Pathways to Educational Goals

This section describes the degrees, certificates and other options available for students to fulfill their educational paths at OC.

Bachelor of Applied Science in Information Systems

This program will prepare graduates to strategically plan, manage and apply information technology solutions to business processes and challenges. This broad-based, rigorous degree is designed for students with a variety of experiences and backgrounds.

Bachelor of Science in Nursing (RN to BSN)

This program is designed for the Registered Nurse (RN) seeking a Bachelor of Science in Nursing (BSN) degree. Students have the option of one, two, or three year educational plans to complete the degree. Students attend classes one to two days per week. During family/community health quarter, additional time may be required.

Associate Degrees

The college offers several transfer associate degrees of 90 or more credits. Each degree has specific graduation requirements. These degrees offer several areas of study and are for students who are interested in pursuing a bachelor degree at a college or university.

Associate in Arts (AA) – Transfer (Direct Transfer Agreement)

- General
- Business
- Pre-Nursing

Associate of Science (AS) – Transfer

Track I: Biological Sciences, Environmental/ Resource Sciences, Chemistry, Geology, and Earth Sciences

Track II: Engineering, Physics, Computer Science, and Atmospheric Science

(Engineering students: use this for transferring to an engineering school outside the State of Washington.)

Track II Engineering Major Related Programs:

- Biological and Chemical
- Computer and Electrical
- Mechanical, Civil, Aeronautical, Industrial, Materials Science

Associate in Applied Science – Transfer (AAS-T)

The AAS-T combines technical courses for job preparation and transferable support courses. It transfers to a limited number of institutions with which OC has articulation agreements.

OC offers the following AAS-T degrees:

- Accounting Technology
- Early Childhood Education transferring to Washington State University
- Homeland Security/Emergency Management (with Pierce College)
- Information Systems Specialist transferring to The Evergreen State College and Western Governors University–Washington
- Leadership and Occupational Studies
- Medical Assisting transferring to The Evergreen State College
- Organizational Leadership/Resource Management transferring to Brandman University and The Evergreen State College

Associate in Applied Science (AAS)

- Engineering Technology
- Physical Therapist Assistant

Associate in Technical Arts (ATA)

Professional-Technical degrees are designed to provide entry into a technical or semi-professional occupation or additional training for those already working in a field but desiring advancement. Associate degrees differ from certificate programs by combining specific job skills with a breadth component.

One of these degrees may be the right choice if you want to earn a 90 or more credit credential in a specific career field.

- Accounting Technology
- Administrative Office Support
- Business Management
- Chemical Dependency Counseling
- Cosmetology
- Culinary Arts Institute–Sous Chef
- Early Childhood Education
- Electronics
- Industrial Trades Technician
- Nursing
- Technical Design
- Transition to Associate Degree Nursing
- Welding Technology

Usual Time to Complete

Full-time students generally enroll in 12-18 credits per quarter. An associate degree will normally require at least six quarters to complete, and may take longer if prerequisites and course sequences are required.

Professional/Technical Certificates

These certificates are designed to provide entry into a technical or semi-professional occupation or additional training for those already working in a field but desiring advancement.

Certificate of Specialization (CS)

Provides training in a focused program in a specific occupational field and requires completing 61 to 89 credits (normally 4-6 quarters).

Certificate of Proficiency (CP)

Provides dedicated training and requires 45 to 60 credits of specific courses (normally 3-4 quarters).

Certificate of Completion (CC)

Provides focused training and requires 20 to 44 credits (normally 2-3 quarters).

Certificate of Recognition (CR)

Provides training and requires 10 to 19 credits (normally 1-2 quarters).

Other Program Options

Associate in General Studies (AGS)

This flexible degree awards academic recognition for completion of the student's chosen area of study. It is not a direct transfer degree. Transfer courses may be selected, but colleges and universities will evaluate whether courses will be accepted in transfer. Students with a previous associate degree are not eligible for an Associate in General Studies.

High School Completion and GED®

High School Completion and GED®
Students who have nearly completed high school may take college-level courses to receive a high school diploma. Please see page 8 for more information or contact OC's Counseling Center for more information about eligibility. The General Educational Development (GED®) test is available to those who have not received their high school diploma. See page 8 for information on GED® Prep courses or taking the GED® test.

High School 21+ (HS21+)
HS21+ is an adult education program for adults 21 and older without a high school diploma or GED®. High school diplomas are awarded to adults 21 years old and older who demonstrate competency in reading, writing, and math in the context of science, history, government, art, health, occupational studies, and digital literacy.

For more information, contact:
Basic Studies (ABE/GED/I-BEST/HS21+)
360.475.7550

Continuing Education

Continuing Education offers a wide array of opportunities for the lifelong learner. Classes are designed to meet the needs of working professionals, retirees, and casual learners seeking personal enrichment. As practitioners in their respective fields, instructors bring valuable experience and expertise to the classroom. To review the latest class descriptions and fees, visit the Continuing Education website www.olympic.edu/programs-classes/continuing-education or www.olympic.edu.

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

General Policies

Catalog Expiration - Students may graduate under any of the past eight years' catalogs, if they were enrolled during the time the catalog was in effect, except that when a professional-technical program is discontinued, students must complete the program within three years.

Continuing Education - Credits may not be used in degrees or certificates.

Course substitutions - Not allowed in Associate in Arts or Associate of Science degrees. In other degrees, substitutions must be approved by faculty in the professional-technical program, faculty in the subject for which the substitution is being made, and the responsible dean. No course numbered under 100 may be substituted for a course at the 100 level or higher. The Dean of Enrollment Services reviews substitution for procedure and policy requirements.

GPA - Cumulative college-level OC grade point average must be at least 2.0 for associate degrees. Cumulative OC grade point average must be at least 2.0 for certificates. (Courses transferred from another college do not count in GPA.) If planning to transfer, note that receiving institutions may require a higher GPA.

Multiple degrees - Students may simultaneously earn multiple degrees or certificates in different curricular programs at OC. Requirements for each degree or certificate must be met and the student must apply for each degree separately and pay for each separate degree application. [Exception: Once a student has earned a Direct Transfer Agreement (DTA) associate degree, another AA-DTA or an AS degree cannot be awarded.]

Pass/No Credit - No more than 30 credits may be applied toward a degree. No more than one third of total credits in certificates may be pass/no credit. (Courses offered only as "Pass/No Credit" are not included in this limit.) If planning to transfer, note that receiving institutions may have much lower limits.

Residency - At least 20 credits applied toward an associate degree must be earned at OC. Students with 85 OC credits may transfer back remaining credits from another accredited institution. For certificates, at least 20 percent of the certificate's credits must be earned at OC. (Military personnel and dependents with a SOC agreement are exempt from this requirement.)

Advising Notes and Recommendations

Not all courses listed are offered every quarter. See an appropriate permanent advisor for course sequence and schedule details.

For all program-specific degrees and certificates, a faculty advisor must approve the program for degree/certificate completion.

Direct Transfer Agreement

Olympic College subscribes to the Washington State Intercollege Relations Commission (ICRC) Direct Transfer Agreement (DTA). Under this agreement, most Washington baccalaureate institutions accept a DTA degree to fulfill lower division general education requirements. Students transferring to an ICRC member college with a DTA will generally be admitted as juniors. This does not mean that all courses will transfer. The transfer institution will evaluate each course according to its own policies, such as minimum grade. In addition, students will have to meet admission requirements of their university, college, and department, such as world language.

Transfer Rights and Responsibilities

Student Rights and Responsibilities

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

College and University Rights and Responsibilities

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

General Education Requirements (GER)

All Olympic College degrees require study of a broad array of subjects. This breadth helps students to explore the world, and develop themselves as individuals and citizens. All fully accredited colleges have some breadth requirements.

For transfer degrees, GER conform to Intercollege Relations Commission (ICRC) guidelines. Following these guidelines assures that the transfer degree will satisfy lower division general education requirements at most Washington colleges and universities. Students must complete a minimum of 60 credits of GER. Transfer GER include quantitative reasoning, communication, humanities, natural sciences, and social sciences. World language is not required at OC but some baccalaureate institutions require it. You should determine early whether you will need to complete a world language requirement for your bachelor's degree.

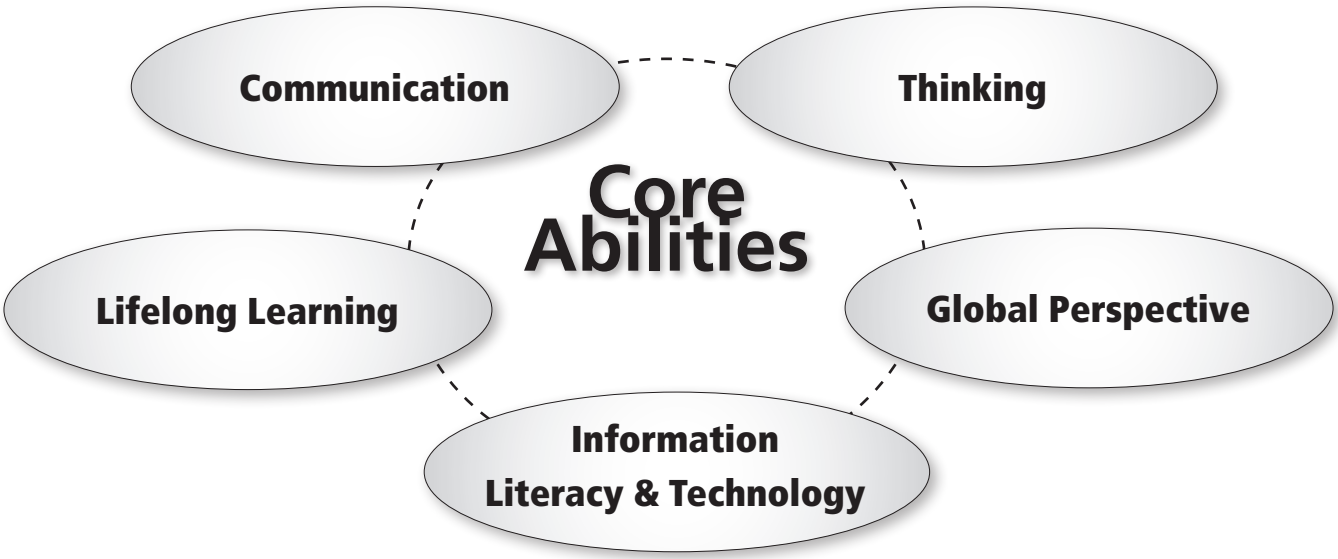
GER for professional-technical degrees provide the quantitative, communication, and human relations skills needed in the workforce. GER are not required in all shorter certificates. However, they are in all degrees and certificates normally requiring a year or more to complete.

Core Abilities

In addition to completing GER for specific degrees, OC has developed a set of core abilities that each student should develop before graduation. Starting with the 2012-2013 catalog, students completing transfer degrees are required to demonstrate these core abilities by completing specific courses. These courses are listed on the "Fulfillment of Core Abilities Graduation Requirement" page.

See "Core Abilities" chart on next page.

*See course description for prerequisite.



Core Abilities

In keeping with our institutional mission and vision, the Olympic College faculty promotes the development of five core abilities: Communication, Thinking, Information Literacy and Technology, Lifelong Learning, and Global Perspective. These core abilities address the broad-based general education requirements that will prepare a student to pursue her/his chosen profession or field of study and to develop themselves as individuals and as citizens. These essential core abilities are taught across programs and disciplines so that each Olympic College student can expect to work towards improving and applying these core abilities regardless of their program or area of concentration. Specific outcomes and competencies within Olympic College courses support the development of these five core abilities.

Information Literacy & Technology

1. Graduates use strategies to search for information that enhance the acquisition of knowledge.
2. Graduates evaluate and appraise sources.
3. Graduates access and use information and/or technology ethically, legally and/or responsibly.
4. Graduates use various inquiry tools and different formats of information e.g. media.
5. Graduates use technology and information appropriate to field or discipline, synthesizing information to formulate insights and create knowledge.

Global Perspective

1. Graduates demonstrate an understanding of their own cultures and the framework upon which their society has been built.
2. Graduates demonstrate an understanding of how cultural differences (e.g. beliefs, traditions, communication, norms) shape human interactions and perceptions of others.
3. Graduates demonstrate that they are aware of, and understand world events (e.g. religious, historical, environmental, political, economic) and the role of human decisions and physical conditions shaping these events and their outcomes.
4. Graduates demonstrate an understanding of their own region/ bioregion and recognize that other parts of the world are different in both physical and human attributes.
5. Graduates demonstrate an understanding of universal processes involving both distribution and circulation of resources and their byproducts; e.g. wealth, food, water, oil, gases, energy, and pollutants.

Communication

1. Graduates understand and produce effective oral communication.
2. Graduates understand and produce effective written communication.
3. Graduates understand and use effective non-verbal communication skills.

Thinking

1. Graduates engage in critical analysis.
2. Graduates engage in creative problem solving.
3. Graduates engage in quantitative reasoning.

Lifelong Learning

1. Graduates demonstrate self-monitoring and self-advocacy skills to effect positive life changes.
2. Graduates demonstrate the ability to recognize, understand, and accept ownership for their own learning and behavior in varied and changing environments.
3. Graduates demonstrate the ability to adapt to technological innovations and to understand their implications.

Assessment of Student Learning

To determine whether the curriculum at Olympic College helps students achieve these core abilities, faculty members identify which courses address the core abilities and a team of faculty use explicit criteria to score student work solicited from professors in courses where these learning outcomes are taught or utilized.

Scores based on explicit criteria for a core ability, as well as other course and program level assessments, help to create a continuous process that improves learning and ensures the quality of education at Olympic College.

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*See course description for prerequisite.

Fulfillment of Core Abilities Graduation Requirement (2015-2016)

A different course must be selected for each of the core abilities requirements. The same course may be used to meet both distribution and core abilities requirements. Notes:

1. Communication Outcome 2 (written communication skills) is fulfilled by the Written Skills Requirement in the AA or AS degree.
2. Thinking Outcome 3 (symbolic/quantitative skills) is fulfilled by the Symbolic/Quantitative Skills Requirement in the AA or AS.
3. Courses that address either or both Communication Outcome 1 and 3 fulfill the requirement for that Core Ability.
4. Courses that address either or both Thinking Outcome 1 and 2 fulfill the requirement for that Core Ability.
5. Courses that address a majority of the outcomes of Global Perspective, Information Literacy and Technology, and Lifelong Learning fulfill the requirement for that Core Ability.

Communication

(Oral or Non-Verbal Skills)

American Culture & Equity Studies 101, 102, 160, 170
American Sign Language &121, &122, &123
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Art &100, 102, 103, 104, 106, 107, 110, 111, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Biology 130, 131, 132, &160, &175
Business 215, 330
Business Management 145, 146, 147, 148, 149, 170, 181, 183, 185, 247, 282
Business Technology 103, 104, 105, 106, 107, 108, 110, 111, 115, 116, 123, 130, 133, 134, 145, 150, 160, 175, 220, 229, 231, 239, 240, 250, 255, 275, 280
Chemistry &110, &121, &131, 137, &139, &142, &143, &151, &152, &153, &241, &243, &251, &252, &253
Communication Studies &101, &102, 105, &210, &220, &230, 242, 250, 253, 263, 273
Computer Information Systems 114, 115, 116, 141, 143, 145, 154, 155, 156, 160, 170, 176, 182, 190, 210, 219, 236, 245, 255, 258, 272
Computer Science &141, 210
Cosmetology 173, 201, 203, 211, 251, 254
Criminal Justice 100
Culinary Arts 101, 103, 104, 105, 121, 122, 123, 125, 126, 128, 129, 130, 131, 132, 200, 210, 220
Digital Media Arts 120, 130, 136, 220, 230, 236
Dramatic Arts &101, 120, 201, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 280, 281, 285, 286, 287, 288, 289
Early Childhood Education 173, 176, 177, 178, 215, 225
Economics &201, &202
Education 110, &115, &202
Electronics 113, 160, 166, 170, 203, 211, 212, 213, 238
Engineering 100, &104, 111, &114, &204, &215, 216, &224, &225, 240, 271
English &101, &102, &111, &113, 141, &220, &244, &245, 250, 262, 264, 270, 271, 273, 274, 275, 283
Fashion 101, 102, 103, 104
French &121, &122, &123
General Studies 102, 124, 211
Geography &200, 260
Geology &100, &101, &103, &110, 155, &208
German &121, &122, &123
Health Education 108, 125
History &116, &117, &118, &214, &215, &219, 230, 257
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250
Hospitality Management 102, 124, 133
Human Services 105, 107, 110, 112, 113, 114, 115, 120, 121, 122, 123, 125, 275, 276
Human Services Substance Abuse Counselor &101
Humanities 145, 175, 201, 203, 204, 235, 257, 320
Information Systems 302, 305, 337, 350, 390, 415, 438, 450, 470, 490
Japanese &121, &122, &123
Korean &121, &122, &123
Manufacturing 101, 115, 120, 140, 165, 181, 290
Mathematics 100, 103, &107, 112, &131, &141, &142, &146, &151, &152, &163, 210, 221, 222, 231, 232, &264
Medical Assisting 111, 112, 136, 137, 140, 152, 153, 211
Meteorology 101
Music 101, &105, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 185
Nursing 140, 142, 154, 176, 177, 180, 181, 182, 206
Nutrition &101
Organizational Leadership/Resource Management 103, 105, 150, 160, 201, 220, 225, 234
Organizational Leadership/Technical Management 320
Philosophy &101, &115, &120, 240
Physical Education–Education 104, 105, 107
Physical Education–Fitness and Sports 140, 187, 189, 289
Physical Therapist Assistant 101, 102, 104, 105, 108, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 251, 252
Political Science &101, 115, 145, 175, &201, &202, &203, 235, 323
Practical Nursing 102, 103, 106, 124, 200, 202, 203, 204, 205, 208, 209, 210
Psychology &100, 102, 240
Sociology 109, 125, 135, 190, &201, 230, 301, 319
Spanish &121, &122, &123, &221
Technical Design 107, 109, 112, 121, 122, 123, 127, 128, 130, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 242, 270, 271, 290
Welding 101, 102, 103, 104, 105, 108

Thinking

(Critical Analysis or Creative Problem Solving)

Accounting &201, &202, &203
American Culture & Equity Studies 101, 102, 160, 170
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Art &100, 102, 103, 104, 106, 107, 110, 111, 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Astronomy 101, 102, 105
Biology 101, 114, 115, 120, 130, 131, 132, &160, &175, 201, 202, &260
Business &101, &201, 215, 330
Business Management 102, 105, 138, 139, 140, 145, 146, 147, 148, 149, 170, 180, 181, 183, 185, 203, 247, 282
Business Technology 115, 123, 127, 130, 133, 134, 135, 136, 137, 142, 150, 155, 160, 175, 220, 231, 240, 250, 254, 260, 275, 280
Chemistry &110, &121, &131, 137, &139, &142, &143, &153, &241, &242, &243, &251, &252, &253
Communication Studies &101, &102, 105, 115, 125, &210, &220, 225, &230, 242, 250, 253, 263, 273, 293
Computer Information Systems 110, 111, 114, 115, 116, 123, 141, 142, 143, 145, 154, 155, 170, 176, 182, 190, 200, 202, 205, 210, 219, 225, 229, 236, 240, 242, 255, 258, 261, 270, 271, 272, 273, 285
Computer Science &141, 143, 210
Cosmetology 102, 103, 104, 105, 120, 123, 151, 152, 153, 154, 155, 161, 162, 171, 181, 182, 183, 211, 251, 254
Criminal Justice 100, &101, &105, &106, &110
Culinary Arts 101, 103, 121, 122, 123, 125, 126, 128, 129, 130, 131, 132, 200, 210, 220
Digital Media Arts 120, 130, 136, 220, 230, 236
Dramatic Arts &101, 120, 201, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 280, 281, 285, 286, 287, 288, 289
Early Childhood Education 174, 177, 178, 225
Economics &201, &202
Education 110, 120, &121, &122, &202, &204
Electronics 101, 102, 103, 106, 111, 112, 113, 160, 165, 166, 170, 201, 202, 203, 211, 212, 213, 225, 227, 228, 235, 237, 238
Engineering &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271
English &101, &102, &111, &113, 141, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270, 271, 273, 274, 275, 283, 328

*See course description for prerequisite.

Fashion 101, 102, 103,104
French &121, &122, &123
General Studies 124, 140, 211
Geography &200, 260
Geology &100, &101, &103, &110, 155, &208
German &121, &122, &123
Health Education 108, 125
History 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 190, 200, 210, 220, 230, 240, 250
Hospitality Management 124, 133
Human Services 105, 107, 110, 112, 113, 114, 115, 120, 121, 122, 123, 125, 275, 276
Human Services Substance Abuse Counselor &101
Humanities 145, 175, 201, 203, 204, 220, 235, 253, 257, 320
Information Systems 300, 302, 305, 330, 337, 346, 350, 390, 415, 438, 450, 470
Japanese &122, &123
Manufacturing 101, 115, 120, 130, 140, 150, 160, 165, 172, 180, 181, 185, 186, 280, 290
Mathematics 100, 103, &131, &132, &141, &142, 147, &148, &151, &152, &163, 210, 221, 222, 231, 232, 250, &264
Medical Assisting 110, 111, 114, 116, 117, 120, 121, 136, 137, 151, 163, 164, 205, 211
Meteorology 101
Music 101, &105, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 185
Nursing 110, 118, 140, 142, 146, 151, 154, 176, 177, 180, 181, 182, 206
Nutrition &101
Organizational Leadership/Resource Management 103, 105, 150, 160, 197, 199, 201, 202, 205, 216, 218, 220, 225, 234, 235, 240, 250, 260, 270, 272, 280
Organizational Leadership/Technical Management 320
Parent Education 102
Philosophy &101, &115, &120, 240
Physical Education–Education 104, 105, 107
Physical Therapist Assistant 104, 106, 107, 110, 111, 120, 121, 122, 123, 124, 125, 126, 127, 151, 152, 251, 252
Physics 114, 254, 256
Political Science &101, 115, 145, 175, &201, &202, &203, 235, 323
Practical Nursing 102, 103, 106, 114, 116, 124, 126, 200, 202, 203, 204, 205, 206, 208, 209, 210
Psychology &100, &220, 240
Sociology &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319
Spanish &121, &122, &123, &221
Technical Design 107, 109, 116, 121, 123, 127, 128, 130, 145, 150, 151, 175, 180, 200, 205, 211, 217, 221, 222, 231, 271, 272, 273, 275, 290
Welding 100, 101, 102, 103, 104, 105, 106, 107,108, 145

Global Perspective

American Culture & Equity Studies 101, 102, 160, 170
American Sign Language &121, &122, &123
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Art 107, 206, 268
Biology 101, 120, 130, 131, 132
Business &101, &201
Business Management 102, 282
Communication Studies &101,&210, &220, &230, 242, 250, 253, 263, 273
Dramatic Arts &101, 201
Early Childhood Education 174
Education &115
Engineering &104, 111, &224, 216
English 141, &220, &226, &227, 250, 262, 264, 270, 271, 273, 274, 275, 328
Fashion 101, 102, 103, 104
Geography &200, 260
Health Education 121
History 110, &136, &137
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 220, 230, 240
Human Services 107
Humanities 145, 175, 201, 203, 204, 220, 235, 253, 257, 320
Information Systems 350, 415
Medical Assisting 151, 180
Meteorology 101
Music &105
Organizational Leadership/Resource Management 105, 205, 280
Physical Therapist Assistant 104
Political Science &101, &201, &202, 235
Sociology &101, 109, 125, 135, 190, &201, 230, 271, 301, 319

Information Literacy & Technology

Accounting &201, &202, &203
American Culture & Equity Studies 101, 102, 160, 170
Anthropology &204, &205, 212, 270, 325, 335
Art 206, 225, 226, 267, 268
Biology 130, 131, 132, &160, &260
Business &101, &201, 215, 330
Business Management 180, 185, 203
Business Technology 106, 115, 116, 123, 150, 155, 160, 175, 220, 250, 254, 255, 260, 275, 280
Chemistry &241, &242, &243, &251, &252, &253
Communication Studies &101, &102, 105, 115, 125, &210, &220, 225, 242, 250, 253, 263, 273
Computer Information Systems 110, 111, 115, 170, 182, 190, 270, 271, 272, 273
Criminal Justice 100, &101, &105, &106, &110
Culinary Arts 128, 132, 200, 210, 220
Digital Media Arts 120, 130, 136, 220, 230
Dramatic Arts &101, 201, 247, 253, 281, 285, 286, 287
Early Childhood Education &100, 178, 215, 225
Education 110, &115, &121, &122, &202
Electronics 103, 201, 202, 203, 211, 212, 213, 227, 228, 237, 238
Engineering &104, 111, 216, 240
English &102, &111, &113, &220, &228, &244, &245, 250, 262, 283, 328
Fashion 101, 102, 103, 104
General Studies 140, 211
Geography &200, 260
Geology &100, &101, &103, 155, &208
History &214, &215, &219, 230, 253, 257
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 190, 220, 230, 240, 250
Human Services 105, 107, 110, 112, 113, 114, 115, 120, 121, 122, 123, 275, 276
Human Services Substance Abuse Counselor &101
Humanities 175, 201, 235, 253, 257, 320
Information Systems 390, 415
Japanese &123
Library Research 110, 180
Manufacturing 172, 180, 181, 185, 290
Medical Assisting 110, 163
Meteorology 101
Music &105, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 185
Nursing 118, 146, 154, 176, 177
Nutrition &101
Organizational Leadership/Resource Management 103, 105, 150, 201, 205, 216, 218, 220, 225, 234, 235, 240, 250, 260, 272, 280
Parent Education 100, 101, 102
Physical Therapist Assistant 101, 105, 106, 108
Political Science &101, 115, &201, &202, 235
Practical Nursing 103, 210
Psychology &200, 240
Sociology &101, 109, 125, 135, 190, &201, 215, 230, 271, 319
Technical Design 112, 130, 150, 151, 175, 180, 205, 242, 274, 290
Welding 106, 108

Lifelong Learning

American Culture & Equity Studies 101, 102, 160, 170
Anthropology &100, &204, &205, &206, &207, 212, 270, 325
Art 268
Biology 115
Business Management 105, 149, 181, 282
Communication Studies &101, &210, &220, 250, 253, 263, 273
Computer Information Systems 170, 255
Cosmetology 160, 240
Culinary Arts 128
Dramatic Arts 251, 253, 281, 285, 286, 287, 288, 289
Early Childhood Education 174, 215
Education 110, 120
Engineering 100, &104, 111, &114, &204, &214, &215, 216, &224, &225, 240, 270, 271
English &220, &245
Fashion 101, 102, 103, 104
French &121, &122, &123
General Studies 101, 111, 121, 124, 131, 133, 141
German &121, &122, &123
Homeland Security Emergency Management 102, 110, 120, 130, 157, 160, 180, 210, 220, 230, 240
Human Services 105, 107, 110, 112, 113, 114, 115, 120, 275, 276
Human Services Substance Abuse Counselor &101
Information Systems 302, 390, 438, 450, 490
Manufacturing 290
Medical Assisting 210, 213
Meteorology 101
Music 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q
Nursing 177
Organizational Leadership/Resource Management 103, 105, 150, 160, 197, 199, 201, 225, 235, 240, 260, 270, 272, 280
Parent Education 100, 101, 103
Physical Education–Education 104, 107
Physical Therapist Assistant 101, 151, 252
Political Science &101, &201, &202
Practical Nursing 200, 210
Sociology &101, 319
Spanish &121, &122, &123, &221
Technical Design 180, 290
Welding 106

*See course description for prerequisite.

Courses meeting Graduation Requirements in Associate Degrees (2015-2016)

Courses for the Associate Transfer Degrees and other Associate Degrees. Only those courses numbered 100 and above are acceptable. All courses 195/295, 198/298, and 199/299 will be evaluated individually except as noted below. Continuing Education credits may not be used. Courses which were on these lists when taken may also be applied.

Humanities Distribution (H and H/SP)

Choose two or three different subjects from the following lists.

Group A: Humanities (H) no restriction

American Culture & Equity Studies 101, 102, 160, 170
Anthropology &207, 325, 335
Art &100, 102-104, 106, 107, 110, 111, 117
Communication Studies &101, &102, 105, 125, &210, &220, 225, &230, 242, 250, 253, 263, 273, 293
Dramatic Arts &101, 201, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 280, 281, 282, 285, 286, 287
English &111, &113, &114, 141, 150, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 279, 283, 284, 286, 328
Geography &200
History 230
Humanities 145, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320
Music 101, 102, &105, &141, &142, &143, 185, 188, 189, 239, 240, &241, &242, &243
Philosophy &101, &115, 240
Political Science &201

World Languages

No more than 5 credits at the 100 level

American Sign Language &121, &122, &123
French &121, &122, &123
German &121, &122, &123
Japanese &121, &122, &123
Korean &121, &122, &123
Spanish &121, &122, &123, &221

Group B: Skills Performance (H/SP)

No more than 5 credits

Art 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268
Dramatic Arts 120
Music 103, 106, 109, 117, 120, 123, 126, 133, 136, 144, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 233

Social Sciences Distribution (SS)

American Culture & Equity Studies 101, 102, 160, 170
Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335
Baccalaureate Nursing 323, 326A
Business &101
Criminal Justice &105, &106
Early Childhood Education &105
Economics &201, &202
Education &121, &122, &202, &204
Engineering &104
Geography &100, &200, &207, &250
History 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257
Human Services 107
Human Services Substance Abuse Counselor &101
Humanities 145
Philosophy &101, &115, &120, 240
Political Science &101, 115, 145, 175, &201, &202, &203, 235, 323
Psychology &100, 102, &200, &220, 240, 260
Sociology &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319

Natural Sciences Distribution (NS)

Lab Courses: minimum one course required

Biology 101, 114, 115, 120, 130-132, 140, &160, &175, 201, 202, 203, &241, &242, &260
Chemistry &110, &121, &131, 137, &151, &152, &153, &251, &252, &253
Geography 150
Geology &101, &103, &110, &208
Oceanography &101
Physics 110, 114, 115, 116, 254, 255, 256

Non-lab courses:

Anthropology &205
Astronomy 101, 102, 105
Biology 104, 351
Chemistry &139, &141, &142, &143, &241, &242, &243
Geography &100, 260
Geology &100, 155
Meteorology 101
Nutrition &101
Science 100

Other than physical, biological, and earth sciences:

No more than five credits from the following in Natural Sciences distribution:

Business 215
Computer Science &141, 143, 170, 210, 240
Engineering 240
Mathematics &107, 112, &131, &132, 136, &141, &142, 143, &146, 147, &148, &151, &152, &163, 210, 221, 222, 231, 232, 240, 250, &264
Philosophy &120

Electives

There are two types of electives: Fully Transferable and Restricted.

Fully Transferable:

ALL courses listed in the Skill Areas, Humanities, Social Sciences, Natural Sciences distributions plus the following:

Accounting &201, &202, &203
Baccalaureate Nursing 320
Business &201, 330
Computer Information Systems 141
Criminal Justice 100, &101, &110
Education &115, 199
Engineering 111, &114, &204, &214, &215, 216, &224, &225, 270, 271
English &101, &102, &235, 301
World Language – any not used in Humanities Distribution
Physical Education-Education 104

Restricted in Transfer:

ANY college level courses NOT listed in any of the skill areas, distribution, or transferable electives (generally professional-technical and personal development courses, also DANTES, CLEP, Service School Credits)

Baccalaureate Nursing – all except 323, 326A
Business Management – all
Business Technology – all
Communication Studies 115
Computer Information Systems – all except 141
Cooperative Apprenticeship – all
Cooperative Education – all
Cosmetology – all
Culinary Arts – all
Digital Media Arts – all
Dramatic Arts - 288, 289
Early Childhood Education – all except &105
Education 110, 120, 123, &130, 132, &136, &150
Electronics – all
Engineering 100
Fashion – all
General Studies – all
Health Education – all
Health Occupations – all
Homeland Security Emergency Management – all
Hospitality Management – all
Human Services – all except 107
Information Systems – all
Intensive English – 100A, 100B, 100C
Library Research – all
Manufacturing – all
Mathematics 100, 103
Medical Assisting – all
Nursing – all
Organizational Leadership/Resource Mgmt – all
Organizational Leadership/Technical Mgmt – all
Parent Education – all
Physical Education Activity (PEFSP and PE-RD)
Physical Education–Education – all except 104
Physical Therapist Assistant – all
Practical Nursing – all
Technical Design – all
Transition to Associate Degree Nursing – all
Welding – all

Abbreviations

- **AA** Associate in Arts
- **AAS** Associate in Applied Science
- **AAS-T** Associate in Applied Science – Transfer
- **AB** Associate in Business
- **AGS** Associate in General Studies
- **APN** Associate in Pre-Nursing
- **AS** Associate of Science
- **ATA** Associate in Technical Arts
- **BAS** Bachelor of Applied Science
- **BSN** Bachelor of Science in Nursing
- **DTA** Direct Transfer Agreement
- **MRP** Major Related Program

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

Degrees and Certificates Planning Chart						
Program Subject Area	Degrees 90 or more credits	Certificate of Specialization 61-89 credits	Certificate of Proficiency 45-60 credits	Certificate of Completion 20-44 credits	Certificate of Recognition 10-19 credits	Page
General Degrees:						
Associate in Arts	AA-DTA					51
Associate in General Studies	AGS					51
Associate of Science-Track 1	AS-Track 1					51-52
Associate of Science-Track 2	AS-Track 2					52
Associate in Technical Arts (Option 2)	ATA Option 2					52
Program-Specific Degrees and Certificates:						
Accounting Technology	AAS-T, ATA		X	X	X	53-54
Business	AB-DTA/MRP					54-55
Business Management	ATA		X		X	55-57
Business Technology	ATA		X	X	X	57-59
Computer Info Systems	BAS-IS, AAS-T		X	X	X	60-63
Cosmetology	ATA	X	X			64
Culinary Arts Institute	ATA	X		X	X	65-66
Digital Media				X		66
Early Childhood Education	AAS-T, ATA		X	X	X	67-69
Electronics	ATA		X		X	69-70
Engineering	AS-Track 2/MRP					70-71
Engineering Technology	AAS					71-72
Fashion					X	72
Homeland Security/ Emergency Management	AAS-T			X		73-74
Human Services	ATA		X		X	74-75
Industrial Trades Technician	ATA	X		X		76
Manufacturing Technology		X		X	X	76-78
Medical Assisting	AAS-T	X		X		78-80
Nursing/Healthcare	BSN, ATA	X			X	80-86
Organizational Leadership Resource Management	AAS-T				X	86-88
Physical Therapist Assistant	AAS					88-89
Polysomnographic Technology	AAS w/Highline			w/Highline		89
Pre-Nursing	APN-DTA/MRP					89
Technical Design	ATA		X	X	X	89-92
Welding Technology	ATA	X	X		X	92-94

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Degrees and Certificates

General Degrees:

Associate in Arts–Direct Transfer Agreement (AA-DTA)

Appropriate for many intended majors, especially in the Humanities and Social Sciences. Students complete 60 credits of general education and 30 credits of electives which should be tailored to the future major.

- Each course can be counted toward only one skill or distribution area.
- Only college level courses numbered 100 or above are allowed.
- Cumulative college level GPA must be at least 2.0. Courses tranferred from another college do not count in GPA.
- Of courses which are normally graded, no more than 30 credits may be taken as Pass/No Credit at the student's option.
- At least 20 quarter credits in the degree must earned at OC.
- Students with 85 credits towards an OC degree may transfer back 5 credits from another accredited institution. Otherwise, the last 10 credits must be earned at OC. (Military personnel and dependents with a SOC agreement are exempt from this requirement.)
- Students should work closely with an advisor at the planned baccalaureate institution to choose courses that will apply to the bachelor's degree.

Skill Areas Requirements: ***Credits***

Written Communication Skills (two of the following)
ENGL& 101 English Composition I* _____5
ENGL& 102 Composition II* _____5
ENGL& 235 Technical Writing*_____5____ 10

Quantitative/Symbolic Reasoning Skills
Five credits in one of the two categories below _____ 5

1. Quantitative Reasoning Skills
Five credits of college level mathematics (a course with a Mathematics prefix numbered 100 or above) furnishing the quantitative skills required in the commonly recognized educational transfer pathways towards a baccalaureate degree in Washington state; this college level mathematics course must have a prerequisite of intermediate algebra coursework completed at a 2.0 grade or higher.

Precalculus or higher: OC Courses: MATH& 141, MATH& 142, MATH 143, MATH& 151, MATH& 152, MATH& 163, MATH&264, MATH 210, MATH 221, MATH 222, MATH 240, MATH 250

Mathematics for Elementary Education: OC Courses: MATH& 131, MATH& 132

Business Precalculus/Finite Mathematics or Business Calculus: OC Courses: MATH 147, MATH& 148

Statistics: OC Courses: MATH 136, MATH& 146

Math in Society: OC Course: MATH& 107

2. Symbolic Reasoning Skills: OC Course: PHIL& 120

Distribution Requirements:

Humanities (15 cr. in 2 or 3 disciplines) _____ 15
- From at least two different disciplines
- No more than 10 credits in any one discipline
- Maximum 5 credits in skills performance
- Maximum 5 credits in world language at the 100 level

Natural Sciences (15 cr. in 2 or 3 disciplines)_____ 15
- From at least two different disciplines
- No more than 10 credits in any one discipline
- At least one laboratory science course
- At least 10 credits in physical, biological, and/or earth science

Social Sciences (15 cr. in 2 or 3 disciplines) _____ 15
- From at least two different disciplines
- No more than 10 credits in any one discipline

Electives
(30 credits or sufficient credits to meet the 90 credit total)
Up to 15 credits of any other college level courses
Other courses chosen from any of the lists except restricted

Total: (minimum 90 credits required)

Associate in General Studies (AGS) (Non-Transfer)

The Associate in General Studies (AGS) grants academic recognition for the completion of 90 applicable college-level credits and provides flexibility for students to select courses which best fit their interests or emphasize a particular area of study. The non-transfer degree does not preclude the selection of transfer classes and subsequent transfer to a four-year college or university. However, students should be aware that their transcripts will be subjected to a course by course analysis by the receiving institution to determine transferability. This degree is not a direct transfer associate degree (DTA). Students with a previous associate degree are not eligible for the AGS. Students may not receive the AGS in the same quarter as another associate degree.

General Policies
To qualify for the AGS, the following requirements must be met:
- 90 credits at the 100 level or higher.
- A cumulative college level OC grade point average of 2.0 or higher.
- A maximum of 30 credits of Pass/No Credit graded courses will be accepted instead of the standard numerical grade.
- A minimum of 20 quarter credits must have been earned at OC, including the last 10 credits, except that if 85 or more credits have been earned at OC, the graduation requirements may be completed at another regionally accredited institution.

Graduation Requirements
- **15 cr. at the 200 level** (as a part of the requirements listed below)
- **10 cr. Communication Skills**
  - 5 cr. Written (English); select BSTEC 145 or ENGL &101
  - 5 cr. Verbal (Speech or Communication)
- **5 cr. Basic Quantitative Skills** selected from:
  - Any mathematics course at the 100 level or higher
  - BMGMT 140 (5 cr.) Business and Personal Mathematics
  - PHIL& 120 (5 cr.) Symbolic Logic
- **5 cr. Humanities** (see Distribution Requirements-page 38)
- **5 cr. Information Literacy** selected from Computer Information Systems (CIS) or Computer Science (CS)
- **5 cr. Natural Sciences** (see Distribution Requirements-page 38)
- **5 cr. Social Science** (see Distribution Requirements-page 38)
- **5 cr. Personal wellness, career and life planning**
  - Any combination selected from:
    - Physical Education (PE-ED) or Physical Education - Fitness and Sports (PEFSP)
    - General Studies
    - OLRM 103 (1 cr.) Explore Your Strengths, OLRM 105 (1 cr.) Appreciating Diversity
- **50 cr. Electives** selected from any college level classes at the 100 level or higher

Associate of Science – Track 1

Biological Sciences, Environmental/ Resource Sciences, Chemistry, Geology and Earth Sciences

This is intended for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. Typically the Associate in Arts degree is best suited for transfer to certain baccalaureate institutions. Students should meet early in their matriculation at Olympic College with an academic faculty advisor to determine the degree suitable for them.

Note: Though courses in a world language are not required for the Associate of Science degree, some baccalaureate institutions may require two or three quarters of world language for admission or for graduation.

Entire sequences of science courses should be completed at one college.

Basic Communication Skills (two of the following)
ENGL& 101 English Composition I* _____5
ENGL& 102 Composition II* _____5
ENGL& 235 Technical Writing*_____5____ 10

Basic Quantitative Skills (three of the following)
MATH& 151 Calculus I* _____5
MATH& 152 Calculus II*_____5
MATH& 163 Calculus 3*_____5
MATH& 146 Intro to Statistics*_____5____ 15

Humanities and Social Sciences (15 credits: 5 credits in Humanities, 5 credits in Social Sciences, and an additional 5 credits in either one—see Distribution Requirements page) _ 15

Primary Required Sciences
CHEM& 141/151 General Chemistry & Lab I*_____6.5
CHEM& 142/152 General Chemistry & Lab II* _____6.5
CHEM& 143/153 General Chemistry & Lab III*_____ 6
(In consultation with an advisor, choose at least one of the following complete sequences) See Note 1
PHYS 114, 115, 116 General Physics* _____ 18
PHYS 254, 255, 256 Engineering Physics* _____ 18
BIOL 201, 202, 203 Majors Biology I, II, III*_____ 15

Future Biology majors should select organic chemistry or physics as required by their future program.

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

Additional Science and Mathematics Requirements
(10 credits minimum from this list. After completion of the Primary Science Requirement, other courses from the Primary Science may be used as Additional Science Requirements) See Note 1

BIOL&	241	Human A & P 1*	6
BIOL&	242	Human A & P 2*	6
BIOL&	260	Microbiology*	5
CHEM&	241/251	Organic Chem & Lab I*	5.5
CHEM&	242/252	Organic Chem & Lab II*	6
CHEM&	243/253	Organic Chem & Lab III*	7
GEOL&	101	Intro Physical Geology	5
GEOL&	103	Historical Geology	5
GEOL&	110	Environmental Geology	5
CS&	141	Computer Science I Java*	5
MATH	221	Differential Equations I*	5
MATH	250	Linear Algebra*	5
MATH&	264	Calculus 4*	5

Remaining Credits
(There is a limit of 5 Restricted Elective credits—see Distribution Requirements page for Restricted Electives list)

Total: (Minimum 90 credits, see Note 2)

(Minimum cumulative college GPA of 2.0, see Note 3)

Note 1: Science and Mathematics Requirements should be chosen to meet the requirements of the desired major at the baccalaureate institution. Some institutions require calculus-based physics, for example.

Note 2: Most scientific disciplines require more than 90 credits to achieve junior standing.

Note 3: Specific Colleges, Departments, and programs within universities require a GPA considerably higher than the minimum for an associate degree. Contact advisors at the baccalaureate institution for requirements.

Associate of Science – Track 2

Engineering, Physics, Computer Science and Atmospheric Science

This is intended for students with an interest in transferring to a baccalaureate institution in the State of Washington in one of the targeted disciplines. (For engineering transfer within the State of Washington, use the Associate of Science (Track 2) Major Related Program—Pre-Engineering degree appropriate for the desired discipline.) Typically the Associate in Arts degree is best suited for transfer to certain baccalaureate institutions. Students should meet early in their matriculation at Olympic College with an academic faculty advisor to determine the degree suitable for them.

Note: Though courses in a world language are not required for the Associate of Science degree, some baccalaureate institutions may require two or three quarters of world language for admission or for graduation.

Entire sequences of science courses should be completed at one college.

Note: Prior to starting some or all of the following courses, students should:

- Complete ENGL 098 or place into ENGL& 101
- Complete MATH& 142 or MATH 143 or place into MATH& 151
- Complete PHYS 110 or a rigorous high school physics class
- Complete CHEM& 139 or place into CHEM& 141

Basic Written Communication Skills (10 credits)

ENGL&	101	English Composition I*	5
ENGL&	102	Composition II*	5
ENGL&	235	Technical Writing*	5 — 10

Basic Quantitative Skills (15 credits)

MATH&	151	Calculus I*	5
MATH&	152	Calculus II*	5
MATH&	163	Calculus 3*	5 — 15

Humanities and Social Sciences (15 credits: 5 credits in Humanities, 5 credits in Social Sciences, and an additional 5 credits in either one—see Distribution Requirements page) _ 15

Required Science

CHEM&	141/151	General Chemistry & Lab I*	6.5
PHYS	254, 255, 256	Engineering Physics*	18

Individualized Plan: The remaining 25.5 credits should be planned with an advisor based on the requirements of the specific discipline at the baccalaureate institution. Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student. (See Note 1)

CHEM&	142/152	General Chemistry & Lab II*	6.5
CHEM&	143/153	General Chemistry & Lab III*	6
CHEM&	241/251	Organic Chem & Lab I*	5.5
CHEM&	242/252	Organic Chem & Lab II*	6
CS&	141	Computer Science I Java*	5
CS	143	Computer Science II Java*	5
ENGR&	104	Intro to Design	5
ENGR&	114	Engineering Graphics	5
ENGR&	204	Electrical Circuits*	6
ENGR&	214	Statics*	5
ENGR&	215	Dynamics*	5
ENGR	216	CAD Applications for Engineering Design*	3
ENGR&	224	Thermodynamics*	5
ENGR&	225	Mechanics of Materials*	5
ENGR	240	Applied Numerical Methods for Engr*	5
ENGR	270/271	Fundamentals of Materials Science & Lab*	6
MATH	221	Differential Equations I*	5
MATH	222	Differential Equations II*	5
MATH	250	Linear Algebra*	5
MATH&	264	Calculus 4*	5
MTEOR	101	Weather and Atmosphere*	5

Total: (Minimum 90 credits, see Note 2)

(Minimum cumulative college GPA of 2.0, see Note 3)

Note 1: For advising, new students should contact the Science, Engineering and Mathematics Advisor 360.475.7743, SEMAdvisor@olympic.edu. For further advising contact a faculty member in the targeted discipline.

Note 2: It may require more than 90 credits to achieve junior standing, but the total depends on major and transfer university.

Note 3: Specific Colleges, Departments, and programs within universities require a GPA considerably higher than the minimum for an associate degree. Contact advisors at the baccalaureate institution for requirements.

Associate in Technical Arts (ATA Option 2)

Individuals who have journey status in a trade may earn credits toward the ATA degree in the following ways:

- Experience at the journey level in an apprentice trade: 5 credits for the first year, one credit for each additional year to a maximum of 5 additional credits.
- Experience as a supervisor or instructor: 5 credits for the first year, 1 credit for each additional year to a maximum of 5 additional credits.
- Journey-level experience and credits from professional/technical courses from other colleges must be evaluated by the appropriate faculty member and the Dean of Workforce Development.

Degree Requirements:
Students must complete 90 credits numbered 100 or above with a college-level GPA of at least 2.0.

- **Communications:** ENGL &101.
- **Quantitative:** MATH 100 or above, or BMGMT 140, or BMGMT 138 and 139.
- **Social Sciences and Humanities:** A minimum of one course in each area for a total of 15 credits is required. See Distribution Requirements to select appropriate courses.

*See course description for prerequisite.

Program-Specific Degrees and Certificates:

Accounting Technology

Accounting Technology

Associate in Applied Science–Transfer

Graduates of this program may seek employment in public, private, and/or governmental entities as bookkeepers, accounting technicians, accounting support, tax preparers or payroll assistants. This program is designed to transfer to Old Dominion University.

Graduation Proficiencies
Keyboarding proficiency of 35+ words-a-minute, one error per minute, is required for graduation. Students may take BSTEC 110 to develop proficiency or may take a keyboarding test to verify proficiency.

Ten-key calculator proficiency of 9,000 keystrokes per hour. Students may take BSTEC 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation in analyzing business transactions.
2. Analyze financial information and statements.
3. Maintain and evaluate internal control procedures.
4. Effectively use a variety of computer software to process accounting information and documents.
5. Apply mathematical concepts to typical accounting and business situations.
6. Effectively communicate orally and in writing in the context of common business practices.
7. Work as a team member in an office environment to accomplish the goals of the organization.
8. Define, explain, correctly spell, and effectively use accounting and business terminology.

Advisor	*Office*	*Phone*
Salas, Joanne	Business 109	360.475.7372

Required Courses		*Credits*
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
ACCT& 203	Prin of Accounting III*	5
BSTEC 124	MS Excel Specialist*	4
BSTEC 130	Practical Accounting	5
BSTEC 133	Computerized Accounting*	4
BSTEC 134	Payroll Accounting*	5
BSTEC 229	Individual Taxation*	5
BSTEC 231	Practical Fund Accounting*	5
BSTEC 239	Taxation for Business*	5
BUS& 201	Business Law	5
CMST& 220	Public Speaking	5
ECON& 201	Micro Economics*	5
ECON& 202	Macro Economics*	5
ENGL& 101	English Composition I*	5
ENGL& 102	Composition II*	5
MATH 147	Business Algebra*	5
MATH& 148	Business Calculus*	5
OLRM 220	Human Relations in the Workplace	3
Total Credits Required		***91***

Accounting Technology

Associate in Technical Arts

Graduates of this program may seek employment in public, private, and/or governmental entities as bookkeepers, accounting technicians, accounting support, or payroll assistants.

Graduation Proficiencies
Keyboarding proficiency of 30+ words-a-minute, one error per minute, is required for graduation. Students may take BSTEC 110 to develop proficiency or may take a keyboarding test to verify proficiency.

Ten-key desktop calculator proficiency of 8,000 keystrokes per hour. Students may take BSTEC 132 to develop the required proficiency or may take a 10-key test to verify proficiency.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation to typical business transactions.
2. Analyze financial information and statements.
3. Maintain and evaluate internal control procedures.
4. Effectively use a variety of computer software to process accounting information and documents.
5. Apply mathematical concepts to typical accounting and business situations.
6. Effectively communicate orally and in writing in the context of common business practices.
7. Work as a team member in an office environment to accomplish the goals of the organization.
8. Define, explain, correctly spell, and effectively use accounting and business terminology.

Advisor	*Office*	*Phone*
Salas, Joanne	Business 109	360.475.7372

Required Courses		*Credits*
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
ACCT& 203	Prin of Accounting III*	5
BMGMT 140	Business and Personal Mathematics*	5
BSTEC 123	MS Word Specialist*	4
BSTEC 124	MS Excel Specialist*	4
BSTEC 130	Practical Accounting	5
BSTEC 133	Computerized Accounting*	4
BSTEC 134	Payroll Accounting*	5
BSTEC 135	Accounting Simulation/Serv Business*	1
BSTEC 136	Accounting Simulation/Merch Business*	1
BSTEC 137	Accounting Simulation/Corporation*	1
BSTEC 138	Payroll Simulation*	1
BSTEC 150	Business English*	5
BSTEC 229	Individual Taxation*	5
BSTEC 231	Practical Fund Accounting*	5
BSTEC 239	Taxation for Business*	5
BSTEC 240	Taxation Simulations*	1
BSTEC 250	Business Correspondence*	5
BUS& 201	Business Law	5
Choose one of the following three courses:		
CMST& 210	Interpersonal Communication*	5
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3
Total Credits Required		***90***

Accounting Clerk

Certificate of Proficiency

A one-year program for students seeking basic accounting clerk preparation, or who desire refresher courses.

Graduates of this program may seek employment in public, private, and/or governmental entities as accounting clerks, bookkeepers, accounting support, or payroll assistants.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation to typical business transactions.
2. Maintain internal control procedures.
3. Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
4. Apply mathematical concepts to typical business situations.
5. Effectively communicate orally and in writing in the context of common business practices.
6. Work as a team member in an office environment to accomplish the goals of the organization.
7. Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.
8. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

Required Courses			Credits
Choose one of the following two courses:			
BMGMT	140	Business and Personal Mathematics*	5
MATH	147	Business Algebra*	5
BSTEC	110	Beginning Keyboarding (or pass proficiency test)	3
BSTEC	123	MS Word Specialist*	4
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	133	Computerized Accounting*	4
BSTEC	134	Payroll Accounting*	5
Choose one of the following two courses:			
BSTEC	135	Accounting Simulation/Serv Business*	1
BSTEC	136	Accounting Simulation/Merch Business*	1
BSTEC	229	Individual Taxation*	5
Choose one of the following three courses:			
CMST&	210	Interpersonal Communication*	5
CMST&	220	Public Speaking	5
CMST	242	Intro to Comm in Organizations	5
ENGL&	101	English Composition I*	5
OLRM	220	Human Relations in the Workplace	3
Total Credits Required			***49***

Bookkeeping Clerk

Certificate of Completion

This program prepares students to supplement an administrative-type career with basic bookkeeping responsibilities for business or departmental budgeting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively apply components of the accounting equation to typical business transactions.
2. Establish and maintain internal control procedures.
3. Effectively use a variety of computer software to accomplish office tasks and to process accounting information.
4. Apply mathematical concepts to typical business situations.
5. Understand and effectively use accounting and business terminology to produce reports, to converse in a business-type setting, and to follow directions.

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

Required Courses			Credits
Choose one of the following two courses or pass proficiency test to achieve 35 NWAM keyboarding and 35 KPM 10-key calculator proficiency requirements:			
BSTEC	110	Beginning Keyboarding	3
BSTEC	111	Intermediate Keyboarding*	3
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	132	Electronic Printing Calculators	2
BSTEC	133	Computerized Accounting*	4
BSTEC	135	Accounting Simulation/Serv Business*	1
BSTEC	136	Accounting Simulation/Merch Business*	1
Choose one of the following data entry software applications:			
BSTEC	141	QuickBooks*	4
BSTEC	142	Peachtree Accounting*	4
Total Credits Required			***24***

Tax Preparer

Certificate of Completion

A short-term program of completion to validate specific knowledge and skills attained by students in tax preparation for either primary or secondary employ.

Graduates of this program may seek employment in public, private, and/or governmental entities that prepare, amend and maintain tax related filings.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively process general tax office tasks and tax filings, with understanding of both manual and automated procedures.
2. Apply mathematical concepts to typical tax situations.
3. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and tax information.
4. Maintain internal control procedures.

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

Required Courses			Credits
ACCT&	201	Prin of Accounting I	5
ACCT&	202	Prin of Accounting II*	5
ACCT&	203	Prin of Accounting III*	5
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	229	Individual Taxation*	5
BSTEC	239	Taxation for Business*	5
BSTEC	240	Taxation Simulations*	1
Total Credits Required			***35***

Certificate of Recognition
Payroll Clerk

A short-term certificate program that demonstrates specific knowledge and applied skill sets in payroll accounting.

Graduates of this program may seek employment in public, private, and/or governmental entities in any entry-level position related to payroll accounting.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively complete payroll accounting processes, and use computer software to automate payroll accounting.
2. Apply mathematical concepts to typical payroll situations.
3. Demonstrate the ability to use the library, Internet, and Internal Revenue Service publications to access accounting and payroll information.
4. Maintain internal control procedures.

Advisor	Office	Phone
Salas, Joanne	Business 109	360.475.7372

Required Courses			Credits
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	133	Computerized Accounting*	4
BSTEC	134	Payroll Accounting*	5
BSTEC	138	Payroll Simulation*	1
Total Credits Required			***19***

Business

Associate in Business

Direct Transfer Agreement/Major Related Program (AB-DTA/MRP)

The mission of the Associate in Business (DTA/MRP) program is to prepare students to transfer to four-year institutions for their final two years of undergraduate study in a business-related field.

The courses listed below are required for students planning to transfer to most four-year colleges and universities in the State of Washington. The "Statewide Business DTA Major Related Program (MRP) Agreement", revised May 7, 2012, specifies the requirements for the AB-DTA/MRP degree. The agreement's URL is: http://www.sbctc.ctc.edu/college/education/business_dta_mrp_revised_050712.pdf

Early in the program, students should check with their intended transfer university/college advisor for specific admissions and business program requirements for course choices where options are listed for Humanities, Natural Science, Social Science, and electives.

A cumulative college GPA of 2.0 is required. Some transfer institutions require a higher overall GPA , a higher GPA in a subset of courses, or a specific minimum grade in one or more courses such as math or English. Check with your planned transfer institution for these requirements.

*See course description for prerequisite.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Define the basic concepts of business and economics, summarize the types of companies that comprise the world of business, and explain business interdependence and competition.
2. Demonstrate an awareness of the importance of business trends including globalization and e-commerce.
3. Explain the role of business and economics in promoting social responsibility and ethical behavior in all levels of business.
4. Use business and economic concepts to solve business and economic problems.
5. Define the importance and application of law in American and global business operations.
6. Demonstrate effective two-way communication skills in the solution of business and economic problems.
7. Use critical thinking skills in the solution of business and economic problems.
8. Describe the effects of government regulation and taxation on business and economic activities.

Advisor	*Office*	*Phone*
McNamara, Kim	Technical 204	360-475-7374
Snapp, Richard	Technical 204	360-475-7386
Ward, Alan	Business 107	360-475-7378

Required Courses ***Credits***

BASIC REQUIREMENTS:

Communication Skills Requirement: 10 credits (see Note 1)
Must include ten credits of English composition.
ENGL& 101 English Composition I* _____ 5
ENGL& 102 Composition II* _____ 5

Quantitative/Symbolic Reasoning Skills Requirement: 10 credits

Must include 5 credits of Business Calculus, Calculus I, or a higher level math that includes calculus as a prerequisite.

Choose one of the following three courses:
MATH 147 Business Algebra* _____5
MATH& 141 Precalculus I: Algebra* _____5
MATH& 142 Precalculus II: Trig* _____5_____ 5

Choose one of the following two courses:
MATH& 148 Business Calculus* _____5
MATH& 151 Calculus I* _____5_____ 5

DISTRIBUTION REQUIREMENTS:
Within distribution requirements, linked sequences of courses are encouraged. No more than 10 credits per discipline area

Humanities Requirement: 15 credits from at least 2 disciplines. (see Notes 2 & 3)
Maximum of 5 credits in skills performance courses
Maximum of 5 credits in world language courses
Humanities Course 1 _____5
(CMST& 220 Public Speaking recommended)
Humanities Course 2 _____5
Humanities Course 3 _____5_____ 15

Social Science Requirement: 15 credits from at least 2 disciplines, Including ECON& 201 and ECON& 202
ECON& 201 Micro Economics* _____5
ECON& 202 Macro Economics* _____5
Additional Social Science Course _____5_____ 15

Natural Science Requirement: 15 credits from at least 2 disciplines. (see Note 4)
Statistics and 10 credits of physical, biological and/or earth science, including at least one lab course
BUS 215 Business Statistics* (preferred) OR
MATH& 146 Intro to Statistics* _____5
Lab Science Course _____5
Natural Science Course _____5_____ 15

Business Transfer Requirement: 20 credits (see Note 5)
ACCT& 201 Prin of Accounting I _____5
ACCT& 202 Prin of Accounting II* _____5
ACCT& 203 Prin of Accounting III* _____5
BUS& 201 Business Law _____5_____ 20

Elective Requirement: 5 credits of non-business electives (see Note 6)
Elective (College-level courses) _____ 5

Total Credits Required ***90***

Note 1 – English Composition: To meet the current EWU requirements, the second English Composition course must be equivalent to EWU's English 201-College Composition: Analysis, Research, and Documentation. OC's ENGL& 102 Composition II satisifies this requirement.

Note 2 - Humanities: Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major. 5 credits in world languages may apply to the Humanities requirement.

Note 3 - Humanities: Students are encouraged to include a speech or oral communication course (not small group communication).

Note 4 – Natural Sciences: Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.

Note 5- Business Courses: International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficieny in U.S. business law.

Universities with a lower division Business Law requirement: UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth.

The following institutions do not require a lower division Business Law course and agree to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University.

Note 6 – General Electives: Four institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective.

University Course Equivalent to

- WSU (all campuses): Management Information Systems MIS 250 (OC: CIS 101 and CIS 110)
- Gonzaga: Management Information Systems BMIS 235 (OC: No transfer course on record)
- PLU: computer applications CSCE 120, either an equivalent course or skills test (OC: No transfer course on record)
- WWU: Introduction to Business Computer Systems MIS220 (OC: No transfer course on record)

Business Management

Business Management

Associate in Technical Arts

This program is designed to prepare students for leadership roles in retail, sales, public service, government and small business environments within a 2-year format. The program Mission Statement is: "To assist individuals in mastering the management, leadership relationship while adopting strategies that foster critical thinking, technological skills, professional growth and the ability to manage change in a dynamic global business environment."

ATA Requirements: The ATA is awarded upon the successful completion of a minimum of 90 quarter credits with an overall grade point average of 2.0. Students are required to successfully complete the required Management core plus 24 credits from a selection of additional Management courses. To complete the 90 credit degree program, the student is free to choose 10 additional credits of elective coursework, at the 100 level or above. This degree transfers into the Upside Down Bachelor of Arts Degree program at The Evergreen State College and into the Bachelor of Applied Science in Information Technology and Administrative Management at Central Washington University.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Articulate the relationship of leadership and how it relates to the functions of management.
2. Use basic accounting information and quantitative analysis to suggest effective solutions to business problems and situations as they relate to management, investors, creditors and government agencies.
3. Effectively use oral and written communications skills as they relate to the business environment.
4. Effectively use computer software to research and organize information,

supporting management information systems and decision making.
5. Evaluate and suggest improvements to products/service delivery in meeting customer and marketplace needs.
6. Show respect and the ability to work collaboratively with diverse individuals and teams.
7. Analyze legal and ethical implications of business conduct.
8. Develop strategies that foster personal and professional growth and the ability to manage change in a global business environment.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
BMGMT 102	Introduction—International Business	5
BMGMT 180	Marketing	5
BMGMT 282	Principles of Leadership/Management	5

Choose 5 credits among the following Math courses:

BMGMT 140	Business and Personal Mathematics*	5
OR		
BMGMT 138	Business Mathematics I*	3
BMGMT 139	Business Mathematics II*	2
OR		
MATH& 107	Math in Society*	5

Choose one of the following two courses:

ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5

BSTEC 150	Business English*	5
BUS& 201	Business Law	5
CIS 150	Survey of Computing	4
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3

Choose one of the following two courses:

BSTEC 123	MS Word Specialist*	4
BSTEC 124	MS Excel Specialist*	4

Choose one of the following two courses:

CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5

Select 24 additional credits from the following:

BMGMT 105	Introduction to Financial Planning	5
BMGMT 145	Business Ethics	2
BMGMT 146	Entrepreneurship—Financial Analysis	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 148	Deadline and Project Management	1
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 170	Client/Customer Relations	2
BMGMT 181	Principles of Sales	5
BMGMT 183	Negotiations	5
BMGMT 185	E-Business Strategies	5
BMGMT 203	Small Business Planning/Management	5
BMGMT 247	H.R. Performance Reviews	2	24

Successful completion of additional elective coursework numbered 100 and above 10

Total Credits Required ***90***

Recommended Elective Courses

CO-OP 111	Cooperative Education Seminar I*	2
CO-OP 121	Cooperative Work Experience*	3-13
CO-OP 122	Cooperative Work Experience*	3-13
CO-OP 123	Cooperative Work Experience*	3-13

Business Management

Certificate of Proficiency

This program is designed for those who hold degrees from other areas of study or for individuals who wish to acquire leadership skills in business management and planning to improve employment opportunities.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Articulate the relationship of leadership and how it relates to the functions of management.
2. Correctly apply accounting principles and mathematical calculations in basic business, planning, and management.
3. Effectively use oral and written communication skills as they relate to the business environment.
4. Effectively use computer software to support basic business information systems.
5. Show respect and the ability to work collaboratively with diverse individuals and teams.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*

Accounting (choose one of the following courses):

ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5

Communications (choose one of the following courses):

CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5

Mathematics (choose 5 credits of the following courses):

BMGMT 140	Business and Personal Mathematics*	5
OR		
BMGMT 138	Business Mathematics I*	3
BMGMT 139	Business Mathematics II*	2
OR		
MATH& 107	Math in Society*	5

BMGMT 282	Principles of Leadership/Management	5
CIS 150	Survey of Computing	4
ENGL& 101	English Composition I*	5

Select one of the following 19 credit concentrations:

Supervisory/Human Resources:

BMGMT 102	Introduction—International Business	5
BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 183	Negotiations	5
BMGMT 247	H.R. Performance Reviews	2
OLRM 220	Human Relations in the Workplace	3	19

Small Business:

BMGMT 102	Introduction—International Business	5
BMGMT 146	Entrepreneurship–Financial Analysis	2
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 180	Marketing	5
BMGMT 203	Small Business Planning/Management	5	19

Sales and Marketing:

BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 170	Client/Customer Relations	2
BMGMT 180	Marketing	5
BMGMT 181	Principles of Sales	5
BMGMT 185	E-Business Strategies	5	19

Total Credits Required ***48***

Retail Management (WAFC)

Certificate of Proficiency

This certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. The program serves both entry level job candidates and incumbent employees. The Western Association of Food Chains (WAFC), a nonprofit organization representing major food retailers, endorses the program (http://retailmanagementcertificate.com).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. More fully develop and/or apply critical communication and computation skills related to a business setting.
2. Develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
3. Explore the essential dimensions of leadership/management as they apply to business and develop an appreciation/understanding of critical ethical issues, human relations and resource concepts as they apply to general management situations.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*

Accounting (choose one of the following courses):

ACCT& 201	Prin of Accounting I	5
BSTEC 130	Practical Accounting	5

Mathematics (choose 5 credits of the following courses):

BMGMT 140	Business and Personal Mathematics*	5
OR		
BMGMT 138	Business Mathematics I*	3
BMGMT 139	Business Mathematics II*	2	5

BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 180	Marketing	5
BMGMT 181	Principles of Sales	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5
BSTEC 150	Business English*	5
CIS 150	Survey of Computing	4
CMST& 220	Public Speaking	5
OLRM 220	Human Relations in the Workplace	3

Total Credits Required ***48***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Certificates of Recognition

Sales and Marketing

This certificate provides the basics of Sales, Marketing, Customer Service and Electronic Commerce for the business professional. It is uniquely designed to accompany an individual's previous business experience, training, and/or education.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively describe key components of a non-traditional small business marketing campaign.
2. Identify basic consumer buyer behavior and corresponding marketing strategies in maintaining customer relationships.
3. Write a basic Marketing Plan.
4. Identify traits, skills and responsibilities necessary for the sales professional.
5. Describe a variety of e-business strategies and platforms to enhance information management systems.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 170	Client/Customer Relations	2
BMGMT 180	Marketing	5
BMGMT 181	Principles of Sales	5
BMGMT 185	E-Business Strategies	5
Total Credits Required		***19***

Business Management—Small Business

This program introduces the basic business skills of marketing, accounting, and small business planning. It is uniquely designed to accompany an individual's previous experience and/or training in other professional fields and supports the transition to small business management or self-employment ventures.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify and describe key components of a small business marketing campaign.
2. Develop and write a basic Small Business Plan.
3. Effectively apply principles of accounting to basic business transactions and planning.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
BMGMT 102	Introduction—International Business	5
BMGMT 146	Entrepreneurship-Financial Analysis	2
BMGMT 149	Entrepreneurship-Marketing for Growth	2
BMGMT 180	Marketing	5
BMGMT 203	Small Business Planning & Management	5
Total Credits Required		***19***

Business Management—Supervisory/Human Resources

This certificate introduces Supervisory Skills and Human Resource Management techniques basic to the regulatory environment of Human Resource Management. Win-Win Negotiation techniques, Objective Performance Review Strategies, Ethical/Professional Conduct, and Interviewing Techniques are explored. It is uniquely designed to accompany an individual's previous experience and/or training in the workplace environment.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate a basic understanding of the Washington State Human Resource regulatory environment as it relates to Human Resource Risk Management.
2. Identify Objective Performance Criteria based on job descriptions and clear measurable expectations.
3. Critique the Leadership/Management relationship within simple ethical guidelines for professional conduct.

Advisor	*Office*	*Phone*
Johnson, Hella-Ilona	Business 212	360.475.7383
MacKaben, Kandace	OC Shelton TJL 126	360.432.5407

Required Courses		*Credits*
BMGMT 145	Business Ethics	2
BMGMT 147	H.R. Interviewing/Risk Management	2
BMGMT 183	Negotiations	5
BMGMT 247	H.R. Performance Reviews	2
BMGMT 282	Principles of Leadership/Management	5
OLRM 220	Human Relations in the Workplace	3
Total Credits Required		***19***

Business Technology

Administrative Office Support

Associate in Technical Arts

Graduates of this program may seek employment in public or private industry as administrative assistants, secretaries, executive secretaries, or office managers. They may plan to transfer to a four-year college or university with an Upside Down Degree Program, or elect to complete the Associate in Arts Transfer Curriculum.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety of software to accomplish office tasks.
2. Apply mathematics concepts to typical business situations.
3. Effectively communicate orally and in writing in the context of common business practices.
4. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management, etc.).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Define, explain, correctly spell, and effectively use business terminology.
7. Effectively apply components of the accounting equation to typical business transactions.

Advisor	*Office*	*Phone*
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses		*Credits*
Mathematics (choose 5 credits of the following courses):		
BMGMT 140	Business and Personal Mathematics*	5
OR		
BMGMT 138	Business Mathematics I*	3
BMGMT 139	Business Mathematics II*	2 5
Choose two of the following three courses to achieve minimum proficiency requirement of 55 wam (voice recognition may be substituted with instructor permission):		
BSTEC 110	Beginning Keyboarding	3
BSTEC 111	Intermediate Keyboarding*	3
BSTEC 112	Advanced Keyboarding*	3 6
BSTEC 123	MS Word Specialist*	4
BSTEC 124	MS Excel Specialist*	4
BSTEC 130	Practical Accounting	5
BSTEC 150	Business English*	5
BSTEC 155	Customer Service Information Age	2
BSTEC 160	General Office Procedures*	4
BSTEC 250	Business Correspondence*	5
BSTEC 255	Records and Database Management*	5
BSTEC 257	Advanced Office Applications*	4
BSTEC 260	Administrative Office Management*	5
CIS 150	Survey of Computing	4
CIS 154	Access for Professionals*	4
OLRM 220	Human Relations in the Workplace	3
Choose one of the following three courses:		
CMST& 210	Interpersonal Communication*	5
CMST& 220	Public Speaking	5
CMST 242	Intro to Comm in Organizations	5 5
Successful completion of additional courses as listed below, or approved Cooperative Education (internships)		21
BSTEC 113, 114, 115, 116, 117, 118, 119, 120, 121, 125, 126, 127, 132, 133, 134, 135, 136, 137, 138, 141, 142, 175, 223, 229, 231, 239, 240, 254, 270, 271, 275, 280, 285; BUS&201; CIS112, 116, 190; CJ&101		
Total Credits Required		***91***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

General Office Support

Certificate of Proficiency

The following one-year program is available to students desiring job readiness training or refresher courses in basic office skills. Entry-level employment as a receptionist, general office assistant, call center representative, or retail representative is possible with this flexible certificate program.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety of computer software to accomplish office tasks.
2. Apply math concepts to typical business situations.
3. Effectively communicate orally and in writing in the context of common business practices.
4. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Define, explain, correctly spell, and effectively use business terminology.

Advisor	*Office*	*Phone*
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses			*Credits*
Choose one of the following (40 NWAM keyboarding requirement):			
BSTEC	110	Beginning Keyboarding	3
BSTEC	111	Intermediate Keyboarding*	3
BSTEC	112	Advanced Keyboarding*	3
BSTEC	123	MS Word Specialist*	4
BSTEC	124	MS Excel Specialist*	4
BSTEC	130	Practical Accounting	5
BSTEC	150	Business English*	5
BSTEC	155	Customer Service Information Age	2
BSTEC	160	General Office Procedures*	4
BSTEC	255	Records and Database Management*	5
BSTEC	257	Advanced Office Applications*	4
CIS	112	Introduction to Windows	1
CIS	150	Survey of Computing	4
Choose one of the following three courses:			
CMST&	210	Interpersonal Communication*	5
CMST&	220	Public Speaking	5
CMST	242	Intro to Comm in Organizations	5
OLRM	220	Human Relations in the Workplace	3
Total Credits Required			***49***

Legal Support Professional

Certificate of Proficiency

Secretaries who have a solid foundation in basic skills can move into the legal field upon completion of this certificate program. It provides an understanding of the law, familiarity with legal vocabulary and procedures, and experience in using word processing software.

The following constitute prerequisites: Demonstrated proficiency and/or equivalent college/business school credits as follows:

- Keyboarding at 50+ wpm
- Electronic Printing Calculators

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety of computer software to accomplish office tasks according to industry standards.
2. Effectively apply math concepts in the context of common business practices.
3. Effectively communicate orally and in writing in the context of common business practices, as well as showing the ability to define, explain, correctly spell, and effectively use business and legal terminology.
4. Design, maintain, and evaluate office systems (paper flow, mail procedures, records management, financial records, etc.).
5. Work as a team member in an office environment to accomplish the goals of the organization.
6. Identify and use common legal resources found in a law office, law library, or on the Internet, to locate and summarize information relating to legal specialties, court systems, and legal careers.
7. Explain the importance of developing positive personal images and attributes, personal and professional ethics, maintaining confidentiality, and good client relationships.

Advisor	*Office*	*Phone*
Hudson, Tia	Business 114	360.475.7384

Required Courses			*Credits*
Legal Study Requirements			
BSTEC	175	Legal Typing and Transcription*	3
BSTEC	275	Legal Terminology	5
BSTEC	280	Legal Office Procedures*	5
BSTEC	285	Legal Research and Writing*	5
BUS&	201	Business Law	5
CJ&	101	Intro Criminal Justice*	5
General Certificate Requirements			
OLRM	220	Human Relations in the Workplace	3
Choose one of the following two courses:			
CMST&	210	Interpersonal Communication*	5
CMST	242	Intro to Comm in Organizations	5
General Office Requirements			
BSTEC	130	Practical Accounting	5
BSTEC	250	Business Correspondence*	5
BSTEC	255	Records and Database Management*	5
Electives			
Choose from Accounting, Business, Business Management, Economics, Business Technology, Computer Information Systems, and Cooperative Education			5
Total Credits Required			***56***

File and Data Entry Clerk

Certificate of Completion

The file and data entry clerk certificate prepares the student for entry-level database management and ability to manage information on computer systems and in archives.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use a variety computer software to accomplish office tasks.
2. Effectively communicate orally and in writing in the context of common business practices.
3. Design, maintain, and evaluate effective records management systems.
4. Work as a team member in an office environment to accomplish the goals of the organization.

Advisor	*Office*	*Phone*
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses			*Credits*
Keyboarding required to achieve minimum speed. Choose one of the following three courses or test out proficiency requirement (55 NWAM keyboarding requirement):			
BSTEC	110	Beginning Keyboarding	3
BSTEC	111	Intermediate Keyboarding*	3
BSTEC	112	Advanced Keyboarding*	3
BSTEC	124	MS Excel Specialist*	4
BSTEC	160	General Office Procedures*	4
BSTEC	255	Records and Database Management*	5
CIS	150	Survey of Computing	4
CIS	154	Access for Professionals*	4
Total Credits Required			***24***

MS Office Suite Specialist

Certificate of Completion

This certificate option prepares students with technology skills for work in today's business and service industries. Students will develop foundational skills in teamwork, critical thinking, basic office skills, customer service, and current office technology.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.
2. Use verbal, written and visual communication skills to build effective human relations.
3. Perform computer functions in an MS Office environment, produce professional documents and communicate electronically.
4. Recognize when and how to use problem solving skills, and applied technology solutions.

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses ***Credits***

Choose one of the following three courses based on skill level, or proficiency by voice recognition (45 NWAM keyboarding requirement):

BSTEC 110 Beginning Keyboarding 3
BSTEC 111 Intermediate Keyboarding* 3
BSTEC 112 Advanced Keyboarding* 3 — 3

BSTEC 114 MS Outlook 1
BSTEC 123 MS Word Specialist* 4
BSTEC 124 MS Excel Specialist* 4
BSTEC 125 Intro to MS Office PowerPoint 4
BSTEC 126 Integration of Software Applications* 2
BSTEC 127 Microsoft Publisher Basics* 4
CIS 112 Introduction to Windows 1
CIS 150 Survey of Computing 4
CIS 154 Access for Professionals* 4

Total Credits Required ***31***

Project Management Support

Certificate of Completion

This certificate option prepares students to provide administrative and technology skills in support of project management services. Students will develop administrative and technology skills to monitor and develop policies, processes, and procedures to ensure efficient and effective delivery of programs and projects in support of contracts, program, and project management.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Work effectively, individually and as a team member, to complete projects and tasks;
2. Perform computer functions in a MS Office environment to provide administrative support in developing, scheduling, communicating, monitoring, and tracking project details and plans;
3. Manage time, resources, and information;
4. Apply critical thinking and problem solving skills.
5. Use information technology to develop and oversee project schedules and specifications;
6. Develop and maintain budgets and fiscal components of project management;
7. Provide administrative support of staffing, scheduling, implementing, and tracking in support of contracts, program and project management.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses ***Credits***

Choose one of the following three courses to achieve minimum skill level or testing-out proficiency (50 NWAM keyboarding requirement):

BSTEC 110 Beginning Keyboarding 3
BSTEC 111 Intermediate Keyboarding* 3
BSTEC 112 Advanced Keyboarding* 3 — 3

BSTEC 114 MS Outlook 1
BSTEC 115 Electronic Communication 2
BSTEC 124 MS Excel Specialist* 4
BSTEC 130 Practical Accounting 5
BSTEC 155 Customer Service Information Age 2
BSTEC 160 General Office Procedures* 4
BSTEC 260 Administrative Office Management* 5
BSTEC 270 Microsoft Project Management* 4
BSTEC 271 Project Management Simulation* 2
CIS 116 Intro to MS Visio 1
CIS 150 Survey of Computing 4
CIS 190 Information System Project Management 4
OLRM 220 Human Relations in the Workplace 3

Total Credits Required ***44***

Workplace Technology Skills

Certificate of Completion

This certificate option prepares students with technology skills for work in today's business and service industries. Students will develop foundational skills in teamwork, critical thinking, basic office skills, customer service, and current office technology.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Work effectively, individually and as a team member, to serve customers and complete projects and tasks.
2. Use effective verbal, written and visual communication skills to build effective human relations.
3. Review standard grammar, usage and punctuation in written documents intended for a variety of readers.
4. Perform computer functions in a MS Office environment, produce professional documents and communicate electronically.
5. Manage time, resources, and information.
6. Recognize when and how to use problem solving skills.
7. Use information technology to explore career options in technology related occupations.
8. Gain effective strategies to actively participate and succeed in a learning environment.
9. Increase awareness of self-worth, and enhance the ability to make positive choices about values, skills and attitudes.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
Hudson, Tia	Business 114	360.475.7384
Salas, Joanne	Business 109	360.475.7372

Required Courses ***Credits***

Choose one of the following three courses based on skill level, or proficiency by voice recognition (50 NWAM keyboarding requirement):

BSTEC 110 Beginning Keyboarding 3
BSTEC 111 Intermediate Keyboarding* 3
BSTEC 112 Advanced Keyboarding* 3 — 3

BSTEC 113 Internet Basics 1
BSTEC 114 MS Outlook 1
BSTEC 123 MS Word Specialist* 4
BSTEC 124 MS Excel Specialist* 4
BSTEC 126 Integration of Software Applications* 2
BSTEC 155 Customer Service Information Age 2
BSTEC 160 General Office Procedures* 4
CIS 112 Introduction to Windows 1
CIS 150 Survey of Computing 4
CIS 154 Access for Professionals* 4
OLRM 220 Human Relations in the Workplace 3

Total Credits Required ***33***

Certificate of Recognition
Customer Service Specialist

This program prepares participants to provide quality customer service by equipping them with the necessary human relations and technological skills to succeed in the modern service industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge by using effective verbal, listening, and written communication skills in all work-related activities; using professional interpersonal skills to provide service to clients, customers, and co-workers; applying conflict resolution skills to prevent or resolve a work-related issue or conflict; applying problem solving techniques to meet the customers' needs in a timely, efficient, and professional manner; adding value to the work environment and team by applying a service attitude; promoting tolerance and the equal treatment of all customers and co-workers through an understanding of diversity; using professional telephone and e-mail etiquette in all telephone and electronic communication; selecting and applying appropriate technology to meet the customers' needs; being informed and proactive concerning current developments and new technology that affect the workplace; using networking skills and a professional attitude to gain meaningful work experiences and employment advancement.

Advisor	Office	Phone
Bermea, Nancy	Business 213	360.475.7838
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Salas, Joanne	Business 109	360.475.7372

Required Courses ***Credits***

Choose one of the following (40 NWAM keyboarding requirement):

BSTEC 110 Beginning Keyboarding 3
BSTEC 111 Intermediate Keyboarding* 3
BSTEC 112 Advanced Keyboarding* 3 — 3

BSTEC 114 MS Outlook 1
BSTEC 115 Electronic Communication 2
BSTEC 155 Customer Service Information Age 2
BSTEC 160 General Office Procedures* 4
CIS 150 Survey of Computing 4

Total Credits Required ***16***

Composites

See Manufacturing

Computer Information Systems

Information Systems

Bachelor of Applied Science in Information Systems

The Bachelor of Applied Science in Information Systems will prepare graduates to strategically plan, manage and apply information technology solutions to business processes and challenges. This broad-based, rigorous degree is designed for students with a variety of experiences and backgrounds. The curriculum is competency based to ensure that students can demonstrate successful mastery of relevant knowledge, skills, and abilities. Much of the curriculum is aligned with in-demand industry certifications. Topics include business processes, software development, Web, networking, information assurance, project management, analytics, communication, teamwork and leadership. The program includes opportunities for work-based learning, internships and capstone projects.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Develop organizational solutions based on information systems, applying integrated problem solving techniques and systems thinking.
2. Analyze and develop recommendations for information systems design and implementation in accordance with best practices and standards, legal and regulatory requirements, and ethical and social considerations including respect for privacy and intellectual property.
3. Apply effective collaborative and communication skills in a wide range of technical team environments and evaluate the success of various team strategies based on the project goals and constraints.
4. Develop successful and respectful relationships with clients, coworkers, managers, and stakeholders, applying a wide range of adaptive and effective communication skills to convey complex technical concepts.
5. Present and compare industry standard tools and applications in content delivery across various media, including Web, mobile and client/server environments, and discuss how they support the organization's goals.
6. Develop solutions for networking and security problems, balancing business concerns, technical issues, and security.
7. Perform analysis, design, implementation, testing and maintenance of computer-based systems, following established procedures and stressing software development best practices.
8. Critically evaluate and analyze data using proven methods to aid organizational decision-making.
9. Design professional development strategies for evaluating, recommending and applying new techniques, technologies, computer languages and user requirements as both the needs of the organization and capabilities of the technology emerge.

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Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Program Entrance Prerequisites		*Credits*
IT- related technical degree or equivalent credits (Notes 1 & 2) including the following:		
BUS& 101	Intro to Business	5
CIS 110	Information Systems Concepts*	5
CIS 111	Introduction to Operating Systems*	4
CIS 141	Programming Concepts	5
CIS 155	Web Development I*	5
CIS 182	Networking Concepts	5
CIS 205	Introduction to XML*	2
CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Compostion I*	5
ENGL& 235	Technical Writing*	5
MATH& 141	Precalculus I: Algebra*	5
SOC& 101	Intro to Sociology*	5
Additional IT related degree or equivalent credits		34
		90

Program Required Courses		
BUS 215	Business Statistics*	5
CMST& 230	Small Group Communication*	5
IS 300	IS Foundations*	5
IS 302	Information Systems Integration*	5
IS 305	Scripting for Automation*	5
IS 330	Database & Data Analysis*	5
IS 337	Information Assurance I*	5
IS 346	LAN Administration IV*	5
IS 350	Project Management I*	5
IS 390	IS Reading and Research*	5
IS 415	Informatics and Analytics*	5
IS 438	Information Assurance II*	5
IS 450	Project Management II*	5
IS 470	Enterprise Systems*	5
IS 490	Senior Project*	5
Natural Science Lab: A Physical, Biological, or Earth Science course w/lab (not included above)		5
OLTM 320	Business/Leadership-Digital Economy*	5
SOC 319	Sociology of the Digital World*	5
		90
Total Credits Required		***180***

Entry Requirements

Course Preparation Needed by Students Transferring with a Technical Associates Degree

Olympic College's Bachelor of Applied Science in Information Systems (BAS IS) degree is designed to ensure a smooth pathway for students who hold an IT-related technical associates degree. Students with such a degree will typically be able to complete the BAS IS program in two years with little additional preparation.

As an open door institution, Olympic College seeks to accommodate as many qualified students as possible. The entry requirements of the BAS IS program establish minimum qualifications to provide maximum access to the degree and at the same time ensure student success at the baccalaureate level.

Note 1: Program Entrance Prerequisites:

1. IT-related technical associates degree or equivalent credits: 90 credits from a regionally- or nationally-accredited institution.
2. 2.0 college level GPA.
3. 2.0 GPA or higher in all general education courses which meet program entry requirements. 25 credits.
4. 2.0 GPA or higher in all IT-related courses which meet program entry requirements. 35 credits.

Note 2: Foundational IT Courses and Technical Skills Requirements for BAS IS Entry:

In order to assure student success at the baccalaureate level, students entering OC's BAS IS program will be expected to already have developed a strong IT foundation. The required courses outlined below, or their equivalents**, contain foundational knowledge upon which upper-division BAS IS courses build. Applicants transferring with a technical associate degree will be prepared for upper-division courses by successfully completing these courses or demonstrating proficiency in commensurate technical skills prior to entering the program.

1. CIS 110 Information Systems Concepts. Subject: Broad knowledge of Information Technology. Industry Relevance: Core concepts.
2. CIS 111 Introduction to Operating Systems. Subject: Operating systems. Industry Relevance: Microsoft and Open Source technologies.
3. CIS 141 Programming Concepts. Subject: Programming skills. Industry Relevance: Open source PHP standards and programming practices.
4. CIS 155 Web Development I. Subject: Web development. Industry Relevance: W3C.org HTML5 and CSS3 standards and practices.
5. CIS 182 Networking Concepts. Subject: Networking knowledge. Industry Relevance: CompTIA™ Network+.
6. CIS 205 Introduction to XML. Subject: XML/Databases. Industry Relevance: W3C.org XML standards.
7. CIS 236 Information System Security I. Subject: Security. Industry Relevance: CompTIA™ Security+.

** Applicants with prior coursework, previously-earned degrees, industry certifications, and/or extensive work experience should meet with the program director to discuss options.

Coursework Needed at Junior and Senior Levels in the BAS

Emphasizing the BAS IS degree's broad-based and applied course of study, 300- and 400-level classes build on foundational information systems credits earned at the associates level to instill a wide range of technical and professional knowledge, skills, and abilities (KSAs) necessary to succeed in the IT industry. These KSAs draw from core technical topics such

*See course description for prerequisite.

as software development, Web, networking, and information assurance, as well as professional subjects like project management, communication, and teamwork. Throughout this two-year course of study, students will assemble a portfolio that reflects their growing mastery of learning outcomes.

Although students will move through these courses as a cohort, several classes offer students room for customization. For instance, in IS 390, IS Reading and Research, students will conduct independent research on a technical subject of their choice, guided by a faculty mentor and working closely with library resources to deepen theoretical knowledge and produce a substantial scholarly paper. In IS 490, Senior Project, students will apply theory to practice. After developing a proposal with faculty, students will work in industry placements, pursue advanced certifications, and/or strengthen skills applications as they anticipate more focused career roles or graduate school. They will also finalize portfolios.

While core program topics will often be addressed in discrete courses, some—like security and critical thinking—will also be threaded throughout the curriculum. IS 470, Enterprise Systems, asks students to integrate their knowledge, skills, and abilities in these topics as they form work-based teams, developing an enterprise-level environment by taking roles as network admins, software developers, web database designers and project managers. Teams will produce professional documentation and will work with faculty to ensure high quality results.

Information Systems Specialist

Associate in Applied Science–Transfer

This program prepares the graduate to obtain employment and become a productive Information Technology professional in a business-oriented systems environment. Students meet with their advisor to prepare an educational plan in one of the three degree areas of emphasis.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Effectively use computers to automate business information systems.
2. Effectively analyze, design, and build application solutions to support business needs.
3. Effectively analyze, design, and build Web solutions to support business needs.
4. Effectively analyze, design, and build network solutions to support business needs.
5. Effectively analyze, design, and deploy IT security solutions to support business needs.
6. Effectively apply business management strategies to support business needs.
7. Effectively communicate orally and in writing in the context of common business practices.
8. Work as a team member in a business information system environment to accomplish the goals of an organization.

Outcomes 2-7 will depend on the combination of courses completed in specific degree paths. Degrees and/or specific courses are transferrable to four-year universities with the possibility of junior standing. Graduates of this AAS-T degree will be eligible for entrance into the Olympic College Bachelor of Information Systems degree program. If you intend to transfer, you must contact your intended transfer institution to be sure that you are taking the correct courses. Consider both admission requirements and graduation requirements of the transfer college to make the best use of your time at Olympic College.

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Blackwell, Kevin	Technical 215	360.475.7379
Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			*Credits*
CIS	110	Information Systems Concepts*	5
CIS	111	Introduction to Operating Systems*	4
CIS	141	Programming Concepts	5
CIS	155	Web Development I*	5
CIS	182	Networking Concepts	5
CIS	202	Logic and Pattern Matching*	5
CIS	236	Information System Security I	4
CMST&	210	Interpersonal Communication*	5
ENGL&	101	English Composition I*	5
ENGL&	235	Technical Writing*	5
MATH&	141	Precalculus I: Algebra*	5

Choose 10 credits from the following:

BUS&	101	Intro to Business	5	
PSYC&	100	General Psychology	5	
SOC&	101	Intro to Sociology*	5	10
General credits (Subtotal)				63

Students planning to attend Old Dominion University (ODU) should select BUS& 101 and PSYC& 100.

Students planning to attend UW-T should select two of BUS& 101, PSYC& 100, and SOC& 101.

Students planning to attend OC's BAS-IS program should select BUS& 101 and SOC& 101.

Students select one of the following three degree emphases to complete their degree:

Networking

CIS	173	Introduction to TCP/IP	5

Choose one of the following two courses:

CIS	212	Windows for Professionals	3	
CIS	213	Mac OS X for Professionals	3	3
CIS	240	Microsoft LAN Administration I		5
CIS	242	Microsoft LAN Administration II		5
CIS	245	Microsoft LAN Administration III		5
CIS	261	Operating Systems/Unix*		4
CIS	262	Unix Administration*		4
CIS	270	Cisco I		5
CIS	271	Cisco II*		6
CIS	272	Cisco III*		4
CIS	273	Cisco IV*		4
Pathway credits (Subtotal)				50
Degree Total				***113***

Web Development

CIS	115	Introduction to the Internet	3
CIS	142	Java I Introduction to OOP*	5
CIS	156	Web Media*	4
CIS	160	User Interface Design*	2
CIS	200	Programming Laboratory*	1
CIS	205	Introduction to XML*	2
CIS	210	SQL	4
CIS	219	Introduction to ASP.NET	4
CIS	229	ASP.NET Extreme	4
CIS	255	Web Development II*	5
CIS	258	Web 2.0*	4
Pathway credits (Subtotal)			38
Degree Total			***101***

Software Development

CIS	142	Java I Introduction to OOP*	5
CIS	143	Java II Fundamentals of OOP*	5
CIS	145	Introduction to C Language*	5
CIS	160	User Interface Design*	2
CIS	200	Programming Laboratory* (Required with CIS 142/143/145)	3
CIS	205	Introduction to XML*	2
CIS	206	Introduction to Android Development*	4
CIS	210	SQL	4
CIS	219	Introduction to ASP.NET	4
CIS	225	Advanced C Language*	5
CIS	229	ASP.NET Extreme	4
Pathway credits (Subtotal)			43
Degree Total			***106***

Up to 25 credits may be granted for discipline related American Council on Education (ACE) approved military courses and ACE recommended credit for military experience. Contact your CIS advisor for more information.

Total Credits Required ***101-113***

Network Support Technician

Certificate of Proficiency

A one year certificate can enable students to gain core networking skills and knowledge complementing employable skills in network support, including preparation for CompTIA A+, Network+ and Security+, Cisco CCENT and Microsoft MCP certifications.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain and demonstrate basic hardware management.
2. Explain and demonstrate networking concepts.
3. Explain and demonstrate technical support practices in information technology.
4. Explain and demonstrate basic security concepts.

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Becker, Richard	Technical 202	360.475.7370
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Required Courses			*Credits*
CIS	110	Information Systems Concepts*	5
CIS	123	Systems Architecture and Logic*	5
CIS	141	Programming Concepts	5
CIS	173	Introduction to TCP/IP	5
CIS	176	PC Technical Support Essentials*	3
CIS	182	Networking Concepts	5

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

Choose one of the following two courses:

CIS	212	Windows for Professionals	3
CIS	213	Mac OS X for Professionals	3
CIS	236	Information System Security I	4
CIS	240	Microsoft LAN Administration I	5
CIS	270	Cisco I	5
CIS	271	Cisco II*	6
CIS	276	PC Technical Support Practical Skills*	3
ENGL&	101	English Composition I*	5

Total Credits Required ***59***

Technical Support

Certificate of Proficiency

A one-year certificate can enable students to gain core IT skills leading to CompTIA A+, Network+, and Security+ certification offering employability in PC support, call center help desks, and other entry-level positions.

Moreover, the Technical Support certificate will give students a set of courses to broaden their IT knowledge, skills and abilities and to enhance their "soft skills" area through general education classes (which are transferable).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Communicate the role of IT and its support for the organization.
2. Demonstrate basic computer skills in areas such as: applications, operating systems, and programming.
3. Provide basic computer user support within a help desk environment, software/hardware maintenance.
4. Discuss and support networking technologies such as LAN/WANs and Internet protocols.
5. Demonstrate employment skills in organizational communication, presentation, and collaboration.
6. Clarify how to gather and track key sources of information.
7. Communicate technical information to a variety of audiences in a clear and precise way.
8. Work effectively on a team following formalized project management methodologies and best practices.
9. Adapt to new technologies quickly.

Advisor	*Office*	*Phone*
Becker, Richard	Technical 202	360.475.7370
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Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			*Credits*
CIS	110	Information Systems Concepts*	5
CIS	111	Introduction to Operating Systems*	4
CIS	123	Systems Architecture and Logic*	5
CIS	141	Programming Concepts	5
CIS	150	Survey of Computing	4
CIS	170	IT User Support Fundamentals	4
CIS	176	PC Technical Support Essentials*	3
CIS	182	Networking Concepts	5
CIS	190	Information System Project Management	4

Choose one of the following two courses:

CIS	212	Windows for Professionals	3
CIS	213	Mac OS X for Professionals	3
CIS	236	Information System Security I	4
CIS	276	PC Technical Support Practical Skills*	3
ENGL&	101	English Composition I*	5
OLRM	225	Human Relations in Organizations	5

Total Credits Required ***59***

Cisco Certified Network Associate (CCNA)

Certificate of Completion

A Certificate of Completion provides documentation of the students successful participation in "a five term curriculum teaching basic networking concepts and a certification earned by those who pass a test on the concepts learned in that curriculum" as outlined by CCENT™ (Cisco Certified Entry-Level Network Technician) and CCNA™ (Cisco Certified Network Associate) programs.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Describe the functions, operations, and primary components of local area networks (LANs), metropolitan area networks (MANs), wide area networks (WANs), virtual private networks (VPNs), Intranets, Extranets, and storage area networks.
2. Define routing and switching, wireless, and remote access technologies used in voice, video, and data networks.
3. Apply advanced skills needed to install, troubleshoot, and monitor network devices to address integrity, confidentiality, and availability.

Advisor	*Office*	*Phone*
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Required Courses			*Credits*
CIS	270	Cisco I	5
CIS	271	Cisco II*	6
CIS	272	Cisco III*	4
CIS	273	Cisco IV*	4
CIS	274	CCNA Security*	4

Choose one of the following:

OLRM	103	Explore Your Strengths	1
OLRM	105	Appreciating Diversity	1
CIS	116	Intro to MS Visio	1

Total Credits Required ***24***

Web Page Development Essentials

Certificate of Completion

This two to three quarter certificate can enable students to gain core client-side web site development skills, including web page scripting, which help make them employable in web page creation and programming entry-level positions. This certificate will also serve as part of the course requirements for the CIS Information Systems Specialist Associate in Applied Science-Transfer (AAS-T) degree.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Explain and demonstrate core web site development, including creation, web page scripting, and maintenance concepts.
2. Construct well-designed, interactive World Wide Web client pages which conform to HTML5 standards.
3. Explain and demonstrate basic file transfer from a local development computer to an Internet web server.
4. Explain the Hypertext Transfer Protocol and Uniform Resource Locator concepts.
5. Explain client/server concepts.
6. Demonstrate the ability to use a web page scripting language to manipulate web page objects, create special effects, and validate form information prior to form submission.
7. Explain the use of and integrate digital media on a web page.

Advisor	*Office*	*Phone*
Bilodeau, Pam	Technical 205	360.475.7371
Westlund, Mark	Technical 203	360.475.7357

Required Courses			*Credits*
CIS	141	Programming Concepts	5
CIS	155	Web Development I*	5
CIS	156	Web Media	4
CIS	160	User Interface Design*	2
CIS	205	Introduction to XML*	2
CIS	255	Web Development II*	5

Choose one of the following:

OLRM	103	Explore Your Strengths	1
OLRM	105	Appreciating Diversity	1
CIS	116	Intro to MS Visio	1

Total Credits Required ***24***

Certificates of Recognition

ASP Server Development

This certificate can enable students to design, develop, implement and maintain Active Server Pages (ASP) to support typical Web-based activities. These skills will integrate Web servers and databases through server-side programming to create interactive dynamic Web pages using current Microsoft© technologies.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: identify major elements in the process of designing a Web based business solution; gather user requirements, convert them into a logical design, and implement them into a software-based solution; document a system development project with user requirements, entity relationship models, normalization, database schema, and programming requirements; explain the relationship among databases, programming, Web servers, and Web browsers; demonstrate the use of basic HTML and CSS; create an interactive Web page; create and maintain a database; use programming to link a database to a Web page; create an "n-tier" project based on end-user needs.

*See course description for prerequisite.

Advisor	Office	Phone
Bilodeau, Pam	Technical 205	360.475.7371
Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			Credits
CIS	155	Web Development I*	5
CIS	205	Introduction to XML*	2
CIS	210	SQL	4
CIS	219	Introduction to ASP.NET	4
CIS	229	ASP.NET Extreme	4
Total Credits Required			**19**

Applications Server Support

This certificate prepares students to support server applications used commonly in business, networked environments. Students will learn to manage enterprise email, database, and Web server technologies.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: explain how to manage and integrate networked services that run on a server; demonstrate skills required to install and maintain server applications, such as a web server; demonstrate skills required to install and maintain enterprise servers; list the steps involved in managing an IT-related project involving system rollouts.

Advisor	Office	Phone
Becker, Richard	Technical 202	360.475.7370
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses			Credits
Choose one of the following two courses:			
CIS	212	Windows for Professionals	3
CIS	213	Mac OS X for Professionals	3
CIS	240	Microsoft LAN Administration I	5
CIS	242	Microsoft LAN Administration II	5
CIS	245	Microsoft LAN Administration III	5
Total Credits Required			**18**

IT Project Management Essentials

A project is a temporary endeavor undertaken to achieve a particular aim and to which project management can be applied, regardless of the project's size, budget, or timeline. This course of practical study and performance is based on industry certifications developed in cooperation with The Project Management Institute (PMI) the world's leading not-for-profit management professional association. The certifications are underwritten by Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM™). (http://www.pmi.org/info/PDC_CertificationsOverview.asp)

Program Outcomes

Completers of the IT Project Management Essentials Certificate program will know, apply, analyze and evaluate the technical and administrative aspects of information technology projects: communicate effectively verbally and in writing; apply problem-solving skills using known methods and approaches; apply leadership qualities that promote strong teams; develop project charters; use reporting tools, such as Gantt charts and work breakdown structures; demonstrate understanding of how technology projects affect business operations and networks.

Advisor	Office	Phone
Becker, Richard	Technical 202	360.475.7370
Bilodeau, Pam	Technical 205	360.475.7371
Garripoli, Amelia	Technical 210	360.475.7588

Required Courses			Credits
Choose one of the following two courses:			
BMGMT	148	Deadline and Project Management	1
CIS	116	Intro to MS Visio	1
CIS	150	Survey of Computing	4
CIS	182	Networking Concepts	5
CIS	190	Information System Project Management	4
CIS	236	Information System Security I	4
Total Credits Required			**18**

Linux Operating Systems Support

This certificate prepares students to support Linux-based operating systems used commonly in business and networked environments. Students will learn to install, configure, manage, and troubleshoot enterprise class servers and workstations running Linux-based operating systems, services (daemons) and applications.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: explain and demonstrate the protocols of the TCP/IP protocol suite, the OSI model, and proprietary operating system protocols from Microsoft, and various UNIX platform vendors; demonstrate skills required to install, configure, administer, and maintain UNIX- and Linux-based applications; demonstrate skills required to install and maintain both client-side and server-side UNIX- and Linux-based applications; configure open source operating systems to inter-operate in a heterogeneous environment consisting of both closed- and open-source operating systems; perform simple form verification using pattern matching and regular expressions.

Advisor	Office	Phone
Becker, Richard	Technical 202	360.475.7370
Blackwell, Kevin	Technical 215	360.475.7379

Required Courses			Credits
CIS	173	Introduction to TCP/IP	5
CIS	202	Logic and Pattern Matching*	5
CIS	261	Operating Systems/Unix*	4
CIS	262	Unix Administration*	4
Total Credits Required			**18**

Software Development Essentials

This certificate expands students' knowledge of modular software development. Students will develop object-oriented programming skills and a solid foundation for further advanced studies in software development.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: identify major elements in the software development life cycle; gather user requirements, convert them into a logical design, and implement them into a software-based solution; document a system development project with user requirements, programming requirements and other documentation; apply the concept of functional decomposition to program design; compare and contrast the features and benefits of procedural and object oriented programming paradigms; design and implement appropriate user interface.

Advisor	Office	Phone
Bilodeau, Pam	Technical 205	360.475.7371
Garripoli, Amelia	Technical 210	360.475.7588
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			Credits
CIS	142	Java I Introduction to OOP*	5
CIS	143	Java II Fundamentals of OOP*	5
CIS	145	Introduction to C Language*	5
CIS	160	User Interface Design*	2
CIS	200	Programming Laboratory*	1
Total Credits Required			**18**

Technical Support

A one to two quarter certificate can enable students to gain basic IT skills complementing employable skills in PC installation, computer help desks, and other entry-level positions. This certificate will also serve as the core for our 1 year certificate program which is the basis of all other CIS programs at OC.

Moreover, this Technical Support certificate will give students, who may currently work in industry or have only an industry certification (such as an MSCE or Cisco certification), a set of courses to broaden their IT knowledge base and enhance their "soft skills."

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: communicate the role of IT and its support for the organization; demonstrate basic computer skills in areas such as: applications, operating systems, and programming; demonstrate employment skills in organizational communication, presentation, and collaboration; clarify how to gather and track key sources of information; learn new technical skills quickly and willingly take on new challenges.

Advisor	Office	Phone
Bilodeau, Pam	Technical 205	360.475.7371
Blackwell, Kevin	Technical 215	360.475.7379
Hanson, Dondi	Technical 211	360.475.7376
Westlund, Mark	Technical 203	360.475.7357

Required Courses			Credits
CIS	110	Information Systems Concepts*	5
CIS	150	Survey of Computing	4
CIS	170	IT User Support Fundamentals	4
CIS	176	PC Technical Support Essentials*	3
CIS	276	PC Technical Support Practical Skills*	3
Total Credits Required			**19**

Cosmetology

Cosmetology

Associate in Technical Arts

This program provides coursework to qualify for the Washington State Cosmetology Licensing exam. Topics will include: cosmetology general sciences; hair care, styling and cutting; chemical texture; skin and nail care; wigs and extensions; make up; and business skills. Coursework will be taught in a combination of classroom and lab settings.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate written skills required for the application process to obtain a Washington State Cosmetology license.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership as well as the importance of giving quality service.
3. Understand employer-employee relationship and independent business ownership.
4. Perform basic Cosmetology industry skills in the areas of hairstyling, cutting, coloring, chemical texture services, shampooing and conditioning of the hair and scalp, natural nail care and basic skin care services.
5. Perform the basic analytical skills to determine proper hairstyle, color and makeup application for the client's overall image.
6. Observe state safety, sanitation laws, regulations and use of appropriate protective measures to provide a safe working environment.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Gesch, Therese	W.S.T.S.C.	360.473.0561

Required Courses		*Credits*
Complete these before enrollment into Cosmetology courses		
BMGMT 140	Business and Personal Mathematics*	5
Choose one of the following two courses:		
BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3
Quarter One:		
COS 101	Professional Career*	2
COS 102	Cosmetology General Sciences*	2
COS 103	Hair Care, Hairstyling, & Haircutting*	3
COS 104	Chemical Texture Services*	2
COS 151	Cosmetology Lab Clinic I*	12
Quarter Two:		
COS 105	Hair Color*	2
COS 113	Intermediate Haircutting*	2
COS 114	Advanced Chemical Texture Services*	2
COS 120	Cosmetology Skin Care*	2
COS 152	Cosmetology Lab Clinic II*	13
Quarter Three:		
COS 115	Intermediate Hair Color*	2
COS 123	Advanced Haircutting*	2
COS 130	Nail Care*	1
COS 135	Wigs, Braiding/Extensions*	1
COS 153	Cosmetology Lab Clinic III*	13
Quarter Four:		
COS 121	Facial Makeup*	1
COS 154	Cosmetology Lab Clinic IV*	13
COS 225	Advanced Hair Coloring*	2
COS 231	Business Skills I*	1
Quarter Five:		
COS 155	Cosmetology Lab Clinic V*	13
COS 232	Business Skills II*	1
COS 240	State Board Preparation*	4
Total Credits Required		***109***

Cosmetology – Esthetics

Certificate of Specialization

This program provides coursework to qualify for the Washington State Basic Esthetics Licensing exam. Topics include: general sciences, skin care, temporary hair removal, make up and business practices. Coursework will be taught in a combination of classroom and lab settings.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate written skills required for the application process to obtain state licensure.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform basic COSetics industry skills in the areas of care of the skin, facial massage, successful use of required implements and equipment, appropriate application of makeup, various methods for removal of unwanted hair, and lash/brow tinting.
5. Perform the basic analytical skills to determine proper use of skin care products, facial equipment, makeup, and hair removal applications for the client's overall image.
6. Observe state safety and sanitation laws and regulations and uses appropriate protective measures to provide a safe working environment.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Gesch, Therese	W.S.T.S.C.	360.473.0561

Required Courses		*Credits*
Complete these before enrollment into Cosmetology courses		
BMGMT 140	Business and Personal Mathematics*	5
Choose one of the following two courses:		
BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3
Quarter One (Fall):		
COS 160	Introduction to Esthetics*	3
COS 161	Esthetics General Sciences I*	5
COS 171	Esthetics Skin Care I*	5
COS 181	Esthetics Lab Clinic I*	6
Quarter Two (Winter):		
COS 162	Esthetics General Sciences II*	3
COS 172	Esthetics Skin Care II*	5
COS 182	Esthetics Lab Clinic II*	9
Quarter Three (Spring):		
COS 173	Esthetics Skin Care III*	6
COS 180	Business Practices*	2
COS 183	Esthetics Lab Clinic III*	8
Total Credits Required		***65***

Instructor Training

Certificate of Proficiency

This program provides coursework to prepare students for the Washington State Instructor Licensing exam. Students will learn to be instructors in esthetics or cosmetology programs. The focus will be on quality instruction in classroom and clinic settings.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate written skills required for the application process to obtain state licensure.
2. Perform industry employability skills such as punctuality, reliability, decision-making, integrity and leadership.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Exhibit managerial skills and working knowledge of state laws.
5. Be an effective instructor of barbering, manicuring, esthetics, or cosmetology.
6. Provide training to students by means of instructional theory classes and practical hands on workshops.
7. Apply supervisory knowledge in specialty field to assist the students to develop skills in the clinic lab and classroom.
8. Observe state safety and sanitation laws and regulations and uses appropriate protective measures to provide a safe working environment.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Gesch, Therese	W.S.T.S.C.	360.473.0561

Required Courses		*Credits*
Complete these before enrollment into Instructor Training Courses		
BMGMT 140	Business and Personal Mathematics*	5
Choose one of the following two courses:		
BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
OLRM 220	Human Relations in the Workplace	3
Program Requirements		
COS 200	Methods of Teaching and Learning*	3
COS 201	Classroom Mgmt & Supervision*	3
COS 202	Program Development & Lesson Planning*	2
COS 203	Basic Teaching Skills*	3
COS 204	Professional Development*	3
COS 251	Cadet Clinic Lab I*	4
COS 252	Cadet Clinic Lab II*	4
COS 253	Cadet Clinic Lab III*	5
COS 254	Cadet Clinic Lab IV*	5
Total Credits Required		***45***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Culinary Arts Institute

Culinary Arts Institute–Sous Chef

Associate in Technical Arts

The Culinary Arts Program is based on American Culinary Federation (ACF) competencies and prepares students for careers in commercial cooking, dining room service and kitchen supervision.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Students will possess all needed skills and knowledge to work in the culinary field at the level of sous chef.
2. Students will possess business skills and human relations skills needed to supervise employees in a working food service operation.

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses		*Credits*
BMGMT 140	Business and Personal Mathematics*	5
CIS 150	Survey of Computing	4
CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
CULIN 120	Sustainable Food Sys, Kitsap County	2
CULIN 121	Food Production II*	6
CULIN 122	Garde Manger*	3
CULIN 123	International Cuisine*	4
CULIN 125	Applied Food Service Computation	2
CULIN 126	Commercial Baking I*	3
CULIN 131	Food Production III*	6
CULIN 132	Quantity Food Purchasing*	4
CULIN 134	Nutrition for Culinary Professionals	3
CULIN 200	Food Production IV*	3
CULIN 210	Culinary Management*	3
CULIN 220	Culinary Internship	6
ENGL& 101	English Composition I*	5
HMGMT102	Intro to Hospitality Industry*	3
HMGMT124	Dining Room Supervision*	6
HMGMT133	Elements of Hospitality Management*	3
HMGMT135	Beverage Management*	3
OLRM 225	Human Relations in Organizations	5
Total Credits Required		***97***

Culinary Arts Institute–Lead Cook

Certificate of Specialization

The Culinary Arts Program is based on American Culinary Federation (ACF) competencies and prepares students for careers in commercial cooking, dining room service and kitchen work.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Students will possess the skills needed to obtain a lead cook position in the food service industry.
2. Students will possess the needed skills in food purchasing, hospitality management, and general nutrition guidelines of food service.

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses		*Credits*
BMGMT 140	Business and Personal Mathematics*	5
Choose one of the following two courses:		
BSTEC 145	Bus Writing/Grammar for the Wkplce*	5
ENGL& 101	English Composition I*	5
CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
CULIN 121	Food Production II*	6
CULIN 122	Garde Manger*	3
CULIN 123	International Cuisine*	4
CULIN 125	Applied Food Service Computation	2
CULIN 126	Commercial Baking I*	3
CULIN 131	Food Production III*	6
CULIN 132	Quantity Food Purchasing*	4
CULIN 134	Nutrition for Culinary Professionals	3
HMGMT102	Intro to Hospitality Industry*	3
HMGMT124	Dining Room Supervision*	6
HMGMT133	Elements of Hospitality Management*	3
HMGMT135	Beverage Management*	3
OLRM 225	Human Relations in Organizations	5
Total Credits Required		***79***

Culinary Arts Institute-Cook's Helper

Certificate of Completion

The student will learn basic skills, sanitation and equipment in use in the commercial food service establishment to obtain employment as a cook's helper.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. The student will obtain skills of culinary techniques to be employed as a cook's helper.
2. The student will become knowledgeable of the hospitality industry as it applies to commercial food service operations.

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses		*Credits*
CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
HMGMT102	Intro to Hospitality Industry*	3
Total Credits Required		***21***

Culinary Arts Institute–Prep Cook

Certificate of Completion

The student will obtain knowledge of basic preparation techniques of soups and sauces, meat, seafood and poultry fabrication and preparation, the preparation of fresh and frozen vegetables, and starches as used in the commercial food service industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. The student will know a variety of cooking techniques in hot and cold food production.
2. The student will be qualified as a prep cook for a variety of cuisines and will understand and use kitchen mathematics in employment.

Advisor	*Office*	*Phone*
Nash, Robert	Business 110	360.475.7571
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses		*Credits*
CULIN 101	Culinary Techniques*	6
CULIN 103	Food Production I*	6
CULIN 104	Dining Room Service*	4
CULIN 105	ServSafe® Food Safety Training*	2
CULIN 121	Food Production II*	6
CULIN 123	International Cuisine*	4
CULIN 125	Applied Food Service Computation	2
HMGMT102	Intro to Hospitality Industry*	3
HMGMT124	Dining Room Supervision*	6
Total Credits Required		***39***

Certificates of Recognition

Baking Fundamentals

This certificate prepares students for entry level employment in bakeries. Graduates will be able to prepare basic baking products. They will also be able to use and care for equipment normally found in the bakeshop or baking area.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: list and describe basic baking tools and equipment, and describe their appropriate care; prepare and evaluate a wide range of baking products including: breads, pies, tarts, cakes, Pate Choux, meringues, creams, custards, and puddings.

Advisor	*Office*	*Phone*
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses		*Credits*
CULIN 128	Baking Techniques I	5
CULIN 129	Baking Techniques II*	5
Total Credits Required		***10***

Retail/Wholesale Baking

This certificate prepares students for entry level employment in commercial bakeries. Graduates will be prepared to apply the fundamentals of baking science to the preparation of a variety of products. They will be skilled in advanced presentation and decorating techniques as well as complex preparations of pastry, confections and dessert products. They will also be able to use and care for equipment normally found in bakeshops or baking areas.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate safe food handling, storing, preparing and serving practices.
2. Analyze kitchen environments and identify and correct unsafe food handling, preparing and serving issues.
3. Apply basic computation to solve food preparation and service problems.
4. List and describe basic baking tools and equipment, and describe their appropriate care.
5. Prepare and evaluate a wide range of baking products including: breads, pies, tarts, cakes, Pate Choux, meringues, creams, custards, puttings, souffles and candies.
6. Artfully decorate and present desserts.

Advisor	*Office*	*Phone*
Plemmons, Chris	Bremer Student Ctr 131B	360.475.7316

Required Courses			*Credits*
CULIN	105	ServSafe® Food Safety Training*	2
CULIN	125	Applied Food Service Computation	2
CULIN	128	Baking Techniques I	5
CULIN	129	Baking Techniques II*	5
CULIN	130	Baking Techniques III*	5
Total Credits Required			***19***

Digital Media

Digital Communications

Certificate of Completion

This certificate program prepares students to apply their knowledge, skills, and abilities in a variety of workplace and entrepreneurial multimedia environments. Students will practice digital media techniques and strategies that include photography, video, web, and design projects that prepare them for working with clients and within organizations to meet digital media-based technical needs. Students will learn to produce the most cutting-edge creative projects that involve a variety of digital media formats to formulate solutions for technical problems that include photo manipulation, story-boarding, digital workflow, lighting techniques, color-management and calibration, planning, and fine-tuning end-product presentation. In this way, students will utilize current strategies and tools to plan, prepare, and deliver on high-end, technical projects.

It is relevant to both "techies" and "non-techies" alike, as the courses and skills related in the certificate translate to the "incumbent" worker, who is tasked with supporting a department or organizational unit with value-added knowledge, skills, and abilities related to communicating a well-conveyed message using digital media, specifically via the web. This program offers pathways into the Computer Information Systems (CIS) Associate of Applied Science-Transfer degree.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Discuss and evaluate digital images using current photographic vocabulary;
2. Demonstrate ability to choose proper digital photography equipment for specific photographic requirements and situations;
3. Acquire and show advanced working knowledge of the general types of digital image manipulation software programs, color calibration techniques and problem solving of print and digital photo correction situations;
4. Demonstrate advanced knowledge of various applications, digital workflow, color management and uses for digital images by production of high quality color and black and white images for portfolio;
5. Demonstrate basic proficiency with Photoshop functions, filters, layers, etc.;
6. Gain insight into solving primary, problematic details of creative transference using Photoshop;
7. Demonstrate the use of basic HTML;
8. Demonstrate the use of basic CSS;
9. Demonstrate the use of basic media integration;
10. Demonstrate the development of a simple static Web site;
11. Discuss single camera filmmaking production, digital cinematography, audio recording, postproduction editing and other production related skills;
12. Demonstrate the artistic elements of digital filmmaking with a concentration on narrative storytelling;
13. Discuss the impact of digital technologies on business processes;
14. Discuss new digital technologies within the business context.

Analyze how converging technologies, including mobile devices, cloud services, social media, search engine optimization and the emerging Internet of things, shape business functions such as customer and vendor relationships, marketing, process monitoring and optimization, and virtual collaboration.

Advisor	*Office*	*Phone*
Bilodeau, Pam	Technical 205	360.475.7371

Required Courses			*Credits*
CIS	155	Web Development I*	5
CIS	156	Web Media*	4
CIS	160	User Interface Design*	2
CIS	258	Web 2.0*	4
CIS	298	CIS Practicum*	2
DMA	120	Beginning Photoshop	5
DMA	136	Beginning Digital Photography	5
DMA	236	Intermediate Digital Photography*	5
DRMA	285	Digital Filmmaking I	5
Choose one of the following two courses:			
CMST	273	Digital Cultures*	5
CMST	293	Ethical and Legal Principles of Media	5
Total Credits Required			***42***

Certificate of Recognition
Digital Photography

This Digital Photography Certificate involves the study and practice of the principles of visual communication using photographic tools in print and on the web.

Students will learn the terminology, features, and concepts of digital photography that help them determine and develop photographic possibilities and solutions, and produce compelling images that communicate a message through lighting, color, special techniques and subject knowledge.

Students also will be introduced to the work of numerous artists throughout the history of photography. Techniques such as photographic composition, exposure techniques, use of photography in social media, privacy & security on the web, editing techniques, ethics of photography, and photographic presentation for both print and web will be covered in this program of study.

Students will demonstrate strong work ethic and high standards of quality; apply listening, learning, and communication skills and employ interpersonal skills that display maturity and familiarity with issues of the photographic imaging field and web environment.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Utilize current digital imaging technology to produce photographic images for use in commercial or academic applications.
2. Employ complex and creative aesthetic strategies as they apply to visual problem solving methodologies.
3. Utilize current digital imaging technology to track the entire workflow process from pre-production, planning and image capture to editing and image output for both print and web applications.
4. Demonstrate thorough knowledge of web, computers, software and security as these apply to digial imaging.
5. Create an advanced color image portfolio in either print or electronic form for use in academic, commercial or fine art application.

Advisor	*Office*	*Phone*
Bilodeau, Pam	Technical 205	360.475.7371

Required Courses			*Credits*
CIS	298	CIS Practicum* (2-4 credits)	2
DMA	120	Beginning Photoshop	5
DMA	136	Beginning Digital Photography	5
DMA	236	Intermediate Digital Photography*	5
Total Credits Required			***17***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Early Childhood Education

Early Childhood Education

Associate in Applied Science–Transfer

This program provides the student with classes in Early Childhood Education, supporting courses, as well as elective classes in other areas. Upon completion of the degree requirements, students should be able to work in programs involving young children: Head Start, child care, parent cooperatives, private preschools, etc.

The Olympic College Early Childhood Education Program is based on the Washington State Skill Standards for Early Childhood and School Age Care Professions.

Program Outcomes

This is a dual-purpose degree program that is intended to prepare students for employment in early care and education settings, as well as for transfer to specific baccalaureate degree programs. **

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.
2. Work as a team member and demonstrate respect for diversity in an early childhood environment to accomplish family, child and program goals.
3. Demonstrate professional and personal accountability in decision making and practices relative to children, families, colleagues, and the community.
4. Effectively communicate orally and in writing in the context of early childhood settings.
5. Design, maintain, document, and evaluate early childhood environments and programming on a regular basis.

****NOTE:** You must consult with an appropriate advisor to obtain information on specific requirements of the receiving baccalaureate institution.

Advisor	*Office*	*Phone*
Dilling, Gayle	SBCDC 103	360.475.7289
	Email: gdilling@olympic.edu	

Required Courses		*Credits*
ENGL& 101	English Composition I*	5
Choose one of the following two courses:		
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5
Choose one of the following two courses:		
MATH& 107	Math in Society*	5
MATH& 141	Precalculus I: Algebra*	5

Humanities:
(Choose 10 credits from the following, from at least 2 disciplines)

ART& 100	Art Appreciation	5
ART 102	Art History/Ancient—Byzantine	5
ART 103	Art History/Medieval—Renaissance	5
ASL& 121	Am Sign Language I	5
CMST& 210	Interpersonal Communication*	5
CMST& 220	Public Speaking	5
MUSC 101	Fundamentals of Music	5
SPAN& 121	Spanish I	5 — 10

Social Sciences:
(Choose 10 credits from the following, from at least 2 disciplines)

ANTH& 206	Cultural Anthropology	5
EDUC& 202	Intro to Education	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
SOC& 101	Intro to Sociology*	5
SOC 135	The Family*	5 — 10

Natural Sciences:
(Choose 5 credits from the following, must be a lab science)

BIOL& 160	General Biology w/Lab	5
BIOL 201	Majors Biology I*	5 — 5

Required Early Childhood Education courses:

ECED 101	Professionalism and Ethics in ECE	1
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum-Nurturing Rel	2
ECED& 139	Admin Early Lrng Prog	3
ECED 151	Practicum II*	5
ECED& 160	Curriculum Development	5
ECED 188	Child Abuse and Neglect	2
ECED& 190	Observation/Assessment	3
EDUC& 121	Child Development I: Birth to 8	5
EDUC& 130	Guiding Behavior	3
EDUC& 204	Exceptional Child	5 — 44

Recommended Early Childhood Education Electives:
Successful completion from the following list for a total of 90 credits:

ECED 164	Mathematics for Early Childhood Ed*	5
ECED 166	Environmental Evaluation	1
ECED& 170	Environments-Young Child	3
ECED 173	Art and Creative Activities	3
ECED 174	Multicultural Education	3
ECED 177	Science for Young Children	3
ECED& 180	Lang/Literacy Develop	3
ECED 201	Practicum III*	5 — 6

Total Credits Required ***90***

Early Childhood Education

Associate in Technical Arts

This program provides students with classes in Early Childhood Education, supporting courses, as well as elective classes in other areas. Upon completion of the degree requirements, students should be able to work in programs involving young children in Head Start, child care, parent cooperatives and private preschools as well as paraeducators in some school districts.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.
2. Work as a team member and demonstrate respect for diversity in an early childhood environment to accomplish family, child and program goals.
3. Demonstrate professional and personal accountability in decision making and practices relative to children, families, colleagues, and community.
4. Effectively communicate orally and in writing in the context of early childhood settings.
5. Design, maintain, document, and evaluate early childhood environments and programming on a regular basis.

Advisor	*Office*	*Phone*
Dilling, Gayle	SBCDC 103	360.475.7289
	Email: gdilling@olympic.edu	

Required Courses		*Credits*
ECED 101	Professionalism and Ethics in ECE	1
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety /Nutrition	5
ECED& 120	Practicum-Nurturing Rel	2
ECED& 139	Admin Early Lrng Prog	3
ECED 151	Practicum II*	5
ECED& 160	Curriculum Development	5
ECED 164	Mathematics for Early Childhood Ed*	5
ECED& 170	Environments-Young Child	3
ECED 174	Multicultural Education	3
ECED& 180	Lang/Literacy Develop	3
ECED& 190	Observation/Assessment	3
ECED 201	Practicum III*	5
ECED 225	Issues and Trends in ECE	3
EDUC& 121	Child Development I: Birth to 8	5
EDUC& 130	Guiding Behavior	3
EDUC& 150	Child/Family/Community	3
EDUC& 204	Exceptional Child	5
ENGL& 101	English Composition I*	5 — 72

Recommended Electives
Successful completion of courses from the following list for a total of 90 credits:

ASL& 121	Am Sign Language I	5
ECED& 100	Child Care Basics	3
ECED 125	Child Advocacy (CASA Training)*	3
ECED& 132	Infants/Toddlers Care	3
ECED& 134	Family Child Care	3
ECED 166	Environmental Evaluation	1
ECED 172	Introduction to Montessori	3
ECED 173	Art and Creative Activites	3
ECED 176	Music & Movement for Young Children	3
ECED 177	Science for Young Children	3
ECED 178	Children's Literature	3
ECED 187	Special Topics CDA Credential I	6
ECED 215	ECE Professional Portfolio	1
ECED 287	Special Topics CDA Credential II	6
EDUC& 122	Child Development II: 8-Teen*	5
EDUC& 136	School Age Care	3
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1
SOC 135	The Family*	5 — 18

Total Credits Required ***90***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Early Childhood Education Certificates —

Advisor	*Office*	*Phone*
Dilling, Gayle	SBCDC 103	360.475.7289
	Email: gdilling@olympic.edu	

State ECE Certificate

Certificate of Proficiency

The Early Childhood Education Program provides knowledge of, and training in working with children of preschool age. This certificate provides intensive study of children, techniques for working with children, and specific subject area of Early Childhood Education. Upon completion, students will be placed on level 6 of the Washington State Department of Early Learning Career lattice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Acquire, interpret, and use information and resources that support industry defined appropriate practice.
2. Work as a team member and demonstrate respect for diversity in an early childhood environment to accomplish family, child, and program goals.
3. Effectively communicate in various ways in the context of early childhood settings.
4. Participate in evaluation and maintenance of early childhood environments and programming on a regular basis.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
EDUC& 115	Child Development	5
Choose one of the following four courses:		
ECED& 132	Infants/Toddlers Care	3
ECED& 134	Family Child Care	3
ECED& 139	Admin Early Lrng Prog	3
EDUC& 136	School Age Care	3
Choose 27 credits from the following courses:		
ECED& 160	Curriculum Development	5
ECED 164	Mathematics for Early Childhood Ed*	5
ECED& 170	Environments — Young Child	3
OR		
EDUC& 130	Guiding Behavior	3
ECED& 180	Lang/Literacy Develop	3
ECED& 190	Observation/Assessment	3
EDUC& 150	Child/Family/Community	3
ENGL& 101	English Composition I*	5
Total Credits Required		***47***

State Short Certificates

ECE General

Certificate of Completion

The ECE general certificate exposes teacher assistants to key concepts in developmentally appropriate practices in Early Childhood Education and specifically addresses child guidance and growth and development of children ages 0-8. Upon completion, students will be placed on level 6 of the Washington State Department of Early Learning Career lattice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate understanding of child development by developing age and individually appropriate activities.
2. State the cause and effect of environment on children's behavior.
3. Discuss the importance of addressing the "whole child."
4. Observe and document children's learning behavior in a classroom setting.
5. Assist in planning appropriate health, safety, and nutrition practices in programs serving ages 0-8.
6. Understand the principles of ethical behavior in early childhood settings.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
EDUC& 115	Child Development	5
EDUC& 130	Guiding Behavior	3
Total Credits Required		***20***

Family Child Care

Certificate of Completion

Family Child Care Providers serve as business managers and children's caregivers in home-based businesses. Most providers care for a mixed age range from infants to age 12 on a daily basis; others serve a limited age group. In managing the home-based business, the provider maintains all records, manages the budget and makes all purchases for the business. They also plan and carry out activities that meet the needs and interests of the children in their care. Upon completion of this certificate, students will be placed on level 5 of the Washington State Department of Early Learning Career Lattice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Implement appropriate health, safety, and nutrition practices in family programs serving ages 0-12.
2. Identify and support individual child growth and development.
3. Plan and provide multi-age curriculum through play and daily living experiences.
4. Demonstrate family support and relationship-building skills with families.
5. Administer and maintain a continuing business plan and record-keeping system necessary for family child care management.
6. Recognize and honor the culture and needs of families and children in all aspects of their family program.
7. Identify professional goals and demonstrate a commitment to ongoing professional and personal growth.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
ECED& 134	Family Child Care	3
EDUC& 115	Child Development	5
Total Credits Required		***20***

Infants and Toddlers

Certificate of Completion

The ECE Infant Toddler certificate provides infant-toddler specialist with the skills necessary to build relationships with the child and the child's family members. This specialized certificate will give providers the skills necessary to work with young children from birth to age 3 in a variety of early care and education programs. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Implement appropriate health, safety, and nutrition practices in programs serving ages 0-3.
2. Identify and meet individual child needs.
3. Plan and provide age appropriate curriculum through normal caregiving routines.
4. Demonstrate family support and relationship-building with families.
5. Foster and nurture attachment while respecting the significance of the family-child relationship.
6. Recognize and honor the culture and needs of families, children, and staff, in all aspects of a program for infants and toddlers.
7. Identify professional goals and demonstrate a commitment to ongoing professional development.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
ECED& 132	Infants/Toddlers Care	3
EDUC& 115	Child Development	5
Total Credits Required		***20***

*See course description for prerequisite.

Administration

Certificate of Completion

The ECE Program Administration certificate provides skills necessary to work with staff, families, and the community as well as provide leadership and supervision necessary to promote a quality early learning and care program in a variety of settings for children from birth through age 12. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Recognize appropriate health, safety, and nutrition practices in programs serving ages 0-12.
2. Foster and mentor teachers to identify and meet individual child needs.
3. Supervise and implement age appropriate curriculum through childcare routines and activities.
4. Demonstrate family support and relationship-building skills with families.
5. Foster and nurture staff growth and professionalism through goal setting activities and performance evaluations.
6. Recognize and honor the culture and needs of families, children, and staff, in all aspects of an Early Childhood Program.
7. Create and maintain a professional team environment.
8. Maintain current knowledge of the field of Early Childhood Education.
9. Participate in community and professional networking.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
ECED& 139	Admin Early Lrng Prog	3
EDUC& 115	Child Development	5
Total Credits Required		***20***

School-Age Care

Certificate of Completion

School-Age care professionals work with children ages 5-12 in a variety of settings including before and after school care available in family child care homes and profit or non-profit settings sponsored by community based organizations or agencies such as the YMCA and YWCA, public schools, community centers and faith-based programs. In all of these programs, it is the responsibility of the School-Age care professional to support the needs of individual children/youth and provide developmentally age appropriate and culturally relevant activities. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Implement appropriate health, safety and nutrition practices in programs serving children age 5-12.
2. Identify and meet individual child needs.
3. Plan and provide age appropriate curriculum for school age children.
4. Demonstrate family support and relationship-building with families.
5. Recognize and honor the culture and needs of families, children, and staff in all aspects of a program for school age children.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
EDUC& 115	Child Development	5
EDUC& 136	School Age Care	3
Total Credits Required		***20***

State Initial Certificate

Certificate of Recognition

The ECE initial certificate exposes teacher assistants to key concepts in developmentally appropriate practices in Early Childhood Education. Students receive knowledge on how children learn in 0-8 age groups and the focus will be on building nurturing relationships with children. Upon completion, students will be placed on level 5 of the Washington State Department of Early Learning Career lattice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways: describe current and historical theories and ongoing research in early childhood education; demonstrate understanding of child development by developing age appropriate activities and evaluating environments that are appropriate and nurturing for children ages 0-8; discuss the importance of addressing the whole child; observe and document children's learning behavior in a classroom setting; assist in planning appropriate health, safety, and nutrition practices in programs serving children 0-8; understand the principles of ethical behavior in early childhood settings; demonstrate cultural competence and responsiveness with in and across cultures and provide an inclusive and respectful environment for all children.

Required Courses		*Credits*
ECED& 105	Intro Early Child Ed	5
ECED& 107	Health/Safety/Nutrition	5
ECED& 120	Practicum – Nurturing Rel	2
Total Credits Required		***12***

Electronics

Electronics

Associate in Technical Arts

The Electronics Program at Olympic College provides for two years of instruction designed to prepare a student for entry in the field or industry.

Upon completion of the Associate in Technical Arts Degree (ATA) a student may transfer these credits and apply them towards a Bachelor's degree in Electronic Technology at a four-year institution.

Studies include industrial control circuits using linear integrated circuits and other solid state devices, digital circuits, microcomputer operation and languages, microprocessors, as well as studies in general industrial electronics.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Analyze, interpret and trace digital logic diagrams used in signal tracing of complex digital circuits.
2. Select and operate electronic test equipment during troubleshooting and repair operations, with an emphasis on safety in use and accuracy in results.
3. Design and evaluate machine language programs for efficiency and effectiveness.
4. Based upon equipment troubleshooting results, research and document required replacement parts.
5. Successfully replace miniature circuit board components using industrial standard soldering/fabrication techniques.
6. Effectively communicate with and advise customers and co-workers, both written and orally, regarding the progress of and decisions made concerning test and repair procedures.
7. Pass industry/Federal-style examination on the theory and procedures of electronic technology.

Advisor	*Office*	*Phone*
Seybold, Craig	Technical 115A	360.475.6814

Required Courses		*Credits*
ELECT 101	Direct Current*-+	5
ELECT 102	Alternating Current*-+	5
ELECT 103	Introduction to Solid-State*+	5
ELECT 106	Electronic Fabrication	1
ELECT 111	Direct Current Circuit Laboratory*-	3
ELECT 112	Alternating Current Circuit Lab*-	3
ELECT 113	Basic Solid-State Laboratory*-	3
ELECT 160	Computer Applications I*-	2
ELECT 165	Introduction to Digital Logic*-	4
ELECT 166	Introduction to Digital Logic Lab*-	2
ELECT 170	Computer Applications II*-	2

Students taking ELECT 200 with a passing grade of 3.0 may test out of Electronics classes 101 through 170.

ELECT 201	Solid-State Devices*	5
ELECT 202	Advanced Solid-State Devices*	5
ELECT 203	Special Circuits*	5

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

ELECT	211	Solid-State Laboratory*	3
ELECT	212	Advanced Solid-State Circuit Lab*	3
ELECT	213	Special Circuits Laboratory*	3
ELECT	225	Advanced Digital Circuits*	5
ELECT	227	Microcomputers*	3
ELECT	228	Advanced Microprocessors*	3
ELECT	235	Advanced Digital Circuits Laboratory*	2
ELECT	237	Microcomputer Laboratory*	2
ELECT	238	Advanced Microprocessor Lab*	2
ENGL&	101	English Composition I*	5

Choose one of the following two classes:

ENGL&	102	Composition II*	5
ENGL&	235	Technical Writing*	5
MATH&	141	Precalculus I: Algebra*	5
OLRM	225	Human Relations in Organizations	5

Successful completion of additional courses numbered 100 and above 5

Total Credits Required 101

-Required first year curriculum.

+Course may be eligible for advance credit for qualified students. Contact an appropriate Division Dean for more information.

Electronics

Certificate of Proficiency

The primary objective of this certificate is to develop an employable individual: an entry level assembler, installer, or apprentice technician with the technical and manipulative skills to enter the Electronics industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Select and operate electronic test equipment during trouble shooting and repair operations with an emphasis on safety in use and accuracy in results.
2. Successfully replace circuit board components using industrial standard soldering/fabrication techniques.

Advisor	*Office*	*Phone*
Seybold, Craig	Technical 115A	360.475.6814

Required Courses			*Credits*
ELECT	101	Direct Current*	5
ELECT	102	Alternating Current*	5
ELECT	103	Introduction to Solid-State*	5
ELECT	106	Electronic Fabrication	1
ELECT	111	Direct Current Circuit Laboratory*	3
ELECT	112	Alternating Current Circuit Lab*	3
ELECT	113	Basic Solid-State Laboratory*	3
ELECT	160	Computer Applications I*	2
ELECT	165	Introduction to Digital Logic*	4
ELECT	166	Introduction to Digital Logic Lab*	2
ELECT	170	Computer Applications II*	2
ELECT	200	Basic Electronics Theory & Assessment*	2
MATH&	141	Precalculus I: Algebra*	5
OLRM	220	Human Relations in the Workplace	3

Total Credits Required 45

Certificate of Recognition

Electronics

The primary objective of this certificate is to develop the knowledge, skills, and critical thinking necessary for successful entrance into and advancement within the Electronics industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Operate comfortably and effectively in an industrial work setting.
2. Recognize the significance and desirability of reliable and ethical behavior.
3. Apply critical thinking and technical abilities to resolve industrial and personnel problems.
4. Effectively communicate with and advise customers and coworkers both in writing and orally regarding the progress of and decisions made concerning test and repair procedures.
5. Select and operate electronic test equipment during troubleshooting and repair operations with an emphasis on safety in use and accuracy in results.

Advisor	*Office*	*Phone*
Seybold, Craig	Technical 115A	360.475.6814

Required Courses			*Credits*
ELECT	101	Direct Current*	5
ELECT	106	Electronic Fabrication	1
ELECT	111	Direct Current Circuit Laboratory*	3
ELECT	160	Computer Applications I*	2
MATH&	141	Precalculus I: Algebra*	5
OLRM	220	Human Relations in the Workplace	3

Total Credits Required 19

Engineering

Engineering

Associate of Science (Track 2)

For transfer outside the State of Washington

This degree is intended for students with an interest in transferring to an engineering school outside the State of Washington; for transfer to an engineering school in the State of Washington students should use the appropriate AS (Track 2) Major Related Program Pre-Engineering Degree.

Students pursuing an AS (Track 2) should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the Engineering curriculum of their choice.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

See the Associate of Science – Track 2 Degree in the General Degrees at the beginning of this section for the course list.

Biological and Chemical Pre-Engineering

Associate of Science (Track 2)
Major Related Program (AST-2/MRP 2)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 2 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

Students pursuing an AST-2/MRP 2 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

Required Courses			*Credits*
CHEM&	141/151	General Chemistry & Lab I*	6.5
CHEM&	142/152	General Chemistry & Lab II*	6.5
CHEM&	143/153	General Chemistry & Lab III*	6
CHEM&	241/251	Organic Chem & Lab I*	5.5
ENGL&	101	English Composition I*	5
ENGL&	235	Technical Writing*	5
H/SS		15 Credits of Humanities and Social Science	15
MATH&	151	Calculus I*	5
MATH&	152	Calculus II*	5
MATH&	163	Calculus 3*	5
MATH	221	Differential Equations I*	5
PHYS	254, 255, 256	Engineering Physics*	18

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student.

BIOL	201	Majors Biology I*	5
BIOL	202	Majors Biology II*	5
CHEM&	242/252	Organic Chem & Lab II*	6
CS&	141	Computer Science I Java*	5
CS	143	Computer Science II Java*	5
ENGR&	104	Intro to Design	5
ENGR&	114	Engineering Graphics	5
ENGR&	204	Electrical Circuits*	6
ENGR&	214	Statics*	5
ENGR&	224	Thermodynamics*	5
ENGR	240	Applied Numerical Methods for Engr*	5
MATH	222	Differential Equations II*	5
MATH	250	Linear Algebra*	5
MATH&	264	Calculus 4*	5

Total: (minimum 90 credits required)

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Computer and Electrical Pre-Engineering

Associate of Science (Track 2)
Major Related Program (AST-2/MRP 3)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 3 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

Students pursuing an AST-2/MRP 3 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

Required Courses		*Credits*
CHEM& 141/151	General Chemistry & Lab I*	6.5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
Approved computer programming courses		10
ENGR& 204	Electrical Circuits*	6
H/SS	15 Credits of Humanities and Social Science	15
MATH& 151	Calculus I*	5
MATH& 152	Calculus II*	5
MATH& 163	Calculus 3*	5
MATH 221	Differential Equations I*	5
MATH 250	Linear Algebra*	5
PHYS	254, 255, 256 Engineering Physics*	18

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student.

BIOL 201	Majors Biology I*	5
CHEM& 142/152	General Chemistry & Lab II*	6.5
CS& 141	Computer Science I Java*	5
CS 143	Computer Science II Java*	5
ENGR& 104	Intro to Design	5
ENGR& 214	Statics*	5
ENGR& 224	Thermodynamics*	5
ENGR 240	Applied Numerical Methods for Engr*	5
MATH 222	Differential Equations II*	5
MATH& 264	Calculus 4*	5

Total: (minimum 90 credits required)

Mechanical, Civil, Aeronautical, Industrial, Materials Science Pre-Engineering

Associate of Science (Track 2)
Major Related Program (AST-2/MRP 1)

The Engineering Transfer Program graduates students who are prepared to excel in any four-year Engineering Program in the country. The AST-2/MRP 1 Degree is intended for students with an interest in transferring to an engineering school in the State of Washington in one of the subject disciplines. For transfer to an engineering school outside the State of Washington students should use the AS (Track 2) Degree.

Students pursuing an AST-2/MRP 1 should work closely with an Olympic College engineering faculty advisor (see list below) to determine the specific courses that are required to transfer to the university of their choice within their chosen discipline.

Advisors	*Office*	*Phone*
Science, Engineering, Math Advisor: HSS 203A		360.475.7743
Brown, Jeff	ST 113	360.475.7738
Hess, Linnea	ST 214	360.475.7727
Tuncol, Goker	ST 121	360.475.7722

Required Courses		*Credits*
CHEM& 141/151	General Chemistry & Lab I*	6.5
CHEM& 142/152	General Chemistry & Lab II*	6.5
Approved computer programming course		5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
ENGR& 214	Statics*	5
ENGR& 215	Dynamics*	5
ENGR& 225	Mechanics of Materials*	5
H/SS	15 Credits of Humanities and Social Science	15
MATH& 151	Calculus I*	5
MATH& 152	Calculus II*	5
MATH& 163	Calculus 3*	5
MATH 221	Differential Equations I*	5
MATH 250	Linear Algebra*	5
PHYS	254, 255, 256 Engineering Physics*	18

Individualized Plan: Some courses listed below will be required in an individualized plan to support intended major and transfer institution. These should be selected only in consultation with the appropriate advisor and a signed education plan provided to the student.

CS& 141	Computer Science I Java*	5
ENGR& 104	Intro to Design	5
ENGR& 114	Engineering Graphics	5
ENGR& 204	Electrical Circuits*	6
ENGR 216	CAD Applications for Engineering Design*	3
ENGR& 224	Thermodynamics*	5
ENGR 240	Applied Numerical Methods for Engr*	5
ENGR 270/271	Fundamentals of Materials Science & Lab*	6
MATH 222	Differential Equations II*	5
MATH& 264	Calculus 4*	5

Total: (minimum 101 credits required)

Engineering Technology

Engineering Technology

Associate in Applied Science

Successful completion of this program will help prepare graduates with the knowledge, skills, and ability, to function effectively, either singly or as a member of a team developing a technical project which might involve design, construction, installation, manufacturing, testing, evaluation, research, data, or maintenance.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined technological activities;
2. Apply their knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge;
3. Conduct standard tests and measurements, collect data, and conduct, analyze, and interpret data and/or experiments;
4. Function effectively as a member of a technical team;
5. Identify, analyze, and solve narrowly defined engineering technology problems;
6. Apply written, oral, and graphical communication in both technical and non-technical environments;
7. Identify and use appropriate technical literature such as blueprints and specifications;
8. Engage in, and understand the need for, self-directed continuing professional development;
9. Address professional and ethical responsibilities, including a respect for diversity; and a commitment to quality, timeliness, and continuous improvement.
10. Research, plan, and complete a project, including consideration for processes, budgets, material, and time.

Advisor	*Office*	*Phone*
Houser, Guy (composites)	Shop 202	360.473.2828
Newman, Grant (design-PSNS)	Engineering104	360.475.7393
Raty, Ron (design)	Business 211	360.475.7389
Sanchez, Peter (design)	Business 207	360.475.6552

Required Courses		*Credits*
ENGL& 101	English Composition I*	5
MANU 101	Orientation to Manufacturing	2
MANU 130	Machine Tools/Precision Measurement	6
MANU 172	Manufacturing Materials Fundamentals*	4
OLRM 225	Human Relations in Organizations	5
TEC-D 107	Technical Drawing*	4
TEC-D 205	Engineering Tech Project Planning	4

Choose one of the following two courses:

MANU 290	Capstone Project (Manufacturing)*	5
TEC-D 290	Capstone Project (Design)*	5

Choose one of the following two courses:

TEC-D 145	Applied Problem Solving*	5
MATH& 141	Precalculus I: Algebra*	5

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

Choose one of the following two courses:
CIS 150 Survey of Computing 4
CIS 154 Access for Professionals* 4 4
Common Core Credits (subtotal) 44

Choose one of the following five pathways to complete the degree:

1. Manufacturing Machining:
ENGR& 104 Intro to Design 5
MANU 140 Machining Operations and Procedures* 6
MANU 150 Intro to Computer Numerical Control 6
MANU 160 Advanced Computer Numerical Control* 6
MANU 165 Computer Aided Manufacturing I* 6
MANU 180 Composites I* 4
MANU 181 Composites I Lab* 4
TEC-D 112 Blueprint Reading 4
WELD 106 Welding Technical Orientation I 5
Choose one of the following three courses:
ENGR& 114 Engineering Graphics 5
TEC-D 175 Introduction to Solid Edge 4
TEC-D 180 Introduction to Catia* 4 4
Pathway credit (subtotal) 50
Total Credits Required 94

2. Manufacturing Composites:
MANU 150 Intro to Computer Numerical Control 6
MANU 180 Composites I* 4
MANU 181 Composites I Lab* 4
MANU 185 Composites II* 3
MANU 186 Composites II Lab* 5
MANU 280 Composites III* 3
MANU 281 Composites III Lab* 5
MANU 285 Composites IV* 4
TEC-D 112 Blueprint Reading 4
Choose one of the following three courses:
ENGR& 114 Engineering Graphics 5
TEC-D 175 Introduction to Solid Edge 4
TEC-D 180 Introduction to Catia* 4 4
Choose one of the following two courses:
TEC-D 116 Computational Techniques/Technicians 4
MATH& 142 Precalculus II: Trig* 5 4
Pathway credit (subtotal) 46
Total Credits Required 90

3. Technical Design Mechanical:
CO-OP 111 Cooperative Education Seminar I* 2
CO-OP 121 Cooperative Work Experience* 2
ENGL& 235 Technical Writing* 5
MANU 140 Machining Operations and Procedures* 6
TEC-D 109 Descriptive Geometry* 4
TEC-D 112 Blueprint Reading 4
TEC-D 200 Computer-Aided Design I* 4
TEC-D 217 Computer-Aided Design II* 4
TEC-D 222 AutoCAD 3D* 4
Choose one of the following two courses:
TEC-D 175 Introduction to Solid Edge 4
TEC-D 180 Introduction to Catia* 4 4
Choose one of the following two courses:
TEC-D 116 Computational Techniques/Technicians 4
MATH& 142 Precalculus II: Trig* 5 4
Choose five credits from the following courses:
CHEM& 110 Chemical Concepts w/Lab* 6
CHEM& 139 General Chemistry Prep* 5
ENGR& 104 Intro to Design 5
ENGR& 114 Engineering Graphics 5
PHYS 110 Introduction to Physics* 6 5
Pathway credit (subtotal) 48
Total Credits Required 92

4. Technical Design Architectural/Civil:
CO-OP 111 Cooperative Education Seminar I* 2
CO-OP 121 Cooperative Work Experience* 2
ENGL& 235 Technical Writing* 5
TEC-D 121 Plane Surveying* 4
TEC-D 122 Introduction to Legal Descriptions 2
TEC-D 123 Introduction to Construction Staking 2
TEC-D 127 Residential Architectural Drawing* 4
TEC-D 128 Adv Residential Architectural Drawing* 4
TEC-D 200 Computer-Aided Design I* 4
TEC-D 217 Computer-Aided Design II* 4
TEC-D 222 AutoCAD 3D* 4
TEC-D 231 Introduction to Civil Drafting* 4
Choose one of the following two courses:
TEC-D 116 Computational Techniques/Technicians 4
MATH& 142 Precalculus II: Trig* 5 4
Choose one of the following three courses:
ART& 100 Art Appreciation 5
ART 106 Drawing I 5
ART 110 Design I 5 5
Pathway credit (subtotal) 50
Total Credits Required 94

5. Technical Design GIS:
CO-OP 111 Cooperative Education Seminar I* 2
CO-OP 121 Cooperative Work Experience* 2
ENGL& 235 Technical Writing* 5
GEOG 260 Earth from Space 5
TEC-D 121 Plane Surveying* 4
TEC-D 122 Introduction to Legal Descriptions 2
TEC-D 150 Introduction to GIS* 4
TEC-D 151 Intermediate GIS with ArcView* 4
TEC-D 200 Computer-Aided Design I* 4
TEC-D 217 Computer-Aided Design II* 4
TEC-D 231 Introduction to Civil Drafting* 4
Choose one of the following two courses:
TEC-D 116 Computational Techniques/Technicians 4
MATH& 142 Precalculus II: Trig* 5 4
Choose 6 credits from the following:
TEC-D 270 3D Analyst* 2
TEC-D 271 Geodatabases for GIS* 2
TEC-D 272 Geoprocessing with GIS* 2
TEC-D 273 Map Projections in GIS* 2
TEC-D 274 Natural Resource GIS* 2
TEC-D 275 Spatial Analyst* 2 6
Pathway credit (subtotal) 50
Total Credits Required 94

Fashion

Fashion Marketing

Certificate of Recognition

This certificate is designed to provide students with entry-level Fashion Marketing skills. Students will learn about market segments within the fashion industry, the practical application of visual merchandising techniques, costume history in Western culture, and fashion styling strategies.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate and apply research methodology to identify relevant demographics and their effects on target marketing.
2. Identify, analyze and apply the theory that clothing is a reflection of trends in technology, music, literature, art and social values.
3. Identify, describe and analyze manufacturing techniques used to create garments from the pre-industrial period through today.
4. Create a planogram, identify fixtures and develop a floor plan for a specific department or store.
5. Effectively use oral and written communications skills in a fashion related environment.
6. Display a working knowledge of fashion styling by creating a visual presentation and written plan that incorporating image, style and identity.
7. Work respectfully and collaboratively with diverse individuals and teams.

Advisor	***Office***	***Phone***
Quinn, Stephen	HSS 203G	360.475.7345

Required Courses ***Credits***
FASH 101 Introduction to the Fashion Industry 5
FASH 102 Visual Merchandising and Promotion 5
FASH 103 History of Fashion 5
FASH 104 Fashion Styling 4
Total Credits Required 19

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Homeland Security/ Emergency Management

Homeland Security/ Emergency Management

Associate in Applied Science–Transfer

(Interagency Agreement with Pierce College)

The Homeland Security Emergency Management (HSEM) Associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in federal, state of local government. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management degree will develop the students' competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomic and cultural diversity issues.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
2. Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
3. Design and modify plans and programs at federal, state and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
4. Interpret ethical and legal issues that impact emergency management and homeland security.
5. Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
6. Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
7. Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
8. Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
9. Participate in employer-directed training for performance enhancement and career advancement.

Advisor	*Office*	*Phone*
Quinn, Stephen	HSS 203G	360.475.7345

Required Courses		*Credits*	
Communications (10 credits):			
ENGL& 101	English Composition I*	5	
ENGL& 235	Technical Writing*	5	
Quantitative/Symbolic:			
MATH& 146	Intro to Statistics*	5	
Social Sciences (10 credits):			
Choose 5 credits from the following:			
PSYC& 100	General Psychology	5	
SOC& 101	Intro to Sociology*	5	
SOC& 201	Social Problems*	5	5
Choose 5 credits from the following:			
POLS 115	State/Local Government	5	
POLS& 202	American Government	5	5
Humanities (10 credits):			
CMST 253	Intercultural Communication*	5	
Choose 5 credits from the following:			
CMST& 210	Interpersonal Communication*	5	
CMST& 230	Small Group Communication*	5	5
Natural Sciences:			
Choose 10 credits from the following:			
GEOG 150	Physical Geography w/Lab	5	
GEOG 260	Earth From Space	5	
GEOL& 101	Intro Physical Geology	5	
GEOL& 110	Environmental Geology	5	
GEOL 155	Geologic Hazards	5	10

HSEM Core Requirements

*(43 credits-Pierce College)**:*		
HSEM 102	Introduction to Emergency Management*	5
HSEM 110	Basic Incident Command System/NIMS	2
HSEM 120	All Hazards Emergency Planning*	3
HSEM 130	Technology in Emergency Management*	3
HSEM 157	Public Information Officer	2
HSEM 160	Emergency Response Awareness to Terrorism	5
HSEM 180	Public Administration	3
HSEM 190x	Special Topics in HSEM* (See Note 1)	3
HSEM 200	Emergency Operations Center*	2
HSEM 210	Exercise Design and Evaluation*	3
HSEM 220	Developing & Managing Volunteer Resources*	2
HSEM 230	Disaster Response and Recovery*	2
HSEM 240	HSEM Work-Based Learning*	5
HSEM 250	Homeland Security Law and Ethics*	3

HSEM Electives

Choose 10 credits from the following:		
ANTH& 206	Cultural Anthropology	5
ANTH 212	Environmental Anthropology	5
CIS 150	Survey of Computing	4
CJ& 101	Intro Criminal Justice*	5
CMST& 220	Public Speaking	5
OLRM 220	Human Relations in the Workplace	3
PE-ED 109	Basic CPR	1
PE-ED 110	Basic First Aid	1 10
Total Credits Required		***98***

Note 1: HSEM 190-X Special Topics (X = A, B, C…) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190-X courses apply towards Electives.

Note 2: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and Emergency Management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

Homeland Security/ Emergency Management

Certificate of Completion

The Homeland Security Emergency Management (HSEM) certificate program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in federal, state of local government. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated, and effective management in the event of natural, system-wide, or human-induced crises.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management certificate will develop the students' competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomic and cultural diversity issues.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
2. Develop agency/organization specific tools to evaluate specific domestic

security challenges for the 21st Century that face the United States and other industrialized nations.
3. Design and modify plans and programs at federal, state and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
4. Interpret ethical and legal issues that impact emergency management and homeland security.
5. Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
6. Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
7. Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
8. Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
9. Participate in employer-directed training for performance enhancement and career advancement.

Advisor	*Office*	*Phone*
Quinn, Stephen	HSS 203G	360.475.7345

Required Courses			*Credits*
HSEM	102	Introduction to Emergency Management*	5
HSEM	110	Basic Incident Command System/NIMS	2
HSEM	120	All Hazards Emergency Planning*	3
HSEM	130	Technology in Emergency Management*	3
HSEM	157	Public Information Officer	2
HSEM	160	Emergency Response Awareness to Terrorism	5
HSEM	180	Public Administration	3
HSEM	190x	Special Topics in HSEM* (See Note 1)	3
Total Credits Required			***26***

Note 1: HSEM 190-X Special Topics (X = A, B, C…) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190-X courses apply towards Electives.

Human Services

Chemical Dependency Counseling

Associate in Technical Arts

This Degree is designed for students who wish to fulfill the education requirements for certification as Chemical Dependency Professionals through the Department of Health in Washington State (WAC 246-811-030).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Understand addiction and the ways it affects individuals throughout the life course.
2. Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.
3. Understand the pharmacological actions of alcohol and other drugs.
4. Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
5. Be effective in treatment planning, case management referral, use of community resources, and service coordination.
6. Effectively utilize the techniques used in individual counseling; group counseling; and counseling for families, couples and significant others who are affected by chemical dependency.
7. Develop an understanding of effective drug and alcohol prevention and relapse prevention programs as well as local client, family and community drug prevention education opportunities.
8. Successful completion of 4-hour HIV/AIDS risk-intervention training for the chemically dependent.
9. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
10. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
11. Access and use a variety of resources and services that match the needs of the individual or family.
12. Coach and mentor others. Others include co-workers, colleagues, and family members.
13. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

Required Courses			*Credits*
CIS	150	Survey of Computing	4
ENGL&	101	English Composition I*	5
Choose one of the following three courses:			
BMGMT	140	Business and Personal Mathematics*	5
ECED	164	Mathematics for Early Childhood Ed*	5
MATH		Any math class numbered 100 or above*	5
Humanities			
Choose one of the following courses:			
CMST&	210	Interpersonal Communication*	5
CMST&	220	Public Speaking	5
CMST	242	Intro to Comm in Organizations	5
CMST	253	Intercultural Communication*	5
Natural Sciences			
BIOL&	175	Human Biology w/Lab	5
Social Sciences			
PSYC&	100	General Psychology	5
PSYC&	200	Lifespan Psychology	5
PSYC&	220	Abnormal Psychology	5
SOC&	101	Intro to Sociology*	5
Chemical Dependency			20
HSSA&	101	Intro to Addictive Drugs*	5
HS	105	Substance Abuse Prevention*	3
HS	107	Intro to Human Services*	5
HS	110	Diversity, Ethics & the Law*	3
HS	112	Case Management for CDP*	3
HS	113	CDP Individual Counseling*	3
HS	114	CDP Group Counseling*	3
HS	115	Adolescent Addiction and Treatment*	2
HS	120	Relapse Prevention/Family Counseling*	3
HS	122	Suicide Risk Assessment & Management*	3
HS	123	Co-Occurring Disorders*	3
HS	275	Human Services & CDP Practicum 1*	5
HS	276	Human Services & CDP Practicum 2*	5
Total Credits Required			***90***

Chemical Dependency Professional

Certificate of Proficiency

This program is designed for students who wish to fulfill the education requirements for certification as Chemical Dependency Professionals through the Department of Health in Washington State (WAC 246-811-030).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:
1. Understand addiction and the ways it impacts individuals throughout the life course.
2. Apply key principles in developmental and abnormal psychology to the experiences of chemically dependent and addicted patients.
3. Understand the pharmacological actions of alcohol and other drugs.
4. Demonstrate familiarity with substance abuse and addiction treatment methods, addiction placement, continuing care, and discharge criteria (including American Society of Addiction Medicine (ASAM) criteria).
5. Be effective in treatment planning, case management referral, use of community resources, and service coordination.

*See course description for prerequisite.

6. Effectively utilize the techniques used in individual counseling; group counseling; and counseling for families, couples and significant others who are affected by chemical dependency.
7. Develop an understanding of effective drug and alcohol prevention and relapse prevention programs as well as local client, family and community drug prevention education opportunities.
8. Successful completion of the HIV/AIDS brief risk intervention (4 hours) for the chemically dependent.
9. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
10. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
11. Access and use a variety of resources and services that match the needs of the individual or family.
12. Coach and mentor others. Others include co-workers, colleagues, and family members.
13. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

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Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

General Requirements			*Credits*
ENGL&	101	English Composition I*	5
Any college-level math course*			5

Technical Core			
HSSA&	101	Intro to Addictive Drugs*	5
HS	105	Substance Abuse Prevention*	3
HS	107	Intro to Human Services*	5
HS	110	Diversity, Ethics & the Law*	3
HS	112	Case Management for CDP*	3
HS	113	CDP Individual Counseling*	3
HS	275	Human Services & CDP Practicum 1*	5

General Emphasis			
HS	114	CDP Group Counseling*	3
HS	115	Adolescent Addiction and Treatment*	2
HS	120	Relapse Prevention/Family Counseling*	3
PSYC&	200	Lifespan Psychology	5
PSYC&	220	Abnormal Psychology	5
Total Credits Required			***55***

Human Services

Certificate of Proficiency

This program is designed for both professionals wishing to stay current or students wishing to enter the field. Human Service advocates or specialists work in the areas of health, education and human services. The courses develop a strong theoretical foundation and practical skills to prepare students for a career in the human services field.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Recognize inter-personal dynamics that may challenge family or group relationships. Challenges may include addiction, violence, sexual assault, poverty, loss, chronic health problems, disability, and aging.
2. Recognize indications of substance abuse and be familiar with the disease concept and treatment protocols.
3. Based on a thorough assessment, create a service plan that maximizes individual and family strengths, respects ethno-cultural values, and addresses the needs and challenges of the individual and/or family.
4. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
5. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
6. Access and use a variety of resources and services that match the needs of the individual or family.
7. Analyze and evaluate one's personal strengths, values and biases that may positively and/or negatively impact the ability to work with others.
8. Given a variety of circumstances and personalities, apply an understanding of human development and human behavior that is holistic, non-judgmental, and strength-based.
9. Give and receive constructive feedback as a means of continuous personal, professional and system improvement.
10. Coach and mentor others. Others include co-workers, colleagues, and family members.
11. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

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	Email: mcohen@olympic.edu	

Required Courses			*Credits*
ENGL&	101	English Composition I*	5
Choose one of the following courses:			
BMGMT	140	Business and Personal Mathematics*	5
ECED	164	Mathematics for Early Childhood Ed*	5
MATH&	107	Math in Society* (or above)	5

Technical Core			
Choose one of the following two courses:			
CMST&	210	Interpersonal Communication*	5
CMST	253	Intercultural Communication*	5
HSSA&	101	Intro to Addictive Drugs*	5
HS	105	Substance Abuse Prevention*	3
HS	107	Intro to Human Services*	5
HS	110	Diversity, Ethics & the Law*	3
HS	275	Human Services & CDP Practicum 1*	5
SOC	109	Family Abuse and Neglect*	3

General Emphasis			
HS	112	Case Management for CDP*	3
HS	122	Suicide Risk Assessment & Management*	3
HS	125	Child Advocacy (CASA Training)*	3
SOC	135	The Family*	5
Total Credits Required			***53***

Certificate of Recognition
Human Services–Case Aide

The program prepares students to enter the field as entry-level case aides or assistants in agencies working with a diverse range of clients.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Recognize indications of substance abuse and be familiar with the disease concept and treatment protocols.
2. Effectively communicate orally and in writing in ways that minimize conflict and maximize clarity with diverse people.
3. Work collaboratively with others (family members/agency representatives) to solve problems and resolve conflicts.
4. Access and use a variety of resources and services that match the needs of the individual or family.
5. Coach and mentor others. Others include co-workers, colleagues, and family members.
6. Behave professionally and ethically which includes being respectful, reliable, culturally sensitive, respecting a client's personal boundaries, the rules of confidentiality, and adhering to mandatory reporting laws.

Advisor	*Office*	*Phone*
Cohen, Mirelle	HSS 344	360.475.7553
	Email: mcohen@olympic.edu	

Required Courses			*Credits*
HSSA&	101	Intro to Addictive Drugs*	5
HS	107	Intro to Human Services*	5
HS	110	Diversity, Ethics & the Law*	3
HS	112	Case Management for CDP*	3
HS	113	CDP Individual Counseling*	3
Total Credits Required			***19***

Industrial Trades Technician

Industrial Trades Technician (Apprenticeship)

Associate in Technical Arts
Certificate of Specialization
Certificate of Completion

The jobs with top salaries are those that combine academic, technical, and critical thinking skills. This comprehensive industrial trades program blends theory and practical applications to bolster learning experiences in oral and written communications, interpersonal skills, applied mathematics, and applied physics.

Olympic College can help you prepare to qualify for workforce positions that offer security for your future. Cooperative work experience in a variety of settings spans an effective partnership between you (a civilian), your government employer, and Olympic College that can reinforce both industrial skills and academics. This program offers excellent opportunities for men and women to succeed in a career of their choice. The student will have developed knowledge and skills necessary for advancement to supervisory positions.

Program Goals
Students graduating with an ATA will possess the specific knowledge and skills required for successful completion of journeyworker academic training in one of the following trades:

Option 1: Electroplater
Option 2: Fabric Worker
Option 3: Thermal Insulator
Option 3A: Composite Plastic Fabricator
Option 4: Painter
Option 5: Rigger
Option 6: Shipwright
Option 7A: Marine Electrician
Option 7B: Heavy Mobile Equipment Electrician
Option 7C: High Voltage Electrician
Option 7D: Temporary Services Electrician
Option 7E: Electronics Mechanic
Option 8: Marine Machinery Mechanic
Option 8A: Heavy Mobile Equipment Mechanic
Option 9: Marine Pipefitter
Option 9A: Temporary Services Pipefitter
Option 9B: Utilities Service Repair Operator
Option 10: Shipfitter
Option 10A: Sheetmetal Mechanic
Option 10B: Temporary Ventilation Mechanic
Option 12: Non-Destructive Test Examiner
Option 13: Weldor
Option 14: Machinist
Option 14A: Production Machinery Mechanic
Option 14B: Toolmaker
Option 15: Production Machinery Electrician
Option 16: Electronic Industrial Controls Mechanic

Program Outcomes
Upon completion of this program, successful students will:

1. Possess the basic skills to operate comfortably and effectively in an industrial work setting.
2. Apply critical thinking and technical abilities to resolve industrial and personnel problems.
3. Participate effectively as a team member in the work process.
4. Demonstrate the academic knowledge and skills necessary for journey worker level certification in their specific trade.
5. Recognize the significance and desirability of reliable and ethical behavior.
6. Demonstrate self-reliance and dependability in a variety of work situations.

Advisor	*Office*	*Phone*
Abel, Bob	PSNS Bldg 460, Room 253	360.476.4622
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339

NOTE: Graduates of the Puget Sound Naval Shipyard Apprentice Program may attain an ATA Degree using the graduation requirements in any OC catalog under which they were in attendance even if more than eight years ago.

Certificate of Recognition Industrial Trades Technician–Helper

This 19-credit program is designed to develop and enhance general education and technical skills of entry level employees in the Puget Sound Naval Shipyard. It prepares participants for entry into the more comprehensive shipyard apprenticeship program and/or permit students to maintain continued employment as Helpers in an assigned specific trade area.

Advisor	*Office*	*Phone*
Abel, Bob	PSNS Bldg 460, Room 253	360.476.4622
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339

Leadership

See Organizational Leadership

Manufacturing Technology

Advanced Composites Manufacturing Technology

Certificate of Specialization

This certificate is designed to provide students with advanced level manufacturing, inspection, repair skills in composites and a foundation to pursue other certificates and two-year degrees in manufacturing in this specialty.

Program Outcomes
Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Practice in and contribute to the effectiveness of teams.
2. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
3. Demonstrate the ability to apply mathematical computation skills necessary to plan and execute a composite materials fabrication project using fabrics, wet resins, and prepregs.
4. Apply advanced composite materials terminology in the analysis of real world manufacturing, inspection, and repair scenarios.
5. Demonstrate an understanding of the proper conduct and procedures necessary to effectively and safely work in a composites shop.
6. Employ the proper techniques and procedures to use hand tools and precision measuring devises commonly found in a composites fabrication, inspection, and repair shop.
7. Demonstrate the correct method in the assembly of a vacuum bag capable of autoclave part fabrication.
8. Demonstrate the correct method in the assembly of a vacuum bag used in the repair of composite materials.
9. Apply learned skills in a "hands on" setting while completing real life fabrication scenarios.
10. Practice common fastener and bonded assembly techniques commonly used in the repair and manufacturing of advanced composite material parts and assemblies.
11. Apply learned skills in a "hands on" setting while completing real life fabrication, inspection, and repair scenarios.
12. Describe matrix materials, resins and fiber reinforcements and their design considerations for advanced composite material structures with an emphasis on mechanical, physical, and manufacturing properties.
13. Evaluate a real world design/ manufacturing problems and compute materials usage, physical properties and mechanical properties.
14. Interpret an advanced composite engineering drawings, layup schedules, ply drop offs, and tolerancing used for fabrication and quality control.

*See course description for prerequisite.

15. Analyze the benefits and drawbacks of different core materials used in industry for laminated sandwich panels, and demonstrate the fabrication techniques specific to foam and Honeycomb cores.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Houser, Guy	Shop 202	360.473.2828

Required Courses			*Credits*
CIS	150	Survey of Computing	4
ENGL&	101	English Composition I*	5
MANU	101	Orientation to Manufacturing	2
MANU	130	Machine Tools/Precision Measurement	6
MANU	172	Manufacturing Materials Fundamentals*	4
MANU	180	Composites I*	4
MANU	181	Composites I Lab*	4
MANU	185	Composites II*	3
MANU	186	Composites II Lab*	5
MANU	280	Composites III*	3
MANU	281	Composites III Lab*	5
Choose one of the following two courses:			
MATH&	141	Precalculus I: Algebra*	5
TEC-D	145	Applied Problem Solving*	5
Choose one of the following two courses:			
MATH&	142	Precalculus II: Trig*	5
TEC-D	116	Computational Techniques/Technicians	4
OLRM	225	Human Relations in Organizations	5
TEC-D	107	Technical Drawing*	4
TEC-D	112	Blueprint Reading	4
Total Credits Required			*67*

Composites Manufacturing Technology

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills in composites and a foundation to pursue other certificates and two year degrees in manufacturing in this specialty.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Participate in and contribute to the effectiveness of teams.
2. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
3. Demonstrated the ability to apply mathematical computation skills necessary to plan and execute a composite materials fabrication project using fabrics, wet resins, and prepregs.
4. Demonstrate an understanding of composite terminology with the ability to define, utilize and explain composite terminology.
5. Demonstrate an understanding of the proper conduct and procedures necessary to effectively and safely work in a composites shop.
6. Employ the proper techniques and procedures to use hand tools and precision measuring devises commonly found in a composites fabrication shop.
7. Demonstrated the correct method in the assembly of a vacuum bag capable of autoclave part fabrication.
8. Apply learned skills in a "hands on" setting while completing real life fabrication scenarios.
9. Describe matrix materials, resins and fiber reinforcements and their design considerations for advanced composite material structures with an emphasis on mechanical, physical, and manufacturing properties.
10. Evaluate a real world design/ manufacturing problems and compute materials usage, physical properties and mechanical properties.
11. Interpret an advanced composite layup schedule and how typical engineering drawings will use shorthand to describe a laminate construction
12. Analyze the benefits and drawbacks of different core materials used in industry for laminated sandwich panels, and demonstrate the fabrication techniques specific to foam and Honeycomb cores.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Houser, Guy	Shop 202	360.473.2828

Required Courses			*Credits*
MANU	101	Orientation to Manufacturing	2
MANU	130	Machine Tools/Precision Measurement	6
MANU	180	Composites I*	4
MANU	181	Composites I Lab*	4
MANU	185	Composites II*	3
MANU	186	Composites II Lab*	5
TEC-D	107	Technical Drawing*	4
Choose one of the following two courses:			
MATH&	141	Precalculus I: Algebra*	5
TEC-D	145	Applied Problem Solving*	5
Total Credits Required			*33*

Manufacturing Technology—Principles of Precision Machining

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and machining skills. Students will learn about hand tools, shop safety procedures, blueprints, machinery, and computer numerical control. Students will build a foundation to pursue other certificates and two year degrees in any manufacturing or trade specialty area.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Material Data Safety Sheets (MSDS), and safety features of machines in a manufacturing laboratory.
2. Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
3. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
4. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble shoot, safely set-up and operate CNC mills and lathes.
5. Program, run, edit and troubleshoot NC codes.
6. Perform various methods to create solids, and apply toolpaths.
7. Work effectively in a manufacturing environment.
8. Participate and contribute to the effectiveness of teams.
9. Use basic communication skills (writing, reading, speaking, listening and computing) to meet the needs of the workplace.
10. Gather, interpret, and use data consistently and accurately to make decisions and take action.
11. Contribute to the maintenance of a safe and healthy work environment.
12. Apply technology to operate and contribute to business and manufacturing systems.
13. Take responsibility for his/her actions and decisions, adapt to change, and update his/her skills, knowledge, and attitudes to meet new challenges.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Petty, Brian	Shop 201	360.473.2827

Required Courses			*Credits*
MANU	101	Orientation to Manufacturing	2
MANU	130	Machine Tools/Precision Measurement	6
MANU	140	Machining Operations and Procedures*	6
MANU	150	Intro to Computer Numerical Control	6
MANU	160	Advanced Computer Numerical Control*	6
TEC-D	107	Technical Drawing*	4
TEC-D	145	Applied Problem Solving*	5
CO-OP	111	Cooperative Education Seminar I*	2
CO-OP	121-124	Cooperative Work Experience*	2
Total Credits Required			*39*

Manufacturing Technology

Certificate of Completion

This certificate is designed to provide students with entry level manufacturing skills and machining skills. Students will learn about hand tools, shop safety procedures, blueprints, machinery, and computer numerical control.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Use basic communication skills (writing, reading, speaking, listening and computing) to work effectively as a team member in a manufacturing environment.
2. Demonstrate an understanding of safety rules for equipment, personal protective equipment, interpret Material Data Safety Sheets (MSDS), and safety

features of machines in a manufacturing laboratory.
3. Prepare resources for production, develop an effective process plan, identify basic types of drawings, develop simple sketches of objects and read blueprints.
4. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilized and explain CNC terminology.
5. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble shoot, safely set-up and operate CNC mill and lathe machines.
6. Program, run, edit and troubleshoot NC codes.
7. Perform various methods to create solids, and apply toolpaths.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Petty, Brian	Shop 201	360.473.2827

Required Courses		*Credits*
MANU 101	Orientation to Manufacturing	2
MANU 130	Machine Tools/Precision Measurement	6
MANU 140	Machining Operations and Procedures*	6
MANU 150	Intro to Computer Numerical Control	6
MANU 160	Advanced Computer Numerical Control*	6
Total Credits Required		***26***

Certificate of Recognition
Manufacturing Technology—CNC

This certificate is designed to provide students with entry level manufacturing skills in Computer Numerical Control (CNC).

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate an understanding of computer numerical control (CNC) terminology with the ability to define, utilize and explain CNC terminology.
2. Demonstrate the ability to perform programming calculations and handwrite numerical control codes, as well as program, trouble-shoot, safely set-up and operate CNC mill and lathe machines.
3. Demonstrate an understanding/ability to program and complete student milling and turning projects during the quarter.
4. Program, run, edit and troubleshoot NC codes.
5. Perform surface modeling techniques.
6. Perform various methods to create solids.

Advisor	*Office*	*Phone*
Business & Technology	Technical 103	360.475.7360
Petty, Brian	Shop 201	360.473.2827

Required Courses		*Credits*
MANU 150	Intro to Computer Numerical Control	6
MANU 160	Advanced Computer Numerical Control*	6
Total Credits Required		***12***

Medical Assisting

Medical Assisting

Associate in Applied Science–Transfer

Olympic College offers a two-year curriculum which prepares students for employment in medical settings to assist the physician and/or health care provider. This degree program is designed to qualify medical assistants for supervisory and/or management roles that require an Associate degree and to allow an opportunity for potential transfer for those who wish to continue their education at a four year institution.This degree builds upon the Medical Assisting Certificate of Specialization curriculum.

Students planning to enroll in MEDA 210 and 211 must submit an Application for Work Experience the quarter preceding enrollment in MEDA 210 and 211. A minimum grade point average of 2.5 is required for all courses in the Medical Assisting Certificate.

Placement testing for proficiency in Mathematics and English is required for placement into ENGL& 101 or MATH& 107 as well as many of the classes in the medical assisting curriculum. Please see the course outlines and an advisor for details.

Additional costs: Computer lab fees, plus:

1. Purchase of uniform and appropriate shoes;
2. Purchase of wrist watch with sweep second hand;
3. Malpractice and liability insurance;
4. Required immunizations including Hepatitis B;
5. Purchase of stethoscope;
6. National Background Check.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Accurately perform clinical skills appropriate for a medical office setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research or organize data for medical information systems.
4. Demonstrate the ability to interact professionally with patients and staff in a healthcare setting.
5. Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work and documentation of charges and payments.
6. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
7. Recognize and be able to respond to medical office emergencies within scope of training.
8. Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
9. Demonstrate entry level competency in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains included in the Medical Assisting curriculum.

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

Required Courses		*Credits*
CIS 150	Survey of Computing	4
CMST& 210	Interpersonal Communication*	5
ENGL& 101	English Composition I*	5
MATH& 107	Math in Society*	5
MEDA 109	Healthcare Calculations*	2
MEDA 110	Anatomy and Physiology*	5
MEDA 111	Pathophysiology for Med Assisting*	4
MEDA 112	Med Law, Ethics and Bioethics	3
MEDA 113	Pharmacology for Medical Assisting*	2
MEDA 120	Medical Office Procedures I*	4
MEDA 121	Medical Office Procedures II*	4
MEDA 136	Examination Room Techniques*	5
MEDA 137	Lab Procedures for Medical Assisting*	4
MEDA 151	MEDA Professional Preparation I	1
MEDA 152	MEDA Professional Preparation II*	1
MEDA 153	MEDA Professional Preparation III*	1
MEDA 162	Medical Terminology*	5
or the following two courses:		
MEDA 160	Medical Terminology I*	3
MEDA 161	Medical Terminology II*	3
MEDA 163	Medical Insurance Billing*	3
MEDA 168	Medical Assisting Invasive Procedures*	2
MEDA 205	Medical Claims and Coding*	2
MEDA 208	Exit Testing for MEDA*	2
MEDA 209	Medical Office Emergencies	2
MEDA 210	Practicum for Medical Assistants*	6
MEDA 211	Human Relations/MEDA*	1

Choose one of the following for 3 or 5 credits:

OLRM 205	Managing Diversity	3
OLRM 220	Human Relations in the Workplace	3
OLRM 260	Conflict Resolution	5

Choose 10 credits from at least two different distribution areas (H, SS, NS):

Humanities (H):

ASL& 121	Am Sign Language I	5
CMST 253	Intercultural Communication*	5
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5
SPAN& 121	Spanish I	5

Social Sciences (SS):

ANTH& 100	Survey of Anthropology	5
PSYC& 100	General Psychology	5
PSYC 102	Psychology of Adjustment	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5

Natural Sciences (NS):

BIOL 140	Environmental Issues*	5
BIOL& 160	General Biology w/Lab	5
BIOL& 260	Microbiology*	5
CHEM& 110	Chemical Concepts w/Lab*	6
CHEM& 121	Intro to Chemistry*	6
MATH& 146	Intro to Statistics*	5
Total Credits Required		***91-94***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Medical Assisting

Certificate of Specialization

This program prepares students for employment in ambulatory medical settings assisting physicians and /or other healthcare professionals in the examination and treatment of patients in accordance with state laws. Graduates are also taught to perform administrative duties commonly required in healthcare facilities. Students planning to enroll in MEDA 210 and 211 must receive instructor permission and submit an Application for Work Experience the quarter preceding enrollment. The student must have completed all required courses with a minimum grade of 2.5 in each course to qualify for practicum placement. Further, all required courses must be taken within the previous three years to register for MEDA 210 and 211.

Program Prerequisites

Students entering the MEDA program are required to take a placement test for reading, writing and mathematics readiness. Before submitting the application packet and starting the clinical program classes, students must place into ENGL& 101, or alternatively, complete ENGL 098 with a 3.0 or higher or ENGL 099 with a 2.0 or higher. Students are also required to place into MATH 099, or alternatively complete MATH 094 with a grade of 2.0 or higher. Students are also required to show proof of typing proficiency of 35 wpm with 90% accuracy to enter the MEDA program.

Prior to registration for the clinical classes students will need to submit a completed application packet. Requirements include:

1. Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
2. The completed application for the MEDA program.
3. Two letters of recommendation.
4. Signed Statement of Responsibility.
5. Signed Confidentiality Statement.
6. Copies of placement test scores and/ or transcripts to verify appropriate placement for Math and English.
7. Any applicable course transcripts needed for consideration for transfer students.
8. All students will be required to request a Criminal History Information Background Check. A student who cannot participate in patient care delivery in clinical settings during practicum based on a positive background inquiry check will not be able to successfully complete the program.
9. Additional requirements including yearly influenza vaccines may be compelled by certain practicum sites.

Students will not be allowed to participate in the clinical classes in the program (MEDA 113, 136, 137, 168) without submission of a complete application packet. The deadline for application is December 1st, or whenever the clinical MEDA classes are filled with qualified students. Students will be provided with application materials when enrolled in the MEDA 151 course.

Additional cost: Students will incur the same fees as other Olympic College students, plus:

1. Purchase of scrubs and appropriate shoes
2. Purchase of wristwatch with sweep second hand
3. Purchase of a stethoscope
4. Vaccinations as needed to meet program requirements
5. Cost of Criminal History Information Background Check
6. Cost of malpractice and liability insurance coverage
7. Cost of healthcare insurance coverage prior to practicum placement

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Perform clinical skills appropriate for an ambulatory healthcare setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research, enter or organize data for medical information systems.
4. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
5. Recognize and be able to respond to medical office emergencies within scope of training.
6. Perform administrative skills appropriate for an ambulatory healthcare setting.
7. Competently perform entry level skills in the in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as presented in the Medical Assisting curriculum.

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

Required Courses			*Credits*
CIS	150	Survey of Computing	4
MEDA	109	Healthcare Calculations*	2
MEDA	110	Anatomy and Physiology*	5
MEDA	111	Pathophysiology for Med Assisting*	4
MEDA	112	Med Law, Ethics and Bioethics	3
MEDA	113	Pharmacology for Medical Assisting*	2
MEDA	120	Medical Office Procedures I*	4
MEDA	121	Medical Office Procedures II*	4
MEDA	136	Examination Room Techniques*	5
MEDA	137	Lab Procedures for Medical Assisting*	4
MEDA	151	MEDA Professional Preparation I	1
MEDA	152	MEDA Professional Preparation II*	1
MEDA	153	MEDA Professional Preparation III*	1
MEDA	162	Medical Terminology*	5
or the following two courses:			
MEDA	160	Medical Terminology I*	3
MEDA	161	Medical Terminology II*	3
MEDA	163	Medical Insurance Billing*	3
MEDA	168	Medical Assisting Invasive Procedures*	2
MEDA	205	Medical Claims and Coding*	2
MEDA	208	Exit Testing for MEDA*	2
MEDA	209	Medical Office Emergencies	2
MEDA	210	Practicum for Medical Assistants*	6
MEDA	211	Human Relations/MEDA*	1
Total Credits Required			*63-64*

Medical Billing and Coding

Certificate of Specialization

This program is designed to prepare students for careers as Medical Billing and Coding specialists. It includes various foundation courses for healthcare professionals, as well as specialized courses for insurance billing and coding. Students will develop skills and knowledge to translate diseases, conditions, and procedures into numerical designations as needed for appropriate reimbursement. A supervised externship in clinics, insurance companies, or other medical facilities provides experience to prepare students for entry level positions in a healthcare setting. This program requires a minimum of four quarters for completion. It may also be completed on a part-time basis. Students planning to enroll in MEDA 213 and MEDA 214 must receive instructor permission. The student must have completed all required courses with a minimum grade of 2.5 in each course to qualify for an externship placement. Further, all required courses must be taken within the previous three years to register for MEDA 213 and MEDA 214.

Program Prerequisites

Students entering the Medical Billing and Coding program are required to take the Accuplacer placement test for English and Math. Scores must place the student above MATH 94 and above ENGL 099 to successfully enroll in all MA classes. Students must show proof of typing proficiency of 35 wpm with 90% accuracy to enter the Medical Billing and Coding program.

Prior to placement in externship, students will need to submit a completed application packet to the instructor. Requirements include:

1. Completed application.
2. Proof of up-to-date immunization status with at least the initial injection of the Hepatitis B series and TB testing within one year.
3. Purchase of malpractice insurance (available from the cashier in the HSS Building).
4. Signed Confidentiality Statement.
5. All students will be required to request a Criminal History Information Background Check. A student who cannot participate in an externship based on a positive background inquiry check will not be able to successfully complete the program.
6. Additional requirements including titers for chicken pox and/or measles may be compelled by certain extern sites.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate the ability to code and bill accurately, ethically and assertively.
2. Accurately apply billing and coding principles to optimize reimbursement.
3. Demonstrate the ability to research and explain insurance coverage to patients and their families.

4. Handle all components of claims processing efficiently.
5. Effectively manage patient accounts for billing.
6. Accurately prepare claims for submission to insurance companies in hard copy or electronically.
7. Demonstrate understanding of the requirements of various health plans and submittal forms.
8. Enter demographic data accurately in various software programs.
9. Effectively demonstrate professional behavior as needed in the workplace.

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

Required Courses			*Credits*
BSTEC	110	Beginning Keyboarding	3
CIS	150	Survey of Computing	4
MEDA	110	Anatomy and Physiology*	5
MEDA	111	Pathophysiology for Med Assisting*	4
MEDA	112	Med Law, Ethics and Bioethics	3
MEDA	114	Coding/Alternative Health Settings*	3
MEDA	115	Computers in the Medical Office*	4
MEDA	116	Pharmacology for Reimbursement*	2
MEDA	117	Healthcare Customer Service	3
MEDA	118	Ten-Key Skills	1
MEDA	120	Medical Office Procedures I*	4
MEDA	162	Medical Terminology*	5
or the following two courses:			
MEDA	160	Medical Terminology I*	3
MEDA	161	Medical Terminology II*	3-6
MEDA	163	Medical Insurance Billing*	3
MEDA	164	Coding in Outpatient Settings*	3
MEDA	180	AIDS/HIV/Blood Borne Pathogens	1
MEDA	205	Medical Claims and Coding*	2
MEDA	213	Externship for Billing and Coding*	6
MEDA	214	Human Relations for Billing/Coding*	2
OLRM	220	Human Relations in the Workplace	3
PE-ED	109	Basic CPR	1
Total Credits Required			***62-63***

Medical Receptionist

Certificate of Completion

In this program students will learn to greet patients and other visitors, make appointments and verify insurance information using a computer, prepare and maintain patient charts, use electronic methods to maintain patient records, answer phones and take accurate messages. They will learn to utilize medical terminology and be aware of the implications of federal and state legal guidelines as they apply to ambulatory healthcare settings. Successful students will earn a certificate of completion once they have satisfied all program requirements.

Medical Receptionist students are required to take the Accuplacer test for English and Math placement. In order to begin the program, students must place into ENGL& 101, or alternatively, complete ENGL 098 with a 3.0 or higher or ENGL 099 with a 2.0 or higher. Students are also required to place into MATH 099, or alternatively complete MATH 094 with a grade of 2.0 or higher.

All students will be required to complete an application packet prior to placement in MEDA 141, Medical Receptionist Externship. Required components include a comprehensive background check, various vaccinations and purchase of medical malpractice insurance. Students who are not able to be placed in an externship based on a positive background check will not be able to complete the medical receptionist certificate.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Use effective verbal, listening and written communication skills to interact personally and professionally in a healthcare setting.
2. Use appropriate interpersonal skills to provide excellent service to patients, clients and coworkers.
3. Promote tolerance and equal treatment of all patients and coworkers.
4. Access, evaluate and organize information successfully using a variety of resources.
5. Use technology effectively to successfully accomplish office tasks.
6. Prioritize and appropriately multitask in a variety of healthcare setting situations based on customer service principles and organizational values.
7. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
8. Work effectively as a healthcare team member.

Advisor	*Office*	*Phone*
Lieseke, Connie	Health Occupations 135	360.475.7741
Parker, Barbara	Health Occupations 118	360.475.7679

Required Courses			*Credits*
BSTEC	110	Beginning Keyboarding	3
CIS	150	Survey of Computing	4
MEDA	112	Med Law, Ethics and Bioethics	3
MEDA	117	Healthcare Customer Service	3
MEDA	120	Medical Office Procedures I*	4
MEDA	140	Medical Receptionist Skills	2
MEDA	141	Medical Receptionist Externship*	3
MEDA	162	Medical Terminology*	5
or the following two courses:			
MEDA	160	Medical Terminology I*	3
MEDA	161	Medical Terminology II*	3-6
MEDA	163	Medical Insurance Billing*	3
MEDA	180	AIDS/HIV/Blood Borne Pathogens	1
OLRM	220	Human Relations in the Workplace	3
PE-ED	109	Basic CPR	1
Total Credits Required			***35-36***

Nursing/Healthcare

Nursing (RN to BSN)

Bachelor of Science in Nursing

This program is designed for nurses who have multiple roles with work, family, and school. Courses can be taken one day per week until the last two quarters when classes meet two days per week. Program plans are individualized for each student's unique needs.

The Olympic College RN-BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE) www.aacn.nche.edu.

RN to BSN Degree Benefits

Earning a BSN degree will provide multiple benefits to the associate degree registered nurse.

A Bachelor of Science in Nursing degree will:

- Facilitate a broad scope of practice as a result of enhanced clinical reasoning and analytical skills.
- Enhance leadership skills.
- Educate nurses in issues surrounding community health, health care delivery systems and health care policy.
- Develop understanding and participation in research methods leading to evidence based practice.
- Enhance health care delivery and health promotion for clients and communities BSN nurses serve.

RN to BSN Curriculum

The BSN curriculum has been designed to foster professional development of the student and to meet the following program goals:

- Communicate effectively in writing and speech.
- Promote communication between clients from diverse backgrounds.
- Demonstrate accountability and responsibility for professional development and practice within the legal and ethical framework of nursing, including awareness of limitations in knowledge and seeking opportunities to enhance competent practice.
- Demonstrate critical thinking, competent clinical reasoning and analytical skills necessary for safe quality nursing practice.
- Demonstrate cultural sensitivity in delivery of care.
- Empower individuals, families, and the community to develop positive health behaviors through health promotion and health education.
- Integrate methods of research process and findings in planning, implementing and evaluating care, and in support of evidence based practice.
- Demonstrate the ability to positively adapt to the dynamic of change present in health care settings.
- Provide holistic health care that enhances a client's dignity and reflects a commitment to caring.
- Demonstrate leadership abilities and political skills to attain quality care for families, groups and community clients.

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

To support and document progress toward accomplishing these goals, each graduating student is required to submit a portfolio of work completed during the student's enrollment at OC.

Program Outcomes

Opportunities are provided to allow students to develop professionally and meet the RN-BSN student/program outcomes:

- Leadership
- Analytic Reasoning
- Community, Health and Wellness
- Professional Values/Role Development
- Scholarly Inquiry
- Communication

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses		*Credits*
General Education credits required		65
Nursing Associate Degree credits required		35
Nursing Credits applied for RN Licensure		35
Upper Division General Electives required		10
BNURS 340	Advanced Clinical Reasoning*	3
BNURS 350	Professional Writing for Nurses*	3
BNURS 402	Families in the Community*	3
BNURS 403	Connecting Research to Nursing*	3
BNURS 407	Perspectives on Diversity*	3
BNURS 408	Health & Wellness Promotion Clinical*	3
BNURS 409	Community Health Nursing Theory*	3
BNURS 410	Contemporary Ethics in Nursing*	3
BNURS 411	Community Health Nursing Application*	3
BNURS 412	Nursing Leadership in Health Systems*	3
BNURS 430	Interactive Nursing Communication*	3
BNURS 450	Professional Development Seminar I*	1
BNURS 451	Professional Development Seminar II*	1
Total Credits Required		***180***

Some of the above BNURS courses may be used for social science, humanities, and symbolic reasoning/quantitative skills distribution requirements. Please see advisor for more information.

Program progression is contingent upon successful completion (minimum grade of 2.0 or above) in each course. Please see advisor for details.

RN to BSN General Education Requirements

World Language: Two years in high school of the same world language or 10 credits of one language at the college level.[1]

Advanced Mathematics (5 credits): (MATH& 107 and higher) (may be petitioned)

Statistics (5 credits): (At Olympic College, approved classes are BNURS 320, MATH& 146, and BUS 215) RN-BSN students are strongly encouraged to take BNURS 320.

Writing (15 credits): Must include 5 credits of English composition and 10 additional credits of writing-intensive coursework.[2]

Humanities (15 credits): College-level world language credits can be applied toward this requirement, and may be completed while in OC ADN and BSN programs.

Social Sciences (15 credits): May be completed in OC ADN and BSN programs.

Natural Sciences (28 credits): Must include 5 credits of college level chemistry, 10 credits of anatomy and physiology (can be met via examination), 3 credits of microbiology (can be met via examination), 5 credits of advanced math (can be petitioned) and 5 credits of statistics.

[1] Students who were educated in another language through the 8th grade may be exempt from this requirement.

[2] 10 additional credits of writing-intensive coursework may be met through coursework in the OC RN-BSN program.

Admissions

Pre-major admission is offered in all quarters. Students who want to complete general education requirements or electives prior to beginning BSN nursing coursework are eligible for pre-major admission. Please contact the OC BSN advisor for more information.

Priority consideration for admission will be given to students who apply before February 1 for the fall quarter.

Admission Requirements

- Current unrestricted licensure as a registered nurse in the State of Washington (provisional admission is offered to students in the last year of an associate degree program in nursing). Advanced placement credit is awarded based on verification of successful completion of NCLEX (RN) exam.
- One year of clinical practice (nursing school clinicals apply as experience).
- A cumulative GPA of at least 2.5 in all college coursework.
- A minimum of 35 quarter credits completed of general education requirements.
- 35 credits awarded for RN Licensure.
- 35 nursing credits from an Associate Degree Nursing program.
- A minimum grade of 2.0 in each of the required courses.
- Admission will be offered to applicants starting with the highest GPA in nursing course work and continue until admissions are complete.
- If a tiebreaker is needed, the number of years of active clinical practice will be the deciding criterion.

Admission Application Process

For information regarding financial aid, contact the Office of Financial Aid at 360.475.7160. When completing the FAFSA, use the OC Title IV code–003784.

Submit Olympic College application and materials to BSN Admissions. (Applications are accepted throughout the year.)

Application packet must include the following:

- One official transcript from all previous academic and nursing course work. High school transcripts should be submitted if world language was completed in high school.
- Résumé outlining nursing and/or academic clinical experience.
- Essay describing your personal and professional experiences. Include leadership, special achievements, accomplishments, special skills, previous work in diverse communities or disadvantaged populations, and professional and educational goals.
- Three professional recommendations. (Forms available in application packet)

Access the application packet online at www.olympic.edu/bsn.

Admission is based on the following:

- Providing all required application packet materials.
- Meeting the admission requirements.
- Academic background.
- Personal essay.

The Olympic College Nursing Program values a foundation of information technology upon entry into the RN-BSN program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Canvas. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in RN-Baccalaureate of Science in Nursing (BSN) program.

Proof of the following is required after provisional acceptance into the RN to BSN program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Proof of personal health insurance
5. Criminal History Information Background Inquiry Check
6. Completion of the Conviction/Criminal History Form

Contacts

Associate Dean of Nursing
Gerianne Babbo 360.475.7793

Nursing Programs Advisor and RN-BSN Recruiter
Sarah Cook 360.475.7175
Scook2@olympic.edu

Nursing (RN)

Associate in Technical Arts

Admission to the Nursing Program

Application to the Nursing Program is a separate procedure in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Nursing Program during Fall Quarter.

To be considered for admission to the Nursing Program, all of the following must be submitted to the Office of Admissions:

1. Washington Community College Application Form;
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Olympic College Nursing Program Application, submitted when currently enrolled in the final prerequisite course(s);
4. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
5. Completion of the prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121, BIOL& 241 and 242, and ENGL& 101.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Fall Quarter admission, all documentation must be received in Admissions by March 31.

Students who have been offered acceptance into the Nursing Program will be required to attend an orientation session prior to the beginning of Fall Quarter.

Acceptances are granted for a particular quarter and year. Students not enrolling for the specific quarter and year as noted in their letter of acceptance must reapply for admission to the Nursing Program.

Proof of the following is required after provisional acceptance into the Program:

1. Current immunizations
2. Basic Life Support for Health Care Providers Certification
3. Non-refundable liability insurance
4. Personal health insurance
5. Criminal History Information Background Inquiry Check

A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check will not be able to meet program progression requirements.

To meet graduation requirements, all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology courses exceed the time limit of ten years prior to graduation, the student may retake the course or challenge the course content through the Excelsior College Examinations.

Advanced Standing

Transferring Students

Students who have completed formal nursing education must complete prerequisite course work and meet grade requirements. After an evaluation of transcripts and course descriptions, advanced standing admission will be granted based on space availability. If there are more applicants than spaces available, the factoring system will be utilized to determine applicants admitted for a given quarter.

Reentering Olympic College Nursing Students

Reentering Olympic College Nursing students must complete an application for reentry by the specified date.

Nursing Program

Olympic College offers a two-year curriculum designed to prepare qualified men and women to become Registered Nurses. The two-year curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in six academic quarters. NURSE 151 requires a minimum 3.7 grade point. All other nursing courses require a minimum 2.2 (80%) grade point or above to progress in the Nursing Program. Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the Nursing Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Transportation to and from clinical facilities not located on campus;
9. Nurse Legislative Day;
10. Criminal background check and Immunization Tracker.

The Olympic College Nursing Program values a foundation of information technology upon entry into the Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the ADN program.

Student Learning Outcomes

1. **Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)**
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.
2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)**
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics/Information Literacy (Provider of Care)**
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.

2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses - Prerequisites Credits

BIOL& 241	Human A & P 1*	6	
BIOL& 242	Human A & P 2*	6	
CHEM& 121	Intro to Chemistry*	6	
ENGL& 101	English Composition I*	5	23

First Year Fall Quarter:

NURSE 110	Professional Role Development I*	2	
NURSE 114	Nursing Communications*	2	
NURSE 140	Clinical Applications Lab I*	1	
NURSE 144	Physical Assessment in Nursing Lab*	1	
NURSE 146	Nursing Care of the Older Adult*	1	
NURSE 151	Dosage Calculations*	1	
NURSE 152	Introduction to Pharmacology*	1	
NURSE 154	Nursing Foundations*	3	
NURSE 156	Clinical Nursing Practice I*	3	15

First Year Winter Quarter:

NURSE 112	Professional Role Development II*	1	
NURSE 116	Nursing Ethics I*	1	
NURSE 118	Nutrition for Professional Nursing*	2	
NURSE 142	Clinical Applications Lab II*	1	
NURSE 158	Clinical Nursing Therapeutics*	4	
NURSE 160	Clinical Nursing Practice II*	5	
NURSE 182	Chronic Health Problems in Elderly*	1	15

First Year Spring Quarter:
(or Second Year Fall Quarter)

NURSE 172	Mental Health Theory*	3	
NURSE 174	Mental Health Clinical*	3	
NURSE 180	Medical Surgical Nursing I*	4	
NURSE 181	Medical Surgical Clinical*	3	
NURSE 202	Clinical Applications Lab III*	1	14

Second Year Fall Quarter:
(or First Year Spring Quarter)

NURSE 176	Nursing Care of Pediatric Clients*	3	
NURSE 177	Pediatric Clinical*	3	
NURSE 178	Maternal-Newborn Nursing*	3	
NURSE 179	Maternal-Newborn Clinical*	3	12

Second Year Winter Quarter:

NURSE 200	Professional Role Development III*	1	
NURSE 204	Nursing Ethics II*	1	
NURSE 206	Nursing Practice Application* (Optional 1 cr)		
NURSE 208	Medical Surgical Nursing II*	4	
NURSE 210	Clinical Nursing Practice III*	5	11

Second Year Spring Quarter:

NURSE 211	Professional Role Developmt Seminar*	2	
NURSE 212	Professional Role Development/Mentor*	8	
NURSE 252	Pharmacology Review* (Optional 2 cr)		10

Required Support Courses

BIOL& 260	Microbiology*	5	

Choose one of the following two courses:

PSYC& 100	General Psychology	5	
PSYC 102	Psychology of Adjustment	5	5

Choose one 5 credit course from the following disciplines:
Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, Sociology _____ 5

Total Credits Required 115

Transition to Associate Degree Nursing (LPN to RN)

Associate in Technical Arts

Admission to the Transition to Associate Degree Nursing Program

Application to the Transition to Associate Degree Nursing Program requires a separate application in addition to the application to Olympic College. Admission to Olympic College does not guarantee admission to the TADN Nursing Program. Admission to the Program is based on a factoring system. Students are admitted to the Program for entrance in Spring Quarter to the Associate Degree of Nursing (ADN) program. Students admitted to the program will take a LPN-RN Transitions course prior to Spring Quarter. Students will be admitted on a space available basis.

To be considered for admission to the TADN Program, all of the following must be submitted to the Office of Admissions:

1. Proof of an unencumbered license as a Practical Nurse (LPN) in the State of Washington;
2. Washington Community College Application Form;
3. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
4. Olympic College Transition to Associate Degree Nursing Program application, submitted when currently enrolled in the final prerequisite course(s);
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Completion of the following prerequisite courses with a minimum grade of 2.0 in each course: CHEM& 121; BIOL &241, &242, and &260; ENGL& 101; and PSYC& 100 or PSYC 102.

It is the student's responsibility to request all transcript(s). Transcripts and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

To be considered for Spring Quarter admission, all documentation must be received in Admissions by August 31st.

Students who have been offered acceptance into the TADN Nursing Program will be required to attend an orientation session prior to the beginning of Spring Quarter.

To meet graduation requirements all specified Biology courses must be completed with the stipulated grade and within ten years prior to graduation. If the specified Biology course(s) exceed the time limit of ten years prior to graduation, the student is required to retake the course(s) or the student may challenge the course content through the Excelsior College Examinations.

Proof of the following is required after provisional acceptance into the Transition to Associate Degree Nursing/ADN Program:

- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance
- Personal health insurance
- Criminal History Information Background Inquiry Check

A student who cannot participate in patient care delivery in clinical settings based on a positive Background Inquiry Check will not meet program progression requirements.

Reentering Olympic College Transition to Associate Degree Nursing Students

Reentering Olympic College Transition to Associate Degree Nursing students must complete an application for reentry by the specified date, and must have credential requirements to be eligible to reenter the program.

Transition to Associate Degree Nursing Program

Olympic College offers a four-quarters plus one course curriculum designed to prepare qualified men and women to become Registered Nurses. The curriculum is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing), and is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org). The Program includes a balance of general education courses, nursing theory, and nursing practice. Following acceptance, the average student will complete the program in four academic quarters. A minimum 2.2 (80%) grade point must be earned in each Nursing course. Graduates are prepared for employment as Registered Nurses in home health care, hospitals, long-term care, and community-based care agencies. The graduate of the TADN/ADN Program will receive the Associate in Technical Arts Degree which qualifies the candidate (for eligibility) to take the NCLEX examination for licensure as a Registered Nurse. The license permits the nurse to use the legal title of Registered Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch for uniform and laboratory coat, and Nursing Skills laboratory packets;
2. Wristwatch with sweep second hand and stethoscope;
3. Nursing student liability insurance;
4. Personal health insurance;
5. Student Nurse Association dues (optional);
6. State license application fee;
7. NCLEX-RN fee;
8. Transportation to and from clinical facilities not located on campus;
9. Nurse Legislative Day;
10. Criminal background check and Immunization Tracker.

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

The Olympic College Nursing Program values a foundation of information technology upon entry into the Transition to Associate Degree Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the TADN program.

Student Learning Outcomes

1. **Professional Values/Lifelong Learning/Global Perspectives (Member of the Profession)**
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's current knowledge and formulating a plan to increase knowledge to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.
2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and/or restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)**
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, which requires solid theoretical knowledge and the ability to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics/Information Literacy (Provider of Care)**
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses		*Credits*
BIOL& 241	Human A & P 1*	6
BIOL& 242	Human A & P 2*	6
BIOL& 260	Microbiology*	5
CHEM& 121	Intro to Chemistry*	6
ENGL& 101	English Composition I*	5
Choose one of the following two courses:		
PSYC& 100	General Psychology	5
PSYC 102	Psychology of Adjustment	5
5 credits from Anthropology, Communication Studies, History, Humanities, Philosophy, Political Science, or Sociology		5
First Year Winter Quarter:		
TADN 181	LPN to ADN Transition—Theory*	3
First Year Spring Quarter:		
(or Second Year Fall Quarter)		
NURSE 172	Mental Health Theory*	3
NURSE 174	Mental Health Clinical*	3
NURSE 180	Medical Surgical Nursing I*	4
NURSE 181	Medical Surgical Clinical*	3
NURSE 202	Clinical Applications Lab III*	1 — 14
Second Year Fall Quarter:		
(or First Year Spring Quarter)		
NURSE 176	Nursing Care of Pediatric Clients*	3
NURSE 177	Pediatric Clinical*	3
NURSE 178	Maternal-Newborn Nursing*	3
NURSE 179	Maternal-Newborn Clinical*	3 — 12
Second Year Winter Quarter:		
NURSE 200	Professional Role Development III*	1
NURSE 204	Nursing Ethics II*	1
NURSE 206	Nursing Practice Application* (Optional 1 cr)	
NURSE 208	Medical Surgical Nursing II*	4
NURSE 210	Clinical Nursing Practice III*	5 — 11
Second Year Spring Quarter:		
NURSE 211	Professional Role Developmnt Seminar*	2
NURSE 212	Professional Role Development/Mentor*	8
NURSE 252	Pharmacology Review*	2 — 12
Total Credits Required		***90***

Practical Nursing

Certificate of Specialization

Admission to the Program

Application to the Practical Nursing Program is a separate procedure in addition to the application to Olympic College. Because enrollment in the Practical Nursing Program is limited, admission to Olympic College does not guarantee admission to the Program.

Admission to the Practical Nursing Program is based on a factoring system. Students are admitted to the Program for a Winter Quarter start. An admission score is determined for each applicant based on the following criteria:

1. Cumulative GPA of prerequisite courses;
2. Support course(s) completion;
3. Current Nursing Assistant Certification and experience (optional).

Please refer to the Practical Nursing Admission Policy and Procedures Handbook for point values assigned for each criterion listed above. This can be obtained by attending a Practical Nursing Program information session. Reservations to attend can be made either by calling 360.475.7748 or via the web page at www.olympic.edu/Nursing.

To be considered for admission to the 2014 Practical Nursing Program, all of the following must be submitted to the Admissions Office:

1. Practical Nursing Program application when registered for the final prerequisite course(s);
2. Official transcripts from all educational institutions attended beyond high school (this includes all colleges, universities, vocational-technical schools, and hospital nursing schools);
3. Copy of Transfer Credit Evaluation—transcript evaluation results (if applicable);
4. Completion of the prerequisite courses with a minimum grade of 2.0 or above in each course: BIOL& 175 (or BIOL& 241 and BIOL& 242), ENGL& 101, MATH 099 (or a higher-level math that has at least MATH 099 as the prerequisite), and PSYC& 100. Completion of the prerequisite course PNURS 126 with a minimum grade of 3.7, and completion of the prerequisite course PNURS 108 with a minimum grade of 2.0 (75%);
5. Achievement of a 78 or above on the Accuplacer Reading Comprehension Test; and
6. Copy of current Nursing Assistant Certification (if applicable).

It is the student's responsibility to request all transcript(s). Transcript(s) and/or credentials must be official and must be sent DIRECTLY to the Office of Admissions by the issuing institution(s).

If accepted into Olympic College Associate Degree in Nursing Program, a student's application to the Practical Nursing Program will be removed by Admissions, and that student will no longer be considered for the Practical Nursing Program.

*See course description for prerequisite.

To be considered for Winter Quarter admission, all documentation must be received by Office of Admissions by August 31.

Students who have been offered acceptance into the Practical Nursing Program will be required to attend an orientation session prior to the beginning of Winter Quarter.

Acceptances are granted for a particular quarter and year. Students not enrolling for the specified quarter and year as noted in their letter of acceptance must reapply for admission to the Practical Nursing Program.

Proof of the following is required after provisional acceptance into the Practical Nursing Program:

- Current immunizations
- Basic Life Support for Health Care Providers Certification
- Non-refundable liability insurance
- Proof of personal health insurance
- Criminal History Information Background Inquiry Check

The Olympic College Nursing Program values a foundation of information technology upon entry into the Practical Nursing program. This foundation of information technology includes word processing, accessing information and communicating through email and on-line teaching and learning tools, such as textbook resources or Angel. Performance of searches using Internet and intranet resources (electronic course reserves and library searches) is expected of students in the LPN program.

The Practical Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission (www.doh.wa.gov/hsqa/Professions/Nursing).

Practical Nursing Program

The Olympic College Practical Nursing Program is a one-year program that prepares graduates to provide safe direct patient care as licensed practical nurses (LPN) in acute care, long-term care, home health, and ambulatory care settings. The program includes both classroom study and supervised clinical practice (patient care). The curriculum includes diverse learning experiences consistent with the Practical Nursing Program outcomes. Varied clinical experiences provide opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds. Concepts of social, behavioral, and biological foundations are integrated throughout the curriculum. The role of the LPN in relation to client needs; safe, effective care environment; health promotion and maintenance; and psychosocial and physiological integrity are integrated throughout the curriculum. A Certificate of Specialization is awarded upon completion of the Practical Nursing Program requirements.

A minimum grade of 2.0 (75%) or above must be earned in each Practical Nursing course for program progression. PNURS 118, PNURS 110 (or MEDA 162), which can be taken prior to admission in the Practical Nursing Program, require a grade of 2.0 (75%) or above. PNURS 126, Dosage Calculations, requires a 3.7 for continuation in the program and graduation. Certified nursing assistants and military medics may receive credit by examination for PNURS 104, 105 and 110. Paramedics and EMTs may receive credit by examination for PNURS 110. Students are encouraged to take support courses prior to entry into the program. Support course registration is based on space availability.

Pending satisfactory completion of the program, graduates are eligible to take the National Council Licensing Examination (NCLEX-PN). The license permits the practical nurse to use the legal title of Licensed Practical Nurse in the State of Washington.

Additional costs:

1. Uniforms, including regulation shoes, laboratory coat, name pin, Olympic College patch (2),
2. Nursing Skills course lab fees ($15/course),
3. Wristwatch with sweep hand and stethoscope,
4. Nursing student liability insurance,
5. State licensure application fee,
6. NCLEX-PN fee,
7. Immunizations,
8. Comprehensive Predictor Exam fee (prior to graduation),
9. Transportation to and from clinical facilities,
10. Criminal background check and Immunization Tracker.

Student Learning Outcomes

1. **Professional Values/Lifelong Learner/Global Perspectives**
   Definition: Professional values are demonstrated by providing direct care for clients across the life span, collaborating with nursing colleagues and other caregivers, and accepting accountability and responsibility for one's practice within a legal and ethical framework. Lifelong learning is a commitment to developing an awareness of one's knowledge limitations and formulating a plan to meet those needs in order to positively impact client care. Global perspectives is recognizing diversity of ideas, points-of-view, opinions and backgrounds and demonstrating the ability to develop a mutually respectful working environment that will benefit client care.
2. **Communication (Member of Profession, Manager of Care, Provider of Care)**
   Definition: Communication is an interactive sharing of information (verbal, nonverbal & written) that can be demonstrated by continuity of quality care for the client and their family. Effective communication is an ongoing and dynamic process that includes the use of therapeutic skills and health education strategies in the promotion, maintenance and restoration of health that has clarity, purpose and sensitivity.
3. **Clinical Reasoning (Provider of Care, Manager of Care)**
   Definition: Clinical reasoning uses the skills of clinical judgment and decision making, to provide nursing care for clients experiencing common, well defined health problems in structured health care settings. It includes the ability in collaboration with appropriate licensed professionals, to notice clinical signs, interpret observations, respond appropriately, and reflect on actions taken. It is the process used to assimilate information, analyze data, and make decisions regarding client care. (Noticing, Interpreting, Responding, Reflecting)
4. **Nursing Informatics**
   Definition: Nursing informatics integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom into nursing practice. (ANA, 2009)

Program Outcomes

1. **Program completion rates:** number of students who complete the program within 150% of the time of the stated program length.
2. **Job placement rates:** number of graduates, one year after graduation, employed in a position for which the program prepared them.
3. **Licensure pass rates:** performance on the licensure examination for first time writers.
4. **Program satisfaction:** perceptions of the graduates and employers as to the adequacy and effectiveness of the program.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Prerequisite Courses		*Credits*
BIOL& 175	Human Biology w/Lab[1]	5
ENGL& 101	English Composition I*	5
MATH 099	Intermediate Algebra*	5
	OR a higher-level math course	
PNURS 108	Clinical Pharmacology*	1
PNURS 126	Dosage Calculations*	1
PSYC& 100	General Psychology	5 — 22

Winter Quarter:		
PNURS 102	Physical Assessment Lecture*	2
PNURS 103	Physical Assessment Application Lab*	1
PNURS 104	Lab I, Lecture*	1
PNURS 105	Lab I, Application*	1
PNURS 110	Medical Terminology	2
PNURS 112	Personal and Professional Roles*	2
PNURS 114	Fundamentals I*	5
PNURS 122	Long Term Care Clinical*	3 — 17

Spring Quarter:		
PNURS 106	Lab II*	2
PNURS 116	Fundamentals II*	5
PNURS 118	Nutrition	3
PNURS 124	Medical-Surgical Clinical*	5 — 15

Summer Quarter:		
PNURS 203	Fundamentals III-Mental Health*	1
PNURS 204	Fundamentals III Pediatrics*	2
PNURS 205	Fundamentals III Obstetrics*	2
PNURS 208	Pediatric/Obstetric Clinical*	4
PNURS 209	Mental Health Clinical Experience*	1 — 10

Fall Quarter:		
PNURS 200	PN Pharmacology Review* (Optional 1 cr)	
PNURS 202	Client Care Management*	2
PNURS 206	Fundamentals IV*	4
PNURS 210	Clinical Mentorship*	8 — 14
Total Credits Required		*78*

[1]BIOL& 241 (6 cr) and BIOL& 242 (6 cr) may be substituted.

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CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

Certificate of Recognition

Nursing Assistant

This Program will prepare students to assist registered nurses or licensed practical nurses in providing basic nursing care for clients in acute and long-term settings. The classes will be small and geared toward developing basic academic skills in an applied work setting. The training will include learning and refining client-care skills, clinical observation, and performing skills in a supervised clinical setting.

Courses must be taken and passed consecutively to progress to the next class. Students are encouraged to complete all classes in one quarter. Students will have completed and exceeded the required classroom and clinical hours required for Nursing Assistant Certification by Washington State law (WAC 246-841-490). All classes MUST be completed within one year to receive a Certificate of Completion from the Washington Department of Health and to be eligible to test for Certification as a Nursing Assistant. Criminal history background check must be passed in order to take the H-OCC 118 Nursing Assistant Practicum. Proof of personal health insurance and malpractice insurance, written verification of all state and federal immunization requirements and tuberculosis testing is required prior to beginning H-OCC 118.

Program Outcomes

Upon completion of the program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Assist in the care of individuals as delegated by and under the direction of a licensed registered nurse or licensed practical nurse (RCW 18.88A.030).
2. Use caring, responsive oral and written communication in interaction with diverse clients and health care team members.
3. Use ethical decision-making in caring for clients. Ethics includes abiding by laws, code of ethics and promoting client rights and independence.
4. Effectively meet the mental health and psychosocial needs of clients with mental illness or cognitive impairment through application of therapeutic principles and behaviors.
5. Use principles of asepsis and infection control to prevent the spread of microorganisms.
6. Participate competently as a valuable member of the health care team while practicing within the scope of practice of nursing assistant functions.

Advisor	*Office*	*Phone*
Frost, Amy	Health Occupations 140	360.475.7764

Required Courses		*Credits*
H-OCC 110	Intro to Nursing Assistant	2
H-OCC 112	Tools for Success*	2
H-OCC 114	Fundamentals of Nsg Assist*	3
H-OCC 116	Basic Technical Skills*	2
H-OCC 118	Nursing Assistant Practicum*	4
Total Credits Required		***13***

Organizational Leadership

Leadership & Occupational Studies

Associate in Applied Science–Transfer

This program is designed to prepare students for more senior level positions in a military or professional-technical career field by heightening their knowledge of organizational leadership issues and deepening their knowledge of their specific career field.

Program Outcomes

Students will:

1. Develop a broader understanding of fundamental organizational leadership issues, theories and practices.
2. Validate critical thinking skills and abilities in connection with general education, occupational and technical studies.

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Required Courses		*Credits*
ENGL& 101	English Composition I*	5
Choose one of the following two courses:		
ENGL& 102	Composition II*	5
ENGL& 235	Technical Writing*	5
MATH& 107	Math in Society* (or equivalent)	5
Choose one of the following two courses:		
OLRM 199	Practicum	5
OLRM 299	Practicum	5
OLRM 201	Intro to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 225	Human Relations in Organizations	5
OLRM 250	Organizational Communication	5
Humanities — any course. (ART& 100, ENGL& 111, HUMAN 284, any World Language recommended)		5
Natural Science — any course. (ASTRO 101, BIOL& 160, CHEM& 121, GEOL 155 recommended)		5
Electives — 10 credits chosen from ACCT& 201, BUS& 101, BUS& 201, HIST& 137, POLS& 202, PSYC& 100, SOC& 101. (Students transferring to ODU must take BUS& 101 and PSYC& 100)		10
Professional-Technical Studies — American Council on Education (ACE) approved military career field for E3 and above, Organizational Leadership and Resource Management courses, or courses from the student's chosen technical field. 30 credits must be concentrated in one professional-technical discipline AND requires prior faculty approval.		30
Total Credits Required		***90***

Organizational Leadership and Resource Management

Associate in Applied Science–Transfer

This program is designed to prepare students for leadership roles in private and public service environments within a 2 year format. It also prepares students to continue their studies at the bachelor level. The program Mission Statement is: "To assist individuals by providing basic leadership skills, an understanding of their role in influencing groups of individuals to accomplish organizational goals while adopting strategies that foster critical thinking and the ability to lead change within organizations."

AAS-T Requirements: The AAS-T is awarded upon the successful completion of a minimum of 93-95 quarter credits with an overall grade point average of 2.0. A minimum of 20 credits must be taken from Olympic College, including the last 10 credits. Students are required to successfully complete the required leadership core and a college-level general education component. This degree transfers well to Brandman University.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Focus on humanistic, ethical, and transformational leadership in organizations.
2. Achieve organizational goals and personal growth.
3. Solve problems to promote positive organizational change.
4. Bridge the gap between theory and practical applications to achieve immediate results in their lives and organizations.
5. Effectively use oral and written communications skills in an organizational environment.
6. Work respectfully and collaboratively with diverse individuals and teams.
7. Analyze legal and ethical implications of organizational conduct.

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Required Courses		*Credits*
ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II*	5
BUS& 101	Intro to Business	5
BUS& 201	Business Law	5
ENGL& 101	English Composition I*	5
ENGL& 235	Technical Writing*	5
Choose one of the following two courses:		
OLRM 199	Practicum	5
OLRM 299	Practicum	5
OLRM 201	Intro to Organizational Leadership	5
OLRM 202	Introduction to Organizational Ethics	5
OLRM 225	Human Relations in Organizations	5
OLRM 250	Organizational Communication	5
Choose one of the following for 3 or 5 credits:		
OLRM 205	Managing Diversity	3
OLRM 260	Conflict Resolution	5
OLRM 270	Organizational Change	3-5
Choose one of the following for 5 credits:		
MATH& 107	Math in Society*	5
MATH& 141	Precalculus I: Algebra*	5
MATH 147	Business Algebra*	5
Choose one of the following for 5 credits:		
ART& 100	Art Appreciation	5
ENGL& 111	Intro to Literature	5
HIST 230	Films in American Culture	5
Any world language		5

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CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

Choose any two of the following for 10 credits:

ECON&	201	Micro Economics*	5	
ECON&	202	Macro Economics*	5	
HIST&	136	US History 1*	5	
HIST&	137	US History 2*	5	
PSYC&	100	General Psychology	5	
SOC&	101	Intro to Sociology*	5	10

Choose any two of the following for 10 credits:

ASTRO	101	Introduction to Astronomy*	5	
BIOL	101	Introduction to Marine Science	5	
BIOL&	160	General Biology w/Lab	5	
GEOG&	100	Introduction to Geography	5	
GEOL&	101	Intro Physical Geology	5	
SCI	100	Introduction to Science*	5	10

Total Credits Required ***93-95***

Certificates of Recognition

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Leadership and the Non-Profit Organization

The L&NPO certificate enables the student to understand the philosophical and organizational underpinnings of a non-profit organization. The certificate covers the critical cornerstones that build and sustain a successful non-profit enterprise. Students apply insights gained to "live" non-profit organizations where the information can be tested and measured. This certificate will provide an introduction to newcomers to the non-profit organization and allow seasoned non-profit leaders to increase and enhance their knowledge and expertise.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Students will understand the philosophy, social significance, and organization design of non-profit organizations.
2. Students will understand the operational priorities and business operations that create successful non-profits.

Required Courses			*Credits*
OLRM	197	Leadership Practicum	3
OLRM	230	Starting a Non-Profit Organization	3
OLRM	231	Intro to Non-Profit Organizations	3
OLRM	232	Executive Directors and Non-Profits	3
OLRM	233	Funding/Grant Writing for Non-Profits	3
OLRM	234	Volunteers and Non-Profits	3

Total Credits Required ***18***

Leadership and Organizational Development

This program is designed to develop student skill and appreciation in/for the behavioral issues that impact human effectiveness, particularly in an organizational setting. In addition, this program instills skills and appreciation of:

1. The role change plays in our lives, personally and professionally.
2. The key leadership tools and techniques designed to help influence positive change.
3. The ethical standards that should drive actions in the workplace.
4. The value of creating and maintaining a diverse culture and building a foundation for understanding general industry business practices.

As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership, or business practice.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives both personally and professionally.
3. Through heightened awareness, enhance problem solving skills that may result in positive organizational change.
4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

Required Courses			*Credits*
BUS&	101	Intro to Business	5
OLRM	105	Appreciating Diversity	1
OLRM	150	Improving Human Effectiveness	2
OLRM	201	Intro to Organizational Leadership	5
OLRM	235	Leadership and Applied Ethics	3

Choose one of the following two courses:

OLRM	197	Leadership Practicum	3	
OLRM	297	Leadership Practicum	3	3

Total Credits Required ***19***

Leadership and Supervision

This program is designed to build an understanding of leadership theory and practice expressed through the work of organizational supervision. Students will be exposed to the principles of leadership and, in particular, how supervisory responsibilities are informed by leadership principles as well as through behavioral and organizational research. This certificate supports the knowledge of and implementation of:

1. Leadership theory in particular as it relates to supervision.
2. Supervisory foundations and best practices.
3. Leadership and ethics.
4. Strengths and supervision.

As part of the program, students will complete various projects which focus on the critical themes found in effective supervision.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify key leadership principles that influence supervision and supervisory practices.
2. Develop and apply the principles of emotional intelligence included in effective supervision.
3. Diagnose and remediate performance problems.
4. Analyze and assess the personal, professional, and legal ethical issues that impact supervision.
5. Identify how individual strengths impact leadership and supervision practices.
6. Effectively use oral and written communication skills in discussing and presenting issues related to supervision and organizational performance.

Required Courses			*Credits*
OLRM	150	Improving Human Effectiveness	2
OLRM	197	Leadership Practicum	3
OLRM	201	Intro to Organizational Leadership	5
OLRM	235	Leadership and Applied Ethics	3
OLRM	272	Foundations of Supervision	5

Total Credits Required ***18***

Organizational Leadership

This program is designed to develop student skill and appreciation for the behavioral issues that impact human effectiveness, particularly in an organizational setting, the role change plays in our lives, personally and professionally, the importance of building and sustaining an organizational culture that respects and accepts diversity in the workplace, key leadership techniques to help influence positive change and the ethical standards that should drive actions in the workplace. As part of the program students complete a project related to one of the governing themes in the areas of human effectiveness, diversity, change, leadership and/or ethics.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Identify key variables that influence human effectiveness in the workplace and be able to apply various tools and techniques to improve individual and/or team performance.
2. Develop an inventory of personal beliefs, biases, and perceptions that may influence how change impacts our lives, personally and professionally.
3. Through heightened awareness, enhance problem solving skills that may result in positive organizational change.

4. Show respect and the ability to work collaboratively with diverse individuals and teams within the organization.
5. Analyze and assess the legal and ethical issues that impact organizational and individual conduct and behavior.
6. Focus on bridging the gap between theory and practice when applying key leadership techniques.
7. Effectively use oral and written communication skills in discussing and presenting issues related to human and organizational development.

Advisor	*Office*	*Phone*
Bolton, Karen	PSNS Bldg 460, Room 242	360.476.5339
Mathew, Philip	Business 209	360.475.7382

Required Courses			*Credits*
OLRM 150	Improving Human Effectiveness		2
Choose one of the following two courses:			
OLRM 197	Leadership Practicum	3	
OLRM 297	Leadership Practicum	3	3
OLRM 201	Intro to Organizational Leadership		5
OLRM 202	Introduction to Organizational Ethics		5
OLRM 220	Human Relations in the Workplace		3
Total Credits Required			***18***

Physical Therapist Assistant

Physical Therapist Assistant

Associate in Applied Science

Olympic College offers a two-year curriculum designed to prepare graduates to be employed as Physical Therapist Assistants. The curriculum is accredited by the Commission on Accreditation for Physical Therapy Education (CAPTE) www.apta.org/capte. The program utilizes a selective admission process to enroll 24 students annually. The deadline for application to the program is April 30th, for Fall Quarter admission. The program offers a balance of general education courses, physical therapy theory and physical therapist assistant practice. Students accepted into the program will complete 640 hours of clinical education as part of the professional curriculum. Following acceptance, the professional phase of the program can be completed in six consecutive quarters. PTA program courses require a minimum 2.7 grade point or above to progress in the program. Clinical education courses are pass/fail. Graduates are prepared for immediate employment as physical therapist assistants (PTA) in various health care settings including hospitals, long-term care and skilled nursing facilities, private out-patient practice, school settings and home health. Students are prepared to take the national licensing examination for physical therapist assistants (NPTE).

Cost:

1. Same tuition as other OC students;
2. TEAS and Accuplacer test prior to admission ($81 – TEAS, $20 Accuplacer)

Additional Costs:

3. Laboratory fees (maximum $35/course);
4. PTA student malpractice and liability insurance;
5. Proof of health insurance;
6. NPTE and WA State licensure exam fees;
7. Washington State Patrol (WSP) background check ($10)
8. Transportation to and from clinical facilities not located on campus.

Admission Requirements

- **Completion of Prerequisite Courses** with a 2.0 grade or higher in each course: BIOL& 175 and PHYS 110, or CHEM& 121 and BIOL& 241/242*.
  Note: Either BIOL& 175, or PHYS 110, or BIOL& 242 may be taken in spring quarter of the year the student anticipates entry to the PTA program. Such applicants may receive a 'provisional admission' if they have met all other requirements and have an adequate number of factor points. A grade of 2.0 or higher must be achieved or the provisional admission will be revoked.
- **Reading Comprehension** level score on the Accuplacer (or COMPASS) reading comprehension test. A score of 84 or higher (88 on COMPASS) must be achieved. Students with a previous Bachelor level degree or higher from an accredited college are not required to take the Accuplacer assessment.
- **Completion of the Test of Essential Academic Skills Assessment (TEAS)**
- **Completion of Required Support Courses**, with a required grade of 2.0 or higher, is recommended: PSYC& 100, MATH 099 (or higher), and ENGL& 101
  Note: Support courses must be complete by the end of the spring session of the first year of the program.
- **Completion of 40 Total Hours of Volunteerism** in at least two different physical therapy facilities. Hours must be documented on the Volunteer/Work Verification form.

A faculty advisor must approve the program for degree/certificate completion.

*To meet graduation requirements, all biological science courses (BIOL& 175, BIOL& 241 and BIOL& 242) must have been completed no more than ten years prior to graduation from the PTA program. If completion of the specified biology courses exceeds the time limit, the student may repeat the course(s) or challenge the biology course content through the Excelsior College Examination.

**Starting in 2016, all first-time applicants are restricted in the number of retakes for prerequisites and required support courses. For the purpose of factoring, if an applicant has retaken a course multiple times, only the second attempt will be considered.

- **Re-Entry:** Former Olympic College PTA students must submit a PTA application for admission and all credential requirements to be eligible to re-enroll. Upon the first academic or voluntary withdrawal a student is granted priority for readmission the following year, but must reapply to the program. Students with a second academic or voluntary withdrawal must reapply as a first year (new) student.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate occupational skills necessary to obtain employment as a physical therapist assistant.
2. Function under the supervision of the physical therapist in a safe, legal, ethical and effective manner.
3. Demonstrate professional behavior and communication skills necessary to effectively interact with clients and family members, members of the health care team, and other professional colleagues.
4. Demonstrate critical problem solving to assist the supervising physical therapist in monitoring and modifying plan of care within the knowledge and limits of practice.
5. Perform and document physical therapy data collection and interventions safely and efficiently under the direction and supervision of a physical therapist.
6. Demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
7. Identify career development and lifelong learning opportunities.

Advisor	*Office*	*Phone*
Bartlett, Lynn	OCP 209	360.394.2740
Kyes, Stephanie	OCP 207	360.394.2742

Required Courses			*Credits*
Students could take either prerequisite path of BIOL&175 and PHYS 110, OR, BIOL& 241/242 and CHEM& 121. Must choose one of the two designated pathways.			
BIOL& 175	Human Biology w/Lab		5
PHYS 110	Introduction to Physics*		6
OR			
BIOL& 241	Human A & P 1*		6
BIOL& 242	Human A & P 2*		6
CHEM& 121	Intro to Chemistry*	6	11-18
ENGL& 101	English Composition I*		5
MATH 099	Intermediate Algebra*		5
PSYC& 100	General Psychology		5
First Year Fall Quarter:			
PTA 101	Introduction to Physical Therapy*	2	
PTA 102	Medical Terminology for PTA*	2	
PTA 106	Kinesiology and Functional Anatomy*	6	
PTA 120	PTA Procedures I–Basic Skills*	6	16
First Year Winter Quarter:			
PTA 107	Pathology*		5
PTA 108	Human Growth and Development*	2	
PTA 121	PTA Procedures II–Gait Assessment*	4	
PTA 125	PTA Procedures VI–Tests and Measures*	4	15
First Year Spring Quarter:			
PTA 103	Documentation for the PTA*		2
PTA 110	Orthopedic Conditions*		2
PTA 123	PTA Procedures IV–Physical Agents*	4	
PTA 126	PTA Proced VII–Therapeutic Exercise*	2	
PTA 151	Clinical Experience I*	4	14

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*See course description for prerequisite.

First Year Summer Quarter:

PTA	105	Current PT Trends & Issues*	2		
PTA	111	Neuroscience for the PTA*	2		
PTA	122	PTA Procedures III–Orthopedics*	6		10

Second Year Fall Quarter:

PTA	104	Ethics and Administration*	2		
PTA	124	PTA Procedures V–Neuromuscular*	6.5		
PTA	127	PTA Procedures VIII-Functional Rehab*	4		
PTA	152	Clinical Experience II*	4		16.5

Second Year Winter Quarter:

PTA	251	Clinical Affiliation I*	7		
PTA	252	Clinical Affiliation II*	7		14

Total Credits Required ***111.5***
(or 118.5 credits with BIOL&241/242)

Polysomnographic Technology

Polysomnographic Technology

(Articulation Agreement with Highline Community College)

Polysomnography is a health related field dedicated to the study of sleep disorders. The Polysomnographic Technology program offers entry level preparation for this emerging field. Students take specialized courses in sleep theory online in conjunction with Highline Community College for the first nine months. Then students participate in practical clinical experience at an area sleep lab.

A transfer program with Highline Community College allows students to continue to develop the expertise needed to become professional polysomnographer or a polysomnography specialist. Many openings are available for successful candidates who want to work days, nights and/or weekends as a polysomnographer.

Program Outcomes

- Associate in Applied Science Degree (106 credits)
- Certificate of Completion (43 credits) offered every other year (next program start: Fall 2014)

NOTE: More advanced programs require transfer to Highline Community College after completion of basic courses online.

Advisor	*Email*	*Phone*
Quinn, Stephen	HSS 203G	360.475.7345

Pre-Nursing

Associate in Pre-Nursing

Direct Transfer Agreement/Major Related Program (DTA/MRP)

The courses listed below generally meet the pre-nursing requirements of the four-year colleges and universities in the State of Washington; however, it is imperative that the student become familiar with the specific requirements of the institution to which transfer is planned. Individual colleges may have specific requirements such as a higher GPA or higher grades in specific courses such as math or English. They may also have preferred courses for humanities and sociology.

Advisor	*Office*	*Phone*
Cook, Sarah	CSC 326	360.475.7175

Required Courses			*Credits*
Communications (10 credits):			
ENGL& 101	English Composition I*		5
Choose one of the following two courses:			
ENGL& 102	Composition II*	5	
ENGL& 235	Technical Writing*	5	5
See Note 1.			
Quantitative/Symbolic Reasoning Skills:			
MATH& 146	Intro to Statistics*		5
See Note 2.			
Humanities (15 credits):			
CMST& 220	Public Speaking	5	
Additional Humanities from at least one other subject, no more than 5 credits languages at the 100 level, no more than 5 credits skills performance		10	15
Social Sciences (15 credits):			
PSYC& 100	General Psychology	5	
PSYC& 200	Lifespan Psychology	5	
Any Sociology course		5	15
Natural Sciences (39 credits):			
BIOL& 241	Human A & P 1*	6	
BIOL& 242	Human A & P 2*	6	
BIOL& 260	Microbiology*	5	
CHEM& 121	Intro to Chemistry*	6	
CHEM& 131	Intro to Organic/Biochem*	6	
NUTR& 101	Human Nutrition*	5	
Additional Biology (&160, &175, or 201 recommended)		5	39
Electives:			
No more than 5 credits may be from restricted elective list			6
Total Credits Required			***90***

Note 1 – A research writing course is required to transfer to Northwest University or Walla Walla University.

Note 2 – UW Seattle and Seattle University require 10 credits in an quantitative/symbolic logic reasoning.

Technical Design

Technical Design

Associate in Technical Arts

This program is designed to provide the student with the skills necessary to perform as an entry-level technical designer/drafter and Computer-Aided Design (CAD) operator.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Demonstrate sufficient skills to perform entry level work as technical designer/drafter and/or CAD operator.
2. Understand and apply basic drafting techniques and methods as required in the workplace.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
CO-OP 111	Cooperative Education Seminar I*		2
CO-OP 121	Cooperative Work Experience*		5
ENGL& 101	English Composition I*		5
ENGL& 235	Technical Writing*		5
Choose either MATH& 141/142 or TEC-D 116/145 combination:			
MATH& 141	Precalculus I: Algebra*	5	
MATH& 142	Precalculus II: Trig*	5	
OR			
TEC-D 116	Computational Techniques/Technicians	4	
TEC-D 145	Applied Problem Solving*	5	9-10
OLRM 225	Human Relations in Organizations		5
Choose one of the following three courses:			
BSTEC 124	MS Excel Specialist*	4	
CIS 150	Survey of Computing	4	
CIS 154	Access for Professionals*	4	4
Program Requirements: 50 Credits Minimum			
Technical Design—Any courses 107 and above			50
Approved Electives **(10 Credits)*:***			
ART& 100	Art Appreciation		5
ART 110	Design I		5
CHEM& 110	Chemical Concepts w/Lab*		6
CHEM& 141/151	General Chemistry & Lab I*		6.5
CIS 141	Programming Concepts		5
CIS 145	Introduction to C Language*		5
CIS 200	Programming Laboratory*		1
CIS 225	Advanced C Language*		5
CIS 285	Object Oriented Programming with C++*		5
ELECT 101	Direct Current*		5
ELECT 102	Alternating Current*		5
ELECT 111	Direct Current Circuit Laboratory*		3
ELECT 112	Alternating Current Circuit Lab*		3
Engineering—Any course			
GEOG& 100	Introduction to Geography		5
GEOG 150	Physical Geography w/Lab		5
GEOG 260	Earth From Space		5
Mathematics—Any course above 142 level			
Physics—Any course 110 and above			
Technical Design—Any course 270 or above			
WELD 106	Welding Technical Orientation I		5
WELD 107	Welding Technical Orientation II*		5
WELD 108	Welding Metallurgy	5	10
Total Credits Required			***95-96***

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Technical Design

Certificate of Proficiency

Completion of the Technical Design Certificate Program leads to basic entry-level employability as a drafter. Further study is recommended upon employment.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Use a variety of computer-aided design software programs as would be required of a technical designer at a minimal skill level.
2. Access and use technical, human, and information resources accurately to complete projects and tasks.
3. Use computer technology to exchange information and develop technical drawings.
4. Use a systematic, problem solving approach for project development that begins with planning and concludes with an Internet or a hard copy product.
5. Behave responsibly in the completion of projects and/or tasks, and in interaction with others in the classroom.
6. Use related interactive GIS computer software technology to meet project and task requirements where technical drawings are part of a GIS database.
7. Communicate orally, graphically and in writing using technical and non-technical language in ways that maximize understanding for the receiver of the product.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
Choose one of the following three courses:			
BSTEC	124	MS Excel Specialist*	4
CIS	150	Survey of Computing	4
CIS	154	Access for Professionals*	4
ENGL&	101	English Composition I*	5
OLRM	225	Human Relations in Organizations	5
TEC-D	107	Technical Drawing*	4
TEC-D	109	Descriptive Geometry*	4
TEC-D	127	Residential Architectural Drawing*	4
TEC-D	130	Construction Materials and Methods	3
TEC-D	175	Introduction to Solid Edge	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
Choose one of the following two courses:			
TEC-D	116	Computational Techniques/Technicians	4
MATH&	141	Precalculus I: Algebra*	5
Total Credits Required			***45-46***

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.

Architectural/Civil Technician

Certificate of Proficiency

This certificate is designed for students wishing to supplement or advance their careers in civil, residential building design and/or construction with enhanced graphic communication skills, as well as written and verbal communication skills. This program may also be appropriate for those students wishing to improve their graphic communication skills to supplement an education in archtecture or construction engineering.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Work as a team member involving multiple disciplines and responsibilities.
2. Produce residential plans and pictorial drawings using hand drafting techniques.
3. Produce residential building plans using industry standard CAD and BIM software.
4. Use and interpret architectural and civil graphic standards
5. Use CAD software to produce civil drawings.
6. Identify the influences of art, history, sociology, and human perception in site and building design.
7. Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.
11. Effectively communicate technical information in written, sketched, and digitized form.
12. Effectively use typical office software for routine office purposes.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
Choose one of the following two courses:			
ART	110	Design I	5
GEOG	260	Earth From Space	5
CIS	150	Survey of Computing	4
ENGL&	235	Technical Writing*	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	116	Computational Techniques/Technicians	4
TEC-D	121	Plane Surveying*	4
TEC-D	122	Introduction to Legal Descriptions	2
TEC-D	123	Introduction to Construction Staking	2
TEC-D	127	Residential Architectural Drawing*	4
TEC-D	128	Adv Residential Architectural Drawing*	4
TEC-D	150	Introduction to GIS*	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	231	Introduction to Civil Drafting*	4
Total Credits Required			***57***

Architectural/Civil Technician

Certificate of Completion

This certificate is designed for students wishing to supplement or advance their careers in civil, residential building design and/or construction. This program may also be appropriate for those students wishing to improve their graphic communication skills to supplement an education in architecture or engineering.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Work as a team member involving multiple disciplines and responsibilities.
2. Produce residential plans and pictorial drawings using hand drafting techniques.
3. Produce residential building plans using industry standard CAD and BIM software.
4. Use and interpret architectural and civil graphic standards
5. Use CAD software to produce civil drawings.
6. Identify the influences of art, history, sociology, and human perception in site and building design.
7. Use and document a systematic design process to identify, analyze, and solve simple residential building and site design problems, including conceptual, visual, and practical requirements.
8. Interpret written legal descriptions as well as interpret and create graphic legal descriptions (plat and site plans).
9. Identify materials and processes commonly used in residential construction.
10. Assist with the use of traditional survey equipment and total stations to collect and utilize field survey data.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
Choose one of the following two courses:			
ART&	100	Art Appreciation	5
GEOG&	100	Introduction to Geography	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	121	Plane Surveying*	4
TEC-D	122	Introduction to Legal Descriptions	2
TEC-D	123	Introduction to Construction Staking	2
TEC-D	127	Residential Architectural Drawing*	4
TEC-D	128	Adv Residential Architectural Drawing*	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	231	Introduction to Civil Drafting*	4
Total Credits Required			***40***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

GIS Technology

Certificate of Proficiency

This program will introduce students to the process and procedures and software used with Geographic Information Systems. Students will learn to identify and collect data from a variety of sources including public data bases and field surveys, as well as paper, and digitized raster and vector documents, filter and isolate appropriate information, and produce graphic information applicable for a specific purpose. This program also includes exposure to database manipulation for a variety of purposes and disciplines.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Perform entry level work as a GIS Technician.
2. Identify and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.
5. Devise database schema required for addressing geospatial problems.
6. Develop customized user interfaces appropriate for geospatial investigations.
7. Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS framework.
8. Identify geospatial problems and the requisite method, or set of procedures needed to address the issue.
9. To construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.
10. Manipulate data bases from a variety of disciplines using GIS software.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
CIS	154	Access for Professionals*	4
ENGL&	235	Technical Writing*	5
GEOG	260	Earth from Space	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	121	Plane Surveying*	4
TEC-D	122	Introduction to Legal Descriptions	2
TEC-D	150	Introduction to GIS*	4
TEC-D	151	Intermediate GIS with ArcView*	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	231	Introduction to Civil Drafting*	4
TEC-D	270	3D Analyst*	2
TEC-D	271	Geodatabases for GIS*	2
TEC-D	272	Geoprocessing with GIS*	2
TEC-D	273	Map Projections in GIS*	2
TEC-D	274	Natural Resource GIS*	2
TEC-D	275	Spatial Analyst*	2
Total Credits Required			***55***

GIS Technology

Certificate of Completion

This program will introduce students to the process and procedures and software used with Geographic Information Systems. Students will learn to identify and collect data from a variety of sources including public data bases and field surveys, as well as paper, and digitized raster and vector documents, filter and isolate appropriate information, and produce graphic information applicable for a specific purpose.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Perform entry level work as a GIS Technician.
2. Identify and apply basic GIS techniques and methods as required in the workplace.
3. Design and create geospatial maps using GIS software.
4. Perform basic database analysis using GIS software.
5. Devise database schema required for addressing geospatial problems.
6. Develop customized user interfaces appropriate for geospatial investigations.
7. Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS framework.
8. Identify geospatial problems and the requisite method, or set of procedures needed to address the issue.
9. Construct a clear, presentable cartographic product that addresses a geospatial issue. Understand the software/hardware requirements for implementing a scalable GIS.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
CIS	154	Access for Professionals*	4
GEOG	260	Earth from Space	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	121	Plane Surveying*	4
TEC-D	122	Introduction to Legal Descriptions	2
TEC-D	150	Introduction to GIS*	4
TEC-D	151	Intermediate GIS with ArcView*	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	270	3D Analyst*	2
TEC-D	275	Spatial Analyst*	2
Total Credits Required			***38***

Mechanical Technology

Certificate of Proficiency

This certificate focuses on the design, coordination and documentation of mechanical devices, with enhanced graphic communication skills, as well as written and verbal communication skills. It is designed for students or professionals in mechanical engineering or manufacturing wishing to expand or advance their careers by improving their graphic communication skills, or for those seeking entry level employment as a mechanical technician.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Create a set of manufacturing documents based on engineering sketches and calculations, including drawings and specifications.
2. Identify and use sources of common industry standards, including ANSI, ASME, SAE, and ISO.
3. Visualize the interaction of 3-dimensional objects, based on 2-dimensional drawings.
4. Work as a team member involving multiple disciplines and responsibilities.
5. Use CAD software to computer model mechanical components, and produce a physical prototype of that model.
6. Analyze, test, and correct computer models and prototypes as required for function, precision, and tolerance.
7. Assist an engineer in the complete design process, and therefore know that process.
8. Effectively communicate technical information in written, sketched, and digitized form.
9. Effectively use typical office software for routine office purposes.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
CIS	150	Survey of Computing	4
ENGL&	235	Technical Writing*	5
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	109	Descriptive Geometry*	4
TEC-D	112	Blueprint Reading	4
TEC-D	116	Computational Techniques/Technicians	4
TEC-D	130	Construction Materials and Methods	3
TEC-D	175	Introduction to Solid Edge	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	205	Engineering Tech Project Planning	4
TEC-D	211	Geometric Dimensioning & Tolerancing*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	221	2D Production Drawing*	4
Total Credits Required			***55***

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

Mechanical Technology

Certificate of Completion

This certificate focuses on the design, coordination and documentation of mechanical devices. It is designed for students wishing to expand or advance their careers by improving their graphic communication skills, or for those seeking entry level employment as a mechanical technician.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Create a set of manufacturing documents based on engineering sketches and calculations, including drawings and specifications.
2. Identify and use sources of common industry standards, including ANSI, ASME, SAE, and ISO.
3. Visualize the interaction of 3-dimensional objects, based on 2-dimensional drawings.
4. Work as a team member involving multiple disciplines and responsibilities.
5. Use CAD software to computer model mechanical components, and produce a physical prototype of that model.
6. Analyze, test, and correct computer models and prototypes as required for function, precision, and tolerance.
7. Assist an engineer in the complete design process, and therefore know that process.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
OLRM	220	Human Relations in the Workplace	3
TEC-D	107	Technical Drawing*	4
TEC-D	112	Blueprint Reading	4
TEC-D	130	Construction Materials and Methods	3
TEC-D	145	Applied Problem Solving*	5
TEC-D	175	Introduction to Solid Edge	4
TEC-D	200	Computer-Aided Design I*	4
TEC-D	217	Computer-Aided Design II*	4
TEC-D	221	2D Production Drawing*	4
Total Credits Required			***35***

Certificate of Recognition Technical Design

This certificate includes an introduction to the core skills necessary for those wishing to advance an existing technical career with basic graphic communication skills. The certificate is designed to provide basic drafting skills as well as provide improved blue print reading skills and to enhance 3- dimensional visualization.

Upon completion of this program, students may choose to work in drafting or in the field of choice, or pursue further training in a trade.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Produce basic orthographic drawings either by hand drafting or by using Computer Aided Design software.
2. Interpret multi-view orthographic drawings and visualize the 3-dimensional equivelant.
3. Use common graphic standards to communicate technical designs.
4. Properly select tools for a specific purpose, and use the tools in a precise and accurate manner.
5. Follow processes that lead to consistent and precise results.

Advisor	*Office*	*Phone*
Newman, Grant	Engineering 104	360.475.7393
Raty, Ron	Business 211	360.475.7389
Sanchez, Peter	Business 207	360.475.6552

Required Courses			*Credits*
TEC-D	107	Technical Drawing*	4
Choose one of the following three courses:			
TEC-D	109	Descriptive Geometry*	4
TEC-D	175	Introduction to Solid Edge	4
TEC-D	222	AutoCAD 3D*	4
TEC-D	200	Computer-Aided Design I*	4
Total Credits Required			***12***

NOTE: Elective and newly created courses may be substituted with permission of a Technical Design advisor.

Welding Technology

Welding Technology

Associate in Technical Arts

This two-year program builds upon the Certificate of Specialization, adding pipe welding and drafting to their skills set. Students who have earned the Certificate of Specialization should be able to complete this degree in two quarters.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/ dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Communicate effectively through verbal and written methods.
7. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.
8. Be able to take a pipe welder certification test in the 6G position utilizing both a 6010 and GTAW root pass with 7018 fill and cover passes.
9. Have the ability to manually draft Orthographic drawings and to open, create, change, save and print AUTO CAD Data Files.

Advisor	*Office*	*Phone*
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses			*Credits*
Choose one of the following two classes:			
BSTEC	145	Bus Writing/Grammar for the Wkplce*	5
ENGL&	101	English Composition I*	5
CIS	150	Survey of Computing	4
GEN-S	121	Success for Student Cohorts	2
MANU	101	Orientation to Manufacturing	2
MANU	120	Manufacturing Methodologies	5
OLRM	225	Human Relations in Organizations	5
PE-ED	109	Basic CPR	1
PE-ED	110	Basic First Aid	1
TEC-D	107	Technical Drawing*	4
TEC-D	200	Computer-Aided Design I*	4
WELD	100	Oxyacetylene Welding*	6
WELD	101	Arc Welding I*	6
WELD	102	Arc Welding II*	6

AAS: Associate in Applied Science = 90+ cr **AAST**: Associate in Applied Science – Transfer = 90+ cr **ATA**: Associate in Technical Arts = 90+ cr
CR: Certificate of Recognition = 10-19 cr **CC**: Certificate of Completion = 20-44 cr **CP**: Certificate of Proficiency = 45-60 cr **CS**: Certificate of Specialization = 61+ cr

*See course description for prerequisite.

WELD	103	Arc Welding III*	6
WELD	104	Gas Tungsten Arc Welding*	6
WELD	105	Gas Metal Arc/Flux Cored Arc Welding*	6
WELD	106	Welding Technical Orientation I	5
WELD	107	Welding Technical Orientation II*	5
WELD	108	Welding Metallurgy	5
WELD	111	Pipe Welding I*	6
WELD	112	Pipe Welding II*	6
WELD	145	Applied Problem Solving*	5
Successful completion of additional courses numbered 100 and above			6
Total Credits Required			***107***

Welding Technology

Certificate of Specialization

This four to five quarter program builds upon the Certificate of Proficiency to further prepare the student for employment in the Welding Industry. Students continue to practice their mechanical and manipulative skills in accordance with industry standards. They prove their skills through standardized welding tests.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.
2. Safely and accurately use a variety of torches and fuel gases to produce parts that are used to fabricate durable goods in various manufacturing environments.
3. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
4. Demonstrate teamwork, responsible/ dependable behavior in decision-making and task performance.
5. Apply and practice workplace safety policies and procedures.
6. Communicate effectively through verbal and written methods.
7. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW and FCAW processes.

Advisor	***Office***	***Phone***
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses			***Credits***
Choose one of the following two classes:			
BSTEC	145	Bus Writing/Grammar for the Wkplce*	5
ENGL&	101	English Composition I*	5
CIS	150	Survey of Computing	4
GEN-S	121	Success for Student Cohorts	2
MANU	101	Orientation to Manufacturing	2
MANU	120	Manufacturing Methodologies	5
OLRM	225	Human Relations in Organizations	5
PE-ED	109	Basic CPR	1
PE-ED	110	Basic First Aid	1
WELD	100	Oxyacetylene Welding*	6
WELD	101	Arc Welding I*	6
WELD	102	Arc Welding II*	6
WELD	103	Arc Welding III*	6
WELD	104	Gas Tungsten Arc Welding*	6
WELD	105	Gas Metal Arc/Flux Cored Arc Welding*	6
WELD	106	Welding Technical Orientation I	5
WELD	107	Welding Technical Orientation II*	5
WELD	108	Welding Metallurgy	5
WELD	145	Applied Problem Solving*	5
Total Credits Required			***81***

Welding Technology

Certificate of Proficiency

This three to four quarter program prepares the student for entry-level employment in the Welding Industry. Students develop and practice mechanical and manipulative skills to meet industry standards. They receive the opportunity to prove their skills through standardized tests. The program also develops employability through support courses in human relations, computing, manufacturing, composition, and first aid.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
2. Safely and accurately use select electric arc processes, basic hand tools, and shop equipment to fabricate durable goods.
3. Safely and accurately use select torches and fuel gases to produce parts that are used to fabricate durable goods.
4. Read, interpret and use shop drawings and specifications in the fabrication and making of durable goods.
5. Demonstrate teamwork and responsible/ dependable behavior in decision-making and task performance.
6. Apply and practice workplace safety policies and procedures.
7. Use effective reading, thinking, mathematical and written communication skills in workplace environments.
8. Be prepared to take welder qualification tests in accordance with American Welding Society (AWS) and Washington Association of Building Organization (WABO) utilizing the SMAW process.

Advisor	***Office***	***Phone***
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses			***Credits***
Choose one of the following two classes:			
BSTEC	145	Bus Writing/Grammar for the Wkplce*	5
ENGL&	101	English Composition I*	5
CIS	150	Survey of Computing	4
GEN-S	121	Success for Student Cohorts	2
MANU	101	Orientation to Manufacturing	2
MANU	120	Manufacturing Methodologies	5
MATH	090B	Prealgebra*	5
OLRM	225	Human Relations in Organizations	5
PE-ED	109	Basic CPR	1
PE-ED	110	Basic First Aid	1
WELD	100	Oxyacetylene Welding*	6
WELD	101	Arc Welding I*	6
WELD	102	Arc Welding II*	6
WELD	103	Arc Welding III*	6
WELD	106	Welding Technical Orientation I	5
Total Credits Required			***59***

Certificates of Recognition

Advisor	***Office***	***Phone***
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Aluminum Welding

This program is designed to prepare students for entry level positions welding Aluminum alloys utilizing the Gas Metal and Gas Tungsten Arc welding processes.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Entry level skills for welding carbon, stainless and aluminum alloys welded with the Gas Metal and Gas Tungsten Arc Welding processes.
2. Understand the set-up, running and maintenance of GMAW and GTAW equipment and how to operate the equipment safely.
3. Understand safety requirements associated with the welding industry; including welding gear, welding equipments, gasses, tools, and welding environment.
4. Understand blue print reading by interpreting AWS welding symbols in order to fabricate an assembly to engineering drawing requirements.
5. An overview of the manufacturing sector, including career exploration.

Required Courses			***Credits***
MANU	101	Orientation to Manufacturing	2
WELD	104	Gas Tungsten Arc Welding*	6
WELD	105	Gas Metal Arc/Flux Cored Arc Welding*	6
WELD	107	Welding Technical Orientation II*	5
Total Credits Required			***19***

Precision Metal Cutting

This program is designed to prepare students for entry-level metal cutting positions in the welding industry.

Program Outcomes

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

1. Perform safety inspections and preventive maintenance of welding equipment.
2. Apply personal safety procedures and use the correct personal protective equipment in the welding environment.
3. Apply welding theory and knowledge of common terms used in the industry to oxy/fuel gas and electric arc welding processes.
4. Use measuring instruments and layout tools including tape measures, combination squares, and machinist rulers.
5. Perform the following processes with an understanding of the appropriate application and instance for use: flame cutting, plasma cutting, sheering, and using the band saw or chop saw.
6. With 75% accuracy per workmanship standard, perform: oxyacetylene welding, brazing, oxy/fuel cutting, plasma arc cutting, straight cutting, and beveling.
7. Enhance academic success and retention for new and returning students into college.
8. An overview of the manufacturing sector, including career exploration.

Advisor	*Office*	*Phone*
Keeling, Ron	Trades Center Shelton	360.432.9555
Kitchens, Al	Shop 203	360.475.7312
Snell, Kevin	Shop 204	360.475.7395

Required Courses			*Credits*
GEN-S	121	Success for Student Cohorts	2
MANU	101	Orientation to Manufacturing	2
WELD	100	Oxyacetylene Welding*	6
WELD	106	Welding Technical Orientation I	5
Total Credits Required			***15***

*See course description for prerequisite.