HIGHLINE COLLEGE

www.highline.edu

2014 : CATALOG : 2015

Contents

GENERAL INFORMATION

About Highline

Highline College is nationally and internationally recognized as a premier community college, a reputation earned through the development of an institutional culture that values innovation, globalization of curriculum and community participation. It is one of 34 community and technical colleges in Washington state.

The college's main campus is located on an 80-acre wooded site overlooking Puget Sound, 20 minutes south of downtown Seattle. Classes are also provided at the Marine Science and Technology Center at Redondo Beach, and additional service-area locations such as Burien and White Center.

Highline was founded in 1961 as the first community college in King County. It serves approximately 16,900 students and has in excess of 350,000 alumni.

While the majority of Highline's students live in southwest King County, the number of students who come to Highline from other states and countries from around the world has grown significantly in recent years. More than half of students enroll in daytime classes; the rest attend evening classes.

Mission Statement

As a public institution of higher education serving a diverse community in a multicultural world and global economy, Highline College promotes student engagement, learning, and achievement, integrates diversity and globalism throughout the college, sustains relationships within its communities, and practices sustainability in human resources, operations, and teaching and learning.

Vision

Highline College is valued as the educational crossroads where dreams are shaped, communities created and excellence achieved.

Values

Highline College is committed to these values:

Access: We believe education should be available to all who seek it.

Collaboration: We value teamwork, joint responsibility and ownership.

Community: We value our community and are dedicated to serving its educational needs.

Diversity: We respect the rights and perspectives of the diverse populations, who live, learn and work in our community.

Excellence: We strive for the highest quality in all our programs and services.

Integrity: We believe in honesty and trustworthiness in all our college practices.

Internationalization: We value a global perspective and respect cultural diversity.

Learning: We develop an interactive, creative and learner-centered environment that supports student success.

Strategic Plan and Initiatives

Highline's strategic plan includes four initiatives:

1. Achieve excellence in teaching and learning.

2. Enhance a college climate that values diversity and global perspectives.

3. Strengthen and expand the presence and role of the college within the communities it serves.

4. Sustain an open, honest and collaborative environment that is responsive to the needs of the college community and that promotes good stewardship of the college's financial resources.

For more information on Highline's strategic plan, visit www. strategicplan.highline.edu .

Accreditation

Highline College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the secretary of the United States Department of Education. The commission's offices are located at 8060 165th Ave. N.E., Suite 100, Redmond, WA 98052-3981.

The Nursing program AAS degree at Highline College is approved by the Washington State Nursing Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing (ACEN). Graduates qualify to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Respiratory Care program AAS degree at Highline College is accredited by the Commission on Accreditation for Respiratory Care. CoARC (www.CoARC.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment (MAERBAAMAE), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

The Paralegal program is approved by the American Bar Association.

The Certificate of Polysomnographic Technology program at Highline College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP is the largest programmatic accreditor in the health science field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits over 2000 education programs in twenty-two health science occupations. CAAHEP is recognized by the Council for Higher Education Accreditation and is a member of the Association of Specialized and Professional Accreditors.

The Associates of Applied Science in Polysomnographic Technology program at Highline College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP is the largest programmatic accreditor in the health science field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits over 2000 education programs in twenty-two health science occupations. CAAHEP is recognized by the Council for Higher Education Accreditation and is a member of the Association of Specialized and Professional Accreditors.

Academic Calendars

	Official 2014–15	Official 2015–16
Summer		
Classes begin	June 23	June 22
Independence Day Holiday	July 4	July 3
End of five-week session	July 24	July 23
End of six-week session	July 31	July 30
End of eight-week session	Aug. 14	Aug. 13
End of 10-week session	Aug. 28	Aug. 27
End of 12-week session	Sept. 11	Sept. 10
Final exams	– Last scheduled class time –	
Fall		
Faculty orientation	Sept. 16-19	Sept. 22-25
Classes begin	Sept. 22	Sept. 28
Last day to withdraw & not post on permanent transcript	Oct. 10	Oct. 19
Professional faculty day (no classes)	Oct. 17	Oct. 16
Veterans' Day Holiday	Nov. 11	Nov. 11
Thanksgiving Day Holiday *	Nov. 27-28	Nov. 26-27
Last day to withdraw officially	Nov. 14	Nov. 20
Last day of classroom instruction	Dec. 8	Dec. 14
Final exams	Dec. 9-12	Dec. 15-18
Faculty workshop	Dec. 15	Dec. 21

* Classes that begin at 5 p.m. or later do not meet the Wednesday before Thanksgiving.

	Official 2014–15	Official 2015–16
Winter		
Classes begin	Jan. 5	Jan. 11
Martin Luther King Jr. Holiday	Jan. 19	Jan. 18
Last day to withdraw & not post on permanent transcript	Jan. 26	Feb. 1
President's Day Holiday	Feb. 16	Feb. 15
Last day to withdraw	Feb. 27	Mar. 4
Last day of classroom instruction	Mar. 16	Mar. 21
Final exams	Mar. 17-20	Mar. 22-25
Faculty workshop	Mar. 23	Mar. 28
Spring		
Classes begin	Mar. 30	April 4
Last day to withdraw & not post on permanent transcript	April 17	April 29
Memorial Day Holiday	May 25	May 23
Last day to withdraw officially	May 22	May 27
Last day of classroom instruction	June 5	June 10
Final exams	June 8-11	June 13-16
Commencement	June 11	June 16
Faculty workshop	June 12	June 17

School Closure Information

Hazardous weather, floods or unexpected emergencies may force school to close. Major local radio and television stations begin broadcasting emergency schedules or school closure information at 6 a.m. A report of school schedule changes due to adverse weather conditions and other emergency situations is also available at the Public Schools Emergency Communications System Web site (*www.schoolreport.org*) or by calling Highline College at (206) 878-3710.

Getting Started

General Admission Requirements

Admission to Highline College is open to any individual who is at least 18 years of age. Admission is granted to those under 18 who have completed high school, whether by diploma or equivalent. Those under the age of 18 are admitted conditionally based upon their participation in one of our High School Programs (e.g. Running Start). Citizens of other countries who wish to apply as international students (non-immigrants) have special admissions requirements. Admission is not limited to those with educational experience, previous academic achievement or any particular citizenship or status. Highline is an open-door college; all are welcome!

As long as you are in good standing with the college, you may return to Highline at any time. When you return, we ask that you update your contact information. If you have not been in attendance for over a year, email admissions@highline.edu to request a registration access time.

Pre-College Studies, Continuing Education, and International students enter Highline using a different process than the one outlined in this section.
- International Students should begin at *international.highline.edu*
- Pre-College Studies Students should begin at *precollege.highline.edu*
- Continuing Education Students should begin at *ce.highline.edu*

If you meet the above admission requirements, please follow these simple steps to enroll at Highline College:

Apply to Highline

admissions.highline.edu

Admission to Highline is a one-time process and you can apply at any time. You only need to apply once; you do not need to reapply if you take a break. The step-by-step guide to getting started, which includes a link to the online application, is located on the Admissions website. Please allow 5 business days for processing. Other than those listed in the Pathways into Highline section above, all students (including transfer students) apply using this process. To update your personal information, see the Update Address & Phone page on the Online Student Services website.

Plan Ahead for Expenses

paying4college.highline.edu

We encourage you to consider your budget and resources. Review current information on the Financial Aid website. Other funding sources may include Workforce Education Services, WorkFirst, Veterans Services, and scholarships.

Pay the Application Fee

The application fee is non-refundable. Allow three business days for your student record to reflect your payment. You can pay online, in person, or by mail. The application fee is reviewed annually and is subject to change. The amount due is the application fee rate that is current at the time payment is being made.

Activate Your myHighline Account

helpdesk.highline.edu

Your myHighline account is your key to Highline. You use it to participate in classes, take myMathTest, receive school communication and pay for parking online.

Assess Your Skills

placement.highline.edu

Most applicants who are new to college studies and intend to earn academic credits will need to determine what course they are eligible for with a placement test or high school transcripts. Placement recommendations will be used for advising and registration purposes. To learn more about placement and assessment options, go to *placement.highline.edu* .

Get Oriented

Highline has a mandatory orientation program. For current information about orientation and advising, please see the Educational Planning and Advising website. Interested in a campus tour? Email *outreach@highline.edu* .

Register for Classes

registration.highline.edu

Familiarize yourself with the Online Services webpage. You'll find a number of resources conveniently located there, including online registration.

Gear Up

After you register for classes, get your Student Identification Card from Registration, purchase your books from the Highline Bookstore, and apply for your parking permit.

Pay Tuition and Fees

A payment plan is available. Find payment plan information, a current tuition and fees schedule and important dates and deadlines on the Registration website. Information about residency for tuition purposes is on the Admissions website.

You're on Your Way!

Make use of resources we offe. Peruse our website. Highline offers comprehensive support, services, opportunities and resources. And don't forget: degrees and certificates are not awarded automatically. You need to apply for graduation.

**A note on selective admissions: the Polysomnography, Registered Nursing, Respiratory Care, and BAS Programs require a separate application process, which includes meeting specific requirements for admission into these programs. For current information about admission requirements for these and other selective admissions programs, visit the Selective Admissions webpage.

Tuition and Fees

Tuition and fees are set by the Washington State Legislature. Current tuition and fees may be found on the Registration and Records website at *registration.highline.edu/tuition.php* . Miscellaneous laboratory fees that relate to specific classes are listed in the current class schedule. Tuition and fees are due in full on the dates published in the quarterly class schedule and online at *registration.highline.edu/calendar.php* .

Resident Students

For tuition purposes, a resident is a US Citizen, US Permanent Resident, US National or holder of a visa status that has been approved as eligible. Those with official status as refugees, asylees and parolees are also eligible. Eligible individuals must demonstrate a history of presence as well as indicate intention to remain in Washington State for purposes other than education. Detailed information is available online at *admissions.highline.edu/Residency.php* .

Tuition

Current tuition rates are published in the quarterly class schedule and are available online at *registration.highline.edu/tuition.php* .

For financial aid, other funding agency or insurance benefits purposes, full-time status is considered 12 credits or more.

*Non-resident waiver applicable to U.S. citizens and U.S. Citizenship and Immigration Services-approved permanent residents.

**There is an additional charge for each credit hour enrolled above the 18-hour full-time rate. Professional-Technical program students enrolled in more than 18 credits during a specific quarter will not be charged in excess of 18 credits for courses required for their degree or certificate.

Fees

Current fee rates are published online at *registration.highline.edu/fees.php* .

Further information specific to International Students may be found at the International Student Programs office or at *international.highline.edu* .

Admission Application Fee: A nonrefundable fee is due at the time of application. This fee includes the cost of a Highline photo ID.

Building Fee: A per-credit fee assessed at the time of registration. This fee was established by a vote of the students to cover costs of the Highline Student Union and is assessed at the time of registration.

Placement Test: COMPASS, ESL COMPASS, and MyMathTest are computeriplacement tests. Fees vary. For information, visit the Placement Testing website at *placement.highline.edu* .

Instructional Technology Fee: A fee assessed for students enrolled in computer-related courses.

Late Course Add Fee: Students will be charged a late-add for each course added after the published payment deadlines. See "Important Dates" in the quarterly class schedule or visit *registration.highline.edu/calendar.php* for the last day to enroll without incurring this charge.

Parking Fee: Permits are required to park on the college campus. Students may purchase a parking permit at the Campus Security office or at the Cashier window, both located in Building 6. Fees are published online at *campussafety.highline.edu/parkingpermits.php* . Purchasing a parking permit does not guarantee a parking space.

Photo Identification Fee: A photo identification card is free for students who pay the admission application fee. Students will be charged for replacement cards.

Transcript Fee: There is a charge for each official transcript copy requested. Allow up to 7 business days to process each request. Unofficial transcripts are available free of charge online at *sec.highline.edu/wts/student/waci002.asp* .

Self-Support Courses

In order to meet educational needs not supported by state funding, Highline offers some courses financed solely by student-funded (self-supported) payments. Enrollment in these courses requires payment, over and above regular tuition and fees. Contact Community Education at (206) 592-3785 or *ce.highline.edu* .

Senior Citizen Rate

Washington state residents 60 years or older are eligible for a reduction in tuition charges under the following circumstances:
- Enrollment must take place the second week of the quarter on a space-available basis.
- A maximum of two classes per quarter may be taken.
- An instructor's signature is required on an add/drop form, which must be taken to Registration for processing.

This waiver is not available to students who plan to use the course credits gained thereby for increasing credentials or salary increases; course credits taken under the waiver do not apply toward any certificate or degree and enrollment is audt based.

Current senior citizen tuition rates are published in the class schedule or contact Registration and Records for further information.

Basic Skills Courses (Noncredit)

There is a nominal charge for noncredit Adult Basic Education (ABE), English as a Second Language (ESL) and GED preparation classes. Waivers are available for students who are unable to pay.

Refund Policy

All requests to withdraw from classes must be received by the Registration office. Students may withdraw from a class via Web registration or at the Registration office.

Tuition and fee refunds are issued according to the schedule published in the quarterly class schedule or visit *registration. highline.edu/calendar.php* .

Refunds require three weeks to process. Students receiving any form of financial assistance must consult with the Financial Aid office to determine the appropriate refund amount.

Summer Quarter, Late Start, Short Courses

Refunds for these courses will be computed on the basis of the number of instructional hours offered before withdrawal documentation is received in the Registration office. If the number of instructional hours offered is equivalent to five instructional days or less of the regular academic quarter, 100 percent of the amount paid will be refunded.

Canceled Classes

When a class is canceled by the college, the total amount paid for that class will be refunded unless the student enrolls in a replacement class. If the replacement class is for fewer credits than the canceled class, the difference will be refunded.

Class and College Withdrawal

To withdraw from Highline, students must complete a Registration Add/Drop Form and return it to the Registration office. The forms are available in the Registration office, faculty buildings, Educational Planning & Advising Center and Admissions/Entry Services Office.

Withdrawal is official when the form is received by the Registration office; however, no official withdrawals are granted after the last withdrawal date. For information about the last withdrawal date, visit *registration.highline.edu/calendar.php* .

A W on a transcript signifies that the student has withdrawn from a class. In other limited situations the college or an instructor may also withdraw a student from class.

If students simply stop attending classes and do not officially withdraw from college at the Registration office, they may be graded as having failed (0.0) each class in which they were registered.

Note: Students receiving veterans' benefits or other financial assistance must notify the appropriate funding office (i.e., Veterans Services, Financial Aid) of their withdrawal to avoid being indebted to the federal or state government.

Student Initiated Withdrawal

Students may withdraw from a class any time prior to the end of the eighth week of the quarter. Summer quarter or other special session classes must be dropped earlier. Visit *registration.highline.edu/calendar.php* .

Students who drop a class prior to the published deadline will not have any grade posted on their transcripts for the class.

After the published deadline, students who withdraw from a class will have a W recorded on the transcript. A W for withdrawal will be posted on the transcript; no credit or numerical grade is associated with a W.

Visit *registration.highline.edu/calendar.php* for published withdrawal deadlines.

Instructor-Initiated Withdrawal

Instructors, at their discretion, may initiate a withdrawal for students who do not attend at least 60 percent of class during the first five instructional days of the academic quarter (or equivalent for summer); however they are not obligated to do so. Students who are withdrawn during the first five days of the quarter will be eligible for a full refund of applicable tuition and fees.

Please note that the primary responsibility for withdrawing from classes rests with the student.

For additional information about grades, see Grades and Transcripts.

Institution-Initiated Withdrawal

Highline may withdraw a student from a class if the student has been suspended academically, has not paid tuition or whose conduct has resulted in a disciplinary suspension.

Financial Aid and Student Employment

Financial aid is available for eligible students to help offset educational expenses. Financial aid comes in the form of grants (free money; it is typically not repaid), student loans, and work-study. All students are encouraged to apply. The financial aid process takes time and requires planning. Financial aid deadlines occur several months before the quarter starts. Be sure to plan ahead.

Applying for Financial Aid

For information on how to apply, required documentation and financial aid deadlines, visit the financial aid website at *financialaid.highline.edu* .

The following are general guidelines regarding eligibility for federal financial aid:
- Be a United States citizen or eligible non-citizen and have a valid Social Security number;
- Be registered with selective service (men only, as required);
- Be working toward an eligible degree or certificate;
- Have a high school diploma or GED; or have completed, prior to July 1, 2012, six college-level credits in a financial aid eligible program or passed an ability to benefit test; and
- Not owe a repayment on a grant or be in default on a federal educational loan.

The following are general guidelines for Real Hope funding (SNG):
- Have graduated from a Washington State high school or obtained a GED (or will do so before beginning college);
- Have lived in Washington State for three years prior to, and continuously since earning the high school diploma or equivalent;
- Sign an affidavit (written promise) to file an application to become a permanent resident of the United States when eligible to apply.

The following types of financial aid are available at Highline:
- Federal programs: Pell Grant, Federal Supplementary Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Subsidized Direct Loan (SUB-LOAN) and Federal Unsubsidized Direct Loan (UNSUB-LN).
- State programs: State Need Grant (SNG), Real Hope funding (SNG), College Bound Scholarships (CBS) and State Work Study (SWS) program.
- Institutional programs: Highline Community College Grant and Tuition Waiver.

Academic Requirements for Financial Aid

Students receiving financial aid are expected to maintain satisfactory academic progress.

For information about the Financial Aid Satisfactory Academic Progress Policy, visit *financialaid.highline.edu/ FormsResourcesPolicies.php* .

Degrees and Certificates

Transfer Programs

For students who plan to earn a baccalaureate (four-year) degree, the transfer program is designed to be the first step to achieve that goal.

Courses in this program parallel the first two years of a university program, and credits earned in these courses generally transfer to four-year colleges throughout the United States. Study in this program leads to an Associate of Arts (AA) degree or an Associate of Science (AS) degree (for science majors).

It is important that students who already know which four-year college they wish to attend read the institution's catalog, or make contact via its Website or in person, and plan their program at Highline to meet the requirements of that institution. Faculty advisers or advisers in the Educational Planning & Advising Center (EPAC) in Building 6 will assist students in developing their schedule of courses.

Students who have not decided on a major or a specific four-year college or university should generally pursue Option A of the AA degree. Option A will prepare students to meet the general requirements of most Washington state four-year colleges and universities. More tailored AA degree, Option A, programs may be designed - with an adviser's assistance - to meet pre-major requirements in fields such as business and education. Degree requirements can be found within Degrees and Certificates.

Transfer admission is competitive. While completion of an associate's degree in arts or science provides students with many advantages in the transfer process, it does not guarantee admission to the four-year institution or to the major of the student's choice.

Advisers are available in EPAC to help students plan their program of study and transfer. Faculty advisers also assist students with their planning.

Professional-Technical Associate Degrees and Certificates

For students who need technical, personal and professional skills for employment, the professional-technical programs are designed to prepare graduates for entry into the field of their choice.

Highline's professional-technical programs also offer refresher and skill-improvement courses for those who are already employed.

The Associate of Applied Science (AAS) degree or Certificate of Completion is earned upon satisfactory completion of the required credits for the specific program chosen. Many of the credits earned in these programs are not intended for transfer to four-year colleges.

Although the primary purpose for Highline's professional-technical education programs is gainful employment after program completion, some graduates decide to transfer to four-year colleges to continue studying in their chosen fields. Although the transferability of professional-technical credits is limited, the college or university to which the student is transferring will determine if the credits earned in the professional-technical program may be counted toward a baccalaureate degree at that institution. A faculty adviser or an adviser in EPAC will help students meet unique educational goals.

Associate of Applied Science (AAS)

The AAS degree is designed primarily to prepare students for successful employment in a professional or technical area. Though some transfer options are available to holders of the AAS, the degree is not intended to transfer. Highline offers AAS degrees in a variety of fields.

Certificate of Completion (CC)

The college awards a CC to each student who completes a professional-technical education program requiring a minimum of 45 credits. Each program consists of at least three quarters and has specific requirements. Students must complete at least one-half of the required credits at Highline with a 2.0 minimum overall GPA.

Certificate of Arts and Sciences (CAS)

A student who wishes to earn a certificate in academic transfer studies (45 credits) for personal reasons, as a specific educational goal, in preparation for an AA degree, or for transfer to a university may complete the CAS. The CAS is not intended as a substitute for the AA degree and does not carry with it the benefits of the AA degree as defined by the ICRC articulation agreement.

Certificate of Proficiency (CP)

The college may award a CP to a student who completes between 20 and 44 credits in professional-technical education training programs. These programs include between one and three quarters of study and have specific requirements.

Short-Term Certificate of Achievement

Short-term training programs consist of 19 credits or fewer. These programs generally include at least one quarter of study.

Baccalaureate Degrees

Highline's baccalaureate degree programs provide a pathway for professional technical degree holders to earn a four-year credential. Programs include:

Bachelor of Applied Science in Cybersecurity and Forensics

Bachelor of Applied Science in Global Trade & Logistics

Bachelor of Applied Science in Respiratory Care

Admission to Highline's baccalaureate degree programs require completion of an Associate in Applied Science degree from an accredited college.

General Degree Requirements
- Completion of a minimum of 180 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;
- Completion of at least 46 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement;
- Any course taken in the AA, AS, AAS, BAS degrees must be a D (1.0 GPA) or better.

Exceptions to General Requirements
There are no exceptions to the first two bulleted items above. Exceptions to the general graduation requirements must be approved by the Graduation Review Board for all degrees. This process includes submitting a petition to the registrar outlining the exception requested and the reasons for the request. The petition should be submitted with an "Application for Graduation/Request for Graduation" form approximately two quarters before the planned graduation. Decisions of the Graduation Review Board are final.

INSTRUCTIONAL PROGRAMS OVERVIEW

Other Instructional Programs

Adult Basic Education (ABE)/General Educational Development (GED)

precollege.highline.edu/abeged
Building 19, room 109; (206) 592-3941

Students who desire to improve their basic academic skills for work, further study or daily life may enroll in classes through the ABE or GED programs. There is a $25 nonrefundable charge for each class. Need-based waivers are available.

Apprenticeship

Apprenticeship is a system of training in which a person desiring to learn a specific occupation is given instruction and experience on the job, as well as community or technical college courses related to that particular occupation. It is a time-proven method of systematically producing highly skilled workers.

Highline cooperates with joint apprenticeship training committees by coordinating training for the Dispensing Optician and Library and Information Services. These emerging new apprenticeships vary in the number of hours of supplemental related training required, but in no case is related training less than 144 hours per year. Classes are generally offered in a variety of formats including on-campus, hybrid and online.
    Dispensing Optician Training: (206) 592-3131
    Library Technician Training: (206) 592-3259

Clock Hours and Endorsements for Teachers

www.k12.wa.us/certification
(360) 725-6400

The office of the Superintendent of Public Instruction (OSPI) makes teachers responsible for tracking their own endorsements and clock hours. To ensure that the courses taken meet requirements, students should contact the office of the OSPI.

Continuing Education

ce.highline.edu
Building 99, room 101; (206) 592-3785

Community Education offers a rich variety of programs on Highline's main campus in Des Moines and at a variety of school and community buildings throughout the college's service area. Community Education's administrative office is located in the Outreach Center adjacent to the main campus at 23835 Pacific Highway S. in Kent.

Community Education offers classes and programs designed to meet students' needs in the areas of technology and computer training, business and professional development and personal enrichment. Students can take a wide variety of noncredit classes at a number of locations in the community, including their home or workplace.

Current programs include:
  • Business and Professional Development
  • Customized Training
  • Personal Enrichment
  • Senior Programs
  • Technology and Computer Training

Continuing Education Units (CEUs)

One CEU is defined as 10 clock hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed one or more significant noncredit educational experiences. All classes offered through Community Education qualify for either clock hours or CEUs.

Cooperative Education

coop.highline.edu
Building 9, room 212; (206) 592-3301

Cooperative Education programs link on-the-job experience with related classroom instruction. The Highline faculty, student and employer collaborate to establish learning objectives and to evaluate progress in a predetermined course of study. Many professional-technical programs include co-op experiences. Transfer students (AA degree) may earn up to 12 credits that transfer as general electives to most four-year institutions.

English as a Second Language (ESL)

precollege.highline.edu/esl.php
Building 19, room 109; (206) 592-3297

ESL classes for immigrants, refugees and others who want to learn the English language are offered each academic quarter at various locations, both on and off campus. There is a $25 nonrefundable charge for each class. Need-based waivers are available.

General Educational Development (GED) Testing

testingcenter.highline.edu/ged.php
Building 25, room 630; (206) 592-3251

Highline is a testing center certified to administer the GED test through the GED Testing Service of the American Council on Education. Adults 19 years of age or older may earn a certificate of educational competence with a satisfactory score on the GED test. Arrangements for taking the test may be made through Highline's Testing Center. Special testing arrangements for students with disabilities are available. Highline also offers free GED test preparation courses.

High School Completion

hs.highline.edu/apply
Building 6, upper level; (206) 878-3710, ext. 3583

Students who have not earned a high school diploma may be eligible for Highline's High School Completion program. This program allows students to complete classes that lead to a standard Washington state-approved high school diploma. The program is designed for students who are 21 years old or older, but students who are at least 18 years old may be eligible. For information, visit the High School programs office or Website.

High School Enhancement

hs.highline.edu/HSEapply
Building 6, upper level; (206) 878-3710, ext. 3583

Students who are 16 years or older can enroll in college courses through the High School Enhancement program. Permission from the student's high school and parents or legal guardian is required. Regular college tuition and fees are charged. For information, visit the High School Programs office.

High School Programs

hs.highline.edu/index.php
Building 6, upper level; (206) 878-3710, ext. 3583

Students participating in Running Start, High School Enhancement or the High School Completion programs work closely with the High School Programs advisers. See the individual entries in this section for more information about each program. For information, visit the High School Programs office or Website.

Honors Scholar

honors.highline.edu

The Honors Scholar program offers students the opportunity for educational enrichment and academic recognition. The program targets motivated, academically successful students looking to be better prepared to transition to four-year academic institutions or looking to open doors to competitive professional-technical opportunities. Successful completion of the program gains students special recognition at graduation, on-going mentorship and the possibility of a one-quarter tuition grant.

Students seeking to graduate from Highline with distinction as an Honors Scholar should enroll as early as possible in "Honors Seminar" (HONOR 100) and the honors colloquy, "Contemporary Voices" (HONOR 101). The Honors Scholar program also requires students to complete honors option projects in a minimum of 30 hours of their regular coursework and conclude their studies with an interdisciplinary project by enrolling in HONOR 299.

Integrated Basic Education Skills Training (I-BEST)

cg.highline.edu/ibest_index.php

I-BEST is a delivery method that provides short-term education and training to students with English language and basic education needs. Courses are co-taught by professional-technical and ABE/ESL faculty. College credits earned in each I-BEST offering are applied to the connected AAS degree.

Kaplan Aspect Program for International Students

international.highline.edu/intensiveEnglish
Building 25, room 517; (206) 592-3740

Kaplan Aspect program on Highline's campus provides an intensive English and university preparatory program to international students who wish to study in the United States. Kaplan students benefit from small classes and individualized attention. Personal advising for university placement is also available. Four levels of classes that include grammar, reading, writing, listening and speaking are offered. Students that successfully complete the highest level class do not have to take the TOEFL exam to be admitted to Highline College. Kaplan students are housed with host families or in nearby apartments.

Pre-College Credit Classes

precollege.highline.edu
Building 19, room 109; (206) 592-3941

Highline offers pre-college credit classes in reading, writing, study skills, communication skills and math to help students gain the academic skills they need to enroll in college-level courses. Students may need to take a few courses to improve their academic skills before they may enroll into transfer or professional-technical classes.

Puget Sound Welcome Back Center

welcomeback.highline.edu
Building 19, room 103; (206) 592-3345

The Puget Sound Welcome Back Center serves as an information and resource center for adult immigrants and refugees who were trained in a health field in their home countries, who currently live in the Puget Sound area and who would like to enter the health care sector in Washington state. The center provides case management, counseling and support to foreign-trained health workers and assists them in developing a career pathway plan that builds on their education, experience and skills.

ROTC: Department of Aerospace Studies and Military Science

Air Force Reserve Officer Training Corps (AFROTC) AFROTC is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. AFROTC classes are held on college campuses throughout the United States and Puerto Rico; students can register through normal course registration processes. AFROTC consists of four years of Aerospace Studies classes (Foundations of the USAF, Evolution of USAF and Space Power, Air Force Leadership Studies, and National Security Affairs/Preparation for Active Duty), and a corresponding Leadership Laboratory for each year (where students apply leadership skills, demonstrate command and effective communication, develop physical fitness, and practice military customs and courtesies). College students enrolled in the AFROTC program (known as "cadets") who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the Active Duty Air Force. The AFROTC program is currently offered at the University of Washington, but they have a crosstown agreement that allows our students to enroll in AFROTC and become full-fledged cadet participants.

For more information on AFROTC course descriptions, please review *www.washington.edu/students/crscat/aerosci.html* . For more information on the AFROTC program, please review *http://depts.washington.edu/afrotc/drupal/node/44* .

Running Start

runningstart.highline.edu
Building 6, upper level; (206) 878-3710, ext. 3583

Running Start is a partnership between Highline Community College and local high schools that allows eligible high school juniors and seniors to enroll for college-level courses and earn credits toward a college degree. High school credit is also earned for these courses. Tuition is free during the academic year. The special application procedures and deadlines are available from a high school counselor, Highline's High School Programs office or Website.

Transition Referral and Resource Center

transitioncenter.highline.edu
Building 19, room 103; (206) 592-3484

The Transition Referral and Resource Center provides information to ESL and ABE students to assist them in navigating the community college environment. Assistance includes advising, referral to appropriate services and departments, and providing resources facilitating informed decision making toward one's academic goals.

INSTRUCTIONAL PROGRAMS OVERVIEW

Transferable Degrees Overview

Important Note: Students are responsible for knowing degree requirements and for staying informed regarding changes in their degree requirements.

Highline Community College offers three types of degrees and four types of certificates. Each has its own requirements and applications. Within these degree and certificate options, students may choose general or specific areas of study or disciplines. These more specific choices also have their own requirements and applications.

Importance of Advising. Advising is a critical element in the completion of any degree. Each student is strongly encouraged to identify a faculty adviser in his or her area of study as early as possible. For some degrees, adviser approval is required for completion of the degree. In addition, students pursuing the AS degree, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transfer.

Associate of Arts (AA)

The AA degree is intended to prepare students to transfer to bachelor's degree programs in a wide variety of fields. The AA degree corresponds to the first two years of a four-year baccalaureate degree program. Most transfer students plan to earn this degree. The AA degree can be general in its emphasis, providing a broad educational background for students who wish to transfer to a university. In this general form, the degree is best suited to students whose major area is in the liberal arts and/or social sciences. However, for students who have chosen specific majors, an AA program may be designed - with adviser assistance - to meet specific prerequisites and/or pre-major lower-division requirements for transfer in these fields:
- Associate of Business
- Associate of Elementary Education
- Associate of Pre-Nursing

At Highline, the AA degree is offered in two options: A or B.

Associate of Arts, Option A

This degree is designed to satisfy the lower-division general requirements at many Washington colleges and universities. AA, Option A degrees earned after 1984 meet the requirements of the Direct Transfer Agreement (DTA) of the Intercollege Relations Commission (ICRC). It is important to work out the exact requirements of transfer with an adviser because programs change from time to time.

Associate of Business: This specialized AA, Option A, degree is designed to help students meet the requirements for entry into the business major after transfer. This Major-Related Program (MRP) degree meets the guidelines for the DTA of the ICRC.

Associate of Elementary Education: This specialized AA, Option A, degree is designed to help students meet the requirement for entry into the elementary education major after transfer. This MRP degree meets the guidelines for the DTA of the ICRC.

Associate of Pre-Nursing: This specialized AA, Option A, degree is designed to help students meet the requirements for entry into the Bachelor of Science in Nursing (BSN) program after transfer. This MRP degree meets the guidelines for the DTA of the ICRC.

Associate of Arts, Option B

This degree is a specialized transfer degree, individually designed to meet the requirements for certain majors at specific colleges and universities. It does not meet the

requirements of the ICRC. In order to plan this degree program, it is essential to know both the major and college or university to be attended. Students must work closely with their adviser.

Associate of Science (AS)

The AS degree is intended to prepare students for transfer in science, mathematics and other pre-professional fields. The degree is recognized by the ICRC. At Highline, the AS degree is available in the following disciplines:
- Biology
- Chemistry
- Computer Science
- General Engineering
- Physics

Associate of Applied Science (AAS)

The AAS degree is designed primarily to prepare students for successful employment in a professional or technical area. Though some transfer options are available to holders of the AAS, the degree is not intended to transfer. Highline offers AAS degrees in a variety of fields.

Associate of Applied Science (AAS-T)

An associate in applied science-transfer (AAS-T) degree is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. Further, the general education courses for the degree are drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree. These degrees are consistent with the dual purpose of transfer and preparation for direct employment. The general education component of the transferable technical degree is to be comprised of not less than 20 credits of courses generally accepted in transfer. These 20 credits must include as a minimum the following:
- 5 credits in Communication
- English Composition
- 5 credits in Quantitative Skills
- Any course from the generally accepted in transfer list with Intermediate Algebra as a prerequisite
- 10 credits in Science, Social Science, or Humanities
- Courses selected from the generally accepted in transfer list including a course meeting the human relations requirement

The 20 credit minimum is proposed in recognition of the difficulty that some technical programs would have in adding even more general education credits to their degree. Yet other technical degrees would go beyond the 20 credits minimum because the technical program may already include transferable courses including the introductory course in the technical field.

Requirements Overview

Degree requirements are reviewed annually. The listing of courses and requirements is therefore subject to change; however, students have the option of using either the degree requirements listed in the Highline catalog at the time they enter the college or the requirements in effect at the time they apply for graduation.

Educational planners and advisers are available to help students plan their programs. Students should stay informed of all program requirements, plan their programs carefully and meet with their advisers on a regular basis. It is also important for students to remember to apply for graduation at the registrar's office two quarters before completing their coursework.

General Degree Requirements
- Completion of a minimum of 90 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;
- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement);
- Any course taken in the AA, AS, AAS degrees must be a D (1.0 GPA) or better.

Exceptions to General Requirements.There are no exceptions to the first two bulleted items above. Exceptions to the general graduation requirements must be approved by the Graduation Review Board for all degrees. This process includes submitting a petition to the registrar outlining the exception requested and the reasons for the request. The petition should be submitted with an "Application for Graduation/Request for Graduation Evaluation" form approximately two quarters before the planned graduation. Decisions of the Graduation Review Board are final.

Specific Degree Requirements

Each of the associate degree programs has specific requirements in addition to the general requirements. Students should review these requirements carefully with their faculty or educational advisers to make sure they understand the requirements for their desired degrees.

Exceptions to AA and AS specific degree requirements are requested by writing a petition to the Graduation Review Board. The petition should be submitted with an application for graduation, or as soon thereafter as possible. Such requests might involve course substitutions, waiver of a requirement or review of credits earned by examination.

Exceptions to AAS specific degree requirements must be approved by the program coordinator, who will then notify the Registration office of the exception.

Transfer Degrees—

Associate of Arts, Option A
Learning Outcomes

Written Communication
After successfully completing the Written Communication requirements, students will:
- Produce finished writings by generating ideas, developing and revising drafts, editing texts, and proofreading final copies.
- Demonstrate an understanding of the interactions among critical reading, critical thinking, and academic writing and use sources in written work ethically and effectively.
- Produce focused, organized written work that considers audience, context, and purpose.
- Respond critically and constructively to the written work of published writers and peers.
- Use clear mechanics, academic conventions and documentation style appropriate to the discipline or context.

Communication Studies
After successfully completing the Communication Studies requirement, students will:
- Identify key concepts and models in intrapersonal, interpersonal and small group communication.
- Use the principles of information literacy.

- Apply the awareness of diversity in their interpersonal, public and group communication.
- Construct and present effective informative and persuasive public presentations.

Diversity/Globalism
After successfully completing the Diversity and Globalism requirement, students will:
- Articulate the political, social, legal, global or systemic issues that manifest or contribute to discrimination and marginalization of individuals or groups.
- Explain different cultural perspectives on a topic.
- Critically analyze human diversity through the lens of the academic discipline in a particular Diversity and Globalism studies class.

Physical Education
After successfully completing the Physical Education requirement, students will:
- Acquire, evaluate, and apply information that promotes personal, community, and/or global health.
- Assess personal risk factors and lifestyle choices that influence health and wellness.
- Identify and/or employ appropriate physical activity and nutritional strategies to enhance life-long well-being and quality of life.

Quantitative Skills
After successfully completing the Quantitative Skills requirements, students will:
- Comprehend, analyze, estimate, calculate, and draw logical conclusions from quantitative information represented by numbers, symbols, graphs, and words.
- Communicate quantitative information using numbers, symbols, graphs, and words.
- Generate abstract generalizations using quantitative and symbolic reasoning, and explain their impact on society and students' own lives.

Social Science, Area I
After successfully completing the Social Science Area I distribution requirements, students will:
- Demonstrate knowledge of basic terminology and facts specific to the discipline of economics, geographys, history and/or political science.
- Organize, analyze, and critically evaulate evidence from the perspective of economics, geography, history, and/or political science.
- Apply the analytical frameworks and methods from economics, geography, history, and/or political science to explain social issues.
- Explain the interrelatedness of individuals and groups from economic, historical, geographic and/or political perspectives.

Social Science, Area II
After successfully completing the Social Science Area II distribution requirements, students will:
- Apply the scientific method to evaluate assumptions of human behavior.
- Apply multiple perspectives in explaining human behavior.
- Identify factors that contribute to behavioral, cultural, and biological human variation over time.
- Demonstrate an understanding of human diversity and the interdependence of humans.
- Explain the connection between social environment and human behavior.

Humanities, Area I

After successfully completing the Humanities Area I distribution requirements, students will:

- Demonstrate knowledge of cultural practices, intellectual trends, or aesthetic productions of their own culture and other cultures.

For students taking World Languages:

- Demonstrate progressive ability to understand and effectively communicate in a specific world language.

For students taking Film Studies, Humanities, Philosophy or DGS courses:

- Analyze and critically evaluate major texts, ideas, concepts, or trends in the Humanities using varied analytical perspectives.
- Apply the concepts and vocabulary of a Film Studies, Humanities or Philosophy course.
- Critically apply humanities insights to understanding of the ongoing conflicts, controversies and evolutions in human societies.

Humanities, Area II

After successfully completing the Humanities Area II distribution requirements, students will:

- Demonstrate an understanding of the basic concepts and vocabulary in an arts discipline, including, but not limited to, definitions and systems of classification (e.g., style, genre, period, elements, etc.).
- Interpret artistic works through analysis in verbal, written, and/or other forms.

For students taking history and appreciation classes in music, art, and drama:

- Explain, verbally or in writing, relationships between cultural, socio-economic, technical and political factors and artistic movements.

For students taking applied courses in music, art, or drama (e.g. Beginning Group Piano, Ceramics):

- Demonstrate progressive technical mastery of one or more artistic mediums.

Sciences

After successfully completing the Sciences distribution requirements, students will:

- Apply algorithmic approaches, logical and/or sequential reasoning, mathematics, and field-specific techniques to address and solve quantitative and qualitative problems.
- Demonstrate an ability to work constructively and collaboratively as a member of a team.
- Demonstrate the ability to communicate scientific knowledge in written and/or oral form.
- Demonstrate the understanding that scientific knowledge can be acquired through inductive or deductive reasoning.
- Evaluate the proposal, claim, process or theory of their peers and/or published authors.

For students who complete the lab-science requirement, the above criteria AND:

- Collect and analyze data quantitatively using appropriate tools.
- Demonstrate safe use of appropriate tools within a discipline specific setting (i.e. lab or field).
- Demonstrate ethical behavior in the acquisition, reporting, and use of data in the sciences.

AA, Option A Requirements

For general information about this degree choice, see Programs, Resources and Services for Students.

Important Note: Students are responsible for knowing degree requirements and for staying informed regarding changes in their degree requirements.

General Requirements

- Completion of a minimum of 90 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;
- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement).

For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

Course requirements for the AA, Option A, are summarized as follows:

- Communications requirement: 15 credits
- Quantitative Skills requirement: 5 credits
- Physical Education requirement: 3 credits
- Diversity and Globalism requirement: 3 credits
- Distribution requirement: 55 credits; includes two options:
  - Standard Distribution
  - Distribution with Emphasis
- Elective requirement: 12 credits

Additional requirements for the AA, Option A:

- At least 75 credits must be defined as fully transferable by the university to which a student intends to transfer;
- A maximum of 15 credits of CR grades (for classes taken "credit" or "pass") may be applied to the AA degree. Such credits may or may not be recognized by other institutions.

Courses listed in this section may be used to meet the specific course requirements of the AA, Option A, degree. This list, however, changes from time to time. Students should obtain the most current list from the Educational Planning & Advising Center.

Communications Requirement: 15 credits

Students must complete specific written English and communication studies courses to satisfy the Communications requirement. If written English and communication studies credits total more than 15, then up to five of these credits may be applied to Humanities Area I. The same credits may not be used to satisfy both the Communications requirement and the Humanities Distribution requirement.

Complete the following:

- ENGL& 101 - English Composition I

Plus at least one of the following courses:

- ENGL 205 - Research/Persuasive Writing
- ENGL& 235 - Technical Writing
- ENGL 200 - Creative Writing
- ENGL 234 - Advanced Nonfiction Writing
- JRNL 101 - Beginning Newswriting

Plus at least one of the following courses:

- CMST& 101 - Introduction to Communication
- CMST& 220 - Public Speaking

Quantitative Skills Requirement: 5 credits

Proficiency in intermediate algebra must be demonstrated through placement testing, completion of Intermediate Algebra (MATH 095 , MATH 097 or equivalent) or consultation with a mathematics instructor. Students must complete a five-credit mathematics or philosophy course, listed below, for which Intermediate Algebra (MATH 095 , MATH 097 or equivalent) is a prerequisite. Credits used to satisfy this requirement may not be applied toward other requirements. Students must choose from the list below.

- MATH& 107 - Math in Society
- MATH 111 - College Algebra
- MATH& 148 - Business Calculus
- MATH& 141 - Pre Calculus I

- MATH& 142 - Pre Calculus II
- MATH& 151 - Calculus I
- MATH& 152 - Calculus II
- MATH& 153 - Calculus III
- MATH 180 - Number Theory for Teacher
- MATH 181 - Geometry for K-8 Teacher
- MATH& 146 - Introduction to Statistics
- MATH 220 - Linear Algebra
- MATH& 254 - Multivariable Calculus
- MATH 230 - Differential Equations
- PHIL& 120 - Symbolic Logic

Physical Education Requirement: 3 credits

Students must complete three credits of physical education either through a single course of three or more credits; a mix of classroom and activity courses; or three different (unduplicated) physical education activity credits. A maximum of three physical education activity credits may be applied to the AA degree.
Complete either A, B or C:

A. Complete one 3-credit course from the following list:
- P E 100 - Personal Health Science or
- P E 101 - Global Health Issues or
- P E 160 - First Aid/CPR/AED

B. Complete one of the following two-credit courses, plus one additional PE course of at least one credit:
- P E 163 - Principles of Coaching
- P E 171 - Fitness and Nutrition Concepts
- P E 186 - Total Fitness

C. Complete three different (unduplicated) physical education activity courses.

Diversity and Globalism Requirement: 3 credits

Students are required to complete a course of three or more credits to satisfy the Diversity and Globalism requirement. In some cases, Diversity and Globalism classes may also apply to distribution or other requirements. Other Diversity and Globalism courses may be used only to help satisfy elective requirements. Applicable courses are listed below; one or more asterisks (*) indicate other requirements the course may satisfy.
- ANTH& 100 - Survey of Anthropology *
- ANTH& 206 - Cultural Anthropology *
- BIOL 115 - Life in the Womb ***
- BIOL 123 - Plants, People and Culture
- BUSN 160 - Human/Labor Relations
- BUSN 205 - International Business
- BUSN 207 - Cultural Awareness
- CMST 200 - Intercultural Communication **
- DGS 110 - Global Studies *
- DGS 114 - The Middle East
- DGS 116 - Food Justice
- DGS 120 - Society and the Arts **
- DGS 125 - Media Matters
- DGS 136 - African American Roots *
- DGS 137 - African American Experience *
- DGS 140 - Asian American Roots
- DGS 141 - Asian American Experience
- DGS 150 - The Latino Experience
- DGS 155 - Native American Studies **
- DGS 158 - Language, Culture, Power
- DGS 160 - Social Issues *
- DGS 162 - Constitution Law and Issues
- DGS 164 - Sports Law and Issues of Diversity
- DGS 166 - Immigration Law and Issues
- DGS 168 - Civil Rights Theory/Law
- DGS 170 - International Human Rightsand Law
- DGS 172 - The LGBT Experience
- DGS 207 - Cultural Awareness
- DGS 210 - Women and Society

- DGS 212 - Women Writers
- DGS 260 - International Business
- EDUC 126 - Child, Family and Society
- EDUC& 204 - Exceptional Child
- EDUC 260 - Critical Thinking-Equity
- ENVS& 101 - Introduction to Environmental Science ***
- F S 112 - Chick Flicks!
- GEOG 100 - Survey of Geography *
- GEOG 120 - World Geography *
- HIST 273 - Women and Gender History
- H SER 260 - Cultural Compentent Practices
- HUM 104 - Issues In Humanities **
- HUM 175 - Latino/a Identities
- LEGAL 162 - Constitution Law and Issues
- LEGAL 164 - Sports Law and Issues of Diversity
- LEGAL 166 - Immigration Law and Issues
- LEGAL 168 - Civil Rights Theory/Law
- LEGAL 170 - International Human Rights and Law
- ENGL 123 - Introduction to American Ethnic Literature
- ENGL 247 - American Ethnic Literature **
- ENGL& 254 - World Literature I **
- ENGL 257 - Travel Literature **
- ENGL 265 - Video Game as Literature **
- MUSC 110 - Music Cultures of World **
- NURS 224 - Level IV
- PHIL 145 - Introduction to Eastern Philosophy **
- PHIL 146 - Environmental Ethics
- PHIL 147 - Gender and Philosophy
- PHIL 148 - Women and World Religions
- PHIL 160 - World Religions **
- P E 101 - Global Health Issues ****
- POL S 180 - Critical Issues in World Politics *
- POL S 190 - Critical Issues in World Politics II *
- POLS& 204 - Comparative Government *
- PSYCH 135 - Death Across Cultures *
- PSYC& 180 - Human Sexuality *
- PSYC& 220 - Abnormal Psychology *
- SOC 130 - American Diversity *

Note:
*Denotes courses that also apply to the Social Sciences Distribution requirement.
**Denotes courses that also apply to the Humanities Distribution requirement.
***Denotes courses that also apply to the Sciences Distribution requirement.
****Denotes courses that also apply to the Physical Education requirement.

Distribution Requirement: 55 credits

The Distribution requirement attempts to ensure variety and breadth by requiring educational experiences in a number of disciplines, including science, mathematics, social science, humanities and the arts. Courses designated as special study, directed study, independent research or cooperative education do not carry distribution credit.

Students may choose either Standard Distribution or Distribution with Emphasis.

Standard Distribution
Students complete a minimum of
- 15 credits in Humanities;
- 20 credits in Social Sciences; and
- 20 credits in Sciences.

At least two areas must be represented in Humanities and Social Sciences and two departments in Sciences (see the "Distribution Areas" section).

Distribution with Emphasis
Students complete a minimum of
- 10 credits in Humanities;
- 15 credits in Social Sciences;

- 15 credits in Sciences; and
- 15 credits in a single department.
  This department will normally be chosen as the student's major upon transfer to a four-year school.

At least two areas must be represented in Humanities and Social Sciences and two departments in Sciences (see the "Distribution Areas" section).

Elective Requirement: 12 credits

These credits may be from any department and must be numbered 100 or above. Courses may be chosen from the Distribution Areas or from courses meeting other requirements (in most cases, however, the same course cannot be used to meet two separate requirements).

Students may also select electives from other disciplines. However, in doing so, students should consult the baccalaureate (four-year) institution's catalog, since most four-year schools will accept no more than 15 credits of traditionally nontransferable (often called "Gray Area") courses.

Traditionally, nontransferable courses include most professional-technical education courses and all courses from the following departments: College Studies, Cooperative Education, Parent Education, Reading and Student Services. "Gray Area" courses generally also include course challenges, independent study classes, credit by examination, military experience credit, CLEP and other nontraditional credit. Advanced Placement (AP) courses generally are transferable but are subject to the policies of the receiving institution.

Distribution Areas

Important Note: Not all classes in these departments satisfy Distribution requirements. Course applicability changes from time to time. Current information is available through the Educational Planning and Advising Center.

Humanities

Students may choose from several options in fulfilling their Humanities Distribution requirement:
- Option 1 (Standard Distribution). Choose 10 credits from one area and five from another. A maximum of five excess credits from the Communications list may be applied to Area I. No more than 10 credits may come from any one department.
- Option 2 (Standard Distribution). Complete HUM& 116, HUM& 117 and HUM& 118 courses (Western Humanities).
- Option 3 (Distribution with Emphasis). Choose five credits each from Areas I and II, in addition to the 15 credits chosen for Distribution with Emphasis.

Area I Humanities

Communication Studies
CMST&	101	Introduction to Communication *
CMST&	102	Introduction to Mass Media
CMST	200	Intercultural Communication
CMST	205	Nonverbal Communication
CMST&	210	Interpersonal Communication
CMST&	220	Public Speaking *
CMST&	230	Small Group Communication

Diversity & Global Studies
DGS	114	The Middle East
DGS	120	Society and the Arts
DGS	125	Media Matters
DGS	150	The Latino Experience
DGS	15	Native American Studies
DGS	158	Language, Culture, Power

DGS	207	Cultural Awareness
DGS	212	Women Writers

English
ENGL	121	Introduction to World Literature
ENGL	200	Creative Writing *
ENGL	201	Advanced Verse Writing
ENGL	203	Advanced Verse Writing
ENGL	204	Advanced Editing Strategies
ENGL	205	Research/Persuasive Writing *
ENGL	211	Advanced Fiction Writing
ENGL	212	Advanced Fiction Writing
ENGL	213	Advanced Fiction Writing
ENGL	234	Advanced Nonfiction Writing *
ENGL&	235	Technical Writing *

Film Studies
F S	105	Film Appreciation
F S	107	Society in Film
F S	108	Literatureinto Film
F S	111	Hollywood Stories
F S	112	Chick Flicks!
F S	205	Deep Focus
F S	207	Global Cinema
F S	211	Heroes and Stars

Honors
HONOR	100	Honors Seminar
HONOR	101	Contemporary Voices
HONOR	299	Honors Interdisciplinary

Humanities
HUM	100	Contemporary Voices
HUM	103	Humanities-Coordinated Studies
HUM	104	Issues in Humanities
HUM	110	History of Ideas
HUM&	116	Western Humanities
HUM&	117	Western Humanities
HUM&	118	Western Humanities
HUM	120	The Bible and Culture
HUM	175	Latino/a Identities
HUM	185	Eastern Humanities

Journalism
JRNL	101	Beginning Newswriting *
JRNL	105	News Photography
JRNL	115	Writing for the Media
JRNL	201	Advanced Newswriting
JRNL	202	Advanced Newswriting
JRNL	203	Advanced Newswriting

Literature
ENGL&	111	Introduction to Literature
ENGL&	112	Introduction to Fiction
ENGL&	113	Introduction to Poetry
ENGL	115	Introduction to the Short Story
ENGL	121	Introduction to World Literature
ENGL	122	Introduction to Children's Literature
ENGL	123	Introduction to American Ethnic Literature
ENGL&	220	Introduction to Shakespeare
ENGL&	244	American Literature I
ENGL&	245	American Literature II
ENGL&	246	American Literature III
ENGL	247	American Ethnic Literature
ENGL&	254	World Literature I
ENGL	257	Travel Literature
ENGL	265	Video Game as Literature
ENGL	266	Popular Literature

Philosophy
PHIL&	101	Introduction to Philosophy
PHIL	110	Introduction to Ethics
PHIL	115	Critical Thinking
PHIL&	120	Symbolic Logic

PHIL	130	Introduction to Western Philosophy
PHIL	131	Evolution and Philosophy
PHIL	144	Atheism and Philosophy
PHIL	14	Introduction to Eastern Philosophy
PHIL	146	Environmental Ethics
PHIL	147	Gender and Philosophy
PHIL	148	Women and World Religions
PHIL	150	Modern Political Philosophy
PHIL	160	World Religions

World Languages

Note: A student who successfully completed two years of one world language in high school or its college equivalent may receive distribution for 121 and 122 in another language. No more than 5 credits in foreign language at the 100 level will count towards fullfilling Humanities Area 1 requirement.

ARAB	121	Arabic I
ARAB	122	Arabic II
ARAB	123	Arabic III
ASL&	121	American Sign Language I
ASL&	122	American Sign Language II
ASL&	123	American Sign Language III
CHIN&	121	Chinese I
CHIN&	122	Chinese II
CHIN&	123	Chinese III
CHIN&	221	Chinese IV
CHIN&	222	Chinese V
CHIN&	223	Chinese VI
FRCH&	121	French I
FRCH&	122	French II
FRCH&	123	French III
JAPN&	121	Japanese I
JAPN&	122	Japanese II
JAPN&	123	Japanese III
JAPN&	221	Japanese IV
JAPN&	222	Japanese V
JAPN&	223	Japanese VI
SPAN&	121	Spanish I
SPAN&	122	Spanish II
SPAN&	123	Spanish III
SPAN&	221	Spanish IV
SPAN&	222	Spanish V
SPAN&	223	Spanish VI

Note:
The same credits may not be used to satisfy both the Communications requirement and the Humanities Distribution requirements.

Area II Humanities

Art

ART	101	Design I: Two Dimensional ‡
ART	102	Design II: Three Dimensional ‡
ART	103	Design III: Mixed Media ‡
ART	105	Introduction to Color ‡
ART	110	Drawing I: Beginning ‡
ART	111	Drawing II: Composition ‡
ART	112	Figure Drawing I ‡
ART	113	Portrait Drawing ‡
ART	114	Portrait Sculpture ‡
ART	115	Figure Drawing II ‡
ART	120	Introduction to Art History
ART	125	5mm Film Photography I ‡
ART	126	35mm Film Photography II ‡
ART	128	History of Design I
ART	129	History of Design II
ART	147	Digital Photography 1
ART	148	Digital Photography 2
ART	149	Digital Photography 3
ART	150	Painting I ‡
ART	151	Painting II ‡
ART	155	Watercolor Painting ‡
ART	171	Ceramics I ‡

ART	172	Ceramics II ‡
ART	173	Ceramics III ‡
ART	181	Sculpture ‡
ART	228	Design Drawing I
ART	238	Design Drawing Perspective

Drama

DRMA&	101	Introduction to Theatre
DRAMA	103	Modern Theatre
DRAMA	105	Musical Comedy Revue
DRAMA	110	The Dramatic Experience
DRAMA	111	Cabaret
DRAMA	115	World Theatre
DRAMA	118	American Theater
DRAMA	121	Acting ‡
DRAMA	122	Acting with Style ‡
DRAMA	126	Theatrical Make-Up ‡
DRAMA	131	Stagecraft ‡
DRAMA	132	Stagecraft ‡
DRAMA	133	Stagecraft ‡
DRAMA	135	Theatrical Design ‡
DRAMA	138	Mask Construction
DRAMA	150	Painting for the Theater ‡
DRAMA	221	Audition Technique ‡
DRAMA	222	Acting/Directing for TV ‡
DRAMA	224	Masque Improvisation
DRAMA	225	Directing for the Stage ‡
DRAMA	226	Advanced Theatrical Makeup
DRAMA	231	Advanced Stagecraft
DRAMA	232	Advanced Stagecraft
DRAMA	235	Advanced Theatrical Design ‡
DRAMA	260	Advanced Acting Workshop ‡
DRAMA	270	Student Drama Projects
DRAMA	280	Performance Improvisation ‡
DRAMA	285	Advanced Improvisation

Music

MUSC	100	Introduction to Music
MUSC&	105	Music Appreciation
MUSC	106	History of Rock Music
MUSC	107	American Popular Music
MUSC	108	America's Music Cultures
MUSC	109	History of Jazz
MUSC	110	Music Cultures of World
MUSC	112	20th Century Concert Music
MUSC	113	Introduction to Hip Hop ‡
MUSC	116	Beginning Class Piano ‡
MUSC	117	Elementary Class Piano ‡
MUSC	118	Intermediate Class Piano ‡
MUSC&	121	Ear Training 1 ‡
MUSC&	122	Ear Training 2 ‡
MUSC&	123	Ear Training 3 ‡
MUSC	125	Beginning Class Guitar ‡
MUSC	126	Elementary Class Guitar ‡
MUSC	127	Intermediate Class Guitar ‡
MUSC	128	World Percussion ‡
MUSC	129	Hawaiian Slack Key Guitar ‡
MUSC	130	Vocal Jazz Ensemble ‡
MUSC&	131	Music Theory 1
MUSC&	132	Music Theory 2
MUSC&	133	Music Theory 3
MUSC	134	College Choir ‡
MUSC&	141	Music Theory I
MUSC&	142	Music Theory II
MUSC	150	Performance Ensemble ‡
MUSC	161	Salsa Music and Dance ‡
MUSC	162	Tango Music and Dance‡
MUSC	170	Private Instruction ‡
MUSC	171	Private Instruction ‡
MUSC	172	Private Instruction ‡
MUSC	173	Private Instruction ‡
MUSC	174	Private Instruction ‡
MUSC	175	Private Instruction ‡

TRANSFERABLE DEGREES

MUSC	181	Beginning Class Voice ‡
MUSC	182	Intermediate Class Voice ‡
MUSC	183	Advanced Art Song Class Voice ‡
MUSC	185	Vocal Tech/Perform I ‡
MUSC	186	Vocal Tech/Perform II ‡
MUSC	187	Vocal Tech/Perform III ‡
MUSC	204	Improvisation ‡
MUSC	205	Improvisation ‡
MUSC	206	Improvisation ‡
MUSC	210	Highline Concert Chorale ‡
MUSC	211	Highline Concert Chorale ‡
MUSC	212	Highline Concert Chorale ‡
MUSC	213	Highline Concert Chorale ‡
MUSC	214	Highline Concert Chorale ‡
MUSC	215	Highline Concert Chorale ‡
MUSC&	241	Music Theory IV
MUSC&	242	Music Theory V
MUSC&	243	Music Theory VI
MUSC	281	Music Performance ‡
MUSC	282	Music Performance ‡
MUSC	283	Music Performance ‡
MUSC	284	Music Performance ‡
MUSC	285	Music Performance ‡

Note:
‡ Denotes performance course. No more than five credits of performance courses may be used to satisfy Humanities Distribution requirement.

Social Sciences

Choose from the following two areas. A minimum of five credits must come from each area. No more than 10 credits may come from any one department.

Area I Social Sciences

Diversity & Globalism Studies

DGS	110	Global Studies
DGS	116	Food Justice
DGS	136	African American Roots
DGS	137	African American Experience
DGS	140	Asian American Roots
DGS	141	Asian American Experience
DGS	156	NW Native Peoples
DGS	160	Social Issues
DGS	162	Constitution Law and Issues
DGS	164	Sports Law and Issues of Diversity
DGS	166	Immigration Law and Issues
DGS	168	Civil Rights Theory/Law
DGS	170	International Human Rights and Law
DGS	210	Women and Society
DGS	260	International Business

Economics

ECON	110	Global Economic Issues
ECON	190	Sustainability Seminar
ECON&	201	Microeconomics
ECON&	202	Macroeconomics
ECON	221	Economics of Investing

Geography

GEOG	100	Survey of Geography
GEOG	120	World Geography
GEOG	160	Global Trade Geography
GEOG	200	Intro to Human Geography
GEOG	205	Physical Geography
GEOG	207	Economic Geography
GEOG	210	Maps and GIS
GEOG	250	Geography of World Cities

History

HIST	115	History of World War II
HIST&	116	Western Civilization I
HIST&	117	Western Civilization II
HIST&	118	Western Civilization III
HIST&	146	US History I
HIST&	147	US History II
HIST&	148	US History III
HIST	160	Modern Asian History
HIST&	214	Pacific NW History
HIST	225	American Civil War
HIST	260	Africa: Colonial and Independence Struggles
HIST	273	Women and Gender History

Political Science

POLS&	101	Introduction Political Science
POL S	150	State and Local Government
POL S	160	American Foreign Policy
POL S	180	Critical Issue/World Politics
POL S	185	Special Topic: Law and Legal
POLS&	200	Introduction to Law
POLS&	201	Introduction Political Theory
POLS&	202	American Government
POLS&	203	International Relations
POLS&	204	Comparative Government
POL S	205	Introduction Political Economy

Area II Social Sciences

Anthropology

ANTH&	100	Survey of Anthropology
ANTH&	104	World Prehistory
ANTH&	204	Archaeology
ANTH&	206	Cultural Anthropology
ANTH&	207	Linguistic Anthropology

Diversity & Globalism Studies

DGS	172	The LGBT Experience

Psychology

PSYC&	100	General Psychology
PSYCH	120	Psychology of Human Relations
PSYCH	130	Death and Life
PSYCH	131	Suicide Intervention
PSYCH	135	Death Across Cultures
PSYCH	142	Critical Thinking: Paranormal
PSYCH	152	Understanding Aids
PSYC&	180	Human Sexuality
PSYC&	200	Life Span Psychology
PSYCH	205	Theories of Personality
PSYC&	220	Abnormal Psychology
PSYCH	250	Research Methods

Sociology

SOC&	101	Introduction to Sociology
SOC	115	Crime and Society
SOC	130	American Diversity
SOC	200	Sociology of the Family
SOC&	201	Social Problems

Sciences

Choose from at least two departments. No more than 10 credits may come from any one department. At least 10 credits must come from Biology, Chemistry, General Science, Geology, Oceanography, Physical Science and/or Physics. The remaining credits may be selected from the foregoing departments or from Anthropology (specifically ANTHR 115), Computer Science, Engineering or Mathematics. Students must choose at least one five-credit Science course that incorporates laboratory (L) experience:

Anthropology
| ANTH& | 205 | Biological Anthropology |

Biology
BIOL&	100	Survey of Biology (L)
BIOL	103	Seabirds and Marine Mammal (L)
BIOL	110	Marine Biology (L)
BIOL	114	History of Life
BIOL	115	Life in the Womb
BIOL	119	Introduction to Plant Biology (L)
BIOL	120	Perspectives in Biology
BIOL	121	Genetic Revolution
BIOL	122	Biology of Sex
BIOL	123	Plants, People and Culture
BIOL	125	Wilderness Biology (L)
BIOL	126	Diving Biology (L)
BIOL	145	Field Ecology (L)
BIOL&	160	General Biology w/Lab (L)
BIOL&	175	Human Biology w/Lab (L)
BIOL&	211	Majors Cell (L)
BIOL&	212	Majors Animal (L)
BIOL&	213	Majors Plant (L)
BIOL&	241	Human Anatomy and Physiology I (L)
BIOL&	242	Human Anatomy and Physiology II (L)
BIOL&	260	Microbiology (L)

Chemistry
CHEM&	110	Chemical Concepts w/Lab (L)
CHEM	115	Environmental Chemistry (L)
CHEM&	121	Introduction to Chemistry (L)
CHEM&	131	Introduction to Organic/Biochemistry (L)
CHEM&	161	General Chemistry w/Lab I (L)
CHEM&	162	General Chemistry w/Lab II (L)
CHEM&	163	General Chemistry w/Lab III (L)
CHEM&	261	Organic Chemistry w/Lab I (L)
CHEM&	262	Organic Chemistry w/Lab II (L)
CHEM&	263	Organic Chemistry w/Lab III (L)

Computer Science
C SCI	100	Survey of Computing
C SCI	102	Introduction Web Development
C SCI	112	Animation
C SCI	113	Animation w/ 3D Graphics
C SCI	116	Web/Database Programming I
C SCI	121	Mobile Game Development
C SCI	139	Intro to Computer Science and Robotics
C SCI	142	Object-Oriented Programming I w/ Java
C SCI	143	Object-Oriented Programming II w/ Java
C SCI	151	Programming I with C++
C SCI	152	Data Structures C++ and .Net
C SCI	200	Emerging Technologies
C SCI	201	CMS I: WordPress
C SCI	202	Web Development II
C SCI	212	Web Development w/ Javascript
C SCI	213	Advanced Animation w/ 3D Graphics
C SCI	215	Web/Database Programming
C SCI	216	Web/Database Capstone
C SCI	221	Mobile Application Development
C SCI	242	Object-Oriented Programming III
C SCI	243	Mobile Programming for Android
C SCI	244	Advanced JS with Node.js
C SCI	252	Advanced Data Structures w/ C++
C SCI	255	Advanced Programming w/ C++

Engineering
ENGR&	214	Statics
ENGR&	204	Electrical Circuits
ENGR&	215	Dynamics
ENGR&	225	Mechanics of Materials
ENGR&	224	Thermodynamics

General Science
ENVS&	101	Introduction to Environmental Science (L)
GE SC	100	Roots of Science
GE SC	101	Backyard Science
GE SC	106	Science of Scuba
GE SC	120	Tropical Ecology of Belize (L)
GE SC	230	Regional Natural History (L)

Geology
GEO	100	Geology and the Environment (L)
GEO	101	Physical Geology (L)
GEO	103	Introduction to Paleontology (L)
GEO	104	Earthquake! (L)
GEO	105	Shaping the Earth
GEO	107	Geologic Catastrophes
GEO	111	Local Environment Issues (L)
GEO	125	Introduction to Field Methods (L)
GEO	130	Introduction to PNW Geology (L)
GEO	151	Mount St. Helens Trip
GEO	153	Ice Age Geology
GEO	154	Lavas, Floods and Forest
GEO	155	Geology of the Cascades
GEO	157	Seattle Fault Field Trip
GEO	158	Puget Sound Landslides
GEO	210	Rocks and Minerals (L)
GEO	220	Pacific NW Geology (L)
GEO	225	Advanced Field Geology (L)

Mathematics
MATH&	107	Math in Society
MATH	111	College Algebra
MATH&	141	Pre Calculus I
MATH&	142	Pre Calculus II
MATH&	146	Introduction to Statistics
MATH&	148	Business Calculus
MATH&	151	Calculus I
MATH&	152	Calculus II
MATH&	153	Calculus III
MATH	180	Number Theory for Teachers
MATH	181	Geometry for K-8 Teachers
MATH	220	Linear Algebra
MATH	230	Differential Equations
MATH&	254	Multivariable Calculus

Note:
Mathematics courses used to satisfy the Quantitative Skills require-ment may not be applied toward the Distribution requirement.

Oceanography
| OCEA& | 101 | Introduction to Oceanography (L) |
| OCEAN | 105 | Oceanography Field Trips |

Physical Science
| ASTR& | 100 | Astronomy |
| P SCI | 100 | Physical Science |

Physics
PHYS	100	Survey of Physics (L)
PHYS	101	General Physics (L)
PHYS	102	General Physics (L)
PHYS	103	General Physics (L)
PHYS&	110	Physics Non-Sci Majors w/Lab (L)
PHYS	201	Mechanics (L)
PHYS	202	Electricity/Magnetism (L)
PHYS	203	Waves (L)

Psychology
| PSYCH | 202 | Biopsychology |

TRANSFERABLE DEGREES

TRANSFERABLE DEGREES

Associate of Arts, Option B
Learning Outcomes

Written Communication
After successfully completing the Written Communication requirements, students will:
- Produce finished writings by generating ideas, developing and revising drafts, editing texts, and proofreading final copies.
- Demonstrate an understanding of the interactions among critical reading, critical thinking, and academic writing and use sources in written work ethically and effectively.
- Produce focused, organized written work that considers audience, context, and purpose.
- Respond critically and constructively to the written work of published writers and peers.
- Use clear mechanics, academic conventions and documentation style appropriate to the discipline or context.

Communication Studies
After successfully completing the Communication Studies requirement, students will:
- Identify key concepts and models in intrapersonal, interpersonal and small group communication.
- Use the principles of information literacy.
- Apply the awareness of diversity in their interpersonal, public and group communication.
- Construct and present effective informative and persuasive public presentations.

Diversity/Globalism
After successfully completing the Diversity and Globalism requirement, students will:
- Articulate the political, social, legal, global or systemic issues that manifest or contribute to discrimination and marginalization of individuals or groups.
- Explain different cultural perspectives on a topic.
- Critically analyze human diversity through the lens of the academic discipline in a particular Diversity and Globalism studies class.

Physical Education
After successfully completing the Physical Education requirement, students will:
- Acquire, evaluate, and apply information that promotes personal, community, and/or global health.
- Assess personal risk factors and lifestyle choices that influence health and wellness.
- Identify and/or employ appropriate physical activity and nutritional strategies to enhance life-long well-being and quality of life.

Quantitative Skills
After successfully completing the Quantitative Skills requirements, students will:
- Comprehend, analyze, estimate, calculate, and draw logical conclusions from quantitative information represented by numbers, symbols, graphs, and words.
- Communicate quantitative information using numbers, symbols, graphs, and words.
- Generate abstract generalizations using quantitative and symbolic reasoning, and explain their impact on society and students' own lives.

Social Science, Area I
After successfully completing the Social Science Area I distribution requirements, students will:
- Demonstrate knowledge of basic terminology and facts specific to the discipline of economics, geographys, history and/or political science.
- Organize, analyze, and critically evauluate evidence from the perspective of economics, geography, history, and/or political science.
- Apply the analytical frameworks and methods from economics, geography, history, and/or political science to explain social issues.
- Explain the interrelatedness of individuals and groups from economic, historical, geographic and/or political perspectives.

Social Science, Area II
After successfully completing the Social Science Area II distribution requirements, students will:
- Apply the scientific method to evaluate assumptions of human behavior.
- Apply multiple perspectives in explaining human behavior.
- Identify factors that contribute to behavioral, cultural, and biological human variation over time.
- Demonstrate an understanding of human diversity and the interdependence of humans.
- Explain the connection between social environment and human behavior.

Humanities, Area I
After successfully completing the Humanities Area I distribution requirements, students will:
- Demonstrate knowledge of cultural practices, intellectual trends, or aesthetic productions of their own culture and other cultures.

For students taking World Languages:
- Demonstrate progressive ability to understand and effectively communicate in a specific world language.

For students taking Film Studies, Humanities, Philosophy or DGS courses:
- Analyze and critically evaluate major texts, ideas, concepts, or trends in the Humanities using varied analytical perspectives.
- Apply the concepts and vocabulary of a Film Studies, Humanities or Philosophy course.
- Critically apply humanities insights to understanding of the ongoing conflicts, controversies and evolutions in human societies.

Humanities, Area II
After successfully completing the Humanities Area II distribution requirements, students will:
- Demonstrate an understanding of the basic concepts and vocabulary in an arts discipline, including, but not limited to, definitions and systems of classification (e.g., style, genre, period, elements, etc.).
- Interpret artistic works through analysis in verbal, written, and/or other forms.

For students taking history and appreciation classes in music, art, and drama:
- Explain, verbally or in writing, relationships between cultural, socio-economic, technical and political factors and artistic movements.

For students taking applied courses in music, art, or drama (e.g. Beginning Group Piano, Ceramics):
- Demonstrate progressive technical mastery of one or more artistic mediums.

Sciences
After successfully completing the Sciences distribution requirements, students will:
- Apply algorithmic approaches, logical and/or sequential reasoning, mathematics, and field-specific techniques to address and solve quantitative and qualitative problems.
- Demonstrate an ability to work constructively and collaboratively as a member of a team.
- Demonstrate the ability to communicate scientific knowledge in written and/or oral form.

- Demonstrate the understanding that scientific knowledge can be acquired through inductive or deductive reasoning.
- Evaluate the proposal, claim, process or theory of their peers and/or published authors.

For students who complete the lab-science requirement, the above criteria AND:

- Collect and analyze data quantitatively using appropriate tools.
- Demonstrate safe use of appropriate tools within a discipline specific setting (i.e. lab or field).
- Demonstrate ethical behavior in the acquisition, reporting, and use of data in the sciences.

AA, Option B Requirements

General Requirements

For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

- Student must declare specific major and university;
- Faculty adviser must approve all courses.

Associate in Biology

Students must complete five credits of physical education. See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.

Learning Outcomes

The outcomes for the Associate in Biology degree incorporate those for the Associate of Arts, Option A degree. In addition, a student earning an Associate in Biology will:

- Demonstrate knowledge, skills and abilities in preparation to transfer to a four-year university in biology or environmental studies.

Requirements

Importance of Advising: Advising is a critical element in the completion of the Associate in Biology degree. Eash student is strongly encouraged to identify a faculty adviser as early as possible. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions prior to transfer.

General Requirements

The General Requirements for the Associate in Biology are the same as those for the Associate of Arts, Option A degree. For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

Communications Requirement: 15 credits
Complete the following:
- ENGL& 101 - English Composition I
- ENGL 205 - Research/Persuasive Writing
- CMST& 101 - Introduction to Communication
  or • CMST& 220 - Public Speaking

Diversity & Globalism Requirement: 3 credits
(See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.)

Physical Education Requirement: 5 credits
Students must complete five credits of physical education. (See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.)

Quantitative Skills Requirement: 5 credits
Complete the following:
- MATH& 146 - Introduction to Statistics
  or • MATH& 151 - Calculus I
Some universities (including UW) require one additional math class.

Elective Requirement: 12 credits
Talk to your faculty adviser.

Social Science Distribution: 15 credits
(See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.)
- Five (5) credits from Social Science Area 1
- Five (5) credits from Social Science Area 2
- Five (5) credits from Social Science Area 1 or 2

Humanities Distribution: 10 credits
(See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.)
- Five (5) credits from Humanities Area 1
- Five (5) credits from Humanities Area 2

Science Distribution: 15 credits
Complete the following:
- CHEM& 161 - General Chemistry w/Lab I
- CHEM& 162 - General Chemistry w/Lab II
- CHEM& 163 - General Chemistry w/Lab III

Emphasis Area: 15 credits
Complete the following:
- BIOL& 211 - Majors Cell
- BIOL& 212 - Majors Animal
- BIOL& 213 - Majors Plant

Associate of Business

Learning Outcomes

The outcomes for the Associate of Business degree incorporate those for the AA degree. In addition, a student earning an Associate of Business will:

- Apply statistical analysis concepts to make better decisions under conditions of uncertainty.
- Apply principles of law to business situations and contexts.
- Analyze, record and communicate business information using generally accepted accounting procedures.

Requirements

Importance of Advising. Advising is a critical element in the completion of the Associate of Business degree. Each student is strongly encouraged to identify a faculty adviser as early as possible. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions prior to transfer.

General Requirements

The general requirements for the Associate of Business are the same as those for the AA, Option A, degree. For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

TRANSFERABLE DEGREES

Specifc Requirements

Communications Requirement: 15 credits
Complete the following:
* ENGL& 101 - English Composition I
* ENGL 205 - Research/Persuasive Writing

Plus at least one of the following courses:
* CMST& 101 - Introduction to Communication
* CMST& 220 - Public Speaking

Quantitative Skills Requirement: 5 credits

Proficiency in intermediate algebra must be demonstrated through placement testing, completion of Intermediate Algebra (MATH 095 , MATH 097 or equivalent) or consultation with a mathematics instructor.
Complete the following:
* MATH& 148 - Business Calculus

Physical Education Requirement: 3 credits

Students must complete three credits of physical education. See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.

Diversity and Globalism Requirement: 3 credits

Students are required to complete a course of three or more credits to satisfy the Diversity and Globalism requirement. See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.

Humanities Distribution: 10 credits
Complete the following (See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.):
* Five credits Humanities Area I
* Five credits from Humanities Area II

Social Science Distribution: 15 credits
Complete the following:
* ECON& 201 - Microeconomics
* ECON& 202 - Macroeconomics

Plus the following:
(See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.)
* Five credits from Social Sciences Area II

Science Distribution: 15 credits
Complete the following:
* MATH 111 - College Algebra *

Plus the following:
Choose an additional 10 credits from Biology, Chemistry, General Science, Geology, Oceanography, Physical Science and/or Physics. Students must choose at least one 5-credit science course that incorporates laboratory (L) experience.
Note:
* If the student's math placement is above MATH 111, substitute another science course from any science discipline as long as no more than 10 credits come from any one department.

Emphasis Area: 15 credits
Complete the following:
* ACCT& 201 - Principles of Accounting I
* ACCT& 202 - Principles of Accounting II
* ACCT& 203 - Principles of Accounting III

Elective Requirement: 12 credits
Complete one of the following courses:
* BUSN 210 - Statistical Analysis **
* MATH& 146 - Introduction to Statistics **

Plus at least one of the following courses:
* BUS& 201 - Business Law **
* POLS& 200 - Introduction to Law **

Plus at least two additional elective credits:
These two credits may be from any department and must be numbered 100 or above. Courses may be chosen from the Distribution Areas or from courses meeting other requirements (in most cases, however, the same course cannot be used to meet two separate requirements).

Note:
**The statistics and law electives should be chosen in consultation with an adviser to help ensure the most advantageous transfer of these courses to the student's selected baccalaureate institution.*

Associate of Pre-Nursing
Learning Outcomes

The outcomes for the Associate of Pre-Nursing degree incorporate those for the AA, Option A degree. In addition, a student earning an Associate of Pre-Nursing will:
* Demonstrate knowledge, skills and abilities in preparation to transfer to a four-year university in nursing.

Requirements

Importance of Advising. Advising is a critical element in the completion of the Associate of Pre-Nursing degree. Each student is strongly encouraged to identify a faculty adviser as early as possible. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions prior to transfer.

General Requirements

The General Requirements for the Associate of Pre-Nursing are the same as those for the AA, Option A degree. For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

Communications Requirement: 15 credits
Complete the following:
* ENGL& 101 - English Composition I
* ENGL 205 - Research/Persuasive Writing
* CMST& 220 - Public Speaking

Quantitative Skills Requirement: 5 credits

Proficiency in intermediate algebra must be demonstrated through placement testing, completion of Intermediate Algebra (MATH 095 , MATH 097 or equivalent) or consultation with a mathematics instructor.
Complete the following:
* MATH& 146 - Introduction to Statistics

Physical Education Requirement: 3 credits
Complete the following:
(See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.)
* Three physical education credits.

Diversity and Globalism Requirement: 3 credits
Complete the following:
(See the Associate of Arts, Option A degree requirements for specific course options to fulfill this requirement.)
* Three Diversity and Globalism credits

Humanities Distribution: 10 credits
Complete the following:
(See the Associate of Arts, Option A degree requirements for specific course options that fulfill this requirement.)
* Five credits from Humanities Area I
* Five credits from Humanities Area II

Social Science Distribution: 15 credits
Complete the following:
- PSYC& 100 - General Psychology
- PSYC& 200 - Life Span Psychology
Plus the following:
(See the Associate of Arts, Option A degree requirements for specific course options that fulfill this requirement).
- Five credits from Social Sciences Area I

Science Distribution: 15 credits
Complete the following:
- BIOL& 160 - General Biology w/Lab (L)
- CHEM& 121 - Introduction to Chemistry (L)
- CHEM& 131 - Introduction to Organic/Biochemistry (L)

Emphasis Area: 15 credits
Complete the following:
- BIOL& 241 - Human Anatomy and Physiology I (L)
- BIOL& 242 - Human Anatomy and Physiology II (L)
- BIOL& 260 - Microbiology (L)

Elective Requirement: 12 credits
Complete the following:
- SOC& 101 - Introduction to Sociology
- NUTR& 101 - Nutrition
Plus at least two additional elective credits:
These two credits may be from any department and must be numbered 100 or above. Courses may be chosen from the Distribution Areas or from courses meeting other requirements (in most cases, however, the same course cannot be used to meet two separate requirements).

Associate of Science, Biology

Requirements

Importance of Advising. Advising is a critical element in the completion of any AS degree. Each student is strongly encouraged to identify a faculty adviser in his or her area of study as early as possible. Adviser approval is required for completion of the degree. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transfer.

For general information about this degree choice and specific fields or areas, see Transferable Degrees and Certificates.

General Requirements
- Completion of a minimum of 90 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;
- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement).

For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

In addition to the general requirements for all degrees, the AS degree specifically requires the following:
- Approval of a faculty adviser must be obtained for completion of this degree;
- A maximum of five quarter credits of traditionally nontransferable (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category.

At least one sequence course — e.g., the three-quarter physics sequence — should be completed at Highline Community College.

Courses listed in the following subsections may be used to meet the specific course requirements of the AS degree. This list, however, changes from time to time. Students should obtain the most current list from the Educational Planning & Advising Center.

Communication Requirement: 5 credits
Complete the following:
- ENGL& 101 - English Composition I

Note:
If additional communications courses are taken, then up to five of these credits may be applied to the Humanities area of the Distribution requirement.

Quantitative Skills Requirement: 15-25 credits
Complete the following:
- A minimum of 15 mathematics credits. The specific courses vary by area of study.

Pre-Major Program: 24-45 credits

Students must complete specific pre-major courses, as required for their areas of study.

Distribution Requirement: 15 credits

The Distribution requirement attempts to ensure variety and breadth by requiring educational experiences in a number of disciplines, including social science and humanities. AS degree students must complete a minimum of:
- Five credits in Humanities;
- Five credits in Social Sciences; and
- Five credits in either Humanities or Social Sciences.

Courses designated as special study, directed study, independent research or cooperative education do not carry distribution credit. Courses taken for distribution must come from the AA distribution list (see the "Distribution Areas" section) in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution.

The transfer institution may require additional general educational, cultural diversity and foreign language requirements to be met after transfer but prior to the completion of a baccalaureate degree.

Remaining Credit Requirement: 10-31 credits

These credits may be from any department and must be numbered 100 or above. Adviser approval is required. The specific courses vary by area of study (see "AS Degree Choices," which follows this section). The same course cannot be used to meet two separate requirements.

Courses may be chosen from the AA Distribution Areas or from other disciplines. However, no more than five credits of traditionally nontransferable (often called "Gray Area") courses are allowed in the AS. Traditionally nontransferable courses include all professional-technical education courses and all courses from the following departments: College Studies, Cooperative Education, Library, Parent Education, Reading and Student Services. "Gray Area" courses also include course challenges, credit by examination, military experience credit, CLEP and other nontraditional credit.

Learning Outcomes
- Demonstrate competence in standard laboratory techniques and use of technology and equipment.
- Research and communicate (visually, orally and in writing) credible scientific information from a variety of sources.

- Explain (classify, correlate and predict cause and effect) the core concepts of biology and chemistry: evolution, genetics, systematics, quantum mechanics, etc.
- Collect, analyze and interpret data using the scientific method.
- Differentiate between science and pseudoscience.
- Calculate, analyze, solve, interpret and graph quantitative data.
- Relate science to personal, social and global impact and its interconnectedness.

AS, Biology Requirements

In addition to the five-credit Communications and 15-credit Distribution requirements listed previously, the AS, Biology degree requires:

Quantitative Skills Requirement: 15 credits
- MATH& 151 - Calculus I
- MATH& 152 - Calculus II
- MATH& 153 - Calculus III
or • MATH& 146 - Introduction to Statistics

Pre-Major Program: 45 credits
- BIOL& 211 - Majors Cell
- BIOL& 212 - Majors Animal
- BIOL& 213 - Majors Plant
- CHEM& 161 - General Chemistry w/Lab I
- CHEM& 162 - General Chemistry w/Lab II
- CHEM& 163 - General Chemistry w/Lab III
- CHEM& 261 - Organic Chemistry w/Lab I
- CHEM& 262 - Organic Chemistry w/Lab II
- CHEM& 263 - Organic Chemistry w/Lab III

Remaining Credit Requirement: 10 credits
Complete the following, selected with adviser approval:
- Ten additional credits.

Associate of Science, Chemistry

Requirements

Importance of Advising. Advising is a critical element in the completion of any AS degree. Each student is strongly encouraged to identify a faculty adviser in his or her area of study as early as possible. Adviser approval is required for completion of the degree. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transfer.

For general information about this degree choice and specific fields or areas, see Transferable Degrees and Certificates.

General Requirements
- Completion of a minimum of 90 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;
- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement).

For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

In addition to the general requirements for all degrees, the AS degree specifically requires the following:

- Approval of a faculty adviser must be obtained for completion of this degree;
- A maximum of five quarter credits of traditionally nontransferable (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category.

At least one sequence course — e.g., the three-quarter physics sequence — should be completed at Highline Community College.

Courses listed in the following subsections may be used to meet the specific course requirements of the AS degree. This list, however, changes from time to time. Students should obtain the most current list from the Educational Planning & Advising Center.

Communication Requirement: 5 credits
Complete the following:
- ENGL& 101 - English Composition I

Note:
If additional communications courses are taken, then up to five of these credits may be applied to the Humanities area of the Distribution requirement.

Quantitative Skills Requirement: 15-25 credits
Complete the following:
- A minimum of 15 mathematics credits. The specific courses vary by area of study.

Pre-Major Program: 24-45 credits

Students must complete specific pre-major courses, as required for their areas of study.

Distribution Requirement: 15 credits

The Distribution requirement attempts to ensure variety and breadth by requiring educational experiences in a number of disciplines, including social science and humanities. AS degree students must complete a minimum of:
- Five credits in Humanities;
- Five credits in Social Sciences; and
- Five credits in either Humanities or Social Sciences.

Courses designated as special study, directed study, independent research or cooperative education do not carry distribution credit. Courses taken for distribution must come from the AA distribution list (see the "Distribution Areas" section) in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution.

The transfer institution may require additional general educational, cultural diversity and foreign language requirements to be met after transfer but prior to the completion of a baccalaureate degree.

Remaining Credit Requirement: 10-31 credits

These credits may be from any department and must be numbered 100 or above. Adviser approval is required. The specific courses vary by area of study (see "AS Degree Choices," which follows this section). The same course cannot be used to meet two separate requirements.

Courses may be chosen from the AA Distribution Areas or from other disciplines. However, no more than five credits of traditionally nontransferable (often called "Gray Area") courses are allowed in the AS. Traditionally nontransferable courses include all professional-technical education courses and all courses from the following departments: College Studies, Cooperative Education, Library, Parent Education, Reading and Student Services. "Gray Area" courses also include course challenges, credit by examination, military experience credit, CLEP and other nontraditional credit.

Learning Outcomes

- Understand, make calculations regarding and explain the properties of materials.
- Analyze samples and predict, measure and characterize the products of chemical reactions.
- Design and carry out schemes for multistep synthesis of organic compounds.
- Safely and effectively use laboratory equipment, chemicals and instruments to perform literature and experimental research, interpret data and prepare clear reports of results.
- Use computer applications to help solve problems and communicate reports.
- Work and study individually and as a member of a group, including respecting others and sharing labor to achieve objectives.
- Effectively communicate chemical knowledge both in writing and verbal presentations.
- Apply the understanding of science and chemistry to gain insight into sociopolitical issues such as energy, material resources and environmental quality and to assess and discuss public statements and policies relating to them.

AS, Chemistry Requirements

In addition to the five-credit Communications and 15-credit Distribution requirements listed previously, the AS, Chemistry degree requires:

Quantitative Skills Requirement: 15 credits

- MATH& 151 - Calculus I
- MATH& 152 - Calculus II
- MATH& 153 - Calculus III

Pre-Major Program: 45 credits

- CHEM& 161 - General Chemistry w/Lab I
- CHEM& 162 - General Chemistry w/Lab II
- CHEM& 163 - General Chemistry w/Lab III
- CHEM& 261 - Organic Chemistry w/Lab I
- CHEM& 262 - Organic Chemistry w/Lab II
- CHEM& 263 - Organic Chemistry w/Lab III
- PHYS 201 - Mechanics
- PHYS 202 - Electricity/Magnetism
- PHYS 203 - Waves

Remaining Credit Requirement: 10 credits
Complete the following, selected with adviser approval:

- Ten additional credits.

Associate of Science, Computer Science

Requirements

Importance of Advising. Advising is a critical element in the completion of any AS degree. Each student is strongly encouraged to identify a faculty adviser in his or her area of study as early as possible. Adviser approval is required for completion of the degree. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transfer.

For general information about this degree choice and specific fields or areas, see Transferable Degrees and Certificates.

General Requirements

- Completion of a minimum of 90 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;

- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement).

For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

In addition to the general requirements for all degrees, the AS degree specifically requires the following:

- Approval of a faculty adviser must be obtained for completion of this degree;
- A maximum of five quarter credits of traditionally nontransferable (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category.

At least one sequence course — e.g., the three-quarter physics sequence — should be completed at Highline Community College.

Courses listed in the following subsections may be used to meet the specific course requirements of the AS degree. This list, however, changes from time to time. Students should obtain the most current list from the Educational Planning & Advising Center.

Communication Requirement: 5 credits
Complete the following:

- ENGL& 101 - English Composition I

Note:
If additional communications courses are taken, then up to five of these credits may be applied to the Humanities area of the Distribution requirement.

Quantitative Skills Requirement: 15-25 credits
Complete the following:

- A minimum of 15 mathematics credits. The specific courses vary by area of study.

Pre-Major Program: 24-45 credits

Students must complete specific pre-major courses, as required for their areas of study.

Distribution Requirement: 15 credits

The Distribution requirement attempts to ensure variety and breadth by requiring educational experiences in a number of disciplines, including social science and humanities. AS degree students must complete a minimum of:

- Five credits in Humanities;
- Five credits in Social Sciences; and
- Five credits in either Humanities or Social Sciences.

Courses designated as special study, directed study, independent research or cooperative education do not carry distribution credit. Courses taken for distribution must come from the AA distribution list (see the "Distribution Areas" section) in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution.

The transfer institution may require additional general educational, cultural diversity and foreign language requirements to be met after transfer but prior to the completion of a baccalaureate degree.

Remaining Credit Requirement: 10-31 credits

These credits may be from any department and must be numbered 100 or above. Adviser approval is required. The specific courses vary by area of study (see "AS Degree Choices," which follows this section). The same course cannot be used to meet two separate requirements.

Courses may be chosen from the AA Distribution Areas or from other disciplines. However, no more than five credits of traditionally nontransferable (often called "Gray Area") courses are allowed in the AS. Traditionally nontransferable courses include all professional-technical education courses and all courses from the following departments: College Studies, Cooperative Education, Library, Parent Education, Reading and Student Services. "Gray Area" courses also include course challenges, credit by examination, military experience credit, CLEP and other nontraditional credit.

Learning Outcomes

- Communicate effectively, both in speech and writing, within the technical field.
- Manage a project from start to finish, both individually and in teams.
- Analyze and deconstruct a problem to identify potential solutions.
- Use technology (such as search engines, blogs, discussions boards, computer programs or various network/Internet resources) to identify resources to help solve a problem.
- Think critically and utilize qualitative and quantitative reasoning skills to design and implement an effective problem solution.
- Perform complex computations using quantitative and scientific algorithms and methods.
- Apply algorithmic and symbolic thinking to the problem-solving process.

AS, Computer Science Requirements

Updated 10-12-11

In addition to the five-credit Communications and 15-credit Distribution requirements listed previously, the AS, Computer Science degree requires:

Quantitative Skills Requirement: 15 credits
Complete the following:
- MATH& 151 - Calculus I
- MATH& 152 - Calculus II
- MATH& 153 - Calculus III

Pre-Major Program: 30 credits
Complete the following:
- C SCI 142 - Object-Oriented Programming I w/ JAVA
- C SCI 143 - Object-Oriented Programming II w/ JAVA
- CHEM& 161 - General Chemistry w/Lab I *
- PHYS 201 - Mechanics
- PHYS 202 - Electricity/Magnetism
- PHYS 203 - Waves

Note:
*Or other five-credit science course selected in consultation with faculty adviser.

Remaining Credit Requirement: 25 credits
Complete the following, with faculty adviser pre-approval:

Twenty-five additional credits of college-level courses. Typical choices appear below. Particular course requirements depend on institution and major. Not all classes listed transfer to all schools and programs.
- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction Web Development
- C SCI 116 - Web/Database Programming I
- C SCI 151 - Programming I with C++
- C SCI 152 - Data Structures C++ and .NET
- C SCI 212 - Web Development w/ Javascript
- C SCI 215 - Web/Database Programming
- C SCI 216 - Web/Database Capstone
- C SCI 242 - Object-Oriented Programming III
- C SCI 252 - Advanced Data Structures w/ C++
- C SCI 255 - Advanced Programming w/ C++

Associate of Science, General Engineering

Requirements

Importance of Advising. Advising is a critical element in the completion of any AS degree. Each student is strongly encouraged to identify a faculty adviser in his or her area of study as early as possible. Adviser approval is required for completion of the degree. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transfer.

For general information about this degree choice and specific fields or areas, see Transferable Degrees and Certificates.

General Requirements
- Completion of a minimum of 90 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;
- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement).

For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

In addition to the general requirements for all degrees, the AS degree specifically requires the following:
- Approval of a faculty adviser must be obtained for completion of this degree;
- A maximum of five quarter credits of traditionally nontransferable (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category.

At least one sequence course — e.g., the three-quarter physics sequence — should be completed at Highline Community College.

Courses listed in the following subsections may be used to meet the specific course requirements of the AS degree. This list, however, changes from time to time. Students should obtain the most current list from the Educational Planning & Advising Center.

Communication Requirement: 5 credits
Complete the following:
- ENGL& 101 - English Composition I

Note:
If additional communications courses are taken, then up to five of these credits may be applied to the Humanities area of the Distribution requirement.

Quantitative Skills Requirement: 15-25 credits
Complete the following:
- A minimum of 15 mathematics credits. The specific courses vary by area of study.

Pre-Major Program: 24-45 credits

Students must complete specific pre-major courses, as required for their areas of study.

Distribution Requirement: 15 credits

The Distribution requirement attempts to ensure variety and breadth by requiring educational experiences in a number of disciplines, including social science and humanities. AS degree students must complete a minimum of:

- Five credits in Humanities;
- Five credits in Social Sciences; and
- Five credits in either Humanities or Social Sciences.

Courses designated as special study, directed study, independent research or cooperative education do not carry distribution credit. Courses taken for distribution must come from the AA distribution list (see the "Distribution Areas" section) in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution.

The transfer institution may require additional general educational, cultural diversity and foreign language requirements to be met after transfer but prior to the completion of a baccalaureate degree.

Remaining Credit Requirement: 10-31 credits

These credits may be from any department and must be numbered 100 or above. Adviser approval is required. The specific courses vary by area of study (see "AS Degree Choices," which follows this section). The same course cannot be used to meet two separate requirements.

Courses may be chosen from the AA Distribution Areas or from other disciplines. However, no more than five credits of traditionally nontransferable (often called "Gray Area") courses are allowed in the AS. Traditionally nontransferable courses include all professional-technical education courses and all courses from the following departments: College Studies, Cooperative Education, Library, Parent Education, Reading and Student Services. "Gray Area" courses also include course challenges, credit by examination, military experience credit, CLEP and other nontraditional credit.

Learning Outcomes
- Have completed the necessary coursework to apply to an engineering program at a four-year college or university.
- Demonstrate knowledge of mathematics, science and engineering.
- Demonstrate the ability to analyze and interpret data.
- Have been introduced to the techniques, skills and modern engineering tools necessary for engineering practice.
- Have been introduced to the engineering design process with constraints where they learn
  - to function on multidisciplinary teams,
  - to identify, formulate and solve engineering problems
  - demonstrate professional and ethical responsibility
  - to communicate effectively.
- Have been introduced to the impact of engineering solutions in a global, economic, environmental and societal context.
- Have recognition of the need for, and the ability to engage in life-long learning.
- Have knowledge of contemporary engineering issues.
- Have been introduced to the techniques, skills and modern engineering tools necessary for engineering practice.

AS, General Engineering Requirements

In addition to the five-credit Communications and 15-credit Distribution requirements listed previously, the AS, General Engineering degree requires:

Quantitative Skills Requirement: 15 credits
Complete the following:
- MATH& 151 - Calculus I
- MATH& 152 - Calculus II
- MATH& 153 - Calculus III

Pre-Major Program: 20 credits
Complete the following:
- CHEM& 161 - General Chemistry w/Lab I
- PHYS 201 - Mechanics
- PHYS 202 - Electricity/Magnetism
- PHYS 203 - Waves

Remaining Credit Requirement: 36 credits
Complete the following, with faculty adviser pre-approval:

Thirty-six additional credits of college-level courses. Typical choices appear below. Particular course requirements depend on institution and major. Not all classes listed transfer to all schools and programs. All students should take ENGR 100 as early as possible during their first year.
- BIOL& 212 - Majors Animal
- CHEM& 162 - General Chemistry w/Lab II
- CHEM& 163 - General Chemistry w/Lab III
- CHEM& 261 - Organic Chemistry w/Lab I
- CHEM& 262 - Organic Chemistry w/Lab II
- C SCI 142 - Object-Oriented Programming I w/ JAVA
- C SCI 143 - Object-Oriented Programming II w/ JAVA
- C SCI 151 - Programming I with C++
- C SCI 152 - Data Structures C++ and .NET
- ENGR 100 - Orientation to Engineering Careers
- ENGR& 114 - Engineering Graphics
- DRAFT 124 - SolidWorks
- ENGR& 214 - Statics
- ENGR& 204 - Electrical Circuits
- ENGR& 225 - Mechanics of Materials
- ENGR& 215 - Dynamics
- ENGR& 224 - Thermodynamics
- MATH 220 - Linear Algebra
- MATH& 254 - Multivariable Calculus
- MATH 230 - Differential Equations
- ENGL& 235 - Technical Writing

Note:
The AS, General Engineering, degree provides an appropriate preparation for students who have not selected an engineering specialty. Additional, more specific degree programs may be designed — with adviser assistance — to prepare students to meet pre-major requirements in Bio-Engineering/Chemical Engineering, Computer and Electrical Engineering and Mechanical, Civil, Aeronautical, Industrial and Material Science sub-specialties.

Associate of Science, Physics

Requirements

Importance of Advising. Advising is a critical element in the completion of any AS degree. Each student is strongly encouraged to identify a faculty adviser in his or her area of study as early as possible. Adviser approval is required for completion of the degree. Students, with the aid of a faculty adviser, are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transfer.

For general information about this degree choice and specific fields or areas, see Transferable Degrees and Certificates.

General Requirements
- Completion of a minimum of 90 college-level credits (courses numbered 100 or above);
- A minimum 2.0 cumulative college-level GPA;
- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA (known as the residency credit requirement).

For a detailed list of these requirements, general information and information on exceptions to general or specific requirements, students should refer to the overview information on Transferable Degrees and Certificates.

Specific Requirements

In addition to the general requirements for all degrees, the AS degree specifically requires the following:
- Approval of a faculty adviser must be obtained for completion of this degree;
- A maximum of five quarter credits of traditionally nontransferable (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category.

At least one sequence course — e.g., the three-quarter physics sequence — should be completed at Highline Community College.

Courses listed in the following subsections may be used to meet the specific course requirements of the AS degree. This list, however, changes from time to time. Students should obtain the most current list from the Educational Planning & Advising Center.

Communication Requirement: 5 credits
Complete the following:
- ENGL& 101 - English Composition I

Note:
If additional communications courses are taken, then up to five of these credits may be applied to the Humanities area of the Distribution requirement.

Quantitative Skills Requirement: 15-25 credits
Complete the following:
- A minimum of 15 mathematics credits. The specific courses vary by area of study.

Pre-Major Program: 24-45 credits

Students must complete specific pre-major courses, as required for their areas of study.

Distribution Requirement: 15 credits

The Distribution requirement attempts to ensure variety and breadth by requiring educational experiences in a number of disciplines, including social science and humanities. AS degree students must complete a minimum of:
- Five credits in Humanities;
- Five credits in Social Sciences; and
- Five credits in either Humanities or Social Sciences.

Courses designated as special study, directed study, independent research or cooperative education do not carry distribution credit. Courses taken for distribution must come from the AA distribution list (see the "Distribution Areas" section) in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution.

The transfer institution may require additional general educational, cultural diversity and foreign language requirements to be met after transfer but prior to the completion of a baccalaureate degree.

Remaining Credit Requirement: 10-31 credits

These credits may be from any department and must be numbered 100 or above. Adviser approval is required. The specific courses vary by area of study (see "AS Degree Choices," which follows this section). The same course cannot be used to meet two separate requirements.

Courses may be chosen from the AA Distribution Areas or from other disciplines. However, no more than five credits of

traditionally nontransferable (often called "Gray Area") courses are allowed in the AS. Traditionally nontransferable courses include all professional-technical education courses and all courses from the following departments: College Studies, Cooperative Education, Library, Parent Education, Reading and Student Services. "Gray Area" courses also include course challenges, credit by examination, military experience credit, CLEP and other nontraditional credit.

Learning Outcomes
- Understand the physics of motion, Newton's laws, conservation of energy and momentum, electricity and magnetism, basic thermodynamics, waves and oscillations.
- Apply algorithmic and symbolic thinking to the problem-solving process.
- Use order of magnitude calculations to understand the scale of phenomena.
- Compare and contrast observations of physical phenomena with expected, theoretical and/or modeled behavior.
- Prepare, logical, well-reasoned, clear and concise lab reports.
- Apply classroom knowledge to private and public discussions of science issues.
- Understand, interpret and assess the value of publicly presented science issues.

AS, Physics Requirements

In addition to the five-credit Communications and 15-credit Distribution requirements listed previously, the AS, Physics, degree requires:

Quantitative Skills Requirement: 15 credits
Complete the following:
- MATH& 151 - Calculus I
- MATH& 152 - Calculus II
- MATH& 153 - Calculus III

Pre-Major Program: 30 credits
Complete the following:
- CHEM& 161 - General Chemistry w/Lab I
- CHEM& 162 - General Chemisty w/Lab II
- PHYS 201 - Mechanics
- PHYS 202 - Electricity/Magnetism
- PHYS 203 - Waves
- C SCI 142 - Object-Oriented Programming I w/ JAVA

Remaining Credit Requirement: 25 credits
Plus the following, selected with adviser approval:
- Twenty-five (25) additional credits. MATH 220, Linear Algebra; MATH& 254, Calculus IV; and MATH 230, Differential Equations are recommended.

Professional-Technical Degrees and Certificates—

Accounting Certificate

http://accounting.highline.edu

Learning Outcomes

- Analyze simple business transactions then record and communicate business information using accepted business accounting policies and procedures, computer systems and computer software as appropriate.
- Accurately and timely complete assigned projects using appropriate policies, guidance, ethical standards and management directions, including using computer systems and software.
- Coordinate activities with team members, including lead accountant or supervisor, while working on projects.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Maintain and protect basic information systems and accounting records.
- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents that meet standards of accuracy when dealing with the organizations' stakeholders.

Requirements

Prerequisites

Some or all of the following are required. Check with a faculty adviser.
- Keyboarding and 10-key numeric pad skills.
- Consultation with an accounting faculty member.

Important Notes

- Accounting degree and certificates are not intended for business majors planning to transfer to a four-year program.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses

Where applicable, take ACCTG 121, BTECH 104 and BUSN 216 before other PT courses.
- ACCTG 124 - Accounting with Microcomputers
- ACCTG 145 - Business Taxes-Payroll
- ACCTG 217 - Income Tax Procedures

Total Core Credits: 15

Supporting Courses
- BUS& 101 - Introduction to Business
- BTECH 104 - 10-Key Mastery
- BUSN 216 - Business Computer Applications

Total Supporting Course Credits: 12

Related Instruction Courses
- ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 47

Accounting, AAS

http://accounting.highline.edu

Learning Outcomes

- Analyze, record and communicate business information using generally accepted accounting procedures, computer systems and accounting software as appropriate.
- Initiate projects, research accounting authorities and business practices, and develop recommendations using appropriate policies, guidance, ethical standards and management directions, including using computer systems and software.
- Manage and complete team projects, including making team assignments and coordinating team activities (including the supervisor), consistent with sound human relations procedures.
- Use an understanding of business principles and organizational priorities to make decisions about work being performed. Give guidance and instructions to subordinates consistent with management priorities and ethical standards.
- Manage and protect basic information systems, accounting records and customer and vendor information using appropriate laws and regulations, ethical standards and management policies.
- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents that meet standards of accuracy when dealing with the organizations' stakeholders.
- Use accounting and other business data to develop information and reports to assist management in planning operations, identifying potential problems and controlling business activities.

Requirements

Prerequisites

Some or all of the following are required. Check with a faculty adviser.
- Keyboarding and 10-key numeric pad skills.
- Consultation with an accounting faculty member.

Important Notes

- Accounting degree and certificates are not intended for business majors planning to transfer to a four-year program.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses

Where applicable, take ACCTG 121, BTECH 104 and BUSN 216 before other PT courses.
- ACCTG 121 - Practical Accounting
- ACCTG 124 - Accounting With Microcomputers
- ACCTG 145 - Business Taxes-Payroll
- ACCT& 201 - Principles of Accounting I
- ACCT& 203 - Principles of Accounting III
- ACCTG 215 - Accounts Receivable/Payable
- ACCTG 217 - Income Tax Procedures

Total Core Credits: 35

Supporting Courses
- BTECH 104 - 10-Key Mastery
- BUS& 101 - Introduction to Business
- BUSN 110 - Business, Government, Society
- BUSN 125 - Exploring E-Commerce
- BUSN 190 - Business Ethics/Sustainability
- BUS& 201 - Business Law
- BUSN 216 - Business Computer Applications
- BUSN 218 - Spreadsheet Construction
- BUSN 270 - Principles of Management/Supervision
- ECON 110 - Global Economic Issues

Total Supporting Course Credits: 46

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 20

Total Program Credits: 101

Accounts Payable / Receivable Certificate

http://accounting.highline.edu

Learning Outcomes
- Analyze, record and communicate accounts receivable and accounts payable (AR/AP) business information using generally accepted accounting procedures, computer systems and accounting software.
- Accurately calculate state and local sales taxes and excise taxes. Record and communicate tax information in the accounting records and use appropriate forms and computer systems for reporting tax information to the state.
- Initiate AR/AP projects, research accounting authorities and business practices, and develop recommendations using appropriate policies, guidance, ethical standards and management directions, including using computer systems and software.
- Coordinate activities with team members, including lead accountant or supervisor, while working on projects.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Maintain and protect basic information systems, accounting records and customer and supplier information.

- Interpret and use oral instructions to complete assigned tasks. Speak clearly and produce written documents that meet standards of accuracy when dealing with the organizations' stakeholders including accounts receivable customers and accounts payable suppliers.

Requirements

Prerequisites

Some or all of the following are required. Check with a faculty adviser.
- Keyboarding and 10-Key numeric pad skills.
- Consultation with an accounting faculty member.

Important Notes
- Accounting degree and certificates are not intended for business majors planning to transfer to a four-year program.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses

Where applicable, take ACCTG 121, BTECH 104 and BUSN 216 before other PT courses.
- ACCTG 121 - Practical Accounting
- ACCTG 124 - Accounting With Microcomputers
- ACCTG 145 - Business Taxes-Payroll
- ACCT& 201 - Principles of Accounting I
- ACCTG 215 - Accounts Receivable/Payable

Total Core Credits: 25

Supporting Courses
- BTECH 104 - 10-Key Mastery
- BTECH 106 - Formatting/Word Processing
- BTECH 110 - Business Correspondence
- BUS& 101 - Introduction to Business
- BUS& 201 - Business Law
- BUSN 190 - Business Ethics/Sustainability
- BUSN 216 - Business Computer Applications
- BUSN 218 - Spreadsheet Construction

Total Supporting Course Credits: 36

Related Instruction Courses
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 76

Administrative Assistant Certificate

http://btech.highline.edu

Learning Outcomes
- Utilize office technology and critical thinking skills to address and support business needs such as using current spreadsheet technology to design a budget report.

- Understand and implement basic office procedures such as transcribing handwritten documents using current word processing technology; managing office records using alpha, numerical, geographical or subject filing; and travel and event planning.
- Write effective business correspondence using proper business industry format such as letters, reports, invoices, memos, purchase orders and e-mail.
- Represent the organization with professional written and oral communication skills.
- Function effectively in a work environment, while understanding and respecting the diverse needs of others.
- Problem solve both technical and nontechnical office issues such as troubleshooting software malfunctions, printer issues, changes in office personnel or scheduling conflicts.
- Apply sound business and technical knowledge to new situations and problems.

Requirements

Entry Requirements
- BTECH 101 Introduction to Computers/Windows: 3 credits
- BTECH 104 10-Key: 2 credits
- BTECH 112 Introduction to the Internet: 2 credits

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate.
- Not all classes are offered every quarter or at night.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Some classes are offered in self-paced lab setting.
- Some classes may require prerequisites not listed here.

Specific Requirements

Professional-Technical Core Courses
- BTECH 103 - Modular Keyboarding
- *or* • BTECH 105 - Modular Speed/Accuracy
- BTECH 106 - Formatting/Word Processing
- BTECH 110 - Business Correspondence
- BTECH 111 - Modular Introduction to Office
- BTECH 139 - Pre-cooperative Work Experience Seminar
  (Must be taken one quarter before BTECH 140/141)
- BTECH 140 - Cooperative Education (3-5)
  (Must take with BTECH 141)
- BTECH 141 - Cooperative Work Experience Seminar
  (Must take with BTECH 140)
- BTECH 208 - Microsoft Excel 3 or 5
- BTECH 217 - Modular Microsoft Word (3-5)

Total Core Credits: 33-38

Supporting Courses
- BUSN 165 - Managing Customer Service

Total Supporting Course Credits: 5

Related Instruction Courses
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 53-58

Administrative Management, AAS

http://btech.highline.edu

Learning Outcomes
- Effectively manage and supervise people and projects in the office workplace.
- Utilize office technology and critical thinking skills to address and support business needs such as using current spreadsheet technology to design a budget report.
- Implement basic office procedures in accordance with current industry standards.
- Write effective correspondence using proper business industry format such as multipage reports that include financial analysis and graphics.
- Represent the organization with professional written and oral communication skills.
- Function effectively in a work environment, while understanding and respecting the diverse needs of others.
- Apply sound business and technical knowledge to new situations and problems.

Requirements

Entry Requirements
- Prerequisite classes or knowledge of the Internet.
- Some classes may have entry requirements not listed here.
- BTECH 100/101 Introduction to Computer/Windows: 3 credits
- BTECH 104 10-Key: 2 credits
- BTECH 112 Introduction to the Internet: 2 credits

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain an AAS degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Some classes are offered in self-paced lab setting.

Specific Requirements

Professional-Technical Core Courses
- BTECH 103 - Modular Keyboarding
- *or* • BTECH 105 - Modular Speed/Accuracy
- BTECH 106 - Formatting/Word Processing
- BTECH 110 - Business Correspondence
- BTECH 111 - Modular Introduction to Office
- * BTECH 114 - Microsoft PowerPoint
- BTECH 118 - Microsoft Outlook
- BTECH 139 - Pre-cooperative Work Experience Seminar
  (Must be taken one quarter before BTECH 240 /BTECH 241)
- BTECH 240 - Cooperative Education
  (Must take with BTECH 241)
- BTECH 241 - Coop Work Experience Seminar
  (Must take with BTECH 240)
- BTECH 208 - Microsoft Excel
- BTECH 211 - Advanced Microsoft Office
- BTECH 217 - Modular Microsoft Word
- BTECH 220 - Administrative Management
- BTECH 226 - Microsoft Access
- BTECH 250 - Fund of Project Management
- BTECH 151 - Web Design
- BTECH 262 - Microsoft Visio

Total Core Credits: 67-71

Supporting Courses
- BUSN 138 - Principles Of Marketing
- BUSN 165 - Managing Customer Service
- BUSN 270 - Principles of Management/Supervision

Total Supporting Course Credits: 15

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 20

Total Program Credits: 102-106

Bookkeeping Certificate

http://accounting.highline.edu

Learning Outcomes
- Record business transactions, analyze accounting records and communicate business information based on management directions using accepted business accounting policies and procedures and computer systems and accounting software as appropriate.
- Accurately and timely complete assigned projects using appropriate policies, guidance, ethical standards and management directions, including using computer systems and analytical (such as spreadsheet and database) software.
- Coordinate activities with team members, including lead accountant or supervisor, while working on projects.
- Maintain and protect basic information systems and accounting records.
- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents that meet standards of accuracy when dealing with the organizations' stakeholders.

Requirements

Prerequisites

Some or all of the following are required. Check with a faculty adviser.
- Keyboarding and 10-key numeric pad skills.
- Consultation with an accounting faculty member

Important Notes
- Accounting degree and certificates are not intended for business majors planning to transfer to a four-year program.
- This information does not substitute for meeting with a faculty adviser.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses

Where applicable, take ACCTG 121, BTECH 104 and BUSN 216 before other PT courses.
- ACCTG 124 - Accounting With Microcomputers
- ACCTG 145 - Business Taxes-Payroll
- ACCT& 201 - Principles of Accounting I
- ACCTG 217 - Income Tax Procedures

Total Core Credits: 20

Supporting Courses
- BTECH 104 - 10-Key Mastery
- BUS& 101 - Introduction to Business
- BUSN 190 - Business Ethics/Sustainability
- BUSN 214 - Spreadsheet Construction
- BUSN 218 - Spreadsheet Construction

Total Supporting Course Credits: 21

Related Instruction Courses
- ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 20

Total Program Credits: 61

Business Management & Support, AAS

http://accounting.highline.edu/;   http://btech.highline.edu;

http://cis.highline.edu/

Learning Outcomes
- Effectively manage and supervise people and projects in the office workplace.
- Utilize office technology and critical thinking skills to address and support business needs such as using current spreadsheet technology to design a budget report.
- Implement basic office procedures in accordance with current industry standards.
- Write effective correspondence using proper business industry format such as multipage reports that include financial analysis and graphics.
- Represent the organization with professional written and oral communication skills.
- Function effectively in a work environment, while understanding and respecting the diverse needs of others.
- Apply sound business and technical knowledge to new situations and problems.
- Analyze and record business transactions and determine the impact on the accounting equation after the transaction has been recorded.
- Summarize the recorded accounting transactions to general ledgers, trial balances and work sheets, financial statements, regulatory agency reports, or management reports.

Requirements

Prerequisites
- Minimum COMPASS reading score of 61 or equivalent ASSET or minimum COMPASS ESL score of 210.
- Prerequisite classes or knowledge of the Internet.
- Some classes may have entry requirements not listed here.
- BTECH 100/101 Introduction to Computers/Windows: 3 credits
- BTECH 112 Introduction to the Internet: 2 credits

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain AAS degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Some classes are offered in self-paced lab setting.

Specific Requirements

Professional- Technical Core Courses
- ACCTG 121 - Practical Accounting
- ACCTG 124 - Accounting with Microcomputers
- ACCTG 145 - Business Taxes-Payroll
- ACCT& 203 - Principles of Accounting III
- BTECH 103 - Modular Keyboarding
  or • BTECH 105 - Modular Speed/Accuracy
- BTECH 104 - 10-Key Mastery
- BTECH 110 - Business Correspondence
- BTECH 139 - Pre-cooperative Work Experience Seminar
- BTECH 140 - Cooperative Education
- BTECH 141 - Cooperative Work Experience Seminar
- BTECH 208 - Microsoft Excel
- BTECH 217 - Modular Microsoft Word
- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction Web Development
- CIS 150 - OS and Hardware Fundamentals

Total Core credits: 60-62

Elective Courses

Must take 8-10 credits
BTECH
- BTECH 262 - Microsoft Visio
- BTECH 226 - Microsoft Access
C SCI
- C SCI 201 - CMS I: WordPress
- C SCI 212 - Web Dev w/ Javascript
ACCOUNTING
- ACCT& 201 - Principles of Accounting I
- ACCTG 215 - Accounts Receivable/Payables
TRANSFER OPTION *
- MATH& 107 - Math in Society
- PHIL& 120 - Symbolic Logic
- GEO 101 - Physical Geology
- GEOG 100 - Survey of Geography
- SOC& 101 - Intro to Sociology
* Transfer Option Courses to Central Wahington University as Information Technology and Administrative Management for BAS all required

Total Elective Courses: 8-10

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations
- BUSN 165 - Managing Customer Service

Total Related Instruction Credits: 25

Total Program Credits: 93-97

Business, AAS

http://business.highline.edu

Learning Outcomes
- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents for a diverse group of customers, coworkers and managers utilizing current business terminology.
- Use supervisory skills and interact on an interpersonal level with diverse groups.
- Identify, evaluate and apply industry specific business principles. Make informed decisions within the parameters of legal requirements and societal expectations.
- Utilize current industry technology in business applications.

- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Employ workforce readiness skills, including problem solving, organizational planning and time management

Requirements

Important Notes
- Business degrees are not intended for business majors planning to transfer to a four-year program.
- This information does not substitute for meeting with a faculty adviser.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than two years to complete program.
- This program offers flexible registration and open-entry enrollment.

Specific Requirements

Professional-Technical Core Courses
- BUS& 101 - Introduction to Business
- BUSN 110 - Business, Government, Society
- BUSN 125 - Exploring E-Commerce
- BUSN 133 - Basic Money Management
- BUSN 135 - Business Mathematics
- BUSN 138 - Principles of Marketing
- BUSN 165 - Managing Customer Service
- BUSN 190 - Business Ethics/Sustainability
- BUS& 201 - Business Law
- BUSN 205 - International Business
  or • DGS 260 - International Business
- BUSN 207 - Cultural Awareness
  or • DGS 207 - Cultural Awareness
- BUSN 216 - Business Computer Applications
- BUSN 270 - Principles of Management/Supervision
- BUSN 218 - Spreadsheet Construction

Total Core Credits: 73

Supporting Courses
- ECON 110 - Global Economic Issues
  or • ECON& 201 - Microeconomics

Total Supporting Course Credits: 5

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 20

Total Program Credits: 98

Chemical Dependency Professional, AAS

http://humanservices.highline.edu

Learning Outcomes
- Demonstrate general knowledge of the field of addictions treatment, including its history, pharmacological actions of drugs and alcohol, co-occurring disorders, prevention and treatment, societal impact and treatment resources.
- Describe current treatment models, interventions and effective practices for counseling individuals and families experiencing substance abuse.

- Establish an effective relationship with each client characterized by effective communication, shared responsibility, trust and empathy.
- Demonstrate the ability to effectively educate and lead chemical dependency treatment groups.
- Develop and deliver an effective relapse prevention plan, including appropriate and proven cognitive, behavioral and pharmacological interventions.
- Demonstrate self-awareness and analyze the individual cultural context of clients (individual and family, and group and community) to ensure accurate diagnosis and treatment of substance abuse disorders.
- Identify and practice all legal and ethical requirements and specific agency policies and practices specific to the field of chemical dependency.
- Demonstrate a thorough understanding of lifespan development and the application of effective treatments based on one's developmental aspects, e.g. adolescents and elders.
- Utilize accurate and effective chemical dependency case management skills, including assessment, client advocacy, developing treatment plans, networking, referral and documentation.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Coursework is highly interactive and includes field-based internships.
- This program offers flexible registration and open-entry enrollment.
- Prospective students with a degree or credits may enroll in individual chemical dependency courses to complete licensing requirements. For information about chemical dependency professional licensing requirements, visit *www.doh.wa.gov* .
- The program allows you to earn an AAS degree in Human Services and complete the educational requirements needed to become licensed as a chemical dependency professional in Washington state.
- Upon enrolling in an academic program and beginning your preparation to become a Chemical Dependency Professional (CDP) complete and submit an application to become a Chemical Dependency Professional requirements and procedures, can be assessed at the Washington Department of Health - Chemical Dependency Professional webpage.

Specific Requirements

Professional-Technical Core Courses
- H SER 101 - Introduction to Human Services
- H SER 103 - Case Management **
- H SER 104 - Relapse Prevention **
- H SER 105 - Individual, Couple, Family, CD Counseling **
- H SER 110 - Interview and Counseling
- H SER 113 - Adolescent CD Counseling **
- H SER 119 - Laws, Professionalism, and Ethics **
- H SER 120 - Group Process **
- H SER 140 - Practicum I
- H SER 141 - Practicum Seminar

- H SER 222 - Intro to Substance Abuse **
- H SER 240 - Practicum II
- H SER 241 - Practicum Seminar II
- H SER 260 - Cultural Compentent Practices **

Total Core Credits: 55

Supporting Courses

Some courses may be substituted. Talk to a faculty adviser.
- PSYCH 152 - Understanding Aids **
- P E 160 - First Aid/CPR/AED
- PSYC& 200 - Life Span Psychology **
- PSYC& 220 - Abnormal Psychology **
- H SER 251 - Family Violence

Total Supporting Course Credits: 20

Related Instruction Courses

Some courses may be substituted. Talk to a faculty adviser.
- PSYC& 100 - General Psychology
- ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting

Total Related Instruction Credits: 15

Total Program Credits: 90

Note:
*** Courses are required chemical dependency professional topic areas listed in WAC 246-811-030 (a) through (w). Visit www.doh. wa.gov.*

Community Health & Wellness, Speicalization Direct Care, AAS

healthcare.highline.edu

Learning Outcomes

After successful completion of the AAS degree, students will be able to:
- Demonstrate competence in the areas required for caregiving, nursing assisting and adult family home credentialing.
- Identify and practice all legal and ethical requirements and specific agency policies and practices.
- Apply knowledge of appropriate care for vulnerable populations including general knowledge of fitness, nutrition, social and emotional development, health and medical support, etc.
- Practice culturally responsive approaches, caregiving and support for a diverse client base.
- Use technology as appropriate to their employment for record keeping, communication and as a tool for access for clients.
- Practice effective oral and written communication skills, including listening and accurate documentation.
- Collaborate effectively with agencies and the communities the agencies support through networking, partnerships and resource development.

Requirements

Prerequisites
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here. Talk to a faculty advisor.
- Some classes require instructor permission.

Important Notes

This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Students not attending full time must remember it is likely to take more than two years to complete program.
- Students may enroll in any quarter.
- Medical and human services agencies will require you to complete a criminal background check prior to being offered an internship or employment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HEAL 104 - Medical Terminology and Anatomy
- HEAL 250 - AIDS Education
- HEAL 218 - CPR and BLS for Healthcare
- HEAL 106 - Human Diseases and Pharmacology
- HEAL 139- Job Readiness for Medical Interpreters
- *or* • H SER 141 - Practicum Seminar
- HEAL 140 - Health Care System/PCAP
- *or* • H SER 140 - Practicum I
- HEAL 160 - Medical Office Procedures I
- HEAL 162 - Medical Office Procedures II
- H SER 231 - Disability Issues and Practices
- H SER 211 - Adulthood and Aging
- H SER 260 - Cultural Compentent Practice
- BTECH 111 - Modular Introduction to Office
- *or* • BTECH 121 - Introduction to Microsoft Office

Total Professional-Technical Courses: 45 credits

Supporting Courses
- NUR A 100 - Nurse Assistant Theory
- NUR A 101 - Nurse Assist Practicum
- HEAL 102 - Introduction to Medical Assisting
- HEAL 103 - Dementia Care
- NUTR& 101 - Nutrition
- H SER 270 - Residental Care Administration

Select 5 credits fromt the list below
- H SER 103 - Case Management
- BUSN 155 - Entrepreneurship

Total Supporting Course Credits: 28

Related Instruction Courses
- BUSN 160 - Human/Labor Relations
- *or* • BUSN 207 - Cultural Awareness
- ENGL& 101 - English Composition I
- CMST& 101 - Introduction to Communication
- BUSN 135 - Business Mathematics
- *or* • BUSN 210 - Statistical Analysis
- *or* • ACCTG 121 - Practical Accounting
- *or* • Any 100 Level Math Course

Total Related Instruction Credits: 20

Total Program Credits: 93

Community Health & Wellness, Speicalization Global and Public Health, AAS

healthcare.highline.edu

Learning Outcomes

After successful completion of the AAS degree, students will be able to:
- Demonstrate competence in the areas required for caregiving, nursing assisting and adult family home credentialing.
- Identify and practice all legal and ethical requirements and specific agency policies and practices.
- Apply knowledge of appropriate care for vulnerable populations including general knowledge of fitness, nutrition, social and emotional development, health and medical support, etc.
- Practice culturally responsive approaches, caregiving and support for a diverse client base.
- Use technology as appropriate to their employment for record keeping, communication and as a tool for access for clients.
- Practice effective oral and written communication skills, including listening and accurate documentation.
- Collaborate effectively with agencies and the communities the agencies support through networking, partnerships and resource development.

Requirements

Prerequisites
- Basic keyboarding knowledge recommended
- Some classes have entry requirements not listed here. Talk to a faculty advisor.
- Some classes require instructor permission.

Important Notes

This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Students not attending full time must remember it is likely to take more than two years to complete program.
- Students may enroll in any quarter.
- Medical and human services agencies will require you to complete a criminal background check prior to being offered an internship or employment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HEAL 104 - Medical Terminology and Anatomy
- HEAL 250 - AIDS Education
- HEAL 218 - CPR and BLS for Healthcare
- HEAL 106 - Human Diseases and Pharmacology
- BTECH 111 - Modular Introduction to Office
- BTECH 121 - Introduction to Microsoft Office
- H SER 141 - Practicum Seminar
- HEAL 140 - Health Care System/PCAP
- H SER 140 - Practicum I
- HEAL 160 - Medical Office Procedures I

PROFESSIONAL - TECHNICAL PROGRAMS

- HEAL 162 - Medical Office Procedures II
- H SER 231 - Disability Issues and Practices
- H SER 260 - Cultural Compentent Practice
- H SER 211 - Adulthood and Aging

Total Professional-Technical Courses: 45 credits

Supporting Courses
- HEAL 120 - Introduction to Medical Interpreting
- HEAL 122 - Medical Interpreting Skills
- HEAL 124 - Simultaneous Interpretation
- HEAL 126 - Medical Translation
- HEAL 128 - Intercultural Health Interaction
- HEAL 130 - Basic HC for Interpreter
- HEAL 132 - Medical Terminology for Medical Interpreters
- HEAL 134 - Management of Language Access Services
- HEAL 141 - Medical Interpreters Certification Prep
- P E 100 - Personal Health Science
- P E 101 - Global Health Issues
- SUST 150 - Food as Medicine
- DGS 110 - Global Studies
- *or* • DGS 116 - Food Justice

Total Supporting Course Credits: 31

Related Instruction Courses
- BUSN 160 - Human/Labor Relations
- *or* • BUSN 207 - Cultural Awareness
- ENGL& 101 - English Composition I
- CMST& 101 - Introduction to Communication
- BUSN 135 - Business Mathematics
- *or* • BUSN 210 - Statistical Analysis
- *or* • ACCTG 121 - Practical Accounting
- *or* • Any 100 Level Math Course

Total Related Instruction Credits: 20

Total Program Credits: 96

Community Health & Wellness, Speicalization Patient Advocate, AAS

healthcare.highline.edu

Learning Outcomes

After successful completion of the AAS degree, students will be able to:
- Demonstrate competence in the areas required for caregiving, nursing assisting and adult family home credentialing.
- Identify and practice all legal and ethical requirements and specific agency policies and practices.
- Apply knowledge of appropriate care for vulnerable populations including general knowledge of fitness, nutrition, social and emotional development, health and medical support, etc.
- Practice culturally responsive approaches, caregiving and support for a diverse client base.
- Use technology as appropriate to their employment for record keeping, communication and as a tool for access for clients.
- Practice effective oral and written communication skills, including listening and accurate documentation.
- Collaborate effectively with agencies and the communities the agencies support through networking, partnerships and resource development.

Requirements

Prerequisites
- Basic keyboarding knowledge recommended
- Some classes have entry requirements not listed here. Talk to a faculty advisor.
- Some classes require instructor permission.

Important Notes

This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Students not attending full time must remember it is likely to take more than two years to complete program.
- Students may enroll in any quarter.
- Medical and human services agencies will require you to complete a criminal background check prior to being offered an internship or employment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HEAL 104 -Medical Terminology and Anatomy
- HEAL 250 - AIDS Education
- HEAL 218 - CPR and BLS for Healthcare
- HEAL 106 - Human Diseases and Pharmacology
- BTECH 111 - Modular Introduction to Office
- *or* • BTECH 121 - Introduction to Microsoft Office
- HEAL 139- Practicum Seminar
- *or* • H SER 141 - Practicum Seminar
- HEAL 140 - Health Care System/PCAP
- *or* • H SER 140 - Practicum i
- HEAL 160 - Medical Office Procedures I
- HEAL 162 - Medical Office Procedures II
- H SER 211 - Adulthood and Aging
- H SER 260 - Cultural Compentent Practice
- H SER 231 - Disability Issues and Practices

Total Professional-Technical Courses: 45 credits

Supporting Courses
- HEAL 140 - Health Care Sys/PCAP
- HEAL 142 - PCA in Public Health
- HEAL 144 - Understand Culture for PCAP
- HEAL 146- Behavioral Theory for Patient Care Advocates
- HEAL 148 - Health Promotion/ PCAP
- HEAL 150 - Community Education for PCAP
- HEAL 152 - Care Coordination and Patient Navigation
- HEAL 154 - Patient Education for PCAP
- HEAL 156 - Patient Record Management for PCAP
- HEAL 159 - Job Readiness for PCAP
- HEAL 120 - Introduction to Medical Interpreting
- HEAL 122 - Medical Interpreting Skills
- HEAL 124 - Simultaneous Interpretation
- HEAL 126 - Medical Translation
- HEAL 128 - Intercultural Health Interaction
- HEAL 130 - Basic HC for Interpreter
- HEAL 132 - Medical Terminology for Medical Interpreters
- HEAL 134 - Management of Language Access Services
- HEAL 139- Job Readiness for Medical Interpreters
- HEAL 141 - Medical Interpreters Certification Prep

Total Supporting Course Credits: 25

Related Instruction Courses
- BUSN 160 - Human/Labor Relations
- *or* • BUSN 270 - Principles of Management/Supervision
- ENGL& 101 - English Composition I

- CMST& 101 - Introduction to Communication
- BUSN 135 - Business Mathematics
or • BUSN 210 - Statistical Analysis
or • ACCTG 121 - Practical Accounting
or • Any 100 Level Math Course

Total Related Instruction Credits: 20

Total Program Credits: 90

Criminal Justice, AAS

http://justice.highline.edu

Learning Outcomes

- Apply the knowledge and verbal skills requisite to effectively communicate with criminal suspects, victims, witnesses, persons in crisis and others in need.
- Identify constitutional freedoms and rights, and how an ethical criminal justice system and participatory citizenship protect those freedoms and rights.
- Describe those applicant screening/selection process typically utilized by law enforcement and corrections agencies for their entry-level positions.
- Analyze a criminal case to determine its appropriate processing, given an understanding of the jurisdiction and functions of police, courts and corrections as components of an interdependent criminal justice system.
- Secure and process a crime scene, employing proper techniques of evidence gathering, searching, sketching and on-scene interviewing.
- Analyze criminal statutes to determine the statutes elements, constitutionality and proper application.
- Produce written incident and investigative reports that are useful and professional in terms of accuracy, completeness, spelling and grammar.

Requirements

Specific Requirements

Professional-Technical Core Courses

Select 45 credits from the following:
- CJ& 101 - Introduction to Criminal Justice
- C J 102 - The Justice System
- C J 105 - Community Relations
- CJ& 106 - Juvenile Justice
- CJ& 110 - Criminal Law
- C J 140 - Co-Op Work Experience
- C J 121 - Introtroduction to Homeland Security
- C J 122 - Intelligence Analysis/Security Management
- C J 123 - Transportation and Border Security
- C J 212 - Fundamentals of Policing
- C J 213 - Arrest Search and Seizure
- C J 215 - Conflict Management
- C J 217 - Administration of Justice Communication
- C J 219 - Intel-Led Policing
- C J 220 - Tactical Thinking
- C J 222 - Terrorism Today
- C J 228 - Introduction to Forensic Psychology
- CJ& 240 - Introduction to Forensic Science
- C J 255 - Police Crisis Intervention
- C J 291 - Independent Study
- C J 292 - Independent Study
- C J 293 - Independent Study
- C J 294 - Independent Study
- C J 295 - Independent Study

Total Core Credits: 45

Supporting Courses

Electives - Discuss with your adviser (6)
- BUSN 160 - Human/Labor Relations
- PHIL 110 - Introduction to Ethics
- P E 160 - First Aid/CPR/AED
- P E - Activity (1)

Total Supporting Course Credits: 20

Related Instruction Courses

Some classes may be substituted. Discuss with your adviser.
- PSYC& 100 - General Psychology
or • PSYCH 120 - Psychology of Human Relations
or • POLS& 101 - Introduction to Political Science
or • POLS& 202 - American Government
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- SOC& 101 - Introduction to Sociology
- BUSN 135 - Business Mathematics
or • MATH& 107 - Math in Society
or • MATH 111 - College Algebra
or • MATH& 146 - Introduction to Statistics

Total Related Instruction Credits: 25

Total Program Credits: 90

Customer Service Specialist Certificate

http://btech.highline.edu

Learning Outcomes

- Apply strong interpersonal skills in a service-oriented workplace.
- Provide internal and external customers with customer service that meets or exceeds industry standards.
- Problem solve customer service issues to ensure both customers and business needs are met such as solving a customer's invoicing problem using an Access database and a proprietary accounts receivable application.
- Utilize office technology and critical thinking skills to address and support business needs such as using current spreadsheet technology to design a budget report.
- Write effective correspondence using proper business industry format such as letters, reports, invoices, memos, purchase orders and e-mail.
- Represent the organization with professional written and oral communication skills.
- Function effectively in a work environment, while understanding and respecting the diverse needs of others.

Requirements

Entry Requirements

- Prerequisite classes or knowledge of the Internet.
- Some classes may have entry requirements not listed here.
- BTECH 101 Introduction to Computers/Windows: 3 credits
- BTECH 104 10-Key: 2 credits
- BTECH 112 Introdution to the Internet: 2 credits

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

- Students attending only in the evening must remember it is likely to take longer than one year to complete program.
- Coursework is highly interactive and includes field-based internships.
- This program offers flexible registration and open-entry enrollment.

Specific Requirements

Professional-Technical Core Courses
- BTECH 103 - Modular Keyboarding
- *or* • BTECH 105 - Modular Speed/Accuracy
- BTECH 110 - Business Correspondence
- BTECH 111 - Modular Introduction to Office
- BUSN 125 - Exploring E-Commerce
- *or* • BUSN 134 - Principles of Salesmanship
- BTECH 139 - Pre-cooperative Work Experience Seminar
  (Must be taken one quarter before BTECH 140/BTECH 141)
- BTECH 140 - Cooperative Education
  (Must be taken with BTECH 141/BTECH 140)
- BTECH 141 - Cooperative Work Experience Seminar
  (Must be taken with BTECH 140)

  Total Core Credits: 24-26

Supporting Courses
- BUSN 165 - Managing Customer Service

  Total Supporting Course Credits: 5

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

  Total Related Instruction Credits: 20

Total Program Credits: 49-51

Data Recovery / Forensic Specialist, AAS

http://cis.highline.edu

Learning Outcomes
- Properly acquire digital data from a variety of sources including different hard drive types, cell phones, PDAs and other digital media.
- Have a thorough understanding of a variety of computer platforms and how data is stored in order to properly analyze the evidence or recover lost files.
- Determine and design an appropriate plan for identifying, securing and gathering evidence in a case.
- Understand the importance of ethics while conducting investigations and apply the principles in their professional and personal lives.
- Communicate effectively with other members of a team, corporation or clients in order to obtain access to needed information.
- Analyze data acquired and use the evidence to come to a conclusion that can be confirmed using standard or accepted forensic science techniques.
- Manage a complex project from start to finish, both individually and in teams.
- Conduct research to identify new digital media or new forensics software tools and apply the results to a case or incident, and to remain current in the field.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents, including serving as a technical/expert witness at a trial.

Requirements

Prerequisites
- Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each core class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses
- CIS 140 - CIS Internship
- CIS 150 - OS and Hardware Fundamentals
- CIS 155 - Introduction to Data Recovery/Forensics
- CIS 160 - Networking and Cisco IOS
- CIS 161 - Microsoft OS and Cisco Network
- CIS 166 - Net Intrusion Detection I
- CIS 215 - Introduction to UNIX/Linux
- CIS 217 - UNIX/Linux System Administration
- CIS 219 - Introduction Perl Programming
- CIS 235 - Computer Forensics I
- CIS 236 - Computer Forensics II
- LEGAL 220 - Computer Search and Seizure

  Total Core Credits: 56

Supporting Courses
- C SCI 100 - Survey of Computing
- PHIL& 120 - Symbolic Logic
- *or* • C SCI 116 - Web/Database Programming I
- *or* • C SCI 142 - Object-Oriented Programming I w/ JAVA

  Total Supporting Course Credits: 10

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- BUSN 160 - Human/Labor Relations
- ENGL& 101 - English Composition I
- ENGL& 235 - Technical Writing
- MATH& 141 - Pre Calculus I

  Total Related Instruction Credits: 25

Total Program Credits: 91

Drafting Design, AAS

http://drafting.highline.edu

Learning Outcomes
- Students will demonstrate the ability to use latest version of computer-aided design applications to produce accurate, mechanical, and architectural drawings.
- Students' work will reflect a high level of accuracy, and line weight control, and adhere to industry mechanical and architectural drafting standards.
- Upon completion of the program student will have generated a portfolio that reflects a balance of diverse work that demonstrates their skills in both hand drawn and computer generated drawings.
- Students will demonstrate effective verbal and written communication using vocabulary unique to the field of mechanical and architectural drawings.

Requirements

Prerequisites
- Keyboarding skills.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative grade of 2.0 in each core course.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses
- ENGR& 114 - Engineering Graphics
- DRAFT 124 - SolidWorks
- DRAFT 135 - Manufacturing Drafting and Design I
- DRAFT 168 - SketchUp
- DRAFT 186 - Manual Drafting
- DRAFT 224 - Architectural Drafting I
- DRAFT 225 - Architectural Drafting II
- DRAFT 226 - Architectural Drafting III
- DRAFT 240 - Cooperative Education
- DRAFT 254 - Sustainable Design
- DRAFT 270 - Portfolio Development

Total Professional-Technical Courses: 52 credits

Supporting Courses
- ART 101 - Design I: Two Dimensional
- ART 228 - Design Drawing I
- BTECH 111 - Modular Introduction to Office
- BUSN 155 - Entrepreneurship
or • BUSN 238 - E-Marketing

Select 8-10 credits from the list below
- VICOM 228 - InDesign Layout
- VICOM 230 - Photoshop I
- BTECH 260 - Microsoft Project
- ART 238 - Design Drawing Perspective

Total Supporting Course Credits: 28-30

Related Instruction Courses
- CMST& 101 - Introduction to Communication
or • ENGL& 101 - English Composition I
- MATH - A Math Course Numbered above 100 (5)
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 95-97

Drafting Design, AAS-T

http://drafting.highline.edu

Learning Outcomes
- Students will demonstrate the ability to use latest version of computer-aided design applications to produce accurate, mechanical, and architectural drawings.
- Students' work will reflect a high level of accuracy, and line weight control, and adhere to industry mechanical and architectural drafting standards.
- Upon completion of the program student will have generated a portfolio that reflects a balance of diverse work that demonstrates their skills in both hand drawn and computer generated drawings.

- Students will demonstrate effective verbal and written communication using vocabulary unique to the field of mechanical and architectural drawings.

Requirements

Prerequisites
- Keyboarding skills.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative grade of 2.0 in each core course.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses
- ENGR& 114 - Engineering Graphics
- DRAFT 124 - SolidWorks
- DRAFT 135 - Manufacturing Drafting and Design I
- DRAFT 168 - SketchUp
- DRAFT 186 - Manual Drafting
- DRAFT 224 - Architectural Drafting I
- DRAFT 225 - Architectural Draft II
- DRAFT 226 - Architectural Draft III
- DRAFT 240 - Cooperative Education
- DRAFT 254 - Sustainable Design
- DRAFT 270 - Portfolio Development

Total Professional-Technical Courses: 52 credits

Supporting Courses
- ART 101 - Design I: Two Dimensional
- ART 228 - Design Drawing I
- BUSN 155 - Entrepreneurship
or • BUSN 238 - E-Marketing
- ENVS& 101 - Introduction to Environmental Science
or • PHYS& 110 - Physics Non-Science Majors w/Lab

Select 5 credits from the following:
- VICOM 228 - InDesign Layout
- VICOM 230 - Photoshop I
- BTECH 260 - Microsoft Project
- ART 238 - Design Drawing Perspective

Total Supporting Course Credits: 30

Related Instruction Courses
- ENGL& 101 - English Composition I
- MATH - A Math Course Numbered above 100
- Social Science - *Choose from one of the following: Choose from one of the following: DGS 160; PSYC 125, 135; SOC 130; POL S 180; GEOG 100, 120*

Total Related Instruction Credits: 15

Total Program Credits: 97

Drafting, Certificate

Learning Outcomes
- Students will demonstrate the ability to use latest version of computer-aided design applications to produce accurate, mechanical, and architectural drawings.
- Students' work will reflect a high level of accuracy, and line weight control, and adhere to industry mechanical and architectural drafting standards.
- Upon completion of the program student will have generated a portfolio that reflects a balance of diverse work that demonstrates their skills in both hand drawn and computer generated drawings.

• Students will demonstrate effective verbal and written communication using vocabulary unique to the field of mechanical and architectural drawings.

Requirements

Prerequisites
- Keyboarding skills.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum overall GPA of 2.0
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional- Technical Core Courses
- ENGR& 114 - Engineering Graphics
- DRAFT 124 - SolidWorks
- DRAFT 168 - SketchUp
- DRAFT 186 - Manual Drafting
- DRAFT 224 - Architectural Drafting I
- DRAFT 225 - Architectural Draft II
- DRAFT 254 - Sustainable Design
- DRAFT 270 - Portfolio Development

Total Core Credits - 37

Supporting Courses
- BTECH 111 - Modular Introduction to Office

Total Supporting Credits - 2

Related Instruction Courses
- BUSN 160 - Human/Labor Relations
- ENGL& 101 - English Composition I
or • CMST& 101 - Introduction to Communication
- ACCTG 121 - Practical Accounting
or • BUSN 135 - Business Mathematics

Total Related Instruction Credits: 15

Total Program Credits - 54

E-Commerce, AAS

http://business.highline.edu

Learning Outcomes

- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents for a diverse group of customers, coworkers and managers utilizing current business terminology.
- Use supervisory skills to interact on an interpersonal level with diverse groups.
- Identify, evaluate and apply industry specific business principles. Make informed decisions within the parameters of legal requirements and societal expectations.
- Utilize current industry technology in business applications.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.
- Understand the importance of electronic commerce in strategic planning.
- Evaluate and propose e-commerce strategies to improve company profitability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than two years to complete program.
- This program offers flexible registration and open-entry enrollment.

Specific Requirements

Professional-Technical Core Courses
- BUS& 101 - Introduction to Business
- BUSN 125 - Exploring E-Commerce
- BUSN 138 - Principles Of Marketing
- BUSN 155 - Entrepreneurship
- BUSN 190 - Business Ethics/Sustainability
- BUSN 216 - Business Computer Applications
- BUSN 238 - E-Marketing

Total Core Credits: 33

Supporting Courses
- BTECH 112 - Modular Introduction to the Net
- BTECH 250 - Fundamentals of Project Management
- CIS 160 - Networking and Cisco IOS
- CIS 218 - Database Concepts
- CIS 220 - SQL and Database Administration
- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction to Web Development
- C SCI 212 - Web Development w/ Javascript
- ECON 110 - Global Economic Issues

Total Supporting Course Credits: 42

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- BUSN 210 - Statistical Analysis

Total Related Instruction Credits: 20

Total Program Credits: 95

Early Childhood Education, AAS

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Core Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests. .

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than two years to complete program.
- Coursework is highly interactive and includes field-based internships.
- Some classes are offered in self-paced, lab setting.
- Agencies may require students to complete a criminal background check prior to being offered an internship or employment.

Specific Requirements

Professional-Technical Core Courses
- EDUC 101 - Introduction to Early Childhood Education
- EDUC& 115 - Child Development
- EDUC 119 - Guiding Behavior
- EDUC 121 - Health, Nutrition and Safety
- EDUC 126 - Child, Family and Society
- EDUC 140 - Cooperative Education (3-5)
- EDUC& 204 - Exceptional Child
- EDUC 240 - Education Practicum
- EDUC 250 - Nurturing Care-Infant /Toddler
  or • EDUC 251 - Survey-Family Child Care
  or • EDUC 252 - Methods-School Age Care
- EDUC 253 - Methods-Literacy Development
- EDUC 255 - Science and Math Methods
- EDUC 258 - Integrated Curriculum
- EDUC 281 - Professional Education Development

- Science Course - Talk to an adviser. (5)
- Humanities Course - Talk to an adviser. (5)

Total Core Credits: 70-72

Supporting Courses
- Select additional courses approved by an adviser to complete a minimum of 90 credits for this degree. (3-6)

Total Supporting Course Credits: 3-6

Related Instruction Courses
- MATH - recommend MATH 107
- Social Science - recommend ANTH& 206, SOC& 101 or PSYC& 100 (5)
- ENGL& 101 - English Composition I

Total Related Instruction Credits: 15

Total Program Credits: 90

Hospitality and Tourism Management, Specialization Catering & Event Planning, AAS

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Act in accordance with professional ethics and values of the hospitality/tourism industry.
- Identify, compile and evaluate specific company/agency information against industry benchmarks for making major business decisions.
- Employ principles of professionalism and best practices relevant to the hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify and utilize relevant computer systems, software and technology applications in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.

- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- HOST 240 - Cooperative Education
- HOST 160 - HR Management in Hospitality/Tourism
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes

Work with your adviser to select requried credits from selections below.
- HOST 110 - Front Office Operations
- HOST 130 - Food and Beverage Operations I
or • HOST 237 - Food and Beverage Management Certificate
- HOST 205 - Conference and Banquet Management
- HOST 209 - Event/Meeting/Conference Certificate

Total Professional-Technical Courses: 52-57 credits

Supporting Courses
- BUSN 216 - Business Computer Applications
or • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
or • HOST 165 - Managing Customer Service
- BUSN 134 - Principles of Salesmanship
- BUSN 252 - Fundamentals of Project Management

Total Supporting Course Credits: 20

Related Instruction Courses
- CMST& 101 - Introduction to Communication
or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
or • BUSN 207 - Cultural Awareness
- BUSN 135 - Business Mathematics
or • ACCTG 121 - Practical Accounting
or • BUSN 210 - Statistical Analysis
or • MATH 111 - College Algebra

Total Related Instruction Credits: 20

Total Program Credits: 92-97

Hospitality and Tourism Management, Specialization Catering & Event Planning, Certificate

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Act in accordance with professional ethics and values of the hospitality/tourism industry.
- Identify, compile and evaluate specific company/agency information against industry benchmarks for making major business decisions.

- Employ principles of professionalism and best practices relevant to the hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify and utilize relevant computer systems, software and technology applications in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Specific Requirements

Professional- Techincal Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes
- HOST 130 - Food and Beverage Operations I
or • HOST 237 - Food and Beverage Management Certificate
- HOST 205 - Conference and Banquet Management

Total Professional-Technical Courses: 30-35 credits

Supporting Courses
- BUSN 216 - Business Computer Applications
or • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
or • HOST 165 - Managing Customer Service

Total Supporting Course Credits: 10

Related Instruction Courses
- CMST& 101 - Introduction to Communication
or • CMST& 220 - Public Speaking
- BUSN 160 - Human/Labor Relations
or • BUSN 207 - Cultural Awareness
- BUSN 135 - Business Mathematics
or • BUSN 210 - Statistical Analysis
or • ACCTG 121 - Practical Accounting
or • MATH 111 - College Algebra

Total Related Instruction Credits: 15

Total Program Credits: 55-60

Hospitality and Tourism Management, Specialization Hotel-Restaurant, AAS

http://host.highline.edu

Learning Outcomes

- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Act in accordance with professional ethics and values of the hospitality/tourism industry.
- Identify, compile and evaluate specific company/agency information against industry benchmarks for making major business decisions.
- Employ principles of professionalism and best practices relevant to the hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify and utilize relevant computer systems, software and technology applications in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- HOST 240 - Cooperative Education
- HOST 160 - HR Management in Hospitality/Tourism
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes
- HOST 110 - Front Office Operations
- HOST 130 - Food and Beverage Operations I
- HOST 200 - Hotel Management and Operations
- HOST 205 - Conference and Banquet Management
- HOST 210 - Front Office Management and Operations II
- HOST 230 - Food and Beverage Operations II

- HOST 237 - Food and Beverage Management Certificate *(Can be taken instead of HOST 130 & HOST 230)*

Total Professional-Technical Courses: 62 credits

Supporting Courses
- BUSN 216 - Business Computer Applications
- *or* • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
- *or* • HOST 165 - Managing Customer Service
- BUSN 134 - Principles of Salesmanship
- BUSN 252 - Fundamentals of Project Management

Total Supporting Course Credits: 15

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 210 - Statistical Analysis
- *or* • ACCTG 121 - Practical Accounting
- *or* • BUSN 135 - Business Mathematics

Total Related Instruction Credits: 20

Total Program Credits: 97

Hospitality and Tourism Management, Specialization Hotel-Restaurant, Certificate

http://host.highline.edu

Learning Outcomes

- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Act in accordance with professional ethics and values of the hospitality/tourism industry.
- Identify, compile and evaluate specific company/agency information against industry benchmarks for making major business decisions.
- Employ principles of professionalism and best practices relevant to the hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify and utilize relevant computer systems, software and technology applications in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.

PROFESSIONAL – TECHNICAL PROGRAMS

- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes
Work with your adviser to select requried credits from selections below.
- HOST 110 - Front Office Operations
- HOST 130 - Food and Beverage Operations I
- *or* • HOST 237 - Food and Beverage Management Certificate

Total Professional-Technical Courses: 31-36 credits

Supporting Courses
- BUSN 216 - Business Computer Applications
- *or* • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
- *or* • HOST 165 - Managing Customer Service

Total Supporting Course Credits: 10

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- BUSN 207 - Cultural Awareness
- BUSN 135 - Business Mathematics
- *or* • ACCTG 121 - Practical Accounting
- *or* • BUSN 210 - Statistical Analysis
- *or* • MATH 111 - College Algebra

Total Related Instruction Credits: 20

Total Program Credits: 56-61

Hospitality and Tourism Management, Specialization Recreation & Wellness, AAS

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Act in accordance with professional ethics and values of the hospitality/tourism industry.
- Identify, compile and evaluate specific company/agency information against industry benchmarks for making major business decisions.
- Employ principles of professionalism and best practices relevant to the hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify and utilize relevant computer systems, software and technology applications in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with

positions within the the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- *or* • HOST 240 - Cooperative Education
- HOST 155 - Travel Geography I
- *or* • HOST 156 - Travel Geography II
- HOST 160 - HR Management in Hospitality/Tourism
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes
- HOST 110 - Front Office Operations
- HOST 156 - Travel Geography II
- HOST 200 - Hotel Management and Operations
- HOST 237 - Food and Beverage Management Certificate

Total Professional-Technical Courses: 52 credits

Supporting Courses
- BUSN 216 - Business Computer Applications
- *or* • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
- *or* • HOST 165 - Managing Customer Service
- BUSN 190 - Business Ethics/Sustainability
- *or* • DGS 207 - Cultural Awareness
- PFT 255 - Business of Personal Training
- PFT 245 - Safety Emergency Procedures and Legal
- PFT 130 - Exercise Fundamentals
- P E 160 - First Aid/CPR/AED

Total Supporting Course Credits: 26

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- BUSN 135 - Business Mathematics
- *or* • ACCTG 121 - Practical Accounting
- *or* • BUSN 210 - Statistical Analysis
- *or* • Any 100 Level or above Math Course

Total Related Instruction Credits: 20

Total Program Credits: 98

Hospitality and Tourism Management, Specialization Recreation & Wellness, Certificate

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Act in accordance with professional ethics and values of the hospitality/tourism industry.
- Identify, compile and evaluate specific company/agency information against industry benchmarks for making major business decisions.
- Employ principles of professionalism and best practices relevant to the hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify and utilize relevant computer systems, software and technology applications in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional- Technical Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- *or* • HOST 240 - Cooperative Education
- HOST 155 - Travel Geography I
- *or* • HOST 156 - Travel Geography II
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes
- HOST 200 - Hotel Management and Operations
- HOST 237 - Food and Beverage Management Certificate

Total Professional-Technical Courses: 29 credits

Supporting Courses
- BUSN 216 - Business Computer Applications
- *or* • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
- *or* • HOST 165 - Managing Customer Service
- PFT 130 - Exercise Fundamentals
- P E 160 - First Aid/CPR/AED
- PFT 255 - Business of Personal Training

Total Supporting Course Credits: 19

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- BUSN 160 - Human/Labor Relations
- BUSN 135 - Business Mathematics
- *or* • ACCTG 121 - Practical Accounting
- *or* • BUSN 210 - Statistical Analysis
- *or* • Any 100 Level or above Math Course

Total Related Instruction Credits: 15

Total Program Credits: 63

Hospitality and Tourism Management, Specialization Tourism Development, AAS

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Act in accordance with professional ethics and values of the hospitality/tourism industry.
- Identify, compile and evaluate specific company/agency information against industry benchmarks for making major business decisions.
- Employ principles of professionalism and best practices relevant to the hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify and utilize relevant computer systems, software and technology applications in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.

PROFESSIONAL – TECHNICAL PROGRAMS

- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional-Technical Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- *or* • HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- *or* • HOST 240 - Cooperative Education
- HOST 160 - HR Management in Hospitality/Tourism
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes
- HOST 105 - Travel Counselor
- HOST 115 - Cruise Operations
- HOST 125 - Sabre Reservations
- HOST 126 - Apollo Reservations
- HOST 155 -Travel Geography I
- HOST 156 - Travel Geography II
- HOST 216 - Airline Customer Service

Total Core Credits: 63

Supporting Courses
- BUSN 216 - Business Computer Applications
- *or* • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
- *or* • HOST 165 - Managing Customer Service
- BUSN 134 - Principles of Salesmanship

Total Supporting Course Credits: 15

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- *or* • BUSN 207 - Cultural Awareness
- BUSN 210 - Statistical Analysis
- *or* • ACCTG 121 - Practical Accounting
- *or* • BUSN 135 - Business Mathematics
- *or* • MATH 111 - College Algebra

Total Related Instruction Credits: 20

Total Program Credits: 98

Hospitality and Tourism Management, Specialization Tourism Development, Certificate

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Conduct themselves in accordance to professional ethics and values of the hospitality/tourism industry.
- Explain and employ principles of professionalism and best practices relevant to hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.

- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Some classes have entry requirements not listed here.
- Keyboarding and basic computer skills.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional-Technical Core Courses
- HOST 100 - Introduction to Hospitality and Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 140 - Cooperative Education
- HOST 170 - Legal Issues in Hospitality
- HOST 248 - Hospitality/Tourism Marketing

Emphasis Specific Professional-Technical Core Classes
- HOST 105 - Travel Counselor
- HOST 155 - Travel Geography I

Total Professional-Technical Core Credits: 30

Supporting Courses
- BUSN 216 - Business Computer Applications
- *or* • BTECH 111 - Modular Introduction to Office
- BUSN 165 - Managing Customer Service
- *or* • HOST 165 - Managing Customer Service

Total Supporting Course Credits: 10

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- BUSN 160 - Human/Labor Relations
- *or* • BUSN 207 - Cultural Awareness
- BUSN 135 - Business Mathematics
- *or* • BUSN 210 - Statistical Analysis
- *or* • ACCTG 121 - Practical Accounting
- *or* • MATH 111 - College Algebra

Total Related Instruction Credits: 20

Total Program Credits: 55

Human Services, AAS

http://humanservices.highline.edu

Learning Outcomes
- Utilize accurate and effective case management skills, including assessment, client advocacy, developing treatment plans, networking, referral and documentation.

- Demonstrate cultural competence through self-awareness and the ability to effectively assist diverse individuals, families and communities.
- Identify and implement current and evidence-based methods in the human services profession.
- Practice effective oral and written communication skills, including listening and accurate documentation.
- Collaborate effectively with agencies and the communities the agencies support through networking, partnerships and resource development.
- Identify and practice all legal and ethical requirements and specific agency policies and practices.

Requirements

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative of 2.0 to attain an AAS degree
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.
- Human services agencies will require you to complete a criminal history background check prior to offering you an internship or employment.

Specific Requirements

Professional-Technical Core Courses
- H SER 101 - Introduction to Human Services
- H SER 103 - Case Management
- H SER 110 - Interview and Counseling
- H SER 120 - Group Process
- H SER 140 - Practicum I
- H SER 141 - Practicum Seminar
- H SER 240 - Practicum II
- H SER 241 - Practicum Seminar II
- H SER 260 - Cultural Compentent Practices

Total Core Credits: 35

Supporting Courses

Select 15 credits from the following electives:
- CJ& 106 - Juvenile Justice
- EDUC& 115 - Child Development
- EDUC 252 - Methods-School Age Care
- H SER 211 - Adulthood and Aging
- H SER 221 - Adolescent Development
- H SER 222 - Introduction to Substance Abuse
- H SER 223 - Principles of Youth Empowerment
- H SER 231 - Disability Issues and Practices

Plus the following:
- PSYCH 152 - Understanding Aids
- P E 160 - First Aid/CPR/AED
- H SER 251 - Family Violence *
- Plus, with the assistance of an adviser, select 15 credits of general education electives including the disciplines of Psychology, Sociology, Anthropology, Political Science, History, Economics and Culture, Gender, Global Studies (15)

Total Supporting Course Credits: 40

Related Instruction Courses
- PSYC& 100 - General Psychology *
- ENGL& 101 - English Composition I *
- ACCTG 121 - Practical Accounting *

Total Related Instruction Credits: 15

Total Program Credits: 90

Note:
* Alternate courses may also be eligible. Discuss with your adviser.

Information Systems Project Coordinator, Computer Forensics Specialization, AAS

http://cis.highline.edu

Learning Outcomes
- Have a thorough understanding of a variety of computer platforms and how data is stored in order to properly analyze the evidence or recover lost files.
- Determine and design an appropriate plan for identifying, securing and gathering evidence in a case.
- Understand the importance of ethics while conducting investigations and apply the principles in their professional and personal lives.
- Communicate effectively with other members of a team, corporation or clients in order to obtain access to needed information.
- Analyze data acquired and follow the evidence found to come to a conclusion that can be confirmed using standard or accepted forensic science techniques.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.

Specific Requirements

Professional-Technical Core Courses
- C SCI 200 - Emerging Technologies
- CIS 160 - Networking and Cisco IOS
- CIS 150 - OS and Hardware Fundamentals
- CIS 166 - Net Intrusion Detection I
- CIS 155 - Introduction to Data Recovery/Forensics

Total Core Credits: 23

Supporting Courses
- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (1-5)
- ENGL 205 - Research/Persuasive Writing
- BUSN 233 - Financial Management
- BTECH 111 - Modular Introduction to Office
- BTECH 211 - Advanced Microsoft Office

- BTECH 250 - Fundamentals Of Project Management
- BTECH 254 - Project Management. Leadership
- BTECH 256 - Principles of Contract Negotiations
- BTECH 260 - Microsoft Project

Total Supporting Course Credits:52-56

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

Total Related Instruction Credits: 20

Total Program Credits: 95-99

Information Systems Project Coordinator, Database Design/Development Specialization, AAS

http://cis.highline.edu

Learning Outcomes
- Define important database terms and concepts.
- Create and modify tables, relationships, forms and reports.
- Understand problems with data redundancy.
- Design a logical (E-R) data model.
- Use SQL to create, populate and manipulate a database.
- Create indexes and understand database optimization techniques.
- Demonstrate an understanding of user account and file system maintenance.
- Demonstrate an understanding and application of database security.
- Demonstrate and apply database backup and recovery.
- Demonstrate an understanding of encryption methods available.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.

Specific Requirements

Professional-Technical Core Courses
- C SCI 116 - Web/Database Programming I
- C SCI 200 - Emerging Technologies
- CIS 220 - SQL and Database Administration
- CIS 230 - Database Security
- BUSN 125 - Exploring E-Commerce

Total Core Credits: 23

Supporting Courses
- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (1-5)
- CIS 160 - Networking and Cisco IOS
- ENGL 205 - Research/Persuasive Writing
- BUSN 233 - Financial Management
- BTECH 111 - Modular Introduction to Office
- BTECH 211 - Advanced Microsoft Office
- BTECH 250 - Fundamentals of Project Management
- BTECH 254 - Project Management Leadership
- BTECH 256 - Principles of Contractsand Negotiations
- BTECH 260 - Microsoft Project

Total Supporting Course Credits:52-56

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

Total Related Instruction Credits: 20

Total Program Credits: 95-99

Information Systems Project Coordinator, E-commerce Specialization, AAS

http://cis.highline.edu

Learning Outcomes
- Manage a complex project from start to finish, both individually and in teams. Listen well, speak clearly and produce written documents for a diverse group of customers, coworkers and managers utilizing current business terminology.
- Demonstrate leadership and the ability to interact on an interpersonal level with diverse groups.
- Identify, evaluate and apply industry specific business principles. Make informed decisions within the parameters of legal requirements and societal expectations.
- Use the most recent technology in business applications.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Understand the retail cycle and its implementation, which includes customer analysis, sourcing and product design, product development, merchandising and display.
- Utilize multiple marketing channels of distribution, including wholesale, retail and e-commerce.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.

- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.

Specific Requirements

Professional-Technical Core Courses
- C SCI 102 - Introduction to Web Development
- C SCI 200 - Emerging Technologies
- CIS 218 - Database Concepts
- BUSN 125 - Exploring E-Commerce
- BUSN 238 - E-Marketing

Total Core Credits: 21

Supporting Courses
- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (1-5)
- ENGL 205 - Research/Persuasive Writing
- BUSN 233 - Financial Management
- BTECH 111 - Modular Introduction to Office
- BTECH 211 - Advanced Microsoft Office
- BTECH 250 - Fundamentals of Project Management
- BTECH 254 - Project Management Leadership
- BTECH 256 - Principles of Contractsand Negotiations
- BTECH 260 - Microsoft Project

Total Supporting Course Credits:52-56

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

Total Related Instruction Credits: 20

Total Program Credits: 93-97

Information Systems Project Coordinator, Networking Specialization, AAS

http://cis.highline.edu

Learning Outcomes
- Demonstrate proficient knowledge of networking equipment, configuration and addressing.
- Implement a LAN with Microsoft and/or Linux servers and workstations adding management of users, e-mail, Websites and network resources.
- Secure access and protect the data in a network server.
- Manage a complex project from start to finish, both individually and in teams.
- Effectively use technology to identify resources to solve networking issues, troubleshoot problems, and remain current in the technology field.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.

Specific Requirements

Professional-Technical Core Courses
- C SCI 200 - Emerging Technologies
- CIS 160 - Networking and Cisco IOS
- CIS 161 - Microsoft OS and Cisco Network
- CIS 262 -Microsoft OS and Advanced Cisco

Total Core Credits: 18

Supporting Courses
- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (1-5)
- ENGL 205 - Research/Persuasive Writing
- BUSN 233 - Financial Management
- BTECH 111 - Modular Introduction to Office
- BTECH 211 - Advanced Microsoft Office
- BTECH 250 - Fundamentals of Project Management
- BTECH 254 - Project Management Leadership
- BTECH 256 - Principles of Contractsand Negotiations
- BTECH 260 - Microsoft Project

Total Supporting Course Credits:52-56

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

Total Related Instruction Credits: 20

Total Program Credits: 90-94

Information Systems Project Coordinator, Software Development Specialization, AAS

http://cis.highline.edu

Learning Outcomes
- Demonstrate knowledge of the language syntax, semantics and constructs used to develop a software program.
- Develop a thorough understanding of a variety of problemsolving techniques used to analyze the business problem and create a software solution.
- Create ethically sound computer programs that empower the users while protecting their privacy.
- Communicate effectively with others to discuss requirements and analyze, design and implement business solutions.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.

Specific Requirements

Professional-Technical Core Courses
- C SCI 151 - Programming I with C++
- C SCI 116 - Web/Database Programming I
- C SCI 215 - Web/Database Programming
- C SCI 200 - Emerging Technologies

Total Core Credits: 18

Supporting Courses
- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (1-5)
- ENGL 205 - Research/Persuasive Writing
- BUSN 233 - Financial Management
- BTECH 111 - Modular Introduction to Office
- BTECH 211 - Advanced Microsoft Office
- BTECH 250 - Fundamentals of Project Management
- BTECH 254 - Project Management Leadership
- BTECH 256 - Principles of Contractsand Negotiations
- BTECH 260 - Microsoft Project

Total Supporting Course Credits: 52-56

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

Total Related Instruction Credits: 20

Total Program Credits: 90-94

Information Systems Project Coordinator, Web Development Specialization, AAS

http://cis.highline.edu

Learning Outcomes
- Understand skills required when designing and developing client-side Websites.
- Build and maintain Webpages and Websites via HTML/CSS.
- Understand the syntax of HTML, XHTML, CSS and XML and be able to apply accordingly.
- Build and maintain Adobe Flash pages and Websites.
- Build, maintain and understand Flash ActionScript 2.0 and 3.0.

- Design and develop JavaScript based Webpages.
- Demonstrate usage of different Web development tools.
- Demonstrate deployment of Webpages/Websites on a Web server.
- Understand client-side scripting code and its application.
- Understand the workflow in building a Webpage and Website through various tools.

Requirements

Prerequisites

Some or all of the following are required. Talk to a faculty adviser.
- Basic keyboarding knowledge recommended.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.

Specific Requirements

Professional-Technical Core Courses
- C SCI 102 - Introduction to Web Development
- C SCI 111 - Web Development w/ Flash
- C SCI 212 - Web Dev w/ Javascript
- C SCI 200 - Emerging Technologies

Total Core Credits: 18

Supporting Courses
- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (1-5)
- ENGL 205 - Research/Persuasive Writing
- BUSN 233 - Financial Management
- BTECH 111 - Modular Introduction to Office
- BTECH 211 - Advanced Microsoft Office
- BTECH 250 - Fundamentals of Project Management
- BTECH 254 - Project Management Leadership
- BTECH 256 - Principles of Contractsand Negotiations
- BTECH 260 - Microsoft Project

Total Supporting Course Credits:52-56

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

Total Related Instruction Credits: 20

Total Program Credits: 90-94

Interior Design, AAS

http://interiordesign.highline.edu

Learning Outcomes
- Upon completion of the program students will have a portfolio that reflects a balance of presentation work that includes residential and commercial design, diverse solutions that are incorporated into the design, and will be able to demonstrate ability in both and hand drawn and computer generated drawings.

- Students will successfully demonstrate their understanding of the design process and how it applies to interior design, by successfully taking a design problem from start to finish, and will be able to communicate the design process, through a series of diagrams and hand sketches.
- Design residential interiors and commercial office spaces that are functional and appealing according to the client program, cultural considerations, code requirements and industry standards.
- Communicate (verbal and written) effectively using the vocabulary unique to the field of Interior Design and be able to market their designs to the customer.
- Students will be able to integrate sustainable principles into the design phase.
- Student will be able to select appropriate materials and products based on their knowledge of principles and elements, color theory, industry standards and client consideration.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve minimum overall GPA of 2.0.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses
- INT D 122 - Introduction to Interior Design
- INT D 125 - Interior Design: Residential
- INT D 128 - History of Design I
- INT D 140 - Internship
- *or* • INT D 240 - Internship (5 credits)
(Students enrolled in the internship course may take 2, 3 or 4 credits at a time, but must complete the total number of required internship credits.)
- INT D 168 - SketchUp
- INT D 186 - Manual Drafting
- INT D 196 - Architectural Drafting I
- INT D 226 - Interior Design Studio: Commercial
- INT D 236 - Portfolio Presentation
- INT D 270 - Sustainable Design
- INT D 280 - Architectural Drafting Ii

Total Core Credits: 52

Supporting Course
- ART 101 - Design I: Two Dimensional
- ART 228 - Design Drawing I
- ART 238 - Design Drawing Perspective
- BUSN 155 - Entrepreneurship
- *or* • BUSN 238 - E-Marketing

Select 3 or 5 credits from the following:
- VICOM 230 - Photoshop I
- VICOM 228 - InDesign Layout
- INT D 162 - Textiles
- DRAFT 226 - Architectural Draft III

Total Supporting Course Credits: 23-25

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
- *or* • BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 90-92

International Business and Trade Certificate

http://business.highline.edu

Learning Outcomes
- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents for a diverse group of customers, coworkers and managers utilizing current business terminology.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.
- Use the principles of international business to address the challenges that businesses face when operating in an international environment, including cultural, political and legal issues.
- Apply trade and logistics procedures and processes within companies that specialize in cargo transportation and import/export services.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than two years to complete program.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional-Technical Core Courses
- BUSN 105 - Introduction to Logistics
- BUSN 106 - Freight Forwarding
- BUSN 107 - Warehousing/Distribution
- BUSN 165 - Managing Customer Service
- BUSN 188 - Importing and Exporting
- BUSN 205 - International Business
- *or* • DGS 260 - International Business
- BUSN 216 - Business Computer Applications

Total Core Credits: 33

Supporting Courses
- GEOG 120 - World Geography
- BUSN 139 - Pre-Internship Seminar
- BUSN 140 - Cooperative Education

Total Supporting Course Credits: 10

Related Instruction Courses
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- *or* • MATH 111 - College Algebra *(required for BAS pathway)*
- BUSN 207 - Cultural Awareness
- *or* • DGS 207 - Cultural Awareness

Total Related Instruction Credits: 15

Total Program Credits: 58

International Business and Trade, AAS

http://business.highline.edu

Learning Outcomes

- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents for a diverse group of customers, coworkers and managers utilizing current business terminology.
- Demonstrate leadership and the ability to interact on an interpersonal level with diverse groups.
- Identify, evaluate and apply industry specific business principles; make informed decisions within the parameters of legal requirements and societal expectations.
- Use the most recent technology in business applications.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.
- Use the principles of international business to address the challenges that businesses face when operating in an international environment, including cultural, political and legal issues.
- Apply trade and logistics procedures and processes within companies that specialize in cargo transportation and import/export services.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than two years to complete program.
- Coursework is highly interactive and includes field-based internships.

Specific Requirements

Professional-Technical Core Courses
- BUSN 105 - Introduction to Logistics
- BUSN 106 - Freight Forwarding
- BUSN 107 - Warehousing/Distribution
- BUSN 138 - Principlesof Marketing
- BUSN 165 - Managing Customer Service
- BUSN 188 - Importing and Exporting
- BUSN 205 - International Business
or • DGS 260 - International Business
- BUSN 190 - Business Ethics/Sustainability
- BUS& 201 - Business Law
- BUSN 216 - Business Computer Applications
- BUSN 218 - Spreadsheet Construction
- BUSN 270 - Principles of Management/Supervision
or • BUSN 210 - Statistical Analysis *(required for BAS pathway)*

Total Core Credits: 58

Supporting Courses
- BUSN 139 - Pre-Internship Seminar
- BUSN 140 - Cooperative Education
- ECON& 201 - Microeconomics
- GEOG 120 - World Geography

- ENGL& 235 - Technical Writing *(required for BAS pathway)*
or • BTECH 110 - Business Correspondence

Total Supporting Course Credits: 20

Related Instruction Courses
- CMST& 101 - Introduction to Communication
or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
or • MATH 111 - College Algebra *(required for BAS pathway)*
- BUSN 207 - Cultural Awareness
or • DGS 207 - Cultural Awareness

Total Related Instruction Credits: 20

Total Program Credits: 98

Library & Information Services Certificate

http://lis.highline.edu

Learning Outcomes

- Explain library fundamental principles, including intellectual freedom, open access, diversity, and patron privacy and confidentiality.
- Discuss the community needs of libraries in a diverse, multicultural and democratic society, and how these needs can be met.
- Apply the basic principles and standardized systems of ordering, cataloging, classifying, processing and maintaining library materials.
- Describe the basics of information seeking behavior and information literacy.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the library and information services professions.
- Analyze information critically to draw reasonable conclusions and/or solve problems when working with patrons, materials and technology.
- Identify print and electronic resources useful in keeping current with best practices and emerging trends in the library and information services professions.
- Identify and use the technologies generally found in the library and information services professions.
- Discuss the importance and characteristics of excellent customer service in the library and information services professions.
- Demonstrate the communication skills necessary to successfully interact with patrons and staff in the library and information services professions.

Requirements

Prerequisites

- Entry codes needed forLIBR 140 and LIBR 240.
- Entry codes needed for LIBR 295.
- LIBR 100 is a recommended prerequisite for all courses marked with an asterisk (*).

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- All required LIBR courses are also offered online as distance learning.

- Students currently employed at libraries in Washington state should inquire about possible apprentice rates.

Specific Requirements

Professional-Technical Core Courses
- LIBR 100 - Introduction to Library and Information Services
- LIBR 110 - Library Employment *
- LIBR 120 - Technical Services
- LIBR 122 - Public Services
- LIBR 132 - Serving Diverse Communities *
- LIBR 140 - Cooperative Education
- *and* • LIBR 240 - Cooperative Education (3-5)
- LIBR 150 - Reference Services
- LIBR 156 - Serials *
- LIBR 160 - Computers in Libraries *
- LIBR 170 - Cataloging I *
- LIBR 180 - Media Services

Total Core Credits: 44-46

Related Instruction Courses

Students must take 15 credits of related instruction. Other related instruction courses may also be available. Discuss with your adviser.

Take one:
- PSYC& 100 - General Psychology
- PSYCH 120 - Psychology of Human Relations
- ANTH& 206 - Cultural Anthropology
- BUSN 160 - Human/Labor Relations
- SOC& 101 - Introduction to Sociology
- BUSN 207 - Cultural Awareness

Take one:
- ENGL& 101 - English Composition I
- CMST& 101 - Introduction to Communication
- CMST& 220 - Public Speaking

Take one:
- BUSN 135 - Business Mathematics
- ACCTG 121 - Practical Accounting
- Any 100-Level or Higher Math Course
- BUSN 210 - Statistical Analysis

Total Related Instruction Credits: 15

Total Program Credits: 59-61

Note:
* LIBR 100 is a recommended prerequisite.

Library & Information Services, AAS

http://lis.highline.edu

Learning Outcomes
- Explain library fundamental principles, including intellectual freedom, open access, diversity, and patron privacy and confidentiality.
- Assess community needs of libraries in a diverse, multicultural and democratic society, and develop library collections, services and programs to meet those needs.
- Apply the basic principles and standardized systems of ordering, cataloging, classifying, processing and maintaining library materials.
- Describe the basics of information seeking behavior and information literacy; identify and evaluate reference sources in a variety of disciplines.

- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the library and information services professions.
- Analyze information critically to draw reasonable conclusions and/or solve problems when working with patrons, materials and technology.
- Identify print and electronic resources useful in keeping current with best practices and emerging trends in the library and information services professions.
- Identify and use the technologies generally found in the library and information services professions.
- Discuss the importance and characteristics of excellent customer service in the library and information services professions; assess program and staff performance and progress towards goals.
- Demonstrate the communication skills necessary to successfully interact with patrons, staff and stakeholders in the library and information services professions.

Requirements

Prerequisites
- Entry codes needed forLIBR 140 and LIBR 240.
- Entry codes needed for LIBR 295.
- LIBR 100 is a recommended prerequisite for all courses marked with an asterisk (*).

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- All required LIBR courses are also offered online as distance learning.
- Students currently employed at libraries in Washington state should inquire about possible apprentice rates.

Specific Requirements

Professional-Technical Core Courses
- LIBR 100 - Introduction to Library and Information Services
- LIBR 110 - Library Employment *
- LIBR 120 - Technical Services
- LIBR 122 - Public Services
- LIBR 132 - Serving Diverse Communities *
- LIBR 140 - Cooperative Education
- *and* • LIBR 240 - Cooperative Education (3-5)
- LIBR 150 - Reference Services
- LIBR 156 - Serials *
- LIBR 160 - Computers in Libraries *
- LIBR 170 - Cataloging I *
- LIBR 180 - Media Services

Total Core Credits: 44-46

Supporting Courses

Select 31-33 credits from these courses or others, as approved by an adviser, to complete a minimum of 90 credits for the AAS
- BTECH 100 - Introduction to Computers/Windows
- BTECH 101 - Modular Compter/Windows (1-3)
- BTECH 102 - Keyboarding
- BTECH 103 - Modular Keyboarding (1-5)
- BTECH 108 - Microsoft Excel
- BTECH 111 - Modular Introduction to Office (1-5)
- BTECH 114 - Microsoft Powerpoint
- BTECH 151 - Web Design
- BTECH 211 - Advanced Ms Office
- BTECH 217 - Modular Microsoft Word (1-5)
- C SCI 102 - Introduction to Web Development
- HOST 165 - Managing Customer Service
- LIBR 130 - School Libraries

- LIBR 136 - Book Repair
- LIBR 175 - Cataloging II
- LIBR 178 - Technical Services for Small Libraries
- LIBR 190 - Library Administration and Management *
- LIBR 195 - Collection Development *
- LIBR 295 - Independent Study (1-5)
- ENGL 115 - Introduction to the Short Story
- ENGL 121 - Introduction to World Literature
- ENGL 122 - Introduction to Children's Literature
- ENGL& 244 - American Literature I
- ENGL& 245 - American Literature II
- ENGL& 246 - American Literature III
- ENGL 247 - American Ethnic Literature
- ENGL& 254 - World Literature I
- ENGL 257 - Travel Literature
- ENGL 265 - Video Game as Literature
- ENGL 266 - Popular Literature

Total Supporting Course Credits: 31-33

Related Instruction Courses

Students must take 15 credits of related instruction. Discuss with your adviser.

Take one:
- PSYC& 100 - General Psychology
- PSYCH 120 - Psychology of Human Relations
- ANTH& 206 - Cultural Anthropology
- BUSN 160 - Human/Labor Relations
- BUSN 207 - Cultural Awareness
- SOC& 101 - Introduction to Sociology

Take one:
- ENGL& 101 - English Composition I
- CMST& 101 - Introduction to Communication
- CMST& 220 - Public Speaking

Take one:
- BUSN 135 - Business Mathematics
- BUSN 210 - Statistical Analysis
- ACCTG 121 - Practical Accounting
- Any 100-Level or Higher Math Course

Total Related Instruction Credits: 15

Total Program Credits: 90

Note:
* LIBR 100 is a recommended prerequisite.

Licensed Dispensing Opticians Apprenticeship Certificate

http://optician.highline.edu

Learning Outcomes
- Analyze and interpret prescriptions for vision correction.
- Prepare materials and demonstrate procedures necessary to fit and dispense spectacles, lenses and other ophthalmic duties including the ability to perform mathematical calculations to verify the accuracy of the finished product as well as achieve customer/patient satisfaction.
- Fit and dispense contact lenses using accurate measurements, patient history, and awareness of variables presented by each individual prescription.
- Operate and maintain ophthalmic equipment using calibration in accordance with manufacturers' specifications and all applicable laws and regulations.

- Perform administrative duties professionally maintaining currency and accuracy.
- Use active listening and service orientation skills to interact effectively on an interpersonal level with diverse groups (customers and co-workers).

Requirements

To be an apprentice optician, a student must:
- Have a qualified job in an optical retail store or clinic.
- Hold a high school diploma or GED and be at least 18 years old.

Specific Requirements

Professional-Technical Core Courses
- OPTIC 101 - Basic Optics
- OPTIC 102 - Ocular Anatomy/Physiology/Pharmacy
- OPTIC 103 - Optic Product Knowledge
- OPTIC 104 - Ophthalmic Dispensing
- OPTIC 105 - Contact Lens Theory
- OPTIC 106 - Ophthalmic Laboratory
- OPTIC 107 - Contact Lens Fitting
- OPTIC 108 - Optical Office and Business Mangaement
- OPTIC 109 - Program Overview and Refracting

Total Core Credits 45

Total Program Credits: 45

Licensed Dispensing Opticians Apprenticeship, AAS

http://optician.highline.edu

Learning Outcomes
- Analyze and interpret prescriptions for vision correction.
- Prepare materials and demonstrate procedures necessary to fit and dispense spectacles, lenses and other ophthalmic duties including the ability to perform mathematical calculations to verify the accuracy of the finished product as well as achieve customer/patient satisfaction. patient/customer satisfaction.
- Fit and dispense contact lenses using accurate measurements, patient history, and awareness of variables presented by each individual prescription.
- Operate and maintain ophthalmic equipment using calibration in accordance with manufacturers' specifications and all applicable laws and regulations.
- Perform administrative duties professionally maintaining currency and accuracy.
- Use active listening and service orientation skills to interact effectively on an interpersonal level with diverse groups (customers and co-workers).

Requirements

To be an apprentice optician, a student must:
- Have a qualified job in an optical retail store or clinic.
- Hold a high school diploma or GED and be at least 18 years old.

Specific Requirements

Professional-Technical Core Courses
- OPTIC 101 - Basic Optics
- OPTIC 102 - Ocular Anatomy/Physiology/Pharmacy
- OPTIC 103 - Optic Product Knowledge
- OPTIC 104 - Ophthalmic Dispensing

- OPTIC 105 - Contact Lens Theory
- OPTIC 106 - Ophthalmic Laboratory
- OPTIC 107 - Contact Lens Fitting
- OPTIC 108 - Optical Office and Business Mangaement
- OPTIC 109 - Program Overview and Refracting
- OPTIC 140 - Cooperative Education
- OPTIC 141 - Cooperative Work Experience Seminar
- OPTIC 240 - Cooperative Education
- OPTIC 281 - Special Topics
- *or* • OPTIC 285 - Special Topics

Total Core Credits: 67

Supporting Courses
- Talk to a faculty advisor regarding alternate class choices.
- BUSN 175 - Retailing *
- BTECH 111 - Modular Introduction to Office

Total Supporting Credits: 8

Related Instruction Courses
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations
- CMST& 101 - Introduction to Communication

Total Related Instruction Credits: 15

Total Program Credits: 90

Medical Assistant Certificate

http://healthcare.highline.edu

Learning Outcomes
- Perform administrative tasks, including bookkeeping procedures and process insurance claims, clerical forms and operational forms (inventory or routine maintenance and quality control).
- Explain general office policies and establish and maintain patient records.
- Perform clinical tasks, including fundamental procedures (eg. sterilization techniques, quality control, dosage calculations and practice standard precautions), specimen collection, diagnostic testing and patient care.
- Communicate (written, verbal and nonverbal) effectively with diverse patients and staff about patient instructions, community resources and health maintenance and disease prevention.
- Apply medico-legal knowledge to identify and respond to issues of confidentiality.
- Perform and document within legal and ethical boundaries.
- Identify and model professional conduct and appearance in specific, multicultural workplace settings.

Requirements

Prerequisites
- Basic keyboarding knowledge recommended.
- Instructor permission.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and achieve a 2.0 in each clinical course and pass required competencies to graduate with their associate degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.

- Program graduates are eligible to sit for the Certified Medical Assistant (CMA) certification exam. (See Medical Assistant program accreditation statement in the college catalog.highline.edu/content.php)
- Medical Assistant students: Agencies may require you to complete a criminal background check prior to being offered an internship or employment.

Specific Requirements

Professional-Technical Core Courses
- HEAL 102 - Introduction to Medical Assisting
- HEAL 104 - Medical Terminology and Anatomy
- HEAL 106 - Human Diseases and Pharmacology
- HEAL 160 - Medical Office Procedures I
- HEAL 162 - Medical Office Procedures II
- HEAL 210 - Clinical Procedures I
- HEAL 212 - Clinical Procedures II
- HEAL 214 - Clinical Procedures III
- HEAL 218 - CPR & BLS for Healthcare
- HEAL 226 - Health Seminar I
- HEAL 228 - Health Seminar II
- HEAL 239 - Job Readiness
- HEAL 240 - Externship
- HEAL 241 - Medical Assistant Cooperative Seminar
- HEAL 250 - AIDS Education

Total Core Credits: 62

Supporting Course
- BTECH 111 - Modular Introduction to Office

Total Supporting Course Credit: 5

Related Instruction Courses
- ENGL& 101 - English Composition I
- PSYCH 120 - Psychology Of Human Relations
- *or* • BUSN 160 - Human/Labor Relations
- ACCTG 121 - Practical Accounting
- *or* • BUSN 135 - Business Mathematics
- *or* • Math 100 or Higher

Total Related Instruction Credits: 15

Total Program Credits: 82

Medical Assistant, AAS

http://healthcare.highline.edu

Learning Outcomes
- Perform administrative tasks, including bookkeeping procedures and process insurance claims, clerical forms and operational forms (inventory or routine maintenance and quality control).
- Explain general office policies and establish and maintain patient records.
- Perform clinical tasks, including fundamental procedures (eg. sterilization techniques, quality control, dosage calculations and practice standard precautions), specimen collection, diagnostic testing and patient care.
- Communicate (written, verbal and nonverbal) effectively with diverse patients and staff about patient instructions, community resources and health maintenance and disease prevention.
- Apply medico-legal knowledge to identify and respond to issues of confidentiality.
- Perform and document within legal and ethical boundaries.
- Identify and model professional conduct and appearance in specific, multicultural workplace settings.

Requirements

Prerequisites
- Basic keyboarding knowledge recommended.
- Instructor permission.
- Some classes have entry requirements not listed here.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and achieve a 2.0 in each clinical course and pass required competencies to graduate with their associate degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.
- Program graduates are eligible to sit for the Certified Medical Assistant (CMA) certification exam. See program accreditation statement in the college catalogue *catalog. highline.edu/content.php* .
- Medical Assistant students: Agencies may require you to complete a criminal background check prior to being offered an internship or employment.

Specific Requirements

Professional-Technical Core Courses
- HEAL 102 - Introduction to Medical Assisting
- HEAL 104 - Medical Terminology and Anatomy
- HEAL 106 - Human Diseases and Pharmacology
- HEAL 160 - Medical Office Procedures I
- HEAL 162 - Medical Office Procedures II
- HEAL 210 - Clinical Procedures I
- HEAL 212 - Clinical Procedures II
- HEAL 214 - Clinical Procedures III
- HEAL 218 - CPR & BLS for Healthcare
- HEAL 226 - Health Seminar I
- HEAL 228 - Health Seminar II
- HEAL 239 - Job Readiness
- HEAL 240 - Externship
- HEAL 241 - Medical Assistant Cooperative Seminar
- HEAL 250 - AIDS Education

Total Core Credits: 62

Supporting Courses
Select 5 credits from the DG options
Select 3 credits from any discipline
- BTECH 111 - Modular Introduction to Office

Total Supporting Course Credits: 18

Related Instruction Courses
- ENGL& 101 - English Composition I
- PSYCH 120 - Psychology Of Human Relations
or • BUSN 160 - Human/Labor Relations
- ACCTG 121 - Practical Accounting
or • BUSN 135 - Business Mathematics
or • Math 100 or Higher

Total Related Instruction Credits: 15

Total Program Credits: 90

Network Security Engineer, AAS

http://cis.highline.edu

Learning Outcomes
- Build and configure a computer using essential components, peripherals and various operating systems.
- Implement a LAN with Microsoft and/or Linux servers and workstations adding management of users, e-mail, Websites and network resources.
- Demonstrate proficient knowledge of computer commands for Windows/Linux operating systems.
- Design and correctly address an enterprise network with built-in redundancy devices.
- Implement a virtual environment for networking within a computer or server.
- Secure access and protect the data in a network server.
- Manage a complex project from start to finish, both individually and in teams.
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Effectively use technology to identify resources to solve networking issues, troubleshoot problems and remain current in the technology field.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.

Requirements

Prerequisites
- Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each core class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses
- CIS 140 - CIS Internship
- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Networking and Cisco IOS
- CIS 161 - Microsoft OS and Cisco Network
- CIS 166 - Network Intrusion Detection I
- CIS 210 - Operating Systems Principles
- CIS 215 - Introd To UNIX/Linux
- CIS 217 - UNIX/Linux System Administration
- CIS 219 - Introduction to Perl Programming
- CIS 230 - Database Security
- CIS 262 - Microsoft OS and Advanced Cisco
- CIS 265 - WAN Technology and VPN Security

Total Core Credits: 57

Supporting Courses
- C SCI 100 - Survey of Computing
- PHIL& 120 - Symbolic Logic
or • C SCI 116 - Web/Database Programming I
or • C SCI 142 - Object-Oriented Programming I w/ Java

Total Supporting Course Credits: 10

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- BUSN 160 - Human/Labor Relations

- ENGL& 101 - English Composition I
- ENGL& 235 - Technical Writing
- MATH 111 - College Algebra

Total Related Instruction Credits: 25

Total Program Credits: 92

Paraeducator, AAS

http://education.highline.edu

Learning Outcomes

- Manage classrooms and guide learner behavior by implementing strategies that build social competence in learners, utilizing additional resources and outside agencies when appropriate.
- Demonstrate cultural competence through self-awareness, action for social equity, and knowledge of individual students and their cultural groups and application of best teaching practices.
- Utilize knowledge of child development to construct and implement curriculum that effectively addresses the needs of diverse learners as individuals and in groups; able to integrate content knowledge into environments that are healthy, respectful, supportive and challenging for all learners.
- Act in accordance with current governing policies, professional standards and ethical codes of the education profession by articulating a philosophy and rationale for decisions using a cyclical process of theory, action and reflection.
- Observe, document and assess learning and teaching to support the success and progress of diverse learners. Use data to reflect on the effectiveness of one's own teaching.
- Know about, understand and value different family structures and cultural backgrounds, which are used to establish and maintain reciprocal and authentic family and community partnerships that best support student learning.

Requirements

Prerequisites

- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- AAS degree programs emphasize preparation in specific job skills required for try-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.
- Coursework is highly interactive and includes field-based internships.
- Some classes are offered in self-paced, lab setting.

Specific Requirements

Professional-Technical Core Courses
- EDUC 102 - Instructional Roles Paraeducator
- EDUC& 115 - Child Development
- EDUC 119 - Guiding Behavior
- EDUC 121 - Health, Nutrition and Safety
- EDUC 126 - Child, Family and Society
- EDUC 140 - Cooperative Education
- EDUC& 202 - Introduction to Education

- EDUC& 204 - Exceptional Child
- EDUC 240 - Education Practicum
- EDUC 251 - Survey-Family Child Care
- EDUC 250 - Nurturing Care-Infant
- EDUC 252 - Methods-School Age Care
- EDUC 253 - Methods-Literacy Development
- EDUC 255 - Science and Math Methods
- EDUC 258 - Integrated Curriculum
- EDUC 281 - Professional Education Development
- Science Course - Talk to an adviser.
- Humanities Course - Talk to an adviser.

Total Core Credits: 72

Supporting Courses
- Select additional courses approved by an adviser to complete a minimum of 90 credits for this degree. (3)

Total Supporting Course Credits: 3

Related Instruction Courses
- MATH - Recommend MATH 107
- Social Science - Recommend ANTH& 206, SOC& 101 or PSYC& 100 (5)
- ENGL& 101 - English Composition I

Total Related Instruction Credits: 15

Total Program Credits: 90

Paralegal Plus Certificate

http://paralegal.highline.edu

Learning Outcomes

- Demonstrate proficiency in legal research and application of procedural and substantive authorities, including areas of law in which the student may not be familiar.
- Demonstrate writing skills that are consistent with generally accepted standards within the legal profession, including the ability to communicate legal analysis and application through organized and well-written correspondence, memoranda and pleadings.
- Analyze and articulate the different sides to any argument using critical-thinking skills.
- Demonstrate the ability to develop discovery plans, prepare cases for trial and capably assist in all courtroom proceedings.
- Use technology commonly found in the legal environment, including the electronic courtroom. This technology includes Microsoft Office products, electronic databases and other appropriate legal software.
- Communicate effectively with colleagues and clients utilizing good listening skills and through appropriate interactions in small group work.
- Demonstrate professionalism through leadership, cultural awareness, appropriate attire and conduct, and attention to detail.
- Demonstrate the ability to work independently, comply with preset deadlines and utilize well defined problem-solving skills as required by an assignment and/or situation.
- Demonstrate a thorough understanding and application of ethical issues in and out of the legal employment setting.
- Explain the need for civic responsibility in diverse and multifaceted environments and the role that legal professionals play in providing access to justice to those who currently or historically have been denied access.

Requirements

Prerequisites
- Bachelor's degree from four-year college or university or enrolled in a bachelor's degree program.
- Some or all of the following are required. Talk to a faculty adviser.
- Some classes have entry requirements not listed here.
- High school diploma or equivalent.

Important Notes
- BTECH 111 (or demonstrate competency) must be taken before LEGAL 135
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each LEGAL course to attain a Paralegal Plus Certificate.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Coursework is highly interactive and includes field-based internships.
- Highline's Paralegal and Paralegal Plus certificate programs are designed for students with strong verbal and written skills, individual initiative and discipline, and high ethical standards.
- A Paralegal orientation is recommended prior to enrolling. For dates and times, contact the program coordinator, visit *http://paralegal.highline.edu* or call Educational Planning & Advising Center at (206) 592-3584.
- All Paralegal students are required to complete a course satisfying the Diversity & Globalism requirement.

Specific Requirements

Professional-Technical Core Courses
- LEGAL 101 - Introduction to Ethics
- LEGAL 102 - Civil Procedures I
- LEGAL 103 - Civil Procedures II
- LEGAL 135 - Law Office Technology
- LEGAL 139 - Getting Started
- LEGAL 140 - Cooperative Work Experience
- LEGAL 141 - Cooperative Work Experience Seminar
- LEGAL 199 - Legal Research/Writing I
- LEGAL 200 - Legal Research/Writing II
- POLS& 200 - Introduction to Law

Total Core Credits: 38-40

Supporting Courses
- LEGAL 106 - Torts
- LEGAL 107 - Property
- LEGAL 119 - Criminal Law and Procedure
- LEGAL 120 - Nonprofit Law
- LEGAL 136 - Advanced Law Office Technology
- LEGAL 162 - Constitution Law and Issues
- LEGAL 164 - Sports Law Issues of Diversity
- LEGAL 166 - Immigration Law and Issues
- LEGAL 168 - Civil Rights Theory/Law
- LEGAL 201 - Estate Planning/Probate
- LEGAL 202 - Contracts and Negotiations
- LEGAL 210 - Family Law
- LEGAL 211 - Intellectual Property
- LEGAL 220 - Computer Search and Seizure
- LEGAL 240 - Cooperative Work Experience II
- LEGAL 241 - Cooperative Work Experience Seminar
- LEGAL 252 - Legal Investigation
- LEGAL 262 - Professional Development Seminar
- LEGAL 281 - Special Topics in Law
to • LEGAL 285 - Special Topics in Law 1-5
- BUS& 201 - Business Law

Total Supporting Course Credits: 15-17

Total Program Credits: 48-52

Paralegal, AAS

http://paralegal.highline.edu

Learning Outcomes
- Demonstrate proficiency in legal research and application of procedural and substantive authorities, including areas of law in which the student may not be familiar.
- Demonstrate writing skills that are consistent with generally accepted standards within the legal profession, including the ability to communicate legal analysis and application through organized and well-written correspondence, memoranda and pleadings.
- Analyze and articulate the different sides to any argument using critical-thinking skills.
- Demonstrate the ability to develop discovery plans, prepare cases for trial and capably assist in all courtroom proceedings.
- Use technology commonly found in the legal environment, including the electronic courtroom. This technology includes Microsoft Office products, electronic databases and other appropriate legal software.
- Communicate effectively with colleagues and clients utilizing good listening skills and through appropriate interactions in small group work.
- Demonstrate professionalism through leadership, cultural awareness, appropriate attire and conduct, and attention to detail.
- Demonstrate the ability to work independently, comply with preset deadlines and utilize well defined problem-solving skills as required by an assignment and/or situation.
- Demonstrate a thorough understanding and application of ethical issues in and out of the legal employment setting.
- Explain the need for civic responsibility in diverse and multifaceted environments and the role that legal professionals play in providing access to justice to those who currently or historically have been denied access.

Requirements

Prerequisites
- Some or all of the following are required. Talk to a faculty adviser.
- Some classes have entry requirements not listed here.
- High school diploma or equivalent.

Important Notes
- BTECH 111 (or demonstrate competency) must be taken before LEGAL 135.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each LEGAL course to attain a Paralegal AAS degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Coursework is highly interactive and includes field-based internships.
- Highline's Paralegal and Paralegal Plus certificate programs are designed for students with strong verbal and written skills, individual initiative and discipline, and high ethical standards.
- A Paralegal orientation is recommended prior to enrolling. For dates and times, contact the program coordinator, visit *http:// paralegal.highline.edu* or call Educational Planning & Advising Center at (206) 592-3584.
- All Paralegal students are required to complete a course satisfying the Diversity & Globalism requirement.

Specific Requirements

Professional-Technical Core Courses
- LEGAL 101 - Introduction to Ethics
- LEGAL 102 - Civil Procedures I
- LEGAL 103 - Civil Procedures II
- LEGAL 135 - Law Office Technology
- LEGAL 139 - Getting Started
- LEGAL 140 - Cooperative Work Experience
- LEGAL 141 - Cooperative Work Experience Seminar
- LEGAL 199 - Legal Research/Writing I
- LEGAL 200 - Legal Research/Writ II
- POLS& 200 - Introduction to Law

Total Core Credits: 35-47

Supporting Courses
- BTECH 111 - Modular Introduction to Office or Demonstrated Competency

Plus the selection of 20-22 credits from courses listed below. Talk to a faculty adviser.
- LEGAL 106 - Torts
- LEGAL 107 - Property
- LEGAL 119 - Criminal Law and Procedure
- LEGAL 120 - Nonprofit Law
- LEGAL 136 - Advanced Law Office Technology
- LEGAL 162 - Constitution Law and Issues
- LEGAL 164 - Sports Law Issues of Diversity
- LEGAL 166 - Immigration Law and Issues
- LEGAL 168 - Civil Rights Theory/Law
- LEGAL 201 - Estate Planning/Probate
- LEGAL 202 - Contracts and Negotiations
- LEGAL 210 - Family Law
- LEGAL 211 - Intellectual Property
- LEGAL 220 - Computer Search and Seizure
- LEGAL 240 - Cooperative Work Experience II
- LEGAL 241 - Cooperative Work Experience Seminar
- LEGAL 252 - Legal Investigation
- LEGAL 262 - Professional Development Seminar
- LEGAL 281 - Special Topics in Law
- *to* • LEGAL 285 - Special Topics in Law 1-5
- BUS& 201 - Business Law
- General Education electives of coursework 100 or above from a minimum of three of the following disciplines: Communications, Social Sciences, Fine Arts, Natural Sciences, Humanities or Math.

Total Supporting Course Credits: 40-42

Related Instruction Courses

All students must complete one Diversity & Globalism course. Talk to a faculty adviser.
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- *or* • ACCTG 121 - Practical Accounting
- *or* • MATH - 100 Level or above
- BUSN 160 - Human/Labor Relations
- *or* • PSYC& 100 - General Psychology
- *or* • PSYCH 120 - Psychology of Human Relations
- *or* • SOC& 101 - Introduction to Sociology
- *or* • BUSN 207 - Cultural Awareness
- *or* • DGS 207 - Cultural Awareness

Total Related Instruction Credits: 20

Total Program Credits: 93-97

Patient Account Specialist Certificate

http://medicalassistant.highline.edu

Learning Outcomes
- Perform medical billing procedures from patient to payment, including bookkeeping procedures.
- Communicate (written, verbal and nonverbal) effectively with diverse patients and staff.
- Apply medico-legal knowledge to identify and respond to issues of confidentiality.
- Document within legal and ethical boundaries.
- Identify and model professional conduct and appearance in specific, multicultural workplace settings.

Requirements

Prerequisites
- Basic keyboarding knowledge recommended.
- Instructor permission.
- Some classes have entry requirements not listed here. Important notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than one year to complete program.

Specific Requirements

Professional-Technical Core Courses
- HEAL 104 - Medical Terminology and Anatomy
- HEAL 106 - Human Diseases and Pharmacology
- HEAL 160 - Medical Office Procedures I
- HEAL 162 - Medical Office Procedures II
- HEAL 206 - Medical Coding Systems
- HEAL 216 - Advanced Medical Insurance
- P E 160 - First Aid/CPR/AED
- HEAL 239 - Job Readiness

Total Core Credits: 28

Supporting Courses
- BTECH 208 - Microsoft Excel
- BTECH 111 - Modular Introduction to Office

Total Supporting Course Credits: 11

Related Instruction Courses
- ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 51 or 54

Personal Fitness Trainer, AAS

http://pft.highline.edu

Learning outcomes
- Demonstrate effective job acquisition skills.
- Prepare to successfully complete the American College of Sports Medicine's and National Strength and Conditioning Association's personal trainer certifications.
- Educate clients by translating scientific health and fitness knowledge into understandable explanations.

PROFESSIONAL - TECHNICAL PROGRAMS

- Evaluate information obtained from client to set appropriate goals, limit risk and design effective exercise programs.
- Teach safe, effective and individualized exercise programs for diverse populations.
- Communicate persuasively to motivate clients and develop effective sales and marketing strategies.
- Promote a healthy work place by modeling professional conduct and ethical behavior.
- React appropriately to fitness-related injuries and medical emergencies.
- Model professional conduct and ethical behavior

Requirements

Prerequisites
- Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to graduate with an AAS degree.
- Not all classes are offered every quarter or at night
- Being a personal trainer required a high level of physical activity, including standing for extended periods of time, demonstrating exercises, and spotting. Ability to life a minimum of 40 pounds is essential. For more details please visit *www.wois.org* .

Specific Requirements

Professional-Technical Core Courses
- PFT 100 - Personal Fitness Trainer Orientation
- PFT 110 - Exercise Science
- PFT 120 - Components of Exercise
- PFT 130 - Exercise Fundamentals
- PFT 140 - Fitness Center Intern I
- PFT 205 - Program Design
- PFT 210 - Client Consult and Assess
- PFT 215 - Functional Training
- PFT 225 - Athletic Performance
- PFT 230 - Group Exercise
- PFT 235 - Training Special Population
- PFT 240 - Fitness Train Intern Ii
- PFT 245 - Safety, Emergency Procedures and Legal
- PFT 250 - Care and Prevention of Fitness Injuries
- PFT 255 - Business of Personal Training

Total Core Credits: 44

Supporting Courses
- NUTR& 101 - Nutrition
- BTECH 111 - Modular Introduction to Office
- BUSN 134 - Principles of Salesmanship
- P E 160 - First Aid/CPR/AED
- BIOL& 175 - Human Biology w/Lab
- Elective (5)

Total Supporting Course Credits: 26

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH - Any MATH above 100 (5)

Total Related Instruction Credits: 20

Total Program Credits: 90

Polysomnographic Technology, AAS

http://polysom.highline.edu

Learning Outcomes
- Perform tasks and skills necessary for fulfilling the role of an entry level polysomnography technologist, using equipment basic to the profession.
- Identify pathology and etiology of sleep disorders and the relationship to oxygenation and ventilation.
- Interpret and use information (medical charts, acquisition and analysis system information) to draw reasonable conclusions and provide safe therapy.
- Identify and use a wide range of research sources, including hard and online services (e.g. drug books, databases and reference books) and other specialized research material.
- Model the skills necessary to work in a multicultural world as a medical professional.
- Communicate in English both orally and in writing in a clear and organized manner to persuade, inform and convey ideas.
- Perform respiratory assessment using critical-thinking skills.

Requirements

Prerequisites
- ENGL& 101 - English Composition I
- BIOL& 160 - General Biology w/Lab
- BIOL& 241 - Human Anatomy and Physiology I
- BIOL& 242 - Human Anatomy and Physiology II
- PSYC& 100 - General Psychology
- PSYC& 200 - Life Span Psychology

Also see courses marked with an asterisk (*)

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 grade in each core class.
- Talk to a faculty adviser about specific course sequencing.
- In conjunction with the online lecture classes there will be lab experience and clinical internships provided at various sleep laboratories in Washington state through a consortium agreement between Edmonds Community College, Highline Community College, Olympic College and Tacoma Community College.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Some classes are offered in self-paced, lab setting.
- This program is currently offered on a full-time basis only.
- Students must carry liability and personal accident insurance with payment due during the first and fourth quarters of the program. Maintenance of CPR certification is required throughout the course of the program.
- Taking courses outside of the specified program is extremely challenging due to heavy load and irregular schedule.
- Students are responsible for their own transportation to and from clinical courses in the hospitals. Students are also required to purchase approved uniforms for clinical courses.
- Agencies may require students to complete a criminal background check pror to being offered an internship or employment
- The Polysomnographic Technology program is accredited. See accreditation statement in the college catalog. *http://catalog.highline.edu/content.php* .

Specific Requirements

Professional-Technical Core Courses
- R C 101 - Introduction to Respiratory Care
- R C 102 - Therapeutic Modalities
- R C 103 - Respiratory Care Science
- R C 104 - Cardiorespiratory Pharmacology
- R C 105 - Introduction to Critical Care
- R C 106 - Cultural Diversity Healthcare
- R C 111 - Practicum
- R C 112 - Practicum
- R C 113 - Practicum
- R C 114 - Practicum
- PSG 102 - Basic Polysomnography
- PSG 103 - Therapeutic Modalities
- PSG 104 - Fundamentals of Sleep Monitoring Equipment
- PSG 204 - Clinical Sleep Disorders
- PSG 205 - Advanced Polysomnography
- PSG 206 - Scoring and Analysis
- PSG 207 - Therapeutic Modalities II
- PSG 208 - Preparation for RPSGT Exam
- PSG 221 - Physician Rounds
- PSG 230 - Polysomnography Practicum

Total Core Credits: 85

Supporting Courses
- BIOL& 241 - Human Anatomy and Physiology I *
- BIOL& 242 - Human Anatomy and Physiology II *
- BIOL& 260 - Microbiology

Total Supporting Course Credits: 15

Related Instruction Courses
- MATH - Any 100 Level or Higher MATH (5)
- BIOL& 160 - General Biology w/Lab *
- ENGL& 101 - English Composition I *
- PSYC& 100 - General Psychology *

Total Related Instruction Credits: 5

Total Program Credits: 106

Polysomnographic Technology, Certificate

http://polysom.highline.edu

Learning Outcomes
- Perform tasks and skills necessary for fulfilling the role of an entry level polysomnography technologist, using equipment basic to the profession.
- Identify pathology and etiology of sleep disorders and the relationship to oxygenation and ventilation.
- Interpret and use information (medical charts, acquisition and analysis system information) to draw reasonable conclusions and provide safe therapy.
- Identify and use a wide range of research sources, including hard and online services (e.g. drug books, databases and reference books) and other specialized research material.
- Model the skills necessary to work in a multicultural world as a medical professional.
- Communicate in English both orally and in writing in a clear and organized manner to persuade, inform and convey ideas.
- Perform respiratory assessment using critical-thinking skills.

Requirements

Prerequisites

To keep up with industry needs and provide appropriate training, program requirements are reviewed every year. The requirements listed below are effective summer quarter 2013 through spring quarter 2014.
- BIOL& 175 - Human Biology w/Lab
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
  or • Math- Any 100 Level or Higher MATH (5 credits)
- PSYCH 130 - Death and Life
  or • PSYC& 100 - General Psychology
  or • BUSN 160 - Human/Labor Relations

Also see courses marked with an asterisk (*)

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 grade in each core class.
- Talk to a faculty adviser about specific course sequencing.
- In conjunction with the online lecture classes there will be lab experience and clinical internships provided at various sleep laboratories in Washington state through a consortium agreement between Edmonds Community College, Highline Community College, Olympic College and Tacoma Community College.
- Not all classes are offered every quarter or at night.
- Some classes are offered in self-paced, lab setting.
- This program is currently offered on a full-time basis only.
- Students must carry liability and personal accident insurance with payment due during the first and fourth quarters of the program. Maintenance of CPR certification is required throughout the course of the program.
- Taking courses outside of the specified program is extremely challenging due to heavy load and irregular schedule.
- Students are responsible for their own transportation to and from clinical courses in the hospitals. Students are also required to purchase approved uniforms for clinical courses.
- Agencies may require students to complete a criminal background check prior to being offered an internship or employment.
- The Polysomnographic Technology program is accredited. See accreditation statement in the college catalog.

Specific Requirements

Professional- Technical Core Courses
- PSG 102 - Basic Polysomnography
- PSG 103 - Therapeutic Modalities
- PSG 104 - Fundamentals of Sleep Monitoring Equipment
- PSG 204 - Clinical Sleep Disorders
- PSG 205 - Advanced Polysomnography
- PSG 206 - Scoring and Analysis
- PSG 207 - Therapeutic Modalities II
- PSG 208 - Preparation for RPSGT Exam
- PSG 221 - Physician Rounds
- PSG 230 - Polysomnography Practicum

Total Professional-Technical Courses: 43 credits

Supporting Courses
- BIOL& 175 - Human Biology w/Lab *

Total Supporting Course Credits: 5

Related Instruction Courses
- ENGL& 101 - English Composition I *
- BUSN 135 - Business Mathematics
  or • Math- Any 100 Level or Higher Math (5 credits)

• PSYCH 130 - Death and Life
or • BUSN 160 - Human/Labor Relations
or • PSYC& 100 - General Psychology

Total Related Instruction Credits: 20

Total Program Credits: 63

Project Administration Certificate

http://btech.highline.edu

Learning Outcomes

• Apply basic project management skills in accordance with Project Management Institute (PMI) standards.
• Effectively implement team building and management skills in a small group environment.
• Practice clear and effective written and oral communication.
• Problem solve business issues while managing project scope, time and cost constraints.
• Practice effective meeting management skills.

Requirements

Prerequisites

• Prerequisite classes or knowledge of the Internet.
• Some classes may have entry requirements not listed here.
• Two- or four-year degree or significant industry experience.

Important Notes

• This information does not substitute for meeting with a faculty adviser.
• Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate.
• Not all classes are offered every quarter.
• Students attending only in the evening must remember it is likely to take longer than one year to complete program.
• Some classes are offered in self-paced, lab setting.

Specific Requirements

Professional-Technical Core Courses
• BTECH 139 - Pre-cooperative Work Experience Seminar
• BTECH 140 - Cooperative Education
• BTECH 141 - Coop Work Experience Seminar
• BTECH 250 - Fundamentals of Project Management
or • BUSN 252 - Fundamentals of Project Management
• BTECH 256 - Principles of Contracts and Negotiation
or • BTECH 260 - Microsoft Project
or • BUSN 262 - Microsoft Project
• BTECH 262 - Microsoft VISIO

Total Core Credits: 22-24

Supporting Courses
• ENGL& 235 - Technical Writing
• BUSN 270 - Principles of Management/Supervision

Total Supporting Course Credits: 10

Related Instruction Courses
• BUSN 135 - Business Mathematics
• BUSN 160 - Human/Labor Relations
• CMST& 220 - Public Speaking

Total Related Instruction Credits: 15

Total Program Credits: 47-49

Registered Nursing — LPN to RN, AAS

http://rn.highline.edu

Learning Outcomes

• Employ critical decision making to prioritize and appropriately attend to client specific needs using data collection and analysis, problem identification, care planning, care delivery and evaluation of care.
• Provide accurate verbal and written communications using appropriate technology, while adapting to consider the needs of culturally and educationally diverse clientele and interdisciplinary health care team members.
• Demonstrate proficiency in psychomotor skills, computation, therapeutic communication, client education and use of technology in provision of nursing care.
• Function as an effective member of the health care team, practicing collaborative leadership, delegation and client advocacy to provide goal-oriented care.
• Perform optimally in the dynamic health care system by incorporating evidence based on practice and continuing education in client care.
• Adhere to scope of professional practice and contribute to the profession through participation in professional organizations and sociopolitical awareness.

Requirements

Important Notes

• This information does not substitute for meeting with a faculty adviser.
• Minimum grade per prerequisite class is 2.7
• Math 146 Statistics course minimum grade of 2.5
• Students may repeat prerequisites only once.
• Prerequisites that cannot be older than 7 years include: BIOL& 241, BIOL& 242, BIOL& 260, PSYC& 200
• All prerequisites must be completed before applying
• The minimum TEASTM score is 70.
• Must be a Licensed Practical Nurse in Washington state.
• 10 students will be selected fall, winter and spring quarter. Alternates will be chosen as well.
• AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
• This program is currently offered on a full-time basis only.
• Taking courses outside of nursing while in the program is extremely challenging due to heavy load and irregular schedule.
• Effective Fall Quarter 2011, our clinical institutions require certified NATIONAL background checks in addition to those performed by the Washington State Patrol. You can order your background check from this website: *www.certifiedbackground.com* .

Prerequisites

• This program has special admissions procedures. For information, *visit http://rn.highline.edu* or contact *admissions@highline.edu* .
• Courses marked with an asterisk must be completed as a prerequisite(*).

Specific Requirements

Professional-Technical Core Courses
• NURS 200 - LPN-RN Articulation
• NURS 201 - Level IV
• NURS 202 - Level V
• NURS 203 - Level VI
• NURS 211 - Practicum IV
• NURS 212 - Practicum V

- NURS 213 - Practicum VI
- NURS 224 - Level IV

Total Core Credits: 37

Supporting Courses
- BIOL& 241 - Human Anatomy and Physiology I *
- BIOL& 242 - Human Anatomy and Physiology II *
- BIOL& 260 - Microbiology *
- CHEM& 121 - Introduction to Chemistry *
- Credits from LPN program: 15

Total Supporting Course Credits: 35

Related Instruction Courses

See Nursing Pre-Application information available on the Nursing program website flightline.highline.edu/nursing/ , or contact admissions@highline.edu .
- ENGL& 101 - English Composition I *
- PSYC& 200 - Life Span Psychology *
- MATH& 146 - Intro to Statistics *
- Social Science 5 credits

Total Related Instruction Credits: 20

Total Program Credits: 92

Registered Nursing, AAS

http://rn.highline.edu

Learning Outcomes
- Employ critical decision making to prioritize and appropriately attend to client specific needs using data collection and analysis, problem identification, care planning, care delivery and evaluation of care.
- Provide accurate verbal and written communications using appropriate technology, while adapting to consider the needs of culturally and educationally diverse clientele and interdisciplinary health care team members.
- Demonstrate proficiency in psychomotor skills, computation, therapeutic communication, client education and use of technology in provision of nursing care.
- Function as an effective member of the health care team, practicing collaborative leadership, delegation and client advocacy to provide goal-oriented care.
- Perform optimally in the dynamic health care system by incorporating evidence based practice and continuing education in client care.
- Adhere to scope of professional practice and contribute to the profession through participation in professional organizations and sociopolitical awareness.

Requirements

Important notes
- This information does not substitute for meeting with a faculty adviser.
- Minimum grade per prerequisite class is 3.0.
- Math 146 Statistic minimum grade of 2.5
- Students may repeat prerequisite classes only once.
- Prerequisites marked with asterisk cannot be older than 7 years include: BIOL& 241, BIOL& 242, BIOL & 260, PSYC& 200.
- All prerequisites must be completed before applying
- The minimum TEASTM score is 75.
- Must be a Certified Nursing Assistant in Washington state.
- 20 students will be selected fall, winter, and spring quarter. Alternates will be chosen as well.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.

- This program is currently offered on a full-time basis only.
- Taking courses outside of nursing while in the program is extremely challenging due to heavy load and irregular schedule.
- Effective Fall Quarter 2011, our clinical institutions require certified NATIONAL background checksin addition to those performed by the Washington State Patrol. You can order your background check from this website: *www. certifiedbackground.com* .

Prerequisites
- This program has special admissions procedures. For information, visit http://rn.highline.edu or contact *admissions@highline.edu* .
- Courses marked with an asterisk must be completed as a prerequisite(*).

Specific Requirements

Professional-Technical Core Courses
- NURS 101 - Level I
- NURS 102 - Level II
- NURS 103 - Level III
- NURS 111 - Practicum I
- NURS 112 - Practicum II
- NURS 113 - Practicum III
- NURS 201 - Level IV
- NURS 202 - Level V
- NURS 203 - Level VI
- NURS 211 - Practicum IV
- NURS 212 - Practicum V
- NURS 213 - Practicum VI
- NURS 224 - Level IV

Total Core Credits: 72

Supporting Courses
- BIOL& 241 - Human Anatomy and Physiology I *
- BIOL& 242 - Human Anatomy and Physiology II *
- BIOL& 260 - Microbiology *
- CHEM& 121 - Introduction to Chemistry *
- Non-NURS Elective: 2

Total Supporting Course Credits: 22

Related Instruction Courses
- ENGL& 101 - English Composition I *
- PSYC& 200 - Life Span Psychology *
- MATH& 146 - Introduction to Statistics *

Total Related Instruction Credits: 15

Total Program Credits: 109

Residential Design Certificate

http://interiordesign.highline.edu

Learning Outcomes
- Upon completion of the program students will have a portfolio that reflects a balance of presentation work that includes residential and commercial design, diverse solutions that are incorporated into the design, and will be able to demonstrate ability in both and hand drawn and computer generated drawings.
- Students will successfully demonstrate their understanding of the design process and how it applies to interior design, by successfully taking a design problem from start to finish, and will be able to communicate the design process, through a series of diagrams and hand sketches.

- Design residential interiors that are functional and appealing according to the client program, cultural considerations, code requirements and industry standards.
- Communicate (verbal and written) effectively using the vocabulary unique to the field of Interior Design and be able to market their designs to the customer.
- Students will be able to integrate sustainable principles into the design phase.
- Student will be able to select appropriate materials and products based on their knowledge of principles and elements, color theory, industry standards and client consideration.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum GPA of 2.0.
- Certificate degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses
- INT D 122 - Introduction to Interior Design
- INT D 125 - Interior Design: Residential
- INT D 140 - Internship
or • INT D 240 - Internship (3 credits) *(Students enrolled in the internship course may take 2, 3 or 4 credits at a time, but must complete the total number of required internship credits.)*
- INT D 186 - Manual Drafting
- INT D 196 - Architectural Drafting I
- INT D 236 - Portfolio Presentation
- INT D 270 - Sustainable Design
- INT D 128 - History of Design I

Total Professional-Technical Core Credits: 38

Supporting Courses
- ART 228 - Design Drawing I
- ART 238 - Design Drawing Perspective
- BTECH 111 - Modular Introduction to Office

Total Supporting Course Credits: 15

Related Instruction Courses
- CMST& 101 - Introduction to Communication
or • ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
or • BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 68

Respiratory Care, AAS

http://respiratory.highline.edu

Learning Outcomes

- Perform tasks and skills necessary for fulfilling the role of an entry level respiratory therapist, using equipment basic to the profession.
- Perform respiratory assessment using critical-thinking skills.
- Identify pathology and etiology of respiratory disorders and the relationship to oxygenation and ventilation.
- Interpret and use information (medical charts, acquisition and analysis system information) to draw reasonable conclusions and provide safe therapy.

- Identify and use a wide variety of research sources as applied to respiratory care.
- Apply the skills necessary to work in a multicultural world as a medical professional.
- Communicate in English both orally and in writing in a clear and organized manner to persuade, inform and convey ideas.

Requirements

Prerequisites

See courses marked with an asterisk (*)

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.5 grade in each core class.
- Talk to a faculty adviser about specific course sequencing.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Some classes are offered in self-paced, lab setting.
- This program is currently offered on a full-time basis only.
- Students must carry liability and personal accident insurance with payment due during the first and fourth quarters of the program. Maintenance of CPR certification is required throughout the course of the program.
- Taking courses outside of the specified program is extremely challenging due to heavy load and irregular schedule.
- The Respiratory Care program is accredited. See accreditation statement.
- See other important program and student requirements on the Respiratory Care website - *http://respiratory. highline.edu* .

Special Note: Please see Respiratory Care Website for updated pre-requisites for the class that begins fall 2015.

Specific Requirements

Professional-Technical Core Courses
- R C 101 - Introduction to Respiratory Care
- R C 102 - Therapeutic Modalities
- R C 103 - Respiratory Care Science
- R C 104 - Cardiorespiratory Pharmacology
- R C 105 - Introduction to Critical Care
- R C 106 - Cultural Diversity Healthcare
- R C 111 - Practicum
- R C 112 - Practicum
- R C 113 - Practicum
- R C 114 - Practicum
- R C 130 - AIDS Education/Practitioner
- R C 201 - Pathophysiology I
- R C 202 - Pathophysiology II
- R C 203 - Pathophysiology III
- R C 207 - Respiratory Care Seminar
- R C 211 - Patient Assessment
- R C 212 - Grand Rounds
- R C 213 - Advance/Pulmonary Medicine
- R C 214 - Community-Based Respiratory Care
- R C 224 - Adult Critical Care
- R C 228 - Pediatric Respiratory Care
- R C 231 - Practicum
- R C 232 - Practicum
- R C 233 - Practicum

Total Core Credits: 84

Supporting Courses
- BIOL& 260 - Microbiology
- CHEM& 121 - Introduction to Chemistry
- PSYC& 200 - Life Span Psychology *

- BIOL& 241 - Human Anatomy and Physiology I *
- BIOL& 242 - Human Anatomy and Physiology II *

Total Supporting Course Credits: 25

Related Instruction Courses
- MATH - Any 100 Level or Higher or BUSN 135 or ACCTG 121
- ENGL& 101 - English Composition I *
- PSYC& 100 - General Psychology *

Total Related Instruction Credits: 15

Total Program Credits: 124

Retail Management Certificate

http://business.highline.edu

Learning Outcomes
- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents for a diverse group of customers, coworkers and managers utilizing current business terminology.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Understand the retail cycle and its implementation, which includes customer analysis, sourcing and product design, product development, merchandising and display.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than two years to complete program.
- This program offers flexible registration and open-entry enrollment.

Specific Requirements

Professional-Technical Core Courses
- BUSN 135 - Business Mathematics
- BUSN 138 - Principles of Marketing
- BUSN 165 - Managing Customer Service
- BUSN 175 - Retailing
- BUSN 270 - Principles of Management/Supervision

Total Core Credits: 25

Supporting Courses
- BTECH 110 - Business Correspondence
- BUSN 216 - Business Computer Applications
or • BTECH 111 - Modular Introduction to Office
- BTECH 265 - Fundamentals of HR Management

Total Supporting Course Credits: 15

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 55

Retail Management, AAS

http://business.highline.edu

Learning Outcomes
- Interpret and use oral instructions to complete assigned tasks; speak clearly and produce written documents for a diverse group of customers, coworkers and managers utilizing current business terminology.
- Use leadership and interact on an interpersonal level with diverse groups.
- Identify, evaluate and apply industry specific business principles. Make informed decisions within the parameters of legal requirements and societal expectations.
- Use the most recent technology in business applications.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.
- Understand the retail cycle and its implementation, which includes customer analysis, sourcing and product design, product development, merchandising and display.
- Utilize multiple marketing channels of distribution, including wholesale, retail and e-commerce.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than two years to complete program.
- This program offers flexible registration and open-entry enrollment.

Specific Requirements

Professional-Technical Core Courses
- BUS& 101 - Introduction to Business
- BUSN 125 - Exploring E-Commerce
- BUSN 132 - Advertising
- BUSN 133 - Basic Money Management
- BUSN 135 - Business Mathematics
- BUSN 138 - Principles of Marketing
- BUSN 165 - Managing Customer Service
- BUSN 175 - Retailing
- BUSN 190 - Business Ethics/Sustainability
- BUS& 201 - Business Law
- BUSN 205 - International Business
or • DGS 260 - International Business
- BUSN 270 - Principles of Management/Supervision

Total Core Credits: 58

Supporting Courses
- BTECH 110 - Business Correspondence
- BTECH 111 - Modular Introduction to Office
or • BUSN 216 - Business Computer Applications
- BTECH 265 - Fundamentals of HR Management
- ECON 110 - Global Economic Issues

Total Supporting Course Credits: 20

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I

- ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 20

Total Program Credits: 98

Small Business / Entrepreneurship Certificate

http://business.highline.edu

Learning Outcomes

- Analyze a business product or service idea for viability in the marketplace and understand the process of planning, preparing and implementing a business plan.
- Implement a sales and marketing process.
- Maintain and protect basic business information systems and accounting records.
- Interpret and use oral instructions to complete assigned tasks. Speak clearly and produce written documents for a diverse group of customers and coworkers utilizing current business terminology.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than one year to complete certificate and more than two years to complete AAS degree program.
- This program offers flexible registration and open-entry enrollment.

Specific Requirements

Professional-Technical Core Courses
- BUSN 125 - Exploring E-Commerce
- BUSN 134 - Principles of Salesmanship
- BUSN 155 - Entrepreneurship
- BUSN 156 - Small Business Seminars
- *or* • BUSN 140 - Cooperative Education
- BUSN 165 - Managing Customer Service
- BUSN 216 - Business Computer Applications

Total Core Credits: 27

Supporting Course
- ACCTG 124 - Accounting with Microcomputer

Total Supporting Credits: 5

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- *or* • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 20

Total Program Credits: 52

Small Business / Entrepreneurship, AAS

http://business.highline.edu

Learning Outcomes

- Analyze a business product or service idea for viability in the marketplace and understand the process of planning, preparing and implementing a business plan.
- Understand the importance of small businesses in national and global economies.
- Maintain and protect basic business information systems and accounting records.
- Interpret and use oral instructions to complete assigned tasks. Speak clearly and produce written documents for a diverse group of customers and coworkers utilizing current business terminology.
- Employ workforce readiness skills, including problem solving, organizational planning and time management.
- Demonstrate leadership and the ability to interact on an interpersonal level with diverse groups.
- Use an understanding of basic business principles and organizational priorities to make decisions about work being performed.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Certificate and AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take longer than one year to complete certificate and more than two years to complete AAS degree program.
- This program offers flexible registration and open-entry enrollment.

Specific Requirements

Professional-Technical Core Courses
- BUSN 125 - Exploring E-Commerce
- BUSN 134 - Principles of Salesmanship
- BUSN 135 - Business Mathematics
- BUSN 155 - Entrepreneurship
- BUSN 156 - Small Business Seminars
- *or* • BUSN 140 - Cooperative Education
- BUSN 165 - Managing Customer Service
- BUSN 190 - Business Ethics/Sustainability
- BUS& 201 - Business Law
- BUSN 216 - Business Computer Applications
- BUSN 218 - Spreadsheet Construction
- BUSN 238 - E-Marketing

Total Core Credits: 52

Supporting Courses
- ECON 110 - Global Economic Issues
- ACCTG 124 - Accounting with Microcomputer

Choose 19-20 electives credits from the following:
- BUSN 132 - Advertising
- BUSN 133 - Basic Money Management
- BUSN 138 - Principles of Marketing
- BUSN 175 - Retailing
- BUSN 188 - Importing and Exporting
- BUSN 205 - International Business
- BUSN 270 - Principles of Management/Supervision

Or choose one of many Short Certificates offered at Highline Community College with specific industry focus. These include but are not limited to: 2D Animation; Gaming Level 1; CAD technology; Sustainable Design; Urban Agriculture; Mobile Application Development; Non-Profit Management; HR Management; Event Planning. Food & Beverage Management.

Total Supporting Course Credits: 24-25

Related Instruction Courses
- CMST& 101 - Introduction to Communicating
or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 20

Total Program Credits: 96-97

Visual Communications Certificate

http://vicom.highline.edu

Learning Outcomes
- Develop and implement solutions to visual communication problems.
- Interpret and use market research information to draw reasonable conclusions.
- Articulate design concepts in a professional manner and connect to the intended audience using visual, oral and written presentation skills unique the field of visual communications. Identify and use technology consistent with the graphics industry standard.
- Demonstrate proficiency in technology consistent with the graphics industry standards. Demonstrate the ability to perform effectively in a team environment.
- Identify and determine how differences in audiences and cultures affect the nature of the visual product.
- Student will demonstrate the use of formal design principles such as balance, visual hierarchy, rhythm and unity and include effective use of contrast, color and typography.

Requirements

Prerequisites

Some classes have entry requirements not listed here. Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve minimum overall GPA of 2.0
- Certificate degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Enrollment in this program is open every quarter.

Specific Requirements

Professional-Technical Core Courses
- VICOM 100 - Introduction to Web Design
- VICOM 110 - Graphic Design I
- VICOM 120 - Graphic Design II
- VICOM 140 - Cooperative Education
or • VICOM 240 - Cooperative Education (3)
- VICOM 132 - Draw for Illustration I
- VICOM 152 - Lettering I
- VICOM 153 - Lettering II

- VICOM 230 - Photoshop I
- VICOM 250 - Design with Illustrator
- VICOM 117 - Principles of Electronic Image
- VICOM 165 - InDesign Layout I

Total Core Credits: 35

Supporting Courses
- ART 101 - Design I: Two Dimensional
- BUSN 138 - Principles of Marketing
or • BUSN 238 - E-Marketing

Total Supporting Course Credits: 10

Related Instruction Courses

Other related instruction course credits may also qualify. Talk to a faculty adviser.
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 60

Visual Communications, AAS

http://vicom.highline.edu

Learning Outcomes
- Develop and implement solutions to visual communication problems.
- Interpret and use market research information to draw reasonable conclusions.
- Articulate design concepts in a professional manner and connect to the intended audience using visual, oral and written presentation skills unique the field of visual communications. Identify and use technology consistent with the graphics industry standard.
- Demonstrate proficiency in technology consistent with the graphics industry standards. Demonstrate the ability to perform effectively in a team environment.
- Identify and determine how differences in audiences and cultures affect the nature of the visual product.
- Upon completion of the program students will have a portfolio that reflects a balance of presentation work that includes both print and web design.
- Student will demonstrate the use of formal design principles such as balance, visual hierarchy, rhythm and unity and include effective use of contrast, color and typography.

Requirements

Prerequisites

Some classes have entry requirements not listed here. Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to graduate with an AAS degree.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Enrollment in this program is open every quarter.

Specific Requirements

Professional-Technical Core Courses
- VICOM 100 - Introduction to Web Design
- VICOM 110 - Graphic Design I

- VICOM 120 - Graphic Design II
- VICOM 130 - Graphic Design III
- VICOM 132 - Draw for Illustration I
- VICOM 133 - Drawing for Illustration II
- VICOM 140 - Cooperative Education
or • VICOM 240 - Cooperative Education (3-5)
- VICOM 152 - Lettering I
- VICOM 153 - Lettering II
- VICOM 200 - Web Design II
- VICOM 228 - InDesign Layout
- VICOM 230 - Photoshop I
- VICOM 250 - Design with Illustrator
- VICOM 117 - Principles of Electronic Image
- VICOM 170 - InDesign Layout II
- VICOM 211 - Design with Flash
- VICOM 231 - Photoshop II
- VICOM 165 - InDesign Layout I
- VICOM 236 - Portfolio

Total Core Credits: 69-71

Supporting Courses
- ART 147 - Digital Photography 1
- ART 101 - Design I: Two Dimensional
- ART 228 - Design Drawing I
- BUSN 138 - Principles of Marketing
or • BUSN 238 - E-Marketing

Total Supporting Course Credits: 20

Related Instruction Courses

Other related instruction course credits may also qualify. Talk to a faculty adviser.
- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
or • ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

Total Related Instruction Credits: 15

Total Program Credits: 104-106

Web/Database Developer, AAS

http://cis.highline.edu

Learning Outcomes
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Manage a complex project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a complex problem.
- Design, build and maintain a scalable and minimally redundant database.
- Design, create and maintain an aesthetically pleasing and easily navigable Web front-end.
- Design, write and maintain client- and server-side program codes to implement appropriate functionality and security to Web applications.
- Document all work accurately and thoroughly.
- Gain a foundation in general education (speech, writing, humanities and social science) for transfer to a four-year university.

Requirements
Prerequisites
- Talk to a faculty adviser.

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each core class.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Specific Requirements

Professional-Technical Core Courses
- C SCI 100 - Survey of Computing
or • C SCI 139 - Introduction to Computer Science and Robotics
- C SCI 102 - Introduction to Web Development
- C SCI 116 - Web/Database Programming I
- CIS 140 - CIS Internship
- C SCI 200 - Emerging Technologies
- C SCI 201 - CMS I: WordPress
- C SCI 202 - Web Development II
- C SCI 215 - Web/Database Programming
- C SCI 216 - Web/Database Capstone
- CIS 218 - Database Concepts
- C SCI 212 - Web Development w/ Javascript
- C SCI 221 - Mobile Application Development

Total Core Credits: 55

Supporting Courses

Work with your faculty adviser to select 15 support course credits for the AAS. Choices can apply to program specializations in Graphic Design, Programming, Linux, Business Entrepreneurship, E-Commerce, Project management and CWU transfer. (See list of Courses.)

Total Supporting Course Credits: 15

Related Instruction Courses
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I
or • PHIL& 120 - Symbolic Logic

Total Related Instruction Credits: 15

Total Program Credits: 92

Professional-Technical Short Certificates—

2D Animation

http://cis.highline.edu

Learning Outcomes

- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Determine and apply appropriate technologies and tools to solve a complex visual communication problem.
- Design, create, build expandable storyboard concepts, and maintain file library assets.
- Design, draw, and create an aesthetically pleasing 2d animations for use online, video production, or to be utilized in other related professional technical fields.
- Design, draw, and create interactive Website components/assets and implement appropriate functionality to Web applications.
- Document all work accurately and thoroughly.
- Identify and determine how differences in audiences and cultures affect the nature of the visual product.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional- Technical Core Courses

- VICOM 132 - Draw for Illustration I
- C SCI 112 - Animation
- C SCI 113 - Animation w/ 3D Graphics

Total Professional-Technical Courses: 15 credits

3D Animation

http://cis.highline.edu

Learning Outcomes

- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Manage a complex project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to solve a complex visual communication problem.
- Design, build, manage 3d models, and maintain expandable 3d environments.
- Design, build, and create an aesthetically pleasing 3d animations for use with Web applications, video production, or to be utilized in other related professional technical fields.
- Document all work accurately and thoroughly.
- Identify and determine how differences in audiences and cultures affect the nature of the visual product.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional- Technical Core Courses

- C SCI 213 - Advanced Animation w/ 3D Graphics
- DRAFT 124 - SolidWorks
- DRAFT 168 - SketchUp

Total Professional-Technical Courses: 15 credits

Accounting Assistant I

http://accounting.highline.edu/

Learning Outcomes

Short Term Certificates earned in one or two quarters. The credits for these courses will apply to the one year Certificates in Bookkeeping and Accounts Receivable/Accounts Payable and to AAS degrees in Accounting at Highline.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.

Prerequisites

- Minimum ESL level 4 required
- GED or high school diploma not required, but recommended

Professional-Technical Core Courses

- ACCTG 121 - Practical Accounting
- BUSN 135 - Business Mathematics
- BUSN 216 - Business Computer Applications

Total Professional-Technical Courses: 15 credits

Accounting Assistant II

http://accounting.highline.edu/

Learning Outcomes

Short Term Certificates earned in one or two quarters. The credits for these courses will apply to the one year Certificates in Bookkeeping and Accounts Receivable/Accounts Payable and to AAS degrees in Accounting at Highline.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each class.

Prerequisites

- Minimum ESL level 4 required
- GED or high school diploma not required, but recommended

Professional- Technical Core Courses
- ACCTG 215 - Accounts Receivable/Payable
- BTECH 108 - Microsoft Excel
- BUS& 101 - Introduction to Business

Total Professional-Technical Courses: 15 credits

Animation

http://cis.highline.edu , http://vc.highline.edu

Learning Outcomes
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively through aesthetically pleasing graphics and animation.
- Manage a project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a problem.
- Design, create and maintain mobile based animation and games.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each C SCI and VICOM class.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- VICOM 132 - Draw for Illustration I
- C SCI 112 - Animation
- C SCI 121 - Mobile Game Development

Total Professional-Technical Courses: 15 credits

CAD Technology

http://interiordesign.highline.edu

Learning Outcomes
- Students will demonstrate the ability to use latest version of computer-aided design applications to produce accurate architectural drawings.
- Students' work will reflect a high level of accuracy, and line weight control, and adhere to industry architectural drafting standards.
- Students will demonstrate effective verbal and written communication using vocabulary unique to the field of architectural drawings.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- INT D 168 - SketchUp
- INT D 196 - Architectural Drafting I
- INT D 280 - Architectural Draft II
- VICOM 230 - Photoshop I

Total Professional-Technical Courses: 15 credits

Cargo Transportation

http://business.highline.edu

Learning Outcomes
- Demonstrate the concepts of effective customer service management in the logistics industry.
- Efficiently use Office software in a professional environment.
- Demonstrate knowledge of the terminology, processes, and functions of cargo transportation and the facilitation of cargo movement.

Requirements

Professional-Technical Core Courses
- BUSN 105 - Introduction to Logistics
- BUSN 165 - Managing Customer Service
- BUSN 216 - Business Computer Applications

Total Professional-Technical Courses: 15 credits

Supporting Courses
- BUSN 139 - Pre-Internship Seminar

Total Supporting Course Credits: 2

Total Program Credits: 17

Client Side Scripting

http://cis.highline.edu/

Learning Outcomes
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Manage a complex project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a complex problem.
- Design, build and maintain a scalable and minimally redundant database.
- Design, create and maintain an aesthetically pleasing and easily navigable Web front-end.
- Design, write and maintain client- and server-side program codes to implement appropriate functionality and security to Web applications.
- Document all work accurately and thoroughly.
- Gain a foundation in general education (speech, writing, humanities and social science) for transfer to a four-year university.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- C SCI 102 - Introduction to Web Development
- C SCI 202 - Web Development II
- C SCI 212 - Web Development w/ Javascript
- CIS 140 - CIS Internship

Total Professional-Technical Courses: 16 credits

Customer Service Certificate in Hospitality/Tourism

http://host.highline.edu

Learning Outcomes

- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Conduct themselves in accordance to professional ethics and values of the hospitality/tourism industry.
- Explain and employ principles of professionalism and best practices relevant to hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Prerequisites

- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Professional-Technical Core Courses

- HOST 208 - Customer Service Certificate Hospitality/Tourism

Total Professional-Technical Courses: 8 credits

Data Recovery

http://cis.highline.edu

Learning Outcomes

- Properly acquire digital data from a variety of sources including different hard drive types, cell phones, PDAs and other digital media.
- Have a thorough understanding of a variety of computer platforms and how data is stored in order to properly analyze the evidence or recover lost files.
- Determine and design an appropriate plan for identifying, securing and gathering evidence in a case.
- Understand the importance of ethics while conducting investigations and apply the principles in their professional and personal lives.
- Communicate effectively with other members of a team, corporation or clients in order to obtain access to needed information.

- Analyze data acquired and use the evidence to come to a conclusion that can be confirmed using standard or accepted forensic science techniques.
- Manage a complex project from start to finish, both individually and in teams.
- Conduct research to identify new digital media or new forensics software tools and apply the results to a case or incident, and to remain current in the field.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents, including serving as a technical/expert witness at a trial.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses

- CIS 155 - Intro Data Recovery/Forenssics
- CIS 166 - Net Intrusion Detect I
- CIS 235 - Computer Forensics I
- CIS 236 - Computer Forensics II
- LEGAL 220 - Computer Search and Seizure

Total Professional-Technical Courses: 25 credits

Early Childhood

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Core Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests. .

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA in all EDUC&, ECED&, and EDUC required classes to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- EDUC& 115 - Child Development
- EDUC& 130 - Guiding Behavior
- ECED& 105 - Introduction to Early Childhood
- ECED& 107 - Health, Safety, Nutrition
- ECED& 120 - Practicum

Total Professional-Technical Courses: 20 credits

Employment Professional

http://humanservices.highline.edu

Learning Outcomes
- Describes the development of the field of supported employment from an historical perspective;
- Utilizes systematic teaching strategies and positive behavior support approaches for adults with disabilities in an employment setting;
- Engages in an array of effective job development strategies, including networking and sales, to build employment opportunities for adults with disabilities.
- Demonstrates career development practices that support adults with disabilities.
- Practices effective job support and coaching strategies that result in successful employment from both an employer and client perspective.

Requirements

Important Notes
- This is a pilot program and is currently accepting professionals approved through the Washington Initiative for Supported Employment (W.i.S.e.)
- Students must achieve a minimum grade of 2.0 in each core class.

Professional-Technical Core Courses
- H SER 265 - Ess/Marketing/Job Development
- H SER 266 - Job Support and Retention
- H SER 140 - Practicum I

Total Professional-Technical Courses: 15 credits

Entrepreneurship Certificate

Learning Outcomes
- Develop an understanding of resources and management tools for small business and how to use them effectively
- Analyze a business product or service idea for viability in the marketplace and understand the process of planning, preparing and implementing a business plan.
- Create and interpret financial statements and demonstrate an understanding of how these statements are used in small business decision making.
- Implement a sales and marketing process which include social media and other e-marketing tools

Requirements

Important Notes
- Credits apply to the Associate of Applied Science in Small Business/Entrepreneurship.

Professional-Technical Core Courses
- BUSN 155 - Entrepreneurship
- BUSN 156 - Small Business Seminars
- *or* • BUSN 140 - Cooperative Education
- BUSN 216 - Business Computer Applications
- ACCTG 121 - Practical Accounting
- HOST 166 - Superhost Certificate

Total Professional-Technical Courses: 18 credits

Event / Management / Conference

http://host.highline.edu/

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Conduct themselves in accordance to professional ethics and values of the hospitality/tourism industry.
- Explain and employ principles of professionalism and best practices relevant to hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Prerequisites
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Professional-Technical Core Courses
- HOST 209 - Event/Meeting/Conference Cert

Total Professional-Technical Courses: 9 credits

Family Support Specialist

http://humanservices.highline.edu

Learning Outcomes
- Demonstrate self-awareness and the ability to effectively assist a broad range of client groups
- Employ effective basic counseling skills in all interactions with clients
- Demonstrates knowledge of the types, causes, and consequences of family violence

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.
- Human services agencies will require you to complete a criminal history background check prior to offering you an internship or employment.

Prerequisites

Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- H SER 110 - Interviewand Counseling
- H SER 251 - Family Violence
- H SER 260 - Cultural Compentent Practices
- SOC 200 - Sociology of the Family

Total Professional-Technical Courses: 18 credits

Food and Beverage Management

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Conduct themselves in accordance to professional ethics and values of the hospitality/tourism industry.
- Explain and employ principles of professionalism and best practices relevant to hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Prerequisites
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Professional-Technical Core Courses
- HOST 2237 - Food and Beverage Management Crt

Total Professional-Technical Courses: 7 credits

Front Office, Certificate

http://host.highline.edu/

Learning Outcomes
- Define and describe the key concepts of lodging industry and recognize and describe tasks involved in front office operations
- Use industry technology such as reservations systems and check in/check out systems.
- Demonstrate knowledge of inventory management techniques and revenue management functions of the lodging industry.

Requirements

Professional-Technical Core Courses
- HOST 110 - Front Office Operations
- HOST 210 - Front Office Management and Operations II

Total Professional-Technical Courses: 10 credits

Healthcare Interpreter

http://healthcare.highline.edu/

Learning Outcomes
- Develop linguistically and culturally competent interpreters who can function effectively and efficiently in healthcare settings.
- Practice strategies for ethical healthcare interpretation.
- Demonstrate knowledge of common medical conditions, treatments and procedures.
- Apply interpreting skills in English and language of service.

PROFESSIONAL - TECHNICAL PROGRAMS

Requirements

Professional-Technical Core Courses

Choose from the following:
- HEAL 120 - Introduction to Medical Interpreting
- HEAL 122 - Medical Interpreting Skills
- HEAL 124 - Simultaneous Interpret
- HEAL 126 - Medical Translation
- HEAL 128 - Intercultural Health Interaction
- HEAL 130 - Basic HC for Interpreter
- HEAL 132 - Medical Terminology for Medical Interpreters
- HEAL 134 - Management of Language Access Services
- HEAL 139- Job Readiness for Medical Interpreters
- HEAL 141 - Medical Interpreter Certification Preparation

Total Professional-Technical Courses: 10 credits

Home Care Aide

Learning Outcomes
- Students will be able to pass the Fundmentals of Caregiving Written Exam.
- Students will be able to demonstrate caregiving skills.
- Students will be able to correctly use Medical Terminology.
- Students will be able to explain Basic Food Handling Techniques.
- Students will be able to apply study skills such as note taking, reading a textbook, summarizing and test taking.
- Students will be able to navigate the community college system be accessing financial aid, academic advising, registration, Access Services, Multicultural Student Services and other student services.

Requirements

Entry Requirements
- ESL Level 4 and Higher
- Must attend an orientation and testing session or COMPASS Score: Reading 71/Writing 40

Professional-Technical Core Courses
- HEAL 100 - Caregiving Pathways

Total Professional-Technical Core Credits: 5

Hospitality / Tourism Specialist

http://host.highline.edu

Learning Outcomes
- Utilize the fundamental vocabulary and operating principles of the hospitality/tourism industry.
- Conduct themselves in accordance to professional ethics and values of the hospitality/tourism industry.
- Explain and employ principles of professionalism and best practices relevant to hospitality/tourism industry.
- Communicate effectively through listening, speaking and writing to diverse audiences in the hospitality/tourism industry.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the hospitality/tourism profession.
- Explain the importance of professionals in the hospitality/tourism industry keeping current with news and emerging trends through conference/tradeshows, professional literature, electronic sources, etc.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain a certificate or AAS.
- Not all classes are offered every quarter or at night.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- This program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.

Prerequisites
- Some classes may have entry requirements not listed here.
- Keyboarding and basic computer skills.

Professional-Technical Core Courses
- HOST 139 -Pre-Internship Seminar
- HOST 140 - Cooperative Education
- 18 Credits of any HOST courses

Total Professional-Technical Courses: 18 credits

Human Resources Certificate

http://business.highline.edu

Learning Outcomes
- Describe and apply the key six Bodies of Knowledge as identified by the Human Resource Management Institute (HRCI):
  1. Business Management and Strategy
  2. Workforce Planning and Employment
  3. Human Resource Development
  4. Compensation and Benefits
  5. Employee and Labor Relations
  6. Risk Management
- Apply the policies and practices of these six comprehensive Bodies of Knowledge and stay abreast of changes and updates in Federal, State, and Local Employment Law.
- Analyze and explain human resource systems for employment, labor relations, compensation and benefits, training and development, and risk management (i.e.: employee safety, company and employee security, and professional liability).
- Explain the concepts, models, frameworks, and tools for understanding human resources management functions and think strategically about appropriate courses of actions in response to specific human resources problems and concerns
- Recognize and demonstrate sensitivity to legal and ethical issues relating to human resources management practices. Deal effectively with people from diverse social, economic, and religious backgrounds
- Assess human resource needs in an organization and develop effective organizational strategies for recruitment, retention, and appropriate work productivity standards with an understanding of the laws related to human resources.
- Demonstrate the leadership skills to effectively manage within the human resource environment.

Requirements

Professional-Technical Core Courses
- BUSN 265 - Human Resource Management Strategy
- BUSN 266 - Labor/Employee Relations
- BUSN 267 - Risk Management and Professional Development

Total Professional-Technical Courses: 15 credits

Human Services Initial

http://humanservices.highline.edu

Learning Outcomes
- Demonstrate a general knowledge of the field of human services and human services professional roles and responsibilities;
- Demonstrate self-awareness and the ability to effectively assist a broad range of client groups;
- Employ effective basic counseling skills in all interactions with clients;
- Practice effective case management skills, including relationship building and referrals.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.
- Human services agencies will require you to complete a criminal history background check prior to offering you an intership or employment.

Prerequisites

Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- H SER 101 - Introduction to Human Services
- H SER 103 - Case Management
- H SER 110 - Interview and Counseling
- H SER 260 - Cultural Compentent Practice

Total Professional-Technical Courses: 18 credits

International Trade and Logistics

http://business.highline.edu

Learning Outcomes
- Define the components of an import/export transaction and the international logistics elements which support it.
- Integrate logistics & trade related concepts, tools and processes into an international transaction (i.e.: incoterms, payment terms, documentation).
- Explain the role, requirements and responsibilities of a Freight Forwarder.
- Describe the modern principles of warehousing and distribution.
- Explore and illustrate job opportunities in the trade and logistics industry cluster.

Requirements

Professional-Technical Core Courses
- BUSN 105 - Introduction to Logistics
- BUSN 106 - Freight Forwarding
- BUSN 107 - Warehousing/Distribution
- BUSN 188 - Importing and Exporting

Total Professional-Technical Courses: 18 credits

Introduction to BTECH in Spanish

http://btech.highline.edu/

Learning Outcomes
- Improve the students' technical typing skills to meet the minimum industry standards of 40 wpm with minimum errors.
- Gain the necessary office technology knowledge by utilizing the latest verison of Microsoft Office to learn office essentials, Outlook, word processing, spreadsheets, database, and presentations.
- Gain the understanding necessary to operate the latest Windows Operating System to navigate, organize, customize, and secure personal computers.
- Improve the students' knowledge of Internet terminology, advanced searching on the web, and understanding the past and the future of the Internet.
- Students will learn practical aspects of business, such as resume writing, cover letters, how to be ready for business' day-to-day work
- Students will learn employability skills, such as verbal and written communication, working in teams, and presentations.

Requirements

Entry Requirements
- Minimum ESL level 3-4 required.
- GED or high school diploma not required, but strongly recommended.

Important Notes

The class is delivered in Spanish. The textbooks are in English.

Professional-Technical Core Courses

Quarter 1
- BTECH 101 - Modular Computer/Windows
- BTECH 103 - Modular Keyboarding
- BTECH 112 - Modular Introduction to the Net
- BTECH 282 - Special Topics
- ESL- Saturdays (4 Non-credits)

Quarter 2
- BTECH 103 - Modular Keyboarding
- BTECH 111 - Modular Introduction to Office
- BTECH 283 - Special Topics
- ESL- Saturdays (4 Non-credits)

Total Professional-Technical Courses: 20

Introduction to Business Technology

http://btech.highline.edu

Learning Outcomes
- Improve the students' technical typing skills to meet the minimum industry standards of 40 wpm with minimum errors.
- Gain the necessary office technology knowledge by utilizing the latest verison of Microsoft Office to learn office essentials, Outlook, word processing, spreadsheets, database, and presentations.
- Gain the understanding necessary to operate the latest Windows Operating System to navigate, organize, customize, and secure personal computers.
- Improve the students' knowledge of Internet terminology, advanced searching on the web, and understanding the past and the future of the Internet.

Requirements
Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each core class.
- Not all classes are offered every quarter or at night.
- This program is also offered in the I-BEST format.
- Short-term Certificate earned in one quarter. These credits apply to one-year Certificate and/or AAS degrees in Business Technology and Business at Highline.

Professional-Technical Core Coures
- BTECH 111 - Modular Introduction to Office
- BTECH 112 - Modular Introduction to the Net
- BTECH 101 - Modular Computer/Windows
- BTECH 103 - Modular Keyboarding

Total Professional-Technical Courses: 15 credits

Introduction to Customer Service

http://btech.highline.edu/

Learning Outcomes
- Students will examine concepts of service management and customer relations skills, including customer service levels, service delivery systems and evaluating customer satisfaction.
- Students will improve their skill in using the numeric keyboard. Students will be able to properly utilize the 10-key pad by touch while increasing speed and accuracy.
- Students will prepare an effective resume and cover letter; learn and practice interview techniques; and locate an internship in the public or private sector.
- Students will develop and improve their written and communication skills through various exercises and working in teams

Requirements
Important Notes
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain an AAS degree.

Entry Requirements
- Minimum ESL level 4 required
- GED or high school diploma not required, but strongly recommended
- Required Technical Skills Certificate

Professional-Technical Core Courses
- BUSN 165 - Managing Customer Service
- BTECH 104 - 10-Key Mastery
- BTECH 139 - Pre-Cooperative Work Experience Seminar
- BTECH 281 - Special Topics
- BTECH 282 - Special Topics

Total Professional-Technical Courses: 12 credits

Introduction to Homeland Security

http://justice.highline.edu/

Learning Outcomes
- Classify the roles, functions of and interdependency between local, federal and international law enforcement and military agencies to counter and combat terrorism.
- Differentiate between ethical and unethical attitudes and actions regarding the execution of Homeland Security practices.
- Identify the characteristics, ideologies, motives and behaviors of various extremist and terrorist groups that foster and support terrorist, criminal activities.
- Examine and interpret forensic evidence to reconstruct crime and terrorism.
- Craft effective strategies to generate useful information for local, national and international law enforcement agencies.
- Solve problems as an individual and in a coordinated team setting.
- Write clear, concise and accurate reports to provide factual information, accurate data analysis, and sound recommendations.

Requirements
Professional-Technical Core Courses
- C J 121 - Introduction-Homeland Security
- C J 122 - Intelligence Analysis/Security Management
- C J 123 - Transp and Border Security
- C J 219 - Intel-Led Policing
- C J 222 - Terrorism Today

Total Professional-Technical Core Credits: 19

Introduction to Office Assistant

http://btech.highline.edu

Learning Outcomes
- Through basic computer and business classes students will prepare for entry-level work or other college programs.
- These credits apply to one year Certificates and/or AAS degrees in Business Technology and Business at Highline.

Requirements
Important Notes
- This information does not substitute for meeting with a faculty adviser.

- Students must achieve a minimum grade of 2.0 in each class.
- Not all classes are offered every quarter.

Specific Requirements

Entry Requirements
- Minimum ESL level 5 required.
- GED or high school diploma not required, but strongly recommended.

Professional-Technical Core Coures
- BTECH 103 - Modular Keyboarding (2 credits)
- BTECH 104 - 10-Key Mastery
- BTECH 106 - Formatting/Word Processing
- BTECH 111 - Modular Introduction to Office (2 credits)
- BTECH 139 - Pre-Cooperative Work Experience Seminar
- BTECH 282 - Special Topics

Total Professional-Technical Courses: 15 credits

Introduction to Web Support

http://btech.highline.edu

Learning Outcomes
- Students will learn imaging software and its application in creating commercial art images.
- Students will learn to design and create Web sites using markup languages and CSS (Cascading Style Sheets). Additional topics include: multimedia, JavaScript, special effects, and search engine optimization.
- Students will learn to design, develop and maintain personal and small business Webpages using HTML, CSS, and latest Web Authoring Software.
- Students will prepare an effective resume and cover letter; learn and practice interview techniques; and locate an internship in the public or private sector.

Requirements

Important Notes
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain an AAS degree.

Professional-Technical Core Courses
- VICOM 230 - Photoshop I
- BTECH 151 - Web Design
- BTECH 139 - Pre-Cooperative Work Experience Seminar
- C SCI 102 - Introduction to Web Development

Total Professional-Technical Courses: 15 credits

LAN

http://cis.highline.edu

Learning Outcomes
- Build and configure a computer using essential components, peripherals and various operating systems.
- Implement a LAN with Microsoft and/or Linux servers and workstations adding management of users, e-mail, Websites and network resources.
- Demonstrate proficient knowledge of computer commands for Windows/Linux operating systems.
- Design and correctly address an enterprise network with built-in redundancy devices.
- Implement a virtual environment for networking within a computer or server.

- Secure access and protect the data in a network server.
- Manage a complex project from start to finish, both individually and in teams.
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Effectively use technology to identify resources to solve networking issues, troubleshoot problems and remain current in the technology field.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- CIS 160 - Networking and Cisco IOS
- CIS 161 - Microsoft OS and Cisco Network
- CIS 262 -Microsoft OS and Advanced Cisco

Total Professional-Technical Courses: 15 credits

Level 1 Gaming-General Education

http://cis.highline.edu

Learning Outcomes
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively through written text, graphics, and animations.
- Manage a project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a problem.
- Design, create and maintain mobile based animation and games.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum grade of 2.0 in each core course.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- ENGL 266 - Popular Literature
- C SCI 121 - Mobile Game Development
- VICOM 211 - Design with Flash
- C SCI 112 - Animation

Total Professional-Technical Courses: 18 credits

Library and Information Services Technical Services

http://lis.highline.edu

Learning Outcomes

- Apply the basic principles and standardized systems of acquiring, cataloging, classifying, processing and maintaining library materials.
- Discuss the importance and characteristics of excellent customer service in the library and information services professions.
- Demonstrate the communication skills necessary to successfully interact with patrons and staff in the library and information services professions.
- Identify the scope of technical services functions.
- Demonstrate the ability to recognize common techniques and methods of technical services operations and organization.
- Demonstrate awareness of current trends, issues, and problems in technical services and consider viable solutions to them.
- Demonstrate the ability to apply principles of and adhere to standards for descriptive cataloging and subject analysis, with an emphasis on copy cataloging.
- Demonstrate an understanding of concepts and principles related to authority control.
- Demonstrate an understanding of concepts and principles related used in subject analysis, with a special emphasis on Library of Congress Subject Headings and Library of Congress Classification.
- Explain the purpose, importance and principles of information organization, the relationship between the catalog and the collection, and the relationship between the catalog record and the library customer's access to the collection.
- Critically analyze documents and identify concepts/subjects for indexing purposes.
- Navigate subject thesauri and select and construct preferred indexing terms.
- Apply classification theory in the selection and building of call numbers.
- Use basic cataloging and processing terminology correctly.
- Apply customer service models in performing all cataloging functions.

Requirements

Important Notes

Guidelines: Students can take either 3-5 credits of LIBR 140/240 Coop Education OR if they qualify to waive it through coordinator approval or substitute it for PLA credit, they can they can choose whether or not to add an elective class such as LIBR 160 Computers in Libraries for 5 credits, taught in spring quarter.

Professional-Technical Core Courses

- LIBR 178 - Technical Services for Small Libraries
- LIBR 140 - Cooperative Education
- *or* • LIBR 240 - Cooperative Education

Total Professional-Technical Courses: 13-15 credits

Library and Information Services-Public Services

http://lis.highline.edu/

Learning Outcomes

- Explain library fundamental principles, including intellectual freedom, open access, diversity, and patron privacy and confidentiality.
- Discuss the community needs of libraries in a diverse, multicultural and democratic society, and how these needs can be met.
- Describe the basics of information seeking behavior and information literacy.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the library and information services professions.
- Analyze information critically to draw reasonable conclusions and/or solve problems when working with patrons, materials and technology.
- Identify print and electronic resources useful in keeping current with best practices and emerging trends in the library and information services professions.
- Identify and use the technologies generally found in the library and information services professions.
- Discuss the importance and characteristics of excellent customer service in the library and information services professions.
- Demonstrate the communication skills necessary to successfully interact with patrons and staff in the library and information services professions.

Requirements

Important Notes

Guidelines: Students can take either 3-5 credits of LIBR 140/240 Coop Education OR if they qualify to waive it through coordinator approval or substitute it for PLA credit, they can choose whether or not to add an elective class such as LIBR 190 Library Administration & Management for 5 credits, taught in summer quarter.

Professional-Technical Core Courses

- LIBR 122 - Public Services
- LIBR 132 - Serving Diverse Communities
- LIBR 150 - Reference Services
- LIBR 160 - Computers in Libraries
- LIBR 140 - Cooperative Education
- *or* • LIBR 240 - Cooperative Education

Total Professional-Technical Courses: 23-25 credits

Medical Insurance Coding Specialist Only

http://healthcare.highline.edu

Learning Outcomes

- Perform medical billing procedures from patient to payment, including bookkeeping procedures.
- Communicate (written, verbal and nonverbal) effectively with diverse patients and staff.
- Apply medico-legal knowledge to identify and respond to issues of confidentiality.
- Document within legal and ethical boundaries.
- Identify and model professional conduct and appearance in specific, multicultural workplace settings.

- Perform administrative tasks, including bookkeeping procedures and process insurance claims, clerical forms and operational forms (inventory or routine maintenance and quality control).
- Explain general office policies and establish and maintain patient records.
- Perform clinical tasks, including fundamental procedures (eg. sterilization techniques, quality control, dosage calculations and practice standard precautions), specimen collection, diagnostic testing and patient care.
- Communicate (written, verbal and nonverbal) effectively with diverse patients and staff about patient instructions, community resources and health maintenance and disease prevention.
- Apply medico-legal knowledge to identify and respond to issues of confidentiality.
- Perform and document within legal and ethical boundaries.
- Identify and model professional conduct and appearance in specific, multicultural workplace settings.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA and achieve a 2.0 in each clinical course and pass required competencies to graduate with their associate degree.
- Certificate program emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Students attending only in the evening must remember it is likely to take more than two years to complete program.
- Medical Assistant certificate graduates are eligible to sit for the Certified Medical Assistant (CMA) certification exam. (See Medical Assistant program accreditation statement in the college catalog.)
- Medical Assistant students: Agencies may require you to complete a criminal background check prior to being offered an internship or employment.

Prerequisites
- Basic keyboarding knowledge recommended.
- Instructor permission.
- Some classes have entry requirements not listed here.
- Medical Insurance Coding Specialist only: Instructor permission required and experience in a medically related program encouraged.

Professional-Technical Core Courses
- HEAL 162 - Medical Office Procedures II
- HEAL 206 - Medical Coding Systems
- HEAL 216 - Advanced Medical Insurance
- HEAL 239 - Job Readiness
- HEAL 241 - Medical Assitant Coop Seminar
- HEAL 258 - Medical Coding Systems 2

Total Professional-Technical Courses: 18 credits

Mobile Application Development

http://cis.highline.edu

Learning Outcomes
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.

- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Manage a complex project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a complex problem.
- Design, build and maintain a scalable and minimally redundant database.
- Design, create and maintain an aesthetically pleasing and easily navigable Web front-end.
- Design, write and maintain client- and server-side program codes to implement appropriate functionality and security to Web applications.
- Document all work accurately and thoroughly.
- Gain a foundation in general education (speech, writing, humanities and social science) for transfer to a four-year university.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- C SCI 202 - Web Development II
- C SCI 212 - Web Development w/ Javascript
- C SCI 221 - Mobile Application Development

Total Professional-Technical Courses: 15 credits

Mobile Game Development

http://cis.highline.edu

Learning Outcomes
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Manage a complex project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a complex problem.
- Design, build and maintain a scalable and minimally redundant database.
- Design, create and maintain an aesthetically pleasing and easily navigable Web front-end.
- Design, write and maintain client- and server-side program codes to implement appropriate functionality and security to Web applications.
- Document all work accurately and thoroughly.
- Gain a foundation in general education (speech, writing, humanities and social science) for transfer to a four-year university.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.

- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- C SCI 102 - Introduction to Web Development
- C SCI 112 - Animation
- C SCI 121 - Mobile Game Development

Total Professional-Technical Courses: 15 credits

Network Administration and Security

http://cis.highline.edu

Learning Outcomes
- Implement IP addressing.
- Understand and illustrate how to perform subnetting.
- Demonstrate how to implement secure logins for users.
- Illustrate a secure network architecture.
- Explain and implement backup & restore procedures.
- Explain the difference between the use of a switch, hub and router.
- Explain how routers work.
- Perform basic router programming.
- Explain the use of cloud architecture in conjunction with physical localized network architecture.
- Explain how networks are compromised.
- Illustrate an understanding of how to detect a network intrusion.
- Illustrate how to do a risk analysis of a network.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- CIS 166 - Network Intrusion Detection I
- CIS 262 - Microsoft OS and Advanced Cisco
- CIS 265 - WAN Tech and VPN Security

Total Professional-Technical Courses: 11 credits

Nonprofit Management Certificate

http://business.highline.edu

Learning Outcomes
- Describe the essential legal requirements for nonprofit corporations and explain the step by step process for forming a nonprofit corporation.
- Describe and distinguish the proper roles and legal duties of the Executive Director, Staff, and Board of Directors
- Identify and apply strategic considerations for recruiting, training, and maintaining a committed and effective board of directors.
- Analyze and apply the principles of successful grant writing, event planning, and donor cultivation to fund a nonprofit organization.
- Describe and apply sound principles for bookkeeping, budgeting, financial reporting and planning.

- Explain the role of internet technologies in business marketing strategies.
- Define and identify how internet sites carry out the marketing activities of content, network service, and promotion.
- Create an internet marketing plan.

Requirements

Professional-Technical Core Courses
- LEGAL 120 - Nonprofit Law
- ACCTG 128 - Governmental/Not-For-Profit Accounting
- BUSN 238 - E-Marketing

Choose 4 credits from the following courses. Covers the three essential fundraising strategies for nonprofit organizations:
- BUSN 157 - Grant Writing
- HOST 109 - Nonprofit Event Planning

Total Professional-Technical Courses: 19 credits

Operating Systems Fundamentals

http://cis.highline.edu

Learning Outcomes
- Properly acquire digital data from a variety of sources including different hard drive types, cell phones, PDAs and other digital media.
- Have a thorough understanding of a variety of computer platforms and how data is stored in order to properly analyze the evidence or recover lost files.
- Determine and design an appropriate plan for identifying, securing and gathering evidence in a case.
- Understand the importance of ethics while conducting investigations and apply the principles in their professional and personal lives.
- Communicate effectively with other members of a team, corporation or clients in order to obtain access to needed information.
- Analyze data acquired and use the evidence to come to a conclusion that can be confirmed using standard or accepted forensic science techniques.
- Manage a complex project from start to finish, both individually and in teams.
- Conduct research to identify new digital media or new forensics software tools and apply the results to a case or incident, and to remain current in the field.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents, including serving as a technical/expert witness at a trial.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Networking and Cisco IOS
- CIS 161 - Microsoft OS and Cisco Network

Total Professional-Technical Courses: 15 credits

Patient Care Advocate

http://healthcare.highline.edu/

Learning Outcomes

- Advocate for patient health care and wellness.
- Motivate patients to be an active member of their own care team.
- Prepare to work as a member of an interdisciplinary team.
- Provide navigational assistance to patients negotiating the healthcare system.
- Decrease social and cultural barriers to care and reduce health disparities.

Requirements

Professional-Technical Core Courses

Combination of the following to total 10 credits:
- HEAL 140 - Health Care Systems/PCAP
- HEAL 142 - PCA in Public Health
- HEAL 144 - Understand Cult for PCAP
- HEAL 146- Behavioral Theory for Patients Care Advotes
- HEAL 148 - Health Promotion/ PCAP
- HEAL 150 - Community Education for PCAP
- HEAL 152 - Care Coordination and Patient Navigation
- HEAL 154 - Patient Education for PCAP
- HEAL 156 - Patient Record Management for PCAP
- HEAL 159 - Job Readiness for PCAP

Total Professional-Technical Courses: 10 credits

Photographic Workflow Specialist

http://vc.highline.edu

Learning Outcomes

- Demonstrate understanding of basic digital photography workflow (taking photos with camera, uploading photos to computer, organizing and editing photos with software, exporting photos and sharing online).
- Operate a digital camera; understand its features and how to use them in order to capture images. Through the process of learning camera operation and functions, students will demonstrate a basic understanding of terminology and concepts relating to digital photography.
- Use a digital camera to take pictures that demonstrate the ability to control and creatively manipulate depth of field, motion, light, frame and vantage point, and color.
- Recognize, appreciate, and utilize digital photography as a form of visual communication and expression and understand the creative choices made by other photographers.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Enrollment in this program is open every quarter.

Prerequisites

- Some classes have entry requirements not listed here. Talk to a faculty adviser.
- Classes may be substituted in areas of specialization. Talk to a faculty adviser.

Professional-Technical Core Courses

- ART 147 - Digital Photography 1
- ART 148 - Digital Photography 2
- VICOM 282 - Photo Studio

Total Professional-Technical Courses: 15 credits

Pre-Web

http://cis.highline.edu

Learning Outcomes

- Analyze project requirements and gather information necessary to thoroughly understand project scope and s pecifications.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Manage a complex project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a complex problem.
- Design, build and maintain a scalable and minimally redundant database.
- Design, create and maintain an aesthetically pleasing and easily navigable Web front-end.
- Design, write and maintain client- and server-side program codes to implement appropriate functionality and security to Web applications.
- Document all work accurately and thoroughly.
- Gain a foundation in general education (speech, writing, humanities and social science) for transfer to a four-year university.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses

- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction to Web Development
- BUSN 125 - Exploring E-Commerce

Total Professional-Technical Courses: 15 credits

Server Side Scripting

http://cis.highline.edu

Learning Outcomes

- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Manage a complex project from start to finish, both individually and in teams.
- Determine and apply appropriate technologies and tools to a complex problem.
- Design, build and maintain a scalable and minimally redundant database.

- Design, create and maintain an aesthetically pleasing and easily navigable Web front-end.
- Design, write and maintain client- and server-side program codes to implement appropriate functionality and security to Web applications.
- Document all work accurately and thoroughly.
- Gain a foundation in general education (speech, writing, humanities and social science) for transfer to a four-year university.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- C SCI 116 - Web/Database Programming I
- C SCI 215 - Web/Database Programming
- C SCI 216 - Web/Database Capstone
- CIS 218 - Database Concepts
- CIS 140 - CIS Internship

Total Professional-Technical Courses: 21 credits

Short State Certificate of Specialization- Administration

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Core Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests.

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA in all EDUC&, ECED&, and EDUC required classes to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Coursework is highly interactive and includes field-based observations and practicum.
- Agencies will require students to complete a criminal background check prior to being offered an internship or employment.

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- ECED& 105 - Introduction to Early Childhood
- ECED& 107 - Health, Safety, Nutrition
- ECED& 120 - Practicum
- EDUC& 115 - Child Development
- ECED& 139 - Administration of EL

Total Professional-Technical Courses: 20 credits

Short State Certificate of Specialization- Family Childcare

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Core Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests.

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collab-

oratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA in all EDUC&, ECED&, and EDUC required classes to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Coursework is highly interactive and includes field-based observations and practicum.
- Agencies will require students to complete a criminal background check prior to being offered an internship or employment.

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- ECED& 105 - Introduction to Early Childhood
- ECED& 107 - Health, Safety, Nutrition
- ECED& 120 - Practicum
- EDUC& 115 - Child Development
- ECED& 134 - Family Child Care

Total Professional-Technical Courses: 20 credits

Short State Certificate of Specialization-Infant and Toddler Professional

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Core Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests.

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA in all EDUC&, ECED&, and EDUC required classes to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Coursework is highly interactive and includes field-based observations and practicum.
- Agencies will require students to complete a criminal background check prior to being offered an internship or employment.

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- ECED& 105 - Introduction to Early Childhood
- ECED& 107 - Health, Safety, Nutrition
- ECED& 120 - Practicum
- EDUC& 115 - Child Development
- ECED& 132 - Infants and Toddlers

Total Professional-Technical Courses: 20 credits

Short State Certificate of Specialization- School-Age Care

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests.

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA in all EDUC&, ECED&, and EDUC required classes to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Coursework is highly interactive and includes field-based observations and practicum.
- Agencies will require students to complete a criminal background check prior to being offered an internship or employment.

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- ECED& 105 - Introduction to Early Childhood
- ECED& 107 - Health, Safety, Nutrition
- ECED& 120 - Practicum
- EDUC& 115 - Child Development
- EDUC& 136 - School Age Care

Total Professional-Technical Courses: 20 credits

State Early Childhood Education

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests.

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA in all EDUC&, ECED&, and EDUC required classes to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Coursework is highly interactive and includes field-based observations and practicum.
- Agencies will require students to complete a criminal background check prior to being offered an internship or employment.

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- ECED& 105 - Introduction to Early Childhood
- ECED& 107 - Health, Safety, Nutrition
- ECED& 120 - Practicum
- EDUC& 115 - Child Development
- EDUC& 130 - Guiding Behavior

Total Professional-Technical Courses: 20 credits

State Early Childhood Education Initial

http://education.highline.edu

Learning Outcomes

Aligned with the Washington State Core Competencies for Early Care and Education and the Washington State Core Competencies for Child and Youth Development. Approved by the Education Advisory Committee January 27, 2011.

1. Child Growth and Development
Understand how children acquire language and creative expression and develop physically, cognitively and socially.

2. Curriculum and Learning Environments
Establish an environment that provides learning experiences to meet children's needs, abilities and interests.

3. Ongoing Measurement of Child Progress
Observe and assess what children know and can do in order to plan and provide curriculum that meets their developmental needs.

4. Families and Community Partnerships
Develop strong relationships with families and work collaboratively with agencies/organizations to meet children's needs and to encourage community's involvement with early care and education.

5. Health, Safety and Nutrition
Establish and maintain an environment that ensures children's safety, health and nourishment.

6. Interactions
Establish supportive relationships with children and guide them as individuals and as part of a group.

7. Program Planning and Development
Establish, implement, evaluate and analyze an early care and education setting.

8. Professional Development and Leadership
Serve children and families in a professional manner and participate in the community as a representative of early care and education.

9. Cultural Competency and Responsiveness
Understand diversity within and across cultures and provide an inclusive, welcoming, and respectful environment where all children, youth and families can take pride in their cultural identities, beliefs, and practices. Culture is defined as the intersection of one's national origin, religion, language, sexual orientation, socio-economic class, age, gender identity, race, ethnicity, and physical/developmental ability.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA in all EDUC&, ECED&, and EDUC required classes to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.
- Coursework is highly interactive and includes field-based observations and practicum.
- Agencies will require students to complete a criminal background check prior to being offered an internship or employment.

Prerequisites
- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses
- ECED& 105 - Introduction to Early Childhood
- ECED& 107 - Health, Safety, Nutrition
- ECED& 120 - Practicum

Total Professional-Technical Courses: 12 credits

Sustainable Design

http://interiordesign.highline.edu

Learning Outcomes
- Students will demonstrate the ability to use latest version of Google SketchUp to draw and analyze space
- Students will be able to identify and examine sustainable design practices and their impact on indoor air and environmental quality.
- Students will be able to analyze, specify materials and processes, and document compliance with LEED.
- Students will examine the economic impact and cost implications of design decisions from a life cycle analysis perspective.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Keyboarding and mouse skills.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- INT D 168 - SketchUp
- INT D 270 - Sustainable Design

- BUSN 190 - Business Ethics/Sustainability
- ENVS& 101 - Introduction to Environmental Science

Total Professional-Technical Courses: 17 credits

Technical Skills Certificate

http://btech.highline.edu

Learning Outcomes
- Improve the students' technical typing skills to meet the minimum industry standards of 25-30 wpm with minimum errors.
- Gain the necessary office technology knowledge by utilizing the latest version of Microsoft Office to learn office essentials, word processing, and spreadsheets.
- Gain the understanding necessary to operate the latest Windows Operating System to navigate, organize, customize, and secure personal computers.
- Improve the students' knowledge of Internet terminology, advanced searching on the web, and understanding the past and the future of the Internet.

Requirements

Important Notes
- Students must achieve a cumulative 2.0 GPA and a minimum 2.0 GPA in each core course to attain an AAS degree.

Professional-Technical Core Courses
- BTECH 103 - Modular Keyboarding (3 credits)
- BTECH 111 - Modular Introduction to Office (3 credits)
- BTECH 101 - Modular Computer/Windows
- BTECH 112 - Modular Introduction to the Net

Total Professional-Technical Courses: 11 credits

UNIX/Linux

http://cis.highline.edu

Learning Outcomes
- Build and configure a computer using essential components, peripherals and various operating systems.
- Implement a LAN with Microsoft and/or Linux servers and workstations adding management of users, e-mail, Websites and network resources.
- Demonstrate proficient knowledge of computer commands for Windows/Linux operating systems.
- Design and correctly address an enterprise network with built-in redundancy devices.
- Implement a virtual environment for networking within a computer or server.
- Secure access and protect the data in a network server.
- Manage a complex project from start to finish, both individually and in teams.
- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Effectively use technology to identify resources to solve networking issues, troubleshoot problems and remain current in the technology field.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.

Requirements

Important Notes
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses
- CIS 216 - Network Scripting
- CIS 217 - UNIX/Linux System Administartion
- CIS 219 - Introduction to Perl Programming

Total Professional-Technical Courses: 15 credits

Urban Agriculture

http://business.highline.edu

Learning Outcomes
- Discuss the interrelationship between people and their food supply with broad coverage of food products, food technology methods, and food safety issues; evaluate the effect of agricultural practices on the environment, human health and the economy.
- Explain and demonstrate the biological, chemical and physical conditions necessary for organic plant growth and reproduction, and discuss/demonstrate how these conditions are maintained to enhance food production.
- Identify and implement environmentally and economically sustainable methods for pest, weed and disease management for common Western Washington crops.
- Communicate fundamental information about the practices and benefits of sustainable, organic agricultural principles and practices for food production as well as stewardship and community building.
- Practice assessing the feasibility of developing a small acreage farming enterprise, including how to: evaluate personal and family/collaborative goals, evaluate land and personal resources, develop a plan, and research marketing, regulations, and community resources.
- Develop a foundation to continue studies in agriculture, entrepreneurial gardening/farming, or other related fields.
- Create a crop plan that is appropriate for the northwest region.

Requirements

Professional-Technical Core Courses
- GE SC 101 - Backyard Science
  or • BUSN 156 - Small Business Seminars
- DGS 116 - Food Justice
- SUST 141 - Spring Practicum: Urban Agriculture
- SUST 142 - Summer Practicum: Urban Agriculture
- SUST 143 - Fall Practicum: Urban Agriculture
- SUST 150 - Food as Medicine

Total Professional-Technical Courses: 19 credits

Visual Communications Adobe Suite

http://vc.highline.edu

Learning Outcomes

- Students will use intermediate and advanced tools in the Adobe Creative Suite to demonstrate knowledge through the creation and development of projects that apply to real world business situations.
- Student will produce print and website design work utilizing all the diverse software programs in the Adobe Creative Suite.
- Students will use Critical thinking to identify the proper or multiple software programs that applies to the project and that would be utilized in the business world.

Requirements

Important Notes

All courses apply to the AAS degree in Visual Communication.

Professional-Technical Core Courses

- VICOM 100 - Introduction to Web Design
- VICOM 117 - Principles of Electronic Image
- VICOM 211 - Design with Flash
- VICOM 165 - InDesign Layout I
- VICOM 230 - Photoshop I
- VICOM 250 - Design with Illustrator

Total Professional-Technical Courses: 19 credits

Web Database Developer Technologies

http://cis.highline.edu

Learning Outcomes

- Analyze project requirements and gather information necessary to thoroughly understand project scope and specifications.
- Communicate effectively with both technical and nontechnical stakeholders, both in speech and written documents.
- Gain a basic foundation in programming.
- Determine and apply current technologies and tools to a complex problem.
- Design, build and maintain a scalable Content Management Websites.
- Develop Mobile Applications and define key functionalities available by mobile devices
- Document all work accurately and thoroughly.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

Professional-Technical Core Courses

- C SCI 139 - Introduction to Computer Science and Robotics
- C SCI 200 - Emerging Technologies
- C SCI 201 - CMS I: WordPress
- C SCI 221 - Mobile Application Development

Total Professional-Technical Courses: 18 credits

Youth Development Specialist

http://humanservices.highline.edu

Learning Outcomes

- Demonstrate self-awareness and the ability to effectively assist a broad range of client groups;
- Demonstrates an understanding of adolescent physical, cognitive, social and emotional development and the impact of environments on development;
- Demonstrates an understanding of a strength-based approach to supporting all youth and the creation of positive environments and opportunities for youth.

Requirements

Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a cumulative 2.0 GPA to attain an AAS degree.
- Certificate programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter.
- Program offers flexible registration and open-entry enrollment.
- Coursework is highly interactive and includes field-based internships.
- Human services agencies will require you to complete a criminal history background check prior to offering you an intership or employment.

Prerequisites

- Some classes have entry requirements not listed here. Talk to a faculty adviser.

Professional-Technical Core Courses

- H SER 221 - Adolescent Development
- H SER 223 - Principles Youth Empowerment
- H SER 260 - Cultural Compentent Practice
- EDUC 252 - Methods-School Age Care

Total Professional-Technical Courses: 18 credits

Certificate of Arts and Sciences (CAS)

Requirements

For general information about this certificate choice, see Degrees and Certificates. The CAS is not a degree. It cannot substitute for an AA, AS or AAS. It is not recognized by the Washington Intercollege Relations Commission (ICRC).

General Requirements

- Forty-five (45) total credits with a 2.0 minimum cumulative GPA in college-level courses;
- No more than 10 credits of ungraded coursework;
- Completion of at least 23 of the total required credits at Highline with a minimum 2.0 GPA.

Specific Requirements

- Ten credits from the Humanities Distribution Areas;
- Ten credits from the Social Sciences Distribution Areas;
- Ten credits from the Sciences Distribution Areas;
- Five credits of English Composition I course (ENGL& 101);
- Ten credits of additional college-level credits (courses numbered 100 or above).

Bachelor of Applied Science Degrees—

Bachelor of Applied Science in Cybersecurity and Forensics

Learning Outcomes

A student earning a Bachelors of Applied Sciences in Cybersecurity and Forensics will be able to:
- Secure the commonly used operating systems such as Windows, Linux and Apple at the small office/home office (SOHO) level to the enterprise level.
- Securely install, configure, program and maintain routers, switches and hubs for the SOHO to enterprise level operation.
- Implement cloud security for the variation of cloud environments including public, private and hybrid.
- Implement and maintain mobile security for SOHO to enterprise level operation.
- Install the popular database products - such as MySQL, MS SQL Server and Oracle securely on various operating systems. Understand the implications and ramifications of the various combinations. Be able to design, install and maintain a secure database with each database server on the various operating systems.
- Perform penetration testing on various platforms, applications and network designs. Understand what can be expected and how to deal with situations.
- Perform forensic investigations on mobile devices and networks that support mobile devices.
- Perform effective digital forensics investigations at the device and network level. Be proficient at applying this knowledge to cloud investigations.
- Perform e-discovery tasks and understand the legalities if the company is under a litigation hold for items such as routine purges, deletion of data, etc.
- Apply knowledge of professional ethics when dealing with sensitive and confidential information.

Requirements

Specific Requirements

Communication Requirements
- ENGL& 101 - English Composition I
- CMST& 101 - Introduction to Communication

Quantative Skill Requirements
- MATH 111 - College Algebra
- *or* • MATH& 141 - Pre Calculus I
- MATH 346 - Statistics: Learning from Data

Humanities Requirements
- ENGL& 235 - Technical Writing
- PHIL 346 - Professional Ethics

Social Sciences Requirements
- PSYC& 100 - General Psychology
- SOC 115 - Crime and Society

Natural Sciences Requirements
- C SCI 100 - Survey of Computing
- *or* • C SCI 142 - Object-Oriented Programming I w/ Java
- ENVS 301 - Global Environmental Issues

Business Skill Requirement
- BUSN 318 - International Project Management

Additional General Education Requirements
- CMST 320 - Presentation Skills
- *or* • ENGL 335 - Advanced Technical Writing
- PSYCH 320 - Social Psychology

300 and 400 Level Emphasis Courses

Database Security Certificate
- CIS 310 - Database Installation and Maintenance
- CIS 312 - Database Security and Audit
- CIS 314 - Advanced Database Security

Digital Forensics and Investigations Certificate
- CIS 350 - Introduction to E-Discovery Tools and Techniques
- CIS 360 - Mobile Forensics and Investigations
- CIS 370 - Network Forensics and Investigations

Advanced Network Security Certificate
- CIS 320 - Secure Router and Switch Architecture
- CIS 420 - Cloud Security
- CIS 430 - Wireless and Mobile Security

Penetration Testing Certificate
- CIS 450 - Penetration Testing I
- CIS 460 - Penetration Testing II
- CIS 480 - Internship

Bachelor of Applied Science in Global Trade and Logistics

Learning Outcomes

A student earning a Bachelors of Applied Sciences in Global Trade and Logistics will be able to:
- Use and apply appropriate terminology, processes and key principles in discussing multifaceted issues in the areas of Global Trade, Logistics and Supply Chain Management.
- Analyze the key roles that SC managers play in company financial decisions, customer relations issues, operating procedures, product development and risk and regulatory compliance.
- Understand and utilize Enterprise Resource Planning (ERP) software systems and explain how they can be used to assist management in making decisions.
- Formulate alternatives and tradeoffs in transportation, inventory, warehousing and supplier contracts to make informed decisions, while taking into consideration issues such as corporate social responsibility, environmental sustainability, and risk management.
- Demonstrate leadership and interpersonal skills used in supplier relationship management, organizational management and negotiations.
- Apply professional ethics in a global context when dealing with confidential information, relationships with suppliers and customers, and pressures to develop a sustainable supply chain.
- Analyze alternatives to solve complex problems and make decisions: establish criteria, using appropriate decision-making techniques.
- Observing local constraints, demonstrate how to adapt marketing strategies to specific international market needs and apply basic and advanced marketing concepts to develop integrated marketing plans in a global marketplace.
- Conduct data analysis and explain how these analytics can impact aspects of supply chain to improve forecasts, demand planning, sourcing, production and distribution.
- Formulate hypotheses for decision-making and research, analyze data using appropriate statistical techniques and interpret the results of statistical analysis for use in decision making.

Requirements

Specific Requirements

Communication Requirements
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- ENGL& 235 - Technical Writing
- ENGL 335 - Advanced Technical Writing

Quantative Skill Requirements
- MATH 111 - College Algebra
- MATH& 148 - Business Calculus

Humanities Requirements
- CMST 320 - Presentation Skills
- CMST 330 - Organizational Behavior and Communication
- PHIL 346 - Professional Ethics

Social Sciences Requirements
- ECON& 201 - Microeconomics
- GEOG 120 - World Geography
- ECON 290 - Survey of International Economics

Natural Sciences Requirements
- ENVS 301 - Global Environmental Issues
- MATH 346 - Statistics: Learning from Data

Business Skill Requirements
- ACCT& 201 - Principles of Accounting I
- ACCT& 202 - Principles of Accounting II

Additional Program Specific Requirements
- BUSN 305 - International Law and Regulatory Compliance
- BUSN 310 - Introduction to Supply Chain Management
- BUSN 316 - Introduction to ERP
- BUSN 318 - International Project Management
- BUSN 355 - Financial Management
- BUSN 420 - Lean Six Sigma
- BUSN 438 - Global Marketing Management
- BUSN 440 - Internship
- BUSN 475 - Global Supply Chain Management

Quantative Skill Requirements
- MATH& 146 - Introduction to Statistics
- *or* • MATH 346 - Statistics: Learning from Data

Humanities Requirements
- CMST 320 - Presentation Skills
- PHIL 346 - Professional Ethics

Social Sciences Requirements
- PSYC& 100 - General Psychology
- PSYC& 200 - Life Span Psychology

Natural Sciences Requirements
- BIOL& 241 - Human Anatomy and Physiology I
- BIOL& 242 - Human Anatomy and Physiology II

Additional General Education Requirements
- BIOL& 260 - Microbiology
- CHEM& 121 - Introduction to Chemistry
- HUM 300 - Dying and Death: Cultural Influences

Additional Program Specific Requirements
- R C 400 - Leadership and Management for the Healthcare Profession
- R C 401 - Advanced Neonatal and Pediatric Respiratory Care
- R C 402 - Advanced Critical Care
- R C 403 - Scientific Investigation
- R C 404 - Ethics, Law and Healthcare
- R C 405 - Disease Management
- R C 406 - Home Care/Pulmonary Rehabilitation (Alternative Sites)
- R C 407 - Education Principles in Healthcare

Bachelor of Applied Science in Respiratory Care

Learning Outcomes

A student earning a Bachelors of Applied Sciences in Respiratory Care will be able to:
- Apply advanced adult, pediatric and neonatal Respiratory Care concepts and effectively perform treatment plans.
- Demonstrate the fundamental research knowledge to interpret and apply scientific research information in the health care field.
- Demonstrate and practice team collaboration, leadership and management skills in varied health care settings.
- Effectively employ advanced practitioner competencies in the delivery of care in specialty cardiopulmonary areas.
- Deliver care that is culturally responsive, considering and respecting all dimensions of human diversity.
- Demonstrate ethical respiratory care practices.

Requirements

Specific Requirements

Communication Requirements
- ENGL& 101 - English Composition I
- ENGL& 235 - Technical Writing

ABE/GED/ESL

ABE 002 - ESL Pre-Literacy

10 credits   Department permission.
Designed for adults who have little to no literacy in their native language and who have extremely limited proficiency in the English language. Integrates the instruction of listening, speaking, reading, writing and technology skills. ESL 1 is equivalent to CASAS scores 190 and below.

ABE 005 - Ed Interview

1 credits   Instructor permission.
This course is designed for Welcome Back participants only. The purpose of this course is to move participants into the 2nd phase of their intensive case management, barrier reduction, education intervention and persistence through research-proven goal setting, career assessment, problem solving, evaluation and intervention and self-awareness strategies so that they may re-enter the health care profession in some capacity. Students will be tested and placed in appropriate education interventions towards the end of the course if applicable. Students will also be referred to appropriate programs and services as needed.

ABE 009 - ESL Civics Literacy

3 credits   Min. ASSET reading 32.
A study of United States history and government to prepare students who wish to pass a civics test for permanent residency.

ABE 011 - ABE Integrated Skills 1

10 credits   Instructor permission.
To aid adults who need instruction in basic English and math skills. Instruction is delivered in a variety of formats including lecture, group activities, and individualized instruction. ABE Language Arts level 1 is equivalent to CASAS scores under 200.

ABE 013 - ABE Integrated Skills 2

10 credits   Instructor permission.
To aid adults who need instruction in basic English and math skills. Instruction is delivered in a variety of formats including lecture, group activities, and individualized instruction. ABE Language Arts level 1 is equivalent to CASAS scores between 201 and 210.

ABE 015 - ABE Integrated Skills 3

10 credits   Instructor permission.
To aid adults who need instruction in basic English and math skills. Instruction is delivered in a variety of formats including lecture, group activities, and individualized instruction. ABE Language Arts level 3 is equivalent to CASAS scores under 211-220.

ABE 019 - ABE Integrated Skills 4

10 credits   Instructor permission.
To aid adults who need instruction in intermediate English and math skills. Instruction is delivered in a variety of formats including lecture and group activities. ABE Math level 4 is equivalent to CASAS scores between 221 and 235.

ABE 021 - ABE High School US History

5 credits
The development of the American peoples: history to 1900. Covers the role of the federal government and minority groups in America's development, the U.S. role in world events, development of the U.S. political system and economic changes. Goal is to provide a view of American history to satisfy high school history requirement. This course fulfills the 1 credit requirement for a high school diploma.

ABE 023 - ESL 1: Literacy

10 credits   Instructor permission.
Designed for adults who may not be literate in any language and/or who have extremely limited proficiency in the English language. Integrates the instruction of listening, speaking, reading, writing and technology skills. ESL 1 is equivalent to CASAS scores 190 and below.

ABE 025 - ESL 2: Beginning

10 credits   Instructor permission.
Designed for adults who have extremely limited in the English language. Integrates the instruction of listening, speaking, reading, writing and technology skills. ESL 2 is equivalent to CASAS scores 191-209.

ABE 027 - ESL 3: Low Intermediate

10 credits   Instructor permission.
Designed for adults who have limited proficiency in the English language. Integrates the instruction of listening, speaking, reading, writing and technology skills. ESL 3 is equivalent to CASAS scores 210-218.

ABE 029 - ESL 4: High Intermediate

10 credits   Instructor permission.
Designed for adults who have some proficiency in the English language. Integrates the instruction of listening, speaking, reading, writing and technology skills. ESL 4 is equivalent to CASAS scores 219-228.

ABE 031 - ESL 5: Low Advanced

10 credits   Instructor permission.
Designed for adults who have some proficiency in the English language. Integrates the instruction of listening, speaking, reading, writing and technology skills. ESL 5 is equivalent to CASAS scores 229-235.

ABE 043 - ABE College Prep Read II

5 credits   Instructor permission.
Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

ABE 053 - ABE Parent-Family Education

3 credits
Designed for parents of young children. Participation in parent education classes through a planned combination of methods in variable credit.
Designed for parents of young children. Participation in parent education classes through a planned combination of methods in variable credit.

ABE 054 - ACHIEVE Read/Math

4 credits
Intake assessments, goal setting and action plans lead the students to personal progress as they become better readers and learn real-life, practical math applications. Flexible program allows students to focus on their areas of primary need.

ABE 057 - Pre-Employ Life Skills

5 credits   Instructor permission.
To promote skills that will enable students to secure and maintain stable employment by increasing interpersonal and communication skills, goal setting, money management and by providing general resources.

ABE 065 - ABE Integrated Skills 5

10 credits   Instructor permission. Must take CASAS locator test.
To aid adults who need instruction in basic English and math skills in order to pass the GED tests, improve college math placement scores, or achieve other educational or career goals. Instruction is delivered in a variety of formats including lecture, group activities, and individualized instruction. ABE Language Arts level 5 is equivalent to CASAS scores between 236 and 245.

ABE 067 - ABE Integrated Skills 6

10 credits   Instructor permission. Must take CASAS locator test.
To aid adults who need instruction in basic English and math skills in order to pass the GED tests, improve college math placement scores, or achieve other educational or careen goals. Instruction is delivered in a variety of formats including lecture, group activities, and individualized instruction. ABE Language Arts level 6 is equivalent to CASAS scores between 246 and 255.

ABE 068 - ABE Language Arts 6

10 credits   Department permission.
To aid adults who need instruction in basic English skills in order to pass the GED tests, improve college math placement scores, or achieve other educational or careen goals. Instruction is delivered in a variety of formats including lecture, group activities, and individualized instruction. ABE Language Arts level 6 is equivalent to CASAS scores between 246 and 255.

ABE 070 - ABE/ESL Technology Lab

1 credits   Instructor permission.
This course is designed for students needing help with English language skills such as pronunciation, reading, and writing to prepare for th e healthcare workforce with an emphasis on pronunciation in a healthcare setting. The purpose of this course is to improve language learning strategies, increase proficiency with technology, improve retention an d persistence using a variety of software and online resources. Students will be assessed and placed in appropriate class levels towards the end of the course if applicable. Students will also be referred to appropriate programs and services.

ABE 071 - Review of Arithmetic

5 credits
This course is designed for students needing a review of fractions, decimals, percents and proportions. No
Designed for students needing to review the meaning of and methods for calculating with whole numbers, fractions, decimals, ratios, percents, and proportions. To earn credit for the course, students will have to pass mastery tests in four areas: whole numbers, decimals, fractions, and percents/proportions.

ABE 086 - Essentials of Geometry

5 credits   Instructor permission.
A geometry course that examines important properties of 2-D and 3-D shapes, including area, volume, congruence, similarity, constructions, transformations, and trigonometry. The course emphasizes using inductive and deductive reasoning to make claims and establish their validity.

ABE 090 - Transition to College

10 credits   Instructor permission.
Designed for ESL students before entering a vocational or academic program. Students receive an orientation to the college as well as academic skills and English language skills needed for successful transition and participation in higher education.

ABE 091 - Essentials of Intermediate Algebra

5 credits   Instructor permission.
An intermediate algebra course that develops understanding of functions (linear, exponential, quadratic) as well as proficiency with simplifying expressions involving integer exponents, solving linear inequalities, and solving linear equations in two variables. GRAPHING CALCULATOR REQUIRED: TI-83 or 84 recommended.

ABE 092 - Jumpstart Reading 1

5 credits   Only offered as a cluster with READ 081. Instructor permission.
Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

ABE 093 - Jumpstart Reading 2

5 credits   Only offered as a cluster with READ 091. Instructor permission.
Emphasis on developing academic reading skills. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

ESL 096 - English Pronunciation

5 credits
Individual and small-group instruction in pronunciation of English. Emphasis on forming proper sounds in syllables, words, sentences and conversation.

ESL 100 - Academic Listen/Speak

2 credits   Prereq: ESL COMPASS 210 or READ 071 with 2.0. min. Recommended for students who are concurrently registered in a college lecture class.
This course is designed to develop ESL students' academic listening and speaking skills and improve their social and intercultural communication skills. Emphasis will be placed on understanding college lectures, note-taking, interpersonal communication techniques for group and whole class discussion and academic presentation. Special attention is given to language use variations according to level of formality, situation and participants.

ACCOUNTING

ACCTG 121 - Practical Accounting

5 credits
Use traditional paper-based journals and ledgers to analyze, record and report financial information for a sole proprietorship-service and merchandising.

ACCTG 124 - Accounting with Microcomputer

5 credits   Prereq: ACCTG 121.
Introduction to computer-based accounting utilizing PCs to further understand the accounting cycle in the management and processing of business financial data in a computer environment.

ACCTG 128 - Government/Not-For-Profit Accounting

5 credits
Basics of accounting for governmental and not-for-profit organizations; topics include fund accounting, budgeting, financial reporting and auditing.

ACCTG 139 - Pre Co-Op Work Seminar

1 credits   This course requires work experience to be coordinated with the instructor.
The seminar is taken at least one quarter before the student enrolls in CO-OP Work Experience (ACCTG 140/240) internship. This seminar teaches the student job searching skills (preparing a resume and cover letter, developing interviewing skills, and locating potential employers). The seminar also assesses the students skills, interests, and career goals and matches these to small/micro businesses.

ACCTG 140 - Co-Op Work Experience

5 credits   This course requires work experience to be coordinated with the instructor.
Students combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

ACCTG 145 - Business Taxes-Payroll

5 credits   Recom: ACCTG 121.
Covers the requirements and laws in payroll accounting and related taxes: income tax, social security, unemployment and Washington industrial insurance. Introduces students to the current changes in payroll taxes and complete the automated payroll program as the capstone course project.

ACCTG 215 - Accounts Receivable/Payable

5 credits   Prereq: ACCTG 121 or ACCTG/ACCT& 201.
Generally accepted accounting principles and standard business practices and their application in determining accounts receivable and accounts payable, including cash collections and payments, state and local taxes, and accounting systems and reports. Designed for students desiring an Accounting AAS degree or certificate.

ACCTG 217 - Income Tax Procedures

5 credits   Prereq: ACCTG 121 or ACCTG/ACCT& 201.
Provides an introduction to taxation with the primary focus being on Individual Income tax laws, regulations, judicial resources, and administrative requirements. Provides the foundation and fundamental background for conducting tax research and resolving issues involving individual Income taxation.

ACCTG 240 - Co-Op Work Experience

5 credits   This course requires work experience to be coordinated with the instructor.
Students combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

ACCTG 291 - Special Studies

1 credits   Instructor permission. Prereq: ACCTG 121 or ACCTG/ACCT& 201.
An individual study project developed by student and instructor in an area approved by the instructor.

ACCTG 293 - Special Studies

1 credits   Instructor permission. Prereq: ACCTG 121 or ACCTG/ACCT& 201.
An individual study project developed by student and instructor in an area approved by the instructor.

ACCTG 294 - Special Studies

1 credits   Instructor permission. Prereq: ACCTG 121 or ACCTG/ACCT& 201.
An individual study project developed by student and instructor in an area approved by the instructor.

ACCTG 295 - Special Studies

5 credits   Instructor permission. Prereq: ACCTG 121 or ACCTG/ACCT& 201.
An individual study project developed by student and instructor in an area approved by the instructor.

ACCT& 201 - Principles of Accounting I

5 credits   Previously ACCTG 201. Recom: Sophomore standing and ACCTG 121.
Generally accepted accounting principles and their application in determining assets, liabilities and equity; determination of periodic incomes; presentation of accounting systems and reports. Designed for business transfer students.

ACCT& 202 - Principles of Accounting II

5 credits   Previously ACCTG 202. Prereq: ACCTG/ACCT& 201 with 2.0 min.
Continue with generally accepted accounting principles; analysis of assets, liabilities and equity; analysis of financial statements and statement of cash flows. Designed for business transfer students.

ACCT& 203 - Principles of Accounting III

5 credits   Previously ACCTG 203. Recom: ACCTG 121 or ACCTG/ACCT& 201.
Discusses using accounting information within the business organization for planning, decision making and control. Emphasis on the analytical approach in problem solving. Designed for the business transfer student.

AMERICAN SIGN LANGUAGE

ASL 291 - Special Studies

1 credits   Instructor permission.
Exploration of deaf-blind community.

ASL 292 - Special Studies

2 credits   Instructor permission.
Exploration of deaf-blind community.

ASL 293 - Special Studies

3 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Exploration of deaf-blind community.

ASL 294 - Special Studies

4 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Exploration of deaf-blind community.

ASL 295 - Special Studies

5 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Exploration of deaf-blind community.

ASL& 121 - American Sign Language I

5 credits   Previously ASL 101.
ASL& 121 is a comprehensive beginning course in American Sign Language, which includes instruction and practice in expressive and receptive language skills and an introduction to the culture and history of the primary users of the language.

ASL& 122 - American Sign Language II

5 credits   Previously ASL 102. Prereq: ASL 101/ASL& 121 with 1.5 min. or permission.
ASL& 122 is a comprehensive, second level beginning course in American Sign Language, which includes instruction and practice in expressive and receptive language skills and continued cultural exploration.

ASL& 123 - American Sign Language III

5 credits   Previously ASL 103. Prereq: ASL 102/ASL& 122 with 1.5 min. or permission.
ASL& 123 is a comprehensive third level beginning course in American Sign Language, which includes instruction and practice in expressive and receptive language skills, continued cultural exploration and an introduction to the deaf-blind culture and community.

ANTHROPOLOGY

ANTH& 100 - Survey of Anthropology

5 credits   Previously ANTHR 100.
Teaches various aspects of the human species, including evolutionary and cultural adaptation and diversity, prehistoric cultures and linguistics.

ANTH& 104 - World Prehistory

5 credits   Previously ANTHR 105.
Surveys human prehistory from just prior to domestication of plants and animals through the emergence of early civilizations. Special emphasis on the manner in which this information is obtained from the archaeological record. Discusses Mesopotamia, China, Egypt, India, sub-Saharan Africa, Peru and Mesoamerica civilizations.

ANTH& 204 - Archaeology

5 credits   Previously ANTHR 220.
Studies the various ways in which people can view material culture and the development of such views over time. Using a highly interdisciplinary perspective, students will critically examine a variety of approaches which are and have been utilized in attempts to reconstruct past life, events and cultures. Explores the historical development of archaeology and related disciplines in order to assess their explanatory potential and limitations.

ANTH& 205 - Biological Anthropology

5 credits
Examines the history and theories of evolution. Discusses the causes and distribution of human physical variation, the concept of race, and racism in science. Presents the subfield of Forensic Anthropology or the analysis of human remains. Examines the anatomical and behavioral differences and similarities of non-human primates and humans. Traces the fossil record of the earliest species of primates, prosimians, monkeys, apes and humans.

ANTH& 206 - Cultural Anthropology

5 credits   Previously ANTHR 202.
Introduces theories and methods used to understand the cultures and societies of non-Western and Western peoples. Comparative emphasis includes examination of political, religious, kinship and language systems.

ANTH& 207 - Linguistic Anthropology

5 credits   Previously ANTHR 210.
Explores language in its social context, language structure and change, and intercultural explorations.

ANTHR 291 - Independent Study

1 credits   Instructor permission.
Complete an independent study project developed by the student and instructor in an area approved by the instructor.

ANTHR 292 - Independent Study

2 credits   Instructor permission.
Complete an independent study project developed by the student and instructor in an area approved by the instructor.

ANTHR 295 - Independent Study

5 credits   Meets Social Science Area II Distribution Requirement. Instructor permission
Complete an independent study project developed by the student and the instructor in an area approved by the instructor.

ARABIC

ARAB 121 - Arabic I

5 credits
A comprehensive beginning Arabic course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted almost exclusively in Arabic.

ARAB 122 - Arabic II

5 credits   Prereq: ARAB 101/121 with 1.5 min. or permission.
A comprehensive beginning Arabic course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted almost exclusively in Arabic.

ARAB 123 - Arabic III

5 credits   Prereq: ARAB 102/122 with 1.5 min. or permission.
A comprehensive beginning Arabic course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted almost exclusively in Arabic.

ART

ART 101 - Design I: Two Dimensional

5 credits
Through lectures and studio problem-solving experience, students will study the elements and principles of design and design effectiveness in the visual arts.

ART 102 - Design II: Three Dimensional

5 credits   Prereq: ART 101 or permission.
Application and study of the fundamental elements and principles of design as they specifically apply to 3-D form and space. Emphasis on the relationships and differences between 2- and 3-D design.

ART 103 - Design III: Mixed Media

5 credits
A hands-on course that will integrate studio skills of photography, sculpture, painting, drawing and ceramics.

ART 105 - Introduction to Color

5 credits
Exploration of color, including visualization, basic color theory and the use of color to define relationships.

ART 110 - Drawing I: Beginning

5 credits
Introduction to materials and techniques as applied to drawing from still-life objects and the study of the compositional elements and principles of art as they apply to a variety of drawing media.

ART 111 - Drawing II: Composition

5 credits
Progressive drawings composed of line, shape, value-tone and pattern taken from still-life materials. Continued study of the compositional elements and principles of spatial organization in a wide variety of drawing media.

ART 112 - Figure Drawing I

5 credits
Draw from the posed model using line relationships of figure to environment and fundamentals of composition.

ART 113 - Portrait Drawing

5 credits
Advanced class focuses on portraits, clothed figures and self-portraits. Students will develop their grasp of fundamental concepts and techniques of modeling light and shadow, proportion, color and composition. Learn to apply detail, color, placement and distortion to achieve expressive qualities of mood and emotion.

ART 114 - Portrait Sculpture

5 credits
Students will study historical and contemporary references to 3-D portraiture and create their own portraits in clay, from which castings will be made.

ART 115 - Figure Drawing II

5 credits   ART 112 recommended.
Intermediate life drawing.

ART 120 - Introduction to Art History

5 credits
Studies the development of visual art from the Paleolithic to early Christian art of Western civilization. Designed to develop the awareness and understanding of the basic language of art in context of differing styles in art history and to give an introduction to the subject matter of broad areas to the history of art as humanistic study.

ART 125 - 35mm Film Photography I

5 credits   35mm SLR film camera required.
Introduction to black and white film photography as an art form and as a method of visual communication. Laboratory hands on experience will cover camera and darkroom procedures while classroom lectures will treat historical and technical considerations.

ART 126 - 35mm Film Photography II

5 credits   35mm SLR film camera required.
A continuation of ART 125. Includes procedures and techniques for a finer control of black-and-white film and papers and the use of filters and special effects for a more creative approach to the medium.

ART 128 - History of Design I

5 credits
The course gives students and understanding of specific design proponents, movements and historical trajectories relevant to furniture and Architectural design. The course draws upon the historical lineage and identifies the predominant civilizations throughout history and the contributions they have made to furniture and Architectural design. This survey course traces the dominant furniture paradigms and historical shifts that have occurred from Greek Style through the Federal Style.

ART 129 - History of Design II

5 credits
This course gives students and understanding of specific design proponents, movements and historical trajectories relevant to furniture and architectural design. The course draws upon the historical lineage and identifies the predominant civilizations throughout history and the contributions they have made to furniture and architectural design. This survey course traces the dominant design paradigms and historical shifts that have occurred from the Industrial Revolution to Current.

ART 147 - Digital Photography I

5 credits   Previously PRINT 148.
Introduction to the theory, techniques and processes of still photography with a digital camera. Emphasizes photography's potential in both an artistic and commercial context. Introduces scanning, photo manipulation software, digital imaging processes and requirements for Web and print production.

ART 148 - Digital Photography II

5 credits   Previously PRINT 149. Prereq: PRINT 148/ ART 147 or permission.
Intermediate digital photography with emphasis on design, lighting, Photoshop and workflow management. Helps prepare students for the Adobe Certified Expert (ACE) exam in Photoshop.

ART 149 - Digital Photography III

5 credits   Prereq: PRINT 148/ART 147 and PRINT 149/ART 148, or instructor permission.
Advanced digital photography with emphasis on design, lighting, Photoshop, workflow management and running a studio business.

ART 150 - Painting I

5 credits
As an introductory course in painting, students will employ the elements of descriptive painting developed from the Renaissance to the present. Students will learn how to develop a painting and acquire a self-critical painting methodology.

ART 151 - Painting II

5 credits   Prereq: Art 150 or Instructor permission.
Intermediate painting with emphasis on the use of color, composition, imagery and painting process in oil or acrylic media.

ART 155 - Watercolor Painting

5 credits
Control aqueous/watercolor technique in traditional and non-traditional styles. Work from a variety of subject matter in full color with compositional emphasis.

ART 171 - Ceramics I

5 credits   Class clustered with ART 172 and 173 for class limit. Additional lab hours required for day classes.
Introduction to history, technology and criticism. Use of hand-building methods - such as coil, pinch and slab - to make clay objects. Introduction to glazing techniques. Demonstration of the basics of the use of the potter's wheel. Students furnish own clay. For classes taught during the daytime, open lab modules will vary in lecture/lab contact hours from courses offered at other times.

ART 172 - Ceramics II

5 credits   Prereq: ART 171 or permission. Class clustered with ART 171 and 173 for class limit. Additional lab hours required for day classes.
Continuation of ART 171. Continued exploration of ceramic forming methods and glazing techniques. Further development of critical dialogue and historical awareness. Introduction to glaze chemistry and firing techniques. For classes taught during daytime, open lab modules will vary in lecture/lab contact hours from courses offered at other times.

ART 173 - Ceramics III

5 credits   Prereq: ART 171 and 172, or permission. Class clustered with ART 171 and 172 for class limit. Additional lab hours required for day classes.
Continued exploration of ceramic forming methods and glazing techniques with an emphasis on developing a personal style. Further discussion of glaze and firing technology. Further development of critical dialogue and historical awareness.

ART 181 - Sculpture

5 credits
A studio course in sculpture; materials and methods of the sculptor will be explored through project assignments and slide lectures.

ART 228 - Design Drawing I

5 credits
 In this course students will engage in drawing activities to gain an understanding of the power and importance of drawing as a creative and communicative tool. Topics include mastering color pencil and marker techniques, rendering of texture, pattern, and hard surfaces. At the end of the quarter, students are challenged to communicate design ideas through sketches and formal presentation methods.

ART 238 - Design Drawing Perspective

5 credits
This class is an exciting introduction to perspective. We will explore creating an illusion of depth on a two dimensional surface using perspective. Students will gain confidence, control of line and using sketches to communicate design intent.

ART 291 - Contractual Studies

1 credits   Meets Humanities Area II Distribution Requirement. Instructor permission.
Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

ART 292 - Contractual Studies

2 credits   Meets Humanities Area II Distribution Requirement. Instructor permission.
Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

ART 293 - Contractual Studies

3 credits   Meets Humanities Area II Distribution Requirement. Instructor permission.
Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

ART 295 - Contractual Studies

5 credits   Meets Humanities Area II Distribution Requirement. Instructor permission.
Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

ASTRONOMY

ASTR& 100 - Astronomy

5 credits   Previously P SCI 120. Prereq: MATH 081 or equivalent.
Introductory course with emphasis on the astronomical concepts fundamental to present understanding of the universe. Topics include the solar system, stars, galaxies and cosmology.

BIOLOGY

BIOL 103 - Seabirds and Marine Mammal

5 credits   Min. COMPASS pre-algebra 60, ASSET numerical skills 44 or minimum MMT Algebra Basics 75 or MATH 081 with minimum 2.0.
Introduction to the birds and mammals that live in and around the sea. Covers the evolution of birds and marine mammals, including their taxonomy, physiology, behavior, ecology and current threats to their survival.

BIOL 110 - Marine Biology

5 credits   Min. COMPASS pre-algebra 60, ASSET numerical skills 44 or minimum MMT Algebra Basics 75 or MATH 081 with minimum 2.0.
A survey of the animals, algae, and plankton of Puget Sound. Includes field study and laboratory.

BIOL 114 - History of Life

5 credits   Min. MMT Algebra Basics 75, COMPASS Pre Algebra 60, or completion of MATH 081 with a 2.0 or better.
Origin and evolution of life, with emphasis on biologic innovations and crises in the context of Earth history. A broad overview of the evolution and diversification of life on Earth including the connection between evolution and genetics. Includes a brief history of the development of evolution theory. It is an introduction to science in general and to evolutionary biology in particular

BIOL 115 - Life in the Womb

5 credits   Min. MMT Algebra Basics 75, COMPASS Pre Algebra 60, or completion of MATH 081 with a 2.0 or better.
Lecture study of the biology of pregnancy, from the perspective within the womb. The biology of human development, mythology, cultural ideas and clinical practices from conception to birth.

BIOL 119 - Introduction to Plant Biology

5 credits   Min. MMT Algebra Basics 75, COMPASS Pre Algebra 60, or completion of MATH 081 with a 2.0 or better.
Basic fundamentals of botany, including plant anatomy, reproduction, growth and development. Emphasis on Pacific Northwest plant structure and function.

BIOL 120 - Perspectives in Biology

5 credits   Min. MMT Algebra Basics 75, COMPASS Pre Algebra 60, or completion of MATH 081 with a 2.0 or better.
Lecture, reading and discussion course in biological concepts related to problems of current concern.

BIOL 121 - Genetic Revolution

5 credits   Min. MMT Algebra Basics 75, COMPASS Pre Algebra 60, or completion of MATH 081 with a 2.0 or better.
Introduction to genetics focusing on the genetic revolution.

BIOL 122 - Biology of Sex

5 credits   Min. MMT Algebra Basics 75, ASSET numerical skills 44 or MATH 081.
The origin, development and evolution of sex and sexual reproduction. Topics include a survey of the sexual systems of selected organisms, sexual selection and human reproduction.

BIOL 123 - Plants, People and Culture

5 credits   Prereq: Math 81 with a 2.0 or higher, or numerical Asset of 44 or higher, or Pre-Algebra COMPASS score of 60 or higher or MMT Algebra Basics 75 or higher.
An introduction to ethnobotany. Ethnobotany deals with the uses of plants by indigenous cultures. Historically, these uses by native cultures have been largely ignored or downplayed as unimportant or uninteresting. Ethnobotany as a discipline disabuses these notions and affords respect for both the uses of plants and the cultures that employ the particular practices. In this course we will consider the uses of plants for various purposes by at least a dozen different indigenous cultures including the uses of plants by PNW natives.

BIOL 125 - Wilderness Biology

5 credits
A field course emphasizing natural history and plant identification in the mountains of the Pacific Northwest. Topics include local geology, weather, plants, animals and general ecology. Includes day hikes and overnight backpacking trips.

BIOL 126 - Diving Biology

2 credits   Prereq: NAUI or PADI or SSI scuba diving certification.
A field class emphasizing identification and natural history of marine invertebrates. Includes scuba dives in Puget Sound. NAUI or PADI or SSI scuba certification required.

BIOL 140 - Cooperative Education

11 credits   Instructor permission and concurrent participation in associated biology class. Requires work experience coordinated with instructor.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

BIOL 145 - Field Ecology

5 credits   Instructor permission. Min. MMT Algebra Basics 75, ASSET numerical skills 44 or MATH 081.
Field studies and special projects investigating the interrelationships between organisms and their environment. May include either day or overnight field trips.

BIOL 240 - Cooperative Education

11 credits   Instructor permission and concurrent enrollment in associated biology class. Requires work experience coordinated with instructor.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

BIOL& 100 - Survey of Biology

5 credits   Previously BIOL 100. Min. COMPASS pre-algebra 60, ASSET numerical skills 44 or, or MMT Algebra Basics 75 or higher MATH 081 with a 2.0 or higher.
Examines major unifying concepts and methods of the life sciences from the cell to evolution. Includes laboratory.

BIOL& 160 - General Biology w/Lab

5 credits   Previously BIOL 230, previously BIOL 151 Min. MMT Algebra Core 77, COMPASS Algebra 47, or completion of MATH 091 with a 2.0 or better.
Introductory cell biology lecture and lab course. Designed primarily for pre-allied health students, but also counts as non-majors lab science distribution credit. BIOL& 160 is a prerequisite for BIOL& 241 (Human Anatomy and Physiology I) and BIOL& 260 (Microbiology). Topics covered are similar to BIOL& 211 but this class does not fulfill the requirements for courses requiring BIOL&211 as a prerequisite.

BIOL& 175 - Human Biology w/Lab

5 credits   Previously BIOL 118. Min. MMT Algebra Basics 75, ASSET numerical skills 44 or MATH 081 with a 2.0.
Introduction to the function of human organ systems and their interactions.

BIOL& 211 - Majors Cell

5 credits   Previously BIOL 201 Min. MMT Algebra Core 77 or MATH 091 with min 2.0. Prereq: CHEM 151/CHEM&161 or equivalent, or permission. For biology majors, pre-med, pre-dental, pre-pharmacy & pre-physical therapy students. Pre-nursing, pre-dental hygiene, and pre-occupational therapy students are advised to take BIOL 230/BIOL& 160.
BIOL& 211 is an introductory cell biology lecture and lab course. It is the first quarter of a three-quarter series intended for biology majors wishing to transfer to a four-year university. BIOL& 211 is a prerequisite for BIOL& 212 (Majors Animal - offered winter/spring quarter only) and BIOL& 213 (Majors Plant - offered spring/summer quarter only) and can also serve as a prerequisite for BIOL& 241 (Human Anatomy and Physiology I) and BIOL& 260 (Microbiology). The topics are similar to BIOL 230/BIOL& 160 but are covered in more depth with more chemistry emphasis.

BIOL& 212 - Majors Animal

5 credits   Previously BIOL 202. Prereq: BIOL 201/BIOL& 211 with a 1.7 or higher; Min. MMT Algebra Core 77, COMPASS Algebra 47, or completion of MATH 091 with a 2.0 or better; CHEM 151/CHEM& 161.
A comparative study of the major animal groups including anatomy, physiology, development, behavior within an evolutionary and ecological framework. Laboratory includes student research.

BIOL& 213 - Majors Plant

5 credits   Previously BIOL 203. Prereq: Min. MMT Algebra Core 77, COMPASS Algebra 47, or completion of MATH 091 with a 2.0 or better; BIOL 201/BIOL& 211 or permission.
The study of plant structure and function and the general principles of ecology and evolution. Includes laboratory.

BIOL& 241 - Human Anatomy and Physiology I

5 credits   Previously BIOL 231. Prereq: Min. MMT Algebra Core 77, COMPASS Algebra 47, or completion of MATH 091 with a 2.0 or better.; BIOL 230/BIOL& 160 or BIOL 201/BIOL& 211 with 2.0 or better.
The first half of a survey of the structure and function of organ systems. Covers tissues and the skeletal, muscular, nervous and sensory systems. Includes laboratory.

BIOL& 242 - Human Anatomy and Physiology II

5 credits   Previously BIOL 232 Min. MMT Algebra Core 77, COMPASS Algebra 47, or completion of MATH 091 with a 2.0 or better; BIOL 231/BIOL& 241 with 2.0 or better, or permission.
The second half of a survey of the structure and function of organ systems including endocrine, blood, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. Includes laboratory.

BIOL& 260 - Microbiology

5 credits   Previously BIOL 250 Min. MMT Algebra Core 77, COMPASS Algebra 47, or completion of MATH 091 with a 2.0 or better; BIOL& 211 or BIOL&160 with 2.0 or better. min., or permission.
A survey of the characteristics of bacteria and other microorganisms, methods of study, their role in nature and applications to health and environmental problems. Includes laboratory.

BUSINESS

BUS& 101 - Introduction to Business

5 credits   Previously BUSN 100.
Survey of business and its role in our economy. Explores the world of business today within the context of our global and Internet-influenced economy. Covers management and organization, human resources, marketing, information systems, finance and the securities markets, as well as emerging business topics.

BUS& 201 - Business Law

5 credits
Introduction to the American legal system and to legal principles important to business relationships and the business environment. Includes an overview of the federal and state court structures and the legislative process. Survey of Business Ethics, Dispute Resolution, Common law, Torts, Criminal Law, Contracts, Real Property and Landlord-Tenant Law, Commercial Transactions, Corporations, Partnerships, Agency Law, Employment Law, and Government regulation and business

BUSN 103 - Career Pathways: M2M

2 credits
Course prepares returning military for transition into manufacturing and related logistics positions. Includes career research, job preparation skills and specific manufacturing related job skills.

BUSN 105 - Introduction to Logistics

5 credits
Study of the functions and characteristics of transportation companies, air, railroad, sea, truck carriers; advantages and limitations of each form of transportation; major aspects of international transportation, import and export; the role of these transportation companies to the U.S. and world economies; domestic and international cargo documentation including classification, pricing and settlement methods, tariffs and regulations, payment options, Incoterms and laws and regulations; geography; and exploration of employment and career opportunities.

BUSN 106 - Freight Forwarding

4 credits
Focuses on the internal operations of the freight forwarder and the role it plays in the global supply chain, specifically how it interfaces with client companies. This course provides a strong understanding of the strategic management of a freight forwarder, particularly as a company offering a range of services supporting the global supply chain. Elements of an integrated service provider, responsibilities and obligations of the forwarder, invoicing, and both mutual interests and conflict of interests with the client company are explored. Includes in depth coverage of Incoterms and how they are used in international transactions.

BUSN 107 - Warehousing/Distribution

4 credits
Provides a basic understanding of the major factors in managing a warehouse and distribution system. Introduces the concepts and applications for the effective management and control of distribution channel, warehouse, and transportation management functions and processes. Includes channel network design, distribution inventory management, warehousing, materials handling functions, and transportation management

BUSN 110 - Business, Government, Society

5 credits
Examines the economic, social and political environment of business. Special emphasis on the interrelationships between business, government and society as well as providing a strategic approach to social responsibility and stakeholder analysis.

BUSN 120 - Air Cargo/Documentation

3 credits
Study of the functions and characteristics of air cargo transportation within the larger international logistics arena; the role of the airport and air transportation companies to the regional and state economies; domestic and international air cargo documentation including classification, pricing and settlement methods; includes topics such as tariffs and regulations, security and compliance, insurance geography; and exploration of employment and educational opportunities.

BUSN 125 - Exploring E-Commerce

5 credits
Introduces students to the huge impact e-commerce is having on business and our lives. Students will learn to find business information on the Internet and explore career opportunities in the field. They will learn about business strategies for e-commerce, including service, retail, business to business, security issues, public policy and global business. Students will analyze sites and learn about Internet marketing, advertising and sales. Students will get hands-on practice with Web security issues, electronic payment systems and the legal issues involved in creating a functioning online store.

BUSN 132 - Advertising

5 credits
Discusses the history and social impact of advertising, including the people and institutions that do advertising and the ads themselves. Includes hands-on involvement in an integrated marketing communication campaign involving target marketing, ad research, strategies and tactics, budgeting, media planning, and assessment.

BUSN 133 - Basic Money Management

3 credits
Anaylsis and examination of budgeting, net worth statements, credit, insurance, real estate, stocks, bonds, mutual funds, precious metals, taxes and tax shelters, retirement plans, and estate planning.

BUSN 134 - Principles of Salesmanship

5 credits
Examines consumer need and motivation, principles and techniques of selling. Includes theoretical and practical application of the selling process.

BUSN 135 - Business Mathematics

5 credits
Teaches practical mathematical applications in business; emphasis on percentages, cash and trade discounts, markup and markdowns, depreciation, interest, present values, annuities and consumer credit. Learn how to make business math calculations by hand on paper and by using the spreadsheet program Excel. Deals with the theory and application to case situations. Extensive practice with the problem analysis, problem setup, making necessary calculations and making conclusions based on the calculations.

BUSN 138 - Principles of Marketing

5 credits
Introduces the concepts of marketing as used in business today. Description and evaluation of the ways in which goods and services are developed to meet customer and consumer needs and distributed for domestic and international consumption; economic, government, social, and other environmental forces in relation to the marketing function; emphasis on relevant social problems and responsibilities.

BUSN 139 - Pre-Internship Seminar

2 credits   Taken before student plans to do an internship.
To be taken at least one quarter before student plans to do an internship; prepare for internship by drafting resumes, cover letters and thank you letters; participate in mock interviews and brainstorm internship options in the public and private sectors.

BUSN 140 - Cooperative Education

5 credits   Instructor permission. Requires work experience coordinated with instructor.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

BUSN 151 - Language Communication for Workplace

2 credits
Language communication for the workplace (can be offered in any number of different languages, i.e. Spanish, Korean, Russian, Ukraine, Sign, etc.) Contextualized to the work place setting, this course provides business, non-profit and government employees with basic foreign language skills that will facilitate their being able to communicate with customers, vendors and colleagues on business related issues.

BUSN 155 - Entrepreneurship

3 credits
Overview of contemporary principles and presentation of specific small business management tools and development of skills in analyzing and solving small business management problems.

BUSN 156 - Small Business Seminars

4 credits   Faculty permission.
A series of small business seminars that build on business fundamentals in the areas of marketing, back office operations, and business finance. Each seminar applies to elements and knowledge needed to create a Business Plan.

BUSN 157 - Grant Writing

2 credits
Strategies for identifying government and private foundations from which to seek funding; how to research specific grants to apply for, how to write letters of inquiry and how to prepare grant applications to maximize the chances of receiving funding

BUSN 160 - Human/Labor Relations

5 credits
Study of human/labor relations in the workplace today. This course focuses on the global strategies and management approaches from the perspectives of labor and culture which influence behavior within organizational settings. Topics include contemporary workplace issues faced by employers such as diversity and global matters, the impact of technology, ethics and social responsibility, communication, problem solving, and group dynamics/teamwork.

BUSN 165 - Managing Customer Service

5 credits
Examines concepts of service management and customer relations skills, including customer service levels, service delivery systems and evaluating customer satisfaction.

BUSN 175 - Retailing

5 credits
Retailing examines the operations and management of various types of retailing entities around the world. The course covers basic retail management strategies, merchandise planning, sales promotion, customer service, and control practices.

BUSN 188 - Importing and Exporting

5 credits
The history and importance of importing and exporting to global business . This course is a skill building course for those new to international trade which includes the logistics of importing and exporting, international transportation and customs procedures, major concepts and terminology. After completion of the course, students have the option of sitting for the IIEI Certified Exporter Exam.

BUSN 190 - Business Ethics/Sustainability

5 credits
Examines traditional and emerging business practices and standards of behavior, with emphasis on ethical business principles, motivations and an emerging code of business ethics. Specific focus on Sustainable Business practices which involve making decisions that provide for the needs of the world's current population without damaging the ability of future generations to provide for themselves. This course provides an overview of ethics, social responsibility and environmental sustainability concepts and how to apply them in a business context.

BUSN 205 - International Business

5 credits
A multi-disciplinary study of the forces that shape and define global commerce. This course explores and analyzes the business and social impact of globalization and the inter-relationships among geography, culture, government and economics as they relate to the major business functions in a global marketplace. Specific focus on the winners and losers of globalization with an in-depth look at issues such as access to education, political systems, resources and markets, human rights, child labor, poverty and other development factors that affect international trade policy and the ability of all countries to participate in the global economy.

BUSN 207 - Cultural Awareness

5 credits
Analyze culture through an interdisciplinary lens that provides students with the knowledge, understanding, and skills they need to appreciate and articulate diverse values and experiences and to cooperate effectively across cultural barriers in business, commerce, trade and industry . This course will study the ways that culture is depicted through advertising, television, and marketing and how this impacts business communication across cultures. Students will learn to participate in discussions about the impact and influence of multiple cultural perspectives and expectations, especially historically marginalized groups, and the resulting limits to cultural, social and economic development in their absence. Cultural awareness makes students aware of competing cultural beliefs and perceptions, and shows that diversity broadens and enhances the intellectual culture required to develop and maintain sustainable models of business, trade and commerce. This course also explores regional cultural profiles and business/social etiquette around the world.

BUSN 210 - Statistical Analysis

5 credits   Min. MATH 091
Statistical methods and their application to practical and economic data. Teaches basic statistical analysis concepts and techniques, stressing how statistical techniques can be used to make better decisions under conditions of uncertainty. Uses data sets from business and government to make practice problems as realistic as possible and includes Excel appplications for the solving of statistical analysis problems.

BUSN 212 - Business Ethics

3 credits
 Traditional and emerging business practices and standards of behavior, with emphasis on ethical business principles, motivations and an emerging code of business ethics.

BUSN 214 - Spreadsheet Construction

5 credits   Prereq: ACCTG 121. BUSN 216, C SCI 105 or BTECH 111.
Learn how to quickly build linked systems of spreadsheets for the analysis of accounting, financial and statistical data in order to provide useful information to business decision makers. Also learn how to make basic to advanced business and financial calculations. Emphasis on math skills, critical thinking and spreadsheet construction theory.

BUSN 216 - Business Computer Applications

5 credits
Introduction to Microsoft Excel, Word, PowerPoint, Access and Windows Explorer as these applications apply to a business environment. Focuses on integrating the applications to efficiently create effective business solutions.

BUSN 218 - Spreadsheet Construction

5 credits   Prereq: BUSN 216.
Learn how to quickly build linked systems of spreadsheets for the analysis of accounting, financial and statistical data in order to provide useful information to business decision makers. Also learn how to make basic to advanced business and financial calculations. Emphasis on math skills, critical thinking and spreadsheet construction theory.

BUSN 225 - E-Commerce Management

5 credits
Focuses on how businesses can use network technology to help them meet their goals. It is a management strategy class. Both consumer and business-to-business commerce will be covered and all topics will be addressed from a global perspective. Topics include marketing, operations, exporting and legal issues. Also include broad analysis of Websites for effectiveness both in reaching customers and in supporting the company's strategy.

BUSN 233 - Financial Management

5 credits   Prereq: BUSN 216 or BTECH 211 and ACCTG 121.
Introductory course in corporate financial management that will study beginning concepts associated with the allocation of scarce resources across assets over time. Analysis and calculations are done both by hand on paper and by using the spreadsheet program Excel. Topics covered are: financial statements and cash flow, time value of money, interest rates, discounted cash flow analysis, stocks, consumer, corporate and government debt, capital budgeting, exchange rates. Extensive practice with problem analysis, problem setup, making necessary calculations and making conclusions based on the calculations using Excel.

BUSN 238 - E-Marketing

5 credits
Students will explore how Internet technology is reshaping fundamental business marketing strategies. Focuses on how the Internet enables marketing organizations to become interactive and customer oriented. Topics include e-marketing for consumer and business-to-business, Internet promotion, network and facilitation services and providing electronic marketing content. Includes broad analysis of Websites for marketing effectiveness.

BUSN 240 - Cooperative Education

5 credits   Instructor permission. Requires work experience coordinated with instructor.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

BUSN 252 - Fundamentals of Project Management

5 credits   Prereq: WRIT 101/ENGL& 101.
Teaches current project management software and concepts. Highly interactive course requiring lots of teamwork and projects.

BUSN 262 - Microsoft Project

3 credits   Prereq: WRIT 101/ENGL& 101. Min. COMPASS reading 61.
Teaches advanced Microsoft Project theory and software management. Highly interactive course requiring teamwork and group projects.

BUSN 265 - HR Management Strategy

5 credits
Review of human resource management as a profession, HR Management and strategy, overviews of equal employment opportunity laws, policy and procedure relating to employment recruitment, selection and retention issues, workforce diversity, and job analysis and job description development.

BUSN 266 - Labor/Employee Relations

5 credits
Overview of Union and employee relations topics from organization, labor and employee perspectives, Reviews policy and procedures relating to HR Ethics, HR Information Systems, and total rewards covering compensation systems and benefits administration

BUSN 267 - Risk Management and Professional Development

5 credits
Covers various human resource issues at a management, policy and procedural level as it relates to occupational health, safety and security, employee training and development, talent management, and performance management. Topics also include legal problem solving and the emerging role of human resources as an organization's strategic partner.

BUSN 270 - Principles of Management/Supervision

5 credits
Examines the managerial task, with emphasis on the supervisory level. Includes coverage of the major management functions of planning,, organizing, staffing, leading and controlling. Covers decision making, human behavior and motivation, and the outside forces affecting today's manager. Uses interactive class activities and case analysis.

BUSN 281 - Special Topics

1 credits
Topics such as doing business in a region or country and understanding NAFTA. Professional development seminar to be offered on an as-need basis.

BUSN 282 - Special Topics

2 credits
Topics such as doing business in a region or country and understanding NAFTA. Professional development seminar to be offered on an as-need basis.

BUSN 283 - Special Topics

3 credits
Topics such as doing business in a region or country and understanding NAFTA. Professional development seminar to be offered on an as-need basis.

BUSN 285 - Special Topics

5 credits
Topics such as doing business in a region or country and understanding NAFTA. Professional development seminar to be offered on an as-need basis.

BUSN 305 - International Law and Regulatory Compliance

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program.
An analysis of the various aspects of US government regulations and licenses relating to trade. The student will develop a complete understanding of export clearance procedures and will gain an in-depth understanding of the Export Administration Regulations, International Trafficking in Arms Regulations, determination of license requirements and classification of all products under schedule B. Coverage of the role and scope of US government agencies such as the Bureau of Industry and Security, the Food & Drug Administration, the State Department, the Department of Defense, the Department of Commerce and US Customs. Also includes international legal issues such as international contracts, dispute resolution and scope of international regulatory bodies.

BUSN 310 - Introduction to Supply Chain Management

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program.
Adoption of a supply chain orientation toward business management which emphasizes the inter-functional and inter-firm relationships that contribute to improving coordination of operations and performance of organizations that participate in various types of supply chains.

BUSN 316 - Introduction to ERP

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program.
Fundamentals of enterprise resource planning (ERP) systems concepts, and the importance of integrated information systems in a global business organization. The focus of this course is on illustrating procurement, production, and sales business processes using ERP software. Use of SAP application software.

BUSN 318 - International Project Management

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Modern techniques in project management geared and suited to international projects What is an international project and why is it different? Addresses the critical success factors for managing international projects: how vendors and outsourcing are managed across national boundaries; how businesses effectively address cross-cultural, social, and political issues; how international communications are set up and coordinated; how inadequate or incompatible infrastructure and technology issues are overcome; how legal and bureaucratic limitations on project management are addressed.

BUSN 355 - Financial Management

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program.
Course in corporate financial management that will study concepts associated with the allocation of scarce resources across assets over time. Analysis and calculations are done both by hand on paper and by using the spreadsheet program Excel. Topics covered are: financial statements and cash flow, time value of money, interest rates, discounted cash flow analysis, stocks, consumer, corporate and government debt, capital budgeting, exchange rates. Extensive practice with problem analysis, problem setup, making necessary calculations and making conclusions based on the calculations using Excel. Includes basic elements of international financial management.

BUSN 420 - Lean Six Sigma

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program. Development and deployment of Lean Management and Six Sigma management techniques in a manufacturing and supply chain environment.

BUSN 438 - Global Marketing Management

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program. Examines the impact of economic, cultural, political, legal and other environmental influences on international marketing. Includes how to identify and analyze worldwide marketing opportunities, and examine product, pricing, distribution and promotion strategies from a global perspective. Provides opportunity to develop international market plan.

BUSN 440 - Internship

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program. Practical, guided work experience in Global Trade, Logistics or Supply Chain Management.

BUSN 475 - Global Supply Chain Management

5 credits   Enrollment is restricted to students who have been admitted to the BAS in "Global Trade and Logistics" program. Global supply chain activities emphasizing integration of transportation, inventory, warehousing, facility location, customer service, materials handling, packaging, and information. Analysis of product and service delivery and the associated trade, cultural, and legal factors and influences.

BUSINESS INFORMATION TECHNOLOGY

BTECH 100 - Introduction to Computer/Windows

3 credits   Min. COMPASS reading 71 or READ 081. Designed for the student who has limited or no computer skills. Students learn about personal computer hardware and system software including the Windows operating system.

BTECH 101 - Modular Compter/Windows

3 credits   Same class as BTECH 100. Min. COMPASS reading 71 or READ 081. Designed for the student who has limited or no computer skills. Students learn about personal computer hardware and system software including the Windows operating system. Modular format with one-on-one and group instruction. However, may be taken at variable credits and student may work faster or slower in a self-paced environment.

BTECH 102 - Keyboarding

5 credits   Min. COMPASS reading 61. Requires one additional lab hour to be arranged by instructor. For beginners only. Mastery of the keyboard and speed and accuracy development.

BTECH 103 - Modular Keyboarding

5 credits   Min. COMPASS reading 61 or READ 071. Same content as BTECH 102; however, may be taken at variable credits and student may work faster or slower in a self-paced environment.

BTECH 104 - 10-Key Mastery

2 credits   Basic computer knowledge and keyboarding skills recommended. Continuous enrollment with one-on-one and group instruction. Student may work faster or slower in a self-paced environment. Touch keyboarding numeric keyboard. Students will be able to properly utilize the 10-key pad by touch while increasing speed and accuracy over the course.

BTECH 105 - Modular Speed/Accuracy

3 credits   BTECH 102, 103 or 106, or 30 wpm typing speed. Modular format with one-on-one and group instruction. However, may be taken at variable credits and student may work faster or slower in a self-paced environment. Touch keyboarding of the letter and numeric keyboard. Students will be able to keyboard more accurately and at a rate of speed above their entering skill ability.

BTECH 106 - Formatting/Word Processing

5 credits   Min. COMPASS reading 61 or READ 071. BTECH 102 or 103, or 30 wpm typing speed. Students will learn a beginning/intermediate level of word processing and apply these skills in keyboarding business letters, memos, tables, reports and other forms of communication.

BTECH 108 - Microsoft Excel

5 credits   Recom: BTECH 100 or 101, or equivalent experience. Prepare, format, maintain and enhance an Excel worksheet for common business needs. Use formulas, functions, and tables. Create charts, PivotTables, and PivotCharts. Manage multiple worksheets and workbooks. Learn to use filtering, conditional formatting and sorting, and other advanced formatting features.

BTECH 110 - Business Correspondence

5 credits   Min. COMPASS reading 61 or READ 071. Basic computer skills and keyboarding experience recommended. Learn the fundamentals of business procedures including correct spelling, grammar, punctuation and vocabulary in business documents. Includes exposure to other types of business technology.

BTECH 111 - Modular Introduction to Office

5 credits   Recom: BTECH 100 or 101 or equivalent computer knowledge Min. COMPASS reading 71 or READ 081. Modular format with one-on-one and group instruction. However, may be taken at variable credits and student may work faster or slower in a self-paced environment. Learn basic program features and their application in an office environment using the Microsoft Office Professional suite: Word, Excel, Access, PowerPoint, and Outlook.

BTECH 112 - Modular Introduction to the Net

2 credits   Min. COMPASS reading 61. Modular format with one-on-one and group instruction. However, may be taken at variable credits and student may work faster or slower in a self-paced environment. Introduction and overview of the Internet and World Wide Web. Student will learn about the history of the Internet, crucial social and ethical considerations, Internet etiquette and security issues. Covers applications of the Internet and how to evaluate, use and cite information found.

BTECH 114 - Microsoft Powerpoint

3 credits   Recom: BTECH 100 or 101 or equivalent computer knowledge Min. COMPASS reading 71 or BTECH 100 or BTECH 101.
Teaches students how to use the features of the Microsoft PowerPoint program, including creating a presentation, applying and modifying text and graphics, using special effects in a slide show, integrating PowerPoint with other programs, applying special effects in presentations, and creating special types of presentations.

BTECH 118 - Microsoft Outlook

2 credits   Recom: Basic computer knowledge.
Designed for the office professional who will use personal information management software. Students will learn to properly utilize e-mail, scheduling, contact lists, task lists, journals, tracking, notes, reminders and integration with other Microsoft software.

BTECH 121 - Introduction to Microsoft Office

5 credits   Recom: BTECH 100 or 101 or equivalent computer knowledge Min. COMPASS reading 71 or READ 081.
Learn basic program features and their application in an office environment using the Microsoft Office Professional Suite: Word, Excel, Access, PowerPoint, and Outlook.

BTECH 128 - Modular Online Learning w/Angel

2 credits   Recom: BTECH 100 or 101 or basic computer knowledge, Compass Reading 71 or higher.
Modular format with one-on-one and group instruction. However, may be taken at variable credits and student may work faster or slower in a self-paced environment. Teaches students the basic functions of Angel as it relates to online learning.

BTECH 139 - Pre-Cooperative Work Experience Seminar

2 credits   Prereq: Instructor permission.
Taken at least one quarter before the student does an internship (co-op), this one-day seminar teaches the student how to prepare a resume and cover letter and locate an internship. Covers interview techniques and internship options in the public and private sectors.

BTECH 140 - Cooperative Education

5 credits   Prereq: BTECH 139 and concurrent enrollment in BTECH 141.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

BTECH 141 - Coop Work Experience Seminar

1 credits   Prereq: BTECH 139 and concurrent enrollment in BTECH 140.
Weekly classroom seminars designed to enhance the practical experiences of the business information technology internship. Feedback and discussion on pertinent work issues, including ethics, office politics, delegation, asking for help, networking and identifying future career goals.

BTECH 151 - Web Design

5 credits   Recom: BTECH 112 or basic computer and Internet knowledge and keyboarding skills. COMPASS reading 71 or READ 081 Or 100/101 or basic computer knowledge.
Introduction to Web design. Students will learn to design, develop and maintain personal and professional Webpages individually and in teams using HTML and latest Web Authoring Software.

BTECH 208 - Microsoft Excel

5 credits   Recom: BTECH 100 or 101, or equivalent experience.
Prepare, format, maintain and enhance an Excel worksheet for common business needs. Use formulas, functions, and tables. Create charts, PivotTables, and PivotCharts. Manage multiple worksheets and workbooks. Learn to use filtering, conditional formatting and sorting, and other advanced formatting features.

BTECH 211 - Advanced Microsoft Office

5 credits   Min. COMPASS reading 71 and BTECH 111. Keyboarding speed of 30 wpm recommended. Concurrent enrollment in BTECH 220
Team Projects based advanced computers build upon previously-learned Microsoft Office skills. In this course the student will grow in terms of software understanding, personal marketability, and developing greater confidence in their ability to manage applications. The student will develop a proficiency in decision-making using computer software applications. This course will cover the technical aspects of user support as well as emphasize problem solving and communication skills.

BTECH 217 - Modular Microsoft Word

5 credits   30 wpm typing speed recommended. Min. COMPASS reading 71 or READ 081.
Modular format with one-on-one and group instruction. However, may be taken at variable credits and student may work faster or slower in a self-paced environment. A basic to intermediate understanding of the Microsoft Word program commands to create, edit, print and store business documents on a personal computer. This course mirrors instruction required for MOUS certification.

BTECH 220 - Administrative Management

5 credits   Prereq: SPCH 100/CMST& 101, WRIT/ENGL& 101 and BTECH 110. BTECH 100 or basic computer knowledge recommended.
Provides an understanding of how a business works, including its departmental structure, guidelines for dealing with people, modern office equipment overview, telephone skills, scheduling appointments, planning meetings, application letter and resume, and interviewing techniques.

BTECH 226 - Microsoft Access

5 credits   Basic computer knowledge highly suggested. COMPASS reading 71 or READ 081 or BTECH 100 or BTECH 101
This course is an introduction to using Microsoft Access . The student will learn how to plan and create databases which includes using and designing tables, queries, forms, and reports. They will also work with data import and export features as well as data access pages, Web pages that can be used to enter or report dynamic information from an Access database.

BTECH 227 - Microsoft Word

5 credits   Recommended 30 WPM minimum, or BTECH 106. Minimum compass Reading score of 71 or Reading 081.
A basic to intermediate understanding of the Microsoft Word program commands to create, edit, print and store business documents on a personal computer. This course mirrors instruction required for MOUS certification.

BTECH 240 - Cooperative Education

5 credits   Prereq: BTECH 139 and concurrent enrollment in BTECH 241.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

BTECH 241 - Coop Work Experience Seminar

1 credits   Prereq: BTECH 139 and concurrent enrollment in BTECH 240.
Designed to enhance the practical experiences of the business information technology internship. Feedback and discussion on pertinent work issues, including ethics, office politics, delegation, asking for help, networking and identifying future career goals.

BTECH 250 - Fundamentals of Project Management

5 credits   Prereq: WRIT/ENGL& 101.
Designed to teach current project management software and concepts for a project adminstrator or entry level project manager. Highly interactive course requiring a lot of team work and projects. Based on PMBOK guidelines, but not a PMP review course.

BTECH 251 - Web Design

5 credits   Recom: BTECH 112 or basic computer and Internet knowledge and keyboarding skills. COMPASS reading 71 or READ 081 or 100/101 or basic computer knowledge.
Introduction to Web design. Students will learn to design, develop and maintain personal and professional Webpages individually and in teams using HTML and latest Web Authoring Software.

BTECH 254 - Project Management Leadership

5 credits
Teaches leadership principles necessary to lead projects and people through examination of successful leaders, leadership theory and hands-on practice.

BTECH 256 - Principles of Contracts and Negotiations

5 credits
Designed to teach the terminology and basic fundamentals of contracts and the art of negotiation.

BTECH 260 - Microsoft Project

3 credits   Recom: BTECH 100 or 101 or equivalent computer knowledge. Min. COMPASS reading 71.
Teaches Microsoft Project project-management software.

BTECH 262 - Microsoft Visio

3 credits   Recom: Internet knowledge and keyboarding. Prereq: COMPASS reading 71 or READ 081. BTECH 100/101 or basic computer knowledge.
Teaches students the basic functions and features of Microsoft Visio. Students will learn to work with stencils, objects, flowcharts and master shapes. They will learn how to connect shapes, enter and format text and set file properties. Covers background pages, detail pages and the print preview function.

BTECH 265 - Fundamentals of HR Management

5 credits
 Survey of human resource management as a profession, overviews of employment law, employment issues, HR system policy and procedures and job description development.

BTECH 266 - Dynamics of Labor Relations

5 credits
 Survey of employee relations topics from organization, labor and employee perspectives.

BTECH 267 - HR Management and Policy

5 credits
Surveys various human resource issues at a management and policy level. Topics include diversity and inclusion, learning styles, legal problem solving and human resources as an organization's strategic partner.

BTECH 268 - Capstone: HR Exam/Prep

1 credits
Review/practice/study test taking strategies for professional Human Resources certification and recertification exam.

BTECH 281 - Special Topics

1 credits
Special topics in business information technology.

BTECH 282 - Special Topics

2 credits
Special topics in business information technology.

BTECH 283 - Special Topics

3 credits
Special topics in business information technology.

BTECH 295 - Special Topics

5 credits
An individual study project developed by student and instructor in an area approved by the instructor.

CHEMISTRY

CHEM 115 - Environmental Chemistry

5 credits   Prereq: MATH 081 or higher, or minimum MMT Algebra Basics 75.
An introductory course focused on chemicals and their impact on life and the environment. Topics include an introduction to basic chemistry, air and air pollution, water and water pollution, energy resources, and sustainable practices. Additional topics may include some or all of the following: polymers, toxicology, chemistry in the home, and climate change. One credit of laboratory is included.

CHEM 260 - Organic Chemistry Prep

5 credits   Preparation Course for Organic CHEM Series 261, 262, 263, CHEM& 162.
Intended to prepare students for success in the year-long organic chemistry series for science majors. This course will survey many of the topics covered in the first quarter of organic chemistry 261 so that students are exposed to critical topics and common stumbling blocks experienced by students entering Chem& 261 directly from the general chemistry series. Topics include bonding, isomerism, functional groups, acid-base reactions of organic molecules, stereochemistry, organic reaction mechanisms, and characteristic reactions of alkanes, alkenes, and alkynes including substitution and elimination pathways.

CHEM 290 - Special Studies

5 credits   Instructor permission.
An individual or group project or special topic course in an area approved by the instructor.

CHEM& 110 - Chemical Concepts w/Lab

5 credits   Previously CHEM 110. Min. MMT Algebra Basics 75 or MATH 081.
An introduction to chemistry intended for students not majoring in science, this course presents general ideas about how models of atoms, bonding and the structures of materials help in the understanding of chemical properties and reactions. Also presents a selection of applications chosen from topics such as energy and environment, foods, drugs, poisons and household chemicals. One credit of laboratory is included.

CHEM& 121 - Introduction to Chemistry

5 credits   Previously CHEM 121. Min. MMT Algebra Core 77 or min. MATH 091.
Introductory inorganic chemistry course intended for students in health science programs or preparing for general chemistry. Subjects include science and measurement; atomic, ionic and molecular structures; naming chemicals; quantitative relationships within compounds and in reactions; gas laws; solutions; acids and bases; and nuclear reactions and radiation. One credit of laboratory is included.

CHEM& 131 - Introduction to Organic/Biochem

5 credits   Previously CHEM 122. CHEM/CHEM& 121 or equivalent with 1.5 min.
An introductory organic chemistry course that fulfills the organic and biochemistry requirements for health science programs. Topics include molecular structure and bonding; functional group nomenclature, properties and reactions; and an introduction to biochemical compounds and reaction pathways. One credit of laboratory is included.

CHEM& 139 - General Chemistry Prep

5 credits   Previously CHEM 150. MATH 091 (or equivalent) or higher.
Intended to prepare students for success in general chemistry. Emphasis on the development of learning strategies for descriptive and quantitative subject matter. Skill development in writing, memorization, visual models, calculators, proportional math and graphing will be applied to preparatory chemistry topics, including the development of atomic theory; electron configurations; bonding; chemical nomenclature; Lewis models; molecular geometries and properties; chemical amounts; empirical formulas; stoichiometry; and solution concentrations.

CHEM& 151 - General Chemistry Lab I

1 credits   Previously CHEM 154. Instructor permission. For students concurrently enrolled in an AP chemistry course.
A laboratory course primarily intended to supplement a high school AP chemistry course, providing additional experimental practice and problem solving. Includes review of some key topics. The course could also be used to upgrade a general chemistry course without labs to transfer equivalence with CHEM& 161.

CHEM& 152 - General Chemistry Lab II

1 credits   Previously CHEM 155. For students concurrently enrolled in an AP chemistry course.
A laboratory course primarily intended to supplement a high school AP chemistry course, providing additional experimental practice and problem solving. Includes review of some key topics. The course could also be used to upgrade a general chemistry course without labs to transfer equivalence with CHEM& 162.

CHEM& 161 - General Chemistry w/Lab I

5 credits   Previously CHEM 151. Prereq: MATH 91 or equivalent or higher and CHEM& 121 or CHEM& 139 or equivalent, with grade of 1.5 or higher. (Please also list in catalog but not computer enforced: (...or one year of high school chemistry).
General chemistry for science and engineering majors. This first course in a three-quarter sequence includes the scientific method; quantitative measurements; nomenclature; determining chemical formulas, reactions; calculations of reaction masses and enthalpy changes; solution reactions; theories of atomic structure; electron configurations and atomic properties; and bonding classes and theories of bonding in molecules. One credit of laboratory is included.

CHEM& 162 - General Chemistry w/Lab II

5 credits   Previously CHEM 152. Prereq: CHEM 151/CHEM& 161 or equivalent with 1.5 min. MATH 115/MATH& 141 or equivalent recommended.
General chemistry for science and engineering majors. The second course in a three-quarter sequence includes gas laws; intermolecular forces; properties of pure liquids and solids; crystal structures; concentration units and physical properties of solutions; equilibrium; acid-base theory and equilibrium applications; chemical thermodynamics; and electrochemistry. One credit of laboratory is included.

CHEM& 163 - General Chemistry w/Lab III

5 credits   Previously CHEM 153. Prereq: CHEM 152/CHEM& 162 or equivalent with 1.5 min.
General chemistry for science and engineering majors. The third course in a three-quarter sequence includes chemical kinetics; nuclear reactions, descriptive chemistry of representative elements; transition metal properties; complex ions and coordination compounds; solubility and complex-ion equilibria; introductory organic chemistry; and an introduction to biomolecules. One credit of laboratory is included.

CHEM& 261 - Organic Chemistry w/Lab I

5 credits   Previously CHEM 201 and CHEM 204. Prereq: CHEM 153/CHEM& 163 or equivalent.
Organic chemistry for science and engineering majors. The first course in a three-quarter sequence includes molecular structure, bonding, nomenclature and reactivity of hydrocarbons and alkyl halides; an introduction to reaction mechanisms; stereochemistry; nucleophilic substitution; and elimination reactions. Laboratory includes an introduction to fundamental methods and techniques used for the preparation and characterization of organic molecules.

CHEM& 262 - Organic Chemistry w/Lab II

5 credits   Previously CHEM 202 and CHEM 205. Prereq: A 1.5 or higher in CHEM 201/CHEM& 261 or equivalent.
Continuation of CHEM& 261. The second course in a three-quarter sequence includes structures, reactions, mechanisms and preparation of molecules containing specific functional groups. Includes an introduction to instrumental analysis of organic molecules. Laboratory continues the application of methods and skills used to prepare and characterize organic molecules.

CHEM& 263 - Organic Chemistry w/Lab III

5 credits   Previously CHEM 203 and CHEM 206. Prereq: A 1.5 or higher in CHEM 202/CHEM& 262 or equivalent.
Continuation of CHEM& 262. The third course in a three-quarter sequence includes further study in the synthesis, reactivity and properties of molecules containing a variety of functional groups, including the structure, function and reactivity of biologically relevant molecules. Laboratory will emphasize synthesis and instrumental analysis of target molecules.

CHINESE

CHIN& 121 - Chinese I

5 credits   Previously CHIN 101.
A comprehensive beginning Chinese course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing.

CHIN& 122 - Chinese II

5 credits   Previously CHIN 102. Prereq: CHIN 101/CHIN& 121 with 1.5 min. or permission.
A comprehensive beginning Chinese course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing.

CHIN& 123 - Chinese III

5 credits   Previously CHIN 103. Prereq: CHIN 102/CHIN& 122 with 1.5 min. or permission.
A comprehensive beginning Chinese course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing.

CHIN& 221 - Chinese IV

5 credits   Previously CHIN 201. Prereq: CHIN 103/CHIN& 123 with 1.5 min. or permission.
Complete review of grammar and increased conversation; reading short pieces of literature increasingly complex; and writing assignments on varied topics. Includes history and/or culture.

CHIN& 222 - Chinese V

5 credits   Previously CHIN 202. Prereq: CHIN 201/CHIN& 221 with 1.5 min. or permission.
Complete review of grammar and increased conversation; reading short pieces of literature increasingly complex; and writing assignments on varied topics. Includes history and/or culture.

CHIN& 223 - Chinese VI

5 credits   Previously CHIN 203. Prereq: CHIN 202/CHIN& 222 with 1.5 min. or permission.
Complete review of grammar and increased conversation; reading short pieces of literature increasingly complex; and writing assignments on varied topics. Includes history and/or culture.

COLLEGE STUDIES

COL 100 - College Success Seminar

3 credits
Helps students better understand the college experience and develop tools for academic and personal success. Topics include study skills, goal setting, college policies and resources, academic and career planning, time management, relationships and self-empowerment. Some class sections will focus on a special theme or introduce students to particular majors/career fields. This course may be offered at 1, 2 or 3 credits, and course elements will vary depending on the number of credits.

COL 199 - College/Career Planning

2 credits
Designed to meet the needs of underrepresented or non-traditional students. Provides an opportunity for students to develop tools to prepare themselves for academic, employment, and personal success. Specific emphasis on academic and career goal setting, resources and success strategies.

COL 200 - TRIO Summer Bridge

3 credits
Students participate in instruction based, interactive and group learning activities that support building their academic, transfer, community support and financial literacy competencies preparing them to successfully transfer.

COMMUNICATION STUDIES

CMST 080 - Improving Speech Skills

5 credits   Previously SPCH 080.
Teaches beginning speaking, listening and feedback skills. Includes intellectual, emotional, physical and cross-cultural aspects of communication.

CMST 091 - Beginning Communication Skills

5 credits   Prereq: CMST 080.
Introduces beginning communication skills, classroom discussion, basic speech organization. Examines communication apprehension.

CMST& 101 - Introduction to Communication

5 credits   Previously SPCH 100. Prereq: Compass reading score of 71 or Compass ESL 260, or Asset reading score of 38, or completion of Reading 81 or Speech 80 with a 2.0 or above or English 101 with a 2.0 or above.
Provides underlying theory and practice with basic communication in one-to-one, one-to-many and small-group settings; focuses on communicator competency.

CMST& 102 - Introduction to Mass Media

5 credits   Previously JRNL 100.
Requires students to go beyond their usual role as consumers of the mass media, to think critically about the media as a cultural and economic institution.

CMST 103 - CMST 101 Completion

1 credits   Meets Humanities Area I Distribution Requirement. Transfer 4 credit. Prereq: CMST 101 equivalent with 2.0 or higher. Instructor approval required.
Designed for students who have taken a four credit Introduction to Communication class and need to earn a fifth credit . Student must have earned a 2.0 or higher in the four-credit class. In order to enroll, students will need to provide proof of successful completion of an introduction to communication course at another college.

CMST 200 - Intercultural Communication

5 credits   Previously SPCH 200. Prereq: Min. reading COMPASS 71 or ASSET 38, ESL COMPASS 260, or SPCH/CMST 080 or SPCH 100/CMST& 101 with 2.0 min.
Speech communication theory and strategies designed to enhance the student's ability to interact with persons from different cultures both within and outside our border. Studied from the perspective of context, and its application to personal relationships and organizational settings.

CMST 205 - Nonverbal Communication

5 credits   Previously SPCH 205. Prereq: Min. reading COMPASS 71 or ASSET 38, ESL COMPASS 260, or SPCH/CMST 080 with 2.0 min. Completion of SPCH 100/CMST& 101 recommended.
Explores perspectives on the prevalence and importance of nonverbal communication in human interaction. Includes effects of environment and space, physical appearance, physical behavior, the eyes and face, and vocal cues on human communication with a special emphasis on understanding intercultural differences.

CMST& 210 - Interpersonal Communiction

5 credits   Previously SPCH 210. Prereq: Min. COMPASS reading 71 or ASSET 38, ESL COMPASS 260, or SPCH/CMST 080 or SPCH 100/CMST& 101 with 2.0 min. SPCH 100/CMST& 101 completion recommended.
Offers real-world practice and theoretical foundation in the communication dynamics of personal relationships, including romantic/friend, family and professional contexts. Explores strategies to analyze and improve communication competence in perception, language, self-concept, self-disclosure, listening, conflict management and emotional expression skills.

CMST& 220 - Public Speaking

5 credits   Previously SPCH 213. Prereq: Min. reading COMPASS 71 or ASSET 38, ESL COMPASS 260, or SPCH/CMST 080 or SPCH 100/CMST& 101 with 2.0 min. Completion of SPCH 100/CMST& 101 recommended.
Practical presentation skills in which students develop and deliver a variety of speeches suitable for many settings: job, community and school. Speaking competence is developed including use of audio-visual materials.

CMST& 230 - Small Group Communication

5 credits   Previously SPCH 210. Prereq: Min. reading COMPASS 71 or ASSET 38, ESL COMPASS 260, or SPCH/CMST 080 or SPCH 100/CMST& 101 with 2.0 min. Completion of SPCH 100/CMST& 101 recommended.
Explores leadership and discussion in small group contexts with the goal of developing communication behaviors that promote a more effective and satisfying experience in groups and leadership situations. Addresses the functional problems of leadership, organizations in groups, involvement strategies within groups, problem solving, conflict management, decision making, consensus building, conformity and critical thinking.

CMST 291 - Contractual Studies

1 credits   Previously SPCH 291. Instructor permission.
Offers individual activities under the guidance of an instructor. May include Readers Theater or other performance situations, interviewing or projects in interpersonal, nonverbal or public communication.

CMST 292 - Contractual Studies

2 credits   Previously SPCH 292. Instructor permission.
Offers individual activities under the guidance of an instructor. May include Readers Theater or other performance situations, interviewing or projects in interpersonal, nonverbal or public communication.

CMST 293 - Contractual Studies

3 credits   Previously SPCH 293. Prereq: Instructor permission.
Offers individual activities under the guidance of an instructor. May include Readers Theater or other performance situations, interviewing or projects in interpersonal, nonverbal or public communication.

CMST 294 - Contractual Studies

4 credits   Previously SPCH 294. Prereq: Instructor permission.
Offers individual activities under the guidance of an instructor. May include Readers Theater or other performance situations, interviewing or projects in interpersonal, nonverbal or public communication.

CMST 295 - Contractual Studies

5 credits   Previously SPCH 295. Prereq: Instructor permission.
Offers individual activities under the guidance of an instructor. May include Readers Theater or other performance situations, interviewing or projects in interpersonal, nonverbal or public communication.

CMST 320 - Presentation Skills

5 credits   Prereq: Instructor permission required. Only students admitted to a BAS program may enroll in the class.
Applied practice in preparation and delivery of extensive or brief, technical and non-technical public speeches. Examines and demonstrates fundamental strategies for logically organized and properly researched presentations to diverse audiences in multifaceted situations. Analyzes and practices engaging delivery dynamics and visual aids usage appropriate for myriad presentation types.

CMST 330 - Organizational Behavior and Communication

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Course description is under development.

COMPUTER INFORMATION SYSTEMS

CIS 140 - CIS Internship

1 credits   Instructor permission.
Provides an opportunity for students to to apply classroom knowledge and skills into practical experience in the workplace. In addition to the work experience, which is related to career goals and major, students participate in self-evaluation.

CIS 150 - OS and Hardware Fundamentals

5 credits   Prereq: C SCI 100.
Serves as a foundation course for CIS network and data recovery/forensics programs. Develops operational literacy in the microcomputer hardware and software environment, including laboratory experience disassembling, assembling, troubleshooting, installing, configuring and using microcomputers and peripheral equipment.

CIS 155 - Introduction to Data Recovery/Forensics

5 credits   Prereq: CIS 150.
Serves as a foundation class in data recovery and computer forensics. Students will learn the proper way to gather and secure evidence, document a computer crime scene, retrieve lost files, retrieve deleted files and e-mails and reconstruct data from various computer storage media. Students learn use of media imaging and data recovery tools. Stresses proper documentation and procedural guidelines. Students get hands-on experience with some of the popular commercial and open source digital forensics tools.

CIS 160 - Networking and Cisco IOS

5 credits   Prereq: CSCI 100 or instructor permission.
Introduction to terminology and applications of communications and networking as essential elements of computer and business information systems. Students gain familiarity in network environment, including OSI model, specific network hardware, software, configuration/addressing, media, LANs and WANs through discussion, demonstration and hands-on experience. This is the first in a sequence of networking courses required to complete the LAN and Network Skills certificates, and Network Specialist AAS degrees.

CIS 161 - Microsoft OS and Cisco Network

5 credits   Prereq: CIS 160 or concurrent enrollment in CIS 160.
An intermediate course in terminology, concepts and applications of networking as an essential element of computer/business information systems. Students gain basic skills in the installation and administration of network hardware, software, facilities, media through hands-on experience. Students create LANs using various NOSs. This is the second in a series of networking courses required to complete the CIS programs.

CIS 166 - Net Intrusion Detecttion I

5 credits   Prereq: CIS 161 or concurrent enrollment.
Designed to give a networking student professional a solid foundation of network and computer security tasks. Focuses on use of network logs, use of intrusion detection systems, establishment of policies and conducting vulnerability analysis. Introduces knowledge of standard default communication ports and how to alter them for securing the network. Auditing and monitoring of systems without impacting system performance is stressed. Introduces security on multiple platforms similar to the business environment. Covers viruses, worms, DoS (denial of service) and DDoS (distributed denial of service) attacks. Introduces new attack vulnerabilities.

CIS 210 - Operating Systems Principles

5 credits   Prereq: CIS 161.
An intermediate study in the principles of operating system design using a conceptual approach. Directed to those whose primary responsibility will be the use of operating systems in computer information systems development and applications. Major areas discussed are the OS theory, applications and management issues. Considers files and file structure, I/O, memory and process/processor management, networking, system management/evaluation and applications. Heavy focus on virtual machines, virtual networks and management thereof. Students will use virtual software tools such as VMWare Server, VMWare Workstation, Virtual PC and Virtual Box.

CIS 215 - Introduction to UNIX/Linux

5 credits   Prereq: CIS 161.
Provides an overview of current and future mainstream features of the UNIX/Linux operating system. Lectures will be reinforced with examples and exercises performed on a UNIX/Linux system. The student should be familiar with computers. No previous experience with UNIX/Linux is required. May be available as hybrid or online class.

CIS 216 - Network Scripting

5 credits   Prereq: CIS 217.
Provides in-depth view of current and future mainstream features of network scripts. Emphasis on the issues of multiplatform networks, including the challenges and items that must be maintained on a regular basis. Introduces students to basic scripting methods, standard algorithms and popular programs such as Perl. The two primary platforms will be UNIX/Linux and Windows. Security issues, server load balancing and cloud servers will also be addressed.

CIS 217 - UNIX/Linux System Administration

5 credits   Prereq: CIS 215.
Provides a continued in-depth view of current and future mainstream features of the UNIX/Linux operating system. Emphasis on system administration, configuration, communications and file sharing. Students install a full network with Linux servers, DNS, DBMS, mail servers, DHCP and other network services. Network security is also stressed. Addresses use of virtual machines in a network.

CIS 218 - Database Concepts

5 credits
Introduction to the relational model and database design principles. Design and create a database and application using a relational database system. Learn Structured Query Language, including inserting, updating, deleting, and selecting data, and table joins.

CIS 219 - Introduction to Perl Programming

3 credits
This class will provide an in-depth experience of a scripted programmi ng language. Lectures will be reinforced with examples and exercises performed on a UNIX system.

CIS 220 - SQL and DB Admin

5 credits   Prereq: CIS 217 or CIS 218 or instructor permission.
Learn to use SQL, the industry-standard language for creating and maintaining relational databases. Students will create and process a database. Topics include table and index creation, manipulating data, table joins, nested queries, transactions, triggers and an introduction to stored procedures. In addition, students will learn database administration topics including security and permissions.

CIS 230 - Database Security

5 credits   Prereq: CIS 161.
Advanced course in database concepts and applications of database processing with emphasis on advanced database security, installation, data encryption, and database maintenance.

CIS 235 - Computer Forensics I

5 credits   Prereq: CIS 155 or instructor permission.
Builds on CIS 155. Covers evidentiary procedures more fully and addresses the ramifications to digital evidence/computer forensics in a rapidly changing technology. Addresses enterprise systems, databases, distributed system data recovery and investigations. Covers PDAs, RAID devices and Linux tools. Prepares students to perform computer forensics investigations in large corporate environments, government environments and the medical field while developing an understanding of the challenges awaiting them, including intrusion scenarios.

CIS 236 - Computer Forensics II

5 credits   Prereq: CIS 235 and taken concurrently with LEGAL 220.
Builds on CIS 235. Students perform forensic analysis and produce forensic reports on a series of compromised and/or seized system images, using tools for distributed host data collection, imaging and forensics. Students will examine host-level data along with some network-level data and systematically determine what happened and how. They will then present their findings.

CIS 262 - Microsoft OS and Advanced Cisco

5 credits   Prereq: CIS 161,
An advanced course in terminology, concepts and applications of networking as an essential element of computer information systems. Students gain advanced skills in the use of data communication equipment and media, routing, interconnectivity and network utilities through hands-on experience. This is the third course in a sequence of networking courses required to complete the LAN and Network Skills certificates and Network Specialist AAS degree program.

CIS 263 - Data Network Design/Management

3 credits   Prereq: CIS 262.
Defines the role of the network manager in organizational objectives, network accounting policies, inventory considerations, controls and charging practices. Includes in-depth coverage of traffic engineering and traffic management to size the network correctly. Addresses regulation tariffs of local- and long-haul services, switching hierarchy and data transport in the public network. Prepares students to design and maintain reliable service, manage costs, provide security, anticipate future needs and monitor legislative and regulatory activity.

CIS 264 - Advanced Network Applications

3 credits   Prereq: CIS 263.
Explores leading-edge technologies employed when networks are used to change the very way companies do business. The course content is updated every quarter. Current information from business, industry, vendors, users and trade associations is featured. Emphasis on network security.

CIS 265 - WAN Technology and VPN Security

5 credits   Prereq: CIS 262.
CIS 265 focuses on wide area network technologies, network services and network design criteria required by complex interconnected networks. This course enables students to evaluate various network devices and wide area network technologies to meet the corporate network requirements. Students learn how to select, deploy, configure, and troubleshoot various network devices and select appropriate network devices to design small to medium size corporate network. In addition, students will gain necessary skills to design and implement virtual private network (VPN) and IPSec operations in complex network. This course can be delivered on site or hybrid.

CIS 281 - Cloud Computing

7 credits   Prereq: Students need a background in computer networks or web development.
Provides in-depth view of current cloud computing standards and practices for Amazon Web Services. Students will learn to deploy and manage cloud based systems, including databases, web servers, network infrastructure, architecture and design of a cloud computing environment including risks, costs, and processes that migrate to cloud computing well.

CIS 283 - Web Application Hacking

3 credits
Provides in-depth view of current and future mainstream risks to web applications, and web application servers. Students will learn how to use common web based application tools that will help identify programmatic errors in coding that can allow a computer hacker to access information from a web based application. Students will learn the fundamentals of web site hacking, and mitigation standards to ensure that web based applications are coded and secured correctly.

CIS 291 - Independent Study

1 credits   Prereq: Instructor permission.
Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

CIS 292 - Independent Study

2 credits   Prereq: Instructor permission.
Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

CIS 293 - Independent Study

3 credits   Prereq: Instructor permission.
Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

CIS 294 - Independent Study

4 credits   Prereq: Instructor permission.
Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

CIS 295 - Independent Study

5 credits   Prereq: Instructor permission.
Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

CIS 310 - Database Install and Management

5 credits   Prereq: Instructor permission.
This course provides a foundation in the installation and configuration of popular database systems such as MySQL, SQL Server, Oracle and Postgres. Students will explore the issues encountered on both Windows and Linux operating systems. They will test and document the ways in which database systems are breached from the installation, maintenance, and administrative aspects and how these breaches can be avoided, mitigated, or detected. Installations will take place on physical and virtual environments. When appropriate, cloud services will be used for testing.

CIS 312 - Database Security and Audit

5 credits   Prereq: Enrollment is restricted to students who have been admitted to the BAS in "Cybersecurity and Forensics" program.
Course description is under development.

CIS 314 - Advanced Database Security

5 credits   Prereq: Enrollment is restricted to students who have been admitted to the BAS in "Cybersecurity and Forensics" program.
Course description is under development.

CIS 320 - Secure Router and Switch Architecture

5 credits   Prereq: Instructor permission.
This course is a hands-on and career-oriented learning solution with an emphasis on designing and securing routed and switched network. CIS320 lays the foundation for the next two classes in the certificate program. Students in class will gain practical experience about Cisco router and switch basics and IOS configuration. The curriculum helps them develop specialized security skills to advance their careers and academic achievement. In addition, this course helps prepare Cisco certification exams such as CCNA and CCNA Security. The main focus on this course is to deliver 21st century learning experience to help students develop the foundational information and communication technology skills needed to design, configure, build, troubleshoot and secure the network architecture.

COURSE DESCRIPTIONS

CIS 350 - Introduction to E-Discovery Tools and Techniques

5 credits   Prereq: Instructor permission to determine transfer or experience equivalent CIS 155 or equivalent.

E-Discovery is becoming more and more commonplace as 90% of all documents are electronic. In this course, students learn the methodology behind e-discovery including documents, mobile devices, email and logfiles. Proper procedures such as the Electronic Discovery Reference Model (EDRM) are covered. Popular commercial tools such as Sherpa Software, iPro and Summation are examined along with shareware/freeware. Students learn the laws that may affect them as network administrators during a litigation hold and how to develop procedures for various legal situations that may affect the digital data they maintain. This is a hands-on class in which they will use the techniques introduced.

CIS 360 - Mobile Forensics and Investigations

5 credits   Prereq: Instructor permission to determine transfer or experience equivalent CIS 155 or equivalent.

This course takes students deeper into mobile forensics. Mobile devices are an intrinsic part of everyday life and are now part of any investigation from business problems to domestic disputes. Students learn how approach a new mobile device and obtain the needed data with a forensically sound approach. The devices include cell phones, palmtops, smart phones, iPhones, iPads, digital cameras, pagers, etc. Students will be exposed to commercial and shareware applications that can be used.

CIS 370 - Network Forensics and Investigations

5 credits   Prereq: Instructor permission to determine transfer or experience equivalent CIS 155 and CIS 166 or equivalent.

This course focuses on tracking down network intruders or at least ascertaining how they got in and what they did. Intruders can be internal or external attackers. When, what, where, and how they were able to gain access gives a network administrator clues to design flaws in the network architecture and shortcomings in policies or procedures. An introduction to investigations in the cloud is included along with the legal aspects of network investigations. This is a hands-on class in which students test network forensics tools and how to use them in internal or external investigations.

CIS 420 - Cloud Security

4 credits   Prereq: CIS 320 and instructor permission.

This course focuses on how to secure cloud servers and data in the cloud. Students will examine the various contracts available from cloud service providers; explore what it entailed in creating your own private cloud and what is involved in securing both. Students will have to design a secure network that includes a cloud component. They will then test against standard attacks including new ones that may come in the news during class. This class focuses on the cloud aspects of security and monitoring.

CIS 430 - Wireless and Mobile Security

5 credits   Prereq: Enrollment is restricted to students who have been admitted to the BAS in "Cybersecurity and Forensics" program.

Course description is under development.

CIS 450 - Pen Testing I

5 credits   Prereq: Enrollment is restricted to students who have been admitted to the BAS in "Cybersecurity and Forensics" program.

Course description is under development.

CIS 460 - Pen Testing II

5 credits   Prereq: Enrollment is restricted to students who have been admitted to the BAS in "Cybersecurity and Forensics" program.

Course description is under development.

CIS 480 - Internship

5 credits   Prereq: Enrollment is restricted to students who have been admitted to the BAS in "Cybersecurity and Forensics" program.

Course description is under development.

COMPUTER SCIENCE

C SCI 100 - Survey of Computing

5 credits   Prereq: Min. COMPASS reading 80.

General survey of the capabilities, limitations and problems associated with computers. Students develop basic computer competency. Covers basic terminology of computer systems; personal security while online; relationships between hardware and software; data representation and organization; and introductory programming and problem solving. Covers use of applications in the business environment, word processing, spreadsheets, presentation software and database software as well as Internet, e-mail and Web fundamentals.

C SCI 102 - Introduction to Web Development

5 credits

Teaches students how to design and create Websites using mark-up languages and Cascading Style Sheets (CSS). Additional topics include multimedia, JavaScript, special effects and search engine optimization.

C SCI 103 - Tech Acodemy

2 credits

Learn to develop websites and create computer games and animations at Highline Tech Acodemy 2013, a tech camp for high schoolers.

C SCI 111 - Web Development w/ Flash

5 credits

Students learn to design, develop and maintain Websites using Flash. Discusses user-centered design and working with action-scripting languages. Additional topics include XML, Dreamweaver, Fireworks and Photoshop.

C SCI 112 - Animation

5 credits

Students learn the basic concepts of animation and will be able to design, develop, test and deploy animation with the use of a number of software tools, in particular Adobe products.

C SCI 113 - Animation w/ 3D Graphics

5 credits   Prereq: Computer literacy.

Students learn the basic concepts of the 3D GUI and will be able to design, model, texture-map and render final images with the use of various 3D software.

C SCI 116 - Web/Database Programming I

5 credits   Prereq: C SCI 100 or C SCI 102 or C SCI 139 or instructor permission.

Learn to program an interactive, data-driven Website. Students will learn language syntax, data types and operators, functions and control structures, and arrays, as well as create Web forms, connect a Website to a database, write secure code and validate user input. Students should be familiar with HTML before taking this course.

C SCI 121 - Mobile Game Development

5 credits　Prereq: C SCI 112.
Students will learn to design, develop and maintain games for mobile devices. The course will focus primarily on programming and graphical design and game development and specific hardware features only found on mobile phones and tablets.Note : Students should have access to a mobile Android device.

C SCI 139 - Introduction to Computer Science and Robotics

5 credits　Prereq: MATH 098 or MMT Algebra Core 77.
This course provides students with an introduction to computer science. Students will explore basic programming algorithms using a microcontroller based robotics platform. An overview of computer architecture, and an introduction to word processing and spreadsheet analysis will also be covered.

C SCI 142 - Object-Oriented Programming I w/ Java

5 credits　Prereq: C SCI 139, or 2.0 or above in MATH& 141 or higher or MMT Algebra STEM score of 38.
Basic programming and object-oriented concepts. Basic abilities of writing, executing and debugging programs. Emphasis on learning to develop algorithms using the principles of top-down design and step-wise refinement and modularity in object-oriented programming paradigm. Based on ACM (Association for Computing Machinery) curriculum guidelines for Computer Science I.

C SCI 143 - Object-Oriented Programming II w/ Java

5 credits　Prereq: C SCI 142.
Includes implementation of interfaces, modularity, data structures, file I/O algorithms and analysis, searching, sorting and recursion. Emphasis on learning to develop algorithms using the principles of top-down design and step-wise refinement and modularity in object-oriented programming paradigm. Based on ACM (Association for Computing Machinery) curriculum guidelines for Computer Science II.

C SCI 151 - Programming I with C++

5 credits　Prereq: C SCI 142 or programming experience, or instructor permission.
Emphasis on developing algorithms using principles of top-down design, object-oriented programming (OOP) modularity and structured programming. Students write programs in a structured, high-level language using local and global variables, data typing, arrays and array processing, control structures, functions and procedures with parameters.

C SCI 152 - Data Structures C++ and .Net

5 credits　Prereq: C SCI 151.
Discussion of strings; records; stacks; linked lists; queues; trees; graphs classes; templates and other data structures; file organization and manipulation; sorting; searching; program verification and algorithmic analysis; implementation of data structures in a structured, high-level programming language using top-down design, data abstraction and encapsulation. Based on ACM (Association for Computing Machinery) curriculum guidelines for Computer Science II.

C SCI 200 - Emerging Technologies

3 credits　Prereq: C SCI 102 or C SCI 100 or instructor permission.
This course is updated quarterly to offer students and professionals insight into emerging Web technologies and trends. Guest lecturers from industry will provide insight into their areas of expertise and instructor will challenge students to get hands on with bleeding edge technology. Students will research and create web-based tutorials on relevant topics.

C SCI 201 - CMS I: WordPress

5 credits　Prereq: C SCI 102 or instructor permission.
More than 17% of all websites worldwide are built using WordPress, a free, open source content management system (CMS) that enables developers to easily create and maintain web sites. Demand for web developers with knowledge of WordPress (WP) is at an all-time high. Students will learn how to use WP to build dynamic websites quickly and efficiently. Other CMS's, including Drupal and Joomla, will be introduced.

C SCI 202 - Web Development II

5 credits　Prereq: C SCI 102 or instructor permission.
Students learn advanced features of HTML 5 and CSS 3, as well as optimizing websites across browsers and devices (responsive design), usability testing, CSS Preprocessors, and HTML Frameworks (Bootstrap).

C SCI 212 - Web Development w/ Javascript

5 credits　Prereq: C SCI 102.
This hands on class provides the knowledge necessary to design and develop dynamic Web pages using JavaScript. It introduces students to JavaScript and how the language can be used to turn static HTML pages into dynamic, interactive Web pages. Students will learn the syntax of the JavaScript language and how best to use it during web development.

C SCI 213 - Advanced Animation w/ 3D Graphics

5 credits　Prereq: C SCI 113.
Students learn more advanced concepts of 3D modeling and animation techniques with an emphasis on key-framing within the animation timelines. Advanced lighting techniques and developing custom materials. Students test their knowledge by creating a custom animation with complete storyboards.

C SCI 215 - Web/Database Programming

5 credits　Prereq: C SCI 116 or instructor permission.
A challenging, intermediate class in Web/database programming. Students will design and implement an interactive, data-driven Website. Topics include objects and inheritance; debugging and error handling; managing state and a database server and users; security; and best practices.

C SCI 216 - Web/Database Capstone

5 credits　Students may not drop this class without instructor permission. Prereq: C SCI 215, or both C SCI 201 and C SCI 202, or instructor permission.
Capstone class in Web programming. Students design and create a data-driven Website using language of their choice. Emphases include project planning and tracking; using a code repository; software testing and deployment; and working as part of a development team.

C SCI 221 - Mobile Application Development

5 credits　Prereq: C SCI 121, or C SCI 142, or C SCI 212, or C SCI 116, or programming experience.
Students learn to design, develop and maintain mobile based applications geared towards devices such as the Android, iOS iPhone, and Blackberry.

C SCI 241 - Web Development w/Ruby on Rails

5 credits　Prereq: C SCI 142 or C SCI 116 or instructor permission.
This course will focus on web application development using Ruby on Rails (RoR). Emphasis will be on properly using a model-view-controller architecture to develop, code, and test a web application developed. Students will learn to create and validate forms for user input, and store and display data in a user friendly and aesthetically pleasing environment. Security of websites and how to avoid hijacking and attacks on your website will be discusses, as well as the use of client side scripting with Javascript and Ajax.

C SCI 242 - Object-Oriented Programming III

5 credits   Prereq: C SCI 143.
This is a continuation of object-oriented design and programming using Java. The course will cover database access through JDBC, client-server programming, advanced graphical user interfaces (GUIs), multithreading, graphics and multimedia.

C SCI 243 - Mobile Programming for Android

2 credits   Prereq: C SCI 142 or C SCI 215 or instructor permission.
This course will focus on application development on the mobile platform using the Java Programming Language and the Eclipse Development Environment. Students will learn the basics of Android Platform, the Application lifecycle, writing simple GUI applications by using the Android API and different components, notifications and writing background services.

C SCI 244 - Advanced JavaScript with Node.js

1 credits   Prereq: C SCI 212 or instructor permission.
Node.js is a platform built on Chrome's JavaScript runtime for easily building fast, scalable network applications. It is one of the fastest growing libraries with huge community support and industry demand. In this 2-day extensive course, you will work with industry expert to learn how to set up a simple, but yet extensible, Node.js applications using REST APIs. You will then be able to link them to your front-end application and get tips on how to organize your code to make it cleaner and more scalable. You will also learn how to find and use various node modules for your application needs, such as websockets, utilities, databases, authentication, and more. You will also get a short intro into other libraries, that will let you build applications end-to-end with just the knowledge of JavaScript.

C SCI 252 - Advanced Data Structs w/ C++

5 credits   Prereq: C SCI 152.
Algorithms analysis using trees; stacks; linked lists; queues; priority queues; classes; templates and the STL; program specifications and contracts; object-oriented implementation; implementing data abstraction, encapsulation, abstract base classes, inheritance and polymorphism. Based on ACM (Association for Computing Machinery) curriculum guidelines for Computer Science II.

C SCI 255 - Advanced Programming with C++

5 credits   Prereq: C SCI 252.
An advanced course in object-oriented programming concepts using the C++ language with an emphasis on customizing applications for a graphical user interface (GUI). Topics include structured types, advanced pointers, function and operator overloading, memory management, inheritance, information hiding, data abstraction and generic classes. Also covered: MFCs, streams, inline operations and advanced debugging techniques.

CRIMINAL JUSTICE

ADM J 240 - Co-Op Work Experience

1 credits
Internships within appropriate criminal justice agencies.

C J 102 - The Justice System

5 credits
Roles and responsibilities of law enforcement, prosecution, courts and corrections; examination of subsystem procedures from arrest through disposition and appeal; emphasis on constitutional procedural rights and principles of due process.

C J 105 - Community Relations

5 credits
Roles, responsibilities and methodologies of criminal justice practitioners and their agencies in establishing and maintaining positive relationships with their communities and members of the public.

C J 121 - Introduction-Homeland Security

4 credits
Course will introduce students to the vocabulary and important components of Homeland Security. Discusses the importance of the agencies associated with Homeland Security and their interrelated duties and relationships. Examines historical events that impact Homeland Security and explores state, national, and international laws impacting Homeland security. Examines the most critical threats confronting Homeland Security.

C J 122 - Intelligence Analysis/Security Management

4 credits
Examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. Explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Discusses substantive issues regarding intelligence support of homeland security measures implemented by the United States and explores how the intelligence community operates

C J 123 - Transportation and Border Security

4 credits
Provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges.Covers a time period from post 9-11 to the present. Explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. Includes an exploration of technological solutions employed to enhance security of borders and transportation systems.Requires discussion of the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. Provides students with a knowledge level understanding of the variety of challenges inherent in transportation and border security.

C J 140 - Co-Op Work Experience

5 credits
Internships within appropriate criminal justice agencies.

C J 212 - Fundamentals of Policing

5 credits   Recom: ADM J 101/CJ& 101.
History of American policing; community policing; analysis of organizational structures; communication, budgeting, training, discipline and supervision as related to functional units; roles/responsibilities of patrol, juvenile, investigation and staff services; current issues in policing.

C J 213 - Arrest, Search and Seizure

5 credits
State and federal constitutional limitations on government and police powers; application of Bill of Rights and 14th Amendment to criminal justice system and its processes; state and federal appellate court decisions.

C J 215 - Conflict Management

5 credits

Skills and techniques for controlling, defusing and resolving wide variety of conflicts or crisis situations typically encountered by criminal justice personnel.

C J 217 - Administration of Justice Communication

5 credits

Report writing; testifying in court; witness and victim interviewing; suspect interrogation; intercultural communication; interviewing juveniles and special needs populations; media relations; death notification.

C J 219 - Intellligence Led Policing

3 credits

This is an introductory course in spatial crime analysis. It is designed to teach students the fundamental principles of crime mapping and analysis. The use of maps as a tool for the analysis and explanation of criminal activity will be the focus of the course. A geographic information system will be utilized to develop maps and perform spatial analyses related to law enforcement activities. Students will employ basic crime mapping techniques in support of problem-oriented and community oriented policing, and in support of non-police criminal justice applications.

C J 220 - Tactical Thinking

5 credits

The course will explore and examine the underpinnings and essential principles of interaction while providing the skills necessary for those who wish to succeed in the law enforcement (or any other) profession. These principals will include the dynamics that can transform within a matter of a few years, idealistic and committed law enforcement officers/employees into cynical, angry individuals who begin having difficulties in both the personal and professional aspects of their lives.

C J 222 - Terrorism Today

5 credits

Terrorism Today Examines the history and status of terrorism around the world. Emphasis on a global perspective, it addressing different regions of the world and the terrorist groups in each region. Examination of terrorist events and groups, analyzes responses to terrorism and the resulting changes in terrorist strategies, and steps through each continent mapping out current and future trends. Students will also gain an understanding to historical background of terrorism that enables understanding to predictions about terrorism in the twenty-first century.

C J 228 - Introduction to Forensic Psychology

5 credits

Examination of police, court, and correctional aspects of forensic psychology by topic that include adult, juvenile, family, and civil components of forensic psychology. Further examination into timely issues or controversies that provocatively capture the significance of these relationships. Incarceration of the mentally ill, the police as mediators in prison, competency to stand trial, treatment refusal rights, police stress and suicide, and sex offender treatment are also topics of discussion.

C J 255 - Police Crisis Intervention

5 credits

Examination and definition of people in crisis ensuring client safety, providing support, examining alternatives, making plans, and obtaining commitment. Further examination of models and specific strategies for handling a myriad of different crisis situations - in many cases providing potential dialogue that might be used by a police officer or other practitioners. At the end of this course skills and strategies that can be used on the street.

C J 291 - Independent Study

1 credits

An individual study project developed by the student and instructor in an area approved by the instructor.

C J 292 - Independent Study

2 credits

An individual study project developed by the student and instructor in an area approved by the instructor.

C J 293 - Independent Study

3 credits

An individual study project developed by the student and instructor in an area approved by the instructor.

C J 294 - Independent Study

4 credits

An individual study project developed by the student and instructor in an area approved by the instructor.

C J 295 - Independent Study

5 credits

An individual study project developed by the student and instructor in an area approved by the instructor.

CJ& 101 - Introduction to Criminal Justice

5 credits   Previously ADM J 101.

History and philosophy of American justice; the nature of crime; professional ethics; overview of state and federal criminal justice systems; emphasis on constitutional liberties, rights and guarantees.

CJ& 106 - Juvenile Justice

5 credits   Previously ADM J 104.

Washington State juvenile laws; juvenile court rules; investigative and interviewing guidelines; causation, treatment, control and prevention with regard to juvenile crime; agency services.

CJ& 110 - Criminal Law

5 credits   Previously ADM J 103.

Elements, purposes, functions of criminal law, crimes and punishments; Washington State Criminal Code; state and federal drug laws; constitutional limitations on legislative and law enforcement functions.

CJ& 240 - Introduction to Forensic Science

5 credits   Previously ADM J 216. Instructor permission. Recom: ADM J 103/CJ& 110 and 299.

Crime scene investigation; collection, preservation of evidence; basic investigative techniques; lead development; forensic services; locating suspects; case and trial preparation.

DIVERSITY & GLOBALISM STUDIES

DGS 110 - Global Studies
5 credits   Previously CGG 110.
Explores the impact of globalization and growing interdependence of the world. Focuses on timely issues and trends that impact students' everyday lives. Each section will have course materials organized around a specific topic, for example, regions of the world.

DGS 112 - Diversity and Globalism Studies Seminar
5 credits   Previously CGG 112.
Introduces current topics in culture, gender and global studies. Lecture/discussion course.

DGS 114 - The Middle East
5 credits   Previously CGG 165 and DGS 165.
Introduces the geography, history, politics and cultures of North Africa and Southwest Asia. We will use primary source documents, ethnographies, media presentations, video documentaries and fictional works in order to gain a comprehensive perspective on life in the Middle East region.

DGS 116 - Food Justice
5 credits
Explores the impact of globalization and growing interdependence of the world through an examination of the contemporary food system. The course explores how the benefits and risks of where, what, and how food is grown, produced, transported, distributed, accessed and eaten are distributed unequally. The course will also discuss efforts by marginalized groups to challenge disparities in the food system, including but not limited to a discussion of urban agriculture, cooperatives, agroecological methods, community production etc.

DGS 120 - Society and the Arts
5 credits   Previously CGG 115 and DGS 115.
Examines a theme through significant works of literature, visual art, music, and/or film. Theme varies, but it is always related to at least one of the following: (1) groups historically marginalized on the basis of culture, race/ethnicity, gender, sexual orientation, class or disability; and/or (2) a culture or society traditionally underrepresented in the curriculum, e.g., cultures of Africa, Asia, the Pacific Islands, Native America, Latin America and the Middle East. Focus is on expressions of identity and resistance to discrimination and stereotyping.

DGS 125 - Media Matters
5 credits   Previously CGG 118 and DGS 118.
Examines treatment of people of differing races, genders, classes or other socio-cultural differences in news, entertainment and advertising of people of differing races, genders and classes or those with other socio-cultural differences. Examination of the implications of topic selection and presentation, language usage, visual images, methods of emphasis contribute to analysis of what is truly fair and balanced coverage and representation of people's lives. This course is thematically based, with specific focuses such as defining gender, images of race, or class consciousness.

DGS 136 - African American Roots
5 credits   Previously CGG 136.
Traces the social development of significant issues in the lives of black people in the U.S. through the civil-rights movement, including the legacy of slavery, family relations, gender construction, the role of religion, methods of resistance, the impact of segregation, political movements, the struggle for civil rights and the importance of cultural expression.

DGS 137 - African-American Experience
5 credits   Previously CGG 137.
Surveys changes in African-American culture and society in the post-Black Social Movement (BSM). Examination of Vietnam War on African-American society; economic and cultural changes in post-BSM African-American society; and contemporary issues in African-American culture: colorism; multiracial identity construction; hip-hop and other expressive culture formations; aesthetics and identity construction; gender relations; intergroup relations; African-Americans in the world system; changing U.S. demographics; and AIDS.

DGS 140 - Asian American Roots
5 credits   Previously CGG 205.
Introduces an interdisciplinary examination of the Asian immigrant and Asian-American experience through World War II. Examines the idea of the "American," U.S. labor and immigration practices, exclusionary laws, citizenship, generational conflict and cultural kinship, identity formation, inter- and intra-group issues, the Hawaiian experience, the Japanese-American incarceration, gender issues, and issues of race and representation.

DGS 141 - Asian-American Experience
5 credits   Previously CGG 206 and DGS 206.
Introduces an interdisciplinary examination of contemporary issues in the Asia-American experience. Examines the development of pan-Asian-American social, political and cultural movements following the Japanese-American incarceration and the 1965 Immigration Act; the model minority myth; U.S. labor and immigration practices; anti-Asian violence; general conflict; the contemporary Hawaiian experience; gender issues; hapas; and media and issues of race and representation.

DGS 150 - The Latino Experience
5 credits   Previously CGG 175 and DGS 175.
Introduces an interdisciplinary examination of the Latino experience in the United States. Topics include Latino ethnicity and identity formation; culture; racial and gender relations; socioeconomic and labor issues; immigration; language; and representation.

DGS 155 - Native American Studies
5 credits   Previously CGG 155.
Introduces an interdisciplinary survey of the United States' contemporary Native American cultures and the complex issues confronting them. Study of American Indian history, literature, music and film. Particular emphasis upon Native peoples' historical and contemporary relationships with other American ethnic groups, the persistence of indigenous languages and traditional cultural values and current political events in Indian country.

DGS 156 - NW Native Peoples
5 credits   Previously CGG 156.
Introduces an interdisciplinary survey of the traditions and cultures of Indian tribes of the Pacific Northwest and Alaska native peoples. Study of the Northwest and Alaska native peoples' history, literature, economic pursuits, music, film and indigenous languages. Particular emphasis on the Northwest and Alaska native peoples' historical static relationships with local, city, county, state and federal governments as well as with other Northwest tribes.

DGS 158 - Language, Culture, Power

5 credits
Examines the issue of the politics of language across U.S. history through a variety of media such as film, websites, literature, visual art, music and/or research-based articles. Topics covered include language and colonization, facts and controversies surrounding African American English, the rise of English-Only movements, linguistic rage and resistance, and language heritage and reclamation projects. Includes an introduction to socio-linguistic and/or multicultural rhetorical theory as tools for analysis.

DGS 160 - Social Issues

5 credits   Previously CGG 160.
Examines a contemporary and/or historical sociocultural issue. Topics vary, but they are always considered from perspectives that have been historically marginalized or underrepresented in the curriculum. The course may focus on a topic within a specific cultural community or across a number of communities. Topics include the environment, law, migration, poverty, health and other areas.

DGS 162 - ConstitutionLaw and Issues

5 credits
From a global perspective, this course will look at contemporary and historical Constitutional issues with respect to race, gender, religion, sexual orientation and human rights. The topics will focus on the impact of substantive and procedural laws with respect to 1) Local, regional, global and socioeconomic integration and interdependence as dictated by Constitutional interpretation, 2) Societal/cultural group contributions to legal theory or systems, 3) Institutional oppression and dominant group privilege as dictated by Constitutional interpretation, 4) Prejudice, stereotyping and discrimination and its impact on Constitutional interpretation, 5) The social construction of law, 6) Skills for confronting biased treatment and advocating for justice, 7) Dynamics of intercultural or intersocietal conflict and conflict resolution.

DGS 164 - Sports Law and Issues of Diversity

5 credits   Cross lists with Legal 164.
From a global perspective, this course will look at contemporary and historical sports law issues with respect to race, gender, religion, disability and civil rights. The topics will focus on the impact of substantive and procedural laws with respect to: 1) Local, regional, global and socioeconomic integration and interdependence as dictated by sports law, 2) Societal/cultural group contributions to legal theory or systems as they impact professional, collegiate and amateur sports, 3) Institutional oppression and dominant group privilege as dictated by sports law and policy, 4) Prejudice, stereotyping and discrimination and its influence and impact on sports law, 5) The social construction of law and its intersection with sports, 6) Skills for confronting biased treatment and advocating for justice through professional and amateur sports, 7) Dynamics of intercultural or intersocietal conflict and conflict resolution in the dynamics of sports and sports law.

DGS 166 - Immigration Law and Issues

5 credits   Cross list with LEGAL 166.
From a global perspective, this course will survey the contemporary and historical immigration issues with respect to race, gender, religion and human rights. The course will focus on the impact of substantive and procedural laws including (1) Local, regional, global and socioeconomic integration and interdependence as dictated by immigration law; (2) Societal/cultural group contributions to legal theory or systems; (3)Institutional oppression and dominant group privilege as dictated by immigration law and policy; (4) Prejudice, stereotyping and discrimination and its influence and impact on immigration law; (5) The social construction of law; (6) Skills for confronting biased treatment and advocating for justice; and (7) Dynamics of intercultural or inter-societal conflict and conflict resolution.

DGS 168 - Civil Rights Theory/Law

5 credits   Cross list with LEGAL 168.
Interdisciplinary study of the historical, political, social and legal development of civil law rights in the United States as applied to individuals based upon race, gender, origin/nationality, sexual identity, disability and religion. Study of the various movements and the resulting court cases and legislation will be examined and applied including an analysis of the similarities and uniqueness of each respective movement and an examination of the contemporary legal and sociological status of the movement.

DGS 170 - International Human Rights and Law

5 credits
Interdisciplinary study of the historical, political and legal development of international human rights law and policy through a comprehensive analysis of the laws, theory, institutions, and practice of international human rights. Study of diverse societies response to its own human rights violations and the response of the dominant societies will be examined, including an analysis of underlying motives and political implications that consider cultural relativity with respect to human rights violations. Methods by which human rights violations are identified and pursued in the context of culture, religion and the mores of a particular society will be identified and discussed.

DGS 172 - The LGBT Experience

5 credits
Introduces an interdisciplinary examination of the Lesbian, Gay, Bisexual, and Transgender (LGBT) experience within the United States and abroad. Topics include LGBT psychology, history, politics, literature/art, and mass media.

DGS 207 - Cultural Awareness

5 credits
Analyze culture through an interdisciplinary lens that provides students with the knowledge, understanding, and skills they need to appreciate and articulate diverse values and experiences and to cooperate effectively across cultural barriers in business, commerce, trade and industry . This course will study the ways that culture is depicted through advertising, television, and marketing and how this impacts business communication across cultures. Students will learn to participate in discussions about the impact and influence of multiple cultural perspectives and expectations, especially historically marginalized groups, and the resulting limits to cultural, social and economic development in their absence. Cultural awareness makes students aware of competing cultural beliefs and perceptions, and shows that diversity broadens and enhances the intellectual culture required to develop and maintain sustainable models of business, trade and commerce. This course also explores regional cultural profiles and business/social etiquette around the world.

DGS 210 - Women and Society

5 credits   Previously CGG & DGS 200.

Introduces women's studies with a focus on women's social, creative, economic and political lives. Interdisciplinary analysis of social construction and enforcement of gender differences and inequalities. Examines how the intersection of gender, race, class, nationality and culture shape women's experiences. Topics may include women's rights, education, health and body images, as well as violence against women, feminist theory, media messages, popular culture, racism, sexual identities and activism in a global context. May be taught thematically.

DGS 212 - Women Writers

5 credits

Examines a theme through significant works of women's literature. Theme varies, but it is always related to at least one of the following: (1) how women have been historically marginalized on the basis of gender as well as culture, race/ethnicity, sexual orientation, class or disability; and/or (2) how women have been traditionally underrepresented in the curriculum. Focus is on expressions of identity and resistance to discrimination and stereotyping.

DGS 260 - International Business

5 credits   Cross list with BUSN 205.

A multidisciplinary study of the forces that shape and define global commerce. This course explores and analyzes the business and social impact of globalization and the inter-relationships among geography, culture, government and economics as they relate to the major business and trade functions in a global marketplace. Specific focus on the winners and losers of globalization with an in-depth look at issues such as access to education, political systems, resources, markets, human rights, child labor, poverty and other development factors that affect international trade policy and the ability of all countries and peoples to participate in the global economy.

DRAFTING

DRAFT 124 - SolidWorks

5 credits   (Previously ENGR 124). Prereq: ENGR 123/ENGR& 114 or significant drafting experience.

Computer-aided drafting techniques using SolidWorks. Concepts include 3-D solid models; assemblies and drawings; advanced dimensioning and editing; and use of views and paper space. Designed for students in the Drafting Design program and other interested students.

DRAFT 135 - Manufacturing Drafting and Design I

5 credits   (Previously ENGR 135). Prereq: ENGR/DRAFT 124 or ENGR/DRAFT 126.

Principles and techniques of creating detailed working drawings for manufactured parts. Topics include drawing formats; dimensioning and tolerancing practices; and design and drafting of machined, cast, forged and sheet metal details. This class is designed for students in the Drafting Design program or other interested students.

DRAFT 168 - SketchUp

2 credits   Cross list with INT D 168.

SketchUp will explain the basics of creating three-dimensional objects or buildings, either strating from scrtach or based off two-dimensional CAD drawings. Students will become well-versed in good practises in SketchUp, how to integrate buildings with landscapes, Google Earth, and some rendering techniques.

DRAFT 186 - Manual Drafting

5 credits

Introduction to manual drafting, tools and procedures. Exercises teach students scale, line weight, line types, how to create neat and legible drawings to be used as communication tools in the design process. This course includes technique in laying out a drawing as part of a set, orthographic projection, flat pattern, isometrics, and one-point perspective. Students will understand how to read and create architectural and interior design presentation and construction drawings.

DRAFT 224 - Architectural Drafting I

5 credits

This course will introduce students to the current version of Autocad (a computer-aided drafting software) and how to produce architectural drawings for a residential project. Students will obtain information on the construction methods used in the house, including framing, basic casework size standards, door sizes, stair heights, widths and clearances, and how to show roof slope and framing. Students will learn how to read and draw two-dimensional drawings in order to understand three-dimensional forms and spaces.

DRAFT 225 - Architectural Draft Ii

5 credits   Prereq: DRAFT 224.

This course will expand on the knowledge gained in Draft 224 / INT D 196, which introduced them to the current version of Autocad (acomputer-aided drafting software). Students will produce architectrual drawings for a commercial project. Students will orient themselves to the site for the building, creating a vicinity map and cover page with pertinent code data. Students will create overall building site plan, floor plans, elevations, and sections. Students will learn the differing methods of construction in commerical building industry. Students will create a coordinated drawing set, complete with details and tags.

DRAFT 226 - Architectural Draft III

5 credits

Students will expand their knowedge gained in DRAFT 224 and 225, which introduced them to the current version of Autocad and architectural standards. Students will produce residential architecural plans from their own designs, utilizing requirements. Students will develop a set of construction documents from start to finish.

DRAFT 234 - Civil Drafting

5 credits

Introduction to mapping and site plan drafting, elementary surveying, boundaries, legal descriptions, contours, profiles, roadways, cuts and fills, plat maps and utilities' drawings.

DRAFT 240 - Cooperative Education

1 credits   Prereq: Instructor permission.

Cooperative education provides an opportunity for the student to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

DRAFT 254 - Sustainable Design

5 credits   Hybrid Cross list with INT D 270.
Introduction to the philosophical and practical principles of green and sustainable design through the Sustainable Design will explain what sustainable design is in the built environment encompasses, why we should be practicing it, and some of the ways the building industry is incorporating Green design into built projects. This class is an introduction to the philosophical and practical principles of sustainable design through the exploration of environmental issues, sustainable materials and methods, and professional practices, including an overview of LEED (Leadership in Energy and Environmental Design) and other building evaluation systems.

DRAFT 270 - Portfolio Development

5 credits
Students will develop a written and electronic portfolio of their drafting work that can be presented to potential employers. Portfolios will include a resume, cover letter and personal statement. Students will explore available resources to aid in obtaining full-time employment upon completion of the Drafting Design program.

DRAMA

DRAMA 103 - Modern Theatre

5 credits
Development of dramatic art from the 19th century to the present with a focus on the relationship between theater and society.

DRAMA 105 - Musical Comedy Revue

5 credits
An exploration and appreciation of the American Musical Comedy. From Operetta to Broadway, this course will explore and the American Musical Comedy

DRAMA 110 - The Dramatic Experience

5 credits
A hands-on, creative introduction and exploration into the world of theatre and artists. Course includes required attendance at one live theatrical production.

DRAMA 111 - Cabaret

2 credits   Prereq: DRAMA 121, or DRAMA 122, or DRAMA 280, or instructor permission.
Performance class for those who wish to explore audition practices and performance styles in artistic venues such as: singing, dance, performance art, comic routines, scene work, and monologues.

DRAMA 115 - World Theatre

5 credits
Analysis and appreciation of the global theatrical experience. Reading, viewing and discussion of plays and the theater.

DRAMA 118 - American Theater

5 credits
Analysis and appreciation of historical and contemporary American Theater through plays and performances.

DRAMA 121 - Acting

5 credits   Course withdrawal requires instructor permission.
Beginning Acting explores the practice and theory of basic principles of stage acting. Exploration of stage movement, vocal development, objective exercises, monologue preparation and scene study in contemporary plays offer students professional training in the art and craft of acting.

DRAMA 122 - Acting with Style

5 credits
The second course in the acting sequence focuses on scene study, including contemporary and classical material and audition performance.

DRAMA 126 - Theatrical Make-Up

2 credits
Basic principles, by practice in application, of makeup for the theater.

DRAMA 131 - Stagecraft

4 credits
Understanding the use of materials and techniques in the construction of sets, properties and costumes for the stage through hands-on experience.

DRAMA 132 - Stagecraft

4 credits   Prereq: DRAMA 131.
Understanding the use of materials and techniques in the construction of sets, properties and costumes for the stage through hands-on experience.

DRAMA 133 - Stagecraft

4 credits   Prereq: DRAMA 132.
Understanding the use of materials and techniques in the construction of sets, properties and costumes for the stage through hands-on experience.

DRAMA 135 - Theatrical Design

2 credits
Introduction to the principles of theatrical design.

DRAMA 138 - Mask Construction

3 credits
Techniques of mask construction for the theater are examined through lecture and practical building experience.

DRAMA 150 - Painting for the Theater

2 credits
Introduction to the basic techniques of theatrical painting; emphasis on developing craft through applied projects.

DRAMA 170 - Student Drama Projects

5 credits   Meets Humanities Area II Distribution Requirement. Instructor permission. Course withdrawal requires instructor permission.
Performance projects to be chosen by students and presented to the public during the quarter.

DRAMA 190 - Theatre Practicum

5 credits   Meets Humanities Area II Distribution Requirement. Instructor permission. Course withdrawal requires instructor permission.
Student participation in the quarterly stage production. Focus on the practical application of rehearsal standards, character development and performance techniques.

DRAMA 221 - Audition Technique

2 credits   Course withdrawal requires instructor permission.
A course designed for students wishing to learn and practice audition skills and develop a working knowledge about the business of working in film, television, radio, theater or other performance venues.

DRAMA 222 - Acting/Directing for TV

5 credits   Prereq: DRAMA 121, DRAMA 122, DRAMA 280 or instructor permission. Course withdrawal requires instructor permission.
Students will work creatively as both actors and directors in the techniques of television production. Script work, directing technique, working with actors, performing on camera, lighting, and editing will all be explored as each student works in front of and behind the camera to produce comedic and dramatic television scenes.

DRAMA 224 - Masque Improvisation

5 credits
An advanced class for performers that specializes in developing physical character, analyzing movement and encouraging enhanced dramatic imagination.

DRAMA 225 - Directing for the Stage

5 credits   Instructor permission.
An intensive class in directing skills and practical experience in working with actors in rehearsal and performance.

DRAMA 226 - Advanced Theatrical Makeup

3 credits   Prereq: DRAMA 126.
Advanced theatrical makeup principles explored through intensive practice in the application of makeup for the theater.

DRAMA 231 - Advanced Stagecraft

4 credits   Prereq: DRAMA 133.
Advanced techniques and understanding of the use of materials and techniques in the construction of sets, properties and costumes for the stage through hands-on experience.

DRAMA 232 - Advanced Stagecraft

4 credits   Prereq: DRAMA 231.
Advanced techniques and understanding of the use of materials and techniques in the construction of sets, properties and costumes for the stage through hands-on experience.

DRAMA 235 - Advanced Theatrical Design

2 credits   Prereq: DRAMA 135 or equivalent design experience.
Concentration on theatrical design solutions including explorations of period, style and genre.

DRAMA 260 - Advanced Acting Workshop

5 credits   Prereq: DRAMA 121, DRAMA 122 or instructor permission. Course withdrawal requires instructor permission.
Students with basic performance skills will further expand their skill set through: investigation and performance work in several periods, genres and styles, introduction and practice of Meisner technique, and enhancement of auditioning skills and material selection in order to stretch dramatic imagination and historical comprehension.

DRAMA 270 - Student Drama Projects

5 credits   Prereq: Instructor permission. Course withdrawal requires instructor permission.
Performance projects to be chosen by students and presented to the public during the quarter.

DRAMA 280 - Performance Improvisation

5 credits   Course withdrawal requires instructor permission.
Introduction to improvisational techniques in acting, storytelling, & sketch comedy through improvisational games, rehearsal, group work and performance.

DRAMA 285 - Advanced Improvisation

5 credits   Prereq: DRAMA 280.
This course will further explore improvisational techniques in acting, storytelling, and long form games with an emphasis on refining skills, producing live shows, and creating characters for stage work.

DRAMA 290 - Theatre Practicum

5 credits   Meets Humanities Area II Distribution Requirement. Prereq: Instructor permission. Course withdrawal requires instructor permission.
Participation in Drama department quarterly play. Includes rehearsals and performance technique from audition through rehearsal to closing.

DRMA& 101 - Introduction to Theatre

5 credits   Previously DRAMA 100. Includes performance attendance.
Introduction to the theater with an emphasis on the collaborative components of live dramatic performance: playwriting, directing, design, acting and audience. Course includes required play attendance.

ECONOMICS

ECON 110 - Global Economic Issues

5 credits   No credit given if student has completed ECON 211/ECON& 201 and/or ECON 212/ECON& 202.
A survey of contemporary issues in the global economy with an overview of basic economic theory. The issues covered may vary with current events, but will consider both local and global contexts. Students will learn about global economic interdependence and the winners and losers in different economic situations, including particular emphasis on historically excluded groups.

ECON 190 - Sustainability Seminar

1 credits
Through a lecture format, faculty will describe and interpret noteworthy sustainability topics including the intertwined ideals of viable economies, social equity and ecological integrity.

ECON& 201 - Microeconomics

5 credits   Previously ECON 211.
Introduction to the economic way of thinking with applications to scarcity and choice, demand, costs, efficiency, uncertainty, market power, profit, government policy, production and allocation, property rights and wealth maximization.

ECON& 202 - Macroeconomics

5 credits   Previously ECON 212.
The modern economy, including such topics as national output, employment, inflation, money and banking, public finance, economic growth and international trade.

ECON 221 - Economics of Investing

5 credits
Uses financial investing as a way of exploring basic economics, political economy and economic policy. Basic investment strategies and the effect of government policy on economic outcomes are explored.

ECON 290 - Survey of International Economics

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Course description is under development.

ECON 291 - Independent Study

1 credits   Meets Social Science Area I Distribution Requirement. Prereq: Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

ECON 292 - Independent Study

2 credits   Meets Social Science Area I Distribution Requirement. Prereq: Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

ECON 293 - Independent Study

3 credits   Meets Social Science Area I Distribution Requirement. Prereq: Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

ECON 294 - Independent Study

4 credits   Meets Social Science Area I Distribution Requirement. Prereq: Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

ECON 295 - Independent Study

5 credits   Meets Social Science Area I Distribution Requirement. Prereq: Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

EDUCATION

ECED& 100 - Child Care Basics

3 credits
Designed to meet licensing requirements for early learning lead teachers and family home child care providers, STARS 30 hour basics course recognized in the MERIT system. Topics: child growth/development, cultural competency, community resources, guidance, health/safety/nutrition and professional practice.

ECED& 105 - Introduction to Early Childhood

5 credits
Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices and program models. Observe children, professionals, and programs in action.

ECED& 107 - Health, Safety, Nutrition

5 credits
Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

ECED& 120 - Practicum

2 credits   Co-req: This class must be taken with ECED& 105.
In an early childhood setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development.

ECED& 132 - Infants and Toddlers

3 credits
Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers and cuturally relevant care.

ECED& 134 - Family Child Care

3 credits
Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety and nutrition; guiding behavior and promoting growth and development.

ECED& 139 - Administration of EL

3 credits
Develop administrative skills required to develop, open, operate, manage and assess early childhood education and care programs. Explore techniques and resources availble for Washington State licensing and National Association for the Education of Young Children (NAEYC) standard compliance.

ECED& 150 - Child, Family, Community

3 credits
Intergrate the family and community contexts in which a child develops. Expore cultures and demographics if families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

ECED& 160 - Curriculum Development

5 credits
Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth- age eight).

ECED& 170 - Environments

3 credits
Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED& 180 - Language and Literacy

3 credits
Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age eight) through the four interrelated areas of speaking, listening, writing and reading.

ECED& 190 - Observation and Assessment

3 credits
Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings.

EDUC 100 - Introduction to Child Care

2 credits
Meets the basic 20-hour MERIT formerly STARS requirement. Designed to meet the 20 hour basic training outcomes for early childhood and school age professionals as outlined by the Washington MERIT system (formerly STARS). Topic areas addressed include child growth and development, cultural competency and sensitivity, child guidance, and the health and safety of children in group settings.

EDUC 101 - Introduction to Early Childhood

5 credits
An overview of early childhood education, including the historical, philosophical, theoretical and social foundations. Examines current issues and trends, best practices and program models. Opportunities for observation are also included.

COURSE DESCRIPTIONS

EDUC 102 - Instructional Roles of Paraeducator

5 credits   Meets competencies one through eleven of the Washington State Core Competencies for Paraeducators.
Provides a foundation of the roles, responsibilities and tasks expected of paraeducators involved in special education service delivery, general classroom assisting and English Language Learning support. Focus on Washington State Core Competencies for paraeducators and instructional methods, values, ethics, communication and positive behavior support.

EDUC& 115 - Child Development

5 credits   Previously EDUC 112.
Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives.

EDUC 119 - Guiding Behavior

5 credits
This course examines the philosophical principles and theories that promote social competence. Designed to help adults who work with children, students and clients to develop effective methods of communication, classroom management and positive guidance techniques. Includes prevention strategies, conflict resolution, problem solving and building meaningful relationships.

EDUC 121 - Health, Nutrition and Safety

5 credits
Current information for adults working with children and youth regarding health concerns, health education, nutritional needs and safety practices. Includes recognition of the signs of abuse and neglect, responsibilities for mandated reporting and available community resources.

EDUC 126 - Child, Family and Society

5 credits
Examines social structures that impact children and youth, analyzing privilege and oppression on individual, cultural and institutional levels.

EDUC& 130 - Guiding Behavior

3 credits
Examine the principles and theories promoting social competence in children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences.

EDUC& 136 - School Age Care

3 credits
Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development and community outreach.

EDUC 140 - Cooperative Education

5 credits   Prereq: Entry code required.
This course provides an introductory opportunity for students to combine theory with practical experience gained in an appropriate educational setting. This is a practicum course requiring a field experience with a weekly seminar.

EDUC& 150 - Child, Family, Community

3 credits
Intergrate the family and community contexts in which a child develops. Expore cultures and demographics if families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

EDUC 199 - Tutor Training

5 credits   This class is only for students who are currently hired as tutors. Prereq: Instructor permission.
Instruction and experience for tutors in the tutoring program.

EDUC& 202 - Introduction to Education

5 credits   Previously EDUC 110.
Overview of education in America, covering the historical, philosophical and social foundation of education. Students will also study current issues and trends regarding curriculum, instructional strategies, law and ethics, teaching as a profession, local concerns and the future of education. Opportunities are provided for observation and integration of information as related to K-12 education.

EDUC& 204 - Exceptional Child

5 credits
Introduction to children with disabilities and special education; including the history, theories, varying philosophies and the effects of disabilities on the child, family, relationships, school, work and society's institutions. Also focuses on current issues and trends in special education.

EDUC 230 - Advanced Guidance

5 credits   Prereq: EDUC& 130.
Develop guidance and classroom management skills based on current research and best practices that support positive development for children including mutually respectful methods of communication, prevention strategies, problem solving, conflict resolution, and ethical interactions.

EDUC 240 - Education Practicum

6 credits   Prereq: Entry code required.
This course provides an advanced opportunity for students to combine theory with practical experience gained in an appropriate classroom setting. This is a practicum course requiring a field experience with a weekly seminar.

EDUC 250 - Nurturing Care-Infant

5 credits
Examines the major developmental needs of infants and toddlers. Students study the role of the caregiver, relationships with families, developmentally appropriate practices, environments for infants and toddlers, and culturally relevant care. Includes a practicum in an infant/toddler classroom or program.

EDUC 251 - Survey-Family Child Care

5 credits
An introduction to family home child care. This course provides information on state and local licensing regulations, equipment needs setting up a schedule and activities, budeting and managing a home child care operation. This course also includes a practicum in an approved family home child care.

EDUC 252 - Methods-School Age Care

5 credits
Prepares professionals to plan, implement and assess quality programs for diverse groups of school-age children and youth. Topics include supporting children's physical, cognitive, social and emotional needs; ensuring a safe learning environment; supporting diverse families; utilizing community resources; licensing requirements. Includes a practicum in an out-of-school program.

EDUC 253 - Methods-Literacy Development

5 credits
Provides students with an overview of current literacy research and best practices for literacy development. Students will develop, analyze, practice and evaluate literacy activities.

EDUC 255 - Science and Math Methods

5 credits
Acquaints students with the theory and application of science, math and technology activities for diverse learners. Includes information on developmentally and culturally appropriate math, science, and technology activities.

EDUC 258 - Integrated Curriculum

5 credits
Acquaints students with the theory and application of integrated curriculum activities. Includes information on the integration of different content areas; math, science, art, music, movement, technology, and literacy as well as pedagogical strategies to meet the needs of diverse learners.

EDUC 260 - Critical Thinking-Equity

5 credits
Examines social structures that impact children and youth, analyzing privilege and oppression on individual, cultural and institutional levels.

EDUC 281 - Professional Education Development

2 credits   Course to be taken the final quarter prior to graduation.
Capstone course taken during the student's last quarter prior to graduation. Students attend a professional development seminar and create a portfolio that documents competency in all degree outcomes.

EDUC 291 - Special Projects I

1 credits   Prereq: Instructor permission.
An independent study project developed by student and instructor in an area approved by the instructor. Includes a project plan, activities for achieving the plan and assessment criteria, based on core competencies and degree outcomes.

EDUC 292 - Special Projects II

2 credits   Prereq: Instructor permission.
An independent study project developed by student and instructor in an area approved by the instructor. Includes a project plan, activities for achieving the plan and assessment criteria based on core competencies and degree outcomes.

EDUC 293 - Special Projects III

3 credits   Prereq: Instructor permission.
An independent study project developed by student and instructor based on core competencies and degree outcomes. Includes a project plan, activities for achieving the plan and assessment criteria.

ENGINEERING

ENGR 100 - Orientation to Engineering Careers

2 credits
An exploration of the wide range of careers possible in engineering. The educational requirements for both four-year engineering programs and two-year engineering technology programs will be discussed. Students will examine the aptitudes, interests and student skills necessary for success in engineering. Designed for students in the Drafting and Design Technology and the Associate of Science in Engineering (AS-Eng) programs or any students interested in engineering, drafting, technology or related field regardless of major.

ENGR& 114 - Engineering Graphics

5 credits   Previously ENGR 123.
Theory and practice in graphical representation and visualization of three-dimensional objects, including descriptive geometry; orthographic projection of principal and auxiliary views; sections; pictorials; developments; and dimensioning theory. Includes an introduction to parametric solid modeling using SolidWorks. Designed for students in the Drafting Design and the Associate of Science in Engineering (AS-Eng) programs and any students interested in drafting, regardless of major.

ENGR 145 - Scientific Computing

5 credits   Prereq: MATH 141 completed or eligible for MATH 142.
This course provides the student with an introduction to scientific computing with a focus on developing computer based solutions to mathematical and engineering problems. An overview of computer architecture, introduction to work processing, spreadsheet analysis, and basic programming will be covered.

ENGR& 204 - Electrical Circuits

5 credits   Previously ENGR 215. Prereq: PHYS 202 and completion or concurrent enrollment in MATH 230.
Introduction to electrical engineering, basic circuit and systems concepts. Covers resistors, sources, capacitors, inductors and operational amplifiers as well as solutions of first- and second-order linear differential equations associated with basic circuit forms. Designed for students in the Associate of Science in Engineering (AS-Eng) program.

ENGR& 214 - Statics

5 credits   Previously ENGR 210. Prereq: Completion or concurrent enrollment in both MATH 125/MATH& 152 and PHYS 201.
Covers scalar and vector analysis of force systems, equilibrium analysis for 2- and 3-D structures, distributed forces and centroids for the analysis of beams. Includes friction applications. Vector and matrix methods used throughout the course. Designed for students in the Associate of Science in Engineering (AS-Eng) program.

ENGR& 215 - Dynamics

5 credits   Previously ENGR 230. Prereq: ENGR 210/ENGR& 214, MATH 125/MATH& 152, and PHYS 201.
Kinematics and kinetics of 2- and 3-D particles and rigid bodies using vector analysis. Covers work/energy and impulse/momentum methods for translation and rotation. Designed for students in the Associate of Science in Engineering (AS-Eng) program.

ENGR& 224 - Thermodynamics

5 credits   Previously ENGR 260. Prereq: CHEM 151/CHEM& 161 and MATH 125/MATH& 152.
Introduction to the principles of thermodynamics, state properties and equations of state. Includes first-law analysis: work and heat, energy and enthalpy and steady flow processes. Also includes second-law analysis: heat engines, refrigerators and Carnot cycle. Covers entropy, availability and efficiency of systems as well as power cycles. Designed for students in the Associate of Science in Engineering (AS-Eng) program.

ENGR& 225 - Mechanics of Materials

5 credits   Previously ENGR 220. Prereq: ENGR 210/ENGR& 214 and MATH 125/MATH& 152.
Mechanics of solids: stress, strain, torsion, flexure, deflection, connections, economic sections, composite members, combined stresses and design analysis. Designed for students in the Associate of Science in Engineering (AS-Eng) program.

ENGR 240 - Cooperative Education

5 credits   Prereq: Instructor permission.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals. This class is designed for students in the Drafting Design program. Students planning to sign up for this class need to contact the co-op office two quarters prior to registering for ENGR 240.

ENGR 250 - Applied Numerical Method

5 credits   Prereq: MATH 230.
Numerical solutions to problems in engineering and science using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communicating results. Introduction to MATLAB programming for numerical computation.

ENGR 290 - Engineering Projects

5 credits
Individual study projects developed by student and instructor in an area approved by the instructor. This class is designed for students in the Drafting Design and the Associate of Science in Engineering (AS-Eng) programs.

ENGLISH

ENGL 071 - Writing for Nonnative Speakers

5 credits   Previously WRIT 030/071. Prereq: ESL COMPASS 150-209 or ASSET language 25-27.
Designed for students who have serious nonnative grammar error patterns that interfere with clear written communication. Intended to prepare students for ENGL 081. Focuses on correctly formatting multiparagraph responses and on creating meaningful sentences with clear syntax. Also focuses on learning to construct basic verb forms and verb tenses and using proper capitalization and basic end punctuation. Emphasis on developing grammar and writing skills at the sentence level: verb construction and verb tense, word order, word choice and building vocabulary.

ENGL 071R - ESL Reading/Writing Link

5 credits   Co-requisite REWRI 071.
Designed for students who have serious non-native grammar error patter ns that interfere with clear written communication. The course is inte nded to prepare students for English 081. The course focuses on correc tly formatting multi-paragraph responses and on creating meaningful se ntences with clear syntax. The course also focuses on learning to cons truct basic verb forms and verb tenses andusing proper capitalization and basic end punctuation. The course places an emphasis on developing grammar and writing skills at the sentence level: verb construction and verb tense, word order, word choice and building vocabulary.

ENGL 081 - Writing Skills

5 credits   Previously WRIT 060/081. Prereq: ESL COMPASS 210-259, COMPASS writing 0-39, ASSET language 28-34, ENGL 071 with 2.0 min., or ASSET reading 36-39.
Designed for students who need work on language and rhetorical skills in order to prepare for ENGL 091. Focuses on writing multiparagraph responses and on constructing a variety of sentences with phrases and clauses in effective coordination and subordination. Also focuses on editing for problems related to diction (casual/formal), verb choice related to active/passive tense, agreement and precision and word choice issues, specifically related to precision, spelling and usage. ENGL 081 is offered separately for native and nonnative speakers. The section for nonnative speakers will emphasize verb form and verb tense construction, word order, word choice, vocabulary, articles, plural "s" and prepositions. Students with nonnative grammar error patterns should take this course in order to prepare for ENGL 091.

ENGL 081R - ESL Reading/Writing Link

5 credits   Co-requisite REWRI 081.
Designed for students who need work on language and rhetorical skills in order to prepare for ENGL 091. The course focuses on writing multi- paragraph responses and on constructing a variety of sentences with phrases and clauses in effective coordination and subordination. ENGL 081 is offered seperately for native and nonnative speakers. The section of ENGL 081 that is designed for nonnative speakers provides students with opportunities to fine-tune their use of English sentence patterns and editing for ESL errors, specifically in terms of articles and plurals "s", preposition, word choice problems, verb tense errors and co ordination and subordination. The section of ENGL 081 that is offered to native speakers (or high level nonnative speakers) focuses on editing for problem related sentence boundaries (run on and fragments), to diction (casual/formal), verb choice related to active/passive tense, agreement and precision, and word choice issues, specifically related to precision, spelling and usage.

ENGL 091 - Preparatory College Writing I

5 credits   Previously WRIT 091. Prereq: COMPASS Reading score of 40-76.
Reviews the fundamentals of English sentence structure, usage and punctuation and provides practice in these areas. Students study and practice writing paragraphs and essays, achieving unity and developing ideas that are clearly and concisely expressed in topic and thesis sentences. Students who pass five credits of ENGL 091 with a 2.0 or better should be able to succeed in ENGL& 101.

ENGL 091R - Preparatory College Writing I

5 credits   Co-requisite REWRI 091.
This course reviews the fundamentals of English sentence structure, usage, and punctuation and provides practice in these areas. Students also will study and practice writing paragraphs and essays, achieving unity, and developing ideas which are clearly and concisely expressed in topic and thesis sentences. Students who pass five credits of ENGL 091 with a 2.0 or better should be able to succeed in ENGL 101.

ENGL 098 - Preparatory College Writing II

5 credits   Previously WRIT 098. Prereq: WRIT/ENGL 091 with 0.7 min. Reading COMPASS 40-76 or ASSET 36-37 recommended.
Designed for students who have taken WRIT/ENGL 091 and still need more instruction and practice before entering ENGL& 101. Reviews the fundamentals of English sentence structure, usage and punctuation and provides practice in these areas. Students study and practice writing paragraphs and essays, achieving unity and developing ideas that are clearly and concisely expressed in topic and thesis sentences. Students who pass ENGL 098 with a 2.0 or better should be able to succeed in ENGL& 101.

ENGL& 101 - English Composition I

5 credits   Previously WRIT 101. Prereq: Minimum COMPASS Reading score of 77 or 2.0 or above in ENGL 091 or 098. Minimum COMPASS Reading score of 77 or 2.0 or above in ENGL 091 or 098.
A general introduction to the principles of writing with emphasis on the writing process, thesis, context, purpose and audience.

ENGL 103 - Portfolio Completion I

1 credits
Designed for students who have taken a four-credit English composition class and need to earn a fifth credit. Student must have earned a 2.0 or higher in the four-credit class.

ENGL 104 - Editing Strategies

2 credits   Prereq: COMPASS ESL 260, ENGL 081 with 2.0 min. Recom: COMPASS reading 61-70 or ASSET 36-37.
Provides instruction and practice in editing assessment ad strategies for college students. Students learn to assess their own and other students' writing for clarity, strong wording and accurate use of grammar, punctuation and spelling. Students can focus on their own writing to build confidence and control in editing their assignments. Students who are interested in tutoring or teaching writing may apply this focus to learning how to help others gain these skills.

ENGL& 111 - Introduction to Literature

5 credits   Previously LIT 100.
An introductory course to acquaint the student with the three major types of imaginative literature, both contemporary and traditional. The course may choose from three out of the four categories: essay, fiction, poetry and drama.

ENGL& 112 - Introduction to Fiction

5 credits   Previously LIT 131.
Students read and discuss five to seven novels, generally organized around a theme. Novels may be classic or contemporary. Course covers formal elements (such as characterization, plot, structure, setting and theme), provides a brief overview of the history and evolution of the novel and examines the social and cultural value of novels.

ENGL& 113 - Introduction to Poetry

5 credits   Previously Lit 133.
Introduction to the study and analysis of the art, elements and techniques of poetry and its significance across different social contexts.

ENGL 115 - Introduction to the Short Story

3 credits   Previously LIT 134.
Critical reading of a wide variety of short fiction with emphasis on fictional techniques and literary interpretation.

ENGL 121 - Introduction to World Literature

5 credits   Previously LIT 105.
An introduction to pre-1945 world literature. Works selected vary and may be thematically arranged. Emphasis includes literature by groups traditionally marginalized and from a variety of different cultures and will be chosen to consistently cultivate a multicultural perspective.

ENGL 122 - Introduction to Children's Literature

5 credits   Previously LIT 110.
Survey of children's literature from a variety of world cultures, including both oral and written traditions such as fairy tales, fantasy, picture books, novels and poetry. Examination of literary, psychological, educational and cultural influences and contexts.

ENGL 123 - Introduction to Ameriacn Ethnic Literature

5 credits
An introductory course to acquaint the student with the basic issues in literary studies as well as key issues in ethnic literary traditions.

ENGL 190 - College Writing Tips I

1 credits   Previously WRIT 190.
A series of workshops in which faculty from different disciplines facilitate sessions on the writing expectations in their classes and/or discipline, including details such as sample assignments, grading criteria and examples of student work.

ENGL 200 - Creative Writing

5 credits   Previously WRIT 151. Prereq: WRIT/ENGL& 101 or equivalent with 2.0 min.
An introductory course in writing and reading fiction, poetry and drama with emphasis on contemporary models. Students will learn how to use figurative language as well as develop characters and plot, point-of-view, theme and dialogue.

ENGL 201 - Advanced Verse Writing

5 credits   Previously WRIT 251. Prereq: WRIT/ENGL& 101 with 2.0 min. and WRIT 151/ENGL 200.
Workshop in which students write, critique and revise poetry. ENGL 202 - Advanced Verse Writing 5 credits (Previously WRIT 252) WRIT/ENGL& 101 with 2.0 min. and WRIT 251/ENGL 201. Workshop in which students write, critique and revise poetry.

ENGL 203 - Advanced Verse Writing

5 credits   Previously WRIT 253. Prereq: WRIT/ENGL& 101 with 2.0 min. and WRIT 252/ENGL 202.
Workshop in which students write, critique and revise poetry.

ENGL 204 - Advanced Editing Strategies

2 credits   Prereq: WRIT/ENGL& 101 with a 3.5 min. or concurrent enrollment in ENGL 199.
Provides instruction and practice in editing assessment ad strategies for college students. Students learn to assess their own and other students' writing for clarity, strong wording, and accurate use of grammar, punctuation and spelling. Students who are interested in moving toward tutoring or teaching writing may apply this focus to learning how to help others gain these skills. Focuses on working with others to identify editing needs and to help them develop individual strategies. It also includes doing research in the effectiveness of each approach.

ENGL 205 - Research/Persuasive Writing

5 credits   Previously WRIT 105. Prereq: WRIT/ENGL& 101 or equivalent with 2.0 min.
Students move from library research and source-evaluation strategies through brainstorming, proposal, then producing drafts and editing a variety of research-based essays that take a position and are tailored to the needs of the reader. This course is especially recommended for students planning on transfer to a four-year school.

ENGL 207 - Portfolio Completion II

1 credits   Intructor permission.
Designed for students who have taken a four-credit English composition class and need to earn a fifth credit. Student must have earned a 2.0 or higher in the four-credit class.

ENGL 211 - Advanced Fiction Writing

5 credits   Previously WRIT 255. Prereq: WRIT 151/ENGL 200.
Workshop in which students write, critique and revise fiction. ENGL 212 - Advanced Fiction Writing 5 Previously WRIT 256. WRIT 255/ENGL 211.
Workshop in which students write, critique and revise fiction.

ENGL 213 - Advanced Fiction Writing

5 credits   Previously WRIT 257. Prereq: WRIT 256/ENGL 212.
Workshop in which students write, critique and revise fiction.

ENGL& 220 - Introduction to Shakespeare

5 credits   Previously LIT 270.
An introductory course in Shakespeare, focusing mainly on his plays. Emphasis on both reading the script as literary document and on interpretations through performance.

ENGL 234 - Advanced Nonfiction Writing

5 credits   Previously WRIT 201. Prereq: WRIT/ENGL& 101 or equivalent with 2.0 min.
Instruction and practice in nonfiction writing directed to a variety of audiences; discovering and using effective writing forms and techniques.

ENGL& 235 - Technical Writing

5 credits   Previously WRIT 143. Prereq: WRIT/ENGL& 101 or equivalent with 2.0 min.
Students will plan, create, and user-test a range of projects while analyzing and reflecting upon the role of communication practices from the perspective of a technical writer. Students write individually and collaboratively, develop formatting strategies and skills, and practice multi-modal communication within a work setting.

ENGL& 244 - American Literature I

5 credits   Previously LIT 221.
The study of American literature from the beginning of written expression in the New World through the Civil War.

ENGL& 245 - American Literature II

5 credits   Previously LIT 222.
The study of American literature from the Civil War through 1945.

ENGL& 246 - American Literature III

5 credits   Previously LIT 223.
The study of American literature from 1945 to the present.

ENGL 247 - American Ethnic Literature

5 credits   Previously LIT 225.
Introduction to American literature by writers of color. Explores themes in African American, Native American, Asian/Pacific American and Chicano/Latino literary traditions. Includes analysis of the writing in terms of the cultural, social, political and historical contexts.

ENGL& 254 - World Literature I

5 credits   Previously LIT 230.
A study of literature written since 1945 from a variety of cultures, both Western and non-Western. This course may be arranged thematically, historically or geographically.

ENGL 257 - Travel Literature

5 credits   Previously LIT 235.
Examines the inward and outward journey for women during their travels. Discusses journalistic accounts, stories and films about women on the road.

ENGL 265 - Video Game as Literature

5 credits   Previously LIT 220.
Examines popular and cultural tastes using videogame narrative.

ENGL 266 - Popular Literature

5 credits
To study popular culture is to study the very thing that defines a collection of individuals into a group. Using a variety of genres, which may include categories such as mysteries, detective stories, graphic novels, science fiction, etc., we will begin to probe the idea of popular consciousness whether it be defined historically, geographically, culturally, or politically. Choice of genres and the themes will vary depending on the instructor.

ENGL 290 - Editing: The Arcturus

3 credits   Previously WRIT 260. Meets Humanities Area I Distribution Requirement. Instructor permission. Prereq: WRIT/ ENGL& 101 and one other writing course preferred. Excellent grammar and mechanical skills recommended.
Introduction to and practice of editing skills through publication of "The Arcturus." May be repeated for credit.

ENGL 291 - Special Studies (VAR 1)

1 credits   Previously WRIT 291. Meets Humanities Area I Distribution Requirement.
Individual writing project developed by the student and instructor.

ENGL 292 - Special Studies (VAR 2)

2 credits   Previously WRIT 292. Meets Humanities Area I Distribution Requirement.
Individual writing project developed by the student and instructor.

ENGL 293 - Special Studies (VAR 3)

3 credits   Previously WRIT 293. Meets Humanities Area I Distribution Requirement.
Individual writing project developed by the student and instructor.

ENGL 294 - Special Studies (VAR 4)

4 credits   Previously WRIT 294. Meets Humanities Area I Distribution Requirement.
Individual writing project developed by the student and instructor.

ENGL 295 - Special Studies (VAR 5)

5 credits   Previously WRIT 295. Meets Humanities Area I Distribution Requirement.
Individual writing project developed by the student and instructor.

ENGL 296 - Cooperative English

1 credits   Instructor permission. Requires work experience to be coordinated with the instructor.
Allows students to combine classroom theory with practical work experience; work experience gained in the workplace is related to the student's field of study or career goals.

ENGL 299 - Wrting Consultant Practicum II

1 credits   Meets Humanities Area I Distribution Requirement. ENGL 199.
Further instruction in consulting principles and practices, including interpersonal and compositional skills needed in responding to other students' writing, as well as development of leadership skills through assisting in training and mentoring of other writing consultants.

ENGL 335 - Advanced Technical Writing

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Course description is under development.

ENVIRONMENTAL SCIENCE

ENVS& 101 - Introduction to Environmental Science

5 credits   Previously GE SC 105. Prereq: Min. MMT Algebra Basics 75, ASSET numerical skills 44 or MATH 081.
Introduction to environmental science. It stresses a scientific approach toward understanding nature and contemporary problems in the environment. The course treats environmental science as an interdisciplinary study integrating the natural sciences and social sciences. The course applies physical, chemical, biological and geological principles to understand ecosystems, the impact humans have on ecosystems and how these impacts, in turn, affect the human condition and the world.

ENVS 301 - Global Environmental Issues

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Course description is under construction.

FILM STUDIES

F S 105 - Film Appreciation

5 credits
Introduction to the interpretation of narrative film. Considers such elements as cinematography, editing/montage, soundtrack and special effects and the ways in which these elements interact to accomplish the film's overall purpose. The films studied will often be organized around a central theme, genre, country of origin or director.

F S 107 - Society in Film

2 credits
This is a late start, introductory course that will use film as means to analyze a particular social theme or issue. An introduction to formal film analysis will also be integrated into the course.

F S 108 - Literature into Film

5 credits
Examines the transformation of works from literary media into film with the intent of distinguishing between the essential natures of each medium.

F S 111 - Hollywood Stories

5 credits
Offers an introduction to the major genres of hollywood films such as westerns, mysteries, romantic comedies, etc. Students will learn about the history and conventions of genres as well as genre theory.

F S 112 - Chick Flicks!

5 credits
This course will look at the depiction of women in the world of film through the work of different directors and historical time periods. We will examine diverse depictions of masculinity and femininity and uncover the relationship between these depictions and society.

F S 205 - Deep Focus

5 credits
This course will look at a collection of films from either a historial or theoretical perspective with the ultimate goal of enhancing a student's ability to appreciate and analyze films.

F S 207 - Global Cinema

5 credits
Focus on works developed and directed by international directors and production crews in one or more of the following areas: feature films, short films and documentaries. Examines technical and theoretical aspects of films within an international framework. Film theory within a global framework will be addressed.

F S 211 - Heroes and Stars

5 credits
Focuses on a particular individual's contribution to film. The specific individual can come from any aspect of film making including, but not limited to, directors, screenwriters, actors, editors, cinematographers, etc.

F S 291 - Indepdent Studies (Var 1)

1 credits
Meets Humanities Area I Distribution Requirement.
An individual course of study about film to be developed by the student and the instructor.

F S 292 - Indepdent Studies (Var 2)

2 credits
Meets Humanities Area I Distribution Requirement.
An individual course of study about film to be developed by the student and the instructor.

F S 293 - Indepdent Studies (Var 3)

3 credits
Meets Humanities Area I Distribution Requirement.
An individual course of study about film to be developed by the student and the instructor.

F S 294 -Indepdent Studies (Var 4)

4 credits
Meets Humanities Area I Distribution Requirement.
An individual course of study about film to be developed by the student and the instructor.

F S 295 - Indepdent Studies (Var 5)

5 credits
Meets Humanities Area I Distribution Requirement.
An individual course of study about film to be developed by
the student and the instructor.

FRENCH

FRCH& 121 - French I

5 credits   Previously FREN 101.
Students develop reading, writing, listening and speaking skills
as well as cultural awareness of the global French speaking
world.

FRCH& 122 - French II

*5 credits   Previously FREN 102. Prereq: FREN 101/FRCH& 121
with 1.5 min. or permission.*
Students continue to develop reading, writing, listening and
speaking skills as well as cultural awareness of the global
French speaking world.

FRCH& 123 - French III

*5 credits   Previously FREN 103. Prereq: FREN 102/FRCH& 122
with 1.5 min. or permission.*
Students continue to develop reading, writing, listening and
speaking skills as well as cultural awareness of the global
French speaking world.

FRCH 291 - Special Studies in French

*1 credits   Previously FREN 291. Meets Humanities Area I Distri-
bution Requirement. Prereq: Instructor permission.*
Student-instructor designed contract for special studies at the
intermediate level.

FRCH 292 - Special Studies in French

*2 credits   Previously FREN 229. Meets Humanities Area I Distri-
bution Requirement. Instructor permission.*
Student-instructor designed contract for special studies at the
intermediate level.

FRCH 293 - Special Studies in French

*3 credits   Previously FREN 293. Meets Humanities Area I Distri-
bution Requirement. Instructor permission.*
Student-instructor designed contract for special studies at the
intermediate level.

FRCH 294 - Special Studies in French

*4 credits   Previously FREN 294. Meets Humanities Area I Distri-
bution Requirement. Instructor permission.*
Student-instructor designed contract for special studies at the
intermediate level.

FRCH 295 - Special Studies in French

*5 credits   Previously FREN 295. Meets Humanities Area I Distri-
bution Requirement. Instructor permission.*
Student-instructor designed contract for special studies at the
intermediate level.

GENERAL SCIENCE

GE SC 100 - Roots of Science

*5 credits   Prereq: Min. MMT Algebra Core 77, COMPASS Algebra
47, or completion of MATH 091 with a 2.0 or better.*
The basis of modern science is shown by integrating historical,
philosophical and technological developments. Emphasis on
insights of key individuals and the interaction between them
and their times. Discusses occasionally turbulent interface be-
tween science and religion and other facets of human culture.

GE SC 101 - Backyard Science

*5 credits   Prereq: MATH 081 or higher; or MMT Algebra Basics
75.*
This class will cover scientific concepts that surround each of
us, whether we realize it or not. The course will emphasize a
hands-on exploration of the natural world and help students
to understand the functioning of the ecosystems in which they
live and how we impact those ecosystems through our choices.

GE SC 106 - Science of Scuba

*1 credits   Prereq: Min. MMT Algebra Core 77 or MATH 091 with
2.0 min.*
Scuba 1: This class focuses on knowledge development in facts,
principles and concepts for the PADI (Professional Association
of Diving Instructors) Open Water Diver Course. Subjects cov-
ered will include diving physics & physiology, equipment, dive
planning, emergency procedures, aquatic life & environment.
Completion of this course along with Scuba 2 will result in a
PADI Open Water Diver certification, recognized world-wide.

GE SC 110 - STEM Success Seminar

2 credits   Meets Science Distribution Requirement.
The STEM 100 Success Seminar helps students better under-
stand the career options within STEM (Science, Technology,
Engineering, and Math) and develop tools for academic and
personal success specifically in math and science courses.
Topics include an assessment of personal learning styles, study
skills, college resources, transfer planning, time management,
communication skills, relationship building and self-empower-
ment. Students will be introduced to industry speakers and 4
year university representatives.

GE SC 120 - Tropical Ecology of Belize

5 credits   Prereq: MATH 81.
This is a two-week study-abroad course in Belize. One week will
focus on tropical forest ecology and the other on tropical ma-
rine ecology. Lectures will emphasize ecological concepts, such
as the niche, trophic structure, and evolutionary relationships,
as well as environmental issues such as the history of local land
use and its environmental impacts on terrestrial and marine
ecosystems. The field component will emphasize identification
of representative flora and fauna of various tropical ecosys-
tems. Students will perform their own field studies, keeping
field journals and delivering oral presentations. Students must
be in good physical health, and because the marine portion of
the course will involve snorkeling, students must pass a swim
test.

GE SC 190 - Science Seminar

1 credits
Lecture discussion in biology, geology, physics, chemistry,
astronomy, mathematics, computer science, technology and
other scientific disciplines. Presentations will be made by
faculty on research topics and subjects of general scientific
interest. The methodology of science will be a theme through
the course.

GE SC 191 - Science Seminar II

1 credits   Prereq: GE SC 190.
For those that have already taken science seminar, but wish to continue to enjoy the series. Lectures and discussion in biology, geology, physics, chemistry, astronomy, mathematics, computer science, technology and other scientific disciplines. Presentations will be made by faculty on research topics and subjects of general scientific interest. The methodology of science will be a theme through the course.

GE SC 199 - Science Tutor Training

1 credits   Instructor permission.
Instruction and experience for tutors in science.

GE SC 230 - Regional Natural History

5 credits   Prereq: Min. MMT Algebra Basics 75, ASSET numerical skills 44 or MATH 081.
Explores the natural history of a particular region to be selected by the instructor, including a survey of plants, animals, geology, weather patterns and general ecosystems of the area.

GEOGRAPHY

GEOG 100 - Survey of Geography

5 credits
Introduces students to the field of geography by focusing on various subfields: historical, physical, urban, economic, cultural and population geography. Depending on the interests of the class and instructor, a specific regional emphasis may be included.

GEOG 120 - World Geography

5 credits
Explores the different regions of the world from the perspectives of cultural, historical, physical, political and economic geography.

GEOG 160 - Global Trade Geography

5 credits
A survey both the economic geography among various world regions as well as trends in global trade patterns. Course content focuses on four specific thematic areas: demographic trends (population and urban patterns), economic (dominant economic activities, industries and their geographic distribution), trade-related political environment and overall trade performance (emphasis on U.S. trade). The course will focus on contemporary issues with some historical background.

GEOG 200 - Intro to Human Geography

5 credits
Human geography examines the complex relationship between people and the environment including population and human movement, language, religion, economic activities and urban development.

GEOG 205 - Physical Geography

5 credits
Physical geography is the study of the Earth's surface and the various physical and biological systems that interact on, and shape, its surface. Includes an overview of the Earth's physical and environmental systems, the patterns of climate, habitats and landforms and human interactions with these systems. Particular focus on local natural hazards as they relate to physical geography. Presented within the context of a global, North American and local (Washington) perspective.

GEOG 207 - Economic Geography

5 credits
GEOG 207 teaches students to see through economic eyes as they study development issues, globalization and the connections between economic and political systems in a diverse world.

GEOG 210 - Maps and GIS

5 credits
GEOG 210 introduces students to the basic principles and concepts of cartography and Geographic Information Systems (GIS). Teaches students how to identify, read and use a variety of maps, including traditional paper maps and computer-generated maps. Covers the concepts of geographic relational databases used by GIS and how to store and manipulate geographic data. Students will learn to produce various thematic maps from existing data using ESRI GIS software.

GEOG 250 - Geography of World Cities

5 credits
Surveys the prominent cities of the major regions of the world, structured around historic, cultural and economic factors that have shaped these cities. Explores distinctive regional factors that have influenced cities' growth and structure. Fulfills the role of an introductory course in world urban geography and, for those in the Travel & Tourism Industry Management program, a program requirement for a survey course on the world's cities focusing on the travel industry.

GEOG 291 - Independent Study

1 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project requiring independent study by the student in an area approved by the instructor.

GEOG 292 - Independent Study

2 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project requiring independent study by the student in an area approved by the instructor.

GEOG 293 - Independent Study

3 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project requiring independent study by the student in an area approved by the instructor.

GEOLOGY

GEO 100 - Geology and the Environment

5 credits   Previously GEOL 100 and GEOL 110. Prereq: MATH 081 or higher or ASSET numerical skills of 44 or min. MMT Algebra Basics 75.
Investigate Earth resources, their use and associated impact, and influence on public policy and society through discussions and activities covering a variety of geologic topics. This class explores contemporary environmental problems such as mineral and rock resources, energy resources, waste management and climate change as well as the relationship between these topics and population growth.

GEO 101 - Physical Geology

5 credits   Previously GEOL 101. Prereq: MATH 081 or ASSET numerical score of 44 or higher or MMT Algebra Basics 75 or higher.
An introduction to the Earth as a dynamic and complex system, including earthquakes, volcanoes, movement of continents, and the Earth's interior. We will examine plate tectonics and other geologic topics including rock and mineral identification. This class is for all students that live on this planet, but may be particularly helpful to those considering Earth sciences as a career.

GEO 103 - Introduction to Paleontology

5 credits   Prereq: MATH 81 or higher, or MMT Algebra Basics 75 or higher, or ASSET numerical skills 44 or higher.
Survey the field of paleontology including the geologic history of life on Earth, evolution and extinction of ancient life-forms, and the use of fossils to interpret and reconstruct past environments. This class is for anyone interested in fossils, including plants, invertebrate animals, and vertebrates such as dinosaurs and mammals.

GEO 104 - Earthquake!

5 credits   Previously GEOL 104. Prereq: Min. MMT Algebra Basics 75, ASSET numerical skills 44, or MATH 081 or 085. No credit given if student has completed GEOL/GEO 107.
Earthquakes of the Pacific Northwest and around the world, including their cause and relationship to plate tectonics as well as why, where and when they occur. Covers how earthquakes affect human life: shaping landscape and hazards. Laboratory explores physical processes associated with earthquakes. A field trip may be required.

GEO 105 - Shaping the Earth

5 credits   Previously GEOL 105.
Explore the geologic processes that contribute to making Earth's unique and varied landscapes! This class investigates how plate tectonics works to build up Earth's surface through folding, faulting, volcanism, and mountain-building, then studies how waves, wind, gravity, groundwater, rivers, and glaciers act to erode, modify and shape different environments.

GEO 107 - Geologic Catastrophes

5 credits   Previously GEOL 107.
Examine the geologic hazards that impact residents of the Pacific Northwest: earthquakes, tsunamis, volcanoes and landslides! We will look at earthquake hazards, prediction, and preparation; tsunamis, monitoring and predicting volcanic eruptions in the Cascade Range (especially from Mount Rainier), and landslide hazards in the Puget Sound area. Emphasis will be on analyzing the risk from these hazards, their impact on human populations, and how you can be better prepared and resilient in the face of potential catastrophes.

GEO 111 - Local Environment Issues

5 credits   Students may not take this class if they have previously taken or are concurrently enrolled in General Science 111. Some field trips will be required. Prereq: MATH 081 or higher or ASSET numerical skills of 44 or min. MMT Algebra Basics 75.
What is your impact on the environment? We will examine your role in important environmental issues such as energy use and consumption, water and land use and contamination, transportation, diet, waste-water treatment, solid and hazardous waste disposal, and other topics of local importance. Each student will undertake an examination of his/her own personal impact on the local environment.

GEO 125 - Introduction to Field Methods

5 credits   Previously GEOL 125. Prereq: Min. MMT Algebra Basics 75, ASSET numerical skills 44, or MATH 081 or above.
Learn how to measure, describe, and collect samples in the field through a combination of lectures, laboratory exercises, and field work. This class covers basic field techniques and writing reports based on field data. It is useful for anyone considering field work in any branch of science, although geologic concepts will be part of the curricula.

GEO 130 - Introduction to PNW Geology

5 credits   Previously GEOL 130. Prereq: MATH 081 or higher or MMT Algebra Basics 75.
Gives introductory students an understanding of the geologic history of the Pacific Northwest by including the influence of plate tectonics upon the mountain building and exotic terrains of the area. It includes several one-day (and possibly overnight) field trips to explore the local geology emphasizing the rock units and geologic processes that have contributed to the formation of the Pacific Northwest.

GEO 140 - Cooperative Education

5 credits   Previously GEOL 140. Meets Science Distribution Requirement. Instructor permission. Requires work experience coordinated with instructor.
Cooperative education provides an opportunity for the student to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

GEO 151 - Mount St. Helens Trip

1 credits   Previously GEOL 151. A field class that may require strenuous walking on uneven terrain. An additional fee.
Explore Washington's volcanic history in a one-day trip to Mount St. Helens! This class examines the events leading up to, during, and after the May 18, 1980 cataclysmic eruption as well as the 2004-2008 eruptions from this active and dangerous volcano. You will learn about what explosive eruptions look like by studying the deposit and materials left behind and discuss the impact of these eruptions on our state. The class includes a field trip and classroom instruction before the trip.

GEO 153 - Ice Age Geology

1 credits   Previously GEOL 153. A field class that may require strenuous walking on uneven terrain. An additional fee.
Explore the Pleistocene Ice Age in Washington State! This one-day field trip examines the glacial history of the Puget Sound lowlands. We will look at field evidence that shows the advance of a large ice sheet into our area and the unique geology that those massive glaciers left behind. The class includes a full-day field trip and classroom instruction before the field trip.

GEO 154 - Lavas, Floods and Forest

1 credits   Previously GEOL 154. A field class that may require strenuous walking on uneven terrain. An additional fee.
This one-day trip explores some of the most amazing geologic sights in Washington. We will travel to eastern Washington to see the unusual Gingko Petrified Forest, explore the largest volcanic eruption since the dinosaurs died, and discover evidence of catastrophic floods from the last ice age, including ancient waterfalls and floods greater than any other on Earth. The class includes a full-day field trip and classroom instruction before the field trip.

GEO 155 - Geology of the Cascades

1 credits   Previously GEOL 155. A field class that may require strenuous walking on uneven terrain. An additional fee.
How did the Cascade Mountains form? On this one-day field trip to the Cascade Range, you will examine rock outcrops that illustrate the history and formation of the mountains of Pacific Northwest. Class includes a full day field trip and classroom instruction before the trip.

GEO 157 - Seattle Fault Field Trip

1 credits   A field class that may require strenuous walking on uneven terrain. An additional fee.
This field trip takes us on a hunt for the Seattle Fault. We will explore evidence of the Seattle fault, the unique land features created by movement of rock along the Seattle fault, and investigate the consequences of a large magnitude 7 earthquake on the city's infrastructure. The class includes a full-day field trip and classroom instruction before the field trip.

GEO 158 - Puget Sound Landslides

1 credits   A field class that may require strenuous walking on uneven terrain. An additional fee.
A one-day trip to Seattle and other locations to look at evidence of landslides and other mass movements. The class includes a full-day field trip and 2.5 hours of classroom instruction before the field trip.

GEO 210 - Rocks and Minerals

5 credits   Geology lab fee; pre-requisites GEOL 101; CHEM 121 or CHEM 151. Formerly GEOL 210. Prereq: GEOL 101 or GEO 101 and CHEM 121 or Higher CHEM or CHEM&.
Fundamentals of geology; with emphasis on physics and chemistry; survey of the common rocks and minerals of the Earth's crust; their formation, identification, and uses is stressed; includes laboratory.

GEO 220 - Pacific Northwest Geology

5 credits   Prerequisite: GEO 101 or GEO 105; Includes several overnight field trips, camping, and walking over uneven terrain Geology 101 or Geology 105; Prerequisite: Math 81 or higher or ASSET numerical score of 44 or higher or MMT Algebra Basics 75 or higher.
To give the student an understanding of the geologic history of the Pacific Northwest by including the influence of plate tectonics upon the mountain building and microcontinent plate collisions; includes several overnight field trips which gives geologic field evidence emphasizing physical and biological records of rock strata and structure.

GEO 225 - Advanced Field Geology

5 credits   Previously GEOL 225. Prereq: Previous Geology class.
This class is for students to learn detailed field methods in a unique setting in the Pacific Northwest or other locale. The course content will vary depending on the location of the class. Appropriate equipment and physical fitness may be required.

GEO 290 - Special Studies

1 credits   Instructor permission and previous Geology class. Previously GEOL 290. Meets Science Distribution Requirement.
An individual or group project developed by the student and instructor in an area approved by the instructor. Only students who have taken another geology course are eligible.

HEALTHCARE PROFESSIONS

HEAL 100 - Caregiving Pathways

5 credits   Instructor permission.
Students learn about the role of a Home Care Aide and the skills required to pass the WA State Home Care Aide Written and Skills Exams. This class is open to all students, although it is designed for students who speak English as a Second Language. Additional academic support is offered throughout the class. Students also have the opportunity to learn about other healthcare careers and are encouraged to continue on into other healthcare fields.

HEAL 101 - Home Care Aide (Basic)

5 credits   COMPASS Reading 71 or instructor permission.
Students learn about the role of a Home Care Aide and the skills required to pass the WA State Home Care Aide Written and Skills exam. Home Care Aides work in a client's private home. They help people with everyday care tasks, for example, assisting a client with dressing, walking, bathing, etc. They also may shop, cook, clean and drive a client to appointments.

HEAL 102 - Introduction to Medical Assisting

5 credits
Introduction to medical assisting including learning style assessment, personal attributes, professional organizations, and employment opportunities. Health care teams are discussed along with a history of medicine and its cultural heritage. Description of the Centers for Disease Control and Prevention (CDC) and its role in infection control and Clinical Laboratory Improvement Amendments of 1988 (CLIA '88) and Occupational Safety and Health Administration (OSHA) regulations.

HEAL 103 - Dementia Care

1 credits
This course prepares students in fundamental education on dementia and dementia care, fostering sensitivity and respect, communication and responsive approaches for assisting patients with activities of daily living.

HEAL 104 - Medical Terminology and Anatomy

5 credits
Online introduction to medical terminology and anatomy by body systems. Designed for students enrolled in Health Care Professions Department or other allied health programs.

HEAL 106 - Human Diseases and Pharmacology

5 credits
This class presents common diseases, diagnostic and treatment modalities, and pharmacology for each body system.

HEAL 110 - Health Care Careers

3 credits   Permission required.
This course will provide students with overview of healthcare careers in the U.S. It will include lecture and visits to a variety of healthcare training programs. It will include exploration of educational requirements for healthcare careers.

HEAL 112 - Fundamental Skills/Healthcare

3 credits
This course prepares students with basic skills common to many healthcare careers.

HEAL 120 - Introduction to Medical Interpreting

1 credits   Permission required.
This course is an introduction to medical interpreting. It covers the role, laws and ethics of medical interpreters.

COURSE DESCRIPTIONS

HEAL 122 - Medical Interpreting Skills

1 credits   Permission required.
This course covers the multiple roles of the medical interpreter including consecutive interpreting skills.

HEAL 124 - Simultaneous Interpretation

1 credits   Permission required.
This course will introduce students to the process of simultaneous interpretation.

HEAL 126 - Medical Translation

1 credits   Permission required.
This course covers sight translation and short translation for medical purposes.

HEAL 128 - Intrculteral Health Interaction

1 credits   Permission required.
This course prepares Medical Interpreting students to interact with cultural competence and humility.

HEAL 130 - Basic HC for Interpreter

1 credits   Permission required.
This course covers basic Anatomy, Physiology, Pathophysiology and Behavioral Health for Medical Interpreters.

HEAL 132 - Medical Terminology for Medical Interpreters

1 credits   Permission required.
This course covers basic medical terminology for medical interpreters.

HEAL 134 - Management of Language Access Services

1 credits   Permission required.
This covers the management and daily operations of language access services.

HEAL 140 - Health Care Systems/PCAP

1 credits   Permission required.
This class covers advocacy and care coordination.

HEAL 141 - Medical Interpreters Certification Prep

1 credits   Permission required.
This course prepares medical interpreters for certification exams.

HEAL 142 - PCA in Public Health

1 credits   Permission required.
This course will discuss community outreach methods and coalition building within communities.

HEAL 144 - Understand Cultures for PCAP

1 credits   Permission required.
This course covers intercultural relationships, negotiation and conflict resolution and advocacy.

HEAL 148 - Health Promotion/ PCAP

1 credits   Permission required.
This course covers health promotion and self management support for the Patient Care Advocate.

HEAL 150 - Community Education for PCAP

1 credits   Permission required.
This course covers principles of education for health promotion.

HEAL 152 - Care Coordination and Patient Navigation

1 credits   Permission required.
This course covers care coordination, patients rights and patient safety.

HEAL 154 - Patient Education for PCAP

1 credits   Permission required.
This course discusses how to help patients understand and navigate the U.S. health care system.

HEAL 156 - Patient Record Management for PCAP

1 credits   Permission required.
This course will cover patient records, care plans, data management, and technology.

HEAL 159 - Job Readiness for PCAP

1 credits   Permission required.
This course will prepare Patient Care Advocate students to search for employment.

HEAL 160 - Medical Office Procedures I

5 credits
Designed to teach legal and ethical considerations in health care settings.

HEAL 162 - Medical Office Procedures II

5 credits
This course teaches administrative Medical Office Procedures to include patient records management, scheduling systems and telephone techniques. Students are introduced to medical insurance and medical coding systems (ICD, CPT, and HCPCS) legal considerations, Students are familiarized with computerized account management systems.

HEAL 169 - Health Data Management

5 credits
Collect and maintain health data such as data elements, data sets, and databases. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.

HEAL 182 - Organizational Resources

5 credits
Monitor and report staffing levels and productivity standards for health information functions. Use tools and techniques to monitor, report, and improve processes. Comply with local, state, and federal labor regulations.

HEAL 185 - Financial and Resource

5 credits
Make recommendations for items to include in budgets and contracts. Recommend cost-saving and efficient means of achieving work processes and goals. Contribute to work plans, policies, procedures, and resource requisitions in relation to job functions.

HEAL 206 - Medical Coding Systems

4 credits
Covers Current Procedural Terminology (CPT); diagnostic coding; ICD-9-CM coding (International Classification of Diseases, Ninth Revision, Clinical Modification) and ICD-10 CM/PCS coding; and Healthcare Common Procedure Coding System (HCPCS) for the medical-billing environment. Pharmacology review.

HEAL 210 - Clinical Procedures I

5 credits
Instruction and practice in medical and surgical asepsis, medical history, vital signs and measurements, physical examination, rehabilitation medicine and therapeutic modalities.

HEAL 212 - Clinical Procedures II

5 credits
Covers medical specialty examinations and procedures for patients of all ages and setting up and assisting with minor office surgery procedures. Discusses patient education, preparation and post-procedure instruction.

HEAL 214 - Clinical Procedures III

5 credits
Covers diagnostic testing performed in the ambulatory care setting, including electrocardiography and Clinical Laboratory Improvement Amendments (CLIA) waived lab tests.

HEAL 216 - Advanced Medical Insurance

2 credits
Addresses advanced medical insurance issues.

HEAL 218 - CPR and BLS for Healthcare

2 credits
The course covers American Heart Association Basic Life Support for Healthcare Providers. Includes instruction and practice in emergency first aid, CPR/AED for adult and child and CPR for infant, and instruction in emergency preparedness for health care professionals.

HEAL 219 - Heart Saver First Aid/CP

2 credits
This course covers The American Heart Association Heart Saver First Aid, CPR for Infant, Child and Adult and Automated External Defibrillator training for Infant, Child, and Adult. This course is geared to the layperson who is interested in basic life saving techniques. This course also offers training in emergency preparedness.

HEAL 223 - Phlebotomy

5 credits
This course teaches phlebotomy skills to students enrolled the the Community Health & Wellness program
The Community Health and Wellness program prepares students to become dedicated health and wellness professionals helping to deliver quality caregiving to the public in an increasingly electronic, global and culturally diverse environment.

HEAL 226 - Health Seminar I

3 credits
This seminar discusses current topics relevant to Medical Assisting.

HEAL 228 - Health Seminar II

3 credits
Discusses current relevant topics in medicine and various roles of healthcare workers. This course requires attendance and participation of a one-day scheduled seminar.

HEAL 230 - Introduction to Medical Transcription

2 credits
Introduces transcription rules for punctuation, capitalization, transcribing numbers, figures and abbreviations. Includes proofreading, making corrections and transcription of chart notes and progress notes.

HEAL 239 - Job Readiness

2 credits
Taken at least one quarter before students plan externship. Students will prepare for an externship by drafting resumes, cover letters and professional portfolios. Additionally, students will participate in mock interviews and understand the importance of networking.

HEAL 240 - Externship

6 credits   Instructor permission. Requires work experience coordinated with instructor.
Externship provides an opportunity for students to combine classroom theory with practical experience gained in the workplace. The work experience is related to career goals and discipline major.

HEAL 241 - Medical Assistant Coop Seminar

5 credits
Capstone and certification preparation for students enrolled in the Medical Assistant and Medical Insurance Coding Specialist programs.

HEAL 250 - AIDS Education

2 credits
Details the major aspects of acquired immune deficiency syndrome (AIDS). Focuses on the cause and spread of this disease and its clinical, psychosocial, legal, and ethical manifestations. Designed to meet the state mandated requirement for AIDS instruction to health care practitioners.

HEAL 254 - Medical Transcription II

2 credits
Applies theory learned in MED A 230 to composing business letters and transcription of history and physical exam documents.

HEAL 258 - Medical Coding Systems 2

4 credits   Prereq: HEAL 206.
Further explores ICD-9 & ICD-10 coding at a more precise and professional level as well as CPT coding to prepare the student to work as a proficient medical coder in a office or hospital. Course designed for students enrolled in the Healthcare Profession Coding Certificate program.

HEAL 266 - Medical Transcription III

2 credits
Applies theory learned in previous courses to preparation and transcription of medical reports such as discharge summaries, consultation reports, medico-legal reports and autopsy protocols.

HEAL 274 - Medical Transcription IV

2 credits
Designed to give the medical transcriptionist experience transcribing technical reports such as operative, pathology, radiology and psychiatric reports.

HEAL 291 - Special Studies

1 credits   Instructor permission.
An individual study project developed by student and the instructor in an area approved by the instructor.

HEAL 292 - Special Studies

2 credits   Instructor permission.
An individual study project developed by student and the instructor in an area approved by the instructor.

HEAL 293 - Special Studies

3 credits   Instructor permission.
An individual study project developed by student and the instructor in an area approved by the instructor.

HEAL 294 - Special Studies

4 credits   Instructor permission.
An individual study project developed by student and the instructor in an area approved by the instructor.

HEAL 295 - Special Studies

5 credits   Instructor permission.
An individual study project developed by student and the instructor in an area approved by the instructor.

HIGH SCHOOL COMPLETION

H S 012 - HS Contemporary World Isssues

5 credits
Introduction to history and the role of the historian. Basic elements of contemporary world issues. Discussions on current events, government and geography of the world.

H S 013 - HS General Science

5 credits
General introduction to the basic principles of six individual sciences - astronomy, biology, chemistry, earth science, physics and physiology - at the high school competency level.

H S 014 - H S Health Science

3 credits
Provides students with an understanding of the importance of lifestyle choices in preventing disease and improving quality of life. The knowledge and skills learned in this class will enable students to make informed personal health decisions and encourage them to take responsibility for their own health.

H S 015 - HS Completion/US History

5 credits
The development of the American peoples: history to 1900. Covers the role of the federal government and minority groups in America's development, the U.S. role in world events, development of the U.S. political system and economic changes. Goal is to provide a view of American history to satisfy high school history requirement.

H S 016 - Washington State History/Civics

5 credits
A study of Washington: its people, geography, government and history. Civics is incorporated. Course goal is to provide students with information/instruction equivalent to high school graduation requirement to meet the required Washington State history, Pacific Northwest History and civics requirements.

H S 018 - Survey of Life Principle

5 credits
Examines major unifying concepts and methods of the life sciences from the cell to evolution. Includes laboratory.

H S 035 - Writing Skills

5 credits   Prereq: ESL COMPASS 210-259, COMPASS Reading 0-39, ENGL 071 with 2.0 min.
Designed for students who need work on language and rhetorical skills in order to complete their English credits for a high school diploma. Focuses on writing multiparagraph responses and on constructing a variety of sentences with phrases and clauses in effective coordination and subordination. Also focuses on editing for problems related to diction (casual/formal), verb choice related to active/passive tense, agreement and precision and word choice issues, specifically related to precision, spelling and usage.

H S 036 - Introduction to College Writing

5 credits   Previously WRIT 091.
Introduction to and practice in the process of writing, short college essays. Students study and practice achieving unity and focus, as well as developing and organizing complex ideas that are clearly expressed in college-appropriate forms of language. Students who pass HS036 with a 3.0 or better should be able to succeed in ENGL& 101.

H S 040 - College Prep Reading I

5 credits   Prereq: COMPASS ESL 210-259 or READ 071/HS 040 with min. 2.0.
Emphasis on reading for comprehension and vocabulary development. Topics include vocabulary, information literacy, and literal, inferential and critical level comprehension.

H S 045 - College Prep Read II

5 credits   Prerequisite: ESL COMPASS 210-259 or COMPASS Reading 61-70 or READ 71 with min. 2.0 ESL COMPASS 210-259 or COMPASS Reading 61-70 or READ 71 with min. 2.0
Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

H S 047 - Reading Laboratory

5 credits
Individual and small-group instruction in reading and study skills. Topics include vocabulary, comprehension, study skills, speed reading and sustained reading. Students are tested and interviewed to determine their individual courses of study. Twenty hours of lab time is required for each credit of enrollment.

H S 049 - College Prep Reading III

5 credits   Prereq: COMPASS Reading 71-79 or READ 081/HS 045 with min. 2.0.
Emphasis on developing academic reading skills across the disciplines. Students will work with text materials similar to those they encounter in college-level courses. Topics include SQ3R (a reading and study system), outlining, text marking, mapping and summarizing.

H S 071 - Review of Arithmetic

5 credits
Designed for students needing to review the meaning of and methods for calculating with whole numbers, fractions, decimals, ratios, percents, and proportions. To earn credit for the course, students will have to pass mastery tests in four areas: whole numbers, decimals, fractions, and percents/proportions.

H S 080 - Improving Speech Skills

5 credits
Teaches beginning speaking, listening and feedback skills. Includes intellectual, emotional, physical and cross-cultural aspects of communication. Fulfills Speech requirement for high school diploma.

H S 081 - Introduction to Algebra

5 credits   Prereq: MMT Arithmetic 70 or MATH 071 or HS 071.
A beginning algebra course that develops proficiency in fraction and signed number arithmetic, evaluation of expressions, and solving linear equations in one variable.

H S 086 - Essentials of Geometry

5 credits   Prereq: MMT Algebra Basics 75, or Math 081 with 2.0 min. MMT Algebra Basics 75, or Math 081 with 2.0 min.
A geometry course that examines important properties of 2-D and 3-D shapes, including area, volume, congruence, similarity, constructions, transformations, and trigonometry. The course emphasizes using inductive and deductive reasoning to make claims and establish their validity.

H S 091 - Essentials of Interm Algebra

5 credits   Prereq: MMT Algebra Basics 75, or MATH 081 or 085 with 2.0 min. MMT Algebra Basics 75, or MATH 081 or 085 with 2.0 min.
An intermediate algebra course that develops understanding of functions (linear, exponential, quadratic) as well as proficiency with simplifying expressions involving integer exponents, solving linear inequalities, and solving linear equations in two variables. GRAPHING CALCULATOR REQUIRED: TI-83 or 84 recommended.

H S 095 - Introduction to Theatre

5 credits   Includes performance attendance.
Introduction to the theater with an emphasis on the collaborative components of live dramatic performance: playwriting, directing, design, acting and audience. Course includes required play attendance.

H S 098 - Culminating Project

2 credits
This course meets the Washington State high school completion requirement for graduation. Students will explore a topic of interest and complete one of the following: essay, oral presentation, service learning project. Students will create a High School and Beyond Plan.

HISTORY

HIST 115 - History of World War II

5 credits
Focuses on the economic, political, social, and military developments of the world from the end of World War I to the conclusion and aftermath of World War II.

HIST& 116 - Western Civilization I

5 credits   Ancient Western History
Covers the history of the Ancient Mediterranean world, from the origins of human society to the fall of Rome. Addresses all major political, social, cultural and religious developments.

HIST& 117 - Western Civilization II

5 credits   Western Medieval History
Covers the history of the Medieval West, from the fall of Rome to the Enlightenment. Addresses all major political, social, cultural and religious developments.

HIST& 118 - Western Civilization III

5 credits   Modern Western History
Covers the history of the Modern West, from the Enlightenment to the present. Addresses all major political, social, cultural and religious developments.

HIST& 146 - US History I

5 credits   To 1815. Previously HIST 121.
Explores the development of American society and institutions from the colonial era through the Revolutionary War period to the War of 1812. Examines and evaluates political, social, economic, cultural and religious aspects.

HIST& 147 - US History II

5 credits   1815 to 1900. Previously HIST 122.
Provides an overview of the development of American society and institutions from the Era of Good Feelings to the turn of the 20th century. Examines and evaluates political, social, economic, cultural and religious aspects.

HIST& 148 - US History III

5 credits   Since 1900 Previously HIST 123.
Explores development of American society and institutions since 1900. Examines and evaluates political, social, economic, cultural and religious aspects.

HIST 160 - Modern Asian History

5 credits
Examines cultural, economic and political development of China, Japan and Korea from 1850 to today.

HIST 190 - History Seminar

1 credits   Meets Social Science Area I Distribution Requirement.
Describes and interprets noteworthy historical topics, events, and people from all periods and geographical areas.

HIST& 214 - Pacific NW History

5 credits   Previously HIST 210.
Examines the history of the Pacific Northwest and Washington state from earliest times to the modern era, including Native American settlement, Euro-American exploration and settlement, the growth of political and social institutions, and economic development. Emphasis on the relationships between regional and national historic trends.

HIST 225 - American Civil War

5 credits
Provides an overview of the causes of the conflict, including the goals and assets of both sides; considers the evolution of wartime strategies and tactics; examines the changing political landscape over the course of the war; and concludes with closure of the conflict and political transitions resulting from Lincoln's death.

HIST 260 - Africa: Colonial and Independence Struggles

5 credits
Covers the colonial era and post-independence struggles in sub-Saharan Africa. While the focus is on the colonial period and post-independence struggles, a brief introduction to the precolonial era will be provided. The colonial section covers exploration and implantation of colonies by Europeans. It also touches upon the role of missionaries during the era of colonization. The post-independence component will examine some of the major issues that African nations have wrestled with since independence. Cameroon will be used as a case study.

HIST 273 - Women and Gender History

5 credits
Examines the relationship between historical events and women's lives and the impact of ideas and attitudes about gender, race, class, and sexuality on individuals of both sexes in modern western history.

HIST 291 - Independent Study

1 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project developed by the student and instructor in an area approved by the instructor.

HIST 292 - Independent Study

2 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project developed by the student and instructor in an area approved by the instructor.

HIST 293 - Independent Study

3 credits
An individual study project developed by the student and instructor in an area approved by the instructor.

HONORS

HONOR 100 - Honors Seminar

2 credits   Prereq: Honors students with min. 3.2. Course may be repeated.
Honors students receive personal academic counseling while writing a series of essays, personal statements and resumes to form a portfolio to compete for entrance and scholarships for four-year institutions.

HONOR 101 - Contemporary Voices

1 credits   Course may be repeated each year.
A series of weekly lectures by members of the community, faculty and students on various topics relating to annual themes relevant to student learning. Past themes have included the role education plays in "opening doors," the "pursuit of happiness," and "choices in the maze." Offered as a service by the Honors Scholar program to all Highline students. Required for Honors students.

HONOR 291 - Contractual Studies

1 credits   Prereq: Instructor permission.
Provides students with the opportunity to develop special projects with the guidance of the Honors Scholar director in order to explore academic and career concepts at an honors level, enriching the honors experience at the college for themselves and others.

HONOR 292 - Contractual Studies

2 credits   Prereq: Instructor permission.
Provides students with the opportunity to develop special projects with the guidance of the Honors Scholar director in order to explore academic and career concepts at an honors level, enriching the honors experience at the college for themselves and others.

HONOR 293 - Contractual Studies

3 credits   Prereq: Instructor permission.
Provides students with the opportunity to develop special projects with the guidance of the Honors Scholar director in order to explore academic and career concepts at an honors level, enriching the honors experience at the college for themselves and others.

HONOR 294 - Contractual Studies

4 credits   Prereq: Instructor permission.
Provides students with the opportunity to develop special projects with the guidance of the Honors Scholar director in order to explore academic and career concepts at an honors level, enriching the honors experience at the college for themselves and others.

HONOR 295 - Contractual Studies

5 credits   Prereq: Instructor permission.
Provides students with the opportunity to develop special projects with the guidance of the Honors Scholar director in order to explore academic and career concepts at an honors level, enriching the honors experience at the college for themselves and others.

HONOR 299 - Honors Interdisciplinary

2 credits   Prereq: Cumulative GPA of 3.5.
Capstone independent study course for the Honors Program. An examination of a particular topic from the perspective of various disciplines. Includes 10 hours of service learning.

HOSPITALITY & TOURISM MANAGEMENT

HOST 100 - Introduction to Hospitality and Tourism

5 credits
For hospitality/tourism and non-hospitality/tourism majors. An introductory course from the perspective of the hotel, food and beverage, catering, sales cruise ships and airlines that explores aspects of the hospitality/tourism industry and provides information on the nature, scope and significance at the local, regional and international levels. The course introduces management issues in all aspects of the hospitality/tourism industry, including human resources, customer service, operations, marketing and planning.

HOST 103 - Careers in Hospitality and Tourism

5 credits
Introduction to careers in hospitality and tourism.

HOST 105 - Travel Counselor

5 credits
Introduction to travel products including internet resources, cruising, rental cars, hotels, rail, tours, corporate and incentive travel. Development of awareness and appreciation of diverse cultural perspectives.

HOST 109 - Nonprofit Event Planning

2 credits
How to plan and hold successful events to raise funds to support non-profit programs.

HOST 110 - Front Office Operations

5 *credits*
Front office procedures, including guest reservations, registration, liaison, accounting and processing of guest departure, administrative systems, safety and security. Also includes basic computer operations and the night audit process and procedures.

HOST 115 - Cruise Operations

5 credits
Introduction to the cruise industry, cruise lines, cruising and cruise ship terminology, cruise routes, geography, ports of call, shipboard activities, sales and reservation procedures.

HOST 120 - Housekeeping Management and Operations

3 credits
This course offers an overview of the organization of the housekeeping department in a variety of lodging establishments and the techniques usually applied herein. emphasis is placed on staffing, productivity, room inspections, quality control, physical capabilities, proper cleaning methods, safety and health, environmental concerns, cost control and standards.

HOST 125 - Sabre Reservations

5 credits

Introduction to Sabre reservations computer used by travel agencies and airlines.

HOST 126 - Apollo Reservations

5 credits

Introduction to the computer reservation system used by travel agencies, car rental and airlines.

HOST 130 - Food and Beverage Operations I

5 credits

Introduction to the aspects of successful food and beverage management in a variety of different types of service outlets; includes menu knowledge, staffing, equipment and procedures, food and beverage law, and liability issues.

HOST 139 - Pre-Internship Seminar

2 credits

To be taken at least one quarter before student plans to do an internship; prepare for internship by drafting resumes, cover letters and thank you letters; participate in mock interviews and brainstorm internship options in the public and private sectors.

HOST 140 - Cooperative Education

12 credits   This course requires work experience to be coordinated with the instructor. Permission and cumulative 3.0 grade point average or higher at Highline, complete HOST 139.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

HOST 155 - Travel Geography I

5 credits

Introduction to world travel destinations from the travelers and travel counselors perspective. Subjects will include travel planning, sales, travel destinations, culture, visitor activities, and use of the internet for research.

HOST 156 - Travel Geography II

5 credits

Introduction to world travel destinations from the traveler's and travel counselor's perspectives. Topics include travel planning, sales, travel destinations, culture, visitor activities and use of the Internet for research.

HOST 160 - HR Management in Hospitality/Tourism

5 credits   For students in hospitality/tourism programs & industry professionals.
This course is designed to develop the knowledge, skills, and abilities to become a people manager, involved in leading, motivating, counseling and rewarding employees. Students will study management principles so that they can select, train, appraise, and motivate employees for exceptional performance. This will include diversity, self-managed teams, coaching, the learning organization, personal mastery, career modeling, and behavioral interviewing among others. Student will be introduced to the latest approaches, concepts, and techniques in leadership and supervision. Students should be well versed in the theory, human resource practice, and contemporary approach to service management by the completion of the course.

HOST 165 - Managing Customer Service

5 credits

Examines concepts of service management and customer relations skills, including customer service levels, service delivery systems and evaluating customer satisfaction.

HOST 166 - Superhost Certificate

1 credits

Examines concepts of customer relations skills, including customer service levels, service delivery systems and evaluating customer satisfaction. This is an internationally recognized product developed by Tourism BC.

HOST 170 - Legal Issues in Hospitality

5 credits

This introductory course focuses on prevention and knowledge of the law as a way to sustain and develop a successful hospitality industry, whether it is a hotel, a restaurant, an airline, a travel business or any other hospitality service. Good hospitality management means satisfying customers, patrons and guests, and protecting the business form the kinds of disagreements, disputes, accidents and incidents that can lead to litigation. The two concerns of good service and lawsuit prevention overlap substantially. This course will provide future hospitality industry personnel with the legal knowledge needed to enhance the customer's experience and to prevent lengthy, troublesome and costly litigation.

HOST 200 - Hotel Management and Operations

5 credits

The course provides information on every facet and department of the hotel. Property development and management, marketing, operations, accounting and controls, and human resources. Industry trends are discussed and analyzed from a management perspective as well.

HOST 205 - Conference and Banquet Management

5 credits

Insights into the different kinds of meetings, conferences and banquets, the types of organizations that stage such events and how to sell and service these groups and people. Includes the role of the meeting planner such as setting objectives, format and site selection.

HOST 208 - Customer Service Certificate in Hospitality/Tourism

8 credits   Cert in Cust/Serv Hospitality/Tourism and credits apply towards Hosp/Tourism degree.
Managing customer service concepts of service management and customer relation skills in the hotel, tourism and hospitality industry. Students will learn the concepts of effective management of customer services, be able to critique and improve a service delivery system, explain principles of employee empowerment, and demonstrate customer relation's skills, all in the context of the hospitality/tourism industry, including hotel, tourism, travel and transportation.

HOST 209 - Event/Meeting/Conference Certificate

9 credits

How to plan, implement, and evaluate events & conferences.

HOST 210 - Front Office Management and Operations II

5 credits   Prereq: HOST 110.
In-depth study of automated front desk systems, including booking reservations, handling check-in and check-out, posting room charges and credits, monitoring guest balances and generating reports. Also includes personnel training, policies and procedures, customer service and marketing.

HOST 215 - Cruise Experience

3 credits
Learn about the cruise industry and gain first hand cruise experience sailing to/from Seattle on a short cruise.

HOST 216 - Airline Customer Service

5 credits
Student will learn duties of airline customer service agent, including ticket counter, flight check-in procedures and delayed and mishandled baggage.

HOST 229 - Housekeeping Operations Certificate

10 credits
Planning, organizing and staffing housekeeping operations; materials safety, supervision and management, cleaning and safety, customer service, communications

HOST 230 - Food and Beverage Operations II

5 credits   Prereq: HOST 130 or HOST 237.
Food & Beverage Operations II discusses topics including cost controls, management, HR policies, marketing, food production, food production equipment, menu planning and marketing, legal issues in the F&B environment

HOST 237 - Food and Beverage Management Certificate

10 credits
Learn and understand all aspects of food and beverage management. National Restaurant Association Certification.

HOST 240 - Cooperative Education

12 credits   This course requires work experience to be coordinated with the instructor. Permission and cumulative 3.0 grade point average or higher at Highline, complete HOST 139.
Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

HOST 248 - Hospitality/Tourism Marketing

5 credits
For students and professionals in the hospitality industry Hospitality and marketing locally and internationally. HOST 278 - Casino Mgmt. 8 on-line certificate program Casino management and operations including casino cage, credit and collections, slot management, table games, mathematics of casino games, effective player rating systems, casino statistics and marketing.

HOST 281 - Hospitality/Tourism Management: Special Topic

1 credits
Includes topics such as wine appreciation, casino management and operations, cost control and profitability in food operations, visitor and convention bureau management and operations, marketing tourism and travel destinations, legal issues in hospitality management, human resources management in hospitality, hospitality accounting, understanding financial statements and specialty topics in the area of hotel, tourism and hotel management.

HOST 282 - Hospitality/Tourism Management: Special Topic

2 credits
Includes topics such as wine appreciation, casino management and operations, cost control and profitability in food operations, visitor and convention bureau management and operations, marketing tourism and travel destinations, legal issues in hospitality management, human resources management in hospitality, hospitality accounting, understanding financial statements and specialty topics in the area of hotel, tourism and hotel management.

HOST 283 - Hospitality/Tourism Management: Special Topic

3 credits
Includes topics such as wine appreciation, casino management and operations, cost control and profitability in food operations, visitor and convention bureau management and operations, marketing tourism and travel destinations, legal issues in hospitality management, human resources management in hospitality, hospitality accounting, understanding financial statements and specialty topics in the area of hotel, tourism and hotel management.

HOST 284 - Hospitality/Tourism Management: Special Topic

4 credits
Includes topics such as wine appreciation, casino management and operations, cost control and profitability in food operations, visitor and convention bureau management and operations, marketing tourism and travel destinations, legal issues in hospitality management, human resources management in hospitality, hospitality accounting, understanding financial statements and specialty topics in the area of hotel, tourism and hotel management.

HOST 285 - Hospitality/Tourism Management: Special Topic

5 credits
Includes topics such as wine appreciation, casino management and operations, cost control and profitability in food operations, visitor and convention bureau management and operations, marketing tourism and travel destinations, legal issues in hospitality management, human resources management in hospitality, hospitality accounting, understanding financial statements and specialty topics in the area of hotel, tourism and hotel management.

HOST 295 - Special Studies

5 credits
An individual or group study project as determined by the student and instructor, investigating and analyzing a facet of the hospitality/tourism management industry related to the student's career and educational goals.

HUMAN SERVICES

H SER 101 - Introduction to Human Services

5 credits
Provides an overview of the field of human services, history of the field, settings for practice, skills, values, and legal and ethical issues.

H SER 103 - Case Management

5 credits
Reviews the primary responsibilities and activities of the generalist case manager and chemical dependency case management. Emphasizes the client's perspective and his or her participation in the process. Students practice aspects of general and chemical dependency case management, including assessment, developing treatment plans, networking, referral and documentation.

H SER 104 - Relapse Prevention

3 credits
An overview of approaches and skills used by chemical dependency professionals in relapse prevention, including identification and assessment of relapse, motivation techniques, family involvement and additional individualized interventions and practices.

H SER 105 - Indidual, Couple, Family CD Counseling

5 credits
Chemical dependency treatment models, interventions and effective practices for counseling individuals and families. Addresses diagnostic criteria, treatment model selection and timing, documentation, communication skills and therapeutic relationships, crisis management and the role of clinical supervision.

H SER 110 - Interview and Counseling

5 credits   Prereq: H SER 101 or concurrent enrollment.
Course will introduce students to the basic skills of counseling, interpersonal communication, client assessment, case management and advocacy.

H SER 113 - Adolescent CD Counseling

3 credits
Explores adolescent development, assessment, treatment and prevention of adolescent chemical dependency. Reviews research-based treatment models for youth, the counseling of families and state requirements for youth treatment professionals and programs.

H SER 119 - Laws, Professionalism, and Ethics

3 credits
Addresses the legal requirements and ethical guidelines for chemical dependency professionals, the ethical decision-making process, effective therapeutic relationships and professional development and well being.

H SER 120 - Group Process

5 credits   Prereq: H SER 101 or concurrent enrollment.
Introduction to the principles and application of empowerment when developing and evaluating groups, programs and organizations. Students will learn and practice group facilitation skills, negotiation and mediation skills, program planning and specific strategies and skills for leading chemical dependency treatment groups.

H SER 126 - Foundation/Supported Employment

5 credits
Examines the history, values, public policy, individualized planning and positive approaches that have influenced the inclusion of people with developmental disabilities into work and community life.

H SER 140 - Practicum I

1 credits   Instructor permission.
This introductory practicum offers the student the opportunity to apply theoretical learning in selected human services settings under the direct supervision of qualified agency personnel; to be arranged through the Human Services coordinator.

H SER 141 - Practicum Seminar

1 credits   Concurrent enrollment in H SER 140.
In an highly interactive online environment, students complete and submit practicum documentaion, address legal and ethical issues related to their site, track progress on practicum learning objectives, network with the other students, self-evaluate their progress, and discuss trends and best practices.

H SER 211 - Adulthood and Aging

5 credits
Introduces students to the complex dynamics of the aging process, including psychological and physiological developments, changing roles and status, health issues and ageism. Promotes a strength-based approach to understanding aging, using a holistic model to encourage healthy, joyous living.

H SER 221 - Adolescent Development

5 credits
Acquaints students with the theories of development and sexuality of young people. Factors influencing youth development such as family, culture, religion, education and social stratification will be addressed. This holistic course will help students understand the full range of adolescent attitudes and behavior.

H SER 222 - Introduction to Substance Abuse

3 credits
Provides an overview of the issue of substance abuse, including history, extent of the problem and prevention and treatment. Introduces models and theories of addiction and treatment, differences in abuse patterns among groups, the impact of social systems and resources for the chemical dependency professional.

H SER 223 - Principles Youth Empowerment

5 credits
Introduces students to a strength-based paradigm of youth empowerment focusing on the talents and abilities of young people. Special emphasis will be placed on peer leadership approaches that promote the positive development of healthy life skills.

H SER 231 - Disability Issues and Practices

2 credits
Addresses disability issues across the life span and surveys best practices for family, school, work and community environments and services. The course begins with a historical perspective, followed by an examination of the evolution of attitudes, social constructs and services. Students will explore value-based approaches for achieving inclusive schools, workplaces and communities.

H SER 240 - Practicum II

5 credits   Prereq: H SER 140 and 141 with 2.0 min.
Continuation of H SER 140; student will provide services in a setting related to his/her option. There will be opportunity for direct client contact to enhance skills in interviewing, observation, documentation, assessment and intervention planning.

H SER 241 - Practicum Seminar II

1 credits   Prereq: H SER 140 and 141; concurrent enrollment in H SER 240.
In an highly interactive online environment, students complete and submit practicum documentaion, address legal and ethical issues related to their site, track progress on practicum learning objectives, network with the other students, self-evaluate their progress, and discuss trends and best practices.

H SER 251 - Family Violence

5 credits

Provides an overview of family systems, including the functions of families, changing roles within families across the life span, diversity in defining families and family problems and violence. History, myths and realities of family violence will be explored. Covers study of the characteristics of victims, abusers and other family members; cycle of abuse and its impact on all family members; in-depth look at various forms of abuse; and treatment theory and approaches for victims and perpetrators. Will also identify community resources and explore legal and ethical issues.

H SER 260 - Cultural Compentent Practices

3 credits

Presents an overview of the need for agency and individual cultural competence for contemporary human services best and equitable practice. Emphasizes an understanding of the nature of cultural competence, culture in general and the impacts of racism and prejudice. Explores models and guidelines for the delivery of culturally sensitive services in general and for a number of dominant cultural groups in the United States.

H SER 265 - Ess/Marketing/Job Development

5 credits

Emphasis on the many aspects of developing jobs for people with disabilities in the community. Students will learn general networking approaches and specific sales strategies; working with individuals to target specific jobs; preparing individuals for job interviews and approaching employers on their behalf; working as a team in an organization and with other stakeholder groups; and being a good ambassador for the people being promoted.

H SER 266 - Job Support and Retention

5 credits

Teaches students skills and creative methods of assisting individuals with developmental disabilities to be successful at their jobs and improve the competence of businesses and coworkers to support and include people with disabilities. Emphasis on job support and coaching; developing partnerships with businesses; creative problem solving; follow-along; diminishing external support; and fostering natural support in the workplace.

H SER 270 - Residental Care Administration

5 credits

This course introduces students to the concepts and principles of management that are essential in the formation and running of an AFH business. Students will finish this course being able to understand and apply the steps required to create and strategically run their own AFH businesses in a successful manner.

H SER 291 - Independent Study

1 credits   Instructor permission.

An individual study project developed by student and instructor in an area of human services approved by the instructor.

H SER 292 - Independent Study

2 credits   Instructor permission.

An individual study project developed by student and instructor in an area of human services approved by the instructor.

H SER 293 - Independent Study

3 credits   Instructor permission.

An individual study project developed by student and instructor in an area of human services approved by the instructor.

H SER 294 - Independent Study

4 credits   Instructor permission.

An individual study project developed by student and instructor in an area of human services approved by the instructor.

H SER 295 - Independent Study

5 credits   Instructor permission.

An individual study project developed by student and instructor in an area of human services approved by the instructor.

HUMANITIES

HUM 100 - Contemporary Voices

2 credits   Prereq: Honors students with min. 3.2. Concurrent enrollment in HONOR 101 or HUM 101.

Seminar work on the Honors theme specified each year by the Phi Theta Kappa national organization. May be repeated for credit.

HUM 103 - Humanities-Coordinated Studies

5 credits

Examination of single theme through significant works of literature, visual art, music and/or film. Offered as part of a one-quarter set of coordinated studies courses, with concurrent enrollment in two or three specified courses from other disciplines. Theme varies according to the topic for coordinated study. Analysis of selected works and participation in discussion required.

HUM 104 - Issues in Humanities

5 *credits*

Teaches students to think critically about the political, social, historical and cultural context of literature, films and works of visual arts by and about one or more groups historically excluded on the basis of culture, race/ethnicity, gender, sexual orientation, class or disability. Offered as a component of a coordinated study.

HUM 110 - History of Ideas

5 credits

Each quarter we will examine the development of a selected idea in intellectual history. Some combination of three approaches will be used: 1) an interdisciplinary, cross-cultural study of an idea in a particular time and place; 2) a chronological study tracing the development of an idea; 3) an analysis of the internal structure of an idea that explicates its meaning.

HUM& 116 - Western Humanities

5 credits   Previously HUM 141.

The development of major ideas in Western civilization from prehistoric times to the fall of the Roman Empire. Includes art, literature, philosophy, general history and readings in literature of the periods, lectures, discussion, films and slides.

HUM& 117 - Western Humanities

5 credits   Previously HUM 142.

The development of major ideas expressed through the arts in Western civilization from the early medieval period through the Renaissance to the 18th century. Includes readings in literature of the periods, lectures, discussion, films, slides and music.

HUM& 118 - Western Humanities

5 credits   Previously HUM 143.

The development of major ideas expressed through the arts in Western cultural history from the 18th century to the modern time. Includes readings in literature of these periods, lectures, discussions, films, slides and music.

HUM 120 - The Bible and Culture

5 credits
A survey of the most influential stories and passages from the Bible and how they have been portrayed and interpreted in major works of literature, visual arts and music.

HUM 140 - Cooperative Education

1 credits   Instructor permission. Requires work experience coordinated with instructor.
Cooperative education provides an opportunity for students to combine classroom theory with practical experience gained in the workplace. Experience gained in the workplace is related to the student's field of study or career goals.

HUM 169 - Study Abroad Topics

5 credits   Meets Humanities Area I Distribution Requirement.
Travel to other countries to study language, culture, history, art history, literature, and/or architecture. Variable content and curriculum. Variable length tours. Includes field trips including such cultural highlights as museums, ruins, and historical points of interest. Credits vary according to length of tour and content.

HUM 175 - Latino/a Identities

5 credits
An interdisciplinary overview of the formation and perpetuation of images of Latino/as from the 19th through the 20th centuries. Particular emphasis on literature, art, television and film images.

HUM 179 - Study Abroad Special Topics

5 credits   Meets Humanities Area I Distribution Requirement.
Highline students enrolled in international study program taught by US college instructors.

HUM 185 - Eastern Humanities

5 credits
General survey of the development of Asian philosophy, religion, literature and arts and their historical and social influences. Focus on particular countries may vary depending on expertise of instructors.

HUM 240 - Cooperative Education

1 credits   Instructor permission. Requires work experience coordinated with instructor.
Provides an opportunity for students to combine classroom theory with practical experience gained in the workplace. In addition to the work experience, which is related to career goal and major, students participate in a weekly seminar on campus.

HUM 281 - Special Project

1 credits   Meets Humanities Area I Distribution Requirement.
An individual project developed by the student and instructor in the area of humanities.

HUM 282 - Special Project

2 credits   Meets Humanities Area I Distribution Requirement.
An individual project developed by the student and instructor in the area of humanities.

HUM 291 - Special Studies

1 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of humanities.

HUM 292 - Special Studies

2 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of humanities.

HUM 293 - Special Studies

3 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of humanities.

HUM 294 - Special Studies

4 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of humanities.

HUM 295 - Special Studies

5 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of humanities.

HUM 300 - Dying and Death: Cultural Influences

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Course description is under development.

INTERIOR DESIGN

INT D 122 - Introduction to Interior Design

5 credits
This course introduces the students to the visual language and fundamentals of interior design with an emphasis on the design process, basic design principles and elements, color theory, light, materials and space planning. The student will learn to explore and investigate interior spaces with a critical eye that analyze the relationship between each fundamental element of design and will be able to articulate utilizing those languages.

INT D 125 - Interior Design: Residential

5 credits   Prereq: INT D 122 and 186. Concurrent enrollment in INT D 196 recommended.
This course will focus on residential design and the design process. This course will introduce fundamental concepts and methods for planning, organizing, and arranging spaces in the interior environment. Students will examine space in terms of human needs, activities, and priorities and apply design processes to making the best functional and aesthetic use of space.

INT D 128 - History of Design I

5 credits
The course gives students and understanding of specific design proponents, movements and historical trajectories relevant to furniture design. The course draws upon the historical lineage and identifies the predominant civilizations throughout history and the contributions they have made to furniture design. This survey course traces the dominant furniture paradigms and historical shifts that have occurred from ancient Egypt through the Industrial Revolution.

INT D 140 - Internship

5 credits   Instructor permission. Requires work experience coordinated with instructor.
Provides an opportunity for students to combine classroom theory with practical experience gained in the workplace.

INT D 150 - History of Design II

5 credits

The course gives students and understanding of specific design proponents, movements and historical trajectories relevant to furniture design. The course draws upon the historical lineage and identifies the predominant civilizations throughout history and the contributions they have made to furniture design. This survey course traces the dominant furniture paradigms and historical shifts that have occurred from the Industrial Revolution to the 20th century.

INT D 161 - Materials and Resources

5 credits

This course covers resources and materials used in interiors and their functional and aesthetic relationship to interior design. Students will study materials relating to sustainable design, floor coverings, wall coverings, textiles and ceilings. Related fire, health and safety codes, as well as maintenance and life cycle costs will be discussed. Students will learn to analyze, select, and specify materials and finishes for the appropriate applications.

INT D 162 - Textiles

3 credits

Students will learn to identify fiber content, yarn construction and weave and finish, and will understand the affect of these components on the performance of textile products. Students will apply knowledge of textile component properties to the various end uses to which textile products are applied. Emphasis on textiles used for finishes, furnishings and soft goods. Students will understand life safety ratings for textile products in various applications.

INT D 168 - SketchUp

2 credits

SketchUp will explain the basics of creating three-dimensional objects or buildings, either strating from scrtach or based off two-dimensional CAD drawings. Students will become well-versed in good practises in SketchUp, how to integrate buildings with landscapes, Google Earth, and some rendering techniques.

INT D 186 - Manual Drafting

5 credits

Introduction to manual drafting, tools and procedures. Exercises teach students scale, line weight, line types, how to create neat and legible drawings to be used as communication tools in the design process. This course includes technique in laying out a drawing as part of a set, orthographic projection, flat pattern, isometrics, and one-point perspective. Students will understand how to read and create architectural and interior design presentation and construction drawings.

INT D 196 - Architectural Drafting I

5 credits

This course will introduce students to the current version of Autocad (a computer-aided drafting software) and how to produce architectural drawings for a residential project. Students will obtain information on the construction methods used in the house, including framing, basic casework size standards, door sizes, stair heights, widths and clearances, and how to show roof slope and framing. Students will learn how to read and draw two-dimensional drawings in order to understand three-dimensional forms and spaces.

INT D 226 - Interior Design Studio: Commercial

5 credits   Prereq: INT D 125 and 196.

This course will focus on Commercial Design and the design process. This course will lead the student through the problem-solving discipline of the design process and its application to public spaces. Students develop concepts to achieve design goals and apply theoretical knowledge and technical skills to their design solutions as they work on a variety of professionally relevant interior design projects.

INT D 236 - Portfolio Presentation

5 credits   Prereq: INT D 226 and 280.

This class will prepare interior design students to enter the workforce or prepare a portfolio for college admissions. The main focus of the class will be to prepare a professional portfolio as well as developing a resume and interviewing skill. At the end of the quarter all students will participate in a portfolio show.

INT D 240 - Internship

5 credits   Prereq: INT D 122 and 186 and permission.

Provides an opportunity for students to combine classroom theory with practical experience gained in the workplace. Expierence gained in the workplace is related to the student's field of study or career goals

INT D 270 - Sustainable Design

5 credits

Sustainable Design will explain what sustainable design is in the built environment encompasses, why we should be practicing it, and some of the ways the building industry is incorporating design into built projects. This class is an introduction to the philosophical and practical principles of sustainable design through the exploration of environmental issues, sustainable materials and methods, and professional practices, including an overview of LEED (Leadership in Energy and Environmental Design) and other building evaluation systems.

INT D 280 - Architectural Draft II

5 credits   Prereq: INT D 186.

This course will expand on the knowledge gained in Draft 224 / Int D 186, which introduced them to the current version of Autocad (a computer-aided drafting software.) Students will produce architectural drawings for a commercial project. Students will orient themselves to the site for the building, creating a vicinity map and cover page with pertinent code data. Students will create overall building site plan, floor plans, elevations, and sections. Students will learn the differing methods of construction in the commercial building industry. Students will create a coordinated drawing set, complete with details and tags.

JAPANESE

JAPN& 121 - Japanese I

5 credits   Previously JAPAN 101. Min. COMPASS reading 80.

A comprehensive beginning Japanese course, which includes instruction and practice in all four language skills: listening, speaking, reading and character writing.

JAPN& 122 - Japanese II

5 credits   Previously JAPAN 102. Prereq: JAPAN 101/JAPN& 121 with 1.5 min. or permission.

A comprehensive beginning Japanese course, which includes instruction and practice in all four language skills: listening, speaking, reading and character writing.

JAPN& 123 - Japanese III

5 credits   Previously JAPAN 103. Prereq: JAPAN 102/JAPN& 122 with 1.5 min. or permission.
A comprehensive beginning Japanese course, which includes instruction and practice in all four language skills: listening, speaking, reading and character writing.

JAPN& 221 - Japanese IV

5 credits   Previously JAPAN 201. Prereq: JAPAN 103/JAPN& 123 or equivalent.
Review of Japanese grammar and language conventions; further study of kanji; continued reading, writing and speaking practice; and study of Japanese culture.

JAPN& 222 - Japanese V

5 credits   Previously JAPAN 202. Prereq: JAPAN 201/JAPN& 221 with a min. 1.5 or permission.
Review of Japanese grammar and language conventions; further study of kanji; continued reading, writing and speaking practice; and study of Japanese culture.

JAPN& 223 - Japanese VI

5 credits   Previously JAPAN 203. Prereq: JAPAN 202/JAPN& 222 or equivalent.
Review of Japanese grammar and language conventions; further study of kanji; continued reading, writing and speaking practice; and study of Japanese culture.

JAPN 291 - Special Studies

1 credits   Previously JAPAN 291. Meets Humanities Area I Distribution Requirement. Prereq: JAPAN 103/JAPN& 123 or equivalent and permission.
Student-instructor designed contract for special studies at the intermediate level.

JAPN 292 - Special Studies

2 credits   Previously JAPAN 292. Meets Humanities Area I Distribution Requirement. Prereq: JAPAN 103/JAPN& 123 or equivalent and permission.
Student-instructor designed contract for special studies at the intermediate level.

JAPN 293 - Special Studies

3 credits   Previously JAPAN 293. Meets Humanities Area I Distribution Requirement. Prereq: JAPAN 103/JAPN& 123 or equivalent and permission.
Student-instructor designed contract for special studies at the intermediate level.

JAPN 294 - Special Studies

4 credits   Previously JAPAN 294. Meets Humanities Area I Distribution Requirement. Prereq: JAPAN 103/JAPN& 123 or equivalent and permission.
Student-instructor designed contract for special studies at the intermediate level.

JAPN 295 - Special Studies

5 credits   Previously JAPAN 295. Meets Humanities Area I Distribution Requirement. Prereq: JAPAN 103/JAPN& 123 or equivalent and permission.
Student-instructor designed contract for special studies at the intermediate level.

JOURNALISM

JRNL 101 - Beginning Newswriting

5 credits   Prereq: WRIT/ENGL& 101 or equivalent with 2.0 min. Counts as a second writing class (five credits).
Examining, analyzing and writing leads, news stories, sports and features, plus research and interviewing techniques. Students will write for the Thunderword, the weekly student newspaper, as the lab for the class.

JRNL 105 - News Photography

5 credits   Recom: ART 125 or equivalent.
Learning operation of 35 mm cameras, black-and-white developing techniques and basics of news photography as distinct from other kinds of photography. Includes cropping, sizing, outline writing and photo selection and photo displays for newspapers, magazines, newsletters, brochures, advertising and other publications.

JRNL 115 - Writing for the Media

5 credits   Prereq: WRIT/ENGL& 101.
Focus on writing styles, formats and techniques for print, broadcast and the Internet. Students will practice writing scripts, releases, news stories and interviews, as well as treatments, proposals and timetables. Includes study of audience, flowcharts, copyright law and libel.

JRNL 140 - Cooperative Education

1 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Cooperative education provides an opportunity to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

JRNL 201 - Advanced Newswriting

5 credits   Prereq: JRNL 101.
Advanced instruction in researching, interviewing and writing on deadline for a regularly produced student publication.

JRNL 202 - Advanced Newswriting

5 credits   Prereq: JRNL 101.
Advanced instruction in researching, interviewing and writing on deadline for a regularly produced student publication.

JRNL 203 - Advanced Newswriting

5 credits   Prereq: JRNL 101.
Advanced instruction in researching, interviewing and writing on deadline for a regularly produced student publication.

JRNL 215 - Newspaper Production Editing

5 credits   Meets Humanities Area I Distribution Requirement. Prereq: JRNL 101 and JRNL 201. WRIT 143/ENGL& 235 with min. 3.0 or instructor permission.
Advanced instruction and practicum in editing a regularly scheduled publication.

JRNL 216 - Newspaper Production Editing

5 credits   Meets Humanities Area I Distribution Requirement. Prereq: JRNL 101 and JRNL 201. WRIT 143/ENGL& 235 with min. 3.0 or instructor rpermission.
Advanced instruction and practicum in editing a regularly scheduled publication.

JRNL 217 - Newspaper Production Editing

5 credits   Meets Humanities Area I Distribution Requirement. Prereq: JRNL 101 and JRNL 201. Prereq: WRIT 143/ENGL& 235 with min. 3.0 or instructor permission.
Advanced instruction and practicum in editing a regularly scheduled publication.

JRNL 240 - Cooperative Education

1 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Cooperative education provides an opportunity to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

JRNL 291 - Special Studies

1 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

JRNL 292 - Special Studies

2 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

JRNL 293 - Special Studies

3 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

JRNL 294 - Special Studies

4 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

JRNL 295 - Special Studies

5 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

LIBRARY & INFORMATION SERVICES

LIBR 100 - Introduction to Library and Inforamtion Services

5 credits
Introduction to the historical and philosophical foundations of libraries and information services, including effective use of libraries and information resources. The focus is on library principles, types of libraries, their functions, organization, services, the evolving roles of library personnel and their continuing professional growth. Attention is also paid to the development of information literacy competencies as students explore information in print and digital resources.

LIBR 110 - Library Employment

2 credits   Recom: LIBR 100.
Examines the library employment landscape with a focus on preparing for a successful job search. Attention is paid to creating effective resumes and cover letters, networking and preparing for initial applicant screening procedures and interviews.

LIBR 120 - Technical Services

5 credits
Development of proficiency in the procedures, tools, and systems used in acquiring and processing library materials. The focus is on customer service, efficient and accurate interpretation of materials requests, ordering and receipt of materials in all formats, budget management, effective communication and the use of print and electronic tools.

LIBR 122 - Public Services

5 credits
Explores the policies, procedures, and tools used in public services, with a focus on customer service. Students learn about patron privacy issues, collection management, and library safety & security. Communication, customer relations and problem solving will be explored in depth.

LIBR 130 - School Libraries

5 credits
Examination of the role of the librarian in typical K-12 school library settings emphasizing coordination of curricular and student needs, reading motivation. intellectual freedom, and the teaching of information literacy.

LIBR 131 - Legal Reference Sources

1 credits
Introduction to legal reference sources used in the legal profession. An overview is provided of the sources of the law in the United States. Emphasis on the arrangement, location and use electronic sources of legal reference materials.

LIBR 132 - Serving Diverse Communities

5 credits
Examination of library services to diverse populations including, but not limited to, ethnicity, national origin, language, gender, age, disability (human exceptionalities) and sexual orientation. Focuses on proactively developing collections and services that foster an atmosphere of inclusion and which meet the needs of all the library's users.

LIBR 133 - Medical Reference Source

1 credits
Introduction to health/medical information resources; focusing on how people seek health/medical information; research health/medical questions using web-based and databases sources.

LIBR 136 - Book Repair

3 credits
Development of proficiency in performing basic book repairs including paper cleaning, repairing tears, hinging, tipping, recovering corners, re-backing, and Saw-Kerf bindings. Attention is given to the physical properties of paper, book cloth, adhesives, collection assessment, sorting materials according to proposed treatment, and keeping records. Students receive instruction on creating a mending team that includes circulation, technical services and acquisitions departments in libraries.

LIBR 140 - Cooperative Education

5 credits   Instructor permission.

Cooperative education provides an opportunity for students to combine classroom theory with practical experience gained in the workplace. Experience gained in the workplace is related to the student's field of study or career goals.

LIBR 150 - Reference Services

5 credits

Development of proficiency in providing face-to-face and remote reference services in a variety of settings. The focus is on the nature and purpose of reference services, library principles governing them, customer service, conducting effective reference interviews and developing familiarity with a broad array of print and electronic resources. Attention is also paid to assisting library users to become proficient in using library resources themselves.

LIBR 151 - Business Reference Sources

1 credits

Introduction to business reference sources used in libraries. Emphasis is on the use of business reference materials and on finding business and related information. The course will also provide an overview of business-related sources available online.

LIBR 156 - Serials

3 credits   Recom: LIBR 100.

Examines the nature and purpose of serials in libraries and develops proficiency in managing their bibliographic control: acquisition, processing, circulation, collection, maintenance and record keeping..

LIBR 160 - Computers in Libraries

5 credits

Introduction to existing and emerging library-related technologies with a focus on effective use of catalogs, databases, the Internet, integrated library systems, library Websites, accessing and downloading various formats electronically, troubleshooting and assisting patrons. Attention is paid to the role that computers play in libraries and their impact, as well as electronic communication, security, assistive technology, working in networked environments, hardware and software and developing technology fluency. Students will also learn to transfer from situation to situation, adapting to new technologies as they emerge.

LIBR 170 - Cataloging I

5 credits   Recom: LIBR 100.

An introduction to cataloging of library collections with a focus on information organization, effective interpretation and use of current cataloging rules, subject analysis, use of controlled vocabularies and subject thesauri, application of existing classification systems in the assignment of library call numbers, MARC formats, and creating and maintaining catalog records. Attention is paid to the use of library networks, integrated library systems, sources of electronic catalog copy, transfer and input into local and shared systems, and applying customer service models in performing all cataloging functions.

LIBR 175 - Cataloging II

5 credits   Recom: LIBR 100.

A continuation of LIBR 170. Cataloging of library collections with a focus on information organization, subject analysis, effective use of controlled vocabularies and subject thesauri and application of existing classification systems in the assignment of library call numbers. Attention is paid to Library of Congress Subject Headings and Classification and Dewey Decimal Classification in the arrangement and retrieval of library materials and applying customer service models in performing all cataloging functions.

LIBR 178 - Technical Services for Small Libraries

5 credits

Introduction to technical services activities procedures, tools and systems in small libraries. Areas examined include ordering, receiving, processing, basic cataloging and preserving library materials in a variety of formats. Emphasis on customer-centered technical service practices; efficient management of materials requests; managing acquisitions and cataloging tools budgets; and using print and electronic tools for all aspects of technical services. Provides background for further studies in collection development, acquisitions, cataloging and preservation.

LIBR 180 - Media Services

5 credits

Discusses providing and supporting quality media services programs in public, academic and school library settings. Media services include collecting and providing access to media materials; collecting and managing media equipment; providing research and technical assistance to library users; and an understanding of media production services.

LIBR 190 - Library Administration and Management

5 credits

In-depth examination of the principles of library program management, including the management of personnel, facilities, budgets and services designed to meet the needs of users. Designed to meet the needs of school librarians and public library practitioners.

LIBR 195 - Collection Development

3 credits

Exploration of the principles and practices of library collection development in school and public libraries, including mission, policies, assessing user needs, selection tools and principles such as intellectual freedom. Designed to meet the needs of school librarians and public library practitioners.

LIBR 240 - Cooperative Education

3 credits   Instructor permission.

Cooperative education provides an opportunity for students to combine classroom theory with practical experience gained in the workplace. Experience gained in the workplace is related to the student's field of study or career goals.

LIBR 291 - Independent Study

1 credits   Instructor permission.

An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

LIBR 292 - Independent Study

2 credits   Instructor permission.

An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

LIBR 293 - Independent Study

3 credits   Instructor permission.
An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

LIBR 294 - Independent Study

4 credits   Instructor permission.
An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

LIBR 295 - Independent Study

5 credits   Instructor permission.
An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

MATHEMATICS

MATH 071 - Review of Arithmetic

5 credits   Students should speak with an advisor to decide whether to take MATH 071 or a comparable ABE course to improve their arithmetic skills.
Designed for students needing to review the meaning of and methods for calculating with fractions, decimals, ratios, percents, and proportions. To earn credit for the course, students will have to pass mastery tests in four areas: whole numbers, decimals, fractions, and percents/proportions.

MATH 081 - Introduction to Algebra

5 credits   MMT Arithmetic 70 or MATH 071 or HS 071.
A beginning algebra course that develops proficiency in fraction and signed number arithmetic, evaluation of expressions, and solving linear equations in one variable.

MATH 086 - Essentials of Geometry

5 credits   Prereq: MMT Algebra Basics 75, or MATH 081 with 2.0 min.
A geometry course that examines important properties of 2D and 3D shapes, including area, volume, congruence, similarity, constructions, transformations, and trigonometry. The course emphasizes using inductive and deductive reasoning to make claims and establish their validity.

MATH 091 - Essentials of Intermediate Algebra

5 credits   Prereq: MMT Algebra Basics 75, or MATH 081 with 2.0 min.
An intermediate algebra course that develops understanding of functions (linear, exponential, quadratic) as well as proficiency with simplifying expressions involving integer exponents, solving linear inequalities, and solving linear equations in two variables. GRAPHING CALCULATOR REQUIRED: TI-83 or 84 recommended.

MATH 098 - Intermediate Algebra for Calculus

5 credits   Graphing Calculator Required; TI-83/4 recommended MMT Algebra Core 77 or MATH 91 with 2.0 min.
This course will expose students to a variety of algebraic techniques and functions that will prepare them for calculus. Focus will be placed on quadratic, rational, and radical functions with emphasis on algebraic techniques used to combine and simplify them. Techniques will include factoring, simplifying (adding/ subtracting/multiplying/dividing) polynomials, rational and radical expressions, and relationships between equations and their respective functions and graphs.

MATH& 107 - Math in Society

5 credits   Previously MATH 107. Prereq: MMT Algebra Core 77 or MATH 91 with a 2.0 min.
Exposes students to a wide variety of topics in which mathematical knowledge or reasoning can help them understand the complex systems that affect them in today's technological society. The topics covered may differ between sections, but can include the mathematics of finance (loans, annuities, etc.), circuits, symmetry or voting systems.

MATH 111 - College Algebra

5 credits   Prereq: MMT Algebra Core 77 or MATH 91 with a 2.0 min.
Applications of functions (linear, quadratic, exponential and logarithmic) in business and social sciences, including total cost revenue and profit; break-even analysis; supply/demand and market equilibrium; exponential growth and decay; fitting curves to data with graphing utilities; theory of matrices; graphical methods for optimization (linear programming problems); and mathematics of finance (arithmetic and geometric sequences and sums).

MATH& 141 - Pre Calculus I

5 credits   Previously MATH 115. Prereq: MMT Algebra STEM 38 or MATH 098/097 with 2.0 min.
Prepares students for the calculus sequence. Real-valued functions, including techniques for graphing polynomial, rational, piecewise, exponential, and logarithmic functions. Also includes circles, basic function properties, nonlinear inequalities, and complex numbers.

MATH& 142 - Pre Calculus II

5 credits   Previously MATH 116. Prereq: MMT Algebra STEM 74 or MATH 141 with 2.0 min.
Prepares students for calculus sequence. Concepts, properties and algebra of trigonometric functions, including their graphs, inverses, laws of sines and cosines, identities and equations. Also covers vectors, polar coordinates and conic sections.

MATH& 146 - Introduction to Statistics

5 credits   Previously MATH 210. Prereq: MMT Algebra Core 77 or MATH 91 with a 2.0 min.
Descriptive methods; basic statistical vocabulary and symbols; sampling techniques; probability and probability distributions; and inferential methods including confidence intervals and hypothesis testing emphasizing applications to social science and nursing.

MATH& 148 - Business Calculus

5 credits   Previously MATH 112. Prereq: MMT Algebra STEM 74 or MATH 111/ MATH& 141 with 2.0 min.
A survey of topics in differential and integral calculus, emphasizing application to business management and social sciences.

MATH& 151 - Calculus I

5 credits   Previously MATH 124. Prereq: MMT Trigonometry 75 or MATH& 142 with 2.0 min.
Differential Calculus. Topics include limits and derivatives, with an emphasis on the calculation and application of derivatives for algebraic, trigonometric, exponential, and logarithmic functions. Concludes with an introduction to antiderivatives.

MATH& 152 - Calculus II

5 credits   Previously MATH 125. Prereq: MATH 124/MATH& 151 with 2.0 min.
Integral Calculus. Topics include indefinite and definite integrals, the Fundamental Theorem of Calculus, applications, techniques of integration, and an introduction to differential equations.

MATH& 153 - Calculus III

5 credits   Previously MATH 126. Prereq: MATH 125/MATH& 152 with 2.0 min.
Third quarter of the Calculus sequence. Topics include calculus of parametric and polar functions, lines, planes and vectors in R3, the calculus of vector-valued functions, sequences and infinite series, power series and Taylor expansions.

MATH 180 - Number Theory for Teachers

5 credits   Prereq: MMT Algebra Core 77 or Math 91 with a 2.0 min.
This course guides students in examining the ideas and reasoning underlying the real number system and its associated operations. Students will also study the reasoning behind common and unfamiliar computation algorithms; physical, visual, and symbolic representations of numbers; percentages and proportions; problem solving; and will practice communicating mathematical ideas. Recommended for prospective or practicing K-8 teachers.

MATH 181 - Geometry for K-8 Teachers

5 credits   Prereq: MMT Algebra Core 77 or Math 91 with a 2.0 min.
This course guides students in examining the ideas and reasoning involved in measurement and Euclidean geometry. Students will also study properties of two and three-dimensional shapes; similarity and congruence; geometric constructions; coordinate geometry; transformations; functions; and will practice communicating mathematical ideas. Topics in probability and statistics will be included if time permits. Recommended for prospective or practicing K-8 teachers.

MATH 189 - Math Tutor Training

1 credits   Instructor permission.
Instruction in methodologies for tutoring mathematics for tutors in the Math Resource Center.

MATH 220 - Linear Algebra

5 credits   Prereq: MATH 125/MATH& 152 with 2.0 min. MATH 126/Math& 153 recommended.
Systems of equations, row operation, matrix algebra; vector spaces, orthogonality, Gram-Schmidt orthogonalization, projections, linear transformations and their matrix representations, rank, similarity; determinants; eigenvalues, eigenvectors and least squares.

MATH 230 - Differential Equations

5 credits   Prereq: MATH 125/MATH& 152 with 2.0 min.
Analytic methods for solving first order and higher order ordinary differential equations (ODE), including series solutions, Laplace transforms, Euler's method, modeling applications and systems of differential equations.

MATH& 254 - Multivariable Calculus

5 credits   Previously MATH 225. Prereq: MATH 126/MATH& 153 with 2.0 min.
Multivariable calculus. Topics include partial derivatives, multiple integrals, cylindrical and spherical coordinates, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

MATH 291 - Special Studies

1 credits
Study project developed by the student and instructor in an area approved by the instructor. Honor options are available.

MATH 292 - Special Studies

2 credits
Study project developed by the student and instructor in an area approved by the instructor. Honor options are available.

MATH 293 - Special Studies

3 credits
Study project developed by the student and instructor in an area approved by the instructor. Honor options are available.

MATH 294 - Special Studies

4 credits
Study project developed by the student and instructor in an area approved by the instructor. Honor options are available.

MATH 295 - Special Studies

5 credits
Study project developed by the student and instructor in an area approved by the instructor. Honor options are available.

MATH 346 - Statistics: Learning from Data

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Course description is under development.

MUSIC

MUSC 100 - Introduction to Music

5 credits   Previously MUSIC 100.
An interdisciplinary, cross-cultural approach to the elements of music and the process of making music.

MUSC& 105 - Music Appreciation

5 credits   Previously MUSIC 111.
Historical survey of the five major style periods of Western tonal music: medieval, Renaissance, baroque, classical and romantic. Develops critical listening and research skills. Introduces the basic elements, forms and styles of Western music.

MUSC 106 - History of Rock Music

5 credits   Previously MUSIC 106.
A historical survey of the ever-transforming styles of rock music and the cultural, economic, political, social, technological and musical forces that shape them.

MUSC 107 - American Popular Music

5 credits   Previously MUSIC 107.
A cultural survey of the seven streams of American popular music: pop, country, rhythm and blues, jazz, folk, gospel and rock. MUSC 108 - America's Music Cultures 5 Previously MUSIC 104. A cultural survey of the African, Amerindian, Asian, European and Latin musical traditions that have shaped sacred and secular music in America. Emphasis is sometimes given to a particular topic, such as the Blues or Latin music and dance. At other times an American roots music approach is offered.

MUSC 109 - History of Jazz

5 credits   Previously MUSIC 105.
Traces the evolution of jazz from its African and European rhythmic and musical traditions through contemporary jazz.

MUSC 110 - Music Cultures of World

5 credits   Previously MUSIC 110.
A survey of the traditional music of Oceania, South Asia, Southeast Asia, East Asia, Africa, the Middle East, Europe, the Caribbean, and North, Central and South America.

MUSC 112 - 20th Century Concert Music

5 credits   Previously MUSIC 112.
A survey of 20th Century Western Concert Music styles. Emphasis will be on Classical styles, but topics such as jazz, tango, electro-acoustic, computer music, and performance art will also be covered.

MUSC 113 - Introduction to Hip Hop

5 credits
A history of the development of hip hop, examining musical, historical, sociological and economic perspectives.

MUSC 116 - Beginning Class Piano

2 credits   Previously MUSIC 116.
Group instruction for beginners; basic hand position, fingerings and their keyboard techniques; pitch and rhythmic notation; and rudimentary music theory.

MUSC 117 - Elementary Class Piano

2 credits   Previously MUSIC 117. Prereq: MUSIC/MUSC 116 or instructor permission.
Elementary group instruction for students with the ability to read music and who possess rudimentary keyboard skills. Continues to develop skills acquired in MUSC 116.

MUSC 118 - Intermediate Class Piano

2 credits   Previously MUSIC 118. Prereq: MUSIC/MUSC 117 or permission.
Intermediate group instruction for students who are proficient at reading music and can demonstrate competent facility at the keyboard. Students study beginning master literature and prepare for recital performance.

MUSC& 121 - Ear Training 1

2 credits   Previously MUSIC 113.
Learn to sight-sing basic vocal parts with correct pitches and rhythm. Train the ear to identify and notate intervals, chords and their inversions, rhythms, melodies and major/minor scales.

MUSC& 122 - Ear Training 2

2 credits   Previously MUSIC 114. Prereq: MUSIC 113/MUSC& 121 or permission.
Learn to sight-sing basic vocal parts with correct pitches and rhythm. Train the ear to identify and notate intervals, chords and their inversions, rhythms, melodies and major/minor scales.

MUSC& 123 - Ear Training 3

2 credits   Previously MUSIC 115. Prereq: MUSIC 114/MUSC& 122.
Learn to sight-sing basic vocal parts with correct pitches and rhythm. Train the ear to identify and notate intervals, chords and their inversions, rhythms, melodies and major/minor scales.

MUSC 125 - Beginning Class Guitar

2 credits   Previously MUSIC 125. Recom: Spanish guitar with nylon strings and wide neck and foot stool.
Group instruction for beginners; correct hand position and fingerings; rudimentary music theory including melodic, harmonic and rhythmic notation.

MUSC 126 - Elementary Class Guitar

2 credits   Previously MUSIC 126. Prereq: MUSIC/MUSC 125 or permission.
Group instruction at the elementary level; accompaniment skills; correct hand positions and fingerings; fundamental theory including melodic, harmonic and rhythmic notation.

MUSC 127 - Intermediate Class Guitar

2 credits   Previously MUSIC 127. Prereq: MUSIC/MUSC 126 or permission.
Group instruction at the intermediate level; accompaniment skills; correct hand positions and fingerings; fundamental theory including melodic, harmonic and rhythmic notation.

MUSC 128 - World Percussion

2 credits   Previously MUSIC 128.
This course is a hands-on study of percussion based music from around the world. Countries frequently addressed include: Cuba, Brazil, Peru, Senegal, Bali, etc.

MUSC 129 - Hawaiian Slack Key Guitar

2 credits
Group instruction for all levels, Hawaiian music tradition, history, tunings, hand positions, chords, fingering, rudimentary combining standard music theory including melodic, harmonic, and rhythmic notation with tablature. Accompaniment skills for songs and instrumentals.

MUSC 130 - Vocal Jazz Ensemble

2 credits   Instructor permission.
Select mixed group. Sings literature ranging from vocal jazz to gospel and rock.

MUSC& 131 - Music Theory 1

3 credits   Previously MUSIC 101. Prereq: MUSIC/MUSC 100, 116 or instructor permission. Ability to read music in both treble and bass clefs is essential. Concurrent enrollment in MUSC& 121 is strongly recommended until student can pass sight-singing proficiency exam.
The first quarter of a sequential study of the fundamentals of diatonic music. Topics include elementary acoustics, musical notation, clefs, tonality, scales, modes, intervals and their inversions, triads and their inversions, simple cadential formulae and first species of 16th century counterpoint.

MUSC& 132 - Music Theory 2

3 credits   Previously MUSIC 102. Prereq: MUSIC 101/MUSC& 131. Concurrent enrollment in MUSC& 122 is strongly recommended until student can pass sight-singing proficiency exam.
The second quarter of a sequential study of the fundamentals of diatonic music. Topics include principles of melodic and rhythmic organization, texture, seventh chords and secondary dominants, nonharmonic tones, principles of part writing, voice leading, and harmonic progressions, and second and third species of 16th century counterpoint.

MUSC& 133 - Music Theory 3

3 credits   Previously MUSIC 103. Prereq: MUSIC 102/MUSC& 132. Concurrent enrollment in MUSC& 123 is strongly recommended until student can pass sight-singing proficiency exam.
The third quarter of a sequential study of the fundamentals of diatonic music. Topics include diatonic seventh chords, secondary dominants, augmented sixth chords, Neapolitan sixth chords, nonharmonic tones, advanced part writing and voice leading, modulation and simple part forms, and fourth and fifth species of 16th century counterpoint.

MUSC 134 - College Choir

2 credits   Previously MUSIC 134.
Open to all students and staff interested in singing; must be able to match pitch. Designed to develop understanding and skills essential for choral singing. At least one major concert performance per quarter.

MUSC& 141 - Music Theory I

5 credits   The ability to read music in both treble and bass clefs is essential. Prereq: MUSC 100, MUSC 116, or permission.
The first quarter of a sequential study of the fundamentals of diatonic music. Topics include elementary acoustics, musical notation, clefs, tonality, scales, modes, intervals and their inversions, triads and their inversions, simple cadential formulae, and First Species of 16th Century Counterpoint. Sight-sing basic vocal parts with correct pitch and rhythm. Train the ear to identify and notate intervals, chords and their inversions, rhythms, melodies, and major/minor scales.

MUSC& 142 - Music Theory II

5 credits   Prereq: MUSC& 131 and MUSC& 121, MUSC& 141, or permission.
The second quarter of a sequential study of the fundamentals of diatonic music. Topics include principles of melodic and rhythmic organization, texture, seventh chords and secondary dominants, non-harmonic tones, principles of 18th Century part-writing, voice leading and harmonic progressions and Second and Third Species of 16th Century Counterpoint. Sight-sing basic vocal parts with correct pitch and rhythm. Train the ear to identify and notate intervals, chords and their inversions, rhythms, melodies, and major/minor scales.

MUSC& 143 - Music Theory II I

5 credits   Prereq: MUSC& 131 and MUSC& 121, MUSC& 141, or permission.
The second quarter of a sequential study of the fundamentals of diatonic music. Topics include principles of melodic and rhythmic organization, texture, seventh chords and secondary dominants, non-harmonic tones, principles of 18th Century part-writing, voice leading and harmonic progressions and Second and Third Species of 16th Century Counterpoint. Sight-sing basic vocal parts with correct pitch and rhythm. Train the ear to identify and notate intervals, chords and their inversions, rhythms, melodies, and major/minor scales.

MUSC 150 - Performance Ensemble

2 credits   Previously MUSIC 142.
Musical groups will be formed to engage specific instrumentations, such as African drumming, strings or piano. Students will rehearse and perform during the quarter.

MUSC 151 - Music Theory 1A

1 credits   Meets Humanities Area II Distribution Requirement.
Addresses music fundamentals such as reading pitches, scales, key signatures, rhythm and meter.

MUSC 152 - Music Theory 1B

1 credits   Meets Humanities Area II Distribution Requirement. Prereq: MUSC 151 or instructor permission
Second module in the music theory sequence. Minor scales and key signatures. Intervals and their inversions. Triads and sevenths chords.

MUSC 153 - Music Theory 1C

1 credits   Meets Humanities Area II Distribution Requirement. Prereq: MUSC 152 or instructor permission.
Third module in the music theory sequence. Introduction to two-part counterpoint.

MUSC 154 - Music Theory 2A

1 credits   Meets Humanities Area II Distribution Requirement. Prereq: MUSC 153 or instructor permission.
Fourth module in the music theory sequence. Eighteenth century counterpoint. SATB and keyboard styles. Phrases and cadences.

MUSC 155 - Music Theory 2B

1 credits   Meets Humanities Area II Distribution Requirement. Prereq: MUSC 154 or instructor permission.
Fifth module in the music theory sequence. Dominant seventh chords. Predominant harmonies. Melodic harmonization. Expansions of the basic phrase. 6/4 chords.

MUSC 161 - Salsa Music and Dance

2 credits   Previously MUSIC 121.
Introduction to the basic dance movements and musical styles of salsa. No previous musical or dancing experience required.

MUSC 162 - Tango Music and Dance

2 credits
Introduction to the music and basic dance movements and styles of Argentine tango. No previous musical or dancing experience required.

MUSC 170 - Private Instruction

2 credits   Previously MUSIC 170. Instructor permission. Private instructional courses are taken with an instructor chosen and paid for by the student but who must be adviser approved. Ten (10) half-hour lessons = 1 credit; ten (10) 1-hour lessons = 2 credits. Instructor must submit an official Highline grade form before finals each quarter.
Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

MUSC 171 - Private Instruction

2 credits   Previously MUSIC 171. Prereq: MUSIC/MUSC 170 and instructor permission. Private instructional courses are taken with an instructor chosen and paid for by the student but who must be adviser approved. Ten (10) half-hour lessons = 1 credit; ten (10) 1-hour lessons = 2 credits. Instructor must submit an official Highline grade form before finals each quarter.
Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

MUSC 172 - Private Instruction

2 credits   Previously MUSIC 172. Prereq: MUSIC/MUSC 171 and instructor permission. Private instructional courses are taken with an instructor chosen and paid for by the student but who must be adviser approved. Ten (10) half-hour lessons = 1 credit; ten (10) 1-hour lessons = 2 credits. Instructor must submit an official Highline grade form before finals each quarter.
Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

MUSC 173 - Private Instruction

2 credits   Previously MUSIC 173. Prereq: MUSIC/MUSC 172 and instructor permission. Private instructional courses are taken with an instructor chosen and paid for by the student but who must be adviser approved. Ten (10) half-hour lessons = 1 credit; ten (10) 1-hour lessons = 2 credits. Instructor must submit an official Highline grade form before finals each quarter.
Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

MUSC 174 - Private Instruction

2 credits   Previously MUSIC 174. Prereq: MUSIC/MUSC 173 and instructor permission. Private instructional courses are taken with an instructor chosen and paid for by the student but who must be adviser approved. Ten (10) half-hour lessons = 1 credit; ten (10) 1-hour lessons = 2 credits. Instructor must submit an official Highline grade form before finals each quarter.
Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

COURSE DESCRIPTIONS

MUSC 175 - Private Instruction

2 credits   Previously MUSIC 175. Prereq: MUSIC/MUSC 174 and instructor permission. Private instructional courses are taken with an instructor chosen and paid for by the student but who must be adviser approved. Ten (10) half-hour lessons = 1 credit; ten (10) 1-hour lessons = 2 credits. Instructor must submit an official Highline grade form before finals each quarter.
Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

MUSC 181 - Beginning Class Voice

2 credits   Previously MUSIC 181.
Beginning class instruction in vocal techniques and voice production. Students sing individually for grades. Song repertoire selected from song anthology text and personal choice.

MUSC 182 - Intermediate Class Voice

2 credits   Previously MUSIC 182. Prereq: MUSIC/MUSC 181.
Class instruction in vocal techniques and voice production. Students sing individually for grades. Song repertoire selected from anthology of baroque English and Italian songs.

MUSC 183 - Adv Art Song Class Voice

2 credits   Previously MUSIC 183. Prereq: MUSIC/MUSC 182.
Class instruction in master art song literature.

MUSC 185 - Vocal Tech/Performormance I

2 credits   Previously MUSIC 185. Prereq: MUSIC/MUSC 183.
A preparatory class for stage, contest and concert work.

MUSC 186 - Vocal Tech/Performormance II

2 credits   Previously MUSIC 186. Prereq: MUSIC/MUSC 185.
A preparatory class for stage, contest and concert work.

MUSC 187 - Vocal Tech/Performormance III

2 credits   Previously MUSIC 187. Prereq: MUSIC/MUSC 186.
A preparatory class for stage, contest and concert work.

MUSC 204 - Improvisation

2 credits   Previously MUSIC 204. Prereq: MUSIC/MUSC 116 or instructor permission.
Basic, intermediate and advanced elements of jazz theory, improvisation and repertoire. Open to all instrumentalists and qualified vocalists.

MUSC 205 - Improvisation

2 credits   Previously MUSIC 205. Prereq: MUSIC/MUSC 204.
Basic, intermediate and advanced elements of jazz theory, improvisation and repertoire. Open to all instrumentalists and qualified vocalists.

MUSC 206 - Improvisation

2 credits   Previously MUSIC 206. Prereq: MUSIC/MUSC 205.
Basic, intermediate and advanced elements of jazz theory, improvisation and repertoire. Open to all instrumentalists and qualified vocalists.

MUSC 210 - Highline Concert Chorale

2 credits   Previously MUSIC 230. Instructor permission.
Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

MUSC 211 - Highline Concert Chorale

2 credits   Previously MUSIC 231. Instructor permission.
Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

MUSC 212 - Highline Concert Chorale

2 credits   Previously MUSIC 232. Instructor permission.
Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

MUSC 213 - Highline Concert Chorale

2 credits   Previously MUSIC 233. Instructor permission.
Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

MUSC 214 - Highline Concert Chorale

2 credits   Previously MUSIC 234. Instructor permission.
Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

MUSC 215 - Highline Concert Chorale

2 credits   Previously MUSIC 235. Instructor permission.
Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

MUSC& 241 - Music Theory IV

5 credits   Previously MUSIC 201. Prereq: MUSIC 103/MUSC& 133 and MUSIC 115/MUSC& 123 or permission.
Review of diatonic harmony and voice-leading. Introduction to chromatic harmony, including altered non-harmonic tones, altered chords and modulations to foreign keys. Intensive study of the four-part contrapuntal setting of the choral melody and 18th century contrapuntal style in two, three and four voices.

MUSC& 242 - Music Theory V

5 credits   Previously MUSIC 202. Prereq: MUSIC 201/MUSC& 241.
Intensive study of chromatic harmony, including the Neapolitan sixth chord, chords of the augmented sixth, the chord of the doubly-augmented fourth, altered chords and modulations to foreign keys. Analysis of the primary classical forms from simple binary and ternary part-forms to theme and variations, sonata form, first, second and third rondos, and the sonata-rondo.

MUSC& 243 - Music Theory VI

5 credits   Previously MUSIC 203. Prereq: MUSIC 202/MUSC& 242.
Intensive study of expanded harmonies: ninth, 11th and 13th chords. Study of Romantic chromaticism and 20th century non-diatonic and synthetic scales; tonality, pantonality and polytonality; and secundal, quartal, quintal and cluster harmonic structures. Introduction to atonality and serialism.

MUSC 281 - Music Performance

1 credits   Previously MUSIC 281. Instructor permission. Director must submit official Highline grade form by the Friday before finals each quarter.
Credit is given for active performance participation with the Federal Way, Rainier, Northwest, Seattle Youth, Tacoma Youth and other symphony orchestras, as well as other musical organizations approved by the Music Department.

MUSC 282 - Music Performance

2 credits   Previously MUSIC 282. Instructor permission. Director must submit official Highline grade form by the Friday before finals each quarter.
Credit is given for active performance participation with the Federal Way, Rainier, Northwest, Seattle Youth, Tacoma Youth and other symphony orchestras, as well as other musical organizations approved by the Music department.

MUSC 283 - Music Performance

3 credits   Previously MUSIC 281. Instructor permission. Director must submit official Highline grade form by the Friday before finals each quarter.
Credit is given for active performance participation with the Federal Way, Rainier, Northwest, Seattle Youth, Tacoma Youth and other symphony orchestras, as well as other musical organizations approved by the Music Department.

MUSC 284 - Music Performance

4 credits   Previously MUSIC 284. Instructor permission. Director must submit official Highline grade form by the Friday before finals each quarter.
Credit is given for active performance participation with the Federal Way, Rainier, Northwest, Seattle Youth, Tacoma Youth and other symphony orchestras, as well as other musical organizations approved by the Music Department.

MUSC 285 - Music Performance

5 credits   Previously MUSIC 285. Instructor permission. Director must submit official Highline grade form by the Friday before finals each quarter.
Credit is given for active performance participation with the Federal Way, Rainier, Northwest, Seattle Youth, Tacoma Youth and other symphony orchestras, as well as other musical organizations approved by the Music Department.

MUSC 291 - Special Studies

1 credits   Previously MUSIC 291. Meets Humanities Area II Distribution Requirement. Instructor permission.
An individual or group project developed by student(s) and instructor in an area approved by the instructor.

MUSC 292 - Special Studies

2 credits   Previously MUSIC 292. Meets Humanities Area II Distribution Requirement. Instructor permission.
An individual or group project developed by student(s) and instructor in an area approved by the instructor.

MUSC 293 - Special Studies

3 credits   Previously MUSIC 293. Meets Humanities Area II Distribution Requirement. Instructor permission.
An individual or group project developed by student(s) and instructor in an area approved by the instructor.

MUSC 294 - Special Studies

4 credits   Previously MUSIC 294. Meets Humanities Area II Distribution Requirement. Instructor permission.
An individual or group project developed by student(s) and instructor in an area approved by the instructor.

MUSC 295 - Special Studies

5 credits   Previously MUSIC 295. Instructor permission.
An individual or group project developed by student(s) and instructor in an area approved by the instructor.

NURSING

NURS 101 - Level I

7 credits   Must be accepted into RN program to register for this course.
NURS 101 is the first in a series of nursing theory courses. An introduction to nursing and theories of wellness are presented. The nursing process is presented as an organizing framework that guides nursing practice. The functional health patterns are introduced as a means of holistic assessment. Concepts related to the therapeutic relationship, culturally sensitive nursing care, and group dynamics are studied. The role of the nurse as it relates to pharmacology and medication knowledge, medication administration, and legal practices and issues will be discussed. The nursing process is used to review alterations in the functional health with the well elderly and during the obstetrical, neonatal, and pediatric life span for the well client. Content related to client/family education, communication, nutrition, and pharmacology will be discussed.

NURS 102 - Level II

7 credits
NURS 102 is the second quarter course dedicated to the fundamental concepts in nursing, medical-surgical nursing and basic mental health. The theory focuses on alterations in the aging adult, both physical and mental. The nursing process is used as an organizational framework to review alteration in functional health patterns including health perception and health management, cognition and perception, activity and exercise and elimination. NURS 112 is the laboratory and clinical component of NURS102. Material presented in NURS102 will be demonstrated and practiced in the clinical setting.

NURS 103 - Level III

7 credits
NURS 103 is the third quarter course dedicated to fundamental concepts in nursing and medical-surgical nursing. The nursing process is used as an organizing framework to review alterations of the functional health patterns including health perception and health management, nutrition and metabolism, and activity and exercise. NURS 103 is the structured theory course presenting materials that will be demonstrated and practiced in lab and clinical settings during NURS 113.

NURS 109 - Nutrition and Diet Therapy

1 credits   Nursing program acceptance.
NURS 109 is a self-managed nursing theory course. Curriculum covers the units of study for the essentials of nutrition. The nursing process is used as an organizing framework to review alterations in the functional health patterns, including nutrition-metabolism and health perception-health management.

NURS 111 - Practicum I

5 credits
NURS 111 is the laboratory and clinical practicum complement of NURS 101. Physical assessment techniques are presented and practiced in the laboratory. Administration of non-parenteral and parenteral medications common in the maternal newborn setting is presented and practiced. In the clinical setting the Nursing Process is used as an Organizing Framework to: 1) apply theory knowledge and scientific rationale to the care of adult and infants clients in in-patient and out-patient care settings; 2) organize and perform previously acquired and new psychomotor nursing skills; 3) apply basic concepts of communication in interactions with others; and 4) develop and maintain professional integrity as defined by the Nursing Program.

COURSE DESCRIPTIONS

NURS 112 - Practicum II

5 credits

NURS 112 is the clinical complement of NURS 102 and is the second in a series of six sequential practicum courses. Practicum focus will include sub-acute and community based assignments. The nursing process is used as an organizing framework to review alterations in the functional health patterns in order to: 1) apply knowledge and scientific rationale to the care of adults in the various clinical settings; 2) organize and perform previously acquired and new skills; 3) apply basic concepts of communication in interactions with others; and 4) develop and maintain professional integrity as defined by the Nursing Program.

NURS 113 - Practicum III

5 credits

NURS 113 is a laboratory and clinical complement of NURS 103 and is the third in a series of six sequential practicum courses. The focus of the lab practicum is study and acquisition of alimentary and intravenous therapy skills and the rationale for implementation of these skills in the campus laboratory setting. Clinical focus will include hospital-based acute care. The nursing process is used as an organizing framework to review alterations in the functional health patterns in order to: 1) apply knowledge and rationale to the care of adults in the acute clinical settings; 2) organize and perform acquired interventional skills; 3) apply basic concepts of therapeutic communication in interactions with clients; and 4) develop and maintain professional integrity as defined by the Nursing Program.

NURS 114 - Lab Practicum II

1 credits   Prereq: NURS 112. Faculty will place students into lab groups.

NURS 114 is the laboratory complement of NURS 113 and is the second in a series of three laboratory classes. The nursing process is used as an organizing framework to review alterations in the functional health patterns. The focus of the course is study and acquisition of intermediate nursing and math skills and the rationale for implementation of these skills in the campus laboratory setting. Math skills are practiced in computation of medication dosages and other essential math calculations for nursing, including use of decimals, fractions, value of X, ratio and proportion.

NURS 116 - Lab Practicum III

1 credits   Prereq: NURS 114. Faculty place students into lab groups.

NURS 116 is the laboratory complement of NURS 115 and is the third in a series of three laboratory classes. The focus of the course is study and acquisition of advanced nursing and applied math skills and the rationale for implementation of these skills in the campus laboratory setting. The nursing process is used as an organizing framework to review alterations in the functional health patterns.

NURS 121 - Pharmacology in Nursing I

2 credits   Nursing program acceptance. Faculty place students into one of two sections.

NURS 121 is the first in a series of two basic pharmacology theory courses. The nursing process is used as an organizing framework to review alterations in the functional health patterns, including health perception-health management as well as cognition-perception. The role of the nurse as it relates to pharmacology and medication knowledge, medication administration (including conversions among the various systems of measurement); legal practices and issues will be discussed.

NURS 122 - Pharmacology in Nursing II

1 credits   Prereq: NURS 102. Faculty place students into one of two sections.

NURS 122 is the second in a series of two pharmacology courses. The nursing process is used as an organizing framework to review alterations in the functional health patterns, including nutrition-metabolism and to discuss the role of pharmacologic therapy during various illness treatments.

NURS 131 - Psychosocial Concepts

1 credits   Nursing program acceptance. Faculty place students into one of two sections.

NURS 131 is the first in a series of two psychosocial nursing theory courses. The nursing process is used as an organizing framework to review functional health patterns, including roles-relationships, values-beliefs, coping-stress tolerance, self-perception-self-concept and health perception-health management. Concepts related to the therapeutic relationship, culturally sensitive nursing care, group dynamics and nursing in the community are also studied.

NURS 132 - Psychosocial Concepts II

1 credits   Prereq: NURS 101. Faculty place students into one of two sections.

NURS 132 is the second in a series of two psychosocial nursing theory courses. The nursing process is used as an organizing framework to review alterations in the functional health patterns including health perception-health management, cognition-perception, self-perception-self-concept, roles-relationships, coping-stress tolerance and values-beliefs in relation to developmental stages, illness, death and dying, as well as principles of learning and client education.

NURS 141 - Medical-Surgical Nursing I

4 credits   Prereq: NURS 101. Faculty place students into one of two sections.

NURS 141 is the first in a series of three medical-surgical nursing theory courses. The nursing process is used as an organizing framework to examine significant alterations in the functional health patterns, including elimination as well as nutrition-metabolism. Content related to client education, communication, leadership and pharmacology are integrated into the units of study. NURS 141 presents material that will be demonstrated and practiced in the clinical setting during NURS 113.

NURS 142 - Medical-Surgical Nursing II

3 credits   Prereq: NURS 141. Faculty place students into one of two sections.

NURS 142 is the second in a series of three medical-surgical nursing theory courses. The nursing process is used as an organizing framework to review significant alterations in the functional health patterns, including activity-exercise as well as cognition-perception. Content related to client education, communication, leadership and pharmacology are integrated into the units of study. NURS 142 is one of three structured theory courses presenting material that will be demonstrated and practiced in the clinical setting during NURS 115.

NURS 192 - LPN-RN Core Concepts

4 credits   LPN-RN option acceptance.

NURS 192 introduces the functional health patterns (FHPs) and integrates them within the organizing framework of the nursing process. Students will review and expand experience with documentation, medication administration and infection control. The focus will be placed on normal and alterations of functional health patterns, including nutrition-metabolism as well as activity-exercise. NURS 192 is the structured theory course presenting material that will be demonstrated and practiced in the clinical setting during NURS 194.

NURS 193 - LPN-RN Lab Practicum

2 credits   LPN-RN option acceptance. Faculty place students into lab groups.

NURS 193 is the laboratory complement of NURS 194. The nursing process is used as an organizing framework to review alterations in the functional health patterns in order to: 1) apply theory knowledge and scientific rationale to the care of adults in a simulated acute care setting; 2) organize and perform previously-acquired and new skills; 3) demonstrate proficiency at basic nursing related math skills; and 4) develop and maintain professional integrity as defined by the Nursing program.

NURS 194 - LPN-RN Nursing Practicum

2 credits   LPN-RN option acceptance.

NURS 194 is the clinical complement of NURS 191, NURS 192 and NURS 193. The nursing process is used as an organizing framework to review alterations in the functional health patterns in order to: 1) apply theory knowledge and scientific rationale to the care of adults in various clinical care settings; 2) organize and perform previously acquired and new psychomotor nursing skills; 3) apply basic concepts of communication in interactions with others; and 4) develop and maintain professional integrity as defined by the Nursing program.

NURS 200 - LPN-RN Articulation

1 credits

NURS 200 is the articulation course for the Licensed Practical Nurse (LPN) accepted into the LPN-RN program option. Nursing concepts taught in first year of the nursing program and psychomotor nursing skills are reviewed and evaluated to provide preparation for successful integration with first quarter second year students already enrolled in the program.

NURS 201 - Level IV

5 credits

NURS 201 is the fourth in a series of nursing theory courses. The nursing process is used as an organizational framework for acquiring theoretical knowledge and critical thinking skills related to complex care issues in psychiatric and medical-surgical nursing. Alterations in functional health patterns examined include nutrition-metabolic, activity-exercise, cognitive-perceptual, health perception-health maintenance, self-perception-self concept and stress-coping. Roles and responsibilities of the RN are examined.

NURS 202 - Level V

7 credits

NURS 202 is the advanced womens health, maternal-child, and medical-surgical nursing theory course. Theory knowledge focuses on complex and critical care issues. The nursing process is used as an organizational framework to review alterations in the functional health patterns, including activity and exercise, nutrition and metabolism, cognition and perception, sexuality and reproduction, and elimination. NURS 202 is the structured theory course presenting materials that will be demonstrated and practiced in the clinical setting during NURS 212.

NURS 203 - Level VI

4 credits

NURS 203 is the final theory course before graduation from the program. Concepts regarding nursing leadership, career management, and licensure preparation (NCLEX-RN examination) are addressed. Content includes, evolving legal and ethical issues in nursing and health care, understanding health policy and politics at the local, state, and federal level with patient advocacy contributing to the role of change agent. Students will also prepare for transition to practice and leadership development, by self-evaluating areas of strength and need, creating a professional resume' and demonstrating successful interview techniques. ATI Predictor test will be used to determine areas of need before testing for licensure.

NURS 211 - Practicum IV

4 credits

NURS 211 is the fourth in a series of clinical practicum courses. The nursing process is used as an organizational framework for the care of complex psychiatric and medical surgical clients. Examination of functional health patterns and alterations thereof from a holistic perspective. Application of theoretical knowledge, critical thinking, psychomotor and communication skills in a variety of clinical settings.

NURS 212 - Practicum V

5 credits

NURS 212 is the fifth in a series of six sequential clinical practicum courses, and is the advanced women's health, maternal-child, and medical-surgical practicum course, focusing on complex and critical care issues. The nursing process is used as an organizational framework to review alterations in the functional health patterns; apply theory knowledge and scientific rationale to the care of adults and children in a variety of settings; organize and perform previously acquired and new psychomotor nursing skills; apply basic concepts of communication in interactions with others; and develop and maintain professional integrity as defined by the nursing program.

NURS 213 - Practicum VI

8 credits

NURS 213 is the final practicum course before graduation from the program. Content acquired from previous theory and practicum courses along with content provided in NURS 203 will support the student experience in a preceptor guided full time RN role. Exposure to real world experiences will provide the student the opportunity to; refine nursing skills, develop advanced skills, create connections with context-specific technology, increase critical thinking skills and critical judgment, improve time management, increase confidence in communication with multidisciplinary healthcare teams.

NURS 214 - LPN-RN Community Practicum

1 credits   Prereq: NURS 211.

NURS 214 is the clinical component to NURS 250. The nursing process is used as an organizing framework to review alterations in the functional health patterns and discuss health care provided in community-based settings as related to vulnerable populations, maternal-child health and mental health.

NURS 217 - Re-Entry Practicum II

2 credits   Faculty determine clinical site placement.
Individually arranged program of study for re-entry into the second year of the Nursing program. Clinical focus may include hospital-based acute care, psychiatric-mental health, obstetrical, pediatric and selected at-risk community sites. The nursing process is used as an organizing framework to: 1) apply theory knowledge and scientific rationale to the care of adults and children in a clinical setting; 2) organize and perform previously acquired and new skills; 3) apply basic concepts of communications in interactions with others; and 4) develop and maintain professional integrity as defined by the Nursing program.

NURS 220 - LPN-RN Medical-Surgical Nursing I

4 credits   Prereq: NURS 192.
NURS 220 is the first in a series of two medical-surgical nursing theory courses for the LPN-RN student. The nursing process is used as an organizing framework to review alterations in the functional health patterns, including activity-exercise and cognitive-perceptual. Nursing 220 is the structured theory course presenting materials that will be demonstrated and practiced in the clinical setting during Nursing 211 Clinical Practicum.

NURS 221 - LPN-RN Matern-Child Nursing

2 credits   Prereq: NURS 192.
NURS 221 is the LPN-RN maternal-child nursing course. The nursing process is used as an organizing framework to review alterations in the functional health patterns, including sexuality-reproduction. High-risk maternal, neonatal, pediatric and women's health care issues will be discussed with content related to client education, developmental life span, communication, nutrition and pharmacology.

NURS 224 - Level IV

3 credits
Exploration of sociocultural dimensions of diversity. Examination of cultural values, beliefs and practices that influence health and illness, with concurrent identification of nursing care implications. Analysis of historical and current perspectives on healthcare delivery. Discussion of healthcare disparities that disproportionately affect marginalized populations. Identification of nurses roles and responsibilities as caregivers, educators, and advocates to improve health outcomes for all clients.

NURS 225 - LPN-RN Medical-Surgical Nursing II

4 credits   Prereq: NURS 220.
NURS 225 is the second in a series of two medical-surgical nursing theory courses for the LPN-RN student. The nursing process is used as an organizing framework to review significant alterations in the functional health patterns, including nutrition-metabolism, elimination, activity-exercise, sexuality-reproduction and cognition-perception. Content related to client education, communication, leadership and pharmacology are integrated into the units of study. NURS 225 is one of three structured theory courses presenting material that will be demonstrated and practiced in the clinical setting during NURS 214.

NURS 231 - Psychiatric-Mental Health Nursing

6 credits   Prereq: NURS 241.
NURS 231 is the psychiatric/mental-health nursing theory course. The nursing process is used as an organizing framework to review alterations of the functional health patterns. Content related to client education, communication, legal/ethical issues and pharmacology will be discussed. Focuses primarily on those psychiatric problems treated in specialized settings such as out-patient, in-patient and community areas.

NURS 233 - LPN-RN Psychiatric-Mental Health Nursing

3 credits   Prereq: NURS 192.
NURS 233 is the LPN-RN psychiatric/mental health nursing theory course. The nursing process is used as an organizing framework to examine psychosocial alterations of the functional health patterns. Content related to client education, communication, legal/ethical issues and pharmacology will be discussed. Focuses primarily on those psychiatric problems treated in specialized settings such as out-patient, in-patient and community areas.

NURS 241 - Medical-Surgical Nursing III

4 credits
NURS 241 is the advanced medical-surgical nursing theory course. Theory knowledge focuses on critical care issues. The nursing process is used as an organizational framework to review alterations in the functional health patterns, including activity-exercise, nutrition-metabolism, cognition-perception, sexuality-reproduction and elimination. NURS 241 is the structured theory course presenting materials that will be demonstrated and practiced in the clinical setting during NURS 211. NURS 142. Faculty place students into one of two sections. NURS 241 is the advanced medical-surgical nursing theory course. Theory knowledge focuses on critical care issues. The nursing process is used as an organizational framework to review alterations in the functional health patterns, including activity and exercise, nutrition and metabolism, cognition and perception, sexuality and reproduction, and elimination. NURS 241 is the structured theory course presenting materials that will be demonstrated and practiced in the clinical setting during NURS 211.

NURS 242 - Maternal-Child Nursing

5 credits   Prereq: NURS 241.
NURS 242 is the fifth or sixth in a series of six sequential nursing theory courses. The nursing process is used as an organizational framework to review alterations in the functional health patterns, including sexuality-reproduction, health perception-health management and roles-relationships during the obstetrical, neonatal and pediatric life span for the normal and high-risk client. Content related to client/family education, communication, nutrition and pharmacology will be discussed.

NURS 250 - LPN-RN Community Nursing

3 credits   Prereq: NURS 220. 1 credit during winter quarter, 2 credits during spring quarter.
NURS 250 is the LPN-RN community-based nursing theory course. The nursing process is used as an organizing framework to review alterations in the functional health patterns in order to discuss health care in the community. The role of the nurse in the community will be explored. In addition, health care concepts such as health care policy, illness prevention and wellness enhancement will be discussed.

NURS 251 - Community Based Nursing

1 credits   Prereq: NURS 241. Faculty place students into one of two sections.
The nursing process is used as an organizing framework to discuss health care in the community. Alterations to the functional health patterns related to these issues will be discussed. The role of the nurse in the community and home health will be explored.

NURS 252 - RN Licensure Preparation

1 credits   Prereq: NURS 220 or 241.
NURS 252 is an optional nursing theory course open to second-year and LPN-RN students. The nursing process is used as an organizing framework to develop self-awareness of strengths and weaknesses in nursing knowledge and to formulate an individualized study plan in preparation for the RN licensure exam. Content related to NCLEX-RN testing and computer-simulated practice will be presented.

NURS 270 - Trans Cultural Nursing

3 credits   Permission by instructor.
Nursing 270 is an optional nursing theory course open to all nursing s tudents. The nursing process is used as an organizing framework to dev elop increasing cultural competence. Content related to culture, globa l perspectives, and access to health care will be presented.

NURS 291 - Special Topics in Nursing

1 credits   Instructor permission.
Elective course for second-year and LPN-RN nursing students. Emphasis on the continued study and acquisition of clinical nursing skills, role modeling, communication, teamwork and professionalism. Focuses on mentoring and instructing first-year students in the laboratory setting. Students work as laboratory assistants to nursing laboratory faculty.

NURS 292 - Special Topics in Nursing

2 credits   Instructor permission.
Elective course for second-year and LPN-RN nursing students. Emphasis on the continued study and acquisition of clinical nursing skills, role modeling, communication, teamwork and professionalism. Focuses on mentoring and instructing first-year students in the laboratory setting. Students work as laboratory assistants to nursing laboratory faculty. Students enrolled in NURS 292 will be required to complete a project.

NURSING ASSISTING

NUR A 100 - Nurse Assistant Theory

5 credits   Nursing Assistant program acceptance.
Students are introduced to basic nursing care, safety and emergency nursing procedures, resident's rights and confidentiality. Principles of therapeutic relationships are presented, as well as the legal/ethical issues related to nursing assistant practice.

NUR A 101 - Nurse Assistant Practicum

2 credits   Nursing Assistant program acceptance.
This is the practicum course in which students demonstrate skills discussed in NUR A 100, in both the skills laboratory and during supervised practice in a client care setting.
NUR A 102 - Dementia Care 1 This course prepares students in fundamental education on dementia and dementia care, fostering sensitivity and respect, communication and responsive approaches for assisting patients with activities of daily living.

NUTRITION

NUTR& 101 - Nutrition

5 credits   Previously NUTR 110.
Introduction to human nutrition and health. Students will develop an understanding of the role of each of the essential nutrients in maintaining health and preventing disease. Other topics include energy balance and weight management, food safety and global food issues.

OCEANOGRAPHY

OCEA& 101 - Introduction to Oceanography

5 credits   Previously OCEAN 101. Prereq: Min. MMT Algebra Basics 75, ASSET numerical skills 44 or MATH 081.
Aspects of geology, chemistry, physics, meteorology and biology are integrated into studies of the world's oceans. Topics include the sea floor, plate tectonics, seawater chemistry, atmospheric and oceanic circulation patterns, waves, coasts, productivity, plankton and marine plants and animals. Includes laboratory.

OCEAN 105 - Oceanography Field Trips

1 credits   Prereq: Math 81 or higher. ASSET numerical skills 44 or MMT Algebra Basics 75.
This is a one-credit field trip class in which students will perform oceanographic research. It will require one full Saturday commitment as well as time in the classroom. The field trip will require travel over uneven ground in any weather condition. Students enrolled in or having taken Marine Biology and/or Oceanography classes are encouraged to enroll. Additional field trip fee varies depending on the outing.

OCEAN 290 - Special Studies

5 credits   Instructor permission.
An individual or group project developed by the student(s) and instructor in an area approved by the instructor.

OPTICIAN LICENSED DISPENSING

OPTIC 101 - Basic Optics

5 credits
Introduction to basic optical theory including the history of ophthalmic optics, nature and behavior of light, introduction to lenses and prisms, basic optical measurements and related computations.

OPTIC 102 - Ocular Anatomy/Physiology/ Pharmacology

5 credits
The study of the anatomical details of the human eye and its bodily surroundings. The physical functions of the various parts and processes of the eye and the mechanism by which the body fluids and processes nourish the eye. The various optical problems which cause vision defects. The general characteristics of common eye diseases and injuries and their effects on vision. Basic understanding of pharmacology as it relates to the optician.

OPTIC 103 - Optic Product Knowledge

5 credits
Covers the different products and materials available for frames, lenses and contact lenses for vision correction as it relates to the optical prescription and the patient.

OPTIC 104 - Ophthalmic Dispensing

5 credits
Practical and mechanical procedures needed for proper frame selection and subsequent operations dealing with optical measurements, lens solutions, ordering and dispensing of the finished prescription.

OPTIC 105 - Contact Lenses Theory

5 credits
Includes a history of contact lenses, the study of materials, styles, fitting technique, national standards, verification of lenses and products related to contact lens use.

OPTIC 106 - Ophthalmic Laboratory

5 credits
Covers how to transform optical prescription content into lens grinding information. Select blanks, calculate curves, markup, grind and inspection. Assembly of eyeglasses, frame repairs and national standards.

OPTIC 107 - Contact Lenses Fitting

5 credits
Covers contact lenses fitting , techniques for hard, gas-perm and soft contact lenses. Students will study and practice the mechanical procedures used in design and fitting instruments including the biomicroscope, radiascope, keratometer and other contact lens devices.

OPTIC 108 - Optical Office and Business Management

5 credits
Includes customer service, patient scheduling, telephone technique, insurance billing, inventory and cost controls, employer relations and marketing.

OPTIC 109 - Program Overview and Refracting

5 credits
Preparation for Washington state practical exam for opticians with a review of all eight courses. Includes a basic, beginning understanding of refracting techniques as used in the ophthalmic office. Previous experience with slit lamp, radiuscope, keratometer, lensometer, contacts and edger recommended. This is not a beginning level class.

OPTIC 140 - Cooperative Education

6 credits
Enrolled in the Licensed Dispensing Optician Apprentice AAS Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is elated to the student's field of study or career goals

OPTIC 141 - Coop Work Experience Seminar

5 credits
Enrolled in Licensed Dispensing Optician Apprenticship AAS Weekly classroom seminars designed to enhance the practical experiences of the Dispensing Optician Apprenticeship internship. Feedback and discussion on pertinent work issues, including ethics, office structure and communication, delegation, asking for help,and customer/patient service

OPTIC 240 - Cooperative Education

5 credits
Enrolled in the Licensed Dispensing Optician Apprentice AAS Cooperative education provides an opportunity for students to combine classroom theory with practical work experience. Experience gained in the workplace is related to the student's field of study or career goals.

OPTIC 281 - Special Topics

1 credits
Enrolled in the Licensed Dispensing Optician Apprentice AAS Special Topics in Dispensing Optician Apprentices AAS program.

OPTIC 282 - Special Topics

2 credits
Enrolled in the Licensed Dispensing Optician Apprentice AAS Special Topics In Dispensing Optician Apprenticeship AAS program

OPTIC 283 - Special Topics

3 credits
Enrolled in the Licensed Dispensing Optician Apprentice AAS Special Topics in Licensed Dispensing Optician Apprenticeship AAS program

OPTIC 284 - Special Topics

4 credits
Enrolled in the Licensed Dispensing Optician Apprentice AAS Special Topics in Licensed Dispensing Optician Apprenticeship AAS program

OPTIC 285 - Special Topics

5 credits
Enrolled in the Licensed Dispensing Optician Apprentice AAS Special Topic in Licensed Dispensing Optician Apprenticeship AAS Program

PARALEGAL

LEGAL 101 - Introduction to Ethics

3 credits   Prereq: POLS& 200 or LEGAL 100.
Introduction to the canons of ethics of the state bar together with those of the leading professional paralegal organizations. Focuses on the ethical duties and obligations of paralegals and attorneys to maintain the integrity of the profession and to protect the public interest. This class contains a service learning component called the Community Justice Project, which enables students to enhance learning through service in areas of the legal profession that are working to provide or promote better access to justice.

LEGAL 102 - Civil Procedures I

5 credits   Prereq: POLS& 200 or LEGAL 100.
First of a two-course series (with LEGAL 103) covering the litigation process, civil rules of procedure for Washington and local court rules. Topics include pleadings, jurisdiction, venue, discovery, evidence and alternatives to litigation. An overview of trial and post-trial relief is also covered.

LEGAL 103 - Civil Procedures II

5 credits   Prereq: LEGAL 102.
Second of a two-course series (with LEGAL 102) covering motions, specific types of formal and informal discovery, settlements, dismissals, trial practice and procedure and post-trial practice and procedure. Special attention is paid to the civil rules of procedure for Washington and local rules.

LEGAL 105 - Contracts

5 credits   Prereq: POLS& 200 or LEGAL 100.
Covers the formation of contracts, contractual provisions, Uniform Commercial Code (UCC), remedies and preparation of basic contractual documents. An overview of contractual legal actions will also be included.

LEGAL 106 - Torts

5 credits   Prereq: POLS& 200 or LEGAL 100.
Covers the law of negligence and intentional torts, including product liability, defamation, toxic torts, privacy and defenses to tort actions. Also includes legal analysis of tort problem and cases.

LEGAL 107 - Property

5 credits   Prereq: POLS& 200 or LEGAL 100.
Addresses the differences between personal and real property including the many ways in which ownership can be held. Also addressed are landlord/tenant rights; bailments; adverse possession; easements; covenants, conditions and restrictions (CC&Rs); and the different forms and types of deeds. Also looks at the philosophical issues inherent in property rights, including ownership of the Earth and the "right" to views, waterfront and resources (oil, gas, gems) that may go with the land.

LEGAL 119 - Criminal Law and Procedure

5 credits   Prereq: Minimum ASSET Reading Score of 45 or COMPASS Reading Score of 88.
Covers the substantive and procedural law that governs investigation and prosecution of crime; theory and purpose behind criminal law and punishment; and particular rules and procedures for prosecution of criminal cases in the state of Washington.

LEGAL 120 - Nonprofit Law

5 credits
This course provides an overview of the law governing nonprofit organizations and the best practices for successfully maintaining and growing one. It covers the essential purpose of nonprofit organizations, the step by step legal process for forming a nonprofit corporation and becoming a tax exempt organization; and the proper roles and legal duties of the executive director, staff, and the board of directors. Finally, it introduces the strategic considerations for successfully maintaining and growing a nonprofit organization, including board recruitment and training, funding, strategic planning, evaluating personnel, and measuring outcomes.

LEGAL 135 - Law Office Technology

5 credits   Prereq: BTECH 111 or permission.
Discusses basic and mid-level techniques and concepts, with a law office context, in five core programs: Microsoft Word, Excel, PowerPoint, Access and Outlook. Introduction to docketing systems, legal imaging techniques and electronic filing.

LEGAL 136 - Advanced Law Office Technology

5 credits   Prereq: LEGAL 135.
Continuation of techniques and concepts, with a law office context, in Microsoft Word, Excel, PowerPoint and Outlook as well as techniques and concepts in Microsoft Access and Summation. Preparation for trial in an electronic setting.

LEGAL 139 - Getting Started

1 credits
Taken in first quarter of the program, this one-day seminar teaches the student: 1. Important factors for success in the paralegal program 2. Counseling about career paths 3. Counseling and advising concerning program requirements 4. How to procure an internship (co-op) 5. How to prepare a resume and cover letter 6. How to succeed in an internship 7. Effective interview techniques 8. Counseling and advising concerning 4 year degrees and law school

LEGAL 140 - Coop Work Experience

1 credits   Prereq: LEGAL 101, LEGAL 139 and concurrent enrollment in LEGAL 141.
Students work as a paralegal intern in a law office or law department performing paralegal duties under the supervision of a lawyer or paralegal. One credit is awarded for every 30 hours of work experience. Experience is further monitored with on-site visits by classroom instructor and regular meetings in concurrent LEGAL 141 class.

LEGAL 141 - Coop Work Experience Seminar

1 credits   Prereq: LEGAL 139, L101, and concurrent enrollment in LEGAL 140.
Weekly classroom seminars designed to enhance the practical experiences of the paralegal internship. Feedback and discussion on pertinent work issues include ethics, office politics, delegation, asking for help, networking and identifying future career goals.

LEGAL 162 - Constitution Law and Issues

5 credits   Cross list with DGS 162.
From a global perspective, this course will look at contemporary and historical Constitutional issues with respect to race, gender, religion, sexual orientation and human rights. The topics will focus on the impact of substantive and procedural laws with respect to 1) Local, regional, global and socioeconomic integration and interdependence as dictated by Constitutional interpretation, 2) Societal/cultural group contributions to legal theory or systems, 3) Institutional oppression and dominant group privilege as dictated by Constitutional interpretation, 4) Prejudice, stereotyping and discrimination and its impact on Constitutional interpretation, 5) The social construction of law, 6) Skills for confronting biased treatment and advocating for justice, 7) Dynamics of intercultural or intersocietal conflict and conflict resolution.

LEGAL 164 - Sports Law and Issues of Diversty

5 credits   Cross list with DGS 164.
From a global perspective, this course will look at contemporary and historical sports law issues with respect to race, gender, religion, disability and civil rights. The topics will focus on the impact of substantive and procedural laws with respect to: 1) Local, regional, global and socioeconomic integration and interdependence as dictated by sports law, 2) Societal/cultural group contributions to legal theory or systems as they impact professional, collegiate and amateur sports, 3) Institutional oppression and dominant group privilege as dictated by sports law and policy, 4) Prejudice, stereotyping and discrimination and its influence and impact on sports law, 5) The social construction of law and its intersection with sports, 6) Skills for confronting biased treatment and advocating for justice through professional and amateur sports, 7) Dynamics of intercultural or intersocietal conflict and conflict resolution in the dynamics of sports and sports law.

LEGAL 166 - Immigration Law and Issues

5 credits
From a global perspective, this course will survey the contemporary and historical immigration issues with respect to race, gender, religion and human rights. The course will focus on the impact of substantive and procedural laws including (1) Local, regional, global and socioeconomic integration and interdependence as dictated by immigration law; (2) Societal/cultural group contributions to legal theory or systems; (3)Institutional oppression and dominant group privilege as dictated by immigration law and policy; (4) Prejudice, stereotyping and discrimination and its influence and impact on immigration law; (5) The social construction of law; (6) Skills for confronting biased treatment and advocating for justice; and (7) Dynamics of intercultural or inter-societal conflict and conflict resolution.

LEGAL 168 - Civil Rights Theory/Law

5 credits

Interdisciplinary study of the historical, political, social and legal development of civil law rights in the United States as applied to individuals based upon race, gender, origin/nationality, sexual identity, disability and religion. Study of the various movements and the resulting court cases and legislation will be examined and applied including an analysis of the similarities and uniqueness of each respective movement and an examination of the contemporary legal and sociological status of the movement.

LEGAL 170 - International Human Rights and Law

5 *credits*

Interdisciplinary study of the historical, political and legal development of international human rights law and policy through a comprehensive analysis of the laws, theory, institutions, and practice of international human rights. Study of diverse societies response to its own human rights violations and the response of the dominant societies will be examined, including an analysis of underlying motives and political implications that consider cultural relativity with respect to human rights violations. Methods by which human rights violations are identified and pursued in the context of culture, religion and the mores of a particular society will be identified and discussed.

LEGAL 199 - Legal Research/Writing I

5 credits   Prereq: LEGAL 100/BUSN 255/POLS& 200.

First in a two-class series required by the Paralegal department. Focuses primarily on legal research. Reviews the three-branch system of government and directs students to the authoritative resources for each branch. Research tools include the utilization of hardbound volumes as well as the resources of online electronic legal sources. Includes an introduction to the court rules, the statutes, administrative codes and case law of both the federal government and the state government.

LEGAL 200 - Legal Research/Writing II

5 credits   Prereq: LEGAL 199, ENG 101.

Second in a two-class series required by the Paralegal department. Focuses primarily on writing and more complex forms of legal research. Students will develop their skills in the preparation of internal memoranda and memoranda of points and authorities.

LEGAL 201 - Estate Planning/Probate

5 credits   Prereq: LEGAL 100/BUSN 225/POLS& 200.

Includes a review of the Washington State statutes related to probate and probate proceedings. Local court rules relative to the probate procedure will also be examined. Currently existing laws regarding health care directives are also explored. Additionally, the class covers the different types of trusts and other estate planning devices that are often used as an alternative to the probate process.

LEGAL 202 - Contracts and Negotiations

5 credits   Prereq: POLS& 200 or LEGAL 100.

Covers the formation of contracts, contractual provisions, Uniform Commercial Code (UCC), remedies and preparation of basic contractual documents. Approximately 30% of class addresses rules of contracting in context of teaching negotiations.

LEGAL 210 - Family Law

5 credits   Prereq: POLS& 200 or LEGAL 100.

Focuses not only on the aspects of divorce and marital dissolution but also on the legal response to the changing sociological description of the family. Topics include divorce, annulment, child custody, child support, spousal maintenance, categorization of property (community and separate), domestic partnerships and rights of partners (heterosexual and homosexual), antenuptial agreements, post-nuptial agreements, property settlement agreements, adoption, surrogate parents and an overview of domestic violence.

LEGAL 211 - Intellectual Property

4 credits

Examines the continually evolving laws regarding copyrights, patents, trademarks and rights to material on the Internet. Also discusses the various types of properties to which these rights might attach.

LEGAL 212 - Alternative Dispute Resolution

5 credits

Covers alternatives to civil litigation of disputes. Topics include arbitration, mediation, negotiation, as well as less common forms of alternative dispute resolution (ADR). Paralegal's role in ADR, ethical considerations and practical application of ADR to disputes are also discussed. The philosophy behind alternatives to adversarial litigation is analyzed historically and in contemporary society.

LEGAL 220 - Computer Search and Seizure

5 credits   Permission required.

Every computer forensics investigator must have an underlying foundation in ethics and the law. This multidisciplinary course builds on computer forensics where the legal and ethical issues constraining investigations were first introduced. U.S. Department of Justice (DOJ) procedures will be emphasized. This class exposes students to a variety of scenarios ranging from sexual harassment, to running personal business at the workplace, to corporate espionage and network hacking.

LEGAL 240 - Coop Work Experience II

1 credits   Prereq: LEGAL 139 and concurrent enrollment in LEGAL 241.

Students work as a paralegal intern in a law or law department performing paralegal duties, under the supervision of a lawyer or paralegal. One credit is awarded for every 30 hours of work experience. Experience is further monitored with on-site visits by classroom instructor and regular meetings in concurrent LEGAL 241 class. This is an elective class for students who choose to do a second internship.

LEGAL 241 - Coop Work Experience Seminar

1 credits   Prereq: LEGAL 139 and concurrent enrollment in LEGAL 240.

Weekly classroom seminars designed to enhance the practical experiences of the paralegal internship. Feedback and discussion on pertinent work issues include ethics, office politics, delegation, asking for help, networking and identifying future career goals.

LEGAL 252 - Legal Investigation

5 credits   Prereq: POLS& 200 or LEGAL 100.

Introduction to purpose and methods of investigation; practical skills of interviewing, obtaining relevant documents and information, evaluating physical and scientific evidence and planning and carrying out investigation strategy; identification of ethical considerations associated with investigation; and legal analysis of problems and cases.

LEGAL 262 - Professional Development Seminar

2 credits   Prereq: LEGAL 100/BUSN 225/POLS& 200.
Designed for students who are nearing completion of their paralegal education. Students will learn about professional development and opportunities in the paralegal profession. Practicing paralegals, employers, members of various paralegal associations, career services and department faculty will assist in the instruction for this class.

LEGAL 281 - Special Topics in Law

1 credits
Topics such as alternative dispute resolution, business as- sociations, administrative law, environmental law, medical/ legal litigation, bankruptcy, to be offered on an as-need basis, approximately one class per quarter.

LEGAL 282 - Special Topics in Law

2 credits
Topics such as alternative dispute resolution, business as- sociations, administrative law, environmental law, medical/ legal litigation, bankruptcy, to be offered on an as-need basis, approximately one class per quarter.

LEGAL 283 - Special Topics in Law

3 credits
Topics such as alternative dispute resolution, business as- sociations, administrative law, environmental law, medical/ legal litigation, bankruptcy,to be offered on an as-need basis, approximately one class per quarter.

LEGAL 284 - Special Topics in Law

4 credits
Topics such as alternative dispute resolution, business as- sociations, administrative law, environmental law, medical/ legal litigation, bankruptcy,to be offered on an as-need basis, approximately one class per quarter.

LEGAL 285 - Special Topics in Law

5 credits
Topics such as alternative dispute resolution, business associa- tions, administrative law, environmental law, medical/legal litigation, bankruptcy,to be offered on an as-needed basis, approximately one class per quarter.

LEGAL 291 - Special Studies

1 credits   Instructor permission.
An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

LEGAL 292 - Special Studies

2 credits   Instructor permission.
An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

LEGAL 293 - Special Studies

3 credits   Instructor permission.
An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

LEGAL 294 - Special Studies

4 credits   Instructor permission.
An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

LEGAL 295 - Special Studies

5 credits   Instructor permission.
An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

PERSONAL FITNESS TRAINER

PFT 100 - Personal Fitness Trainer Orientation

1 credits
 Introduction to the Personal Fitness Trainer program. Students will learn about course expectations and outcomes, and participate in a variety of activities that introduces them to the fitness industry.

PFT 110 - Exercise Science

5 credits   Permission required.
Study of the physiological adaptations of the human body to physical activity. Examines the short- and long-term responses of the cardiorespiratory and neuromuscular systems to regular physical activity. Topics include aerobic and anaerobic me- tabolism; muscle contraction; specificity of training; individual responses to exercise; environmental stress; exercise nutrition; fatigue; and overtraining.

PFT 120 - Components of Exercise

5 credits
In-depth study of flexibility, resistance training and cardio- training principles. Students will learn how to apply frequency, intensity, time and type to each of these components of exercise.

PFT 130 - Exercise Fundamentals

3 credits
Introduction to kinesiology, psychology and motor learning as it applies to personal training. Topics include planes of motion, lever systems, behavior change and motivation.

PFT 140 - Fitness Center Internship I

2 credits   Permission required.
Students will apply their personal-training skills and knowl- edge in a practical setting by serving an internship in the Highline Fitness Center.

PFT 205 - Program Design

4 credits   Permission required.
Students will apply their skills and knowledge of exercise to design workouts. Students will learn hands on while exploring case studies.

PFT 210 - Client Consult and Assess

4 credits
Students will learn the steps leading up to and including the first training session. Topics include: initial interview, health ap- praisal/medical history review, and fitness evaluation.

PFT 215 - Functional Training

4 credits   Permission required.
This course utilizes the concepts of the Functional Movement Screen(TM) to establish evaluation tools, corrective strategies, and programming using non traditional methods of fitness training.

PFT 225 - Athletic Performance

2 credits
Examines various techniques designed to enhance athletic performance through strength and conditioning. Topics will also include periodization and performance psychology.

PFT 230 - Group Exercise

2 credits
Introduction to leading group exercise classes. Students will learn how to demonstrate exercises, plan class exercise routines, motivate students and prepare to be certified to lead group exercise classes.

PFT 235 - Training Special Population

3 credits   Permission required.
Examines the exercise needs of special populations such as the elderly, asthmatic, pregnant women, diabetic and the overweight. The physiology of controllable diseases, the psychology of aging, metabolic diseases and the effects of common medications will also be discussed.

PFT 240 - Fitness Training Internship II

2 credits
Students will apply their personal training skills and knowledge in a practical setting by serving an internship at an approved work site.

PFT 245 - Safety, Emergency Procedures and Legal

2 credits
Teaches how to safely plan and maintain an exercise environment. Topics include safety and emergency procedures, and recognizing the legal and ethical responsibilities.

PFT 250 - Care and Prevention from Fitness Injuries

2 credits
Provides students with knowledge that will assist them in preventing, caring for, and recovery from fitness related injuries.

PFT 255 - Business of Personal Training

3 credits
Examines methods of establishing a personal training business, including focusing on business planning, marketing, customer service, team work, diversity, work ethic, facility management and liability issues. Skills related to obtaining and maintaining employment will be discussed.

PFT 291 - Special Projects

1 credits   Permission required.
An independent study project developed by student and instructor in an area approved by the instructor.

PFT 292 - Special Projects II

2 credits   Permission required.
An independent study project developed by student and instructor in an area approved by the instructor

PFT 293 - Special Projects III

3 credits   Permission required.
An independent study project developed by student and instructor in an area approved by the instructor.

PHILOSOPHY

PHIL& 101 - Introduction to Philosophy

5 credits   Previously PHIL 100.
Develop basic philosophical skills: reading critically, recognizing and responding to lines of reasoning and communicating effectively. Examines important personal and social philosophical issues with an emphasis on doing philosophy.

PHIL 110 - Introduction to Ethics

5 credits
Guides the student through an examination of personal and social moral issues of contemporary interest with an emphasis on refining moral decision-making skills and on examining and developing one's personal ethical viewpoint.

PHIL 115 - Critical Thinking

5 credits
Analysis of the logic of arguments in a variety of media and the rhetorical use of language and image in argument. Development of the skills and habits of critical discourse: listening, reading, writing and speaking with precision, clarity and creativity.

PHIL& 120 - Symbolic Logic

5 credits   Prereq: MATH 91 or higher.
Introduction to modern symbolic logic including syllogistic logic, propositional logic with translation and proofs, and predicate logic with translation and proofs.

PHIL 130 - Introduction to Western Philosophy

5 credits
Introduction to the nature of philosophy by looking at examples from the philosophical traditions of the West. Course will include thinkers from the ancient, medieval, early modern and contemporary periods.

PHIL 131 - Evolution and Philosophy

5 credits
This course will explore the history and philosophical implications of one of the most interesting, explosive, world-changing ideas that has ever been proposed: that human beings and all other life forms on earth are the result of a unique, complex, unrepeatable process of natural selection and evolution. We will learn about other theories of biological change and diversity which preceded the modern theory of evolution. We will learn about Charles Darwin and investigate the observations and arguments which led him to conclude that all living things must be related in a great tree of common descent. We will explore the resistance to the idea of evolution which Darwin encountered and which still exists in some communities. And we will look at the ways evolutionary theory has been used to understand aspects of human experience including psychology, religion, and morality.

PHIL 144 - Atheism and Philosophy

5 credits
This course covers the history of atheism from its roots in the ancient Greek and Roman atomists to today's New Atheists. We will learn to identify some of the basic types of atheism and their distinct differences.

PHIL 145 - Introduction to Eastern Philosophy

5 credits
Introduction to four of the great traditions of world philosophy: Confucian, Taoist, Hindu and Buddhist. Students read original texts from these traditions considering a variety of answers to some of the biggest questions in philosophy: Who am I? What should I do? What is real? What do I really know?

PHIL 146 - Environmental Ethics

5 credits
Environmental Ethics introduces students to the moral relations between human beings and their natural environment. Topics for Environmental Ethics may include animal rights, population and consumption, pollution, climate change, economics and the environment, and sustainability.

PHIL 147 - Gender and Philosophy

5 credits

This course examines how issues of gender have entered into discussions within the major fields of philosophy, including ethics, theory of knowledge, philosophy of science, philosophy of religion, and social and political philosophy. This course will also explore gender construction and globalization.

PHIL 148 - Women and World Religions

5 credits

This course explores feminine perspectives of religion and spirituality in classical and indigenous religions today and throughout history. Students will examine images of the divine in classical religions and in mythological works and analyze the role of women in these presentations. The roles and practices of women in many traditions will be studied through tradition-al writings, feminist theologies, and personal spiritual journeys written by women. It also addresses questions such as: What do sacred sources in traditional religions say about women and issues of gender? The course examines sources from both oral and written traditions.

PHIL 150 - Modern Political Philosophy

5 credits

Where did the idea of liberty come from? What does it mean? Examines the development of the modern ideas of liberty and the liberal state including the work of Locke, Hobbes, Smith and the Federalist. Also examines some of its observers and critics, including de Tocqueville and Marx.

PHIL 160 - World Religions

5 credits

Introduction to the varieties of religion. Students will study the central ideas and practices of major religious traditions and develop a fundamental understanding of these traditions, suffi-cient to support future research and learning. Addresses many universal issues, including religious pluralism and conflict.

PHIL 291 - Directed Study in Philosophy

1 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of philosophy.

PHIL 292 - Directed Study in Philosophy

2 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of philosophy.

PHIL 293 - Directed Study in Philosophy

3 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of philosophy.

PHIL 294 - Directed Study in Philosophy

4 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of philosophy.

PHIL 295 - Directed Study in Philosophy

5 credits   Meets Humanities Area I Distribution Requirement.
An individual or group project developed by the student and instructor in the area of philosophy.

PHIL 346 - Professional Ethics

5 credits

Professionals have expertise that directly affects the lives of other people and the future of their communities. Therefore, professionals wish to be thoughtful and reflective about the role of ethics in their work. Students will learn knowledge and skills for responding to ethical issues in professional life. Stu-dents will learn to identify situations requiring ethical decision making. They will learn to weigh relevant principles of moral theory with the expectations of ethics and responsibility within a profession, and the goals of social justice, cultural responsive-ness, and sustainability.

PHYSICAL EDUCATION

P E 100 - Personal Health Science

3 credits

Students will learn a multidimensional approach to health that emphasizes the importance of lifestyle choices in preventing disease and improving quality of life. The knowledge and skills learned in this class will enable students to make informed per-sonal health decisions and encourage them to take responsibil-ity for their own personal health.

P E 101 - Global Health Issues

5 credits   Satisfies the three-credit Physical Education and Diversity and Globalism requirements.
Students will investigate current world health issues and explore the relationships between socioeconomic, political, cultural and demographic conditions of "developing" countries as they relate to health and nutrition. There will be an emphasis on epidemiology, HIV/AIDS, gender health issues and nutri-tion concerns. The implications of these issues as they relate to developed countries will also be explored.

P E 103 - Basketball

1 credits   May not be taken concurrently with PE 203.
Beginning and intermediate basketball skills, including passing, catching, dribbling, shooting, rebounding, scrimmages, tactics and strategy.

P E 104 - Circuit Aerobics

1 credits   May not be taken concurrently with PE 204.
Physical fitness conditioning using flexibility, cardiovascular and strength exercises. A variety of intensity levels will be pro-vided allowing students to work at their own pace.

P E 105 - Cardio Kick-Boxing

1 credits   May not be taken concurrently with PE 205.
A cardiovascular, fat-burning workout using different styles of kickboxing, boxing and martial arts techniques. A variety of intensity levels will be provided allowing students to work at their own pace.

P E 107 - Step Aerobics

1 credits   May not be taken concurrently with PE 207.
A cardiovascular, fat-burning workout using adjustable step platforms and simple choreography.

P E 111 - Hip Hop Aerobics

1 credits   May not be taken concurrently with PE 211.
Increase cardiorespiratory fitness and burn calories while performing jazz/hip hop dance steps. Students will learn a pro-gression of choreographed dance steps performed to popular dance music. No previous dance experience necessary.

P E 113 - Golf

1 credits   May not be taken concurrently with PE 213.
Beginning to intermediate golf skills and techniques, including grip, stance, pivot and follow-through, chipping, putting and rules.

P E 114 - Badminton/Pickleball

1 credits   May not be taken concurrently with PE 214.
Two net games combined in a single class. Development of beginning to intermediate badminton/pickleball skills and techniques.

P E 115 - Jogging

1 credits   May not be taken concurrently with PE 130 or PE 215.
Students will learn and apply basic cardiovascular conditioning principles through participation in a structured jogging program.

P E 116 - Karate

1 credits   May not be taken concurrently with PE 216.
Introduction to karate as an art form, sport and conditioning exercise. Students will learn basic defensive and offensive techniques, including blocks, kicks and punches. Self-confidence and awareness will also be emphasized.

P E 117 - Tai Chi

1 credits   May not be taken concurrently with PE 217.
Introduction to Tai Chi. Students will be introduced to the Yang Style solo exercise short form, Chi Kung (energy increasing) exercises and Sensing Hands or Partner Tai Chi.

P E 118 - Yoga

1 credits   May not be taken concurrently with PE 218.
Learn basic yoga techniques that will allow students to release physical and emotional tension from the body, mind and spirit.

P E 119 - Softball

1 credits   May not be taken concurrently with PE 219.
Beginning and intermediate softball skills, including, throwing, catching, hitting, bunting, base running, rules, strategy and tactics.

P E 120 - Soccer

1 credits   May not be taken concurrently with PE 220.
Beginning and intermediate soccer skills, including passing, trapping, dribbling, heading, shooting, strategy, rules and small-sided games.

P E 121 - Tennis

1 credits   May not be taken concurrently with PE 221.
Beginning and intermediate tennis skills, including grip, forehand, backhand, serve, lob, volley, rules, singles and doubles play and strategy.

P E 123 - Weight Training

1 credits   May not be taken concurrently with PE 223, PE 186, or PE 286.
Teaches how to apply weight training principles with an individualized approach and a flexible schedule. Students will design and implement a weight-training program tailored to their own fitness goals. Progress will be monitored through training logs and fitness assessments.

P E 125 - Wrestling

1 credits
Beginning and intermediate wrestling skills; including takedowns, breakdowns, rides, escapes, reversals, pinning holds and physical conditioning.

P E 127 - Cross Country Running

1 credits   May not be taken concurrently with PE 227.
Cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running and training volume/intensity.

P E 128 - Track: Running Events

1 credits   May not be taken concurrently with PE 228.
Beginning and intermediate running skills, including fitness development, sprints, middle distance, hurdles and relays.

P E 130 - Aerobic Walking

1 credits   May not be taken concurrently with PE 115 or PE 215.
Students will learn and apply basic cardiovascular conditioning principles through participation in a structured walking program.

P E 135 - Zumba

1 credits   May not be taken concurrently with PE 235.
Zumba is a fusion of Latin and International music with easy to follow dance moves that create a dynamic, exciting, effective fitness routine for fat burning and cardiovascular endurance.

P E 138 - Volleyball

1 credits   May not be taken concurrently with PE 238.
Beginning and intermediate volleyball skills, including serving, bumping, hitting, volleying, rules, strategy and team play.

P E 139 - Advanced Track Running

2 credits   May not be taken concurrently with PE 239. Instructor permission.
Advanced track and field skills, including sprints, middle distance, long distance, hurdles (intermediate and high), steeplechase, relays (sprint and 400-meter), shot put, hammer, javelin, pole vault, high jump and long jump, aerobic and anaerobic training, strength development, flexibility, plyometric training and competition.

P E 143 - Advanced Basketball

2 credits   May not be taken concurrently with PE 243. Instructor permission.
Advanced basketball skills, including individual skill development, team concepts and physical conditioning.

P E 145 - Advanced Wrestling

2 credits   May not be taken concurrently with PE 245. Instructor permission.
Intermediate to advanced wrestling skills, including takedowns, breakdowns, rides, escapes, reversals, pinning holds, competitive match situations and physical conditioning.

P E 146 - Pilates

1 credits   May not be taken concurrently with PE 246.
Pilates is a body-conditioning technique designed to stretch, strengthen and balance the body and is appropriate for students of all fitness levels. Students will build muscle strength and flexibility through a series of exercises that target the deep postural muscles within the body.

P E 147 - Advanced Cross Country

2 credits   May not be taken concurrently with PE 247. Instructor permission.
Advanced cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running, training volume/intensity, and competition.

P E 148 - Advanced Volleyball

2 credits   May not be taken concurrently with PE 248 Instructor permission.
Advanced volleyball skills, including serving, bumping, hitting, volleying, rules, team concepts, physical conditioning and game situations.

P E 149 - Advanced Fastpitch

2 credits   May not be taken concurrently with PE 249 Instructor permission.
Advanced fastpitch skills, including throwing, catching, hitting, bunting and base running, tactics and strategy, team concepts and competitive game situations.

P E 150 - Advanced Soccer

2 credits   May not be taken concurrently with PE 250 Instructor permission.
Advanced soccer skills, including passing, trapping, dribbling, shooting, free kicks, corner kicks and throw-ins, team concepts, physical conditioning and competitive game situations.

P E 159 - Sports Conditioning

1 credits   May not be taken concurrently with PE 259. instructor permission.
Students will learn sports conditioning principles through participation in a structured, advanced fitness program including pre-season, post-season, and off-season conditioning considerations. Topics will include program design, injury prevention, dynamic warm-up, flexibility, muscle activation, power, strength, and metabolic conditioning.

P E 160 - First Aid/CPR/AED

3 credits
Teaches students how to recognize and respond appropriately to cardiac, breathing, and first aid emergencies. Students successfully completing the course will receive Americn Red Cross First Aid/CPR/AED certification.

P E 163 - Principles of Coaching

2 credits
Introduction to the principles of athletic coaching. Topics will include developing a coaching philosophy, training principles, practice organization, special situations, scheduling, player motivations, parental interactions and overall team management.

P E 171 - Fitness and Nutrition Concepts

2 credits
Introduction to fitness and wellness, cardio respiratory endurance, muscular strength and endurance, flexibility, special considerations in exercise, basic nutrition, body composition and weight control, stress, cardiovascular disease and exercise.

P E 172 - Self-Defense

1 credits   May not be taken concurrently with PE 272.
An introduction to basic self-defense techniques and principles including prevention and awareness, strikes, kicks, blocks, and escapes.

P E 173 - Fitness Boot Camp

1 credits   May not be taken concurrently with PE 273.
A challenging workout consisting of a series of exercises including calisthenics, resistance training, cardio, functional movements, and stretching that can be adapted to any fitness level.

P E 184 - Table Tennis

1 credits   May not be taken concurrently with PE 284.
Development of beginning to intermediate table tennis skills and techniques including different types of serves, strokes, racquet grips, and proper stance and footwork.

P E 186 - Total Fitness

2 credits   May not be taken concurrently with PE 286, PE 123, or PE 223.
Students will learn to design and implement an individualized conditioning program focusing on one or more of the major fitness components: cardiorespiratory endurance, muscular strength, muscular endurance, flexibility and body composition. Students will learn basic conditioning principles relating to each of the fitness components. Workouts will focus on individualized goals. Progress will be monitored through training logs and fitness assessments.

P E 203 - Basketball

1 credits   Prereq: P E 103. May not be taken concurrently with PE 103.
Beginning and intermediate basketball skills, including passing, catching, dribbling, shooting, rebounding, scrimmages, tactics and strategy.

P E 204 - Circuit Aerobics

1 credits   Prereq: P E 104. May not be taken concurrently with PE 104.
Physical fitness conditioning using flexibility, cardiovascular and strength exercises. A variety of intensity levels will be provided allowing students to work at their own pace.

P E 205 - Cardio Kick-Boxing

1 credits   Prereq: P E 105. May not be taken concurrently with PE 105.
A cardiovascular, fat-burning workout using different styles of kickboxing, boxing and martial arts techniques. A variety of intensity levels will be provided allowing students to work at their own pace.

P E 207 - Step Aerobics

1 credits   Prereq: P E 107. May not be taken concurrently with PE 107.
A cardiovascular, fat-burning workout using adjustable step platforms and simple choreography.

P E 211 - Hip Hop Aerobics

1 credits   Prereq: P E 111. May not be taken concurrently with PE 111.
Increase cardiorespiratory fitness and burn calories while performing jazz/hip hop dance steps. Students will learn a progression of choreographed dance steps performed to popular dance music. No previous dance experience necessary.

P E 213 - Golf

1 credits   Prereq: P E 113. May not be taken concurrently with PE 113.
Beginning to intermediate golf skills and techniques, including grip, stance, pivot and follow-through, chipping, putting and rules.

P E 214 - Badminton/Pickleball

1 credits   Prereq: P E 114. May not be taken concurrently with PE 114.
Two net games combined in a single class. Development of beginning to intermediate badminton/pickleball skills and techniques.

P E 215 - Jogging

1 credits   Prereq: P E 115. May not be taken concurrently with PE 115 or PE 130.
Students will learn and apply basic cardiovascular conditioning principles through participation in a structured jogging program.

P E 216 - Karate

1 credits   Prereq: P E 116. May not be taken concurrently with PE 116.
Introduction to karate as an art form, sport and conditioning exercise. Students will learn basic defensive and offensive techniques; including blocks, kicks and punches. Self-confidence and awareness will also be emphasized.

P E 217 - Tai Chi

1 credits   Prereq: P E 117. May not be taken concurrently with PE 117.
Introduction to Tai Chi. Students will be introduced to the Yang Style solo exercise short form, Chi Kung (energy increasing) exercises and Sensing Hands or Partner Tai Chi.

P E 218 - Yoga

1 credits   Prereq: P E 118. May not be taken concurrently with PE 118.
Learn basic yoga techniques that will allow students to release physical and emotional tension from the body, mind and spirit.

P E 219 - Softball

1 credits   Prereq: P E 119. May not be taken concurrently with PE 119.
Beginning and intermediate softball skills, including, throwing, catching, hitting, bunting, base running, rules, strategy and tactics.

P E 220 - Soccer

1 credits   Prereq: P E 120. May not be taken concurrently with PE 120.
Beginning and intermediate soccer skills, including passing, trapping, dribbling, heading, shooting, strategy, rules and small-sided games.

P E 221 - Tennis

1 credits   Prereq: P E 121. May not be taken concurrently with PE 121.
Beginning and intermediate tennis skills, including grip, forehand, backhand, serve, lob, volley, rules, singles and doubles play and strategy.

P E 223 - Weight Training

1 credits   Prereq: P E 123. May not be taken concurrently with PE 123, PE 186, or PE 286.
Teaches how to apply weight training principles with an individualized approach and a flexible schedule. Students will design and implement a weight-training program tailored to their own fitness goals. Progress will be monitored through training logs and fitness assessments.

P E 225 - Wrestling

1 credits   Prereq: PE 125.
Beginning and intermediate wrestling skills; including takedowns, breakdowns, rides, escapes, reversals, pinning holds and physical conditioning.

P E 227 - Cross Country Running

1 credits   Prereq: P E 127. May not be taken concurrently with PE 127.
Cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running and training volume/intensity.

P E 228 - Track: Running Events

1 credits   Prereq: P E 128. May not be taken concurrently with PE 128.
Beginning and intermediate running skills, including fitness development, sprints, middle distance, hurdles and relays.

P E 235 - Zumba

1 credits   Prereq: P E 135. May not be taken concurrently with PE 135.
Zumba is a fusion of Latin and International music with easy to follow dance moves that create a dynamic, exciting, effective fitness routine for fat burning and cardiovascular endurance.

P E 238 - Volleyball

1 credits   Prereq: P E 138. May not be taken concurrently with PE 138.
Beginning and intermediate volleyball skills, including serving, bumping, hitting, volleying, rules, strategy and team play.

P E 239 - Advanced Track and Field

2 credits   Prereq: P E 139 and permission. May not be taken concurrently with PE 139.
Advanced track and field skills, including sprints, middle distance, long distance, hurdles (intermediate and high), steeplechase, relays (sprint and 400-meter), shot put, hammer, javelin, pole vault, high jump and long jump, aerobic and anaerobic training, strength development, flexibility, plyometric training and competition.

P E 243 - Advanced Basketball

2 credits   Prereq: P E 143 and permission. May not be taken concurrently with PE 143.
Advanced basketball skills, including individual skill development, team concepts and physical conditioning.

P E 245 - Advanced Wrestling

2 credits   Prereq: P E 145 and permission. May not be taken concurrently with PE 145.
Intermediate to advanced wrestling skills, including takedowns, breakdowns, rides, escapes, reversals, pinning holds, competitive match situations and physical conditioning.

P E 246 - Pilates

1 credits   Prereq: P E 146. May not be taken concurrently with PE 146.
Pilates is a body-conditioning technique designed to stretch, strengthen and balance the body. Pilates targets the deep postural muscles within the body through a series of exercises aimed at building muscle strength and rebalancing the body.

P E 247 - Advanced Cross Country

2 credits   Prereq: P E 147 and permission. May not be taken concurrently with PE 147.
Advanced cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running, training volume/intensity, and competition.

P E 248 - Advanced Volleyball

2 credits   Prereq: P E 148 and permission. May not be taken concurrently with PE 148.
Advanced volleyball skills, including serving, bumping, hitting, volleying, rules, team concepts, physical conditioning and game situations.

P E 249 - Advanced Fastpitch

2 credits   Prereq: P E 149 and permission. May not be taken concurrently with PE 149.
Advanced fastpitch skills, including throwing, catching, hitting, bunting and base running, tactics and strategy, team concepts and competitive game situations.

P E 250 - Advanced Soccer

2 credits   Prereq: P E 150 and permission. May not be taken concurrently with PE 150.
Advanced soccer skills, including passing, trapping, dribbling, shooting, free kicks, corner kicks and throw-ins, team concepts, physical conditioning and competitive game situations.

P E 259 - Sports Conditioning

1 credits   Prereq: P E 159 and permission. May not be taken concurrently with PE 159.
Students will learn sports conditioning principles through participation in a structured, advanced fitness program including pre-season, post-season, and off-season conditioning considerations. Topics will include program design, injury prevention, dynamic warm-up, flexibility, muscle activation, power, strength, and metabolic conditioning.

P E 272 - Self-Defense

1 credits   Prereq: P E 172. May not be taken concurrently with PE 172.
An introduction to basic self-defense techniques and principles including prevention and awareness, strikes, kicks, blocks, and escapes.

P E 273 - Fitness Boot Camp

1 credits   Prereq: P E 173. May not be taken concurrently with PE 173.
A challenging workout consisting of a series of exercises including calisthenics, resistance training, cardio, functional movements, and stretching that can be adapted to any fitness level.

P E 284 - Table Tennis

1 credits   Prereq: P E 184. May not be taken concurrently with PE 184.
Development of beginning to intermediate table tennis skills and techniques including different types of serves, strokes, racquet grips, and proper stance and footwork.

P E 286 - Total Fitness

2 credits   Prereq: P E 186. May not be taken concurrently with PE 186, PE 123, or PE 223.
Students will learn to design and implement an individualized conditioning program focusing on one or more of the major fitness components: cardiorespiratory endurance, muscular strength, muscular endurance, flexibility and body composition. Students will learn basic conditioning principles relating to each of the fitness components. Workouts will focus on individualized goals. Progress will be monitored through training logs and fitness assessments.

PHYSICAL SCIENCES

P SCI 100 - Physical Science

5 credits   Prereq: MATH 81 (or equivalent) and higher.
Introduction to concepts in physics, chemistry, geology and astronomy, with emphasis on the scientific method and the interrelatedness of these four disciplines. Intended for non-science majors.

PHYSICS

PHYS 100 - Survey of Physics

5 credits   Prereq: MATH 091 or equivalent.
An algebra-based introduction to physics intended primarily for prospective students of science and engineering with little or no physics background. Major topics generally include motion, force, and energy. Includes one credit of laboratory.

PHYS 101 - General Physics

5 credits   Prereq: MATH 116/MATH& 142 and either PHYS 100 or one year of high school physics.
Study of motion, force, energy, momentum, circular motion and variation, with emphasis on theoretical aspects and applications through problem solving. Discusses historical development of classical and modern theories of the physical universe. Mathematical tools include algebra and trigonometry.

PHYS 102 - General Physics

5 credits   Prereq: PHYS 101.
Study of electricity and magnetism, with emphasis on theoretical aspects and applications through problem solving. Includes historical development of classical and modern theories of the physical universe.

PHYS 103 - General Physics

5 credits   Prereq: PHYS 102.
Study of mechanics, heat, sound, light and modern topics, with emphasis on theoretical aspects and applications through problem solving.

PHYS& 110 - Physics Non-Science Majors w/Lab

5 credits   Prereq: MATH 91.
An algebra-based introduction to physics intended for students not majoring in science. Topics may vary based on student interest but will include basic coverage of motion, force, energy, and momentum, gravity, electricity and magnetism, light, waves, and heat. May also integrate a selection of applications chosen from topics such as transportation, energy and current events depending on student interest. Course includes one lab credit.

PHYS 139 - General Physics Prep

5 credits   Prereq: MATH &141 or equivalent.
Intended to prepare students for success in calculus based physics series. Emphasis on the development of learning strategies for descriptive and quantitative subject matter. Skill development in writing, problem solving, calculators, proportional math and graphing will be applied to preparatory physics topics, including one and two dimensional kinematics, Newton's laws, vectors, potential, kinetic, and spring energy as well as conservation of energy and rotational concepts.

PHYS 201 - Mechanics

5 credits   Prereq: MATH 124/MATH& 151 and either PHYS 100,PHYS 139, or one year of high school physics or equivalent.
The study of motion, force, energy, momentum, and rotational motion. A calculus-based approach to physics especially for students of science and engineering. Includes one credit of laboratory.

PHYS 202 - Electricity/Magnetism

5 credits   Prereq: MATH 125/MATH& 152 and PHYS 201 or equivalent.
The study of electricity and magnetism. A calculus-based approach for students of science and engineering. Includes one credit of laboratory.

PHYS 203 - Waves

5 credits   Prereq: PHYS 202 or equivalent.
The study of oscillations, waves, heat, light and topics in modern physics, as time permits. A calculus-based approach for students of science and engineering. Includes one credit of laboratory.

PHYS 290 - Special Studies

1 credits   Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

POLITICAL SCIENCE

POLS& 101 - Introduction Political Science

5 credits
Survey of the basic concepts of politics, government and relations between states, including the theory and practice of government, international relations and political economy.

POL S 150 - Stateand Local Government

5 credits   Prereq: COMPASS Reading score of 80 or higher or equivalent.
Theory and practice of state and local government in America, with emphasis on state, metropolitan and urban problems and institutions.

POL S 160 - American Foreign Policy

5 credits
Constitutional framework and historical patterns; major factors in formulation and execution of policy; and analysis of actual policy as modified by recent developments.

POL S 180 - Critical Issues/World Politics

5 credits
The politics and institutions of the world community, with emphasis on areas of present conflict, cooperation and the role of the United States.

POL S 185 - Special Topics: Law and Legal

5 credits
Content varies from quarter to quarter. See individual instructor for information.

POL S 190 - Critical Issues/World Politics II

5 credits   Meets Social Science Area I Distribution Requirement.
The politics and institutions of the world community, with emphasis on areas of present conflict, cooperation and the role of the United States.

POLS& 200 - Introduction to Law

5 credits   Previously BUSN 255 and also LEGAL 100.
Examines the origins, development and philosophy of law. Discusses the functions of law and legal institutions and their roles in our socio-economic systems. Provides an overview of the role of the Courts and the three branches of American government while providing an overview of selected substantive areas of Law (Criminal, Estates/Probate/ Family, Contracts, Real Property)

POLS& 201 - Introduction to Political Theory

5 credits   Previously POL S 202.
Examines the ideas behind some of the great social movements in world history, exploring minds from Plato and Aristotle to Martin Luther King Jr. and Chairman Mao.

POLS& 202 - American Government

5 credits   Previously POL S 120. Recommended COMPASS Reading score of 80 or higher.
Examines government and politics in the United States. Covers the theory and practice of national institutions, political parties, elections, civil rights and liberties. Analyzes problems confronting American government, including domestic and foreign policies.

POLS& 203 - International Relations

5 credits
Survey of relations between nations, including environmental, ethnic and economic divisions; world political systems; the nature of conflict and cooperation across the globe.

POLS& 204 - Comparative Government

5 credits   Previously POL S 130.
Comparative political analysis of at least three important states of the modern world (United States not included). Includes analysis of recent history, political systems, and leadership.

POL S 205 - Introduction to Political Economy

5 credits
An exploration of relations between business and government, and of economic relations between nations.

POL S 291 - Independent Study

1 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

POL S 292 - Independent Study

2 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

POL S 293 - Independent Study

3 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

POL S 294 - Independent Study

4 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

POL S 295 - Independent Study

5 credits   Meets Social Science Area I Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

POLYSOMNOGRAPHY

PSG 102 - Basic Polysomnography

5 credits   Polysomnographic Technology program acceptance.
History and overview of sleep medicine and the role of the polysomnography technician. Introduction to the physiology of sleep and indications, contraindications, purposes and hazards of polysomnographic care modalities. Focus is placed on an understanding of basic neurology, with emphasis on basic electroencephalography (EEG) patterns and anatomy of the central and peripheral nervous system.

PSG 103 - Therapeutic Modalities

5 credits   Polysomnographic Technology program acceptance.
Overview of the preparation and role of the polysomnography technician as a health care professional. Topics include professionalism, understanding physician orders, charting, health/ illness continuum, therapeutic, communication, functional cardiopulmonary anatomy and the basics of assessment.

PSG 104 - Fundamental Sleep Monitoring Equipment

5 credits   Polysomnographic Technology program acceptance.
Designed to introduce students to the basic technology used in the monitoring of sleep. Introduces principles of electricity and amplification. Covers patient hook up and monitoring, calibration and troubleshooting of equipment, data acquisition and basic scoring.

PSG 204 - Clinical Sleep Disorders

4 credits   Polysomnographic Technology program acceptance.
Comprehensive examination of a wide range of sleep disorders, their etiology and treatment options.

PSG 205 - Advanced Polysomnography

5 credits   Polysomnographic Technology program acceptance.
Covers advanced sleep studies and treatment modalities in polysomnography.

PSG 206 - Scoring and Analysis

5 credits   Polysomnographic Technology program acceptance.
Introduction to scoring and analysis of polysomnography testing. Students will learn the procedures necessary to generate and validate a report of the scoring of objective and subjective data obtained in a polysomnographic study.

PSG 207 - Therapeutic Modalities II

2 credits   Polysomnographic Technology program acceptance.
Presents basic principles of positive airway pressure (PAP) through the use of CPAP and BiPAP. Topics include determination of need, equipment set up, oxygen/pressure titration and instructing the patient on home use.

PSG 208 - Prep for RPSGT Exam

2 credits   Polysomnographic Technology program acceptance.
Intended for individuals currently working as polysomnography technologists and students currently in the Polysomnography program at Highline. The Registered Polysomnographic Technologist (RPSGT) exam is broken down into units and examined through lecture and practice exams. Areas of test weaknesses are identified through practice exams with individual instructor feedback provided. Students use the online discussion board to work on group projects with classmates to enhance the learning experience.

PSG 221 - Physician Rounds

1 credits   Polysomnographic Technology program acceptance.
Physician lectures on current topics in polysomnography and related areas of medicine. Case studies are presented by various physicians.

PSG 230 - Polysomnography Practicum

9 credits   Polysomnographic Technology program acceptance.
Designed to provide the student with opportunity to utilize learned polysomnography skills. Under supervision, students provide basic polysomnography skills to patients in cooperation with community sleep labs.

PSYCHOLOGY

PSYC& 100 - General Psychology

5 credits   Previously PSYCH 100. Prereq: Min. COMPASS reading 80 or ENGL& 101 with a 2.0 or higher.
Introduces the scientific study of behavior and mental processes. Core topics include social behavior, personality, psychological disorders, learning, memory, human development, biological influences, and research methods. Related topics may include sensation, perception, states of consciousness, thinking, intelligence, language, motivation, emotion, stress and health, cross-cultural psychology, applied psychology, and treatment of psychological disorders.

PSYCH 120 - Psychology of Human Relations

5 credits
Study of human relations with emphasis placed on understanding psychological variables that affect relationships and understanding self and interactions with others, ranging from formal roles to intimate relationships.

PSYCH 130 - Death and Life

3 credits
Studies death and dying in terms of definition, cross-cultural and cross-theological attitudes, suicide, death and the hospital staff, planning a funeral, legal problems, community resources, psychological adjustment to the death of a loved one and dealing with the inevitability of one's own death.

PSYCH 131 - Suicide Intervention

1 credits   Formerly BEHAV 131 Class graded "pass/fail." Students must attend all hours of the two-day class to receive credit.
Provides information and practical skills on suicide intervention. Topics include attitudes toward suicide, risk estimation, step-by-step intervention process, resources and networking. Note: This class meets the Washington State mandate of legislation (HB 2366) passed in 2012 for suicide assessment, management and treatment.

PSYCH 135 - Death Across Cultures

5 credits
Examines dying, death and bereavement across a variety of cultures of the world and subcultures of the United States. Emphasis on how an individual's end-of-life attitudes and behaviors are influenced by environment.

PSYCH 142 - Critical Thinking: Paranormal

2 credits   Previously BEHAV 142.
Develop critical-thinking skills by contrasting the use of science versus pseudoscience in the investigation of paranormal claims.

PSYCH 152 - Understanding Aids

2 credits
Explores the following topics related to AIDS: disease process, history, myths and fears, risk factors, controversies, understanding the effect of AIDS on the individual, caring for the person with AIDS, the special grief of AIDS and projected trends of AIDS.

PSYCH 175 - Careers in Psychology

3 credits
Explore the many career paths open to students interested in pursuing psychology as a major course of study.

PSYC& 180 - Human Sexuality

5 credits   Previously BEHAV 100. Prereq: Min. COMPASS reading 80 OR Engl& 101 with a 2.0 or higher
Covers biological, psychological and social determinants of human sexuality. Topics include cultural diversity, physical development, reproduction (pregnancy, contraception and abortion), sexually transmitted diseases, gender roles and development, relationships and sexual behaviors, sexual orientation, and sexual abuse and assault.

PSYC& 200 - Life Span Psychology

5 credits   Previously PSYCH 215. Prereq: PSYCH/PSYC& 100.
Examines physical, social, emotional, and cognitive development from conception to death. Facilitates a greater understanding of children, adolescents, and adults as they develop and change over time in specific cultural contexts.

PSYCH 202 - Biopsychology

5 credits   Prereq: PSYC& 100; MATH 81 or higher.
Explores the relationship between the nervous system and behavior, and how each influences the other. Topics include sensation and perception, pharmacology, addiction, movement, immunity, stress, emotions, motivation, learning, memory, sleep and the development and regeneration of the nervous system.

PSYCH 205 - Theories of Personality

5 credits   Prereq: PSYCH/PSYC& 100.
Compares the major personality theories, including the work of psychoanalytic theorists, behaviorists, humanists, trait theorists and social cognitive learning theorists. Introduces research findings and major issues in personality psychology and practical application of theoretical concepts.

PSYC& 220 - Abnormal Psychology

5 credits   Previously PSYCH 220. Prereq: PSYCH/PSYC& 100 or equivalent.
Introduces the classification, diagnosis and treatment of psychological disorders. Traditional and nontraditional models of assessment and treatment are explored.

PSYCH 250 - Research Methods

5 credits   Prereq: PSYCH/PSYC& 100.
Explores research methods and techniques used in gathering, organizing and interpreting data. Enables the student to evaluate information and discover invalid interpretations and alternative explanations.

PSYCH 292 - Special Studies

2 credits   Meets Social Science Area II Distribution Requirement. Instructor permission.
An individual or group project developed by the student(s) and the instructor in an area of psychology approved by the instructor.

PSYCH 293 - Special Studies

3 credits   Meets Social Science Area II Distribution Requirement. Instructor permission.
An individual or group project developed by the student(s) and the instructor in an area of psychology approved by the instructor.

PSYCH 320 - Social Psychology

5 credits   Enrollment is restricted to students who have been admitted to a BAS program.
Course description is under construction.

READING

READ 071 - College Prep Reading I

5 credits   Prerequisite: ESL COMPASS 150-209 or COMPASS Reading 44-60 or ASSET Reading 32-34.
Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 071L - College Prep Reading Lab I

5 credits   Prerequisite: ESL COMPASS 150-209 or COMPASS Reading 44-60.
Emphasis on developing academic reading skills. Working in an individualized lab environment students address topics of study including literal, inferential and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 071R - College Prep Reading I

5 credits   Prerequisite: ESL COMPASS 150-209 or COMPASS Reading 44-60.
Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 081 - College Prep Reading II

5 credits   Prerequisite: ESL COMPASS 210-259 or COMPASS Reading 61-70 or READ 71 with min. 2.0.
Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 081L - College Prep Reading Lab II

5 credits   Prerequisite: ESL COMPASS 210-259 or COMPASS Reading 61-70 or READ 71 with min. 2.0.
Emphasis on reading for comprehension and vocabulary development. Working in an individualized lab environment, students address topics of study including literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 081R - College Prep Reading II

5 credits   Prerequisite: ESL COMPASS 210-259 or COMPASS Reading 61-70 or READ 71 with min. 2.0.
Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 085 - Basic Vocabulary

2 credits   Prereq: COMPASS Reading 44-70 or ESL COMPASS 150-259.
This beginning level course develops general vocabulary through a variety of thematic readings and learning activities. Memory strategies, dictionary use, context clues, and word elements will be addressed. Students will also learn how to apply the vocabulary learning strategies in their personal and/or academic reading.

READ 091 - College Prep Reading III

5 credits   Prerequisite: COMPASS reading 71-79 or READ 081 with 2.0 min. ESL COMPASS 260+.
Emphasis on developing academic reading skills. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 091L - College Prep Reading Lab III

5 credits   Prerequisite: COMPASS Reading 71-79 or READ 81 with min. 2.0.
Emphasis on developing academic reading skills. Working in an individualized lab environment, students address topics of study including literal, inferential and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 091R - College Prep Reading III

5 credits   Prerequisite: COMPASS Reading 71-79 or READ 81 with min. 2.0.
Emphasis on developing academic reading skills. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

READ 095 - Intermediate Vocabulary

2 credits   Prereq: COMPASS Reading 44-70 or ESL COMPASS 150-259.
This intermediate level course develops general and academic vocabulary through a variety of thematic readings and learning activities. Memory strategies, dictionary use, context clues, and word elements will be addressed. Students will also learn how to apply the vocabulary learning strategies in their personal and/or academic reading.

READ 100 - Reading and Study Skills

5 credits   Prereq: COMPASS reading 80-100 or READ 091.
Covers reading and study skills essential for success in college coursework. Topics include academic reading, note-taking, review/study techniques, test taking strategies, time management, learning styles, vocabulary development and reading speed.

READ 101 - Study Skills (Ins Course)

2 credits   Content varies by quarter. Content is indicated in the title as it appears in the quarterly class schedule.
Students must be enrolled in the content-area course named in the title. Emphasis on the study skills essential for success in the content-area course. Topics include lecture note-taking, academic reading, text highlighting and note taking, creating study materials, memory techniques and test-taking.

READ 105 - Advanced Vocabulary

2 credits   Prereq: COMPASS Reading 71+, ESL COMPASS 260+ or READ 081 with 2.0 min.
This advanced level course develops general and academic vocabulary with an emphasis on academic words. Memory strategies, dictionary use, context clues, and word elements will be addressed. Students will also learn how to apply the vocabulary learning strategies in their personal and/or academic reading.

READ 120 - Academic Reading Across Disciplines

2 credits
Using readings from a wide range of academic disciplines, students are introduced to concepts, strategies and routines to strengthen academic reading comprehension and studying.

RESPIRATORY CARE

R C 101 - Introduction/Respiratory Care

5 credits   Prereq: Respiratory Care program acceptance.
Overview of the preparation and role of the respiratory care practitioner as a health care professional. Topics include professionalism, health/illness continuum, therapeutic communication, functional respiratory anatomy and basics of assessment.

R C 102 - Therapeutic Modalities

5 credits   Prereq: R C 101.
Overview of the indications, contraindications, purposes, hazards and evaluation of respiratory care modalities. Topics include hyperinflation techniques, bronchial hygiene, therapeutic aerosols and basic life support.

R C 103 - Respiratory Care Science

4 credits   Prereq: R C 102.
Presents advanced principles of respiratory function and of physiological factors that affect respiration. Topics include acid-base balance, gas transport, arterial blood gases and neural control of breathing.

R C 104 - Cardiorespiratory Pharmacology

5 credits
Presents basic principles of drug therapy. Discusses the pharmacokinetics of drug interactions, precautions and uses for all major categories of medications.

R C 105 - Introduction to Critical Care

3 credits   Prereq: R C 103.
Presents basic principles of adult critical respiratory care. Introduces the student to the function, operation and application of mechanical ventilators.

R C 106 - Cultural Diversity Healthcare

3 credits   Prereq: R C 105.
This course will raise awareness and educate health care providers regarding the knowledge, attitudes and practice skills necessary to care for diverse populations. It will incease understanding of the relationship between culture, language and health. Students will focus on key racial and ethnic groups in the United States while getting an overview of major global issues regarding diversity and healthcare.

R C 111 - Practicum

3 credits   Prereq: Respiratory Care program acceptance.
Introduces the beginning respiratory care student to basic procedures and skills in this field. Covers principles and practices of patient assessment, hospital safety, pressurized gases and pulmonary function testing.

R C 112 - Practicum

5 credits
The second of seven sequential laboratory courses, R C 112 is designed to teach respiratory care clinical skills. Basic therapeutic interventions are introduced, focusing primarily upon treatment options for noncritically ill hospitalized patients. Precritical care skills are also introduced.

R C 113 - Practicum

5 credits   Prereq: R C 112.
The third of seven sequential laboratory courses, R C 113 is designed to provide the student with opportunities to utilize respiratory care clinical skills learned in previous quarters. Under supervision, students provide basic respiratory care to patients in an acute care (off-campus) facility.

R C 114 - Practicum

4 credits   Prereq: R C 113.
Introduces basic ventilator management and critical respiratory care; skills learned in the lab are later applied in the hospital under supervised conditions.

R C 130 - AIDS Education/Practitioner

1 credits Prereq: Respiratory Care program acceptance.
Details the major aspects of acquired immune deficiency syndrome (AIDS). Focuses upon the cause and spread of this disease and its clinical, psychosocial, legal and ethical manifestations. Designed to meet the state mandated requirement for AIDS instruction for respiratory care practitioners.

R C 201 - Pathophysiology I

3 credits Prereq: Respiratory Care program acceptance.
The first of three courses focusing on diseases affecting the cardiorespiratory system, R C 201 covers basic principles of pathology; fluid and electrolyte balance; obstructive respiratory disorders; occupational lung diseases; and cancer.

R C 202 - Pathophysiology II

3 credits Prereq: R C 201.
The second in three courses focusing on diseases affecting the cardiorespiratory system, R C 202 explores common cardiovascular disorders, as well as acute conditions affecting the respiratory system. Emphasis is placed upon the diagnosis, symptomatology, treatment and prevention of various disorders.

R C 203 - Pathophysiology III

3 credits Prereq: R C 202.
The third of three courses focusing on infection transmission, infection control, principles of asepsis and universal precautions, public health issues, characteristics of selected pathogens, and communicable lung diseases.

R C 207 - Respiratory Care Seminar

3 credits Prereq: R C 202 or advanced standing or respiratory care practitioners.
Analysis of and performance on NBRC-style exams. Entry-level exams and individualized study plans will be developed, with emphasis on preparation for mandatory state credential exams and a minor emphasis on preparing for advanced-level exams.

R C 211 - Patient Assessment

1 credits Prereq: R C 104 or R C 105, or advanced standing.
Assessment and diagnostic skills for the respiratory care practitioner; use of relevant patient data for the purpose of better understanding diagnosis and medical intervention.

R C 212 - Grand Rounds

1 credits Prereq: R C 211.
In-depth examinations of patient case studies as represented in a medical rounds format with opportunity to apply principles of assessment, diagnosis and medical intervention.

R C 213 - Advance/Pulmonary Medicine

1 credits Prereq: R C 202.
Presentation and discussion of latest research findings concerning diagnosis, prevention and treatment of cardiopulmonary diseases.

R C 214 - Community-Based Respiratory Care

2 credits
Designed to introduce students and acute care-oriented respiratory therapists to the expanding realm of home care, skilled nursing facilities and subacute rehabilitation units. Requisite knowledge and skills for practicing respiratory care in these areas will be presented, as will the differences between acute respiratory care and community-based environments.

R C 224 - Adult Critical Care

3 credits Prereq: R C 105 or advanced standing.
Clinical management of the adult patient requiring intensive respiratory care. Approaches to ventilation maintenance, weaning and monitoring will be presented and discussed.

R C 228 - Pediatric Respiratory Care

3 credits Prereq: RC 105 or permission.
Presentation of respiratory care techniques as applied to the pediatric and neonatal patients. Includes comparisons between the adult, child and infant regarding anatomy/physiology, pathologies, oxygen administration, long-term and rehabilitative care and acute care principles.

R C 231 - Practicum

6 credits Prereq: R C 114 or advanced standing.
Laboratory/clinical application of principles of adult respiratory care. Experiences include hospital rotations in critical care settings and/or pulmonary rehabilitation programs.

R C 232 - Practicum

6 credits Prereq: R C 231.
Laboratory learning of pediatric or advanced-level adult respiratory care skills. Experiences include application of skills and principles in hospital setting.

R C 233 - Practicum

6 credits Prereq: R C 232.
Laboratory learning of pediatric and advanced adult critical respiratory care skills. Provides the opportunity for application of these skills in a hospital setting.

R C 291 - Independent Study

1 credits Instructor permission.
Provides the student with an opportunity to pursue projects of special interest, which are not covered by other Respiratory Care courses.

R C 292 - Independent Study

2 credits Instructor permission.
Provides the student with an opportunity to pursue projects of special interest, which are not covered by other Respiratory Care courses.

R C 293 - Independent Study

3 credits Instructor permission.
Provides the student with an opportunity to pursue projects of special interest, which are not covered by other Respiratory Care courses.

R C 400 - Leadership and Management for the Healthcare Profession

5 credits Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
An introduction to basic principles of leadership and management and their application in the current healthcare environment. Course content includes: Management theory, scope of management, project management, safety science, quality issues, budgeting, personnel issues and evaluation and application of management concepts.

R C 401 - Advanced Neonatal and Pediatric Respiratory Care

5 credits Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
This course is designed to provide the student with advanced knowledge of fetal and newborn cardiorespiratory anatomy, physiology, development, pathophysiology and care.

R C 402 - Advanced Critical Care

5 credits   Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
This course focus is on the advanced medical and respiratory care of the critically ill adult patient. Emphasis is placed on cardiopulmonary assessment and treatment of trauma, post-surgical, cardiac and renal patients.

R C 403 - Scientific Investigation

5 credits   Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
This course will provide the student with the opportunity to gain experience in application of the scientific method. Emphasis will be on literary inquiries, statistical analysis, research design and the preparation of material for publication. The student will develop an independent project on thesis proposal with the aid of a faculty advisory, and prepare and submit a final report prior to graduation.

R C 404 - Ethics, Law and Healthcare

4 credits   Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
This course will provide a forum for discussion of current ethical, legal and professional issues. We will refer to historical and emerging controversies in health care and society that influence the patient-patient care-giver relationship. The method of instruction will primarily be discussion of current issues.

R C 405 - Disease Management

5 credits   Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
This course will provide students with an understanding of the etiology, anatomy, pathophysiology, diagnosis, and treatment of acute and chronic cardiopulmonary diseases. Emphasis will be on developing, administering, and modifying respiratory care plans using evidence-based medicine, protocols and clinical practice guidelines.

R C 406 - Home Care/Pulmonary Rehabilitation (Alternative Sites)

3 credits   Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
This course focuses on the interdisciplinary approach to the rehabilitation of the adult pulmonary patient. Emphasis will be placed upon the multidisciplinary assessments, treatments and therapeutic techniques that the pulmonary rehabilitation team provides. The course is designed to prepare the respiratory therapist for practice in a rehabilitation speciality.

R C 407 - Education Principles in Healthcare

4 credits   Enrollment is restricted to students who have been admitted to the BAS in Respiratory Care program.
An introduction to principles of education and their application to the current health care environment. Course content includes information on designing a lecture or course for hte classroom, as an in-service or in a continuing education program. It focuses on assessing educational needs, organizing instruction, instructional methods and evaluation.

SOCIOLOGY

SOC& 101 - Introduction to Sociology

5 credits   Previously SOC 110.
The scientific method is applied to the study of human group life: cultures, socialization, institutions, collective behavior, interaction, change, social inequality and environment. Presented through lectures, class discussions and small-group interaction.

SOC 115 - Crime and Society

5 credits
Sociological analysis of crime and criminal law, social structure, the effects of crime, criminal behavior, and control and prevention of crime. Presented through lectures, class discussions and small-group interaction.

SOC 130 - American Diversity

5 credits
Critical exploration of the personal and social dimensions of diversity in American society, including but not limited to race, class, gender and sexual orientation. Presented through lectures, class discussions, interactive exercises and guest speakers.

SOC 200 - Sociology of the Family

5 credits
Provides an analysis of the historical and modern realities of families, including patterns in the family life cycle, diversity, changes in family structure, socialization of children and divorce. Presented through lecture, class discussion and small-group interaction.

SOC& 201 - Social Problems

5 credits   Previously SOC 120.
Analysis of the interpretation and reaction to social problems such an inequality, health care, crime and deviance, aging, family disorganization, etc. Presented through lectures, class discussions and small-group interaction.

SOC 291 - Independent Study

1 credits   Meets Social Science Area II Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

SOC 292 - Independent Study

2 credits   Meets Social Science Area II Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

SOC 293 - Independent Study

3 credits   Meets Social Science Area II Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

SOC 294 - Independent Study

4 credits   Meets Social Science Area II Distribution Requirement. Instructor permission.
An individual study project developed by student and instructor in an area approved by the instructor.

SPANISH

SPAN& 121 - Spanish I

5 credits   Previously SPAN 101.
SPAN& 121 is a comprehensive beginning Spanish course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted almost exclusively in Spanish.

COURSE DESCRIPTIONS

SPAN& 122 - Spanish II

5 credits   Previously SPAN 102. Prereq: SPAN 101/SPAN& 121 with 1.5 min. or permission.
SPAN& 122 is a comprehensive beginning Spanish course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted almost exclusively in Spanish.

SPAN& 123 - Spanish III

5 credits   Previously SPAN 103. Prereq: SPAN 102/SPAN& 122 with 1.5 min. or permission.
SPAN& 123 is a comprehensive beginning Spanish course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted almost exclusively in Spanish.

SPAN& 221 - Spanish IV

5 credits   Previously SPAN 201. Prereq: SPAN 103/SPAN& 123 with 1.5 min. or permission.
SPAN& 221 is an intermediate course designed to help students further develop grammatical concepts introduced during the beginning Spanish course series as well as read and analyze works of literature and identify major themes related to the history and culture of Spanish-speaking people. It continues instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted exclusively in Spanish.

SPAN& 222 - Spanish V

5 credits   Previously SPAN 202. Prereq: SPAN 201/SPAN& 221 with 1.5 min. or permission.
SPAN& 222 is an intermediate course designed to help students further develop grammatical concepts introduced during the beginning Spanish course series as well as read and analyze works of literature and identify major themes related to the history and culture of Spanish-speaking people. It continues instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted exclusively in Spanish.

SPAN& 223 - Spanish VI

5 credits   Previously 203. Prereq: SPAN 202/SPAN& 222 with 1.5 min. or permission.
SPAN& 223 is an intermediate course designed to help students further develop grammatical concepts introduced during the beginning Spanish course series as well as read and analyze works of literature and identify major themes related to the history and culture of Spanish-speaking people. It continues instruction and practice in all four language skills: listening, speaking, reading and writing. The class will be conducted exclusively in Spanish.

SPAN 291 - Special Studies

1 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Student-instructor designed contract for special studies at the intermediate level.

SPAN 292 - Special Studies

2 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Student-instructor designed contract for special studies at the intermediate level.

SPAN 293 - Special Studies

3 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Student-instructor designed contract for special studies at the intermediate level.

SPAN 294 - Special Studies

4 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Student-instructor designed contract for special studies at the intermediate level.

SPAN 295 - Special Studies

5 credits   Meets Humanities Area I Distribution Requirement. Instructor permission.
Student-instructor designed contract for special studies at the intermediate level.

STUDENT SERVICES/CAREER STUDIES

S SER 090 - College Skills Lab

3 credits   For students enrolled in 10 or more credits. Instructor permission.
Development of individualized academic skills appropriate to student's current full-time schedule. Students will work with the instructor to assess their academic skills and develop an academic success plan. These skills will be practiced and reinforced during supervised study skills sessions.

S SER 100 - College Survival

3 credits   Instructor permission.
Overview of campus resources and academic assessment. Emphasis on learning styles, decision making, time management, study skills, procrastination and test taking that contribute to student success.

S SER 104 - Stress Management

3 credits
Presents theories for the origin of stress, the physical and psychological consequences and methods for stress reduction. Students will explore the relationship between thoughts, feelings and actions. Each student will construct an individualized plan for the management of their own stress at school and in the workplace.

SUSTAINABILITY

SUST 141 - Spring Practicum: Urban Agriculture

2 credits
This course prepares students to grow food sustainably and organically in an urban environment. The course places emphasis on site design and preparation, crop planning, plant propagation, soil fertility and season extension techniques. As much as possible, the course seeks to create a participatory environment driven by learning-by-doing models.

SUST 142 - Summer Practicum: Urban Agriculture

2 credits
This course prepares students to grow food sustainably and organically in an urban environment. The course places emphasis on crop production, field management, integrated pest management, and harvest practices. As much as possible, the course seeks to create a participatory environment driven by learning-by-doing models.

SUST 143 - Fall Practicum: Urban Agriculture

2 credits

This course is part of a series that prepares students to grow food sustainably and organically in an urban environment. The course places emphasis on fall field management, harvest practices, cover crops, and seed saving. Topics such as managing an urban farm business are also covered. As much as possible, the course seeks to create a participatory environment driven by learning-by-doing models

SUST 150 - Food as Medicine

3 credits

Nutrition based course focused on the healing properties of vegetables and other plant based foods. Learn how to identify the medicinal properties of plants and prepare recipes using locally grown, seasonal fruits, vegetables and herbs.

VISUAL COMMUNICATION

VICOM 100 - Introduction to Web Design

5 credits

Learn how to use Adobe Creative CS 6 programs such as Adobe Dreamweaver , Photoshop, Illustrator , Indesign to help creating your own future website. Overview of design, including terminology, concepts, necessary skills and available jobs. Students will critique Web design materials, explore basic Internet use and survey the process of developing Web design materials. The course will look at components of Web design, images and text. Students will meet with Web design professionals and learn what makes them successful.

VICOM 101 - Dreamweaver Fireworks

5 credits

Introduction to creating designs for the Web with different types of media, methods of delivery and authoring tools. Students will work with digital text and images. Students will be introduced to HTML and authoring languages. Issues arising from different delivery methods and appropriate tools will be introduced as well. Students will create a multimedia project.

VICOM 110 - Graphic Design I

5 credits

An introduction to visual communication theory, and practice through the use of type, image, form and color. Projects explore design processes using visual identity and communication, thematic structure and hierarchy, creative problem solving, technical processes, and the basic design practice of critiques and discussions. Studies also include the use of tools, materials, Adobe software products, and equipment.

VICOM 117 - Principles of Electronic Image

2 credits

A fundamental class in the relationships and communication systems involved in electronic graphics production. Students work on Macintosh computers and use current industry-standard software.

VICOM 120 - Graphic Design II

5 credits   Prereq: VICOM 110.

Introduction in fundamentals of design and the application to practical use in design of catalogs, advertising, brochures and promotional material.

VICOM 125 - Color Reproduction

3 credits

Students learn printing processes required for use of color in printing; focus on techniques for color separation and preparation for multicolor images for printing.

VICOM 130 - Graphic Design III

5 credits   Prereq: VICOM 110 and VICOM 120.
Event planning and portfolio preparation.

VICOM 132 - Drawing for Illustration I

5 credits

Introduction of fundamental techniques used in professional illustration. This course will instruct students on the creation of images to communicate ideas with an emphasis on evolutionary development. Various materials and techniques are explored, and unique approaches to problem solving are encouraged.

VICOM 133 - Drawing for Illustration II

5 credits   Prereq: VICOM 132 or equivalent.
Use of three-dimensional perspectives in graphic design.

VICOM 134 - Painting Techniques

3 credits   Prereq: VICOM 132 and VICOM 133.
Study of a variety of techniques used in painting and the development of skills based on student's individual strengths and preferences.

VICOM 140 - Cooperative Education

1 credits   Instructor permission. Requires work experience coordinated with instructor.
Requires work experience coordinated with instructor.

VICOM 150 - Business for the Professional Artist

3 credits

Provides artists with an understanding of how their skills are used in business; covers copyright and ethics.

VICOM 152 - Lettering l

2 credits

Development of understanding and skill in classic forms of lettering.

VICOM 153 - Lettering II

2 credits   Prereq: VICOM 152.
Use of lettering in logo and monogram development.

VICOM 161 - Introduction to Printing

5 credits

Overview of the commercial printing industry: graphic communication, printing processes career information, paper manufacturing paper selection and workplace safety.

VICOM 165 - InDesign Layout I

3 credits

This is an introductory course that focuses on the tools and editing capabilities of the Adobe InDesign software program. Students learn how to use the Adobe InDesign interface and access its expansive set to typographic and graphic layout features. Lessons include shortcuts and tips to effectively use the programs tools. Students will produce projects for print and web that apply to real-world business situations.

VICOM 170 - InDesign Layout II

3 credits   Was Intro to Pre-Press VICOM 228. Prereq: VICOM 165.

This course is an intermediate to advanced course that builds on the concepts learned in InDesign Layout I. This course will feature techniques to help automate the construction of complex multipage documents so modifications may be done in an extremely efficient manner. Students learn how to integrate Photoshop, Illustrator and Bridge with InDesign to prepare, place and modify many different file formats for a complete full circle workflow.

VICOM 200 - Web Design II

5 credits   Prereq: VICOM 100 or instructor permission.
Advanced Web Design including website maintenance, remote sit set-up, relationship of software applications including FLASH and creating web pages from templates.

VICOM 201 - Web Programming

5 credits
Develop site architecture and conceptual designs optimized for delivery on the World Wide Web. Students will begin learning to optimize content for delivery over limited bandwidth to multiple browsers and browser types. User-centered interface design for the Web will be discussed.

VICOM 210 - 3D Design

5 credits
Practical problems in recycling; industrial design and presentation.

VICOM 211 - Design with Flash

3 credits
Developing and implementing conceptual designs for multimedia product. Students will gain increased skill working with digital audio, video, images and text, and will increase skills with multimedia authoring tools. The course will also address integrating various media elements into a usable interface.

VICOM 212 - Flash II Animation

3 credits
Conceptual and implementation skills will be honed in this class. The course will focus on using Flash to tell a story. Students will gain intermediate skills working with different content types (text, images, etc.) and will improve skills with authoring tools. Basics of animation and simulation will be discussed, as well as more advanced interactive user interface design concepts.

VICOM 228 - InDesign Layout

3 credits
Macintosh platform training in printed page layout and production.

VICOM 230 - Photoshop I

3 credits
Photoshop I is an introductory course that focuses on the tools and editing capabilities of the Adobe Photoshop software program. Students learn how to use the Adobe Photoshop interface and access its expansive set of features. Lessons cover the basics of saving and storing image files and defining the various processes used for image editing. Students will produce projects that apply to real-world business situations.

VICOM 231 - Photoshop II

5 credits   Prereq: VICOM 230 or permission.
Intermediate to advanced training in Photoshop techniques.

VICOM 236 - Portfolio

5 credits   Prereq: VICOM 120.
This class will prepare Visual Communications students to enter the workforce or prepare a portfolio for college admissions. The main focus of the class will be to prepare a professional portfolio as well as developing a resume and interviewing skills. At the end of the quarter all students will participate in a portfolio show.

VICOM 240 - Cooperative Education

1 credits   Instructor permission.
Learn on the job and earn academic credits. Internship practicum.

VICOM 250 - Design with Illustrator

3 credits
Covers use of electronic page layout software to solve visual and technical problems.

VICOM 282 - Photo Studio

5 credits   Prereq: ART 147 & VICOM 231 or instructor permission.
Student will visit professional photo studio and work on projects with professionals.

VICOM 285 - Visual Communication Capstone

5 credits   Prereq: VICOM 130 or permission.
Engages students in a real-world marketing communication effort. As a capstone course, it will emphasize each activity within the total process of marketing communication - integrating strategy formulation, planning and marketing, advertising and public relations techniques - to identify and address challenges of the client. This course will be linked to the BUSN 236 capstone, whereby students apply project development principles to conceptualize and design multimedia products.

VICOM 291 - Independent Study

1 credits
Special study topics; independent contractual problems.

VICOM 292 - Independent Study

2 credits
Independent problem solving; contracted studies for special topics.

VICOM 293 - Independent Study

3 credits
Special topics and independent contract studies.

OTHER COURSES

ACHV 010 - Career Inventory

5 credits
This course enables students to use their previous experiences, skills, interests, and assessments to guide career development. Students set short and long term employment goals, practice interviewing, and development employment related materials such as resume, cover letter, and diversity statement.

ACHV 011 - ACHIEVE Orientation

2 credits
Provides an opportunity for students to develop tools to prepare themselves for academic, employment, and personal success. Specific emphasis on academic and career goal setting, resources, and success strategies. Topics include study skills, goal-setting, college policies and resources, programmatic requirements, and accessing local and state resources, academic and career planning, time management, relationships, and self-empowerment. This course may be offered at one or two credits and elements will vary depending upon the number of credits.

ACHV 015 - Internship Prep Seminar

2 credits
This course enables students to prepare for an internship. They will learn how to create a resume and fill out a generic job application.

ACHV 020 - Learning Styles

2 credits

This course enables students to understand and use their learning style preferences at school and work, using students skills and experiences as a starting point to recognize their strengths within the multiple intelligences framework pioneered by Howard Gardner. Course activities include recognition of how learning styles and multiple intelligences can support identification of a good job match, emphasizing the importance of self-advocacy.

ACHV 022 - Critical Thinking

4 credits

Students will recognize that challenges within the four areas of their life: Home, School, Community & Employment, can be resolved through a 5 step process of critical thinking and problem solving. Metacogniti ve skills will be used as tools to support the sequential process of c ritical thinking and problem solving presented in class. Awareness of Learning Style preferences will be included within the curriculum, th rough prior knowledge will not be assumed. This course provides stude nt support both as one course, or within the three quarter sequence.

ACHV 025 - Interview Skills

2 credits

Learn to sell yourself by focusing on your many strengths. Students will engage in mock interviews in class and will be able to watch and critique themselves on video.

ACHV 030 - Communication and Self-Advocacy

5 credits

The course enables students to develop an understanding of the key differences between the child and adult serve structures for people with disabilities. Course provides a framework for disclosure of disability in academic and career settings. Students will explore the advantages and disadvantages of disclosure while practicing self-advocacy skills in school and work-based environments. Students explore the differences between causal and professional communication and demonstrate effective communication strategies in higher education and employment settings.

ACHV 041 - Workplace Communication

2 credits

Course addresses appropriate workplace communication and explores techniques for managing and resolving conflict.

ACHV 045 - ACHIEVE Newsletter

1 credits

This course supports ACHIEVE students to collaborate with other HCC students, faculty, and staff in the creation and publication of the quarterly ACHIEVE Program Newsletter.

ACHV 053 - Practicum Seminar

3 credits

Students will participate in the practicum seminar while simultaneously completing community-based internships, combining classroom theory with practical experience gained in the workplace. The practicum experiences are tied directly to students' career goals and employment plan developed with Employment Consultant and employment agency. Students will discuss and track progress toward practicum learning outcomes, discuss issues and concerns that happen on the job with instructors and peers, and role-play effective on the job communication strategies.

ACHV 065 - Dependable Strengths

1 credits

Students remember past good experiences, times in their life when they did something they feel they did well, enjoyed doing and are proud of. They tell these experiences in small groups while the remaining members listen for the strengths the student exhibited during the experience. From the list of strengths identified by others, each student selects the 3-5 strengths identified by others which characterize them the most. A reality test is completed by students by writing examples of when they have used the strengths in the past. From this information the students compose a Strengths Report which summarizes their strengths and past experiences using those strengths. The purpose of the DSA process is to empower students with a sense of their own intrinsic value, which increases their personal and professional growth. The Dependable Strengths Articulation Process is a series of classroom activities arranged in 9 individual sessions. Each session has a goal, a set of objectives, time parameters, methods for implementing the process, and needed resources. Process notes are provided which give step by step directions for implementation. The DSAP is also copy written so facilitators must follow a script. The DSA workshop is broken out into 2 (4 hour) workshops to equal a total of 8 hours of participation. Prior to the DSAP portion of the workshop, ACHIEVE instructor provides 1.5 hours supporting students to complete their pre-work. Post DSAP workshop, an ACHIEVE instructor provides 1.5 hours of instructional support time to assist students to develop a plan to use what they have learned from the DSAP in their lives, with a focus on school and work. For ACHIEVE students, total instructional time equals 11 hours.

ACHV 072 - Balancing Work and Life

2 credits

Develop understanding and skills necessary to balance work, school, and personal life, minimizing potential barriers to success. Participate in discussions aimed at better understanding the impact that complex social situations and a variety of other factors can have on life success. Practice using a range of organizational tools that assist with time management, develop strategies to identify and solve problems, and create a final project that addresses a student's individual plan, strategies, and tools.

ACHV 074 - Relationships/Sexuality

1 credits

Topics in this Relationships, Sexuality, and Safety course will include a focus on our bodies, safety, and health in terms of relationships and sexuality. Sexuality is defined broadly, and includes body image, liking another person, starting and maintaining healthy relationships, identity as a sexual person and negotiating healthy boundaries with others. Sexual behavior, including kissing, touching, and intercourse, will be addressed in terms of safety, appropriateness, consent, and mutuality.

ACHV 075 - Relationships/Sexuality Part 2

1 credits

Winter quarter topics in this Relationships, Sexuality, Safety course will include a focus on communication, consent, relationships, and sexual identity in terms of relationships and sexuality. Sexuality is defined broadly, and includes body image, liking another person, starting and maintaining healthy relationships, identity as a sexual person and negotiating healthy boundaries with others. Sexual behavior, including kissing, touching, and intercourse, will be addressed in terms of safety, appropriateness, consent, communication, sexual identity, and mutuality.

ACHV 076 - Relationships/Sexuality Part 3

1 credits
Spring quarter topics in this Relationships, Sexuality, Safety course will include a focus on power in relationships, harassment, abuse, consent, breaking up, use of substances and their effect on decision making and advocating for healthy sexuality with others. Sexuality is defined broadly, and includes body image, liking another person, starting and maintaining healthy relationships, identity as a sexual person and negotiating healthy boundaries with others. Sexual behavior, including kissing, touching, and intercourse, will be addressed in terms of safety, appropriateness, consent, communication, sexual identity, and mutuality.

ACHV 080 - Service Learning

3 credits
Examines civic responsibility and membership through service-related learning activities with local organizations and groups. Students form teams and identify meaningful ways to contribute to their communities.

ACHV 082 - ACHIEVE Technology Lab

4 credits
Provides opportunities for ACHIEVE students to practice using assistive technologies,explore learning styles, and develop study and test-taking strategies. Students can also use the lab time to get additional support with reading strategies and navigating college courses.

ACHV 098 - ACHIEVE Capstone

5 credits
This course enable students to prepare a portfolio of their work within ACHIEVE, which will allow them to track and be aware of their own growth, accomplishments, learning, and employment readiness. The portfolio serves as their culminating project.

CARER 101 - Individualized Career Exploration

1 credits   Additional fee $28.80. Instructor permission.
Individualized instruction designed to explore values, interests and skills as well as discover career planning resources and possible career options.

CARER 110 - Career Plan/Self Evaluation

2 credits
Designed for students exploring career and educational options for the first time or changing career directions. Emphasis on assessment, personal styles, the career marketplace and job search skills.

CARER 291 - Special Topics

1 credits   Instructor permission.
This course is individualized and the subject matter varies. Course is tied in to workshops and Career Center programs focused on career exploration and decision-making activities.

CARER 295 - Special Topics

1 credits   Instructor permission.
Student-instructor designed contract for special studies of topic related to career exploration and development.

Listed here are a number of Highline's administrators, full-time faculty, and staff. More than 1,200 talented and dedicated people serve students at multiple locations throughout King County, but because of space limitations, we're not able to list them all. Those who are listed, however, are those who you are most likely to come in contact with. They're here to help you make the most out of your Highline experience.

Board of Trustees

DAN ALTMAYER (2008)

Federal Way: BA, Northern Illinois University

DEBRENA JACKSON GANDY (2010)

Des Moines: BA, Pepperdine University

FRED MENDOZA (2011)

Normandy Park: BA & JD, University of Washington

ROBERT ROEGNER (2011)

Federal Way: BA & MA, Pacific Lutheran University

SILI SAVUSA (2013)

White Center: BA, University of Washington

President

JACK BERMINGHAM (1994)

President: BA and MA, California State University, Northridge; PhD, University of California, Santa Barbara. Serves on a number of boards including the Southwest King County Economic Development Initiative, the Executive Committee of Community Colleges for International Development (CCID), and the Advisory and Education Council, and the Trade Development Alliance of Greater Seattle.

Division Chairs

Arts and Humanities

WENDY SWYT (1996)

English: BA, College of Wooster; MA and PhD, University of Washington.

Business

BARBARA CERNA (2001)

Health Care Professions: Medical Assisting Certificate, Kenman Business University; AAS, Highline Community College.

Health, Education and Physical Education

KEITH PATON (1994)

Physical Education: BSE and MSE, University of Kansas.

Pure and Applied Science

AMELIA PHILLIPS (2002)

Computer Information Systems, Computer Science: BS, Massachusetts Institute of Technology; MBA, University of Phoenix.

Social Sciences

RUTH FRICKLE (2000)

Psychology: BA, Linfield College; MA, Antioch University.

Faculty

ROSEMARY ADANG (1990)

Literature, English: BA, Sonoma State University; MA, University of Washington.

OUSSAMA (SAM) ALKHALILI (2005)

Business Information Technology: BS, Strayer University; MS, American Intercontinental University.

THRESSA ALSTON (2001)

Counseling: AA, Merritt College; BA, John F. Kennedy University; MEd, Seattle University.

GLEN AVANTAGGIO (1998)

Philosophy: BA, University of Maine; PhD, University of Hawaii.

ERIC BAER (1997)

Geology: BA, Carleton College; PhD, University of California, Santa Barbara.

TERESA BALKENENDE (2007)

History: BA and MA, University of New Mexico; PhD, University of Washington.

RICH BANKHEAD (2007)

Engineering: BS and MS, University of Washington.

GERRY BARCLAY (1992)

Biology, Botany: BS, Cal Poly; MS, Pennsylvania State University; ABD, Oregon State University.

ROBERT BAUGHER (1988)

Psychology: BA, University of Washington; MA, California State University, Fresno; PhD, Peabody/Vanderbilt University.

LISA BERNHAGEN (2000)

English: BA, Western Washington University; MA, University of Vaxjo, Sweden; MA, Western Washington University.

LEANN BLANCO (2013)

Healthcare Professions: AAS, Wenatchee Valley College; AA, Yakima Valley Community College.

NICKI BLY (2008)

Respiratory Care: AAS, Highline Community College; BBA, American Intercontinental University.

ROBERT A. BONNER (1983)

Respiratory Care: BA, California Lutheran College; MEd, University of Washington.

CHRIS BRANDMEIR (1998)

Hospitality & Tourism Management: BA, University of San Francisco; MBA, National University.

ELLEN BREMEN (2004)

Communication Studies: BS and MA, University of Nevada Las Vegas.

DARRYL BRICE (2003)

Sociology: BS, Frostburg State University; MA & PhD, Loyola University.

TRACY BRIGHAM (1994)

Physical Education: BS, Florida State University; MS, University of Florida.

HARA BROOK (2001)

Reference Librarian: BA, Hofstra University; MLS, University of Washington.

HELEN BURN (1994)

Mathematics: BS, The Evergreen State College; MS, Western Washington University; PhD, University of Michigan.

MARIA CARPENTER (2001)

Nursing: AS, Highline Community College; BSN and MSN, University of Washington.

TRACY CARRERA (2013)

Art: BFA & MFA, Utah State University.

ANGELA CASTER (1994)

English: BA, University of California at Santa Barbara; MA, California State University, Stanislaus.

BARBARA CERNA (2001)

Health Care Professions: Medical Assisting Certificate, Kenman Business University; AAS, Highline Community College.

SAMAD CHAKOUR (2004)

Business: AA, Seattle Central Community College; BA, University of Washington; MBA, City University; DBA, University of Sarasota.

EMMANUEL CHIABI (1999)

Social Sciences: BA, Biola College; MA, California State University, Fullerton; MA and PhD, University of California, Santa Barbara.

SHERRI CHUN (2005)

Business Information Technology: BA and MBA, University of Washington.

J. MICHAEL CICERO (1977)

Business: BA and MBA, Washington State University.

JACQUE CLINTON (2013)

Honors: AA, Highline Community College; BA, University of Washington - Tacoma; MA, University of Edinburgh.

RAEGAN COPELAND (1998)

Business: BS, Florida State University; MIM, Thunderbird-American Graduate School of International Management.

CHÉ DAWSON (2003)

Paralegal, Men's Basketball Coach: BA, Seattle University; JD, University of Washington.

JIN DO (2004)

Nursing: BSN, Seoul National University; MSN, University of Washington.

DANIEL DRISCHEL (2003)

Human Services: BA and MEd, University of Cincinnati.

ROBERT DROESSLER (2001)

Ceramics: BFA, Minnesota State University; MFA, Washington State University.

JOHN DUNN (1999)

Physical Education/Athletic Director: BS, Washington State University; MEd, City University.

MARIE ESCH-RADTKE (2004)

Nursing: BSN and MSN, University of Washington, Tacoma.

RAZMEHR FARDAD (2010)

Mathematics: AA, Saddleback College; BA, University of California, Berkeley; MS, California State Polytechnic University.

KAREN FERNANDEZ (1998)

Reference Librarian: BS, The Evergreen State College; MLS, University of Washington.

RODNEY FOWERS (1998)

Psychology: BS, Weber State University; MA, Antioch University.

TEELA FOXWORTH (2013)

Communication Studies: BS & MA, Oregon State University.

SUE FRANTZ (2001)

Psychology: BA, Indiana University of Pennsylvania; MA, University of Kansas.

RUTH FRICKLE (2000)

Psychology: BA, Linfield College; MA, Antioch University.

SHANA FRIEND (2012)

Adult Basic Education: BA, University of Victoria; MA, Penn State University.

MOIRA FULTON (1988)

Reading: BA, University of Iowa; MEd, University of Vermont.

CHRISTINA GAN (2004)

Biology: BS and MA, Humboldt State University.

ARLINE GARCIA (1998)

Spanish: AA, Highline Community College; BA, MA and ABD, University of Washington.

MICHAEL GIRVIN (2002)

Accounting: BA, The Evergreen State College; BFA, School of the Art Institute of Chicago; MBA, California State University, Hayward.

IGOR GLOZMAN (2000)

Physics: BS, MS and PhD, University of California, Los Angeles.

DEBORAH MOORE (2008)

Reference Librarian: BA, Linfield College; MFA, Eastern Washington University; MLIS, University of Washington.

WOODY MOSES (2003)

Biology: BA, Vassar College; MS, Oregon State University.

AMBER ROWE MOSLEY (2003)

Physical Education/Women's basketball coach: BS, University of Idaho; MS, Georgia Southern University.

STEWART MOUGHON (2011)

Biology: BSc & PhD, Molecular & Cellular Biology, University of Washington.

KAYOKO MOZLEY (2013)

Respiratory Care: AAS, Highline Community College; BA, Wayo Women's University; MA, California Lutheran University.

SARAH MUCHNICK (2006)

Nursing: BSN, Seattle Pacific University; MSN, University of Phoenix.

JESSICA NEILSON (2005)

Paralegal: BA, Whitworth College; JD, University of Oregon; LLM, Harvard Law School

GARTH NEUFELD (2008)

Psychology: BA, University of Saskatchewan; MA, Mennonite Biblical Seminary.

ANTHONY NEWTON (2004)

Accounting: BA and MA, University of Washington; DBA, University of Phoenix.

MARIE NGUYEN (1999)

Chemistry: BS, University of San Francisco; MA and PhD, University of California, Santa Barbara.

TINA OSTRANDER (2002)

Computer Information Systems, Computer Science: BS, University of Washington; MA, Gordon-Conwell; MS, Regis University.

KEITH PATON (1994)

Physical Education: BSE and MSE, University of Kansas.

JAMES PEYTON (1999)

Economics: BSFS, Georgetown University; MS and PhD, University of California, Davis.

JOHN C. PFEFFER (1988)

Chemistry: BA, Linfield College; PhC, Certificate, University of Washington.

AMELIA PHILLIPS (2002)

Computer Information Systems, Computer Science: BS, Massachusetts Institute of Technology; MBA, University of Phoenix.

PAT PHILLIPS (1993)

Reading: BAE, Wayne State College; MEd, University of Washington.

IGNACIO SANCHEZ RAMIREZ (2011)

ABE/GED: AA, Shoreline Community College; BA, Spanish, Western Washington University; MA, Latin American Literature.

JASON RAMIREZ (2004)

Mathematics: BS and MS, California State Polytechnic University.

GREGORY REINEMER (2004)

Physics: BS, The Evergreen State College; MS and PhD, Montana State University.

SUSAN RICH (1999)

English: BA, University of Massachusetts; MEd, Harvard University; MFA, University of Oregon.

MARGARET (MEG) RYAN (1988)

Business: BA, San Diego State University; MS, University of Nevada, Reno; PhD, University of Washington.

RON SABADO (2002)

Accounting: AA, Highline Community College; BA, University of Washington; MSA, Central Michigan University.

MATT SCHWISOW (2004)

English: BAE and MA, Eastern Washington University.

ERIK SCOTT (2000)

Mathematics: BS, University of Wisconsin, Madison; MS, University of Washington.

T.M. SELL (1986)

Journalism, Political Science: AA, Highline Community College; BA, Western Washington University; MPA, The Evergreen State College; PhD, University of Washington.

SAM SHABB (1992)

Biology, Oceanography: BS and MS, Stanford University.

LIJUN SHEN (1997)

Adult Basic Education/English as a Second Language: BA, Shanghai Foreign Language Institute; MA and EdD, University of Washington.

MIRA SHIMABUKURO (1998; 2010)

English: BA, The Evergreen State College; MFA, University of Washington; PhD, University of Wisconsin, Madison.

GAYATRI SIROHI (2008)

English: BA, Himachal University; MA, Panjab University; MA, University of Washington.

KATHERINE SKELTON (2004)

Mathematics: BS and MS, California State Polytechnic University.

DARIN SMITH (2008)

Physical Education: BS and MS, University of Illinois.

JOY SMUCKER (1994)

Paralegal: BA, State University of New York, Binghamton; JD, Seattle University.

LONNIE SOMER (2006)

Anthropology: BA, Rutgers University; MA and PhD, Washington State University.

KEVIN STANLEY (2008)

Economics: AS, Weber State University; BS, University of Utah; MA, Columbia University; ABD, University of Utah.

SYDNEY W. STEGALL (1992)

Humanities, Journalism, Music: BM and MM, Conservatory of Music, University of Cincinnati; PhD, Emory University.

LAURIE STEPHENS (2011)

Respiratory Care: AAS, Respiratory Therapy; Teaching Certificate, Central Washington University.

JOY STROHMAIER (2002)

Biology: BS and MS, University of Wyoming.

WENDY SWYT (1996)

English: BA, College of Wooster; MA and PhD, University of Washington.

TIANYI TANG (1992)

English: BA, Jiangxi University; MA, University of Lancaster; MA, Bowling Green State University.

BEVIN TAYLOR (2007)

ESL: BA, Miami University; MA, Bowling Green State University.

SUSAN TAYLOR (2009)

Business Information Technology: BA, Central Washington University.

BENJAMIN THOMAS (2004)

Music: BA, Swarthmore College; MM, University of Michigan; DMA, University of Washington.

TERESA TRILLO (2002)

Nursing: AAS, Highline Community College; BSN, University of Washington, Tacoma; MSN, Seattle Pacific University.

GEOFF TURCK (2000)

Accounting: BA, Montana State University; MPAcc, University of Washington.

TIMOTHY VAGEN (2012)

Personal Fitness Traniner: BA, University of Tampa.

ALLAN WALTON (1981)

Mathematics: BA, University of Oregon; MS, University of Virginia.

AARON WARNOCK (2002)

Mathematics: BA, California State University, Stanislaus; MA, California State University, Fresno.

NANCY A. WARREN (1999)

Hospitality & Tourism Management: AA, Grays Harbor College; BM, University of Puget Sound; MSOD, Central Washington University.

MARCIA WELCH (1998)

Business Information Technology: BA, Washington State University; MA, University of Phoenix.

BUZZ WHEELER (2001)

Paralegal: BA, Samford University; JD, California Western.

JODI WHITE (2007)

Education: BS, Ohio State University; MA, Pacific Oaks College NW.

CARLA WHITTINGTON (2001)

Geology: BS, Indiana Purdue University; MS, Indiana University.

DUSTY WILSON (2001)

Mathematics: BA, The Evergreen State College; MS, Western Washington University.

RUTH WINDHOVER (1987)

Literature, English: BA, Oberlin College; MA and PhD, Michigan State University; JD, Seattle University.

ELIZABETH WORD (2013)

Communication Studies: BA & MS, Washington State University.

ROMAN WRIGHT (1999)

American Sign Language: BA, Antioch University; MA Ed. & MACP, City University.

CHUN YU (2013)

Computer Information Systems: AA, Highline Community College; BA, Seattle University; MS, City University.

Administrative and Professional Staff

SHERRI BALLANTYNE (2014)

Director, Financial Aid & Student Employment: BA, Seattle University.

JIM BAYLOR (2013)

Director, Public Safety & Emergency Management: BS, Sam Houston State University; MA, Our Lady of the Lake University.

SHIRLEY BEAN (2006)

Director, Financial Services: ATA, South Puget Sound Community College; BA, The Evergreen State College; MA, Chapman University.

JACK BERMINGHAM (1994)

President: BA and MA, California State University, Northridge; PhD, University of California, Santa Barbara.

JONATHAN BROWN (2001)

Associate Dean, Student Programs: BA and MA, Seattle University.

CATHY CARTWRIGHT (2002)

Budget Director: AA, Highline Community College; BA, Central Washington University.

TONI CASTRO (1996)

Vice President of Student Services: BA, University of the Pacific; MA, California State University, Stanislaus.

FRANCES CLARK (2003)

Director, Library Circulation Services: MLIS, University of Washington.

EMILY COATES (2002)

Program Manager, Institutional Research: BA, University of Washington.

CARRIE A. DAVIDSON (2000)

Executive Assistant, Vice President for Academic Affairs: AA, Green River Community College.

DENA DILLON (2006)

Executive Assistant, Student Services: AA, Spokane Falls Community College.

ROLITA EZEONU (2001)

Dean of Instruction for of Transfer & Pre-College Education: BA and MA, Washington State University; Ed.D. Seattle University.

LINDA FAAREN (2003)

Director, Puget Sound Welcome Back Center & ESL Special Projects: BA, Pacific Lutheran University; MA, Luther-Northwestern Seminary.

DEBBIE FAISON (1997)

Registrar: AA, Highline Community College.

FRANCESCA FENDER (2013)

Analyst/Executive Assistant: BA, California State University - San Marcos; MS, University of Maryland - University College.

MARIKO FUJIWARA (1997)

Director, International Student Programs: BS and MA, Indiana University of Pennsylvania.

KATHLEEN HASSELBLAD (1998)

Director, International Programs and Grants: BA and MA, Pacific Lutheran University; ABD, University of California, Santa Barbara.

BARRY HOLLDORF (2009)

Director, Facilities: BS, Washington State University; MA, University of Washington.

JOHN HUBER (1995)

Director, BAS Programs: DC, Sherman College.

L. MICHELLE KUWASAKI (2011)

Director, Admissions: BA, University of Oregon; MA, Gonzaga University.

ALLISON LAU (2012)

Associate Dean, Student Development & Judicial Affairs: BA, University of Arizona; MS & PhD, University of Oregon.

MARC LENTINI (1997)

Director, Instructional Design: BS & MS, Cornell University.

SIEW LAI LILLEY (1989)

Director, Transfer Center: BA, Goucher College; MA, University of Illinois, Urbana.

MONICA LUCE (1998)

Dean of Instructional Resources: BA, Western Washington University; MLS, University of Washington.

ALICE MADSEN (1996)

Dean of Instruction for Professional Technical Education: BS and MEd, University of Cincinnati.

RASHAD NORRIS (2007)

Director, Community Engagement: BA, University of Puget Sound; MA, The Evergreen State College.

LORRAINE ODOM (2008)

Associate Dean, Enrollment Services: BA, University of Washington Tacoma.

JUDY PERRY (1985)

Executive Director, Community Services and Supported Employment.

TOM POLLARD (1986)

Director, Media Services and Library Networks: AAS, Grays Harbor College.

DEANA A. RADER (2008)

Director, Women's Programs: MPA, The Evergreen State College.

PATTI ROSENDAHL (2007)

Executive Assistant to the President: BA, University of Washington; MA, University of New Orleans.

AY SAECHAO (2011)

Director, TRiO Student Support & Retention Services: BA, Oregon State University; MEd, University of Washington.

KAO SAECHAO (2008)

Director, Gateway to College: BS, Oregon State University; MA, University of Washington.

JENNIFER SANDLER (2001)

Director, Access Services/ACHIEVE: AA, Highline Community College; BA, University of Washington; MEd, Seattle University.

MELISSA SELL (2001)

Executive Assistant, Vice President of Institutional Advancement: AAS, Highline Community College.

LISA SKARI (1992)

Vice President for Institutional Advancement: BS, Washington State University; MBA, Pacific Lutheran University; EdD, Washington State University.

ROD STEPHENSON (2004)

Director, Resource Development/Executive Director, Highline Community College Foundation: BA, Western Washington University.

JEFF WAGNITZ (2000)

Vice President for Academic Affairs: BA and MA, Eastern Washington University.

SHANNON WAITS (2013)

Director, Academic Assessment & Placement: BA, Western Washington University; MEd, Seattle University.

STEPHEN WASHBURN (2003)

Director, Adult Basic Education: BA, University of Oregon; ME, Western Washington University.

TIM WRYE (1994)

Director, Instructional Computing: BME, Pacific Lutheran University.

LARRY YOK (2006)

Vice President for Administration: MBA, University of Puget Sound.

College Policies and Procedures

highline.edu/allabout

Additional information about Highline's policies, procedures and statistics can be found online.

Advertising on Exterior Campus Bulletin Boards

The Center for Leadership and Service maintains exterior campus bulletin boards for on- and off-campus events and activities. Anyone wishing to post materials should go to the Center for Leadership and Service for approval and posting procedures.

Advisers

Educational Planning and Advising Center staff provides advising to all new students as well as continuing students who are not able to schedule an appointment with their faculty advisor. Educational Planners coordinate the mandatory Orientation program that is required of all new students who have not attended college prior to Highline. Advisers are available via phone and e-mail and on a drop-in basis in the center. Educational planners are knowledgeable about degrees, certificates and campus policies and procedures, as well as transfer to a four-year university or college and preparation for a specific major.

Students who have earned 30 or more credits are encouraged to request and maintain contact with a faculty adviser while attending Highline. To request a faculty adviser, a student should visit the Educational Planning & Advising Center in Building 6 or *edplanning.highline.edu* and complete the "Request an Adviser" form.

Generally, a faculty adviser will be matched to a student's academic program or intended degree. If a student's educational goals change, a new faculty adviser can be assigned. The faculty adviser can be an invaluable resource when planning class selection and degree completion, but ultimately the student is responsible for final class selection. Students who are unable to schedule an appointment with their faculty adviser, may meet with an educational planner for advising and referrals.

Consumer Information and Student Right to Know

Students and other interested persons can access information on completion and/or graduation rates; district security policies and crime statistics; athletic program participation rates and financial support data; completion and/or graduation rates for student-athletes; information regarding student records under the Family Education Rights and Privacy Act (FERPA); and the alcohol and drug policy by visiting Highline's Website.

Paper copies of the above documents may be obtained from the executive assistant for Student Services in Building 6, room 218.

> Highline College
> MS 6-11, P.O. Box 98000
> Des Moines, WA 98198-9800
> (206) 592-3077

Cultural Diversity Policy

Highline College actively promotes and supports a learning and work environment which ensures social justice, mutual respect, understanding, civility, and non-violence. Highline Community College is committed to the elimination of discrimination based on sex, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious background.

Debts to the College

College debts include, but are not limited to, such items as outstanding tuition and fees, National Science Foundation checks, library fines, financial aid repayments, late class add fees, Student Tuition Easy Payment Plan (STEPP) payments and fees, and parking tickets.

Students are responsible to pay all fines and other financial charges as soon as notification is received. Highline College may withhold registration, conferring academic credentials, transcripts and other college services when a payment has not been made on time.

Additionally, the college may pursue collection efforts on any outstanding debts as authorized by RCW 19.16.500. Highline College's policy regarding withholding services for outstanding debts is described in WAC 32I-122.

Drug and Alcohol Abuse Program

This information is provided pursuant to the Drug-Free Schools and Committee Act Amendments of 1989 (Public Law 10 1.22b).

The unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance as currently defined by law is prohibited in or on property owned, leased or otherwise managed by Highline College. The use of any controlled substance (illicit drugs or alcohol) is prohibited except when use or possession is prescribed by an authorized medical doctor or dentist.

The use of illicit drugs and alcohol presents a clear and present risk to the health of a student or employee and may cause impairment of the health of fellow students and employees.

"The disease of alcoholism knows no boundaries as far as personalities are concerned. It does not recognize rank, social class, wealth or fame. It strikes everyone with the same insidious force, and consequences are the same." (Joseph Pursch, M.D.) The same statement applies to the use of illicit drugs. Addiction to alcohol or drugs may be lethal.

Sanctions against a student found to be in violation of the above restrictions may be imposed, subject to the student's right of appeal. Sanctions may involve a warning, disciplinary probation, emergency withdrawal, suspension or dismissal. The college is responsible for referring the violation to the appropriate law enforcement agency.

No employee or contractor will report to work while under the influence of illicit drugs and/or alcohol. Violation of this rule by any employee may result in referral for mandatory evaluation/treatment for a substance abuse disorder. The Washington state Employee Assistance Program (EAP) or a college contracted referral agency will be utilized in accordance with the applicable negotiated agreements; the laws of the state of Washington, specifically RCW 28B.16 and RCW 28B.10; and applicable federal laws that supersede Washington state statutes.

Students are asked to refer to the Students Rights and Responsibilities information codified at this printing in WAC 132I-120.

Assistance for students is available by appointment through the Counseling Center, located in Building 6. Self-referral can also be made to agencies such as the following:

- Alcohol/Drug 24-Hour Help Line, (206) 722-3700 or 800-562-1240;
- Navos, (206) 241-0990;

or

- King County Crisis Clinic Information Line, (206) 461-3200.

Equal Employment Opportunity/ Non-discrimination Statement

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

El colegio universitario ofrece igualdad de oportunidades en educación y empleo, y no discrimina por raza, color, nacionalidad, edad, discapacidad, sexo, orientación sexual, estado civil, creencias, religión o estatus de veterano de guerra. La discriminación sexual está prohibida e incluye el acoso sexual (varias formas de conducta sexual no deseada).

Колледж предоставляет равные возможности при получении образования и приеме на работу и обеспечивает отсутствие дискриминации на основании расовой принадлежности, цвета кожи, национальности, возраста, физических недостатков, половой принадлежности, сексуальной ориентации, семейного статуса, убеждений, вероисповедания или статуса ветерана войны. Недопустимая дискриминация по половому признаку подразумевает сексуальные домогательства (неприемлемое сексуальное поведение во всех его проявлениях).

توفر الكلية فرصة متكافئة في التعليم والتوظيف ولا تُمَيِّز على أساس الأصل العرقي أو اللون أو المنشأ الوطني أو السن أو الإعاقة أو نوع الجنس أو التوجه الجنسي أو الحالة الاجتماعية أو المعتقد أو الدين أو الوضع كمحارب قديم. التمييز الجنسي المحظور يتضمن التحرش الجنسي (السلوك الجنسي غير المرحب به من من الأنواع المختلفة).

本学院提供平等的教育和就业机会，不因种族、肤色、民族、年龄、残疾、性别、性取向、婚姻状况、宗教信仰、或者退伍军人身份而加以歧视。被禁止的性别歧视包括性骚扰（各种不受欢迎的性举止）。

학교는 교육과 고용에 대한 평등한 기회를 제공하며 인종, 피부색, 출신 국가, 나이, 장애, 성별, 성 정체성, 결혼 여부, 종교, 신념 및 재향 군인 자격에 대해 차별하지 않습니다. 금지된 성차별 행동 중에는 성희롱이 포함됩니다 (부적절한 여러 종류의 성적 행위 및 행동).

Highline Community College offre un accès équitable à l'éducation et à l'emploi, et n'établit aucune distinction fondée sur la race, la couleur, l'origine nationale, l'âge, l'incapacité, le sexe, l'orientation sexuelle, la situation de famille, la croyance, la religion ou le statut d'ancien combattant. La discrimination de genre faisant l'objet d'une interdiction englobe le harcèlement sexuel (comportement sexuel importun sous diverses formes).

Sexual Harassment

Sexual harassment is illegal under Title VII of the Civil Rights Act and Title IX of the Educational Amendment and is against Highline College's policies and will not be tolerated in any form. It shall be the policy of Highline College, consistent with its efforts to respect the dignity and integrity of employees, students and the general public, to provide an environment free of sexual harassment.

Sexual harassment is any unwanted verbal or physical sexual attention that is repetitive and one-sided. Report sexual harassment to:

Director of Human Resources
MS 99-200, P.O. Box 98000
Des Moines, WA 98198-9800
(206) 592-3812

Smoking

Highline College supports the health and well-being of its campus community members. For this reason, smoking is prohibited on campus, except in designated areas.

Student E-mail

Student e-mail accounts at Highline College are the primary method of official communication between students and the campus community.

Official communications are those involving
• Instruction and classroom activities
• Campus safety and emergencies
• Routine College business

In general, e-mail is not appropriate for transmitting sensitive or confidential information unless it is matched by an appropriate level of security.
1. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA.
2. E-mail will not be the sole method for notification for any legal action.
3. The full text of the policy is available at policies.highline. edu/docs/student.email.procedures.pdf.

Student Records

Students are responsible for ensuring that the college has their correct name and address. Students needing to report a name change should visit the Registration office in Building 6 and submit a "Student Name Change" form with appropriate documentation - a driver's license, passport etc. Students can update their address at *sec.highline.edu/wts/student/main.asp* .

Students' Rights and Responsibilities

Students are responsible for their own success. In order for students to improve their chances of success, it is important for them to know what is expected. A student's registration constitutes acceptance of the responsibility to comply with college policies and regulations. In addition to the responsibilities listed below in the "Students' Rights Regarding Their Educational Records" section, a student's rights and responsibilities are fully outlined in the "Student Rights and Responsibilities Code" available online at *studentservices.highline.edu/srr* .

Students' Rights Regarding Their Educational Records

Students at Highline College have certain rights regarding their educational records. These rights are part of the federal legislation known as the FERPA.

POLICIES, PROCEDURES, STATISTICS AND NOTIFICATIONS

Students have the right to do the following:

Inspect and review their educational records within 45 days of the day that the college receives a request for access.

Students should submit to the registrar in Building 6 a written request that identifies the record(s) that they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Request the amendment of the student's education record(s) that the student believes are inaccurate or misleading.

Students have up to thirty (30) days after the quarter ends to request the college amend a record that they believe is inaccurate or misleading. The process for submitting such a request is to complete a Registration Petition Form, which is available on the Registration and Records website. The form must identify the change that needs to be made and why the record is inaccurate or misleading. Please note: There is a separate process for students who wish to file an Instructional Grievance to challenge a properly recorded grade. Information on the Instructional Grievance process is available from faculty, advisers and deans.

If the college decides not to amend the record as requested by the student, the registrar will notify the student of the decision in writing.

Consent to disclosure of personally identifiable information contained in the student's education records may be made to Registration and Records. School officials with a legitimate education interest may access academic records. A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibility.

A school official is a person employed or contracted by the college in an administrative, supervisory, academic, research or support staff position (including campus safety officers). Additionally, it may include a person, company or agency with whom the college has contracted (such as an attorney, auditor, collection agent, public service agency, education agency or school); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Volunteers and interns serving in any of these capacities are also considered school officials.

Upon request, the college may disclose education records without student consent to officials of another school in which a student is concurrently enrolled, or seeks or intends to enroll.

The college also may publish or provide the following directory information to any person who requests it: Student name, address, program of study, quarters of attendance, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, or degrees and awards received.

In addition, the college provides to military recruiters the following additional directory information: date and place of birth and level of education.

Students who do not wish the college to release their directory information must notify the registrar in writing.

Students may file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Complaints should be sent to the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Students' Social Security Numbers

To comply with federal laws and assure students may take advantage of education tax credits, Highline College must request your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). This information is used to report information for potential educational tax credits, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to IRS civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (FERPA), the college will protect your SSN from unauthorized use and/or disclosure.

Instructional Policies and Procedures

Academic Freedom

Academic freedom allows all faculty to seek and present knowledge in their respective disciplines. Faculty members are free to explore problems and issues, without fear of interference from administrators, the Board of Trustees, governmental agencies, the public, students or parents of students. Faculty members have a basic responsibility to promote freedom of thought, expression and the pursuit of knowledge.

Faculty members have an obligation to protect students' rights to freedom of inquiry. In using potentially controversial materials, the faculty member has the obligation to ensure the material meets the valid educational objectives of the class. Faculty members have the responsibility to exercise reasonableness and good judgment in their presentations and to function within the ethics and standards of their respective disciplines and the teaching profession.

Academic Honesty

Students are expected to maintain a high standard of honesty in their academic work. Cheating and plagiarism are specifically prohibited under the college's Student Rights and Responsibilities provisions.

Acts of cheating may include submitting for credit work that is not the student's own, copying examination answers from fellow students or other sources or assisting other students in acts of these kinds.

Plagiarism, the presentation of another's writing or ideas as one's own, can take a number of forms - failing to cite sources, copying source texts or online sources without quotation, or inadequately paraphrasing or synthesizing source materials.

Students who are unsure of what might constitute plagiarism or cheating are encouraged to consult their instructors, class materials and other college resources for guidance.

Academic Standards

Highline's Academic Standards Policy was established to maintain excellence in academic standards and to encourage students to assume responsibility for their own academic progress. Academic standards also ensure that students with educational difficulties are informed of the many resources available at Highline.

The Academic Standards Policy applies to all Highline students enrolled in credit courses.

First Quarter Probation

A student attempting six or more credits in graded courses at Highline College will be placed on first quarter probation when his or her cumulative grade point average (GPA) falls below 2.0.

All students on first quarter probation will receive a notification letter about his or her academic status and steps to take to improve educational success. A student placed on first quarter probation must meet with an adviser to discuss his or her educational plans and campus resources prior to registering in classes for the next quarter.

A student on first quarter probation will not be able to register for a future quarter before meeting with an adviser. Students on first quarter academic probation who do not have a faculty advisor or who are unable to schedule an appointment with their faculty advisor should come to the Educational Planning and Advising Center and meet with an academic advisor.

A student on first quarter probation may not take more than 15 credits without written permission from the director of the Educational Planning & Advising Center or a faculty adviser.

Second Quarter Probation

A student on first quarter probation who attempts six or more credits in graded courses at Highline College and earns less than a 2.0 cumulative GPA, will be placed on second quarter probation unless his or her quarterly GPA is 2.25 or higher, in which case the student will remain on first quarter probation.

A student placed on second quarter probation will not be able to register for a future quarter before meeting with an adviser. Students on second quarter academic probation who do not have a faculty adviser or who are unable to schedule an appointment with their faculty adviser should come to the Educational Planning and Advising Center and meet with an academic adviser.

A student on second quarter probation may not enroll in more than 15 credits without written permission from the director of the Educational Planning & Advising Center or the faculty adviser.

Suspension

If a student on second quarter probation attempts six or more credits in graded courses at Highline College and earns less than a 2.0 cumulative GPA, the student will be suspended unless his or her quarterly GPA is 2.25 or higher, in which case the student will remain on second quarter probation. The office of the vice president for Student Services will notify these students. A suspended student who has already registered will have his or her registration cancelled and the tuition and fees refunded.

A student who is suspended from Highline College will not be permitted to enroll for any credit courses for three consecutive quarters from the end of the quarter for which the suspension occurred. A student who returns after suspension will automatically be placed on first quarter probation status.

A student who fails to maintain the required academic standards due to special or extraordinary circumstances may petition the Scholastic Review Committee for conditional reinstatement. Petition forms are available in the office of the Vice President for Student Services in Building 6, room 218.

Attendance

Students are expected to attend all sessions of their classes. Some instructors may require class attendance as part of their grading criterion. Only students in a valid enrollment status may attend classes.

Catalog Information

Highline's catalog contains general information about the college and its programs, courses, services, staff and policies. Information is subject to change between catalog updates. It is the student's responsibility to become familiar with all academic and administrative regulations and procedures that relate to his or her course of study.

Course Requirements

Students are responsible for meeting the requirements of any course in which they are enrolled. Instructors will inform students of course requirements in the course syllabus.

Credits

College Credits

Courses offered during the instructional year are assigned credit values of one or more credits. In general, a class that meets two hours a week awards two hours of credit per quarter; one that meets five hours a week awards five credit hours. Some classes, such as laboratories, may vary from this pattern.

Necessary preparation time will also vary according to the class and the student's background.

Credits are earned only for courses in which students are officially enrolled.

One semester credit hour is equivalent to one and one-half quarter credit hours.

Credit Load

Students intending to enroll in more than 18 credits must meet the following conditions:
  • Have completed at least 15 credits of college level (100 or above) coursework.
  • Have a 3.0 or better college-level GPA.

The maximum enrollment is 23 credits per quarter.

Students seeking an exemption from the policy must submit a written request to their advisor of record. When the advisor of record is a faculty member, the request may be approved by that instructor or that instructor's division chair. When there is no assigned advisor or the assigned advisor is a Student Services staff member, the request may be approved by the Vice President for Student Services (or designee). In either case, the decision of the reviewer is final.

Placement Information

Advanced Placement: Students may receive college credit for a score of three or above on an Advanced Placement test taken in high school. In some subjects, 10 to 15 credits may be awarded for a score of five. Advanced Placement credit may be used to satisfy distribution or elective requirements.

For a list of Advanced Placement course exams and their credit equivalency, see the "Advanced Placement Equivalency Table".

Note: Advanced Placement credits used at Highline may not transfer to other colleges or universities. Students need to check with the individual schools.

Military Service Schools, Military Experience, DANTES, CLEP and Other Training: Credit may be granted for training received at other institutions as recommended by the American Council on Education. To receive credit, a student must present evidence of satisfactory completion of such education to the credentials evaluator in the Registration office in Building 6. Credit for this type of learning may be used for restricted/grey area credit only and is limited to 15 credits for the transfer associate degree.

Examination or Challenge: A currently enrolled student who believes previous professional, business or educational experi-

ence, or private study has provided the skills and knowledge required for passing a course offered by Highline may be permitted to challenge that course by examination.

Courses that may be challenged and procedures for challenging can be obtained from the department that schedules the course.

Credit for this type of learning may be used for distribution or elective credit and is limited to 15 credits for the Associate of Arts and Associate of Science degrees. For details, speak with the credentials evaluator in the Registration office in Building 6.

International Baccalaureate: Highline will grant five credits for each higher level subject in which a score of five or higher is achieved. These credits may be used to satisfy distribution or elective requirements.

Note: International Baccalaureate credits used at Highline may not transfer to other colleges or universities. Students need to check with the individual schools.

To request your IB official transcript, please see the following: *www.ibo.org* .

In order to evaluate/transfer your AP/IB courses, you must request this from Registration and Records. Please go here to find form and directions: *http://registration.highline.edu/transcript. eval.php* .

Departmental Placement: Individual departments have different requirements.

English. All English writing courses have prerequisites of either previous courses, high school transcripts, or minimum scores on either the reading COMPASS or ESL COMPASS placement tests. Students should check the quarterly class schedule before enrolling in an English course.

Mathematics. Most MATH or MATH& courses have prerequisites of either a previous course in college or high school or a minimum score on the MyMathTest (MMT), Highline's placement test. Students should check the quarterly class schedule before enrolling in a mathematics course. For information, contact a mathematics instructor.

Reading. Many courses require a minimum COMPASS reading score.

World Languages. Most world language courses have prerequisites of a previous course, grade and/or minimum score on the COMPASS placement test. Students can usually select the right level for their first college foreign language course by using these guidelines:
- Students who have not studied - or who have very minimal study in - a foreign language, enter 121;
- Students who have successfully completed (grade 2.0 or better) two years of a high school language are ready for 122;
- Students who have successfully completed three years of a high school language are ready for 123;
- Students who have successfully completed more than three years of a high school language enter 221;
- Students who have considerable preparation other than high school and college and some fluency in the language can enter 221;
- Native speakers of a language must register for 221 or higher.

Students are urged to discuss preparation for world language study with their adviser or the instructor of the language so that satisfactory placement can be made. Instructors will help place students through the end of the registration period.

Caution: Some four-year colleges and universities do not grant credit for 101 or 121 to students who entered college in fall 1987 or later if they had two or more years of that language in high school.

Transfer Credits

Highline College grants academic credits toward its degrees for courses completed at other regionally accredited institutions. To have other colleges' transcripts evaluated, an official transcript must be sent to the credentials evaluator in Building 6, along with a "Request to Evaluate Official Transcripts from Other Institutions" form. The form is available in the Registration office in Building 6. Students will receive a copy of the transcript record upon completion of the evaluation.

Examinations

All examinations must be taken at the times scheduled by the instructors. A request to take an examination at any other time must be approved by the instructor.

Final Examinations for Courses

A final examination or evaluation is part of each course. Students are required to take the final examination or participate in the evaluation at the scheduled time in order to complete the course and receive credit. A final examination schedule is included in the quarterly class schedule.

Grades and Transcripts

Grade Point Average

Grade point average (GPA) is a measure of a student's overall academic achievement. GPA is computed on both a quarterly and cumulative basis from those courses in which students have received grades. The cumulative GPA shown on the student's transcript is based solely on courses taken at Highline and specifically excludes transfer credits.

GPA is computed by dividing the total cumulative grade points by the total possible credits for courses taken. Grade points are calculated by multiplying the number of credits by the numeric value of the grade for each course. The sum of the grade points is then divided by the total possible credits.

Credit or pass grades are printed on the transcript as CR and do not count in the quarterly or cumulative GPAs, but do count as credits earned. I, N, W and NC grade symbols do not count in the quarterly and cumulative GPAs and do not count as credits earned toward graduation.

Students are encouraged to review their transcripts carefully. Questions about grades, grade points or credits should be immediately presented to the instructor of the class or the registrar.

Grade Report

Grades are available approximately five days after the quarter ends at *sec.highline.edu/wts/student/waci002.asp* .

Grading System

Highline uses a numerical grading system to measure and evaluate student performance. Instructors are responsible for measuring and evaluating the performance of their students and must provide a course syllabus that clearly defines the grading requirements for each course.

Instructors may report numerical grade points within a range of 0.7 to 4.0, in 0.1 increments. The grade of 0.0 does not satisfy minimum academic standards for earning credit.

Numerical grades measure achievement according to the following standards:

4.0	Highest achievement
2.0	Satisfactory achievement
0.7	Minimum achievement for credit
0.0-0.6	No credit

Note: Students are responsible for checking with appropriate departments for minimum grades required for program completion or as prerequisites for higher-level courses.

Other Grading Symbols

In addition to numeric grades, the following letter grades are also used. Of these, only the CR (credit) grade will be awarded college credit. Explanations of each symbol follow this list:

CR   Credit
I   Incomplete
N   Audit
NC   No Credit
R   Repeated Class
W   Withdrawal
*   Missing Grade

CR: Credit. A grade of Credit (CR) may be granted for completion of course requirements at the 2.0 level or above. A CR grade must be initiated by the student at the time of registration or by the 15th instructional day of the quarter (an equivalent date is listed in the quarterly class schedule for summer).

The instructor will provide a numerical grade point evaluation, and if it is 2.0 or above, it will automatically be converted to CR by the registrar's office. Otherwise, the numerical grade given by the instructor will be entered.

Only 15 CR credits are applicable toward the Associate of Arts Option A degree. CR credits may or may not be recognized by other institutions. Other degrees and programs will designate the maximum number of applicable CR credits. Divisions may designate specific courses which are only graded CR/NC.

I: Incomplete. An instructor may issue an I when the following conditions apply:
• A student was still registered for the class after the official withdrawal date;
• A student satisfactorily (grade of 2.0 or higher) completed at least 80 percent of the total coursework but was not able to complete all coursework due to extenuating circumstances;
• A student and instructor have agreed on a date of completion to occur within the following 12 months;
• A student and instructor have completed an "Incomplete Grade Contract" and submitted to Registration.

The I will be converted to a numerical grade or CR/NC upon completion of the course requirements. If the I is not removed through the completion of the requirements after 12 months, it will be converted to the grade earned, as shown on the "Incomplete Grade Contract." This converted grade may not be changed. If an I grade is submitted and the instructor and student fail to file an Incomplete Grade Contract within one quarter, the grade will automatically convert to a 0.0.

N: Audit. Students may enroll for a course on an audit (N) basis. Regular tuition and fees are charged. Auditing students must attend at least 50 percent of the classes. Failure to do so will result in no entry being made on the transcript. The N does not carry decimal points. Students may change from an audit to a credit status, or vice versa, if all appropriate instructional paperwork is completed by the 15th instructional day of the quarter.

NC: No Credit. NC indicates a student did not satisfactorily complete course requirements at the 2.0 level to receive credit. The NC grade is used only for courses designated by an instructional division as CR/NC, and carries no GPA calculation.

R: Repeated Class. The symbol R prefixed by a numerical grade or CR, such as 3.2R, indicates the class was repeated. See statement on repeating a course following this section.

W: Withdrawal. The W grade indicates that the student withdrew from the course, in keeping with college withdrawal policies. The W carries no credit, indicates neither passing nor nonpassing work at the time of withdrawal and does not affect GPA. Some courses, identified in the catalog and/or quarterly class schedule, require group participation and are not eligible for a W without the instructor's permission.

If a withdrawal to the registrar's office is submitted on or before the 15th instructional day of the quarter (an equivalent date will be listed in the quarterly class schedule for summer) the class will not be reported on the transcript.

First-week nonattendance. In order to accommodate students waiting to register for a course, instructors have the discretion to initiate a withdrawal at the end of the first week of the quarter (or its equivalent for summer). This withdrawal may be authorized when students do not attend at least 60 percent of the class time during the first week. Students should contact their instructors to request an exception to this policy so that in the event of unavoidable absences they will not be withdrawn.

*: Missing Grade. An asterisk (*) indicates that no grade was received from the instructor.

Repeating a Course

Students may repeat courses taken at Highline in order to improve their skills or GPA. To repeat a course, a student must reregister and pay all necessary fees. Upon completion of the repeated class, a student must notify Registration and Records to request the GPA recalculation be performed. A course may not be repeated more than twice to improve the cumulative GPA.

Grade Forgiveness Policy

(Approved by Faculty Senate, June 2, 2010)

This policy provides an option for qualified students to set aside or exclude quarters previously attempted or completed from the GPA, when the coursework does not reflect their true academic ability.

With written approval of the adviser, students who meet the conditions outlined below may petition the Registrar to exclude from their transcript grades that negatively affect their cumulative credits and cumulative GPA. All courses and credits prior to the selected quarter will be excluded.

Option 1
1. Student has not been enrolled for at least 1 year.
2. Student must have completed 15 credits with a 2.5 GPA or better (since returning to Highline).

Option 2
1. Student has less than a year's break in enrollment.
2. Student must have completed 30 credits with a 2.5 GPA or better (after the most recent quarter to be excluded).

Further conditions:
Students cannot select individual courses or quarters for forgiveness. For example, if a student wishes to exclude courses in which failing or poor grades were received during the fourth quarter at Highline, all work taken during the first four quarters would be excluded.

Credits and grade points for excluded courses will be changed to zero (0) and will not be included in the Highline credit total and GPA. The course number, course title, and original grade will remain on the transcript.

Once forgiven, courses and credits may not be reinstated, may not be used as prerequisites, and may not apply toward degree requirements. Students will be allowed to have Grade Forgiveness applied once.

Financial Aid does not honor Grade Forgiveness.

Although Highline Community College makes provisions for Grade Forgiveness, students should not assume that other colleges to which they transfer will compute the GPA in the same

manner. Only the Highline record can be set aside; the College cannot set aside records from other colleges.

"Grade Forgiveness Request" forms are available at the Registration Office, Building 6, lower level.

Transcripts

An official transcript is a grade report of academic achievement and carries the signature of the registrar and the college seal. Institutions receiving a transcript will interpret it according to their own policies.

Transcript request forms are available at the Registration office and www.studentclearinghouse.org. A fee for each transcript is payable at the time of the request. Current fees are available at *registration.highline.edu/fees.php* .

For an unofficial copy of a transcript, visit *sec.highline.edu/wts/ student/waci002.asp* .

Transcripts from Other Schools

Highline does not release or certify copies of transcripts from other institutions. Transcripts that have been submitted to Highline from previously attended secondary schools and colleges become part of Highline's official file and may not be returned to the student or the college.

Official transcripts from previously attended schools and colleges must be received by the Registration office in Building 6 directly from the sending institution.

Graduation

June commencement is a ceremony for those students who have completed or plan to complete their degree or certificate during fall, winter or spring of the current academic year, or the summer quarter immediately following. Participation is not required. Ceremony participation does not guarantee degree completion.

Highline encourages all students to apply for graduation at least two quarters prior to the anticipated graduation date. The "Application for Graduation/Request for Graduation Evaluation" form is available at the Registration office in Building 6, lower level or online.

Submission of the application for graduation form initiates an evaluation of all coursework applicable to the degree indicated. Upon completion of this process, students are notified of the results. A degree or certificate will not be awarded until the application for graduation is on file in the Registration office and a credentials evaluator has determined all required coursework has been successfully completed. A student may not earn more than one transfer degree (AA-DTA) at Highline Community College.

The Graduation Review Board considers requests for substitutions and waivers to degree requirements. Such requests must be submitted in writing to the Graduation Review Board at the Registration office in Building 6.

Honors

Highest Scholastic Achievement Award

The Highest Scholastic Achievement Award is presented each commencement to the graduating student(s) who has attained the highest GPA and who has completed all degree requirements by the end of the spring quarter of the academic year of graduation. "Highest Scholastic Achievement Award" will be printed on the transcript.

Honors at Graduation

A student completing an Associate of Arts or Associate of Science degree who achieves a college-level cumulative GPA of 3.5 to 4.0 is eligible for honors at graduation. The transcript will indicate "Honors". Winter quarter GPA is used for students who are scheduled to complete degree requirements during spring or summer quarter.

Honors Scholar

Students with a 3.5 GPA or higher, who have completed the 35 required honors credits, will graduate as Highline Honors Scholars. For information, see "Honors Scholar" in the Other Instructional Programs section.

Quarterly President's and Vice President's Lists

A student completing 12 or more credit hours of courses numbered 100 and above during any quarter at Highline College with a quarterly GPA of 3.5 to 3.99 and with no grade below 2.0 or an incomplete (I grade) is placed on the Vice President's List for the quarter. A student with a 4.0 GPA will be placed on the President's List. The transcript will indicate' "Vice President's List" or "President's List" for the quarter(s) involved. Honors are generally posted to the transcript the third week of the following quarter.

Instructional Cycle

College Year: The college instructional year consists of fall, winter and spring quarters of approximately 11 weeks each and a summer quarter of about eight weeks.

During the instructional year, class sections are offered during the early morning, late afternoon and evening hours at the college and at other sites throughout the district. Transfer, professional-technical and basic skills courses are offered during summer quarter, as well.

College Quarters: Highline offers classes on a quarterly schedule. Fall quarter classes begin in late September, winter quarter begins in January and spring quarter begins in late March or early April. Summer quarter begins in June.

Instructional Grievance Process

Highline College provides a process through which students can seek resolution of complaints about instructional matters. Typically, these matters include grades and classroom practices. Excluded from this process are those complaints for which other specific remedies are provided such as Title IX discrimination claims.

An attempt should be made to resolve all instructional complaints in an informal manner. The interests of all are best served when complaints are resolved at the lowest possible level of the administrative structure.

Step 1: Discussion with Faculty Member

The student should first discuss the situation with the faculty member involved, before meeting with anyone else. Any employee of the college receiving a complaint concerning a faculty member shall encourage the complainant to meet with the faculty member involved.

Step 2: Discussion with Department Coordinator and/or Division Chair

If the student has already discussed the matter with the faculty member or refuses to do so, and desires to pursue the complaint, the student will be directed to meet with the division chair if the complaint is against a full-time faculty member, or with the department coordinator if the complaint is against a part-time faculty member.

Upon hearing the complaint, the chair or department coordinator should attempt to facilitate resolution by encouraging further discussions between complainant and the faculty member, using a third-party intermediary if necessary.

Step 3: Written Grievance to Division Chair and Faculty Member

If all attempts at an informal resolution have failed, the student must submit in writing to the chair and the faculty member involved the complaint and a chronology of the attempts at resolution. The faculty member may choose to send the chair a written response to the complaint.

After reviewing the complaint with the parties involved, the chair will provide, in a timely manner, a written response to the complainant and faculty member, which includes the chair's resolution to the complaint. Failure of the faculty member to comply with the resolution, if applicable, will be considered the same complaint and will be appealed to the chair.

Step 4: Appeal to the Vice President for Academic Affairs

If the student wishes to pursue the matter, he or she must provide to the vice president for Academic Affairs all written materials initially provided to the chair and the response from the chair.

Upon reviewing the complaint with the appropriate parties, the vice president for Academic Affairs (or designee) will provide an opportunity for the faculty member and the complainant to submit additional materials related to the written complaint. The vice president for Academic Affairs (or designee) may consider other related complaints in reaching a resolution.

Prior to issuing a written response, the faculty member will have the opportunity to review all written materials the vice president for Academic Affairs (or designee) has considered in resolving the complaint(s). Copies of the vice president for Academic Affairs' (or designee's) resolution will be sent to the complainant and the faculty member.

Progress Standards for Financial Aid Recipients

Students applying for or receiving financial aid should review the Financial Aid Satisfactory Academic Progress Policy in order to ensure continued eligibility for financial aid. Copies of the policy are available in the Financial Aid office in Building 6 or online at *financialaid.highline.edu/FormsResourcesPolicies.php* .

Student Complaint Policy

The Student Complaint policy and process is published in the Washington Administrative Code (WAC) 132I-310, which is available online at *apps.leg.wa.gov/WAC/default. aspx?cite=132I-310-010* .

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