should there be limits to free speech?", and "Is one ever justified in disobeying the law?". *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

112 Ethics in the Workplace (5)

An introductory survey of the ethical issues and problems that arise in workplace, professional and organizational situations. Helps students identify and solve these problems within the framework of ethical theory. Some of the issues covered are negotiation, sexual harassment, comparable worth, whistle blowing, and the rights and responsibilities of employers and employees. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

114 Philosophical Issues in Law (5)

An introductory survey of various philosophical issues that arise in law and legal reasoning. Increases students' skills in the analysis and critical assessment of legal issues and reasoning. Philosophers of law and lawyers draw materials from actual law cases, as well as from writing. Topics include criminal responsibility, civil disobedience, abortion, reverse discrimination, and enforcement of morals. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

115 Reasoning in Everyday Life (5)

An introductory survey of the primary elements of reasoning and critical thinking. Helps students develop their thoughts in a clear, logical fashion in order to analyze and evaluate their own reasoning and that of others, and to make decisions rationally. Students learn these skills by applying them to real-life situations, such as conversations, television presentations, political speeches, editorials, and other writings on various topics. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

120 Introduction to Logic (5)

An introductory survey of the quantitative techniques used in symbolic logic, including both sentential and predicate logic. Helps students understand and apply concepts concerning logical properties and relationships. Topics include translating from a natural to an artificial symbolic language, validity of arguments, logical implication, equivalency, and consistency. *Satisfies math/science requirement for AA and AS degrees, and, under certain conditions, the quantitative component of the basic skills requirement for AA degree.*

160 Introduction to the Philosophy of Science (5)

An introductory survey of how scientific theories are justified and why they are accepted, using examples from the history of science. Helps students better understand and deal with issues relating to the kinds of explanations used in the physical and social sciences. Students will gain a deeper understanding of how these issues are central to disciplines such as biology, psychology, physics, sociology, history, geology, anthropology, and economics. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

194 Special Topics (varies) (5)

Offers special philosophical subject matter that is not part of the regular curriculum. Content varies from course to course depending on requests from students or the opportunity to present unusual topics. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to*

the variability in content, however, this course will need to be assessed individually by the transfer institution.

200 Introduction to Philosophy of Religion (5)

An introductory survey of issues encountered in the philosophy of religion. Familiarizes students with philosophical issues relating to God, the soul, faith, evil and immortality. Topics include: "Is there proof for the existence of God?", "Is there at least one good reason to believe there is a God?", "What is God's nature?", "If there is a God, how can we account for the existence of evil?", "Is revelation possible?", "Do we have souls, and if so, are these souls immortal?". *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

206 Philosophical Issues in Sex and Gender (5)

An introduction to the major philosophical issues and problems in sex and gender, including such topics as pornography, representation of men and women in the media, sexism, family, work, justice and gender, gender and politics, and men's movements. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

210 Comparative Religion (5)

An introductory survey of a variety of religions found throughout the World. Helps students understand the philosophical similarities and differences between different world religions. Topics include Christianity, Judaism, Zoroastrianism, Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Islam and American Indian religions. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

220 Introduction to Eastern Philosophy (5)

An introductory survey of the main philosophies in India, China and Japan. Helps students understand the philosophical similarities between these systems, especially as they relate to reality, value, knowledge and religion. Topics include Hinduism, Zoroastrianism, Jainism and Zen. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

240 Introduction to Ethics (5)

An introductory survey of some of the major theories concerning the nature of right and wrong and good and bad. Helps students better understand and analyze competing ethical or moral claims based on such standards as happiness, duty, human nature, theology and custom. Topics include value theory, free will and determinism, ethical absolutism, egoism, and altruism, the ethical person, and the moral community. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



299 Independent Study (5)

Encourages a student to study independently in a field of his/her special interest in philosophy. Each student meets on a tutorial basis with the instructor. *PREREQUISITE: Two courses in philosophy, a topic that some member of the department is qualified to direct and evaluate, and permission from the division chair and instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Photography (PHOTO)

101 Beginning Black and White Photography (5)

Stimulates an interest in and furthers the understanding of the techniques and principles of photography. Introduces the student to camera lenses, types of black and white film, proper film exposure, black and white film processing, and basic printmaking. *Satisfies nonfitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

102 Intermediate Black and White Photography (5)

For students who have learned the fundamentals of photography in Beginning Black and White Photography. Course concentrates on the more complex aspects of good exposure and printmaking skills while increasing photographic concepts and vision. Students have an opportunity to experiment with black and white techniques. *PREREQUISITE: PHOTO 101. Satisfies humanities fine arts/English requirement for AA and AS degrees.*

103 Advanced Black and White Photography (5)

For the student who has chosen to use photography as a form of creative expression. The art and craft of fine printmaking will be studied. Work of master photographers will be reviewed. The process of describing, interpreting, evaluating and theorizing photographs will be studied. Students will be directed toward independent personal projects. *PREREQUISITE: PHOTO 102. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

104 Digital Photography: Photoshop (5)

Introduction to the enhancement and manipulation of photographic imagery through the use of digital imaging software. Using the computer as an electronic darkroom, students will learn to control images in a minute as well as global manner. Instruction in montage, collage, image correction, 3D, motion, special effects and other digital techniques. Students will become technically and aesthetically competent with computer as a tool of visual communication in

the medium of photography. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

105 Basic Photographic Lighting (5)

Introduction to the basic elements, concepts, principals, and laws of photographic lighting. The physical properties and qualities of direct and indirect lighting will be discussed and demonstrated. Instruction in basic portrait, product and still life lighting techniques using tungsten lighting equipment. Projects will familiarize students with diverse methods in lighting for form, texture, separation and image control. *PREREQUISITE: PHOTO 101.*

106 Advanced Photographic Lighting (5)

The use of electronic flash lighting techniques and equipment in the studio is explored through specific lighting assignments in both black and white and color. Emphasis is on special applications of lighting methods for difficult objects, surfaces, shapes and portrait settings. Artificial and natural light combinations will be discussed and demonstrated. Development of lighting problem solving skills will be a strong component. *PREREQUISITE: PHOTO 105.*

204 Digital Photography 2: Portfolio (5)

Continuation and perfection of the techniques introduced in PHOTO 104. Students will become more technically and aesthetically competent with the computer as a tool of visual communication in the medium of digital photography. Students will continue and combine the uses of montage, collage and image correction into a related body of work or portfolio. *PREREQUISITE: PHOTO 104. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Physical Education (P E)

101 Physical Fitness Lab (2)

A developmental aerobic training class for men and women utilizing treadmills, stationary bicycles, stair climbers, rowing machines, cross-country ski machines, elliptical trainers, and running or walking outside. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels, and provide knowledge in safe and sound activity principles, nutrition, weight management/control, and risk factors for disease. *Satisfies fitness-related activity requirement for AA and AS degrees.*

102 Jogging (2)

A developmental jogging class for men and women. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels, and provide knowledge in safe and sound activity principles, nutrition,

weight management/control, and risk factors for disease. *Satisfies fitness-related activity requirement for AA and AS degrees.*

103 Total Physical Fitness (3)

An individualized, specialized fitness class for men and women using aerobic activity (fitness machines/jogging/interval training), anaerobic activity and weight training. Provides knowledge in safe and sound training principles, nutrition, weight management/control, and risk factors for disease. *Satisfies fitness-related activity requirement for AA and AS degrees.*

104 Bench Aerobics (2)

A developmental aerobic fitness class for men and women using bench/step aerobics. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels, and provide knowledge in safe and sound activity principles, nutrition, weight management/control, and risk factors for disease. *Satisfies fitness-related activity requirement for AA and AS degrees.*

107 Basketball (1)

A developmental basketball class for men and women focusing on the fundamentals of basketball as a lifetime leisure activity. Enables the participant to acquire and practice proper techniques and strategies associated with basketball and learn the rules governing the game. *Satisfies nonfitness-related activity requirement for AA degree.*

108 Tennis (1)

A developmental tennis class for men and women focusing on the fundamentals of tennis as a lifetime leisure activity. Enables the participant to acquire and practice proper techniques and strategies associated with tennis and learn the rules governing the game. *Satisfies nonfitness-related activity requirement for AA degree.*

109 Court Games (3)

A developmental class for men and women focusing on the fundamentals of badminton, pickleball, and volleyball as lifetime leisure activities. Enables the participant to acquire and practice proper techniques and strategies associated with badminton, pickleball, and volleyball and learn the rules governing each game. *Satisfies nonfitness-related activity requirement for AA degree.*

110 Golf (1)

A developmental golf class for men and women focusing on the fundamentals of golf as a lifetime leisure activity. Enables the participant to acquire proper techniques and strategies associated with golf and learn the rules governing the game. *Satisfies nonfitness-related activity requirement for AA degree.*



111 Aerobic Walking (2)

A developmental aerobic walking class for men and women. Students will walk on the campus track, the campus trails, and through nearby neighborhoods surrounding campus. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels, and provide knowledge in safe and sound activity principles, nutrition, weight management/control, and risk factors for disease. *Satisfies fitness-related activity requirement for AA and AS degrees.*

112 Karate (1)

Karate class for men and women focusing on the basics of traditional Shito-Ryu karate. Students will receive instruction in proper sport or self-defense etiquette, Japanese terminology, traditional Kata (form), basic self-defense techniques, basic blocks, kicks, and bag workout. *Satisfies nonfitness-related activity requirement for AA degree.*

113 Group Dynamic Activities (1)

Develops self-confidence and team-building skills through participation in a graduated series of "problem-solving" and "challenge" activities. Employs initiative activities, games, and an adventure-based obstacle course. Meets two 8-hour days. *Satisfies nonfitness-related activity requirement for AA degree.*

114 Cardio Conditioning (1)

A developmental aerobic fitness class for men and women using treadmills, stationary bicycles, stair climbers, rowing machines, cross-country ski machines, elliptical trainers, and running or walking outside. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels, and provide knowledge in safe and sound activity principles. *Satisfies nonfitness-related activity requirement for AA degree.*

115 Kickbox Aerobics (1)

A developmental aerobic fitness class for men and women using skills and techniques of kickboxing combined with music. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels and teach basic martial art skills such as punching, kicking, knee raises, and many combinations. *Satisfies nonfitness-related activity requirement for AA degree.*

116 Skiing (1)

Instruction in basic skills, strategy, and conditioning with opportunities for use in competitive situations. *Satisfies nonfitness-related activity requirement for AA degree.*

117 Badminton/Pickleball (1)

A developmental class for men and women focusing on the fundamentals of badminton and pickleball as lifetime leisure activities. Enables participants to acquire and practice proper techniques and strategies associated with badminton and pickleball and learn the rules governing both games. *Satisfies nonfitness-related activity requirement for AA degree.*

118 Volleyball (1)

A developmental volleyball class for men and women focusing on the fundamentals of volleyball as a lifetime leisure activity. Enables the participant to acquire and practice proper techniques and strategies associated with volleyball and learn the rules governing the game. *Satisfies nonfitness-related activity requirement for AA degree.*

119 Intermediate and Advanced Volleyball (1)

An intermediate/advanced class for men and women focusing on the fundamentals of volleyball as well as the intermediate/advanced skills and strategies associated with the game. Students will practice and acquire intermediate/advanced techniques and skills. *PREREQUISITE: P E 118 or instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

121 Badminton (1)

Instruction in basic skills, strategy, and conditioning with opportunities for use in competitive situations. *Satisfies nonfitness-related activity requirement for AA degree.*

122 Archery (1)

A developmental archery class for men and women focusing on the fundamentals of archery as a lifetime leisure activity. Enables the participant to acquire and practice proper techniques, strategies, and safety procedures associated with archery and gain knowledge of proper archery etiquette. *Satisfies nonfitness-related activity requirement for AA degree.*

124 Indoor Soccer (1)

A developmental indoor soccer class for men and women focusing on the fundamentals of soccer as a lifetime leisure activity. Enables the participant to acquire and practice proper techniques and strategies associated with soccer and learn the rules governing the game. Played in the main gymnasium. *Satisfies nonfitness-related activity requirement for AA degree.*

125 Soccer (1)

A developmental soccer class for men and women focusing on the fundamentals of soccer as a lifetime leisure activity. Enables the

participant to acquire and practice techniques and strategies associated with soccer and learn the rules governing the game. *Satisfies nonfitness-related activity requirement for AA degree.*

126 Bowling (1)

Instruction in basic skills, strategy, and conditioning with opportunities for use in competitive situations. *Satisfies nonfitness-related activity requirement for AA degree.*

128 Slow Pitch (1)

A developmental slow pitch softball class for men and women focusing on the fundamentals of slow pitch softball as a lifetime leisure activity. Enables the participant to acquire and practice proper techniques and strategies associated with softball and learn the rules governing the game. *Satisfies nonfitness-related activity requirement for AA degree.*

129 Pickleball (1)

Instruction in basic skills, strategy, and conditioning with opportunities for use in competitive situations. *Satisfies nonfitness-related activity requirement for AA degree.*

131 Weight Training (2)

A developmental weight training class for men and women using Nautilus and Cybex machines and free-weights. Increases muscular strength and endurance through the use of a progressive program utilizing dynamic overload principle. *Satisfies fitness-related activity requirement for AA and AS degrees.*

132 Strength Conditioning (1)

A developmental weight training class for men and women using Nautilus and Cybex machines and free-weights. Increases muscular strength and endurance through the use of a progressive program utilizing dynamic overload principle. *Satisfies nonfitness-related activity requirement for AA degree.*

136 Yoga (1)

A beginning Hatha yoga course for men and women focusing on a progressive system of relaxation, movement, and conditioning techniques. Emphasizes a non-dogmatic approach to yoga focusing on flexibility-stretching and relaxing body and mind. *Satisfies nonfitness-related activity requirement for AA degree.*

137 Body Toning (1)

A developmental fitness course for men and women of all fitness levels focusing on total body conditioning. Improves cardio respiratory endurance, body composition, flexibility, and muscular strength and endurance using hand-held weights, bands, and exercises set to music. *Satisfies nonfitness-related activity requirement for AA degree.*



138 Aerobic Dance (1)

A developmental aerobic fitness class for men and women using high and low impact aerobic techniques set to music. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels, and provide knowledge in safe and sound activity principles. *Satisfies nonfitness-related activity requirement for AA degree.*

139 Step Aerobics (1)

A developmental aerobic fitness class for men and women using bench/step aerobics set to music. Develops general endurance of the respiratory and circulatory systems, reduce or maintain body fat levels, and provide knowledge in safe and sound activity principles. *Satisfies nonfitness-related activity requirement for AA degree.*

150 Intermediate Basketball (1)

An intermediate basketball class for men and women focusing on the fundamentals as well as the intermediate skills and strategies associated with the game. Students will practice and acquire intermediate skills and techniques. *PREREQUISITE: P E 107 or instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

151 Sport Conditioning (2)

An individualized, specialized fitness class for men and women using aerobic activity (fitness machines/jogging/interval training), anaerobic activity and weight training. Provides training programs and information appropriate for conditioning before, during and after a competitive, intramural, or leisure sport season. *This is a pass/no credit course. Satisfies nonfitness-related activity requirement for AA degree.*

152 In-Sports Conditioning (2)

Sport-specific conditioning designed to meet the needs of students during their competitive season. *This is a pass/no credit course. Satisfies nonfitness-related activity requirement for AA degree.*

159 Intermediate Tennis (1)

Focuses on the fundamentals of tennis as a lifetime leisure activity as well as a competitive sport. Allows students to practice and acquire intermediate tennis skills and techniques, and advanced strategies associated with the game. *PREREQUISITE: P E 108 or instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

160 Exercise and Nutrition (3)

Focuses on cardio respiratory fitness and nutrition education using lecture and lab activities. Provides nutritional information including healthy food choices, caloric needs, vitamins, minerals, and phytochemicals, diet and disease, and weight management. Physical activity includes the use of machines in the Fitness Center-walking or running on treadmills (or outside), Stairmasters, Stepmills, rowing machines, Nordic Tracks, elliptical trainers, a Versaclimber, and bicycles. *Satisfies fitness-related activity requirement for AA and AS degrees.*

198 Independent Study-Physical Education (3)

Enables students with a basic knowledge in a discipline to pursue areas of special interest when there is no offering in the regular curriculum. *PREREQUISITE: Instructor's permission. Satisfies non fitness-related activity requirement for AA degree.*

201 Advanced Physical Fitness Lab (2)

An aerobic fitness class for men and women which allows students to continue and advance their health and fitness knowledge and their aerobic activity using treadmills, stationary bicycles, stairclimbers, rowing machines, cross-country ski machines, elliptical trainers, and running or walking outside. *PREREQUISITE: P E 101 or instructor's permission. Satisfies fitness-related activity requirement for AA degree.*

202 Physical Fitness Lab (2)

Aerobic training program for men and women designed to develop general endurance of the respiratory and circulatory systems. *PREREQUISITE: P E 201 or instructor's permission.*

203 Physical Fitness Lab (2)

An aerobic fitness class for men and women which allows students to continue and advance their health and fitness knowledge and their aerobic activity using treadmills, stationary bicycles, stairclimbers, rowing machines, cross-country ski machines, elliptical trainers, and running or walking outside. *PREREQUISITE: P E 202 or instructor's permission. Satisfies fitness-related activity distribution requirement for AA degree.*

207 Advanced Basketball (1)

Focuses on the fundamentals of basketball as a lifetime leisure activity as well as a competitive sport. Enables students to continue to practice proper techniques and strategies associated with basketball, learn the rules governing the game, and focus on advanced technical skills. *PREREQUISITE: P E 150 or instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

210 Intermediate Golf (1)

An intermediate golf class for men and women focusing on the fundamentals as well as the intermediate skills and strategies associated with the game. Students will practice and acquire intermediate skills and techniques. *PREREQUISITE: P E 110 or instructor's permission. Satisfies non-fitness related activity requirement for AA degree.*

211 Advanced Tennis (1)

Focuses on the fundamentals of tennis as a lifetime leisure activity as well as a competitive sport. Enables students to continue to practice proper techniques and strategies associated with tennis, learn the rules governing the game, and focus on advanced technical skills. *PREREQUISITE: P E 108 or instructor's permission. Satisfies nonfitness-related activity requirement for AA degree.*

212 Advanced Jogging (2)

A jogging class for men and women that allows students to continue to advance their health and fitness knowledge and jogging technique. Students jog on the track, campus trails, and on nearby roads. *PREREQUISITE: P E 102. Satisfies nonfitness-related activity requirement for AA degree.*

215 Advanced Aerobic Walking (2)

An aerobic walking class for men and women that allows students to continue to advance their health and fitness knowledge and walking technique. Students walk on the track, campus trails, and on nearby roads. *PREREQUISITE: P E 111. Satisfies nonfitness-related active requirement for AA degree.*

224 Advanced Soccer (1)

Focuses on the fundamentals of soccer as a lifetime leisure activity as well as a competitive sport. Enables students to continue to practice proper techniques and strategies associated with soccer, learn the rules governing the game, and focus on advanced technical skills. *PREREQUISITE: Instructor's permission. Satisfies non-fitness related activity requirement for AA degree.*

231 Advanced Weight Training (2)

A weight-training course for men and women that allows students to continue and advance their health and fitness knowledge and their muscular strength and endurance through the use of a progressive program utilizing dynamic overload principle. Students will use Nautilus and Cybex machines and free weights. *PREREQUISITE: P E 131 or instructor's permission. Satisfies fitness-related activity requirement for AA degree.*



251 Advanced Sports Conditioning (2)

An advanced, individualized fitness class for men and women using aerobic activity (fitness machines/jogging/interval training), anaerobic activity, and weight training. Allow students to continue training and gain information appropriate for sport-specific conditioning. *PREREQUISITE: P E 151. Satisfies non-fitness related activity requirement for AA degree.*

253 Advanced Total Physical Fitness (3)

An advanced individualized fitness class for men and women using aerobic activity (fitness machines/jogging/interval training), anaerobic activity, and weight training. Allow students to continue and improve their fitness program and learn advanced fitness and wellness concepts. *This is a pass/no credit course. PREREQUISITE: P E 103. Satisfies fitness-related activity requirement for AA degree.*

298 Independent Study (1-3)

Enables students with basic knowledge in a discipline to pursue areas of special interest when there is no offering in the regular curriculum. *PREREQUISITE: Instructor's permission.*

Physical Therapy (P T)

101 Introduction to Physical Therapy (3)

An introduction to physical therapy emphasizing the role and practice of the health practitioners, documentation, ethics, standards of practice and the law. The history and organization of the profession will also be covered. *PREREQUISITE: Instructor's permission.*

102 Therapeutic Interaction in Health Care (2)

An exploration of the skills, behaviors, and attitudes necessary for effective patient-practitioner interaction, peer interaction and team participation. *PREREQUISITE: Instructor's permission.*

105 Patient Care Skills (3)

Introduction to patient care including medical terminology, vital signs, universal precautions/aseptic technique, body mechanics, assisted ambulation and transfers, patient positioning and draping, passive range of motion and handling techniques/therapeutic touch. *PREREQUISITE: Instructor's permission.*

110 Principles of Physical Therapy Agents 1 (2)

Introduction of external compression and bandaging; length, girth, volumetric measure; thermotherapy including superficial heat, cryotherapy and paraffin; hydrotherapy; wound care and assessment; massage; and pulmonary hygiene. *PREREQUISITE: P T 105 and concurrent enrollment in P T 110L.*

110L Principles of Physical Therapy Agents 1 Lab (3)

The practice of external compression and bandaging; length, girth, and volumetric measure; thermotherapy including superficial heat, cryotherapy and paraffin; hydrotherapy; wound care and assessment; massage; and pulmonary. *PREREQUISITE: Concurrent enrollment in P T 110.*

111 Principles of Physical Therapy Agents 2 (3)

Study of physical therapy agents including ultrasound, phnophoresis and iontophoresis, EM radiation, electrotherapy, biofeedback, and cervical and lumbar traction. *PREREQUISITE: P T 110 and concurrent enrollment in P T 111L.*

111L Principles of Physical Therapy Agents 2 Lab (3)

Practical application of PT agents including ultrasound, phonophoresis and iontophoresis, EM radiation, electrotherapy, biofeedback, and cervical and lumbar traction. *PREREQUISITE: Concurrent enrollment in P T 111.*

112 Physical Restoration (2)

The study and practice of functional training techniques used in treatment of the physically disabled. Includes wheelchair selection, fitting, and use; functional activities training; balance training; developmental activities; environmental barriers and modifications; and data gathering procedures for determining functional levels, environmental barriers and balance status. *PREREQUISITE: H SCI 101.*

113 Posture and Movement (3)

The study of the principles and assessment of posture, the mechanics and assessment of typical and atypical gait, and the function of prostheses and orthoses. *PREREQUISITE: H SCI 102 and concurrent enrollment in P T 113L.*

113L Posture and Movement Lab (1)

Provides laboratory experiences related to the assessment of posture and gait and the function of prostheses and orthoses. *PREREQUISITE: Concurrent enrollment in P T 113.*

114 Tests and Measurements (2)

The study and practice of tests and measurements used to gather data about muscle strength, range of motion and flexibility, skin and sensation, and balance and coordination. *PREREQUISITE: H SCI 102.*

151 Clinical Preparation (1)

Preparation for clinical experience-the opportunity to discuss what might be observed in clinic, ask questions about clinics, discuss issues such as boundaries and sexual harassment, and continue developing documentation skills. *This is a pass/no credit course. PREREQUISITE: P T 110.*

199 Independent Study (1-6)

Qualified students may participate in specific aspects of curriculum instruction, in field investigation or experience in practical application under supervision in selected specialty areas. *May be repeated for a maximum of 12 credits. PREREQUISITE: Instructor's permission.*

201 Issues in Health Care (3)

A study of the relationship of medical, legal and socioeconomic issues to the practice of physical therapy. Discussions will relate topics in health care to physical therapist assistant practice and explore management concerns and fiscal issues in physical therapy. Guest speakers may present relevant topics. *PREREQUISITE: P T 251.*

210 Therapeutic Exercise (3)

Instruction in the theory and principles of therapeutic exercise and selected kinesiological and neurologic principles related to therapeutic exercise. *PREREQUISITE: P T 114 and concurrent enrollment in P T 210L.*

210L Therapeutic Exercise Lab (2)

The practice and application of therapeutic exercise techniques including strengthening, stretching, range of motion and PNF (Proprioceptive Neuromuscular Facilitation). *PREREQUISITE: Concurrent enrollment in PT 210.*

211 Advanced Rehab Procedures (4)

Focuses on theory and application of physical therapy techniques to the treatment of specific disabilities primarily of neurologic origin. *PREREQUISITE: P T 210 and concurrent enrollment in P T 211L.*

211L Advanced Rehab Procedures Lab (2)

Practice of techniques studied in P T 211. *PREREQUISITE: Concurrent enrollment in P T 211.*



212 Selected Exercise Procedures (1)

Study of selected conditions and the specific exercise protocols for the treatment of those conditions. *PREREQUISITE: P T 210 and concurrent enrollment in P T 212L.*

212L Selected Exercise Procedures Lab (1)

Study of selected conditions and the specific exercise protocols for the treatment of those conditions. *PREREQUISITE: P T 210. Concurrent enrollment in P T 212.*

213 Orthopedic Therapy (3)

The study of therapeutic exercise, manual techniques, principles of tissue healing, orthopedic pathology and common diagnostic procedures in relationship to orthopedic conditions encountered in the practice of physical therapy. *PREREQUISITE: P T 210 and concurrent enrollment in PT 213L.*

213L Orthopedic Therapy Lab (2)

The application of therapeutic exercise, manual techniques and principles of tissue healing in relationship to orthopedic conditions encountered in the practice of physical therapy. *PREREQUISITE: Concurrent enrollment in P T 213.*

251 Clinical Experience 1 (2)

Supervised clinical experience to familiarize the student with a clinical setting in which physical therapy is practiced. Observation and experience in physical therapy departments affiliated with the college. Clinical discussion group will focus on patient progress reports, both oral and written; interpersonal communication skills; and effective problem solving. *PREREQUISITE: P T 151.*

252 Clinical Experience 2 (2)

Supervised clinical experience in physical therapy departments affiliated with the college. Clinical discussion group will focus on patient progress reports, both oral and written; interpersonal communication skills; effective problem solving; and resumes, cover letters and interviewing skills. *PREREQUISITE: P T 251.*

253 Clinical Affiliation (12)

Internship requiring practical performance and application of physical therapy procedures and techniques under supervision in selected clinical settings. *This is a pass/no credit course. PREREQUISITE: P T 252*

270 Survey of Pathophysiology (5)

An exploration of the disease process and its effects on rehabilitation. Includes general pathology and description of specific diseases, medications, lab values, and diagnostic tests. *PREREQUISITE: H SCI 102.*

Physics (PHYS)

101 Concepts of our Physical World (5)

For the student with no previous experience in physics or other physical science courses and even an apprehension toward science and math. Topics such as light, sound, electricity, motion, etc. are used to develop underlying principles that describe some of our physical universe. Conceptual reasoning is stressed while mathematics is limited to arithmetic reasoning. A hands-on approach to instruction is used to more easily gain insight to the concepts being studied. *Satisfies math/science or lab science requirement for AA degree.*

110 Introduction to College Physics (5)

For students in technical and transfer programs. Goals are to further develop an understanding of basic concepts of physics and analytical and problem-solving skills. The laboratory is an integral component of the course. Newton's Laws form the framework within which ideas of motion, forces, momentum and energy are studied. *PREREQUISITE: MATH 097, 117T or 1 1/2 years of high school algebra. Satisfies math science or lab science requirement for AA and AS degrees.*

111 College Physics 2 (5)

A continuation of the goals of PHYS 110. Concepts involving thermal properties of matter, and electricity and magnetism will be the basis for the course. Properties of fluids are studied as time permits. *PREREQUISITE: MATH 097, 117T or 1 1/2 years of high school algebra, and PHYS 110. Satisfies math/science or lab science requirement for AA and AS degrees.*

112 College Physics 3 (5)

A continuation of the goals of PHYS 110. Concepts associated with wave phenomena and atomic physics will be explored. Sound, light (including lasers) and mechanical vibrations will be used as examples of waves. *PREREQUISITE: MATH 097, 117T or 1 1/2 years of high school algebra; and PHYS 110. Satisfies math/science or lab science requirement for AA and AS degrees.*

201 Physics/Science-Engineer (1-5)

Detailed study of the basic laws of physics. Emphasizes the evolution of ideas from experimental observation to mathematical models. A comprehensive investigation of Newtonian particle dynamics is completed. Laboratory is an integral part of the course. *PREREQUISITE: High school physics or equivalent; or MATH 124 or concurrent enrollment. Satisfies math/science or lab science requirement for AA and AS degrees.*

202 Physics/Science-Engineer (5)

Detailed study of the basic laws of electromagnetic theory. Ideas are developed from experimental observation to a mathematics model. Laboratory is an integral part of the course. *PREREQUISITE: MATH 125 or concurrent enrollment in MATH 125 and PHYS 201. Satisfies math/science or lab science requirement for AA and AS degrees.*

203 Physics/Science-Engineer (5)

Study of classical wave properties with applications to mechanical and electrical systems, sound and light. Atomic physics is also studied. *PREREQUISITE: MATH 125 and PHYS 202. Satisfies math/science or lab science requirement for AA and AS degrees.*

208 Electric and Magnetic Fields (2)

Introduction to the quantitative laws of electricity and magnetism including principles of electromagnets, electric generators, and electromagnetic waves. *PREREQUISITE: MATH 125 or PHYS 202. Satisfies math/science requirement for AA and AS degrees.*

221 Modern Physics (3)

Fourth quarter of the general physics sequence for science and engineering students. This could serve as a terminal course for non-physics majors and also give the student a good conceptual background for the study of quantum mechanics. Emphasis is on a thorough study of phenomena that cannot be explained with ideas from classical physics. *PREREQUISITE: PHYS 112 or 203 or concurrent enrollment. Satisfies math/science requirement for AA and AS degrees.*

298 Independent Study (1-5)

The student can contract with an instructor to complete a study of topics not a part of the regular class. Topics must be in physics or related fields. *PREREQUISITE: One year of physics and instructor's permission. Satisfies math/science requirement for AA and AS degrees.*

Political Science (P SCI)

090 Basic Political Science (3)

Introduction to the field of political science. Includes brief treatments of political philosophy, historic development of political thought, use of political parties, major "isms" (communism, fascism, etc.) and basic concepts of international relations. *For general studies and high school completion.*



100 Introduction to Political Science (5)

An introduction to the discipline of political science and to politics itself. Students explore and analyze political philosophies, political ideologies, the historical development of political thought, democracy, authoritarianism, and the major "isms" (liberalism, conservatism, capitalism, socialism, communism, and fascism). Explores the kinds of governmental structures that are associated with each of the ideologies. Students will begin to assess how well each ideology has dealt with the social, economic, and political problems of the world, in the past and present. Further, students will explore and analyze why and under what conditions people choose any ideology over others. *Satisfies social science requirement for AA and AS degrees.*

194 Special Topics (varies) (5)

An in-depth study of specific topics in political science or direct involvement in a politically oriented project. May be in a seminar format or be research focus. Student may be involved in selecting projects and research topics. *PREREQUISITE: Instructor's permission required for individual researcher projects. This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content however, this course will need to be assessed individually by the transfer institution.*

201 Comparative Politics and Religion (5)

A comparative analysis of the varied politics and governing systems around the globe, including democratic and non-democratic systems, capitalist and socialist systems. Selected countries from regions around the world will be given special attention. Political issues and problems are explored and analyzed in their historical, economic, and cultural contexts. *Satisfies social science requirement for AA and AS degrees.*

202 Introduction to United States Government and Politics (5)

Introduces students to the American political system — its origins, institutions, and operations. Students analyze and understand politics, power, and resulting policy. Examines formal and informal institutions of government, conventional and unconventional means of citizen participation, and political outcomes. Explores the strengths and weaknesses of various interpretations of American democracy. *Satisfies social science requirement for AA and AS degrees.*

203 International Relations (5)

Introduces students to major theoretical approaches in field of international relations. Explores nations and nationalism, the nature of the interstate system, and power. Includes topics such as diplomacy, trade, economic sanctions, increasing technological and economic globalization, international law, international political economy, labor, the environment, and war. *Satisfies social science requirement for AA and AS degrees*



204 State and Local Government (5)

Explores and analyzes histories, structures, processes, policies, administration, and politics of state and local governments. Washington state receives close attention. Explores interest groups, lobbying, campaign finance, electoral politics, policy development and implementation, legislatures, executives, judiciary systems, ballot measures, political personalities, and inter-governmental relations. Students engage current political issues. *Satisfies social science requirement for AA and AS degrees.*

205 Political Ideologies of Germany (5)

Examines Democracy, Nazism, and Communism in the context of 20th century German experience. A careful examination of these three political theories and how each affected the institutions and policies of Germany during this century. *Satisfies social science requirement for AA and AS degrees.*

298 Independent Study (5)

Enables students to individually pursue special interests or opportunities to study in Political Science under guidance of an instructor. *PREREQUISITE: P SCI 100 or 202 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Psychology (PSYCH)

100 General Psychology (5)

Provides an overview of the scientific study of behavior and mental processes in humans and animals. Focuses on the presentation of various scientific theories and supporting research that currently guide the understanding of various aspects of human behavior such as learning, sensation, perception, motivation, memory, emotion, personality, development, abnormal behavior, psychotherapy, and group behavior. *Satisfies social science requirement for AA and AS degrees.*

175 Human Sexuality (5)

Explores the physiological, social and psychological aspects of sexuality. Major theoretical constructs and empirical data regarding sexuality will be studied. Topics to be covered may include research techniques, sexual anatomy and physiology, sexual response, sexual behavior, orientation, relationships, love, sexual communication, sexual dysfunctions, deviations and treatment. *Cross-listed with BEHSC and HL ED 175. PREREQUISITE: PSYCH 100 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

201 Personality (5)

Presents an overview of various approaches to personality and their implications for healthy psychological adjustment to the demands of living. The approaches may include biological, psychodynamic, trait, behavioral, humanistic and cognitive perspectives of personality. Core concepts utilized by each perspective as well as the assessment techniques generated by and utilized by that perspective are presented. *PREREQUISITE: PSYCH 100 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

209 Fundamentals of Psychological Research (5)

Introduction to psychological research. Topics include interpretation of research, research problems and designs, scientific writing, ethics, and literature review techniques. *PREREQUISITE: PSYCH 100 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

210 Developmental Psychology (5)

Covers various theories and supporting research designed to explain psychological development from conception through old age. Topics may include physiological development, emotional development, personality and social development, cognitive development, and aging and death. *PREREQUISITE: PSYCH 100 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

220 Fundamentals of Physical Psychology (5)

Basic introduction to physiological psychology and the neural mechanisms of behavior. Topics covered may include how neurons and neurotransmitters function, the anatomical overview of the nervous system, how sensory systems and motor systems function, the neural mechanisms of motivated behavior, emotion, learning, memory, sleep and psychological disorders. *PREREQUISITE: PSYCH 100 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

250 Abnormal Psychology (5)

Covers the diagnosis, causes, and treatment of abnormal behavior. Topics may include defining abnormality, the history of abnormality, and differing theoretical models used to explain the cause of abnormality and the supporting research. Disorders such as depression, anxiety, schizophrenia, anorexia nervosa, and multiple personality disorder may be reviewed. *PREREQUISITE: PSYCH 100 or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

298 Independent Study (5)

Permits students to pursue a special field of interest under the guidance of an instructor. *PREREQUISITE: PSCYH 100 and instructor's permission. Satisfies social science requirement for AA and AS degrees.*

299 Independent Study (5)

Continuation of the project started in PSYCH 298, or a second project. *PREREQUISITE: PSYCH 298 and instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Reading (READ)

094 Reading Improvement (5)

For students who wish to develop their reading skills for college, work, and pleasure. To improve reading comprehension, emphasis will be placed on the identification of main ideas, relevant details, and organizational patterns. Vocabulary development, reading rate, and flexibility will also be addressed.

104 Reading Mastery (5)

Emphasizes the development of the critical reading and thinking skills (analysis, synthesis, and evaluation) needed for courses in the humanities, social sciences, and sciences. Vocabulary development and the improvement of reading speed while maintaining comprehension are also components of this course. *PREREQUISITE: Appropriate placement score or permission of READ 094 instructor.*

Social Science (S SCI)

177-179 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

194 Special Topics (varies) (5)

Focuses on a variety of current or long-range problems. Opportunities are provided for students to discuss issues in depth with instructors and specialists. Media courses may be organized. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*



200 Introduction to Law (5)

Introduces the legal system through an examination of several substantive areas that will be of interest to both business and non-business students. Covers constitutional law, contracts, torts, product liability, and criminal law. Uses business environment perspective, but also considers general social context within which these laws have emerged. Discusses structure of American legal system and investigates sources of law for that system. *Cross-listed with B A 200. Satisfies social science requirement for AA and AS degrees.*

**215 Northwest Coast Indians:
The Nuu-Chah-Nulth (5)**

The Nuu-Chah-Nulth Peoples of the northwest coast will be studied as they are known from historical, ethnographic and informant sources. A field course in conjunction with the Clayoquot Sound Summer Program. *Cross-listed with AMES 215, and ANTHR 215. PREREQUISITE: Instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Sociology (SOC)

110 Survey of Sociology (5)

Sociology is the scientific study of life in groups. The basic premise of the discipline is that human interaction and social relationships shape and influence our individual behavior in obvious and not so obvious ways. *Satisfies social science requirement for AA and AS degrees.*

194 Special Topics (varies) (1-5)

Focuses on one special topic in the current realm of social concern issues. May be repeated when a different topic is presented. Topics may include: social movements, such as the Consciousness Movement, the rise of religious cults, violence in the media, aging in America, new social and political power, youth in transition. *This course is intended to transfer as a social science requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

201 Social Problems (5)

Introduction to the sociology of social problems; reasons and possible remedies for social problems such as crime, delinquency, mental illness, addiction, alcoholism, unemployment, suicide, family dissolution, and others. *Satisfies social science requirement for AA and AS degrees.*

215 Criminology (5)

This broad survey course introduces students to the academic discipline devoted to the development of reliable information about the causes of crime, trends and patterns. Students will apply sociological, psychological and criminological theories to study deviant behavior, crime and delinquency. *Cross-listed with CRJ 215. Satisfies social science requirement for AA and AS degrees.*

220 Sex and Gender in Society (5)

Interdisciplinary survey of the causes and consequences of sex and gender roles that focuses primarily, but not exclusively, on American society. Both similarities and differences between the sexes are examined from historical, biological, psychological, anthropological, and sociological perspectives. Specific topics include sex role socialization, sexuality, family and work, media images, feminism, domestic violence, health and legal aspects of sex roles. *Satisfies social science requirement for AA and AS degrees.*

245 Juvenile Delinquency (5)

This broad survey course examines the history of the juvenile justice system, environmental influences on delinquency, theories of delinquency, controlling delinquency and current trends in juvenile crime. The rationale behind the juvenile system will be examined as well as the juvenile courts. Various theories of crime causation including, but not limited to, sociological, psychological and criminological theories will be analyzed. *Cross-listed with CRJ 245. Satisfies social science requirement for AA and AS degrees.*

260 Crime and Justice (5)

Study of the extent and causes of crime and a survey of the criminal justice system including the police, the courts and corrections. Attention is also given to juvenile delinquency, gun control, capital punishment and violence against women. *Satisfies social science requirement for AA and AS degrees.*

298-299 Independent Study (5)

Enables students to individually pursue special interests or opportunities to study in sociology under guidance of an instructor. *PREREQUISITE: SOC 110, at least one 200-level sociology course, or instructor's permission. Satisfies social science requirement for AA and AS degrees.*

Spanish (SPAN)

090 Spanish for the Traveler (3)

A practical class for beginners (tourists, business travelers, and those learning for their own enjoyment) who have very little or no background in the language. Covers basic vocabulary, conversation, pronunciation, and frequently used expressions. Includes practice in speaking and understanding the language of everyday life with some information on the area's culture, customs, and money system. *RESTRICTED: Not open to students with more than one year of high school Spanish or one quarter of college transfer level Spanish.*

101 Elementary Spanish (5)

Begins the systematic study of Spanish with an emphasis on speaking and listening, basic grammar, vocabulary, reading, writing, and conversation practice. Practice with lab materials required. This class together with SPAN 102 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: No previous background in Spanish, or no more than one year of high school Spanish, or no more than two years of high school Spanish with a "C" average or less. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

102 Elementary Spanish (5)

Systematic study of Spanish using the four basic skills of listening, speaking, reading and writing. Practice with lab materials required. This class together with SPAN 101 meets the University of Washington foreign language entrance requirement. *PREREQUISITE: SPAN 101 or two years of high school Spanish with a "B" or better or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

103 Elementary Spanish (5)

Completion of basic grammar system—grammar, vocabulary, reading, writing, and conversation. Practice with lab materials required. Fulfills University of Washington College of Arts and Sciences graduation requirement. *PREREQUISITE: SPAN 102 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

110 Spanish Oral Practice (2)

Oral discussion of current events, cultural topics and subjects of particular interest to the class. Evaluation is based on individual achievement. *PREREQUISITE: SPAN 101, or one year of high school Spanish or equivalent. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



115 Hispanic Activities (1)

Allow students to participate in such elements of Spanish culture as music, visual arts, cuisine, sports and games, and holiday celebrations. Knowledge of Spanish is not necessary. Class meets once a week and students are required to participate in independent activities. *Satisfies nonfitness-related activity requirement for AA degree; and humanities/fine arts/English requirement for AA and AS degrees.*

194 Spanish: Special Studies (1-5)

For a field course experience in which students improve their conversational Spanish within a cultural framework. Content varies each time the course is offered. Includes actual practice in the language. *PREREQUISITE: SPAN 101 and 102 or instructor's permission. This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by the transfer institution.*

201 Intermediate Spanish (5)

Systematic review of Spanish grammar. Intensive practice in listening, speaking, reading, and writing, with special emphasis on reading and writing. Oral practice through drills and discussion of selected pieces of Spanish written materials. *PREREQUISITE: SPAN 103 or placement by language instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

202 Intermediate Spanish (5)

Systematic review of Spanish grammar. Intensive practice in listening, speaking, reading and writing, with special emphasis on reading and writing. Oral practice through drills and discussion of selected pieces of Spanish written materials. *PREREQUISITE: SPAN 201 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

203 Intermediate Spanish (5)

Continuation of SPAN 202. *PREREQUISITE: SPAN 202 or instructor's permission. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

299 Independent Study (5)

Encourages a student to study independently in a field of his/her special interest in Spanish. Each student meets on a tutorial basis with his/her instructor. Course content to be decided in conferences between student and instructor. *PREREQUISITE: SPAN 202 or equivalent and permission of division chair and instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Special Studies (SP ST)

177-179 Special Studies Work Experience (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *PREREQUISITE: Instructor's permission.*

Speech (SPCH)

100 Basic Speech Communication (5)

Beginning course in the fundamentals of speech communication emphasizing understanding of, preparation for, and experience in the speech communication process. Students examine interpersonal variables that affect communication, compose and deliver speeches, and evaluate student presentations. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

110 Interpersonal Communication (1-5)

For students who wish to gain greater insight into the process of speech communication in order to better understand and control their own communication behavior and thus cope more effectively in their interpersonal relationships. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

194 Special Studies (varies) (1-5)

Content of course varies each time it is offered. May include such studies as non-verbal communication, communication for women in management, or other topics relating to oral communication if need or interest is expressed. *This course is intended to transfer as a humanities/fine arts/English requirement for the AA and AS degrees. Due to the variability in content, however, this course will need to be assessed individually by your transfer institution.*

212 Persuasion and Propaganda (5)

An exploration of both the art and science of persuasion and propaganda campaigns through the critical analysis of a series of historical case studies. Focuses on how the rhetorical choices and actions of the persuader and the receivers' attitudes and behaviors are both influenced by the historical, political and cultural elements of a particular situation. Specifically designed to enhance one's ability to evaluate and construct persuasive messages and symbolic actions. *Satisfies humanities/ fine arts/ English requirement for AA and AS degrees.*

215 Critical Analysis of Media (5)

As the media take a more significant role in our lives, it becomes increasingly important to understand the role and the effects the media have on our daily lives and us. Examines basic theories of media analysis and effects. Some of the specific media effects this class will examine include stereotypes, persuasive messages, violent and sexual imagery. Applies those theories to a variety of media forms including movies, television, radio, and print for a better understanding of the specific effects these media have. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

225 Intermediate Public Speaking (5)

For the student seeking additional public speaking experience. Emphasizes choice and organization of material, sound reasoning, audience analysis and delivery. Includes frequent speeches in class. *PREREQUISITE: SPCH 100. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

234 Small Group Leadership (5)

Critical analysis of leadership in committees and conferences with emphasis on the development of speech effectiveness in working with others. Leaders will gain practical experience in organizing a meeting, in developing strategies for involvement, in handling the language of leadership, in handling conflict, and in building group consensus. *Satisfies humanities/fine arts/ English requirement for AA and AS degrees.*

235 Small Group Discussion (5)

An exploration of the dynamics of discussions including the effects of physical and psychological conditions as they relate to the special concerns of functional leadership and the problems encountered in organizing, researching, and developing the group problem-solving process. Frequent discussions will provide numerous opportunities to test and apply the principles learned. *Satisfies humanities/fine arts/ English requirement for AA and AS degrees.*

238 Communication Across Cultures (5)

Looks at communication across cultures on both the interpersonal and intergroup levels. Investigates the components of culture that work to effect the communication of members in and across cultures. Different aspects of the communication process as they relate to intercultural communication will be examined, including perception, language, nonverbal communication, etc. An overview of prevalent theories and practical applications will be considered. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*



245 Argumentation (5)

Introduction and exploration of the basic theories and practices of argumentation. Different types of arguments and tools, both theoretical and practical, needed to analyze, understand, and construct them will be developed. Through a variety of in-class projects, students will develop the skills necessary to test and apply the theoretical and practical aspects of argumentation. Focuses on the oral presentation of arguments. Written work will be used to support and provide context for the oral argumentation practiced in class. *Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

299 Independent Study (1-5)

Encourages a student to study independently in a field of his/her special interest in speech. *PREREQUISITE: Two courses in speech, a topic that some member of the department is qualified to direct and evaluate, and permission from the division chair and instructor. Satisfies humanities/fine arts/English requirement for AA and AS degrees.*

Study Skills (ST SK)

101 Study Skills in Social Science (3)

For students concurrently enrolled in a social science class. Learning strategies and techniques that lead to successful completion of a social science course are covered. Emphasis is on effective textbook reading, lecture note taking, time management, test preparation, and memory improvement. Participation in Internet-based discussion groups and library research may also be covered. *PREREQUISITE: Eligible for READ 104 or concurrent enrollment in READ 094.*

105 Orientation to College (1)

Holds the key to a successful experience at GRCC. Introduces first year students, though not restricted to them, to valuable information about personal services, unique programs, and stimulating resources offered at GRCC. *This is a pass/no credit course.*

110 College Success Strategies (5)

Emphasizes development of necessary skills for successful completion of college courses in the humanities, social sciences, and sciences. Provides techniques and strategies to improve time management, memory, note-taking, textbook reading techniques, outlining, mapping, learning styles, use of library, test preparation, and test taking. Focuses on how individuals become independent learners and develop critical thinking skills. *PREREQUISITE: Eligible for READ 104 or concurrent enrollment in READ 094.*

180 Peer Tutors (1-4)

Trains students to be peer tutors. Peer tutors assist at the various tutorial centers on campus. Beneficial for students preparing for careers in education, counseling, or personnel training. Students wishing to take this course need appropriate college level skills in areas to be tutored. *PREREQUISITE: Instructor's permission.*



Technology (TECH)

100 Careers in the New Millennium (2)
Lectures, discussions and outside activities investigating career development opportunities to assist adult learners make transitions into professional/technical careers and college life. Designed and scheduled in a modular format. *This is a pass/no credit course. Satisfies nonfitness-related activity requirement for the AA degree.*

Wastewater Technology (WWT)

177 Wastewater Cooperative Education (1-12)
Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

180 Wastewater Collection (3)
Composition and sources of wastewater; purposes of wastewater collection systems; wastewater collection system components including preliminary treatment, piping systems and lift stations; wastewater collection system operation and maintenance including inspecting, testing, and cleaning; normal and abnormal operating conditions.

185 Wastewater Treatment 1 (3)
Purpose, operation and maintenance of wastewater treatment plant liquids processes including preliminary treatment, primary treatment, activated sludge, trickling filters and rotating biological contractors, biological nutrient removal processes and natural biological processes will be covered. Regulations affecting operation and maintenance of wastewater treatment systems will also be included. *PREREQUISITE: MATH 072, 097 or eligible for MATH 097; and ENGL 081, 100, 102 or 110 or eligible for ENGL 100.*

186 Wastewater Treatment 2 (3)
Purpose, operation and maintenance of wastewater treatment plant solids processes including thickening, anaerobic digestion, aerobic digestion, additional stabilization methods, and dewatering. *PREREQUISITE: WWT 185.*

188 Wastewater Laboratory (2)
Theory, performance, and interpretation of basic wastewater laboratory procedures used to assess water quality. Topics include safety, total solids, dissolved oxygen, biochemical oxygen demand, pH, fecal coliform, and chlorine residual.

199 Independent Study (1-5)
Permits students to investigate an area of interest in the wastewater technology field with the guidance of an instructor using a learning contract. *PREREQUISITE: Instructor's permission.*

Water Supply Technology (WST)

177 Water Cooperative Education (1-12)
Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *This is a pass/no credit course. PREREQUISITE: Instructor's permission.*

180 Water Distribution (3)
Components of a water distribution system, operation and maintenance procedures for a water distribution system and normal and abnormal conditions in water distribution systems. *PREREQUISITE: ENGL 081, 100, 102 or ENGL 110 or eligible for ENGL 100.*

183 Water Sources (1)
Basic information related to water sources used for public drinking water systems. Includes water supply hydrology, groundwater sources, surface water sources and water source protection. *PREREQUISITE: ENGL 081, 100, 102, 110 or eligible for ENGL 100.*

184 Water Regulations (2)
An overview of federal and state drinking water regulations including a brief history and the structure of the Safe Drinking Water Act. Current drinking water regulations will be reviewed. Water quality parameters addressed in drinking water regulations will be identified. Operator certification will also be covered. *PREREQUISITE: ENGL 081, 100, 102, 110 or eligible for ENGL 100.*

185 Water Treatment 1 (3)
Public drinking water treatment processes, theory, operation and maintenance. Processes addressed include preliminary treatment, coagulation, flocculation, sedimentation and filtration. *PREREQUISITE: MATH 072, 097 or eligible for MATH 097; and ENGL 081, 100, 102, 110 or eligible for ENGL 100.*

186 Water Treatment 2 (3)
A continuation of WST 185, Water Treatment 1. Processes addressed include fluoridation; control of corrosion and scaling; iron and manganese control; lime softening; ion exchange processes; absorption; aeration and membrane processes. *PREREQUISITE: WST 185.*

188 Water Laboratory (2)
Theory, performance, and interpretation of basic water laboratory procedures used to assess water quality. Topics include safety, sampling, alkalinity, hardness, pH, coliform, jar testing, turbidity, chlorine residual, and advanced water-testing procedures.

199 Independent Study (1-5)
Permits students to investigate an area of interest in the water supply technology field with the guidance of an instructor using a learning contract. *PREREQUISITE: Instructor's permission.*

Water Technology (WTECH)

181 Water Hydraulics (3)
General principles of water hydraulics and how they relate to the operation of water distribution systems, wastewater collection systems, and water and wastewater treatment facilities. Includes a basic algebra review, density, specific gravity, pressure, force, piezometric surfaces, hydraulic grade lines, head, head loss, instantaneous flow rates, flow continuity, open channel flow measurement, pump horsepower, pump efficiency, pump cost and pump curve interpretation. *PREREQUISITE: MATH 072, 097, or eligible for MATH 097.*

182 Pumps and Pumping System (3)
Pumps and pump piping systems found in water supply and wastewater facilities. Common types of pumps will be identified. Operational theory, application, maintenance and troubleshooting of centrifugal pumps will be emphasized. Piping systems for common pumping applications will also be discussed.

183 Utility Worker Safety (3)
Safety concerns for water and wastewater utilities including: confined space entry, underground utility location, excavation safety, fire safety, electrical safety, hazardous energy control (lock out/tag out), machine guarding, and the chemical hazard communication standard. Personal protection topics including: back safety, safe stairway/ladder use, personal fall protection, bloodborne pathogen awareness, respiratory, eye, hand, head, hearing, and foot protection. Regulations and standards relating to these topics will be reviewed.

184 Chemical Feed Systems (3)
Chemical feed systems found in water and wastewater applications with emphasis on gas, solution, and dry chemical chlorination systems. Operation, maintenance and safety procedures as they apply to chlorination are included. Disinfection basics and alternatives to chlorination are also included. *PREREQUISITE: MATH 072, 097, or eligible for MATH 097.*



185 Water and Wastewater Applied Problems (3)

Perform calculations related to water and wastewater laboratory, effectiveness of each major stage of water and wastewater treatment operation, pump capacities, pump rates, process loading rates, flow rates and chemical dosage rates. *PREREQUISITE: MATH 072, 097, or eligible for MATH 097.*

187 Drawings and Manuals (3)

Interpretation of maps, drawings, and operation and maintenance manuals as these activities relate to the water and wastewater technology field.

188 Electrical Fundamentals for Water Wastewater (3)

Electrical fundamentals for water and wastewater applications including atomic theory, energy sources, circuit basics, electromagnetism, inductance, capacitance, power systems, control system component reading, electrical diagrams, electrical measurements, normal operations, and troubleshooting.

191 Pre-Employment Seminar (2)

Prepare resume, letter, and application preparation specifically for the water and wastewater fields. Interview techniques and practice. Identify potential employers. Develop a successfully workplace attitude; techniques for working in a diverse cultural environment. Covers requirements for cooperative education credit.

Welding (WELD)

103 Special Welding (3)

Any welding process available at GRCC designed to suit the needs of the student who registers for either a specified number of hours, or enters on a space-available basis after the class has begun. Credits completed in WELD 103 shall be applied to WELD 141, 142, 143 or 194. *(Special Note: Veterans may not exceed a total of 16 credits in WELD 103 [8 credits must apply to other welding courses as indicated] if they are receiving educational benefits from the Veterans Administration.) PREREQUISITE: Instructor's permission.*

107 Basic Blueprint Reading (3)

A related subject for welding students to help prepare them for the demands of industry. Areas covered will be alphabet of lines, orthographic and isometric drawings, shop prints and details of how to read them, standard measuring devices and their uses, structural materials—how they intersect and tie together, and welding symbols and their applications.

141 Basic Arc Weld and Flame (1-13)

Prepares students as Trade Welders or with proper selection of classes, receive an AAS degree as Welding Technicians using one or more welding processes. The student will learn arc welding of low carbon steel in all positions, electrode clarification, and manual and machine flame cutting of low carbon steels using oxy-acetylene process. *PREREQUISITE: Instructor's permission.*

142 Intermediate Welding (1-13)

For students with previous welding experience or WELD 141. Students will continue Arc welding of low carbon steel in all positions in preparation for the American Welding Society (AWS) or Washington Association of Building Officials (WABO) test. Students will learn theory and applications of stick electrode and carbon electrode for cutting and gouging. *PREREQUISITE: Instructor's permission.*

143 Advanced Arc Welding (1-13)

Introduction to gas tungsten arc, gas metallic arc, and flux cored arc welding processes for those students proficient at manual arc and oxy-acetylene welding. Students will gain experience in the entire general welding processes used by local industry. *PREREQUISITE: Instructor's permission.*

177-179 Cooperative Education (1-12)

Offers students an opportunity to work full- or part-time in jobs directly related to their programs and interests. Students may receive a salary or volunteer. Credits may apply toward the completion of a certificate and/or program. *PREREQUISITE: Concurrent enrollment in COOP 171, and instructor's permission.*

194 Special Welding Projects (1-13)

Suits the student's personal needs. Students will focus beyond basic techniques in GTAW, GMAW, FCAW, SMAW, in pipe, plate, aluminum, titanium, and magnesium welding. *PREREQUISITE: Instructor's permission.*

195 Special Welding Projects 2 (1-13)

Provides students with the manual skills and technical knowledge that is required by industry to pass various specialized welding tests, and to meet industry certification standards. Students will increase his/her level of proficiency in each welding process. *PREREQUISITE: Instructor's permission.*

196 Special Welding Projects 3 (1-13)

Further provides the students with the manual skills and technical knowledge that is required by the industry to pass various specialized welding tests and to meet industry certification standards. Students will increase his/her level of proficiency in each welding process. *PREREQUISITE: Instructor's permission.*

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Megumi and Sayuri Kuwabara-
International Students Take
First Steps Together, pg. 33.

nd in line
take a walk (a ride)
the dishes



Ivonne and Xoché Salas-Class Variety
Lures Sisters to GRCC, pg. 25.



Lizzy and Duane Heutmaker-Inspirational
Faculty Draws the Best from Students, pg. 103.



GREEN RIVER COMMUNITY COLLEGE BOARD OF TRUSTEES

The Board of Trustees for Green River Community College is composed of influential community members who reside within the college's District 10 service area. Trustees are volunteers serving a five-year term by appointment of the Governor.

Trustees bring a rich diversity of backgrounds and skills to the governance of Green River Community College; they serve as an important communication link between the college and the community. All trustees sit as members of the Trustees Association of Community and Technical Colleges. This Association is comprised of trustees from the 34 community and technical colleges statewide.

The Green River Board of Trustees meets every third Thursday of the month on campus in the board room of the Administration Building. These monthly meetings are open to the public.



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2002–2004**

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University; Washington State Wastewater Operator Certification Class III;
Washington State Water Treatment Plant Operator IT

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PAUL ALLEN **English**
B.A., M.A., Central Washington University

ANDERS ANDERSON **English**
B.S., Monmouth College; M.S., Southern Oregon State College

VICTOR AQUINO **English**
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JOHN AVERY **English as a Second Language,
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MICHAEL BEHRBAUM **Physical Education, Wellness**
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WILLIAM BELDEN **Director of
Educational Planning**
B.A., Eastern Washington University; M.Ed., Western Washington University

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A.A., Green River Community College

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M.S., Oregon State University

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STEVEN CARKEEK **Instructional Media Specialist**
B.S., Western Washington University

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University

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Reference Guide • Faculty and Administration

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Reference Guide • Faculty and Administration

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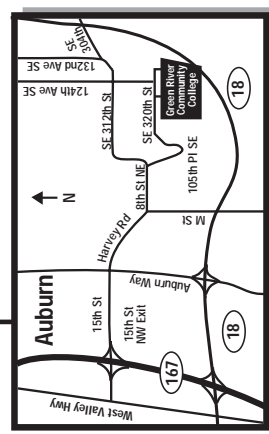
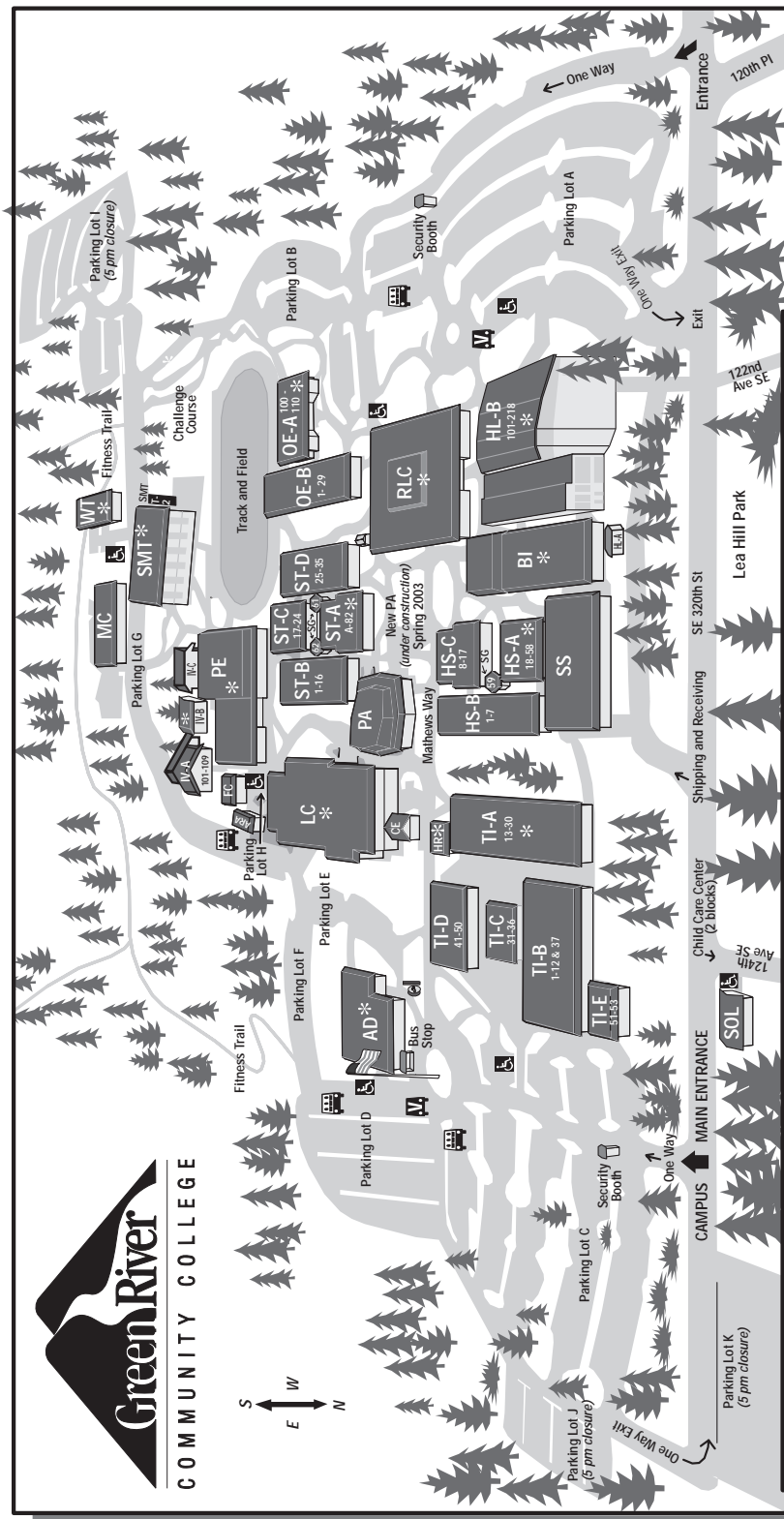
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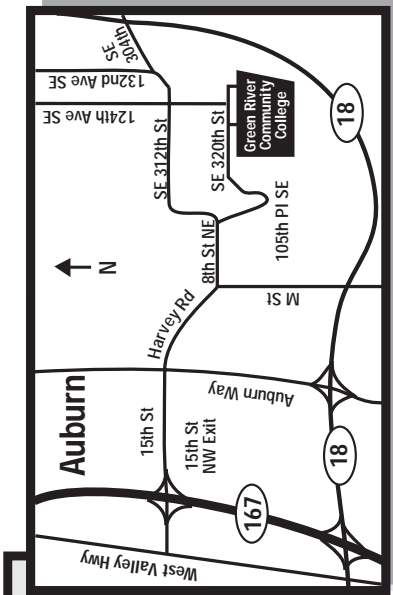
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April 2002

Campus Map Key

AD	Administration	SMT	Classrooms and Offices
ARA	Security and Parking Visitor Information	SMT T-2	The Current
ARA	International Programs	SOL	Townsend Center for Resource Development
BI	Classrooms and Offices	SS	Classrooms and Offices
CE	Continuing Education	ST-A, B, C, D	Shipping and Receiving
HR	Human Resources	TI-A, B, C, D, E	Trades Classrooms and Offices
FC	Fitness Center	WT	Water Technology and Offices
HL-A	Plant Building		ADA accessible restroom
HL-B	Holman Library		Carpool Parking
HS-A, B, C	Classrooms and Offices		Visitor Parking
IV-A, B, C	Classrooms		
LC	Lindbloom Student Center		
MC	Maintenance Center		
OE-A, B	Classrooms and Offices		
PA	Performing Arts Theater		
PE	Physical Education		
RLC	Ruitkowski Learning Center		
SG	Study Galleries		



Center at Enumclaw
From Highway 167

1. Take Highway 18 East from Highway 167. Take the Auburn/Enumclaw exit onto Auburn Way South.
2. Take a left onto Auburn Way which becomes Highway 164. Stay on Highway 164 until it turns into Griffin Avenue. The Center at Enumclaw is located at 1414 Griffin Ave. The cross road is Porter.

Skillsstream, Kent (formerly Education & Training Center)

1. From Highway 167, take 84th Ave. S./N. Central Ave. exit. If you are northbound, take a right onto Central Ave. If you are southbound, take a left onto N. Central Ave.
2. Skillsstream is about 1/2 mile south at 841 N. Central Ave., in the Kent Business Campus Building, Suite 106.

Main Campus, Auburn
From Highway 167

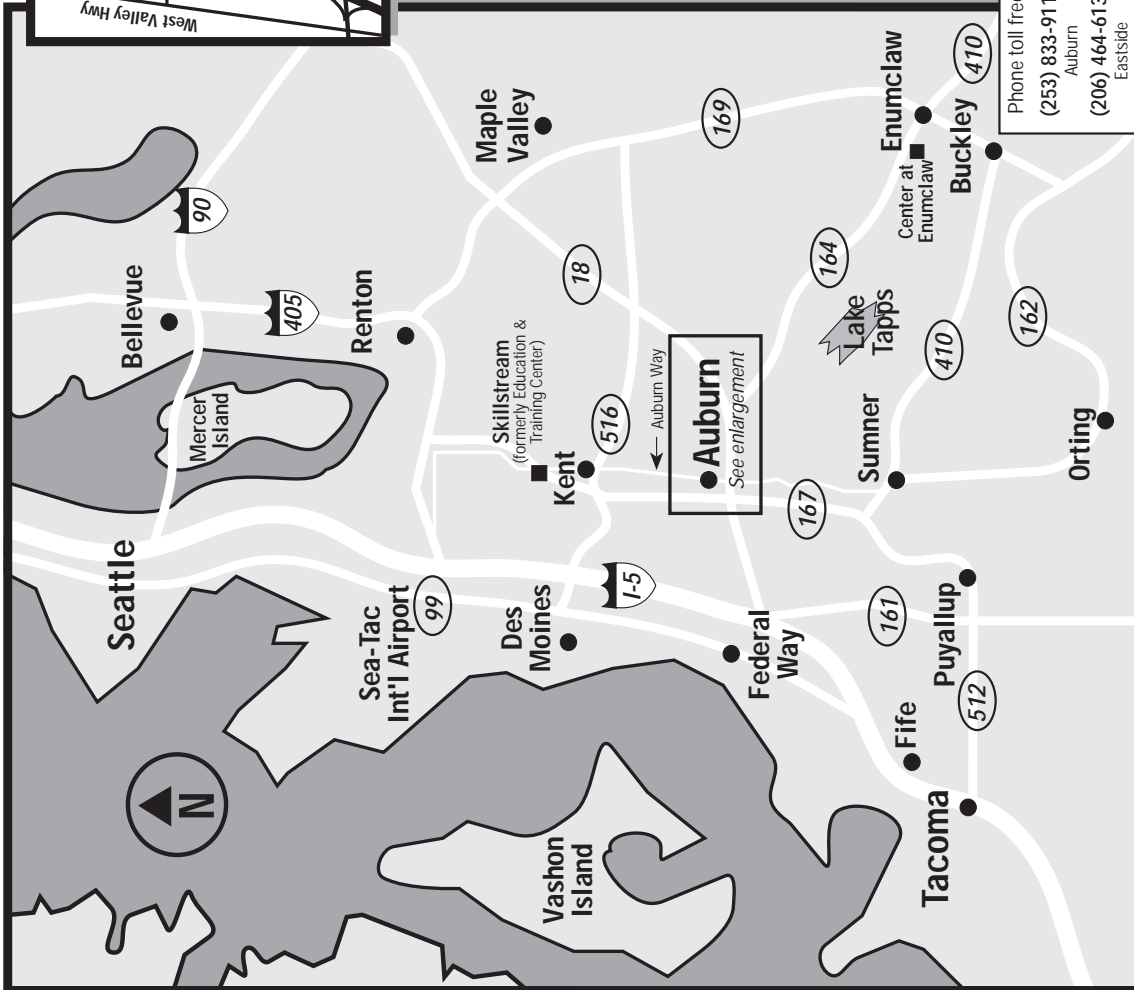
1. Take the 15th St NW exit off Highway 167 and go east.
2. At the intersection of Auburn Way N, 15th St becomes Harvey Rd and angles to the right (south). Stay on Harvey Rd until it intersects with 8th St NE.
3. Turn left (east) on 8th St NE. It crosses the Green River and becomes Lea Hill Rd, which then becomes SE 312th St.
4. Turn right (south) onto 124th Ave SE.
5. Turn left (east) onto SE 320th St for the main campus entrance.

From Highway 18

1. Take Highway 18 east through Auburn.
2. About three miles past Auburn, take the 304th St exit.
3. Turn right on 304th St, cross over Highway 18, and follow the arterial through the first traffic light as the road changes from 304th St to 132nd Ave to SE 312th St.
4. Turn left at the intersection with 124th Ave SE and follow to the main campus entrance.



12401 SE 320th St.
Auburn, WA 98092-3699



Phone toll free:
(253) 833-9111
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(206) 464-6133
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Tacoma

August 2001



GLOSSARY

AA - Associate in Arts

AAA - Associate in Applied Arts

AAA-PTS - Associate in Applied Arts-Professional/Technical Studies

AAS - Associate in Applied Sciences.

AAS-PTS - Associate in Applied Science-Professional/Technical Studies

Academic - Pertaining to a liberal arts program of study, as opposed to a professional or technical one. Term used with degree, program, or course.

Academic Calendar - A two-year calendar indicating quarter start and end dates, holidays to be observed by GRCC campus, and other non-class days.

Academic Standards - College policy that requires students to maintain a minimum grade point average of 2.0.

AD - Associate Development

Adding or dropping classes (courses) - Making changes in your schedule by enrolling in additional courses or withdrawing from courses.

Admission - Permission to enroll in classes.

Advising - The process of determining with an advisor which courses you need to take to meet your educational goals.

Advisor - The faculty member, administrator, or Educational Planning Center staff person who helps you in the advising process.

APP - Associate Pre-Professional

Application - The process of applying for admission to the college or to a specific program of study; also the form you fill out to apply.

Articulation agreement - An agreement between the college and certain high schools or other colleges by which specific courses taken at one institution are allowed for automatic credit at the other institution.

AS - Associate in Science

Associate Development degree - A degree designed for students to plan their educational program with self-direction and development without specific requirements in subject areas.

Associate in Applied Arts degree - A degree designed for students in professional and technical programs, generally in business and business related fields.

Associate in Applied Science degree - A degree designed for students in professional and technical programs, generally in health sciences, technical, and trades subjects.

Associate in Arts degree - Liberal arts degree fulfilling the general requirements taken by college freshmen and sophomores. Students must complete 90 quarter credits in courses numbered 100 or above and meet specific distribution requirements.

Associate in Science degree - A liberal arts degree offering two options, intended for students transferring in the field of science.

Associate in Science degree (Option 1) - A degree for students interested in Biology, Environmental Science, Chemistry, Geology, and Earth Science.

Associate in Science degree (Option 2) - A degree for students interested in Engineering, Engineering Technology, Computer Science, Physics, and Atmospheric Science.

Associate Pre-Professional degree - A degree designed for students who need specific requirements that will enhance their program of study at the transfer institution.

Associate Professional/Technical degree - A degree designed for students who need flexibility to create a "customized" program in a professional or technical area.

Audit - Taking a class for information only and not for credit or a grade.

Bachelor's degree or Baccalaureate degree - A degree awarded by four-year colleges and universities to students who have completed a specified course of study.

Campus - The location where a college provides a wide variety of educational programs and services.

Catalog - The official document containing course descriptions, degree requirements, policies and procedures, information about student services, and general information about the college.

Certificate - Certificates of completion are awarded in some professional and technical programs. These certificates usually do not include classes outside the major subject.

Certificate of Proficiency - Awarded for the successful completion of a specific short-term program of study in a professional/technical field where course work is 44 credits or less, and generally does not include "Related Instruction" requirements.

Class schedule - The publication listing course offerings and registration information for a specific quarter.

College-Level Examination Program (CLEP) - Knowledge in specific areas gained through informal learning that is assessed by examination for traditional credit.

Community service - Class, see Continuing Education.

COMPASS - Tests that measure student's ability in English and Math. Test results are used to determine placement in English and Math classes.

Concurrent enrollment - Enrollment in more than one community college at a time. Also used to refer to enrollment in two or more linked classes.

Continuing Education - Courses, seminars or workshops, usually non-credit, that don't apply to degrees but are taken for personal enrichment, professional development, or general knowledge.

Coop Fee - An extra charge, in addition to tuition, required for certain courses to cover lab supplies, equipment, computer use, etc. Also refers to the comprehensive student fee and technology fee.

Cooperative Education - A program combining a specific program of study with related employment that allows college credit to be given for the work experience.

Core classes or requirements - Specific courses required by or applicable to a certain degree. See also General Education Requirements.



Reference Guide • Glossary

Course - A single subject of study taken for one quarter or other specified period of time. Also called a class.

Course abbreviation - A shortened version of the name of a department; for instance, ENGL for "English" or CIT for "Computer Information Technology".

Course number - The number used with the course abbreviation to refer to a specific course; for instance, "ENGL 110."

Course title - The descriptive name of a specific course; for instance, "College Writing" is the course title for ENGL 110.

Credit or credit hour - The unit of measurement for the amount of work and/or time required for a course. A five-credit class will usually meet five hours a week. Also known as quarter hour.

Credit by exam - A alternative method by which you may complete credits to earn a particular degree or certificate.

Credit load - See Load.

Curriculum - A set of courses constituting an area of specialization.

Day of instruction - See Instructional day.

Degree - Awarded for the successful completion of a specific program of study.

Degree audit - On-line service available on the college web site to assist students in evaluating courses toward their degree goals.

Department - A specific area of study in which the college offers classes. Also, the group of faculty members who teach that subject.

Diploma - Awarded for successful completion of high school or GRCC's adult high school completion program.

Disability Support Services (DSS) - A college service that offers support to qualified students with documented disabilities.

Division - A group of related departments.

Drop a course - Withdrawal from a course before the quarter has ended.

DSS - See Disability Support Services.

Educational planner (EP) - See Advisor.

Elective - A course you choose to take which is not a core or required course for your particular program.

Emphasis - Concentrated study in a specialized area within a professional/technical or academic program of study.

Entry Codes - Instructor permission codes that allow a student entry into a particular course or course section.

Financial aid - Monetary assistance made available to students, based on financial need, from various government and private sources.

Former student - A student who has not registered for one or more quarters (excluding summer quarter) and returns to continue his or her studies.

Full-time student - For tuition purposes, a student who is enrolled for 10 or more credits.

General Educational Development (GED) - A program for adults who have not graduated from high school and want to earn a certificate of high school equivalency.

General Education Requirements (GER) - A range of courses distributed across various academic areas, required for the AAS and other degrees, in order to develop breadth of knowledge outside the major field. Sometimes referred to as distribution requirements or core requirements.

Grade - A rating or evaluation of your achievement for a class or assignment.

Grade points - The number obtained by multiplying the numerical value of the grade you receive for a course by the number of credit hours earned in that course. For instance, if you earn a 3.3 grade in a 5-credit course you earn 16.5 grade points for that course.

Grade point average (GPA) - The number obtained by dividing total grade points earned by total credit hours attempted in a quarter. Your cumulative grade point average is obtained by dividing total grade points on your record by total hours you have attempted.

Graduation evaluation - The official process of determining which of the courses you have taken to date apply to the degree or certificate you are planning to earn and which courses you still need to take for that degree or certificate.

GUR - See GER.

Independent study - A course of study on a topic of interest to a student, designed with the help of an instructor and supervised by that instructor, and undertaken with departmental approval.

Instructional day - The day on which instruction begins or ends for a particular quarter. Not necessarily the same as the first or last day a particular class meets for the quarter.

Instructional quarter - The period of time running from the first instructional day through the last instructional day of a quarter.

International student - A student who is a citizen of another country and is in the U.S. on a non-immigrant visa.

Item number - The unique number assigned to a particular section of a particular course being offered during a quarter. To be used when registering for that course.

Kiosk - See Student Information Kiosk.

Load - The total number of credit hours you enroll in for a quarter.

Major - The subject area in which you choose to specialize.

Non-resident student - A student who has not lived in the state of Washington for at least one year before the initial quarter of study. See also Resident student.

Northwest Association of Schools and Colleges (NASC) - The regional association through which Green River Community College is accredited.

Online services - A location on the college web site that offers all admissions, registration and records activity.

Orientation - A program that introduces new students to the college environment, explains various procedures, and describes the resources they can call on for help.



Part-time student - A student registered for fewer than 10 credits. See also Full-time student.

Personal Identification Number (PIN) - An originally assigned six-digit birthdate (mm/dd/yy) that students use to access records from the web. For security purposes, GRCC recommends student change PIN number to another easily remembered number.

Phi Theta Kappa - The international honor society for two-year colleges. Its purpose is to recognize and encourage scholarship among two-year college students.

Pre-professional program - A program designed to fulfill part of the requirements leading to study in a professional program or school.

Prerequisite - A requirement that must be met before you enroll in a particular course, usually a test score or completion of another course.

Probation - A disciplinary status placing specific conditions upon continued attendance at the college. Please see Student Handbook, Appendix B.

Professional/Technical - A program of study intended to prepare you for employment in a certain field rather than for transfer to a four-year college or university. Used with degree, program, or course. Also referred to as vocational.

Program of study - A group of courses leading to a particular degree or certificate.

Quarter - The designation for a school term, lasting approximately 11 weeks.

Quarter hour - See Credit.

Registration - The process of selecting, enrolling in, and paying for courses.

Related instruction - A range of courses distributed across various areas, required for a professional/technical degree in order to develop breadth of knowledge outside the major field.

Residence requirement - The credits required to be taken at a college in order to fulfill degree requirements at that college. At GRCC, 25 of the final 45 credits must be taken in residence.

Resident student - A student who has lived in the state of Washington for at least one year immediately prior to the first day of instruction for a quarter.

Returning student - A student enrolling during consecutive quarters.

Schedule - The classes for which you are enrolled or the days and times you are attending classes and labs. May also refer to all the course sections offered by the college during a quarter.

Schedule Planner - An on-line service on the college web site that assists the student with their class time selections.



Reference Guide • Glossary

Section - A specific class with its own unique days, hours, location and instructor. A number of sections of a certain course may be offered during a quarter, with different days, times, locations and instructors.

Student Identification Number - A unique number assigned to a student for tracking, data entry, identification, transcripts, and for conducting other college business.

Student Information Kiosk - Computer terminals located in the registration areas and the Holman Library.

Study Day - The day preceding the finals testing schedule to be used for study, reading, individual meetings with faculty, study groups or other activities that will better prepare the student for their final course assessments. Study day applies to day classes only and night classes will meet during their normal time period.

TOEFL - Test of English as a Foreign Language—a compulsory test for students wanting to study in American colleges and universities.

Transcript - Your permanent record of courses taken, credits earned, grades achieved, and degree awarded at an educational institution.

Transcript evaluation - An official determination as to what extent the courses taken at another college will be allowed for credit at GRCC. Also, the determination by a four-year college as to which of your GRCC courses will be allowed for credit at that institution.

Transfer credits - Credits earned at one college that are accepted toward a degree at another college.

Transfer degree - A degree intended to parallel the first two years of a bachelor's degree.

Tuition - The amount of money you pay the college for the courses in which you enroll; set each year by the state legislature.

Vocational - See Professional/Technical.

Withdrawal from the college - Officially dropping all classes for which you are enrolled for a particular quarter. See Drop a course.





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nd in line
take a walk (a ride)
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Ivonne and Xoché Salas-Class Variety
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Trustees bring a rich diversity of backgrounds and skills to the governance of Green River Community College; they serve as an important communication link between the college and the community. All trustees sit as members of the Trustees Association of Community and Technical Colleges. This Association is comprised of trustees from the 34 community and technical colleges statewide.

The Green River Board of Trustees meets every third Thursday of the month on campus in the board room of the Administration Building. These monthly meetings are open to the public.



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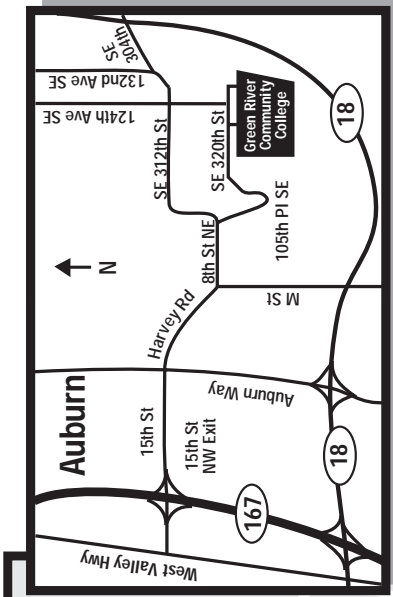
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Center at Enumclaw
From Highway 167

1. Take Highway 18 East from Highway 167. Take the Auburn/Enumclaw exit onto Auburn Way South.
2. Take a left onto Auburn Way which becomes Highway 164. Stay on Highway 164 until it turns into Griffin Avenue. The Center at Enumclaw is located at 1414 Griffin Ave. The cross road is Porter.

Skillsstream, Kent (formerly Education & Training Center)

1. From Highway 167, take 84th Ave. S./N. Central Ave. exit. If you are northbound, take a right onto Central Ave. If you are southbound, take a left onto N. Central Ave.
2. Skillsstream is about 1/2 mile south at 841 N. Central Ave., in the Kent Business Campus Building, Suite 106.

Main Campus, Auburn
From Highway 167

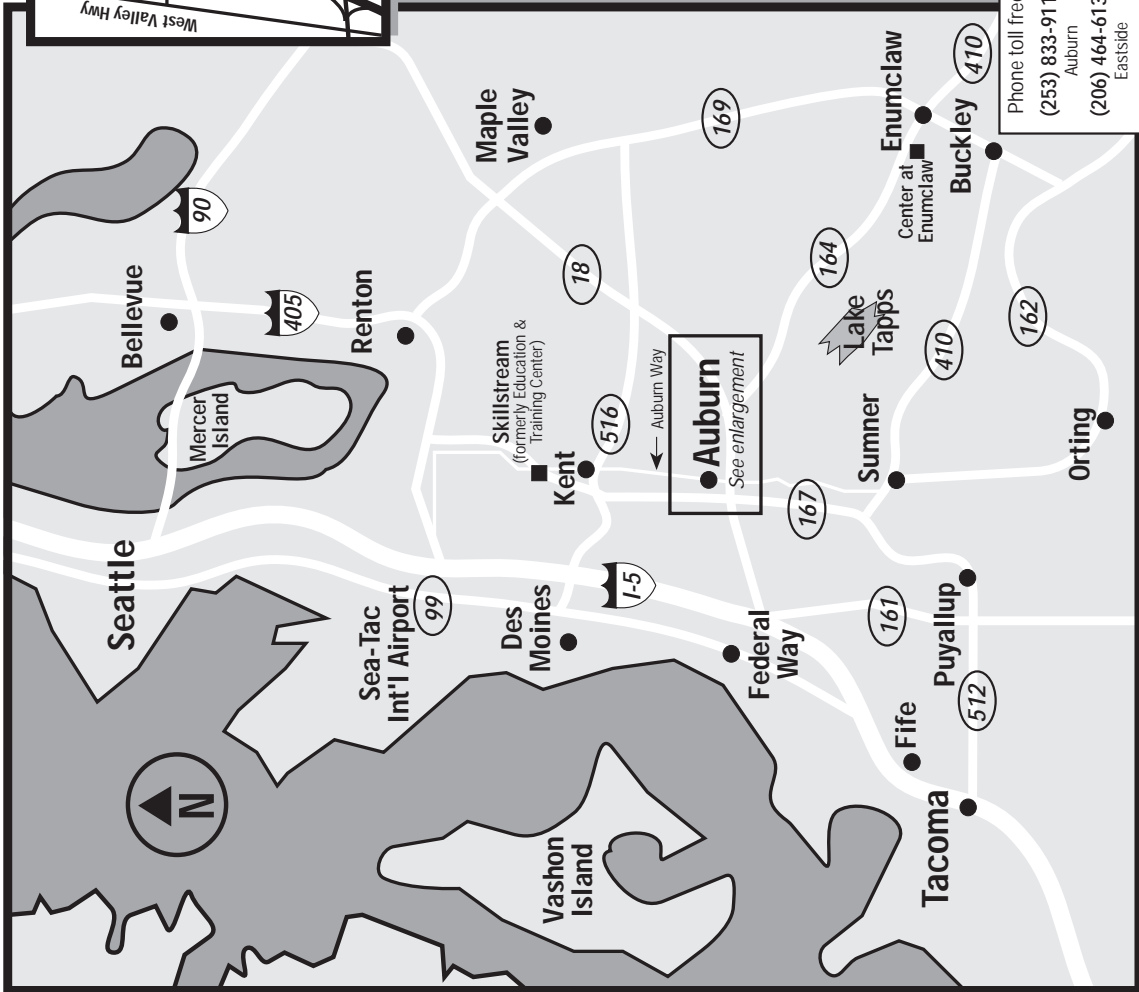
1. Take the 15th St NW exit off Highway 167 and go east.
2. At the intersection of Auburn Way N, 15th St becomes Harvey Rd and angles to the right (south). Stay on Harvey Rd until it intersects with 8th St NE.
3. Turn left (east) on 8th St NE. It crosses the Green River and becomes Lea Hill Rd, which then becomes SE 312th St.
4. Turn right (south) onto 124th Ave SE.
5. Turn left (east) onto SE 320th St for the main campus entrance.

From Highway 18

1. Take Highway 18 east through Auburn.
2. About three miles past Auburn, take the 304th St exit.
3. Turn right on 304th St, cross over Highway 18, and follow the arterial through the first traffic light as the road changes from 304th St to 132nd Ave to SE 312th St.
4. Turn left at the intersection with 124th Ave SE and follow to the main campus entrance.



12401 SE 320th St.
Auburn, WA 98092-3699



Phone toll free:
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma

August 2001



GLOSSARY

AA - Associate in Arts

AAA - Associate in Applied Arts

AAA-PTS - Associate in Applied Arts-Professional/Technical Studies

AAS - Associate in Applied Sciences.

AAS-PTS - Associate in Applied Science-Professional/Technical Studies

Academic - Pertaining to a liberal arts program of study, as opposed to a professional or technical one. Term used with degree, program, or course.

Academic Calendar - A two-year calendar indicating quarter start and end dates, holidays to be observed by GRCC campus, and other non-class days.

Academic Standards - College policy that requires students to maintain a minimum grade point average of 2.0.

AD - Associate Development

Adding or dropping classes (courses) - Making changes in your schedule by enrolling in additional courses or withdrawing from courses.

Admission - Permission to enroll in classes.

Advising - The process of determining with an advisor which courses you need to take to meet your educational goals.

Advisor - The faculty member, administrator, or Educational Planning Center staff person who helps you in the advising process.

APP - Associate Pre-Professional

Application - The process of applying for admission to the college or to a specific program of study; also the form you fill out to apply.

Articulation agreement - An agreement between the college and certain high schools or other colleges by which specific courses taken at one institution are allowed for automatic credit at the other institution.

AS - Associate in Science

Associate Development degree - A degree designed for students to plan their educational program with self-direction and development without specific requirements in subject areas.

Associate in Applied Arts degree - A degree designed for students in professional and technical programs, generally in business and business related fields.

Associate in Applied Science degree - A degree designed for students in professional and technical programs, generally in health sciences, technical, and trades subjects.

Associate in Arts degree - Liberal arts degree fulfilling the general requirements taken by college freshmen and sophomores. Students must complete 90 quarter credits in courses numbered 100 or above and meet specific distribution requirements.

Associate in Science degree - A liberal arts degree offering two options, intended for students transferring in the field of science.

Associate in Science degree (Option 1) - A degree for students interested in Biology, Environmental Science, Chemistry, Geology, and Earth Science.

Associate in Science degree (Option 2) - A degree for students interested in Engineering, Engineering Technology, Computer Science, Physics, and Atmospheric Science.

Associate Pre-Professional degree - A degree designed for students who need specific requirements that will enhance their program of study at the transfer institution.

Associate Professional/Technical degree - A degree designed for students who need flexibility to create a "customized" program in a professional or technical area.

Audit - Taking a class for information only and not for credit or a grade.

Bachelor's degree or Baccalaureate degree - A degree awarded by four-year colleges and universities to students who have completed a specified course of study.

Campus - The location where a college provides a wide variety of educational programs and services.

Catalog - The official document containing course descriptions, degree requirements, policies and procedures, information about student services, and general information about the college.

Certificate - Certificates of completion are awarded in some professional and technical programs. These certificates usually do not include classes outside the major subject.

Certificate of Proficiency - Awarded for the successful completion of a specific short-term program of study in a professional/technical field where course work is 44 credits or less, and generally does not include "Related Instruction" requirements.

Class schedule - The publication listing course offerings and registration information for a specific quarter.

College-Level Examination Program (CLEP) - Knowledge in specific areas gained through informal learning that is assessed by examination for traditional credit.

Community service - Class, see Continuing Education.

COMPASS - Tests that measure student's ability in English and Math. Test results are used to determine placement in English and Math classes.

Concurrent enrollment - Enrollment in more than one community college at a time. Also used to refer to enrollment in two or more linked classes.

Continuing Education - Courses, seminars or workshops, usually non-credit, that don't apply to degrees but are taken for personal enrichment, professional development, or general knowledge.

Coop Fee - An extra charge, in addition to tuition, required for certain courses to cover lab supplies, equipment, computer use, etc. Also refers to the comprehensive student fee and technology fee.

Cooperative Education - A program combining a specific program of study with related employment that allows college credit to be given for the work experience.

Core classes or requirements - Specific courses required by or applicable to a certain degree. See also General Education Requirements.



Reference Guide • Glossary

Course - A single subject of study taken for one quarter or other specified period of time. Also called a class.

Course abbreviation - A shortened version of the name of a department; for instance, ENGL for "English" or CIT for "Computer Information Technology".

Course number - The number used with the course abbreviation to refer to a specific course; for instance, "ENGL 110."

Course title - The descriptive name of a specific course; for instance, "College Writing" is the course title for ENGL 110.

Credit or credit hour - The unit of measurement for the amount of work and/or time required for a course. A five-credit class will usually meet five hours a week. Also known as quarter hour.

Credit by exam - A alternative method by which you may complete credits to earn a particular degree or certificate.

Credit load - See Load.

Curriculum - A set of courses constituting an area of specialization.

Day of instruction - See Instructional day.

Degree - Awarded for the successful completion of a specific program of study.

Degree audit - On-line service available on the college web site to assist students in evaluating courses toward their degree goals.

Department - A specific area of study in which the college offers classes. Also, the group of faculty members who teach that subject.

Diploma - Awarded for successful completion of high school or GRCC's adult high school completion program.

Disability Support Services (DSS) - A college service that offers support to qualified students with documented disabilities.

Division - A group of related departments.

Drop a course - Withdrawal from a course before the quarter has ended.

DSS - See Disability Support Services.

Educational planner (EP) - See Advisor.

Elective - A course you choose to take which is not a core or required course for your particular program.

Emphasis - Concentrated study in a specialized area within a professional/technical or academic program of study.

Entry Codes - Instructor permission codes that allow a student entry into a particular course or course section.

Financial aid - Monetary assistance made available to students, based on financial need, from various government and private sources.

Former student - A student who has not registered for one or more quarters (excluding summer quarter) and returns to continue his or her studies.

Full-time student - For tuition purposes, a student who is enrolled for 10 or more credits.

General Educational Development (GED) - A program for adults who have not graduated from high school and want to earn a certificate of high school equivalency.

General Education Requirements (GER) - A range of courses distributed across various academic areas, required for the AAS and other degrees, in order to develop breadth of knowledge outside the major field. Sometimes referred to as distribution requirements or core requirements.

Grade - A rating or evaluation of your achievement for a class or assignment.

Grade points - The number obtained by multiplying the numerical value of the grade you receive for a course by the number of credit hours earned in that course. For instance, if you earn a 3.3 grade in a 5-credit course you earn 16.5 grade points for that course.

Grade point average (GPA) - The number obtained by dividing total grade points earned by total credit hours attempted in a quarter. Your cumulative grade point average is obtained by dividing total grade points on your record by total hours you have attempted.

Graduation evaluation - The official process of determining which of the courses you have taken to date apply to the degree or certificate you are planning to earn and which courses you still need to take for that degree or certificate.

GUR - See GER.

Independent study - A course of study on a topic of interest to a student, designed with the help of an instructor and supervised by that instructor, and undertaken with departmental approval.

Instructional day - The day on which instruction begins or ends for a particular quarter. Not necessarily the same as the first or last day a particular class meets for the quarter.

Instructional quarter - The period of time running from the first instructional day through the last instructional day of a quarter.

International student - A student who is a citizen of another country and is in the U.S. on a non-immigrant visa.

Item number - The unique number assigned to a particular section of a particular course being offered during a quarter. To be used when registering for that course.

Kiosk - See Student Information Kiosk.

Load - The total number of credit hours you enroll in for a quarter.

Major - The subject area in which you choose to specialize.

Non-resident student - A student who has not lived in the state of Washington for at least one year before the initial quarter of study. See also Resident student.

Northwest Association of Schools and Colleges (NASC) - The regional association through which Green River Community College is accredited.

Online services - A location on the college web site that offers all admissions, registration and records activity.

Orientation - A program that introduces new students to the college environment, explains various procedures, and describes the resources they can call on for help.



Part-time student - A student registered for fewer than 10 credits. See also Full-time student.

Personal Identification Number (PIN) - An originally assigned six-digit birthdate (mm/dd/yy) that students use to access records from the web. For security purposes, GRCC recommends student change PIN number to another easily remembered number.

Phi Theta Kappa - The international honor society for two-year colleges. Its purpose is to recognize and encourage scholarship among two-year college students.

Pre-professional program - A program designed to fulfill part of the requirements leading to study in a professional program or school.

Prerequisite - A requirement that must be met before you enroll in a particular course, usually a test score or completion of another course.

Probation - A disciplinary status placing specific conditions upon continued attendance at the college. Please see Student Handbook, Appendix B.

Professional/Technical - A program of study intended to prepare you for employment in a certain field rather than for transfer to a four-year college or university. Used with degree, program, or course. Also referred to as vocational.

Program of study - A group of courses leading to a particular degree or certificate.

Quarter - The designation for a school term, lasting approximately 11 weeks.

Quarter hour - See Credit.

Registration - The process of selecting, enrolling in, and paying for courses.

Related instruction - A range of courses distributed across various areas, required for a professional/technical degree in order to develop breadth of knowledge outside the major field.

Residence requirement - The credits required to be taken at a college in order to fulfill degree requirements at that college. At GRCC, 25 of the final 45 credits must be taken in residence.

Resident student - A student who has lived in the state of Washington for at least one year immediately prior to the first day of instruction for a quarter.

Returning student - A student enrolling during consecutive quarters.

Schedule - The classes for which you are enrolled or the days and times you are attending classes and labs. May also refer to all the course sections offered by the college during a quarter.

Schedule Planner - An on-line service on the college web site that assists the student with their class time selections.



Reference Guide • Glossary

Section - A specific class with its own unique days, hours, location and instructor. A number of sections of a certain course may be offered during a quarter, with different days, times, locations and instructors.

Student Identification Number - A unique number assigned to a student for tracking, data entry, identification, transcripts, and for conducting other college business.

Student Information Kiosk - Computer terminals located in the registration areas and the Holman Library.

Study Day - The day preceding the finals testing schedule to be used for study, reading, individual meetings with faculty, study groups or other activities that will better prepare the student for their final course assessments. Study day applies to day classes only and night classes will meet during their normal time period.

TOEFL - Test of English as a Foreign Language—a compulsory test for students wanting to study in American colleges and universities.

Transcript - Your permanent record of courses taken, credits earned, grades achieved, and degree awarded at an educational institution.

Transcript evaluation - An official determination as to what extent the courses taken at another college will be allowed for credit at GRCC. Also, the determination by a four-year college as to which of your GRCC courses will be allowed for credit at that institution.

Transfer credits - Credits earned at one college that are accepted toward a degree at another college.

Transfer degree - A degree intended to parallel the first two years of a bachelor's degree.

Tuition - The amount of money you pay the college for the courses in which you enroll; set each year by the state legislature.

Vocational - See Professional/Technical.

Withdrawal from the college - Officially dropping all classes for which you are enrolled for a particular quarter. See Drop a course.





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ACADEMIC CALENDAR

CALENDAR FOR 2002-2003

Summer Quarter 2002

June 24 CLASSES BEGIN
 July 4 Independence Day holiday (campus closed)
 August 16 LAST DAY OF INSTRUCTION
 (8-week session)
 September 2 Labor Day holiday (campus closed)
 September 6 LAST DAY OF INSTRUCTION
 (11-week session)

Fall Quarter 2002

September 17 Campus workshop (campus closed)
 September 17-20 Faculty workshop
 September 23 CLASSES BEGIN
 TBA Midterm Faculty In-Service Day
 (GRCC campus day classes cancelled)
 TBA Advising Day
 (GRCC campus day classes cancelled)
 November 11 Veterans Day holiday (campus closed)
 November 28-29 Thanksgiving holiday (campus closed)
 December 9 Study Day
 December 12 LAST DAY OF INSTRUCTION
 December 24 Christmas Eve Day
 (campus closes at 12 noon)
 December 25 Christmas holiday (campus closed)

Winter Quarter 2003

December 31 New Year's Eve Day
 (campus closes at 12 noon)
 January 1 New Year's Day holiday (campus closed)
 January 3 Faculty In-Service Day
 (GRCC campus day classes cancelled)
 January 6 CLASSES BEGIN
 January 20 Martin Luther King Jr. Day
 (campus closed)
 February 17 Presidents' Day holiday observed
 (campus closed)
 March 18 Study Day
 March 21 LAST DAY OF INSTRUCTION

Spring Quarter 2003

March 31 CLASSES BEGIN
 TBA Midterm Faculty In-Service Day
 (GRCC campus day classes cancelled)
 May 26 Memorial Day holiday (campus closed)
 June 11 Study Day
 June 13 COMMENCEMENT
 June 16 LAST DAY OF INSTRUCTION

CALENDAR FOR 2003-2004

Summer Quarter 2003

June 23 CLASSES BEGIN
 July 4 Independence Day holiday (campus closed)
 August 15 LAST DAY OF INSTRUCTION
 (8-week session)
 September 1 Labor Day holiday (campus closed)
 September 5 LAST DAY OF INSTRUCTION
 (11-week session)

Fall Quarter 2003

September 16 Campus workshop (campus closed)
 September 16-19 Faculty workshop
 September 22 CLASSES BEGIN
 TBA Midterm Faculty In-Service Day
 (GRCC campus day classes cancelled)
 TBA Advising Day
 (GRCC campus day classes cancelled)
 November 11 Veterans Day holiday (campus closed)
 November 27-28 Thanksgiving holiday (campus closed)
 December 8 Study Day
 December 11 LAST DAY OF INSTRUCTION
 December 24 Christmas Eve Day
 (campus closes at 12 noon)
 December 25 Christmas holiday (campus closed)

Winter Quarter 2004

December 31 New Year's Eve Day
 (campus closes at 12 noon)
 January 1 New Year's Day holiday (campus closed)
 January 2 Faculty In-Service Day
 (GRCC campus day classes cancelled)
 January 5 CLASSES BEGIN
 January 19 Martin Luther King Jr. Day
 (campus closed)
 February 16 Presidents' Day holiday observed
 (campus closed)
 March 16 Study Day
 March 19 LAST DAY OF INSTRUCTION

Spring Quarter 2004

March 29 CLASSES BEGIN
 TBA Midterm Faculty In-Service Day
 (GRCC campus day classes cancelled)
 May 31 Memorial Day holiday (campus closed)
 June 9 Study Day
 June 11 COMMENCEMENT
 June 14 LAST DAY OF INSTRUCTION

Summer Quarter 2004

June 21 CLASSES BEGIN
 July 5 Independence Day holiday (campus closed)
 August 13 LAST DAY OF INSTRUCTION
 (8-week session)
 September 3 LAST DAY OF INSTRUCTION
 (11-week session)
 September 6 Labor Day holiday (campus closed)